

AGENDA

REGULAR MEETING OF THE COUNCIL OF THE VILLAGE OF LONGVIEW

In the Province of Alberta, held on Tuesday, February 25, 2020 at
Longview Village Council Chambers 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 – Jan 21, 2020
- 5.2 Minutes Committee of the Whole – Feb 5, 2020
- 5.3 Action Item Report – Council and COW

6.0 REPORTS

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

7.0 FINANCIAL REPORTING

- 7.1 Bank Reconciliation
- 7.2 Accounts Payable Cheque Register
- 7.3 YTD Budget to Actual Revenue & Expenses

8.0 QUESTION PERIOD

An opportunity for the public to ask a question about something on the current agenda.

9.0 BYLAWS

10.0 BUSINESS

- 10.1 RFD Sheep River Health Trust
- 10.2 RFD Assets Renovation and Upgrade Policy
- 10.3 RFD Copier Replacement
- 10.4 RFD Extension for ICF

11.0 CORRESPONDENCE

12.0 CLOSE MEETING

FOIP 18(1)(d) labour relations

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, January 21, 2020 in
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

3 Public in attendance

CALL TO ORDER

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

AGENDA

Resolution 03-20

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

DELEGATION

None

**CORRESPONDENCE
FROM RESIDENTS**

None

**MINUTES OF
PREVIOUS MEETINGS**

Dec 17, 19 - Regular Council Meeting
Jan 8, 20 – Committee of the Whole Meeting
Action Items

Resolution 04-20

MOVED by Mayor Wight that Meeting Minutes of the Dec 17, 2019
Regular Council Meeting, Jan 8, 2020 Committee of the Whole
Meeting, and Action item Report be adopted as presented.

CARRIED

ACTION ITEMS

Item 2 – still need to review planning proposals – significant difference
in rates.
Item – 8 still to be done.

Resolution 05-20

MOVED by _____ that the Action Item list be accepted for
information.

CARRIED

REPORTS

CAO Report

CAO Harrison summarized the report submitted to Council.

Peace Officer Report

Peace officer back at work

Public Works Report

As presented – Dec 15 – Jan 15

Council Reports

Len Kirk

- Nothing to report –

Deputy Mayor Weir –

- Dare Casino
- School Board –
- EDC – collect data on solar

MINUTES OF THE REGULAR MEETING
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW
In the Province of Alberta, held on Tuesday, January 21, 2020 in
Longview Council Chambers commencing at 6:30 p.m.

- Foothills - directory
- Library – new ways to promote new books
 - New table
 - Books to Eden Valley
 - Christmas market raised \$1600

Mayor Wight

- Mayors & Reeves – Dr presentation – Prov Financial restraint
 - Lost earning 30%
 - Losing doctors
- Enhanced Policing – start in April 2020, billing in Jan 2021
 - \$9000 to start – ramping to \$19,000 in 4 years
- COW – meeting
- School Christmas Play
- Eden Valley Council inauguration
- CAO – Peace Officer meeting
- Meet with Council – cancelled too cold
- Municipal Affairs – Inspection Report letter

Resolution 06-20 **MOVED** by Deputy Mayor Weir that the reports be accepted as presented. **CARRIED**

FINANCIAL REPORTS

Bank Reconciliation – December 2019
Accounts Payable Cheque Register – December 2019
Variance Report – Dec 31, 2019

Resolution 07-20 **MOVED** by Mayor Wight that the Financial Reports be accepted as presented. **CARRIED**

QUESTION PERIOD

Michelle – strategic planning – community
Municipal Report
Hall Meeting – ARC invitation

BYLAWS

**Bylaw 426-20 2020
Fees & Fines**

Resolution 08-20 **MOVED** by Deputy Mayor Weir that the Bylaw 426-20 receive 2nd Reading as amended. **CARRIED**

Resolution 09-20 **MOVED** by Mayor Wight that the Bylaw 426-20 receive 3rd Reading as amended. **CARRIED**

BUSINESS

**10.1 – RFD Snow
Removal Policy**

Resolution 10-20 **MOVED** by Mayor Wight that the EV Charging Station at the Info Centre parking lot be added to priority snow clearing in the Snow Removal Policy. **CARRIED**

Break 8:05 Reconvened 8:10 p.m.

