AGENDA

REGULAR MEETING OF THE COUNCIL OF THE VILLAGE OF LONGVIEW
In the Province of Alberta, held on Tuesday, February 19, 2019 at
Village of Longview Community Hall Commencing at 6:30 p.m.

1.0 **CALL TO ORDER**

2.0 **AGENDA**

3.0 **DELEGATIONS**

- 3.1 Kirk Davis – EDC Solar Project
- 3.2 Kathie Selbee – Fire Protection

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 Regular Council Meeting – Jan 15, 2019
- 5.2 Minutes of Special Meeting – Jan 31, 2019
- 5.3 Minutes Committee of the Whole – Feb 6, 2018

6.0 **REPORTS**

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

7.0 **FINANCIAL REPORTING**

- 7.1 Bank Reconciliation Nov, Dec 2018
- 7.2 Accounts Payable Cheque Register – January, 2019
- 7.3 Statement of Revenue & Expenses

8.0 **PUBLIC DISCUSSION**

9.0 **BYLAWS**

- 9.1 Bylaw 419-18 Fees and Fines (3rd Reading)
- 9.2 Bylaw 420-19 Council Procedure
- 9.3 Bylaw 421-19 Council Remuneration
- 9.4 Bylaw 422-19 Utility Billing Amendment

10.0 **BUSINESS**

- 10.1 RFD Picnic Tables Campground
- 10.2 RFD Credit Card Policy Update
- 10.3 RFD Peaks to Prairies – EV charging station
- 10.4 RFD EDC Member appointment Jeff Nelson
- 10.5 RFD EDC 2019 Budget
- 10.6 RFD Advertising Rates for Newsletters

11.0 **CORRESPONDENCE**

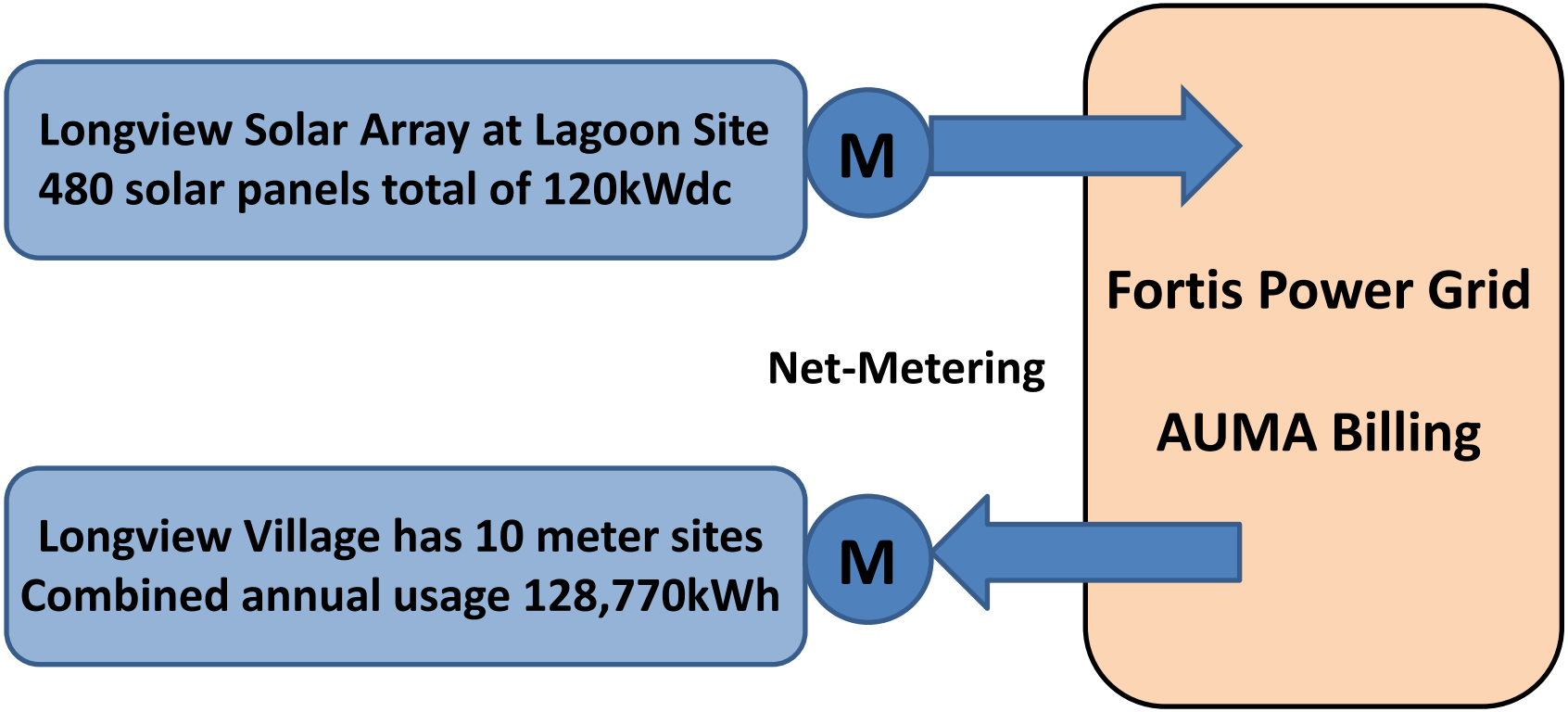
- 11.1 Fortis – 2019 Fortis Approved Rate Letter
- 11.2 Marigold Library Levy

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**

Alberta Municipal Solar Program
Infrastructure Design



Village of Longview
SW29-18-2-5
Fortis Request 500057179-01

FortisAlberta Inc. to:
- provide a new Commercial service - Rate 41.
- supply and install a 150kVA 277/480v polemount transformer close to site.
  Exact location of structures to be determined on site.
  Customer requested a larger transformer as optional facility.
- replace two poles/framing due to transformer size and clearance.

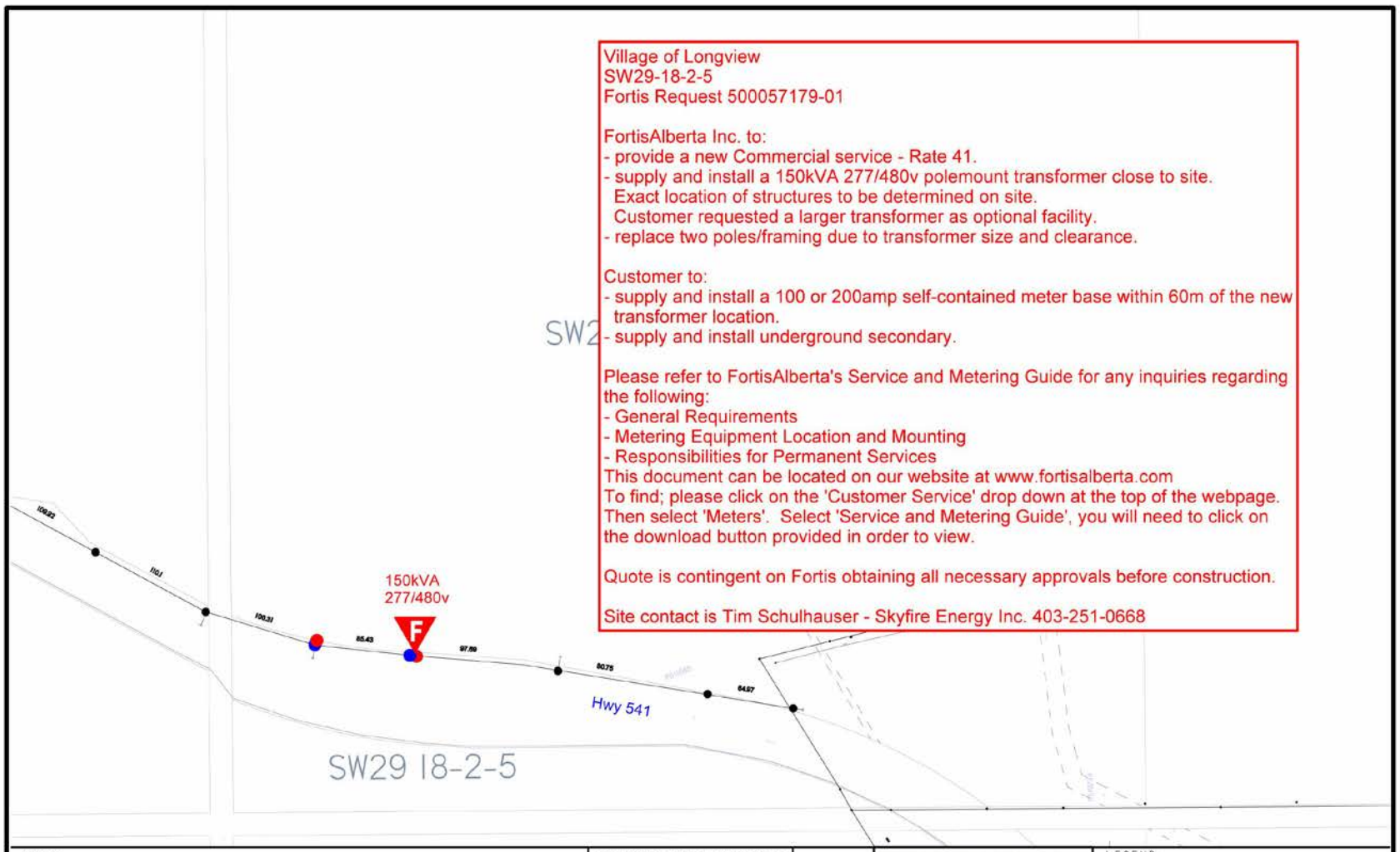
Customer to:
- supply and install a 100 or 200amp self-contained meter base within 60m of the new transformer location.
- supply and install underground secondary.

