

AGENDA

REGULAR MEETING OF THE COUNCIL OF THE VILLAGE OF LONGVIEW
In the Province of Alberta, held on Tuesday, Dec 21, 2021
To be held at Longview Community Hall commencing at 7:00 p.m.

1.0 CALL TO ORDER

2.0 AGENDA

3.0 DELEGATIONS

Ivor McCorquindale, Longview Seniors

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 of Council Meeting – Nov 16, 2021

6.0 ACTION ITEM REPORT

6.1 Action Item Report – from Nov 16, 2021

7.0 REPORTS

7.1 CAO Report

7.2 Public Works Report

7.3 Peace Officer Report

7.4 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 442-21 Waste & Litter Bylaw

11.0 BUSINESS

11.1 RFD Interim Budget

11.2 RFD Rec Board – Pea Gravel and port potties

11.3 RFD EDC Member appointment

11.4 RFD Council Meeting Time Change

11.5 RFD Councillor Role on Committees

11.6 RFD FCSS 2021 Grant

11.7 RFD Communications Policy

12.0 CORRESPONDENCE

13.0 CLOSE MEETING

Section 197(2) of the Municipal Government Act specifies that a council may close all or part of a meeting to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of FOIPP. 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, November 16, 2021
 Held in the Longview Community Hall commencing at 7:00 p.m.

PRESENT

Mayor Klassen
 Deputy Mayor Lyons
 Councillor Penner
 Chief Administrative Officer Harrison

Jerry Henry, Canada Post

PUBLIC IN ATTENDANCE

10 public in attendance

CALL TO ORDER

Mayor Klassen called the Regular Meeting of Council to order at 7:00 p.m.

AGENDA

Addition: Oct 26 Organizational Meeting Minutes for approval

Resolution 223-21

MOVED by Councillor Penner that the agenda be accepted as amended. **CARRIED**

DELEGATIONS

Kirk Davis – Solar update -
 Linda Givens – Laurie Rowe, Jerry Henry, Canada Post

CORRESPONDENCE FROM RESIDENT

Neil & Gaile Gallup – Garbage blowing onto property

Resolution 224-21

MOVED by Councillor Penner that administration review garbage bylaw and corrective action for builders and acquiring covered garbage bins for the Village **CARRIED**

MINUTES OF PREVIOUS MEETINGS

Resolution 225-21

MOVED by Deputy Mayor Lyons that Minutes of Oct 26 Organizational Meeting and Oct 26 Council Meeting be adopted as amended. **CARRIED**

ACTION ITEMS

CAO presented Action Item List from the October Council Meeting

REPORTS

CAO Report

CAO Harrison summarized the report submitted to Council as presented.

Public Works Report

As present from Oct 16 – Nov 15

Peace Officer Report

17 Ticket written in October. Expected income shortfall of \$2,249 for October.

Council Reports

Mayor Klassen – nothing to report

Deputy Mayor Lyons – Rec Board – camp kitchen quotes, purchase shed needs a place by Nov 25th.

- Fire Depart Food Drive Nov 18th 6 pm

MINUTES OF THE REGULAR MEETING
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Resolution 226-21	MOVED by Deputy Mayor Lyons that Council have a Special Meeting Thursday 3:30 pm at Campground to look at possible location for Rec Board shed. CARRIED
	Councillor Penner – Highlighted submitted report <ul style="list-style-type: none">• EDC to meet 1st Wed of every month at 6:30,• Longview School Council Thurs., Nov 25 – 6 pm via zoom• Reviewing on Emergency Management Plans
Resolution 227-21	MOVED by Councillor Penner that the reports be accepted as presented. CARRIED
FINANCIAL REPORTS	Bank Reconciliation – October 2021 Accounts Payable Cheque Register – October 2021 Variance Report – YTD
Resolution 228-21	MOVED by Deputy Mayor Lyons that the Financial Reports be accepted as presented. CARRIED
QUESTION PERIOD	Carol Fox – storage building SeaCan purchase group storage
BYLAWS	
Bylaw 435-21 ATCO Franchise Agreement Resolution 229-21	MOVED by Councillor Penner that Bylaw 435-21 ATCO Franchise Agreement receive 2 nd Reading CARRIED
Resolution 230-21	MOVED by Mayor Klassen that Bylaw 435-21 ATCO Franchise Agreement receive 3 rd Reading CARRIED
BUSINESS	
11.1 RFD Christmas Office Hours Resolution 231-21	MOVED by Councillor Penner that the Village close the office from Dec 27 to Dec 31 and that staff be paid for three days above the two stat vacation days. CARRIED
Resolution 232-21	MOVED by Mayor Klassen that the January COW Meeting be cancelled, and a Council Retreat be planned for early January. CARRIED
11.2 RFD Communications Bylaw Resolution 233-21	MOVED by Mayor Klassen that the Council review the supplied documents and forward any recommended changes or additions to a draft version for the December COW meeting. CARRIED
11.3 FYI MSI Funding Cuts Resolution 234-21	MOVED by Mayor Klassen that the Council write letter to Premier Kennedy, the Minister of Municipal Affairs and AUMA explaining the impact of the MSI funding cuts on the infrastructure upgrades required by the Village. CARRIED

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**11.4 RFD Food
Truck Licensing
Bylaw**

Resolution 235-21

MOVED by Mayor Klassen that the Village does not create a special policy or bylaw to limit mobile vendors. **CARRIED**

**11.5 RFD Canada
Post Lease**

Resolution 236-21

MOVED by Mayor Klassen that this be tabled to the December 9th Committee of the Whole Meeting. **CARRIED**

**11.6 RFD Public
Works Truck**

Resolution 237-21

MOVED by Mayor Klassen that Council approved \$45,000 for the acquisition and equipping of a two-ton dump truck capable of plowing snow and hauling snow and garbage. This budget is to include a dump box and snowplow. **CARRIED**

CLOSE MEETING

Resolution 238-21

MOVED by Councillor Penner to close meeting at 9:51 p.m. under FOIP 18(1)(c) Disposition of land and FOIP 18(1)(d) labour relations **CARRIED**

Break for 5 minutes

Recess 9:56 p.m. back in session

Resolution 239-21

MOVED by Mayor Klassen to come out of close meeting at 10:44 p.m. **CARRIED**

No residents waiting to re-enter meeting

**Sale of Road
Closure Land**

Resolution 240-21

MOVED by Deputy Mayor Lyons that administration approach the adjacent property owners to purchase the created new lots at the appraised market value. **CARRIED**

ADJOURNMENT

Resolution 241-21

MOVED by Councillor Penner to adjourn the meeting at 10.51 p.m. **CARRIED**

Mayor

CAO

MINUTES OF SPECIAL MEETING
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW
In the Province of Alberta, held on Thursday, November 18, 2021
held at the Tails & Trails Campground commencing at 3:30 p.m.

PRESENT

Mayor Klassen
Deputy Mayor Lyons
Councillor Penner
Chief Administrative Officer Harrison

PUBLIC IN ATTENDANCE

0 public in attendance

AGENDA

Rec Board request to place storage shed in campground

Rec Board Shed
Resolution 242-21

MOVED by Deputy Mayor Lyons that the Rec Board be offered space at the horseshoe pits to place the 10x14 shed. **CARRIED**

ADJOURNMENT

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 Thursday, December 9, 2021
held at the Longview Community Hall at 4:30 p.m.

PRESENT

Mayor Klassen
Deputy Mayor Lyons
Councillor Penner

**PUBLIC IN
ATTENDANCE**

CAO Dale Harrison
3 in gallery

CALL TO ORDER

Mayor Klassen called the meeting to order at 4:37 p.m.

AGENDA

Move agenda item 5.2 to Closed Meeting

Resolution 242-21

MOVED by Deputy Mayor Lyons that the agenda be accepted as amended. **CARRIED**

DELEGATION

None

ITEM ACTION LIST

CAO went over Action Item List

**CAO REPORT TO
COUNCIL**

CAO covered the Action Item list from November and highlighted Items from Report.

BUSINESS

**Land
Acknowledgements**

Mayor Klassen addressed the Traditional Land Acknowledgements. Ask to have the CAO contact Eden Valley CAO who the best contact is.

**Waste Bylaw
amendments**

Amendments suggested to deal with litter and construction litter containment.

Canada Post Lease

Moved item to Closed Meeting FOIP 18(1)(b) personal information

**Communications Policy
amendments**

Additions of social media and electronic sign usage.

FCSS 2021 Program

Proposed FCSS grants for 2021 to be presented at the December Council Meeting.

FCSS Needs Study

A draft of the 2021 FCSS Needs Study was presented to Council for review and discussion prior to providing to FCSS committee.

**Inter-municipal
Meeting**

A list of items to be discussed with Foothills County be compiled and administration work to secure an inter-municipal meeting early in the new year. Regional governance meeting is held quarterly with Black Diamond, Turner Valley, and Foothills County.

CLOSED MEETING

Resolution 243-21

MOVED by Mayor Klassen to close the meeting under FOIP 18(1)(b) personal information at 6:40 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 Thursday, December 9, 2021
held at the Longview Community Hall at 4:30 p.m.

