

## **AGENDA**

COMMITTEE OF THE WHOLE COUNCIL OF THE VILLAGE OF LONGVIEW  
In the Province of Alberta, held on Wednesday, March 3, 2021  
Zoom Meeting Commencing at 6:30 p.m.

**1.0 CALL TO ORDER**

**2.0 AGENDA**

**3.0 DELEGATION**

3.1 Foothills County Fire Chief – Rick Sauliner

**4.0 ACTION ITEM LIST**

**5.0 CAO REPORT TO COUNCIL**

**6.0 BUSINESS**

6.1 Communications Policy

6.2 Lagoon Survey

6.3 CSS Covid Funding \$5,100 balance

6.4 MOST Covid Operating grant

6.5 Firework Bylaw

**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**

NO	ACTION DESCRIPTION	OWNER	DATE ASSIGNED	DATE DUE	STATUS
1	Look into transfer of liability from Malmberg to Village.	Dale	03-Jun		\$3,000 Survey and land titles legal fees
2	Internet service for the hall	Dale	16-Jun		Contacted IT provider in Calgary for point to point pricing
3	Installation cost of Sound system	Dale		Dec COW	Two contractors at \$5,000
4	Fireworks Bylaw	Len	03-Feb		Len to talk to Fire Dept - Heritage Point Fireworks Bylaw
5	Invite County Fire Chief to March COW	Dale	16-Feb		Sent email invitation to attend March COW
6	Inform Foothills of ICF approval	Dale	16-Feb		ICF is signed off by both municipalities
7	Foothill County - live stream and uTube	Dale	16-Feb		left message for Hollis
8	Twin Cities lease	Dale	16-Feb		sent email
11	Sara - Mediation grant	Dale	16-Feb		Submitted application for grant - matching up to \$15,000
12	Contact Monica - Strategic Plan progress	Dale	16-Feb		Draft copy is supposed to be delivered to office March 1st for review.
13	Ab Transportation 7' ROW	Dale	16-Feb		Darren Davidson clarified ownership of 7 ' remaining.
14	Plebesite - returning officer - Susan Bogart	Dale	16-Feb		left message about plebisite, she responded and is looking into it.
15	Heather Hamilton - subdivision Authority	Dale	16-Feb		Talked with Heather as to the process of subdivision and passed info onto prponent
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VILLAGE OF LONGVIEW  
CAO REPORT TO COUNCIL

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TO: Council  
FROM: Dale Harrison  
SUBJECT: CAO Report from Feb 11-Feb 25, 2021  
DATE: March COW, 2021

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**Development:**

- Subdivision Request
- Foothills Planning – subdivision processes
- MPE – UROW for Road Closure
- AB Transportation – 7' ROW
- Advising property owner on use

**Office**

- Acquire files for new Branding graphic
- Foothills IT – several issues with computers including VPN
- Assessor – info on several properties
- Research Annexation agreements and processes
- Discharge two tax recovery liens
- Sent Tax lien notices out to property owners
- Repair xml file for assessor

**Finance**

- Submitted grant request for funding mediation.
- Sent out Tax lien letters to delinquent accounts
- Submit Red Tape Reduction Report for Municipal Stimulus Grant
- Confirm AWMMP grant for WTP Instrumentation

**Council**

- Council Mediation Doodle
- Several Requests for Update on Strategic Plan
- Invite - Fire Chief to March COW
- Contact Foothills signing off ICF
- Facilitator for Council mediation
- Returning Officer request for info on plebiscite
- Request costs from Foothills for video streaming

**Public Works**

- Bulk water valve replaced
- Request pricing for No Parking signs for farmers market at info centre

**Covid-19**

- Review MOST Grant – tax delinquency option



<b>POLICY #: 5 - 1 - 2 1</b>	
<b>TITLE: Public Communications Policy</b>	
<b>Approval Date:</b>	<b>Resolution #:</b>
<b>Revisions:</b>	
<b>Approval Date:</b>	<b>Resolution #:</b>
<b>Department: Administration</b>	

**Policy Statement:**

To inform and educate residents and to facilitate an improved level of communication between departments, between staff and Council and between Council and the Public using a variety of methods, means and media.

**1. Reason for Policy**

To establish guidelines to ensure that communication with stakeholders and residents of the Village of Longview are efficient, effective, consistent, timely and open. This Policy will apply to all internal and external communications of the Village of Longview.

**2. Related Information**

- 2.1.** *Communications Handbook* (Appendix A of the associated Procedure)
- 2.2.** *Municipal Government Act (MGA) RSA 2000, c M-26*
- 2.3.** *Alberta Freedom of Information and Protection of Privacy Act (FOIP)*
- 2.4.** *5-01-18 Council Policy - Public Participation*
- 2.5.** *Bylaw 410-18 Public Notification Bylaw*
- 2.6.** *12-2011-001 Sign Board Policy*



### 3. Definitions

- 3.1. *Alberta Emergency Alert (AEA)* means a system that provides updates on provincial emergencies and recovery information in Alberta. Employees with this training would be able to make emergency posts on this site should it be necessary.
- 3.2. *Chief Administrative Officer (CAO)* means the person appointed to the position by the Council of the Village of Longview to carry out the power, duties and functions of the CAO. It may also mean a person appointed to this position on an interim basis, or a person to whom the CAO has delegated their authorities to, in accordance with the Village of Longview Chief Administrative Officer Bylaw.
- 3.3. *Emergency Public Information Officer* means the communication coordinator or spokesperson who is responsible for providing information to the Public and the Media as required during an emergency.
- 3.4. *External Communications* means the dissemination of information to external stakeholders.
- 3.5. *Internal Communications* means the dissemination of information to internal stakeholders.
- 3.6. *Media* means the means of communication such as radio, television, newspapers and magazines that reach or influence people widely.
- 3.7. *Media Release* means a factual written summary of information issued to the Media for the purpose of making a statement or announcement.
- 3.8. *Municipal Stakeholder* means the residents of the Municipality, as well as other individuals, organizations or persons that may have an interest in, or are affected by, a decision made by the Municipality.
- 3.9. *Social Media* means e-technologies platforms and on-line sites used by the Village to share opinions and information, promote, discuss and build relationships. These include but are not limited to Facebook, Twitter, LinkedIn, Snapchat and Instagram.
- 3.10. *Strategic Plan* means the strategic priorities, goals and strategies to move Longview forward as a Community.
- 3.11. *Village* means the municipal corporation of the Village of Longview.
- 3.12. *Village Council (Council)* means the duly elected Council for the Village of Longview.
- 3.13. *Website* means the municipal website [www.village.longview.ab.ca](http://www.village.longview.ab.ca) is the primary source of municipal information. Allows the community access to information 24 hours.



