

**AGENDA**  
REGULAR MEETING OF THE COUNCIL OF THE VILLAGE OF LONGVIEW  
In the Province of Alberta, held on Tuesday, April 21, 2020  
Electronic Meeting at 6:30 p.m.

**1.0 CALL TO ORDER**

**2.0 AGENDA**

**3.0 DELEGATIONS**

Auditors – Gregory Harriman

*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 – March 17, 2020
- 5.2 Minutes of Special Council Meeting – March 27, 2020
- 5.3 Minutes of Committee of the Whole – April 1, 2020

**6.0 ACTION ITEM REPORT**

- 6.1 Action Item Report – Council and COW

**7.0 REPORTS**

- 7.1 CAO Report –
- 7.2 Public Works Report – March 16-31, April 1-15
- 7.3 Council Reports

**8.0 FINANCIAL REPORTING**

- 8.1 Bank Reconciliation
- 8.2 Accounts Payable Cheque Register
- 8.3 YTD Budget to Actual Revenue & Expenses

**9.0 QUESTION PERIOD**

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

**10.0 BYLAWS**

- 10.1 Bylaw 427-20 FCSS Advisory Board
- 10.2 Bylaw 428-20 Petition Name removal

**11.0 BUSINESS**

- 11.1 RFD Deferral of Business Tax and utility payments
- 11.2 RFD Branding
- 11.3 RFD Video Surveillance
- 11.4 RFD Strategic Planning Proposal
- 11.5 RFD 2020 FCSS Committee Appointments
- 11.6 RFD Hall basement rental

**12.0 CORRESPONDENCE**

**13.0 CLOSE MEETING**

*FOIP 27(1)(a) legal privilege*

*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.*

**14.0 ADJOURNMENT**

MINUTES OF THE REGULAR MEETING  
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW  
In the Province of Alberta, held on Tuesday, March 17, 2020 in  
Longview Council Chambers commencing at 6:30 p.m.

**PRESENT**

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

Via Phone: Councilor Len Kirk

0 Public in attendance

**CALL TO ORDER**

Mayor Wight called the meeting to order at 6:40 p.m.

**AGENDA**

Resolution 38-20

Table items 9.1, 10.2, 10.5  
**MOVED** by Deputy Mayor Weir that the agenda be adopted as amended. **CARRIED**

**DELEGATION**

None

**CORRESPONDENCE  
FROM RESIDENTS**

Resolution 39-20

EDC Resignation Letter  
**MOVED** by Deputy Mayor Weir the resignation letter be accepted for information. **CARRIED**

**MINUTES OF  
PREVIOUS MEETINGS**

Resolution 40-20

March 4, 20 - Regular Council Meeting  
**MOVED** by Deputy Mayor Weir that Meeting Minutes of the March 4, 2020 Regular Council Meeting be adopted as amended. **CARRIED**

**ACTION ITEMS**

Resolution 41-20

**MOVED** by Mayor Wight that the Action Item list be accepted for information. **CARRIED**

**REPORTS**

*CAO Report*

CAO Harrison summarized the report submitted to Council.

*Public Works Report*

As presented –

*Council Reports*

Len Kirk –

- Nothing to report

Deputy Mayor Weir –

- EDC – Travis Jimmy John, Farmers Market, Tourism Guide advertising, solar Foothill
- Library – closed
- Rec Board – new chair – Larry Dayment

Mayor Wight

- Regional Council Supper

MINUTES OF THE REGULAR MEETING  
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- TV joint purchase policy
- Nanton – looking at minimum property tax bylaw
- FRESC trying to get ambulance dispatch back local
- Mayors & Reeves
- Meet with Public cancelled, auditors using Chambers
- Westwind – sold one of the houses to
  - Looking at BD Manor getting old

Resolution 42-20 **MOVED** by Deputy Mayor Weir that the reports be accepted as presented. **CARRIED**

**FINANCIAL REPORTS**

Bank Reconciliation – February, 2020  
 Accounts Payable Cheque Register – February, 2020  
 Variance Report – unavailable

Resolution 43-20 **MOVED** by Mayor Wight that the Financial Reports be accepted as presented. **CARRIED**

**QUESTION PERIOD**

Nothing

**BYLAWS**

**Bylaw 427-20 FCSS  
 Advisory Committee**

Resolution 44-20 **MOVED** by Mayor Wight that Bylaw 427-20 FCSS Advisory Committee receive Tabled to April 1<sup>st</sup> Council meeting **CARRIED**

**BUSINESS**

**10.1 – RFD Diamond  
 Valley Chamber**

Resolution 45-20 **MOVED** by Deputy Mayor Weir tabled for further research Diamond Valley Chamber of Commerce Meetings **CARRIED**

**10.2 – RFD Video  
 Surveillance**

Resolution 46-20 **MOVED** by Mayor Wight that the Video Surveillance be tabled to the April 1<sup>st</sup> Council Meeting **CARRIED**

**10.3 – RFD Skateboard  
 Park**

Resolution 47-20 **MOVED** by Mayor Wight moved to defeat the motion to look at school. **CARRIED**

**10.4 – RFD Tipi Village**

Resolution 48-20 **MOVED** by Mayor Wight that Council approval in principle into the use of the Challoner property for potential Market Garden / Tipi Village. **CARRIED**

**10.5 – RFD Branding**

Resolution 49-20 **MOVED** by Mayor Wight that the Branding be tabled to the April Council Meeting **CARRIED**

**10.6 – RFD EDC  
 Funding**

Resolution 50-20 **MOVED** by Mayor Wight that the EDC spend \$2050 for two pages in the Foothills Visitors guide, including the new western image and the pumpjack logo. **CARRIED**

MINUTES OF THE REGULAR MEETING  
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW  
In the Province of Alberta, held on Tuesday, March 17, 2020 in  
Longview Council Chambers commencing at 6:30 p.m.

