

AGENDA

REGULAR MEETING OF THE COUNCIL OF THE VILLAGE OF LONGVIEW

In the Province of Alberta, held on Monday, March 25, 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 Jim Smith, County Fire Chief – Fire Smart

3.2 Michelle Tombs – Marigold Library

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 – Feb 19, 2019

5.2 Minutes Committee of the Whole – Mar 6, 2018

6.0 REPORTS

6.1 CAO Report –

6.2 Peace Officer Report – February

6.3 Public Works Report – February

6.4 Council Reports

7.0 FINANCIAL REPORTING

7.1 Bank Reconciliation January 2019

7.2 Accounts Payable Cheque Register – February, 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 Inter Municipal Subdivision Appeal Board Agreement

10.2 RFD Judy Wiebe Retirement gift

10.3 RFD Joint Steering Committee Attendance

11.0 CORRESPONDENCE

12.0 CLOSE MEETING

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

2017 Value of Your Investment

Longview Municipal Library

This report shows the value of services provided annually by Marigold Library System. Longview Municipal Library benefits directly through the pooling of revenues so that all Marigold residents have access to all library system resources.

Levy Payments

(based on 2016 Municipal Affairs population of 307 and Schedule C of the Marigold Agreement for 2017)

	<u>per capita levy</u>	<u>population</u>	<u>contribution</u>	
Municipality	\$5.94	307	\$1,823.58	
Library Board	\$4.50	307	\$1,381.50	
			Total levy payments	\$3,205.08
Total value of services provided by Marigold as itemized below				\$85,495.58

Note: Where precise costs per library are known, those dollar amounts are used. Otherwise, totals are divided by members to extrapolate value.

Services Grant

A Services Grant is paid in three installments to the library board. The amount of the grant is set in the Marigold Board's Transfer Payment Policy and is largely intended to support the sharing of resources within Marigold and TRAC. The amount is reviewed by the Marigold Board each year.

\$3,100.00

IT Capacity Fund

Each member library receives a spending account with Marigold to make IT and hardware purchases. This account is established through the IT Capacity Fund Policy and is reviewed by the Marigold Board each year.

\$1,000.00

IT and Network Support

HelpDesk support, videoconference bridging and support, troubleshooting, installations, upgrades and maintenance. Network support includes SuperNet/Internet connectivity, email hosting and cloud-based file storage, file sharing and centralized backup. Wireless software, software licensing and a toll-free telephone system are provided. Polaris library software enables customer service, reporting, ordering, circulation of library materials and the online catalogue.

IT site visits to your library (valued at \$250/hour with a 3 hour minimum)	\$3,000.00	
IT HelpDesk, troubleshooting, consultation	\$6,694.72	
IT equipment, software & licensing purchases, wireless and maintenance	\$7,359.19	
	(\$50,000 replacement cost)	
Videoconferencing bridging & support	\$1,624.67	
	(\$112,000 to replace central IT equipment for bridging)	
SuperNet/Internet Connection	\$250.14	
Polaris library software	\$2,025.08	
	(\$950,000+ to replace Polaris)	
		\$20,953.80

Materials and Digital Content

A collection distribution total is targeted through the Collection Management Policy and is reviewed by the Marigold Board each year. Marigold also provides even more materials to your library, including monthly paperback bestsellers and an AV supplementary collection. Because of bulk purchasing, Marigold has access to vendor discounts and discounted freight charges. Patrons have access to over 3.3 million items in TRACpac because of Marigold's partnership with three other library systems. Your residents also have access to digital subscriptions, eBooks & eAudiobooks, eMagazines, music, newspapers, early literacy resources, training videos, school curriculum support, and much more.

Value of Physical Materials	<u># of items</u>	<u>average cost</u>	
Books and AV	168	\$18.00	\$3,024.00
Bestseller paperbacks	120	\$7.50	\$900.00
Paperbacks and shared collections		\$7.50	\$455.00
World languages, large print & professional collections			\$653.78
AV supplementary collection (DVDs, Blu-ray & audiobooks)			\$750.16
			\$5,782.94
Value of Digital Content			
Access to digital subscriptions (e.g. Lynda.com, Solaro, etc.)			\$5,785.52
			(\$255,000/year)
Access to eBooks on several platforms including OverDrive & Cloud Library			\$1,734.66
			(\$916,000 invested in OverDrive and Cloud Library)
			\$7,520.18

Municipal Affairs Department through PLSB (Public Library Services Branch) funds online content for library patrons, including a Language Learning Software, Press Reader (2,600 newspapers from 100 countries in 60 languages), Alberta published eBooks, as well as some funding for RBdigital magazines.

Professional Consultation

Marigold provides in-person, videoconference, email and telephone consultation and training to member library staff and board members by professional librarians. Visits include: preparation; travel or videoconferencing connection; and follow-up based on each library's unique needs. Major projects completed for libraries include weeding and inventory of library collections. Consultation is valued at \$250/hour with a 3 hour minimum, and often involves more than one staff member.

\$20,238.64

Collection Services

Centralized workflow at headquarters ensures the selection of balanced collections and the quick distribution of materials to member libraries. Professional cataloguing makes it possible for patrons to locate and request print, AV and digital titles in the online catalogue. Physical materials are processed and delivered shelf-ready to member libraries. Processing includes barcoding, plastic covers, repackaging AV materials into durable cases and labeling.

\$10,847.09

Training for Members

Marigold provides training opportunities for member libraries and patron presentations on topics such as interlibrary loans; programming; statistics and reports; use of digital subscriptions; board development; management and leadership; and communications and marketing. Value includes training preparation, travel and follow-up by headquarters staff based on each library's unique needs. Mobile labs and a tab lab are available to complement training and programming for member libraries.

	Training support	\$2,571.72	
	Training sessions and board development (valued at \$200/session)	\$200.00	
	Member Libraries Workshop	\$517.38	\$3,289.10

Delivery Service and Supplies

Van delivery supports resource sharing and connects your library with Marigold headquarters and libraries across Alberta. Three vans and drivers transport interlibrary loans, new materials, supplies, correspondence, kits and games, promotional materials and book recycling. Marigold pays for interlibrary loan costs to borrow items from institutions outside Alberta. Marigold provides supplies to member libraries to support resource sharing (e.g. paper allocation, bins, scotch tape, bubble wrap). Each library receives a minimum of one delivery a week, and 11 libraries receive deliveries twice a week or more.

\$5,950.86

Administrative Costs

Staffing, facility and resources are in place to support member libraries: human resources and financial management; training and professional development; building occupancy costs; and memberships to professional organizations. Marigold Board provides governance and direction to the Marigold Library System and acts as the Governing Board for municipalities which do not have library boards.

\$749.08

Purchasing Program

Through Marigold's participation in the Public Purchasing Group (PPG), Marigold is able to provide discounts on IT equipment, office supplies, furniture and processing supplies such as labels and other items required for the daily operations of your library. The calculation is based on savings of IT equipment and/or supplies acquired through Marigold. The average savings for items purchased for libraries using this service was \$452.58.

\$48.85

Insurance

Marigold pays for the insurance for the materials collection at member libraries. This amount also includes a portion of the insurance costs of the Marigold Headquarters building.

\$540.32

Services and Programs

<ul style="list-style-type: none"> Materials, prizes and support for Minecraft programming and the national TD Summer Reading Program including administrative support by Consultants and two Summer students. In 2017, 69 summer programs were delivered in 25 libraries by two summer students. 	\$1,052.15	
<ul style="list-style-type: none"> Audio Cine Film (ACF) licenses are purchased by Marigold to provide member libraries with public performance rights to show films in the library. 	\$292.70	
<ul style="list-style-type: none"> Marigold organizes and pays for public programming using videoconference equipment for member libraries to offer to patrons, such as programs including DIY Ergonomics, O Canada! (storytelling by Mary Hays) and family programming. 	\$671.51	
<ul style="list-style-type: none"> Marigold administers, schedules and delivers kits and equipment to support programs. Libraries may borrow resources such as craft and makerspace kits, travelling book displays, karaoke machine with cds, gaming consoles with games, life size games including Connect 4 and Kerplunk, board games, and objects like prize wheels and puppet theatres. Marigold organizes year-round programs and prizes for teens through the teensBOOKingit website. 	\$601.13	\$2,617.49

Communication and Marketing Support

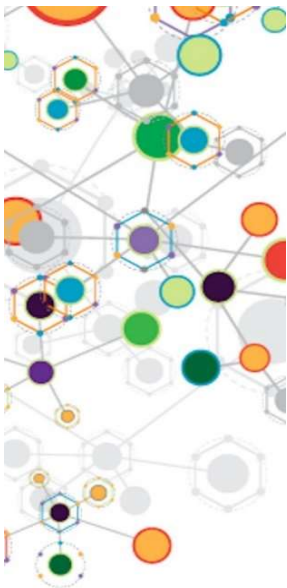
Marigold provides professional quality publications, displays and marketing software to promote resources, events and services available at the library, and to communicate news to library staff and boards. Marigold also prints custom promotional materials at Marigold on behalf of your library.

\$2,857.23

TOTAL value of services provided by Marigold: \$85,495.58

TOTAL levy payments from municipality with library board \$3,205.08

Marigold libraries are thriving!



In 2017 ...

187 people/families have a library card registered at Longview Library

Your Marigold Trustee...

Attended 4 of 4 Marigold Board meetings

Attended 1 Marigold Committee meetings including Governance

Across Marigold

102,922 people/families have a library card

186,965 eBooks borrowed

1,971,591 items loaned to Marigold cardholders

10,513 programs with 122,865 participants

929,786 items loaned and borrowed between libraries

Over 3.3 million items available in TRACpac online catalogue

Over 15 million visits to the online library catalogue, including mobile app



Marigold is a Library System defined by the Alberta Libraries Act and Regulation and established in 1981.

