

**AGENDA**  
REGULAR COUNCIL MEETING OF THE VILLAGE OF LONGVIEW  
In the Province of Alberta, held on Tuesday, September 19, 2023  
At Longview Council Chambers at 5:30 p.m.

**1.0 CALL TO ORDER**

**2.0 AGENDA**

**3.0 DELEGATION**

3.1 Longview Heritage Committee updates, Marj Bird.

**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 COW meeting, September 5, 2023.

5.2 Minutes Special Council meeting, September 5, 2023.

**6.0 ACTION ITEM LIST**

6.1 CAO Report of Action items.

**7.0 REPORTS**

7.1 CAO Report, August 2023.

7.2 Public Works Report, June, July, August 2023.

7.3 Peace Officer Report, June, July, August 2023.

7.4 Council Reports, August 2023.

**8.0 FINANCIAL REPORTING**

8.1 Bank Reconciliation, June, July, August 2023.

8.2 Accounts Payable Cheque Register, June, July, August 2023.

8.3 YTD Budget to Actual Revenue and Expenses, August 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 Discussion of Recreation Board Bylaw.

11.2 Light Up request to put electron controller inside cookhouse, continued.

11.3 RFD redo big sign at the campground.

11.4 Cookhouse policy discussion.

11.5 Resident request for Trail repair.

11.6 Light Up Longview request for financial assistance.

11.7 Mural – confirm criteria for business inclusion.

11.8 Discussion of Council CAO annual evaluation – date, process?

11.9 RFD Truth & Reconciliation Policy.

11.10 LNYD request permission construct 2 more horseshoe pits.

11.11 Community Hall Policy final draft.

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

12.1 Library Board member resignation update.

**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 COMMITTEE OF THE WHOLE  
OF THE VILLAGE OF LONGVIEW  
In the Province of Alberta, held on Tuesday, September 5, 2023  
Held in Longview Council Chambers at 5:25 p.m.

**PRESENT**

Mayor Klassen  
Deputy Mayor Lyons  
Councillor Penner

**PUBLIC IN  
ATTENDANCE**

Chief Administrative Officer, Roy Tutschek  
1 public in attendance.

**CALL TO ORDER**

Mayor Klassen called the meeting to order at 5:27 p.m.

**AGENDA**

Resolution 150-23

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

**CARRIED**

**BUSINESS**

**Special  
Council  
meeting  
immediately  
following.**

A Special Council meeting will be held immediately after this meeting, so decisions can be made if needed. The September 2023 COW was not cancelled at the August 8, 2023 Special Council meeting since at that point the September 2023 COW was still planned. Subsequently in August 2023, the need for a Special meeting to make decisions before the September 2023 Regular Council meeting was determined necessary and a second Council meeting was not called in August 2023, solely for the purpose to announce that the September 2023 COW was cancelled and a September 5, 2023 Special meeting would be called. Five days public notice and digital sign notice was given for the Special meeting taking place September 5, 2023 in Council Chambers. With this update above this meeting will be adjourned and the Special meeting of Council will immediately follow.

**ADJOURNMENT**  
Resolution 151-23

**MOVED** by Councillor Penner to adjourn the meeting at 5:43 p.m.

**CARRIED**

MINUTES OF THE COMMITTEE OF THE WHOLE  
OF THE VILLAGE OF LONGVIEW  
In the Province of Alberta, held on Tuesday, September 5, 2023  
Held in Longview Council Chambers at 5:25 p.m.

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Mayor

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CAO

UNAPPROVED

MINUTES OF THE SPECIAL MEETING  
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW  
In the Province of Alberta, held on Tuesday, September 5, 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

1 public in attendance.

**CALL TO ORDER**

Mayor Klassen called the Meeting to order at 5:43 p.m.

**AGENDA**

Resolution 152-23

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

**CARRIED**

**MINUTES OF  
PREVIOUS  
MEETINGS**

Resolution 153-23

**MOVED** by Deputy Mayor Lyons that Minutes of the August 8, 2023 Special Council meeting be accepted as amended.

**CARRIED**

**NEW BUSINESS**

**4.1 Community**

**Hall policy  
update.**

Still in progress. Will discuss further September 19, 2023 Regular Council meeting.

**4.2 Community**

**Hall ceiling  
tiles and  
roof next  
steps.**

**MOVED** by Councillor Penner that Administration investigate insurance claim limits and then move forward with obtaining assessments for Community Hall repairs including electrical and furnace heating.

**CARRIED**

Resolution 154-23

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

**4.3 Set Village of  
Longview  
Council  
proposed  
meeting date  
with the  
Recreation  
Board.**

Resolution 155-23

Council will discuss the Recreation Bylaw drafts at next Council meeting and Councillor Penner will prepare email draft to Recreation Board.

**4.4 Set Village of  
Longview  
Volunteer  
Appreciation  
BBQ  
proposed  
date.**

Volunteer Appreciation BBQ planned for 12 noon – 4 pm, Saturday October 28, 2023 at the Community Hall.

**4.5 Set continued  
discussions  
of the  
Animal  
Control  
Bylaw  
proposed  
Council  
meeting  
date.**

CAO will draft Chicken and Cats Bylaws for October COW, other parts of the Animal Control Bylaw, January, February 2024.

MINUTES OF THE SPECIAL MEETING  
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW  
In the Province of Alberta, held on Tuesday, September 5, 2023  
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**4.6 LightUp  
Longview  
Committee –  
Request  
electron  
controller  
inside  
cookhouse.**

CAO to gather further information, for example - window access for cables or other hole in wall?

**ADJOURNMENT**  
Resolution 156-23

**MOVED** by Mayor Klassen to adjourn the meeting at 8:00 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/Council	February 15, 2022	Ongoing	CAO discussed next steps with Land and Property Rights Tribunal. First step in process planned to start in October 2023.
2	Meet with Road Closure impacted businesses	Council and CAO	December 6, 2022	Q1 2024	CAO awaiting joint proposal from a few of the businesses. CAO plans to work one on one with each business in November 2023 towards completing the ROW development process, whatever that will best be for all stakeholders involved.
3	Reimbursement submission to CCRF	CAO	June 1, 2023	31-Aug-23	CCRF final \$12,6k extra, cookhouse minor renovations completed. Everything has been signed off.
4	Proposal Writing	CAO	July 6, 2023	Ongoing	MPE has made available free grant writer.
5	Revisit Village website, revise, update	CAO	February 1, 2023	Q2 2024	CAO plans to prioritize for Q1 2024



6	Village of Longview, Recreation Board Bylaws	Council	January 1, 2023	31-Dec-23	Council revisiting September, 2023
7	River Bank Erosion	CAO	May 1, 2023	Ongoing	CAO has contacted several agencies, no one yet responded to revisit the erosion assessment.



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VILLAGE OF LONGVIEW  
CAO REPORT TO COUNCIL

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TO: Council  
FROM: Roy Tutschek  
SUBJECT: CAO Report  
DATE: September 19, 2023

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1. Public Works, CAO/Development Officer met with builder at Malmberg Place. Determined sidewalk repairs required.
2. Some Commercial development is in process.
3. Replacing deteriorated computer in the Village office – new IT support provided recommendations.
4. Ordering 20 more new meters. 50 new meters required.
5. Campground – some energy industry workers are finishing their work/campground stay.

June 1

Daily routine,weed whip cut grass,Check over truck and dump trailer.

June 2

Daily routine.Garbage Pick-up,Bank Deposet,Pick-up fuel and supplys in HR.

June 5 Daily routine,Pick-up garbage at Info center and campground,weed whip and cut grass.

June 6

Daily routine,Cut grass.

June 7

Daily routine,Admin,weed whip cut grass.

June 8

Daily routine,Meet with Sommerset at Centennial park,weed whip and cut grass,Check over truck and dump trailer.

June 9

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

June 12

Daily routine,Pick-up garbage at Info center and Campground,Pick-up supplys in BD and repair tolite at Info center,Admin.

June 13

Daily routine,weed whip and cut grass.

June 14

Daily routine,weed whip and cut grass.

June 15

Daily routine,Admin,Cut grass,Check over truck and dump trailer.

Ford 467 km

Kubota 8 Hrs

*Austin  
Cummings*

June 16

Daily routine, Garbage Pick-up, Pick-up fuel and supplies in HR.

June 19

Daily routine, Pick-up garbage at Info center and campground, Pump out holding tank at WTP.

June 20

Daily routine, Weed whip and cut grass.

June 21

Daily routine, Weed whip and cut grass.

June 22

Daily routine, Admin, Cut grass, Check over truck and dump trailer.

June 23

Daily routine, Garbage Pick-up, Pick-up fuel and supplies in HR.

June 26

Daily routine, Pick-up Garbage at Info center and Campground, Weed whip and cut grass.

June 27

Daily routine, Pick-up garbage along Morrison Rd and Kee Dr, Meet with contractor in trailer park.

June 28

Daily routine, Weed whip and cut grass.

June 29

Daily routine, Admin, cut grass.

June 30

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

Dodge 22 km

Ford 425 km

kubota 9 Hrs

*Austin  
Cannons*

July 3  
STAT

July 4  
Daily routine, Garbage pick-up at Info Center and Campground and Green space, Pump out holding tank at WTP.

July 5  
Daily routine, Weed whip cut grass.

July 6  
Daily routine, Admin, cut grass, Check over truck and dump trailer.

July 7  
Daily routine, Garbage Pick-up, Pick-up fuel and supplies in HR.

July 10  
Daily routine, Pick-up garbage at Info center and campground, Clean-up garbage in compost area, Push-up compost and tree branch pile's.

July 11  
Daily routine, Admin, Weed whip and cut grass.

July 12  
Daily routine, Weed whip and cut grass.

July 13  
Daily routine. Weed whip and cut grass, Check over truck and dump trailer.

