

AGENDA

REGULAR MEETING OF THE COUNCIL OF THE VILLAGE OF LONGVIEW

In the Province of Alberta, held on Tuesday, March 17, 2020 at
Longview Village Council Chambers at 6:30 p.m.

1.0 CALL TO ORDER

2.0 AGENDA

3.0 DELEGATIONS

A request to attend a Council meeting or have a topic discussed at a Council meeting must be received by the Village of Longview administration no later than 3:00 p.m. on a business day at least five (5) days immediately preceding the meeting at which it is to be presented.

4.0 CORRESPONDENCE FROM RESIDENTS

5.0 MINUTES

- 5.1 Minutes Regular Council Meeting – March 4, 2020
- 5.2 Action Item Report – Council and COW

6.0 REPORTS

- 6.1 CAO Report –
- 6.3 Public Works Report – March 1-15
- 6.4 Council Reports

7.0 FINANCIAL REPORTING

- 7.1 Bank Reconciliation
- 7.2 Accounts Payable Cheque Register
- 7.3 YTD Budget to Actual Revenue & Expenses

8.0 QUESTION PERIOD

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

9.0 BYLAWS

10.0 BUSINESS

- 10.1 RFD Diamond Valley Chamber
- 10.2 RFD Video Surveillance
- 10.3 RFD Skateboard Park
- 10.4 RFD Tipi Village
- 10.5 RFD EDC Funding

11.0 CORRESPONDENCE

- 11.1 Coronavirus – data sheet

12.0 CLOSE MEETING

FOIP 18(1)(d) labour relations

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.

13.0 ADJOURNMENT

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

PRESENT

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

Absent: Councilor Len Kirk

0 Public in attendance

CALL TO ORDER

Mayor Wight called the meeting to order at 6:34 p.m.

AGENDA

Add Curling club – 11.2 Correspondence

Resolution 22-20

MOVED by Mayor Wight that the agenda be adopted as amended.
CARRIED

DELEGATION

None

**CORRESPONDENCE
FROM RESIDENTS**

None

**MINUTES OF
PREVIOUS MEETINGS**

Jan 21, 20 - Regular Council Meeting
Feb 5, 20 – Committee of the Whole Meeting
Action Items

Resolution 23-20

MOVED by Mayor Wight that Meeting Minutes of the January 21, 2019
Regular Council Meeting, Feb 5, 2020 Committee of the Whole Meeting
be adopted as amended. **CARRIED**

ACTION ITEMS

Item 2 – talked with new facilitator requesting proposal.

Resolution 24-20

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

REPORTS

CAO Report

CAO Harrison summarized the report submitted to Council.

Public Works Report

As presented – From Jan 15-Feb 29, 2020

Council Reports

Deputy Mayor Weir –

- Dare – Casino successful estimated \$40m
 - Seem to be enough schools on board to continue
- School Board – grand opening community gathering – March 11
 - Clara McPherson – won gold medal in Austria
- EDC – Diamond Valley Chamber
- Library – not doing K100
 - Ditch cleanup – May 2
 - 15 programs for kid
 - 77 for adults & senior

MINUTES OF THE REGULAR MEETING
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- 32 for families
- Rec Board – new member
 - Skating rink ice awesome
 - Pursuing funding for kitchen

Mayor Wight

- Nothing to report

Table that Christina attend the Diamond Valley Chamber to next Council.

Resolution 25-20 **MOVED** by Deputy Mayor Weir that the reports be accepted as presented. **CARRIED**

FINANCIAL REPORTS

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

Resolution 26-20 **MOVED** by Mayor Wight that the Financial Reports be accepted as presented. **CARRIED**

QUESTION PERIOD

BYLAWS

None

BUSINESS

10.1 – RFD Sheep River Trust

Resolution 27-20 **MOVED** by Mayor Wight that the Sheep River Trust request for funding be sent to FCSS Committee **CARRIED**

CLOSE MEETING

Resolution 28-20 **MOVED** by Mayor Wight to close the meeting under FOIP(1)(d) labour relations at 7:52 p.m. **CARRIED**

Resolution 29-20 **MOVED** by Mayor Wight to come out of close the meeting at 8:50 p.m. **CARRIED**

No one waiting outside

10.2 – RFD Asset Renovation and Upgrade Policy

Resolution 30-20 **MOVED** by Deputy Mayor Weir that the Village adopt the Asset Renovation and Upgrade Policy as presented **CARRIED**

