

AGENDA
REGULAR MEETING OF THE COUNCIL OF THE VILLAGE OF LONGVIEW
In the Province of Alberta, held on Tuesday, May 21, 2019 at
Longview Community Hall at 6:30 p.m.

1.0 CALL TO ORDER

2.0 AGENDA

3.0 DELEGATIONS

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

4.0 CORRESPONDENCE FROM RESIDENTS

5.0 MINUTES

- 5.1 Minutes Regular Council Meeting – April 16, 2019
- 5.2 Minutes Committee of the Whole – May 1, 2019
- 5.3 Minutes of Budget Meeting May 10, 2019
- 5.4 Minutes of Budget Meeting May 16, 2019

6.0 REPORTS

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

7.0 FINANCIAL REPORTING

- 7.1 Bank Reconciliation April 2019
- 7.2 Accounts Payable Cheque Register – April, 2019
- 7.3 Statement of Revenue & Expenses

8.0 PUBLIC DISCUSSION

9.0 BYLAWS

- 9.1 Bylaw 420-19 Council Procedural – Redo all 3 readings

10.0 BUSINESS

- 10.1 Agenda items and material for Foothills County meeting
- 10.2 RFD - FCSS Committee vacancies.
- 10.3 RFD - EOEP Course - Municipal Corporate Planning & Finance
- 10.4 RFD - Release of M/A Letter

11.0 CORRESPONDENCE

12.0 CLOSE MEETING

FOIP Act Division 2 Section 16 (1)a (ii) One Item related to Financial Information

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. No bylaw or resolution can be passed at an in-camera meeting except a resolution to revert to the council meeting in public or to recess.

13.0 ADJOURNMENT

MINUTES OF THE REGULAR MEETING
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW
In the Province of Alberta, held on Tuesday, April 16, 2019 in
Longview Village Council Chambers commencing at 6:00 p.m.
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

Erin Gregory: Auditor Gregory, Harriman & Associates LLP

CALL TO ORDER

Mayor Wight called the meeting to order at 6:00 p.m.

AGENDA

Resolution 067-19

Add: FCSS to agenda 13:11

MOVED by Councillor Kirk that the agenda be adopted as presented.

CARRIED

DELEGATIONS

Erin Gregory – 2018 Audited Financial Statements

Resolution 068-19

MOVED by Mayor Wight that Council go to Closed Session for presentation of 2018 Auditors Management Letter under FOIP Section 24(1)(d) of FOIP Act.

CARRIED

Resolution 069-19

MOVED by Mayor Wight 6:28 that Council come out of Closed Session

CARRIED

Resolution 070-19

MOVED by Mayor Wight that Council adjourn meeting to move to the Longview Community Hall to reconvene at 6:30 p.m.

CARRIED

CALL TO ORDER

Mayor Wight called the meeting to order at 6:38 p.m. at the Longview Community Hall.

4 Public in attendance

DELEGATION

Erin Gregory – Gregory, Harriman and Associates
2018 Audited Financial Statements

Resolution 071-19

MOVED by Mayor Wight that th Village accept the Financial Report as presented.

CARRIED

**CORRESPONDENCE
FROM RESIDENTS**

**MINUTES OF
PREVIOUS MEETINGS**

Mar 25, 2019 Regular Council Meeting
April 3, 2019 Committee of the Whole
Add word Deputy Mayor on pg 3 of March 25, 2019

Resolution 072-19

MOVED by Deputy Mayor Weir that Meeting Minutes of March 25, 2019 Regular Council Meeting, and April 3, 2019 Committee of the Whole be adopted as amended.

CARRIED

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REPORTS

CAO Report

CAO Harrison summarized the report submitted to Council.

Peace Officer Report

CAO Harrison reviewed traffic fine statistics from March.

Public Works Report

Public Works Reports as submitted to Council.

Council Reports

Len Kirk

- FRESC –
 - 911 Ambulance calls currently sent to Calgary, working on compatibility,
 - includes RCMP, Foothills Fire, County of Cypress,
 - finances in good shape
- Longview Fire Department – view the gully to determine burning or ??
- April 9th Meeting with the Public no one attended

Deputy Mayor Weir –

- DARE – School District has changed the funding model
 - RCMP funding maybe transitional
 - Writing letters to teacher involved with DARE in past
- School – Principal Rhonda Bymak? Now permanent
 - Family supper night
 - School cooking for other students
 - Applied for 1st nations grant – wellness
 - Book Fair went well
- Library – easter egg hunt this Sunday
 - May 4th Highway Cleanup - \$1600
- Branding –
- EDC – Solar – grant
 - environment study
- Garbage Pickup – ride along,