MINUTES OF THE REGULAR MEETING
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW
In the Province of Alberta, held on Tuesday, January 21, 2020 in
Longview Council Chambers commencing at 6:30 p.m.

10.2 – RFD Repair of Steps in Village Office Resolution 11-20	MOVED by Councilor Kirk that the Village award the stair repair in the Village office be award to Footprint Construction and that both stairs be repaired for \$4575 CARRIED
10.3 - Traffic Safety Plan Resolution 12-20	MOVED by Councilor Kirk that the Village accept the 2020 Traffic Safety Plan as presented. CARRIED
10.4 – RFD Interim Budget Resolution 13-20	MOVED by Deputy Mayor Weir that Council approved the interim budget based on the 2019 budget. CARRIED
10.5 – RFD Water Leak Resolution 14-20	MOVED by Deputy Mayor Weir that Council waive the consumption fees on the January utility bill with the water leak. CARRIED
10.6 – RFD Peace Officer SOP Resolution 15-20	MOVED by Mayor Wight that Council approved SOP as presented. CARRIED
10.7 – RFD Flags Resolution 16-20	MOVED by Deputy Mayor Weir administration approach the owners of the Bistro be required to remove or replace the Canadian Flag damaged and or the Village. CARRIED
CORRESPONDENCE	Municipal Affair Minister – Final Inspection Report
CLOSE MEETING Resolution 14-20	MOVED by Mayor Wight to close the meeting under FOIP(1)(d) labour relations at 8:58 p.m. CARRIED
Resolution 15-20	MOVED by Mayor Wight to come out of close the meeting at 9:29 p.m. CARRIED No one waiting outside
Peace Officer Standard Operating Procedures Resolution 16-20	MOVED by Deputy Mayor Weir that Council adopt the 2020 Standard Operating Procedures for the Longview Peace Officer as presented. CARRIED
ADJOURNMENT Resolution 17-20	MOVED by Mayor Wight to adjourn the meeting at 9:30 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, February 5, 2020 in
Longview Village Council Chambers commencing at 6:30 p.m.

PRESENT	Deputy Mayor Christina Weir Councillor Len Kirk Chief Administrative Officer Dale Harrison Absent: Mayor Kathie Wight 3 people in the gallery
CALL TO ORDER	Deputy Mayor Weir called the meeting to order at 6:30 p.m.
AGENDA Resolution 018-20	Deputy Mayor Weir that the agenda be adopted as amended. CARRIED
Action Items List	Add Pathway extension to list – request Malmberg attend April Council
DELEGATION	None
BUSINESS	
Community Hall Ramp	Ivor McCorquindale and Winnie Hayden attended the meeting on behalf of the Longview Seniors Club
Asset Renovation and Upgrade Policy	General discussion about the need for the policy. It will be on the February regular meeting agenda.
CLOSE MEETING	
Resolution 019-20	MOVED by Councillor Kirk to close the meeting under FOIP(1)(d) labour relations at 7:30 p.m. CARRIED
Resolution 020-20	MOVED by Deputy Mayor Weir to return to the Regular meeting at 8:42 p.m. CARRIED
ADJOURNMENT	No one waiting outside
Resolution 021-20	MOVED by Deputy Mayor Weir to adjourn the meeting at 8:45 p.m. CARRIED

Mayor

CAO

Jan 16

Daily routine,Ex-stream cold,walk through all village buildings,Snow removal at office,Replace light cover in post office,Spray foam crack between washrooms and change rooms at campground,Start shop inventory,Check-over truck and dump trailer.

