

AGENDA

COMMITTEE OF THE WHOLE COUNCIL OF THE VILLAGE OF LONGVIEW
In the Province of Alberta, held on Wednesday, October 7, 2020 at
Village of Longview Community Hall Commencing at 6:30 p.m.

1.0 CALL TO ORDER

2.0 AGENDA

3.0 DELEGATION

- 3.1 TC Energy – Project Update – (Zoom presentation)

4.0 CAO REPORT TO COUNCIL

5.0 ACTION ITEM LIST

6.0 BUSINESS

- 6.1 Bylaw 421-19 Council Compensation
- 6.2 Community Hall Covid-19 cleaning policy
- 6.3 2020 Christmas Party
- 6.4 Council Correspondence with or without names?
- 6.5 Interim APAB Survey

7.0 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.

8.0 ADJOURNMENT



VILLAGE OF LONGVIEW
CAO REPORT TO COUNCIL

TO: Council
FROM: Dale Harrison
SUBJECT: CAO Report from Sept 14 to Oct 1, 2020
DATE: Oct 7, 2020

Development:

- Relocation of newer house - MPC required
- Utilities for new construction
- Alberta Safety Codes - Annual Internal Review documentation

Financial:

- Repair YTD custom Report for FCSS Covid
- MSP Mitigation grant application and MOU
- SCF documentation clarification
- Signed new MOST grant MOU
- Ivor - seniors Grant approved for ramp

Office

- Completed FOIP document – Nagys
- Complete AMSC pre-insurance documents
- Benchmark Assessments – 2020 building permits
- Computer supplier – point to point internet to hall
- Compliance certificate
- Order new projector, speaker and microphone for hall
- Ramp contractor to informed and schedule work
- Curb stop – cover replacement
- Setup & test new projector, speaker, and mike

Council

- Prep agenda items Oct COW
- Arrange delegations for COW and Council
- Copy AUMA conference resolution and candidate info

Public Works / Infrastructure

- Order some new metal street signs
- Battery charger issue – lift station
- Plumber – trailer park water meters
- Ordered new water meters for inventory

FCSS Program

- Meet with Committee members
- Meet with Coordinator on status of grants

Solar Project

- Option agreement – surface lease
- Signed NDA
- Environmental studies from EDC

- Initiate fall environmental studies
- Foothills extension on development permit

Construction

- Continue to get deficiencies cleaned up

Peace Officer and Bylaw Program

- SolGen Audit

Meetings

- COW Meeting
- 2 days AUMA sessions
- Light Up organizational meeting

NO	ACTION DESCRIPTION	OWNER	DATE ASSIGNED	DATE DUE	STATUS
1	Repair replace broken water meters	Justin	21-Apr		notices sent - 4 completed - awaiting residents to schedule
2	Variance Report - re-design %	Dale	19-May		
3	Look into transfer of liability from Malmberg to Village.	Dale	03-Jun		option 1 - purchase the portion of the land that is on the flat. Would require subdivision. Still need to determine subdivision cost.
4	Post Office - Thermostat	Dale			Done
5	Post Office - tiles	Dale			
6	Water Meter at Trailer Park	Dale			received quote and now trying to schedule installations
7	Community Hall Covid -19	Dale			moved some cleaning supplies for users
8	Internet service for the hall	Dale	16-Jun		Contacted IT provider in Okotoks for point to point pricing
9	Price Gully Fire break	Dale			Awaiting quotes from two suppliers
10	Hall Covid Cleaning	Dale			Cleaning supplies have been place at the hall.
11	FCSS grants to organizations	Dale			emailed Tracy she is awaiting decision from Alta FCSS
12	Fire Department gully burn	Dale			ask Len to talk with Fire Department
13	Municipal Stimulus Program	Dale			submitted application Sept 16
14					
15					
16					
17					



**VILLAGE OF LONGVIEW
FOR COUNCIL DISCUSSION**

Agenda Item #: 6.1

Date: Oct 7, 2020

Title: Bylaw 421-19 Council Remuneration Bylaw

Submitted by: Dale Harrison, CAO

Background: Some discussion around to the wording under REMUNERATION AND ALLOWANCE Item 3 Regular ceremonial or statutory duties. This terminology needs further definition for clarification.

