

AGENDA

COMMITTEE OF THE WHOLE COUNCIL OF THE VILLAGE OF LONGVIEW
In the Province of Alberta, held on Wednesday, December 5, 2018 at
Village of Longview Council Chambers Commencing at 6:30 p.m.

1.0 **CALL TO ORDER**

2.0 **AGENDA**

3.0 **DELEGATION**

4.0 **BUSINESS**

- 4.1 2018 Village Harassment Policy
- 4.2 2018 External Harassment Policy
- 4.3 2018 Video Surveillance
- 4.4 Business License Bylaw
- 4.5 Council Meeting – No Question Period

5.0 **IN-CAMERA**

- 5.1 FOIP 18(1) (e) legal

6.0 **ADJOURNMENT**



Harassment Policy

VILLAGE OF LONGVIEW

POLICY:	DATE APPROVED:
EFFECTIVE DATE:	AUTHORITY:
POLICY TITLE:	Harassment Policy
POLICY PURPOSE:	To ensure employees are provided with a healthy, harassment-free work environment.
POLICY STATEMENT:	The Village of Longview is committed to providing employees with a healthy and safe work environment where the dignity of all members of the workforce is respected. It is not the purpose, nor the intention of the Village of Longview to constrain normal social interaction. The purpose of this policy is to sensitize employees to the issue of harassment, and provide a procedure to follow in the event of a complaint that will ensure the complaint is dealt with swiftly, fairly and objectively. All employees are responsible for maintaining a harassment-free work environment.

DEFINITIONS:

Harassment: Harassment occurs when an employee is subjected to unwelcome verbal or physical conduct because of race, religious beliefs, colour, place of origin, gender, mental or physical disability, ancestry, marital status, family status, source of income, or sexual orientation. Examples of harassment which will not be tolerated are: verbal or physical abuse, threats, derogatory remarks, jokes, innuendo or taunts about any employee's appearance, religious beliefs, colour, place of origin, mental or physical disabilities, ancestry, marital status, family status, source of income or gender. The Village of Longview also will not tolerate the display of pornographic, racist or offensive signs or images; practical jokes that result in awkwardness or embarrassment; unwelcome invitations or requests, whether indirect or explicit.

Sexual Harassment: Sexual harassment is discrimination on the grounds of gender. Unwanted sexual advances, unwanted requests for sexual favours, and other unwanted verbal or physical conduct of a sexual nature constitute sexual harassment when:



Harassment Policy

1. submission to such conduct is made either explicitly or implicitly a term of, or condition of, an individual's employment; or
2. submission to, or rejection of, such conduct by an individual affects that individual's employment.

Sexual harassment can include such things as pinching, patting, rubbing or leering, "dirty" jokes, pictures or pornographic materials, comments, suggestions, innuendoes, requests or demands of a sexual nature. The behaviour need not be intentional in order to be considered sexual harassment.

PROCEDURE:

If you are being harassed:

1. Tell the harasser that his/her behaviour is unwelcome (preferably at the time of the occurrence) and ask him/her to stop. It is to everyone's advantage to resolve the situation informally. If that fails, proceed to the remaining steps.
2. Keep a record of incidents (date, times, locations, possible witnesses, what happened, your response). You do not have to have a record of events in order to file a complaint, but a record can strengthen your case and help you remember details over time.
3. File a complaint. If, after asking the harasser to stop his/her behaviour, the harassment continues, report the problem to:
 - a. Chief Administrative OfficerIf the harasser is the CAO then, report the problem to:
 - b. The Village Mayor

If you are accused of harassment:

1. Make sure you understand the exact behaviour that is making the person uncomfortable.
2. Apologize and stop the behaviour **immediately**.
3. If you think there has been a misunderstanding about the behaviour between you and the person, ask your supervisor to work with you to resolve the situation on an informal basis.