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

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|--|--|
| 10.3 – RFD Copier Replacement Resolution 31-20 | MOVED by Mayor Wight that the administration purchase a new Canon Copier not to exceed \$6,500 funds to come from reserves CARRIED |
| 10.4 – RFD ICF Deadline Extension Request Resolution 32-20 | MOVED by Deputy Mayor Weir that Administration request a one year extension to finalize the ICF with Foothills County. CARRIED |
| 10.5 – RFD FCSS Committee Appointments Resolution 33-20 | MOVED by Deputy Mayor that Council appoint Fay Beale, Ted Stobbe, June Folkard, Jan Dyck to the FCSS Committee. Tracy Howke is appointed as FCSS co-ordinator CARRIED |
| 10.6 – RFD Video Surveillance Resolution 34-20 | MOVED by Mayor Wight table to next meeting. CARRIED |
| 10.7 – RFD Appointment of Auditors Resolution 35-20 | MOVED by Mayor Wight that Village appoint Gregory Harriman & Associates LLP to do the 2019 Village audit.. CARRIED |
| CORRESPONDENCE Resolution 36-20 | Foothills County – Rec Board Appointment Oilfield Curling Club – Request for funding MOVED by Mayor Wight that Council accept correspondence for information. CARRIED |
| ADJOURNMENT Resolution 37-20 | MOVED by Deputy Mayor Weir to adjourn the meeting at 9:15 p.m. CARRIED |

Mayor

CAO

**VILLAGE OF LONGVIEW
BANK RECONCILIATION
February 29, 2020**

General Ledger ATB

| | | | |
|------------|-------------------------|----------------|----------------|
| Balance at | General account | \$1,885,849.64 | |
| | RecBoard account | \$11,896.71 | |
| | Light Up account | \$757.38 | |
| | Memorial Garden account | \$9,230.99 | |
| | Total Bank in GL | | \$1,907,734.72 |

| | | | |
|-------------------------|--------------------------|--|------------------------------|
| | | | \$ - |
| Adjusted Balance | February 29, 2020 | | <u>\$1,907,734.72</u> |

ATB General Bank Account

| | | | |
|------------------------------|-----------------------------|---------------|-------------------------------------|
| Balance | February 29, 2020 | | <u>\$1,927,310.87</u> |
| Less: | Outstanding Cheques | (\$13,618.24) | |
| | cancelled cheque | | |
| | deposit outstanding in GL | (\$7,939.14) | |
| Plus: | payroll outstanding in GL | | |
| | Outstanding Deposit in Bank | \$1,981.23 | |
| | | | (\$19,576.15) |
| Balance at difference | February 29, 2020 | | <u><u>\$1,907,734.72</u></u> |
| | | | \$0.00 |

| | | | |
|-------|-------------------------------|----------------|------------------------------|
| | Total on Deposit | | <u>\$1,907,734.72</u> |
| Less: | held for general grants | \$1,347,733.80 | |
| | held for solar project | \$39,328.85 | |
| | Computer/Software Upgrade | | |
| | WTP Upgrade Phase 2 | (\$193,011.40) | |
| | Sewer Replacement | | |
| | held for reserves | \$578,836.39 | |
| | held for rec board | \$11,896.71 | |
| | held for lightup | \$757.38 | |
| | held for memorial garden | \$9,230.99 | |
| | Total held | | <u>\$1,794,772.72</u> |
| | Balance for Operations | | \$112,962.00 |

Outstanding Cheques

Dec

| | |
|--------------|-------|
| 9386 J Nagys | 29.51 |
|--------------|-------|

Jan

| | |
|--------------|--------|
| 9408 Fas Gas | 383.01 |
|--------------|--------|

| | |
|-------------|---------|
| 209438 FRES | 2382.32 |
|-------------|---------|

| | |
|-------------------|--------|
| 202000007 Fas Gas | 734.46 |
|-------------------|--------|

| | |
|---------------|---------|
| 202000009 MPE | 2089.57 |
|---------------|---------|

| | |
|-------------------|---------|
| 202000010 Quantum | 2404.08 |
|-------------------|---------|

| | |
|-----------------|---------|
| 202000011 Range | 1420.69 |
|-----------------|---------|

| | |
|--------------------|-------|
| 202000020 J Nelson | 20.98 |
|--------------------|-------|

| | |
|----------------|--------|
| 202000021 AMSC | 698.33 |
|----------------|--------|

| | |
|----------------|---------|
| 202000023 AUMA | 1207.50 |
|----------------|---------|

| | |
|------------------|-------|
| 202000025 L Kirk | 43.85 |
|------------------|-------|

| | |
|------------------|--------|
| 202000026 Matrix | 608.21 |
|------------------|--------|

| | |
|------------------|-------|
| 202000027 C Weir | 22.04 |
|------------------|-------|

| | |
|-------------------|---------|
| 202000028 Western | 1573.69 |
|-------------------|---------|