#### **4. Responsibilities**

##### **4.1. Village Council is to:**

- 4.1.1.** Approve, by resolution, this Policy and any amendments.
- 4.1.2.** Consider the allocation of resources for the successful implementation of this Policy in the annual budget process.
- 4.1.3.** Ensure all Policies conform to the overall mission, goals and values as set out in the Village's Strategic Plan.
- 4.1.4.** Understand and adhere to this Policy and Procedure.

##### **4.2. Chief Administrative Officer (CAO) is to:**

- 4.2.1.** Ensure that this Policy and Procedure is reviewed every three (3) years.
- 4.2.2.** Ensure implementation of this Policy and approve Procedures and any amendments thereto.
- 4.2.3.** Understand and adhere to this Policy and Procedure.

##### **4.3. All Employees are to:**

- 4.3.1.** Understand and adhere to this Policy and Procedure.
- 4.3.2.** Ensure the implementation of this Policy and Procedure within their departments.
- 4.3.3.** Make recommendations to the CAO for necessary Policy or Procedure amendments.
- 4.3.4.** Ensure employees are aware of and adhere to this Policy and Procedure.

#### **5. End of Policy**



# **Communications Handbook**

**for the  
Village of Longview**



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## **Plan Statement**

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- The primary goals of the Village are to establish priorities to inform and educate residents and to facilitate an improved level of communication between departments, between staff and Council, and between Council and the Public.
- Residents are entitled to be provided with information in a timely manner, including decisions of Council, current events, emergent issues, as well as ongoing Village initiatives. As the Village of Longview grows and changes, communication becomes increasingly important at all levels, providing education and reinforcement to all residents, staff and Council. As resources are limited, prioritizing and standardizing the process for the dissemination of information is essential.
- The Communications Handbook is intended to provide criteria to assist Administration and Council in making day-to-day decisions where communications are concerned and to provide a tool for the criteria and processes to be measured and evaluated.

## ***Confidentiality Statement***

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- In all communications, spokesperson and departments must comply with all legislated requirements regarding access and disclosure of information. The Alberta Freedom of Information and Protection of Privacy Act (FOIP) extends access and privacy to Alberta Municipalities.

## ***Copyright***

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- Departments must comply with the Copyright Act to ensure the ownership rights associated with works subject to copyright are fully respected in all communications.
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## **Situational Analysis**

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### ***Background***

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- As the Village continues to grow, and the evolution of the realm of communication brings ever-changing trends and increasing possibilities to reach out to both staff and the Public, communication has become more complex. To develop and maintain a strategy for informing and educating the Public of the Village of Longview's services, initiatives and decisions of Council, Administration needs to communicate frequently using the various media opportunities available, including newsletters, website, signs, social media and personal interaction.



- It is essential that residents can stay well informed and to participate in their community, giving a sense of pride and the spirit that keeps people active and involved. Communicating ideas and decisions to residents in a timely manner encourages and maintains residents' confidence in Council and Administration and reinforces the goal of open and accountable government.

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### ***Media Monitoring and Analysis***

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- It is important to ensure that Village information is consistently available in the same manner and the same places and that the citizens are aware of where to find the information.
- Currently, the Village of Longview uses its website, bulletin boards, signs, and newsletter to reach residents in order to satisfy legal requirements of notification of public hearings, election advertisements, and other such required printed advertising. These legal requirements are subject to change and may affect methods of advertising.
- Other methods of printed or visual media include the Village's website, utility bill newsletter insert and Facebook page. Community hall sign (shared by the community booked on a first-come, first-served basis) located across from the Village Office.
- Staff continues to update information on the website as consistently and accurately as possible and look for ways to simplify the access to information for residents.
- It is important that the residents have an opportunity to inform Council on how they would prefer to receive the information, as well as how or why they are choosing from the options available currently. Responses from citizens will allow Council to make decisions about how they communicate and how communications will evolve in the Village of Longview.

## **Communications Process and Goals**

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### ***Communications Process***

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- A communication plan can include the use of multiple and varied tactics and vehicles. The communication process should also include the Public Participation Policy and Procedure when necessary to do so.

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## ***Communications Philosophy***

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- Administration strives to produce timely information to residents and employees that will meet their needs. Administration will:
  - Reflect the values and culture of the Village and communicate in plain language.
  - Adjust communication style to the needs of the intended audience when appropriate and as able.
  - Use key messaging to highlight the main points of interest.
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## ***Operational Goals***

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- These goals will provide the desired outcomes or results of this plan.
  - 1) Raise the profile of the Village, its services and its priorities.
  - 2) Inspire informed, engaged and participative residents.
  - 3) Provide opportunities for residents and businesses to participate in the governance of the community in accordance with the Public Participation Policy.
  - 4) Manage issues proactively.
  - 5) Invite and support internal departments' initiatives and opportunities.
  - 6) Use a wide variety of media to reach as many people as possible.
  - 7) Set appropriate communication timelines and meet them.
  - 8) Promote and increase the use of Village website, ensuring that all departments and committees are routinely advocating the use of the website for information, online registrations, surveys, etc. and that any posters promoting Village initiatives include the website address.
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## ***Communication Goals***

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- These communications goals support the strategic, operational objectives of the Village and will form the basis of the key messages:
  - 1) Inform - provide information to all stakeholders in a timely manner.
  - 2) Awareness - increase awareness of current Village initiatives on an ongoing basis.
  - 3) Review & Evaluate - all communications tools available to the Village.
  - 4) Standardize - set standards and policies for Communications, including the Village logo, website use, publications, advertisement standards and usage.



## ***Internal Communications***

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- Internal communications remain the most important aspect of any communications plan. It is the front-line of communications as a whole. An external message will carry little influence if those who work for the Village are not informed, understanding, or conveying the same message as other employees or Council members.

## **Village of Longview Website**

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- 1) Council Minutes, Council Agenda Packages, common bylaws and/or policies, events, notices and any other pertinent information will be maintained on the Village of Longview website on a regular basis. Requests for information or changes to current information may result in changes to the website as needs arise.
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- 2) The Village of Longview will make every attempt to provide as much general information as possible to its residents via the website, with the understanding that what is important to one resident may not be important to others. When requests to have specific information posted on the website are received, requests will be reviewed, evaluated, and, if appropriate, it will be posted.
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- 3) Links to third-party sites, which generally open a new browser window, is provided for the convenience of the visitor. The inclusion of the link does not imply endorsement by the Village of Longview, and the Village accepts no responsibility for the content found on third party websites.
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## **Village of Longview Social Media**

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- Social media platforms will be used to provide immediate Municipal information as well as promote Municipal business and services.
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- The Village of Longview maintains a Facebook - facebook.com page
- Public comments and messages will be monitored, responded to and deleted as necessary. All responses must be accurate, positive, and professional.
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- No Social Media accounts for the Village shall be created, operated, or managed through an employee's personal website or social networking profile.
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- Wherever possible, content posted to the Village of Longview social media site should contain links directing users back to the Village's official website for in-depth



information, forms, documents or online services necessary to conduct business and services offered within the Village of Longview.