Please refer to FortisAlberta's Service and Metering Guide for any inquiries regarding the following:
- General Requirements
- Metering Equipment Location and Mounting
- Responsibilities for Permanent Services

This document can be located on our website at www.fortisalberta.com
To find; please click on the 'Customer Service' drop down at the top of the webpage. Then select 'Meters'. Select 'Service and Metering Guide', you will need to click on the download button provided in order to view.

Quote is contingent on Fortis obtaining all necessary approvals before construction.

Site contact is Tim Schulhauser - Skyfire Energy Inc. 403-251-0668



NOTES:

New Commercial Service

CONTACT FORTISALBERTA TO CONFIRM ON-SITE ALIGNMENTS AND POWER SOURCE LOCATION

FORTIS ALBERTA

LEGEND

RED	NEW PRIMARY
PURPLE	NEW SECONDARY
BLUE	SALVAGE
GREEN	BRUSHING
BLACK	EXISTING FACILITIES

Preliminary Not For Construction

LAND ONLY TO SCALE 1:5,000
Print 1.0

Designer: Varalta, Theresa
Customer: Village of Longview
Location: SW29-18-2-5

Date: 3/27/2017

WO#/OI#: 500057179

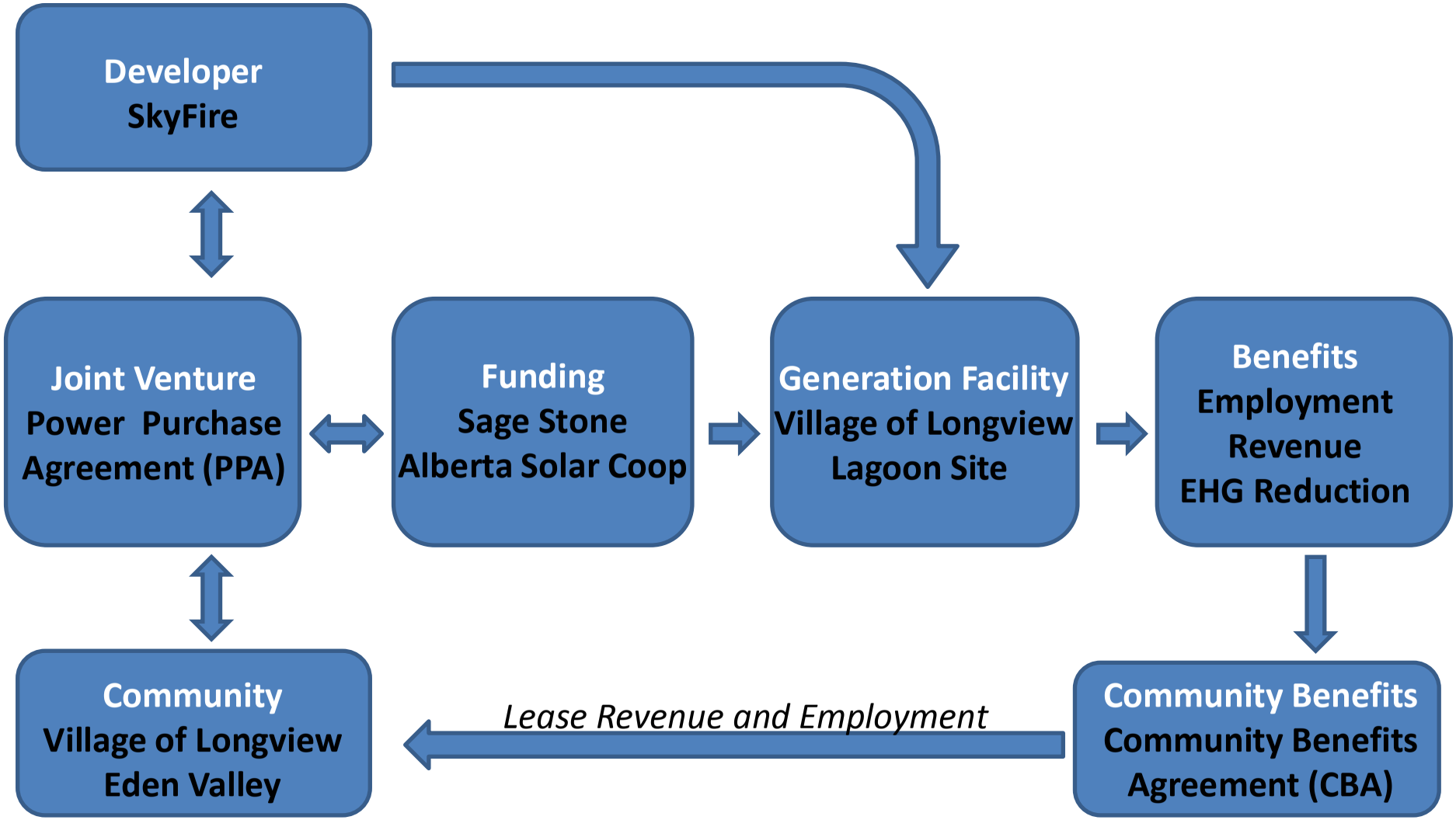
Alberta Municipal Solar Program
Longview Solar Financial Plan

Longview Community Benefits Agreement
Sign grant agreements for Alberta Solar Co-op
Annual lease from Alberta Solar Co-op

Power Purchase Agreement
ASC receives Micro-gen revenue from net-metering
ASC monthly lease to Longview
30% Alberta tax credit

Alberta Solar Co-op (ASC)
Cost of solar array $240,000
Grants $103,250 Total $136,750
Pay Fortis connection costs $9,000
Paid Insurance, O&M, De-commissioning and lease to Longview

Community Benefits Agreement



MINUTES OF THE REGULAR MEETING
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW
In the Province of Alberta, held on Tuesday, January 15, 2019 in
Longview Community Hall commencing at 6:30 p.m.

PRESENT

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

11 people in the gallery

CALL TO ORDER

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

Mayor Wight addressed the Garbage pickup issue and provided an extension for residents to have garbage cans in place to Feb 1st.

AGENDA

Resolution 003-19

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

DELEGATIONS

Little New York Daze - Financial

CORRESPONDENCE FROM RESIDENTS

None

MINUTES OF PREVIOUS MEETINGS

Dec 18, 2018 Regular Council Meeting
Jan 2, 2019 Committee of the Whole

Resolution 004-19

MOVED by Deputy Mayor Weir that Meeting Minutes of Dec 18, 2018 Regular Council Meeting be adopted as presented. **CARRIED**

Resolution 005-19

MOVED by Councillor Kirk that Jan 2, 2019 Committee of the Whole be adopted as amended. **CARRIED**

REPORTS

CAO Report

CAO Harrison summarized the report submitted to Council AMWWP grant received.

Peace Officer Report

CAO Harrison reviewed traffic fine statistics from December.

Public Works Report

Public Works Reports as submitted previously to Council.

Council Reports

Deputy Mayor Weir –

- School –Rec Board –
- DARE – letter on impact of DARE
- Library – Want to test panic button
  - May 4 highway cleanup
  - $10,000 raised through letter writing

Councilor Kirk

- Nothing to report

Mayor Wight

- Mayors & Reeves – Electric Vehicle charging station

Resolution 006-19

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

UNAPPROVED

_____ Mayor _____ CAO

MINUTES OF THE REGULAR MEETING
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW
In the Province of Alberta, held on Tuesday, January 15, 2019 in
Longview Community Hall commencing at 6:30 p.m.

FINANCIAL REPORTS

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

Resolution 007-19

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

PUBLIC DISCUSSION

Carole McLeod – Councillor expenses
Meet with Council – will continue
Debra Garside – News letter
Introduce Jeff Nelson – new resident Social Media expert
Garbage Services

BYLAWS

Bylaw 419-18 FCSS Fees and Fines Bylaw

Resolution 008-19

MOVED by Mayor Wight that Bylaw 418-18 Fees and Fines Bylaw receive 2nd reading
CARRIED

Resolution 009-19

MOVED by Deputy Mayor Weir that Bylaw 418-18 Fees and Fines Bylaw be tabled to February Council meeting. **CARRIED**

BUSINESS

10.1 – RFD Garbage Receptacle in Greenspace

Resolution 010-19

MOVED by Mayor Wight that the Village install two garbage bins on the greenspace. **CARRIED**

10.2 – RFD EDC Appointment

Resolution 011-19

MOVED by Deputy Mayor Weir that the Council appointment Cliff Ayrey to the Economic Development Committee for a two year term **CARRIED**

10.3 – FYI Peaks to Prairies

Resolution 012-19

MOVED by Mayor Wight that the Council received for information. **CARRIED**

CORRESPONDENCE

none

IN-CAMERA

none

ADJOURNMENT

Resolution 013-19

MOVED by Mayor Wight adjourned the meeting at 8:07 p.m.
CARRIED

_____ _____

Mayor CAO

_____ , _____

UNAPPROVED

MINUTES OF THE SPECIAL MEETING
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW
In the Province of Alberta, held on Thursday, January 31, 2019 in
Longview Village Council Chambers commencing at 5:57 p.m.

