

## **AGENDA**

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

In the Province of Alberta, held on Tuesday, December 18, 2018 at  
Village of Longview Community Hall Commencing at 6:30 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 Minutes of Special Meeting – Oct 19, 2018
- 5.2 Minutes Committee of the Whole – Dec 5, 2018
- 5.3 Minutes Regular Council Meeting – Nov 19, 2018

**6.0 REPORTS**

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

**7.0 FINANCIAL REPORTING**

- 7.1 Bank Reconciliation October, 2018
- 7.2 Accounts Payable Cheque Register – Nov, 2018
- 7.3 Statement of Revenue & Expenses

**8.0 PUBLIC DISCUSSION**

**9.0 BYLAWS**

- 9.1 Bylaw 416-18 LUB Amendment Cannabis – 2<sup>nd</sup> Reading
- 9.2 Bylaw 417-18 Business License Bylaw
- 9.3 Bylaw 418-18 FCSS Advisory Board
- 9.4 Bylaw 419-18 Fees and Fines

**10.0 BUSINESS**

- 10.1 RFD Tire Replacement
- 10.2 RFD Village Harassment Policy
- 10.3 RFD External Harassment Policy
- 10.4 RFD Grant & Donation Policy
- 10.5 RFD Transfer funds from Reserves
- 10.6 RFD Interim Budget

**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**

COMMITTEE OF THE WHOLE COUNCIL OF THE VILLAGE OF LONGVIEW  
In the Province of Alberta, held on Thursday, November 19, 2018 at  
Village of Longview Council Chambers Commencing at 5:30 p.m.

**PRESENT**

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

**CALL TO ORDER**

Mayor Wight called the meeting to order at 5:50 p.m.

**AGENDA**

Municipal Inspection Report Review

**IN-CAMERA**

Resolution 211-18 Moved by Deputy Mayor Weir to go in-camera FOIP 18(1)(e)  
Municipal Inspection Report

Resolution 212-18 Councillor Kirk moved to come out of camera – 8:49 p.m.

**ADJOURNMENT**

Resolution 213-18 Mayor Wight adjourned the meeting at 8:50 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, November 20, 2018 in  
Longview Community Hall commencing at 6:30 p.m.

**PRESENT**

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

8 people in the gallery

**CALL TO ORDER**

Mayor Wight called the meeting to order at 6:35 p.m.

**AGENDA**

Resolution 214-18

Add: 10.8 Harassment Policy  
**MOVED** by Deputy Mayor Weir that the agenda be adopted as amended. **CARRIED**

**DELEGATIONS**

None

**CORRESPONDENCE  
FROM RESIDENTS**

None

**MINUTES OF  
PREVIOUS MEETINGS**

Resolution 215-18

Oct 16, 2018 Organizational Meeting  
Oct 16, 2018 Regular Council Meeting  
Nov 7, 2018 Committee of the Whole  
**MOVED** by Councillor Kirk that Meeting Minutes of Oct 16, 2018 Organizational Meeting, Oct 16, 2018 Regular Council Meeting, Nov 7, 2018 Committee of the Whole be adopted as amended. **CARRIED**

**REPORTS**

CAO Report

CAO Harrison summarized the report submitted to Council Water Pump and Lift Station Generator and Sewer Flushing Program.

Peace Officer Report

CAO Harrison reviewed traffic fine statistics from October.

Public Works Report

Public Works Reports as submitted previously to Council.

Council Reports

Deputy Mayor Weir –

- School - staff went to Eden Valley
- Rec Board meeting was cancelled
- Library – books for Eden Valley

Councillor Kirk

- Meet with Council – one couple– concerned that Council keep spending under control.

Mayor Wight

- Westwinds – Okotoks – affordable housing
  - Board succession planning
  - Closed the path behind the lodge in BD

MINUTES OF THE REGULAR MEETING  
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW  
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Resolution 216-18	<ul style="list-style-type: none"><li>• FCSS – education seminar on Forms &amp; outcomes</li><li>• John Barlow – meeting – funding infrastructure</li><li>• Crescent Point Foundation –<ul style="list-style-type: none"><li>○ Seniors &amp; Memorial Gardens got their grants approved</li></ul></li><li>• 4 Remembrance Day Ceremonies</li></ul> <p><b>MOVED</b> by Councillor Kirk that the reports be accepted as presented. <b>CARRIED</b></p>
<b>FINANCIAL REPORTS</b>	Bank Reconciliation – August, 2018 Accounts Payable Cheque Register October, 2018 Variance Report – Income & Expense YTD
Resolution 217-18	<p><b>MOVED</b> by Mayor Wight that the Financial Reports be accepted as presented. <b>CARRIED</b></p>
<b>PUBLIC DISCUSSION</b>	Michele – photo display on pathway, presented the Award the Village received from ChooseWell for the pathway.
<b>BYLAWS</b>	
<b>Bylaw 416-18 LUB Amendment Bylaw Cannabis</b>	
Resolution 218-18	<p><b>MOVED</b> by Mayor Wight that Bylaw 416-18 Land Use Bylaw Amendment Cannabis receive 1st reading <b>CARRIED</b></p>
Resolution 219-18	<p><b>MOVED</b> by Deputy Mayor Weir that the Public Hearing for Bylaw 416-18 Land Use Bylaw Amendment Cannabis be set for December 18<sup>th</sup> at 6:00 p.m. at the Longview Community Hall. <b>CARRIED</b></p>
<b>Bylaw 417-18 Business License Bylaw</b>	
Resolution 220-18	<p><b>MOVED</b> by Mayor Wight that Bylaw 417-18 Business License Bylaw receive 1<sup>st</sup> reading <b>CARRIED</b></p>
Resolution 221-18	<p><b>MOVED</b> by Deputy Mayor Weir that Bylaw 417-18 Business License Bylaw be tabled to Committee of Whole Meeting for review <b>CARRIED</b></p>
<b>BUSINESS</b>	
<b>10.1 – RFD Youth Hall Use</b>	
Resolution 222-18	<p><b>MOVED</b> by Deputy Mayor Weir that Council permit Longview Youth the use of the Longview Community Hall January 26<sup>th</sup> for their annual Car Race at no charge <b>CARRIED</b></p>
<b>10.2 – RFD LYND AGM Hall Use</b>	
Resolution 223-18	<p><b>MOVED</b> by Councillor Kirk that the Little New York Daze be granted free use of the Community Hall, table, and chairs for their AGM on November 29th. <b>CARRIED</b></p>
<b>10.3 – RFD LYND Sweetheart Dance Hall Use</b>	
Resolution 224-18	<p><b>MOVED</b> by Deputy Mayor Weir that the Little New York Daze be granted free use of the Community Hall, table, and chairs for their Sweetheart Dance on February 9th. <b>CARRIED</b></p>

MINUTES OF THE REGULAR MEETING  
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW  
In the Province of Alberta, held on Tuesday, November 20, 2018 in  
Longview Community Hall commencing at 6:30 p.m.

**10.4 – Christmas Office Hours**

Resolution 225-18

**MOVED** by Mayor Wight that the Village office be closed Monday, December 24, Thursday 27, Friday 28. The office will be open to the public on Monday December 31 for tax payments. **CARRIED**

**10.5 – Crosswalk Update**

Resolution 226-18

**MOVED** by Deputy Mayor Weir that the Administration request Alberta Transportation allow two new crosswalk lights on Morrison Road at the corner by the Jerky Shop and between the community hall and Village office/Post Office/Library **CARRIED**

**0.6 – Discussion Social Media Response**

Resolution 227-18

**MOVED** by Deputy Mayor Weir that the Village respond to negative or incorrect Social media utilizing the Village Facebook page title Facts and Fiction. **CARRIED**

**10.7 - Asset Management Program**

Resolution 228-18

**MOVED** by Deputy Mayor Weir that Village support the Black Diamond application to AUMA's Asset Management program by passing the following resolution

Be it resolved that Longview Council directs staff to apply for the asset management cohort program opportunity from the RMA, AUMA, and IAMA.

Be it therefore resolved that the Village of Longview commits staff and other personnel to participating in the asset management cohort program to advance our asset management program.

Be it further resolved that the Village of Longview commits financial support from its budget toward the costs of this initiative for staff travel and accommodation. **CARRIED**

**10.8 –Harassment Policy**

Resolution 229-18

**MOVED** by Deputy Mayor Weir that the Administration draft a Harassment Policy to be brought forward at Committee of the Whole. Get signs for office Verbal Harassment will not be tolerated. **CARRIED**

**CORRESPONDENCE**

none

**IN-CAMERA**

Resolution 230-18

Resolution 231-18

Moved by Mayor Wight to go in-camera FOIP 18(1)(d) (e) at 7:45 p.m.

Moved by Councillor Kirk to come out of in-camera at 8:35 p.m.

No public around to invite in.

**ADJOURNMENT**

Resolution 232-18

**MOVED** by Mayor Wight adjourned the meeting at 8:38 p.m.

**CARRIED**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
CAO

COMMITTEE OF THE WHOLE COUNCIL OF THE VILLAGE OF LONGVIEW  
In the Province of Alberta, held on Wednesday, December 5, 2018 at  
Village of Longview Council Chambers Commencing at 6:30 p.m.

**PRESENT**

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

**CALL TO ORDER**

Mayor Wight called the meeting to order at 6:36 p.m.

**AGENDA**

Resolution 236-18

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

**DELEGATION**

None

**BUSINESS**

**2018 Village  
Harassment Policy**

Take to Dec 18 Council Meeting

**External Harassment  
Policy**

A couple minor changes then forward to Dec 18 Council Meeting

**Video Surveillance  
Policy**

Research what other communities have done in regards video in Council Chamber

**Business License**

Minor changes – bring fees to Council  
Prepare the fees Bylaw for Dec Council

**Grant & Donation Policy**

Minor changes then take to December Council

**Bylaw 417-18 FCSS  
Advisory Board**

Minor Change then take to December Council

**January COW Date**

Jan 2 agenda item Council Procedure

**IN-CAMERA**

Resolution 237-18

**MOVED** by Mayor Wight to go In-Camera at 8:34 p.m.

Resolution 238-18

**MOVED** by Mayor Wight come out of In-Camera at 8:50 p.m.

**ADJOURNMENT**

Resolution 239-18

Mayor Wight adjourned the meeting at 8:50 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 October  
DATE: December 18, 2018

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**Development:**

- Contact MD about progress on IMDP
- Resident inquiry about minor addition to house
- Esso Tank Replacement issues

**Financial:**

- **Submit AMWWP grant request for 5 Minor Projects – \$377,056 @ 75% = \$282,792**
- **Submit Reimbursement Claim 1 – Small Communities Fund WTP Filter Train \$219,835**
- **Created MSI Capital Project for balance of 5 Projects - \$92,264**

**Public Works / Infrastructure**

- Stormwater drainage from Esso north
- Vac out stormwater pipe at Esso
- Advertisement for Water License Renewal

**FRESC**

- MD Willow Creek doing address mapping for emergency response
- AMDSP Membership Application

**Office**

- Research and write Internal & External Harassment Policies
- Research and draft Grant and Funding Policy
- Research and draft FCSS Advisory Committee Bylaw
- Research and draft Fees and Fines Bylaw
- Interview – Western Wheel – Light Up
- FOIP Requests
- Co-ordinate Inspection Report Public Meeting for January 31, 2019
- Privacy Impact Assessment Video Surveillance – submit to Office of Privacy Commissioner
- FCSS 2019 Funding Agreement
- Fire Inspector -/ ATCO natural gas at Hall
- Council remuneration update on website

**Meetings**

- December Committee of the Whole
- Fortis new Stakeholder Relations person

Village of Longview Municipal Enforcement

**Report to Council November 2018**

Stats are compiled from the month of November 2018 .

Tickets Issued	Face value	Highest speed(s) clocked	Other violations	Expected return
40	\$12312	<b>30 Zone</b> <b>86-km/hr-30</b> <b>56 km/hr-30x3</b>  <b>50 Zone</b> <b>80km/hr-50</b> 79-km/hr-50x2  <b>70 Zone-</b> <b>133 km/hr-70</b> 130 km/hr-70 129 km/hr-70x2 112 km/hr-70	<b>Operate unregistered motor vehicle on highway X2</b>  <b>NO valid insurance x23</b>  <b>7 Mandatory court appearances</b>  <b>NO insurance-x1</b>	\$7387.20

**September Events**

Steady Traffic Flow with Hunting Season

Not all speeds were added just top speeds were added.

Mandatory Court appearances (7) - Expected Return is approximate until mandatory courts dates have passed.

3 School Visits-

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## Village daily tasks

Nov 1

Daily routine, Meet with G&R crane service and remove skate park equipment from rink, Curb stop replacement at 100 Morrison Rd, Check over truck and dump trailer.

Nov 2

Daily routine, Garbage pick-up, Pick-up supplies in HR, Drop off truck at David Wights for repair.

Nov 5

Daily routine, Use personal truck for daily tasks, Collect garbage from community hall and campground, Pick-up garbage along Kee Dr, Pump out vault at shop yard and SLS, Replace burnt out lights in community hall, Small misc jobs around shop and shop yard, Change sign board.