13618.24

**2020 Village of Longview
Accounts Payable Cheque List**

From: 2020/02/01 To: 2020/02/29

| Vendor Name | Purpose | Cheque | Date | Amount |
|------------------------------|----------------|---------------|-------------|---------------|
| AMSC Insurance Services Ltd. | | 9442 | 2020/02/11 | \$1059.22 |
| AMSC Insurance Services Ltd. | | 9435 | 2020/02/05 | \$11424.91 |
| AUMA | | 9443 | 2020/02/11 | \$1147.37 |
| Accu-Flo Meter Service Ltd. | | 9434 | 2020/02/05 | \$1082.50 |
| Caumartin, Justin | | 9444 | 2020/02/11 | \$65.00 |
| Contain-A-Way Services | | 9436 | 2020/02/05 | \$155.84 |
| Folkard, June | | 9445 | 2020/02/11 | \$65.00 |
| Foothills County | | 9437 | 2020/02/05 | \$7084.80 |
| Foothills Regional Emergency | | 9438 | 2020/02/05 | \$2382.32 |
| Foothills Regional Service | | 9439 | 2020/02/05 | \$441.00 |
| Footprint Construction | | 9440 | 2020/02/05 | \$2300.00 |
| Iron Mountain Canada | | 9446 | 2020/02/11 | \$57.93 |
| Jansen Plumbing Ltd. | | 9447 | 2020/02/11 | \$2722.65 |
| Longview Fas Gas | | 9448 | 2020/02/11 | \$734.46 |
| MPE Engineering Ltd. | | 9450 | 2020/02/11 | \$2089.57 |
| Majchrowski, Nicki | | 9449 | 2020/02/11 | \$660.00 |
| Marigold Library System | | 9441 | 2020/02/05 | \$1915.68 |
| Quantum Reaction Ltd. | | 9451 | 2020/02/11 | \$2404.08 |
| Range Mobility, Inc. | | 9452 | 2020/02/11 | \$1420.69 |
| Receiver General | | 9453 | 2020/02/11 | \$384.54 |

20 cheques for 39597.56

BYLAW 418-18^a

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

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

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

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

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

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

PART 1 TITLE AND PURPOSE

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

PART 2 DEFINITIONS

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

- FCSS: shall mean Family & Community Support Services.
- Member: shall mean a member of the Board as appointed by Council.
- Village: shall mean the Village of Longview.
- Director: shall mean the Director of ~~Community Services~~FCSS or his/her designate.

PART3 COMPOSITION OF BOARD

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

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PART4 MEETINGS

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

- 4.1 The Chair may call a special meeting at any time or by request of any three (3) members of the Board.
- 4.2 A majority of the Board constitutes a quorum of the Board.
- 4.3 All Board members shall be required to vote on any matter before the Board unless a conflict of interest is declared.

4.4 In the event of a tie vote, the resolution shall be deemed defeated.

PART 5 DUTIES AND RESPONSIBILITIES OF THE BOARD

5.1 The Board shall:

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

PART 6 DUTIES AND RESPONSIBILITIES OF THE CHAIR

6.1 The Chair shall:

- a) Preside at meetings of the Board.
- b) Represent the Family & Community Support Services Advisory Board as required.
- c) Prepare agenda with FCSS Program Administration.
- d) Keep good control of the meeting and encourage person(s) wishing to speak to keep their presentation to the point and refrain from restating points that may have been made by previous speakers.



**VILLAGE OF LONGVIEW
REQUEST FOR COUNCIL DECISION**

Agenda Item #: 10.1

Date: March 18, 2020
Title: Diamond Valley Chamber of Commerce
Submitted by: Dale Harrison, CAO

Recommendation: MOVED by _____ that the travel km and meeting fees for attendance at the Diamond Valley Chamber of Commerce be paid by the Village for one Council member.