Mayor Wight

- Westwinds – Okotoks bought land by No Frills to build
 - Looking at land in Turner Valley
 - Pathway Grant
 - Parking Lot paving
 - Retreat
- Mayor and Reeves
 - Barlow no support Canola dispute with China
 - New policy for training
 - No money for pipelines
 - Opioids crisis in southern Alberta
 - Highest overdoses
- FCSS – disburse funds
- Committee of the Whole –
- Birth of the Nation

MINUTES OF THE REGULAR MEETING
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Resolution 073-19	MOVED by Councillor Kirk that the reports be accepted as presented.	CARRIED
Resolution 074-19	MOVED by Mayor Wight –administration to write a letter to address lack of response to Canola trade issue.	CARRIED
FINANCIAL REPORTS		
	Bank Reconciliation – March 2019 Accounts Payable Cheque Register - March, 2019 Variance Report – March	
Resolution 075-19	MOVED by Mayor Wight that the Financial Reports be accepted as presented.	CARRIED
PUBLIC DISCUSSION		
	Ivor – thank you When will the Branding committee report Linda Givens – Peace Officer budget Solar project location	
BYLAWS		
Bylaw 420-19 Council Procedure		
Resolution 076-19	MOVED by Councillor Kirk that Bylaw 420-19 receive 2 nd Reading as amended	CARRIED
Resolution 077-19	MOVED by Deputy Mayor Weir that Bylaw 420-19 receive 3 rd Reading as amended.	CARRIED
BUSINESS		
13.1 – RFD Strawberry Tea Donation		
Resolution 078-19	MOVED by Deputy Mayor Weir that the Village donate the use of the hall and kitchen at no charge for the Strawberry Tea	CARRIED
13.2 – RFD Oilfields High School Donation		
Resolution 079-19	MOVED by Mayor Wight that the Village Oilfield High School Request for Donation be tabled to budget.	CARRIED
13.3 – RFD EV Charging Station Agreement		
Resolution 080-19	MOVED by Deputy Mayor Weir that the Village enter into the agreement to have an EV Charging Station installed with the amendments included.	CARRIED
13.4 – RFD Library Alternate Council Rep		
Resolution 081-19	MOVED by Mayor Wight that the Village removed Mayor Wight as the Alternate to the Longview Library	CARRIED

MINUTES OF THE REGULAR MEETING
 OF THE COUNCIL OF THE VILLAGE OF LONGVIEW
 In the Province of Alberta, held on Tuesday, April 16, 2019 in
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 Longview Community Hall commencing at 6:30 p.m.

**13.5 – RFD Light Up
 Longview Property
 Use Agreement**
 Resolution 082-19

MOVED by Councillor Kirk that the Village enter into the Agreement to allow Light Up Longview to use Village owned property for the purpose of lighting displays and storage of lights when not installed. As amended. **CARRIED**

**13.6 – RFD Gully
 Vegetation**
 Resolution 083-19

MOVED by Mayor Wight that the Village research the options and cost of clearing the willows on the southeast side of the gully. **CARRIED**

**13.7 – RFD Little New
 York Daze Donation**
 Resolution 084-19

MOVED by Mayor Wight that the Village defer to budget deliberations. **CARRIED**

**13.8 – RFD Longstock
 Donation**
 Resolution 085-19

MOVED by Deputy Mayor Weir that the Village donate the use of the Centennial Park, outdoor tables and chairs, snow fences, tents and no parking signs, electricity for the Annual Music festival. **CARRIED**

**13.9 – RFD
 Amendment to Grant
 and Donation Policy**
 Resolution 086-19

MOVED by Councillor Kirk that the Council give the CAO authority to approved reoccurring “In Kind Contributions” of Village assets to organizations planning events that have been approved by Council previously. **CARRIED**

**13.10 – RFD Judy
 Wiebe Retirement Gift**
 Resolution 087-19

Mayor Wight declared a conflict of interest and left the room at 8:37 p.m.

MOVED by Councillor Kirk that the Council approve a \$500 donation for a retirement gift and the Village pay pays a Judy’s lunch **CARRIED**

Mayor Wight re-entered the room at 8:42.

**13.11 – RFD FCSS
 Disbursements**

FCSS Committee recommends payment to various groups as

Youth Group	\$2,442	Library	1,500
ARC	3,400	Christmas Party	3,000
Seniors	1,842	Membership	104

MOVED by Councillor Kirk that the Council approve the FCSS disbursements. **CARRIED**

none

CORRESPONDENCE

CLOSE MEETING

Resolution 088-19

MOVED by Mayor Wight that the Council close the meeting to the public under FOIP 18(1)(e) matters before administrative tribunals affecting the local public body at 8:49 p.m. **CARRIED**

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Longview Community Hall commencing at 6:30 p.m.

