

## **AGENDA**

REGULAR COUNCIL MEETING OF THE VILLAGE OF LONGVIEW  
In the Province of Alberta, held on Tuesday, February 21, 2023  
At Longview Council Chambers at 5:30 p.m.

**1.0 CALL TO ORDER**

**2.0 AGENDA**

**3.0 DELEGATION**

3.1 Karen Wight – Legacy Garden Memorial Request.

**4.0 CORRESPONDENCE FROM RESIDENTS**

*Correspondence to Council may be published in the agenda package. The correspondence may have the name of the person(s) that send the correspondence, as well as the comments and opinions of the submitter included for public interest.*

**5.0 MINUTES**

5.1 Minutes Special Council meeting January 19, 2023.

5.2 Minutes Special Council meeting February 7, 2023.

**6.0 ACTION ITEM LIST**

6.1 CAO Report of Action items.

**7.0 REPORTS**

7.1 CAO Report January 2023.

7.2 Public Works Report January 2023.

7.3 Peace Officer Report January 2023.

7.4 Council Reports January 2023.

**8.0 FINANCIAL REPORTING**

8.1 Bank Reconciliation, January 2023.

8.2 Accounts Payable Cheque Register January 2023.

8.3 YTD Budget to Actual Revenue and Expenses January 2023.

**9.0 QUESTION PERIOD**

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

**10.0 BYLAWS**

**11.0 BUSINESS**

11.1 Chickens request.

**12.0 CORRESPONDENCE from STAKEHOLDERS and CAO supplementary information**

12.1 Little New York Daze Road Closure Request.

**13.0 CLOSE MEETING**

*FOIP 16(1), negotiation. 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 SPECIAL MEETING  
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW  
In the Province of Alberta, held on Thursday, January 19, 2023  
held at the Longview Council Chambers at 4:15 p.m.

**PRESENT**

Mayor Klassen  
Deputy Mayor Lyons  
Councillor Penner

CAO Roy Tutschek

**PUBLIC IN ATTENDANCE**

0 in gallery

**CALL TO ORDER**

Mayor Klassen called the meeting to order at 4:25 p.m.

**AGENDA**  
Resolution 012-23

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

**DELEGATION**

None

**BUSINESS**

None

**CLOSED MEETING**  
Resolution 013-23

**MOVED** by Councillor Penner to close meeting at 4:26 pm under FOIP 18 individual safety  
**CARRIED**

Resolution 014-23

**MOVED** by Councillor Penner to come out of close meeting at 5:47 p.m.  
**CARRIED**

No residents waiting to re-enter meeting.

**ADJOURNMENT**  
Resolution 015-23

**MOVED** by Mayor Klassen to adjourn the meeting at 5:48 p.m.  
**CARRIED**

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Mayor

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CAO

MINUTES OF THE SPECIAL MEETING  
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW  
In the Province of Alberta, held on Tuesday, February 7, 2023  
Held in Longview Council Chambers at 5:30 p.m.

**PRESENT**

Mayor Klassen  
Deputy Mayor Lyons  
Councillor Penner

**PUBLIC IN ATTENDANCE**

Chief Administrative Officer, Roy Tutschek  
2 public in attendance.

**CALL TO ORDER**

Mayor Klassen called the Meeting to order at 5:31 p.m.

**AGENDA**

Resolution 017-23

**MOVED** by Councillor Penner that the agenda be accepted as amended. Addition of Business item 5.6 Longstock Music Festival request.

**CARRIED**

**MINUTES OF PREVIOUS MEETINGS**

Resolution 018-23

**MOVED** by Deputy Mayor Lyons that Minutes of the Regular Council meeting January 17, 2023 and the Special Council meeting January 26, 2023 be accepted as amended. Add Motion that Roy Tutschek's employment as Village of Longview CAO be continued.

**CARRIED**

**ACTION ITEMS**

CAO reported Action Items as at February 2, 2023.

**BUSINESS**

**5.1 Memorial – Legacy Garden**

Resolution 019-23

**MOVED** by Councillor Penner that in respect of the funding efforts toward and the purpose of the Legacy Garden to honor Veterans and the Ranching community, the Council respectfully suggests an appropriately respectful location for a tribute to Ian Tyson, maybe the East Longview Hall.

**CARRIED**

**5.2 TRAVIS Vehicle information system renewal**

Resolution 020-23

**MOVED** by Deputy Mayor Lyons that the TRAVIS agreement be renewed.

**CARRIED**

**5.3 School kids response**

Discussion took place. A tour and presentation and letter of response to be finalized.

MINUTES OF THE SPECIAL MEETING  
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW  
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**5.4 FCSS appoint  
new Board  
members**

Resolution 021-23

**MOVED** by Councillor Penner to appoint the following to the FCSS Board:  
Cliff Ayrey  
Faye Beal  
John Richmond  
Kathryn Richmond  
**CARRIED**

**5.5 Recreation  
Board appoint new  
Board members**

To be discussed in closed meeting to respect privacy of those in the Gallery.

**5.6 Longstock  
Festival request**

Resolution 022-23

**MOVED** by Mayor Klassen that CAO send the requested letter of approval re: the Longstock Festival to take place August 11, 12, 13, 2023 and for use of tents, fencing and signage.  
**CARRIED**

**CORRESPONDENCE**

6.1 Opportunity to request meeting with the Minister.

6.2 RCMP information.

6.3 FCSS update.

Resolution 023-23

**MOVED** by Councillor Penner that the CAO send a letter to request a meeting with the Honourable Rebecca Schulz, Minister of Municipal Affairs, with copy to MLA Roger Reid and Alberta Premier **Danielle Smith**. A final Council vote whether to expend travel to attend such meeting will take place if a meeting is confirmed.  
**CARRIED**

**CLOSED MEETING**

Go into Closed meeting  
Resolution 024-23

**MOVED** by Councillor Penner to move into a closed meeting under FOIP sections 18(1)(a) private safety and 18(1)(c) proposed acquisition or disposal of property. Time: 7:17 p.m.  
**CARRIED**

Come out of Closed  
meeting  
Resolution 025-23

**MOVED** by Mayor Klassen to come out of closed meeting at 9:47 p.m.  
**CARRIED**

No residents waiting to re-enter meeting.