PRESENT	Mayor Kathie Wight Deputy Mayor Christina Weir Councilor Len Kirk Chief Administrative Officer Dale Harrison Coral Murphy, Municipal Affairs Shari-Ann Doolaege, Municipal Inspector, Sage Analytics Inc.
CALL TO ORDER	Mayor Wight called the meeting to order at 5:57 p.m.
AGENDA Resolution 014-19	**MOVED** by Deputy Mayor Weir that the agenda be adopted as presented. **CARRIED**
DELEGATIONS	Municipal Inspection Team
Resolution 015-19	**MOVED** by Deputy Mayor Weir that Council go to Closed Session for presentation of Inspection Report under FOIP section 29(1)(b) of FOIP Act. **CARRIED**
Resolution 016-19	**MOVED** by Councilor Kirk 6:50 that Council come out of Closed Session **CARRIED**
Resolution 017-19	**MOVED** by Mayor Wight that Council adjourn meeting to move to the Longview Community Hall to reconvene at 7:00 p.m. **CARRIED**
CALL TO ORDER	Mayor Wight called the meeting to order at 7:06 p.m. at the Longview Community Hall. Mayor Wight explained the process of the meeting. 44 Public in attendance
DELEGATION MUNICIPAL INSPECTION	Coral Murphy, Municipal Affairs Shari-Ann Doolaege, Municipal Inspector, Sage Analytics Inc. Presentation of Inspection Report Coral Murphy explained the history of the Inspection Report. Shari-Ann Doolaege presented Inspection Report findings. Coral Murphy commented on the Ministers directives and priorities. Requires a response on the pathway project by May 15, 2019.
Resolution 018-19	**MOVED** by Deputy Mayor Weir to accept the Inspection Report. Seconded by Mayor Wight. **CARRIED**
ADJOURNMENT Resolution 019-19	**MOVED** by Mayor Wight adjourned the meeting at 7:52 p.m. **CARRIED**

UNAPPROVED

_____ _____

Mayor CAO

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW
In the Province of Alberta, held on Wednesday, February 6, 2019 in
Longview Village commencing at 6:30 p.m.

PRESENT	Mayor Kathie Wight Deputy Mayor Christina Weir Councilor Len Kirk Chief Administrative Officer Dale Harrison 4 people in the gallery
CALL TO ORDER	Mayor Wight called the meeting to order at 6:30 p.m.
AGENDA	Additions: March Council Dates Rates Bylaw Branding Budget School Zones **MOVED** by Mayor Wight that the agenda be adopted as presented.
Resolution 020-19	**CARRIED**
BUSINESS	
Inspection Report Response	Review Letter from Minister and Village letter in response to Inspection Report. Reviewed email sent by ARC Society President with engineered drawing and some financial records from 2015-2017. Mayor will contact the President of ARC and requesting copies of Financial Statements of ARC. Administration to review Council Procedure Policy in regards to seconding motions.
Sustainability Plan	COA updated Council on emails from Community Services for facilitator. 2010 Sustainability Plan has seen several majors items completed. Time for an updated Plan.
Municipal Development Plan	Review and bring ideas. Schedule to review late spring once Audit, Budget, and taxes are out of the way. Also part of the Sustainability Plan review but more Council lead as well as preparing for Inter-Municipal Development Agreement and the mandated MGA requirements.
Council Remuneration Bylaw	Review of some smaller Community Council Compensation plans in and draft of proposed Bylaw reviewed.
March Council	Move the March Council meeting to Monday, March 25 – 6:30 p.m. The April COW meeting will be budget focused.
Skunks & Rabies	Notice in newsletter – awareness of rabies in the area recommend residents get their pets rabies shots.
Rates Bylaw	Add council and staff remuneration to the Fees and Fines Bylaw. Bring Utilities Bylaw to Council for revision.

_____ Mayor _____ CAO

Branding Budget	RFD from Christina for $5000 and create a reserve if not spent in 2019.
School Zones	Administration to write letter to Ministry of Highway about School sign – size and split times.
Closed Meeting	FOIP Div 2, Section 23 Local public body confidence. Moved by Mayor Wight to Close Meeting 8:53 p.m. Moved by Deputy Mayor Weir to come out of Closed meeting 9:16 p.m.
ADJOURNMENT Resolution 021-19	**MOVED** by Mayor Wight to adjourn the meeting at 9:18 p.m. **CARRIED**

_____ _____

Mayor CAO

VILLAGE OF LONGVIEW
CAO REPORT TO COUNCIL

TO: Council
FROM: Dale Harrison
SUBJECT: CAO Report for January 15-Feb 14, 2019
DATE: February 19, 2019

Development:
- Working with New Home Builder
- Conversation with potential investor in Village
- Review a sign permit
- EV Charging station – Peaks to Prairies – legal review

Financial:
- Working on Year for audit
- Working on 2019 Budget
- Handling Accounts Payable
- Reviewing funding between AMWWP and SCP for upgrades.

Public Works / Infrastructure
- Dome tops for garbage bins for pathway and retrofit Centennial Park
- Research Picnic Tables for Campground
- **The new WTP Train should be here Thursday Feb 19th**
- WTP change order

Bylaw
- Council Procedure Bylaw changes
- Council Remuneration Bylaw
- Fees & Fines Bylaw updates

Tax & Assessment
- Export assessment file for Assessors

Office
- Council Remuneration practice review
- FOIP Office
- Attempt to arrange facilitator for Strategic Planning Public Meeting
- Re-arrange office Peace Officer for new cabinet
- IT – Fix cell email and arrange IT upgrades for office & PO
- Peace Officer supplier – upgrades
- AMSC Insurance Renewal & Council & Volunteer insurance

Meetings
- January EDC
- February Committee of the Whole
- Municipal Inspection Report

- Attended Asset Management Cohort in Taber
- Solar Project – Conference Call
- Preliminary Review of 2019 Infrastructure Upgrade Project –
    - review preliminary budget
    - meet project manager
    - review options and timelines

Village of Longview Municipal Enforcement

Report to Council January 2019

Stats are compiled from the month of January 2019 .

Tickets Issued	Face value	Highest speed(s) clocked	Other violations	Expected return
32	$12651	30 Zone 100km/hr-30 69 km/hr-30 63 km/hr-30 62 km/hr-30 50 Zone 110km/hr-50 100km/hr-50 92 km/hr-50 70 Zone- 124 km/hr-70 112 km/hr-70 110 km/hr-70	Operate unregistered motor vehicle on highway X3 NO valid insurance x3 4 Mandatory court appearances NO insurance-x1 Hold handheld cell x 3	$7590.96

September Events

Steady Traffic Flow –

Not all speeds were added just top speeds were added.

Mandatory Court appearances 4 - Expected Return is approximate until mandatory courts dates have passed.

3 School Visits-

.

Village daily tasks

Jan 1

STAT

Jan 2

Daily routine,Clean out furnace room and storage closet at community hall,Pick-up tree branchs around shop yard.

Jan 3

Daily routine,Replace burnt out lights at community hall and office building,Pick-up supplys in Ok,Cut up larger tree branchs at shop yard and clean-up,Chech over truck and dump trailer.

Jan 4

Daily routine,Garbage pick-up,Clean-up truck.

Jan 7

Daily routine,Meet with CDM and superior safty codes at WTP,Push-up compost and tree branch pile,Tidy up around shop yard and area,Change lock codes at campground washrooms.

Jan 8

Daily routine,Change water meters at 100 Morrison RD and 201 Royalties Cres,Meet with MPE at WTP,Move 3 picnic tables to shop to rebuild.

Jan 9

Daily routine,Pick-up supplys in BD,Meet with CDM at WTP,Rebuild 2 picnic tables.

Jan 10

Daily routine,Paint picnic tables,Pick-up outside garbages,Check over truck and dump trailer.

Jan 11

Daily routine,Garbage pick-up,Paint picnic tables,Meet with CDM at WTP,Drop off 2 and pick-up 2 picnic tables at campground.

Jan 14

Daily routine,Change water meter at 534 Highwood Dr,Replace burnt out lights at community hall.

Jan 15

Daily routine,Remove bad tire from dump trailer and take to BD for replacment and pick-up supplys,Rebuild picnic tables,Set-up hall for council meeting.

Village daily tasks

Jan 16

Daily routine,Meet with MPE and locate curb stops alone Morrison Rd,West View Pl,Foothills Dr,Rebuild picnic tables.

Jan 17

Daily routine,Replace tire on dump trailer,Replace water meter at 501 Highwood Dr,Snow removal,Rebuild picnic tables,Check over truck and dump trailer.

Jan 18

Daily routine,Garbage pickup,Snow removal.

Jan 21

Daily routine,Replace water meter at 308 Twin Cities Dr,Paint picnic tables,Change sign board.

Jan 22

Daily routine,Paint picnic tables,Install new lids on metal garbage bins and mount on skids and place bins in green space,Drop off 2 picnic tables at campground and pick-up 2 for repair,Meet with Clear Tex at WTP,Pack-up water meters to ship for repair.

Jan 23

Daily routine,Rebuild picnic tables,Snow removal,Mount lock box at WTP,Check out fall drain.

Jan 24

Daily routine,Snow removal,Rebuild picnic tables,Check over truck and dump trailer.

Jan 25

Daily routine,Garbage pick-up,Pump out holding tank at WTP.

Jan 28

Daily routine,Snow removal,Change sign board.

Jan 29

Daily routine,Cut down/re-size office desk in peace officer's office,Meet with CDM at WTP.

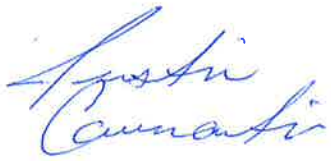
Jan 30

Village daily tasks

Daily routine,Paint picnic tables,Service truck.

Jan 31

Daily routine,Paint picnic tables and return to campground,Tidy-up shop,Move equipment from cold storage shed to shop,Set-up community hall for meeting,Measure depth at MH 29 and MH 28 Royalties Cres,Check over truck and dump trailer.