Harassment Policy

DEALING WITH A COMPLAINT

1. Once a complaint is received, it will be kept strictly confidential. An investigation will be undertaken immediately and all necessary steps taken to resolve the problem. If appropriate, action taken may include conciliation.
2. Both the complainant and the alleged harasser will be interviewed, as will any individuals who may be able to provide relevant information. All information will be kept in confidence.
3. If the investigation reveals evidence to support the complaint of harassment, the harasser will be disciplined appropriately. Discipline may include suspension or dismissal, and the incident will be documented in the harasser's file. No documentation will be placed on the complainant's file where the complaint is filed in good faith, whether the complaint is upheld or not.
4. If the investigation fails to find evidence to support the complaint, there will be no documentation concerning the complaint placed in the file of the alleged harasser.
5. Regardless of the outcome of a harassment complaint made in good faith, the employee lodging the complaint, as well as anyone providing information, will be protected from any form of retaliation by either co-workers or superiors. This includes dismissal, demotion, unwanted transfer, denial of opportunities within the municipality or harassment of an individual as a result of her/his having made a complaint or having provided evidence regarding the complaint.

RESPONSIBILITY OF MANAGEMENT

It is the responsibility of the Town Manager, Supervisor, Department Manager, or any person within the municipality supervising one or more employees to take immediate and appropriate action to report or deal with incidents of harassment of any type whether brought to their attention or personally observed. Under no circumstances should a legitimate complaint be dismissed or downplayed. All parties in a harassment complaint have the right to fair and due process and to confidentiality.

CONSEQUENCES

Harassment is a serious matter. The consequences will depend on the circumstances in each case. The harasser may face reprimand, a suspension with or without pay, or dismissal in some cases. It is also a serious matter to **knowingly** make a false accusation of harassment. The consequences can similarly range from a reprimand, to suspension without pay, to dismissal.



External Harassment Policy

VILLAGE OF LONGVIEW

POLICY:

DATE APPROVED:

EFFECTIVE DATE:

AUTHORITY:

POLICY TITLE:

External Harassment Policy

POLICY PURPOSE: This policy applies to, but is not limited to, all users of Village programs, facilities and properties, including volunteers, patrons, guests, spectators, coaches, contractors, staff, and Council members, and for those members of the public interfacing with Village staff members, or Members of Council; and Village staff members or Council members interfacing with the public either -in person, in writing, email, voice mail, or on the telephone while on Village Properties.

POLICY STATEMENT: The Village is committed to providing a safe and respectful environment which extends into all Village programs, facilities and properties. The Village is also committed to ensuring the safety of service users and employees in its recreational programs, facilities and properties and in fostering an environment where there is safety and respect for others.

Currently the Village has a Code of Conduct for all employees adopted in 2018 which espouses the principals of best practices for ensuring confidentiality, mitigating conflict of interest or insider conflict of interest situations. It is built on the tenants of a respectful workplace where employees of the Village of Longview are expected to adhere to the highest standards of personal and professional competence, integrity and impartiality.

The Village is adopting an internal harassment policy to ensure that internal mechanisms were in place to assure employee protection from sexual and personal harassment as well as work place violence. In accordance with Federal and Provincial legislation, including Occupational Health and Safety and Human Rights laws, the Village is working toward policies that protect employees and the public from harm when engaging in conduct within Village facilities.

With that guiding principle, the Village has adopted this Public policy to ensure that the all users, staff and council feel safe while attending a program, meeting, or function while present at a Village facility or property. All people who use Village facilities or recreational programs or, who are present on Village property, are accountable for actions or behaviors that put the well-being, safety, or reputation of others at risk.

The Village of Longview will not tolerate any form of harassment or violence on or within Village property and this policy lays out the framework for educating staff, Council, volunteers and public users to the guidelines and enforcement step to be taken to address harassment and violence in programs, facilities or properties owned by the Village.

DEFINITIONS:



External Harassment Policy

Harassment: For the purposes of this policy 11 Harassment¹¹ means harassment in any form including sexual harassment, personal harassment and violence.

Examples of harassment or breach of the harassment policy that will not be tolerated, within or on any Village property, include (but are not limited to):

- physical abuse
- unwelcome verbal or physical conduct because of race, religious beliefs, color, place of origin, gender, mental or physical disability, ancestry, marital status, family status or sexual orientation - including jokes, threats, derogatory remarks
- loud verbal assaults directed at participants, officials, members of the public, Village staff or Council deemed to be aggressive or intimidating
- contravention of Village by-laws, federal or provincial laws
- vandalism
- threats of violence or vandalism
- possession of weapons
- illegal consumption of drugs and alcohol

Sexual Harassment: Sexual harassment is discrimination on the grounds of gender. Unwanted sexual advances, unwanted requests for sexual favours, and other unwanted verbal or physical conduct of a sexual nature constitute sexual harassment - examples include (but aren't limited to):

- unwanted pinching, patting, rubbing or leering,
- inquiries or comments about a person's sex life
- the display of sexually offensive material
- sexually degrading words to describe a person
- derogatory or degrading remarks directed towards members or one sex or sexual orientation
- inappropriate or unwelcome focus/comments on a person's physical attributes or appearance
- persistent unwanted contact or attention
- "dirty" jokes, pictures or pornographic materials,
- comments, suggestions, innuendoes, requests or demands of a sexual nature.