**CORRESPONDENCE**

Covid-19 Information Sheets  
**MOVED** by Mayor Wight that Council accept for information. **CARRIED**  
Resolution 51-20

**CLOSE MEETING**

**MOVED** by Mayor Wight to close the meeting under FOIP(1)(d) labour  
relations at 8:40 p.m. **CARRIED**  
Resolution 52-20

**MOVED** by Mayor Wight to come out of close the meeting at 8:55 p.m.  
**CARRIED**  
Resolution 53-20

No one waiting outside

**ADJOURNMENT**

**MOVED** by Mayor Wight to adjourn the meeting at 8:57 p.m. **CARRIED**  
Resolution 54-20

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Mayor

CAO

MINUTES OF THE REGULAR MEETING  
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW  
In the Province of Alberta, held on Friday, March 27, 2020 in  
Longview Community Hall commencing at 1:00 p.m.

**PRESENT**

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

via phone:

Michael Solowan, Brownlee LLP

0 Public in attendance

**CALL TO ORDER**

Mayor Wight called the meeting to order at 1:03 p.m.

**AGENDA**

Resolution 55-20

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

**CARRIED**

**CLOSE MEETING**

Resolution 56-20

**MOVED** by Mayor Wight to Close the meeting at 1:05 p.m. under FOIP 27(1)(a) information that is subject to any type of legal privilege, including solicitor-client privilege or parliamentary privilege and FOIP 18(1)e - a law enforcement matter, litigation or potential litigation.

**CARRIED**

Resolution 57-20

**MOVED** by Mayor Wight to come out of close the meeting at 2:07 p.m.

**CARRIED**

A short recess starting at 2:08 p.m.

2 members of the public joined the meeting

Meeting resumed 2:15 p.m.

**VALIDITY OF  
PETITION**

Resolution 58-20

Dale Harrison CAO addressed Council as to the sufficiency of the petition presented to the CAO on March 10, 2020 by Kathy Selbee. The petition is declared insufficient because it is outside the 60-day time frame for the repeal of a Bylaw identified in MGA 233(2). Bylaw 394-17 appointing Dale Harrison as CAO was enacted over three years ago.

**MOVED** by Mayor Wight that Council accept the declaration that the petition to revoke the appointment of Dale Harrison as CAO is declared insufficient for information and Council will take no further notice of the petition according to MGA 226.(3)

**CARRIED**

**ADJOURNMENT**

Resolution 59-20

**MOVED** by Mayor Wight to adjourn the meeting at 2:16 p.m.

**CARRIED**

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING  
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW  
In the Province of Alberta, held on Wednesday, April 1, 2020 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

George Teichroeb – Emergency Management  
Via phone: Tracy Howk, FCSS director

0 people in the gallery

**CALL TO ORDER**

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

**AGENDA**

Resolution 060-20

Request for a printer  
**MOVED** by Councillor Kirk that the agenda be adopted as amended. **CARRIED**

**BUSINESS**

**4.1 Covid-19 Strategy**

A discussion about the next steps in preparedness for Covid-19.

Tracy Howk joined meeting by phone and provided some information on the Province's release of extra funds through FCSS to help with Covid-19. FCSS 14 million in rural areas, vulnerable, food security, mental health, social isolation, childcare, medical program. Meals on Wheels, food bank.

Tracy left meeting after her report and question and answers

George – identify needs, critical preparedness, July-September, not a marathon-but an ultra-marathon.

- Document who has travelled – where and when they returned
  - Self-isolation, who is infected, who is recovered,
  - How to get current information – WHO, AB Health, Worldometer
  - What public services are directly affected – health, enforcement, water, telephone, services
  - Backup power supply – portable generator, emergency lighting, who has generator – local welders
  - Communication – portable radios (George will check on old fire department radios
  - Mapping of positive cases
  - What avenue – financial aid, RVs park
  - Loss of income,
  - Death –
  - What does the future look like – decline,
- George left meeting at 8:14 p.m.

**4.2 Deferral of  
Business Tax & Utility  
Payments**

Admin to prepare RFD for April 21 meeting  
Utilities – 120 days without penalty  
Taxes without penalties until end of December 31st

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING  
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW  
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**4.3 Peace Officer  
Program**

Research cost to implement start-up  
Oversight Committee  
Speed reader board  
AFFRAC Radio  
PO gear -

**4.4 Budget**

Can be review at in pieces – starting in a week or so until all the number  
are updated

**4.5 Strategic Planning  
Proposal**

Bring RFD back to April 21<sup>st</sup> Council Meeting

**Printer**

Less than \$200

**CLOSE MEETING**

Resolution 061-20

**MOVED** by Deputy Mayor Weir to close the meeting under  
FOIP(18)(d) labour relations at 9:33 p.m.

**CARRIED**

CAO Harrison left the closed meeting at 9:48 p.m.

Resolution 062-20

**MOVED** by Mayor Wight to come out of close the meeting at 9:54 p.m.

**CARRIED**

**ADJOURNMENT**

Resolution 063-20

**MOVED** by Mayor Wight to adjourn the meeting at 9:55 p.m.

**CARRIED**

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Mayor

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CAO

NO	ACTION DESCRIPTION	OWNER	DATE ASSIGNED	DATE DUE	STATUS
1	Find facilitator and get budget for Strategic Planning	CAO		April Council	Report to Council
2	Invite Malmberg property owner to attend April COW	Len		April Council	Len attempted to contact to invite to April Council
3	Emergency Management Plan - virus	Dale	04-Mar		added new Virus protocol based on Covid-19 Actions
4	Kendra - Complaint	Dale	04-Mar		letter sent
5	Install - Sign outside office - Alternative bill payments		17-Mar		Done - march 18
6	Novak / Selby sewer line sag	Dale	from Oct		Sent letter Mar 19th.
7	Contact County about cleaning supplies	Dale			Send email Oct 2 - they have minimal inventory and looking for more
8	Purchase a printer for Christina	Dale			Purchased
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VILLAGE OF LONGVIEW  
CAO REPORT TO COUNCIL