MINUTES OF THE SPECIAL MEETING  
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW  
In the Province of Alberta, held on Tuesday, February 7, 2023  
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Resolution 026-23 **MOVED** by Councillor Penner that the CAO set up one one-on-one meetings with each of the 6 Right of Way affected business owners to further discuss next steps.  
**CARRIED**

Resolution 027-23 **MOVED** by Deputy Mayor Lyons to appoint Ken Rogers and John Richmond to the Recreation board.  
**CARRIED**

Resolution 028-23 **MOVED** by Mayor Klassen that the CAO and the Municipal Clerk draft a Community Hall policy for Council review at the February 21, 2023 Regular Council meeting.  
**CARRIED**

Resolution 029-23 **MOVED** by Deputy Mayor Lyons that the CAO sign off on the currently proposed Foothills County Water, Waste Services contract.  
**CARRIED**

**ADJOURNMENT**  
Resolution 030-23 **MOVED** by Mayor Klassen to adjourn the meeting at 9:58 p.m.  
**CARRIED**

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Mayor

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CAO

NO	ACTION DESCRIPTION	OWNER	DATE ASSIGNED	DATE DUE	STATUS
1	Annexation lagoon quarter	CAO and Council	February 15, 2022		Council and CAO are finalizing next steps. First priority is Easement Access ROW discussions.
2	Meet with Easement Access impacted businesses	Council and CAO	December 6, 2022		Start Feb 24, 2023.
3	MAPP gap documents	CAO	September 6, 2022		CAO awaiting call back.
4	Reach Out to Eden Valley to discuss Truth & Reconciliation and Traditional lands	CAO	October 3, 2022		CAO emailed Feb 16, 2023, follow up.
5	New Water/waste Services Agreement, Foothills County	CAO	October 31 2022		Hardcopy contracts in process of signing. 3 year contract, starting Jan 1 2022. Foothills County will subsidize first two years on decreasing basis.
6	Find # 140 Fortis Contract - for Kirk D	CAO	December 20 2022		CAO in process looking for Fortis contract #140. Still searching.
7	Reimbursement submission to CCRF	CAO	July 14, 1905		Final costs are in. Preparing final Sched E. In process of finalizing Recreation Board Contribution.
8	Pre-audit information requests	CAO and Accounts Payable Clerk	January 1, 2023		In process of providing information requested by auditor.

9	Signatures on approved minutes	CAO and Municipal Clerk	January 1, 2023	Done
10	Insurance coverage - recreation facilities	Municipal Clerk and CAO	December 1, 2023	Submitted final insurance info required, valuations for 3 recreation properties, Feb 16, 2023 - Done.
11	Guest Wifi	Municipal Clerk and CAO	January 1, 2023	CAO and Municipal clerk working with IT support to get quest wifi working. Digital sign cannot be updated for now. Still not resolved Feb 16, 2023. CAO will discuss with June, in next few days, other options to fix this wifi issue.
12	2023 Budget	CAO	January 1, 2023	CAO working on 2023 budget. Cannot be finalized till audit adjustments are in March 2023 and Assessor 2022 updates, April 2023.
13	New 911 agreement with Telus	CAO	January 1, 2023	Signed off, done.
14	Ali M, IT, get access to CAO teams	Ali	February 1, 2023	done

15	CAO look for Village of Longview Seal/stamp for school kids official letters of response, and look for 20 commemorative Village pins	CAO	February 7, 2023	Pins available. Stamps available. Just a double check, these are for very official legal documents, should we be using them for this, although well meaning?
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## 7.1 CAO January 2023 Report, as at February 16, 2023

1. Budget detail will start In a few weeks
2. Water Waste Services contract finalized
3. Telus new 911 contract signed
4. Council Strategic Planning Facilitation – felt to be productive, part 2 to schedule
5. Ready to meet the 6 Businesses with regard Right of Way
6. Ramping up Economic Development focus.
7. CCRF Cookhouse almost ready for reimbursement – will be in contact Recreation Board as final step
8. Caught up Council approved minute signatures
9. Staff meetings focusing Campground
10. Waiting call back on MAPP
11. Setting up MPE infrastructure meeting with Council

Jan 2  
STAT

Jan 3  
Daily routine, Sand intersections, Pick-up garbage at Campground.

Jan 4  
Daily routine, Utility readings, Sand intersections.

Jan 5  
Daily routine, Pick-up parts/supplies in OK, Repair washroom tap in Community hall, Check over truck and dump trailer.

Jan 6  
Daily routine, Garbage pick-up, Pick-up fuel in HR.

Jan 9  
Daily routine, Sand intersections, Sand trouble spots in ally-ways.

Jan 10  
Daily routine, Admin, Drop off supplies at Community Hall and Campground washrooms.

Jan 11  
Daily routine, Move picnic tables from shop to Campground, Pick-up garbage in green space, Misc small jobs around shop.

Jan 12  
Daily routine, Clean out Peace Officer's office, Sand intersections, Check over truck and dump trailer.

Jan 13  
Daily routine, Garbage Pick-up, Pick-up fuel in HR.

Dodge 13 Kms

Ford 401 Kms

Stid Steer 1 Hr

*Justin  
Cannochi*

Jan 16

Daily routine, Pick-up garbage at Community Hall, Check Out fall drain, Build picnic table for Camp Kitchen, Replace water meter on High Wood Dr.

Jan 17

Daily routine, Reset furnace at SLS and pick-up parts in OK.

Jan 18

Daily routine, Meet with GM Mechanical at SLS for furnace repair, Admin, Sand intersections.

Jan 19

Daily routine, Replace batteries in Emerg lighting at SLS, Sand trouble spots in alley ways, Check over truck and dump trailer.

Jan 20

Daily routine, Garbage pick-up, Admin.

Jan 23

Daily routine, Pick-up garbage for Community hall and campground, Pick-up supplies and fuel in HR, Cut lumber for campground picnic tables.

Jan 24

Daily routine, Take apart old picnic tables and clean-up old lumber around shop/yard to go to landfill.

Jan 25

Daily routine, Clean-up junk wood around/In campground wood shed, Dump run and pick-up supplies in OK.

Jan 26

Daily routine, Build picnic tables for campground, Check over truck and dump trailer.

Jan 27

Daily routine, Garbage pick-up, Snow removal.

Jan 30

Daily routine, Snow removal.

Jan 31

Daily routine, Snow removal, Trouble shoot electrical problem on snow plow, Admin.

Dodge 129 km

Ford 479 km

Skid steer 4 Hrs

*Justin  
Cammie*

## **Mayor Rose Council Report 2023**

January 20 Closed meeting  
hall users policy

January 23 CAO Evaluation

January 24 Westwinds

Toured properties

January 26

CAO 3 month probation period ended

Happy to say CAO has accepted council offer

February 3

Retreat Strategic planning

February 7 Library

Highways clean up May 6th

February 7 COW

Working on setting up a date to accommodate new board members for FCSS

## Report to Council

Councillor Lisa Penner

From Jan 11 – Feb 15, 2023

### General

- Talked with business owner about questions they have re RCMP charges and why their property taxes are so high
- Performed the 3-month probationary review of newly hired CAO Roy Tutschek with all of Council
- Drafted response letters from Council to Longview school students
- reached out to the teacher/Principal to arrange an in person meeting with the students that wrote to Council and a potential presentation from Council to the Gr 5/6 class in connection to their Social Studies class and their learning about Government
- Attended Council/CAO retreat on Feb 3

### EDC

- Myself and 1 EDC member attended the Diamond Valley Chamber of Commerce AGM
- Meeting Feb 14 - committee member Jeff Nelson resigned. The committee now has only 2 members. As per EDC Bylaws the committee shall be comprised of not less than 3 members
- It was agreed that top priority is to focus on recruitment
- As of Feb 15 a potential committee member has presented themselves – hope to bring to Council for approval at March 21 Council meeting
- Worked with CAO and Kirk Davis to bring CAO up to speed on the scope of a potential larger solar project for the Village. Priority next step is to move forward on annexation.
- Next meeting March 14