2019 Village of Longview

Accounts Payable Cheque List

From: 2019/01/01 To: 2019/01/31

Vendor Name	Purpose	Cheque	Date	Amount
AMSC - P-Card		9976	2019/01/10	$894.03
AMSC Insurance Services...		9994	2019/01/24	$682.83
AMSC Insurance Services...		9977	2019/01/10	$666.41
ATB Financial Mastercard		9978	2019/01/10	$1796.15
ATB Financial Mastercard		9988	2019/01/17	$735.50
AUMA		9989	2019/01/17	$1147.37
Alberta Municipal Services...		9987	2019/01/17	$5605.51
Benchmark Assessment...		9979	2019/01/10	$1139.25
Caumartin, Justin		9995	2019/01/24	$644.74
CentralSquare		9990	2019/01/17	$3537.48
City of Calgary		9980	2019/01/10	$136.50
Digitex Canada Inc.		9003	2019/01/30	$137.84
Eastlink		9996	2019/01/24	$94.45
Fired Up Automotive		9997	2019/01/24	$134.62
Folkard, June		9998	2019/01/24	$65.00
Foothills County		9004	2019/01/30	$27081.44
Foothills Regional Service...		9981	2019/01/10	$342.00
Iron Mountain Canada...		9982	2019/01/10	$50.46
Lethbridge County		9983	2019/01/10	$150.00
MPE Engineering Ltd (billing)		9002	2019/01/24	$1841.18
Majchrowski, Nicki		9991	2019/01/17	$600.00
Matrix Solutions Inc.		9001	2019/01/24	$326.03
Receiver General		9005	2019/01/30	$3020.95
Rona Building Supply		9984	2019/01/10	$177.96
Rural Municiipalities of Alberta		9006	2019/01/30	$189.00
Sean McCarthy CME		9992	2019/01/17	$520.00
SecurTek		9985	2019/01/10	$427.77
Telus Communications		9993	2019/01/17	$472.32
Telus Mobility		9986	2019/01/10	$503.83
		29	**cheques for**	**53120.62**

BYLAW 419-18

**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 18th day of December, 2018

_____ _____

Mayor Chief Administrative Officer

READ A SECOND TIME this 15th day of January, 2019

_____ _____

Mayor Chief Administrative Officer

READ A THIRD AND FINAL TIME this __ day of _____, 2019

_____ _____

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 Certificate ..... $ 50

Tax Roll Transfer Fee ..... $ 40

ADMINISTRATIVE SERVICES

Photocopying..... $0.25 /page

Faxing..... $0.50 /page

TENT RENTALS

Ratepayer Rental..... $100 day

Non-Resident..... $200 day

BUSINESS LICENSES:

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

Home Occupation – with employees $50

Commercial.....	Ratepayer	Non-Ratepayer
Annual	$100	$200
Half year after June 30	$50	$100
Monthly	$37.50	$75

Vendor or temporary (1 week)..... $25

Contractors Site License: $750
(includes all sub-trades/ subcontractors on job site)

Business license to cover supplier and contractors $500

Market $75

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

Late Penalty (4 weeks) ..... 10% of renewal fee

Late Penalty (8 weeks)..... (25% + 10%) 35% of renewal fee

DOG LICENSING

	Prior to Jan 31	After Jan 31
Each Dog / Residence Neutered/Spayed up to 3 dogs.....	$ 20	$40
Unneutered/UnSpayed.....	$ 40	$80

UTILITY CHARGES

Metered Water Service Rates

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

Fixed Charge: ..... $79.25, plus
- Usage Rate 20.01 to 40 m^3: ..... $1.20/ m^3
- Usage Rate 40.01 to 60 m^3: ..... $1.30/ m^3
- Usage Rate 60.01 to 80 m^3: ..... $1.40/ m^3
- Usage Rate 80.01 to 100 m^3: ..... $1.50/ m^3
- Any amount greater than 100 m^3 ..... $1.60/ m^3

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

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

Garbage Collection and Disposal Rates:

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

Fixed charge per Residential Garbage Service $20.50

Utility Account Fees

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

WATER AND SEWER CONNECTION SERVICES: ..... Bylaw 399-17

Water and Sewer Connection (user pay) or ..... cost plus $5000
Water Meter (New) $500
Temporary Water Service $150

PLANNING & DEVELOPMENT

1.	**DEVELOPMENT PERMITS:**	
	CHANGE IN USE:	
	Permitted Use:	$50
	Discretionary Uses	$270
	Existing structure or bay use change, intensification of use permits, interior or exterior renovation permits (includes Sign with Change of Use)	
	RESIDENTIAL:	
	Single Family Dwellings:	$500
	Semi-Detached Dwellings:	$600
	Multi Family Dwellings: plus $30 for each unit	$600
	Residential Renovation – Major	$250
	Minor Renovations	$50
	COMMERCIAL AND INDUSTRIAL	
	NEW CONSTRUCTION: (less than 2500 sq. ft.)	$600
	For each additional 1000 sq. ft. or portion thereof (Includes additions over 250 sq. ft.)	50
	ACCESSORY BUILDINGS	
	• Garden Shed and SeaCan over 100 sq ft	$50
	• Garages	$100
	• additions greater than 250 sq. feet	
	• Decks (over 2 feet in height) and balconies	$50
	SIGNS:	
	(Signage not included with Change of Use Permit or New Construction)	$50
	RELAXATIONS OR VARIANCE OF A BYLAW PROVISION: (Applied as a surcharge to application fee)	$100
	EXCAVATION, STOCK PILING, GRADING: (Activities separate from Subdivision or Development where a development agreement has been signed)	$200
	RELOCATION OF HOUSE (Plus performance security deposit)	$500
	DEMOLITION: (Plus performance security deposit)	$100
2.	**CERTIFICATE OF COMPLIANCE:**	$50
3.	**LAND USE BYLAW AND STATUTORY PLAN (MDP & ASP) AMENDMENT:** (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)	$600

4. **MUNICIPAL PLANNING COMMISSION SPECIAL MEETING FEE** $600

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

6. **ENCROACHMENT or RIGHT-OF-WAY AGREEMENTS:**

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

7. **DEVELOPMENT APPEALS:** $1200
(Refunded if appeal is withdrawn prior to notice)

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

Dwellings (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, sidewalk s, curbs)	$5000
Building demolition using cartage and heavy equipment (to cover any damage to streets, sidewalks, curbs)	$5000

9. **SUBDIVISION PROCESSING:**

Application Fee: for two (2) lots or less and boundary adjustments. (Real Property Report Required)	$1000
per lot for third and subsequent lots.	$100
Endorsement Fee: for instruments registering two (2) lots or less;	$150
per lot for three (3) or more lots	$50
Outline Plans:	$1000 plus $75/ha

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
Weekly Fee $180
Monthly Fee $650.00

After Sept 30th (electric heaters) per day per site $35
Weekly after Sept 30th $210
Monthly $750

REMUNERATION FOR ELECTED OFFICIALS & STAFF

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

- Council/Special Meeting $45.00 per meeting under 2 hours
- Up to 4 hours $90.00 per meeting
- Conventions, conferences, seminars, public hearings $150.00 per day (any meeting over four (4) hours)

ELECTED AND APPOINTED MUNICIPAL OFFICIALS AND EMPLOYEES

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

MEALS (no receipt required)

- Breakfast $15.00
- Lunch $20.00
- Dinner $25.00
- Gratuities 15%

KILOMETRE RATE FOR TRAVEL .54 per kilometer

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

		PENALTY IN DOLLARS
	First Offence	$125.00
	Second Offence	$250.00

COMMUNITY STANDARDS VIOLATION

Bylaw 405-17

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

WATER USE & CONSERVATION VIOLATION

Bylaw 404-17

LEVEL	1ST OFFENCE	2ND OFFENCE	3RD 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).

VILLAGE OF LONGVIEW

BYLAW NO. 388-16

BEING A BYLAW OF THE VILLAGE OF LONGVIEW, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE PROCEDURE AND CONDUCT OF COUNCIL AND COUNCIL COMMITTEE MEETINGS

WHEREAS the Municipal Government Act, R.S.A. 2000, Chapter M-26, and amendments thereto, provides that a council may pass bylaws in relation to the procedure and conduct of Council and committees established by Council, and may regulate the conduct of Councillors and members of committees established by Council; and

WHEREAS the Council of the Village of Longview considers it desirable for effective governance to regulate the procedure and conduct of Council, Councillors and others attending Council and Council Committee meetings in the Village of Longview;

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

Citation

1. This bylaw may be cited as "Council Procedure Bylaw."

Definitions

2. In this bylaw
    a. "Administrative Inquiry" means a request from Council, a Councillor or a member of a Committee of Council, or a resident of the municipality to the administration, for the future provision of information and report;
    b. "Agenda" means the statement of the order of business to be discussed;
    c. "Bylaw" means a bylaw of the Village of Longview
    d. "CAO" means the Chief Administrative Officer or their delegate, for the Village of Longview;
    e. "Committee" means any committee, board, or task force created by bylaw or resolution of the Council in the Village of Longview;
    f. "Committee of the Whole" means an in camera meeting that permits Council to function informally and with freedom of debate provided that any and all decisions are to be referred to a regular or special meeting of Council;
    g. "Delegation" means a person that has the permission of Council to appear before Council, or before a committee of Council, to provide pertinent information and views about a subject before Council or committee of Council;
    h. "Member" means a Councillor or a person at large appointed by Council to a committee of Council;

i. “Meeting” means a meeting of Council or a committee of Council;
j. “Point of Order” means a demand by a member that the presiding officer at a meeting enforce the rules of the procedure;
k. “Point of Privilege” means a request made to the presiding officer of Council on any matter related to the rights and privileges of Council or individual Councillors and includes: the organization or existence of Council, the conduct of members, the conduct of employees or members of the pubic in attendance at the meeting;
l. “Presiding officer” means
    i. in the case of a Council meeting, the Mayor of Deputy Mayor of the Village of Longview; or
    ii. in the case of meeting of a committee of Council, the individual appointed as the chair of that committee.
m. “Public Discussion” means the portion of a meeting where a person or group may address Council.
n. “Public Hearing” means a meeting of Council convened to hear matters pursuant to the *Municipal Government Act*, and any other Act, or any other matter at the direction of Council;
o. “Request for Decision” is the means by which a member or administration brings business before Council;

Applicability

3. This bylaw applies to all the members and staff attending meetings of Council and committees of Council of the Village of Longview.

