

AGENDA

SPECIAL MEETING OF THE VILLAGE OF LONGVIEW
In the Province of Alberta, held on Tuesday, August 23, 2022
At Longview Council Chambers at 3:45 p.m.

1.0 CALL TO ORDER

2.0 AGENDA

3.0 BYLAW

- 3.1 Bylaw 449-22 Bylaw Appointment CAO
- 3.2 Bylaw 450 Bylaw Appointment Development Officer
- 3.3 Bylaw 451 Bylaw Enforcement Officer Bylaw

4.0 BUSINESS

- 4.1 Signing Authority Letter
- 4.2 Credit Card Policy

5.0 CORRESPONDENCE

6.0 CLOSE MEETING

*FOIP 18(1)(e) Law Enforcement matter, legal or potential litigation,
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.*

7.0 ADJOURNMENT

VILLAGE OF LONGVIEW

BYLAW 449-22 – CAO APPOINTMENT

BEING A BYLAW OF THE VILLAGE OF LONGVIEW IN THE PROVINCE OF ALBERTA TO APPOINT A CHIEF ADMINISTRATIVE OFFICER.

NOW THEREFORE, pursuant to and under authority of the Municipal Government Act, R.S.A. 2000, Chapter M-26 and amendments thereto, the Council of the Village of Longview, in the Province of Alberta, duly assembled, enacts as follows;

1. Dimitri Dimopoulos be and is hereby appointed Chief Administrative Officer for the Village of Longview, effective September 1, 2022.
2. That the duties of the Chief Administrative Officer shall be in accordance with the Municipal Government Act of Alberta.

BYLAW 394-17 is hereby rescinded.

THIS BYLAW comes into full force and effect upon third and final reading.

READ a first and second time this 23rd day of August, 2022 A.D.

UPON MOTION DULY MADE AND UNANIMOUSLY CARRIED, Council of the Village of Longview will proceed to 3rd Reading

UPON MOTION DULY MADE AND CARRIED, READ a third time this 23rd day of August, 2022

MAYOR

CHIEF ADMINISTRATIVE OFFICER

VILLAGE OF LONGVIEW

BYLAW 450-22 DEVELOPMENT OFFICER APPOINTMENT

BEING A BYLAW OF THE VILLAGE OF LONGVIEW IN THE PROVINCE OF ALBERTA TO APPOINT A DEVELOPMENT OFFICER.

NOW THEREFORE, pursuant to and under authority of the Municipal Government Act, R.S.A. 2000, Chapter M-26 and amendments thereto, the Council of the Village of Longview, in the Province of Alberta, duly assembled, enacts as follows;

1. Dimitri Domipoulos, be and is hereby appointed Development Officer for the Village of Longview, effective September 1st, 2022.
2. That the duties of the Development Officer shall be in accordance with the Municipal Government Act of Alberta.
3. All prior Development Officer Appointments are hereby rescinded.

THIS BYLAW comes into full force and effect upon third and final reading.

READ a first and second time this 23rd day of August, 2022 A.D.

UPON MOTION DULY MADE AND UNANIMOUSLY CARRIED, Council of the Village of Longview will proceed to 3rd Reading

UPON MOTION DULY MADE AND CARRIED, READ a third time this 23rd day of August, 2022

MAYOR

CHIEF ADMINISTRATIVE OFFICER

VILLAGE OF LONGVIEW

BYLAW 451-22 BYLAW ENFORCEMENT OFFICER APPOINTMENT

BEING A BYLAW OF THE VILLAGE OF LONGVIEW IN THE PROVINCE OF ALBERTA TO APPOINT THE CAO AS THE BYLAW ENFDORCEMENT OFFICER OFFICER.

NOW THEREFORE, pursuant to and under authority of the Municipal Government Act, R.S.A. 2000, Chapter M-26 and amendments thereto, the Council of the Village of Longview, in the Province of Alberta, duly assembled, enacts as follows;

1. Dimitri Domipoulos, be and is hereby appointed Bylaw Enforcement Officer for the Village of Longview, effective September 1st, 2022.
2. That the duties of the Bylaw Enforcement Officer shall be in accordance with the Municipal Government Act of Alberta. 545(1) Order to remedy Contraventions
3. The position of Bylaw Enforcement can be held by several people at the same time.
4. Educating the public about regulatory rules.
5. Conducting inspections to ensure that rules are being followed.
6. Mediating between members of the public.
7. Leveraging voluntary compliance with the rules where possible.
8. Seeking formal consequences for bylaw contraventions where compliance is not forthcoming or harm has been done to the community.
9. **MGA 555(2)** Bylaw enforcement officers must take the official oath prescribed by the *Oaths of Office Act* before starting their duties.