Resolution 244-21	MOVED by Mayor Klassen to come out of closed meeting at 6:55 p.m.	CARRIED
ADJOURNMENT		
Resolution 245-21	MOVED by Mayor Klassen to adjourn the meeting at 7:00 p.m.	CARRIED

Mayor

CAO

NO	ACTION DESCRIPTION	OWNER	DATE ASSIGNED	DATE DUE	STATUS
1	Twin Cities lease	Dale	16-Feb		Awaiting lease from Twin Cities - emailed twice
2	Parking in Lane		21-Sep		Send letters to Businesses to move bins onto own property.
3	Fire Chief - burning gully brush pile		01-Sep		Contact Fire Chief again about gully plan - left message
4	Contact CCRF grant		21-Sep		Responded to inquiry for more info on campground kitchen
5	Sell Peace Officer vehicle		26-Oct		
6	Letter to Premier, MLA, MA and AUMA MSI Funding cut	Council	09-Dec		Letter ready for signatures
7			09-Dec		
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					



VILLAGE OF LONGVIEW
CAO REPORT TO COUNCIL

TO: Council
FROM: Dale Harrison
SUBJECT: CAO Report from Dec 2 – 16,2021
DATE: December 21, 2021

Development

- Multiple adjacent property owners – road closure
- Met with builder / developer for two house on Malmberg
- Provide grade slips to new house builder for 2022

Office

- Legal advice loans versus leases
- New IT provider – linked to all office computers
- Seeking legal costs for land transfers
- IT issues – virus protection, remote access,

Finance

- Assessor info on subdivided property
- Apply for flooring grant at Hall
- Respond to CCRF request for more info Camp kitchen shelter
- Started year-end grant documentation

Council

- Letter to Premier – MSI funding cuts

Public Works

- Arrange tree cutter to removed hazards in park after windstorm
- Jersey barrier costs for sign

FCSS

- Review new Covid correspondence from province

Solar - net Zero

- Fortis connection made
- Alberta Municipalities notified of switch over of account

Light-Up

- Lettering for Sponsor sign

Meetings

- COW
- Crescent Point – soil testing in campground

Nov 16

Daily routine, Set-up community for council meeting, Stake and mark above grade CC's and storm drains for snow removal, Pick-up no parking signs in campground, Install new brush set on broom and service.

Nov 17

Daily routine, Check CC on Foothills Dr, Move Equipment around between shop and cold storage shed, Pull down X-Mas lights to check over.

Nov 18

Daily routine, Re-place water meter on Highwood Dr, Re-place and re-pair marker lights and wiring on dump trailer and check over.

Nov 19

Daily routine, Garbage pick-up, Misc small jobs around shop.

Nov 22

Daily routine, Pick-up Garbage at Info center and Light-up garbage at campground, Water meter reading in Royalties Cres, Clean-up Garbage in compost area, Take recycling to land-fill, Pick-up supplies in OK.

Nov 23

Daily routine, Water meter replacement on Twin Cities Dr and meter reading in Royalties Cres, Check over X-Mas lights for Light standers and load on trailer.

Nov 24

Daily routine, Snow removal.

Nov 25

Daily routine, Meet with Predator and put-up X-Mas lights, Water service shut-off in Trailer park, Clean/tidy-up shop, Check over truck and dump trailer.

Nov 26

Daily routine, Garbage Pick-up, Water meter reading in trailer park.

Nov 29

Daily routine, Meter reading in Royalties Cres, Meter reading in Trailer park, Place out 2 new fire pits in campground, Cut-up old lumber for fire wood for Christmas light-up.

Nov 30

Daily routine, Go to town to pick-up supplies, Truck break down on road, wait for tow to BD and ride back to Longview.

Truck 467 Km

Kubota 3 Hrs

*Justin
Cannata*

Dec 1

Daily routine, Use personal truck for work, Wind damage assessment, Clean-up tree branches from streets and ally-ways.

Dec 2

Daily routine, Use personal truck for work, Clean-up garbage from compost area on Boyds property across from shop yard, Push-up tree branch and compost pile, Repair tarp and check over dump trailer, Pick-up town truck in BD.

Dec 3

Daily routine, Garbage Pick-up, Meet with Land owner East of village to pick-up garbage they picked-up on there proptery blown in by strong winds from un-kept Garbage cans/bins from Business and construction sites.

Dec 6

Daily routine, Snow removal(village owned side walks and parking lots) water meter reads at Royailties Cres and trailer park, Pick-up Bigger tree branches in Centennial park, Pump out holding tank at WTP, Move last of lawn equipment to cold storage shed.

Dec 7

Daily routine, Pick-up garbage from campground, Check over and service skid steer, Clean-up tree branches in shop yard, Cut down dead tree in campground.

Dec 8

Daily routine, Water meter reading in Royailties Cres, Meet with Arbor Teck for tree removal/Clean-up in Centennial Park, Misc small jobs around shop/yard.

Dec 9

Daily routine, Pick-up fire wood from Centennial park and take to campground, Check over truck and dump trailer.

Dec 10

Daily routine, Garbage pick-up, Pick-up supplys and parts in HR.

Dec 13

Daily routine, Snow removal(side walks and parking lots) water meter reading in Royailties Cres and trailer park, Repair fence at East gates to solar project site.

Dec 14

Daily routine, Snow removal(side walks and parking lots) Replace fan clutch on truck, Service kubota broom, Re-place 2 fire pits in campground, Push-up tree branch pile.

Dec 15

Daily routine, Push snow ridge back from sidewalks on village owned property(drifting snow) Meet with GM Mechanical at WTP for furnace repair.

Truck 348 km

JD 1 Hr

Kubota 8 Hrs

*Justin
Cavanaugh*

Village of Longview Municipal Enforcement

Report to Council November 2021

Stats are compiled from the month of September 2021.

Tickets Issued	Face value	Highest speed(s) clocked	Other violations	Expected return
24	6,323			3,793

November Shifts

Shifts on patrol in November – $17 \times 4 = 64$ hours including 1 stat cost \$5,112.00

deficit revenue over expense of \$1,319

Council Report – Mayor Klassen

November 30 2021

Westwinds AGM & Board Meeting

- Still working on litigations for 2015 fire, hopefully finalized in early 2022.
- After a survey was done with 110 residents, "Retirement Living" was selected and will replace the supportive living context and will be incorporated into the website and printed material over 2022.
- Starting a new Strategic Plan for 2022
- No covid cases to date for 2021
- Sending out a survey as to whether residents would like all visitors to be vaccinated.

December 3 2021

Light Up Longview Night

- Wonderful evening enjoying the dancing lights and a warm fire, and seeing all the neighbors and children
- Big shout out to all the volunteers that work on this committee to make our village shine! Truly is a Winter Wonderland

December 7 2021

Library - Cancelled

From: [Aaron Lyons](#)
To: [Dale Harrison](#)
Subject: Councillor report
Date: December 15, 2021 11:32:25 AM

• November 24 FRESC Meeting, this was a organizational meeting and presentation with stats, Brenda says she can come out to do a presentation to councils in late fall or into the new year if we like.

Meet quality and next meeting is January 26 2022

• Attended the Muni 101 Dec 6th and 7th

• COW meeting on Dec 9th

• contacted and received blurbs to go into news letters and on the sign for in the new year from LYND Committee and Rec Board and also had one done up for the Longview Fire Department

Get [Outlook for iOS](#)

Report to Council

Councillor Lisa Penner

From Nov 11 – Dec 15, 2021

GENERAL

- activated village email – lisa.penner@village.longview.ab.ca
- attended Special Council meeting re Rec Board storage shed placement
- collaborated with Rose, Aaron and Dale about doing a community “shout out” for the committees of Council, village committees, organizations and Societies – this is still in it’s beginning phase
- attended Muni101 Training from Elected Officials Education Program (EOEP)
- worked with Dale re: Light Up Longview (LUL) article for Western Wheel “Cool Winter Guide” and a description of LUL for village newsletter
- thank you to Jan Dyck and Carol Fox for your input and collaboration on the Western Wheel article and community description of LUL.

EDC

- meets the first Wednesday of every month at 6:30pm
- next meeting is January 5, 2022 at the Longview Community Hall
- has recommended that Council look into offering advertising space for a fee to local businesses
- has recommended that Council initiate the process of annexation of land for the bigger solar panel project and future village development
- updated their short-term and long-term plans

LONGVIEW SCHOOL

- meets every other month at 6pm
- next meeting is January 27, 2022
- recently had their AGM – Congratulations to Jennifer Hickey (Chair) and Erin Nelson (Treasurer)
- COVID protocols have limited any community connection opportunities

EMERGENCY MANAGEMENT

- met with Rob Morton from Alberta Emergency Management Agency (AEMA)

- did an assessment of what needs to be updated in order to comply with the new Local Authority Emergency Management Regulation (LEMR). Results will be sent to me to help direct the process of updating our Community Emergency Plan
- our Municipal Emergency Management Bylaw (#371-15) needs to be updated to incorporate the LEMR requirements
- newly elected officials must do mandated training (Municipal Elected Officials Course) within 90 days of taking their official oath. This is an online course that can take 2-4hrs through AEMA.
- the DEM must have other training done within 18 months of being appointed
 - Basic Emergency Management
 - Incident Command System (ICS) 100, 200 and 300
 - Director of Emergency Management Course

CRESCENT POINT COMMUNITY FOUNDATION

- thank you to Wendy Scott for her support
- talked to a Crescent Point person who is helping me connect with the foundation.