July 14  
Daily routine, Garbage pick-up, Meet with property owner in trailer court about water services, Pick-up fuel and supplies in HR.

Dodge 23 km

Ford 270 km

kubota 7 Hrs

A handwritten signature in blue ink that reads "Justin Cummings". The signature is written in a cursive style with a large initial 'J'.

July 17

Daily routine, Pick-up garbage at Info center Campground and Centennial park, water planter box's.

July 18

Daily routine, Admin, Weed whip.

July 19

Daily routine, Move trailers around and tidy-up cold storage shed.

July 20

Daily routine, Cut grass, Check over truck and dump trailer.

July 21

Daily routine, Garbage Pick-up Pick-up fuel and supplies in HR.

July 24

Daily routine, Pick-up garbage at Info center and campground and Kee Dr, Pick-up garbage in compost area, Cut grass,

July 25

Daily routine, Admin, Weed whip and cut grass.

July 26

Daily routine, Weed whip and cut grass.

July 27

Daily routine, Weed whip and cut grass, Check over truck and dump trailer.

July 28

Daily routine, Garbage Pick-up, Change out flat tire on dump trailer, Pick-up fuel in HR.

July 31

Daily routine, Pick-up Garbage at Info center and Campground, Take flat tire repair to HR and pick-up batterie for JD tractor.

Ford 467 km

*Austin  
Cannon*

Aug 1  
Daily routine, Weed whip, Clean-up garbage around campground and skate park.

Aug 2  
Daily routine, Cut grass.

Aug 3  
Daily routine, Weed whip, Cut grass, Check over truck and dump trailer.

Aug 4  
Daily routine, Garbage Pick-up, Pick-up fuel and supplies in HR.

Aug 7  
Daily routine, Pick-up garbage at Info center, campground and green space, Pick-up parts in HR.

Aug 8  
Daily routine, Replace battery in JD, Push-up compost and tree branch pile, Weed whip.

Aug 9  
Daily routine, Admin, Cut grass.

Aug 10  
Daily routine, Pick-up parts in HR and replace battery in campground kubota and check it over, Check over truck and dump trailer.

Aug 11  
Daily routine, Garbage pick-up, Pick-up fuel and supplies in HR.

Aug 14  
Daily routine, Pick-up garbage at Info center and campground, Pump out holding tank at WTP.

Aug 15  
Daily routine, Weed whip and cut grass.

Dodge 19 km

Ford 489 Km

Kubota 1 hr

A handwritten signature in blue ink, reading "Justin Rannow". The signature is written in a cursive style with a large, stylized initial 'J'.

Aug 16

Daily routine, Weed whip and cut grass.

Aug 17

Daily routine, Cut grass, Check over truck and dump trailer.

Aug 18

Daily routine Garbage pick-up, Pick-up fuel and supplies in HR.

Aug 21

Daily routine, Pick-up garbage at Info center, Campground, Centennial park, Kee Dr, Weed whip, cut grass.

Aug 22

Daily routine, Admin, Cut grass.

Aug 23

Daily routine, Pick-up garbage in compost area, Tidy-up cold storage shed and shop.

Aug 24

Daily routine, Weed whip and cut grass, Check over truck and dump trailer.

Aug 25

Daily routine, Garbage pick-up, Pick-up supplies in HR.

Aug 28

Daily routine, Pick-up garbage at Info center, campground, Morrison Rd, Kee Dr, Alley way behind Fire hall, Weed whip.

Aug 29

Daily routine, Admin, Weed whip and cut grass.

Aug 30

Daily routine, Take flat tire in for repair pick-up parts and replace tire and marker light on dump trailer.

Aug 31

Daily routine, Cut grass, Check over truck and dump trailer.

Dodge 14 km

Ford 431 km

Kubota 8 hrs

*Justie  
Cannon*



Month	# Shifts	Total # hours	# Tickets Issued	Total Amount of Tickets Issued	Village of Longview 60% Revenue portion	Ticket category										
						1	2	3	4	5	6	7	8	9	10	11
January	14	56	23	\$6,111.00	\$3,666.60	20	0	1	2	0	0	0	0	0	0	0
February	15	60	24	\$10,089.00	\$6,053.40	18	0	3	2	2	1	0	0	0	0	0
March	19	76	26	\$7,927.00	\$4,756.20	15	0	1	10	3	0	0	1	1	1	1
April	29	64	19	\$5,554.00	\$3,332.40	10	1	3	5	1	0	0	0	0	0	0
May	28	74	38	\$11,373.00	\$6,823.80	23	1	1	11	2	0	2	0	0	0	0
June	28	70	17	\$5,361.00	\$3,216.60	9	0	6	1	1	0	0	0	0	0	1
July	25	68	37	\$11,356.00	\$6,813.60	23	0	7	4	1	0	0	2	0	0	0
August	22	66	24	\$9,782.00	\$5,869.20	11	0	7	4	2	1	0	0	1	0	0
September																
October																
November																
December																
	<b>180</b>	<b>534</b>	<b>208</b>	<b>\$67,553.00</b>	<b>\$40,531.80</b>	<b>129</b>	<b>2</b>	<b>29</b>	<b>39</b>	<b>12</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>2</b>

- 1 115 (2) (P) Speeding
- 2 115.1 (1) (B) Cellphone while operating
- 3 52(1) (A) Operate/Drive MV W/O registration
- 4 57 Fail To Obey Traffic Control Device
- 5 Mandatory Court Summons
- 6 54 (1) (A) No Insurance
- 7 Other
- 8 53 (1) (A) Improper Display of Plate
- 9 15 (A) (A) Cross Double Line
- 10 53 (1) (B) Improper Use Plate
- 11 51 (A) Operate MV W/O Licence

CPO Monthly Invoice Total	Village of Longview Net Profit	Highest Recorded Speed
\$3,976.00	-\$309.40	98Km/hr 50km Zone
\$4,260.00	\$1,793.40	107Km/hr 50km Zone
\$5,396.00	-\$639.80	92Km/hr 30km Zone
\$4,544.00	-\$1,211.60	131km/hr 50km Zone
\$5,254.00	\$1,569.80	137km/hr 50km Zone
\$4,970.00	-\$1,753.40	100km/hr 50km Zone
\$4,828.00	\$1,985.60	105km/hr 50km Zone
\$4,686.00	\$1,183.20	125km/hr 70km Zone
<b>\$37,914.00</b>	<b>\$2,617.80</b>	

## Mayor Rose Klassen Council Report

May 18 – June 15, 2023

May 18

- EOEP Council's Role in Strategic Planning – Setting the Course
- Met with Commander Don from Diamond Valley RCMP
- Budget Meeting

May 20

- Council Village Clean-up Day. Big Thank you to the volunteers that joined us and Clayton from Badlands for donating burgers for our lunch.

May 26

- FCSS Committee reviewed and made recommendations for funding

May 31

- Tour of Village Office, Park and Skatepark with 2 students that wrote to council from the grade 5/6 social studies class

June 1

- Intermunicipal Dinner hosted by Mayor Tanya Thorn for all of council and CAO

June 6

- Councillor Lisa and I attended Longview School grade 5/6 social studies class and spoke about municipal governance

June 7

- Attended Bearspaw Chief and Council/ TC Energy Blessing Ceremony

June 16

- Worked on Hall and cookhouse policy with CAO Roy

## **Report to Council**

Councillor Lisa Penner

From June 15, 2023 – Sept 13, 2023

### **General**

- attended all Council meeting: June 20 –Regular Council meeting  
June 29 –Special Council meeting  
July 6 – Special Council meeting  
July 11 –Special Council meeting  
Aug 8 – Special Council meeting  
Sept 5 – COW & Special Council meeting
- LNYD Parade – July 15 – a fantastic event. Congratulations to the LNYD team!
- Facilitated communication between residents & administration

### **EDC**

- First meeting Sept 12 @ 6:30pm
- Meetings to be the second Tuesday of every month in Council Chambers
- Work was done with EDC member Kirk Davis to prepare a presentation of the potential aggregated solar panel project to surrounding municipalities
- Resignation of Christina Wier received Aug 29 – Thank you for all of your time, energy and passion!
- Goals & Objectives to be reviewed at next meeting
- Connecting with local businesses to get their input for Village improvements – ongoing
- Concern raised about the gravel on the streets – will village be having street cleaners come through?
- Project idea presented – work with Foothills Land Trust and residents with property along the river to create a Conservation land use designation – undetermined if EDC will pursue
- Idea suggested – potential EDC training – was done when EDC first started – Lisa to see if this is still available at AM Conference at end of month

### **Longview School**

- Next meeting Sept 21 @ 6:00pm
- All meeting to run the second last Thursday of every month

### **Emergency Management**

- A potential community resident has come forward interested in the DEM position

### **Municipal Planning and Commission**

- learned more about what the role of MPC is and how it works with Council
- Attended meetings on June 20, June 29, July 11 and Aug 1

**VILLAGE OF LONGVIEW  
BANK RECONCILIATION  
June 30, 2023**

**General Ledger ATB**

Balance at	General account	\$965,638.62	
	RecBoard account	\$37,598.03	
	Light Up account	\$4,677.82	
	Memorial Garden account	\$7,320.58	
	Total Bank in GL		\$1,015,235.05
	charges outstanding in GL	\$0.00	
	deposit outstanding in GL	\$ 670.00	\$ 670.00
<b>Adjusted Balance</b>	<b>June 30, 2023</b>		<b><u>\$1,015,905.05</u></b>

**ATB General Bank Account**

Balance	June 30, 2023		<u>\$1,053,860.81</u>
Less:	Outstanding Cheques	(\$43,916.74)	
Plus:	Outstanding Deposit in Bank	\$5,960.98	
			<u>(\$37,955.76)</u>
<b>Balance at</b>	<b>June 30, 2023</b>		<b><u>\$1,015,905.05</u></b>
<b>difference</b>			<b>\$0.00</b>