### Longview School

- Kindergarten open house was Jan 31. If anyone is looking to enroll in Longview school, stop by or call to arrange a tour and talk with the Principal
- Parents voiced desire to have after school care for students. This could open potential for increased enrollment.
- FSD advocacy form letters to MLA's and Ministers are working. The voice of FSD is being heard. Please keep advocating for education funding and other important topics
- Form letters can be found on the FSD website – search Advocacy OR use this link (<https://www.foothillsschooldivision.ca/page/9977/advocacy>)
- next meeting March 23 at 6pm in the Longview School Learning Commons

### Emergency Management

- Nothing to report

### Municipal Planning and Commission

- no meeting to date

**VILLAGE OF LONGVIEW  
BANK RECONCILIATION  
January 31, 2023**

**General Ledger ATB**

Balance at	General account	\$902,988.44	
	RecBoard account	\$33,662.03	
	Light Up account	\$4,677.82	
	Memorial Garden account	\$7,450.52	
	Total Bank in GL		\$948,778.81
	charges outstanding in GL		
	deposit outstanding in GL	\$ 163.38	\$ 163.38
<b>Adjusted Balance</b>	<b>January 31, 2023</b>		<u><u>\$948,942.19</u></u>

**ATB General Bank Account**

Balance	January 31, 2023		<u>\$993,634.83</u>
Less:	Outstanding Cheques	(\$44,692.64)	
Plus:	Outstanding Deposit in Bank		<u>(\$44,692.64)</u>
<b>Balance at</b>	<b>January 31, 2023</b>		<u><u>\$948,942.19</u></u>
<b>difference</b>			<u><u>\$0.00</u></u>

	<b>Total on Deposit</b>		<u><u>\$948,942.19</u></u>
Less:	MSI Grant	\$109,642.61	
	CCBF Grant (FGTF)	\$1,301.00	

				bill credits
			\$47,787.34	2022
2. see below	Solar Project - Net Zero	(\$95,859.04)	\$145.09	2023
	Campground Servicing	(\$261,404.44)		CCRF will be submitted for
	Covid Most Grant	\$4,580.09		for jersey barriers
1. see below	CSS Covid 19 (community)	\$915.52		
3. see below	Reserves	\$585,001.01		
	held for rec board	\$33,662.03		
	held for lightup	\$4,677.82		
	held for memorial garden	\$7,450.52		
	<b>Restricted Funds</b>		<u><u>\$389,967.12</u></u>	
	<b>Balance for Operations</b>		<u><u>\$558,975.07</u></u>	

- 1 CSS Covid 19 (community) will be spent over the next few years to pay for Telus hubs that can be used by residents. Cost app. \$188/m
- 2 Non grant portion of net zero project will be recouped over time with generation credits on our electrical bill. The total non grant portion was \$143,791.47
- 3 reserves include \$2950 FCSS surplus recovery

Dec

20220401 Ramtech 601.13

Jan

17 All Rite Towing 236.25  
 18 Contain A Way 184.20  
 27 N Majchrowski 650.00  
 29 ProTech 6341.88  
 32 Alberta Municipalities 1192.01  
 33 Foothills County 30105.39  
 34 Foothills Growing Pro 75.00  
 35 Iron Mountain 147.84  
 36 R Klassen 37.76  
 37 Matrix Solutions 664.65  
 38 Telus 281.47  
 39 Telus Mobility 365.92  
 40 ACE 3809.14

44692.64

Grant Interest Allocated

	%	grant		2021	2022	2023
interest income	3791.12	0.3815406% interest				
MSI grant interest		\$418.33	MSI	634.34	2415	

Total allocated	634.34	2415.00	0.00
Total interest	6303.44	22832	
int on general	5669.10	20417.00	0.00



# Village of Longview

## Cheque Listing For Council

2023-Feb-16

1:36:52PM

Cheque					Invoice	Cheque
Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Amount	Amount
1	2023-01-03	ACE, Alberta Co-Operative Energy	132719	PAYMENT RE DEC 28 STATEMENT	5,410.42	5,410.42
2	2023-01-03	G.M. Mechanical	72690	PAYMENT SEWER LIFT STATION HEATER REPA	601.97	601.97
3	2023-01-03	Great West Media	gwm247688	PAYMENT CHRISTMAS GREETING	121.80	121.80
4	2023-01-03	Iron Mountain Canada Operations ULC	hczr827	PAYMENT RE DEC 31 INVOICE	150.49	150.49
5	2023-01-03	Rona Building Supply	611503/1	PAYMENT CAMP KITCHEN	17.98	17.98
6	2023-01-03	Telus Mobility	4645788219	PAYMENT RE DEC 27 STATEMENT	177.29	177.29
7	2023-01-03	Longview Library	20221228	PAYMENT FCSS GRANT	1,000.00	1,000.00
8	2023-01-10	ATB Financial Mastercard	20230106	PAYMENT RE JAN 6 STATEMENT	1,632.22	1,632.22
9	2023-01-10	Contain-A-Way Services	263362	PAYMENT DEC GARBAGE	184.20	184.20
10	2023-01-10	Eastlink	19396147	PAYMENT RE JAN 3 STATEMENT	19.56	19.56
11	2023-01-10	Foothills Regional Service Commission	00030042	PAYMENT DEC GARBAGE	507.00	507.00
12	2023-01-10	Superior Safety Codes Inc	19782	PAYMENT NOV PERMIT FEES	3,341.90	3,341.90
13	2023-01-10	Town of Black Diamond	20220500	PAYMENT DEC PEACE OFFICER HOURS	4,544.00	4,544.00
15	2023-01-17	Alberta Municipal Services Corporation	23-1046487	PAYMENT JAN 9 STATEMENT	2,167.46	2,167.46
16	2023-01-17	Longview Fas Gas	20221230	PAYMENT DEC FUEL	152.34	152.34
17	2023-01-17	All-Rite Towing	60398	PAYMENT TOW FORD TO FIRED UP	236.25	236.25
18	2023-01-17	Contain-A-Way Services	261389	PAYMENT NOV GARBAGE	184.20	184.20
19	2023-01-17	Munisight Ltd.	in4315743	PAYMENT DEC SUPPORT	191.89	191.89
20	2023-01-18	AMSC Insurance Services Ltd.	1830-2023-01	PAYMENT JANUARY PREMIUMS	752.52	752.52
21	2023-01-18	Benchmark Assessment Consultants Inc.	2554	PAYMENT JAN - MARCH ASSESMENT FEES	1,398.60	1,398.60
22	2023-01-18	Brownlee LLP	542405	PAYMENT RIGHT OF WAY	509.25	509.25
23	2023-01-18	Canon Canada Inc.	4030289869	PAYMENT JAN TO APRIL SERVICE	206.85	206.85
24	2023-01-18	Caumartin, Justin	20230120	PAYMENT JAN 20 VOUCHER	65.00	65.00
25	2023-01-18	Eastlink	19432623	PAYMENT RE JAN 10 STATEMENT	162.70	162.70
26	2023-01-18	Folkard, June		PAYMENT		106.30