- Marigold is a not-for-profit collective for municipalities to provide affordable, state of the art public library services and support. Cost savings and efficiencies are achieved with volume discounts, by consolidating work and by providing expert consultation.
- Marigold is not a public library, nor does it overlap services with public libraries. Local libraries provide the place (building), service (staff) and community connection. Marigold provides the “product” (e.g., materials, IT infrastructure, consultation and behind the scenes support), and it supports a province-wide network of sharing print, AV and electronic resources, as well as mail service.
- Marigold also provides online library services for the public such as websites and digital resources.
- Marigold’s headquarters, centrally located in Strathmore, Alberta (50 km east of Calgary), has 29 employees; 25.79 FTE

Service Population

- With 320,000 Albertans in its service area, Marigold Library System is the third largest library system in Alberta based on population (after Calgary & Edmonton)
- One of 7 rural library systems in Alberta
- Serves 44 municipalities, 37 member library boards, 36 libraries including 6 full service libraries located in unincorporated communities (hamlets), 12 book deposits, 2 inter-library loan pickup lockers, Siksika and Stoney Nakoda Nations
- 44 municipalities belong to Marigold and there are 44 representatives on Marigold’s Board
- Acts as the Board of Record for 12 municipalities that do not have their own library boards
- 9 school-housed public libraries

Collaborations

- TRAC (The Regional Library Automation Consortium) with Marigold, Peace, Northern Lights and Yellowhead Library Systems
- TRAC’s 180 libraries share one catalogue database to facilitate sharing of materials
- RISE (Rural Information Service initiative) Network to provide videoconferencing equipment and to bridge videoconferences for programs, training, meetings and consultations
- TAL (The Alberta Library) for database licensing and union catalogue for Alberta’s public, academic and special libraries
- PPG (Calgary and Area Public Purchasing Group); discounts and shared contracts
- WID (Western Irrigation District); co-owned and co-located building project to replace headquarters facilities and capitalize on operational efficiencies

Financial

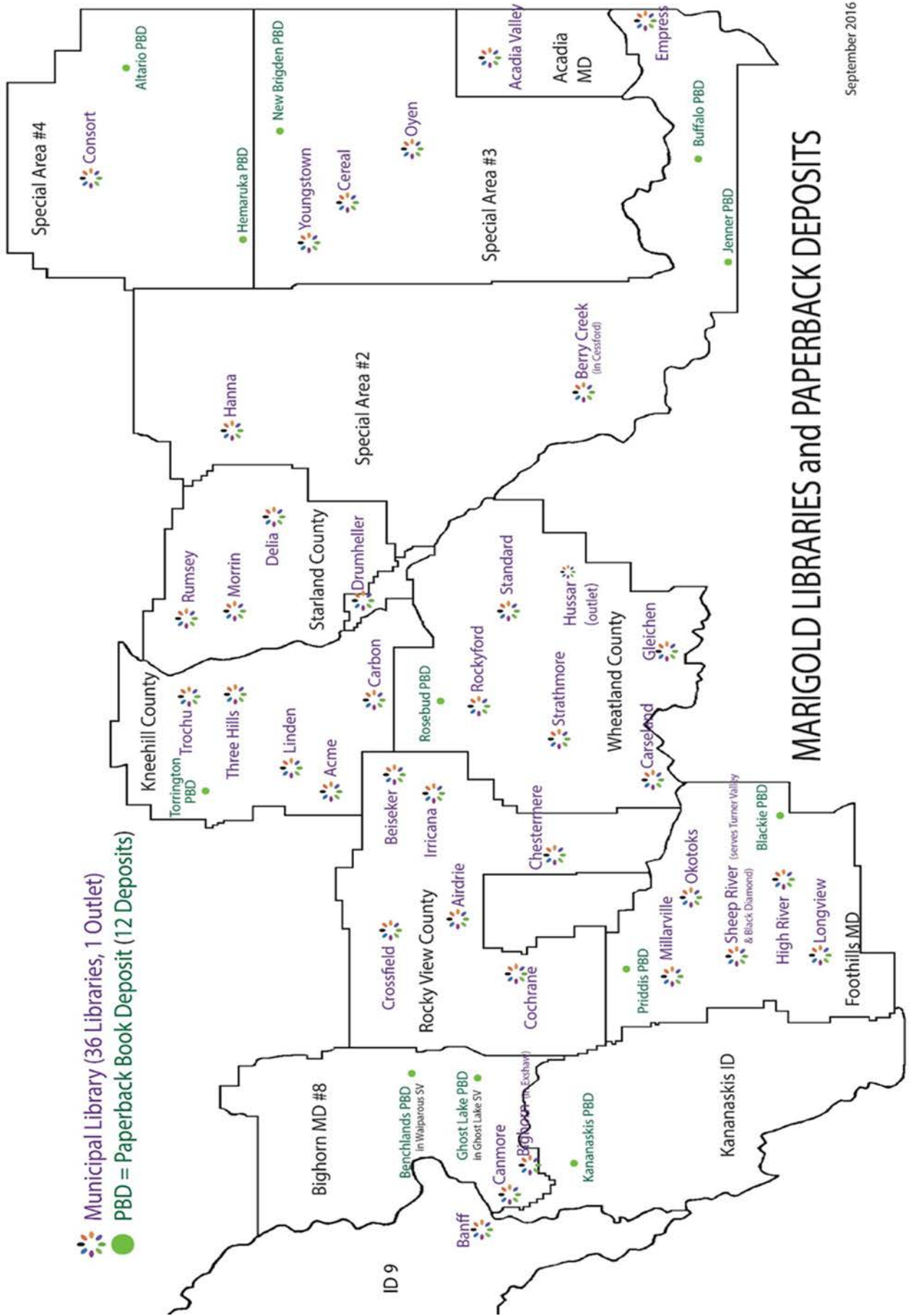
- Annual budget: \$5 Million in 2018
- \$996,467 in operating reserve (2 to 3 months contingency)
- \$2.6 Million in capital reserves for a new building
- Registered charity; fully audited every year
- 61% of revenue comes from municipal and library board levies based on a per capita levy rate multiplied by official municipal population (as defined by Municipal Affairs)
- 26% of funding comes from Municipal Affairs as a library system operating grant
- 7% of funding comes from Municipal Affairs for rural residents because Marigold is the Board of Record for 12 rural municipalities. All of this revenue is redirected to member libraries throughout Marigold
- Support for 6 libraries located in unincorporated communities with annual cash payments of \$9,760 each: Exshaw, Millarville, Carseland, Gleichen, Rumsey, Cessford

MISSION: Marigold cultivates a collaborative library community to support a range of responsive, quality library services.



www.marigold.ab.ca

Municipal Library (36 Libraries, 1 Outlet)
PBD = Paperback Book Deposit (12 Deposits)



MARIGOLD LIBRARIES and PAPERBACK DEPOSITS

September 2016

MARIGOLD LIBRARY SYSTEM SERVICES & SUPPORT



IT AND Network Support

Through our Technology Plan, Marigold continues to grow a culture of technology that supports problem solving, exceptional customer service, collaboration and innovation. Marigold HQ is the central hub for the delivery of computerized public library services for Marigold member libraries.

Examples of IT and Network Support Services

- Polaris Integrated Library System software for patron accounts, creation of statistics, inventory tracking, day-to-day operations, and for patrons to search materials
- IT Support systems include Help Desk with ticketing software
- IT and Network Centre with more than 25 servers, providing email services, file sharing, domain services, print service and management and public computer management
- Professional IT staff provide consulting services to help with technology decisions and planning
- Wide area fibre network and infrastructure (Supernet) that facilitates connections between all Alberta libraries and library systems
- Purchase recommendations and sourcing, installation, maintenance and support of IT infrastructure equipment and peripherals
- High speed and high bandwidth Internet access
- Videoconference equipment and bridging services for over 80 public libraries in Alberta
- Productivity software, network infrastructure, licensing and maintenance support agreements for hardware and software needed for library operations
- Public and staff wireless networks provided at every library
- Website hosting and content development
- IT Capacity Fund: A spending credit to assist all member libraries with hardware and software purchases for local library use / access
- Portable laptop labs to assist with library programming and training
- Minecraft servers and software
- Social media access

Collection Development, Materials AND Digital Content

Every year, the Marigold Board reviews a collection distribution total targeted through the Collection Management Policy. Consultants and library managers work together to develop collection plans and meet community needs. While residents have access to more resources and material than their local library could provide alone, there is an increasing need to provide collections, services and programs that are culturally inclusive and broaden cultural awareness. Through bulk purchasing, Marigold is able to access vendor and freight charge discounts.

Examples of Collection Development, Materials and Digital Content Services

- Collection development support for member libraries:
 - Materials selected by professional librarians and catalogued by professional cataloguers so that patrons can locate and request print, AV and digital titles in the online catalogue
 - Processing including barcoding, plastic covers, labeling and repackaging AV materials into durable cases
 - Centralized cataloguing of materials reduces costs and duplication
 - Physical materials are catalogued using services from preferred vendors and delivered to member libraries shelf-ready.
 - Insurance for physical collections at member libraries
 - Centralized workflow for the selection of balanced collections and quick distributions of materials
- Material sorting and shipping for resource sharing, by filling patron requests in sharing collections among all public libraries in Alberta
- The Regional Automation Consortium (TRAC) Services: TRACpac online library catalogue offers patrons remote access and self-service to materials from over 180 TRAC libraries with 3.29 million items. Shared database, interlibrary loans and circulation system are used by member libraries and headquarters
- Books for 12 book deposits in small communities within Marigold
- eResource subscriptions for language learning, eBooks, digital magazines and newspapers, ancestry documentation, consumer reports, music and movie/TV programs, K-12 curriculum materials, instructional videos, early literacy
- Service to the visually impaired through large print books, audiobook and digital collections. Marigold supports and promotes print-disabled services provided by Municipal Affairs Public Library Services Branch including CELA (Centre for Equitable Library Access) and NNELS (National Network for Equitable Library Service).

Delivery Service AND Supplies

Van delivery supports resource sharing and connects member libraries with Marigold headquarters and libraries across Alberta. Three vans and drivers transport interlibrary loans, new materials, supplies, correspondence, kits and games, promotional materials and book recycling.

Examples of Delivery services and Supplies

Van Delivery:

- Van deliveries to 36 Marigold libraries, with a minimum of one delivery per week
- Marigold pays for interlibrary loan costs to borrow items from institutions outside Alberta

Supplies:

- Marigold provides supplies to member libraries to support resource sharing, correspondence, program kits, equipment and supplies

Consultation AND Training Services

Professional librarians provide training opportunities for in-person, videoconference, email and telephone consultations. With the growing use of digital and other services, Marigold offers training and patron presentations on interlibrary loans, programming, statistics and reports, use of digital subscriptions, board development, management and leadership, and communications and marketing. Mobile labs and a tab lab are available to complement training and programming.

Examples of Consultation and Training Services

- Consultations and assistance to library staff, board members, indigenous populations and Marigold patrons
- Collection maintenance and development through the weeding and inventory of library collections
- Training for library staff and board members in technology, eResource use, eReaders, computer software, website support, management skills, marketing
- Videoconference and webinar training is available on Marigold's YouTube channel
- Videoconferencing programming with expert presenters
- In-person training on resources and website development
- Training for the public, including local boards, volunteers and the Marigold Board. Topics have included trustee training, advocacy OH & S and other educational series
- Targeted training (especially eResource use) for patrons and stakeholder groups
- Marigold's website is a portal for links to resources

Services AND Program Support

Marigold develops programs in consultation with member libraries. We provide quality programs that use a variety of delivery methods, such as in-person, videoconference and the Internet. Marigold also has direct relationships with residents, notably through the books-by-mail service called L2U (Library to You), book deposits and, more recently, with the remote book locker installations. As direct library services and program support continues to grow, Marigold provides administrative support for local and national programs, administers, schedules, delivers kits and equipment to support member libraries' in-house library programs.

