

AGENDA

SPECIAL MEETING OF THE COUNCIL OF THE VILLAGE OF LONGVIEW

In the Province of Alberta, held on Tuesday, May 1, 2018 at

Village of Longview Council Chambers Commencing at 7:00 p.m.

1.0 **CALL TO ORDER**

2.0 **AGENDA**

3.0 **BUSINESS**

3.1 2018 Operating Budget

3.2 2018 Capital Budget

3.3 HR Policy – Progressive Discipline

3.4 HR Policy – Employee Assistance

3.5 HR Policy Substance Abuse

3.6 Council Code of Conduct

3.7 Public Participation Policy

4.0 **ADJOURNMENT**

2017 Operating Budget	Actual 2015	Actual 2016	Budget 2017	Actual 2017	Variance	Budget 2018	Budget 2019	Budget 2020	Budget Change	Actual		
1-00-00-00-00-111 Taxes - M&E	8,730	8,758	9,449	9,494	45	9,494	9,494	9,494	45	0		322,240
1-00-00-00-00-112 Taxes - Linear	23,159	22,678	19,019	19,111	92	19,111	19,111	19,111	92	0		317,000 Actual
1-00-00-00-00-113 Taxes - Residential	209,412	213,315	210,500	213,623	3,123	211,194	211,194	211,194	694	(2,429)		317,000 Budget
1-00-00-00-00-114 Taxes - Non-Residential	75,410	77,489	78,032	77,144	(888)	77,200	77,200	77,200	(832)	56		
Tax Revenue	316,712	322,240	317,000	319,373	2,373	317,000	317,000	317,000	(0)	(2,373)	0	change over previous
1-00-00-00-00-741 Taxes - Education	3,262	3,145	3,270	3,271	2	3,665	3,665	3,665	396	394		139,457 2017
1-00-00-00-00-742 Taxes - Education	127,299	124,625	127,843	127,863	19	137,241	137,241	137,241	9,398	9,378		149,315 2018
1-00-00-00-00-745 Designated Industrial						142	142	142	142	142		
1-00-00-00-00-760 FRECS 911 Requisition	2,336	2,336	2,336	2,336	0	2,336	2,336	2,336	0	(0)		911 Call & Fire Dispatch
1-00-00-00-00-750 Taxes - Westwind	6,485	6,501	6,008	6,010	2	5,930	5,930	5,930	(78)	(79)		
Requisition Revenue	139,382	136,607	139,457	139,480	23	149,315	149,315	149,315	9,858	9,835		
1-11-00-00-00-590 Transfer from Reserves	0	2,172	55,000	0	(55,000)				(55,000)	0		
1-11-13-00-00-590 Light-Up Donations				4,110					0	(4,110)		
1-11-14-00-00-590 Memorial Garden	3,293		0	0	0	0			0	0		
1-11-14-00-00-920 Transferred from	4,118		0	9,677	9,677	0			0	(9,677)		
1-11-15-00-00-590 Pathway Income	0		0	0	0	0			0	0		
	7,410	2,172	55,000	13,787	(45,323)	0	0	0	(55,000)	(13,787)		
1-00-00-00-00-510 Property Tax Penalty	4,980	1,963	3,500	5,057	1,557	3,500	3,500	3,500	0	(1,557)		- Non Residential
1-00-00-00-00-540 Concession &	49,816	61,387	61,387	76,936	15,550	75,000	64,000	65,000	13,613	(12,936)		1000 above 2017 1st Quarter
1-00-00-00-00-550 Return on Investment	2,301	11,627	7,000	10,814	3,814	17,000	17,000	17,000	10,000	6,186		
1-12-00-00-00-131 WCB Dividend	600	670	0	670	670	650	650	650	650	(20)		
1-12-00-00-00-151 CAD Contract	0	9,883	0	0	0				0	0		
1-12-00-00-00-222 Economic Development	0			(500)	(500)				0	500		
1-12-00-00-00-410 Goods & Services	1,505	914	914	898	(16)	1,000	1,000	1,000	86	102		
1-12-00-00-00-510 NSF Charges	0		0	0	0				0	0		
1-12-00-00-00-552 Business Licenses	900	2,955	2,755	2,950	195	3,000	3,100	3,100	245	150		
1-12-00-00-00-560 Rental Lease Revenue	2,745	2,383	2,648	2,893	246	2,700	2,750	2,800	52	(143)		Post Office
1-12-00-00-00-840 Prov Conditional Grant	16,854	16,883	16,883	16,883	0	16,830	16,800	16,750	(53)	(83)		
1-12-00-00-00-900 Loss/gain on disposal	0		0	0	0				0	0		
1-12-00-00-00-920 Transfer from	0		0	0	0				0	0		
1-12-00-00-00-990 Miscellaneous Income	(191)	518	5,000	9,924	4,924				(5,000)	(9,924)		Fortis Contest
Grant & Lease Revenue	79,511	109,183	100,087	126,526	26,439	119,680	108,800	109,800	19,593	(17,726)		
1-21-00-00-00-410 Fines	153	25,003	50,000	62,015	12,015	65,000	65,000	65,000	15,000	2,985		
Protective Services	153	25,003	50,000	62,015	12,015	65,000	65,000	65,000	15,000	2,985		
1-24-00-00-00-840 Prov Disaster	0		0	8,210	0	0			0	(8,210)		
1-24-00-00-00-841 Prov Disaster ...	0		0	0	0	0			0	0		

2017 Operating Budget	Actual 2015	Actual 2016	Budget 2017	Actual 2017	Variance	Budget 2018	Budget 2019	Budget 2020	Budget Change	Actual	
1-26-00-00-00-525 Animal Licences	1,315	1,132	1,200	1,816	616	1,800	1,800	1,800	600	(16)	
Animal Licenses	1,315	1,132	1,200	1,816	616	1,800	1,800	1,800	0	600	(16)
1-32-00-00-00-110 Street Light Billing	13,621	13,539	14,750	13,651	(1,099)	17,000	14,750	14,750	2,250	1,099	half year recovery in 2017 add 1250 in 2018
Street Light Revenue	13,621	13,539	14,750	13,651	(1,099)	17,000	14,750	14,750	0	2,250	1,099
1-41-00-00-00-150 Contract services	0	9,883	0	0	0	0	0	0	0	0	
1-41-00-00-00-239 Husky reclamation				8,193	8,193				0	(8,193)	
1-41-00-00-00-410 Water Billing	94,754	88,698	90,000	92,991	2,991	93,000	93,000	93,000	3,000	9	
1-41-00-00-00-411 Sale of Bulk Water	23,261	16,871	20,000	14,016	(5,984)	15,000	15,000	15,000	(5,000)	984	averaging
1-41-00-00-00-413 Sale of Water Meters	0	650	400	425	25	1,000	1,000	1,000	600	575	
1-41-00-00-00-510 Penalty	2,267	1,866	1,866	3,842	1,976	2,500	2,500	2,500	635	(1,342)	
Water Revenue	120,281	117,968	112,266	119,467	7,201	111,500	111,500	111,500	(766)	(7,967)	
1-42-00-00-00-410 Sewage service fee	24,928	24,010	24,000	23,762	(238)	24,000	24,000	24,000	0	238	
1-42-00-00-00-420 Improvement Levy		41,376	47,950	50,990	3,040	47,950	47,950	47,950	0	(3,040)	
1-42-00-00-00-540 Lease Revenue	30,100	5,955	4,700	8,696	3,996	5,500	5,500	5,500	800	(3,196)	arrears paid in 2017
1-42-00-00-00-840 Prov cond'i grant	54,985	0	0	0	0	0	0	0	0	0	
Waste Water Revenue	110,013	71,341	76,650	83,448	6,798	77,450	77,450	77,450	800	(5,998)	
1-43-00-00-00-410 Solid Waste Billing	18,460	17,919	18,000	17,953	(47)	18,000	18,000	18,000	0	47	
1-43-00-00-00-510 Cleanup Charges		70	0	60	60	100	100	100	100	40	
Solid Waste Revenue	18,460	17,989	18,000	18,013	13	18,100	18,100	18,100	100	87	
1-51-00-00-00-840 FCSS Prov cond grant	8,806	8,932	9,830	9,830	0	9,830	9,830	9,830	0	0	Village portion 2,457.50
1-61-00-00-00-410 Planning Fees & ...	1,500	750	1,000	1,350	350	1,000	1,000	1,000	0	(350)	
1-61-00-00-00-411 Superior Safety Codes	2,329	4,952	3,000	4,091	1,091	3,000	3,000	3,000	0	(1,091)	based on Development
1-61-00-00-00-510 Off-site Levies	0	0	0	0	0	0	0	0	0	0	
1-61-00-00-00-990 Miscellaneous	0	200	0	0	0	0	0	0	0	0	
Planning & Development Revenue	3,829	5,902	4,000	5,441	1,441	4,000	4,000	4,000	0	(1,441)	
1-71-00-00-00-550 RecComitee Interest	29	22	0	14	14	15	15	15	15	1	
1-71-00-00-00-840 Donations/Village	3,000	2,000	0	4,500	4,500	4,500	4,500	4,500	4,500	0	See Recreation 2-72-770
1-71-00-00-00-850 Recreation - MDF grant	8,000	8,000	8,000	8,000	0	8,000	8,000	8,000	0	0	
1-71-00-00-00-920 Transfer from	2,918		0	0	0	0	0	0	0	0	
Rec Board Revenue	13,948	10,022	8,000	12,514	4,514	12,515	12,515	12,515	4,515	1	
1-72-00-00-00-274 Insurance income	0		0	0	0	0	0	0	0	0	
1-72-00-00-00-560 Park & Tent Rental	800	700	700	1,400	700	700	700	700	0	(700)	
1-72-00-00-00-562 Recreation Board	0		0	0	0	0	0	0	0	0	
1-72-12-00-00-412 Sale of Goods/Services	165	119		147	147	100	100	100	100	(47)	
1-72-12-00-00-450 Donations	43			0	0	0	0	0	0	0	
Recreation Revenue	1,007	819	700	1,547	847	800	800	800	100	(747)	
1-72-13-00-00-840 STEP Grant						3,675	3,675	3,675	3,675	3,675	
1-72-13-00-00-410 Goods & Services		628		1,066	1,066	600	600	600	600	(466)	