MUNICIPAL PLANNING COMMISSION

Nothing to report

**VILLAGE OF LONGVIEW
BANK RECONCILIATION
November 30, 2021**

General Ledger ATB

Balance at	General account	\$1,019,888.15	
	RecBoard account	\$25,385.96	
	Light Up account	\$4,494.83	
	Memorial Garden account	\$9,174.69	
	Total Bank in GL		\$1,058,943.63
	charges outstanding in GL		
	deposit outstanding in GL	\$ 2,216.00	\$ 2,216.00
Adjusted Balance	November 30, 2021		<u>\$1,061,159.63</u>

ATB General Bank Account

Balance	November 30, 2021		<u>\$1,112,504.55</u>
Less:	Outstanding Cheques	(\$51,344.92)	
Plus:	Outstanding Deposit in Bank		(\$51,344.92)
Balance at	November 30, 2021		<u>\$1,061,159.63</u>
difference			\$0.00

	Total on Deposit		<u>\$1,061,159.63</u>
Less:	MSI Grant	\$127,130.77	
	FGTF Grant	\$0.00	
	MSP - Covid Capital	\$0.00	
	WTP additions project	(\$1,655.75)	
	WTP instruments	(\$33,201.38)	
	Solar Project	(\$3,916.25)	
	Solar Project - Net Zero	(\$216,626.22)	
	Sidewalks	(\$20,537.50)	
	CSS Covid 19 (community)	\$5,501.88	
	Reserves	\$552,685.83	
	held for rec board	\$25,385.96	
	held for lightup	\$4,494.83	
	held for memorial garden	\$9,174.69	
	Restricted Funds		<u>\$448,436.86</u>
	Balance for Operations		<u>\$612,722.77</u>

Village of Longview

Cheque Listing For Council

Cheque			Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date	Vendor Name				
202100309	2021-11-30	Alberta Municipal Data Sharing Partner	2021-158	PAYMENT 2021 MEMBERSHIP FEES	35.00	35.00
202100310	2021-11-30	Alberta Municipal Services Corporation Utilities	21-1040996	PAYMENT RE NOV 5 STATEMENT	5,312.85	5,312.85
202100311	2021-11-30	Alberta One-Call Corporation	in171457	PAYMENT OCT NOTIFICATIONS	33.08	33.08
202100312	2021-11-30	AMSC Insurance Services Ltd.	0168-46,420	PAYMENT DEC 2021 COVERAGE	673.33	673.33
202100313	2021-11-30	ATB Financial Mastercard	20211105	PAYMENT MISC RECEIPTS TO NOV 5	3,606.68	3,606.68
202100314	2021-11-30	Brownlee LLP	522435	PAYMENT RE ROAD CLOSURE	1,336.23	1,336.23
202100315	2021-11-30	Caumartin, Justin	20211116	PAYMENT NOV 16 VOUCHER	65.00	65.00
202100316	2021-11-30	Contain-A-Way Services	234781	PAYMENT OCT GARBAGE	165.66	165.66
202100317	2021-11-30	Eastlink	17495925 17531002	PAYMENT RE NOV 3 STATEMENT RE STATEMENT TO NOV 10	93.40 152.20	245.60
202100318	2021-11-30	Fired Up Automotive	40192	PAYMENT TIRE REPAIR	382.20	382.20
202100319	2021-11-30	First Class Fencing Inc	20210909B	PAYMENT PARTIAL PMNT SP FENCING	7,434.16	7,434.16
202100320	2021-11-30	Folkard, June	20211116	PAYMENT RE NOV 16 VOUCHER	65.00	65.00
202100321	2021-11-30	Foothills County	ivc0000029388	PAYMENT JULY-SEPT FIRE COST SHARE	2,804.29	2,804.29
202100322	2021-11-30	Foothills Regional Service Commission	00028842	PAYMENT OCT GARBAGE	454.00	454.00
202100323	2021-11-30	Fortis Alberta Inc. Net Zero Connection	90220676	PAYMENT SOLAR PROJECT NET ZERO	8,654.90	8,654.90
202100324	2021-11-30	Harrison, Dale	20211114 20211123	PAYMENT LIGHT UP SUPPLIES LED LIGHTS	31.67 800.00	831.67
202100325	2021-11-30	Highwood Lock & Key Ltd.	863852 863853	PAYMENT CHANGE LOCKS CHANGE LOCKS	886.15 1,207.50	2,093.65
202100326	2021-11-30	Iron Mountain Canada Operations ULC	dzpx588 GCHS747	PAYMENT SHREDDING RE OCT 31 STATEMEN RE NOV 30 STATEMENT	80.68 81.85	162.53
202100327	2021-11-30	Jansen Plumbing Ltd.	29531	PAYMENT HOT WATER HEATER AT OFFICE	1,839.45	1,839.45
202100328	2021-11-30	Longview Fas Gas	20211101	PAYMENT OCT FUEL	536.97	536.97
202100329	2021-11-30	Majchrowski, Nicki	20211116	PAYMENT RE NOV 16 VOUCHER	830.00	830.00
202100330	2021-11-30	Matrix Solutions Inc.	254075	PAYMENT OCT WATER SAMPLING	241.50	241.50
202100331	2021-11-30	MPE Engineering Ltd	2530-010-01-29	PAYMENT RE FOOTHILLS OPERATOR ATTEND	601.65	601.65

Village of Longview

Cheque Listing For Council

2021-Dec-13
3:18:33PM

Cheque					Invoice	Cheque
Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Amount	Amount
202100332	2021-11-30	MUNIWARE Municipal Info Systems	20211867	PAYMENT DEC SUPPORT	191.89	191.89
202100333	2021-11-30	Novak, Terrance	20211031	PAYMENT 150 MORRISON RD SNAKE RENTAL	83.32	83.32
202100334	2021-11-30	Skyfire Energy Inc. Net Zero Construction	8646	PAYMENT PV SYSTEM INSTALLATION	19,541.76	19,541.76
202100335	2021-11-30	Superior Safety Codes Inc.	18799	PAYMENT SEPT PERMIT FEES	48.38	48.38
202100336	2021-11-30	T & T Disposal Services	231183	PAYMENT POTTY RENTAL COVID PARTY	362.61	362.61
202100337	2021-11-30	Telus Communications	7446-112021	PAYMENT RE NOV 21 STATEMETN	279.68	279.68
202100338	2021-11-30	Telus Mobility	4645788205 4645788206 9117-11-14-21	PAYMENT RE OCT 27 STATEMENT RE NOV 27 STATEMENT RE NOV 14 STATEMENT	294.25 206.48 188.00	688.73
202100339	2021-11-30	Town of Black Diamond	20210378	PAYMENT TO OCT 31	4,828.00	4,828.00
202100340	2021-11-30	Western Financial Group	2299759	PAYMENT INSURANCE FOR LIGHT UP	1,180.00	1,180.00

Total 65,609.77

*** End of Report ***

Village of Longview

YTD Council Summary November

General Ledger	Description	2020 YTD Actual	November 2021 Actual	2021 YTD Actual	2021 Budget	2021 Budget Remaining \$	2021 Budget Remaining %
TOTAL General Revenue		(522,205.04)	(6,445.91)	(572,890.98)	(577,151.00)	(4,260.02)	0.74
TOTAL Legislative Reveue		(3,000.00)	1,604.01	(200.49)	0.00	200.49	0.00
TOTAL Administrative Revenue		(56,243.40)	(1,758.12)	(36,371.45)	(62,545.00)	(26,173.55)	41.85
TOTAL Protective Services Reve		(27,571.89)	(2,243.00)	(14,683.00)	(44,758.00)	(30,075.00)	67.19
TOTAL Emergency Services Reven		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL Public Works Revenue		0.00	0.00	(1,350.00)	(1,200.00)	150.00	(12.50)
TOTAL Roads & Street Lights Re		(14,540.98)	(2,920.99)	(14,624.33)	(17,500.00)	(2,875.67)	16.43
TOTAL Water Services Revenue		(89,360.33)	(17,694.98)	(102,515.31)	(110,700.00)	(8,184.69)	7.39
TOTAL Wastewater Services Reve		(72,599.98)	(5,228.40)	(80,260.91)	(76,194.00)	4,066.91	(5.34)
TOTAL Solid Waste Services Rev		(16,017.75)	(3,161.57)	(15,932.66)	(19,750.00)	(3,817.34)	19.33
TOTAL FCSS Revenue		(22,272.00)	(278.00)	(12,651.00)	(20,080.00)	(7,429.00)	37.00
TOTAL Plan & Dev Revenue		(3,985.25)	(679.20)	(22,327.89)	(16,200.00)	6,127.89	(37.83)
TOTAL Parks / Rec Revenue		(100.00)	0.00	(300.00)	(100.00)	200.00	(200.00)
TOTAL Camp Info Centre Revenue		(36,183.00)	(1,300.00)	(28,740.50)	(44,600.00)	(15,859.50)	35.56
TOTAL Community Hall Revenue		(640.00)	0.00	(532.50)	(500.00)	32.50	(6.50)
TOTAL Rec Board Revenue		(36,000.00)	0.00	0.00	(12,500.00)	(12,500.00)	100.00
TOTAL REVENUE		(900,719.62)	(40,106.16)	(903,381.02)	(1,003,778.00)	(100,396.98)	10.00