# Village of Longview

## Cheque Listing For Council

2023-Feb-16

1:36:52PM

Cheque					Invoice	Cheque
Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Amount	Amount
26	2023-01-18	Folkard, June	20230120	JAN 20 VOUCHER	106.30	106.30
27	2023-01-18	Majchrowski, Nicki	20230120	PAYMENT JAN 20 VOUCHER	650.00	650.00
28	2023-01-18	Munisight Ltd.	inv4317973	PAYMENT 2023 SOFTWARE LICENSE AND SUP	2,417.79	2,417.79
29	2023-01-18	ProTech Services (Ali Mohamad)	001137	PAYMENT IT WORK FOR 2022	6,341.88	6,341.88
30	2023-01-18	SecurTek	inv375568	PAYMENT 2023 REPORTING AND MONITORING	427.77	427.77
31	2023-01-18	Utility Safety Partners	in175431	PAYMENT 2023 ANNUAL MEMBER FEE	139.94	139.94
32	2023-01-31	Association of Alberta Municipalities	20230242	PAYMENT 2023 MEMBERSHIP AND PER CAPIT/	1,192.01	1,192.01
33	2023-01-31	Foothills County	ivc0000031379 ivc1111131380	PAYMENT 4TH QTR WATER SERV COSTS OCT - DEC 2022 FIRE COST SHARE	27,009.63 3,095.76	30,105.39
34	2023-01-31	Foothills Growing Project	20230121	PAYMENT ISOBEL MILLER CONDOLENCES	75.00	75.00
35	2023-01-31	Iron Mountain Canada Operations ULC	hgcx927	PAYMENT RE JAN 31 STATEMENT	147.84	147.84
36	2023-01-31	Klassen, Rose	20230124	PAYMENT JAN MILEAGE	37.76	37.76
37	2023-01-31	Matrix Solutions Inc.	274537	PAYMENT DECEMBER WATER TESTING	664.65	664.65
38	2023-01-31	Telus Communications	20230120	PAYMENT RE JAN STATEMENT	281.47	281.47
39	2023-01-31	Telus Mobility	20230114 4645788220	PAYMENT RE JAN 14 STATEMENT RE JAN 27 STATEMENT	188.00 177.92	365.92
40	2023-01-31	ACE, Alberta Co-Operative Energy	133914 135696	PAYMENT RE JAN 13 STATEMENT RE JAN 31 STATEMENT	(1,040.70) 4,849.84	3,809.14

**Total 70,498.75**

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



# Village of Longview

## YTD Council Summary January

General Ledger	Description	2022 YTD Actual	December 2023 Actual	2023 YTD Actual	2023 Budget	2023 Budget Remaining \$	2023 Budget Remaining %
TOTAL General Revenue		(639,199.92)	0.00	(12,078.57)	0.00	12,078.57	0.00
TOTAL Legislative Revenue		(1,523.68)	0.00	0.00	0.00	0.00	0.00
TOTAL Administrative Revenue		(33,284.73)	0.00	(4,285.32)	0.00	4,285.32	0.00
TOTAL Protective Services Reve		(31,014.00)	0.00	(5,523.00)	0.00	5,523.00	0.00
TOTAL Emergency Services Reven		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL Public Works Revenue		(450.00)	0.00	0.00	0.00	0.00	0.00
TOTAL Roads & Street Lights Re		(19,063.47)	0.00	0.00	0.00	0.00	0.00
TOTAL Water Services Revenue		(154,021.75)	0.00	(19,127.95)	0.00	19,127.95	0.00
TOTAL Wastewater Services Reve		(80,716.43)	0.00	0.00	0.00	0.00	0.00
TOTAL Solid Waste Services Rev		(19,555.59)	0.00	(24.00)	0.00	24.00	0.00
TOTAL FCSS Revenue		(9,635.13)	0.00	(2,457.50)	0.00	2,457.50	0.00
TOTAL Plan & Dev Revenue		(20,563.60)	0.00	(488.20)	0.00	488.20	0.00
TOTAL Parks / Rec Revenue		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL Camp Info Centre Revenue		(2,878.21)	0.00	0.00	0.00	0.00	0.00
TOTAL Community Hall Revenue		(6,949.75)	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUE</b>		<b>(1,018,856.26)</b>	<b>0.00</b>	<b>(43,984.54)</b>	<b>0.00</b>	<b>43,984.54</b>	<b>0.00</b>
TOTAL Rec Board Revenue		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL Solar Revenue		(47,904.87)	0.00	145.09	0.00	(145.09)	0.00
<b>TOTAL SUB-ACCOUNTS REVENUE</b>		<b>(47,904.87)</b>	<b>0.00</b>	<b>145.09</b>	<b>0.00</b>	<b>(145.09)</b>	<b>0.00</b>



# Village of Longview

## YTD Council Summary January

General Ledger	Description	2022 YTD Actual	December 2023 Actual	2023 YTD Actual	2023 Budget	2023 Budget Remaining \$	2023 Budget Remaining %
TOTAL General Expenses		165,349.70	0.00	6,388.89	0.00	(6,388.89)	0.00
TOTAL Legislative Expenses		19,705.44	0.00	872.76	0.00	(872.76)	0.00
TOTAL Administration Expenses		251,490.63	0.00	22,721.22	0.00	(22,721.22)	0.00
TOTAL Protective Services Expe		46,002.68	0.00	0.00	0.00	0.00	0.00
TOTAL Emergency Services Expen		10,349.66	0.00	0.00	0.00	0.00	0.00
TOTAL Public Works Expenses		109,469.06	0.00	6,494.19	0.00	(6,494.19)	0.00
TOTAL Roads & Street Lights Ex		18,886.47	0.00	1,677.22	0.00	(1,677.22)	0.00
TOTAL Water Services Expenses		268,324.01	0.00	776.37	0.00	(776.37)	0.00
TOTAL Wastewater Services Expe		215,836.80	0.00	995.22	0.00	(995.22)	0.00
TOTAL Solid Waste Expenses		7,253.26	0.00	537.22	0.00	(537.22)	0.00
TOTAL FCSS Expenses		11,812.88	0.00	179.05	0.00	(179.05)	0.00
TOTAL Planning and Development		28,271.87	0.00	60.00	0.00	(60.00)	0.00
TOTAL Parks / Rec Expense		1,198.44	0.00	122.47	0.00	(122.47)	0.00
TOTAL Campground Info Centre E		23,346.43	0.00	304.55	0.00	(304.55)	0.00
TOTAL Community Hall Expenses		17,992.76	0.00	785.29	0.00	(785.29)	0.00
TOTAL Library Expenses		7,658.13	0.00	1,910.92	0.00	(1,910.92)	0.00
<b>TOTAL EXPENSES</b>		<b>1,202,948.22</b>	<b>0.00</b>	<b>43,825.37</b>	<b>0.00</b>	<b>(43,825.37)</b>	<b>0.00</b>
P NET DEFICIT (Surplus)		136,187.09	0.00	(14.08)	0.00	14.08	0.00
TOTAL Rec Board Expenses		4,500.00	0.00	205.61	0.00	(205.61)	0.00
TOTAL Solar Project		117.53	0.00	0.00	0.00	0.00	0.00
<b>NET SURPLUS (Deficit) SUB-ACCO</b>		<b>4,617.53</b>	<b>0.00</b>	<b>205.61</b>	<b>0.00</b>	<b>(205.61)</b>	<b>0.00</b>

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



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**VILLAGE OF LONGVIEW  
REQUEST FOR COUNCIL DECISION**

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<b>Date:</b>	February 21, 2023	<b>Agenda Item #:</b>	11.1
<b>Title:</b>	Chickens Request		
<b>Submitted by:</b>	Roy Tutschek, 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>	Request to keep chickens on residential property. Other residents have chickens.		
	Consider putting bylaw in place, require PID registration and grant the request, subject to the bylaw.		