2018 Budget - Village of Longview

2017 Operating Budget	Actual 2015	Actual 2016	Budget 2017	Actual 2017	Variance	Budget 2018	Budget 2019	Budget 2020	Budget Change	Actual	
1-72-13-00-00-560 Campground Fees	1,485	29,350	37,848	21,501	(16,347)	32,000	32,000	32,000	(5,848)	10,499	2017 was off, reduced expectations
Info Centre Campground Revenue	1,485	29,978	37,848	22,567	(15,281)	32,600	32,600	32,600	(5,248)	10,033	
1-74-11-00-00-255 Hall - Lighting Project	2,616		0		0				0	0	
1-74-11-00-00-410 Hall Rental Revenue	4,070	3,665	3,665	2,276	(1,389)	2,300	2,300	2,300	(1,365)	24	
1-74-11-00-00-590 Hall Donations	(100)		0		0				0	0	
1-74-11-00-00-840 Prov Cond'i Grant	0		0		0				0	0	
Hall Revenue	6,586	3,665	3,665	2,276	(1,389)	2,300	2,300	2,300	(1,365)	24	
TOTAL REVENUE	525,807	554,252	631,452	640,588	(3,185)	938,890	608,760	609,760	307,438	(31,828)	

2017 Operating Budget	Actual 2015	Actual 2016	Budget 2017	Actual 2017	Variance	Budget 2018	Budget 2019	Budget 2020	Budget Change	Actual	
EXPENSES											
2-00-00-00-741 Education Req -	3,334	3,209	3,270	3,270	0	3,665	3,665	3,665	396	395	
2-00-00-00-742 Education Req - Public	127,557	124,560	127,843	127,843		137,241	137,241	137,241	9,398	9,398	
2-00-00-00-745 Designated Industrial						142					
2-00-00-00-750 Westwinds	6,503	6,486	6,008	6,008	0	5,930	5,930	5,930	(78)	(78)	
2-00-00-00-760 FRECS 911 Requisition	2,336	2,336	2,336	2,336	0	2,336	2,336	2,336	0	(0)	ES11 Call & Fire Dispatch
Requisitions paid out Taxes	139,730	136,592	139,457	139,457	1	149,315	149,173	149,173	9,858	9,715	increase over 2017
2-11-00-00-00-120 Conventions, Seminars	240	864	2,500	3,652	1,152	3,500	2,500	3,000	1,000	(1,152)	AUMA Red Deer 2018, Edmonton 2019, Calgary 2020
2-11-00-00-00-131 WCB - Council	0	0	0	0	0				0	0	
2-11-00-00-00-151 Meeting Fees	12,820	14,515	15,000	15,007	7	25,000	20,000	20,000	10,000	4,993	
2-11-00-00-00-211 Mileage & Subsistence	1,830	1,910	2,000	1,999	(1)	2,500	2,500	2,500	500	501	
2-11-00-00-00-221 Promotions & Public						1,000	1,000	1,000	1,000	1,000	SWAG
2-11-00-00-00-274 Insurance	170		364		(364)				(364)	0	
2-11-00-00-00-599 Donations	250	1,850	10,250	10,250	0	1,300	300	300	(8,950)	(9,950)	Senior's Tea could be from FCSS, 1000 LYND
2-11-00-00-00-764 Transfer to Reserves	0	0	0	0	0				0	0	
2-11-14-00-00-510 Memorial Garden -	3,293	2,172	0	4,607	4,607				0	(4,607)	
Council Expenses	18,602	21,312	30,114	35,515	5,401	33,300	26,300	26,800	3,186	(9,215)	
2-12-00-00-00-112 CAO Salary			52,500	55,750		62,900	64,158	65,441	10,400	8,408	full 12 months with 2016 discretionary & COLA increase
2-12-00-00-00-130 Employer Benefits ...	3,687	2,704	5,929	4,780	(1,149)	6,000	6,120	6,242	71	1,340	2% increase per year - 2017 part year benefits
2-12-00-00-00-131 WCB	1,505	2,519	2,925	2,686	(239)	3,000	3,060	3,121	75	374	2% increase per year
2-12-00-00-00-132 Employer CPP Admin	2,215	3,078	4,204	5,040	836	5,100	5,202	5,306	896	162	2% increase per year - 2017 under budget CAD
2-12-00-00-00-133 Employer EI Admin	1,824	2,319	2,346	2,840	494	2,900	2,958	3,017	554	118	2% increase per year - 2017 under budget CAD
2-12-00-00-00-150 Contract Services	3,500	3,437	3,900	3,494	(406)	2,400	2,448	2,497	(1,500)	(1,046)	Janitorial 3 hour week x 15
2-12-00-00-00-151 Administration Contract	56,872	53,861	7,500	6,641	(859)				(7,500)	(6,641)	n/a CAD
2-12-00-00-00-211 Mileage & Subsistence	1,518	391	1,500	101	(1,399)	500	1,500	1,500	(1,000)	1,399	
2-12-00-00-00-215 Freight & Postage	2,235	338	2,300	1,504	(796)	2,000	2,300	2,300	(300)	796	entry error
2-12-00-00-00-216 Telephone	3,678	4,311	3,400	3,001	(399)	3,000	3,000	3,000	(400)	(1)	remove fax line
2-12-00-00-00-217 Cell Phone	872	1,141	1,020	775	(245)	1,000	1,000	1,000	(20)	225	
2-12-00-00-00-220 Advertising, printing	2,389	1,956	2,000	2,541	541	2,500	2,500	2,500	500	(41)	under budgeted in 2017
2-12-00-00-00-221 Promotions & Public	1,059	2,896	1,000	912	(88)	1,000	1,000	1,000	0	88	Volunteer Appreciat Banquet
2-12-00-00-00-222 Economic		3,965	1,500	2,150	650	3,500	2,500	2,500	2,000	350	Cool Little Towns & \$2000 Solar
2-12-10-00-00-222 Light Up Longview				4,686	4,686				0	(4,686)	establish independent organization
2-12-00-00-00-230 Professional services	35,310	35,024	27,000	30,000	3,000	27,000	27,540	28,091	0	(2,460)	6,000 Assessor, 16,000 Auditor, 5,000 MPE, 2,000 Legal
2-12-00-00-00-231 Tax recover expense		112	0	0	0	200	204	208	200	204	
2-12-00-00-00-234 Training & Education	200	2,363	1,400	402	(998)	1,400	1,428	1,457	0	1,026	
2-12-00-00-00-240 Conventions &	1,435	1,341	1,500	1,589	89	1,500	1,530	1,561	0	(59)	
2-12-00-00-00-250 Repairs &	897	5,186	7,000	3,624	(3,376)	7,000	7,000	7,000	0	3,376	Replace Doors in Office, Repair Tiles
2-12-00-00-00-274 Insurance	12,637	9,739	11,500	11,348	(152)	12,000	12,240	12,485	500	892	
2-12-00-00-00-510 Office supplies	3,035	4,016	4,000	2,067	(1,933)	2,500	2,550	2,601	(1,500)	483	
2-12-11-00-00-510 Election Expense			2,000	6,647	4,647				(2,000)	(6,647)	
2-12-00-00-00-511 Computer equip &	4,483	3,866	10,000	4,092	(5,908)	10,000	7,000	7,000	0	2,908	Vadim 3,000, Eastlink 1,100, 5,900 upgrades
2-12-00-00-00-512 Office Equipment		720	500	0	(500)	200	500	500	(300)	500	
2-12-00-00-00-513 Equipment contract -	6,847	6,993	7,200	7,108	(92)	7,200	7,200	7,200	0	92	Copier Lease and Service
2-12-00-00-00-540 Utilities	2,312	2,503	2,625	2,678	53	2,800	2,856	2,913	175	178	
2-12-00-00-00-552 Beautification	(6)	259	250	422	172	400	400	400	150	(22)	flowers for Campground
2-12-00-00-00-599 Donations	0	1,850		500	500		0	0	0	(500)	Sheep River Trust \$500, Seniors Tea \$250 from FCSS