Jan 17

Daily routine,Garbage pick-up,Turn on water at 539 Highwood Dr,Tidy up shop.

Jan 20

Daily routine,Scrape intersections,Check out fall drain.

Jan 21

Daily routine,Meeting with Dale,Close wheel chair ramp at community hall,Meet with Jenson plumbing at shop for furnace replacement,Pick-up garbage from storage room clean-up at office.

Jan 22

Daily routine,Major cleaning of shop.

Jan 23

Daily routine,In office meeting,Sand intersections,Clear path-way to youth group shed.

Jan 24

Daily routine,Garbage pick-up,Check storm drains.

Jan 27

Daily routine,Community Hall inspection,Pump out holding tank at WTP,Meet with FHC For street sanding,Over ride bulk water station.

Jan 28

Daily routine,Sand Info center parking lot/campground washrooms/allyway behind 100,102,104 Morrison Rd,Service town truck.

Jan 29

Daily routine,Sand allyway intersections and hills/campground washrooms.

Jan 30

Daily routine,Misc small jobs around shop,Check over truck and dump trailer.

Jan 31

Daily routine,Garbage pick-up,Check/clean storm drains,Tidy-up shop.

*Justin
Caumont*

Feb 3

Daily routine, Snow removal(side walks, parking lots) Misc jobs around shop.

Feb 4

Daily routine, Brake-up chip pile, Sand campground washrooms and info center parking lot, Misc jobs around shop.

Feb 5

Daily routine, Clean town truck, Service kubota battery and made battery cover, Misc jobs around shop.

Feb 6

Daily routine, Sand ally-way intersections and hills and info center parking lot, Check water service at 539 Highwood Dr, Check over truck and dump trailer.

Feb 7

Daily routine, Garbage pick-up, Put up caution signs along pathway in green space and check green space garbages.

Feb 10

Daily routine, Snow removal(side walks and parking lots) Community hall inspection, Un-plug urnal drain at community hall, Pick-up garbage at community hall.

Feb 11

Daily routine, Check out fall drain, Turn curb stop on at 212 Royalties Cr, Disassemble old sprayer and clean tank.

Feb 12

Daily routine, Snow removal(side walks and parking lots) Pick-up parts in HR, Misc jobs in shop.

Feb 13

Daily routine, Set-up tank/RV pump/pressure washer and test, Check out out fall drain with Dale, Clean out tool boxes in truck and start removing boxes, Check over truck and dump trailer.

Feb 14

Daily routine, Garbage pick-up, Pick-up parts in HR, Remove tool boxes and re-mount.



**VILLAGE OF LONGVIEW
BANK RECONCILIATION
January 31, 2020**

General Ledger ATB

Balance at	General account	\$1,963,849.02	
	RecBoard account	\$11,896.71	
	Light Up account	\$757.38	
	Memorial Garden account	\$9,230.99	
	Total Bank in GL		\$1,985,734.10

		\$	-
Adjusted Balance	January 31, 2020		<u>\$1,985,734.10</u>

ATB General Bank Account

Balance	January 31, 2020		<u>\$1,988,238.97</u>
Less:	Outstanding Cheques	(\$10,665.32)	
	cancelled cheque		
	deposit outstanding in GL	(\$3,443.25)	
Plus:	payroll outstanding in GL	\$10,818.39	
	Outstanding Deposit in Bank	\$785.31	

			(\$2,504.87)
Balance at	January 31, 2020		<u><u>\$1,985,734.10</u></u>

difference **\$0.00**

	Total on Deposit		<u>\$1,985,734.10</u>
Less:	held for general grants	\$1,347,733.80	
	held for solar project	\$61,592.60	
	Computer/Software Upgrade	(\$20,000.00)	
	WTP Upgrade Phase 2	(\$193,011.40)	
	Sewer Replacement	(\$81,510.51)	
	held for reserves	\$578,836.39	
	held for rec board	\$11,896.71	
	held for lightup	\$757.38	
	held for memorial garden	\$9,230.99	
	Total held		<u>\$1,715,525.96</u>