Alternatives:

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

Background: The Diamond Valley Chamber of Commerce represents businesses in Turner Valley and Black Diamond and are reaching out to include Longview. Attendance at the meetings would involve travel and meeting fees for attendance. This could strengthen and provide opportunities for Longview business to partner and share in the benefits the Chamber of Commerce provides.

Implications:
*Policy, Statutory
Plans, Legislative:*

Financial: N/A

Communications: Notices posted at Council meetings

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

1. none



**VILLAGE OF LONGVIEW
REQUEST FOR COUNCIL DECISION**

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|----------------------|--------------------|----------------------------|
| Date: | March 18, 2020 | Agenda Item #: 10.2 |
| Title: | Video Surveillance | |
| Submitted by: | Dale Harrison, CAO | |

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

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



**VILLAGE OF LONGVIEW
REQUEST FOR COUNCIL DECISION**

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|----------------------|-----------------------------------|----------------------------|
| Date: | March 18, 2020 | Agenda Item #: 10.3 |
| Title: | Skateboard Park in School grounds | |
| Submitted by: | Dale Harrison, CAO | |

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

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| Background: | The Rec Board put for the idea of having the Skateboard Park located on the Longview School property. It was included in the discussions with Foothills School Division about youth group, pickle ball, ball diamond use, access to the school back in Oct 2019. Another property was suggested by the Chairperson of the Rec Board – by the horseshoe pits. Research needs to be done on the location of the pipeline right of ways through the properties to see if there would be enough space. |
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| Implications: <i>Policy, Statutory Plans, Legislative:</i> <i>Financial:</i> |
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| Communications: n/a |
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| Attachments: | Is the documentation severed by FOIP: NO |
| 1. | No attachment |

Google Maps Longview



imagery ©2019 Google, Imagery ©2019 Maxar Technologies, S. Alberta MD's and Counties, Map data ©2019 50 m

Background: The Village of Longview has historically placed a moveable Skateboard Park to the Outdoor Skating Rink in the west of the Village. The placement in spring and removal for winter months requires a large crane to hoist the skateboard park equipment over a power line. Concern exists that there could be a mishap with the crane trying to lift the skateboard equipment over the power line and consideration being given as to where else in the municipality could they place the skateboard park equipment and the Recreation Board, on behalf of the community, wondered if it was possible on the school property.

Longview Recreation Board Request: Consideration of their Skateboard Park equipment to the school property for:
 (1) safer placement & (2) easier more accessible access for community members.

FSD Current Practice with Skateboard Parks: In the Town of Okotoks a skateboard park exists at Okotoks Junior High School and Ecole Percy Pegler School (near Okotoks Recreation Centre). Practice 1: Cameras have been placed on both schools for security measures. Practice 2: Walkway / pathway / pathway has been made available to the skateboard park.



**VILLAGE OF LONGVIEW
REQUEST FOR COUNCIL DECISION**

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|----------------------|--------------------|----------------------------|
| Date: | March 17, 2020 | Agenda Item #: 10.4 |
| Title: | Tipi Village | |
| Submitted by: | Dale Harrison, CAO | |

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

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| Background: | The Econ Dev Committee are looking at a possible Tipi Village as a possible interpretative centre and new business in the Village. The location could be used for a location for a combined farmer's market. Two locations have been suggested and more details would need to be worked out. Location 1) is in the tenting area of the campground. Location 2) would be the Challoner property just north of the hotel. |
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| Implications: <i>Policy, Statutory Plans, Legislative:</i> <i>Financial:</i> |
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| Communications: | n/a |
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| Attachments: | Is the documentation severed by FOIP: NO |
| 1. | No attachment |



**VILLAGE OF LONGVIEW
REQUEST FOR COUNCIL DECISION**

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| Date: | March 17, 2020 | Agenda Item #: 10.5 |
| Title: | Branding | |
| Submitted by: | Dale Harrison, CAO | |

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

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



**VILLAGE OF LONGVIEW
REQUEST FOR COUNCIL DECISION**

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|----------------------|----------------------|----------------------------|
| Date: | March 17, 2020 | Agenda Item #: 10.5 |
| Title: | EDC Funding for 2020 | |
| Submitted by: | Dale Harrison, CAO | |