Resolution 089-19 | **MOVED** by Mayor Wight that the Council return to the public meeting
at 9:07 p.m. **CARRIED**

Checked door to invite any public back into meeting.

ADJOURNMENT

Resolution 090-19 | **MOVED** by Mayor Wight adjourned the meeting at 9:10 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, May 1, 2019 in
Longview Village commencing at 6:30 p.m.

PRESENT

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

2 people in the gallery

CALL TO ORDER

Mayor Wight called the meeting to order at 6:32 p.m.

AGENDA

Resolution 091-19

Add: FCSS - Welcome Package - School Speed Signage
Councillor Kirk that the agenda be adopted as amended.

CARRIED

BUSINESS

**Garbage Bylaw
Enforcement**

Extra garbage not picked up
Letters to garbage offenders

Burn Barrels

Peace Officer to follow up the unresponsive owners

Meet with Public

Keep going until fall

Budget Dates

May 10 – 10 am, Thurs May 16 – 6:30

**Joint Meeting with
Foothills County**

Proposed dates May 23, 30, 31, June 3, 10, 13, 17, 20, 24,

Volunteer Appreciation

Thurs., June 6 – 5 pm

**Emergency
Management**

Mayor Wight is on Emergency Mgmt Committee. Need to call a meeting.

Rec Board Expectations

Part of meeting with County

Animal Control Bylaw

Revise up to Section 10 – for next COW meeting

Welcome Package

Councillor Weir to investigate

FCSS

Should have been in Agenda
FCSS board positions for organizational meeting

School Signage

Time the tickets get written in school zone – will determine whether they are over 30 or over 50. The PO will determine.

Pathway

Looking for more answers before proceeding. Letter to Mun Affairs.

ADJOURNMENT

Resolution 092-19

MOVED by Mayor Wight to adjourn the meeting at 9:22 p.m.

CARRIED

MINUTES

SPECIAL BUDGET MEETING OF THE COUNCIL OF THE VILLAGE OF LONGVIEW
In the Province of Alberta, held on Friday, May 10, 2019 at
Village of Longview Council Chambers Commencing at 10:00 a.m.

PRESENT

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

CALL TO ORDER

Mayor Wight Called Meeting to order at 10:12 am

BUSINESS

Set Dates for Hall Users

Dates for a Doodle to be sent to Hall Users to discuss outstanding issue.
June 19th or 26th or free dates from County Meeting

2019 Operating Budget

Council reviewed the budget department by department to reduce the initial deficit of approximately

2019 Capital Budget

Council tabled Capital Budget for consideration at the Council Meeting on May 16th.

ADJOURNMENT

Mayor Wight adjourned the meeting to order at 4:25 pm

Mayor

CAO

MINUTES

SPECIAL BUDGET MEETING OF THE COUNCIL OF THE VILLAGE OF LONGVIEW
In the Province of Alberta, held on Thursday, May 16, 2019 at
Village of Longview Council Chambers Commencing at 6:30 p.m.

PRESENT

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

**CALL TO
ORDER**

Mayor Wight Called Meeting to order at 6:45 pm

BUSINESS

**2019 Operating
Budget**

Council reviewed the budget department by department to reduce the initial deficit of approximately

**2019 Capital
Budget**

ADJOURNMENT

Mayor Wight adjourned the meeting to order at 9:10 pm

Mayor

CAO



VILLAGE OF LONGVIEW
CAO REPORT TO COUNCIL

TO: Council
FROM: Dale Harrison
SUBJECT: CAO Report for April 11th – May 16th, 2019
DATE: May 16, 2019

Development:

- EV Charging Station documents has all been sign and project progressing
- Two compliance certificates
- Grading plan for new house

Financial:

- Received grant \$148,000 for Solar Project
- Significant time spent working with new Finance Clerk on our processes
- Communication with AMWWP & SCP on funding
- Developed Capital budget for 2019
- Discuss Assessment changes with assessor
- Developed spreadsheet for breaking about interest income to various grants

Public Works / Infrastructure

- 10 burn barrels removed
- Water Treatment Plant – added the filter media, now starting testing, new system will be on line in two weeks then old filter will be modified. Whole project should be done end June.
- Alberta Environment Water License Renewal changes Signed Letter of Understanding
- Ordered new Water metres and sent old ones out for warranty
- Chorline level control in backwash system
- Email County on update on last 5 water meters to be installed at LNY Estates

Bylaw

- PO investigation ongoing
- Requested info from BD & TV in regards to their Peace Officer program
- Review a potential complaint against PO