THIS BYLAW comes into full force and effect upon third and final reading.

READ a first and second time this 23rd day of August, 2022 A.D.

UPON MOTION DULY MADE AND UNANIMOUSLY CARRIED, Council of the Village of Longview will proceed to 3rd Reading

UPON MOTION DULY MADE AND CARRIED, READ a third time this 23rd day of August, 2022

MAYOR

CHIEF ADMINISTRATIVE OFFICER



FIND YOUR TRUE WEST

Box 147, Longview
Alberta, T0L 1H0
403-558-3922
Info@village.longview.ab.ca

August 23th 2022

To The Manager
Alberta Treasury Branch Black Diamond Branch

Subject: Bank Account Signatory(s)

Ref: Village of Longview Bank Account(s)

At the August 23, 2022 Special Council Meeting, the Village of Longview passed a resolution to authorize signatories who would operate our account in your branch. Please find below the list of authorized signatories, which will be effective from September 1, 2022

No.	Name	Title
1	Dimitri Domipoulos	Chief Administrative Officer (CAO)
2	Rose Klassen	Mayor
3	Aaron Lyons	Deputy Mayor
4	Lisa Penner	Councillor

Any negotiables must be signed by any 2 (two) of the above signatories.

The CAO is authorized to receive information regarding the account(s) of the Village of Longview and will be the ATB Online Administrator.

Thanking You

For Village of Longview,

_____ CAO

_____ Mayor

_____ Deputy Mayor

_____ Councillor





Village of Longview Policy

Credit Card Use Policy

Policy Number: **12-2021-02**

Approved: November 26, 2021 Resolution 217-21 Approved Credit Card Use

Amended:

Purpose: To establish a credit limits and consistent practice of Credit Card use for Council and staff.

Policy: Village of Longview Credit Cards shall be issued to:
The Mayor with a credit limit of \$1,500
Each member of Council with a credit limit of \$500
The Administrative Assistant with a limit of \$1,500
Public Works with a limit of \$2,000
The Chief Administrative Officer (CAO) with a credit limit of \$4,000

Cardholder Responsibilities:

- a) The Village of Longview credit card is to be used only for purchase of goods or services for official use of the Village of Longview. The Credit Card may not be used for cash advances or personal use.
- b) The person using the credit card must submit receipts, documents detailing the goods or services purchased, cost, date of the purchase and the official business explanation thereof.
- c) The above said receipts must be submitted to the office in a timely manner to reconcile against monthly credit cards statements.
- d) The person issued the credit card is responsible for its protection and custody and shall immediately notify the Village office if the card is lost or stolen.
- e) Employees must immediately surrender the card upon termination of employment. The Village reserves the right to withhold final payroll payments until the card is surrendered.
- f) Council will surrender the card immediately upon ceasing to be on the Village of Longview Council.
- g) Anyone found to have inappropriately used the credit card will be required to reimburse the Village of Longview for all costs associated with such improper use through direct payment or payroll deduction.
- h) Any employee found guilty of illegal or unauthorized use of a municipal credit card may be subject to penalties under the law and/or disciplinary action by the Village of Longview up to and including termination.



Village of Longview Policy

Control Procedures:

1. The total combined authorized credit limit of all credit cards issued by the Village of Longview shall not exceed \$10,000.

Mayor

CAO



Village of Longview Policy

Credit Cardholder Agreement

Requirements for the use of a Municipal Credit Card:

1. The credit card is to be used only to make purchases at the request of and for the legitimate business benefit of the Village of Longview.
2. The credit card must be used in accordance with the provisions of the Credit Card Use Policy established by the Village of Longview, as attached hereto.

Violations of these requirements may result in the revocation of use privileges. Employees found to have inappropriately used the credit card will be required to reimburse the Village of Longview for all costs associated with such improper use through direct payment or payroll deduction. Disciplinary action(s) may be taken per the Villages Personnel Policies, up to and including termination. The Village of Longview will investigate and commence, in appropriate cases, criminal prosecution against any employee found to have misused the credit card or who violates the provisions of the cardholder agreement.

Credit Card Account Number _____

Received by _____
Name (Please Print)

I acknowledge receipt of the attached Credit Card Policy and agree to abide by said Policy.

Signature _____

Date _____

Credit Card Returned

Authorized Signature _____

Date _____