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TO: Council  
FROM: Dale Harrison  
SUBJECT: CAO Report from March 18<sup>th</sup> - April 21, 2020  
DATE: April 21, 2020

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**Development:**

- Contacted County about advancing the redistricting of Solar project
- Reviewed requirements for Development Permit for Solar Project
- Discussion with County re: revenue sharing solar

**Financial:**

- Draft 2020 budget
- Auditor questions, legal letter

**Office**

- Installed new office copier & returned
- Linear and regular assessment files
- Legal opinions on Petition
- Strategic Plan – Proposal
- Respond to Human Rights Complaints
- Legal advice – Petition Appeal
- Install software to allow work from home
- Review and test online meeting software

**Council**

- Prep agenda items and type minutes
- Locate and pickup printer for Council
- Draft Bylaw for Name removal from petition

**Public Works / Infrastructure**

- Numerous contacts with MPE for underground project
- Contact Car/Wash proponent in regard to water sewer tie ins
- Had MPE break some of the infrastructure upgrade projects into small jobs in anticipation of extra infrastructure funding for shovel ready projects post-covid-19
- Look at possible repair Longview & Highwood Drive intersection
- Discuss County doing water meter reads

**Covid-19**

- Purchased barricade tape for taping off playground equipment
- Contacted supplier Re: masks
- Emergency Management Team – met with Council
- Closed washrooms at campground
- Started sanitizing entry to building
- Updates posted on Website

- Updated Virus protocol in Emergency Management Plan
- Keeping up with updates from province
- Order Masks and disinfectant from province

**FCSS Program**

- FCSS co-ordinator – FCSS Covid-19 emergency funds
- Purchased a few Meals on Wheels for emergency

**Peace Officer Program**

- Conversation with community that recently recruited new CPO

**Meetings**

- Evening Town Hall meeting with provincial officials Covid-19

Feb 17

STAT

Feb 18

Daily routine, Snow removal (main street sidewalk and park, community hall parking lot and fire hall parking

lot) Pick-up parts for pressure washer/steamer in OK.

Feb 19

Daily routine, Pick-up garbage from community hall, Steam hole in ice plug at outfall drain, Unload pressure

washer, Put together and place out Caution slippery signs at campground.

Feb 20

Daily routine, Turn water on at 412 Mountain View Pl, Check outfall drain, Check over pressure washer and

rewire RV pump, Take down Xmas lights from light standers, Check over truck and dump trailer.

Feb 21

Daily routine, Garbage pick-up, winterize pressure washer and load in truck.

Feb 24

Daily routine, Snow removal (sidewalks and parking lots) Load pressure washer equipment in truck, Repair Dales

desk in office, Trial run on utility readings with new computer software, Turn curb stop off at 412 Mountain

View Pl.

Feb 25

Daily routine, Utility readings, Pressure wash/steam out fall drain.

Feb 26

Daily routine, Utility readings, Community hall inspection and pick-up garbage, Get pressure washer hose

repaired in HR, Start steaming out storm drains (pressure washer broke down).

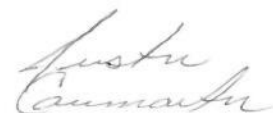
Feb 27

Daily routine, Unload pressure washer and tank and check pressure washer problem and check on parts, Replace

side board on dump trailer and check over truck.

Feb 28

Daily routine, Garbage pick-up, Put plow on truck and scrape ice and slush away from curbs.



Mar 2

Daily routine, Check out fall drain, Clear ice and slush away from storm drain and street for water to run

across road to open storm drain in Royalities Cres and put up cones on side walk for ice, Pump out holding

tank at WTP, Remove temp probe and thermostat from pressure wash for replacement.

Mar 3

Daily routine, Odd jobs around shop and yard, Push-up compost pile and tree branches, Put plow on truck and

scrape ice/slush from curbs.

Mar 4

Daily routine, Snow removal (Morrison Rd sidewalk and village sidewalks, parking lots) put plow on truck and

clean center of streets, Install new temp probe and thermostat on pressure washer.

Mar 5

Daily routine, Wash Kubota and JD, Scrape ice and slush away from curbs, Check over truck and dump trailer.

Mar 6

Daily routine, Garbage pick-up, Load water tank and pressure washer and steam out storm drain in Royalities

Cres, Unload water tank and pressure washer and put plow on truck and load weight in truck.

Mar 9

Daily routine, Snow removal (sidewalks, parking lots, streets)

Mar 10

Daily routine, Snow removal (office, push back drifts along Foothills Dr, River view Pl, Malmborg Pl) Odd jobs

in shop.

Mar 11

Daily routine, Pick-up garbage from community hall, Snow removal (sidewalks, parking lots, campground, streets)

Tidy up shop.

Mar 12

Daily routine, Snow removal (office, streets) Odd jobs in shop, Check over truck and dump trailer.

Mar 13

Daily routine, Garbage pick-up, Snow removal (Office sidewalk and streets)

Mar 14

Snow Removal at office and 107a/107b Morrison Rd for celebration of life at  
community hall. (No time  
charged)

*Justin  
Cannabi*

Mar 16

Daily routine,Community hall inspection,Snow removal(office side walk,parking lots,streets,campground)

Mar 17

Daily routine,Snow removal(office,shop yard) Dump run from Mar 13 garbage pick-up,Snow removal(streets)

Mar 18

Daily routine,Snow removal(office,fire hall parking lot,sidewalks,curbs,storm drains)

Mar 19

Daily routine,Clean out fridges in community hall,Snow removal(sidewalks,streets,parking lots),Check over truck and dump trailer.

Mar 20

Daily routine,Garbage pick-up,Turn water on at 412 Mountain View Pl.