Tax & Assessment

- Verified import of all assessment files in computer
- Draft Tax bylaw for 2019

Office

- Created Asset Management Strategy for Cohort
- Reviewing Post Office lease Agreement
- Posted ad for maintenance person for campground
- Sent request for Hwy closure for LNYD
- Submitted FCSS outcomes
- Letter to Alberta Transportation – re Rest Stop financial support
- Attempt to arrange Joint meeting with their Council

Meetings

- May Committee of the Whole
- 2019 Sewer Main Upgrade meet with MPE
- Solar Project – Conference Call
- 2 Budget meetings
- Met with Engineering firm interested in working with Village
- Local merchant about firework sales concerns – followed up with County Fire Dept

Village of Longview Municipal Enforcement

Report to Council May 2019

Stats are compiled from the month of April 2019 .

Tickets Issued	Face value	Highest speed(s) clocked	Other violations	Expected return
17	\$4681	30 Zone 59km/hr-30 55km/hr-30 50 Zone 95km/hr-50 92 km/hr-50 85km/hr-50 70 Zone- 129 km/hr-70 116 km/hr-70x 2	Operate unregistered motor vehicle on highway 1 Operate MV on cell x 2 1 Mandatory court appearances Seatbelt violation 1 No Drivers license x 1	\$2808.68

April Events

Was away on Vacation for majority of the month.

Steady Traffic Flow –

Mandatory Court appearances 1

- Expected Return is approximate until mandatory courts dates have passed.

6 School Visits-

**VILLAGE OF LONGVIEW
BANK RECONCILIATION
April 30, 2019**

General Ledger ATB

Balance at	April 30, 2019	\$816,160.51
adjustments	see below	0.63

Adjusted Balance	April 30, 2019	<u>\$816,161.14</u>
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ATB General Bank Account

Balance	April 30, 2019	<u>\$832,923.44</u>
Less:	Outstanding Cheques	
	April	(\$11,230.01)
	cancelled cheque	(\$5,532.29)
Plus:	Outstanding Deposit	
	Moneris banked next month	<u>(\$16,762.30)</u>
Balance at	April 30, 2019	<u>\$816,161.14</u>

difference		\$0.00
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	Total on Deposit	<u>\$816,161.14</u>
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Less:	held for general grants	(\$319,479.00)
	held for solar project	(\$148,297.00)
	held for reserves	(\$501,225.00)
	held for rec committee	(\$9,038.00)
	held for lightup	(\$2,458.00)
	held for memorial garden	(\$7,167.00)
	total held	(\$987,664.00)
		(\$171,502.86)

Other Accounts

	non at this time	\$0.00
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**2019 Village of Longview
Accounts Payable Cheque List**

From: 2019/04/01 To: 2019/04/30

Vendor Name	Purpose	Cheque	Date	Amount
A R C Society		9098	2019/04/17	\$3400.00
ATB Financial Mastercard		9099	2019/04/17	\$248.36
AUMA	Cancelled	9100	2019/04/17	\$5532.29*
Benchmark Assessment		9078	2019/04/03	\$1139.25
Black Diamond Car Wash		9086	2019/04/10	\$22.95
CASH,		9101	2019/04/17	\$500.00
CDM Mechanical		9079	2019/04/03	\$64330.53
Caumartin, Justin		9102	2019/04/17	\$65.00
Contain-A-Way Services		9080	2019/04/03	\$158.18
Digitex Canada Inc.		9087	2019/04/10	\$182.06
Eastlink		9088	2019/04/10	\$15.75
Epcor		9103	2019/04/17	\$377.18
Family & Community Support	Cancelled	9104	2019/04/17	\$104.00*
Folkard, June		9105	2019/04/17	\$65.00
Foothills County		9106	2019/04/17	\$20970.63
Foothills Regional Service		9089	2019/04/10	\$469.00
Gallup, Gaile		9090	2019/04/10	\$700.00
Government of Alberta, Land		9081	2019/04/03	\$10.00
Iron Mountain Canada		9091	2019/04/10	\$49.71
Kee-Lok Security Supplies Ltd.		9107	2019/04/17	\$36.75
Longview Library		9109	2019/04/17	\$1500.00
Longview Fas Gas		9092	2019/04/10	\$866.89
Longview Youth Group		9110	2019/04/17	\$2442.00
Longview and Area Seniors'		9108	2019/04/17	\$1842.00
MPE Engineering Ltd (billing)		9093	2019/04/10	\$18026.77
Majchrowski, Nicki		9111	2019/04/17	\$600.00
Matrix Solutions Inc.		9082	2019/04/03	\$561.33
Matrix Solutions Inc.		9112	2019/04/17	\$443.89
Range Mobility, Inc.		9113	2019/04/17	\$416.28
Rona Building Supply		9094	2019/04/10	\$119.86
Shawne Excavating & Trucking		9095	2019/04/10	\$2436.00
Shawne Excavating & Trucking		9083	2019/04/03	\$1008.00
Telus Communications		9114	2019/04/17	\$463.05
Telus Mobility		9096	2019/04/10	\$277.34
UFA		9084	2019/04/03	\$42.68
Weir, Christina		9085	2019/04/03	\$569.22
Wight, Kathie		9097	2019/04/10	\$328.68