Nov 6

Daily routine, Snow removal, Pick-up truck from David Wights, Pick-up garbage from community hall and campground, Meet with MD.WW and Cummins at SLS, Tidy up around shop.

Nov 7

Daily routine, Snow removal, Meet with Acto gas, MTK, MD WW, Cummins at SLS, Pick-up supplies in BD, Replace privacy handle at community hall handy-cap wash-room door.

Nov 8

Daily routine, Install towel racks in community hall, Pick-up supplies in HR and OK, start HDY oil service on Kubota, Check over truck and dump trailer.

Nov 9

Daily routine, Garbage pick-up, Finish HDY service on Kubota.

Nov 12

STAT

Nov 13

Daily routine, Pick-up garbage from Campground, Meet with Thuro for tree root removal and sewer line flushing.

Nov 14

Daily routine, Meet with Thuro for sewer line flushing.

Nov 15

Daily routine, Clean and re-pair eav-troves on cold storage shed/shop/Office building, Pick-up garbage at campground, Check over truck and dump trailer.



Village daily tasks

Nov 16

Daily routine, Garbage Pick-up, Snow removal.

Nov 19

Daily routine, Meet with Shawne at 206B Royalties Cres for sewer Main repair.

Nov 20

Daily routine, Pump out holding tank at WTP, Set-up community hall for council meeting, Take truck to Fired-up and drop off for repair.

Nov 21

Daily routine, Use personal truck for daily tasks, Check all Emerg/Exit lights.

Nov 22

Daily routine, Use personal truck for daily tasks, Pick-up town truck from fired-up, Pick-up supplies in OK, Replace batteries in Emerg/Exit lights, Check over truck and dump trailer.

Nov 23

Daily routine, Garbage pick-up, Meet with Thruo at 100 Morrison Rd for storm drain flushing.

Nov 26

Daily routine, Pick-up garbage from community hall and campground, Check over light-stander Xmas lights and load on trailer.

Nov 27

Daily routine, Put up light-stander Xmas lights, Pick-up supplies in BD, Prime sign board for light-up for paint, Make and start cutting out cowboy/cowgirl silhouette's, Change sign board.

Nov 28

Daily routine, Prime sign board for light-up, Cut out Cowboy/Cowgirl silhouette's.

Nov 29

Daily routine, Paint sign board for light-up, Change sign board, Move Xmas supplies from office storage room to community hall, Check over truck and dump trailer.

Nov 30

Daily routine, Garbage pick-up, Cut out cowboy/cowgirl silhouette's.



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

**General Ledger ATB**

Balance at	September 30, 2018		\$1,060,035.71
Plus:	Revenue	49,815.02	
Less:	E Expenses	\$ (63,261.49)	
<b>Balance at</b>	<b>October 31, 2018</b>		<b><u>\$1,046,589.24</u></b>

**ATB General Bank Account**

Balance	October 31, 2018		<u>\$1,052,602.08</u>
Less:	Outstanding Cheques	(\$6,012.84)	
Plus:	Outstanding Deposit		
<b>Balance at</b>	<b>October 31, 2018</b>		<b><u>\$1,046,589.24</u></b>

**Total on Deposit**

**\$1,046,589.24**

Less: amount held for grants	(\$502,062.00)
amount held in reserves	(\$417,977.00)

**Balance for operation                   \$126,550.24**

**Other Accounts**

RBC Recreation Committee Account	October 31, 2018	\$8,225.32
RBC GIC - Development Deposit		\$0.00
<b>Total Cash on Deposit as of</b>	<b>October 31, 2018</b>	<b><u>\$1,054,814.56</u></b>

**2018 Village of Longview**  
**Accounts Payable Cheque List**  
From: 2018/11/01 To: 2018/11/30

Vendor Name	Purpose	Cheque	Date	Amount
AMSC Insurance Services...	LNYP coverage	9875	2018/11/01	\$955.00
ATB Financial Mastercard	Misc. goods	9912	2018/11/29	\$481.87
Aaron Drilling Inc.		9907	2018/11/23	\$459.90
Aaron Drilling Inc.	Pump, with motor, etc - installed	9880	2018/11/08	\$20010.90
Alberta Municipal Services...		9908	2018/11/23	\$4968.20
Black Diamond Car Wash	Truck wash	9881	2018/11/08	\$21.95
CDM Mechanical	WTP Upgrade	9876	2018/11/01	\$148358.83
Caumartin, Justin	Cell	9913	2018/11/29	\$65.00
Caumartin, Justin		9882	2018/11/08	\$186.89
Caumartin, Justin	Oil, etc	9893	2018/11/15	\$74.40
City of Calgary	Uniform	9894	2018/11/15	\$107.10
Contain-A-Way Services	Waste bin	9883	2018/11/08	\$155.07
Convergia Networks Inc.	Long distance	9895	2018/11/15	\$3.09
Digitex Canada Inc.	Cancelled	9896	2018/11/15	\$167.22 *
Digitex Canada Inc.	Photocopies	9906	2018/11/15	\$167.22
Dynovac Plus Security	Video/audio camera	9909	2018/11/23	\$1984.50
Eastlink	Internet	9884	2018/11/08	\$115.74
Fired Up Automotive	Suspensions	9914	2018/11/29	\$1564.88
Folkard, June	Christmas dinner	9915	2018/11/29	\$265.77
Foothills Regional Service...	Waste disposal	9885	2018/11/08	\$459.00
Fox, Walter	Lights	9897	2018/11/15	\$227.31
Gran Lee Electric Ltd.	Inv 6192	9916	2018/11/29	\$23480.94
Gran Lee Electric Ltd.	Gas regulator	9886	2018/11/08	\$4116.16
Harrison, Dale	Lights, etc.	9917	2018/11/29	\$511.05
High River Tractorland. Ltd.	Oil change	9898	2018/11/15	\$54.55
Iron Mountain Canada...	Shredding	9887	2018/11/08	\$50.46
Longview Fas Gas	Fuel	9899	2018/11/15	\$906.09
M.D. of Foothills	Fire cost sharing	9900	2018/11/15	\$5807.87
M.D. of Foothills	Contract, expenses	9877	2018/11/01	\$22914.36
MPE Engineering Ltd (billing)	WTP UPgrades Phase 2	9902	2018/11/15	\$8333.39
Majchrowski, Nicki	cleaning	9901	2018/11/15	\$660.00
Matrix Solutions Inc.	Testing	9918	2018/11/29	\$1239.63
Murray Chrysler	Brakes	9903	2018/11/15	\$990.15
Nagys, Justin	vehicle care, courses	9919	2018/11/29	\$214.58
Postmedia Network Inc.	HRTimes -= Notice	9920	2018/11/29	\$285.95
Precision Sprinklers Inc.	Winterization	9878	2018/11/01	\$94.50
Premium Fire Protection	Batteries	9921	2018/11/29	\$187.11
Receiver General		9910	2018/11/23	\$4142.60
Receiver General		9925	2018/11/29	\$1551.24
Rona Building Supply	IceMelt	9888	2018/11/08	\$88.56
Shawne Excavating &...	Replace sewer line	9922	2018/11/29	\$4301.37
Shawne Excavating &...	Esso water line	9889	2018/11/08	\$1609.13
Telus Communications	2248, 3743, 3622	9879	2018/11/01	\$280.09
Telus Communications	Controls	9904	2018/11/15	\$463.05
Telus Mobility		9890	2018/11/08	\$265.08
Thuro Inc.	Flushing lines	9923	2018/11/29	\$1231.13
Thuro Inc.	Flush sewer lines	9911	2018/11/23	\$2719.50
Weir, Christina		9891	2018/11/08	\$492.12
Western Wheel	Remembrance Day	9905	2018/11/15	\$42.00

**2018 Village of Longview**  
**Accounts Payable Cheque List**  
From: 2018/11/01 To: 2018/11/30

<b>Vendor Name</b>	<b>Purpose</b>	<b>Cheque</b>	<b>Date</b>	<b>Amount</b>
Wight, David		9892	2018/11/08	\$1797.52
Wight, Karen	Garden	9924	2018/11/29	\$347.48
			<b>51 cheques for</b>	<b>269810.28</b>

General

91%

	2018 Interim Budget	2017 Actual	2018 Actual	Total Number of Trx Posted	Last Trx Post Date	2018 Budget		2018 Percent %	Variance
						Minus Actual	Variance Amount		
<b>Summary</b>									
Total General Revenue	\$ (566,814.00)	\$ (549,324.42)	\$ (552,755.26)	128		\$	\$ (14,058.74)	98%	
Total Legislative Revenue	\$ -	\$ (4,607.23)	\$ (10,069.25)	2		\$	\$ 10,069.25	100%	
Total Administration Revenue	\$ (29,180.00)	\$ (54,044.98)	\$ (98,788.56)	141		\$	\$ (10,791.44)	63%	
Total Protective Services Revenue	\$ (66,800.00)	\$ (63,830.59)	\$ (49,532.00)	68		\$	\$ (17,268.00)	74%	
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)	\$ (12,232.72)	5		\$	\$ (4,767.28)	72%	
Total Utility Service Revenues	\$ (207,050.00)	\$ (126,396.11)	\$ (179,504.89)	116		\$	\$ (27,545.11)	87%	
Total Planning & Development Revenue	\$ (4,000.00)	\$ (5,441.20)	\$ (6,221.68)	1		\$	\$ 2,221.68	156%	
Total Community Services Revenue	\$ (61,720.00)	\$ (42,050.95)	\$ (55,420.91)	230		\$	\$ (6,299.09)	90%	
<b>Revenue</b>	<b>\$ (952,564.00)</b>	<b>\$ (965,688.90)</b>	<b>\$ (884,345.27)</b>			<b>\$</b>	<b>\$ (68,218.73)</b>		
<b>Expenditures</b>									
Total General Expenditures	\$ 149,314.00	\$ 139,457.29	\$ 115,004.73	7		\$	\$ 34,309.27	77%	
Total Legislative Expenditures	\$ 33,300.00	\$ 35,015.42	\$ 23,694.88	52		\$	\$ 9,605.12	71%	
Total Administration Expenditures	\$ 242,805.00	\$ 233,862.75	\$ 220,076.79	381		\$	\$ 22,728.21	91%	
Total Protective Services Expenditures	\$ 81,700.00	\$ 80,129.55	\$ 71,010.43	147		\$	\$ 10,689.57	87%	
Total Emergency Services Expenditures	\$ 50.00	\$ 610.55	\$ 295.30	1		\$	\$ (245.30)	591%	
Total Common Services Expenditures	\$ 81,850.00	\$ 82,569.29	\$ 61,571.91	172		\$	\$ 20,278.09	75%	
Total Roads & Sidewalks Expenditures	\$ 17,600.00	\$ 17,990.27	\$ 14,598.76	12		\$	\$ 3,001.24	83%	
Total Utility Service Expenditures	\$ 251,701.00	\$ 240,076.96	\$ 650,264.33	247		\$	\$ (398,563.33)	259%	
Total Planning & Development Expenditures	\$ 4,480.00	\$ 3,723.64	\$ 6,477.68	8		\$	\$ (1,997.68)	145%	
Total Community Services Expenditures	\$ 82,453.00	\$ 70,426.85	\$ 68,915.37	191		\$	\$ 13,537.63	84%	
<b>Expenditures</b>	<b>\$ 945,253.00</b>	<b>\$ 903,862.57</b>	<b>\$ 1,231,910.18</b>			<b>\$</b>	<b>\$ (286,657.18)</b>		
<b>Net</b>									
Net General	\$ (417,500.00)	\$ (409,867.13)	\$ (437,750.53)	135		\$	\$ 20,250.53	105%	
Net Legislative	\$ 33,300.00	\$ 30,408.19	\$ 13,625.63	54		\$	\$ 19,674.37	41%	
Net Administration	\$ 213,625.00	\$ 179,817.77	\$ 201,688.23	522		\$	\$ 11,936.77	94%	
Net Protective Services	\$ 14,900.00	\$ 16,298.96	\$ 21,478.43	215		\$	\$ (6,578.43)	144%	
Net Emergency Services	\$ 50.00	\$ (7,599.85)	\$ 295.30	1		\$	\$ (245.30)	591%	
Net Common Services	\$ 81,850.00	\$ (15,562.59)	\$ 61,351.91	172		\$	\$ 20,498.09	75%	
Net Roads & Sidewalks	\$ 600.00	\$ 4,339.13	\$ 2,366.04	17		\$	\$ (1,766.04)	394%	
Net Utility Service	\$ 44,651.00	\$ 113,680.85	\$ <del>113,680.85</del>	363		\$	\$ (426,108.44)	0%	
Net Planning & Development	\$ 480.00	\$ (1,717.56)	\$ 256.00	9		\$	\$ 224.00	53%	
Net Community Services	\$ 20,733.00	\$ 28,375.90	\$ 13,494.46	421		\$	\$ 7,238.54	65%	
Total Annual Amortization Expenditures	\$ -	\$ 562,135.92	\$ -	0		\$	\$ -	100%	
<b>Net Deficit (Surplus)</b>	<b>\$ (7,311.00)</b>	<b>\$ 500,309.59</b>	<b>\$ 347,564.91</b>	<b>(100,959)</b>		<b>\$</b>	<b>\$ (354,875.91)</b>		
<b>Revenue from Balance Sheet</b>									
Expenditure from Balance Sheet	\$ -	\$ (965,688.90)	\$ (884,345.27)			\$	\$ -		
<b>Net Deficit (Surplus)</b>	<b>\$ -</b>	<b>\$ 1,460,506.85</b>	<b>\$ 1,231,910.18</b>			<b>\$</b>	<b>\$ 494,817.95</b>		
Checksum Difference	\$ -	\$ 5,491.64	\$ (0.00)			\$	\$ -		

CAPITAL  
-449,524  
201,740

21,236.11

(100,959)

90%

## BYLAW 416-18

### A BYLAW OF THE VILLAGE OF LONGVIEW IN THE PROVINCE OF ALBERTA TO AMEND LAND USE BYLAW

#### A BYLAW OF THE VILLAGE OF LONGVIEW IN THE PROVINCE OF ALBERTA TO AMEND LAND USE BYLAW 400-17.

**WHEREAS** pursuant to the provisions of the *Municipal Government Act (MGA)*, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto, Council may pass a Bylaw for the purpose of amending Land Use Bylaw 400-17 within the Village of Longview; and

**WHEREAS** Council deems it desirable to amend Land Use Bylaw 400-17; and

**WHEREAS** notice of the intention of Council to pass a bylaw has been given in accordance with Section 606 of the *Municipal Government Act*.