Balance for Operations **\$270,208.14**

**2020 Village of Longview
Accounts Payable Cheque List**

From: 2020/01/01 To: 2020/01/31

Vendor Name	Purpose	Cheque	Date	Amount
AMSC Insurance Services Ltd.		9429	2020/01/29	\$695.22
ATB Financial Mastercard		115	2020/01/15	\$2609.93
Alberta One-Call Corporation		9416	2020/01/15	\$37.80
Alberta Municipal Services		9415	2020/01/15	\$5479.89
Benchmark Assessment		9412	2020/01/08	\$1128.75
CDM Mechanical		9430	2020/01/29	\$7883.54
Caumartin, Justin		9419	2020/01/15	\$65.00
Contain-A-Way Services		9404	2020/01/08	\$155.84
Convergia Networks Inc.		9426	2020/01/21	\$2.93
Davis, Kirk		9405	2020/01/08	\$50.00
Digitex Canada Inc.		9420	2020/01/15	\$246.96
Eastlink		116	2020/01/15	\$173.20
Fired Up Automotive		9406	2020/01/08	\$64.61
Folkard, June		9421	2020/01/15	\$65.00
Foothills County		9431	2020/01/29	\$31815.30
Foothills Regional Service		9417	2020/01/15	\$347.00
High Country Glassworks Ltd.		9422	2020/01/15	\$31.50
Iron Mountain Canada		9407	2020/01/08	\$57.93
Longview Fas Gas		9408	2020/01/08	\$383.01
MPE Engineering Ltd (billing)		9418	2020/01/15	\$670.95
Majchrowski, Nicki		9423	2020/01/15	\$600.00
Matrix Solutions Inc.		9427	2020/01/21	\$439.69
PRI Engineering Inc.		9410	2020/01/08	\$12841.50
Pipestone Ventures Inc.		9409	2020/01/08	\$4200.00
SecurTek		9413	2020/01/08	\$427.77
Superior Safety Codes Inc.		9411	2020/01/08	\$591.95
Superior Safety Codes Inc.		9432	2020/01/29	\$540.04
Vadim Computer Management		9414	2020/01/08	\$355.94
Vadim Computer Management		9428	2020/01/21	\$355.94
Weir, Christina		9433	2020/01/29	\$408.72
Wight, David		9424	2020/01/15	\$220.49
Wight, Kathie		9425	2020/01/15	\$64.74
Workers' Compensation Board		121	2020/01/21	\$859.13
			33 cheques for	73870.27



Sheep River HEALTH TRUST

Village of Longview
Box 147, Longview Alberta, T0L 1H0

February 4th 2020,

Dear Mayor Kathie Wight,

We wanted to take a moment to thank you for your continued support, it has helped us contribute \$218,026 back into Health & Wellness Initiatives throughout the Foothills. Please see the attached "Where Did Your Donations Go" sheet.

We have 2 key events that we are seeking your support for.

- **Together We Can Make A Difference Radiothon**
 - June 25th 2020
 - Hosted by The Eagle 100.9FM at Sobeys Okotoks.
 - 13 Hours of broadcasting
 - 2020 is our 7th year
 - Raised over \$63,000 in 2019

- **Ave of Trees & Annual Photos with Santa**
 - Held from November 14th- December 12th 2020
 - Hosted at the Okotoks Recreation Centre
 - Approximately 30-35 Fully decorated trees from local businesses.
 - Donate 10 trees of Hope to local families in need

 - Provide Santa Photos to over 600 families
 - Raised \$33,000 in 2019



2019 Health Champions



I have attached our request and what we will offer as recognition for each event.