<b>Implications:</b>			
<i>Policy, Statutory Plans, Legislative:</i>			
<i>Financial:</i>			

<b>Communications:</b>	n/a		
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<b>Attachments:</b>	Is the documentation severed by FOIP: <b>NO</b>		
	1.	No attachment	

**Premises Identification (PID)**, one of the pillars of traceability, links livestock and poultry to land locations or premises. This information is collected in the PID System, which can be quickly accessed for the protection of our industry. The PID System has a variety of uses including planning for, controlling and preventing the spread of an animal disease. It is also used to notify animal owners of an impending emergency, such as a flood or fire, that could affect their animals. By completing a PID Application and keeping your information up-to-date, you will take an important step in protecting your animals and those of other Alberta and Canadian producers.

## Who needs to apply

Under Alberta's *Premises Identification Regulation*, if you own a livestock animal or poultry, and that animal is kept at a premises other than a commingling site (e.g. stable), you need to apply for a PID Account and obtain at least one PID Number associated to where the animal(s) are located.

You must apply for a PID Account within 30 days of assuming ownership of an animal. Although you may view your livestock as a pet or companion animal, it is important to obtain a PID Account because your animal can still receive and/or transmit diseases. Even if you own only one animal, it is still necessary to obtain a PID Account.

If you operate a commingling site (e.g. stable, community pasture, fair ground, etc.), you are required to obtain a PID Account, register all your commingling sites and provide the PID Number(s) to the users of your site(s). You must apply for a PID Account within 30 days of assuming ownership or operation of a commingling site.

## Obtaining a New PID Account

To obtain a PID Account, you can fill out the attached paper application package or go online at [www.agriculture.alberta.ca/premises](http://www.agriculture.alberta.ca/premises) to register. For those completing the paper application, you will need to fill out:

- a **PID Account Form**,
- **at least one Schedule A**, and
- **if applicable, a Schedule B**.

Here are some additional instructions:

- On the PID Account Form, check "New PID Account Application." Complete and sign the form.
- If you are an animal owner, complete a Schedule A for at least one premises and check "New Premises." This is preferably where your main animal operation is located, which is usually your home quarter. If you have multiple premises, you have the option to complete a Schedule A for each additional premises, which can better reflect where your animals are at any given time.
- If you operate a commingling site, complete a Schedule A for each commingling site you operate and check "New Premises."
- To add additional or alternate contact(s) for a premises, you can complete a Schedule B and check "New Premises." You may complete a Schedule B for each premises you are registering.
- Alternatively, you can easily set up a new PID Account online by visiting [www.agriculture.alberta.ca/premises](http://www.agriculture.alberta.ca/premises).

## Updating a PID Account

It is important that you update your account within 30 days of any changes. For example, this would include changes in account contact information, maximum capacity of the premises or contact information for emergencies. If the PID System does not contain accurate and up-to-date information, the emergency response might be delayed. To update your information using the paper application:

- Check "Update an existing PID Account" on the PID Account Form. Complete and sign the form. If required, provide any updates to the general information in Part A.
- If you are updating information on a premises already registered in the PID System, include a completed Schedule A with the updated information. Also, check "Update existing Premises" and provide the PID Number.
- To add a new premises to an existing PID Account, include a completed Schedule A for each additional premises and check "New Premises."
- If you are adding an additional or alternate emergency contact for a premises or wanting to update the information previously submitted, include a completed Schedule B.
- Alternatively, you can gain access to your PID Account to make changes online by calling **780-422-9167**.

## Submitting completed application and schedule(s)

### Mail

Premises Identification Program  
Alberta Agriculture and Forestry  
7000 – 113 Street Edmonton AB T6H 5T6

### Fax

Premises Identification  
Program 780-427-5921

### In person

You can submit your application to any Alberta Agriculture Field Office located throughout Alberta

## For more information

For additional information, contact the Alberta Ag-Info Centre toll-free at 310-FARM (3276) or your local Agriculture Field Office. You can also get more information and set-up/update your PID Account online at [www.agriculture.alberta.ca/premises](http://www.agriculture.alberta.ca/premises).

 **Apply online! Visit [www.agriculture.alberta.ca/premises](http://www.agriculture.alberta.ca/premises) to obtain your PID Account today!**

## Frequently Asked Questions

### Can I apply for a PID Account and/or update my information online?

Yes, visit [www.agriculture.alberta.ca/premises](http://www.agriculture.alberta.ca/premises).

### Where can I obtain more copies of the PID Account Form, Schedule A or Schedule B?

The paper application and schedules are available for print online at [www.agriculture.alberta.ca/premises](http://www.agriculture.alberta.ca/premises). You can also visit your local Agriculture Field Office for copies.

### Why is premises identification important?

Premises identification is an important part of an effective traceability system and emergency management plan. In an animal health event, having animal locations and other key information in one system is critical for quick, accurate and cost-effective emergency response.

### What is a PID Number?

A PID Number is a nine character unique identifier associated with a specific land location; Alberta PID Numbers start with 'A'.

### When will I need to use PID Numbers?

PID Numbers are required or asked for on many transportation documents when transporting your animals. PID Numbers are also required when buying medications at a licensed retail outlet or when selling animals at an auction market. Agriculture programs and grants may also request your PID Number as part of their eligibility requirements.

### What species of animals are included under premises identification?

Any animal in captivity designated in the regulation, including livestock and/or poultry, needs to be recorded under your premises. For a complete listing of the species please see Schedule A, Part 7 of the PID Application or the Alberta *Premises Identification Regulation*.

### Do I need a PID Account if I only have one animal?

Yes, you need a PID Account because even one animal can receive and transmit infectious diseases that can affect your herd/flock, neighbouring animals and sometimes the entire industry. Having an up-to-date PID Account ensures that you will be contacted in the case of an emergency situation.

### What is a commingling site?

A commingling site is a location, other than a farm or ranch, where animals owned by different owners are kept together either temporarily or permanently.

### Do I need to register each location where animals I own and/or have care and control of are located?

Operators of commingling sites are required to register all their commingling sites and obtain a PID Number for each premises. Animal owners that take care of their own animals are required to have at least one premises registered, preferably the main animal operation. It is beneficial for animal owners to register additional premises in the PID System, particularly those away from the main operation, to ensure they are still notified if an emergency happens in that area. Animal owners can register each premises by completing a separate Schedule A.

### What is "maximum capacity"?

Maximum capacity is not the actual number of animals on the premises. Rather, it is an estimate of the highest number of animals (of the selected species) that the operation(s) on the premises could reasonably accommodate. This information, used in conjunction with the type of species on the premises, allows emergency responders to prepare and respond appropriately.

### Will the information I share be kept confidential?

Your information is protected under the *Freedom of Information and Protection of Privacy Act* (FOIP Act) and the *Animal Health Act* (AHA). It may be used or disclosed to authorized individuals, in accordance with the AHA, for the purposes set out in the AHA including to plan for or respond to an animal health emergency or to validate premises information held in the system.