2017 Operating Budget	Actual 2015	Actual 2016	Budget 2017	Actual 2017	Variance	Budget 2018	Budget 2019	Budget 2020	Budget Change	Actual	
2-12-00-00-00-764 Transfer to reserves	0				0	3,000	3,000	3,000	3,000	3,000	NEW
2-12-00-00-00-810 Bank charges	2,186	251	251	405	154	285	291	297	34	(114)	ETF payroll fees
2-12-00-00-00-811 Service fees		2,375	2,400	2,244	(156)	1,400	2,400	2,400	(1,000)	156	Moneris - electronic payment
2-12-00-00-00-815 Tax/Utility Write-off	131	113	120	530	530	120	120	120	0	(410)	Clean up old accts in 2017
2-12-00-00-00-990 Miscellaneous	0	0	0	27	27				0	(27)	
Administration Expenses	150,819	159,625	169,770	170,585	(2,315)	172,805	174,005	176,656	3,035	3,420	
2-21-00-00-00-130 Employer Benefits		390	390	354	(36)	400	408	416	10	54	
2-21-00-00-00-132 Employer CPP	392	2,580	2,564	2,308	(256)	2,500	2,550	2,601	(64)	242	
2-21-00-00-00-133 Employer EI	228	1,441	1,141	1,144	3	1,300	1,326	1,353	159	182	
2-21-00-00-00-150 Casual labour	3,956		0		0				0	0	
2-21-00-00-00-152 Peace Officer Contract	0		0		0				0	0	
2-21-00-00-00-211 Mileage & Subsistence	634		0	151	151	500	500	500	500	349	
2-21-00-00-00-217 Cell phone	362	1,152	1,200	972	(228)	1,200	1,200	1,200	0	228	
2-21-00-00-00-230 Professional Services	139	1,781	1,700	1,630	(70)	1,700	1,700	1,700	0	70	Software Annual License
2-21-00-00-00-234 Courses	387	1,393	1,400		(1,400)	1,600	1,600	1,600	200	1,600	Peace Officer Conference
2-21-00-00-00-241 Fees	1,340	0	0	0	0				0	0	
2-21-00-00-00-510 Goods & services	2,835	6,003	1,800	209	(1,591)	1,000	1,000	1,000	(800)	791	
2-21-00-00-00-511 Tools/Uniforms	0	0	1,200	2,876	1,676	1,500	1,500	1,500	300	(1,376)	
2-21-00-00-00-512 Vehicle Expenses	15,436	6,892	4,300	1,432	(2,868)	1,500	1,500	1,500	(2,800)	68	
2-21-00-00-00-512 Peace Officer Fuel			2,500	4,180	1,680	4,500	3,500	3,500	2,000	(680)	fuel avrg \$1 litre in 2017 - more like \$1.20 litre 2018
2-21-00-00-00-764 Transfer to Reserves	0		6,000	6,000	0	6,000	6,000	6,000	0	0	
Peace Officer Expense	25,709	21,633	24,195	21,256	(2,939)	23,700	22,784	22,870	(495)	1,528	
Peace Officer Income	153	22,249	50,000	62,015	12,015	65,000	65,000	65,000	15,000	2,985	
	(25,556)	616	25,805	40,759	14,954	41,300	42,216	42,130	15,495	1,457	
2-23-00-00-00-750 MD Fire Cost Sharing	10,478		10,500	3,234	(7,266)	5,000	10,500	10,500	(5,500)	7,266	
Fire Services Expense			10,500	3,234	(7,266)	5,000	10,500	10,500	(5,500)	7,266	
2-24-00-00-00-150 Emergency Mngt	0				0				0	0	
2-24-00-00-00-230 FRECS - Alert System	591	295	0	591	591	0			0	(591)	Council withdrawn - April 17th 2018
2-24-00-00-00-250 Flood Repairs	1,871		0		0				0	0	
2-24-00-00-00-510 Goods & Services	0		250	20	(230)	50	250	250	(200)	230	
Emergency Management Expense	2,461	295	250	611	361	50	250	250	(200)	(361)	
2-31-00-00-00-130 Employer Benefits ...	1,454	1,572	1,572	1,580	8	1,700	1,734	1,769	128	154	
2-31-00-00-00-132 Employer CPP ...	1,870	2,058	2,058	2,143	85	2,300	2,346	2,393	242	203	
2-31-00-00-00-133 Employer EI Common	1,086	1,186	1,170	1,068	(102)	1,100	1,122	1,144	(70)	54	
2-31-00-00-00-150 Contract Services	0	0	650	0	(650)	650	650	650	0	650	
2-31-00-00-00-211 Mileage, Subsistence	0	0	500	0	(500)	0	500	500	(500)	500	
2-31-00-00-00-217 Cell Phone Allowance	715	780	780	715	(65)	800	800	800	20	85	
2-31-00-00-00-252 Repairs &	612	5,805	5,000	3,820	(1,180)	5,000	5,000	5,000	0	1,180	build steamer unit \$500
2-31-00-00-00-274 Insurance	1,841	0	0	0	0				0	0	
2-31-00-00-00-510 Goods, services	503	160	500	1,207	707	1,000	1,000	1,000	500	(207)	
2-31-00-00-00-511 Tools	0	0	1,200	253	(947)	1,000	1,000	1,000	(200)	747	
2-31-00-00-00-521 Vehicle & Equipment...	2,316	3,659	400	3,072	2,672	2,000	2,000	2,000	1,600	(1,072)	under budgeted - brush for kubota,
2-31-00-00-00-522 PW Fuel			3,200	4,054	854	4,300	4,000	4,000	1,100	(54)	fuel avrg \$1 litre in 2017 - more like \$1.20 litre 2018
2-31-00-00-00-540 Shop power	2,333	2,509	2,700	2,797	97	3,000	2,800	2,800	300	3	

2017 Operating Budget	Actual 2015	Actual 2016	Budget 2017	Actual 2017	Variance	Budget 2018	Budget 2019	Budget 2020	Budget Change	Actual	
2-31-00-00-00-762 Contribute to Capital	0	4,986	3,000		(3,000)	0			(3,000)	0	One Time Renovations to Office
2-31-00-00-00-764 Transfer to Reserves	0		10,000	10,000	0	10,000	10,000	10,000	0	0	
Public Works Expense	12,728	22,716	32,730	30,708	(2,022)	32,850	32,952	33,056	120	2,244	
2-32-00-00-00-510 Goods, services	0	238	238	711	473	100	100	100	(138)	(611)	steaming outfall 2017
2-32-00-00-00-541 Street lights	17,223	16,053	16,500	17,279	779	17,000	17,000	17,000	500	(279)	
Street Light Expense	17,223	16,291	16,738	17,990	1,252	17,100	17,100	17,100	362	(890)	
Street Light Income	(3,621)	(3,539)	(4,750)	(3,539)	(1,211)	(7,000)	(7,000)	(7,000)	2,250	(13,539)	
	(3,602)	(2,752)	(1,988)	(4,451)	(2,463)	(100)	(17,100)	(17,100)	1,888	(12,649)	
2-41-00-00-00-150 Contract Services	51,721	55,653	51,372	38,529	(12,843)	55,000	55,000	55,000	3,628	16,471	12,842.93 x 4 (4280.98 to sewer)
2-41-00-00-00-216 Telephone	1,045	994	1,000	865	(135)	1,000	1,000	1,000	0	135	
2-41-00-00-00-217 Controls	4,856	4,756	4,900	5,289	389	5,500	5,000	5,000	600	(289)	
2-41-00-00-00-230 Professional Services	0	1,814	2,000	9,503	7,503	5,000	2,000	2,000	3,000	(7,503)	
2-41-00-00-00-231-235 Engineering Small	0			12,209	12,209	5,000	5,000	5,000	5,000	(7,209)	CAPITAL
2-41-00-00-00-239 Husky Reclamation	0			155	155				0	(155)	
2-41-00-00-00-242 Testing	5,299	7,401	7,400	6,646	(754)	7,400	9,000	9,000	0	2,354	
2-41-00-00-00-250 Repairs, maintenance	19,184	2,799	2,500	12,593	10,093	10,000	7,500	7,500	7,500	(5,093)	UV Bulbs & Supplies, Water Heater \$1000
2-41-00-00-00-252 2015 Filter Repair	19,730		0	0	0	0	0	0	0	0	
2-41-00-00-00-261 Reservoir Easement	700	700	700	700	0	700	700	700	0	0	
2-41-00-00-00-274 Insurance	4,318	0	0	0	0	0	0	0	0	0	
2-41-00-00-00-411 Bulk Water Station	3,636	1,267	1,250	(170)	(1,420)	1,250	1,250	1,250	0	1,420	
2-41-00-00-00-510 Goods, supplies	8,353	6,833	7,000	4,025	(2,975)	5,000	5,000	5,000	(2,000)	975	
2-41-00-00-00-530 Water meters &	1,100	2,909	1,200	0	(1,200)	2,500	2,500	2,500	1,300	2,500	repairs & replacements
2-41-00-00-00-540 Utilities	8,731	9,798	8,800	12,557	3,757	12,000	1,200	1,200	3,200	(11,357)	
2-41-00-00-00-762 Contribute to Capital	0	0	0	0	0	0	0	0	0	0	
2-41-00-00-00-764 Transfer to Reserves	0		30,000	30,000	0	30,000	30,000	30,000	0	0	
Water Expense	128,672	94,924	118,122	132,901	14,780	140,350	125,150	125,150	22,228	(7,751)	
Water Income	(20,281)	(17,968)	(12,266)	(19,467)	7,201	(11,500)	(11,500)	(11,500)	(766)	(7,967)	
	(8,391)	23,044	(5,856)	(13,435)	(7,578)	(28,850)	(13,650)	(13,650)	(22,994)	(216)	
2-42-00-00-00-150 Contract Services	12,684	12,843	17,124	12,843	(4,281)	13,000	13,000	13,000	(4,124)	157	4280.98 x 4 4,280.98 from 2-41-150
2-42-00-00-00-217 Alarm cell phone	1,296	1,296	1,300	1,148	(152)	1,300	1,300	1,300	0	152	
2-42-00-00-00-230 Professional services	0	367	0	0	0	3,000	3,000	3,000	3,000	3,000	Flushing Sewer mains
2-42-00-00-00-250 Repairs, maintenance	0	0	0	0	0	11,000	1,500	1,500	11,000	1,500	Westview PI - benching, bur removal, smoke testing
2-42-00-00-00-274 Insurance	153	0	0	0	0	0	0	0	0	0	
2-42-00-00-00-510 Goods, supplies	0	35	0	0	0	0	0	0	0	0	
2-42-00-00-00-520 Equipment	2,836	0	1,000	0	(1,000)	1,000	1,000	1,000	0	1,000	
2-42-00-00-00-540 Utilities	5,953	6,324	6,500	5,657	(843)	6,500	6,500	6,500	0	843	
2-42-00-00-00-831 Debenture Interest...	27,467	28,229	25,759	25,759	0	23,910	22,928	21,906	(1,849)	(2,831)	
2-42-00-00-00-832 Debenture Principal	20,484	20,898	22,191	22,192	0	24,041	25,023	26,045	1,850	2,831	
2-42-00-00-00-764 Transfer to Reserves	0		20,000	20,000	0	20,000	20,000	20,000	0	0	
Wastewater Expense	79,438	67,261	103,875	97,036	(6,838)	113,751	104,251	104,251	9,876	7,215	
Wastewater Income	(10,013)	(7,341)	(76,650)	(83,448)	6,798	(77,450)	(77,450)	(77,450)	800	(5,998)	
	30,576	4,080	(27,225)	(13,589)	13,636	(36,301)	(26,801)	(26,801)	(9,076)	(13,212)	
2-43-00-00-00-270 Solid Waste Expense	6,870	4,909	5,000	4,855	(145)	5,000	5,000	5,000	0	145	
2-43-00-00-00-350 Solid Waste	1,060	2,036	1,590	1,676	86	1,600	1,600	1,600	10	(76)	