Target
8.4 %

Village of Longview

YTD Council Summary November

General Ledger	Description	2020 YTD Actual	November 2021 Actual	2021 YTD Actual	2021 Budget	2021 Budget Remaining \$	2021 Budget Remaining %
	TOTAL General Expenses	89,854.18	0.00	115,735.23	156,273.00	40,537.77	25.94
	TOTAL Legislative Expenses	15,864.94	(631.14)	13,862.32	23,276.00	9,413.68	40.44
	TOTAL Administration Expenses	241,866.23	21,098.66	248,515.43	296,015.00	47,499.57	16.05
	TOTAL Protective Services Expe	10,683.40	4,864.90	24,622.85	45,211.00	20,588.15	45.54
	TOTAL Emergency Services Expen	5,909.51	2,839.29	8,937.05	11,000.00	2,062.95	18.75
	TOTAL Public Works Expenses	62,319.29	6,411.39	80,100.90	88,650.00	8,549.10	9.64
	TOTAL Roads & Street Lights Ex	15,283.21	1,589.79	16,025.35	20,800.00	4,774.65	22.96
	TOTAL Water Services Expenses	73,066.25	2,202.74	136,565.29	135,700.00	(865.29)	(0.64)
	TOTAL Wastewater Services Expe	47,269.70	480.74	63,261.39	105,551.00	42,289.61	40.07
	TOTAL Solid Waste Expenses	5,475.68	611.77	5,455.93	7,400.00	1,944.07	26.27
	TOTAL FCSS Expenses	8,483.47	2,429.15	8,176.60	15,102.00	6,925.40	45.86
	TOTAL Planning and Developemnt	4,813.10	1,318.68	4,855.52	17,500.00	12,644.48	72.25
	TOTAL Parks / Rec Expense	993.85	109.43	1,025.01	2,700.00	1,674.99	62.04
	TOTAL Campground Info Centre E	30,585.75	895.25	29,215.21	39,385.00	10,169.79	25.82
	TOTAL Community Hall Expenses	7,675.85	632.41	12,902.38	16,900.00	3,997.62	23.65
	TOTAL Library Expenses	5,699.23	201.65	7,815.13	8,316.00	500.87	6.02
	TOTAL Rec Board Expenses	36,844.06	0.00	7,093.39	8,500.00	1,406.61	16.55
	TOTAL EXPENSES	662,687.70	45,054.71	784,164.98	998,279.00	214,114.02	21.45
P	NET DEFICIT (Surplus)	(238,031.92)	4,948.55	(119,216.04)	(5,499.00)	113,717.04	(2,067.96)

*** End of Report ***

Target
8.4%

**VILLAGE OF LONGVIEW
BYLAW NUMBER 442-21**

**BEING A BYLAW OF THE VILLAGE OF LONGVIEW TO REGULATE AND MANAGE
WASTE & LITTER**

WHEREAS the Municipal Government Act S.A. 2000, c. M-26 provides that Council may pass bylaws for municipal purposes respecting the safety, health and welfare of people, the protection of people and premises, nuisances, services provided by or on behalf of the municipality, and the enforcement of bylaws; and

WHEREAS it is desirable to regulate and control the storage, collection and disposal of waste within the Village of Longview;

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

1. This Bylaw may be cited as the "Waste & Litter Management Bylaw"

DEFINITIONS:

2. In this Bylaw the term:

- (a) "alley" means a street or lane intended primarily for access to the rear yard of adjacent premises;
- (b) "animal waste" means all forms of waste from animals or the treatment of animals except animal carcasses or parts;
- (c) "apartment" means a residence that is in a building of more than four self-contained suites, but excludes a condominium;
- (d) "biomedical waste" means medical waste that requires proper handling and disposal because of environmental, aesthetic, and health and safety concerns as well as risks to human health and includes:
 - (i) human anatomical waste;
 - (ii) infectious human waste;
 - (iii) infectious animal waste;
 - (iv) microbiological waste;
 - (v) blood and body fluid waste; and
 - (vi) medical sharps, such as needles, syringes, blades, or other clinical or laboratory materials capable of causing punctures or cuts;
- (e) "Chief Administrative Officer" means the person appointed by Council of the Village as its chief administrative officer, or his/her designate;
- (f) "collection" means picking up and gathering waste and includes its transportation to a disposal site and "collect" has a corresponding meaning;
- (g) "collector" means a person employed to collect waste;

- (h) "commercial premises" means any premises that are not a residential dwelling, and includes any premises that are exempt from municipal assessment or taxation;
- (i) "designated officer" means a Village employee, who has the powers, duties, or functions of a designated officer pursuant to the Municipal Government Act, S.A. 2000, c. M-26.1;
- (j) "disposal site" means any premises designated by the Chief Administrative Officer for the disposal of waste or any other premises which is approved by Alberta Environment for the disposal of waste;
- (k) "garbage stand" means a structure designed to hold waste containers and may be either attached to a building or fence or stand-alone;
- (l) "general medical waste" means non-hazardous medical waste and includes soiled dressings, sponges, surgery drapes, lavage tubes, casts, catheters, disposable pads, disposable gloves, specimen containers, lab coats and aprons, tubings, filters, towels and disposable sheets, but excludes biomedical wastes;
- (m) "hazardous waste" means waste generated from any premises and has one or more hazardous properties as described in the Alberta Environmental Protection and Enhancement Act, Waste Control Regulation (Alta. Reg. 192/96), Schedule 1;
- (n) "industrial waste" means waste generated by commercial or industrial activities that presents health, safety or environmental concerns, and includes but is not limited to lime, sulphur, asbestos, contaminated soils, empty chemical containers and drums, carbon, acids, caustics, sludge, and industrial sump water, but excludes hazardous waste and biomedical waste;
- (o) "litter" means trash, wastepaper, or garbage lying scattered about
- (p) "litter receptacle" means a receptacle intended for public use for the collection of litter
- (q) "owner" includes the person shown as the owner on the Land Title for a property, the occupant of a premises, the lessee or tenant of a premises, the Condominium Board of condominium property, and a property management company which holds itself out as the person responsible for the maintenance of a premises;
- (r) "plastic garbage bag" means a sturdy plastic bag specifically marketed to store waste for collection, and excludes plastic bags that are intended for other purposes;
- (s) "residential dwelling" means:
 - (i) single family homes;
 - (ii) premises intended for residential use, and consisting of fewer than five self-contained suites; and
 - (iii) a condominium, but excludes an apartment.

- (t) "Village" means the municipal corporation of the Village of Longview or the area located within the boundaries of the Village, as the context requires;
- (u) "unit of waste" means a waste container and may include a "plastic garbage bag" up to 660mm x 914 mm (26 inches by 36 inches).
- (v) "waste" means anything that is discarded and includes animal, dry, industrial, general medical, or yard waste, but excludes hazardous waste and biomedical waste;
- (w) "waste container" means a container designed to store waste for collection and includes a tight fitting lid; and
- (x) "yard waste" means waste from gardening or horticultural activities and includes grass, leaves, plants, tree and hedge clipping, and sod.

AUTHORITY OF CHIEF ADMINISTRATIVE OFFICER

3. The Chief Administrative Officer is authorized to:
- (a) approve set specifications for waste containers and plastic garbage bags;
 - (b) specify the quantities and types of waste eligible for collection;
 - (c) designate Village premises to be used as a Village disposal site and/or Village Recycling Depot;
 - (d) determine the time and frequency of waste collection;
 - (e) make and execute agreements on behalf of the Village for collection and disposal services;
 - (f) grant approvals and permissions as set out in this Bylaw.

GENERAL RULES

4. The owner of any premises shall store waste on the premises from which it is generated, unless it is stored on other premises with the consent of the owner and occupant of those other premises.
5. No person shall deposit waste in a waste container without the consent of:
- (a) the owner of the container or bin;
 - (b) the owner of the property where the container or bin is located; and
 - (c) the occupant of the property where the container or bin is located.
6. Unless the owner has written approval from the Chief Administrative Officer to set waste

containers out for collection in a Specific location, an owner must ensure that waste containers are:

- (a) located immediately adjacent to a street or alley;
- (b) at a central location where the collector will have easy, direct and safe access to the waste container;
- (c) if intended for front street collection:
 - (i) if there is no sidewalk, on the occupant side of the curb;
 - (ii) if there is a sidewalk joined to the curb, on the occupants premises, adjacent to the sidewalk, or
 - (iii) if there is a separate sidewalk with a boulevard, on the boulevard adjacent to the curb; and
- (d) if there is a walkway or stairway adjacent to the street or alley, at the bottom of the walkway or stairway.