Mayor and Deputy Mayor

4. The position of Mayor and Deputy Mayor shall be one (1) year in duration and chosen during the annual Organizational Meeting of Council.

Council Meetings

5. Regular meetings of Council shall be held at a location and on a day and at a time to be set by resolution at a Council meeting at which all the Councillors are present. When the meeting day falls on a statutory holiday, the meeting shall be held on the following day which is not a statutory holiday, unless otherwise set by resolution of Council.
6. Special meetings of Council shall be scheduled by Council in accordance with the provisions of the Municipal Government Act.

Quorum

7. Two Councillors constitute a quorum for a Council meeting and for a meeting of the Committee of the Whole. If a quorum is not present within fifteen (15) minutes after the time fixed for the meeting, the CAO shall record the names of the members present and the meeting shall stand adjourned until the next meeting.
8. Meetings of Committees of Council require a quorum of 50% of all members in order to conduct a meeting. If a quorum is not present the members present shall make a record of their attendance and stand adjourned to the next scheduled meeting date.

Conduct of Council Meetings

9. Each member or delegate shall address the Council through the presiding officer but shall not speak until recognized by the presiding officer.
10. When addressing Council a member or delegate shall:
    a. not use offensive, disrespectful, or unkind words in referring to any member, or to any official or staff member of the Village or any member of the public;
    b. not reflect on any vote of Council except when moving to rescind it and shall not reflect on the motives of the members who voted on the motion, or the mover of the motion;
    c. not shout or immoderately raise his voice or use profane, vulgar or offensive language;
    d. Assume personal responsibility for any statement he quotes to Council or upon request of Council shall give the source of the information.
11. The presiding officer may rule any member out-of-order for failing to observe any of the restrictions in section 10.
12. A member called to order or ruled out-of-order shall immediately cease to speak, but may afterwards explain, and the Council, if appealed to, shall decide on the point of order without debate; if there is no appeal, the decision of the presiding officer shall be complied with.
13. The presiding officer may expel from a meeting any member, delegate, or any person from the public, who disturbs the proceedings of that meeting.
14. The presiding officer may request an RCMP or Peace Officer to remove the person expelled if the person refuses to leave.
15. In all cases not provided for in this bylaw, the “Revised Robert’s Rules of Order” shall be followed and in such cases the decision of the presiding officer shall be final and accepted without debate.
    a. In the event of conflict between the provisions of this bylaw and the “Revised Robert’s Rules of Order,” the provisions of this bylaw shall apply.

Council Resolutions

16. A resolution may be withdrawn at any time before voting, subject to no objection from any member.
17. The following resolutions are not debatable by Council:
    a. adjournment,
    b. recess,
    c. question of privilege,
    d. point of order,
    e. limit debate on the matter before members,
    f. division of a question,
    g. refer,
    h. table the matter to a time certain.
18. A motion to refer shall include
    a. the terms on which the matter is being referred;
    b. the time when the matter is to be returned;
    c. whatever other explanation is necessary as to the purpose of the motion;
19. A motion to table any matter shall include
    a. the time at the present meeting or the date of a future meeting to which the matter is to be tabled, or
    b. a provision that the matter is to be tabled indefinitely.
20. A member may move a motion to adjourn a meeting at any time, except when
    a. another member has the floor,
    b. a call for a vote has been made,
    c. the members are voting
    d. the meeting is a Closed Meeting
    e. a previous motion to adjourn has been defeated and no other intermediate proceedings have taken place
21. When a motion is under debate, no new motion shall be received other than a motion to:
    a. refer to some other party for consideration,
    b. withdraw the motion,
    c. amend the motion,
    d. table the motion, or
    e. call the question.
22. When a member wishes to amend a motion prior to the question being called,
    a. only one amendment at a time shall be presented to the main motion. When the amendment has been disposed of, another may be introduced,

b. all amendments must relate to the motion being discussed in the main motion and shall not so substantially alter the motion so as to change the basic intent or meaning of the main motion. The presiding officer shall rule on disputes arising from amendments.
c. an amendment proposing a direct negative is out of order,
d. a sub-amendment (amendment to an amendment) shall not enlarge the scope of the amendment, but should only deal with matters not covered by the amendment,

23. A motion to reconsider a motion shall:
    a. only be made at the same meeting as the original motion,
    b. only be made by a councillor on the prevailing side of the issue involved,
    c. not be reconsidered more than once at any one meeting of Council,
    d. be decided by a majority of the members of Council present, and
    e. not be allowed on a motion of adjournment.
24. A motion to rescind a previous motion of Council shall:
    a. be offered at any time subsequent to the meeting at which the original motion was passed,
    b. be made by any member,
    c. be provided for by a request for decision that is included as an item on the agenda and delivered to the members before the meeting at which is to be discussed.
25. Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member so requests or when the presiding officer so directs.
26. Whenever the presiding officer is of the opinion that a motion is contrary to the rules and privileges of Council, he shall inform the member thereof immediately, before putting the question, and shall cite his reasons applicable to the case without argument or comment.
27. A motion to proceed to a vote will not require a seconder.
28. If any member wishes to have a recorded vote, the request for the recorded vote must be made prior to the vote being taken.
29. A member who disagrees with the announcement made of the result of a vote may immediately object to the declaration and the vote shall be retaken.

Bylaws

30. A motion and subsequent vote of the first reading of a bylaw shall be decided without amendment or debate.

a. A member may ask questions concerning the bylaw, provided such questions do not indicate the member's opinion for or against the bylaw.

31. At the request of any member of Council, a bylaw that is presented for second reading may be open to a period of public discussion prior to the vote on the second reading of the bylaw.
    a. The period of public discussion shall be regulated by sections 36-38 of this bylaw.
    b. During a public discussion on a bylaw, no discussion may occur that is not related to the bylaw in question.
32. After a member has made the motion for the second reading of the bylaw, Council may:
    a. Debate the substance of the bylaw, and
    b. Propose and consider amendments to the bylaw
33. A proposed amendment shall be put to a vote and if carried shall be considered as having been read a first time and incorporated into the bylaw.
34. When all amendments have been accepted or rejected, the motion for second reading of the bylaw as amended shall be put to the question.
35. Proposed bylaws may be referred to administration, committees or special task forces at any time prior to third reading.

Public Discussion

36. Prior to the adjournment of a Council Meeting a period of public discussion may occur at a point of time set out in the agenda as approved by Council.
37. Any such public discussion shall be regulated as follows:
    a. Any resident or group of residents of the Village of Longview may speak to any matter within the jurisdiction of the Council, and
    b. Any resident or group of residents may speak on any one topic for no longer than five (5) minutes, after which Council may ask questions of the speaker.
    c. Any resident or group of residents may speak on more than one topic as long as all topics meet the requirements of subsections a. through b.
38. The total time given for public discussion shall be thirty (30) minutes.
    a. If the public discussion requires more time, any individuals may request at that time to have their discussion scheduled into the next Council meeting as per section 45 of this bylaw.

Public Hearings

39. At the commencement of a Public Hearing, the presiding officer shall, in the following order:
    a. state the matter to be considered at the hearing,

b. inform those present of the procedure which shall be followed in hearing the respective submissions,
c. request that administrative staff present a report on the issue at hand,
d. allow the applicant, and/or their representatives(s), up to ten (10) minutes to present their position, exclusive of the time required to answer questions put to the applicant by a member, unless granted at time extension by Council, and
e. allow members to ask questions of administrative staff and the applicant.

40. Any person or group who claims to be affected by the subject matter of the Public Hearing shall be afforded an opportunity to speak for a period not exceeding five (5) minutes, exclusive of time required to respond to questions put to the speaker by a member, and shall be called in the following order:
    a. the presiding officer shall call on each person who is in favour of the proposal before Council,
    b. the presiding officer shall then call on each person who is opposed to the proposal before Council,
    c. the presiding officer shall then call on each person who is neither in favour or opposed to the proposal before Council.
41. Members may ask questions of speakers in section 39 and 40 immediately after their presentation and prior to the next speaker.
42. Before closing the public hearing the presiding officer will allow the applicant, followed by the presenting staff member, to make closing comments, such being limited to five (5) minutes each.
43. If a person is unable to attend a Public Hearing, that person may authorize an individual to speak on his behalf. The authorization must in writing and:
    a. name the individual authorized to speak,
    b. indicate the proposed bylaw to be spoken to, and
    c. be signed by the person giving authorization.
44. No person speaking in favour of or opposed to the proposal before Council shall speak for more than five (5) minutes.
45. All speakers must state their full name to be written into the public record prior to addressing Council.

Delegations

46. A person, group of persons, or representative of a group of persons, who wishes to bring any matter to the attention of Council, or wishes to have any matter considered by Council, shall address a letter or other written communication to the Council containing adequate information to enable Council to deal with the matter. Adequate information includes, but is not limited to, the following:

a. name, address and telephone number of the person wishing to make the presentation,
b. a clear identification of the topic to be discussed,
c. a clear identification of the request being made to Council,
d. any and all background information necessary.

If the person wishes to appear before Council it shall be stated in the letter.