	<b>Total on Deposit</b>		<b><u>\$1,015,905.05</u></b>
Less:	MSI Grant	\$109,642.61	
	CCBF Grant (FGTF)	\$1,301.00	

			bill credits	
1. see below	Solar Project - Net Zero	(\$83,197.99)	\$12,806.14	2023
			\$47,787.34	2022
	Campground Servicing Extras	(\$12,594.76)		
2. see below	Reserves	\$697,709.70		
	held for rec board	\$37,598.03		
	held for lightup	\$4,677.82		
	held for memorial garden	\$7,320.58		
	<b>Restricted Funds</b>		<b><u>\$762,456.99</u></b>	
	<b>Balance for Operations</b>		<b><u>\$253,448.06</u></b>	

- 1 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
- 2 reserves include \$1487 FCSS surplus recovery



# Village of Longview

## Cheque Listing For Council

Cheque					Invoice	Cheque
Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Amount	Amount
147	2023-06-01	Accu-Flo Meter Service Ltd.	108457	PAYMENT 13 METER HEADS	4,982.25	4,982.25
148	2023-06-01	ACE, Alberta Co-Operative Energy	147024	PAYMENT RE MAY 29 STATEMENT	1,237.14	1,237.14
149	2023-06-01	AMSC Insurance Services Ltd.	1830-2023-06	PAYMENT JUNE BENEFITS	1,144.34	1,144.34
150	2023-06-01	Brownlee LLP	548804	PAYMENT AUDIT LETTERS	319.62	319.62
151	2023-06-01	CK Fire and Safety Solutions Inc.	23261	PAYMENT ANNUAL FIRE EXT INSPECTION	173.25	173.25
152	2023-06-01	Gallup, Gaile	20230531	PAYMENT RESERVOIR EASEMENT	700.00	700.00
153	2023-06-01	Highwood Printing Inc.	16099	PAYMENT ENVELOPES	351.75	351.75
154	2023-06-01	Highwood Valley Inc.	0865	PAYMENT WATER ROAD FOR SWEEPER	243.60	243.60
155	2023-06-01	Kirk, Doreen	20230531	PAYMENT FLOWERS ON THE STREET	506.04	506.04
156	2023-06-01	Little Apple Cafe & Bakeshop	33	PAYMENT MUFFINS FOR MEETING	70.88	70.88
157	2023-06-01	Panther Creek Homes	049142	PAYMENT FINAL WORK ON CAMP HOUSE	12,500.00	12,500.00
158	2023-06-01	Telus Communications	20230520	PAYMENT RE MAY 20 STATEMENT	293.96	293.96
159	2023-06-01	Telus Mobility	4645788224	PAYMENT RE MAY 27 STATEMENT	178.41	178.41
160	2023-06-13	Alberta Municipal Services Corporation	23-1048536	PAYMENT RE JUNE 7 STATEMENT	866.29	866.29
161	2023-06-13	ATB Financial Mastercard	20230606	PAYMENT RE JUNE 6 STATEMENT	964.87	964.87
162	2023-06-13	Caumartin, Justin	20230615	PAYMENT RE JUNE 15 VOUCHER	65.00	65.00
163	2023-06-13	Christ the Redeemer Catholic School Division	00246	PAYMENT Q2 SEPARATE SCHOOL REQUIS	875.85	875.85
164	2023-06-13	Contain-A-Way Services	273868	PAYMENT MAY GARBAGE	200.78	200.78
165	2023-06-13	Eastlink	20098544 20135699	PAYMENT RE JUNE 3 STATEMENT RE JUNE 10 STATEMENT	103.90 162.70	266.60
166	2023-06-13	Folkard, June	20230615	PAYMENT RE JUNE 15 VOUCHER	65.00	65.00
167	2023-06-13	Foothills Regional Service Commission	00030437	PAYMENT MAY GARBAGE	481.00	481.00
168	2023-06-13	Great West Media	GWM297145	PAYMENT FOOTHILLS VISITORS GUIDE	357.00	357.00
169	2023-06-13	Little New York Daze	20230610	PAYMENT LNYD DONATION	2,000.00	2,000.00
170	2023-06-13	Longview and Area Seniors' Association	20230615	PAYMENT STRAWBERRY TEA DONATION	250.00	250.00



# Village of Longview

Page 2 of 2

## Cheque Listing For Council

2023-Sep-13

11:42:16AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
171	2023-06-13	Majchrowski, Nicki	20230615	PAYMENT RE JUNE 15 VOUCHER	650.00	650.00
172	2023-06-13	O'Leary Excavating Ltd.	3451	PAYMENT CURBSTOP 615 RIVERVIEW PLA	895.06	895.06
173	2023-06-13	Town of Diamond Valley	2023524	PAYMENT MAY PEACE OFFICERS	5,254.00	5,254.00
174	2023-06-13	Wight, Karen	20230610	PAYMENT MEM GARDEN SPRING PLANTIN	1,134.94	1,134.94
175	2023-06-13	WJW Mechanical Ltd.	512	PAYMENT REPAIR IRRIGATION SYSTEM	519.75	519.75
176	2023-06-20	LED Pros Ltd.	1036286	PAYMENT REPAIR SIGN	525.00	525.00
177	2023-06-20	Matrix Solutions Inc.	281015	PAYMENT MAY WATER TESTING	297.68	297.68
178	2023-06-20	Panther Creek Homes	049143	PAYMENT CAMP KITHCEN WORK	724.50	724.50
179	2023-06-20	Telus Mobility	20230614	PAYMENT RE JUNE 14 STATEMENT	188.00	188.00
180	2023-06-27	Canon Canada Inc.	4030336596	PAYMENT RE APRIL 6 STATEMENT	250.35	250.35
181	2023-06-27	Gregory, Harriman & Associates LLP	248655	PAYMENT FINANCIAL STATEMENTS AND T/	20,259.75	20,259.75
182	2023-06-27	LED Pros Ltd.	1036291	PAYMENT POWER SUPPLY ON DIGITAL SIC	535.50	535.50
183	2023-06-27	Longview and Area Seniors' Association	20230627	PAYMENT MEDICAL TRANS, MEALS ON WF	3,750.00	3,750.00
184	2023-06-27	Longview Fas Gas	20230531	PAYMENT RE MAY STATEMENT	40.01	40.01
185	2023-06-27	Longview Library	20230627	PAYMENT GRANT	2,000.00	2,000.00
186	2023-06-27	Longview Youth Group	20230627	PAYMENT GRANT	2,000.00	2,000.00
187	2023-06-27	SecurTek	inv718268	PAYMENT RE JUNE 2 STATEMENT	326.97	326.97
188	2023-06-27	Sheep River Health Trust	20230627	PAYMENT GRANT	1,000.00	1,000.00

**Total 69,445.14**

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

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

**General Ledger ATB**

Balance at	General account	\$1,102,686.39	
	RecBoard account	\$37,348.03	
	Light Up account	\$4,427.82	
	Memorial Garden account	\$7,320.58	
	Total Bank in GL		\$1,151,782.82
	charges outstanding in GL	\$0.00	
	deposit outstanding in GL	\$ 2,467.41	\$ 2,467.41
<b>Adjusted Balance</b>	<b>July 31, 2023</b>		<b><u>\$1,154,250.23</u></b>

**ATB General Bank Account**

Balance	July 31, 2023		<u>\$1,151,812.22</u>
Less:	Outstanding Cheques	(\$14,084.94)	
Plus:	Outstanding Deposit in Bank	\$16,522.95	
			\$2,438.01
<b>Balance at</b>	<b>July 31, 2023</b>		<b><u>\$1,154,250.23</u></b>
<b>difference</b>			<b>\$0.00</b>

	<b>Total on Deposit</b>		<b><u>\$1,154,250.23</u></b>
Less:	MSI Grant	\$109,642.61	
	CCBF Grant (FGTF)	\$1,301.00	

			bill credits	
1. see below	Solar Project - Net Zero	(\$76,503.70)	\$19,500.43	2023
			\$47,787.34	2022
	Campground Servicing Extras	(\$12,594.76)		
2. see below	Reserves	\$697,709.70		
	held for rec board	\$37,348.03		
	held for lightup	\$4,427.82		
	held for memorial garden	\$7,320.58		
	<b>Restricted Funds</b>		<b>\$768,651.28</b>	
	<b>Balance for Operations</b>		<b><u>\$385,598.95</u></b>	

- 1 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
- 2 reserves include \$1487 FCSS surplus recovery