Mar 23

Daily routine,Snow removal(Office,Streets)

Mar 24

Daily routine,Snow removal(sidewalks,parking lots,morrison Rd intersections) Re-size tire chains for Kubota,Tidy-up shop.

Mar 25

Daily routine,Unplug mens toilet at campground washrooms and close washrooms,Put 3pt blade on JD,Scrape streets.

Mar 26

Daily routine,Dig swail across shop/WTP road to divert water,Scrape streets,Check over truck and dump trailer.

Mar 27

Daily routine,Garbage pick-up,Setup community hall for meeting,Scrape streets.

Mar 30

Daily routine,Remove blade and weight from truck,Load water tank and pump out holding tank at WTP,Smooth out ruts in shop yard.

Mar 31

Daily routine,Snow removal(office,side walks,parking lots)Service kubota broom,Clean cab of town truck,Small jobs in shop.

*Justin Camatti*

# Village of Longview

## Cheque Listing For Council

2020-Apr-7  
12:35:17PM

Cheque #	Cheque Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
202000029	2020-03-04		139615	PAYMENT FEB DUMPSTER CHGS	155.84	155.84
202000030	2020-03-04		a071633-02	PAYMENT TITLE SEARCHES FEB	10.00	10.00
202000031	2020-03-04	MUNIWARE	20192645	PAYMENT TRAINING ON NEW SOFTWARE	6,453.39	6,453.39
202000032	2020-03-04		20191220 20200120 20200220	PAYMENT PHONE CHARGES TO JAN 18 PHONE TO FEB 18 PHONE CHARGES TO MAR 18	280.02 285.21 300.76	865.99
202000033	2020-03-04		20191227 20200127 20200227	PAYMENT CELL PHONE CHGS TO JAN 27 CELL PHONE CHGS TO FEB 27 CELL PHONE CHGS TO MAR 27	243.32 243.87 254.70	741.89
202000034	2020-03-11		170468 200071	PAYMENT NAME TAGS FOR COUNCIL NAME TAG FOR COUNCIL	26.25 15.75	42.00
202000035	2020-03-11		20200305	PAYMENT MISC EXPENSES PAID BY CC	1,012.04	1,012.04
202000036	2020-03-11		31341	PAYMENT SLIPPERY WET SIGNS	143.41	143.41
202000037	2020-03-11		20200311	PAYMENT PHONE ALLOWANCE FOR FEB	65.00	65.00
202000038	2020-03-11		1	PAYMENT RE HUMAN RESOURCE ISSUE WITH	100.00	100.00
202000039	2020-03-11		in625501	PAYMENT COPIER PRINTING CHARGES TO FE	199.10	199.10
202000040	2020-03-11		11637958	PAYMENT INTERNET TO APR 2	31.50	31.50
202000041	2020-03-11		20200311	PAYMENT PHONE ALLOWANCE FEB	65.00	65.00
202000042	2020-03-11		00027142	PAYMENT GARBAGE PICK UP FOR FEB	315.00	315.00
202000043	2020-03-11		20200309	PAYMENT NEW FRONT STAIR TRENDS	2,275.00	2,275.00
202000044	2020-03-11		clbb501	PAYMENT SHREDDING TO FEB 25	57.93	57.93
202000045	2020-03-11		20200309	PAYMENT GIFT CARDS FOR ICE MAKERS	200.00	200.00
202000046	2020-03-11		20200301	PAYMENT FUEL FOR FEB	322.03	322.03
202000047	2020-03-11		20200311	PAYMENT CLEANING FOR FEB	600.00	600.00
202000048	2020-03-11		2530-010-01-18 2530-017-00-12	PAYMENT GENERAL ENGINEERING FEB GENERAL ENGINEERING FEB	250.43 124.95	375.38
202000049	2020-03-11		20200309	PAYMENT MILEAGE FOR FEB/MARCH	69.60	69.60
202000050	2020-03-18	AMSC - Fortis / ATCO	20-1032895	PAYMENT GAS AND POWER FOR INV DATED M	5,311.03	5,311.03
202000051	2020-03-18			PAYMENT		4.84

# Village of Longview

## Cheque Listing For Council

2020-Apr-7  
12:35:17PM

<b>Cheque #</b>	<b>Cheque Date</b>	<b>Vendor Name</b>	<b>Invoice #</b>	<b>Invoice Description</b>	<b>Invoice Amount</b>	<b>Cheque Amount</b>
202000051	2020-03-18		1634980670	LONG DISTANCE FOR FEB	4.84	4.84
202000052	2020-03-18		11711930	PAYMENT INTERNET MARCH 10 INVOICE	141.70	141.70
202000053	2020-03-18		20200318	PAYMENT CLEANER RE COVID-19 REGS	14.26	14.26
202000054	2020-03-18		20200088	PAYMENT FOOD COST SHARE FOR IEDC TRAI	35.50	35.50
202000055	2020-03-26		0168-13	PAYMENT APRIL BENEFITS	698.33	698.33
202000056	2020-03-26		233791	PAYMENT GROUNDWATER MOITORING FOR F	523.95	523.95

**Total 20,829.71**

\*\*\* End of Report \*\*\*



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

**General Ledger ATB**

Balance at	General account	\$1,948,688.29	
	RecBoard account	\$11,696.71	
	Light Up account	\$757.38	
	Memorial Garden account	\$9,230.99	
	Total Bank in GL		\$1,970,373.37

			\$ -
<b>Adjusted Balance</b>	<b>March 31, 2020</b>		<u><b>\$1,970,373.37</b></u>

**ATB General Bank Account**

Balance	March 31, 2020		<u>\$1,973,126.59</u>
Less:	Outstanding Cheques	(\$5,494.34)	
	cancelled cheque		
	deposit outstanding in GL		
Plus:	payroll outstanding in GL		
	Outstanding Deposit in Bank	\$2,741.12	
			(\$2,753.22)
<b>Balance at difference</b>	<b>March 31, 2020</b>		<u><u><b>\$1,970,373.37</b></u></u> <b>\$0.00</b>