37 cheques for 124684.34

General	2018 Interim Budget	2018 Actual	2019 Actual	Total Number of Trx Posted	Last Trx Post Date	2019 Budget		2019 Percent %
						Minus Actual	Variance Amount	
Summary								
Total General Revenue	\$ (566,814.00)	\$ (571,619.91)	\$ (41,277.19)	35		\$	(525,536.81)	7%
Total Legislative Revenue	\$ -	\$ (2,901.87)	\$ (5,000.00)	1		\$	5,000.00	100%
Total Administration Revenue	\$ (29,180.00)	\$ (44,294.83)	\$ (4,567.12)	52		\$	(24,612.88)	16%
Total Protective Services Revenue	\$ (66,800.00)	\$ (85,224.00)	\$ (31,805.00)	62		\$	(34,995.00)	48%
Total Emergency Services Revenue	\$ -	\$ -	\$ -	0		\$	-	100%
Total Common Services Revenue	\$ -	\$ -	\$ -	0		\$	-	100%
Total Roads & Sidewalks Revenue	\$ (17,000.00)	\$ (14,788.72)	\$ (5,658.36)	2		\$	(11,341.64)	33%
Total Utility Service Revenues	\$ (207,050.00)	\$ (216,817.73)	\$ (48,013.07)	49		\$	(159,036.93)	23%
Total Planning & Development Revenue	\$ (4,000.00)	\$ (6,221.68)	\$ (2,042.45)	1		\$	(1,957.55)	51%
Total Community Services Revenue	\$ (61,720.00)	\$ (78,150.69)	\$ (9,045.67)	236		\$	(52,674.33)	15%
Revenue	\$ (952,564.00)	\$ (1,020,019.43)	\$ (147,408.86)			\$	(805,155.14)	
Total General Expenditures								
Total Legislative Expenditures	\$ 149,314.00	\$ 149,315.02	\$ 43,169.88	3		\$	106,144.12	29%
Total Administration Expenditures	\$ 33,300.00	\$ 25,015.51	\$ 4,583.69	24		\$	28,716.31	14%
Total Protective Services Expenditures	\$ 242,805.00	\$ 241,110.34	\$ 77,586.68	233		\$	165,218.32	32%
Total Emergency Services Expenditures	\$ 81,700.00	\$ 83,069.22	\$ 27,799.25	55		\$	53,900.75	34%
Total Common Services Expenditures	\$ 50.00	\$ 295.30	\$ -	1		\$	50.00	0%
Total Roads & Sidewalks Expenditures	\$ 81,850.00	\$ 82,646.13	\$ 23,990.40	74		\$	57,859.60	29%
Total Utility Service Expenditures	\$ 17,600.00	\$ 17,649.92	\$ 4,600.65	12		\$	12,999.35	26%
Total Planning & Development Expenditures	\$ 251,701.00	\$ 282,019.57	\$ 39,023.88	132		\$	212,677.12	16%
Total Community Services Expenditures	\$ 4,480.00	\$ 6,823.04	\$ 46.80	2		\$	4,433.20	1%
Total Annual Amortization Expenditures	\$ 82,453.00	\$ 73,991.16	\$ 23,795.21	144		\$	58,657.79	29%
Expenditures	\$ 945,253.00	\$ 443,079.41	\$ 244,596.44			\$	700,656.56	
Net General								
Net Legislative	\$ (417,500.00)	\$ (422,304.89)	\$ 1,892.69	38		\$	(419,392.69)	0%
Net Administration	\$ 33,300.00	\$ 22,113.64	\$ (416.31)	25		\$	33,716.31	-1%
Net Protective Services	\$ 213,625.00	\$ 196,815.51	\$ 73,019.56	285		\$	140,605.44	34%
Net Emergency Services	\$ 14,900.00	\$ (2,154.78)	\$ (4,005.75)	117		\$	18,905.75	-27%
Net Common Services	\$ 50.00	\$ 295.30	\$ -	1		\$	50.00	0%
Net Roads & Sidewalks	\$ 81,850.00	\$ 82,646.13	\$ 23,990.40	74		\$	57,859.60	29%
Net Utility Service	\$ 600.00	\$ 2,861.20	\$ (1,057.71)	14		\$	1,657.71	-176%
Net Planning & Development	\$ 44,651.00	\$ 65,201.84	\$ (8,989.19)	181		\$	53,640.19	0%
Net Community Services	\$ 480.00	\$ 601.36	\$ (1,995.65)	3		\$	2,475.65	-416%
Total Annual Amortization Expenditures	\$ 20,733.00	\$ (4,159.53)	\$ 14,749.54	380		\$	5,983.46	71%
Net Deficit (Surplus)	\$ (7,311.00)	\$ 230,076.27	\$ 385,348.07	21		\$	(288,160.49)	100%