2017 Operating Budget	Actual 2015	Actual 2016	Budget 2017	Actual 2017	Variance	Budget 2018	Budget 2019	Budget 2020	Budget Change	Actual	
Solid Waste Expense	7,930	6,945	6,590	6,531	(59)	6,600	6,600	6,600	10	69	136.53 x12 previous year had 15 months expense
Solid Waste Income	18,460	17,989	18,000	18,013	13	18,100	18,100	18,100	100	87	
	10,530	11,044	11,410	11,481	71	11,500	11,500	11,500	90	19	
2-51-00-00-00-221 FCSS Christmas		2,258		3,217	3,217	3,000	3,000	3,000	3,000	(217)	
2-51-00-00-00-240 FCSS - Fee	104	104	0	109	109	109	109	109	109	0	
2-51-00-00-00-770 FCSS	10,141	10,212	12,287	9,684	(2,603)	9,684	9,684	9,684	(2,603)	0	Sheep River Health \$500, Seniors Tea \$300
FCSS Expense	10,245	12,574	12,287	13,010	723	12,793	12,793	12,793	506	(217)	
FCSS Income	8,806	8,932	9,830	9,830	0	9,830	9,830	9,830	0	0	
	(1,439)	(3,642)	(2,457)	(3,180)	(723)	(2,963)	(2,963)	(2,963)	(506)	217	
2-61-00-00-00-211 Mileage & Subsistence		0	0	0	0	0	0	0	0	0	
2-61-00-00-00-220 Advertising/Printing	456	456	500			500	500	500	0	500	
2-61-00-00-00-230 Professional services	0	11,369	14,000	66	(13,935)	2,000	2,000	2,000	(12,000)	1,935	LUB Revision
2-61-00-00-00-231 Superior charges	1,655	3,273	1,980	2,806	826	1,980	1,980	1,980	0	(826)	66% of Superior Income
Planning & Development Expenses	2,111	15,098	16,480	2,871	(13,832)	4,480	4,480	4,480	(12,000)	1,609	
Planning & Development Income	3,829	5,902	4,000	5,441	1,441	4,000	4,000	4,000	0	(1,441)	
	1,718	(9,196)	(12,480)	2,570	15,273	(480)	(480)	(480)	12,000	(3,050)	
2-71-00-00-00-520 Rink Expenses	250	926	925	430	(495)	5,000	5,000	5,000	4,075	4,570	plus 654 in 2018
2-71-00-00-00-540 Rec Board - Rink ...	0		0		0				0	0	
2-71-00-00-00-770 RecBd - Grants to	10,300	10,000	10,000	7,500	(2,500)	7,500	7,500	7,500	(2,500)	0	
Rec Board Expense	10,550	10,926	10,925	7,930	(2,995)	12,500	12,500	12,500	1,575	4,570	
Rec Board Income	13,948	10,022	12,500	12,514	4,514	12,500	12,515	12,515	0	1	
	3,398	(904)	1,575	4,584	7,509	0	15	15	(1,575)	(4,569)	
2-51-00-00-00-770 Grant to FCSS	2,458	2,458	2,458	2,458	0	2,458	2,458	2,458	1	0	
2-72-00-00-00-250 Repairs &	230	902	350	1,753	1,403	300	300	300	(50)	(1,453)	
2-72-10-00-00-510 Path - Supplies	0		0	49	49				0	(49)	
2-72-00-00-00-510 Parks/Rec - Goods &	0	86	0		0				0	0	
2-72-00-00-00-540 Parks / Rec - Utilities	3,040	1,202	1,202	1,155	(47)	1,300	1,300	1,300	98	145	
2-72-00-00-00-770 Grant to Rec Board	2,500	2,000	4,500	4,500	0	4,500	4,500	4,500	0	0	See 1-71-00-00-840
Parks and Recreation Expense	8,227	6,647	8,510	7,457	1,405	8,558	8,558	8,558	49	1,101	
Recreation Income	1,007	819	700	1,547	847	800	800	800	100	(747)	
	(7,220)	(5,829)	(7,810)	(5,909)	(557)	(7,758)	(7,758)	(7,758)	52	(1,848)	
2-72-12-00-00-132 InfoBooth - Employer	185	267	300	744	444	800	800	800	500	56	
2-72-12-00-00-133 InfoBooth - Employer El	282	241	300	459	159	500	500	500	200	41	
2-72-12-00-00-216 InfoBooth - Telephone	869	699	800	467	(333)	500	500	500	(300)	33	
2-72-12-00-00-250 InfoBooth - Repairs, ...	108	455	400		(400)	400	400	400	0	400	
2-72-12-00-00-510 InfoBooth - Goods, ...	871	1,133	1,133	1,192	59	1,200	1,200	1,200	67	8	
2-72-12-00-00-540 InfoBooth - Utilities	2,102	2,308	2,100	2,715	615	2,600	2,600	2,600	500	(115)	
2-72-13-00-00-150 Contract Services		8,100	0	11	11				0	(11)	
2-72-13-00-00-250 Campground - R&M	0	215	215	1,753	1,538	2,250	2,250	2,250	2,035	497	
2-72-13-00-00-410 Campground -	0			300	300	300	300	300	300	0	
2-72-13-00-00-510 Campground - Goods &	0	1,709	1,700	1,321	(380)	1,400	1,400	1,400	(300)	80	
2-72-13-00-00-540 Campground - Utilities	1,387	4,139	4,200	3,668	(532)	4,200	3,500	3,500	0	(168)	

2017 Operating Budget	Actual 2015	Actual 2016	Budget 2017	Actual 2017	Variance	Budget 2018	Budget 2019	Budget 2020	Budget Change	Actual
2-72-13-00-00-811 Campground - Service				989	989	1,000	1,000	1,000	1,000	11
Campground, Info Expense	5,804	19,265	11,148	13,617	2,469	15,150	14,450	14,450	4,002	833
Campground / Info Centre Income	1,485	29,978	37,848	22,567	(15,281)	32,600	32,600	32,600	(5,248)	10,033
	(4,319)	10,713	26,700	8,950	(17,750)	17,450	18,150	18,150	(9,250)	9,200
2-74-11-00-00-150 Hall - Contract Services	6,829	1,539	1,300	1,078	(222)	2,400	2,400	2,400	1,100	1,322
2-74-11-00-00-250 Hall - Repairs, ...	933	1,077	1,000	1,810	810	1,000	1,000	1,000	0	(810)
2-74-11-00-00-255 Hall - Lighting	2,616		0	0	0				0	0
2-74-11-00-00-274 Hall - Insurance	1,019		0	0	0				0	0
2-74-11-00-00-510 Hall - Goods, Supplies	531	248	250	92	(158)	250	250	250	0	158
2-74-11-00-00-540 Hall - Utilities	3,956	4,198	4,200	4,343	143	4,200	4,200	4,200	0	(143)
2-74-12-00-00-274 Library - Insurance	687		0	0	0				0	0
2-74-12-00-00-540 Library - Utilities	1,891	2,048	2,200	2,173	(27)	2,200	2,200	2,200	0	27
2-74-12-00-00-750 Donations to Library	1,000	1,000	1,000	1,000	0	2,000	2,000	2,000	1,000	1,000
2-74-12-00-00-751 Marigold Library Levy	1,753	1,790	1,824	1,824	(0)	1,860	2,000	2,000	36	176
Hall & Library Expense	21,215	11,899	11,774	12,319	545	13,910	14,050	14,050	2,136	1,731
Hall Income	6,586	3,665	3,665	2,276	(1,389)	2,300	2,300	2,300	(1,365)	24
	(14,629)	(8,234)	(8,109)	(10,043)	(1,934)	(11,610)	(11,750)	(11,750)	(3,501)	(1,707)
Salaries	132,219	197,153	180,968	178,459	1,934	189,000	192,780	196,636	8,032	14,321
Expenses Total	763,132	810,230	893,507	883,560	(7,804)	938,712	916,175	923,372	45,206	32,615
Total Revenue	525,807	554,252	631,452	640,588	(3,185)	938,890	608,760	609,760	307,438	(31,828)
Surplus (Deficit)	(237,325)	(255,978)	(262,054)	(242,972)	4,619	178	(307,415)	(313,612)	262,232	(64,443)
Amortization Expense	(268,908)	(278,000)	(295,000)	(281,148)		(295,000)	(295,000)	(295,000)	0	(13,852)
REAL OPERATIONAL DEFICIT	(506,233)	(533,978)	(557,054)	(524,120)		(294,822)	(602,415)	(608,612)	262,232	(78,295)