- The Village of Longview reserves the right to, without notice, edit, remove or refuse content as deemed appropriate or necessary from time to time.

## **Council Meetings and Agenda Packages**

### ***Agenda Process***

- - 1) Administration will prepare the Council Meeting Agenda in accordance with the Municipal Government Act (MGA) and the Village of Longview's Procedure Bylaw.
  - 2) The Council Agenda Package will include information pertaining to all agenda items excluding information deemed confidential, either in whole or in part, in accordance with the Freedom of Information and Privacy Protection (FOIP) Act, the MGA, or any other legislation as applicable.
  - 3) Any written submission to Council may be considered to be a publicly releasable document, and as such, may be attached, either in whole or in part, to the Council Agenda Package.
  - 4) The Council Agenda Package will be posted on the Village of Longview's website on Thursday preceding the Council meeting.
  - 5) The Council Agenda Package will be available to the Public for viewing at the Village Office. Regular photocopying charges will apply for any person wishing to obtain a copy of the Council Agenda Package, or any portion thereof, from the Village Office during the hours of availability.
  - 6) The Council Meeting Agenda only, excluding attachments, will be available to the Public at the Council meeting.
  - 7) All timelines for posting Council Agenda Packages to the website are subject to the following:
    - a. Website accessibility at the time of posting: The Village of Longview is not responsible for meeting the timelines set out by this policy if the website cannot be accessed due to technical difficulties. Staff will take corrective action as required to post the Council Agenda Packages on the website as soon as it can be accessed.
    - b. Office closures: The Village of Longview Office closing for any holiday or emergency may defer the posting of the Council Agenda Packages to the next available regular business day.
    - c. The Village of Longview will make every effort to adhere to these timelines but reserves the right to defer the posting of the Council Agenda Packages for any reason, to a future date if deemed necessary by the Village CAO or delegate.



## ***Council Minutes***

- - 1) Draft minutes
  - 2) Once Council has passed a resolution to adopt the Council Minutes, the ratified Minutes will be posted to the Village of Longview's website in a timely fashion as soon as resources permit.
  - 3) Council Minutes are available for viewing, by appointment, in the Village Office during regular office hours.

## **Information Requests**

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- The Freedom of Information and Protection of Privacy Act (FOIP Act), in Alberta, aims to strike a balance between the public's right to know and the individual's right to privacy, as those rights relate to information held by public bodies.
- The Village of Longview takes the privacy of our citizens' personal information seriously. We strive to protect your privacy when we collect, use and disclose information and abide by the provisions of the FOIP Act. The Village of Longview does its best to operate in an open and transparent environment. Every effort is made to provide people with the information they require in a timely and efficient manner.
- Information requests can be sent by email to: [info@Village.longview.ab.ca](mailto:info@Village.longview.ab.ca) or drop at the office in writing.

## **Strategies and Tactics**

### ***Message Statements***

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- Key messages are concise statements that express overall messages in tangible ways by using plain language.
- Key messages are vital in media relations, so the spokesperson stays with short statements that answer, Who, What, When, Where and Why. If the Village has more than one spokesperson on any matter, it is essential that the same message is delivered by each person. Messages from all departments and Council must reflect the Vision, Mission and Values of the Village of Longview.

### ***Media Relations Tools***

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- News releases Backgrounders/media kits/Q & A's
- Press conferences, open houses, displays, Websites, emails
- Photos or videos



## **Media Coverage**

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- Coverage of Village of Longview issues, events and stories are generally handled by the local media. News releases, advertising and community events information generated by the Village are distributed to media outlets.
- Media coverage from outside of the local area, particularly from the Calgary media, generally only occurs when larger issues or events in our community are brought to their attention.

## **Approved Spokespeople**

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- The following positions may be required to speak as a spokesperson on behalf of the Village of Longview or a Committee.
  - Mayor/Deputy Mayor or designated Council representative
  - Chief Administrative Officer (CAO)
  - Fire Chief
  - Director of Emergency Management (DEM)

## **Who We Communicate With**

<b>Audience Profile</b>	<b>Tactics/Communication Tools</b>
<b>Internal</b>	
Civic Leadership <ul style="list-style-type: none"> <li>• Mayor</li> <li>• Council Members</li> </ul>	<ul style="list-style-type: none"> <li>• Councillor Reports</li> <li>• Individual interviews/briefings</li> <li>• Council Agenda Packages and Minutes</li> </ul>
Administration Leadership <ul style="list-style-type: none"> <li>• CAO</li> </ul>	<ul style="list-style-type: none"> <li>• Face to face interviews and telephone briefings</li> <li>• Produce reports, news releases or fact sheets</li> </ul>
Village Employees	<ul style="list-style-type: none"> <li>• Internal communications tools (internet apps, email)</li> <li>• Post-Council meeting Staff Meeting</li> </ul>
Council Committees <ul style="list-style-type: none"> <li>• Recreation Board</li> <li>• Family Community Support Services (FCSS)</li> </ul>	<ul style="list-style-type: none"> <li>• Council Representation</li> <li>• Annual invitation to an informal delegation with Council</li> <li>• May make a recommendation to Council for action</li> <li>• Meeting Minutes</li> </ul>



<p>Intermunicipal Committees</p> <ul style="list-style-type: none"> <li>• Intermunicipal Development Plan (IDP)</li> <li>• Intermunicipal Collaborative Framework (ICF)</li> <li>• Intermunicipal Economic Development Committee (IEDC)</li> <li>• Intermunicipal Subdivision Development Appeal Board (ISDAB)</li> <li>• Joint Steering Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Council Representation</li> <li>• Meeting Minutes</li> <li>• Delegations with Council</li> <li>• May make a recommendation to Council for action</li> </ul>
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<b>External</b>		
<p>Media</p> <ul style="list-style-type: none"> <li>• Local Paper</li> <li>• Local Radio Station</li> </ul>		<ul style="list-style-type: none"> <li>• Communications are appropriate to each situation and relevant to each media outlet concerned</li> </ul>
<p>Citizens</p> <ul style="list-style-type: none"> <li>• General Public</li> <li>• Customers of Village services</li> <li>• Business Community</li> <li>• Municipal Partners</li> </ul>	<p><b>Mass Audience</b></p> <p><b>Targeted Audience</b></p>	<ul style="list-style-type: none"> <li>• External communication tools are used as available and appropriate to the intended audience.</li> </ul>
<p>Intergovernmental</p> <ul style="list-style-type: none"> <li>• Town of Turner Valley</li> <li>• County of Foothills</li> <li>• Town of Black Diamond</li> <li>• Town of High River</li> <li>• Province of Alberta</li> <li>• Westend Regional Sewage Services Commission</li> <li>• Sheep River Regional Utility Corporation</li> <li>• Foothills School Division</li> <li>• Foothills Regional Emergency Services Commission (FRESC)</li> </ul>		<ul style="list-style-type: none"> <li>• As required and when appropriate, in consultation with Mayor and/or CAO.</li> <li>• Staff/Council representation on various boards acting as information liaisons.</li> </ul>