If you have any questions or would like to have a more detailed presentation on what the Sheep River Health Trust does we would be happy to provide your Council with a presentation. Thank you so much for all of your support in the past and we hope we can continue to count on you for the future. If you wish to discuss further, please don't hesitate to get in touch with me. I can be reached at (403) 995-5400.

Yours sincerely,



Candice Wyma
Fund development Coordinator

2019 Health Champions





Sheep River HEALTH TRUST

VILLAGE OF LONGVIEW FUNDING REQUEST

2020 Support Request: \$1000

<i>Event</i>	<i>Monetary Support</i>	<i>Non-Monetary Support</i>
Together We Make A Difference Radiothon	\$500	
Avenue of Trees / Photos With Santa	\$500	Submission of a tree from Village of Longview, sharing of event on social media

Recognition & Rationale: The Village of Longview would be recognized as a sponsor for each of our events on donor boards, programs, on air and in the Thank You ads. Event specific recognition would be:

1. "Together we Make A Difference" Radiothon– Requesting your support as a **Community Builder**.
 - 60 sec prerecorded interview that will be played day of event.
 - Recognition of sponsorship on Social Media.
2. Avenue of Trees commit to decorating a tree and to purchase a Tree of Hope for \$500 to donate to a family in need from The Village of Longview. We will arrange the delivery of the tree.

2019 Health Champions



Where did your Donations go?



Families \$15,600

Inclusive Playground
Dr. Morris Gibson

Healthy Moms & Healthy Babies
"Family Nutrition Program"

Family Play Project
Rowan House Emergency Shelter

Capital Projects \$98,000

Portable Ultrasound Machine
Okotoks Health & Wellness Centre—Ongoing

Urgent Care Renovations -
Okotoks Health & Wellness Centre—Completed



The School Meal plays an integral part ensuring students have the physical needs foundation pieces in place to be successful in their studies. Having access to snacks and lunch items curbs the stress and anxiety that accompanies the worry of not having enough to eat. We are very happy with the support for the program and are grateful it is available.
- Millarville Community School

Children & Youth \$38,500

School Meal Program
12 Schools in the Foothills feeding
over 5,000 breakfasts & lunches each year

Baby Home Safe Project
It Take a Village Okotoks Community Foundation

Books For Babies
Literacy for Life

Post-secondary Science Studies
Bursaries for High School Students

Community Care Programs \$6,750

Christmas Feast and Fixin's
Baby It's Cold Outside

Palliative Care Resource
Team Meeting

Rural South Home Care
Fall Retreat

Patient and Family Centre Care

Volunteer Service Appreciation

Seniors \$35,000

Wheelchair Accessible Bus
Longview and Area Seniors Club

Keeping the Music On
Mural Project
Rising Sun Long Term Care

Music in the Foothills
Foothills Special Needs Association

Adult Day Support Program—Okotoks

Medical Equipment \$24,176

Pediatric Scales

Broda Chairs

Pediatric Scales

Phlebotomy Cart

Positioning Stools

Palliative Care Bed

2019 Health Champions





VILLAGE OF LONGVIEW POLICY

Draft

Department: Administration		Policy No: _____
Title: Asset Renovation or Improvements		
Effective Date:	Approval Date:	Amendment Date(s):
Reference:	Bylaw No:	R.S.A. Statute:
	Section:	Chapter: Section:
Purpose:		
To identify a process to evaluate and revonate or furnish property that is owned, lease or in control of the Village of Longview.		

The Village of Longview is responsible to build and maintain buildings for public use and service provisions, i.e. community hall, library, campground, skating rink etc. These building are assets of the Village and like all assets they tend to deteriorate with age and require regular upgrading, updating, and refurnishing at different points in their lifespan and ultimately demolish and or replacement. These building are expensive to build and expensive to maintain. Various groups may have an interest in a facility to host their functions and want to be involved in the renovation of the building or the equipment inside.