Examples of Services and Program Support

- L2U (Library to You): A mail service offered to patrons facing geographical and/or physical barriers to accessing materials. Marigold pays for postage for the shipment and return of items
- Prizes and support for Minecraft programming and the national TD Summer Reading Program
- Resources for borrowing include craft and makerspace kits, travelling book displays, Karaoke machine with CDs, gaming consoles with games, life size games including Connect 4 and Kerplunk, board games, and objects like prize wheels and puppet theatres
- Marigold organizes and pays for public programming using videoconference equipment for member libraries to use
- Mobile laptop labs for loan can be booked in advance by member libraries for up to two weeks
- Audio Cine Film (ACF) licenses purchased by Marigold provide member libraries with public performance rights to show films in the library
- teensBookingit.com website so that teens can connect with teens across southern Alberta, ranging from Banff to the Saskatchewan border

Purchasing Program

Through Marigold's participation in the Public Purchasing Group (PPG), and Marigold's long-term relationship with book and library equipment supply vendors, Marigold can provide discounts to its members on IT equipment, office supplies, furniture and processing supplies necessary for their daily operations.

Examples of purchasing program

- With local library board approval, Marigold sources, receives, stages, licenses, installs and pays for purchases with later reimbursement from library boards
- Supplies, equipment and furniture purchasing for member libraries; discounts up to 70%

Communications AND Marketing Support

Marigold provides professional quality publications, displays, custom promotional materials and marketing software to promote resources, events and services available at the library, and to communicate news to library staff and boards.

Examples of Communications and Marketing support

- Displays/posters/brochures to support local, provincial and national initiatives
- Marketing and instructional brochures for eResources and videoconferencing
- Publications to inform library trustees and local library staff about current issues, trends and news
- Access to Library Aware to create brochures, and more
- Online content via Marigold's websites, such as email reference service, publications, eNewsletter, the teen website (teensBOOKingit.com)

Board Development

Marigold Library Board trustees are appointed by their Municipal Councils to serve on the Marigold Library Board. A Board member is responsible for the effective governance of Marigold Library System while acting in a position of trust for the member community. Marigold Board orientations are provided once a year, and one-on-one orientations can also be arranged.

Examples of Board Development Services

- During orientation for Board members and local Board members include an explanation why Marigold is a library system and not a library, legal obligations, legislation, governance, structure, financial accountability, services and relationships with members
- Marigold supports Board development workshops that are provided by the province
- *Power of Advocacy: Move Your Library Forward* course for library staff and board members helps participants create the tools needed to develop successful advocacy projects like targeted presentations to councils, organizations and other stakeholders in their community

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

PRESENT

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

9 people in the gallery

CALL TO ORDER

Mayor Wight called the meeting to order at 6:33 p.m.

AGENDA

School Zones
MOVED by Councillor Kirk that the agenda be adopted as amended.

Resolution 022-19

CARRIED

DELEGATIONS

Kirk Davis – Solar Project

MOVED by Mayor Wight that Council approved in principle the Solar project.

Resolution 023-19

CARRIED

Kathie Selbee – Fire Protection

**CORRESPONDENCE
FROM RESIDENTS**

None

**MINUTES OF
PREVIOUS MEETINGS**

Jan 15, 2019 Regular Council Meeting
Jan 31, 2019 Regular Council Meeting
Feb 6, 2019 Committee of the Whole

Resolution 024-19

MOVED by Councillor Kirk that Meeting Minutes of Jan 15, 2019 Regular Council Meeting, Jan 31, 19 Special Meeting and February 6, 2019 Committee of the Whole be adopted as presented. **CARRIED**

REPORTS

CAO Report

CAO Harrison summarized the report submitted to Council.

Peace Officer Report

CAO Harrison reviewed traffic fine statistics from January.

Public Works Report

Public Works Reports as submitted previously to Council.

Council Reports

Mayor Wight

- Westwinds – mini workshop on reading Financial Statements
- Reviewed AB Housing Act
- Mayors & Reeves – RMA concerns about assessment process
 - Predictable funding model
- Committee of the Whole – Inspection Report, Bylaw Review
- Grand Prix race
- Valentine Dinner

Deputy Mayor Weir –

- DARE – Grad March 1

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- Library – Highway Cleanup May 4
 - Donation from Sage fundraising
- Branding – working on tagline, logo concepts
- EDC – new members

Councilor Kirk

- Youth – cancelled ski trip because of insurance
 - Eliminating many events
- Senior - \$150,000 raised on Bus Project

MOVED by Mayor Wight that the reports be accepted as presented.

Resolution 025-19

CARRIED

FINANCIAL REPORTS

Bank Reconciliation – November, December 2018
Accounts Payable Cheque Register January, 2018
Variance Report – not available

Resolution 026-19

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

PUBLIC DISCUSSION

Kathie Selbee – BTX - 1st & 3rd qtr – built into approval not 2nd
Joe – has there been any mapping of abandoned wells in the Village.

BYLAWS

Bylaw 419-18 Fees and Fines

Resolution 027-19

MOVED by Mayor Wight that Bylaw 419-18 Fees and Fines Bylaw receive 3rd reading as amended. **CARRIED**

Bylaw 420-19 Council Procedure

Resolution 028-19

MOVED by Mayor Wight that Bylaw 420-19 Council Procedure be postponed to March 6th Committee of the Whole meeting. **CARRIED**

Bylaw 421-19 Council Remuneration

Resolution 029-19

MOVED by Mayor Wight that Bylaw 421-19 Council Remuneration receive 1st Reading as amended. **CARRIED**

Resolution 030-19

MOVED by Deputy Mayor Weir that Bylaw 421-19 Council Remuneration receive 2nd Reading as amended **CARRIED**

Resolution 031-19

MOVED by Mayor Wight that Bylaw 421-19 Council Remuneration proceed to 3rd Reading **CARRIED UNANIMOUSLY**

Resolution 032-19

MOVED by Mayor Wight that Bylaw 421-19 Council Remuneration receive 3rd Reading as amended. **CARRIED**

Bylaw 422-19 Utility Billing

Resolution 033-19

MOVED by Mayor Wight that Bylaw 422-19 Utility Billing receive 1st

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- | | | |
|-------------------|---|----------------------------------|
| Resolution 034-19 | Reading
MOVED by Deputy Mayor Weir that Bylaw 422-19 Utility Billing receive 2 nd Reading with amendments. | CARRIED
CARRIED |
| Resolution 035-19 | MOVED by Mayor Wight that Bylaw 422-19 Utility Billing proceed to 3 rd Reading | CARRIED UNANIMOUSLY |
| Resolution 036-19 | MOVED by Councillor Kirk that Bylaw 422-19 Utility Billing receive 3 rd Reading | CARRIED |

BUSINESS

**10.1 – RFD Picnic
 Tables Campground**

- | | | |
|-------------------|---|----------------|
| Resolution 037-19 | MOVED by Councillor Kirk that the purchase 6 new picnic tables for the campground. | CARRIED |
|-------------------|---|----------------|

**10.2 – RFD Credit Card
 Policy Update**

- | | | |
|-------------------|---|----------------|
| Resolution 038-19 | MOVED by Deputy Mayor Weir that the Council the Public Works operator be issued a credit card in the amount of \$1,000 and the CAO credit limit be reduced to \$4000 | CARRIED |
|-------------------|---|----------------|

**10.3 – FYI Peaks to
 Prairies**

Administration working to update agreement before sending to ATCO.
 Council Requested copy of letter from lawyer

**10.4 – RFD EDC
 Appointment**

- | | | |
|-------------------|--|----------------|
| Resolution 040-19 | MOVED by Deputy Mayor Weir that the Council appointment Jeff Nelson to the Economic Development Committee for a two year term | CARRIED |
|-------------------|--|----------------|

**10.5 – RFD EDC 2019
 Budget for Branding**

- | | | |
|-------------------|--|----------------|
| Resolution 041-19 | MOVED by Councillor Kirk that the Council approve \$5000 for the Branding Committee and it be held in reserve until it is expended. | CARRIED |
|-------------------|--|----------------|

**10.6 – RFD EDC
 Advertising Rates for
 Newsletter**

- | | | |
|-------------------|--|----------------|
| Resolution 042-19 | MOVED by Deputy Mayor Weir that the Council establish advertising rate for commercial ads in the Village newsletter. 1/8 page - \$30, 1/4 page - \$50, 1/2 page - \$75, Full Page - \$125 based on camera ready copy supplied. The Village has the right to limit the space for ads to reduce postage expenses. | CARRIED |
|-------------------|--|----------------|

**10.7 – RFD Foothills
 Tourism Association**

- | | | |
|-------------------|---|----------------|
| Resolution 043-19 | MOVED by Mayor Wight that the Council approve Deputy Mayor Weir to attend or a representative of EDC | CARRIED |
|-------------------|---|----------------|

**10.8 – School Zone
 Letter**

- | | | |
|-------------------|---|----------------|
| Resolution 044-19 | MOVED by Mayor Wight that administration write a letter to Dept of Highways. Foothills School Division is writing at letter. Put in news letter. | CARRIED |
|-------------------|---|----------------|

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CORRESPONDENCE

Fortis 2019 Approved Distribution Rates
Marigold Library Levy

Resolution 045-19 **MOVED** by Mayor Wight that the Council receive correspondence for information. Invite Michelle Toombs to a Council meeting. March/April **CARRIED**

CLOSE MEETING

MOVED by Mayor Wight that the Council close the meeting to the public under "Personnel - FOIP Div 2, Section 17 at 8:55 p.m.

Resolution 046-19 **CARRIED**

Resolution 047-19 **MOVED** by Mayor Wight that the Council return to the public meeting at 9:30 P.m. **CARRIED**

Checked door to invited any public back into meeting.

ADJOURNMENT

Resolution 048-19 **MOVED** by Mayor Wight adjourned the meeting at 9:31 p.m. **CARRIED**

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, March 6, 2019 in
Longview Village commencing at 6:30 p.m.

PRESENT

Mayor Kathie Wight
Deputy Mayor Christina Weir
Chief Administrative Officer Dale Harrison

Councilor Len Kirk absent

1 people in the gallery

CALL TO ORDER

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

AGENDA

Resolution 049-19

Misc followup

BUSINESS

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

CARRIED

**Bylaw 420-19 Council
Procedure**

Review draft version of the bylaw make changes and present at the
March 25th Council meeting

**Bylaw 403-17 Animal
Control**

Post postponed for future meeting of COW

ADJOURNMENT

Resolution 050-19

MOVED by Mayor Wight to adjourn the meeting at 9:06 p.m.