The behaviour need not be intentional in order to be considered sexual harassment.



External Harassment Policy

Personal Harassment: Personal Harassment is conduct that is deemed abusive, unfair, or demeaning treatment of a person or group of persons. Examples include, (but aren't limited to):

- insults
- name calling
- inappropriate jokes
- derogatory remarks,
- persistent criticism
- spreading malicious rumors
- public reprimand
- sarcasm, ridicule and humiliation

Workplace Violence: The Occupational Health and Safety Code requires that violence in the workplace be viewed as a safety hazard. Workplace violence means the threatened, attempted or actual conduct of a person that causes or is likely to cause physical injury, whether work related or at a Village facility.

At the Village, all aspects of violence, both in the workplace and within Village facilities, will not be tolerated, and the definition is expanded to include zero tolerance for:

- verbal assaults, taunting or ostracizing
- bullying or coercion
- threatening behavior such as shaking fists, destroying property or throwing objects;
- verbal or written threats that express an intention to inflict harm or intimidate;
- physical attacks;
- vandalism and intentional damage against Village property or the property of others

PROCEDURE:

Education:



External Harassment Policy

The Village and community partners will undertake an educational campaign aimed at raising awareness amongst participants, volunteers, contractors, employees, Councillors, and members of the public within the Village of Longview on the non-harassment and non-violence policy within Village facilities.

Training of employees, volunteers and community groups using Village facilities will be provided to support implementation of the policy.

Incident Reporting:

1. The Village's key concern is safety of our facility users and employees. If, at any time, public users or employees feel personally threatened, they are to call the Police immediately by calling 911. It is NOT the expectation that employees or public users will put themselves at any risk or jeopardize their safety in any real or perceived situation.
2. Any Village staff and Council, observing incidents, are to report all acts of harassment, violence or vandalism to the Chief Administrative Officer (CAO), or their department manager within 24 hours of the incident;
3. The public users of Village facilities are to report acts of violence, vandalism or harassing behavior to a Village staff member or a designated person within their organization using Village facilities within 24 hours
4. All incidents of violence and vandalism will be reported to the RCMP by the Village
5. Any volunteer organization using Village facilities but choosing to deal with incidents of harassment or violence directly are required to report back to the CAO of the Village within thirty days outlining the incident, and the remediation process

Enforcement Options:

The Village and its community partners need to understand the scope of enforcement options to ensure compliance to this anti-harassment policy. If incidents arise, the Village will review all incidents occurring at any facilities, programs or properties related to the Village, and take required actions.

Under the scope of this policy all users of Village programs, facilities and properties, including staff, volunteers, patrons, guests, spectators, coaches, contractors, and Council members have a responsibility to report incidents to the CAO of the Village, the volunteer board using Village facilities, or the RCMP under threatening conditions that arise including:

- a. observation of physical violence or vandalism
- b. verbal abuse, intimidating, harassing or threatening behavior as defined by this policy

If such behavior is observed, the following procedures should be enacted:

1. Ask the individual to stop their behavior, indicating that they are in violation of Village policy; if they refuse to stop, ask them to leave the premises as they are now trespassing on Village property



External Harassment Policy

2. If there is a safety hazard, call the RCMP (dial 911) and without jeopardizing personal safety ask the person to stop the activity immediately or they will be asked to leave the Village premises.
3. If the party does not co-operate, inform them that they are now trespassing and the RCMP have been called
4. Wait for the RCMP to arrive; do not engage in confrontational behaviors
5. Advise Village staff immediately if on site
6. Prepare an incident report for the CAO or your board authority
7. The Village has the authority under this policy to prepare a letter of trespass for any individual found to be in violation of the Village harassment policy. Such letters may bar individuals from Village properties and facilities because of such behaviors - for a length of time to be determined by the CAO.