7. If there is a fence between waste that has been set out for collection and a street or alley, the owner must ensure there is an opening in the fence:

- (a) at least 0.2 metres wider than all the waste containers; and
- (b) at least 0.4 metres higher than the highest waste container,

such that the collector can easily and safely access the waste containers and plastic garbage bags.

8. An owner shall ensure that waste stored or set out for collection on or adjacent to that owner's premises do not:

- (a) create offensive odours; or
- (b) become untidy.

9. An owner shall ensure that all waste is set out for collection and not permitted to accumulate on the premises.

10. An owner shall ensure that waste stored or set out for collection on or adjacent to that owner's premises is contained in a plastic garbage bag contained in an approved garbage container.

RESTRICTIONS ON WASTE

11. Except for waste which is placed in receptacles required and in a manner complying with the provisions of this Bylaw and in a location designated or allowed by the Bylaw, no person in charge or responsible for any land or building in the Village shall allow waste of any kind to accumulate:

- (a) outside of a building or inside of a portion of the building to which the public or part of the public has access, or
 - (b) on any land or other premises whether or not there is a building or other structure erected thereon.
12. Except as otherwise provided in sections 12, 13, 14, 15 and 16, an owner shall ensure that the following types of waste are not set out for collection from his premises:
- (a) industrial or hazardous waste;
 - (b) biomedical waste;
 - (c) general medical waste;
 - (d) sharp objects such as glass, nails, knives, metal, or wood splinters;
 - (e) animal waste, dead animals or animal parts;
 - (f) sawdust and powdered materials;
 - (g) automobile waste including automobile parts, tires, and batteries;
 - (h) building materials and furniture;
 - (i) individual items that are larger than 1.25 metres (4 feet) in any dimension or items that weigh more than 12 kilograms (25 pounds);
 - (j) liquids; and
 - (k) waste that is unsafe for the collector to access or handle.
13. A person may set sharp objects out for collection if the sharp objects are contained in a puncture resistant, non-breakable container with a tight fitting lid before they are set out for collection.
14. A person may set general medical waste, animal waste, sawdust and powdered materials out for collection if it is packaged in securely tied, double plastic garbage bags.

YARD WASTE

15. An owner shall ensure that all yard waste is to be taken to the compost and tree trimming area by the public works yard.

RESIDENTIAL WASTE

16. Owners of residential dwellings, with more than one self-contained suite must ensure there is a single waste storage location for the residential dwelling which is directly accessible from a street or alley.

17. No owner of a residential dwelling shall set out for collection any waste that is not generated from their residential dwelling.
18. There shall be no more than two (2) units of waste per week collected by the Village from each residential dwelling, unless the additional unit has an "excess collection" sticker affixed to the unit of waste and the unit complies with the definition of a unit of waste.
19. Except as provided in section 20, the owner of a residential dwelling must ensure that waste generated at his residential dwelling is set out for collection in a waste container.
20. Where waste is placed in a receptacle other than a waste container, the receptacle is deemed to be waste and may be collected as such.
21. An owner of a residential dwelling shall ensure that waste containers used at their residential dwelling:
 - (a) are constructed of sturdy, water-tight material;
 - (b) are maintained in good condition;
 - (c) have fixed rigid handles and a smooth rim;
 - (d) have properly fitting lids that are kept closed except when the containers are loaded or unloaded;
 - (e) do not have lids attached to the container by chain, rope or wire; and
22. An owner may use a waste container with a volume larger than 100 litres if waste is packaged in plastic garbage bags and the bags can be easily removed without lifting the waste container.
23. An owner must ensure that residential waste containers used at his premises are filled so that:
 - (a) the cover of the container fits properly;
 - (b) the contents of the container must be placed in a plastic garbage bag that can be easily removed from the container; and
24. An owner must ensure that plastic garbage bags used at his premises:
 - (a) are water-tight and securely tied;
 - (b) are capable of holding their contents without breaking; and
 - (c) the total weight of a bag and contents does not exceed 12 kilograms (25 lbs).
25. An owner must ensure that waste from his residential dwelling is set out for collection:
 - (a) no later than 7:00 a.m. on the day of collection;

- (b) no earlier than 9:00 p.m. on the day before collection; and
- (c) the empty waste container(s) be returned to the owners property not later than 9:00 P.M. the day of collection.

COMMERCIAL WASTE

26. Owners of commercial buildings and residential dwellings with more than two units must provide for their own garbage pickup and disposal.

CONSTRUCTION WASTE

27. A builder shall not place, cause or permit any litter, garbage, waste, refuse or any other waste material to be placed or blown upon the privately owned property of another person. This includes materials generated in the course of construction, demolition, or renovation; or

LITTER

28. A person who is guilty of an offence is liable to a fine in an amount not less than that established in this section, where the litter, garbage, waste, refuse or other waste material is any of the following:
- a) individual items that are larger than 1 metre in any dimension or items that weigh more than 20 kilograms; or
 - b) materials generated by or discarded as refuse from a non-residential property; or
 - c) yard waste, including grass clippings, leaves, branches, trees, garden matter, soil, sod or dirt; and

double these fine amounts for any subsequent offence.

RECYCLING

29. Recycling services are currently not offered by the Village, but there if a person is interested, there is a company that will pickup recycling for a fee. Contact the Village office for more information.

ENFORCEMENT

30. Where the Village Peace Officer, believes a person has contravened any provision of this Bylaw, he may:
- (a) issue to the person an order to remedy contraventions in accordance with the Municipal Government Act, R.S.A. 2000, c. M-26 545(1);
 - (b) issue to the person, a violation ticket in accordance with the Provincial Offences Procedures Act, R.S.A. 2000, c. Part 2, Section 24; or
 - (c) do both (a) and (b) above.

31. If the person of whom an order has been issued pursuant to Section 24(1) fails to comply with the order within the time specified in the order:
 - (a) that person commits an offence under this section and a Bylaw Enforcement Officer may issue a violation ticket pursuant to the Provincial Offences Procedures Act, R.S.A. 2000, c. P-24; and
 - (b) The Village may take whatever steps are necessary to remedy the breach of the bylaw and the cost of doing so becomes a debt owing to the Village by the person to whom the order was issued in accordance with the Municipal Government Act, R.S.A. 2000, c. M-26 Section 568.
32. Any person who contravenes a provision of this bylaw is guilty of an offence and is liable:
 - (a) for a first offence to a fine of not less than \$100.00; and
 - (b) for a second offence of the same provision within a twenty -four month period to a fine of not less than \$300.00.
33. The specified penalty for a first offence, is the amount shown in Schedule A in respect of that offence.
34. Where, on a prosecution of an offence pursuant to this Bylaw, a person believes a written approval or permission of the Chief Administrative Officer provides that person with a defence, the owner of proving that approval or permission was given rests with the person relying on the permission or approval.
35. The levying and payment of any fine or the imprisonment for any period provided in the Bylaw shall not relieve a person from the necessity of paying any fees, charges or costs for which he is liable under the provisions of this Bylaw.
36. Nothing in this Bylaw relieves a person from complying with any Federal or Provincial law or regulation, other bylaw or any requirements of any lawful permit, order, consent or other direction.
37. Where this Bylaw refers to another Act, Regulation or agency, it includes reference to any Act, Regulation or agency that may be substituted therefore.

SEVERABILITY PROVISION

38. Should any provision of this Bylaw be invalid, then that provision shall be severed and the remaining Bylaw shall be maintained.