### I completed my application. When will I find out my PID Number?

The account contact will receive a letter in the mail within one to two weeks with the PID Number(s) for each individually registered premises. Retain this letter for your records. If you require your PID Number in the meantime, please contact 310-FARM (3276).

### What should I do if I forget my PID Number?

If you forget your PID Number, please contact 310-FARM (3276) for assistance.

### What happens if my information changes?

Information associated to a PID Account needs to be updated within 30 days of any change. This includes changes to contact information, animal types, maximum capacity, etc. It is vital that information is updated as it changes so you can receive the best service and support from emergency responders. To update your information, fill out the appropriate section of the PID Application and either mail or fax it to the Premises Identification Program. You can also return it to your local Agriculture Field Office. Changes can be made online at [www.agriculture.alberta.ca/premises](http://www.agriculture.alberta.ca/premises).

### Where can I get more information?

For more information on the PID Program including regulations, contact the Alberta Ag-Info Centre toll-free at 310-FARM (3276), a local Agriculture Field Office, or visit [www.agriculture.alberta.ca/premises](http://www.agriculture.alberta.ca/premises). To learn more about Traceability in Alberta, visit [www.agriculture.alberta.ca/traceability](http://www.agriculture.alberta.ca/traceability).

### Did someone help you today?

\_\_\_\_\_ helped you today  
name

at \_\_\_\_\_  
location

on \_\_\_\_\_  
date



Apply online!

Visit [www.agriculture.alberta.ca/premises](http://www.agriculture.alberta.ca/premises)  
to obtain your PID Account today!

**PID ACCOUNT FORM**

You must fill out the **required information** on this **Form** which is marked by an asterisk (\*)

**\* PURPOSE OF APPLICATION**

(Check (✓) one)

- New PID Account Application**
- Update an existing PID Account**

**Complete this form to set-up a new PID Account or update an existing PID Account in Alberta Agriculture and Forestry's Premises Identification Program.** To delete an existing PID Account, please contact the PID Administrator at 780-422-9167.

This form should be accompanied by a Schedule A - Premises Information Sheet for Animal Owners and Commingling Site Operators for each premises an Applicant registers or updates under the program. If an Applicant has an existing PID Account and is simply updating information in Part A of this form, it is not necessary to complete a Schedule A for each premises registered to the account.

**PART A – General Information**

**\* Applicant or Account Holder's Legal Business Name** (If sole proprietor, name of individual)

- \* Business Type** (Check (✓) one)
- Incorporated Company       Individual       Trusts
- Government Entity       Partnership (Limited Liability Partnership)       Non-Profit

**\* Business Operating Name** (If different from Legal Business Name)

**Account Contact Name** (Individual responsible for the maintenance of information on this application.)

**\* First Name****Middle Name****\* Last Name****\* Mailing Address****\* City/Town****\* Province****\* Postal Code****\* Phone****Mobile****Fax****Email**

**\* Preferred method of communication** (Check (✓) one)       Phone       Mobile       Fax       Email

**Comments or Instructions if applicable** (e.g. best to reach after 7 p.m., etc.)

**PART B – Statement of Certification**

I certify that:

- All information provided in this Application, including Schedule A and Schedule B, as applicable, in relation to this PID Program is complete and correct;
- I will provide the necessary updates required by law to ensure that the information related to any premises on which I own animals or commingling site of which I am either an owner or an operator is complete and correct.

**For individual applicants, the individual must sign. For corporations and other entities, authorized signatories must sign.**

M M D D Y Y Y Y

**\* Signature****\* Print Name****\* Date**

Personal information you provide through this registration process for the provincial Premises Identification (PID) System allows industry and government to efficiently locate animals and notify owners of an emergency that might affect their animals. This information is collected under the authority of the *Alberta Animal Health Act* and the *Premises Identification Regulation*. The information is subject to the privacy and access provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection and use of this information, please contact the PID Administrator at **780-422-9167**.

**Submit completed information by mail**  
Premises Identification Program  
Alberta Agriculture and Forestry  
7000 – 113 Street Edmonton AB T6H 5T6

**By fax**  
Premises Identification Program  
780-427-5921

**In person**  
You can submit your application to  
any Alberta Agriculture Field Office  
located throughout Alberta

*Alberta*  
Government

**SCHEDULE A****Premises Information Sheet for Animal Owners and Commingling Site Operators**

You must fill out the **required information** on this **Form** which is marked by an asterisk (\*)

\* **PURPOSE OF APPLICATION** (Check (✓) one)  New Premises  Update existing Premises # A

**PART 1 – Premises Nickname or Description**

\* Provide a name or description of the location where animals are located (e.g. main ranch, summer pasture, etc.)

**\* PART 2 – Location** (Select one of the six methods to identify the premises.)

1. **Legal Land Description** Quarter NW/NE/SW/SE Section 01-36 Township 001-136 Range 01-30 Meridian W4, W5, or W6  
W

2. **LINC #** - 10-digit number that appears on the top left corner of Alberta Registries Land Titles Certificates issued after 1988

3. **Latitude & Longitude**

Latitude +

Longitude -

4. **Surveyed Parcel Description**

Lot

Block

Plan

5. **Federal or Provincial Land**

First Nation

Métis Settlement

National Park

DND†

Name

6. **Street Address** - If premises is contained in an urban area

Address

City/Town

Province

Postal Code

\* **PART 3 – Relationship to Premises** Relationship of applicant or account holder in PART A to the ownership of the premises. (Check (✓) one)

Owner

Renter/Lessee

User of Commingling Site

Operator of Commingling Site

Other (specify) \_\_\_\_\_

\* **PART 4 – CCIA Premises Number** Premises ID Number previously issued by the Canadian Cattle Identification Agency.

\* **PART 5 – Premises Contact Information** Essential for emergency purposes. Primary individual responsible for care and control of animals on the premises.

Check (✓) if same as Account Contact in Part A on PID Account Form. If different individual, provide contact information below.

\* **First Name**

**Middle Name**

\* **Last Name**

\* **Mailing Address**

\* **City/Town**

\* **Province**

\* **Postal Code**

\* **Phone**

**Mobile**

**Fax**

**Email**

\* **Preferred method of communication** (Check (✓) one)

Phone

Mobile

Fax

Email

**Comments or Instructions if applicable** (e.g. best to reach after 7 p.m., etc.)

**IF APPLICABLE, USE SCHEDULE B TO PROVIDE ADDITIONAL OR ALTERNATE CONTACT(S) FOR THIS PREMISES**



# SCHEDULE A (cont'd)

Premises Information Sheet for Animal Owners and Commingling Site Operators.