**NOW THEREFORE** the Council of the Village of Longview enacts that Land Use Bylaw 400-17 be amended as follows:

#### NEW DEFINITIONS

1. Part 1 Number 4 Interpretation. [Definitions] is amended by adding the following new definitions in alphabetical order:

**“board”** means a board of trustees of a district or division;

**“cannabis”** means cannabis plant, fresh cannabis, dried cannabis, cannabis oil and cannabis plant seeds and any other substance defined in the *Cannabis Act* (Canada) and its regulations and any amendments and includes edible products that contain cannabis.

**“cannabis accessory”** means a thing that is commonly used in the consumption or production of cannabis. A cannabis accessory includes, but is not limited to, rolling papers, or wraps, holders, pipes, water pipes, bongs vaporizers that is represented to be used in the consumption of cannabis

**“cannabis counselling”** means a service where counselling on cannabis is provided by persons who are not medical professionals.

**“cannabis consumption establishment”** means a use where the primary purpose is the sale of cannabis to the public, for consumption within the premise that is authorized by provincial or federal legislation. This use does not include cannabis production and

distribution facilities or retail cannabis stores.

**“cannabis production and distribution facility”** means a development where any of the following activities occur, excepting personal use exemptions as defined in the *Act to Control and Regulate Cannabis* and its regulations, and any amendments or substitutions thereof:

- a. the processing of cannabis;
- b. the making, testing, manufacturing, assembling, or in any way altering the chemical or physical properties of semi-finished or finished goods and products related to cannabis;
- c. the storage, warehousing, and/or transportation of cannabis; and
- d. the distribution and wholesale of materials, goods and products to retail cannabis stores.

This use does not include a retail cannabis store or a cannabis consumption establishment.

**“greenhouse, commercial, garden centre”** be amended to state that: the use does not include a “Cannabis production and distribution facility or a retail cannabis store”.

**“industrial hemp production and distribution facility”** means the use of

- a. land, buildings, or structures licensed and/or authorized to possess, sell, provide, ship, deliver, transport, destroy, produce, export and/or import industrial hemp,
- b. including related research, under the *Industrial Hemp Regulations*, SOR/2018-145, as amended, or replaced.

This does not include cannabis retail sales or cannabis production and distribution facility, or the cultivation of industrial hemp;

**“provincial health care facility”** means an approved hospital as defined in the *Hospitals Act*, RSA 2000, c. H-12.

**“retail cannabis store”** means a retail store, licensed by the Province of Alberta to sell cannabis and cannabis accessories. Offices and instructional classes accessory to the principal use may be permitted. This use does not include cannabis production and distribution facilities or cannabis consumption establishments.

**“school”** see “public education facility”

**“school building”** means a building used for the instruction or accommodation of students that is owned or occupied by

- a. a school jurisdiction,
- b. a school jurisdiction and a municipality, or
- c. a school jurisdiction and another person;

(from the School Act)



**“school jurisdiction”** means a board, the Foothills School Division or the Christ the Redeemer Catholic Separate School District;

**“warehouse sales establishment”** means a development where bulky goods are sold from within an enclosed building where the size and nature of the principal goods being sold typically require large floor areas for direct display to the purchaser or consumer. Warehouse sales establishments include: furniture stores, carpet stores, major appliance stores, and building materials stores.

### AMENDED DEFINITIONS

2. Part 1.4. [Interpretation] is amended by deleting the existing definition for “Child Care Facilities” and adding the following new definition in its place:

**“child care facility”** means the use of a building or portion thereof for the provision of care, maintenance, instruction or supervision of seven or more children under the age of 13 years, by persons other than one related by blood or marriage, for periods not exceeding 24 consecutive hours and includes all day-care centers, early childhood services, nurseries and after-school or baby-sitting programs which meet this definition. A license is required under the *Child Care Licensing Act* to operate a child care program.

- Part 1 Number 4 Interpretation Part 1 Number 4 Interpretation is amended by deleting the existing definition for “Home Occupation” and adding the following new definition in its place:

**“home occupation”** means a commercial use within a residential building which is incidental and subordinate to the principal residential use of the building and meets the special requirements of this Bylaw. This use does not include automotive related uses, cannabis consumption establishments, cannabis production and distribution facilities, kennels, or retail cannabis stores.

3. Part 1 Number 4 Interpretation is amended by deleting the existing definition for “Manufacturing Plant” and adding the following new definition in its place:

**“manufacturing plant”** means a development engaged in secondary processing, assembly and packaging where no excessive atmospheric emissions, vibrations and noise are produced, and the use does not create an excessive load on municipal utilities. Limited product display, retail sales, offices and instructional classes accessory to the principal use may be permitted in this use class. The use does not include a cannabis production and distribution facilities.

4. Part 1 Number 4 Interpretation is amended by deleting the existing definition for “Personal Service Shops” and adding the following new definition in its place:

**“personal service shop”** means a use which provides services to individuals, including but not limited to barber shops, beauty parlors, cannabis counselling, dressmakers, dry cleaning, laundromats mats, shoe repair, and tailoring. This use does not include retail cannabis stores.

#### LAND USE DISTRICTS

5. Part 13 [Central Business (CB) District] is amended by adding **“retail cannabis store”** as a discretionary use.
6. Part 13 [Highway Commercial (C-HWY) District] is amended by adding **“garden centre”** and **“retail cannabis store”** as discretionary uses.
7. Part 13 [General Industrial (G-1) District] is amended by adding **“garden centre”** and **“warehouse”** as permitted uses.
8. Part 13 [General Industrial (G-1) District] is amended by adding **“cannabis production and distribution facility”** and **“retail cannabis store”** as discretionary uses.

#### GENERAL LAND USE REGULATIONS

9. Part 12.0.0 [Special Land Use Regulations and Provisions] is amended by adding the following:

##### 12.8.0 Cannabis Related Uses

##### 12.8.1 Retail Cannabis Store

- a. is a location where the sale of cannabis can only occur where it has been approved through a development permit for a use where it is specifically allowed in the use definition and rules;
- b. a copy of the retail cannabis licence issued by the Alberta Gaming, Liquor and Cannabis Commission shall be provided as a condition of development permit approval prior to occupancy;
- c. may not have any part of an exterior wall that is located within 100 metres of:
  - i. a parcel that contains a school;
  - ii. a parcel that is designated as school reserve or municipal and school reserve under the *Municipal Government Act*, or
  - iii. a parcel that contains a provincial health care facility.
- d. the premises must operate separately from other businesses;
- e. the maximum operating hours shall be 10:00 a.m. to 12:00 a.m.

(midnight) daily, excluding those dates of closure mandated by the Province of Alberta;

- f. the public entrance and exit to the premises must be direct to the outdoors and customer access to the premises is limited to a store-front that is visible from the street;
- g. advertising inside the premises shall not be visible from the outside;
- h. no outside storage of cannabis goods, materials or supplies shall be allowed on the site;
- i. is subject to the parking and loading requirements as set out in Section 29.1.0; and
- j. is subject to the sign control requirements as set out in Section 30.0.0.
- k. the Development Authority shall take into consideration the distance from a child care facility

#### 12.8.2 Cannabis Production and Distribution Facility

- a. is a location where the production and distribution of cannabis can only occur where it has been approved through a development permit for a use where it is specifically allowed in the use definition and rules;
- b. must possess a licence for all activities associated with cannabis growing, processing, packaging, testing, destruction, or storage as issued by Health Canada;
- c. all the processes and functions associated with the use shall be fully enclosed within a stand-alone building;
- d. must have equipment designed and intended to remove odours from the air where it is discharged from the facility as part of the ventilation system; and must be maintained in good operating condition at all times;
- e. may have an ancillary building or structure used for security purposes located on the parcel containing the use;
- f. garbage containers and waste material shall be contained within the building;
- g. is where the development authority may require, as a condition of a development permit, a Public Utility, Water and Waste Management Plan, completed by a qualified professional, that may include details on:
  - i. the incineration of waste products and air borne emission, including smell;
  - ii. the quality and characteristics of liquid and waste material discharged by the facility;
  - iii. the method and location of collection and disposal of liquid and waste material;

- iv. the mitigation of over strength sewage loading; and
- v. water conservation methods employed.
- h. is subject to the parking and loading requirements as set out in Section 29.1.0; and
- i. is subject to the sign control requirements as set out in Section 30.0.0.

10. Deleting Section 20.5.0 [Dwelling Accommodation] and replacing it with the following:

12.15.0 Mixed Use Residential / Commercial

- 12.15.1 Residential development shall not to be located below the second storey.
- 12.15.2 Residential development shall have direct access to the outside street level.
- 12.15.3 A residential use shall not be located on the same floor as a commercial use.
- 12.15.4 A retail cannabis store shall not be located in a mixed use residential / commercial development.

PARKING / LOADING

11. Part 11.23.1.0 [Table 1: Parking Requirements] shall be amended by adding/or replacing the following in alphabetical order:

Child Care Facility	1 space / employee/volunteer
Cannabis Production and Distribution Facility	1 space / 74 m <sup>2</sup> (398.28 ft <sup>2</sup> )
Retail Cannabis Store	1 space / 46 m <sup>2</sup> (602.80 ft <sup>2</sup> )

12. Part 11.23.14 [Loading Requirements] shall be amended by adding the following in alphabetical order:

Cannabis Production and Distribution Facility	1 space / 929 m <sup>2</sup> (10,000 ft <sup>2</sup> ). Minimum of one (1) space.
Retail Cannabis Store	1 space per business

13. Part 11.23.00 [Parking Loading Facilities] shall be amended by adding the following:

11.23.18 Retail Cannabis Stores shall have its own loading area separate from any other business.

11.23.19 Cannabis Production and Distribution Facilities shall have all loading stalls and docks located inside a building.

### SIGNAGE

14. Part 12.8.00.0 [Signage Control] shall be amended by adding the following:

12.8.3 Signage In considering a development application for a sign, the Development Authority shall:

- a. have due regard to the amenities of the district in which the sign is located and the design of the proposed sign and ensure that the sign does not conflict with the general character of the surrounding streetscape or the architecture of nearby buildings; and
- b. not permit a sign to be erected which promotes intolerance, hate or ridicule of any race, religion or other segment of society.

12.8.4 A Retail Cannabis Store operator may erect up to two (2) signs for the sole purpose of business identification on the same parcel as the premises.

- a. Only permanent signs related to a Retail Cannabis Store shall be permitted.
- b. Use of temporary signs related to a Retail Cannabis Store shall be prohibited.

15. This Bylaw shall come into full force and effect upon the third and final reading, and Bylaw 416-18 and any amendments thereto are hereby amended upon this Bylaw coming into effect.

**amend the following list of uses which are currently defined in Bylaw 400-17 the Village of Longview LUB:** Agricultural industry; Agriculture, extensive; Agriculture, intensive; Alcohol retail sales; Amusement establishment, indoor; Commercial Storage; Drinking Establishment; Drive-in business; Drive-in restaurant; Eating and drinking establishment; Entertainment and Cultural Establishment; Extended medical treatment facility; General commercial use; General retail establishment; Greenhouse, Commercial; Health service; Home occupation, major; Home occupation, minor; Industrial use, heavy; Industrial use, heavy petrochemical; Industrial use, light; Industrial use, medium; Medical clinic; Mixed use development; Personal Service Shops; Retail Store; Sidewalk café; Warehouse sales establishment to include where appropriate, cannabis and industrial hemp related uses.

Part 3.6 **APPLICATION REQUIREMENTS** be revised to identify when the Village will request additional information for a Development Permit application for a Cannabis Retail Store, Cannabis Consumption Establishment, or a Cannabis Production and Distribution Facility or a hemp production and distribution facility.