# Village of Longview

Page 1 of 2

## Cheque Listing For Council

2023-Sep-13  
11:42:46AM

Cheque					Invoice	Cheque
Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Amount	Amount
189	2023-07-05	ABC Waste Potties Ltd.	33863	PAYMENT PORTA POTTY AT CENTENIAL PA	262.50	262.50
190	2023-07-05	ACE, Alberta Co-Operative Energy	149851	PAYMENT RE JUNE 28 STATEMENT	1,563.69	1,563.69
191	2023-07-05	AMSC Insurance Services Ltd.	1830-2023-07	PAYMENT JULY PREMIUMS	1,144.34	1,144.34
192	2023-07-05	Benchmark Assessment Consultants Inc.	2752	PAYMENT JULY-SEPT ASSESSMENT FEES	1,683.15	1,683.15
193	2023-07-05	Brown, Sharon	202307014	PAYMENT GOODS FOR RESALE AT INFO B	283.59	283.59
194	2023-07-05	Contain-A-Way Services	276515	PAYMENT JUNE GARBAGE	200.78	200.78
195	2023-07-05	Government of Alberta, Land Titles	20230630	PAYMENT JUNE LAND TITLES	40.00	40.00
196	2023-07-05	Iron Mountain Canada Operations ULC	hprt673	PAYMENT RE JUNE 30 STATEMENT	317.88	317.88
197	2023-07-05	Telus Communications	20230620	PAYMENT RE JUNE 20 STATEMENT	287.43	287.43
198	2023-07-05	Telus Mobility	4645788225	PAYMENT RE JUNE 27 STATEMENT	119.89	119.89
199	2023-07-05	Wagenaar, John	20230704	PAYMENT LIGHT UP AND HIWAY FLOWERS	322.39	322.39
200	2023-07-11	Accu-Flo Meter Service Ltd.	109255	PAYMENT TRANSCIEVER	10,704.75	10,704.75
201	2023-07-11	ATB Financial Mastercard	20230707	PAYMENT RE JULY 7 STATEMENT	1,298.87	1,298.87
202	2023-07-11	Caumartin, Justin	20230715	PAYMENT RE JULY 15 VOUCHER	65.00	65.00
203	2023-07-11	Eastlink	20241356	PAYMENT RE JULY 3 STATEMENT	103.90	103.90
204	2023-07-11	Folkard, June	20230715	PAYMENT RE JULY 15 VOUCHER	65.00	65.00
205	2023-07-11	Foothills County	ivc0000032165 ivc0000032166	PAYMENT 2ND QTR WATER SERVICE APRIL-JUNE FIRE COST SHARE	23,656.49 4,993.72	28,650.21
206	2023-07-11	Foothills Regional Service Commission	00030527	PAYMENT RE JUNE GARBAGE	483.00	483.00
207	2023-07-11	Majchrowski, Nicki	20230715	PAYMENT RE JULY 15 VOUCHER	650.00	650.00
208	2023-07-11	Superior Safety Codes Inc	20199	PAYMENT MAY PERMIT FEES	173.25	173.25
209	2023-07-26	Alberta Municipal Data Sharing Partner	2023-361	PAYMENT 2023 MEMBERSHIP FEES	35.00	35.00
210	2023-07-26	Alberta Municipal Services Corporation	23-1048949	PAYMENT RE JULY 10 STATEMENT	602.23	602.23
211	2023-07-26	Eastlink	20278714	PAYMENT RE JULY 10 STATEMENT	162.70	162.70
212	2023-07-26	Longview Fas Gas	20230630	PAYMENT JUNE FUEL	63.05	63.05



# Village of Longview

## Cheque Listing For Council

Cheque					Invoice	Cheque
Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Amount	Amount
213	2023-07-26	Matrix Solutions Inc.	283525	PAYMENT JUNE WATER TESTING	333.38	333.38
214	2023-07-26	Rona Building Supply	41893/1	PAYMENT REPAIR INFO BOOTH TOILET	89.19	89.19
215	2023-07-26	Telus Communications	20230720	PAYMENT RE JULY 20 STATEMENT	282.28	282.28
216	2023-07-26	Town of Diamond Valley	2023626	PAYMENT JUNE PEACE OFFICER	4,970.00	4,970.00
217	2023-07-26	Victory Business & Municipal Consulting Inc.	1154	PAYMENT SUPPORT APRIL - JUNE	1,134.00	1,134.00

**Total 56,091.45**

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

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

**General Ledger ATB**

Balance at	General account	\$1,349,805.39	
	RecBoard account	\$37,348.03	
	Light Up account	\$4,972.82	
	Memorial Garden account	\$7,320.58	
	Total Bank in GL		\$1,399,446.82
	charges outstanding in GL	\$0.00	
	deposit outstanding in GL	\$ 4,052.94	\$ 4,052.94
<b>Adjusted Balance</b>	<b>August 31, 2023</b>		<b><u>\$1,403,499.76</u></b>

**ATB General Bank Account**

Balance	August 31, 2023		<u>\$1,414,184.26</u>
Less:	Outstanding Cheques	(\$10,684.50)	
Plus:	Outstanding Deposit in Bank	\$0.00	
			<u>(\$10,684.50)</u>
<b>Balance at difference</b>	<b>August 31, 2023</b>		<b><u>\$1,403,499.76</u></b>
			<b>\$0.00</b>

	<b>Total on Deposit</b>		<b><u>\$1,403,499.76</u></b>
Less:	MSI Grant	\$109,642.61	
	CCBF Grant (FGTF)	\$1,301.00	

			bill credits	
1. see below	Solar Project - Net Zero	(\$70,628.47)	\$25,375.66	2023
			\$47,787.34	2022
	Campground Servicing Extras	(\$12,594.76)		
2. see below	Reserves	\$697,709.70		
	held for rec board	\$37,348.03		
	held for lightup	\$4,972.82		
	held for memorial garden	\$7,320.58		
	<b>Restricted Funds</b>		<b><u>\$775,071.51</u></b>	
	<b>Balance for Operations</b>		<b><u>\$628,428.25</u></b>	

1 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

2 reserves include \$1487 FCSS surplus recovery



# Village of Longview

Page 1 of 1

## Cheque Listing For Council

2023-Sep-6  
2:10:17PM

Cheque					Invoice	Cheque
Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Amount	Amount
218	2023-08-02	ACE, Alberta Co-Operative Energy	152712	PAYMENT RE JULY 27 STATEMENT	3,822.14	3,822.14
219	2023-08-02	AMSC Insurance Services Ltd.	1830-2023-08	PAYMENT AUGUST PREMIUMS	1,144.34	1,144.34
220	2023-08-02	Contain-A-Way Services	278814	PAYMENT JULY GARBAGE	200.78	200.78
221	2023-08-02	Iron Mountain Canada Operations ULC	hsjp693	PAYMENT RE JULY 31 STATEMENT	173.29	173.29
222	2023-08-02	Superior Safety Codes Inc	20288	PAYMENT JUNE PERMIT FEES	487.62	487.62
223	2023-08-15	Alberta Municipal Services Corporation	23-1049357	PAYMENT RE AUG 8 STATEMENT	521.17	521.17
224	2023-08-15	ATB Financial Mastercard	20230804	PAYMENT RE AUG 8 STATEMENT	3,548.99	3,548.99
225	2023-08-15	Brownlee LLP	552947	PAYMENT REC BOARD CREDIT APP	946.31	946.31
226	2023-08-15	Caumartin, Justin	20230815	PAYMENT RE AUG 15 VOUCHER	65.00	65.00
227	2023-08-15	Eastlink	20386085 20423319	PAYMENT RE AUG 3 STATEMENT RE AUG 10 STATEMENT	103.90 162.70	266.60
228	2023-08-15	Folkard, June	20230815	PAYMENT RE AUG 15 VOUCHER	65.00	65.00
229	2023-08-15	Foothills Regional Service Commission	00030620	PAYMENT JULY STATEMENT	406.00	406.00
230	2023-08-15	G.M. Mechanical	75623	PAYMENT HOT WATER HEATER FOR CAMF	1,743.00	1,743.00
231	2023-08-15	Longview Fas Gas	20230731	PAYMENT JULY SATAEMENT	43.00	43.00
232	2023-08-15	Majchrowski, Nicki	20230815	PAYMENT RE AUG 15 VOUCHER	650.00	650.00
233	2023-08-15	Town of Diamond Valley	2023694	PAYMENT JULY PEACE OFFICER SERVICE:	4,828.00	4,828.00
234	2023-08-29	Canon Canada Inc.	4030382746	PAYMENT RE JULY 6 STATEMENT	223.90	223.90
235	2023-08-29	Iron Mountain Canada Operations ULC	htwp801	PAYMENT RE AUG 31 STATEMENT	201.15	201.15
236	2023-08-29	Matrix Solutions Inc.	284179	PAYMENT JULY WATER SAMPLING	649.95	649.95
237	2023-08-29	Telus Communications	20230820	PAYMENT RE AUG 20 STATEMENT	280.73	280.73
238	2023-08-29	Telus Mobility	4645788226 4645788227	PAYMENT RE JULY 27 STATEMENT RE AUG 27 STATEMENT	131.40 135.43	266.83

**Total 20,533.80**

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



# Village of Longview

## YTD Council Summary August

General Ledger	Description	2022 YTD Actual	August 2023 Actual	2023 YTD Actual	2023 Budget	2023 Budget Remaining \$	2023 Budget Remaining %
TOTAL General Revenue		(574,550.56)	(12,211.15)	(624,367.69)	(676,158.00)	(51,790.31)	7.66
TOTAL Legislative Revenue		(911.68)	0.00	(6,000.00)	0.00	6,000.00	0.00
TOTAL Administrative Revenue		(28,541.90)	(4,751.62)	(43,276.48)	(45,700.00)	(2,423.52)	5.30
TOTAL Protective Services Reve		(17,222.00)	(3,662.00)	(23,048.92)	(36,700.00)	(13,651.08)	37.20
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	(525.00)	(525.00)	100.00
TOTAL Roads & Street Lights Re		(9,174.46)	0.00	(10,010.37)	(20,100.00)	(10,089.63)	50.20
TOTAL Water Services Revenue		(61,657.09)	(13,151.22)	(152,264.58)	(177,455.00)	(25,190.42)	14.20
TOTAL Wastewater Services Reve		(61,698.96)	0.00	(64,672.05)	(83,000.00)	(18,327.95)	22.08
TOTAL Solid Waste Services Rev		(9,773.54)	0.00	(13,637.93)	(19,900.00)	(6,262.07)	31.47
TOTAL FCSS Revenue		(191.00)	0.00	(9,511.88)	(13,728.00)	(4,216.12)	30.71
TOTAL Plan & Dev Revenue		(18,871.60)	(6,700.00)	(8,532.20)	(14,000.00)	(5,467.80)	39.06
TOTAL Parks / Rec Revenue		0.00	0.00	0.00	(105.00)	(105.00)	100.00
TOTAL Camp Info Centre Revenue		(1,537.81)	(15,041.95)	(40,772.70)	(56,725.00)	(15,952.30)	28.12
TOTAL Community Hall Revenue		(9,295.11)	0.00	(100.00)	(19,074.00)	(18,974.00)	99.48
<b>TOTAL REVENUE</b>		<b>(793,875.71)</b>	<b>(55,517.94)</b>	<b>(996,194.80)</b>	<b>(1,163,170.00)</b>	<b>(166,975.20)</b>	<b>14.36</b>
TOTAL Rec Board Revenue		0.00	0.00	(12,500.00)	(12,500.00)	0.00	0.00
TOTAL Solar Revenue		(29,665.93)	(5,875.23)	(25,375.66)	(47,750.00)	(22,374.34)	46.86
<b>TOTAL SUB-ACCOUNTS REVENUE</b>		<b>(29,665.93)</b>	<b>(5,875.23)</b>	<b>(37,875.66)</b>	<b>(60,250.00)</b>	<b>(22,374.34)</b>	<b>37.14</b>