The Village owns the properties and is responsible for them but doesn't always have the resource to upkeep the maintenance. If a group was to take on an upgrade and fund raise towards that goals, the first step in the process is to approach the Council with a proposal that Council has some feedback on and if Council agrees to the project "in principle" that doesn't not mean a green light go ahead with the project without any further Council input. Depending on the scope of the project and Village's participation in funding or applying grant money towards the project, there may be a multitude on contacts, approvals, and or supervision of the project depending upon the specifics of the project and the impacts on the Village operations.

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**VILLAGE OF LONGVIEW
REQUEST FOR COUNCIL DECISION**

Agenda Item #: 10.3

Date: February, 2020
Title: Copier Replacement
Submitted by: Dale Harrison, CAO

Recommendation: MOVED by _____ that Administration purchase the Canon copier from the 2nd supplier for cash and the funds to be taken out of the General Reserve fund.

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

Background: The Village has had a lease on a used Canon photocopier. This lease will expire in March. We contacted the current leaseholder and support company for a quote on retaining or replacing the copier. The current lease is \$449 per month and has over a 60 month contract = for a total of \$26,940 plus 1.7 cents per b&w copy and 11.123 cents per colour copy. In total averaging \$171.08 for copies an average of \$620.08 per month. They have proposed a Sharp copier with a 60 month lease of \$253.03 or a Canon copier for \$304.88. These work out to \$15,181 and \$18,292 respectively over the length of the lease. Effectively doubling the costs of the photocopier The Canon has a lower cost per b&w copy than the Sharp but higher cost per colour.

A second supplier quoted on two Canon copiers – one lighter duty cycle than our existing one and a bit lower quality and one similar duty cycle. They provided outright purchase options of \$6,155 and \$7,232 with very similar copy costs to the original suppliers proposal.

The quality issue is relative because the new copiers all produce better quality than the existing copier. Personal bias is that Canon produces a better copier and has been an industry leader in innovation and quality.

We requested a purchase option from the original supplier and they came in substantially higher than the 2nd supplier.

Implications:
*Policy, Statutory
Plans, Legislative:*

Financial: N/A

Communications: Notices posted at Council meetings

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



**VILLAGE OF LONGVIEW
REQUEST FOR COUNCIL DECISION**

Agenda Item #: 10.4

Date: February, 2020
Title: Extension of ICF Deadline
Submitted by: Dale Harrison, CAO

Recommendation: MOVED by _____ that Send a letter requesting a one year extension for the development of the ICF between Longview and Foothills County.

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

Background: The Municipal Government Act was revised in a series of amendments between 2015 and 2017. The Modernized Municipal Government Act introduced 'Intermunicipal Collaboration Frameworks', which municipalities are required to adopt with each municipality they share a share a common border with by April 1, 2020. The intended purpose of an ICF is to provide for integrated and strategic planning, delivery and funding of intermunicipal services; to steward scarce resources efficiently in providing local services, and to ensure municipalities contribute funding to services that benefit their residents.

VILLAGE OF LONGVIEW AND FOOTHILLS COUNTY

At this time the Village shares a common border with Foothills County. Municipal Affairs has stated that a 1-year extension of the deadline may be provided in certain situations, including an ICF between a growth management board member (Foothills County) and a non-member located within its boundary (Village of Longview). Both municipalities are required to agree to the extension and must file supporting council resolutions with the Minister of Municipal Affairs. Foothills County administration has indicated they support the request for an extension and will be bringing this matter to their Council for a resolution. Administration also understands that Foothills County and the Towns of Black Diamond and Turner Valley also intend to present a request for a deadline extension to their Council for the ICF they are required to enter into.

Option 1: that Council agree to request that the Minister of Municipal Affairs grant a one (1) year extension to the deadline for creating an Intermunicipal Collaboration Framework involving the Village of Longview and Foothills County

Option 2: that Council provide administration with alternate direction.

Implications:
*Policy, Statutory
Plans, Legislative:*

Financial: N/A