**READ A FIRST TIME** this 19<sup>th</sup> day of November, 2018

\_\_\_\_\_  
MAYOR

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

**READ A SECOND TIME** this \_\_ day of \_\_\_\_\_, 2018

\_\_\_\_\_  
MAYOR

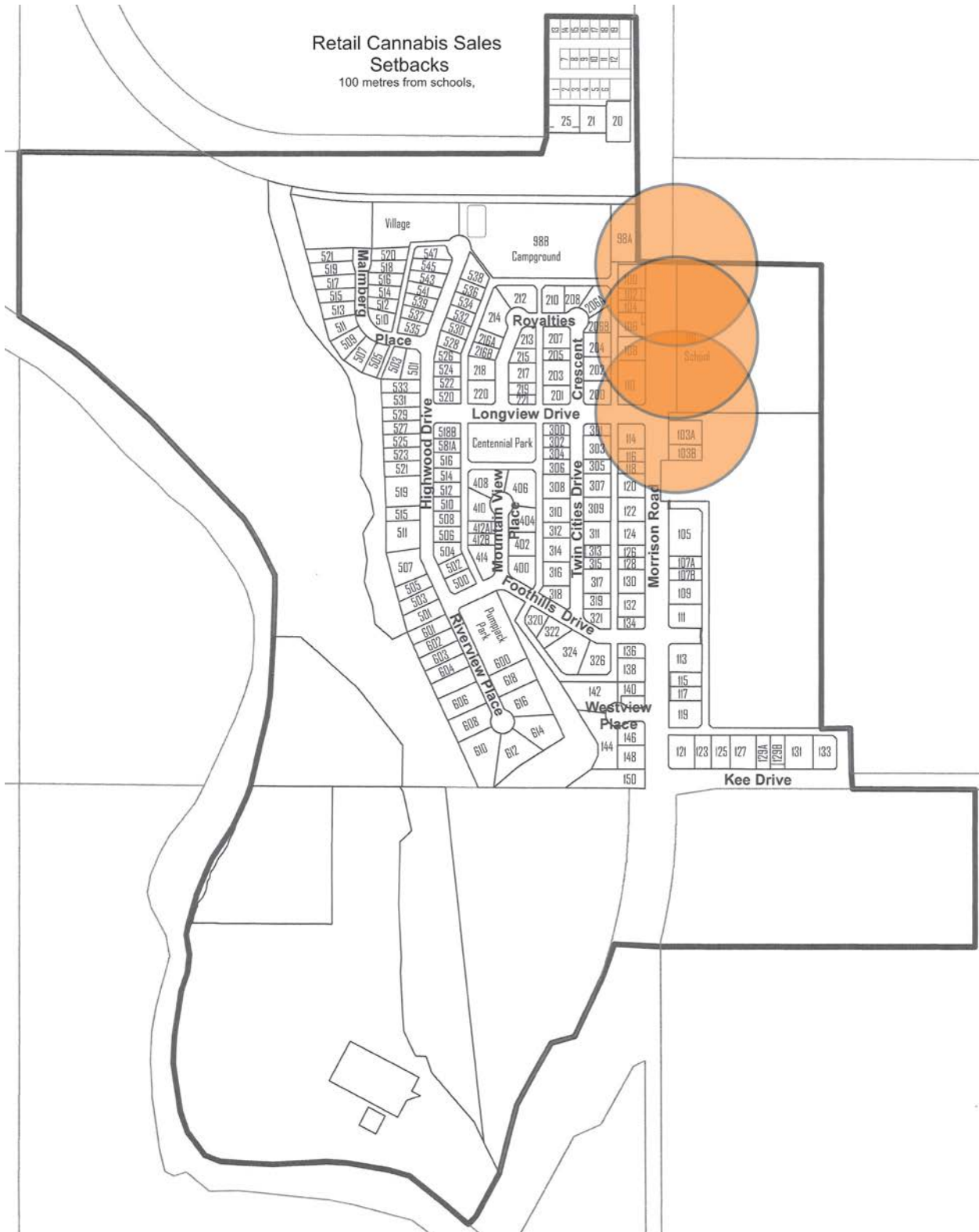
\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

**READ A THIRD AND FINAL TIME** this \_\_ day of \_\_\_\_\_, 2018

\_\_\_\_\_  
MAYOR

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

ADDENDIX A



**VILLAGE OF LONGVIEW**  
**BYLAW 417-18 BUSINESS LICENSE**

**BEING A BYLAW IN THE VILLAGE OF LONGVIEW IN THE PROVINCE OF ALBERTA TO SET BUSINESS LICENSES FOR THE VILLAGE OF LONGVIEW**

**NOW THEREFORE**, pursuant to and under authority of the Municipal Government Act, R.S.A. 2000, Chapter M- 26 and amendments thereto, the Council of the Village of Longview, in the Province of Alberta, duly assembled, enacts as follows;

**WHEREAS**, the Municipal Government Act, R.S.A. 2000, Chapter M-26, authorizes Council to set various rates and fees for services provided by the Village;

**WHEREAS**, the Municipal Government Act, R.S.A. 2000, Chapter M-26, Part 2, Division 1, Section 7(e) provides that a council may pass bylaws for municipal purposes respecting business, business activities and persons engaged in business; and

**WHEREAS**, Section 8(c) of the same provides that council may in a bylaw provide for a system of licenses, permits or approvals;

**AND WHEREAS** the Council of the Village of Longview has deemed it desirable and necessary to amend the rates and fees for Business Licenses within the Village of Longview;

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

**1. TITLE**

1.1 This Bylaw shall be cited as the Business License Bylaw.

**2. REPEAL**

2.1 Bylaw 380-15 is hereby repealed.

In this Bylaw

**3.1 DEFINITIONS**

a) "Applicant" means a person who applies for a license or a renewal of a license required under this Bylaw;

b) "Business" means

i) a commercial, merchandising or industrial activity or undertaking,

ii) a profession, trade, occupation, calling or employment, or

iii) an activity providing goods or services

whether or not for profit and however organized or formed, including a co-operative or association of persons;

c) "CAO" means the Chief Administrative Officer of the Village, or a designate thereof;

d) "Cannabis" means cannabis plant, fresh cannabis, dried cannabis, cannabis oil and cannabis plant seeds and any other substance defined in the *Cannabis Act* (Canada) and its regulations and any amendments and includes edible products that contain cannabis

e) "Cannabis Accessory" means a thing that is commonly used in the consumption or production of cannabis. A cannabis accessory includes, but is not limited to, rolling



**VILLAGE OF LONGVIEW**  
**BYLAW 417-18 BUSINESS LICENSE**

papers, or wraps, holders, pipes, water pipes, bongs vaporizer that is represented to be used in the consumption of cannabis.

- f) “Charitable or Non-Profit Organization” shall mean any person, association, or body corporate engaged entirely in charitable activities, or engaged in the promotion of general social welfare within the Municipality, all the resources of which are devoted entirely to charitable activities and not for a profit or gain and which does not confer a monetary or other benefit on its members or directors. These may include:
  - i) Religious societies or organization;
  - ii) Service clubs;
  - iii) Community, veteran, or youth organizations;
  - iv) Social, sport, or fraternal (community) organization or clubs; or
  - v) Museums, galleries, cultural organizations and educational institutions.
- g) “Council” means the Municipal Council of the Village of Longview.
- h) “Development Authority” means a person or committee appointed by Council to act as a development authority pursuant to the MGA.
- i) “Market” means the business of conducting a public open market at which various vendors lease and operate a stall from a person or agent for the purpose of selling goods or services or both to the public at a location approved by the Municipality.
- j) “Hawker/Peddler” means a person who moves about the Municipality selling or offering for sale, goods or services or both, from a motor vehicle or trailer or on the streets or roads or elsewhere other than at a building that is a permanent place of business.
- k) “Home occupation” means any business, occupation, trade calling or craft carried on from a residence or accessory residential building, by one or more members of a family actually occupying said residence;
- l) “Licensee” means a person, partnership or corporation who holds a valid license issued pursuant to this Bylaw;
- m) “License Inspector” means and includes the CAO, Bylaw Enforcement Officer or any other duly authorized and appointed person acting on their behalf;
- n) “Mobile Vending Unit” means a mobile Motor Vehicle, trailer, or similar structure exceeding 3.3 m<sup>2</sup> (35.5 ft<sup>2</sup>) designed for preparing or offering the sale of food items or artisan products.
- o) “Mobile Vendor” means a person who sells or offers for sale food from a Mobile Vending Unit.
- p) “Motor Vehicle” shall have the meaning set out in the Highway Traffic Act, R.S.A. 2000 and amendments thereto.
- q) “Municipality” means the Municipal Corporation of the Village of Longview.

**VILLAGE OF LONGVIEW**  
**BYLAW 417-18 BUSINESS LICENSE**

- r) “Non-profit Organization” means a person, association of persons, or a corporation, acting for charity or in the promotion of general social welfare;
- s) “Non-resident” means a person, partnership or corporation whose headquarters or business enterprise is located outside of the Village of Longview;
- t) “Peace Officer” means any member of the RCMP or any Peace Officer, or Bylaw Enforcement Officer, appointed by the Village of Longview
- u) “Person” means a sole proprietorship, a partnership or a corporation;
- v) “Premises” means any store, office, warehouse, factory, building, enclosure, yard, or other place occupied, or capable of being occupied, by any person for the purpose of any business;
- w) “Push Cart Vending Unit” means a push cart or similar mobile structure not exceeding 3.3 m<sup>2</sup> (35.5 ft<sup>2</sup>) designed for preparing or offering the sale of food items or artisan products.
- x) “Push Cart Vendor” means a person who sells or offers for sale food from a Push Cart Vending Unit.
- y) “Resident” shall mean any person carrying on business from a taxable premise within the Town.
- z) “Resident Business” means a person, partnership or corporation whose business headquarters or business enterprise is located within the Village, and pays property taxes to the Village;
- aa) “Retail Cannabis Store” means any person who carries on or operates a Business from premises in Town that displays or offers for sale Cannabis.
- bb) “Sub-Contractor” means the business of contracting to provide a special service in relation to a trade or the person or firm engaged in such business.
- cc) “Village” means the Village of Longview;
- dd) “Violation ticket” shall mean a tag or ticket whereby the person alleged to have committed a breach of a provision of this Bylaw is given an opportunity to pay a voluntary penalty to the Village in lieu of prosecution for the offenses;

**4.0 NECESSITY FOR LICENSE**

No person shall within, or partly within, the limits of the Village carry on, or be engaged in, any business, unless that person or their agent, has acquired and holds a valid license issued pursuant to this Bylaw.

**5.0 EXEMPTIONS**

Notwithstanding Section 4, no license shall be required:

- a) for a business carried on or operated by the Village or at a location operated by an official or employee of the Village, acting on behalf of the Village,

**VILLAGE OF LONGVIEW**  
**BYLAW 417-18 BUSINESS LICENSE**

- b) for a business carried on or operated by means of a contract with the Village, if the business carried on under the contract is the only business carried on in the Village,
- c) a non-resident business whose only business activity is the supply or delivery of goods to a location within the limits of the Village,
- d) any person under the age of eighteen (18) years,
- e) by any person or business if any Statute of Canada or the Province of Alberta exempts such a person or business from requirements of municipal licensing, or
- f) for such other businesses as Council by resolution may from time to time exempt.

**6.0 APPLICATION**

Applications for all classifications of business licenses or their renewal shall be made in writing on the respective form prescribed in Schedule A.

Upon receipt of an application for a business license, the Licensing Officer may:

- a) approve the application and grant a business license,
- b) hold the application until such time as the applicant satisfies any requirements for a provincial license or development permit, or
- c) reject the application and refuse a business license if in the opinion of the License Inspector, the person, company, or organization is not operating in good faith, is offensive to the public, or is suspected of trying to defraud the public.

An approved license shall not be issued until the applicant has paid the proper license fee as set out in Village Fees and Fines Bylaw.

**7.0 FEES**

All businesses required to hold a business license pursuant to this bylaw shall pay a license fee as per the Rates set out in the Village Fees and Fines Bylaw and the classification of the business as per the provisions of this Bylaw.

Payment for licenses issued for a new business shall be made prior to the opening of said business.

Where an annual license fee is greater than one dollar, the Village may issue a license after July 1 of any license year, for one half the annual fees as set by the Fees and Fines Bylaw, if the business applying for the license has not been operating within the limits of the Village prior to July 1.

**8.0 FEE EXEMPTIONS**

The Licensing Officer may grant any exemption to a charitable or non-profit organization applied for herein with or without conditions, or may refuse to grant any such exemption.

Where an exemption is granted to an organization pursuant to Section 5, unless the exemption when granted, specifically otherwise provides, the organization shall comply with the provisions of this Bylaw relating to the business to be carried on, other than the requirement to pay a license fee.

**VILLAGE OF LONGVIEW**  
**BYLAW 417-18 BUSINESS LICENSE**

**9.0 LICENSE CLASSIFICATION**

Where a business utilizes any type of permanent premises within, or partly within the Village excepting a residence or residential building unit, the operator of that business shall be required to obtain a Resident Business License.

Where a business utilizes a residence or residential dwelling unit within, or partly within the Village, the operator of that business shall be required to obtain a Home Occupation Business License.