Janitorial 3 hour week x 15

Staff salaries are confidential only CAO is public changes to the Stat Holiday and minimum wage adjustments

0.06%

Budget Approved by Council

CAO _____

Mayor _____

	<u>Assessment</u>		<u>Tax</u>		<u>Education</u>	<u>Mill Rate</u>		
						2018		2017
Res & Farm Occupied	37,029,150							
Res & Farm Vacant	2,447,500							
Agricultural	15,280					0.04589	FRESC	0.04657
Mobile	499,500					0.11649	Westwind	0.11978
	<u>39,991,430</u>	78.6%	211,194	66.6%		5.28098	Tax	5.3849
					91,434	2.28633	Education	2.34981
						7.72969	98%	7.90106
Non Res Commercial	6,186,550							
Non Res Industrial	564,500							
Linear	1,929,410							
DIP Non Res	1,247,070			9,927,530	45,807	4.61417	Education	3.87825
DIP M & E	986,160					9.69480	Tax	9.62411
	<u>10,913,690</u>	21.4%	105,806	33.4%		0.11649	Westwind	0.11978
					137,241	0.04589	FRESC	0.04657
	50,905,120		317,000			14.4713	106%	13.6687
Tax Ex Church / Instit	3,807,000			4,162,640	DIP	0.03418		
Tax Ex Muncpal	2,566,000							
	<u>6,373,000</u>							
	57,278,120							
			5930	Westwind				
			2336	FRESC				

	2018			2017			
	<u>Roll</u>	<u>Assessment</u>	<u>Tax</u>	<u>Assessment</u>	<u>Tax</u>	<u>Change</u>	<u>%</u>
Residential		202000	1561.40	203290	1606.21	-44.81	-2.87%
Residential		347000	2682.20	356610	2817.60	-135.39	-5.05%
Residential		141000	1089.89	142130	1122.98	-33.09	-3.04%
Residential		639000	4939.27	648760	5125.89	-186.62	-3.78%
Commercial		266000	3849.38	254120	3473.49	375.89	9.76%
Commercial		599100	8669.78	586130	8011.64	658.14	7.59%
Industrial		1247070	18046.78	1287870	17603.52	443.26	2.46%

Lots	50000	386.48	12	\$ 4,638
Duplex	250000	1932.42	12	\$ 23,189

	<u>Assessment</u>		<u>Tax</u>		<u>Education</u>	<u>Mill Rate</u>		
						2018		2017
Res & Farm Occupied	37,029,150							
Res & Farm Vacant	2,447,500							
Agricultural	15,280					0.04589	FRESC	0.04657
Mobile	499,500					0.11649	Westwind	0.11978
	<u>39,991,430</u>	78.6%	215,560	68.0%		5.39015	Tax	5.3849
					93,324	<u>2.33360</u>	Education	<u>2.34981</u>
						7.88613	100%	7.90106
Non Res Commercial	6,186,550							
Non Res Industrial	564,500							
Linear	1,929,410							
DIP Non Res	1,247,070			9,927,530	43,917	4.42377	Education	3.87825
DIP M & E	986,160					9.29475	Tax	9.62411
	<u>10,913,690</u>	21.4%	101,440	32.0%		0.11649	Westwind	0.11978
					137,241	<u>0.04589</u>	FRESC	<u>0.04657</u>
	50,905,120		317,000			13.8809	102%	13.6687
Tax Ex Church / Instit	3,807,000			4,162,640	DIP	0.03418		
Tax Ex Muncpal	<u>2,566,000</u>							
	6,373,000							
	57,278,120							

	2018			2017			
	<u>Roll</u>	<u>Assessment</u>	<u>Tax</u>	<u>Assessment</u>	<u>Tax</u>	<u>Change</u>	<u>%</u>
Residential		202000	1593.00	203290	1606.21	-13.21	-0.83%
Residential		347000	2736.49	356610	2817.60	-81.11	-2.96%
Residential		141000	1111.94	142130	1122.98	-11.03	-0.99%
Residential		639000	5039.24	648760	5125.89	-86.65	-1.72%
Commercial		266000	3692.32	254120	3473.49	218.83	5.93%
Commercial		599100	8316.05	586130	8011.64	304.41	3.66%
Industrial		1247070	17310.45	1287870	17603.52	-293.07	-1.69%

Lots	50000	394.31	12	\$ 4,732
Duplex	250000	1971.53	12	\$ 23,658

	<u>Assessment</u>		<u>Tax</u>		<u>Education</u>	<u>Mill Rate</u>		
						2018		2017
Res & Farm Occupied	37,029,150							
Res & Farm Vacant	2,447,500							
Agricultural	15,280					0.04589	FRESC	0.04657
Mobile	499,500					0.11649	Westwind	0.11978
	<u>39,991,430</u>	78.6%	218,730	69.0%		5.46942	Tax	5.3849
					94,696	2.36791	Education	2.34981
						7.99972	101%	7.90106
Non Res Commercial	6,186,550							
Non Res Industrial	564,500							
Linear	1,929,410							
DIP Non Res	1,247,070			9,927,530	42,545	4.28553	Education	3.87825
DIP M & E	986,160					9.00429	Tax	9.62411
	<u>10,913,690</u>	21.4%	98,270	31.0%		0.11649	Westwind	0.11978
					137,241	0.04589	FRESC	0.04657
	50,905,120		317,000			13.4522	98%	13.6687
Tax Ex Church / Instit	3,807,000			4,162,640	DIP	0.03418		
Tax Ex Muncpal	<u>2,566,000</u>							
	6,373,000							
	57,278,120							

	2018			2017			
	<u>Roll</u>	<u>Assessment</u>	<u>Tax</u>	<u>Assessment</u>	<u>Tax</u>	<u>Change</u>	<u>%</u>
Residential		202000	1615.94	203290	1606.21	9.74	0.60%
Residential		347000	2775.90	356610	2817.60	-41.70	-1.50%
Residential		141000	1127.96	142130	1122.98	4.98	0.44%
Residential		639000	5111.82	648760	5125.89	-14.07	-0.28%
Commercial		266000	3578.28	254120	3473.49	104.79	2.93%
Commercial		599100	8059.21	586130	8011.64	47.57	0.59%
Industrial		1247070	16775.83	1287870	17603.52	-827.69	-4.93%

Lots	50000	399.99	12	\$ 4,800
Duplex	250000	1999.93	12	\$ 23,999

	<u>Assessment</u>		<u>Tax</u>		<u>Education</u>	<u>Mill Rate</u>	
						2018	2017
Res & Farm Occupied	37,029,150						
Res & Farm Vacant	2,447,500						
Agricultural	15,280					0.04589 FRESC	0.04657
Mobile	499,500					0.11649 Westwind	0.11978
	<u>39,991,430</u>	78.6%	221,900	70.0%		5.54869 Tax	5.3849
					96,069	<u>2.40223</u> Education	<u>2.34981</u>
						8.11330 103%	7.90106
Non Res Commercial	6,186,550						
Non Res Industrial	564,500						
Linear	1,929,410						
DIP Non Res	1,247,070			9,927,530	41,172	4.14729 Education	3.87825
DIP M & E	986,160					8.71383 Tax	9.62411
	<u>10,913,690</u>	21.4%	95,100	30.0%		0.11649 Westwind	0.11978
					137,241	<u>0.04589</u> FRESC	<u>0.04657</u>
	50,905,120		317,000			13.0235 95%	13.6687
Tax Ex Church / Instit	3,807,000						
Tax Ex Muncpal	2,566,000				4,162,640	DIP 0.03418	
	<u>6,373,000</u>						
			5930 Westwind				
			2336 FRESC				
	57,278,120						

	2018		2017			
Roll	<u>Assessment</u>	<u>Tax</u>	<u>Assessment</u>	<u>Tax</u>	<u>Change</u>	<u>%</u>
Residential	202000	1638.89	203290	1606.21	32.68	1.99%
Residential	347000	2815.32	356610	2817.60	-2.28	-0.08%
Residential	141000	1143.98	142130	1122.98	21.00	1.84%
Residential	639000	5184.40	648760	5125.89	58.51	1.13%
Commercial	266000	3464.25	254120	3473.49	-9.24	-0.27%
Commercial	599100	7802.37	586130	8011.64	-209.27	-2.68%
Industrial	1247070	16241.21	1287870	17603.52	-1362.32	-8.39%