# Village of Longview

## YTD Council Summary August

General Ledger	Description	2022 YTD Actual	August 2023 Actual	2023 YTD Actual	2023 Budget	2023 Budget Remaining \$	2023 Budget Remaining %
TOTAL General Expenses		88,987.97	0.00	94,138.56	178,291.00	84,152.44	47.20
TOTAL Legislative Expenses		11,005.92	2,140.35	19,995.07	27,880.00	7,884.93	28.28
TOTAL Administration Expenses		162,364.88	20,113.92	200,590.69	299,215.00	98,624.31	32.96
TOTAL Protective Services Expe		18,646.48	4,828.00	33,228.00	55,000.00	21,772.00	39.59
TOTAL Emergency Services Expen		6,146.33	0.00	5,837.12	12,600.00	6,762.88	53.67
TOTAL Public Works Expenses		50,843.70	6,450.87	63,798.71	103,400.00	39,601.29	38.30
TOTAL Roads & Street Lights Ex		13,130.65	1,623.47	11,705.11	20,700.00	8,994.89	43.45
TOTAL Water Services Expenses		70,538.54	2,284.34	127,155.78	245,802.00	118,646.22	48.27
TOTAL Wastewater Services Expe		47,513.54	657.21	80,832.62	108,800.00	27,967.38	25.71
TOTAL Solid Waste Expenses		4,070.11	597.22	4,251.54	8,200.00	3,948.46	48.15
TOTAL FCSS Expenses		2,737.77	0.00	12,281.80	13,728.00	1,446.20	10.53
TOTAL Planning and Development		19,171.16	464.40	1,415.72	13,525.00	12,109.28	89.53
TOTAL Parks / Rec Expense		638.29	81.74	611.49	2,100.00	1,488.51	70.88
TOTAL Campground Info Centre E		17,389.73	10,332.89	27,746.22	36,511.00	8,764.78	24.01
TOTAL Community Hall Expenses		7,241.80	812.07	23,431.12	24,525.00	1,093.88	4.46
TOTAL Library Expenses		6,039.66	415.06	4,197.41	8,394.00	4,196.59	50.00
<b>TOTAL EXPENSES</b>		<b>526,466.53</b>	<b>50,801.54</b>	<b>711,216.96</b>	<b>1,158,671.00</b>	<b>447,454.04</b>	<b>38.62</b>
P NET DEFICIT (Surplus)		(297,075.11)	(10,591.63)	(322,853.50)	(64,749.00)	258,104.50	(398.62)
TOTAL Rec Board Expenses		6,218.32	0.00	13,519.61	13,444.00	(75.61)	(0.56)
TOTAL Solar Project		117.53	0.00	0.00	0.00	0.00	0.00
<b>NET SURPLUS (Deficit) SUB-ACCO</b>		<b>6,335.85</b>	<b>0.00</b>	<b>13,519.61</b>	<b>13,444.00</b>	<b>(75.61)</b>	<b>(0.56)</b>

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

**VILLAGE OF LONGVIEW**  
**LONGVIEW & DISTRICT REC BOARD**  
**BYLAW 437-21**

**BEING A BYLAW IN THE VILLAGE OF LONGVIEW IN THE PROVINCE OF ALBERTA TO ESTABLISH THE LONGVIEW AND DISTRICT RECREATION BOARD**

**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;

**WHEREAS**, the Municipal Government Act, R.S.A. 2000, Chapter M-26, provides council the general jurisdiction to pass bylaws and specifically provides in sec. 145 that Council may establish council committees and other bodies; and the procedure and conduct of council, committees and other bodies established by Council;

**AND WHEREAS** the Council of the Village of Longview wishes to establish the Longview and District Recreation Board to foster, create, develop, maintain and operate recreational programs and services to facilitate the Village of Longview's recreational and cultural visions and goals, and to advise Council on matters relevant to the Board's mandate;

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

**1. TITLE**

1.1 This Bylaw shall be cited as the Longview and District Recreation Board Bylaw.

**2. DEFINITIONS**

2.1 BOARD shall mean and include all members of the Longview and District Recreation Board as appointed by resolution of Council of the Village of Longview or Foothills County.

2.2 COUNCIL shall mean the Council of the Village of Longview and Foothills County.

2.3 MEMBER shall mean a member of the Longview and District Recreation Board

2.4 COMMUNITY ORGANIZATION shall mean an organization of the Village of Longview or Foothills County.

2.5 DISTRICT shall mean the Village of Longview and portion of Foothills County as defined in the map attached as Schedule 'A'.



### **3. ESTABLISHMENT**

- 3.1 There is hereby established and constituted a joint board of Longview and Foothills Councils to be known as the Longview and District Recreation Board which shall exercise the duties and powers as set forth in this bylaw and shall be limited thereto.
- 3.2 As a joint board of Longview and Foothills Councils any revisions to this Bylaw must be approved by both Councils.
- 3.3 The Board shall be operational in nature and will be responsible and accountable for the revenue assigned to it by Longview and Foothills County. The Board shall be further accountable for all expenditures made from funds under its control. Annually the Board shall submit a statement of income and expenditures to the Village and the Village shall submit a copy of same to Foothills County.
- 3.4 The operations of the Board shall be addressing matters pertaining to equipment, signage, staffing of public playgrounds, recreational facilities, athletic facilities, recreation centers, and other recreation facilities within the district, or on other properties utilized with the written consent of the owners thereof. The mandate of the Board in conducting all of its duties shall be the development of a broad range of recreation services that will provide opportunity for people of all ages to benefit from their leisure time.
- 3.5 The Recreation Board shall be consulted on all matters affecting the development, maintenance, and use, lease, sale or acquisition of public recreation facilities.
- 3.6 The Recreation Board shall co-operate with and encourage organizations that are supporting and promoting recreation within the District.
- 3.7 The Recreation Board shall hear and consider representations of any individual, organization, or delegation from within the district with respect to recreation and shall act upon any recommendations arising which are in the best interest of the recreation public within the district.

### **4. BUDGET AND FINANCE**

- 4.1 In January of each year the Recreation Board shall provide Foothills County and the Village with a financial statement of the previous years' use of funds and a proposed budget of estimated receipts and estimated expenditures for the coming year for Council's approval.
- 4.2 All funds for the Recreation Board shall be held in trust by the Village and the payment of accounts by requisition and deposit of receipts shall be carried out by the Village upon the direction of the Recreation Board as recorded in written minutes of the Recreation Board.
- 4.3 The Village shall cause the financial statement of the Recreation Board and the minutes of the meetings of the Recreation Board to be posted on the Village website



and in the Rec Board binder at the Village office upon receipt of duly passed versions of the statement.

- 4.4 Neither the Recreation Board nor any of its members shall have any authority to pledge the credit of the Village, or the Foothills County in connection with any matter whatsoever, nor shall members of the Board have the power to authorize an expenditure to be charged to either the Village or Foothills County or both of them.
- 4.5 Should additional funds be required, beyond the proposed budget of the Recreation Board in any given year, a funding request shall be presented to both Councils for consideration.

## **5. BOARD COMPOSITION**

- 5.1 The Recreation Board shall consist of a minimum of 5 and a maximum of seven (7) members and two Council representatives, as follows;
  - - Up to Three (3) members at large residents in the Village to represent the Village of Longview, and
  - Up to four (4) members at large residents in the County to represent the County, and
  - The Village and the County shall each be entitled to appoint a Councillor to sit on the Longview and District Recreation Board as non-voting members of the board.
- 5.2 Members of the Recreation Board shall be appointed by the Village, and Foothills County, as the case may be, for a term of two years, provided that in the first year of appointment under this bylaw one half (1/2) of the appointments from each municipality shall be appointed for one year only. Appointments subsequent to the first year of this bylaw shall each be for a term of two years.
- 5.3 Members length of term shall be at the discretion of Council.
- 5.4 All Members appointed must be resident in the District and shall remain members during their term only so long as they remain members.
- 5.5 In the event of a vacancy occurring on the Board, the Village or Foothills County, as the case may be, may appoint a successor to serve the balance of the term giving rise to the vacancy.

## **6. MEMBERS RESPONSIBILITIES**

- 6.1 Any member of the Board who is absent for three consecutive Board meetings without authorization by the Board recorded in its minutes shall forfeit his or her position on the Board and cease to be a member for the remainder of his or her term. Such member shall not be eligible for reappointment for at least a full year thereafter.