## Communications Tactics/Vehicles

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- The specific activities that will be used to accomplish strategies and goals are as follows:

### ***Actions/Outputs***

<b>Communication Tools</b>	<b>Objective</b>	<b>Frequency</b>	<b>Comments</b>
Fact Sheets/ Backgrounders/ Synopsis Sheets	To provide quick "point-form" style information on a more complex topic	As deemed to be necessary to assist residents	May be distributed in various ways including utility bills and/or website, print media





Open Houses	To offer educational opportunities to the Public, to inform residents of changes, to allow residents to contribute their feedback in person, or to speak to the elected officials about the issue(s) at hand.	As needed	<ul style="list-style-type: none"> <li>• An inexpensive way for Council to gather feedback in person and to hear varied viewpoints at once.</li> <li>• Ability to educate a number of residents at one time, allowing for proactive citizen involvement</li> </ul>
Utility Bill Newsletters and Inserts	To reach residents with printed information.  Primarily for municipal information.	Currently used intermittently - possible to use 6 times a year	It could be used more often to promote conservation and sustainability principles relating to water, garbage, recycling, etc. as well as the topical issues.
Surveys	To provide opportunities for the Public to contribute their feedback to help inform decisions	<ul style="list-style-type: none"> <li>• As needed</li> <li>•</li> </ul>	Online or paper surveys can be used, possibly in conjunction with an Open House event.
Village Website <a href="http://www.village.longview.ab.ca">www.village.longview.ab.ca</a>	Provide comprehensive Village information to residents and the general Public (businesses, other gov't organizations, partners, visitors, etc.)	Updated as required	Website is promoted on all Village publications. <ul style="list-style-type: none"> <li>• Needs strong promotion for interactive items, i.e. online registrations and surveys, to be efficient.</li> </ul>
Newspaper Advertising	Inform residents of public hearings, elections, events, meetings, advertise for committee vacancies or employment opportunities	Ads, articles as required	
Radio Advertising	Provide information about events and promote the Mayor's Christmas Message	As deemed necessary	Broad reach within the Foothills area



Community Hall Sign	Provide key information about Village/Council events or reminders to citizens of approaching events	As required	
Brochures and Publications	To provide easily distributed information on specific topics to the Public	Brochures are produced in-house as required.	Brochures are available at the Village Office and on the Village website.
Presentations/Speeches	Public presentations or speeches are delivered as requested by Council or staff on topics relevant to the gathering, to educate the Public and/or staff	As requested, and as available	Council members speak at celebratory functions, in schools, in front of their peers. Staff may make presentations regarding new technologies or innovations to their peers, etc.
Village of Longview <b>Events Advertising</b>	Staff who organize Village Events have the responsibility of advertising to promote each specific event.	<ul style="list-style-type: none"> <li>• Little New York Daze Parade</li> <li>• Light Up Longview</li> <li>• Other events as required</li> </ul>	Website, social media, print media, etc. or combinations will be used as available.
Teleconference or Videoconference	Platforms are available as needed to communicate with those unable to attend in person	Telus Teams Zoom GoToMeeting, etc.	The Village has a Polycom phone to assist with group telephone communication in one room.
Alberta Emergency Alert	Staff are trained and authorized to use this provincial emergency alert network	Emergencies Disasters Amber Alerts Critical Incidents	Provides a broad outreach to the general public direct to mobile devices and media outlets in times of distress.



## Future Communications Initiatives

- Annual review of the Village's website, by all committees and departments, for content, suitability and ease of use. Suggestions for change should be provided to the appropriate personnel.
- Work with Protective Services and others to increase the promotion of community safety (DARE, Bike Rodeo, Drinking/Driving campaigns, etc.) through various advertising, school visits, community participation or public relations opportunities, promotional items, brochures and website enhancement.
- Expand and share the image library, including new pictures of Longview (landscape, events, residents, volunteers, etc.) to keep content fresh.
- Creation of "Use of Village Logo" and/or "Branding" policy to ensure standards for use are maintained by all departments and committees.
- Train staff to continue to develop communication skills.
- Encourage departments to create and deliver communications plans for larger initiatives as they arise.
- Work with all departments to create future communications policies and procedures as required to ensure a consistent process of communication is used by everyone.
- Investigate the provision of media advice and coordinate media training for key spokespeople.
- Adapting to change and continually striving to improve is a requirement of any corporate communications. A comprehensive review of communications should be conducted every three (3) years.

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Proven Through Performance



<b>Location:</b>	32 40 48 N 97 23 48 W
<b>Client:</b>	City of Fort Worth, Texas
<b>Date:</b>	May 3, 2020
<b>Crew:</b>	Willis Maxson
<b>Equipment:</b>	HarbourScout XL USV, Emlid Reach RS2, Emlid Reach M2, SyQuest Strabox Low Frequency Transducer

## INTRODUCTION

On April 3, 2020, a bathymetric survey using GIS sonar technology was completed at the Marine Creek Reservoir. Kayden Industries crew piloted a GPS enabled Unmanned Surface Vehicle (USV) equipped with PPK / RTK as well as a low frequency sonar to capture upper and lower values of the reservoir.

The conditions at the time of launch were favorable, however there were a few times where the winds picked up, resulting in additional time spent on the water to obtain measurements. Temperature at the time of the survey was +32 C, while winds were 25 k/h blowing from the south.

## BATHYMETRIC EQUIPMENT

The **depth** of the **water body** is measured using a device called **SONAR** (Sound Navigation And Ranging). **Sonar works** by sending out sound waves and **measuring** how long it takes for the echo to return. If the water is shallow, sound waves that reflect off the bottom of the **water body** will return faster than in **deeper locations**.