	<b>Total on Deposit</b>		<u><b>\$1,970,373.37</b></u>
Less:	held for general grants	\$1,266,223.29	
	held for solar project	\$37,039.25	
	WTP Upgrade Phase 2	(\$142,708.52)	
	Sewer Replacement	(\$535.50)	
	held for reserves	\$578,836.39	
	held for rec board	\$11,696.71	
	held for lightup	\$757.38	
	held for memorial garden	\$9,230.99	
	<b>Total held</b>		<u><b>\$1,760,539.99</b></u>
	<b>Balance for Operations</b>		<b>\$209,833.38</b>

**Village of Longview**  
For the Period Ending March 31, 2020

General Ledger	Description	2019 Actual	2020 Budget	2020 YTD Actual	2020 Budget Remaining \$	2020 Budget Remaining %
TOTAL General Revenue		(597,892.30)	(588,264.00)	(18,392.09)	(569,871.91)	96.87
TOTAL Legislative Reveue		(5,000.00)	0.00	0.00	0.00	0.00
TOTAL Administrative Revenue		(36,736.03)	(34,812.00)	(1,707.30)	(33,104.70)	95.10
TOTAL Protective Services Reve		(74,462.00)	(69,500.00)	(10,048.00)	(59,452.00)	85.54
TOTAL Public Works Revenue		0.00	0.00	0.00	0.00	0.00
TOTAL Emergency Services Reven		0.00	0.00	0.00	0.00	0.00
TOTAL Roads & Street Lights Re		(17,034.43)	(16,528.00)	(10.33)	(16,517.67)	99.94
TOTAL Water Services Income		(105,808.08)	(109,000.00)	(2,146.28)	(106,853.72)	98.03
TOTAL Wastewater Services Reve		(77,016.58)	(78,450.00)	105.29	(78,555.29)	100.13
TOTAL Solid Waste Services		(18,131.21)	(18,100.00)	(10.75)	(18,089.25)	99.94
TOTAL FCSS Income		(10,080.00)	(10,330.00)	(2,459.00)	(7,871.00)	76.20
TOTAL Planning & Development In		(15,123.29)	(5,700.00)	(867.60)	(4,832.40)	84.78
TOTAL Campground Info Centre I		(35,992.80)	(34,520.00)	0.00	(34,520.00)	100.00
TOTAL Rec Board Income		(12,538.67)	(10,933.00)	0.00	(10,933.00)	100.00
TOTAL Hall Income		(3,590.00)	(1,800.00)	(280.00)	(1,520.00)	84.44
<b>Total Revenue</b>		<b>(1,009,405.39)</b>	<b>(977,937.00)</b>	<b>(35,816.06)</b>	<b>(942,120.94)</b>	<b>96.34</b>

**Village of Longview**  
For the Period Ending March 31, 2020

General Ledger	Description	2019 Actual	2020 Budget	2020 YTD Actual	2020 Budget Remaining \$	2020 Budget Remaining %
	TOTAL General Expenses	143,593.81	155,109.00	2,382.32	152,726.68	98.46
	TOTAL Legislative Expenses	30,150.33	36,100.00	1,202.35	34,897.65	96.67
	TOTAL Administration Expenses	228,023.58	255,363.00	63,312.25	192,050.75	75.21
	TOTAL Protective Services Expe	73,527.37	80,746.00	14,925.68	65,820.32	81.52
	TOTAL Public Works Expenses	79,205.60	84,297.00	13,335.05	70,961.95	84.18
	TOTAL Emergency Services Expen	10,686.71	10,750.00	7,084.80	3,665.20	34.09
	TOTAL Roads & Street Lights Ex	16,152.79	18,809.00	3,141.34	15,667.66	83.30
	TOTAL Water Services Expenses	117,604.69	132,100.00	18,497.52	113,602.48	86.00
	TOTAL Wastewater Services Expe	93,781.15	105,751.00	5,393.23	100,357.77	94.90
	TOTAL Solid Waste Expenses	6,337.24	6,800.00	1,084.84	5,715.16	84.05
	TOTAL FCSS Expenses	11,746.90	12,298.00	240.71	12,057.29	98.04
	TOTAL Planning and Developmmt	1,890.38	5,140.00	1,133.25	4,006.75	77.95
	TOTAL Campground Info Centre E	36,168.32	38,100.00	1,408.93	36,691.07	96.30
	TOTAL Rec Board Expenses	1,086.50	12,500.00	60.00	12,440.00	99.52
	TOTAL Hall Expenses	15,937.08	16,800.00	1,776.62	15,023.38	89.42
	TOTAL Library Expenses	5,941.67	6,139.00	2,338.37	3,800.63	61.91
	Total Expenses	871,834.12	976,802.00	137,317.26	839,484.74	85.94
P	NET DEFICIT (SURPLUS)	(137,571.27)	(1,135.00)	101,501.20	(102,636.20)	9,042.84

\*\*\* End of Report \*\*\*

**BYLAW 427-20**

**A BYLAW OF THE VILLAGE OF LONGVIEW  
IN THE PROVINCE OF ALBERTA  
FAMILY & COMMUNITY SUPPORT SERVICES ADVISORY BOARD BYLAW**

**A BYLAW OF THE VILLAGE OF LONGVIEW IN THE PROVINCE OF ALBERTA TO ESTABLISH THE FAMILY & COMMUNITY SUPPORT SERVICES ADVISORY BOARD FOR THE VILLAGE OF LONGVIEW AND TO SET FORTH THE DUTIES AND RESPONSIBILITIES THEREOF.**

**WHEREAS** the Council of the Village of Longview recognizes the value and benefit of preventative social services which enhance the quality of life for Village residents; and

**WHEREAS** pursuant to the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended, the Village Council of the Village of Longview, in the province of Alberta has entered into an agreement with the Minister of Human Services for the establishment, administration and operation of a Family and Community Support Services Program; and

**WHEREAS** Council has deemed it desirable to establish a board to be known as the "Family & Community Support Services Advisory Board" and this Board shall be responsible and accountable to Council;

**NOW THEREFORE**, the Council of the Village of Longview, in the Province of Alberta, duly assembled and under the powers conferred upon it by the authority of the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended, enacts as follows:

**PART 1 TITLE AND PURPOSE**

- 1.1 This Bylaw may be cited as "Family & Community Support Services Advisory Board Bylaw"
- 1.2 The purpose of Family & Community Support Services (FCSS) Board is:
  - a) To ensure the FCSS program operates within the approved budget.
  - b) To administer the FCSS Community Grant Program in accordance with the Alberta Provincial FCSS Act and Regulation.