Recommendation:

Alternatives:

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

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
IN THE PROVINCE OF ALBERTA
BYLAW 421-19**

A BYLAW OF THE VILLAGE OF LONGVIEW, IN THE PROVINCE OF ALBERTA, TO SETFORTH THE GUIDELINES FOR REMUNERATION FOR MAYOR, COUNCIL, CAO AND OTHER VILLAGE EMPLOYEES.

WHEREAS, it is expedient to make provisions for the remuneration, allowances, expenses and benefits of the Mayor, Council, Chief Administrative Officer, Public Works, Municipal Planning Committee and other Village Employees and to reimburse the expenses incurred while carrying out the functions on behalf of the municipality or when authorized to do so.

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

1. This Bylaw shall be known as the "Remuneration Bylaw" of the Village of Longview.
2. In this Bylaw, unless the context otherwise states or requires:
 - a. "Budget" means that sum apportioned to the Mayor, each member of Council, CAO, Public Works and/or appointments to each committee for municipal events.
 - b. "Events" means a reception, special occasion, conference and meeting which shall include, but limited to the following:
 - Alberta Urban Municipalities Association Annual Convention
 - Alberta Urban Municipalities Association Workshops/Seminars
 - Conventions, conferences, meetings, workshops, seminars for the CAO, Public Works, Disaster Services Committee, Municipal Planning Committee and/or other Village employees which shall include but not limited to:
 - Alberta Urban Municipalities Association Annual Convention
 - Emergency/Disaster Service Workshops
 - Such other workshops/seminars deemed necessary by Council or the CAO.
 - c. "Expenses" means admissions, registrations, meals, mileage and reasonable out of pocket expenses.

REMUNERATION AND ALLOWANCES

The Mayor and Council shall be remunerated for the performance of regular and usual duties associated with the responsibilities of each elected offices including:

1. Regular meetings of Council
2. All regional and local area committees to which the member of Council appoints or requested to attend.
3. Regular ceremonial or statutory duties
4. Attendance at Special meetings of Council, Committees or other related business meetings for which Council or a majority of Council have authorized.

A handwritten signature in black ink, appearing to be 'J. K. W.', is located at the bottom right of the page.

5. Council will not be compensated for cheq signing, office discussions, community events – i.e. bbq/Christmas party/school functions – not including shopping and preparation for Christmas Party.

The rate of remuneration to be provided shall be as indicated in “Fees and Fines Bylaw”.

TRAVEL AND EXPENSES

The rates and conditions prescribed are intended to avoid the economic loss to the elected official/municipal employee when reasonable and proper expenses are incurred.

Travel and accommodations shall be comfortable and of good quality, neither sumptuous nor sub-standard.

1. An elected official/municipal employee on travel status may claim the following expenses with a receipt:
 - a. Airport Fare
 - b. Taxi Fare
 - c. Parking Charges
 - d. Automobile Rental
 - e. Air Fare

An elected official/municipal employee who uses his/her own motor vehicle on Village business shall be reimbursed for travel as per “Fees and Fines Bylaw”.

If an elected official/municipal employee is required to travel on Village business and overnight accommodation away from his/her regular domicile is necessary, he/she may claim:

- a. The actual cost of accommodation on production of receipts to a maximum set out in the “Fees and Fines Bylaw”.
- b. Elected officials/municipal employees may wish to secure alternate accommodation at no cost to the official. He/she may then claim without receipt an amount shown in “Fees and Fines Bylaw”.

MEALS AND GRATUITIES


Elected officials, CAO, Disaster Committee Members and other Village Employees may claim the cost of a meal to a maximum as per “Fees and Fines Bylaw”.

Where meal costs are included on a hotel bill, they must be identified as meal costs.

Where conference or seminar registration includes meals, the Village will not re-imburse substitute meals.

Gratuities for meals and hotel service are included in the amount set for meal allowances. Gratuities for taxi services are to be included in taxi costs.

The Village will not reimburse for alcohol.

Kew 

EXPENSE REPORT

All claims shall be submitted within ten days of return and must be in the subscribed claim form.

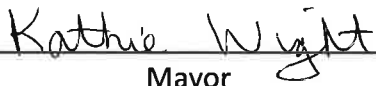
Read a first time, this 19th day of February, 2019.

Read a second time, this 19th day of February, 2019.

And by Unanimous Consent of Council to proceed to third and final reading.

Read a third and final time and finally passed this 19th day of February, 2019.