Revenue from Balance Sheet	\$ (965,688.90)	\$	\$		\$	\$		
Expenditure from Balance Sheet	\$ 443,079.41	\$	\$		\$	\$		
Net Deficit (Surplus)	\$ (522,609.49)	\$	\$		\$	\$	0.00	Grants Capital Expense

33% is target

**VILLAGE OF LONGVIEW
BYLAW NO. 420-19
COUNCIL PROCEDURES**

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

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

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

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

Citation

1. This bylaw may be cited as “Council Procedure Bylaw.”

Definitions

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

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

Applicability

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

Mayor and Deputy Mayor

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

Council Meetings

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

Quorum

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

Conduct of Council Meetings

9. Each member or delegate shall address the Council through the presiding officer but shall not speak until recognized by the presiding officer.
10. When addressing Council a member, delegate or the public shall:
 - a. not address Council without permission;
 - b. remain orderly and quiet;
 - c. not carry on a private conversation;
 - d. not shout, raise his/her voice or use offensive, disrespectful, or unkind words in referring to any member, or to any official or staff member of the Village or any member of the public;
 - e. not reflect on any vote of Council except when moving to rescind it and shall not reflect on the motives of the members who voted on the motion, or the mover of the motion;
 - f. not applaud or otherwise interrupt any speaker or action of the Members, or any other person addressing Council.
 - g. assume personal responsibility for any statement he quotes to Council or upon request of Council shall give the source of the information.
11. The presiding officer may rule any member out-of-order for failing to observe any of the restrictions in section 10.
12. A member called to order or ruled out-of-order shall immediately cease to speak, but may afterwards explain, and the Council, if appealed to, shall decide on the point of order without debate; if there is no appeal, the decision of the presiding officer shall be complied with.
13. The presiding officer may expel from a meeting any member, delegate, or any person from the public, who disturbs the proceedings of that meeting.
14. The presiding officer may request an RCMP or Peace Officer to remove the person expelled if the person refuses to leave.
15. In all cases not provided for in this bylaw, the "Revised Robert's Rules of Order" shall be followed and in such cases the decision of the presiding officer shall be final and accepted without debate.

- a. In the event of conflict between the provisions of this bylaw and the “Revised Robert’s Rules of Order,” the provisions of this bylaw shall apply.

Council Resolutions

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

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

Bylaws

30. A motion and subsequent vote of the first reading of a bylaw shall be decided without amendment or debate.
- a. Debate the substance of the bylaw, and
 - b. Propose and consider amendments to the bylaw

31. A proposed amendment shall be put to a vote and if carried shall be considered as having been read a first time and incorporated into the bylaw.
32. When all amendments have been accepted or rejected, the motion for second reading of the bylaw as amended shall be put to the question.
33. Proposed bylaws may be referred to administration, committees or special task forces at any time prior to third reading.

Public Question Period

34. Prior to the Bylaw and Business Discussion of a Council Meeting a Question Period as approved by Council.
35. Any such public discussion shall be regulated as follows:
 - a. Any resident of the Village of Longview may speak to any matter on the agenda of the current Council meeting, and
 - b. Any resident may speak on any one topic on the agenda for no longer than five (5) minutes, after which Council may ask questions of the speaker.
 - c. Any resident may speak on more than one topic as long as all topics meet the requirements of subsections a. through b. done alternately to provide opportunities for others to ask questions.
36. AT NO TIME shall a questioner, Council member, delegation or administration enter into a debate during the question period of the agenda.
37. If an immediate answer is not available, the questioner will be given a reply through the CAO, or as Council may determine, as soon as possible.
38. The total time given for public discussion shall be fifteen (15) minutes.
 - a. If the public discussion requires more time, any individuals may request at that time to have their discussion scheduled into the next Council meeting as per section 46 of this bylaw.