- 6.2 The Board may excuse a member from meeting attendance if authorized by resolution as set out in 6.1 above, shall not forfeit his or her position on the Board.
- 6.3 In the first meeting of each calendar year the Board shall elect from its membership a Chairperson, a Vice-Chairperson, a Secretary and a Treasurer each to hold office until the first meeting of the following year.
- 6.4 The Board shall hold meetings quarterly at a minimum but shall be otherwise entitled to schedule additional meetings as they deem necessary.
- 6.5 The place and time of meetings shall be determined by the Board. Should they wish to hold meetings in the Village Council Chambers, they may do so upon consulting with administration as to availability.
- 6.6 The Chairperson, or three members of the Board, may call a special meeting by notice in writing delivered to the Chairperson and all other members no less than three full days prior to the date and time of the meeting. Such notice shall specify the date, time and place of the meeting and shall also be posted on the Village website.
- 6.7 Meetings of the Recreation Board shall be open to the public and notice of the regular meetings times and dates shall be in accordance with the Village of Longview's Meeting Procedure Bylaw.
- 6.8 The Board shall maintain a record of its operations through a Minute Book and through financial books of account. Copies of all minutes shall be submitted to the Councils of the Village of Longview and Foothills County.
- 6.9 A majority of currently appointed members to the Board shall constitute a quorum of the Board. In the event a quorum is not achieved at a properly called meeting, such meeting shall be adjourned to a specified date and time.
- 6.10 The Chairperson (non Councillor) shall be entitled to vote on any question and in the event of a tie vote, the motion is deemed defeated.
- 6.11 All members of the Rec Board must sign the Village of Longview Code of Conduct.

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

**READ** a first time this 17<sup>th</sup> day of May 2022 A.D. in Longview

  
 \_\_\_\_\_  
 Mayor

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

**READ** a second time this \_\_\_\_\_ day of \_\_\_\_\_ 2022 A.D.

\_\_\_\_\_  
 Mayor

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

**READ** a third and final time this \_\_\_\_\_ day of \_\_\_\_\_ 2022 A.D.

\_\_\_\_\_  
Mayor

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

**FOOTHILLS COUNTY**

**READ** a first time this \_\_\_\_\_ day of \_\_\_\_\_ 2022 A.D.

\_\_\_\_\_  
Reeve

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

**READ** a second time this \_\_\_\_\_ day of \_\_\_\_\_ 2022 A.D.

\_\_\_\_\_  
Reeve

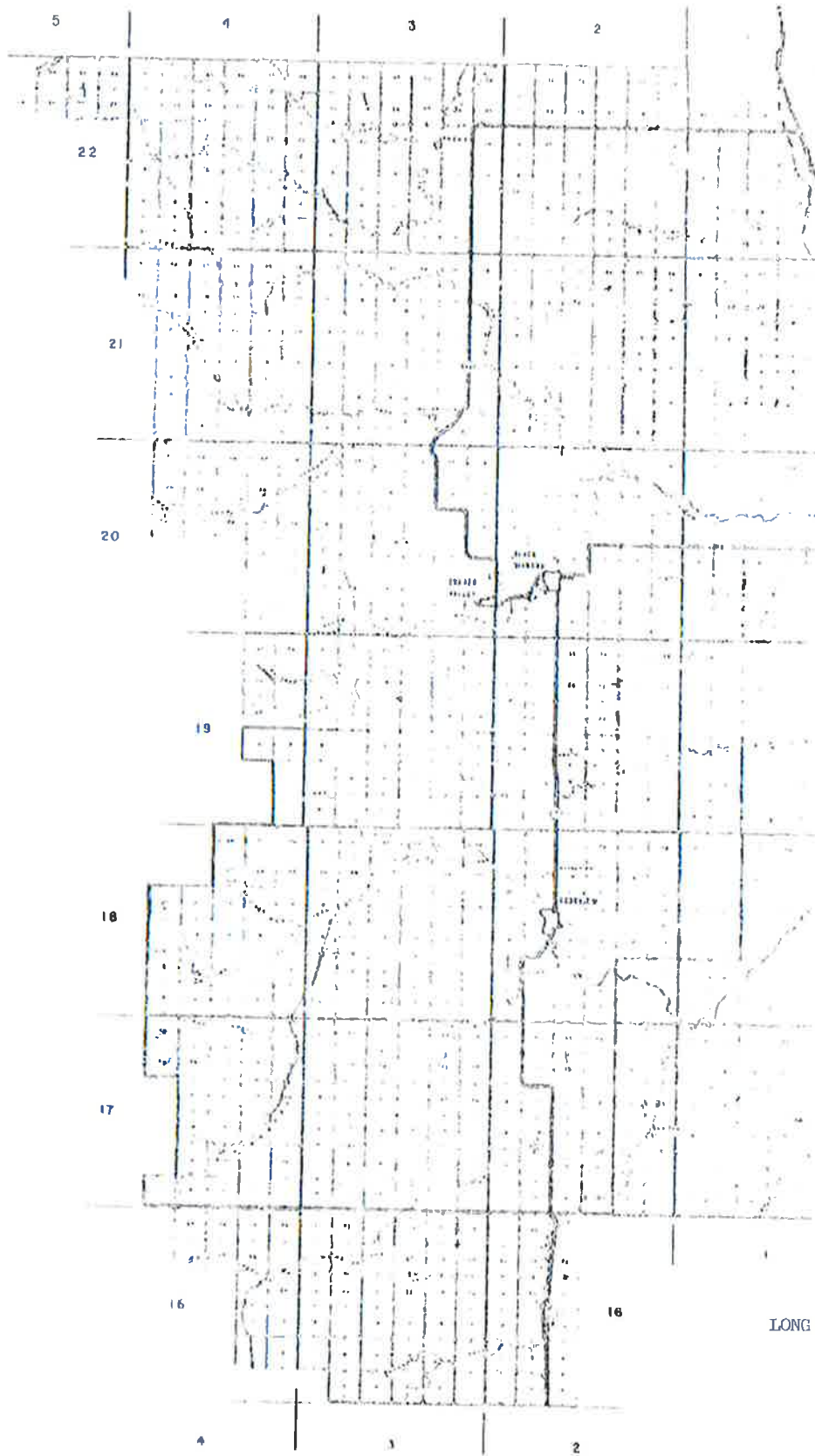
\_\_\_\_\_  
Chief Administrative Officer

**READ** a third and final time this \_\_\_\_\_ day of \_\_\_\_\_ 2022 A.D.

\_\_\_\_\_  
Reeve

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

327E



**BYLAW XX/2023  
FOOTHILLS COUNTY**

**BEING A BYLAW OF FOOTHILLS COUNTY IN THE PROVINCE OF ALBERTA TO ESTABLISH THE  
LONGVIEW AND DISTRICT RECREATION BOARD**

**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;

**WHEREAS**, the Municipal Government Act, R.S.A. 2000, Chapter M-26, provides council the general jurisdiction to pass bylaws and specifically provides in sec. 145 that Council may establish council committees and other bodies; and the procedure and conduct of council, committees and other bodies established by Council;

**AND WHEREAS** the Council of Foothills County wishes to establish the Longview and District Recreation Board to foster, create, develop, maintain and operate recreational programs and services to facilitate ~~the Village of Longview's~~ recreational and cultural visions and goals within the district, and to advise Council on matters relevant to the Board's mandate;

**NOW THEREFORE THE COUNCIL ENACTS AS FOLLOWS:**

**1. TITLE**

1.1 This Bylaw shall be cited as the Longview and District Recreation Board Bylaw.

**2. DEFINITIONS**

2.1 BOARD shall mean and include all members of the Longview and District Recreation Board as appointed by resolution of Council of the Village of Longview or Foothills County.

2.2 COUNCIL shall mean the Council of the Village of Longview and Foothills County.

2.3 MEMBER shall mean a member of the Longview and District Recreation Board

2.4 COMMUNITY ORGANIZATION shall mean an organization of the Village of Longview or Foothills County.

2.5 DISTRICT shall mean the Village of Longview and portion of Foothills County as defined in the map attached as Schedule 'A'.

### **3. ESTABLISHMENT**

- 3.1 There is hereby established and constituted a joint board of Longview and Foothills Councils to be known as the Longview and District Recreation Board which shall exercise the duties and powers as set forth in this bylaw and shall be limited thereto.
- 3.2 As a joint board of Longview and Foothills Councils any revisions to this Bylaw must be approved by both Councils.
- 3.3 The Board shall be operational in nature and will be responsible and accountable for the revenue assigned to it by Longview and Foothills County. The Board shall be further accountable for all expenditures made from funds under its control. Annually the Board shall submit a statement of income and expenditures to the Village and the Village shall submit a copy of same to Foothills County.
- 3.4 The operations of the Board shall be addressing matters pertaining to equipment, signage, staffing of public playgrounds, recreational facilities, athletic facilities, recreation centers, and other recreation facilities within the district, or on other properties utilized with the written consent of the owners thereof. The mandate of the Board in conducting all of its duties shall be the development of a broad range of recreation services that will provide opportunity for people of all ages to benefit from their leisure time.
- 3.5 The Recreation Board shall be consulted on all matters affecting the development, maintenance, and use, lease, sale or acquisition of public recreation facilities.
- 3.6 The Recreation Board shall co-operate with and encourage organizations that are supporting and promoting recreation within the District.
- 3.7 The Recreation Board shall hear and consider representations of any individual, organization, or delegation from within the district with respect to recreation and shall act upon any recommendations arising which are in the best interest of the recreation public within the district.

### **4. BUDGET AND FINANCE**

- 4.1 In January of each year the Recreation Board shall provide Foothills County and the Village with a financial statement of the previous years' use of funds and a proposed budget of estimated receipts and estimated expenditures for the coming year for Council's approval.
- 4.2 All funds for the Recreation Board shall be held in trust by the Village and the payment of accounts by requisition and deposit of receipts shall be carried out by the Village upon the direction of the Recreation Board as recorded in written minutes of the Recreation Board.
- 4.3 The Village shall cause the financial statement of the Recreation Board and the minutes of the meetings of the Recreation Board to be posted on the Village website

and in the Rec Board binder at the Village office upon receipt of duly passed versions of the statement.

