

**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 – not including shopping and preparation for Christmas Party.

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.

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**EXPENSE REPORT**

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

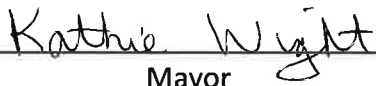
Read a first time, this 19<sup>th</sup> day of February, 2019.

Read a second time, this 19<sup>th</sup> day of February, 2019.

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

Read a third and final time and finally passed this 19<sup>th</sup> day of February, 2019.

**THE VILLAGE OF LONGVIEW**

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Administrator

**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"

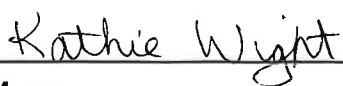
**REVOKE PREVIOUS RATES AND FEES**

- 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) In October of each year, Council shall review and amend the various Rates and Fees levied for Goods and Services delivered to the Municipality, and shall maintain these various Rates and Fees in Schedule "A" attached.

**EFFECT**

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

**READ A FIRST TIME** this 18<sup>th</sup> day of December, 2018

  
\_\_\_\_\_  
Mayor

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

**READ A SECOND TIME** this 15<sup>th</sup> day of January, 2019

Kathie Wight  
Mayor

Sal Faras  
Chief Administrative Officer

**READ A THIRD AND FINAL TIME** this 19<sup>th</sup> day of February, 2019

Kathie Wight  
Mayor

Sal Faras  
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 <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>	
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
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### Utility Account Fees

Street Light Fee .....	\$ 20
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	\$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
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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> - Fees for Committee members, advertising, etc.	<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> (Refunded if appeal is withdrawn prior to notice)	<b>\$1200</b>
<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> for two (2) lots or less and boundary adjustments. (Real Property Report Required) per lot for third and subsequent lots.	<b>\$1000</b>  <b>\$100</b>
<b>Endorsement Fee:</b> for instruments registering two (2) lots or less; per lot for three (3) or more lots	<b>\$150</b> <b>\$50</b>
<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
Weekly Fee .....	\$180
Monthly Fee.....	\$650.00
After Sept 30 <sup>th</sup> (electric heaters) per day per site .....	\$35
Weekly after Sept 30 <sup>th</sup> .....	\$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

Use Provincial Rates

.55 per kilometre up to 5,000  
.49 per kilometer over 5,001

# 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	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).