Public Hearings

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

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

Delegations

46. A person, group of persons, or representative of a group of persons, who wishes to bring any matter to the attention of Council, or wishes to have any matter considered by Council, shall address a letter or other written communication to the Council containing adequate information to enable Council to deal with the matter. Adequate information should be in printed form and not references to websites. These document should be received by Administration 5 business days prior to appearing as a delegation to allow inclusion in agenda packages. Information is not limited to the following:
 - a. name, address and telephone number of the person wishing to make the presentation,
 - b. a clear identification of the topic to be discussed,
 - c. a clear identification of the request being made to Council,
 - d. any and all background information necessary.
47. A request to attend a Council meeting or have a topic discussed at a Council meeting must be received by the Village of Longview administration no later than 3:00 p.m. on a

business day at least five (5) business days immediately preceding the meeting at which it is to be presented.

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

Agenda and Order of Business

52. Prior to each meeting of Council, the CAO shall prepare the agenda of all business to be brought before the Council at such meeting. To enable the CAO to do so, all documents and notice of delegation intended to be submitted to the Council shall be received by the Village of Longview administration no later than 3:00 p.m. five (5) business days prior to the meeting.
53. The CAO shall place at the disposal of each member of Council, a copy of the agenda and all supporting material no later than 4:30 p.m. two (2) business days before the meeting.
54. Where the deadline in Section 52 is not met, the agenda and supporting materials shall be deemed to be acceptable when the agenda is adopted at the meeting.
55. The order of business at a meeting is the order of the items on the agenda except:
 - a. when the same subject matter appears in more than one place on the agenda and Council decides to deal with all items related to the matter at the same time; and,
 - b. Council decides not to deal with an item on the agenda without motion.

Committee of the Whole

56. A committee is hereby established called the "Committee of the Whole" with membership comprised of all members of Council and the CAO.
57. Committee of the Whole meetings are open to the public and can receive delegations but there will be no question period or debate with the public.
58. Committee of the Whole meetings will occur on a date and at a time as agreed upon by all those members of the committee.

59. Council Committee of the Whole may not make motions or take votes and shall refer items to a Council meeting if decisions are required.

Advisory Committees and Boards

60. Council may establish by bylaw or by resolution any advisory committee as deemed necessary and any committees established by resolution prior to the passing of this bylaw that are still in existence are grandfathered in and remain extant despite their earlier creation by resolution.

61. Bylaws or resolutions adopted pursuant to Section 60 shall include the following terms of reference as a minimum:

- a. the purpose and mandate of the committee,
- b. the authority and responsibility of the committee
- c. the membership of the committee
- d. the term of office for the membership of the committee.

62. All committees established pursuant to this bylaw must comply with all bylaws of the municipality, must have their members execute the Village of Longview Code of Conduct, and must comply with the provisions of the Municipal Government Act.

63. Members of Council who are appointed to any committee established by Council have the responsibility of keeping Council informed of any activities of the committees they are appointed to.

64. Any member of Council not a member of a committee shall have the right to attend committee meetings with the right of debate, but not to make motions or to vote.

65. The general duties of all committees of Council shall be as follows:

- a. to report to Council whenever so desired by Council, and as often as the interests of the Village require, on all matters connected with the duties imposed on each such committee; and to recommend such action by the Council as it deems necessary within its terms of reference,
- b. to observe, unless otherwise specifically permitted, the rules prescribed by the bylaws of Council,
- c. the reports of all committees shall be made available to Council

66. No report or recommendation to do with any matter or thing shall be recognized as emanating from any committee unless it is in writing, dated, nor unless it bears the name of the Chairman or Acting Chairman of the committee from which it has been issued.

67. A committee may create any sub-committee it considers necessary and shall designate the duties, powers and responsibilities of each sub-committee for reporting on its findings.

- a. The same committee may terminate the existence of said sub-committee created by it and the sub-committee shall cease to exist on the submission of its final report.

68. The meetings of committees of Council shall be established by resolution of each committee and the public shall be given notice as required by the provisions of the Municipal Government Act.

69. All committee meetings shall be open to the public.

Administrative Inquiry

70. All questions or administrative inquiries should be directed through the office of Chief Administrative Officer.

71. All information regarding an administrative inquiry shall be distributed to all members of Council for information, regardless of who submitted the inquiry.

72. No member shall have the power to direct or interfere with the performance of any work for the Village. Nothing in the foregoing shall in any way interfere or restrict the right of a member to seek information from any officer or employee of the Village through the office of the Chief Administrative Officer.

General

73. Where the relationship between two or more members has deteriorated to a point so as to significantly interfere with the normal conduct of business, as judged by themselves, a majority of Council, or the Mayor, the two members shall seek to mediate their differences by any of the following steps:

- a. a joint meeting to resolve their differences,
- b. a joint meeting with the Mayor as a neutral mediator to resolve their differences,
- c. a meeting with the Council to resolve their differences,
- d. if the Mayor is unable to remain a neutral mediator, another member of Council, the CAO, or an outside consultant, may be appointed by a majority of Council as a neutral mediator in discussion.