Where a business has its base of operation or premises or location outside of the Village and the business activity is carried on within the Village outside of a permanent business premises or residence, the operator of that business shall be required to obtain a Non-Resident Business License.

**10 SPECIAL PROVISIONS**

In addition to the general provisions of this Bylaw, those businesses listed below shall also comply with special provisions and requirements set out therein.

While a business may not be specifically enumerated in the provisions the business may be deemed by the License Inspector as similar in nature and operation to those specified and shall therefore follow the provisions contained therein.

**10.1 Construction Contractor**

- a) A general contractor, with the purchase of a construction contractor's business license as per this Bylaw, shall cover all subcontractors hired by the holder of that license.

**10.2 Retail Cannabis Stores**

- a) A Retail Cannabis Store shall adhere to all applicable Federal and Provincial legislation as they relate to retail sales of cannabis.
- b) The maximum operating hours for a Retail Cannabis Store shall be 10:00 a.m. to 12:00 a.m. (midnight) daily, excluding those dates of closure mandated by the Province of Alberta.
- c) The applicant for a Business Licence for a Retail Cannabis Store must provide a copy of the retail cannabis licence issued by the Alberta, Gaming, Liquor and Cannabis Commission at time of application.

**10.3 Markets**

- a) For the purposes of this Bylaw "Stall" shall mean a defined area within a Market.
- b) The Licensee of a Market shall, upon request, provide to the Licensing Officer a current list of all stall operators.
- c) The operator of a market, including markets, craft markets, or any other type of market, with the purchase of market business license, shall cover all individual retailers present at any market put on by that license holder.

**VILLAGE OF LONGVIEW**  
**BYLAW 417-18 BUSINESS LICENSE**

**10.4 Mobile Vendors, Push Cart Vendors, Hawkers/Peddlers**

- a) Mobile Vendors and Push Cart Vendors shall only carry on business at special event locations approved by a Licensing Officer or Licensing Inspector. Written approvals from the event organizer must accompany all business licence applications of this nature.
- b) No person shall carry on business as a Mobile Vendor, Push Cart Vendor or Hawker/Peddler on private property or public property including parks, streets and sidewalks within the Municipality unless they possess a Business Licence and a letter of permission and permit from the Development Officer.
- c) Mobile Vendors and Push Cart Vendors may be permitted to conduct business within community halls, recreation centers, arenas and similar venues, on a case by case basis relative to other municipal bylaws and at the discretion of the Licensing Officer.
- d) All holders of a business license for the operation of a mobile food cart or concession must park and conduct business pursuant to the Village of Longview Traffic Bylaw, or within off-road areas with express permission of the Licensing Officer.

**11 COMBINATION LICENSE**

No person may operate more than one business, calling, trade or occupation from any one premises or structure without obtaining business licenses for each and every business, calling, trade or occupation carried on.

**12 TERM OF LICENSE**

The term of license issued under this Bylaw is for one year from January 1 to December 31 in each calendar year unless the license has been sooner cancelled or forfeited.

**13 RENEWAL AND COLLECTION OF LICENSE FEES**

Business license renewal fees are due on or about January 1 of each calendar year.

If four (4) weeks from the renewal date a license renewal remains unpaid, a notice shall be issued to the previous license holder directly that:

- a) the business license fee is to be paid immediately. The owner of any unpaid license will be subject to the penalty as outlined in Schedule D, unless the business owner advises the Village that the business has been permanently closed or is no longer providing services to residents within the Village.
- b) if the previous license holder does not provide written notice of the business closure or discontinuance of service, a four (4) week final notice will be issued by the Village.

Any balance outstanding beyond eight (8) weeks from the renewal date, the previous license holder shall be assessed a penalty as set out in Schedule D. An invoice will be sent to the previous license holder directly.

**VILLAGE OF LONGVIEW**  
**BYLAW 417-18 BUSINESS LICENSE**

At the expiry of the eight (8) weeks from the renewal date, the License Inspector may cause the issuance of a violation tag to be issued to the previous license holder for violations occurring during the provisions of this Bylaw.

**14 REQUIREMENT FOR PROVINCIAL LICENSE**

Every person who applies for a business license from the Village is required to be in possession of a valid provincial license where such is required by the Province of Alberta.

**15 DISCLOSURE OF INFORMATION**

Every person carrying on or engaged in any business in respect of which a license is required under this Bylaw, on request of a License Inspector, shall give to the Inspector all information necessary to enable them to carry out their duties.

**16 LAND USE AND DEVELOPMENT CONTROL**

The issuance of a business license under this Bylaw does not constitute a development approval under the Village's Land Use Bylaws. The holder of an existing business license or applying for a business license is responsible for obtaining such development approval as may be necessary.

**17 POSTING OF LICENSE**

Every license issued under this Bylaw shall be provided to the licensee who shall post the same in a conspicuous place on their business premises and whenever required to do so, by any individual, whether a License Inspector, Village employee, or member of the public, shall produce the license for inspection.

**18 LICENSING OFFICER**

The power and duties of the Licensing Officer, under this Bylaw, are:

- a) To administer and enforce this Bylaw;
- b) to receive and deal with all applications for business licenses under this Bylaw;
- c) to ascertain as far as reasonably practicable, that all information furnished by an applicant in connection with an application for a license is true in substance and fact,
- d) to process and make decisions on the issuance of a license, within ten (10) days of the date the application was received,

The CAO may from time to time appoint such persons as License Officer as may be necessary to assist in the administration and enforcement of this Bylaw.

**19 INSPECTION OF PREMISES**

Where a business involves the occupation of a specific building or a specific location and such business is reasonably believed to require a license under this Bylaw, a Peace Officer, Bylaw Enforcement Officer, License Inspector, the CAO, or any other authorized person may inspect the building or location for any purpose under this Bylaw at all reasonable times during the license year.

**VILLAGE OF LONGVIEW**  
**BYLAW 417-18 BUSINESS LICENSE**

**20 REVOCATION OR SUSPENSION OF LICENSE**

The License Inspector may revoke or suspend any license issued under the provisions of this Bylaw

- a) for failure to comply with any of the conditions or regulations of this Bylaw,
- b) for failure to comply with any other Bylaw or regulation of the Village,
- c) for failure to comply with any legislation or regulations of the Province of Alberta or the Government of Canada,
- d) if in the opinion of the License Inspector the applicant or the holder of a business license intends or appears to intend to defraud or appears to have defrauded the public in any way, or
- e) if in the opinion of the License Inspector the conduct of the licensee is offensive.

In addition to the revocation or suspension of a non-resident business license, the License Inspector may ask assistance from a Peace Officer to escort an itinerant to the corporate limits of the Village.

Where a fee has been paid by cheque and such is not accepted and cashed by the bank on which it is drawn, the license will automatically be revoked.

If a licensee is convicted twice in any one calendar year of a breach of any of the provisions of this Bylaw, any license issued to licensee pursuant to the provisions of this Bylaw may be immediately cancelled.

Upon the request of the Health Inspector, the License Inspector shall suspend the license of any licensed premises concerned and shall not reinstate such license until the premises are certified fit to be used.

Upon a license being revoked or suspended, the Licensing Officer shall notify the licensee thereof:

- a) by personally delivery a notice; or,
- b) by mailing the notice to the place of business or residence.

**21 APPEAL**

When a license has been revoked, refused, suspended or authorized subject to conditions, the person so affected shall within thirty (30) days notify the CAO of his intention to appeal the said revocation, suspension, refusal or conditions:

- a) by personally delivering to the CAO a written notice of appeal,
- b) by mailing to the CAO a written notice of appeal.

When the Licensing Officer has revoked or suspended a license and the person whose license has been revoked or suspended notifies the CAO of the intention to appeal the said revocation or suspension, the Licensing Officer shall stay the revocation or suspension pending the hearing of the appeal where in the opinion of the Licensing Officer the person

**VILLAGE OF LONGVIEW**  
**BYLAW 417-18 BUSINESS LICENSE**

whose license has been revoked does not present a danger to public safety or welfare by the continued holding of the license.

An appeal shall be heard by Village Council, within six (6) weeks of the receipt of the appeal.

After hearing the appellant and the evidence adduced, Council may:

- a) confirm such refusal or revocation
- b) give conditional approval,
- c) may direct that the license be issued either conditionally or unconditionally as may be deemed expedient in the public interest, and

the decision of Council shall be final.

**22 OFFENCES AND PENALTIES**

A person licensed, or required to be licensed by this Bylaw, shall comply with all provisions contained therein relative to the business in respect of which the license is issued or required.

Any person violating any of the provisions of this Bylaw or any of the conditions of the license granted to them, shall be guilty of an offence and liable on summary conviction to a fine as outlined in the Village Fees and Fines Bylaw.

A violation ticket may be issued by a Peace Officer or Bylaw Enforcement Officer to any person, firm or corporation who has allegedly breached any provision of this Bylaw and the said violation ticket shall require the appropriate penalty payment to the Village.

A violation ticket shall be deemed sufficiently served if:

- a) served personally on the accused, or
- b) sent to the alleged offender by mail at the last available address.

If at any time after the expiration of the date of payment laid out on the violation tag, and up to and excluding three days prior to the court appearance on any summons issued, a person tenders payment for an offence ticket issued for contravention of any section of this Bylaw, the Village shall accept payment of the penalty in lieu of prosecution.

In prosecution for contravention of this Bylaw against engaging a business without a license, proof of one transaction in the business or that the business has been advertised is sufficient to establish that a person is engaged in or operates the business.

**23 SEVERABILITY**

Each provision of this Bylaw is independent of all other provisions. If any provision is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.



**VILLAGE OF LONGVIEW**  
**BYLAW 417-18 BUSINESS LICENSE**

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

**READ** a first time this \_\_\_\_\_ day of \_\_\_\_\_ 2018 A.D.

**READ** a second time this \_\_\_\_\_ day of \_\_\_\_\_ 2018 A.D.

**PROCEED** to third reading \_\_\_\_\_ day of \_\_\_\_\_ 2018 A.D. Unanimous

**READ** a third and final time this \_\_\_\_\_ day of \_\_\_\_\_ 2018 A.D.

\_\_\_\_\_  
MAYOR

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



**VILLAGE OF LONGVIEW  
BYLAW 417-18 BUSINESS LICENSE**

**SCHEDULE A**

**VILLAGE OF LONGVIEW  
BUSINESS LICENSE APPLICATION  
BUSINESS LICENSE BYLAW 418-11  
AND AMENDMENTS THERETO**

APPLICATION TYPE:  Resident  Home Occupation  Non-Resident

SPECIAL BUSINESS TYPE (if applicable):  Construction Contractor  Market

LICENSE DURATION:  Annual  1 Month  1 Week

REGISTERED BUSINESS NAME: \_\_\_\_\_

OPERATING BUSINESS NAME \_\_\_\_\_

BUSINESS ADDRESS (CIVIC): \_\_\_\_\_

(MAILING): \_\_\_\_\_

TELEPHONE No: \_\_\_\_\_ FAX No: \_\_\_\_\_

PUBLIC EMAIL: \_\_\_\_\_ WEB SITE: \_\_\_\_\_

TYPE OF BUSINESS \_\_\_\_\_

**PROVINCIAL CERTIFICATIONS (Copies may be required where applicable):**

- ▶ AMVIC (automotive sales and repairs) applicable) ▶ Provincial License (e.g. liquor license, etc. as applicable)
- ▶ Food Establishment Permit ▶ Provincial Health Inspection Certificates
- ▶ Personal Service Inspection (Esthetics, massage, tattoo, piercing, etc.)

I hereby certify all the above information to be true and correct, and further that all provincial certifications required for the operation of this business have been applied for and approved by the appropriate agency, and may be produced upon request.

▶ **SIGNATURE OF APPLICANT:** \_\_\_\_\_

DATE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

*A 10% LATE PAYMENT PENALTY SHALL BE LEVIED AGAINST BUSINESS LICENSES WHICH ARE NOT RENEWED ON OR BEFORE February 1<sup>st</sup>.*

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_

Business License # \_\_\_\_\_

Fees: \_\_\_\_\_

## **BYLAW 418-18**

### **A BYLAW OF THE VILLAGE OF LONGVIEW IN THE PROVINCE OF ALBERTA FAMILY & COMMUNITY SUPPORT SERVICES ADVISORY BOARD BYLAW**

**A BYLAW OF THE VILLAGE OF LONGVIEW IN THE PROVINCE OF ALBERTA TO ESTABLISH THE FAMILY & COMMUNITY SUPPORT SERVICES ADVISORY BOARD FOR THE VILLAGE OF LONGVIEW AND TO SET FORTH THE DUTIES AND RESPONSIBILITIES THEREOF.**

**WHEREAS** the Council of the Village of Longview recognizes the value and benefit of preventative social services which enhance the quality of life for Village residents; and

**WHEREAS** pursuant to the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended, the Village Council of the Village of Longview, in the province of Alberta has entered into an agreement with the Minister of Human Services for the establishment, administration and operation of a Family and Community Support Services Program; and

**WHEREAS** Council has deemed it desirable to establish a board to be known as the "Family & Community Support Services Advisory Board" and this Board shall be responsible and accountable to Council;

**NOW THEREFORE**, the Council of the Village of Longview, in the Province of Alberta, duly assembled and under the powers conferred upon it by the authority of the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended, enacts as follows:

#### **PART 1 TITLE AND PURPOSE**

- 1.1 This Bylaw may be cited as "Family & Community Support Services Advisory Board Bylaw"
- 1.2 The purpose of Family & Community Support Services (FCSS) Board is:
  - a) To ensure the FCSS program operates within the approved budget.
  - b) To administer the FCSS Community Grant Program in accordance with the Alberta Provincial FCSS Act and Regulation.