EFFECTIVE DATE AND REPEAL OF BYLAWS

39. Bylaw 413-18 and all amendments thereto are hereby repealed.

40. This Bylaw shall come into force on the day it is passed.

READ A FIRST TIME this 21st day of December, A.D., 2021

MAYOR

CAO

READ A SECOND this 21st day of December, A.D., 2021

MAYOR

CAO

THIRD TIME this 21st day of December, A.D., 2021

MAYOR

CAO

Schedule "A"

<u>Section</u>		<u>Amount of Specified Penalty in Dollars</u>
4.	Storing waste on other's premises	250.00
5.	Waste deposited without consent	250.00
6.	Improperly locating waste containers	125.00
7.	Waste inaccessible because of fence	125.00
8.	Allowing offensive odours or untidy waste	125.00
9.	Allow waste to accumulate	250.00
12.	Setting out restricted waste for collection	250.00
11,15.	Improper packaging of yard waste	125.00
16.	Fail to provide single waste storage location	125.00
17.	Set out waste not generated on premises	250.00
19.	Fail to set out waste in plastic garbage bag	125.00
21.	Use improper waste containers	125.00
23.	Improperly fill waste containers	125.00
24.	Improperly filled plastic garbage bags	125.00
25.	Set out waste at wrong time	125.00
27.	Construction Waste	250.00
28.	Litter	125.00
29.	Improper disposal of recyclable goods	125.00



**VILLAGE OF LONGVIEW
REQUEST FOR COUNCIL DECISION**

Date:	Dec 21, 2021	Agenda Item #: 11.1
Title:	Interim Budget	
Submitted by:	Dale Harrison, CAO	

Recommendation:	MOVED by _____ that Council could approval the Interim Operating Budget based on the 2021 budget.	
	Income of 991,279	
	Expense <u>991,279</u>	
	Surplus 0	
Alternatives:	2. Defeat above motion.	
	3. That discussion be tabled _____ <i>(for further information or future date).</i>	

Background:	The Village must have a budget in place in order to continue to operate and pay bills and salaries in the New Year. The 2022 Budget has not been reviewed and does not need to be finalize until prior to taxes but there is a requirement under the new MGA to have a three year operating budget and a five year capital budget. This will take some time to put together in early 2022. It is common practice to pass an interim budget based on the current year's budget.
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Implications:	
<i>Policy, Statutory Plans, Legislative:</i>	
<i>Financial:</i>	N/A

Communications:	Council Agendas
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Attachments:	Is the documentation severed by FOIP: NO
1.	none



VILLAGE OF LONGVIEW
FOR INFORMATION

Agenda Item #: 11.3

Date: Sept 21, 2021
Title: Rec Board – Storage Shed location
Submitted by: Dale Harrison, CAO

Recommendation: MOVED by _____ that the Rec Board has the option to install or not install the porta potties at their choice and expense. The Rec Board is to be responsible of playground equipment maintenance and repair.

Alternatives:

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

Background: At the September Rec Board Meeting it was suggested by the committee that the Village should pay for the porta-potties in Centennial Park. It was the Rec Board that initiated the installation of the port-potties in the park.

As far as the pea gravel, Bylaw 327E establishing the Longview Rec Board to foster, create, develop, **maintain** and operate recreational programs and services and recreational facilities. This clearly identifies that maintenance is the responsibility of the Rec Board. The playground in Centennial Park is a recreational facility. The Playground pea gravel only needs to be topped up approx. 10 years depending upon use.

BY-LAW NO. 327 E

By-Law of the Municipal District of Foothills No. 31. To Establish the "Town (VILLAGE) Longview District Recreation Board"

UNDER AND BY Virtue of the power conferred upon it by Section 207 and 209 of the Municipal Government Act, being Chapter 246 RSA 1970 and amendments thereto and Section 8 of the Recreation Development Act being Chapter 314 RSA 1970 and amendments thereto, the Council of the Municipal District of Foothills No. 31 enacts as follows, -

- 1- that the "Longview District Recreation Board" be established to foster, create, develop, maintain and operate recreational programmes and services and recreational facilities in cooperation with private and public interest groups and the "Longview District Recreation Board" operate within the terms of reference as outlined in the attached Longview District Recreation Board Regulation 1-72, and

From: [Delilah Miller](#)
To: [Dale Harrison](#)
Cc: [Aaron Lyons](#)
Subject: Longview Rec Board
Date: November 12, 2021 12:51:46 PM

Village of Longview Council
CAO Village of Longview

Good Afternoon Everyone;

Congratulations on your recent elections and we look forward to working with you. At our meeting in September the board acknowledged the decision to pay for & place pea gravel in the playground and to contract porta potties for the summer in the park. The board has looked at the Terms of Reference for recreation and feel that although these items were provided in the past, they do not reflect the mandate of the board. In future, we would like to defer these items to the Village of Longview.

The Rec Board is working on some exciting projects, one of them is the possibility of a Camp Kitchen near the skating rink and look forward to working with your representative , Mr. Lyons.

Should you have any questions or comments, please do not hesitate to email or call.

Best regards

Delilah

Delilah Miller
Chair
Longview Rec Board
Councillor Foothills County
403-336-1736 C
delilah.miller@foothillscountyab.ca

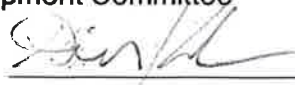


Attention: Longview Village Council

Christina Weir has expressed Interest in joining the Longview EDC
The EDC has no objections to Christina joining and would look forward to having her as
a part of the team. Therefore The Economic Devolpment Committee is seeking councils
approval to have Christina Weir join.

Regards: Economic Devolpment Committee

President: Dennis Kilburn



Secretary : Clayton Cocks



Members: Kirk Davis, Jeff Nelson, Sean McMarthy



**VILLAGE OF LONGVIEW
REQUEST FOR COUNCIL DECISION**

Date:	December 21 2021	Agenda Item #: 11.4
Title:	Time change for Council Meetings	
Submitted by:	Mayor Rose Klassen	

Recommendation:	MOVED by _____ that Council Meetings and Committee of Whole Meetings be changed to meet at 4:30 P.M.	
Alternatives:	2. Defeat above motion. 3. That discussion be tabled _____ (for further information or future date).	

Background:	At the organizational meeting it was decided to hold Council Meetings at 6:30 P.M. The current time does not work with everyone's schedule.
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Implications: <i>Policy, Statutory Plans, Legislative:</i>	
<i>Financial:</i>	N/A

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



VILLAGE OF LONGVIEW POLICY

Department: Council		Policy No: 5-01-21
Title: Councillor Role on Committees		
Effective Date:	Approval Date:	Amendment Date(s):
Reference:	Bylaw No: Section:	R.S.A. Statute: Chapter: Section:
Purpose: To establish a policy for Council participation in Committees.		

COUNCILOR'S ROLE:

1. The Council representative is responsible to attend all regular and special Committee meetings. If the appointed Councillor cannot attend a meeting, he/she shall notify the Village Office and the Chairperson, not less than 24 hours before the scheduled meeting, unless there are unavoidable circumstances, and the Councillor will arrange for their alternate to attend, wherever possible.
2. The Councillor's role is as a liaison person. He/she is to advise the Committee of Council's policies, concerns, and/or plans. The Committee Chairperson is to bring to the Council representative's attention any concerns which the Committee has. The Councillor is to report any such concerns or plans to the Council during his/her Committee Report at the Council meeting of each month (sooner if the concern is a time sensitive issue).
3. A Council representative on a Committee **cannot** speak on behalf of Council (i.e. Council will approve this or that).
4. A Councillor shall not act as the Chairperson of any Committee but may sit on a sub or ad hoc Committees at his/her discretion. This section is not applicable to any Committee comprised wholly of Council members.
5. The Councillor is to contact the Village Manager with any requests for regular staff's time related to projects/plans etc.



**VILLAGE OF LONGVIEW
REQUEST FOR COUNCIL DECISION**

Agenda Item #: 11.6

Date: Dec 21, 2021
Title: FCSS Program
Submitted by: Dale Harrison, CAO

Recommendation: MOVED by _____ that the Village provide funding to the same grant recipients from 2020 in 2021 for a total of \$3,400 and that administration contact the Black Diamond FCSS director to discuss possible collaboration on the delivery of some programming in 2022.

Alternatives:

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

Background: FCSS Program is a 4 to 1 funding match. The 4x is provincial funds. The current annual budget is capped at a per capita rate from the province. The Village contributes \$2,457.50 and the province \$9,830 for total budget of \$12,287.50. In 2020 because of a reimbursement from the Youth Group of previous unspent FCSS money the Village has a budget of \$15,030. The Village has been granting money to various organization from this budget. Last year because of Covid several group did not access FCSS funds. The Village only issued \$3,400 in grants leaving the Village with \$11,630 surplus for 2020. The FCSS provincial program does not like surpluses.

In 2021 the province and the Villages funding should add another \$12,287.50 to the surplus for a total budget of \$23,917.50. We have only spent \$3,300 on the FCSS Needs Study and no grants have been given out yet which would mean that we are looking at carrying a \$20,617.50 surplus into 2022. The province is going to withhold their portion of the balance of 2021 payment and 2022 until the Village can come up with a plan you use up the surplus and 2022 funding budget of \$32,905.

The recommendation is that the Village disburse the same \$3,400 of grants to the same organization as in 2020. That would be \$2000 for the Longview Library, \$1,000 to Sheep River Trust, and \$400 to the Seniors for Meals on Wheels travel expenses.

The second recommendation is to work with the Black Diamond FCSS director in 2022 to see if some of the programs that they currently deliver in Black Diamond can be delivered in Longview and paid from our FCSS budget.



POLICY #: 5 - 1 - 2 1	
TITLE: Public Communications Policy	
Approval Date: April 20, 2021	Resolution #: 083-21
Revisions: Dec 9, 2021	
Approval Date:	Resolution #:
Department: Administration	

Policy Statement:

To inform and educate residents and to facilitate an improved level of communication between departments, between staff and Council and between Council and the Public using a variety of methods, means and media.