Non-Compliance Consequences:

1. Individuals who break the tenants of this policy may be barred immediately from the premises and, if necessary suspended for a period of time through a Letter of Trespass.
2. All incidents where suspension from Village premises has occurred will be followed up in writing by the department concerned: Administration, Council, Recreation, Public Works, or any other Village department.
3. A Letter of Trespass will be sent to the person who has violated this policy, indicating the reason for the suspension and the length of suspension, and from which Village facilities, meetings or programs the person is suspended.
4. Severe incidents, in violation of federal or provincial laws, reported to the RCMP, may incur charges.
5. Where vandalism and theft have occurred, those responsible will be required to reimburse the Village for all costs of repairs, including lost revenues.

Appeal Process:

An Appeal Process will be instituted to appeal any disciplinary measures enforced by the Village under this policy. Individuals can present their case in writing to the Village - to an Appeal board comprised of Village Council as a whole. Protection of information disclosed in this process will directed by the Freedom of Information and Privacy Acts. The Appeal Board will review the appeal and all decisions are final.



Video Surveillance Policy

VILLAGE OF LONGVIEW

POLICY:	DATE APPROVED:
EFFECTIVE DATE:	AUTHORITY:
POLICY TITLE:	Video Surveillance Policy

POLICY PURPOSE: This policy has been developed to govern video surveillance at municipally owned properties in accordance with the privacy provisions of the Freedom of Information and Protection of Privacy Act (FOIP). Division 1, 33 a), b), c)

POLICY STATEMENT: The Village of Longview recognizes the need to balance an individual's right to privacy and the need to ensure the safety and security of the Municipality's employees, clients, visitors and property. While video surveillance cameras are installed for safety and security reasons, the Municipality's video surveillance systems must also be designed to minimize privacy intrusion. Proper video surveillance, where deemed necessary, is one of the most effective means of helping to keep the Municipality's facilities and properties operating in a safe, secure, and privacy protective manner.

APPLICATION: This policy applies to all types of camera surveillance systems, surveillance monitors and camera recording devices used for security purposes at municipally owned properties. This policy does not apply to video surveillance used for employment related or labour-related information nor to the videotaping, audiotaping and broadcast of Council or Committee Meetings. In the event that taping of Council or Committee meetings occurs, disclosure must be made to the participants and attendees through signs being posted.

ROLES & RESPONSIBILITIES:

The Chief Administrative Officer is responsible for

- the Video Surveillance Policy and ensuring municipal-wide compliance with it;
- approval of installation of video cameras at municipally owned properties based on Security Threat Assessment for the specific facility.
- implementation, administration and evaluation of the Policy and associated procedures;
- yearly evaluations of video surveillance system installations to ensure compliance with the Policy;



Video Surveillance Policy

- review of the Policy as required, and forwarding recommendations for changes, if any, to Council for approval;
- disclosure of information from the video surveillance system as Head for the Municipality under FOIP;
- ensuring that information obtained through video surveillance is used exclusively for lawful purpose.
- any site under their responsibility with a video surveillance system;
- ensuring that the site complies with this policy, plus any site specific procedures that may be required;
- conducting Security Threat Assessment to determine the requirement for a video surveillance system;
- completion of Privacy Impact Assessment as required.
- overseeing day-to-day operations of the video surveillance system at their site location;
- ensuring monitoring and recording devices are stored in a safe and secure location;
- ensuring all aspects of the video surveillance system are functioning properly;
- documenting all information regarding the use, maintenance, and storage of records in the applicable logbook, including all instances of access to, and use of, recorded material to enable a proper audit trail;
- ensuring that no personal information is disclosed without the approval
- ensuring that no copies of data/images in any format (hardcopy, electronic, etc.) is taken from the video surveillance system without approval.
- recording all requests for access to video records

All municipal staff shall:

- adhere to the Video Surveillance Policy and not access or use information contained in the video surveillance system, its components, files or database for personal reasons, nor dispose, destroy, erase or alter any record without proper authorization and without following the Policy.

SECURITY THREAT ASSESSMENT (Schedule 1)

Before deciding to install video surveillance, the following factors must be considered:

- the use of video surveillance cameras should be justified on the basis of verifiable, specific reports of incidents of crime or significant safety concerns;
- a video surveillance system should only be considered after other measures of deterrence or detection have been considered and rejected as unworkable;
- an assessment must be conducted on the effects that the proposed video surveillance system may have on personal privacy, and the ways in which any adverse effects can be mitigated;
- the proposed design and operation of the video surveillance systems should minimize privacy intrusion.