CARRIED

Mayor

CAO



VILLAGE OF LONGVIEW
CAO REPORT TO COUNCIL

TO: Council
FROM: Dale Harrison
SUBJECT: CAO Report for Feb 15-Mar 20, 2019
DATE: March 20, 2019

Development:

- EV Charging Station – Legal, insurance checking
- Development Permit 1 Commercial, 1 Residential Renovation, 1 pending House Construction
- Safety Codes Annual Internal Inspection
- Foothills County redesignation of Solar project land
- MSI grant – SFE submitted
- MSI Capital Project submission
- Federal Gas Tax Capital Project Submission

Financial:

- Auditors in for 2018 year-end
- Handling Accounts Payable
- Reviewing funding between AMWWP and SCP for upgrades.
- Updated YTD Reporting software
- Submitted Grant funding document for WTP

Public Works / Infrastructure

- Ordered new picnic tables for campground
- Construction Meeting – WTP
- Ab Environment – Water License and staffing
- 2 water line breaks
- AB Transportation School Speed zone signs
- Review Annual Water System Report
- Water Meter replacement

Bylaw

- Council Procedure Bylaw changes

Tax & Assessment

- New files for 2019 tax

Office

- Attempt to arrange facilitator for Strategic Planning Public Meeting
- Cheque for Deposit on Seniors Bus
- Advertised for Financial Clerk, review resumes
- IT issues – spam and software

Meetings

- February EDC
- March Committee of the Whole
- Eden Valley Econ Dev Grant 2x
- Joint Steering Committee - BD
- Attended Asset Management Cohort Conference followup
- Solar Project – Conference Call

Village of Longview Municipal Enforcement

Report to Council February 2019

Stats are compiled from the month of February 2019 .

Tickets Issued	Face value	Highest speed(s) clocked	Other violations	Expected return
29	\$8852	30 Zone 55km/hr-30 49km/hr-30 50 Zone 109km/hr-50 91 km/hr-50 86 km/hr-50 81km/hr-50 70 Zone- 116 km/hr-70 100 km/hr-70x 2	Operate unregistered motor vehicle on highway 6 NO valid insurance x3 3 Mandatory court appearances Unsafe U Turn-x1 Hold handheld cell x 1	\$5311.20

September Events

Slower Traffic Flow –

Not all speeds were added just top speeds were added.

Mandatory Court appearances 3 - Expected Return is approximate until mandatory courts dates have passed.

3 School Visits-

.

L.V



Royal Canadian
Mounted Police

Gendarmerie royale
du Canada



Mayors Report

2018-03-11

Joint Steering Committee

Prepared by: S/Sgt D. Helgeson

Detachment Commander

Turner Valley RCMP Detachment

Date: 2018-03-11



Detachment Resources

Turner Valley Detachment consists of one Staff Sergeant (Detachment Commander), two Corporals (Supervisors), seven Constables and two Enhanced Constables for Eden Valley (Tripartite Agreement). There are three Public Servants who support operations (two PPSA for Turner Valley and one CTA for Eden Valley).

The Detachment currently has one vacant Constable position that has been filled and he will be arriving this spring.

We have entered into an enhanced Policing Initiative with Foothills County. Two shifts approximately, 20 hrs a week, is designated to the Foothills County for patrols, visibility and crime reduction efforts. The initiative has been a huge success to date and there has been lots of positive feedback.

Detachment Performance Plans Priorities

Priorities for this past year have been Crime Reduction/ Habitual Offender Management (Targeting repeat offenders), and Member wellness.

The 2019 Priorities will be Employee Wellness, Community Engagement, and Crime Reduction Strategy.

Detachment Maintenance and Equipment

No issues or concerns.

Crime Statistics and Trends

SAD Provincial Detachments

A comparison of December 2017 and December 2018 saw a 11% decrease in Criminal Code offences from December 2017. The Year to Date data from 2018 saw a 4% decrease from 2017 (1,066 less offences this year than last).

Points of Interest:

- Like the Municipal Crime Stats, Person Crimes are at a 5 year high (6% increase from 2017 to 2018 –YTD).
- Property Crime saw a Year to Date decrease of 10% from 2017.

This contributes to the lowest amount of Property Crime since the same period (January to December) in 2015 (2015:11,676 and 2018: 13,782).

- There were 6 Fatal Motor Vehicle Collisions in the month of December 2018 (In the following detachment areas: Gleichen, Oyen, Redcliff, Strathmore, Sundre, and Turner Valley).

This brings the total number of fatalities for 2018 to 68, which is a five-year low.

False Alarms are showing a 26% decrease from 2017 (YTD).

Policing Partners

Turner Valley RCMP Members continue to participate in school events, including security planning. (Lockdowns)

The Citizens on Patrol (COP) program is growing and is patrolling.

Foothills Victim Services continues to be utilized regularly by the RCMP, they provide a critical service to victims of crime.

High Country Rural Crime Watch is a strong partner with the Turner Valley RCMP, we share information with them and their members are a source of information on activities in the Rural area's for the RCMP.

The Auxiliary Program has come out with a three tiered system, Police or Constable has been removed from it as well. A third tier where operational policing will be provided is still under review. No update at this time.

Village of Longview - Turner Valley Detachment
Crime Statistics
January - December, 2015 - 2018

January-04-19

CATEGORY	Trend	2015	2016	2017	2018
Homicides & Offences Related to Death		0	0	0	0
Robbery		0	0	0	0
Sexual Assaults		0	0	0	0
Other Sexual Offences		0	0	0	0
Assault		1	5	3	0
Kidnapping/Hostage/Abduction		0	0	0	0
Extortion		0	0	0	0
Criminal Harassment		0	1	1	0
Uttering Threats		2	1	2	2
Other Persons		0	0	0	0
TOTAL PERSONS		3	7	6	2
Break & Enter		0	1	2	2
Theft of Motor Vehicle		1	0	1	0
Theft Over \$5,000		0	1	1	0
Theft Under \$5,000		10	14	9	9
Possn Stn Goods		1	0	0	1
Fraud		0	3	1	5
Arson		0	0	0	0
Mischief To Property		6	2	5	7
TOTAL PROPERTY		18	21	19	24
Offensive Weapons		0	0	1	0
Public Order		0	0	0	0
Disturbing the peace		5	3	2	8
OTHER CRIMINAL CODE		5	4	5	4
TOTAL OTHER CRIMINAL CODE		10	7	8	12
TOTAL CRIMINAL CODE		31	35	33	38

**Village of Longview - Turner Valley Detachment
Crime Statistics
January - December, 2015 - 2018**

CATEGORY	Trend	2015	2016	2017	2018
Drug Enforcement - Production		0	0	0	0
Drug Enforcement - Possession		0	0	2	2
Drug Enforcement - Trafficking		0	1	1	0
Drug Enforcement - Other		0	0	0	0
Total Drugs		0	1	3	2
Federal - General		1	0	0	0
TOTAL FEDERAL		1	1	3	2
Liquor Act		5	7	1	2
Other Provincial Stats		2	4	1	1
Total Provincial Stats		7	11	2	3
Municipal By-laws Traffic		0	0	0	0
Municipal By-laws		4	1	0	5
Total Municipal		4	1	0	5
Fatals		0	0	0	0
Injury MVC		0	0	0	0
Property Damage MVC (Reportable)		4	1	2	2
Property Damage MVC (Non Reportable)		0	0	0	1
TOTAL MVC		4	1	2	3
Provincial Traffic		7	4	4	4
Other Traffic		1	1	0	0
Criminal Code Traffic		1	3	2	2
Common Police Activities					
False Alarms		3	4	4	2
False/Abandoned 911 Call and 911 Act		4	1	1	2
Suspicious Person/Vehicle/Property		14	2	7	5
Persons Reported Missing		0	0	2	0

**Turner Valley Provincial Detachment
Crime Statistics (Actual)
January to February: 2014 - 2019**

All categories contain "Attempted" and/or "Completed"

March-04-19

CATEGORY	Trend	2014	2015	2016	2017	2018	2019	% Change 2014 - 2019	% Change 2018 - 2019	Avg File +/- per Year
Homicides & Offences Related to Death		0	0	0	0	0	0	N/A	N/A	0.0
Robbery		0	0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		1	3	2	1	1	1	0%	0%	-0.2
Other Sexual Offences		1	3	0	2	0	1	0%	N/A	-0.2
Assault		35	16	25	19	12	19	-46%	58%	-2.8
Kidnapping/Hostage/Abduction		0	0	0	4	0	0	N/A	N/A	0.1
Extortion		0	0	2	0	0	1	N/A	N/A	0.1
Criminal Harassment		0	5	4	0	0	4	N/A	N/A	0.0
Uttering Threats		6	2	8	16	2	6	0%	200%	0.2
TOTAL PERSONS		43	29	41	42	15	32	-26%	113%	-2.7
Break & Enter		5	6	8	15	7	10	100%	43%	1.0
Theft of Motor Vehicle		0	1	3	3	5	7	N/A	40%	1.3
Theft Over \$5,000		0	2	2	2	2	2	N/A	0%	0.3
Theft Under \$5,000		14	15	21	25	23	15	7%	-35%	0.9
Possn Stn Goods		1	0	4	2	6	6	500%	0%	1.2
Fraud		5	7	9	7	5	10	100%	100%	0.5
Arson		0	0	0	1	0	0	N/A	N/A	0.0
Mischief To Property		29	37	24	28	38	33	14%	-13%	0.8
TOTAL PROPERTY		54	68	71	83	86	83	54%	-3%	6.0
Offensive Weapons		2	1	6	4	6	3	50%	-50%	0.5
Disturbing the peace		8	19	12	8	12	12	50%	0%	-0.1
Fail to Comply & Breaches		24	19	14	25	26	13	-46%	-50%	-0.7
OTHER CRIMINAL CODE		10	5	2	5	6	5	-50%	-17%	-0.5
TOTAL OTHER CRIMINAL CODE		44	44	34	42	50	33	-25%	-34%	-0.8
TOTAL CRIMINAL CODE		141	141	146	167	151	148	5%	-2%	2.5

**Turner Valley Provincial Detachment
Crime Statistics (Actual)
January to February: 2014 - 2019**

All categories contain "Attempted" and/or "Completed"

March-04-19

CATEGORY	Trend	2014	2015	2016	2017	2018	2019	% Change 2014 - 2019	% Change 2018 - 2019	Avg File +/- per Year
Drug Enforcement - Production		0	1	0	0	0	0	N/A	N/A	-0.1
Drug Enforcement - Possession		1	3	5	3	10	1	0%	-90%	0.5
Drug Enforcement - Trafficking		1	1	2	2	8	0	-100%	-100%	0.5
Drug Enforcement - Other		2	1	1	0	1	2	0%	100%	0.0
Total Drugs		4	6	8	5	19	3	-25%	-84%	0.9
Cannabis Enforcement		0	0	0	0	0	0	N/A	N/A	0.0
Federal - General		3	6	1	1	3	0	-100%	-100%	-0.7
TOTAL FEDERAL		7	12	9	6	22	3	-57%	-86%	0.2
Liquor Act		10	5	9	4	3	0	-100%	-100%	-1.7
Cannabis Act		0	0	0	0	0	0	N/A	N/A	0.0
Mental Health Act		8	10	16	9	11	13	63%	18%	0.6
Other Provincial Stats		22	41	22	27	20	15	-32%	-25%	-2.7
Total Provincial Stats		40	56	47	40	34	28	-30%	-18%	-3.8
Municipal By-laws Traffic		0	0	1	1	0	0	N/A	N/A	0.0
Municipal By-laws		3	6	3	4	6	4	33%	-33%	0.2
Total Municipal		3	6	4	5	6	4	33%	-33%	0.2
Fatals		0	0	0	0	0	0	N/A	N/A	0.0
Injury MVC		7	5	4	3	4	5	-29%	25%	-0.4
Property Damage MVC (Reportable)		44	37	46	51	57	39	-11%	-32%	1.1
Property Damage MVC (Non Reportable)		11	8	8	10	13	15	36%	15%	1.1
TOTAL MVC		62	50	58	64	74	59	-5%	-20%	1.8
Provincial Traffic		72	103	85	59	154	182	153%	18%	19.3
Other Traffic		1	2	0	0	3	1	0%	-67%	0.1
Criminal Code Traffic		24	14	13	13	6	8	-67%	33%	-3.0
Common Police Activities										
False Alarms		18	13	20	35	38	10	-44%	-74%	1.4
False/Abandoned 911 Call and 911 Act		13	15	12	6	6	8	-38%	33%	-1.7
Suspicious Person/Vehicle/Property		9	21	29	35	34	51	467%	50%	7.3
Persons Reported Missing		2	4	9	2	5	7	250%	40%	0.6
Spousal Abuse - Survey Code (Reported)		18	13	26	21	9	19	6%	111%	-0.3

Village daily tasks

Feb 18

STAT

Feb 19

Daily routine, Install plow on truck and check over, Snow removal.