47. 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.
48. Delegations shall be granted a maximum of fifteen (15) minutes to present the matter outlined in their letter. Where the presiding officer determines that additional time shall be granted to the delegation, additional time shall be granted in the length specified by the presiding officer.
49. Council will not entertain public questions or submissions addressed to the delegation(s).
50. Council will not entertain submissions from the public on issues that are before the Subdivision, and Development Appeal Board, a statutory Public Hearing, or are within any other public consultation or communication process.

Agenda and Order of Business

51. Prior to each meeting of Council, the CAO shall prepare the agenda of all business to be brought before the Council at such meeting. To enable the CAO to do so, all documents and notice of delegation intended to be submitted to the Council shall be received by the Village of Longview administration no later than 3:00 p.m. five (5) business days prior to the meeting.
52. Where the deadline in Section 51 is not met, only time sensitive, action items will be allowed to be added to the current agenda.
53. The CAO shall place at the disposal of each member of Council, a copy of the agenda and all supporting material no later than 4:30 p.m. two (2) business days before the meeting.
54. Where the deadline in Section 53 is not met, the agenda and supporting materials shall be deemed to be acceptable when the agenda is adopted at the meeting.
55. The order of business at a meeting is the order of the items on the agenda except:
    a. when the same subject matter appears in more than one place on the agenda and Council decides to deal with all items related to the matter at the same time; and,

b. Council decides not to deal with an item on the agenda without motion.

Committee of the Whole

56. A committee is hereby established called the "Committee of the Whole" with membership comprised of all members of Council and the CAO.
57. Committee of the Whole meetings will occur on a date and at a time as agreed upon by all those members of the committee.
58. Council Committee of the Whole may not make motions or take votes and shall refer items to a Council meeting if decisions are required.

Advisory Committees and Boards

59. Council may establish by bylaw or by resolution any advisory committee as deemed necessary and any committees established by resolution prior to the passing of this bylaw that are still in existence are grandfathered in and remain extant despite their earlier creation by resolution.
60. Bylaws or resolutions adopted pursuant to Section 59 shall include the following terms of reference as a minimum:
    a. the purpose and mandate of the committee,
    b. the authority and responsibility of the committee
    c. the membership of the committee
    d. the term of office for the membership of the committee.
61. All committees established pursuant to this bylaw must comply with all bylaws of the municipality, must have their members execute the Village of Longview Code of Conduct, and must comply with the provisions of the Municipal Government Act.
62. Members of Council who are appointed to any committee established by Council have the responsibility of keeping Council informed of any activities of the committees they are appointed to.
63. Any member of Council not a member of a committee shall have the right to attend committee meetings with the right of debate, but not to make motions or to vote.
64. The general duties of all committees of Council shall be as follows:
    a. to report to Council whenever so desired by Council, and as often as the interests of the Village require, on all matters connected with the duties imposed on each such committee; and to recommend such action by the Council as it deems necessary within its terms of reference,
    b. to observe, unless otherwise specifically permitted, the rules prescribed by the bylaws of Council,
    c. the reports of all committees shall be made available to Council

65. No report or recommendation to do with any matter or thing shall be recognized as emanating from any committee unless it is in writing, dated, nor unless it bears the name of the Chairman or Acting Chairman of the committee from which it has been issued.
66. A committee may create any sub-committee it considers necessary and shall designate the duties, powers and responsibilities of each sub-committee for reporting on its findings.
    a. The same committee may terminate the existence of said sub-committee created by it and the sub-committee shall cease to exist on the submission of its final report.
67. The meetings of committees of Council shall be established by resolution of each committee and the public shall be given notice as required by the provisions of the Municipal Government Act.
68. All committee meetings shall be open to the public.

Administrative Inquiry

69. All questions or administrative inquiries should be directed through the office of Chief Administrative Officer.
70. All information regarding an administrative inquiry shall be distributed to all members of Council for information, regardless of who submitted the inquiry.
71. No member shall have the power to direct or interfere with the performance of any work for the Village. Nothing in the foregoing shall in any way interfere or restrict the right of a member to seek information from any officer or employee of the Village through the office of the Chief Administrative Officer.

General

72. Where the relationship between two or more members has deteriorated to a point so as to significantly interfere with the normal conduct of business, as judged by themselves, a majority of Council, or the Mayor, the two members shall seek to mediate their differences by any of the following steps:
    a. a joint meeting to resolve their differences,
    b. a joint meeting with the Mayor as a neutral mediator to resolve their differences,
    c. a meeting with the Council to resolve their differences,
    d. if the Mayor is unable to remain a neutral mediator, another member of Council, the CAO, or an outside consultant, may be appointed by a majority of Council as a neutral mediator in discussion.

Recording Meetings

73. Meeting of Council could be audio recorded for the purpose of preparing minutes of the meeting.
74. Council meeting shall not be video or audio recorded by member of the gallery without the permission of Council.

Amendment

75. Any provision of this bylaw may be repealed, amended or varied and additions made by a majority vote of Council.
76. Notwithstanding section 75 and in the absence of any statutory obligation, any provision of this bylaw may be waived by resolution of Council, provided a unanimous vote of all the members, to deal with a specific matter under consideration.

Severability

77. If any portion of this bylaw is declared invalid by a court of competent jurisdiction, the invalid portion must be severed and remainder of the bylaw is deemed valid.

Rescinds

78. Bylaw #388.16 is hereby rescinded.

Effect

79. This bylaw shall take effect upon the date of third and final reading and passage thereof.

READ for a first time this ____ day of February, 2019.

READ a second time this ____ day of February, 2019.

UPON MOTION duly made and unanimously carried Council resolved to hold a third reading on this ____ day of February, 2019.

READ for a third and final time this ____ day of February, 2019.

_____
MAYOR

_____
CHIEF ADMINISTRATIVE OFFICER

Village of Longview
IN THE PROVINCE OF ALBERTA
BYLAW 421-19

A BYLAW OF THE VILLAGE OF LONGVIEW, IN THE PROVINCE OF ALBERTA, TO SETFORTH THE GUIDELINES FOR REMUNERATION FOR MAYOR, COUNCIL, CAO AND OTHER VILLAGE EMPLOYEES.

WHEREAS, it is expedient to make provisions for the remuneration, allowances, expenses and benefits of the Mayor, Council, Chief Administrative Officer, Public Works, Municipal Planning Committee and other Village Employees and to reimburse the expenses incurred while carrying out the functions on behalf of the municipality or when authorized to do so.

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

1. This Bylaw shall be known as the "Remuneration Bylaw" of the Village of Longview.
2. In this Bylaw, unless the context otherwise states or requires:
   a. "Budget" means that sum apportioned to the Mayor, each member of Council, CAO, Public Works and/or appointments to each committee for municipal events.
   b. "Events" means a reception, special occasion, conference and meeting which shall include, but limited to the following:
      - Alberta Urban Municipalities Association Annual Convention
      - Alberta Urban Municipalities Association Workshops/Seminars
      - Conventions, conferences, meetings, workshops, seminars for the CAO, Public Works, Disaster Services Committee, Municipal Planning Committee and/or other Village employees which shall include but not limited to:
        - Alberta Urban Municipalities Association Annual Convention
        - Emergency/Disaster Service Workshops
        - Such other workshops/seminars deemed necessary by Council or the CAO.
   c. "Expenses" means admissions, registrations, meals, mileage and reasonable out of pocket expenses.

REMUNERATION AND ALLOWANCES

The Mayor and Council shall be remunerated for the performance of regular and usual duties associated with the responsibilities of each elected offices including:

1. Regular meetings of Council
2. All regional and local area committees to which the member of Council appoints or requested to attend.
3. Regular ceremonial or statutory duties
4. Attendance at Special meetings of Council, Committees or other related business meetings for which Council or a majority of Council have authorized.
5. Council will not be compensated for cheq signing, office discussions, community events – i.e. bbq/Christmas party/school functions.

The rate of remuneration to be provided shall be as indicated in “Fees and Fines Bylaw”.

TRAVEL AND EXPENSES

The rates and conditions prescribed are intended to avoid the economic loss to the elected official/municipal employee when reasonable and proper expenses are incurred.

Travel and accommodations shall be comfortable and of good quality, neither sumptuous nor sub-standard.

1. An elected official/municipal employee on travel status may claim the following expenses with a receipt:
    a. Airport Fare
    b. Taxi Fare
    c. Parking Charges
    d. Automobile Rental
    e. Air Fare

    An elected official/municipal employee who uses his/her own motor vehicle on Village business shall be reimbursed for travel as per “Fees and Fines Bylaw”.

    If an elected official/municipal employee is required to travel on Village business and overnight accommodation away from his/her regular domicile is necessary, he/she may claim:
    a. The actual cost of accommodation on production of receipts to a maximum set out in the “Fees and Fines Bylaw”.
    b. Elected officials/municipal employees may wish to secure alternate accommodation at no cost to the official. He/she may then claim without receipt an amount shown in “Fees and Fines Bylaw”.

MEALS AND GRATUITIES

Elected officials, CAO, Disaster Committee Members and other Village Employees may claim the cost of a meal to a maximum as per “Fees and Fines Bylaw”.

Where meal costs are included on a hotel bill, they must be identified as meal costs.

Where conference or seminar registration includes meals, the Village will not re-imburse substitute meals.

Gratuities for meals and hotel service are included in the amount set for meal allowances. Gratuities for taxi services are to be included in taxi costs.

The Village will not reimburse for alcohol.

EXPENSE REPORT

All claims shall be submitted within ten days of return and must be in the subscribed claim form.

Read a first time, this __ day of ___, 2019

Read a second time, this __ day of ___, 2019

And by Unanimous Consent of Council to proceed to third and final reading

Read a third and final time and finally passed this __ day of ___, 2019.