Video Surveillance Policy

PUBLIC CONSULTATION

The Municipality acknowledges the importance of public consultation when new or additional video surveillance systems are considered for municipally-owned buildings and property. The extent of public consultation may vary depending on the extent of public access.

When new or additional video surveillance installations are being considered for open public spaces such as streets or parks, the Municipality shall consult with relevant stakeholders and the public to determine the necessity and acceptability. When new or additional video surveillance systems are being considered for municipally-owned or operated buildings to which the public are invited, such as a library, art gallery, or municipal office, notice shall be provided at the site with an opportunity for public feedback. When new or additional systems are contemplated inside municipal buildings or staff parking lots where there may be a high risk to staff or clients, consultation shall not be required.

DESIGNING AND INSTALLING VIDEO SURVEILLANCE EQUIPMENT

Video surveillance currently recorded by the Municipality is stored directly to hard drives. Other methods of recording/storage are acceptable provided requirements of this policy are met.

When designing a video surveillance system and installing equipment, the following must be considered:

- Given the open and public nature of the Municipality's facilities and the need to provide for the safety and security of employees and clients who may be present at all hours of the day, the video surveillance systems may operate at any time in a 24 hour period.
- The video equipment should be installed to only monitor those spaces that have been identified as requiring video surveillance. Front Office and Council Chambers.
- Operators' ability to adjust cameras should be restricted, if possible, so that they cannot adjust or manipulate cameras to overlook spaces that are not intended to be covered by the video surveillance program.
- Visible and/or hidden surveillance cameras may be installed, however, equipment should never monitor the inside of areas where the public and employees have a higher expectation of privacy (i.e. change rooms and washrooms).
- Video surveillance is motion activated.
- Reception/recording equipment must be located in a strictly controlled access area. Only authorized staff, or those accompanied by authorized staff, shall have access to the controlled access area and the reception/recording equipment.
- Every reasonable attempt should be made to ensure video monitors are not in a position that enables the public and/or unauthorized staff. Only available to CAO.

The Municipality shall ensure that maps and floor plans are prepared to identify the location of all video surveillance equipment at each of the respective sites. The Clerk shall



Video Surveillance Policy

have copies of all such maps and plans, and each Senior Manager shall have a copy for any site for which they are responsible.

PRIVACY IMPACT ASSESSMENT

The Municipality will conduct a Privacy Impact Assessment when there are significant changes made to the video surveillance program, using the Information & Privacy Commissioner's Planning for Success: Privacy Impact Assessment Guide or other appropriate resources. The Privacy Impact Assessment is a risk management tool that helps to identify the effects of a given program or other activity on an individuals' privacy, and the safeguards or strategies that may be employed to eliminate the adverse outcomes of those effects or reduce them to an acceptable level.

NOTICE OF USE OF VIDEO SURVEILLANCE SYSTEMS

In order to provide notice to individuals that video is in use:

- The Municipality shall post signs, visible to members of the public, at all entrances and/or prominently displayed on the perimeter of the grounds under video surveillance.
- The notification requirements of this sign must inform individuals of the legal authority for the collection of personal information; the principal purpose(s) for which the personal information is intended to be used; and the title, business address, and telephone number of the individual who can answer questions about the collection.
- A sample notice is included as Schedule 2. Other formats of signage may be used, where appropriate, provided it includes the required notification requirements.
- Notice may also be provided via the Village of Longview website.

PERSONAL ACCESS TO INFORMATION REQUEST PROCESS

The Municipality recognizes that an individual whose personal information has been collected by a video surveillance system has a right to access his or her personal information under FOIP.

All inquiries related to or requests for video surveillance records shall be directed to the CAO. A person requesting access to a record should submit the prescribed "Request Form under the Freedom of Information and Protection of Privacy Act along with the prescribed fee. Processing of the request will be in accordance with the provisions of the Freedom of Information and Protection of Privacy Act.

If access to a video surveillance record is required for the purpose of a law enforcement investigation, the requesting Officer must complete the Municipality's Law Enforcement Officer Request Form (Schedule 3) and forward this form to the CAO.