Feb 20

Daily routine, Snow removal.

Feb 21

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

Feb 22

Daily routine, Garbage pick-up, Snow removal.

Feb 25

Daily routine, Snow removal.

Feb 26

Daily routine, Snow removal.

Feb 27

Daily routine, Snow removal.

Feb 28

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



village daily tasks

Mar 1

Daily routine, Snow removal, Garbage pick-up, Utility readings.

Mar 4

Daily routine, Snow removal.

Mar 5

Daily routine, Snow removal, Dig out fire Hydrants and storm drains.

Mar 6

Daily routine, Change sign board and pick-up garbage from community hall, Snow removal, Investigate possible water leak at 302 Twin cities dr, Locate water leak in residents crawl space and shut off water at curb stop, Do chlorine test from sump pump basin at 304 Twincities dr.

Mar 7

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

Mar 8

Daily routine, Garbage pick-up, Pick-up supplies in BD, Thaw out sewer line and replace toilet tank valve at WTP.

Mar 11

Daily routine, Repair front counter top in office, Snow removal.

Mar 12

Daily routine, Misc small jobs around shop and shop yard, Thaw down spouts at community hall.

Mar 13


Daily routine, Snow removal, Clean out storm drains.

Mar 14

Daily routine, Sweep sidewalk at office, Change sign board, Unload weight from truck and load water tank, Check over truck and dump trailer, Pick-up supplies in BD, Salt storm drains in Royalties Cres.

Mar 15

Daily routine, Garbage pick-up, Pump out holding tank at WTP, Pump out vault in shop yard.



**VILLAGE OF LONGVIEW
BANK RECONCILIATION
January 31, 2019**

General Ledger ATB

Balance at	December 31, 2018		\$694,200.86
	Cash Receipts		
Plus:	Revenue	451,095.58	
Less:	Expenses	\$ (69,469.46)	
	Adjustment deposited in Feb	\$ (896.63)	
Balance at	January 31, 2019		<u>\$1,074,930.35</u>

ATB General Bank Account

Balance	January 31, 2019		<u>\$1,105,467.34</u>
	Split Deposit from Dec/Feb	(\$1,546.99)	
Less:	Outstanding Cheques	(\$28,990.00)	
Plus:	Outstanding Deposit		
Balance at	January 31, 2019		<u>\$1,074,930.35</u>

Total on Deposit

			<u>\$1,074,930.35</u>
Less: amount held for grants		(\$502,062.00)	
amount held in reserves		(\$417,977.00)	
	Balance for operation		\$154,891.35

Other Accounts

RBC Recreation Committee Account	January 31, 2019	\$8,044.39	
RBC GIC - Development Deposit		\$0.00	
Total Cash on Deposit as of	January 31, 2019		<u>\$1,082,974.74</u>

**VILLAGE OF LONGVIEW
BANK RECONCILIATION
February 28, 2019**

General Ledger ATB

Balance at	January 31, 2019	\$1,074,930.35
	Cash Receipts	
Plus:	Revenue	67,925.91
Less:	Expenses	\$ (158,579.19)
	Adjustment (deposited in Dec, Jan & Mar)	\$ (2,766.59)
Balance at	February 28, 2019	<u>981510.48</u>

ATB General Bank Account

Balance	January 31, 2019	<u>\$1,081,856.77</u>
Less:	Split Deposit January	(\$896.63)
	Outstanding Cheques	(\$97,902.67)
	Previous Month Adjustments	(\$1,546.99)
Balance at	February 28, 2019	<u>\$981,510.48</u>

Total on Deposit **\$981,510.48**

Less: amount held for grants	(\$502,062.00)	
amount held in reserves	(\$417,977.00)	
	Balance for operation	\$61,471.48

Other Accounts

RBC Recreation Committee Account	February 28, 2019	\$8,057.71
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Total Cash on Deposit as of	February 28, 2019	<u>\$989,568.19</u>
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**2019 Village of Longview
Accounts Payable Cheque List**

From: 2019/02/01 To: 2019/02/28

Vendor Name	Purpose	Cheque	Date	Amount
Contain-A-Way Services		9007	2019/02/06	\$158.18
Digitex Canada Inc.		9008	2019/02/06	\$171.29
Eastlink		9009	2019/02/06	\$48.43
Foothills Regional Emergency		9010	2019/02/06	\$2336.27
Government of Alberta, Land		9011	2019/02/06	\$10.00
Harrison, Dale		9012	2019/02/06	\$227.20
Marigold Library System		9013	2019/02/06	\$1888.05
Range Mobility, Inc.		9014	2019/02/06	\$5569.31
Receiver General		9015	2019/02/06	\$3166.94
Rona Building Supply		9016	2019/02/06	\$399.77
Superior Safety Codes Inc.		9017	2019/02/06	\$47.63
Telus Communications		9018	2019/02/06	\$279.87
Telus Mobility		9019	2019/02/06	\$350.83
Weir, Christina		9020	2019/02/06	\$358.20
Aaron Drilling Inc.		9021	2019/02/13	\$252.00
AMSC - P-Card		9022	2019/02/13	\$36.99
AMSC Insurance Services Ltd.		9023	2019/02/13	\$10586.55
Caumartin, Justin		9024	2019/02/13	\$51.88
Convergia Networks Inc.		9025	2019/02/13	\$4.17
Foothills Regional Service		9026	2019/02/13	\$376.00
High River Home Hardware		9027	2019/02/13	\$61.07
Iron Mountain Canada		9028	2019/02/13	\$49.90
Longview Fas Gas		9029	2019/02/13	\$536.16
Majchrowski, Nicki		9030	2019/02/13	\$600.00
MPE Engineering Ltd (billing)		9031	2019/02/13	\$13647.00
VWR		9032	2019/02/13	\$735.32
Alberta Municipal Services		9033	2019/02/21	\$5170.89
ATB Financial Mastercard		9034	2019/02/21	\$1452.68
Eastlink		9035	2019/02/21	\$94.45
G.M. Mechanical		9036	2019/02/21	\$598.89
Telus Communications		9037	2019/02/21	\$463.05
Caumartin, Justin		9038	2019/02/27	\$65.00
CDM Mechanical		9039	2019/02/27	\$82183.57
Folkard, June		9040	2019/02/27	\$65.00
Murray Chrysler		9041	2019/02/27	\$32.45
Receiver General		9042	2019/02/27	\$5145.89
Westwinds Communities		9043	2019/02/27	\$6523.31
Wight, Kathie		9044	2019/02/27	\$1015.02

38 cheques for 144759.21

	2018 Interim Budget	2018 Actual	2019 Actual	Total Number of Trx Posted	Last Trx Post Date	2019 Budget Minus Actual Variance Amount	2019 Percent % Variance
Summary							
Total General Revenue	\$ (566,814.00)	\$ (580,072.98)	\$ (19,178.42)	19		\$ (547,635.58)	3%
Total Legislative Revenue	\$ -	\$ (7,901.87)	\$ -	0		\$ -	100%
Total Administration Revenue	\$ (29,180.00)	\$ (60,192.26)	\$ (1,599.30)	27		\$ (27,580.70)	5%
Total Protective Services Revenue	\$ (66,800.00)	\$ (85,224.00)	\$ (11,393.00)	54		\$ (55,407.00)	17%
Total Emergency Services Revenue	\$ -	\$ -	\$ -	0		\$ -	100%
Total Common Services Revenue	\$ -	\$ -	\$ -	0		\$ -	100%
Total Roads & Sidewalks Revenue	\$ (17,000.00)	\$ (14,788.72)	\$ -	0		\$ (17,000.00)	0%
Total Utility Service Revenues	\$ (207,050.00)	\$ (253,482.23)	\$ (3,047.21)	19		\$ 193,023.49	1%
Total Planning & Development Revenue	\$ (4,000.00)	\$ (6,221.68)	\$ (304.40)	1		\$ (3,695.60)	8%
Total Community Services Revenue	\$ (61,720.00)	\$ (62,179.84)	\$ (3,632.00)	235		\$ (58,088.00)	6%
Revenue	\$ (952,564.00)	\$ (1,070,063.58)	\$ (39,154.33)			\$ (516,383.39)	
Total General Expenditures	\$ 149,314.00	\$ 149,315.02	\$ 6,523.31	1		\$ 142,790.69	4%
Total Legislative Expenditures	\$ 33,300.00	\$ 25,015.51	\$ 1,407.24	12		\$ 31,892.76	4%
Total Administration Expenditures	\$ 242,805.00	\$ 240,883.79	\$ 42,406.55	103		\$ 200,398.45	17%
Total Protective Services Expenditures	\$ 81,700.00	\$ 83,069.22	\$ 10,541.98	25		\$ 71,158.02	13%
Total Emergency Services Expenditures	\$ 50.00	\$ 295.30	\$ 2,336.27	1		\$ (2,286.27)	4673%
Total Common Services Expenditures	\$ 81,850.00	\$ 76,761.34	\$ 10,170.88	30		\$ 71,679.12	12%
Total Roads & Sidewalks Expenditures	\$ 17,600.00	\$ 17,649.92	\$ 1,625.56	4		\$ 15,974.44	9%
Total Utility Service Expenditures	\$ 251,701.00	\$ 308,358.37	\$ 12,588.39	43		\$ 156,125.38	38%
Total Planning & Development Expenditures	\$ 4,480.00	\$ 6,823.04	\$ -	1		\$ 4,480.00	0%
Total Community Services Expenditures	\$ 82,453.00	\$ 73,991.16	\$ 5,328.73	37		\$ 77,124.27	6%
Expenditures	\$ 945,253.00	\$ 463,306.87	\$ 92,928.91			\$ 769,336.86	
Net General	\$ (417,500.00)	\$ (430,757.96)	\$ (12,655.11)	20		\$ (404,844.89)	3%
Net Legislative	\$ 33,300.00	\$ 17,113.64	\$ 1,407.24	12		\$ 31,892.76	4%
Net Administration	\$ 213,625.00	\$ 180,691.53	\$ 40,807.25	130		\$ 172,817.75	19%
Net Protective Services	\$ 14,900.00	\$ (2,154.78)	\$ (851.02)	79		\$ 15,751.02	-6%
Net Emergency Services	\$ 50.00	\$ 295.30	\$ 2,336.27	1		\$ (2,286.27)	4673%
Net Common Services	\$ 81,850.00	\$ 76,761.34	\$ 10,170.88	30		\$ 71,679.12	12%
Net Roads & Sidewalks	\$ 600.00	\$ 2,861.20	\$ 1,625.56	4		\$ (1,025.56)	271%
Net Utility Service	\$ 44,651.00	\$ 54,876.14	\$ 9,541.18	62		\$ 349,148.87	0%
Net Planning & Development	\$ 480.00	\$ 601.36	\$ (304.40)	2		\$ 784.40	-63%
Net Community Services	\$ 20,733.00	\$ 11,811.32	\$ 1,696.73	272		\$ 19,036.27	8%
Total Annual Amortization Expenditures	\$ -	\$ -	\$ -	0		\$ -	100%
Net Deficit (Surplus)	\$ (7,311.00)	\$ (87,900.91)	\$ 53,774.58			\$ 252,953.47	
Revenue from Balance Sheet		\$ (965,688.90)	\$ (39,154.33)		\$ (397,026.28)	Grants	
Expenditure from Balance Sheet		\$ 463,306.87	\$ 92,928.91		\$ 82,987.23	Capital Expense	
Net Deficit (Surplus)		\$ (502,382.03)	\$ 53,774.58				