To maintain position accuracy of the USV while collecting data, a series of **RTK (Real Time Kinematics) / PPK (Post Processed Kinematics)** is utilized. Real-Time Kinematics which is a GPS/GNSS technique is used to enhance the precision of position data received from satellite- based positioning systems. RTK is centered on the usage of fixed base points which wirelessly sends out corrections to a moving receiver to increase the accuracy of GPS signals. Post- Processed Kinematics or PPK is similar to RTK except that all corrections are done after the data collection. This means the need for base points as used in RTK processes is eliminated.

Sonar waves can also travel through sludge and sediment and identify the top of a liner found underneath the sludge / sediment. The data captured by the sonar is then plotted and processed using a GIS known as HydroMagic.

Kayden Industries utilized 1 HarbourScout XL USV along with an Emlid Reach RS2, mounted on the USV, and EMLID Reach M2 Base Station, and a SyQuest Low Frequency Transducer

A total of one water body was scanned for sediment deposition and liner integrity

**REPORTS INCLUDED**

This Bathymetric Survey Report Includes the following information:

1. USV Mission Mapping Report
2. Low Frequency Contour Report
3. Sediment Report
4. Depth Report to Sediment
5. Depth Report to Reservoir Liner

To maintain data integrity, all values calculated and reported are in meters for depth & distance, square meters for area and cubic meters for volume.

**CALCULATIONS**

**Table 01 – Volumes**

	Area (M <sup>2</sup> )	Area (%)	Volume (M <sup>3</sup> )	Volume (%)
Below Reference (Sediment)	<b>21,750</b>	<b>1.9</b>	<b>2,882</b>	<b>0.8</b>
Above Reference (Water)	<b>1,109,275</b>	<b>98.1</b>	<b>345,322</b>	<b>99.2</b>
Totals (Water / Sediment)	<b>1,131,050</b>	<b>100</b>	<b>348,204</b>	<b>100</b>

**Total Sediment Calculated – 2,882**

**Cubic Meters Table 02 –Area**

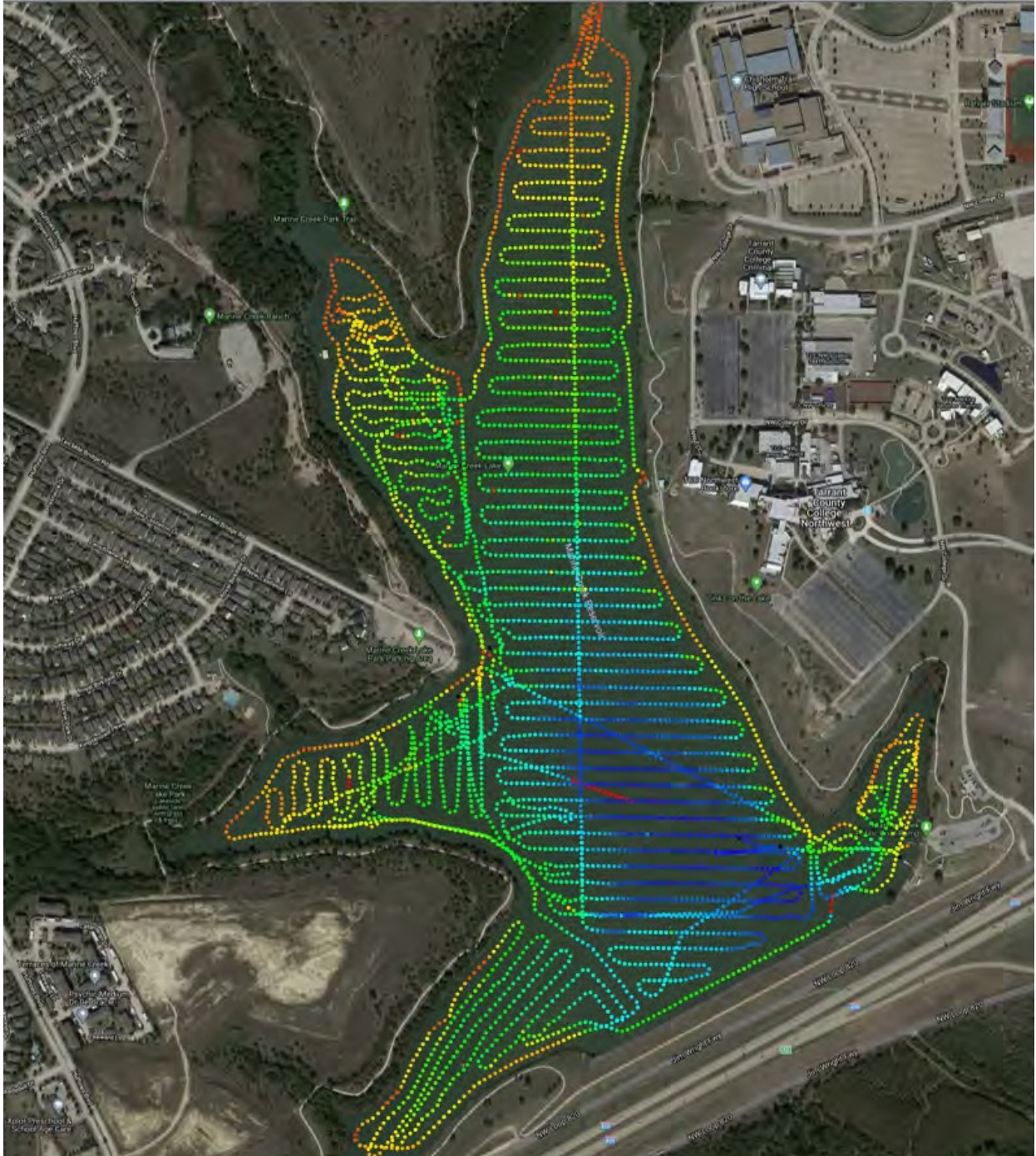
Area (M <sup>2</sup> )	Area (%)
Overlapped Area	<b>1,131,025</b>
pped Area	<b>25.00</b>
Totals	<b>1,131,050</b>