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

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|--------------------|--|
| Background: | The Econ Dev Committee is wondering about the budget for 2020. The 2019 budget for EDC was \$5000 for branding and \$1500 for Cool Little Town. Cool Little Towns is no longer operational, but Foothills Tourism has requested our membership. Branding only spent slightly over \$2,040 in 2019. The Village did not take out membership in either of the tourism organizations. |
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| Implications: <i>Policy, Statutory Plans, Legislative:</i> <i>Financial:</i> |
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| Communications: n/a |
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| Attachments: | Is the documentation severed by FOIP: NO |
| 1. | No attachment |

KNOW THE FACTS

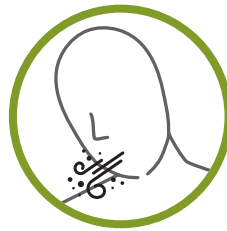
ABOUT CORONAVIRUS DISEASE (COVID-19)

COVID-19 is an illness caused by a coronavirus. Human coronaviruses are common and are typically associated with mild illnesses, similar to the common cold.

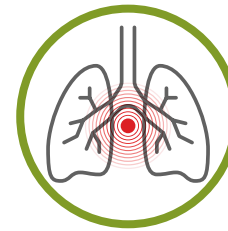
Symptoms of human coronaviruses may be very mild or more serious, such as:



FEVER



COUGH



DIFFICULTY BREATHING

Symptoms may take up to 14 days to appear after exposure to the virus.

Coronaviruses are most commonly spread from an infected person through:

- ▶ respiratory droplets when you cough or sneeze
- ▶ close personal contact, such as touching or shaking hands
- ▶ touching something with the virus on it, then touching your eyes, nose or mouth before washing your hands

These viruses are not known to spread through ventilation systems or through water.

The best way to prevent the spread of infections is to:

- ▶ wash your hands often with soap and water for at least 20 seconds;
- ▶ avoid touching your eyes, nose or mouth, especially with unwashed hands;
- ▶ avoid close contact with people who are sick;
- ▶ cough and sneeze into your sleeve and not your hands; and
- ▶ stay home if you are sick to avoid spreading illness to others.

For more information on coronavirus:

1-833-784-4397

canada.ca/coronavirus

phac.info.aspc@canada.ca



novel Coronavirus (COVID-19) FAQs for Public

Issued by the AHS Emergency Coordination Centre (ECC)

What's happening in Alberta?

Learn the latest here: ahs.ca/covid

What is novel coronavirus (COVID-19)?

- Coronaviruses are a large family of viruses.
- Some coronaviruses cause respiratory illness in people, ranging from common colds to severe pneumonias. Others cause illness in animals only.
- Rarely, animal coronaviruses can infect people, and more rarely, these can spread from person to person through close contact.
- COVID-19 is a novel coronavirus that had not been detected previously in humans. It is the cause of the respiratory outbreak in mainland China that has now been detected in many other countries around the world. The highest concentration of cases in China is in Hubei province.

What are the symptoms of COVID-19?

- Patients with COVID-19 infection have reported mild to severe respiratory illness with symptoms of fever, cough, and shortness of breath.
- While COVID-19 can cause serious illness, many patients have only mild symptoms. It appears the illness caused by COVID-19 tends to be less severe than some other coronaviruses like the one that caused SARS.

How is COVID-19 spread from person-to-person?

- COVID-19 is believed to be spread mainly by coughing, sneezing or direct contact with a sick person or with surfaces they have recently touched.
- There is uncertainty about the possibility of spread from an infected person who doesn't yet have symptoms, but this is unlikely to contribute much to the spread of the virus.

Should I be worried about COVID-19?

- It is important to remember that the current risk in Alberta is low.
- **There are no confirmed or probable cases of the COVID-19 in Alberta at this time.**
- AHS and Alberta Health are prepared should COVID-19 arrive in the province.
- We are carefully monitoring the situation and have taken the necessary steps to find cases and prevent the ongoing spread of the virus.

Who should be evaluated for COVID-19?

- People who develop a **fever and/or cough or shortness of breath** should be evaluated for COVID-19 if, within 14 days before symptoms began, **they met any of the following criteria:** <https://www.albertahealthservices.ca/assets/info/ppih/if-ppih-ncov-case-def.pdf>
- Anyone meeting these criteria should avoid contact with others and call Health Link (811) for advice.

What should I do if I think I have COVID-19?