**VILLAGE OF LONGVIEW
REQUEST FOR COUNCIL DECISION**

Agenda Item #: 10.1

Date: January 13, 2017
Title: Inter-Municipal Subdivision and Appeal Board Agreement
Submitted by: Dale Harrison, CAO

Recommendation: MOVED by _____ that the Village of Longview accept the proposed updated version of the ISDAB Agreement between Longview, Black Diamond, and Turner Valley.

Alternatives:

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

Background: The Intermunicipal Subdivision and Development Appeal Board is established by Municipal Council, in accordance to Part 17 of the MGA. Their mandate is to hear appeals regarding decisions that have been made by the municipality's subdivision and development authority. In Longview this body is known as the Municipal Planning Commission (MPC). MPC is a committee established by Council and is the Development Authority that makes decisions on discretionary uses and any other matter as referred by the Development Officer and/or Council. Applications brought forth are typically development permits, subdivisions and stop orders. A decision related to a development permit application can be appealed by those affected by the decision of the Development Authority which results in the application being sent to the ISDAB for hearing.

The ISDAB is a statutory body intended to carry out an independent adjudicative function that hears appeals. It is an administrative board mandated by the MGA, Section 17 that must consider all provincial land use policies, Land Use Bylaw 03-869 as amended, and any other relevant plans and policies in place before rendering a decision on the appeal.

A review of the ISDAB Agreement was initiated when Black Diamond, Longview and Turner Valley were finding it difficult to acquire quorum for ISDAB hearings in late 2018. The updated agreement will be mutually beneficial for all three municipalities as it provides for additional members to the Board. Further to this, the MGA amendments regarding SDAB boards were reviewed and administration has updated the agreement to reflect these changes. Mandatory training for Board members is now reflected in the agreement, specifics to terminology captured, and a fee structure indicated. A general housekeeping of the bylaw was also completed.

Implications:

*Policy, Statutory
Plans, Legislative:*

Financial: N/A

Communications: Notices posted at Council meetings

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

AN AGREEMENT DATED THIS _____ DAY OF _____, 2019

BETWEEN

TOWN OF TURNER VALLEY

“Turner Valley”

and

TOWN OF BLACK DIAMOND

“Black Diamond”

and

VILLAGE OF LONGVIEW

“Longview”

(Hereinafter collectively referred to as the “Municipalities”)

**TURNER VALLEY, BLACK DIAMOND, AND LONGVIEW INTERMUNICIPAL SUBDIVISION
AND DEVELOPMENT APPEAL BOARD AGREEMENT**

WHEREAS Section 627 of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, as amended, authorizes municipalities to enter into an agreement to establish an Intermunicipal Subdivision and Development Appeal Board:

AND WHEREAS the Councils for the respective Municipalities have determined that it is appropriate to establish an Intermunicipal Subdivision and Development Appeal Board for the purposes of hearing appeals from decisions made by the planning and development authority of each respective municipality.

NOW THEREFORE in consideration of the premises and mutual terms, conditions and covenants to be observed and performed by each of the parties hereto, the Municipalities agree as follows:

1. DEFINITIONS

- a. **“Act”** means the *Municipal Government Act*, R.S.A. 2000, Chapter M-26 as amended from time to time.
- b. **“Appellant”** means a person who, pursuant to the Act, has served a notice of appeal on the Intermunicipal Subdivision and Development Appeal Board.
- c. **“Chief Administrative Officer (“CAO”)** means the position established by bylaw to which the administrative head of the Municipality is appointed by Council.
- d. **“Clerk”** means the person(s) appointed by each municipality to act as the clerk for the ISDAB.
- e. **“Council”** means the individual Councils of the Town of Turner Valley, the Town of Black Diamond and the Village of Longview.

- f. **“Designated Officer”** means a person appointed to a position established under Section 210(1).
- g. **“Development Application”** means an application made to the Development Authority of Turner Valley, Black Diamond or Longview in accordance with their respective Land Use Bylaw for the purpose of obtaining a Development Permit.
- h. **“Development Authority”** means the person or committee established by Council to exercise the functions of a Development Authority under the Act, on behalf of the municipality.
- i. **“Development Permit”** means a document authorizing a development issued in accordance with the respective Land Use Bylaws of Turner Valley, Black Diamond or Longview.
- j. **“Intermunicipal Subdivision and Development Appeal Board (“ISDAB”)** means the appeal board established by the municipalities by this Agreement pursuant to Sections 627 and 628 of the Act.
- k. **“Member”** means a member of the ISDAB.
- l. **“Municipality”** means the Municipal Corporation of the Town of Turner Valley, the Town of Black Diamond and the Village of Longview.
- m. **“Quorum”** means three (3) members of the ISDAB to act at a hearing.
- n. **“Subdivision Authority”** means a person or committee appointed by Council to exercise subdivision powers and duties on behalf of the municipality.

All other terms used in this Agreement shall have the meaning assigned to them in the “Act”.

2. ESTABLISHMENT

- a. The Intermunicipal Subdivision and Development Appeal Board is hereby established according to Section 627.1(b) of the Municipal Government Act.
- b. The ISDAB has all the powers, duties and responsibilities of a Subdivision Development and Appeal Board under Section 627, 628, 629 and 630 of the Act and the Subdivision and Development Regulations passed pursuant to the Act.

3. MEMBERSHIP

- a. The ISDAB shall consist of a minimum seven (7) members and a maximum of eleven (11) members based on the following:
 - i. a minimum of three (3) members and a maximum of five (5) members from Turner Valley, appointed by Council,
 - ii. a minimum of three (3) members and a maximum of five (5) members from Black Diamond, appointed by Council, and
 - iii. a minimum of one (1) one member from Longview, appointed by Council.
- b. No person who is an employee of the participating municipalities, or who is a Development Authority or a Subdivision Authority for a participating municipality

shall be appointed to the Intermunicipal Subdivision and Development Appeal Board. (RSA. 2000 cM-26 s627; 2016 c24 s94.)

- c. Council by resolution may remove, at their discretion, a respective member(s) from the Intermunicipal Subdivision and Development Appeal Board at any time.
- d. By resolution of Council additional members may be appointed to the ISDAB for a specific short period of time as long as the requirements of the Act are adhered to. This enables the Board to continue conducting business and ensures quorum requirements are fulfilled.
- e. No ISDAB member shall be a Councillor for a participating municipality.
- f. Members shall adhere to the "ISDAB Procedures" set out in Schedule "A".
- g. To ensure members understand their roles and responsibilities, all members are required to undergo mandatory training approved by the Minister of Municipal Affairs (MGA 627.3(a)). Members are also required to take a mandatory refresher on SDAB training every three (3) years. Inability to complete the required training as set out in the Act, may result in a member being removed from the ISDAB.

4. ISDAB CLERK

- a. Each Municipality's CAO shall designate one or more person(s) to act as Clerk, who is a designated officer as set out in Section 627.1(3) of the Act, for their respective municipality.
- b. The responsibilities of the Clerk are as follows:
 - The Clerk must have successfully completed a training program in accordance with the Act Section 627.3(a).
 - i. complete mandatory training approved by the Minister of Municipal Affairs as set out in Section 627.1(4);
 - ii. complete required refresher on the SDAB training every three (3) years;
 - iii. ensure all statutory requirements of the ISDAB are met;
 - iv. must be a designated officer, with the required training and may be a person who holds appointment as a clerk under MGA section 456;
 - v. inform all affected parties of the appeal hearing in accordance with the Act;
 - vi. inform all members of the Board of the appeal hearing in accordance with the Act;
 - vii. compile all necessary documentation for distribution to the members;
 - viii. attend ISDAB appeal hearings relative to their respective municipality, but does not have voting privileges;
 - ix. provide services for the recording of the proceedings of the ISDAB and for retention of exhibits including all written submissions to the ISDAB;

- x. prepare the ISDAB hearing minutes including the names and addresses of all parties making representations to the ISDAB;
- xi. communicate decisions of the ISDAB to the affected parties in accordance with the Act; and,
- xii. all other matters as the ISDAB may direct.

5. MEMBER REMUNERATION

- a. Members shall be entitled to such remuneration as set out below:
 - i. four (4) hours or less (half day) - \$90.00
 - ii. four (4) hours plus (full day) - \$150.00.

6. GENERAL

- a. The fee for an appeal will be the fee as set by the respective Council from time to time.
- b. ISDAB Hearings will be held at the respective Council’s municipal office or other location as advertised in accordance with the Act.

7. ISDAB COSTS

- a. All ISDAB costs and expenses, including the costs of holding the hearing and any legal fees the ISDAB may incur, shall be paid by the respective municipality.

IN WITNESS WHEREOF, the municipalities have executed this Agreement as evidenced by the duly authorized signatures below.

TOWN OF TURNER VALLEY

Mayor

Chief Administrative Officer

TOWN OF BLACK DIAMOND

Mayor

Chief Administrative Officer

VILLAGE OF LONGVIEW

Mayor

Chief Administrative Officer

SCHEDULE "A"

INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD PROCEDURES

1. DEFINITIONS

Unless otherwise specified herein, all terms shall have the meaning assigned to them in the Agreement or, where not specified in the Agreement, in the *Municipal Government Act* (Act).