1. Reason for Policy

To establish guidelines to ensure that communication with stakeholders and residents of the Village of Longview are efficient, effective, consistent, timely and open. This Policy will apply to all internal and external communications of the Village of Longview.

2. Related Information

- 2.1. *Communications Handbook* (Appendix A of the associated Procedure)
- 2.2. *Municipal Government Act (MGA) RSA 2000, c M-26*
- 2.3. *Alberta Freedom of Information and Protection of Privacy Act (FOIP)*
- 2.4. *5-01-18 Council Policy - Public Participation*
- 2.5. *Bylaw 410-18 Public Notification Bylaw*



3. Definitions

- 3.1. *Alberta Emergency Alert (AEA)* means a system that provides updates on provincial emergencies and recovery information in Alberta. Employees with this training would be able to make emergency posts on this site should it be necessary.
- 3.2. *Chief Administrative Officer (CAO)* means the person appointed to the position by the Council of the Village of Longview to carry out the power, duties and functions of the CAO. It may also mean a person appointed to this position on an interim basis, or a person to whom the CAO has delegated their authorities to, in accordance with the Village of Longview Chief Administrative Officer Bylaw.
- 3.3. *Electronic Message Board* means the double-sided electronic sign located in front of the Longview Community Hall.
- 3.4. *Emergency Public Information Officer (PIO)* means the communication coordinator or spokesperson who is responsible for providing information to the Public and the Media as required during an emergency.
- 3.5. *External Communications* means the dissemination of information to external stakeholders.
- 3.6. *Internal Communications* means the dissemination of information to internal stakeholders.
- 3.7. *Media* means the means of communication such as radio, television, newspapers and magazines that reach or influence people widely.
- 3.8. *Media Release* means a factual written summary of information issued to the Media for the purpose of making a statement or announcement.
- 3.9. *Municipal Stakeholder* means the residents of the Municipality, as well as other individuals, organizations or persons that may have an interest in, or are affected by, a decision made by the Municipality.
- 3.10. *Social Media* means e-technologies platforms and online sites used by the Village to share opinions and information, promote, discuss and build relationships. These include but are not limited to Facebook, Twitter, LinkedIn, Snapchat and Instagram.
- 3.11. *Strategic Plan* means the strategic priorities, goals and strategies to move Longview forward as a Community.
- 3.12. *Village* means the municipal corporation of the Village of Longview.
- 3.13. *Village Council (Council)* means the duly elected Council for the Village of Longview.
- 3.14. *Website* means the municipal website www.village.longview.ab.ca is the primary source of municipal information. Allows the community access to information 24 hours.



4. Responsibilities

4.1. Village Council is to:

- 4.1.1.** Approve, by resolution, this Policy and any amendments.
- 4.1.2.** Consider the allocation of resources for the successful implementation of this Policy in the annual budget process.
- 4.1.3.** Ensure all Policies conform to the overall mission, goals and values as set out in the Village's Strategic Plan.
- 4.1.4.** Understand and adhere to this Policy and Procedure.

4.2. Chief Administrative Officer (CAO) is to:

- 4.2.1.** Ensure that this Policy and Procedure is reviewed every three (3) years.
- 4.2.2.** Ensure implementation of this Policy and approve Procedures and any amendments thereto.
- 4.2.3.** Understand and adhere to this Policy and Procedure.

4.3. All Employees are to:

- 4.3.1.** Understand and adhere to this Policy and Procedure.
- 4.3.2.** Ensure the implementation of this Policy and Procedure within their departments.
- 4.3.3.** Make recommendations to the CAO for necessary Policy or Procedure amendments.
- 4.3.4.** Ensure employees are aware of and adhere to this Policy and Procedure.



5. Communication Handbook

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Plan Statement

The primary goals of the Village are to establish priorities to inform and educate residents and to facilitate an improved level of communication between departments, between staff and Council, and between Council and the Public.

Residents are entitled to be provided with information in a timely manner, including decisions of Council, current events, emergent issues, as well as ongoing Village initiatives. As the Village of Longview grows and changes, communication becomes increasingly important at all levels, providing education and reinforcement to all residents, staff and Council. As resources are limited, prioritizing and standardizing the process for the dissemination of information is essential.

The Communications Handbook is intended to provide criteria to assist Administration and Council in making day-to-day decisions where communications are concerned and to provide a tool for the criteria and processes to be measured and evaluated.

Confidentiality Statement

In all communications, spokesperson and departments must comply with all legislated requirements regarding access and disclosure of information. The Alberta Freedom of Information and Protection of Privacy Act (FOIP) extends access and privacy to Alberta Municipalities.

Copyright

Departments must comply with the Copyright Act to ensure the ownership rights associated with works subject to copyright are fully respected in all communications.

Situational Analysis

Background

As the Village continues to grow, and the evolution of the realm of communication brings ever-changing trends and increasing possibilities to reach out to both staff and the Public, communication has become more complex. To develop and maintain a strategy for informing and educating the Public of the Village of Longview's services, initiatives and decisions of Council, Administration needs to communicate frequently using the various media opportunities available, including newsletters, newspapers, website, signs, social media and personal interaction.

It is essential that residents can stay well informed and to participate in their community, giving a sense of pride and the spirit that keeps people active and involved. Communicating ideas and decisions to residents in a timely manner encourages and maintains residents' confidence in Council and Administration and reinforces the goal of open and accountable government.

Media Monitoring and Analysis

It is important to ensure that Village information is consistently available in the same manner and the same places and that the citizens are aware of where to find the information.



Currently, the Village of Longview uses its website, utility bills, bulletin boards, signs, Facebook page and newsletter to reach residents in order to satisfy legal requirements of notification of public hearings, election advertisements, and other such required printed advertising. These legal requirements are subject to change and may affect methods of advertising.

Staff continues to update information on the electronic sign, website, and Facebook as consistently and accurately as possible and look for ways to simplify the access to information for residents.

It is important that the residents have an opportunity to inform Council on how they would prefer to receive the information, as well as how or why they are choosing from the options available currently. Responses from citizens will allow Council to make decisions about how they communicate and how communications will evolve in the Village of Longview.

Communications Process and Goals

Communications Process

A communication plan can include the use of multiple and varied tactics and vehicles. The communication process should also include the Public Participation Policy and Procedure when necessary to do so.

Communications Philosophy

Administration strives to produce timely information to residents and employees that will meet their needs. Administration will:

- Reflect the values and culture of the Village and communicate in plain language.
- Adjust communication style to the needs of the intended audience when appropriate and as able.
- Use key messaging to highlight the main points of interest.

Operational Goals

These goals will provide the desired outcomes or results of this plan.

- 1) Raise the profile of the Village, its services and its priorities.
- 2) Inspire informed, engaged and participative residents.
- 3) Provide opportunities for residents and businesses to participate in the governance of the community in accordance with the Public Participation Policy.
- 4) Manage issues proactively.
- 5) Invite and support internal departments' initiatives and opportunities.
- 6) Use a wide variety of media to reach as many people as possible.
- 7) Set appropriate communication timelines and meet them.
- 8) Promote and increase the use of Village website, ensuring that all departments and committees are routinely advocating the use of the website for information, online registrations, surveys, etc. and that any posters promoting Village initiatives include the website address.



Communication Goals

These communications goals support the strategic, operational objectives of the Village and will form the basis of the key messages:

- 1) Inform - provide information to all stakeholders in a timely manner.
- 2) Awareness - increase awareness of current Village initiatives on an ongoing basis.
- 3) Review & Evaluate - all communications tools available to the Village.
- 4) Standardize - set standards and policies for Communications, including the Village logo, website use, publications, advertisement standards and usage.

Internal Communications

Internal communications remain the most important aspect of any communications plan. It is the front-line of communications as a whole. An external message will carry little influence if those who work for the Village are not informed, understanding, or conveying the same message as other employees or Council members.

Village of Longview Website

- 1) Council Minutes, Council Agenda Packages, common bylaws and/or policies, events, notices and any other pertinent information will be maintained on the Village of Longview website on a regular basis. Requests for information or changes to current information may result in changes to the website as needs arise.
- 2) The Village of Longview will make every attempt to provide as much general information as possible to its residents via the website, with the understanding that what is important to one resident may not be important to others. When requests to have specific information posted on the website are received, requests will be reviewed, evaluated, and, if appropriate, it will be posted.
- 3) Links to third-party sites, which generally open a new browser window, is provided for the convenience of the visitor. The inclusion of the link does not imply endorsement by the Village of Longview, and the Village accepts no responsibility for the content found on third party websites.

Village of Longview Electronic Signboard

The Village of Longview has an electronic sign board that is made available to organizations to advertise upcoming events.

- 1) The priority order of use of the signage board shall be as follows:
 - a. Village of Longview,
 - b. Village of Longview Council committees,
 - c. Other Longview boards and organizations,
 - d. Other local boards and organizations,
 - e. Other fundraising events,
 - f. For Profit organization on a fee basis.