**Table 03 – Depths**

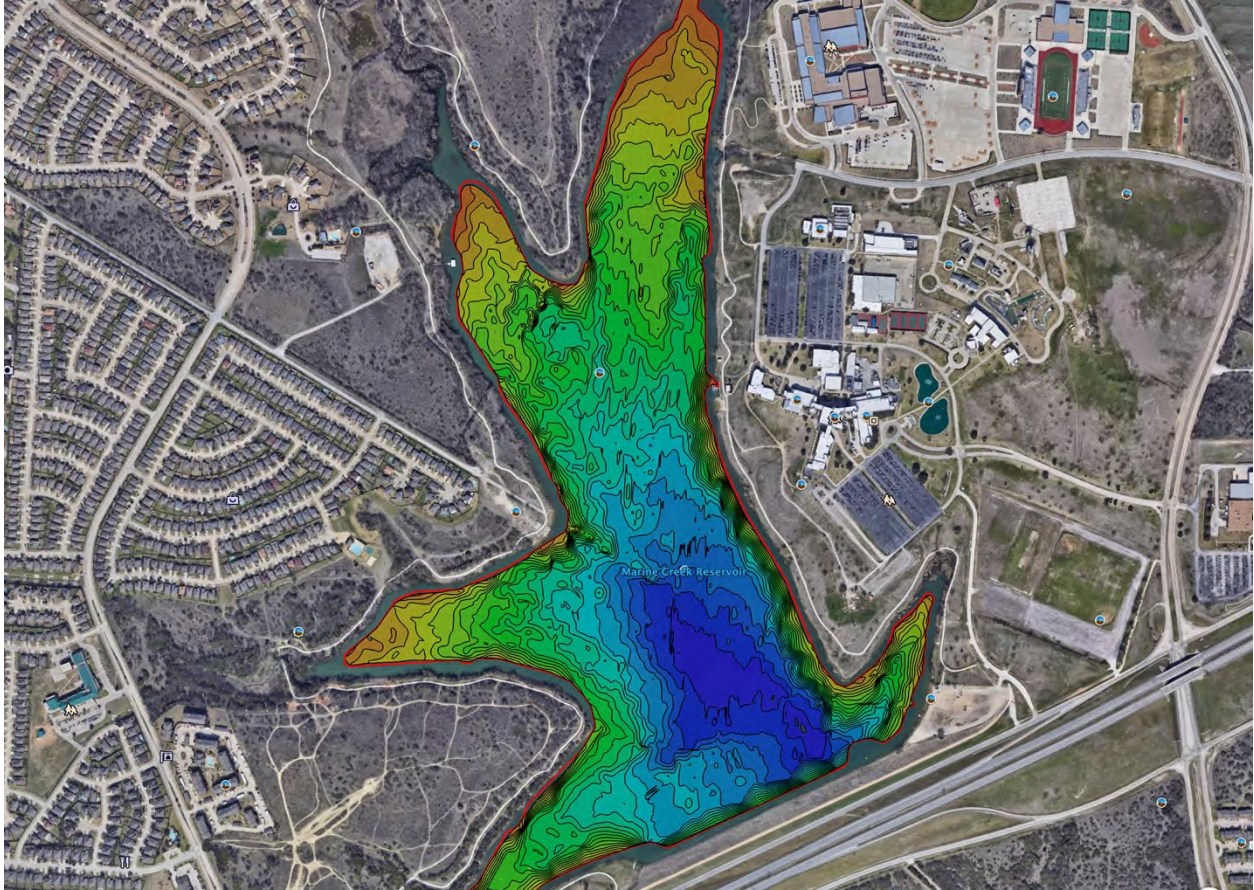
Maximum Depth (M)	Minimum Depth (M)	Average Depth (M)
<b>12.0</b>	<b>0.5</b>	<b>6.5</b>



USV MISSION MAPPING REPORT

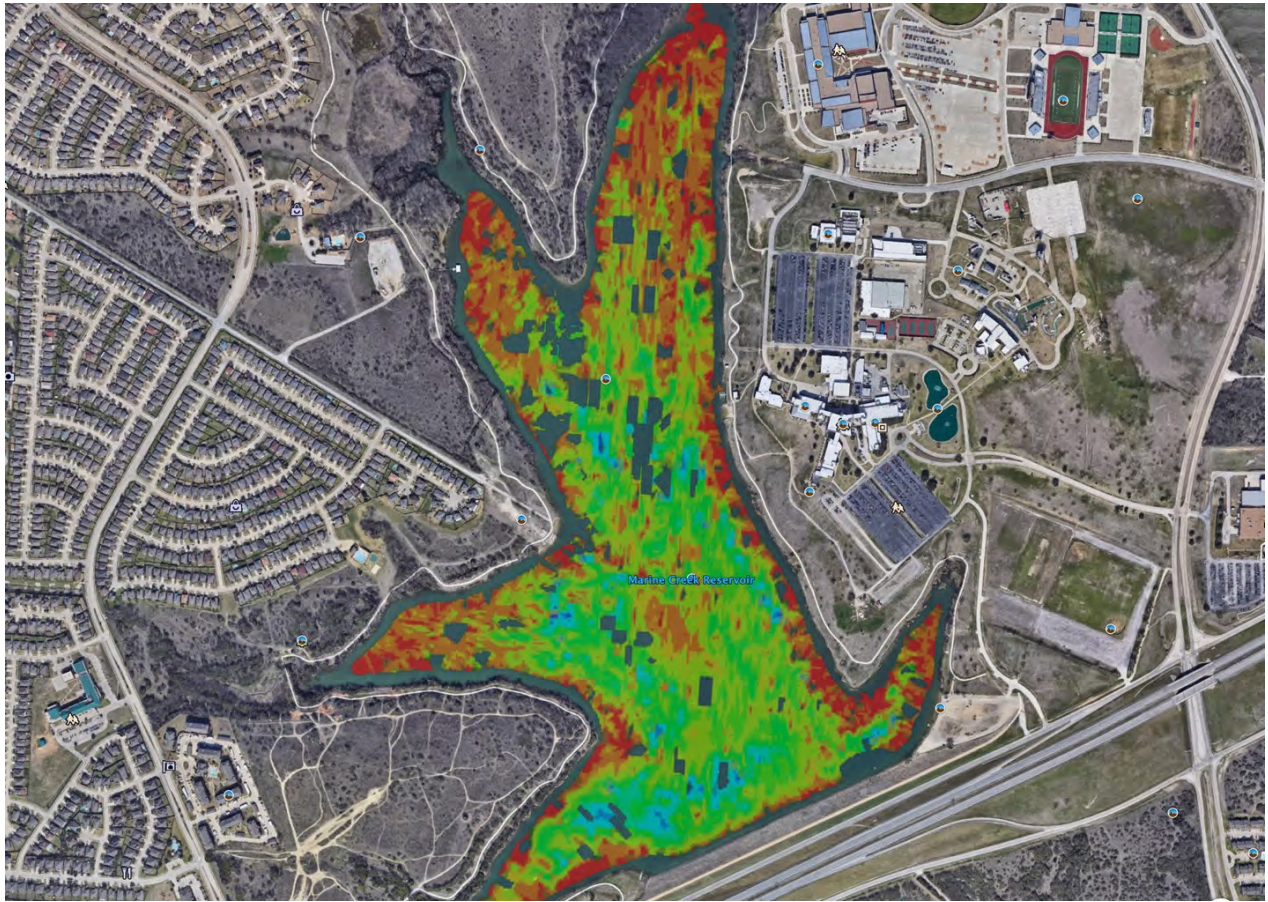


# LOW FREQUENCY CONTOUR REPORT



Depth	
0.00	0.50
0.50	1.00
1.00	1.50
1.50	2.00
2.00	2.50
2.50	3.00
3.00	3.50
3.50	4.00
4.00	4.50
4.50	5.00
5.00	5.50
5.50	6.00
6.00	6.50
6.50	7.00
7.00	7.50
7.50	8.00
8.00	8.50
8.50	9.00
9.00	9.50
9.50	10.00
10.00	10.50
10.50	11.00
11.00	11.50
11.50	12.00