- 1.1. "**Agreement**" means the Intermunicipal Subdivision and Development Appeal Board Agreement.
- 1.2. "**Appellant**" means a person who, pursuant to the Act, has served a notice of appeal on the Intermunicipal Subdivision and Development Appeal Board.
- 1.3. "**Board**" means the ISDAB.
- 1.4. "**Clerk**" means the person(s) appointed to act as clerk for the ISDAB.
- 1.5. "**Closed Meeting**" means a closed meeting of the Board which is held in private pursuant to Section 197 of the Act.
- 1.6. "**Point of Order**" means the raising of a question by a Member with the view of calling attention to any departure from the hearing procedures, or the customary modes or proceedings in debate, or in the conduct of the Board's business.
- 1.7. "**Staff**" means an employee of the Town of Turner Valley, Town of Black Diamond, or Village of Longview.

2. APPLICATION

- 2.1. These procedures shall apply to all meetings of the Intermunicipal Subdivision and Development Appeal Board.
- 2.2. Procedure is a matter of interpretation by the Chair.

3. CHAIR

- 3.1. When a hearing is required the Board members appointed by the respective municipalities shall select a Chair for the hearing.
- 3.2. The Chair:
 - 3.2.1. shall ensure that all Board hearings are conducted in a fair and impartial manner, in accordance with the rules for such hearings as set out in Section 627 of the Act and the rules of natural justice;
 - 3.2.2. is authorized to rule that evidence presented at a hearing is irrelevant to the matter at issue and may direct the members to disregard the evidence, and
 - 3.2.3. may limit a submission if he/she determines it to be repetitious.

4. QUORUM

4.1. Three (3) Members shall constitute a quorum of the Board.

5. DECISIONS

5.1. Only Members present for the entire hearing shall participate in the making of a decision on any matter before the Board.

5.2. The decision of the majority of Members present at the meeting shall be deemed to be the decision of the whole Board.

5.3. In the event of a tie vote, the appeal shall be denied.

5.4. The Board may make its decision with or without conditions in accordance with the Act.

5.5. If an appeal is recessed for any reason following the submission of evidence, the appeal hearing may be recessed to the next scheduled meeting or to a scheduled meeting of the Board's choosing. However, only those Members present at the original hearing shall render a decision on the matter.

6. APPEAL HEARINGS

6.1. The Board shall consider and decide all subdivision and development appeals which have been properly filed in accordance with the Act.

6.2. The Board shall hold a public hearing respecting the appeal within thirty (30) days from the date of receipt of the written notice of appeal, Section 686(2).

6.3. The Board shall give at least five (5) days' notice of the hearing in accordance with the Act, Section 619(1), 686(3).

6.4. The Board shall make available for public inspection prior to the hearing all relevant documents and materials respecting the appeal, Section 686(4).

6.5. The Board shall hear from parties in accordance with the Act, Section 687(1).

6.6. Letters previously submitted to the Development Authority or Subdivision Authority will not be considered by the Board unless resubmitted for the appeal hearing. The author of the letter must be identified on the document.

6.7. The Board shall hear appeals in public, but it may at any time recess and deliberate in private according to the Act, Section 197(2.1).

6.8. If the Board desires at the hearing of the appeal, to request further technical information, legal opinions, or other assistance, it may recess the hearing pending receipt of such information.

6.9. Electronic or similar recording devices shall not be used during the hearing by anyone in attendance except the Clerk. The Board shall make and keep a written record of its proceedings which may be in the form of a summary of the evidence presented at the hearing.

6.10. The Board shall give a written decision together with the reasons for the decision within fifteen (15) days after concluding the hearing, Section 680(3).

7. HEARING PROCEDURE

- 7.1. The Chair for the meeting will call for a motion to go into public hearing and ask if appellant is present to speak to the appeal. If the appellant indicates his/her presence to speak to the appeal, then the Chair will outline the public hearing procedures.
 - 7.1.1. The Clerk will confirm that the notice of appeal has been provided to all parties in accordance with the Act.
 - 7.1.2. The Chair will ask if anyone objects to any Member hearing the appeal.
 - 7.1.3. A member of Staff will introduce the appeal and present the administrative report outlining the background to the appeal.
 - 7.1.4. The Chair shall call upon the appellant to present his/her appeal submission.
 - 7.1.5. After identifying him/herself, the appellant will be requested to present his/her appeal within a reasonable time period.
 - 7.1.6. The Chair shall then call upon any persons in attendance at the Public Hearing who are entitled to be heard by the Board under the Act, Section 687(1) and who wish to speak in favour of the appeal.
 - 7.1.7. After identifying themselves, persons or representatives of any group or persons, in favour of the appeal may address the Board in turn. The Board reserves the right to abbreviate repetitious oral submissions. Individuals may speak for a maximum of five (5) minutes. One spokesperson per petition or group may speak for a maximum of ten (10) minutes.
 - 7.1.8. The Chair shall then call upon any persons in attendance at the Public Hearing who are entitled to be heard by the Board under the Act and who wish to speak in opposition to the appeal.
 - 7.1.9. After identifying themselves, persons or representatives of any group or persons, in opposition of the appeal may address the Board in turn. The Board reserves the right to abbreviate repetitious oral submissions. Individuals may speak for a maximum of five (5) minutes. One spokesperson per petition or group may speak for a maximum of ten (10) minutes.
 - 7.1.10. The Chairperson shall then call upon the appellant and those persons in attendance at the public hearing who spoke in favor of the appeal for any rebuttal to the points raised by those who spoke in opposition to the appeal. Rebuttal comments are restricted to addressing new points raised by those who spoke in opposition to the appeal.
 - 7.1.11. After a presentation is concluded, any Member may ask the presenter relevant questions.
 - 7.1.12. After all presentations from the public have been completed, any Member may ask Staff relevant questions.
 - 7.1.13. Following the public presentation and Member questions, the Chair shall close the public hearing.

7.2. Petitions and Letters

- 7.2.1. Persons signing such petitions are deemed to have had their position advanced by the petition and accordingly they may not speak unless they remove their names from the petition.
- 7.2.2. Individuals who have submitted a letter may only address the Board on new non-repetitious information not contained in the letter.
- 7.2.3. With the Board's approval, an individual or group may submit written submissions as part of their presentation at the public hearing, by providing fifteen (15) copies of the same to the Board at the start of their presentation.

7.3. Introduction of Speakers

- 7.3.1. Persons addressing the Board shall give their name, location of residence, and indication as to whether they are speaking on their own behalf or for another person or for a group and address the Chair when responding to questions or providing information.
- 7.3.2. A person who does not identify him/herself will not be given the opportunity to address the Board.

7.4. Presentation Materials

- 7.4.1. The use of slides, maps, videos, and Power Point presentations are permitted and these materials along with any written submissions become the property of the Board as exhibits to the public hearing.

7.5 Board Deliberation

- 7.5.1 Following the close of the public hearing, the Board shall deliberate and make its decision. The Board may deliberate and make its decision in a closed meeting.

8. CONDUCT AT HEARINGS

8.1. General Public Conduct

General public in attendance at a hearing:

- 8.1.1. Shall address the board through the Chair;
- 8.1.2. Shall maintain order and quiet;
- 8.1.3. Shall not applaud or otherwise interrupt any speech or action of the Members or any other person addressing the Board; and
- 8.1.4. The Chair may order a member of the general public who disturbs or acts improperly at a hearing by words or actions be expelled. The Chair may request assistance from a Peace Officer to remove the person.

8.2 Member Conduct

8.2.1 A Member wishing to speak at a hearing shall obtain the approval of the Chair before speaking.

8.2.2 When any person is addressing the Chair, every Member shall:

8.2.2.1 remain quiet and seated;

8.2.2.2 not interrupt the speaker except on a Point of Order;

8.2.2.3 not carry on a private conversation; and,

8.2.2.4 not cross between the speaker and the Chair.

8.2.3 Each Council's Code of Conduct will be adhered to.

VILLAGE OF LONGVIEW

BY-LAW NUMBER _ 21.6 - 95

Being a By-law of the Village of Longview to establish a Subdivision and Development Appeal Board.

WHEREAS the Municipal Government Act, Chapter M-26.1, 1994 as amended, provides that a Council of a municipality must, by by-law, establish a Subdivision and Development Appeal Board; and

WHEREAS the Council of the Corporation of the Village of Longview must pass a Subdivision and Development Appeal Board By-law;

NOW THEREFORE the Council of the Corporation of the Village of Longview enacts as follows:

1. This By-law may be cited as the Village of Longview Subdivision and Development Appeal Board By-law.

2. In this By-law:

- (a) "Act" means the Municipal Government Act, Chapter M-26.1, 1994.
- (b) "Chief Administrative Officer" means the person authorized to exercise duties and responsibilities on behalf of the Municipality in the administration of the affairs of Council.
- (c) "Council" means the Council of the Village of Longview.
- (d) "Development Officer" means the person, agency or authority authorized to exercise power and duties on behalf of the Municipality in the issuance of permits for development in accordance with Land Use By-law No. 184.
- (e) "Municipality" means:
 - (i) the Corporation of the Village of Longview;
 - (ii) where the context requires, means the area of land contained within the boundaries of the Municipalities corporate limits.
- (f) "Subdivision Committee" means the person, agency, or authority authorized to exercise power and duties on behalf of the Municipality in the approval or refusal of applications for subdivision.
- (g) "Subdivision Officer" means the person or firm designated and authorized to act on behalf of the Municipality in those matters delegated to that person or firm in the performance of processing applications for subdivision approval.

ESTABLISHMENT OF SUBDIVISION AND DEVELOPMENT APPEAL BOARD

3. The Subdivision and Development Appeal Board for the Village of Longview (*hereinafter referred to as the Board*) is hereby established and shall consist of the following:
- (a) The Board shall be composed of not less than three (3) members who shall be appointed by Resolution of Council upon the adoption of the By-law.
 - (b) The majority of the Board shall be citizen members.
 - (c) Each member of the Board shall be appointed for a term specified by Resolution of Council, but in no case shall the appointment be for more than three (3) years.
 - (d) Notwithstanding clause (b), a person may be re-appointed upon the expiry of his term.
 - (e) No person who is the designated Subdivision or Development Officer or a Member of the Subdivision Committee shall be appointed to the Board.
 - (f) Vacancies shall be filled by Resolution of Council.
 - (g) Vacancies shall be considered to have occurred upon:
 - (i) a member ceasing to reside in the Municipality;
 - (ii) death of a member;
 - (iii) resignation of a member or upon ceasing to hold office as a Councillor;
 - (iv) retirement of a member;
 - (v) being absent for three (3) consecutive meetings;
 - (vi) for cause.
 - (h) The members of the Board shall elect from its membership a Chairman and a Vice-Chairman.
 - (i) Elections of the Chairman and Vice-Chairman shall occur at the first meeting of the Board after the adoption of this By-law, and every first meeting of the Board following Council's organization meeting of each calendar year thereafter.
 - (j) In the event of absence or inability of the Chairman to preside at a meeting, the Vice-Chairman shall preside.
 - (k) In the event of absence or inability of both the Chairman and Vice-Chairman to preside at a meeting, the members present, in constitution a quorum shall elect one of its members to preside as Chairman for that meeting.