Lots	50000	405.67	12	\$ 4,868
Duplex	250000	2028.33	12	\$ 24,340

5 YEAR CAPITAL PLAN

<u>2018-2022</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>Funding Source</u>
<u>Village Office</u>						
Village Swag - promotional Items	1,000	from revenue				
Replace Office Doors	3,000	General Reserves				
Tiles in Office stairway and PO	1,000	General Reserves				
Economic Development - Solar Project	2,000	from revenue				
<u>Peace Officer</u> - Camera system for						
Radar System	8,000		3,500			from reserve
Body Cam			1,300			from revenue
Overhead Light Bar - interior			1,800			from revenue
exterior			2,400			from revenue
Traffic Advisor				1,300		from revenue
AFFRSC - portable				9,000		from revenue
<u>Public Works</u>						
Replace Skidsteer			50,000			MSI
Sweeper collector attachment			6,000			MSI
Water pump, hose extensions and nozzle for steamer	500	from revenue				
Upgrade power to Maintenance Shop						
Garage for Bobcat & Kubota - power &	20,000					Gas Tax Fund
Meter water to trailer park	20,000					MSI approved
Meter water to fire hall						
Water Tank at Water plant	1,000	from Reserve				
Servicing - 15 acres					169,000	Offsite Levy
Flushing sewer mains	3,000	from revenue				
Modify MH 51 Westview Place Benching	1,500					MSI Operating
Remove burrs on inside of pipe	5,000					MSI Operating
Level Transmitter in MH 51	35,000					
Repair sag in Westview Place	45,000					
Directional Drilling on Westside	185,000					
Phase 1 Infrastructure Upgrade					1,000,000	
Phase 2 - 5 Minor Projects	405,000					AMWWP - 75%
Phase 2 - Filter Train & Building		1,461,000				Small Communities Fund
						AMWWP - 75%
Picnic Tables Campground	1,200	1,200	1,200			MSI Operating
Enclosed Camp Kitchen					150,000	
Skateboard Pad		50,000				
Seniors Bus Garage			20,000			
	11,500	725,700	1,521,200	87,500	-	1,319,000
						3,653,400

<u>GRANTS</u>						
MSI Operating	16,830	16,830				
MSI Capital	691,063	175,000	175,000	175,000	175,000	
Gas Tax Fund	32,523	200,000	100,000	50,000	50,000	
BMTG	69,084					
AMWWP	390,467	????				
Small Community Fund - Federal		920,000				
<u>RESERVES</u>						
Offsite Levy	110,911					
Water/Wastewater	293,184					
	1,604,062	1,311,830	275,000	225,000	225,000	3,640,892

(12,508)



**Village of
Longview
Policies and
Procedures**

Policy Name:

Progressive Discipline

Section:

HR – Human Resources

Sub Section:

001 – Employee Relations

Policy Number:

HR-001-001

Approved:

_____, 2018

Replaces: 12-23

Employee Discipline

Policy Statement

The Village of Longview objective is to establish a long term and productive relationship with all of its employees. This objective can be reached through creating an environment of training, development and human resource management which facilitates the provision of a high standard of excellence in the services the Village and its employees provide to the Village’s residents and ratepayers. We can achieve this common goal through an ongoing process of education, dialogue and performance evaluation between the Village and its employees.

All employees are expected to meet reasonable standards of competence, care and respect for others, and accountability for what we do while on duty or acting as a representative of the Village of Longview. If an employee performs below standard, or violates any employment policy, Performance Improvement Steps may be taken. The purpose of the Performance Improvement Steps is to work with the employee to restore a positive and gainful working relationship and to improve their performance to an acceptable level.

This protocol is intended to provide a guideline to the Village’s supervisors and employees in situations involving employee misconduct and/or performance concerns.

Nothing in this policy shall in any way impact or affect the Village’s ability to terminate an employee immediately and for just cause in appropriate circumstances.

Procedure

At all times, the appropriate Performance Improvement Steps to be taken is at the full discretion of the CAO. However, the usual pattern of response to employee misconduct or performance concerns will be as follows:

Performance Improvement Steps

Verbal Warning – Minor incidents of employee misconduct (performance) concerns, which have occurred for the first time, may be initially dealt with through verbal discussions between the employee’s Supervisor and the employee. This discussion will include a description of the concerns, expectations for the future and any corrective

action to be taken by the employee. A written record of such a verbal discussion will be documented for the employee's personnel file by the employee's Supervisor.

Written Warning – More serious incidents of employee misconduct or performance concerns, repeated incidents of minor employee misconduct or performance concerns, or a failure by the employee to take corrective action, as directed by his/her Supervisor in verbal discussion as outlined above, will normally be dealt with through a written warning issued by the employee's Supervisor with the prior approval of CAO.

The written warning will outline the nature of the misconduct or performance concern, the Village's expectations, any corrective action required to be undertaken by the employee, the time frame for the employee's improvement and the consequences of future misconduct, the ongoing failure for the employee to undertake corrective action or the employee's failure to otherwise improve his/her performance as directed by his/her Supervisor.

The employee must acknowledge receipt of the written warning, a copy of which will be retained in the employee's personnel file. Failure or refusal by the employee to provide written acknowledgment of receiving the written warning will be noted in the employee's personnel file and may form the basis for further Performance Improvement Steps.

The Supervisor and employee shall meet to discuss what corrective action has been undertaken within the prescribed time period.

If the employee has taken all the required corrective action within the stated time frame, no further Performance Improvement Steps shall be taken and a memo shall be placed in the employee's personnel file confirming that all corrective action has been undertaken by the employee to the satisfaction of the Supervisor and that no further Performance Improvement Steps is to be taken.

If there is a re-occurrence of the misconduct or performance concern which formed the basis of the written warning at any time, the Supervisor shall inform CAO of the re-occurrence and the Supervisor and the Village CAO shall undertake whatever Performance Improvement Steps they deem appropriate under the circumstances including, but not limited to, issuing a final written warning or suspension or terminating the employee on either a with or without just-cause basis.

If the employee has failed to take all corrective action within the prescribed timeframe set out in the written warning, and if, in the CAO's opinion, it is appropriate to extend the timelines in which the prescribed corrective action is to be undertaken by the employee or to otherwise modify the corrective action to be undertaken by the employee, the CAO has the full discretionary authority to do so in writing.

The employee must acknowledge receipt of the adjustment, a copy of which will be retained in the employee personnel file. Failure or refusal by the employee to provide written acknowledgment of receiving the adjustment will be noted in the employee personnel file and may form the basis for further Performance Improvement Steps. The employee's Supervisor shall forward a copy of the adjustment for the employee's personnel file.

Suspension and Final Written Warning – If the written warning is ineffective in improving performance to the expected standards, the employee may be subject to a suspension from work without pay for a period of up to two weeks. In the event that a suspension is necessary, the employee will also receive a final written warning that shall include a summary of the Performance Improvement Steps taken to date, the reason for suspension, the period of suspension, any appropriate conditions of the suspension, i.e., being available for investigation purposes, return of keys and access cards, etc., a summary of the corrective action which remains to be taken by the employee or any other expectations upon return within a stated time frame and a warning of the consequences which the employee may face if he/she does not take the corrective action within the stated time frame. This may include that any other related performance issues may result in dismissal from employment for cause.

The employee must acknowledge receipt of the final written warning, a copy of which will be retained in the employee's file. Failure or refusal by the employee to provide written acknowledgment of receiving the final written warning will be noted in the employee personnel file and may form the basis for further Performance Improvement Steps. The employee's Supervisor should consult with CAO in the creation of the final written warning.

Termination Hearing – If the initial problem is very serious or if a previously addressed problem persists, a termination meeting with the employee, supervisor and Human Resources may be required. An employee may be returned to the Performance Improvement Steps process if it appears that a necessary level of trust is established and there is demonstrated promise of the situation improving.

No permanent employee will be terminated without the prior involvement and approval of CAO or his/her designate.

Repeated incidents of employee misconduct or performance concerns or the employee's ongoing failure to undertake corrective action or otherwise improve his/her performance, following the issuance of a written warning or final written warning as outlined above, or one incident of serious employee misconduct or performance concern may result in the employee being subject to immediate termination for just-cause without notice or payment in lieu of notice.

Nothing in this policy restricts the Village's ability to immediately terminate an employee for just-cause in any appropriate circumstances without following any of the prior steps listed above.

Nothing in this policy restricts the Village's ability to terminate an employee without cause upon providing reasonable notice or payment in lieu of notice of the termination to the employee at any time and for any reason, regardless of whether or not the Village has followed any of the prior steps listed above.

Attachment – Schedule A

Village of Longview

Code of Conduct

Preamble:

The citizens and businesses of Longview are entitled to have fair, ethical and accountable local government which has earned the public's full confidence for integrity. In keeping with the Village of Longview's commitment to excellence, the effective functioning of democratic government therefore requires that:

- Public service employees comply with both the letter and spirit of the laws and policies affecting the operations of government;
- Public Service Employees be independent, impartial and fair in their judgment and actions;
- Public Service Employment be used for the public good, not for personal gain; and
- Public Service work be conducted in an atmosphere of respect and civility between employees, and between employees and management.

To this end, the Longview Village Council has adopted a Code of Ethics for employees of the Village and management of the Village to assure public confidence in the integrity of local government and its effective and fair operation.