THE VILLAGE OF LONGVIEW

_____ _____

Mayor Administrator

VILLAGE OF LONGVIEW
UTILITY BILLING AND COLLECTION
BYLAW 422-19

BEING A BYLAW OF THE VILLAGE OF LONGVIEW IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE PAYMENT OF WATER, SEWER, GARBAGE AND STREET LIGHT RATES:

WHEREAS the Council of the Village of Longview deems it necessary to provide for the payment and enforcement of water, sewer, garbage, and street light services (hereinafter referred to as "utilities"):

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;

1. **THAT** this bylaw shall be cited as the Utility Billing and Collection Bylaw.

2. **THAT** the following definitions apply to the terms used within this bylaw**:**

a) **"utility" or "utilities"** shall include services provided by the Village of Longview to residents, residences and properties, including but not limited to water services, water connection services, water discontinuances, water service re-connections, sewer services, garbage collection ("garbage"), and street lighting.

b) **"Residence"** shall include every habitable residence within the Village of Longview and shall include more than one residence per property where there exists a secondary or second story suite.

c) **"Discontinuance of service"** shall mean discontinuance or shut off of water service only, whether temporary or due to non-payment of a utility account.

d) **"Suspension"** shall mean a period of less than 12 months during which a property owner or residence is not billed for water and sewer services at the specific request in writing of the owner of the property.

e) **"Utility customer"** shall mean any business owner or residential property owner or residential tenant within the corporate limits of the Village of Longview and any property owner outside of the corporate limits who has contracted for water and sewer services from the Village of Longview.

f) **"Notice of Intent to Discontinue"** shall mean a notice from the Village of Longview administration to a utility customer of an intent to discontinue provision of water services to the utility customer due to an outstanding utility account balance and may be issued by administration for any outstanding balance of charges or penalties or related charges.

3. **THAT** the rates and charges for utilities and utility services within the Village of Longview shall continue to be determined by resolution of Council from time to **time in** the "Fees and Fines Bylaw" and this bylaw does not affect the utility rates currently in force.

4. **THAT** the registered owner of a property within the Village of Longview shall be responsible for payment of utility bills, including water, sewer, garbage and street lights and rental of the property to a third party shall not relieve the owner of such responsibility and liability.

5. **THAT** an occupant of any residence or business who is not the owner of the property shall obtain the written agreement of the registered owner of the property to any request for provision of utility services to the occupant and despite the billing address for the utilities being the address of the tenant the utility account shall remain a liability of the owner of the property. Similarly an occupant requesting a temporary suspension of water service must provide the Village of Longview with written agreement of the registered property owner to such request before it may be considered under paragraph 6 hereinafter.

6. **THAT** second story residential premises and secondary suites shall be billed for garbage and street lighting separately from any garbage and street light billing sent to the main or ground floor premise and the registered owner of the property shall be responsible for payment of such billing applicable to the second story residence or secondary suite.

7. **THAT** administration is authorized at the discretion of the Chief Administrative Officer to suspend billing of water and sewer services from the Village of Longview to utility customers who request in writing a temporary discontinuation of water service for a specified period of time for purpose of vacations or extended absences. Suspensions of billing under this provision shall be no longer than 12 months less a day. All other utility charges shall continue to be due and payable as and when billed. There shall be no charge for re-instituting the billing for water and sewer service at the conclusion of such specified absence period.

8. **THAT** there shall be no charge to a Village of Longview utility customer for a discontinuance of service at the request of the customer when the customer is vacating the premises, provided that the owner of the property shall continue to be charged and responsible for the payment of garbage and street light rates.

9. **THAT** all utility customers shall be billed by administration every two months in each calendar year and such bills shall reflect the utility rates in effect pursuant to the most recent resolution of council of the Village of Longview. Utility bills are payable to the Village of Longview on receipt.

10. **THAT** each utility customer with a utility account or bill remaining unpaid 30 days after date of issue shall be charged a penalty of 10% of the then total outstanding utility balance and such penalty shall be added to their utility account balance. In the event that a customer does not pay their outstanding utility balance through a further billing

cycle or cycles, the penalties on subsequent outstanding utility bills shall be calculated at 10% on the total of all outstanding bills and prior penalties.

11. **THAT** an outstanding utility balance for any customer may be transferred to the owner's tax roll and become taxes due and owing, with or without discontinuation of service.

12. **THAT** prior to transfer of the outstanding balance to the tax roll of a property the owner shall be given a minimum of 10 days' notice in writing of the intent to transfer the utility balance to the owners tax roll.

13. **THAT** administration is authorized to discontinue water service for any utility customer who has an outstanding unpaid utility balance for 30 consecutive days, provided that administration shall notify the utility customer in writing of the intent to discontinue service by mailing a Notice of Intent to Discontinue Service a minimum of 10 days before the date of service shut off or discontinuance.

14. **THAT** after issuance of Notice of Intent to Discontinue Service, in the event that a customer shall pay an overdue account by cheque and that cheque is for any reason dishonoured by the financial institution and returned to the Village, the water service may at the reasonable discretion of administration be discontinued without further notice to the utility customer.

15. **THAT** Council may by resolution set a fee for re-connection of service disconnected for non-payment of account. No service may be reconnected unless the reconnection fee and the outstanding balance of utilities and penalties have been paid in full.

16. **THAT** in the event of the sale of a property, or proposed or pending sale of a property, all outstanding utility charges and penalties fees or related charges shall be added to the tax roll of the property and shall become taxes due and owing.

17. **THAT** this bylaw rescinds Bylaw 387-16.

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

READ a first time this 19th day of February, 2019 A.D.
READ a second time this 19th day of February, 2019 A.D.
With unanimous consent to proceed to third and finally reading
READ a third time this 19th day of February, 2019 A.D.

_____ _____
MAYOR CHIEF ADMINISTRATIVE OFFICER

VILLAGE OF LONGVIEW
REQUEST FOR COUNCIL DECISION

Agenda Item: 10.1

Date: February 19, 2019

Title: New Picnic Tables for Campground

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: The 2018 budget allowed $1200 for 3 new picnic tables for the campground to add to or replace some of the older wood only tables that are past their prime. The original plan was to add 3 tables per year for 4 years. We have a line on six 7 foot metal step through tables that can be delivered to Longview assembled for $2,000. This is $400 below the expected budget for tables over 2 year. The 2019 budget has not be established but this was an anticipated expense for 2019. Administration is requesting permission to purchase these tables for arrival before spring. Note: these tables have more space between the bench and the top for larger individuals.

Implications:
Policy, Statutory Plans, Legislative:

Financial: N/A

Communications: Notices posted at Council meetings

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

Village of Longview Policy

Credit Card Use Policy

Policy Number: **12-2018-01** revised Feb 2019

Approved: January 16, 2018 Resolution 006-18 Approved Credit Card Use

Amended:

Purpose: To establish a credit limits and consistent practice of Credit Card use for Council and staff.

Policy: Village of Longview Credit Cards shall be issued to:

The Mayor with a credit limit of $3,000
Each member of Council with a credit limit of $500
The Administrative Assistant with a limit of $1,000
Public Works with a limit of $1,000
The Chief Administrative Officer (CAO) with a credit limit of $4,000

Cardholder Responsibilities:

a) The Village of Longview credit card is to be used only for purchase of goods or services for official use of the Village of Longview. The Credit Card may not be used for cash advances or personal use.

b) The person using the credit card must submit receipts, documents detailing the goods or services purchased, cost, date of the purchase and the official business explanation thereof.

c) The above said receipts must be submitted to the office in a timely manner to reconcile against monthly credit cards statements.

d) The person issued the credit card is responsible for its protection and custody and shall immediately notify the Village office if the card is lost or stolen.

e) Employees must immediately surrender the card upon termination of employment. The Village reserves the right to withhold final payroll payments until the card is surrendered.

f) Council will surrender the card immediately upon ceasing to be on the Village of Longview Council.

g) Anyone found to have inappropriately used the credit card will be required to reimburse the Village of Longview for all costs associated with such inproper use through direct payment or payroll deduction.

h) Any employee found guilty of illegal or unauthorized use of a municipal credit card may be subject to penalties under the law and/or disciplinary action by the Village of Longview up to and including termination.

Control Procedures:

1. The total combined authorized credit limit of all credit cards issued by the Village of Longview shall not exceed $10,000.

_____
Mayor

_____
CAO

Credit Cardholder Agreement

Requirements for the use of a Municipal Credit Card:

1. The credit card is to be used only to make purchases at the request of and for the legitimate business benefit of the Village of Longview.

2. The credit card must be used in accordance with the provisions of the Credit Card Use Policy established by the Village of Longview, as attached hereto.

Violations of these requirements may result in the revocation of use privileges. Employees found to have inappropriately used the credit card will be required to reimburse the Village of Longview for all costs associated with such improper use through direct payment or payroll deduction. Disciplinary action(s) may be taken per the Villages Personnel Policies, up to and including termination. The Village of Longview will investigate and commence, in appropriate cases, criminal prosecution against any employee found to have misused the credit card or who violates the provisions of the cardholder agreement.

Credit Card Account Number _____

Received by _____
Name (Please Print)

I acknowledge receipt of the attached Credit Card Policy and agree to abide by said Policy.

Signature _____

Date _____

Credit Card Returned

Authorized Signature _____

Date _____

VILLAGE OF LONGVIEW
REQUEST FOR COUNCIL DECISION

Agenda Item #: 10.4

Date: February 19, 2019

Title: EDC Appointment

Submitted by: Dale Harrison, CAO

Recommendation: MOVED by _____ that Council appoints Jeff Nelson to the Economic Development Committee for a two year term.

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

Background: The Economic Development Committee has request that Jeff Nelson be appointed to sit on the Committee for a two year term. Jeff has an extensive background in Internet and Social Media Marketing.