- (l) All appointees shall be required to disclose any conflict of interest in the same manner as required of an elected official under the provisions of the Act.
- (m) If a conflict is declared, that member shall not sit or vote on that item before the Board.
- (n) Council, by resolution, shall appoint a Secretary to the Board, who shall not have a vote.
- (o) Three (3) members of the Board present shall constitute a quorum.
- (p) The setting of fees for any matter coming before the Board shall be established by resolution of Council.

DUTIES AND RESPONSIBILITIES

- 4. The Board:
 - (a) Shall hold a public hearing on an appeal by any person affected by a decision of the Subdivision or the Development on a subdivision application or development approval.
 - (b) Shall hold a public hearing on an appeal by a person affected by an order issued by the Development Authority under Section 645 of the Act.
 - (c) May meet as frequently as is necessary, but it shall meet and hold a public hearing within thirty (30) days from the receipt of written notice of appeal.
 - (d) Upon receipt of a written notice of appeal, shall meet and establish a date, time and place for the public hearing and shall give at least five (5) days notice in writing of the public hearing to:
 - (i) the appellant;
 - (ii) the Subdivision Committee or Development Officer;
 - (iii) the applicant, or the person acting on his behalf, if not the appellant;
 - (iv) those persons required to be notified under the Land Use By-law;
 - (v) those owners of land that are adjacent to the subject land and that were notified during the circulation of the subdivision application;
 - (vi) those government departments or agencies that the application for subdivision or development were referred to for comment;
 - (vii) any other persons that the Board considers to be affected by the appeal and should be notified;

(e) Shall make available for public inspection all relevant documents and materials respecting the appeal including the application for the subdivision or development permit, the Subdivision or Development authorities decision, the letter of appeal, or the order of the Development Officer.

(f) At the Public Hearing, shall hear:

- (i) the appellant or any person acting on his behalf;
 - (ii) the Chairman of the Subdivision Committee on subdivision applications;
 - (iii) the Development Officer on development permits or orders;
 - (iv) the Subdivision Officer on subdivision applications;
 - (v) the municipality's designated planning advisor;
 - (vi) the applicant or his agent acting on his behalf for the subdivision or development permit, if he is not the appellant;
 - (vii) any person who was served with notice of the hearing;
 - (viii) any other person who claims to be affected by the order or decision and that the Board agrees to hear;
 - (ix) consider any written submissions from any person referred to in sub-clauses (i) to (viii);
- (g) Hear appeals in public, but it may at any time deliberate in camera.
- (h) Give its decision in writing together with reasons for the decision within fifteen (15) days of the conclusion of the hearing.
- (i) Shall make and keep written records of proceedings and a summary of the evidence presented at the hearing.
- (j) In determining an appeal, shall comply with Provincial Acts and Regulations, the Municipal Development Plan and Land Use By-law, or other statutory plans affecting the land.
- (k) May confirm, revoke or vary the order, decision or any condition attached to them or make or substitute an order, decision or condition of its own.
- (l) May make an order or decision or issue or confirm the issue of a subdivision decision or development permit notwithstanding that the proposed subdivision or development does not comply with the land use regulations, if in its opinion, the proposed subdivision or development would not:

- (i) unduly interfere with the amenities of the neighbourhood, or

- (ii) materially interfere with or affect the use, enjoyment or value of the neighbouring properties.
- (m) Shall however, not allow the permanent use of land or a building not listed as a "Permitted Use" or "Discretionary Use" in the district in which the building or land is situated.

5. The Secretary shall:

- (a) Notify all members of the Board of the arrangements for the holding of the hearings and other meetings of the Board.
- (b) Ensure that notices of the hearings of the Board are given to all affected parties.
- (c) Prepare and maintain a file of written minutes of business transacted at all meetings of the Board, copies of which shall be regularly filed with Council.
- (d) Issue all notices of decision of the Board.
- (e) Carry out such other administrative duties as the Board may specify.

6. ~~Development Appeal Board By-law No. _____ is hereby repeated.~~

7. This By-law comes into full force and effect on the date of its third reading.

READ A FIRST TIME THIS 14 DAY OF September, 1995 A.D.

READ A SECOND TIME THIS 14 DAY OF September, 1995 A.D.

READ A THIRD TIME THIS 14 DAY OF September, 1995 A.D.


MAYOR


CHIEF ADMINISTRATIVE OFFICER



**VILLAGE OF LONGVIEW
REQUEST FOR COUNCIL DECISION**

Date:	March 13, 2019	Agenda Item #: 10.2
Title:	Judy Wiebe's Retirement	
Submitted by:	Christina Weir	

Recommendation:	MOVED by _____ that the Village of Longview give Judy Wiebe a cash gift of \$500 in honour of the years of service provided to the Village of Longview.	
Alternatives:	2. Defeat above motion. 3. That discussion be tabled _____ <i>(for further information or future date).</i>	

Background:	Judy has worked for the village for over 20 years and is now retiring. She has requested that no farewell party be thrown so in lieu of such an event possible monetary gift for her years of service. Suggested for discussion in the range of \$500.00
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Implications: <i>Policy, Statutory Plans, Legislative:</i>	
<i>Financial:</i>	Expense to be applied to Acct 2-11-221.

Communications:	Notices posted at Council meetings
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Attachments:	Is the documentation severed by FOIP: NO
1.	none

BYLAW 09-06
TOWN OF BLACK DIAMOND

A BYLAW OF THE TOWN OF BLACK DIAMOND FOR THE PURPOSE OF ESTABLISHING A JOINT STEERING COMMITTEE

WHEREAS the Councils for the Town of Black Diamond and the Town of Turner Valley have agreed to form a joint steering committee to explore the feasibility of increased joint delivery of services and items of mutual interest;

THEREFORE under the authority of the Municipal Government Act, S.A. 2000, Chapter M-26 Sections 145 and 146, and amendments thereto the Council of the Town of Black Diamond, in the Province of Alberta, duly assembled enact as follows:

Definitions:

“Council” shall mean the Council of the Town of Turner Valley and the Town of Black Diamond except where used to establish membership.

“Staff” shall mean an individual on the payroll of any community in a full-time, part-time, seasonal, casual or term position.

“Towns” shall mean the Town of Black Diamond and the Town of Turner Valley.

Short Title:

This Bylaw may be cited as the Town of Black Diamond “Joint Steering Committee Bylaw”

Membership:

The Joint Steering Committee (the “Committee”) shall consist of eight (8) members, as set out below, who shall be appointed or reappointed annually by the Council at the Council’s annual organization meeting. The Committee may invite staff, consultants, volunteers, special interest groups etc. to participate with the committee, but these persons/groups shall not have voting privileges. The Committee shall consist of:

Two (2) regular voting members of the Town of Black Diamond Council,
Two (2) regular voting members of the Town of Turner Valley Council,
Two (2) ~~discretionary~~ voting members each from the Village of Longview Council and the M.D. of Foothills No. 31 Council, having discretionary voting privileges, and such privileges to be determined by the four (4) regular voting members prior to the vote in question.

Alternates as appointed

**BYLAW 09-06
TOWN OF BLACK DIAMOND**

Purpose, Scope and Function:

The Purpose, scope and function of this committee is to:

1. Complete an assessment of those services where a joint delivery would be beneficial to the residents of both Towns; and
2. Jointly meet with the Village of Longview and the M.D. of Foothills to identify areas of mutual concern and to update agreements for the provision of services to area residents, including fire protection; recreation and culture; library, etc.

Chair of the Meeting:

The Chair shall be chosen at the beginning of each meeting, and shall be one of the regular voting Council members from the town hosting that meeting.

Frequency of meetings:

The Committee members shall establish a regular meeting date and time, and shall alternate locations between the Towns of Turner Valley and Black Diamond. The CAO, or their alternate, of the town hosting the meeting, shall also attend that meeting in an advisory capacity.

Quorum:

The quorum for the Regional Agenda items, where discretionary voting members shall vote as well as regular voting members, shall be a simple majority of 5.

The quorum for the Regular Agenda items, where discretionary voting members shall not be permitted to vote, shall be a simple majority of 3.

Minutes & Agenda:

The CAO or their alternate, of the town hosting the meeting shall be responsible for setting the agenda for that meeting and distributing it to each town's and both discretionary members' CAO (for distribution to their Joint Steering Committee members) at least one (1) week prior to the meeting. All agendas shall contain items that are considered to be regional in nature (agenda item No. 5 and therefore may be subject to voting by discretionary members) and items that are considered to be regular in nature (agenda item No. 6 and therefore may be subject to voting by only the regular members). The regular voting members shall indicate acceptance of the agenda, thereby authorizing discretionary voting members to vote on those specific issues that are regional in nature.

BYLAW 09-06
TOWN OF BLACK DIAMOND

The agenda shall be set out as follows:

- 1) Call to order
- 2) Selection of Chair
- 3) Adoption of agenda
- 4) Approval of the minutes from prior meeting
- 5) Regional Items:
 - a) (Example) Review of the proposed Joint Steering Committee bylaw including MD of Foothills as discretionary voting member
- 6) Regular Items:
 - a) (example) proposed joint Turner Valley / Black Diamond committee
- 7) Adjournment

The CAO or their alternate shall also be responsible for maintaining accurate written minutes of that meeting and ensuring that the minutes are submitted to each town and to both discretionary member communities within two (2) weeks after the meeting.

Accountability and Authorization:

The Committee is advisory only and as such does not have a budget. A town department, another standing or ad hoc committee or board would implement any changes/projects recommended by the Committee and approved by Council. The Committee is required to obtain authorization from Council prior to proceeding with recommended actions or commitments. All requests for changes or projects are to be handled through the appropriate CAO. No member of this committee is authorized to direct staff. This committee is directly accountable to their respective Council.

Financial:

Neither the Committee nor any member thereof shall have the power to pledge the credit of the Town of Turner Valley, the Town of Black Diamond, the Village of Longview or the M.D. of Foothills No. 31 in connection with any matters whatsoever, nor shall the said Committee or any member thereof have any power to authorize any expenditure to be charged against either Town, the Village of Longview or the M.D. of Foothills No. 31.

Bylaw 08-21 and any amendments thereto are hereby rescinded.

**BYLAW 09-06
TOWN OF BLACK DIAMOND**

This Bylaw shall come into effect on the date of its THIRD and FINAL READING.

READ A FIRST AND SECOND TIME THIS 18th day of March, A.D., 2009.

MAYOR

TOWN MANAGER

READ A THIRD TIME THIS 18th day of March, A.D., 2009.

MAYOR

TOWN MANAGER