Video Surveillance Policy

CUSTODY, CONTROL, RETENTION AND DISPOSAL OF VIDEO RECORDS/RECORDINGS

The Village of Longview retains custody and control of all original video surveillance records. Video records are subject to the access and privacy requirements of FOIP, which includes but is not limited to the prohibition of all municipal staff from access or use of information from the video surveillance system, its components, files, or database for personal reasons.

Since short retention periods minimize risk of improper use and disclosure, the Municipality shall ensure that there is a standard retention period for video surveillance records at all sites.

A record of an incident will only be stored longer where it may be required as part of a criminal, safety, or security investigation or for evidentiary purposes. Video requiring viewing by law enforcement shall be copied from the hard drive and set aside in a clearly marked manner in a locked area until retrieved by the law enforcement agency. If personal information on video is used for law enforcement or public safety purposes, the recorded information shall be retained for one year after its use. Following investigation and any corresponding legal action, the law enforcement agency shall be required to destroy the video. If staff has reason to believe that the video contains personal information for law enforcement or public safety purposes, they shall notify the police and immediately make a copy from the hard drive. Copies made from the hard drive should be secured in such a way that they cannot be recorded over.

The Municipality will take all reasonable efforts to ensure the security of records in its control/custody and ensure their safe and secure disposal. Disposal methods will depend on the type of storage device.

OTHER PROMOTION

The Municipality shall also ensure that information regarding this policy and the Municipality's Video Surveillance Systems is readily available at all sites with video surveillance systems and on the Municipality's website.



Video Surveillance Policy

SCHEDULE 1 - SURVEILLANCE VIDEO SECURITY THREAT ASSESSMENT

To Determine the Requirements for a Video Surveillance System

Site Name: Longview Village Office

Location: 128 Morrison Road

Proposed Video Location: Front Counter Area and Meeting Room

Requestor: CAO

Department: Administration

Date: November 15th, 2018

1. Is there already a video surveillance system and/or camera on site? If so, please describe and advise if their set-up adheres to the Village of Longview's Security Video Surveillance Policy. (Use separate page if required). _____

This is the first video camera onsite

2. Video surveillance should only be considered after other measures of deterrence or detection have been considered and rejected as unworkable. Have the following security counter-measures been considered and rejected as unworkable?

Security Counter-Measure	Yes	No	Comment
a) Security Procedure	<u> </u>	<u> X </u>	<u>Signs and to be developed</u>
b) Duress Buttons	<u> X </u>	<u> </u>	<u>Purchased after incident</u>
c) Door Locking Hardware	<u> </u>	<u> X </u>	<u>Manual on other side of counter</u>
d) Alarm System	<u> X </u>	<u> </u>	<u>For after hour intrusion</u>
e) Access Control System	<u> </u>	<u> X </u>	<u>Need to re-install gate</u>
f) Signage	<u> X </u>	<u> </u>	<u>Just Installed – No Abuse Tolerated</u>
g) Security Guard/Officer Patrols	<u> </u>	<u> X </u>	<u> </u>
h) Lighting	<u> X </u>	<u> </u>	<u>Exterior & Interior Night Lights</u>
i) Other	<u> </u>	<u> </u>	<u> </u>

3. The use of each video surveillance camera should be justified on the basis of verifiable, specific reports of incidents of crime or significant safety concerns. Are there any documented incidents of crime or significant safety concerns in any of the following formats?

Documentation Formats	Yes	No	Comment
a) Corporate Security Occurance Reports	<u> X </u>	<u> </u>	<u>Several incidents in eighteen months</u>
b) Police Reports	<u> X </u>	<u> </u>	<u>After last incident</u>
c) H&S Consultants Report	<u> </u>	<u> X </u>	<u> </u>



Video Surveillance Policy

- | | | | |
|--------------------------|-------|----------|---------------------|
| d) H&S Committee Minutes | _____ | <u>X</u> | <u>No committee</u> |
| e) Internal Minutes | _____ | <u>X</u> | <u>No Minutes</u> |
| f) Other | _____ | _____ | _____ |

4. An assessment should be conducted on the effects that the proposed video surveillance system may have on personal privacy and the ways in which any adverse effects can be mitigated. Have the following effects and mitigation strategies been considered?