**\* PART 6 – Types of Operations** (Check (✓) all operations that the Account Holder conducts on this premises.)

<input type="checkbox"/> Farm (Ranch)	<input type="checkbox"/> Feedlot	<input type="checkbox"/> Pasture (Range)	<input type="checkbox"/> Community Pasture
<input type="checkbox"/> Abattoir under the <i>Meat Inspection Act</i> (Alberta)	<input type="checkbox"/> Carcass Disposal Site	<input type="checkbox"/> Hatchery	<input type="checkbox"/> Small Acreage/Hobby Farm
<input type="checkbox"/> Animal Artificial Insemination Centre	<input type="checkbox"/> Competition Facilities	<input type="checkbox"/> Livestock Market	<input type="checkbox"/> Urban
<input type="checkbox"/> Animal Embryo Transfer Station	<input type="checkbox"/> Establishment operating under the <i>Meat Inspection Act</i> (Alberta)	<input type="checkbox"/> Livestock or Poultry Research Facility	<input type="checkbox"/> Veterinary Facility (Clinic, Laboratory, Hospital)
<input type="checkbox"/> Assembling Station	<input type="checkbox"/> Establishment operating under the <i>Meat Inspection Act</i> (Canada)	<input type="checkbox"/> Race Track	<input type="checkbox"/> Zoos, petting Zoos
<input type="checkbox"/> Boarding Stable	<input type="checkbox"/> Fairs and Exhibition	<input type="checkbox"/> Renderer	<input type="checkbox"/> Other (Specify)

**\* Part 7 – Species** (Check (✓) all species you have on the premises, and indicate the maximum capacity for each species checked.)

Capacity		Capacity		Capacity	
<input type="checkbox"/>	<input type="text"/> Alpacas	<input type="checkbox"/>	<input type="text"/> Geese in captivity	<input type="checkbox"/>	<input type="text"/> Poultry: Pullets
<input type="checkbox"/>	<input type="text"/> Bees (# of hives)	<input type="checkbox"/>	<input type="text"/> Goats	<input type="checkbox"/>	<input type="text"/> Poultry: Table egg
<input type="checkbox"/>	<input type="text"/> Bison	<input type="checkbox"/>	<input type="text"/> Guinea Fowl in captivity	<input type="checkbox"/>	<input type="text"/> Poultry: Turkey
<input type="checkbox"/>	<input type="text"/> Cattle: Beef	<input type="checkbox"/>	<input type="text"/> Horses	<input type="checkbox"/>	<input type="text"/> Poultry: Wild turkeys in captivity
<input type="checkbox"/>	<input type="text"/> Cattle: Dairy	<input type="checkbox"/>	<input type="text"/> Llamas	<input type="checkbox"/>	<input type="text"/> Quail in captivity
<input type="checkbox"/>	<input type="text"/> Deer (White-tailed, Mule)	<input type="checkbox"/>	<input type="text"/> Mules, Donkeys	<input type="checkbox"/>	<input type="text"/> Rabbits <sup>4</sup>
<input type="checkbox"/>	<input type="text"/> Domestic Cervids	<input type="checkbox"/>	<input type="text"/> Peafowl in captivity	<input type="checkbox"/>	<input type="text"/> Ratites
<input type="checkbox"/>	<input type="text"/> Doves in captivity	<input type="checkbox"/>	<input type="text"/> Pheasants in captivity	<input type="checkbox"/>	<input type="text"/> Sheep
<input type="checkbox"/>	<input type="text"/> Ducks in captivity	<input type="checkbox"/>	<input type="text"/> Pigeons in captivity	<input type="checkbox"/>	<input type="text"/> Swine
<input type="checkbox"/>	<input type="text"/> Elk	<input type="checkbox"/>	<input type="text"/> Poultry: Broiler	<input type="checkbox"/>	<input type="text"/> Wild Boars
<input type="checkbox"/>	<input type="text"/> Fish <sup>1</sup>	<input type="checkbox"/>	<input type="text"/> Poultry: Hatching egg	<input type="checkbox"/>	<input type="text"/> Yaks
<input type="checkbox"/>	<input type="text"/> Fur-bearing Animals <sup>2</sup>	<input type="checkbox"/>	<input type="text"/> Poultry: Other <sup>3</sup>		

1) Fish acquired, propagated, reared or kept in accordance with a class A commercial fish culture licence or a class B commercial fish culture licence issued under the *Fisheries (Alberta) Act*.

2) Fur-bearing animals as defined in the *Fur Farms Act*.

3) Fancy or heritage breeds, and poultry on acreages/hobby farms/licensed urban locations.

4) Rabbits raised for the production of meat.

**A COMPLETED PID ACCOUNT FORM MUST ACCOMPANY SCHEDULE A**



**SCHEDULE B****Additional or Alternate Contact(s) for Premises  
ESSENTIAL FOR EMERGENCY CONTACT PURPOSES**You must fill out the **required information** on this **Form** which is marked by an asterisk (\*)\* **PURPOSE OF APPLICATION** (Check (✓) one)  New Premises  Update existing Premises # **A****PART 1 – Premises Nickname or Description**

\* Provide the name or the description of the premises from Schedule A

**Information for Alternate Premises Contact NO. 1**\* **First Name** **Middle Name** **Last Name**\* **Mailing Address**\* **City/Town** **Province** **Postal Code**\* **Phone** **Mobile** **Fax**

Email

\* **Preferred Method of Communication** (Check (✓) one)  Phone  Mobile  Fax  Email**Comments or Instructions if applicable** (e.g. best to reach after 7 p.m., etc.)**Information for Alternate Premises Contact NO. 2**\* **First Name** **Middle Name** **Last Name**\* **Mailing Address**\* **City/Town** **Province** **Postal Code**\* **Phone** **Mobile** **Fax**

Email

\* **Preferred Method of Communication** (Check (✓) one)  Phone  Mobile  Fax  Email**Comments or Instructions if applicable** (e.g. best to reach after 7 p.m., etc.)**Information for Alternate Premises Contact NO. 3**\* **First Name** **Middle Name** **Last Name**\* **Mailing Address**\* **City/Town** **Province** **Postal Code**\* **Phone** **Mobile** **Fax**

Email

\* **Preferred Method of Communication** (Check (✓) one)  Phone  Mobile  Fax  Email**Comments or Instructions if applicable** (e.g. best to reach after 7 p.m., etc.)**A COMPLETED PID ACCOUNT FORM MUST ACCOMPANY SCHEDULE B**

# Urban Chickens

## Community Package



Growing Forward 2   
A federal-provincial-territorial initiative

Alberta  Canada   
Government

### URBAN CHICKENS

In recent years, there has been increased interest from individuals and communities on keeping backyard chickens. Several communities across Alberta currently allow residents to raise backyard chickens or are considering amending their bylaws to allow it. Residents may be interested in keeping chickens for various reasons including for fresh eggs, as an educational opportunity for children, compost, pest control, or the desire to know more about how their food is produced.

Alberta Farm Animal Care (AFAC) is a multi-species livestock welfare organization and aims to ensure continuous improvement in animal care and welfare. In 2017, AFAC created an Urban Chicken/Small Flock Care Manual and resources for current and potential chicken owners. This suite of learning materials includes a comprehensive, user-friendly manual that focuses on urban chicken care, training video resources, and workshops that include hands-on training. These resources are available to interested residents and communities by contacting us at [info@afac.ab.ca](mailto:info@afac.ab.ca) or 403-652-5111. You can find more information on our website: [www.afac.ab.ca](http://www.afac.ab.ca).