#### **PART 2 DEFINITIONS**

- |                   |   |
|-------------------|---|
| Board:            | shall mean Family & Community Support Services Advisory Board.      |
| Citizen-at-Large: | shall mean any person who is a resident in the Village of Longview. |
| Council:          | shall mean the Village Council of the Village of Longview.          |

- FCSS: shall mean Family & Community Support Services.
- Member: shall mean a member of the Board as appointed by Council.
- Village: shall mean the Village of Longview.
- Director: shall mean the Director of Community Services or his/her designate.

### **PART3 COMPOSITION OF BOARD**

- 3.1 The FCSS Advisory Board shall consist of five (5) members, all of whom shall be appointed by resolution of Council as follows:
- a) One (1) member of Council
  - b) Four (4) Citizens-at-Large to serve terms of two (2) years
- 3.2 Whenever possible and practical, members of the Board shall be appointed so as to represent the different age groups and interests of the Village.
- 3.3 No Citizen-at-Large member of the Board shall serve more than two (2) consecutive terms on the Board unless approved by Council.
- 3.4 Any member may resign from the Board by sending written notice to Council at least thirty (30) days prior to the date of resignation.
- 3.5 At the first meeting of the Board following the Annual Organizational Meeting of Council in each year the Board shall appoint a Chair and Vice-Chair.
- 3.6 There shall also be appointed by Council a designate who shall assist and advise the Board. The designate shall undertake the administrative duties of the Board, including but not limited to, notifying members of meetings, preparing agendas, preparing minutes, maintaining records and facilitating the actions of the Board.
- 3.7 Members of the Board shall serve without remuneration.

### **PART4 MEETINGS**

The Board shall hold at least two (2) regular meetings each year at a time and place designated by the Board.

- 4.1 The Chair may call a special meeting at any time or by request of any three (3) members of the Board.
- 4.2 A majority of the Board constitutes a quorum of the Board.
- 4.3 All Board members shall be required to vote on any matter before the Board unless a conflict of interest is declared.
- 4.4 In the event of a tie vote, the resolution shall be deemed defeated.

## **PART 5 DUTIES AND RESPONSIBILITIES OF THE BOARD**

### 5.1 The Board shall:

- a) Submit annually to Council for approval a program plan and budget for Provincial FCSS Grant monies and municipal contributions and administer the applications as approved.
- b) Advise and make recommendations to Council on the allocation of grants and funds in accordance with the Alberta Provincial FCSS Act and Regulation to eligible non-profit organizations providing preventative social programs and services.
- c) Promote a co-operative spirit though out the Village to encourage the sharing of all available resources towards the provision of preventative social services opportunities for everyone in the Village.
- d) Monitor and review operating policies and procedures and make recommendations to Council regarding the creation and implementation of bylaws, policies and procedures relating to preventative social services matters.
- e) Advise and make recommendations to Council regarding the completion of a Community Social Needs Assessment outlining development of FCSS programs and resources.
- f) Work together with Council annually to set priorities for services and projects that fall within the mandate of FCSS.
- g) Support Council and/or designate in preparing an Annual Report to Council for the preceding year based upon the Financial Statement for the year.
- h) Not operate any bank accounts independent of the Village.
- i) The Chief Administrative Officer or a designated officer shall act as Banking Agent and provide accounting services for the purpose of financial administration of the Family & Community Support Services projects and programs.

## **PART 6 DUTIES AND RESPONSIBILITIES OF THE CHAIR**

### 6.1 The Chair shall:

- a) Preside at meetings of the Board.
- b) Represent the Family & Community Support Services Advisory Board as required.
- c) Prepare agenda with FCSS Program Administration.
- d) Keep good control of the meeting and encourage person(s) wishing to speak to keep their presentation to the point and refrain from restating points that may have been made by previous speakers.

- e) Provide leadership to the Board and ensures that the Board adheres to its bylaws and policies.
- f) Signing of documents, including all minutes, as required.

**PART 7 DUTIES AND RESPONSIBILITIES OF THE VICE-CHAIR**

7.1 The Vice-Chair shall:

- a) Preside at the meetings of the Board and assume the role of Chair in the absence of the Chair.
- b) Familiarize themselves with the duties of the Chair and keep informed on key issues.

**PART 8 ENFORCEMENT**

8.1 This bylaw shall come into force and effect on the third and final reading.

**READ A FIRST TIME** this \_\_ day of \_\_\_\_\_, 2018

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

**READ A SECOND TIME** this \_\_ day of \_\_\_\_\_, 2018

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

**PROCEED TO THIRD READING** this \_\_ day of \_\_\_\_\_, 2018

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

**READ A THIRD AND FINAL TIME** this \_\_ day of \_\_\_\_\_, 2018

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

**BYLAW 418-18**

**A BYLAW OF THE VILLAGE OF LONGVIEW  
IN THE PROVINCE OF ALBERTA  
MASTER RATES AND FEES BYLAW**

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

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

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

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

**TITLE AND PURPOSE**

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

**REVOKE PREVIOUS RATES AND FEES**

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

**EFFECT**

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

**READ A FIRST TIME** this \_\_ day of \_\_\_\_\_, 2018

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

**READ A SECOND TIME** this \_\_ day of \_\_\_\_\_, 2018

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

**PROCEED TO THIRD READING** this \_\_ day of \_\_\_\_\_, 2018

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

**READ A THIRD AND FINAL TIME** this \_\_ day of \_\_\_\_\_, 2018

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer



## Schedule "A" RATES AND FEES SCHEDULE

### ASSESSMENT AND TAXATION

Assessment and Review Board:

Assessment Complaint Filing Fee ..... \$ 25

Tax Information:

Tax Search ..... \$ 25

Property Information (written) ..... \$ 25

Tax Certificate ..... \$ 50

Tax Roll Transfer Fee ..... \$ 40

Tax Notification

Discharge of Tax Notification Fee ..... \$ 70

### ADMINISTRATIVE SERVICES

Photocopying.....\$0.25 /page

Faxing.....\$0.50 /page

### TENT RENTALS

Resident Rental .....\$100 day

Non-Resident.....\$200 day

### BUSINESS LICENSES:

Home Occupation – without employees..... \$25

Home Occupation – with employees ..... \$50

Commercial.....	Resident	Non-Resident
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Annual .....	\$100	\$200
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Half year after June 30 .....	\$50	\$100
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Monthly .....	\$37.50	\$75
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Vendor or temporary ( 1 week)..... \$25

Contractors Site License: ..... \$750

(includes all sub-trades/ subcontractors on job site)

Market ..... \$75

**Fine for Operating without a Business License                      not less than \$50 not more than \$500**

### DOG LICENSING

	Prior to Jan 31	After Jan 31
--	-----------------	--------------

First Dog / Residence Neutered/Spayed .....	\$ 15	\$40
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Unneutered/UnSpayed .....	\$ 40	\$60
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Second Dog / Residence Neutered/Spayed .....	\$ 20	\$45
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Unneutered/UnSpayed .....	\$ 45	\$65
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Vicious Dogs .....	\$150	\$200
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<b>Over-limit Permit (Bylaw 340-10).....</b>	<b>\$250</b>	<b>\$250</b>
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## UTILITY CHARGES

### Metered Water Service Rates

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

Fixed Charge: .....	\$79.25, plus
Usage Rate 20.01 to 40 m <sup>3</sup> : .....	\$1.20/ m <sup>3</sup>
Usage Rate 40.01 to 60 m <sup>3</sup> : .....	\$1.30/ m <sup>3</sup>
Usage Rate 60.01 to 80 m <sup>3</sup> : .....	\$1.40/ m <sup>3</sup>
Usage Rate 80.01 to 100 m <sup>3</sup> : .....	\$1.50/ m <sup>3</sup>
Any amount greater than 100 m <sup>3</sup> .....	\$1.60/ m <sup>3</sup>
Replacement of Water Meter (damaged by occupant) .....	\$600.00

### Sewer Service Rates

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

Fixed Charge: up to 20 m <sup>3</sup> Residential .....	\$15.25, plus
Fixed Charge: up to 20 m <sup>3</sup> Commercial .....	\$17.25, plus
Usage Rate greater than 20 m <sup>3</sup> : .....	0.56/ m <sup>3</sup>
Residential accounts shall only be charges on 80% of water consumed for any quantity over and above 20 m <sup>3</sup>	
Commercial Non-protected Sewer Rate greater than 20 m <sup>3</sup> : .....	1.68/ m <sup>3</sup>
Sewer Lagoon Local Improvement Annual: .....	\$

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

### Garbage Collection and Disposal Rates:

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

Fixed charge per Residential Garbage Service .....	\$20.50
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### Utility Account Fees

Street Light Fee .....	\$ 19
Connection and/or Disconnection – During Business Hours .....	\$ 50
Connection and/or Disconnection – After Business Hours .....	\$100

<b>WATER AND SEWER CONNECTION SERVICES:</b> .....	Bylaw 399-17
Water and Sewer Connection (user pay) or .....	cost plus \$5000
Water Meter (New) .....	\$500
Temporary Water Service .....	\$150

## PLANNING & DEVELOPMENT

### 1. DEVELOPMENT PERMITS:

#### CHANGE IN USE:

Permitted Use:	\$50
Discretionary Uses	\$100
Existing structure or bay use change, intensification of use permits, interior or exterior renovation permits (includes Sign with Change of Use)	

#### RESIDENTIAL:

Single Family Dwellings:	\$500
Semi-Detached Dwellings:	\$600
Multi Family Dwellings: plus \$30 for each unit	\$600

#### COMMERCIAL AND INDUSTRIAL

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

#### ACCESSORY BUILDINGS

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

#### HOME OCCUPATIONS:

MINOR (Desk and Telephone) (plus business license fee)	\$50
MAJOR (plus business license fee)	\$100

#### SIGNS:

(Signage not included with Change of Use Permit or New Construction)	\$50
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#### RELAXATIONS OR VARIANCE OF A BYLAW PROVISION:

(Applied as a surcharge to application fee)	\$100
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#### EXCAVATION, STOCK PILING, GRADING:

(Activities separate from Subdivision or Development where a development agreement has been signed)	\$200
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#### RELOCATION OF HOUSE

(Plus performance security deposit)	\$500
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#### DEMOLITION:

(Plus performance security deposit)	\$100
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### 2. CERTIFICATE OF COMPLIANCE:

\$50

### 3. LAND USE BYLAW AND STATUTORY PLAN (MDP & ASP) AMENDMENT:

\$600

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

<b>4. MUNICIPAL PLANNING COMMISSION SPECIAL MEETING FEE</b>	<b>\$600</b>
<b>5. SUBDIVISION APPEAL:</b>	<b>\$1,200</b>
<b>6. ENCROACHMENT or RIGHT-OF-WAY AGREEMENTS:</b>	
Preparation of encroachment agreements or amendments to utility right of way agreements (includes registration)	\$200
Preparation of servicing agreements for development permits (includes registration)	\$300
Preparation of a development agreement for subdivision registration or servicing construction	\$2500
<b>7. DEVELOPMENT APPEALS:</b>	<b>\$1200</b>
(refunded if appeal is withdrawn prior to notice)	
<b>8. PERFORMANCE SECURITY DEPOSIT:</b>	
(Performance Security must be in the form of cash cheque, certified cheque or letter of credit as per Land Use Bylaw. The Performance Security is to be collected on all construction that involves a change in use or occupancy and considered forfeited if occupied prior to authorization to do so by the Safety Codes Officer.)	
Dwellings (single family)	\$1000
Residential exterior renovations and additions and accessory buildings over 250 sq. ft., and balconies	\$500
Industrial and Commercial intensification of use (Exterior renovations, landscaping, parking, screening)	\$1500
Multi - Family, Industrial and Commercial (new construction)	\$2500
Move in Buildings or Move out Buildings ( to cover any damage to streets, sidewalks, curbs)	\$5000
Building demolition using cartage and heavy equipment ( to cover any damage to streets, sidewalks, curbs)	\$5000
<b>9. SUBDIVISION PROCESSING:</b>	
<b>Application Fee:</b>	<b>\$1000</b>
for two (2) lots or less and boundary adjustments. (Real Property Report Required)	
per lot for third and subsequent lots.	\$100
<b>Endorsement Fee:</b>	
for instruments registering two (2) lots or less;	\$150
per lot for three (3) or more lots	\$50
<b>Outline Plans:</b>	<b>\$1000 plus \$75/ha</b>