### SEDIMENT REPORT

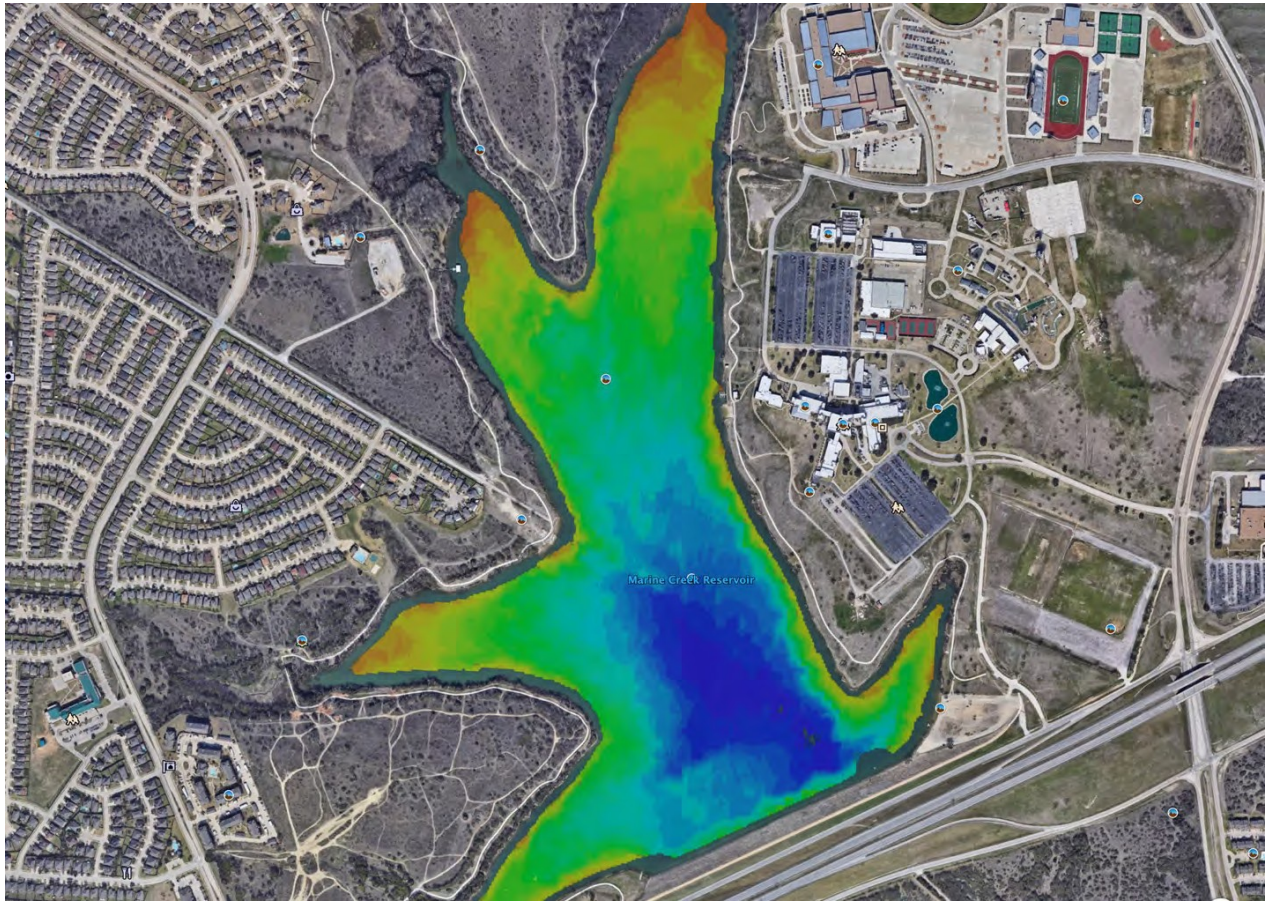


Sediment		
	0.00	0.10
	0.10	0.20
	0.20	0.30
	0.30	0.40
	0.40	0.50
	0.50	0.60
	0.60	0.70
	0.70	0.80
	0.80	0.90
	0.90	1.00