**PART 2 DEFINITIONS**

- Board: shall mean Family & Community Support Services Advisory Board.
- Citizen-at-Large: shall mean any person who is a resident in the Village of Longview.
- Council: shall mean the Village Council of the Village of Longview.

FCSS:	shall mean Family & Community Support Services.
Member:	shall mean a member of the Board as appointed by Council.
Village:	shall mean the Village of Longview.
Co-ordinator:	shall mean the person appointed to liaise with the FCSS provincial organization, update and revised funding applications as required, review funding applications to ensure completeness prior to presenting to funding committee for decisions. They shall coordinate the funding decision meeting, inform Council of the disbursements for approval, receive and review the Outcomes and prepare and submit Outcomes report to provincial FCSS.

### **PART3            COMPOSITION OF BOARD**

- 3.1 The FCSS Advisory Board shall consist of five (5) members, all of whom shall be appointed by resolution of Council as follows:
  - a) One (1) member of Council
  - b) Four (4) Citizens-at-Large to serve terms of two (2) years (staggered appointments so that as much as possible, there is a mix of experienced members as well as new members.)
- 3.2 Whenever possible and practical, members of the Board shall be appointed to represent the different age groups and interests of the Village.
- 3.3 No Citizen-at-Large member of the Board shall serve more than two (2) consecutive terms on the Board unless approved by Council.
- 3.4 Any member may resign from the Board by sending written notice to Council at least thirty (30) days prior to the date of resignation.
- 3.5 At the first meeting of the Board following the Annual Organizational Meeting of Council in each year the Board shall appoint a Chair and Vice-Chair.
- 3.6 There shall also be appointed by Council a who shall attend meetings and report back to Council.
- 3.7 There shall also be appointed by Council a co-ordinator who shall assist and advise the Board. The coordinator shall undertake the administrative duties of the Board, including but not limited to, notifying members of meetings, preparing agendas, preparing minutes, maintaining records and facilitating the actions of the Board.
- 3.8
- 3.9 The coordinator and members of the Board shall serve without remuneration.

#### **PART4 MEETINGS**

The Board shall hold at least two (2) regular meetings each year at a time and place designated by the Board.

- 4.1 The co-ordinator may call a special meeting at any time or by request of any three (3) members of the Board.
- 4.2 A majority of the Board constitutes a quorum of the Board.
- 4.3 All Board members shall be required to vote on any matter before the Board unless a conflict of interest is declared.
- 4.4 In the event of a tie vote, the resolution shall be deemed defeated.

#### **PART 5 DUTIES AND RESPONSIBILITIES OF THE BOARD**

5.1 The Board shall:

- a) Submit annually to Council for approval a program plan and budget for Provincial FCSS Grant monies and municipal contributions and administer the applications as approved.
- b) Advise and make recommendations to Council on the allocation of grants and funds in accordance with the Alberta Provincial FCSS Act and Regulation to eligible non-profit organizations providing preventative social programs and services.
- c) Promote a co-operative spirit though out the Village to encourage the sharing of all available resources towards the provision of preventative social services opportunities for everyone in the Village.
- d) Monitor and review operating policies and procedures and make recommendations to Council regarding the creation and implementation of bylaws, policies and procedures relating to preventative social services matters.
- e) Advise and make recommendations to Council regarding the completion of a Community Social Needs Assessment outlining development of FCSS programs and resources.
- f) Work together with Council annually to set priorities for services and projects that fall within the mandate of FCSS.
- g) Support Council and/or designate in preparing an Annual Report to Council for the preceding year based upon the Financial Statement for the year.
- h) Not operate any bank accounts independent of the Village.
- i) The Chief Administrative Officer or a designated officer shall act as Banking Agent and provide accounting services for the purpose of financial administration of the Family & Community Support Services projects and programs.

#### **PART 6 DUTIES AND RESPONSIBILITIES OF THE CHAIR**

6.1 The Co-ordinator shall:

- a) Preside at meetings of the Board.
- b) Represent the Family & Community Support Services Advisory Board as required.
- c) Prepare agenda with FCSS Program Administration.
- d) Keep good control of the meeting and encourage person(s) wishing to speak to keep their presentation to the point and refrain from restating points that may have been made by previous speakers.
- e) Provide leadership to the Board and ensures that the Board adheres to its bylaws and policies.
- f) Signing of documents, including all minutes, as required.
- g) Shall have no vote in the decisions to award FCSS funding.

**PART 7 DUTIES AND RESPONSIBILITIES OF THE VICE-CHAIR**

7.1 The Vice-Chair shall:

- a) Preside at the meetings of the Board and assume the role of Chair in the absence of the Co-ordinator.
- b) Familiarize themselves with the duties of the Chair and keep informed on key issues.