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

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

## RECREATION

### Campground

Nightly Fee..... \$30

After Sept 30<sup>th</sup> (electric heaters) per day per site ..... \$35

Weekly Fee ..... \$180

Monthly Fee ..... \$600.00

# FINES

## SMOKING AND VAPING VIOLATION

Bylaw 414-18

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

## SOLID WASTE VIOLATION

Bylaw 413-18

SECTION		PENALTY IN DOLLARS
4.	Storing waste on other's premises	250.00
5.	Waste deposited without consent	250.00
6.	Improperly locating waste containers	125.00
7.	Waste inaccessible because of fence	125.00
8.	Allowing offensive odours or untidy waste	125.00
9.	Allow waste to accumulate	250.00
12.	Setting out restricted waste for collection	250.00
11,15.	Improper packaging of yard waste	125.00
16.	Fail to provide single waste storage location	125.00
17.	Set out waste not generated on premises	250.00
19.	Fail to set out waste in plastic garbage bag	125.00
21.	Use improper waste containers	125.00
23.	Improperly fill waste containers	125.00
24.	Improperly filled plastic garbage bags	125.00
25	Set out waste at wrong time	125.00
38.	Improper disposal of recyclable goods	125.00

## COMMUNITY STANDARDS VIOLATION

Bylaw 405-17

Violation Fines under this Bylaw	First Offence	\$250.00
	Second Offence	\$500.00
	Third & Subsequent Offences	\$1,000.00
Fail to Comply with Remedial Order	First Offence	\$500.00
	Second Offence	\$1,000.00
	Third & Subsequent Offences \$	1,500.00

## WATER USE & CONSERVATION VIOLATION

Bylaw 404-17

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

### Section 5 - Enforcement Part 13 of Municipal Government Act

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

## BUSINESS LICENCES

Section	First Offence	Second Offence in 24 month period
Necessity for License	\$100.00	\$200.00
a) Late Penalty (4 weeks)	10% of renewal fee	
b) Late Penalty (8 weeks)	25% of renewal fee +10%	
All Other Offences	\$250.00	\$500.00
Fine for Operating without a Business License	not less than \$50	not more than \$500



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**VILLAGE OF LONGVIEW  
REQUEST FOR COUNCIL DECISION**

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**Agenda Item #: 10.7**

**Date:** November 15, 2018  
**Title:** Reimbursement for Tire  
**Submitted by:** Dale Harrison, CAO

**Recommendation:** MOVED by \_\_\_\_\_ that

**Alternatives:**

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

**Background:** When the old Peace Officer vehicle was sold the second set of tires and what was considered the spare for the vehicle were left at the public Works shop. These tires were considered to be worn out and were consequently disposed of. The Village was given an invoice for the replacement of a personal tire belonging to the Peace Officer in the amount of \$429.77. This raises the question of storing of personal property on Village property and the liability for loss or damage. I would recommend that a policy be developed.

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

*Financial:* N/A

**Communications:** Notices posted at Council meetings

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

1. none





FOUNTAIN TIRE (HIGH RIVER) LTD.

720 11 AVE SE  
HIGH RIVER AB T1V 1P2

# QUOTATION

Phone: 403.652.2255  
Fax: 403.652.2065  
F057@fountaintire.com  
121923908RT0001

Quotation number: 057SQ00007209  
Service Contact: SCOTT MUELLER

Date: 07/11/2018  
Document Number: 057SQ00007209-2

Customer

000.000.0000

Item Number	Item Description	Qty	Unit Price	Total
<b>CarMinivan</b>				
057-TIRE	225/60R18 100H COO CS5 ULTRA TOURING	1.00	\$217.80	\$217.80
X48550	DODGE, 18X7.5 5X115 20P C71.6	1.00	\$148.30	\$148.30
CAR	Wheel Balance, Nitrogen, TPMS Reset or New Valve Stem	1.00	\$32.25	\$32.25
FREE	30 Day Guarantee, Free Tire Rotations, Road Hazard Protection	1.00	\$0.00	\$0.00
<b>Other</b>				
SHOP	Shop Supplies	1.00	\$6.95	\$6.95
T	Thank you for choosing Fountain Tire, we appreciate your business	1.00	\$0.00	\$0.00

This quote is valid for 7 days from the quotation date, or until the end of the promotion if applicable.

Quotation comments

Parts:	\$366.10
Services:	\$39.20
Sub Total:	\$405.30
Tire Fee:	\$4.00
GST:	\$20.47
<b>Total:</b>	<b>\$429.77</b>

Fountain Tire is committed to protecting your personal information. Please refer to our Privacy Commitment at [www.fountaintire.com](http://www.fountaintire.com). The personal information collected by Fountain Tire will be stored in Canada or in the United States for the purposes set out in our Privacy Code, and will be subject to the laws of the jurisdiction in which it is stored.



## Village of Longview Policy

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### Internal Harassment Policy

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Policy Number: **12-2018-03**

Approved: December 18, 2018 Resolution ????

Amended:

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**Purpose:** To ensure employees are provided with a healthy, harassment-free work environment.

**Policy:** The Village of Longview is committed to providing employees with a healthy and safe work environment where the dignity of all members of the workforce is respected. It is not the purpose, nor the intention of the Village of Longview to constrain normal social interaction. The purpose of this policy is to sensitize employees to the issue of harassment, and provide a procedure to follow in the event of a complaint that will ensure the complaint is dealt with swiftly, fairly and objectively. All employees are responsible for maintaining a harassment-free work environment.

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#### **DEFINITIONS:**

**Harassment:** Harassment occurs when an employee is subjected to unwelcome verbal or physical conduct because of race, religious beliefs, colour, place of origin, gender, mental or physical disability, ancestry, marital status, family status, source of income, or sexual orientation. Examples of harassment which will not be tolerated are: verbal or physical abuse, threats, derogatory remarks, jokes, innuendo or taunts about any employee's appearance, religious beliefs, colour, place of origin, mental or physical disabilities, ancestry, marital status, family status, source of income or gender. The Village of Longview also will not tolerate the display of pornographic, racist or offensive signs or images; practical jokes that result in awkwardness or embarrassment; unwelcome invitations or requests, whether indirect or explicit.

**Sexual Harassment:** - Sexual harassment is discrimination on the grounds of gender. Unwanted sexual advances, unwanted requests for sexual favours, and other unwanted verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term of, or condition of, an individual's employment; or
2. submission to, or rejection of, such conduct by an individual affects that individual's employment.



## Village of Longview Policy

Sexual harassment can include such things as pinching, patting, rubbing or leering, "dirty" jokes, pictures or pornographic materials, comments, suggestions, innuendoes, requests or demands of a sexual nature. The behaviour need not be intentional in order to be considered sexual harassment.

### **PROCEDURE:**

#### **If you are being harassed:**

1. Tell the harasser that his/her behaviour is unwelcome (preferably at the time of the occurrence) and ask him/her to stop. It is to everyone's advantage to resolve the situation informally. If that fails, proceed to the remaining steps.
2. Keep a record of incidents (date, times, locations, possible witnesses, what happened, your response). You do not have to have a record of events in order to file a complaint, but a record can strengthen your case and help you remember details over time.
3. File a complaint. If, after asking the harasser to stop his/her behaviour, the harassment continues, report the problem to:

a) Chief Administrative Officer

If the harasser is the CAO then, report the problem to:

b) The Village Mayor

#### **If you are accused of harassment:**

1. Make sure you understand the exact behaviour that is making the person uncomfortable.
2. Apologize and stop the behaviour **immediately**.
3. If you think there has been a misunderstanding about the behaviour between you and the person, ask your supervisor to work with you to resolve the situation on an informal basis.

### **DEALING WITH A COMPLAINT**

1. Once a complaint is received, it will be kept strictly confidential. An investigation will be undertaken immediately and all necessary steps taken to resolve the problem. If appropriate, action taken may include conciliation.



## Village of Longview Policy

2. Both the complainant and the alleged harasser will be interviewed, as will any individuals who may be able to provide relevant information. All information will be kept in confidence.
3. If the investigation reveals evidence to support the complaint of harassment, the harasser will be disciplined appropriately. Discipline may include suspension or dismissal, and the incident will be documented in the harasser's file. No documentation will be placed on the complainant's file where the complaint is filed in good faith, whether the complaint is upheld or not.
4. If the investigation fails to find evidence to support the complaint, there will be no documentation concerning the complaint placed in the file of the alleged harasser.
5. Regardless of the outcome of a harassment complaint made in good faith, the employee lodging the complaint, as well as anyone providing information, will be protected from any form of retaliation by either co-workers or superiors. This includes dismissal, demotion, unwanted transfer, denial of opportunities within the municipality or harassment of an individual as a result of her/his having made a complaint or having provided evidence regarding the complaint.

### **RESPONSIBILITY OF MANAGEMENT**

It is the responsibility of the Town Manager, Supervisor, Department Manager, or any person within the municipality supervising one or more employees to take immediate and appropriate action to report or deal with incidents of harassment of any type whether brought to their attention or personally observed. Under no circumstances should a legitimate complaint be dismissed or downplayed. All parties in a harassment complaint have the right to fair and due process and to confidentiality.

### **CONSEQUENCES**

Harassment is a serious matter. The consequences will depend on the circumstances in each case. The harasser may face reprimand, a suspension with or without pay, or dismissal in some cases. It is also a serious matter to **knowingly** make a false accusation of harassment. The consequences can similarly range from a reprimand, to suspension without pay, to dismissal.

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Mayor

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CAO



## Village of Longview Policy

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### External Harassment Policy

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Policy Number: **12-2018-04**

Approved: December 18, 2018 Resolution ?????

Amended:

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**Purpose:** This policy applies to, but is not limited to, all users of Village programs, facilities and properties, including volunteers, patrons, guests, spectators, coaches, contractors, staff, and Council members, and for those members of the public interfacing with Village staff members, or Members of Council; and Village staff members or Council members interfacing with the public either -in person, in writing, email, voice mail, or on the telephone while on Village Properties.

**Policy:** The Village is committed to providing a safe and respectful environment which extends into all Village programs, facilities and properties. The Village is also committed to ensuring the safety of service users and employees in its recreational programs, facilities and properties and in fostering an environment where there is safety and respect for others.

Currently the Village has a Code of Conduct for all employees adopted in 2018 which espouses the principals of best practices for ensuring confidentiality, mitigating conflict of interest or insider conflict of interest situations. It is built on the tenants of a respectful workplace where employees of the Village of Longview are expected to adhere to the highest standards of personal and professional competence, integrity and impartiality.

The Village is adopting an internal harassment policy to ensure that internal mechanisms were in place to assure employee protection from sexual and personal harassment as well as work place violence. In accordance with Federal and Provincial legislation, including Occupational Health and Safety and Human Rights laws, the Village is working toward policies that protect employees and the public from harm when engaging in conduct within Village facilities and properties.

With that guiding principle, the Village has adopted this Public policy to ensure that the all users, staff and council feel safe while attending a program, meeting, or function while present at a Village facility or property. All people who use Village facilities or recreational programs or, who are present on Village property, are accountable for actions or behaviors that put the well-being, safety, or reputation of others at risk.



## Village of Longview Policy

The Village of Longview will not tolerate any form of harassment or violence on or within Village property and this policy lays out the framework for educating staff, Council, volunteers and public users to the guidelines and enforcement step to be taken to address harassment and violence in programs, facilities or properties owned by the Village.

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### **DEFINITIONS:**

**Harassment:** For the purposes of this policy 11 Harassment11 means harassment in any form including sexual harassment, personal harassment and violence.

Examples of harassment or breach of the harassment policy that will not be tolerated, within or on any Village property, include (but are not limited to):

- physical abuse
- unwelcome verbal or physical conduct because of race, religious beliefs, color, place of origin, gender, mental or physical disability, ancestry, marital status, family status or sexual orientation - including jokes, threats, derogatory remarks
- loud verbal assaults directed at participants, officials, members of the public, Village staff or Council deemed to be aggressive or intimidating
- contravention of Village by-laws, federal or provincial laws
- vandalism
- threats of violence or vandalism
- possession of weapons
- illegal consumption of drugs and alcohol

**Sexual Harassment:** Sexual harassment is discrimination on the grounds of gender. Unwanted sexual advances, unwanted requests for sexual favours, and other unwanted verbal or physical conduct of a sexual nature constitute sexual harassment - examples include (but aren't limited to):

- unwanted pinching, patting, rubbing or leering,
- inquiries or comments about a person's sex life
- the display of sexually offensive material
- sexually degrading words to describe a person
- derogatory or degrading remarks directed towards members or one sex or sexual orientation
- inappropriate or unwelcome focus/comments on a person's physical attributes or appearance
- persistent unwanted contact or attention



## Village of Longview Policy

- "dirty" jokes, pictures or pornographic materials,
- comments, suggestions, innuendoes, requests or demands of a sexual nature.

The behaviour need not be intentional in order to be considered sexual harassment.

**Personal Harassment:** Personal Harassment is conduct that is deemed abusive, unfair, or demeaning treatment of a person or group of persons. Examples include, (but aren't limited to):

- insults
- name calling
- inappropriate jokes
- derogatory remarks,
- persistent criticism
- spreading malicious rumors
- public reprimand
- sarcasm, ridicule and humiliation

**Workplace Violence:** The Occupational Health and Safety Code requires that violence in the workplace be viewed as a safety hazard. Workplace violence means the threatened, attempted or actual conduct of a person that causes or is likely to cause physical injury, whether work related or at a Village facility.