DEPTH REPORT TO SEDIMENT - VALUES



DEPTH REPORT TO SEDIMENT – COLOR MAP

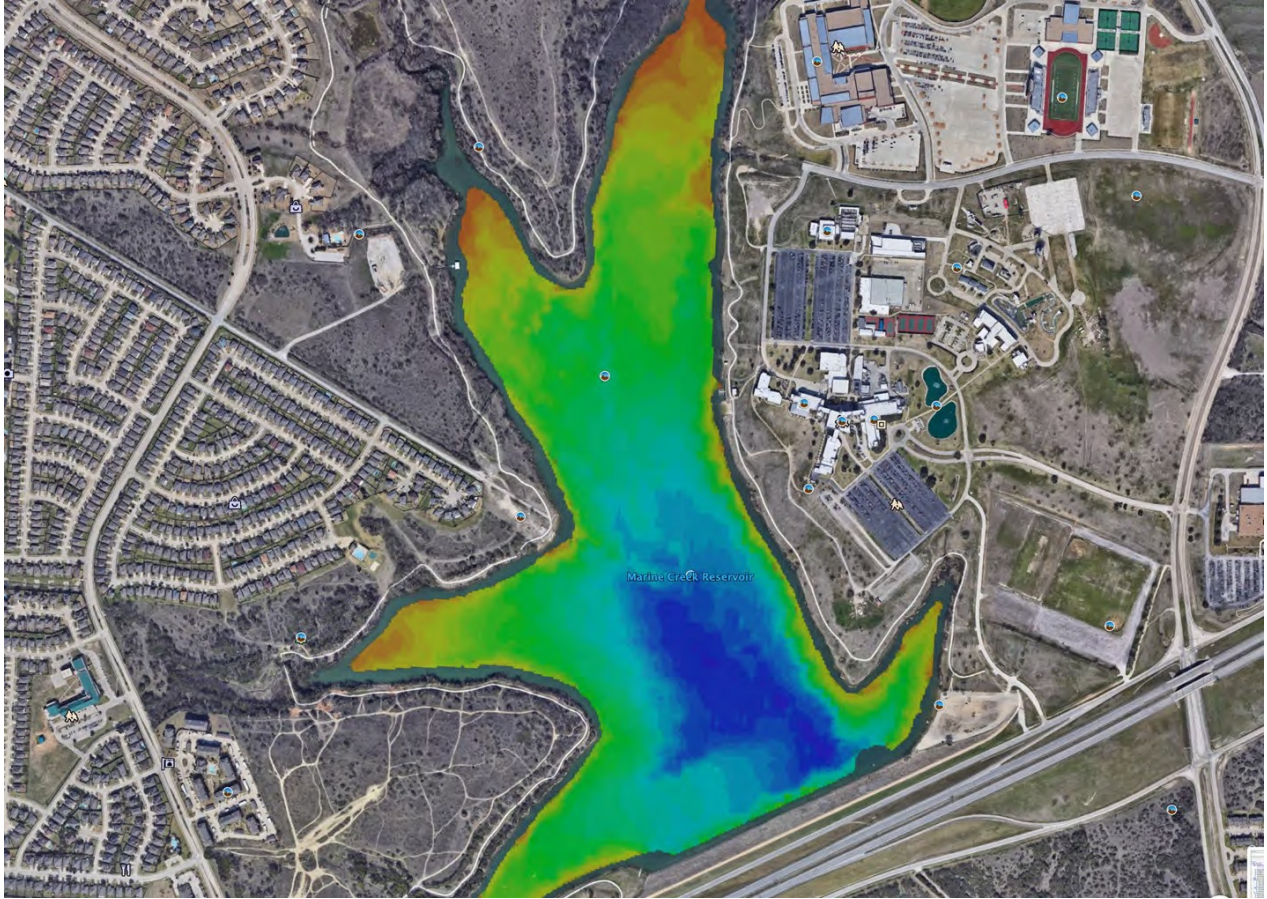


Depth	
0.00	0.50
0.50	1.00
1.00	1.50
1.50	2.00
2.00	2.50
2.50	3.00
3.00	3.50
3.50	4.00
4.00	4.50
4.50	5.00
5.00	5.50
5.50	6.00
6.00	6.50
6.50	7.00
7.00	7.50
7.50	8.00
8.00	8.50
8.50	9.00
9.00	9.50
9.50	10.00
10.00	10.50
10.50	11.00
11.00	11.50
11.50	12.00

DEPTH REPORT TO LINER - VALUES



DEPTH REPORT TO LINER – COLOR MAP



Depth	
0.00	0.50
0.50	1.00
1.00	1.50
1.50	2.00
2.00	2.50
2.50	3.00
3.00	3.50
3.50	4.00
4.00	4.50
4.50	5.00
5.00	5.50
5.50	6.00
6.00	6.50
6.50	7.00
7.00	7.50
7.50	8.00
8.00	8.50
8.50	9.00
9.00	9.50
9.50	10.00
10.00	10.50
10.50	11.00
11.00	11.50
11.50	12.00

## REPORT CONCLUSIONS

1. The total volume of sediment identified in this scan was **2,882 cubic meters**.
2. Final results indicate that the sediment values are minimal in comparison to the total volume of the reservoir.
3. In comparison to the last assessment completed on May 27, 2019, there has been little increase in sediment values.
4. Water volumes in comparison to last year's assessment have not shown any major fluctuations.

In conclusion, it is recommended that there be no need for further assessment and intervention on the Marine Creek Reservoir and that a follow up assessment be complete in May 2021.



**KAYDEN** INDUSTRIES.COM

**1.855.571.6688**



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VILLAGE OF LONGVIEW  
INFORMATION FOR DISCUSSION

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**Agenda Item #:** 6.3

**Date:** March 3, 2021  
**Title:** Covid Grant through CSS  
**Submitted by:** Dale Harrison, CAO

**Background:**

If the Village establishes a Food Security Program for the \$2,000 that has been approved. Who will administer the program and determine who is eligibility for funds?

That would leave approx. \$3,100. Any program suggested would need to be approved by CSS, then the same question arises as to who is responsible for administering the funds and what criteria would be used.

Remember that the primary condition of the grant is for Covid related issues not just a perceived need.

Recipients names and the amount provided would be protected by FOIP. Council would not be informed of disbursements.

An alternative is to return any current unspent amount.

**Attachments:** Is the documentation severed by FOIP: **NO**  
1. none



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VILLAGE OF LONGVIEW  
INFORMATION FOR DISCUSSION

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<b>Date:</b>	March 3, 2021	<b>Agenda Item #:</b>	6.4a
<b>Title:</b>	Covid Grant through FCSS		
<b>Submitted by:</b>	Dale Harrison, CAO		

<b>Recommendation:</b>			
<b>Alternatives:</b>	2.	Defeat above motion.	
	3.	That discussion be tabled _____	(for further information or future date).

<b>Background:</b>	<p>The Village received a \$36,087 grant to offset COVID Operating expenses. This grant has a deadline coming up March 31<sup>st</sup>.</p> <p>Approx \$4,650 has been spent on identified expenditures which are included in the itemized list of what can be used on towards this grant. (see next page).</p> <p>The permitted lost revenue that the Village can track is \$7,739.97 Using the Unpaid Taxes at March 31 at the current time is \$37,400.70</p> <p>Which would leave the Village with a margin of \$13,703 to cover any paid taxes prior to March 31<sup>st</sup>.</p> <p>Using this method, the Village would not need to return any of the funds. The money on deposit would then become unrestricted and could be used for any things Council wants to fund where the Projector, sign or sound system and there is no longer a deadline on the use of the funds.</p> <p>This method would also not require a motion from Council directing spending until each item is brought before Council at budget.</p>
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<b>Implications:</b>
<i>Policy, Statutory</i>
<i>Plans, Legislative:</i>
<i>Financial:</i>

<b>Attachments:</b>	Is the documentation severed by FOIP: <b>NO</b>
	1. none

MOST Grant - Operating	<b>36,087.00</b>
<b>CASH EXPENSES</b>	
Office (cleaning) Supplies	(1,465.00)
Additional Covid Expenses (cleaning supplies, gloves, masks...)	(3,184.55)
<b>LOST REVENUE</b>	
Tax Penalties Waived	(2,508.11)
Utility Penalties Waived	(2,281.86)
Loss Hall Rentals	(2,950.00)
<b>Unpaid Taxes at March 31, 2021</b>	<b>(37,400.70)</b>
	<b>Misc Expenses (49,790.22)</b>
Extra allowable non expenditure expenses	(13,703.22)