- If you are sick and meet these criteria: <https://www.albertahealthservices.ca/assets/info/ppih/if-ppih-ncov-case-def.pdf>

- Stay home and **call Health Link (811) for advice**. You will be directed to a health care facility if it is necessary.
- If you are not seriously ill, **do not** go to a physician's office, a health care facility or a lab without consulting with Health Link first.
- Call 911 if you are seriously ill and need immediate medical attention and inform them that you may have COVID-19.

What should people do if they have recently been in Hubei province, China, and do not have symptoms?

- Travelers coming from Hubei province continue to be at increased risk for COVID-19 infection.
- We are aware of early evidence that COVID-19 can cause a range of mild to severe symptoms. It is possible that individuals will not recognize when they first develop symptoms, because the symptoms can be similar to a cold or flu.
- People can help limit any potential spread by self-isolating and limiting contact with others for 14 days.
- Learn more here <https://www.alberta.ca/coronavirus-info-for-albertans.aspx>

What about people who have recently been in mainland China, but not Hubei? And what about people who have visited one of the areas that have been included in Alberta's expanded testing (Hong Kong, Singapore, Iran, South Korea, Japan or Italy)? What should they do?

- Anyone who has been in mainland China outside of Hubei province or has visited any of the countries listed above in the previous 14 days should call Health Link (811) if they had either of the following exposures:
 - Had contact with someone with a suspected or confirmed case of COVID-19
 - Was in a health care facility where COVID-19 cases were diagnosed or treated
- Anyone who has been in these areas in the previous 14 days but was not in a health care facility and did not have contact with someone diagnosed with COVID-19 does not need to self-isolate. They should monitor themselves daily for 14 days after leaving China for symptoms like fever, cough or shortness of breath. At the first sign of symptoms, they should immediately self-isolate and call Health Link (811).

What should people do if they were in contact with a suspected or confirmed case of COVID-19 in a country other than mainland China?

- Anyone who was in contact with a suspected or confirmed case of COVID-19 in the previous 14 days, regardless of which country they were in, is asked to limit contact with others (self-isolation, stay at home) for 14 days after the contact and call Health Link (811) to receive additional advice.
- **Further information for travelers returning to work and school:** <https://www.alberta.ca/coronavirus-info-for-albertans.aspx#toc-5>

What does self-isolation mean?

- Self-isolation means avoiding situations where you could infect other people. This means all situations where you may come in contact with others, such as social gatherings, work, school, child care, athletic events, university, faith-based gatherings, healthcare facilities, grocery stores, restaurants, shopping malls, and all public gatherings.
- You should, (where possible) not use public transportation including buses, taxis, or ride sharing.
- As much as possible, you should limit contact with people other than the family members/companions who you travelled with.
- You should avoid having visitors to your home, but it is okay for friends, family or delivery drivers to drop off food.
- You can also use delivery or pick up services for errands such as grocery shopping.

- Avoid sharing household items such as dishes, drinking glasses, cups, eating utensils, towels, pillows, or other items with other people in your home. After using these items, you should wash them thoroughly with soap and water, place in the dishwasher for cleaning, or wash in the washing machine.
- Wash your hands often with soap and water and regularly clean and disinfect frequently touched and shared surfaces such as doorknobs and counters.
- If you need to leave your home for an urgent errand, such as picking up essential medication, as a precaution to reduce risk of spread, you should wear a surgical mask while you are out.
- During this time, it is important that you monitor your health for symptoms like fever or cough, and call Health Link if you have any concerns.

Is this self-isolation mandatory?

- It is not mandatory.
- Based on what we have learned from this and previous infectious disease outbreaks (SARS, Ebola) returning travelers from affected areas follow public health advice and often go over and above the precautionary measures.
- Alberta Health and Alberta Health Services will continue monitoring the situation to assess any need for adjustments.

What should people do if they have been in a hospital in a country other than mainland China, Hong Kong, Singapore, Iran, South Korea, Japan or Italy where COVID-19 cases were diagnosed or treated, but they were NOT in close contact with a case?

- If people were in a country outside of these areas and were in a hospital where COVID-19 cases were diagnosed or treated, it is not necessary to self-isolate as long as they were not in close contact with someone with suspected or confirmed COVID-19.
- Individuals should monitor themselves daily for 14 days after leaving the area for symptoms like fever, cough or shortness of breath. At the first sign of symptoms, they should immediately self-isolate and call Health Link.
- **Self-Isolation Information Sheet:** <https://open.alberta.ca/publications/self-isolation-information-sheet>

How can I protect myself and my family from COVID-19?