Recording Meetings

74. Meeting of Council could be audio recorded by administration for the purpose of preparing official minutes of the meeting and shall be destroyed one year from the meeting date.

75. Council meeting shall not be video or audio recorded by member of the gallery without the permission of Council.

76. Council may choose to record either audio and/or video of Special Meetings of Council for the use of people unable to attend the meetings.

Amendment

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

Severability

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

Rescinds

- 80. Bylaw #388.16 is hereby rescinded.

Effect

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

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

READ a second time this ~~____~~ 16th day of April, 2019.

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

READ for a third and final time this ~~____~~ 16th day of April, 2019.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



**VILLAGE OF LONGVIEW
REQUEST FOR COUNCIL DECISION**

Agenda Item #: 10.1

Date: May 21, 2019
Title: Agenda Items for Foothills County meeting
Submitted by: Dale Harrison, CAO

Recommendation:

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

Background: The County will attend a joint-meeting with Longview to discuss numerous items including:
Rec Board
FCSS Funding
Solar Project Revenue Sharing
Inter-municipal Collaborative Framework - process
Inter-Municipal Development Agreement
Are there any other topic to be added to the agenda for the meeting and what information needs to be compiled

Implications:

*Policy, Statutory
Plans, Legislative:*

Financial: N/A

Communications:

Attachments: Is the documentation severed by FOIP: **NO**
1. Application for non-financial Resources Assistance



**VILLAGE OF LONGVIEW
REQUEST FOR COUNCIL DECISION**

Agenda Item #: 10.2

Date: May 21, 2019
Title: FCSS appointments
Submitted by: Dale Harrison, CAO

Recommendation: MOVED by _____ that Administration advertise the FCSS Committee Openings on the website and do a poster for the bulletin board. The appoints to be made _____

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

Background: The FCSS Committee is comprised of four members at large. Appointments are for two years. Two of the appointments: Ted Stobbe and Betty Zelmer, expired in March of 2019 and the other two will expire in March of 2020. The Village should appoint two members this year to maintain the staggered appointments. The opportunity should be advertised on posters and on the Village website with the possible appointments made in June or they could be pushed back to the organizational meeting in October.

Administration is looking for some direction from Council.

Implications:
*Policy, Statutory
Plans, Legislative:*

Financial: N/A

Communications:

Attachments: Is the documentation severed by FOIP: **NO**
1. Application for non-financial Resources Assistance



**VILLAGE OF LONGVIEW
REQUEST FOR COUNCIL DECISION**

Agenda Item #: 10.3

Date: May 21, 2019
Title: EOEP Course
Submitted by: Dale Harrison, CAO

Recommendation: MOVED by _____ that

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

Background: Black Diamond is hosting an Elected Official Education Program course on Municipal Corporate Planning & Finance. The course will take place all day Saturday, June 22. The cost is \$400 per person if you are interested in attending.

Attendance would come out of the Council Convention and Seminars budget which is the same budget item for AUMA conference. Council decides who or if anyone should attend.

Implications:
Policy, Statutory
Plans, Legislative:

Financial: N/A

Communications:

Attachments: Is the documentation severed by FOIP: **NO**
1. Application for non-financial Resources Assistance



**VILLAGE OF LONGVIEW
REQUEST FOR COUNCIL DECISION**

Agenda Item #: 10.4

Date: May 21, 2019
Title: Releasing the Letter to Municipal Affairs
Submitted by: Dale Harrison, CAO

Recommendation: MOVED by _____ that

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

Background: Documents and most information that the Village office deals with is available to the public. The Province has put in place the Freedom of Information and Protection of Privacy Act to control what and how information can be released to the public. The standard procedure involves a formal request for the information and the payment of a token amount to cover the cost of staff time to research, react (if required) and make copies of information. This is to control random demands for information that can use up valuable staff time and resources. In a recent FOIP request the amount paid by the requestor did not cover the cost of staff time to dig into files and compile the information.

There has been a request to release the recent letter to Municipal Affairs. This is a FOIPable document. If a formal request is made the staff has to produce the information within 30 days. In this case it not that difficult to find. That being said under the FOIP Act the citizens do not have the right to demand staff to produce it on the citizen's timeline. It is as staff has time.

The recommendation on the recent request is that the Requestor files a formal FOIP and staff will provide the information in a timely manner.

Implications:
Policy, Statutory FOIP Act
Plans, Legislative:
Financial: N/A

Communications:

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