At the Village, all aspects of violence, both in the workplace and within Village facilities, will not be tolerated, and the definition is expanded to include zero tolerance for:

- verbal assaults, taunting or ostracizing
- bullying or coercion
- threatening behavior such as shaking fists, destroying property or throwing objects;
- verbal or written threats that express an intention to inflict harm or intimidate;
- physical attacks;
- vandalism and intentional damage against Village property or the property of others



## Village of Longview Policy

### **PROCEDURE:**

#### **Incident Reporting:**

1. The Village's key concern is safety of our facility users and employees. If, at any time, public users or employees feel personally threatened, they are to call the Police immediately by calling 911. It is NOT the expectation that employees or public users will put themselves at any risk or jeopardize their safety in any real or perceived situation.
2. Any Village staff and Council, observing incidents, are to report all acts of harassment, violence or vandalism to the Chief Administrative Officer (CAO), within 24 hours of the incident;
3. The public users of Village facilities are to report acts of violence, vandalism or harassing behavior to a Village staff member or a designated person within their organization using Village facilities within 24 hours
4. All incidents of violence and vandalism will be reported to the RCMP by the Village
5. Any volunteer organization using Village facilities but choosing to deal with incidents of harassment or violence directly are required to report to the CAO of the Village within thirty days outlining the incident, and the remediation process will begin.

#### **Enforcement Options:**

The Village and its community partners need to understand the scope of enforcement options to ensure compliance to this anti-harassment policy. If incidents arise, the Village will review all incidents occurring at any facilities, programs or properties related to the Village, and take required actions.

Under the scope of this policy all users of Village programs, facilities and properties, including staff, volunteers, patrons, guests, spectators, coaches, contractors, and Council members have a responsibility to report incidents to the CAO of the Village, the volunteer board using Village facilities, or the RCMP under threatening conditions that arise including:

- a. observation of physical violence or vandalism
- b. verbal abuse, intimidating, harassing or threatening behavior as defined by this policy

If such behavior is observed, the following procedures should be enacted:

1. Ask the individual to stop their behavior, indicating that they are in violation of Village policy; if they refuse to stop, ask them to leave the premises as they are now trespassing on Village property





## Village of Longview Policy

2. If there is a safety hazard, call the RCMP (dial 911) and without jeopardizing personal safety ask the person to stop the activity immediately or they will be asked to leave the Village premises.
3. If the party does not co-operate, inform them that they are now trespassing and the RCMP have been called
4. Wait for the RCMP to arrive; do not engage in confrontational behaviors
5. Advise Village staff immediately if on site
6. Prepare an incident report for the CAO or your board authority
7. The Village has the authority under this policy to prepare a letter of trespass for any individual found to be in violation of the Village harassment policy. Such letters may bar individuals from Village properties and facilities because of such behaviors - for a length of time to be determined by Council and Administration.

### **Non-Compliance Consequences:**

1. Individuals who break the tenants of this policy may be barred immediately from the premises and, if necessary suspended for a period of time through a Letter of Trespass.
2. All incidents where suspension from Village premises has occurred will be followed up in writing by the department concerned: Administration, Council, Recreation, Public Works, or any other Village department.
3. A Letter of Trespass will be sent to the person who has violated this policy, indicating the reason for the suspension and the length of suspension, and from which Village facilities, meetings or programs the person is suspended.
4. Severe incidents, in violation of federal or provincial laws, reported to the RCMP, may incur charges.
5. Where vandalism and theft have occurred, those responsible will be required to reimburse the Village for all costs of repairs, including lost revenues.

### **Appeal Process:**

An Appeal Process will be instituted to appeal any disciplinary measures enforced by the Village under this policy. Individuals can present their case in writing to the Village - to an Appeal board comprised of Village Council as a whole. Protection of information disclosed in this process will directed by the Freedom of Information and Privacy Acts. The Appeal Board will review the appeal and all decisions are final.

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Mayor

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CAO



## Village of Longview Policy

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### External Harassment Policy

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Policy Number: **12-2018-05**

Approved: December 18, 2018 Resolution ?????

Amended:

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**Purpose:** Every year the Municipality receives more grant requests than it can fund. The objective of this policy is to treat all organizations fairly and consistently. The aim of the *Village of Longview Grants Program* is to share available resources throughout the Municipality. Supporting volunteer, community-based organizations is often fundamental to maintaining our quality of life. Grants are intended to provide modest levels of support and assistance to community non-profit organizations. The program tries to balance on-going needs and a rotation of new applicants. This policy establishes eligibility requirements; identifies the types of funding available; and outlines application and monitoring requirements. Preferences will be given to organizations that demonstrate community support, efficient use of resources, sound business practices and develop volunteer knowledge, skills and self-reliance.

**Policy:** The Village of Longview recognizes the valuable contributions made by community organizations and volunteer groups to improve the well-being of the community and the quality of life for its residents. In recognition of these contributions, the Municipality is committed to providing modest assistance to such organizations through its municipal grant programs operated through FCSS and the Recreation Board. Support is provided each year from the Municipality's operating budget to FCSS and the Recreation Board then onto qualifying organizations through an annual application process. Council will retain the right to make the final decision on both the overall funding allocation and the individual grant/donation.

#### **TYPES OF GRANTS / DONATIONS**

The different types of grants awarded under the FCSS / Recreation Board Programs are as identified.

**“Community Organization”** grants/donations are defined as operating funding to assist with the general operating expenses of the group, including administrative costs and program-related expenses.

**“Special Events”** are defined as any one-time or first-time event that is of cultural, social or recreational significance to the community and which may have the participation of more than one organization and/or an event of municipal, provincial or national significance which would be expected to bring economic and/or public relations benefit to the Municipality.



## Village of Longview Policy

“Community Event” is defined as a recurring event that Council has determined provides some significant benefit to the broad community, and is open to all members of the public.

“In-Kind Contributions” grants are based on the provision of municipal property/facilities, materials or resources to an applicant, and do not include the provision of cash funds to, or on behalf of, the applicant. While cash funds are not provided in relation to In-Kind grants, it is recognized that such grants will involve either an expense or foregone revenue for the municipality. Each application for In-Kind grants will include the estimated value of the application under consideration. (i.e. Hall Rental Fee Exemption).

### **FUNDING ELIGIBILITY:**

- Applicants must be non-profit community groups and organizations
- Individuals are not eligible
- Applicant’s organization must be governed by a community-based volunteer Board of Directors who must provide a letter of confirmation demonstrating approval of the proposal To qualify for funding, the group must demonstrate its commitment to all of the following principles:
  - accessibility;
  - effectiveness; and
  - accountability through sound management and financial practice
- Applicants must provide a copy of the organization duly signed most recent financial statement.
- Organizations demonstrate collaboration and cooperation with other local organizations in the sharing of resources.
- Grants are not awarded for the salary/wages of staff positions or board honoraria.
- Provides without discrimination a recreation, cultural or community service to the citizens that the Village does not otherwise provide.
- The recipient shall repay the whole or any part of the grant, as determined by the Village of Longview, if the recipient;
  - ceases operating;
  - ceases to operate as a non-profit organization;
  - merges or amalgamates with another party;
  - has knowingly provided false information in its application;
  - uses funds for purposes not approved by Council;
  - breaches any of these terms and conditions.



## Village of Longview Policy

- In rare circumstances, an applicant's eligibility may be suspended for a specified time period for misappropriation of funds, failure to report, or misrepresentation.
- Must align with Village's Strategic Objectives and Guiding Principles

### **APPLICATION:**

Only one grant/donation request per organization per agency per year will be considered.

All applications shall be submitted on the application form together with the following information and documentation:

1. The organizations purpose, function and the service it provides to the community;
2. The amount of financial assistance required;
3. The benefits in the community resulting from the grant;
4. Financial statements from the immediate preceding fiscal year.
5. Listing of the current Board of Directors, including addresses and phone numbers.
6. Copy of the minutes taken at the most recent annual general meeting or at a regular meeting of the applicant organization.

### **GRANTS REVIEW PROCESS**

- Application form received, date-stamped. Additional information is requested if the application is incomplete.
- Applications are sorted by category, sent to appropriate group team members to evaluate (score and comments)
- The Grants Committee develops a preliminary list of recommended grants based on each application's score, relative merit of applications in the category, and the budget.
- The list of recommended grants to Municipal Council for final approval. Letters are sent to grant recipients, noting program reporting requirements and any restrictions. Letters are also sent to unsuccessful applicants. **There is no appeal process.** The list of awards is public information and is published annually.

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Mayor

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CAO



## Village of Longview Policy

### Schedule A

Evaluation Criteria – Grant Applications	Score
<b>1. <u>Program/Service Obligation</u></b> <b>Core</b> - service the municipality <u>would</u> otherwise provide <b>Important</b> - service the municipality <u>might</u> otherwise provide <b>Discretionary</b> - service the municipality does not normally provide <b>No Mandate</b> – not enabled by legislation, should not do or not now	<b>H 3</b> <b>M 2</b> <b>L 1</b> <b>N 0</b>
<b>2. <u>Municipal Mission</u></b> <b>Vital</b> - fundamental to Municipality’s mission or key result areas <b>Notable</b> - solid fit within Municipality’s key result areas <b>Non-Critical</b> - some relevance to Municipality’s mission, not strategic	<b>H 3</b> <b>M 2</b> <b>L 1</b>
<b>3. <u>Public Need</u></b> <b>Community at Large</b> - general need, broad-based <b>Multiple Interests</b> - some need, a number of areas/communities <b>Vested Interest</b> - special interest group(s), localized	<b>H 3</b> <b>M 2</b> <b>L 1</b>
<b>4. <u>Public Benefit</u></b> <b>Public Interest</b> - all residents/communities may derive benefit <b>Mixed Interest</b> - some residents/communities derive benefit <b>Private Interest</b> - specific residents/communities benefit	<b>H 3</b> <b>M 2</b> <b>L 1</b>
<b>5. <u>Human Development &amp; Inclusion – Volunteer &amp; Participant</u></b> <b>High</b> - equality of access and opportunity (demographic, geographic) <b>Moderate</b> - range of demographic groups and/or development potential <b>Low</b> - limited opportunity, access or development potential	<b>H 3</b> <b>M 2</b> <b>L 1</b>
<b>6. <u>Quality of Life</u></b> <b>Livable Community</b> - important to livable/sustainable community <b>Community Image</b> - enhances image or public perception <b>Community Pride</b> - instills pride, sense of community	<b>H 3</b> <b>M 2</b> <b>L 1</b>
<b>7. <u>Alternate Providers</u></b> <b>Limited</b> - no other potential providers <b>Some</b> -some potential alternate providers <b>Many</b> - many potential or existing alternate providers	<b>H 3</b> <b>M 2</b> <b>L 1</b>
<b>8. <u>Financial Need</u></b> <b>High</b> - financial statements and/or budget demonstrate significant need <b>Low</b> - financial statements and/or budget demonstrate limited need	<b>H 1</b> <b>L 0</b>
<b>9. <u>Accountability (“Track Record”)</u></b> <b>Yes</b> - annual report and/or financial statements of previous year received <b>No (or New Org.)</b> - no annual report and/or financial statements received	<b>Y 1</b> <b>N 0</b>



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**VILLAGE OF LONGVIEW  
REQUEST FOR COUNCIL DECISION**

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**Agenda Item: 10.5**

**Date:** December 18, 2018  
**Title:** Transfer Funds from Reserves  
**Submitted by:** Dale Harrison, CAO

**Recommendation:** MOVED by \_\_\_\_\_ that the Village transfer \$50,000 from the water Wastewater Reserves to cover the extraordinary repairs in the water and waste Water systems in 2018.

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

**Background:** During 2018 there were several incidents that required external personnel and equipment to repair broken infrastructure on the water and sewer system. These expenses were above normal wear and tear in the Village and not covered in the annual budget outside of reserves being set aside to prepare for such events. The following is a list of the events and approximate costs:

1. Waterline break Morrison Road by Fire Hall	\$10,000
2. Sewer Lift Station Backup Generator Failure 3x	5,000
3. Raw Water Pumps at River both 1 & 2	30,000
4. Sewer Line break on Royalties Crescent	5,000

There is approximately \$293,000 in the water/wastewater reserve.

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

*Financial:* N/A

**Communications:** Notices posted at Council meetings

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



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**VILLAGE OF LONGVIEW  
REQUEST FOR COUNCIL DECISION**

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**Agenda Item #: 10.6**

**Date:** Dec 18, 2018  
**Title:** Interim Budget  
**Submitted by:** Dale Harrison, CAO

**Recommendation:** MOVED by \_\_\_\_\_ that Council could approval the Interim Operating Budget based on the 2018 budget.

Income of 946,890  
Expense 945,212  
Surplus 1,678

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

**Background:** The Village must have a budget in place in order to continue to operate and pay bills and salaries in the New Year. The 2019 Budget has not been reviewed and does not need to be finalize until prior to taxes but there is a requirement under the new MGA to have a three year operating budget and a five year capital budget. This will take some time to put together in early 2019. It is common practice to pass an interim budget based on the current year's budget.

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

*Financial:* N/A

**Communications:** Council Agendas

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