**PART 8 ENFORCEMENT**

8.1 This bylaw shall come into force and effect on the third and final reading.

**READ A FIRST TIME** this 21<sup>th</sup> day of April , 2020

\_\_\_\_\_  
Mayor

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

**READ A SECOND TIME** this 21<sup>th</sup> day of April , 2020

\_\_\_\_\_  
Mayor

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

**PROCEED TO THIRD READING** this 21<sup>th</sup> day of April , 2020

Carried Unanimously

\_\_\_\_\_  
Mayor

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

**READ A THIRD AND FINAL TIME** this 21<sup>th</sup> day of April , 2020

\_\_\_\_\_  
Mayor

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



## BYLAW 428-20

### A BYLAW OF THE VILLAGE OF LONGVIEW IN THE PROVINCE OF ALBERTA TO PROVIDE ADDITIONAL REQUIREMENTS FOR PETITIONS

**WHEREAS** under the authority and subject to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta, 2000, Chapter M-26, and amendments thereto (the Act), the Council of the Village of Longview may pass bylaws respecting the petition process; and

**WHEREAS** the Council of the Village of Longview wishes to pass a bylaw to set out additional requirements to the Act respecting the process of petitioning; and

**WHEREAS** it is desirable to establish a bylaw to set out the following requirements for the petition process:

- a) the ability to remove signatures from petitions;

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

- 1.1 This Bylaw may be cited as the "Petition Bylaw".

#### INTERPRETATION

2.1 In this Bylaw unless the context otherwise requires:

- a) "**CAO**" means the "Chief Administrative Officer" or his designate;
- b) "**Council**" means the Municipal Council of the City of Airdrie;
- c) "**Elector**" means a person who is eligible to vote in an election as defined in the Act and the *Local Authorities Election Act*;
- d) "**Petition**" means a formal request to Council signed by a required number of Electors; and
- e) "**Petitioner**" means an Elector, as defined in the Act and the *Local Authorities Election Act*, who signs a petition.
- f) "**Village**" means the municipal corporation of the Village of Longview or the area contained within the boundary thereof as the context requires;

## REMOVAL OF NAME FROM PETITION

- 3.1 A Petitioner may remove his or her name from a Petition to Council by filing a statutory declaration with the CAO no later than fourteen (14) days after the Petition is filed with the CAO.

## GENERAL PROVISIONS

- 4.1 Each provision of the Bylaw is independent of all other provisions and if any provision is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this Bylaw remain valid and enforceable.
- 4.2 Nothing in this Bylaw relieves a person from complying with any provision of any federal or provincial law or regulation, other bylaw or any requirement of any lawful permit, order or licence.
- 4.3 Any heading or sub-headings in this Bylaw are included for guidance purposes and convenience only, and shall not form part of this Bylaw.
- 4.4 Where this Bylaw refers to another act, bylaw, regulation or agency, it includes reference to any act, bylaw, regulation or agency that may be substituted therefore.

Read a first time this 21st day of April, 2020.

Read a second time this 21st day of April, 2020..

Proceed to 3<sup>rd</sup> Reading this 21st day of April, 2020..

Read a third time this 21st day of April, 2020..

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Mayor

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Chief Administrative Officer



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VILLAGE OF LONGVIEW  
FOR YOUR INFORMATION & DISCUSSION

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**Agenda Item #:** 10.1

**Date:** April 21, 2020

**Title:** Deferral of Business Tax & Utility Payments

**Submitted by:** Dale Harrison, CAO

**Recommendation:** In response to the Covid-19 Pandemic, Council approves the deferral of payment of 50% of the business tax without penalty and that residential taxes be deferred without penalty for those effected by Covid-19, either by illness or loss of income until Dec 31, 2020.

Utility bills for both commercial and residential can defer payment without penalties for 120 days effective with any outstanding March 2020 bills until the November bill which will be due on the regular date.

March bill penalty free until July 1<sup>st</sup>,

May bill penalty free until Sept 1<sup>st</sup>,

September bill penalty free until Nov 1<sup>st</sup>

November bill penalty free until Dec 1<sup>st</sup>.

Chronic delinquent Utility customers will still have their utilities transferred to taxes after the 3 outstanding bill. Chronic delinquent renters could be subject to utility cut off unless they can prove they have been impacted by Covid-19.

**Alternatives:** 2. Defeat above motion.

3. That discussion be tabled \_\_\_\_\_ *(for further information or future date).*

**Background:** The Provincial Government is postponing the collection of 50% of the ASFF school requisition on businesses for six months and as well as 50% taxes on businesses. Several utility companies are postponing the payment of utility bills for 6 months as well.

The province is urging municipalities to follow suit and delay the collection of the business tax for the same. They also recommend if the municipalities run short of operating funds that they should get loans to cover operations.

The 2019 Tax Bylaw shows that the Non-residential requisition of ASFF was \$44,095 and the Tax was \$101,263. This would mean the Village would be postponing the collection of \$72,679 or 30% of the Taxes.

Utilities – there are 15 businesses located in the Village on the utility system. Of those 10 have residents living in them. Two of the remained 5 are closed with their water turned off. Recent utility billing shows approx. \$2,000 for water/sewer charges, and \$300 for street lights, commercial properties are responsible for their own garbage pickup.



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**VILLAGE OF LONGVIEW  
REQUEST FOR COUNCIL DECISION**

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<b>Date:</b>	March 17, 2020	<b>Agenda Item #:</b> 10.5
<b>Title:</b>	Branding	
<b>Submitted by:</b>	Dale Harrison, CAO	

<b>Recommendation:</b>	MOVED by _____ that Council	
<b>Alternatives:</b>	2. Defeat above motion.	
	3. That discussion be tabled _____ <i>(for further information or future date).</i>	

<b>Background:</b>	The Economic Development Committee presented a brand for Council consideration. The topic was tabled to the March Council Meeting for a decision.
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<b>Implications:</b> <i>Policy, Statutory Plans, Legislative: Financial:</i>
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<b>Communications:</b>	n/a
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<b>Attachments:</b>	Is the documentation severed by FOIP: <b>NO</b>
1.	No attachment



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**VILLAGE OF LONGVIEW  
REQUEST FOR COUNCIL DECISION**

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<b>Date:</b>	March 18, 2020	<b>Agenda Item #:</b> 10.2
<b>Title:</b>	Video Surveillance	
<b>Submitted by:</b>	Dale Harrison, CAO	

<b>Recommendation:</b>	MOVED by _____ that Council appoint	
<b>Alternatives:</b>	2. Defeat above motion.	
	3. That discussion be tabled _____ <i>(for further information or future date)</i> .	