THE VILLAGE OF LONGVIEW



Mayor



Administrator



**VILLAGE OF LONGVIEW
COMMITTEE OF THE WHOLE
DISCUSSION ITEM**

Agenda Item #: 6.2

Date: October 7, 2020

Title: Community Hall Covid-19 Cleaning

Submitted by: Dale Harrison, CAO

Background: The Village has the Community Hall cleaned once per week with the floors vacuumed and washed, the washrooms cleaned, the garbage emptied.

Any users of the hall must wipe down the tables and chairs, countertops, door knobs and handles as well as the washroom should also be wiped down with disinfectant wipes. The floors should be swept and washed because there may be exercise classes that lay on the floors.

Recommendation:

Alternatives:

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



**VILLAGE OF LONGVIEW
COMMITTEE OF THE WHOLE
DISCUSSION ITEM**

Agenda Item #: 6.3

Date: October 7, 2020
Title: FCSS Christmas Party
Submitted by: Dale Harrison, CAO

Background: Due to the physical distancing requirements of Alberta Health Services and the restriction of the size of gatherings doing the annual Christmas Supper and Santa Claus gifts and photographs as in the past cannot happen.

This event is funded by FCSS and only fits their criteria because of the socialization and relationship building components.

What are our alternatives.

Recommendation:

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



**VILLAGE OF LONGVIEW
COMMITTEE OF THE WHOLE
DISCUSSION ITEM**

Agenda Item #: 6.4

Date: October 7, 2020
Title: Council Correspondence
Submitted by: Dale Harrison, CAO

Background: Correspondence addressed to Council whether by email or post has been handled in a variety of ways in the agenda packages in regard to including the name or not. For the past several years the names have been left on the correspondence when included in the agenda packages. The most recent series of letters it was decided to remove the names because of the controversial contents.

Recommendation: All personal correspondence addressed to Mayor and Council whether email or post should have a name on it when received. The name and address allow Council to respond to the content of the letter once it has been discussed in a Council meeting whether in public or a closed session.

The personal correspondence will be published in the agenda packages that are public without the names of the individuals.

Alternatives:

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

Interim Alberta Police Advisory Board – Municipal Survey on RCMP Police Services in Alberta

Background

With the implementation of the new police costing model, Alberta’s municipalities that are policed by the RCMP deserve a voice in setting policing priorities and determining how new police resources are distributed. The Government of Alberta has established the Alberta Police Advisory Board to give municipalities a stronger voice in RCMP policing oversight and resource deployment.

The Alberta Police Advisory Board is being implemented in two phases. In its first year, an Interim Board will focus on establishing the operational Board’s structure and scope. As per the Terms of Reference developed by Justice and Solicitor General, the Interim Board is made up of four representatives from the RMA Board, four representatives from the AUMA Board, and one representative from the Alberta Association of Police Governance Executive. Interim Board members were appointed to ensure broad municipal perspectives and to align with each of the four RCMP districts (Central, Eastern, Southern, and Western). It is important to note that once the Interim Board has completed its mandate, it will reach out to municipalities looking for nominations to serve on the operational Police Advisory Board.

The Interim Board has specifically been tasked with:

- Developing the scope and terms of reference for the operational Board;
- Developing a recruitment and selection process for operational Board members;
- Developing governance documents for the operational Board, including at minimum, a Competency Matrix for Board member appointments and review, a Code of Conduct, and a Mandate and Roles document;
- Providing input, advice, and recommendations to the government and RCMP on the buildup of the provincial police service related to funds raised by the new police costing model; and
- Providing input into discussions respecting the provincial policing priorities for the 2021/22 fiscal year to facilitate engagement during transition to the operational Board.

The purpose of this survey is to help inform Interim Board’s recommendations and input on 2021/22 provincial policing priorities and the buildup of the provincial police service. Please provide only one response per municipality. Completing the survey as a council is suggested where possible. Individual survey responses will not be shared and only aggregated results will be reported.

The Interim Board will be engaging with municipalities again to solicit feedback on the operational Board’s scope and governance, including how to recruit and select operational Board members.

If you have any questions regarding this survey, please email the Alberta Police Advisory Board at Board@ABPoliceAdvisoryBoard.com.

The deadline for completing the survey is October 19, 2020.