- 4.4 Neither the Recreation Board nor any of its members shall have any authority to pledge the credit of the Village, or the Foothills County in connection with any matter whatsoever, nor shall members of the Board have the power to authorize an expenditure to be charged to either the Village or Foothills County or both of them.
- 4.5 Should additional funds be required, beyond the proposed budget of the Recreation Board in any given year, a funding request shall be presented to both Councils for consideration.

## 5. BOARD COMPOSITION

- 5.1 The Recreation Board shall consist of a minimum of 5 and a maximum of seven (7) members, as follows;
  - One (1) member designated by Foothills County to represent the interests of the County; for greater clarity the County may elect to appoint an elected official in a voting capacity as their representative
  - One (1) member designated by the Village of Longview to represent the interests of the Village; for greater clarity the Village may elect to appoint an elected official in a voting capacity as their representative
  - Two (2) members at large, residents in the Village to represent the Village of Longview
  - Up to three (3) members at large, residents in the County to represent the County
  - The Village and the County shall each be entitled to appoint a ~~councillor~~councilor to sit on the Longview and District Recreation Board as non-voting members of the board.
- 5.2 Members of the Recreation Board shall be appointed by the Village, and Foothills County, as the case may be, for a term of two years, provided that in the first year of appointment under this bylaw one half (1/2) of the appointments from each municipality shall be appointed for one year only. Appointments subsequent to the first year of this bylaw shall each be for a term of two years.
- 5.3 Members length of term shall be at the discretion of the appointing Council.
- 5.4 All Members appointed must be resident in the District and shall remain members during their term only so long as they remain members.
- 5.5 In the event of a vacancy occurring on the Board, the Village or Foothills County, as the case may be, may appoint a successor to serve the balance of the term giving rise to the vacancy.

## 6. MEMBERS RESPONSIBILITIES

- 6.1 Any member of the Board who is absent for three consecutive Board meetings without authorization by the Board recorded in its minutes shall forfeit his or her position on the Board and cease to be a member for the remainder of his or her term. Such member shall not be eligible for reappointment for at least a full year thereafter.
- 6.2 The Board may excuse a member from meeting attendance if authorized by resolution as set out in 6.1 above, shall not forfeit his or her position on the Board.
- 6.3 In the first meeting of each calendar year the Board shall elect from its membership a Chairperson, a Vice-Chairperson, a Secretary and a Treasurer each to hold office until the first meeting of the following year.
- 6.4 The Board shall hold meetings quarterly at a minimum but shall be otherwise entitled to schedule additional meetings as they deem necessary.
- 6.5 The place and time of meetings shall be determined by the Board. Should they wish to hold meetings in the Village Council Chambers, they may do so upon consulting with administration as to availability.
- 6.6 The Chairperson, or three members of the Board, may call a special meeting by notice in writing delivered to the Chairperson and all other members no less than three full days prior to the date and time of the meeting. Such notice shall specify the date, time and place of the meeting and shall also be posted on the Village website.
- 6.7 Meetings of the Recreation Board shall be open to the public and notice of the regular meetings times and dates shall be in accordance with the Village of Longview's Meeting Procedure Bylaw.
- 6.8 The Board shall maintain a record of its operations through a Minute Book and through financial books of account. Copies of all minutes shall be submitted to the Councils of the Village of Longview and Foothills County.
- 6.9 A majority of currently appointed members to the Board shall constitute a quorum of the Board. In the event a quorum is not achieved at a properly called meeting, such meeting shall be adjourned to a specified date and time.
- 6.10 The Chairperson shall be entitled to vote on any question and in the event of a tie vote, the motion is deemed defeated.
- 6.11 All members of the Rec Board must sign the Village of Longview and Foothills County Code of Conduct Agreements.

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

FIRST READING:

---

Reeve



\_\_\_\_\_  
CAO

SECOND READING:

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
CAO

THIRD READING:

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
CAO

PASSED IN OPEN COUNCIL assembled at the Town of High River in the Province of Alberta this  
day of \_\_\_\_\_, 20\_\_ .

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER



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VILLAGE OF LONGVIEW  
REQUEST FOR COUNCIL DECISION

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**Agenda Item #:** 11.3

**Date:** Sept 13, 2023

**Title:** Campground Sign next steps

**Submitted by:** Lisa Penner

**Recommendation:** MOVED by \_\_\_\_\_ that \_\_\_\_\_.

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

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

**Background:**

Should the campground sign be replaced? If yes, when?

**Implications:**

*Policy, Statutory  
Plans, Legislative:*

*Financial:* N/A

**Communications:** Notices posted at Council meetings

**Attachments:** Is the documentation severed by FOIP: **NO**

1. none



MAYOR KLASSEN & COUNCIL  
THE VILLAGE OF LONEVIEW  
BOX 117  
LONEVIEW, AB  
T0L 1H0.

4<sup>th</sup> SEPTEMBER 2023

DEAR MAYOR KLASSEN & COUNCIL

RE- WALKING TRAIL - REPAIRS REQUIRED.

HAVING RECENTLY USED THE WALKING TRAIL ON THE WESTERN SIDE OF THE VILLAGE I HAVE NOTICED THAT SEVERAL CRACKS TO THE SURFACE OF THE PATH REQUIRE REPAIRS.

THERE ARE 2 CRACKS, WHERE THE ACTUAL BLUE HONEYCOMB IS SHOWING THROUGH THE SURFACE MATERIAL. I FEEL THAT WITH THE APPROACHING BAD WEATHER (RAIN-SNOW-ICE ETC) THERE WILL BE FURTHER DETERIORATION TO THE PATHWAY IF REPAIRS ARE NOT SOON UNDERTAKEN.

THE 2 PROMINENT CRACKS TO THE PATHWAY THAT I REFER TOO ARE OPPOSITE 515 AND 521 HAMBURG Ph. LONEVIEW.

I SUBMIT THIS LETTER IN THE HOPES MY CONCERNS WILL BE ADDRESSED ACCORDINGLY.

SHOULD YOU WISH ANY FURTHER DETAILS PLEASE CONTACT ME DIRECTLY

YOURS TRULY

Jim McQuinn

(403-558-3604)

310 THIN CITIES Dr

**Light Up Longview Society of the Village of Longview, AB**  
**Box 147, 128 Morrison Rd.,**  
**Longview, AB**  
**T0L 1H0**

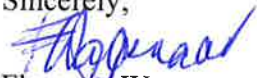
Dear Council,

The Light Up Longview Society is starting to work on the 2023-2024 light up initiative. Since our inception in 2018, our volunteers have put in hundreds of hours stringing thousands of lights along Longview's main street (Highway 22) and in parks, in an effort to transform our community into a winter wonderland. We feel our initiative is a way to create a positive ambiance for community residents and passers-by, giving a boost from the long winter blues and drawing people to our village. We will be holding the kick off on December 2<sup>nd</sup>, providing our village residents the opportunity to mingle and get into the season celebrations.

This year we are hoping to raise enough funds to further update and repair our various light displays along with the purchase of storage facilities that will eventually allow us to move our equipment away from the current change room facility.

It is our hope that the village council can provide us with financial assistance with some of the above costs. Thank you for your past support.

Sincerely,



Florence Wagenaar

Treasurer

Light Up Longview

wagenaarbarb@gmail.com



VILLAGE OF LONGVIEW  
REQUEST FOR COUNCIL DECISION

**Agenda Item #:** 11.9

**Date:** Sept 13, 2023

**Title:** Need for Truth & Reconciliation Day Policy

**Submitted by:** Lisa Penner

**Recommendation:** MOVED by \_\_\_\_\_ that Administration draft a policy around Truth & Reconciliation Day to guide staffing working/pay options.

**Alternatives:**

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

**Background:**

Sept 21, 2021 Regular Council meeting – Resolution 194-21

- Village recognizes Truth&Reconciliation Day on Sept 30 but does not recognize it as a paid holiday for staff. Recognition event of ribbons on fence was done with a donation to a Go Fund Me for regalia, website and electronic sign included T&R info

Oct 3, 2022 Special Council Meeting – Resolution 196-22

- Council decided to create a policy around T&R by May 2023 and for Admin to invite Eden Valley to a meeting to discuss reconciliation
- we have not started this policy
- goal of policy was to provide direction to CAO for staff hours/pay
- currently if Sept 30 falls on a work day staff is to come in and work for regular pay
- my recommendation is that staff be allowed to take the day with regular pay to do T&R enrichment activities if they so choose
- attached is a list of T&R online event and suggestions for T&R education and involvement for Council/staff/community to consider for future years

**Implications:**

*Policy, Statutory  
Plans, Legislative:*

*Financial:* N/A

**Communications:** Notices posted at Council meetings

**Attachments:** Is the documentation severed by FOIP: **NO**

1. none

## Further Discussion Info:

### Alberta

The Alberta government has not designated September 30 a statutory holiday, leaving the decision on whether workers have the day off up to employers.

The province does, however, commemorate the day as a “direct response to the [Truth and Reconciliation Commission Call to Action 80](#), which called for a day to commemorate the history and legacy of residential schools.”

“In Alberta, we commemorate the day every year and encourage people to participate in events close to them,” the Alberta government’s [website](#) reads.

## **SUGGESTED ACTIVITIES** (<HTTPS://WWW.ALBERTA.CA/DAY-FOR-TRUTH-AND-RECONCILIATION>)

Wear an orange shirt on September 30. Other suggested activities include:

- attending or organizing an online or in-person event
- reading about the legacy of residential schools
- reading the summary of the Final Report of the Truth and Reconciliation Commission of Canada
- watching films online about people’s experiences at residential schools
- learning about First Nations, Métis and Inuit cultures
- visit a Friendship Centre

### **National Centre for Truth and Reconciliation** ([www.nctr.ca](http://www.nctr.ca))

All are Welcome – Join our Daily Lunch & Learns – Free

Day 1 – Sept. 25:

Indigenous peoples and the History of residential schools.