<b>Background:</b>	<p>After the Video Surveillance equipment was installed in 2018 there were concerns about privacy and FOIP requirements. The video equipment was turned off and an PIA sent to the Office of the Information and Privacy Commission of Alberta for an opinion on the use of the video cameras.</p> <p>We just received a response from the Privacy Commission Office identifying a couple of short-falls in our PIA application but it also stated that the Village is not required to file a PIA under the FOIP Act.</p> <p>Administration takes this to mean that the Village is able to turn the video cameras on. The intent of the video cameras is to document potential abuse and provide evidence in the case further actions after any incident. They also act as a bit of a deterrent against bad behavior.</p>
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<b>Implications:</b> <i>Policy, Statutory Plans, Legislative:</i>  <i>Financial:</i>
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<b>Communications:</b>	n/a
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<b>Attachments:</b>	Is the documentation severed by FOIP: <b>NO</b>
1.	No attachment



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**VILLAGE OF LONGVIEW**  
**FOR YOUR INFORMATION & DISCUSSION**

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**Agenda Item #: 10.4**

**Date:** April 21, 2020  
**Title:** Strategic Planning Proposal  
**Submitted by:** Dale Harrison, CAO

**Recommendation:** Council should award the Strategic Planning project to MK Strategy Group from High River at a cost of \$5,200 plus mileage and that the public engagement component be complete once the Covid-19 Pandemic has been declared safe.

**Alternatives:**

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

**Background:** The current strategic plan for the Village is over 10 years old and needs to be updated in order to help guide Council's decision over the next 10 years. The MGA requires community engagement when developing long-term plans, i.e. Strategic Plans, Municipal Development Plans, Inter-Municipal Development Plans, etc.

Administration had asked Alberta Community Services for a facilitator for a Strategic Plan for the past two years and was finally told that they were no longer providing that service free to municipalities and the Village should look for a paid consultant to provide the service. Administration contacted a couple of facilitators for experience with community engagement, requested a proposal, and a cost.

Three facilitators responded:

- 1) Barbara Pedersen Facilitation Services - Calgary  
They have substantial municipal facilitation experience throughout the province of Alberta from large cities to towns as well as many non-profit organizations. The proposed cost \$16,800
- 2) Quantum Recreation - Edmonton  
They facilitated the original Solar Project Open House. Not as much experience as above. Following 13 Ways to Kill your Community. The proposed cost is \$8,400.
- 3) MK Strategy Group - High River  
Founded in 2000, Familiar with region. SWOT Analysis. External Stake holder identification, Strategic Planning Day. Proposed Cost \$5,200 plus mileage at \$0.62 /km

**Implications:**  
*Policy, Statutory*

*Plans, Legislative:*

*Financial:* N/A

**Communications:**

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



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**VILLAGE OF LONGVIEW  
REQUEST FOR COUNCIL DECISION**

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<b>Date:</b>	April 21, 2020	<b>Agenda Item #:</b> 10.5
<b>Title:</b>	FCSS Committee Member Appointment	
<b>Submitted by:</b>	Dale Harrison, CAO	

<b>Recommendation:</b>	1. MOVED by _____ that Council appoint Rose Klassen for a one year term Ted Stobbe for a one year term Faye Beal for a two year term Jan Dyck for a two year term to the FCSS Committee effective April 27, 2020.  Council extends the Funding Applications to the end of May, 2020 due to Covid-19.
<b>Alternatives:</b>	2. Defeat above motion.  3. That discussion be tabled _____ <i>(for further information or future date)</i> .

<b>Background:</b>	FCSS requires oversight of the grant funds. It is preferred that multiple people be resourced to ensure fair treatment to all applicants for grants.  The FCSS Committee is comprised of four members at large. Appointments are for two years. Two of the appointments: expired in March of 2019 and the other two expired in March of 2020. The Village should appoint four members this year with different terms to maintain the staggered appointments.
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<b>Implications:</b> <i>Policy, Statutory Plans, Legislative:</i>  <i>Financial:</i>
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<b>Communications:</b> n/a
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<b>Attachments:</b>	Is the documentation severed by FOIP: <b>NO</b>
1.	No attachment





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**VILLAGE OF LONGVIEW  
REQUEST FOR COUNCIL DECISION**

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<b>Date:</b>	April 21, 2020	<b>Agenda Item #:</b> 10.6
<b>Title:</b>	Community Hall Basement Rental	
<b>Submitted by:</b>	Dale Harrison, CAO	

<b>Recommendation:</b>	1. MOVED by _____ that Council permit the use of the hall basement for the building of two tents. Conditional to payment of a damage deposit and prepayment of the rental fee.
<b>Alternatives:</b>	2. Defeat above motion.
	3. That discussion be tabled _____ <i>(for further information or future date)</i> .

<b>Background:</b>	<p>Travis Jimmy John has a contract with Bar U to make a tipi and a wall tent. Normally, he would do this out at Eden Valley but all large rooms (like the school and annex) have been commandeered by the COVID-19 Prevention Team for storage and isolation rooms. So now he has not place big enough.</p> <p>He is looking to use the downstairs area of the community hall for 1-2 days. There would only be him and his wife working on the project.</p>
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<b>Implications:</b> <i>Policy, Statutory Plans, Legislative:</i>  <i>Financial:</i>
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<b>Communications:</b>	n/a
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<b>Attachments:</b>	Is the documentation severed by FOIP: <b>NO</b>
1.	No attachment