Survey

1. Name of Municipality **Village of Longview**
2. Our municipality is a:
City

Town
Village
Summer Village
Specialized Municipality
County/Municipal District
Other (please specify)

3. We represent a population:

Under 2,000

2,000 - 5,000

5,001 - 10,000

Over 10,000

4. Our municipality receives RCMP services from the following detachment(s): (fill in)

Turner Valley

5. Please provide a contact name, in case there is a need to follow up with your municipality to clarify feedback or get more detailed information regarding interesting ideas or collaborations (optional).

Engagement with RCMP

6. Does your municipality have a police oversight body?

Yes

No

7. How often does your municipality or municipal/community police oversight body meet with your RCMP detachment commander(s)?

Four times a year or more

2-3 times a year at the Joint Steering Committee Meetings

Once a year

Less than once a year

We've never met formally

8. Do you consider your current meeting frequency with the RCMP detachment commander(s) to be sufficient?

Yes

No

9. Does your RCMP detachment(s) provide you with a copy of their annual performance plan(s)?

Yes

No

10. Is your municipality or municipal police oversight body involved in developing the detachment's annual performance plan (APP)?

Yes

No

11. Does your municipality or municipal police oversight body receive regular reporting (such as information on statistics, trends, and detailed crime rates) from your local detachment(s)?

Yes

No

If yes, what type of information *do you* receive? **Quarterly Statistics Update**

Is there any other type of information you would like to receive that is not currently provided?

If no, what type of information *would you like* to receive?

12. Please share any examples of effective collaboration between your detachment(s) and your municipality/community members.

13. How could your detachment(s) improve engagement with your municipality/community members?

14. Do you think that processes for providing input on local policing priorities should be formalized and standardized? For example, independent municipal, community police oversight bodies, which are currently optional, could be mandated in legislation.

Yes

No

If yes, what is your preferred mechanism for doing so?

Policing Priorities

15. Rank the policing priorities below in the order of importance for your municipality in 2021/22.

Traffic enforcement (i.e. aggressive driving, distracted driving)

Family violence (i.e. domestic abuse and threats)

Illegal drug-related offenses (i.e. possession, trafficking)

Impaired driving (drugs, alcohol)

Crimes against persons (i.e. assaults, threats)

Minor property crime (i.e. vandalism, theft from motor vehicles, theft under \$5,000)

Major property crime (i.e. break and enters, theft of motor vehicles, theft over \$5,000)

Proactive/community policing (i.e. school resource officers, patrols)

Increased focus on prolific offenders

Other (fill in)

16. Rank the RCMP service issues below in the order of importance for your local RCMP detachment to resolve in 2021/22.

911 response times

Community visibility

Filling vacancies and providing full coverage service

Engaging with the municipality (reporting, setting priorities, communication on service changes, etc.)

Communication with community members and other stakeholders

Other (fill in)

Rollout of New Police Resources

The RCMP currently determines how to allocate additional and/or new policing resources by analyzing each detachment's workload. This analysis takes the following factors into account:

- Travel time
- Call volume
- Type of crimes occurring in the area
- Amount of time required for investigations
- Size of detachment
- Time available for proactive policing (patrols, community engagement, visiting schools, and attending community events).

17. Rank the order of importance of these factors to your municipality.

18. Are there any other factors that should be considered?

Revenue collected through the new costing model will be reinvested into policing, leading to an increase in the number of RCMP officers and civilian positions throughout the province. This investment prioritizes adding uniformed patrol officers in rural RCMP detachments, but will also add police officers to centralized RCMP units that work to address province-wide issues such as organized crime, drug trafficking, and auto and scrap metal theft. A portion of the revenue will also be used to fund new civilian positions to assist with administrative tasks and provide investigative support. These administrative roles are intended to improve response times and help ensure officers have the support they need to protect Albertans by spending more time in their communities.

19. Do you agree that RCMP resource allocation should balance frontline officers with centralized, specialized, and/or civilian positions? (Strongly agree to strongly disagree)

Police Costing Model

20. Have you engaged in conversations with your local detachment around whether any new police resources arising from the new costing model may affect policing in your municipality?

- Yes
- No

If yes, what information did you receive from your detachment on new police resources?

21. Has the information provided by the Government of Alberta on the new police costing model been sufficient to ensure your council and staff understand the new model, including how costs are determined and how the additional funding could be used?

- Yes
- No

If no, what additional information do you require on the new police costing model?

Thank you for taking the time to complete this survey!