- 2) Other organizations may be approved by the Village of Longview administration to use the board at any priority level the Village deems appropriate.
- 3) Any event notice may be removed without notice if a signage request from a higher priority group is received.
- 4) Section 2 does not apply if there is a time period of at least one week between the event of the lower priority group and the event of the higher priority group.
- 5) If two or more groups of the same priority submit signage requests for the same time period the group whose request was submitted first will be awarded the signage.
- 6) Council or administration of the Village of Longview may overrule section 4 if it is reasonable to do so, based on the importance of the particular notices requested.
- 7) Administration of the Village of Longview may post notices from more than one group on the signage board at one time if there is enough space.
 - a. In order to create enough space administration has the right to paraphrase and shorten where necessary as long as the vital information remains easily understandable by the public.
- 8) All requests must be submitted in writing.
- 9) All requests must be submitted at least one week prior to the date the notice is to be put up.

Social Media

Social media platforms will be used to provide immediate Municipal information as well as promote services, and events.

The Village of Longview maintains a Facebook page

Public comments and messages will be monitored, responded to and deleted as necessary. All responses must be accurate, positive, and professional.

Wherever possible, content posted to the Village of Longview social media site should contain links directing users back to the Village's official website for in-depth information, forms, documents or online services necessary to conduct business and services offered within the Village of Longview.

The Village of Longview reserves the right to, without notice, edit, remove or refuse content as deemed appropriate or necessary from time to time.

Information Requests

The Freedom of Information and Protection of Privacy Act (FOIP Act), in Alberta, aims to strike a balance between the public's right to know and the individual's right to privacy, as those rights relate to information held by public bodies.



The Village of Longview takes the privacy of our citizens' personal information seriously. We strive to protect your privacy when we collect, use and disclose information and abide by the provisions of the FOIP Act. The Village of Longview does its best to operate in an open and transparent environment. Every effort is made to provide people with the information they require in a timely and efficient manner.

Information requests can be sent by email to: info@Village.longview.ab.ca or drop at the office in writing.

Strategies and Tactics

Message Statements

Key messages are concise statements that express overall messages in tangible ways by using plain language.

Key messages are vital in media relations, so the spokesperson stays with short statements that answer, Who, What, When, Where and Why. If the Village has more than one spokesperson on any matter, it is essential that the same message is delivered by each person. Messages from all departments and Council must reflect the Vision, Mission and Values of the Village of Longview.

Media Relations Tools

News releases
Backgrounders/media kits/Q & A's
Press conferences, open houses, displays, Websites, emails
Photos or videos
Social media

Media Coverage

Coverage of Village of Longview issues, events and stories are generally handled by the local media. News releases, advertising and community events information generated by the Village are distributed to media outlets.

Media coverage from outside of the local area, particularly from the Calgary media, generally only occurs when larger issues or events in our community are brought to their attention.

Approved Spokespeople

The following positions may be required to speak as a spokesperson on behalf of the Village of Longview or a Committee.

- Mayor/Deputy Mayor or designated Council representative
- Chief Administrative Officer (CAO)
- Fire Chief
- Director of Emergency Management (DEM)



Who We Communicate With

Audience Profile		Tactics/Communication
Internal		
Civic Leadership <ul style="list-style-type: none"> • Mayor • Council Members 		<ul style="list-style-type: none"> • Email • Councillor Reports • Individual interviews/briefings • Council Agenda Packages and Minutes
Administration Leadership <ul style="list-style-type: none"> • CAO 		<ul style="list-style-type: none"> • Face to face conversations • Emails • Produce reports, news releases or fact sheets
Village Employees		<ul style="list-style-type: none"> • Internal communications tools • Email • Daily meetings • Post-Council meeting Staff Meeting
Council Committees <ul style="list-style-type: none"> • Recreation Board • Family Community Support Services (FCSS) • Economic Development Committee 		<ul style="list-style-type: none"> • Council Representation • Annual invitation to an informal delegation with Council • May make a recommendation to Council for action • Meeting Minutes • Council Reports
Intermunicipal Committees <ul style="list-style-type: none"> • Intermunicipal Development Plan (IDP) • Intermunicipal Collaborative Framework (ICF) • Intermunicipal Subdivision Development Appeal Board (ISDAB) • Joint Steering Committee • Assessment Review Board (ARB) 		<ul style="list-style-type: none"> • Council Representation • Council Reports • Meeting Minutes • Delegations with Council • May make a recommendation to Council for action



	Audience Profile	Tactics/Communication Tools
External		
Media <ul style="list-style-type: none"> • Local Paper • Local Radio Station 		<ul style="list-style-type: none"> • Communications are appropriate to each situation and relevant to each media outlet concerned
Citizens <ul style="list-style-type: none"> • General Public • Customers of Village services • Business Community • Municipal Partners 	Mass Audience Targeted Audience	<ul style="list-style-type: none"> • External communication tools - <ul style="list-style-type: none"> - Newsletter, - Electronic Sign, - website, - Facebook
Intergovernmental <ul style="list-style-type: none"> • Town of Turner Valley • County of Foothills • Town of Black Diamond • Town of High River • Province of Alberta • Westend Regional Sewage Services Commission • Sheep River Regional Utility Corporation • Foothills School Division • Foothills Regional Emergency Services Commission (FRESC) • Alberta Health Services • Westwinds Communities 		<ul style="list-style-type: none"> • As required and when appropriate, in consultation with Mayor and/or CAO. • Staff/Council representation on various boards acting as information liaisons.



Communications Tactics/Vehicles

The specific activities that will be used to accomplish strategies and goals are as follows:

Actions/Outputs

Communication Tools	Objective	Frequency	Comments
Fact Sheets/ Backgrounders/ Synopsis Sheets	To provide quick "point-form" style information on a more complex topic	As deemed to be necessary to assist residents	May be distributed in various ways including utility bills and/or
Open Houses	To offer educational opportunities to the Public, to inform residents of changes, to allow residents to contribute their feedback in person, or to speak to the elected officials about the issue(s) at hand.	As needed	<ul style="list-style-type: none"> • An inexpensive way for Council to gather feedback in person and to hear varied viewpoints at once. • Ability to educate a number of residents at one time, allowing for proactive citizen involvement
Utility Bill Newsletters and Inserts	To reach residents with printed information. Primarily for municipal information and key local organizations.	Currently used 6 times a year	It could be used more often to promote conservation and sustainability principles relating to water, garbage, recycling, etc. as well as the topical issues.
Surveys	To provide opportunities for the Public to contribute their feedback to help inform decisions	As needed	Online or paper surveys can be used, possibly in conjunction with an Open House event.
Village Website www.village.longview.ab.ca	Provide comprehensive Village information to residents and the general Public (businesses, other gov't organizations, partners, visitors,	Updated as required	Website is promoted on all Village publications.



Communication Tools	Objective	Frequency	Comments
Newspaper Advertising	employment opportunities Elections	Ads, articles as required	
Community Hall Sign	Provide key information about Village/Council events or reminders to citizens of approaching events	As required	
Brochures and Publications	To provide easily distributed information on specific topics to the Public	Brochures are produced in-house as required.	Brochures are available at the Village Office and on the Village website.
Presentations/Speeches	Public presentations or speeches are delivered as requested by Council or staff on topics relevant to the gathering, to educate the Public and/or staff	As requested, and as available	Council members speak at celebratory functions, in schools, in front of their peers. Staff may make presentations regarding new technologies or innovations to their peers, etc.
Village of Longview Events Advertising	Staff who organize Village Events have the responsibility of advertising to promote each specific event.	<ul style="list-style-type: none"> • Little New York Daze Parade • Light Up Longview Other events as required	Website, social media, print media, etc. or combinations will be used as available.
Teleconference or Videoconference	Platforms are available as needed to communicate with those unable to attend in person	Telus Microsoft Teams Zoom GoToMeeting, etc.	The Village has a multi-directional to assist with group video communication in one room.
Alberta Emergency Alert	Staff are trained and authorized to use this provincial emergency alert network	Emergencies Disasters Amber Alerts Critical Incidents	Provides a broad outreach to the general public direct to mobile devices and media outlets in times of distress.



Future Communications Initiatives

Annual review of the Village's website, by all committees and departments, for content, suitability and ease of use. Suggestions for change should be provided to the appropriate personnel.

Work with Protective Services and others to increase the promotion of community safety (DARE, Bike Rodeo, Drinking/Driving campaigns, etc.) through various advertising, school visits, community participation or public relations opportunities, promotional items, brochures and website enhancement.

Expand and share the image library, including new pictures of Longview (landscape, events, residents, volunteers, etc.) to keep content fresh.

Creation of "Use of Village Logo" and/or "Branding" policy to ensure standards (New image) for use are maintained by all departments and committees.

Train staff to continue to develop communication skills.

Encourage departments to create and deliver communications plans for larger initiatives as they arise.

Work with all departments to create future communications policies and procedures as required to ensure a consistent process of communication is used by everyone.

Investigate the provision of media advice and coordinate media training for key spokespeople.

Adapting to change and continually striving to improve is a requirement of any corporate communications. A comprehensive review of communications should be conducted every three (3) years.