### CONSIDERATIONS

If a community is considering permitting residents to keep urban chickens, the following should be taken into consideration:

- Is there a local veterinarian who can provide support and treat poultry?
- Are there trained municipal representatives who can process applications and licenses, deal with concerns that may arise, conduct coop inspections, etc.?
- Does the area have a high number of wildlife and predators?
- Does the municipality have a designated area where poultry owners can dispose of chicken manure/bedding material and any mortalities?
- Is there a poultry professional nearby who can provide an educational workshop to residents on keeping urban chickens, and provide ongoing expertise and support? (*Highly recommended*)



## RESPONSIBILITIES

Backyard chickens can be successful in an urban municipality, provided chicken owners fulfill the following responsibilities:

- Provide basic needs such as food, water, shelter, light, and ventilation
- Keep the coop in sanitary condition, with regular disposal of manure and bedding material, and in good repair
- Ensure the coop provides adequate protection from vermin, wild animals, and predators
- Provide the chickens with opportunities to perform essential behaviors such as dust-bathing, roosting, and scratching
- Follow basic biosecurity procedures to keep the chickens and themselves safe
- Be knowledgeable about proper food safety practices
- Know how to act accordingly if one of their chickens gets sick or if there is a disease outbreak
- Be cognizant of the time and financial commitment required to care for the chickens
- Have a plan for what to do with the chickens once they quit laying; it is not uncommon for backyard chickens to live 8-10 years
- Have an emergency contact who can provide care for the chickens in case of an emergency.



## SAMPLE BYLAWS

The following are examples of bylaws from communities across Alberta that permit residents to raise backyard chickens:

- Any person wanting to keep urban chickens must obtain a Premises Identification (PID) under the Alberta Animal Health Act
- An application must be submitted and approved
- An approved license is required to be renewed annually
- In order to be approved for a license, each urban chicken keeper must take urban chicken training or equivalent, designed to provide adequate information regarding the successful keeping of chickens in an urban area.
- Only hens will be allowed to be kept; no person shall keep a rooster
- Maximum number of hens is 3 to 8 per household.
- Hens must be a minimum of 16 weeks of age
- Provide each Hen with at least 0.37m<sup>2</sup> of interior floor area, and at least 0.92m<sup>2</sup> of outdoor enclosure, within the coop
- Provide at least one nest box per every 4 birds
- Locate the coop in a place that is mindful and considerate of neighbours
- Have a town representative inspect the coop prior to approval
- No hen shall be slaughtered on the property
- Residents cannot sell eggs, manure, meat or other hen related products
- Follow procedures recommended by the Federal and Provincial Governments to reduce potential disease outbreak.

## AFAC ALERT LINE

The ALERT Line is an anonymous help line. If residents or town representatives see backyard chickens that are in distress or neglected, or have a question about backyard chicken care, they can call 1-800-506-2273. The ALERT Line will send out an individual knowledgeable in the keeping of chickens who can offer solutions to improve care and provide knowledgeable counsel.

Little New York Daze  
C/O Caroline Williston,  
Box 421, Longview,  
Alberta, T0L 1H0.

30<sup>th</sup> December 2022

To the Village of Longview,

I am writing on behalf of the Little New York Daze Committee to request the use of village property on Saturday July 15<sup>th</sup> 2023 for the purpose of the Parade. I am also requesting for the Village to arrange for the peace officers to close the highway on that day. I enclose a map of the proposed route; the Parade will start at 10am.

Thank you for your assistance.

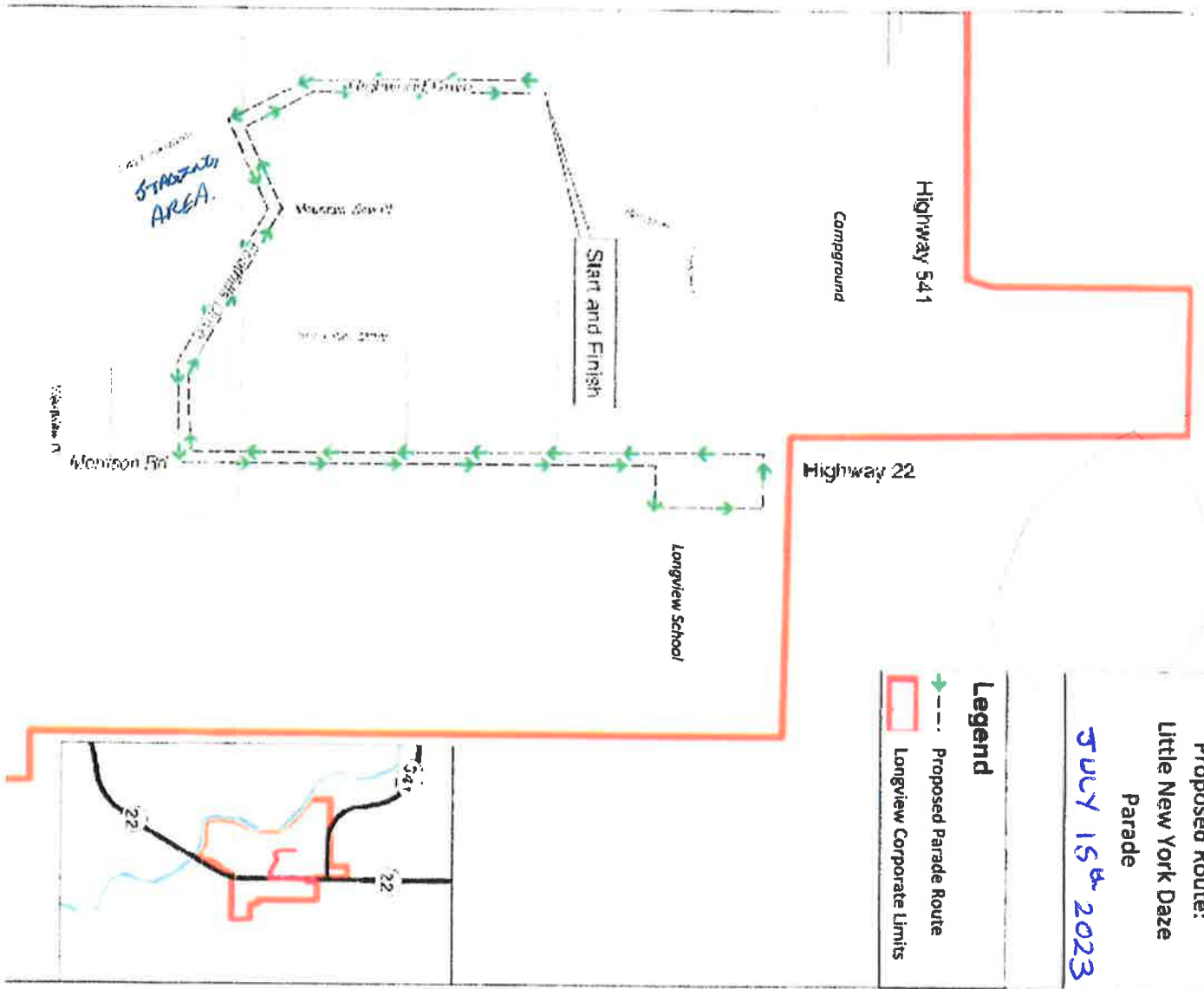
Yours sincerely,

Caroline Williston.

Proposed Route:  
Little New York Daze  
Parade

JULY 15<sup>th</sup> 2023

- Legend**
- Proposed Parade Route
  - Longview Corporate Limits



Parade -  
10 am to 11 am