Conduct of Employees and Management:

The professional and personal conduct of employees and management must be above reproach and avoid even the appearance of impropriety. Employees and management shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of members of Council, boards and committees, management, the staff, or public.

Confidential Information:

Employees and management shall respect the confidentiality of information concerning the property, personnel or affairs of the Village. They shall neither disclose confidential information without proper legal authorization, nor disclose information which they may have received by virtue of their employment, nor use such information to advance their personal, financial or other private interests.

Use of Public Resources:

Neither employees and nor management shall use public resources not available to the public in general, such as Village staff time, equipment, supplies or facilities, for private gain or personal purposes.

Communications

Employees and Management shall represent the official policies or positions of the Village Council, board or committee to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, employees and staff shall explicitly state they do not represent their body or the Village of Longview, nor will they allow the inference that they do.

Compliance and Enforcement:

Employees and management themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of local government.

Management has the additional responsibility to intervene when actions of employees that appear to be in violation of the Code of Ethics are brought to their attention.

Management may impose disciplinary sanctions in accordance with the Progressive Discipline Policy adopted by the Village Council on employees whose conduct does not comply with the Village's ethical standards.

Schedule "B"
Village of Longview
Progressive Discipline Policy

Acknowledgement & Agreement

I certify that I have read, understand, and agree to the terms set forth in the Village of Longview' Progressive Discipline Policy.

I agree to adhere to this policy and I understand that if I violate the rules set forth in this policy, I may face punitive or corrective action, up to and including termination of employment.

I further certify that I have received a copy of this policy and understand that if I am not in agreement with the terms set forth in this policy, that a copy of Schedule "A" will still form part of my personnel file.

Name (please print)

Signature

Date

Witness



**Village of
Longview
Policies and
Procedures**

Policy Name:

**Employee & Family Assistance
Program (EFAP)**

Section:

HR – Human Resources

Sub Section:

001 – Employee Relations

Policy Number:

HR-001-002

Approved:

_____, 2018

Revised:

Policy Statement

The Village of Longview recognizes that a wide-range of problems not directly associated with one's job can have an effect on an employee's job performance.

In most instances, the employee will overcome such personal problems independently and the effect on job performance will be negligible. In other instances, normal supervisory assistance will serve either as motivation or guidance by which such problems can be resolved so that the employee's job performance will return to an acceptable level.

In some cases, however neither the efforts of the employee, nor the efforts of the supervisor have the desired effect of resolving the employee's problems and unsatisfactory performance persists over a period of time – either constantly or intermittently.

AMSC's Employee Assistance Plan (EAP), is designed to help employees deal with a wide range of personal and work-related problems. This program is based on the premise that substance abuse and other problems can be successfully prevented and/or treated and that the workplace is an effective point of intervention.

The program can provide an option of self-referral before job performance suffers. EAP's respond to performance problems and offer support while the problem is being managed. EAP's provide a resource that encourages individuals to take early action on situations where personal problems are causing stress and helps to motivate those individuals to accept appropriate help.

Procedure

1. The Village of Longview recognizes that almost any human problem can be successfully treated, provided referral is made to an appropriate modality of care. This applies whether the problem is one of physical illness, distress, alcoholism, drug abuse, gambling, legal problems or other concerns.
2. When an employee's job performance or attendance is unsatisfactory and the employee is unable or unwilling to correct the situation either alone or with the normal supervisory assistance, this is an indication that there may be some cause outside the realm of his/her job responsibilities which is the basis of the problem.

3. The purpose of this policy is to assure employees that, if such personal problems are the cause of unsatisfactory job performance, they will receive careful consideration and an offer of assistance to help resolve such problems in an effective and confidential manner.
4. Employee's problems causing unsatisfactory job performance will be handled in a forthright manner and all records will be preserved in the highest degree of confidence.
5. In instances where it is necessary, personal leave may be granted for treatment or rehabilitation. Consideration could be given to the use of annual leave without pay.
6. Employees who have a problem which they feel may affect work performance are encouraged to voluntarily seek counselling and information on a confidential basis by calling _____
7. Employees referred through the program by their supervisor may be required to secure adequate medical, rehabilitative counselling or other services as may be necessary to resolve his/her problem.
8. It will be the responsibility of the employee to comply with the referrals for assessment of his/her problem and to cooperate and follow the recommendation of the diagnostician or counselling agent. An employee's continued refusal to accept diagnosis and treatment will be handled by dealing with the job performance problem according to normal disciplinary procedures.

Because employee work performance can be affected by the problems of an employee's spouse or other dependents, the employee's insured dependents will have access to confidential counselling and information services.



**Village of
Longview
Policies and
Procedures**

Policy Name:

Substance Use

Section:

HR – Human Resources

Sub Section:

001 – Employee Relations

Policy Number:

HR-001-003

Approved:

_____, 2018

Revised:

1 Introduction

The Village’s Substance Use Policy (the “**Policy**”) will outline all aspects of procedures and details. Both the Village and its employees have a legal and moral responsibility to ensure their own safety and the safety of others in the workplace.

Awareness of the potential risks associated with the use of alcohol and drugs can assist in providing a safe, healthy and productive workplace.

2 Policy Statement

The Village is committed to a safe and healthy workplace for all of its employees and those engaged on its behalf, the well-being of the public and the protection of the environment and of the Village’s property and other interests. It is recognized that the use of lawful and unlawful substances including alcohol and cannabis, as well as prescription and non-prescription medications can have serious adverse effects on a person’s health, safety and job performance.

The Village of Longview recognizes that alcohol and drug dependencies are treatable illnesses and that early intervention greatly improves the probability of a lasting recovery. Ultimately, individuals must accept responsibility for their alcohol and drug use.

In support of a responsible approach to alcohol and drug use for both employees and the Village, the Village will:

- Provide a broad-based substance abuse prevention program emphasizing employee and supervisor awareness, education and training;
- Provide confidential referral services through the Village’s employee assistance program;
- Where employees have been diagnosed with substance dependency by an acceptable professional, the Village will support the rehabilitation, accommodation, and subsequent reintegration of Village’s employees in accordance with applicable laws.

3 Scope:

This policy applies to all Village employees and others engaged on its behalf while on Village premises or conducting business on behalf of the Village

4 Definitions:

- 4.1 Accommodation:** Means adjustment to the terms and conditions of employment, as and to the extent required by human rights law.
- 4.2 Addiction Disability:** Means a primary, chronic, neurobiological disease with genetic mental behavior and environmental risk factors in its development and manifestations. The diagnosis is made by doctors and other recognized Substance Abuse Professionals.
- 4.3 Cannabis:** Means any preparations and derivatives of the *cannabis sativa* plant, including cannabis resin, cannabis (Marijuana – tetrahydrocannabinol (THC), Cannabidiol (CBD) and includes any form such as dried, resin, oils, topical creams, edibles, etc.)
- 4.4 Employee:** Employees include full-time, part-time, temporary, casual and seasonal employees.
- 4.5 Safety Sensitive Positions:** Includes all staff who drive licensed or non-licensed company equipment, or perform any work which could cause injury to themselves, other employees, public or the environment.
- 4.6 Lawful Substances:** Means substances which an individual may lawfully possess or use, but which can impair physical or mental capacity in any way. These include over-the-counter medications, controlled substances (prescription medications, including medicinal Cannabis) for which the individual has a valid prescription or authorization.
- 4.7 Village Business:** Includes all activities undertaken by employees (as defined above) in the course of the Village business and operations, whether conducted on or off Village premises.
- 4.8 Village Premises:** Village premises are all land and facilities, owned, leased or otherwise directly controlled by the Village, including mobile equipment and vehicles of any description.
- 4.9 Unlawful Substances:** Include but are limited to:
- Any non-prescribed drugs for which a prescription or authorization is legally required.
 - Recreational Cannabis (cannabis obtained without approval by a Medical Professional) on Village premises;
 - A Lawful Substance that is obtained improperly, or that is being abused or for which there is a pattern of improper use. (Percocet, Oxycodone)

4.10 Lawful Substances: Include but are not limited to:

- A Lawful Substance that has been used in a proper manner, but has resulted, could result, or is likely to result in impairment of an individual's physical or mental capacity and create a threat to the health or safety of the Employee or others (i.e. Tylenol with codeine).

5 Non-Compliance

5.1 Employees who violate this Policy may be subject to corrective counselling or disciplinary action up to and including termination of employment.

5.2 All persons found to be unfit for work will be immediately removed from the worksite.

6 Work Standards, Roles and Responsibilities

6.1 Employees must:

6.1.1 Sign a copy of the Village's Substance Use Policy indicating that they have read and understood the Policy.

6.1.2 Not report to work or be at work in a diminished or unsafe capacity as a result of the use or after-effects of use of Lawful Substances or Unlawful Substances.

6.1.3 Perform their job in a safe manner and in accordance with the provisions of all applicable Village policies and procedures.

6.1.4 Not possess, distribute, offer for sale or sell Lawful Substances or Unlawful Substances on Village premises, worksites, or during Village business.

6.1.5 Use medications (including prescription, over-the-counter, and other remedies) responsibly, be aware of potential side effects and notify their supervisor of any potential side effects that may affect the employee's safety or productivity in the workplace, where applicable.

6.1.6 Inform their supervisor immediately if they are or may be unable to safely, productively and efficiently perform their duties due to the use or after-effects of Alcohol, Lawful Substances or Unlawful Substances.