- To help protect against all respiratory illnesses, including the flu and COVID-19, you should:
 - Wash your hands often and well. Refer to hand-washing guidance here: <https://www.albertahealthservices.ca/info/Page14955.aspx>
 - Avoid touching your face, nose, or mouth with unwashed hands.
 - Avoid close contact with people who are sick
 - Clean and disinfect surfaces that are frequently touched
 - Stay at home and away from others if you are feeling ill
 - When sick, cover your cough and sneezes and then wash your hands. Refer to respiratory etiquette guidance here: <https://www.albertahealthservices.ca/info/Page14511.aspx>

How is COVID-19 treated?

- Although there are no specific medications for COVID-19 at this time, the Alberta health care system is able to provide effective care for people who develop a serious COVID-19 illness.

Are there vaccines to prevent COVID-19?

- Not yet. Much research is currently underway to develop a vaccine, but it could take some time before a vaccine is developed and approved for use in Canada.

Who is most at risk for becoming very sick with COVID-19?

- Although most people who develop COVID-19 will experience mild illness, some individuals are more likely to become seriously ill. Older adults and people with medical conditions like high blood pressure, diabetes, heart disease, and lung disease appear to be at higher risk of becoming very sick.

Should I cancel or change my travel plans?

- The Government of Canada is recommending that Canadians avoid non-essential travel to China and avoid all travel to Hubei province including Wuhan city.
- Travelers should consider postponing travel to Iran, Northern Italy, and South Korea due to unknown or sustained community spread of COVID-19.
- Travelers should be aware that some countries have implemented special entry and exit restrictions. Before travelling, verify if the authorities of both your current location and your destination have implemented any restrictions that may affect your travel plans, including entry requirements, border closures, and flight suspensions.
- For the most up-to-date information, please check: <https://travel.gc.ca/travelling/health-safety/travel-health-notice> for travel health notices.

I was on a flight where there was someone who looked sick. Am I at risk?

- Influenza and the common cold are far more likely causes of respiratory illness among travelers.
- You can protect yourself by washing your hands often and well, and getting your annual influenza vaccine.
- Returning travelers on international flights may be screened at the airport.
- If any cases are diagnosed among travelers to Alberta, Public Health will be following up with anyone who was exposed.

Is AHS prepared to meet the increased demands on health care in the event of a local outbreak of COVID-19?

- In collaboration with Alberta Health and the Alberta Emergency Management Agency, Alberta Health Services prepares for a serious respiratory outbreak as part of our regular operations. We are ready to enact these plans to respond to COVID-19 in Alberta.
- The goals of our outbreak response are to control the spread of disease, reduce illness and death, minimize disruptions to the daily life of Albertans, minimize economic impacts and support an efficient and effective use of resources during response and recovery.
- Although influenza is the model infection used, Alberta's Pandemic Plan is also applicable to other respiratory illnesses, including COVID-19. You can read more about the plan on the Government of Alberta website at <https://www.alberta.ca/pandemic-influenza.aspx>

I am worried about catching COVID-19. Should I wear a mask?

- Frequent and thorough hand washing, covering your mouth when coughing or sneezing and avoiding touching your face, nose or mouth remain the best evidence-based ways to prevent the spread of respiratory illness.
- When sick, wearing a mask helps prevent passing on illnesses to other people. That is why we ask people who have a cough or respiratory symptoms to wear a mask and clean their hands when visiting an emergency department or clinic.

- Wearing masks in public, with a goal of preventing spread of illness, can be a way some communities show respect for others.
- While we do not recommend wearing masks for healthy individuals, it is important that any person who does wear a mask is treated with respect and not fear.
- We ask that you do not make assumptions about the risk of others having novel coronavirus based on their ethnicity or country of origin.
- N95 masks (respirator masks) require special fitting and testing in order to be effective. We strongly recommend against members of the public using N95 masks, as they can make it more difficult to breathe for some individuals, especially those with chronic breathing problems. They provide little, if any, benefit beyond that provided by a procedure mask.

I am not having symptoms, but I'm concerned about COVID-19 and want to talk to someone. Should I call Health Link?

- Please visit the following websites if you have further general questions about what COVID-19 is, how it is spread, or how many cases there are in the world at present. You can call Health Link (811) if you have additional questions about what you need to do to protect yourself and your family against getting a COVID-19 infection.
 - [Alberta Health](#)
 - [Public Health Agency of Canada](#)
 - [World Health Organization](#)