Implications:
Policy, Statutory Plans, Legislative:

Financial: N/A

Communications:

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

VILLAGE OF LONGVIEW
REQUEST FOR COUNCIL DECISION

Agenda Item #: 10.5

Date: Feb 13, 2019

Title: EDC Budget 2019

Submitted by: Christina Weir, Deputy Mayor

Recommendation: MOVED by _____ that whereas members of the public are openly

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

Background: EDC received $8,000 in the 2018 budget to support economic growth. $1,500 was put toward Cool Little Towns. $1,500 for the Audubon. $5,000 to Branding Committee to hire an agency to come up with logo options and tag lines. Although the committee worked towards this due to unforeseen circumstances this never transpired but now Branding is at a pivotal point and is ready to move forward. With 2019 budget not yet passed we request council commit to the project and set aside the monies needed to complete. We would request the same amount but also add a reserve on these fund so they remain in the EDC budget until depleted.

Implications:
Policy, Statutory Plans, Legislative:

Financial: N/A

Communications: Notices posted at Council meetings

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

VILLAGE OF LONGVIEW
REQUEST FOR COUNCIL DECISION

	Agenda Item #: 10.6
Date:	Feb 14, 2019
Title:	Newsletter advertising
Submitted by:	Christina Weir, Deputy Mayor

Recommendation:		MOVED by _____ that administration charge advertising rates as attached.
Alternatives:	2.	Defeat above motion.
	3.	That discussion be tabled _____ *(for further information or future date)*.

Village News

info@village.longview.ab.ca

Full page
$125 camera ready

1/2 page
$75 camera ready

1/4 page
$50 camera ready

1/8 page
$30 camera ready

Dave Hunka
Manager, Municipalities
& Key Accounts North
Customer Service

FortisAlberta Inc.
100 Chippewa Road
Sherwood Park, Alberta
(780) 464-8311 Direct Line
(780) 868-7040 Cellular
(780) 464-8398 Fax
Dave.Hunka@FortisAlberta.com
www.FortisAlberta.com

February 7, 2019

RE: Approved FortisAlberta 2019 Distribution Rates

As a follow up to our correspondence of Sept. 25, 2018, FortisAlberta has received approval from the Alberta Utilities Commission (AUC) for FortisAlberta's distribution rates, effective January 1, 2019. In addition, the AUC has approved transmission rider rates effective January 1, specifically the Balancing Pool Allocation Rider, Base Transmission Adjustment Rider and the Quarterly Transmission Adjustment Rider. FortisAlberta flows through and collects all transmission costs as billed by the Alberta Electric System Operator (AESO) as approved by the AUC.

The attached chart illustrates the estimated percentage and monetary changes for each rate class based on estimated consumption and demands between your December 2018 and January 2019 bundled bill from your retailer. The bundled bill percentages indicated on the attached chart will vary slightly compared to the version you would have received in September, as it reflects the transmission rider rate adjustments.

In addition, adjustments were approved by the AUC for the Maximum Investment Levels effective January 1, 2019. The chart reflecting these approved levels is also included in this correspondence.

We thank you for the opportunity to advise you of these matters and invite you to contact me or your Stakeholder Relations Manager at any time should you have any questions or require further information.

Sincerely,

Dave Hunka
Manager, Municipalities & Key Accounts North
(780) 464-8311 Direct Line
(780) 868-7040 Cellular
(780) 464-8398 Fax
Dave.Hunka@FortisAlberta.com

Average Monthly Bill Impacts by Rate Class
Including Energy, Retail, Distribution, Transmission and Rates & Riders

				Monthly/Seasonal Bill			
Rate	**Rate Class Description**	**Consumption Usage**	**Demand Usage**	**Dec 2018 Bill**	**Jan 2019 Bill**	**$ Difference**	**% Change**
11	**Residential**	300kWh		$ 70.31	72.16	$ 1.85	2.6%
		640kWh		115.53	117.67	$ 2.14	1.9%
		1200kWh		189.98	192.66	$ 2.68	1.4%
21	**FortisAlberta Farm**	900kWh	5kVA	$ 183.98	178.07	$ (5.91)	-3.2%
		1,400kWh	10kVA	305.75	295.65	$ (10.10)	-3.3%
		7,500kWh	25kVA	1,173.54	1,138.10	$ (35.44)	-3.0%
26	**FortisAlberta Irrigation**	6,000kWh	20kW	$ 1,647.98	1,782.60	$ 134.62	8.2%
		14,518kWh	33kW	3,411.60	3,737.66	$ 326.06	9.6%
		45,000kWh	100kW	10,445.90	11,456.60	$ 1,010.71	9.7%
31	**Street Lighting (Investment)**	5,144kWh	12,500W	$ 2,804.80	2,974.38	$ 169.59	6.0%
33	**Street Lighting (Non-Investment**	7,900kWh	20,000W	1,527.70	1,637.00	$ 109.30	7.2%
38	**Yard Lighing**	5,000kWh	12,000W	1,827.32	1,940.92	$ 113.60	6.2%
	Based on 100 HPS Lights in assorted fixture wattages						
41	**Small General Service**	1,083kWh	5kW	$ 197.43	198.91	$ 1.48	0.7%
		2,165kWh	10kW	372.38	374.83	$ 2.45	0.7%
		10,825kWh	50kW	1,771.97	1,782.18	$ 10.20	0.6%
44/45	**Oil & Gas Service**	2,590kWh	7.5kW	$ 434.58	419.90	$ (14.68)	-3.4%
		5,179kWh	15kW	839.19	811.11	$ (28.07)	-3.3%
		25,895kWh	75kW	4,010.42	3,878.71	$ (131.71)	-3.3%
61	**General Service**	32,137kWh	100kW	$ 3,718.66	3,661.84	$ (56.82)	-1.5%
		63,071kWh	196kW	6,928.10	6,833.64	$ (94.45)	-1.4%
		482,055kWh	1500kW	47,344.65	46,766.36	$ (578.29)	-1.2%
63	**Large General Service**	824,585kWh	2500kW	$ 85,610.13	83,701.39	$ (1,908.74)	-2.2%
		1,529,769kWh	4638kW	144,198.00	141,909.17	$ (2,288.83)	-1.6%
		3,298,338kWh	10,000kW	301,473.62	298,231.56	$ (3,242.07)	-1.1%

Notes:
As approved by the Alberta Utilities Commission in Decision 23893-D01-2018 on December 19, 2018

Riders Included:
Municipal Franchise Fees
Municipal Assessment Rider (0.94% on July 1, 2018)
2019 Base Transmission Adjustment Rider
2018 Q4 & 2019 Q1 Quarterly Transmission Adjustment Rider
2019 Balancing Pool Allocation Rider

Retail / Energy Price Assumptions:
Rates 11 thru 44 -- January 2018 to December 2018 Average EPCOR Regulated Rate Tariff
Rates 61 & 63 -- November 2017 to October 2018 Average EPCOR Default Supply Rates

APPENDIX "B" – CUSTOMER CONTRIBUTIONS SCHEDULES

Table 1
Maximum Investment Levels for Distribution Facilities
When the Investment Term is 15 years or more

Type of Service	Maximum Investment Level
Rate 11 Residential	$2,556 per service
Rate 11 Residential Development	$2,556 per service, less FortisAlberta's costs of metering and final connection
Rate 21 FortisAlberta Farm and Rate 23 Grain Drying	$5,799 base investment, plus $830 per kVA of Peak Demand
Rate 26 Irrigation	$5,799 base investment, plus $923 per kW of Peak Demand
Rate 38 Yard Lighting	$825 per fixture
Rate 31 Street Lighting (Investment Option)	$2,985 per fixture
Rate 41 Small General Service	$5,799 base investment, plus $923 per kW of Peak Demand
Rate 45 Oil and Gas Service	$5,799 base investment, plus $923 per kW of Peak Demand FortisAlberta invests as required per unmetered to metered service conversion program.
Rate 61 General Service (less than or equal to 2 MW)	$5,799 base investment, plus $923 per kW for the first 150 kW, plus $116 for additional kW of Peak Demand
Rate 63 Large General Service (over 2 MW) (Distribution Connected)	$104 per kW of Peak Demand, plus $115 per metre of Customer Extension

Maximum investment levels are reduced if the expected Investment Term is less than 15 years, as specified in Table 2.

Proposed 2019 Annual Rate Adjustments filed September 10, 2018

Effective: January 1, 2019 as approved in Decision 23893-D01-2018

MARIGOLD
LIBRARY SYSTEM

RECEIVED FEB 0 5 2019

Village of Longview
Box 147
Longview, AB T0L 1H0

February 1, 2019

Re: Municipal Levy for Marigold Library System

Enclosed is the invoice for the municipal levy to support public library services and resources provided to your library through the Marigold Library System. The invoiced amount for municipalities with library boards for 2019 has been applied to 2018 population figures as published by Alberta Municipal Affairs.

The 2018 population is multiplied by $6.15 which is the per capita rate in Schedule C of the Marigold Agreement. This agreement was signed by the signing officer of your municipality.

We thank you for your ongoing support. Marigold Library System's mission is to cultivate a collaborative library community to support a range of responsive, quality library services. This can best be achieved by pooling resources and working together to provide resources, technology and services.

If you have questions or comments, please do not hesitate to contact me. I would also welcome the opportunity to attend one of your Council meetings and/or library board meetings, to present information about Marigold Library System services and to answer questions.

Thanks again for your support of the Marigold Library System.

Regards,

M. Michelle Toombs

Michelle Toombs, CEO
403 934-5334, ext. 224
1 855 934-5334 ext. 224 (toll free)
michelle@marigold.ab.ca

cc: Marigold Board Member
cc: Chair of Local Library Board