6.1.7 Conduct themselves in a lawful manner while on Village Property or conducting Village Business.

6.1.8 Cooperate fully during investigation of work-related accidents/incidents and violations of this Policy.

6.1.9 Encourage their peers or co-workers to seek help when there is a breach of policy.

6.1.10 Assume responsibility for their own substance use or dependency by seeking professional assistance, including the Village's Employee

Assistance Program, as well as following any recommended treatment and relapse prevention programs following treatment.

To minimize the risk of impaired performance due to Alcohol and Drug Use, the following rules apply to all Employees:

6.1.11 Alcohol: Use, distribution, offering or sale of alcoholic beverages on Village premises or during Village business is prohibited, except where there has been a resolution passed by Council giving approval for specific social functions or while attending a function, meeting, and/or convention at which alcoholic beverages are served or sold to all attending.

While attending Village social functions or acting as a representative of the Village during non-Village social functions, the employee will act and behave in a professional demeanor and must be aware of their degree or level of intoxication within the social environment. Should the representative not behave in a professional demeanor they will, when asked, by an attending member of the Village Management or Village Council, leave the social function immediately.

6.1.12 Unlawful Substances: Use, possession, distribution, offering or sale of unlawful substances, drug paraphernalia or non-prescribed drugs for which a prescription or authorization is legally required, while on Village premises or conducting Village business, is prohibited. Should these activities occur, the employee(s) will be subject to corrective discipline up to and including termination of employment.

6.1.13 Self-Disclosure of Medical Marijuana: It is the employee's duty to self-disclose their use of medical marijuana and must provide a signed copy of the original "medical document" authorizing the use of Cannabis for medical purposes under the "Access to Cannabis for Medical Purposes Regulation". Should an employee not self-disclose in advance and it is determined through Reasonable Cause or Post Incident/Near Miss, the employee is taking medical marijuana while on the job, they will be subject to corrective discipline process up to and including termination of employment.

6.2 Supervisors must:

6.2.1 Be knowledgeable about the Village's Substance Use Policy and understand their role and the procedures related to the use of Alcohol, Lawful Substances or Unlawful Substances in the workplace.

6.2.2 Be knowledgeable about the use of Alcohol, Lawful Substances and Unlawful Substances and be able to recognize the symptoms of the use or abuse of same by Employees.

- 6.2.3 Ensure they meet the Work Standards as part of their responsibility to perform their work-related activities in a safe, productive, and effective manner.
- 6.2.4 Be responsible for monitoring Employee performance.
- 6.2.5 Take immediate action on reported or suspected alcohol or drug use or any other violation of this Policy by Employees.
- 6.2.6 Be responsible for arranging and offering help through appropriate resources such as the Village's Employee Assistance Program.

6.3 CAO and/or Senior Management:

- 6.3.1 Are responsible for administering this Policy consistently.
- 6.3.2 Must ensure effective employee assistance services are available to employees.
- 6.3.3 Must act as a liaison with appropriate law enforcement agencies when there is reason to believe there is a breach of the law with regard to alcohol or drugs on Village premises or as a part of Village business.
- 6.3.4 Are responsible for providing a safe workplace.

7 Prevention:

The Village emphasizes the importance of prevention and early identification of potential drug and alcohol problems.

8 Assessment:

- 8.1 Substance testing is one part of the investigative process regarding substance issues at the workplace.
- 8.2 An employee will not arbitrarily be asked to submit to substance testing.
- 8.3 Testing is only completed by a qualified service provider and paid for by the Village.
- 8.4 The Village can have the Employee submit to substance testing in three situations:
 - 8.4.1 **Reasonable Cause:** Where an Employee exhibits or evidence points to, behavior sufficient to give the employer reason to suspect the Employee has consumed alcohol or drugs. Observed behaviors may include slurred speech, mentally incoherent, smelling of alcohol, etc.
 - 8.4.2 **Post Incident/Near Miss:** Where an event or near miss has occurred and there is a need to inquire into that event to determine the cause. This is done in cases where there is a possibility that the event may have been caused by an Employee's substance use.

8.4.3 Post Treatment: Random testing for monitoring abstinence occurs when a medical professional recommends testing as part of relapse prevention or post-treatment regime. In most cases abstinence monitoring is recommended following treatment to mitigate safety risks, especially when the employee is returning to a safety sensitive position or where supervision is limited. Abstinence monitoring may also be recommended in non-safety sensitive positions to check for and encourage abstinence as recommended by a medical professional. Safety sensitive positions may be deemed to be any position where there may be a risk to themselves, the environment, co-workers, and general public.

8.4.4 Testing Methods/Acceptable Levels: Employee test results must remain within the acceptable parameters as set out in the Department of Transportation guidelines.

9 Accommodation:

9.1 The Village will provide reasonable accommodation to the point of undue hardship in respect to any Addiction Disability or other disability disclosed in the administration of this Policy or otherwise communicated to a Village Employee.

9.2 An Employee with substance abuse issues will be provided the support necessary to enable the Employee to obtain help, unless such support causes the Village undue hardship.

10 Aftercare:

10.1 With the Employee's participation, the Employee Assistance Program in consultation with other health professionals will determine the appropriate aftercare arrangements on an individual basis.

10.2 Participation in and compliance with an aftercare program is mandatory. Where an Employee seeks reinstatement after treatment for an alcohol or drug problem and reinstatement is authorized, the Employee's immediate supervisor will be advised as to the conditions of the reinstatement.

11 Employee Assistance Program (EAP)

11.1 EAP encourages workers to seek professional assistance if they know or suspect they have a problem with drugs or alcohol.

11.2 EAP will provide confidential assessment and counselling referral services. The employee and family assistance program will also take a lead in facilitating the development of prevention programs involving peers and their family.

11.3 An employee who receives assistance from the Village's employee and family assistance program on account of his or her use of alcohol and drugs must comply with the terms and conditions of any program established to help the employee as a condition of his or her continued employment.

Schedule "A"
Village of Longview
Substance Abuse Policy

Acknowledgement & Agreement

I certify that I have read, understand, and agree to the terms set forth in the Village of Longview's Substance Policy.

I agree to adhere to this policy and I understand that if I violate the rules set forth in this policy, I may face punitive or corrective action, up to and including termination of employment.

I further certify that I have received a copy of this policy and understand that if I am not in agreement with the terms set forth in this policy, that a copy will still form part of my personnel file.

Name (please print)

Signature

Date

Witness



VILLAGE OF LONGVIEW

Council Code of Conduct

Preamble:

The citizens and businesses of Longview are entitled to have fair, ethical and accountable local government which has earned the public's full confidence for integrity. In keeping with the Village of Longview's commitment to excellence, the effective functioning of democratic government therefore requires that:

- public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government;
- public officials be independent, impartial and fair in their judgment and actions;
- public office be used for the public good, not for personal gain; and
- public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the Longview Village Council has adopted a Code of Ethics for members of the Village Council and of the Village's boards and committees to assure public confidence in the integrity of local government and its effective and fair operation.

Conduct of Members:

The professional and personal conduct of members must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of Council, boards and committees, the staff, or public.

Respect for Process:

Members shall perform their duties in accordance with the processes and rules of order established by the Village Council and board and committees governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the Village Council by Village staff.

Conduct of Public Meetings:

Members shall prepare themselves for public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall refrain from interrupting other speakers; making personal comments not germane to the business of the body; or otherwise interfering with the orderly conduct of meetings.

Decisions Based on Merit:

Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.

Communication:

Members shall publicly share substantive information that is relevant to a matter under consideration by the Council or boards and committees, which they may have received from sources outside of the public decision-making process.

Confidential Information:

Members shall respect the confidentiality of information concerning the property, personnel or affairs of the Village. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial or other private interests.

Use of Public Resources:

Members shall not use public resources not available to the public in general; such as Village staff time, equipment, supplies or facilities, for private gain or personal purposes.

Representation of Private Interests:

In keeping with their role as stewards of the public interest, members of Council shall not appear on behalf of the private interests of third parties before the Council or any board, committee or proceeding of the Village, nor shall members of boards and committees appear before their own bodies or before the Council on behalf of the private interests of third parties on matters related to the areas of service of their bodies.

Advocacy:

Members shall represent the official policies or positions of the Village Council, board or committee to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, members shall explicitly state they do not represent their body or the Village of Longview, nor will they allow the inference that they do.

Implementation:

As an expression of the standards of conduct for members expected by the Village, this Code of Ethics is intended to be self-enforcing. It therefore becomes most effective when members are thoroughly familiar with it and embrace its provisions.

For this reason, ethical standards shall be included in the regular orientations for candidates for Village Council, applicants to boards and commissions, and newly elected and appointed officials. Members entering office shall sign a statement affirming they read and understood the Code of Ethics. In addition, the Code of Ethics shall be annually reviewed by the Village Council, boards and commissions, and the Village Council shall consider recommendations from boards and commissions and update it as necessary.

Compliance and Enforcement:

The Village of Longview Code of Ethics expresses standards of ethical conduct expected for members of the Village Council, boards and commissions. Members themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of local government.

The chairs of boards and commissions and the Mayor have the additional responsibility to intervene when actions of members that appear to be in violation of the Code of Ethics are brought to their attention. The Village Council may impose sanctions on members whose conduct does not comply with the Village's ethical standards, such as reprimand, formal censure, and loss of committee assignment.

A violation of this Code of Conduct shall not be considered a basis for challenging the validity of a Council, board or commission decision.

_____ Signed and dated this ___ day of _____, 201__

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