Day 2 – Sept. 26:

Unconscious bias and debunking stereotypes.

Day 3 – Sept. 27:

Intergenerational impacts and ongoing systemic discrimination.

Day 4 – Sept. 28:

Indigenous Peoples’ rights and the UN Declaration on the Rights of Indigenous Peoples.

Day 5 – Sept. 29:

Taking action towards Reconciliation.

# LITTLE NEW YORK DAZE

[littlenewyorkdaze@yahoo.ca](mailto:littlenewyorkdaze@yahoo.ca)

4<sup>th</sup> August 2023

To Longview Village Council,

During the Little New York Daze Horseshoe Event on 15<sup>th</sup> July which lasted until 7pm, it came to our attention that it would be beneficial to have additional horseshoe pits.

The committee of Little New York Daze therefore would like to put a request in to council for permission to construct at least two more horseshoe pits. Please could you add this request to your next council meeting on 19<sup>th</sup> September,

Thanking you in advance,

Yours Sincerely,

Caroline Williston,

Secretary LNYD.



## LONGVIEW HALL POLICY

**Lower floor Booking:** includes tables/chairs stored on lower floor. Extra fee required for kitchen use.

**Upper floor Booking:** includes use of small kitchen/bar area (includes fridge/sink), stereo, tables/chairs stored in back storage room.

Lower floor commercial kitchen - requests for usage to be made upon booking.

- Extra fee required.

## KEYS

**a. Short-term bookings (1 day or less)** - keys to be returned to the Village Office no more than 48 hrs after event, unless prior arrangements have been made with Office Administrator.

**b. Long-term bookings (multiple days/months)** - keys to be returned to the Village Office no more than 48 hrs after last event day, unless prior arrangements have been made with Office Administrator.

## ALL USERS

**1.1** Proof of liability insurance is required 1 week prior to booking showing the Village of Longview as an additional insured party.

**1.2** Event renters will sign a Hall Rental Agreement outlining terms of booking and cleaning expectations.

**1.3** If renter wishes to have alcoholic beverages, a liquor license is to be obtained and provided to the Village Office a minimum of 3 days prior to the event.

**1.4\*\*\*** There will be no charge for funerals or Celebration of Life events booked by residents of Longview and Area for a family member. \*\*\*

## **NOT FOR PROFIT GROUPS**

As decided by Council, not for profit groups will be granted use of the Community Hall at no dollar rental fee. To be considered for free rental please submit your name and booking date to Administration for Council consideration during booking process.

**2.1** Proof of liability insurance is required 1 week prior to booking showing the Village of Longview as an additional insured party.

**2.2** Pre- book meetings and events in a co-operative manner. Bookings to be made with the understanding that the hall may experience double bookings. If this happens, each booking will be designated a floor (upper or lower). At time of booking please indicate if use of the kitchen is required.

**2.3** Groups with accessibility requirements will be given the upper floor booking priority. Such needs are to be respected by other Community Hall bookings if a double book occurs.

**2.4** Long-term users must get approval from Administration to enter the Community Hall during hours outside of their booking. This is to ensure that users are not coming and going during other booked events. It is also to ensure Administration knows who is coming and going in the Hall.

**2.5** Rental terms limited to a 12-month booking. Re-application must occur every 12 months.

**2.6** To ensure a booking time, not for profit groups will need to become a paying user in order to secure the Community Hall booking time.

**2.7** Special Village or Paid Events may take priority over bookings from time to time. Ample notice will be provided to the originally booked group.

The Village understands that with long-term bookings there may be supplies that would be easier to leave in the hall for the duration of the long-term booking. As storage space is limited, Administration will do its best to accommodate everyone.

- all Users must ask Administration for permission to store items in the Community Hall

- the Village is not responsible for any lost/stolen/damaged items

- users are asked to respect other user's property kept in the main floor storage area. Do not rearrange items. Please report any storage issues to Administration

## **STORAGE AREAS:**

### **Upper Floor Storage Closet**

- Will be used as a locked storage space for Village of Longview Property only
- If you require a locked storage space, please contact Administration to discuss your need and if any space is available. Locked storage space is limited.

### **Upper Floor Main Storage Area - not locked.**

- This area contains tables/chairs for upper floor events. There is limited floor and shelf space for users to store their items
- designated areas will be given to each user on a need be basis. If users storage needs change, please discuss these changes with Administration prior to moving items in storage room.
- It is the responsibility of all users to ensure Village chairs/tables/large equipment is stored as directed by signage
- All doors and pathways to exits be kept free and clear

## **Penalties for not adhering to Hall Rental Terms or Storage Space Terms:**

### **Users that are permitted to use the hall for free:**

1st Offence - will be charged regular booking fees for every subsequent booking for a 3-month consecutive period. After this time the users will be allowed to book the hall for free

2nd Offence - will be charged regular booking fees for every subsequent booking for a 12-month consecutive period. After this time users will be allowed to book hall for free

3rd Offence - users will be required to pay regular fees for any subsequent bookings

### **All paying users:**

1st Offence - no bookings allowed for a 3-month period

2nd Offence - no bookings permitted for a 12-month period

3rd Offence - permanently banned from use of the Community Hall

## **Village of Longview Community Hall Cleaning Responsibilities**

It is the responsibility of the Renter to leave the hall in the condition it was received and in the same orderly and clean fashion as it was prior to rental.

1. Clean any new snow from steps prior to function to aid in keeping the hall clean.
2. Tables and chairs are not to be dragged across the floor. A dolly is available for chairs.
3. Existing signage must remain in their current locations.
4. Decorations may ONLY be hung by masking tape or tacks.
5. Straw Bales are not permitted
6. All Fire Exits must be kept clear.
7. Tables and or chairs are not to be taken outside the building.
8. Remove all decorations and renters equipment at the end of function.
9. The tables and chairs are to be returned to the back designated areas. Tables to be thoroughly cleaned and all tape removed before stacking.
10. Sweep or vacuum all floors as necessary. Cleaning equipment provided on each floor.
11. All spills are to be mopped up at time of spill to avoid damage to the floor and to prevent injury.
12. All dishes are to be cleaned and put away in same location as found. Top of stove is to be thoroughly cleaned and all spills removed. Kitchen counters are to be wiped off.
12. Coffee urns and thermos to be thoroughly cleaned and lids left ajar.
13. TURN OFF kitchen appliances and Main Gas Valve if the stove/oven/warming table have been used.
14. Leave used towels and dish cloths in container provided in the lower kitchen.
15. ALL GARBAGE must be removed and put in the Rubbermaid container outside located next to the stairs in front of Hall.
16. Turn off all lights and fans.
17. Set thermostat to 17 degrees.
18. All windows and doors must be closed and locked. If front double doors do not stay closed and locked from outside, ensure the small button on the inside of the top north door is pushed in. Do not remove window screens.
19. Keys to be returned the following day of rental or as per Administrator instruction.
20. Lost keys must be reported immediately.
21. All equipment is to be used with care and attention.
22. Any damage or loss of inventory will be charged back to the Renter.
23. Any damage done to the building will be charged back to the Renter.

**BREAKER BOX:** Located in foyer and lower-level washroom hallway.

**MAIN WATER SHUT OFF:** Located in the cupboard in the ladies washroom.

SAMPLE



# Village of Longview Community Hall Rental Form

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Number: \_\_\_\_\_ Cell Number \_\_\_\_\_

The Community Hall is being rented for the purpose of: \_\_\_\_\_

Date(s) and time for rental \_\_\_\_\_

<b>Deposit Paid by (Cheque # or Cash)</b>
Fees Collected
Referred to Village Administration:
<b>OFFICE NOTES:</b>
Facility Check Out
Extra Fees
Keys Returned
Deposit Returned

I understand and agree to follow the policy and usage details for the Longview Community Hall.

Hall User Signature \_\_\_\_\_

Date \_\_\_\_\_

## Town Facility Rental Agreement

Applicant Information			
Organization / Event Name:			
Applicant Name:			
Event Date:		Event Time:	
Event Type:			
Mailing Address:		Town/City:	Postal Code:
Phone:		Alternate Phone:	
Email:			
Facility Use			
Portions of the Hall you wish to rent (please check all that apply):		Main Hall <input type="checkbox"/>	Kitchen <input type="checkbox"/>
Gazebo <input type="checkbox"/>			
Expected Attendance (including performers, catering staff, and organizers):			
Catering			
Will you be offering food and beverage services (please check applicable):		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please indicate who will be catering the event (check applicable):		Personal <input type="checkbox"/>	Caterer <input type="checkbox"/>
Caterer Name:			
Rental Fees			
* Hall:			
* Kitchen :			
* Gazebo:			
Attendance Surcharge:			
*SOCAN Fee:			
AMSC Insurance:			
Damage Deposit:			
Other:			
GST (applicable only to * amounts):			
<b>Total:</b>			
<b>Payable by cash, debit or cheque made out to the Town of Turner Valley.</b>			
Agreement			
I, the undersigned, have read and understand the terms and conditions listed in the attached Schedules and confirm, to the best of my knowledge, the information provided is complete and factual. I understand that if any of the information is found to be fraudulent, or if I have withheld any relevant event details, it will be grounds for cancellation of the Agreement.			
Applicant Signature:		Date:	
Town of Turner Valley:		Date:	
Internal Use Only			
Fee Paid:		Date Received:	
Receipt Number:		Deposit:	
Balance of Rental Due:		Remaining Balance Due Date:	