Effects & Mitigation Strategies	Yes	No	Comment
a) The location of the proposed camera is situated in an area that will minimize privacy intrusion?	<u>X</u>	_____	<u>Front reception area</u>
b) Is the proposed camera location one where the public and employees do not have a higher expectation of privacy (i.e. not in a washroom or change room, etc.)?	<u>X</u>	_____	_____
c) Is the location of the proposed video camera Visible?	<u>X</u>	_____	_____
d) Can the video surveillance be restricted to the recognized problem area?	<u>X</u>	_____	_____
e) Is space allocated for proper video surveillance signage?	<u>X</u>	_____	_____
f) Has a drawing been attached showing the video location?	_____	<u>X</u>	<u>Schedule 3</u>
g) Other	_____	_____	_____

5. The proposed design and operation of the video surveillance systems should minimize privacy intrusion. Have the following design and operation factors been considered for each proposed camera location?



Video Surveillance Policy

SCHEDULE 2 – NOTICE OF COLLECTION



This area may be monitored by Video Surveillance Cameras (CCTV).

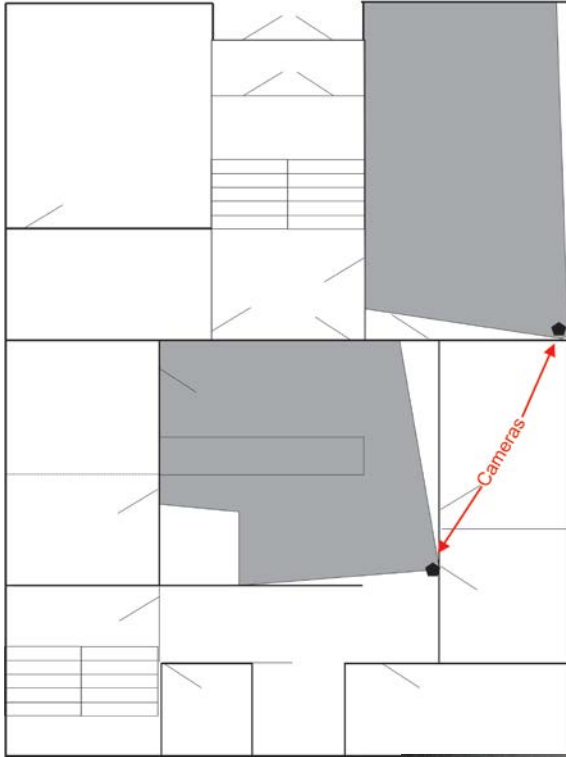
The personal information collected by the use of the CCTV is used for the purpose of promoting public safety and reduction of crime at this site.

Questions about the collection of the personal information may be addressed to the CAO of the Village of Longview, PO Box 147, 128 Morrison Road, Longview, AB T0L 1H0 Phone: (403) 558-3922.



Video Surveillance Policy

SCHEDULE 3





Video Surveillance Policy

SCHEDULE 4 - LAW ENFORCEMENT OFFICER REQUEST FORM

RELEASE OF RECORD TO LAW ENFORCEMENT AGENCY
(under Section 40(1)(g)(q)(r)(gg) of the Freedom of Information and Protection of Privacy Act)

TO: Village of Longview

I, _____, of the _____
Print Name of Police Officer Print Name of Police Force

request a copy of the following record(s):

Date _____ Time Period: _____ to _____

Municipal Facility: _____
(Village Office)

to aid an investigation undertaken with a view to a law enforcement proceeding or from which
a law enforcement proceeding is likely to result.

I confirm that the record will be destroyed by the _____ Police after use by the agency.

Signature Officer Date

Return completed original forms to the CAO at the Village of Longview Office, 128 Morrison
Road, PO Box 147, Longview, AB T0L 1H0

Personal information is collected under the authority of the FOIP for the purpose of creating a record relating to
release of video surveillance record to law enforcement agency. Questions about the collection may be addressed
to the CAO at the Village of Longview Office, 128 Morrison Road, PO Box 147, Longview, AB T0L 1H0 Phone (403)
558-3922

VILLAGE OF LONGVIEW

BYLAW 417-18

BEING A BYLAW IN THE VILLAGE OF LONGVIEW IN THE PROVINCE OF ALBERTA TO SET BUSINESS LICENSE RATES FOR THE VILLAGE OF LONGVIEW

NOW THEREFORE, pursuant to and under authority of the Municipal Government Act, R.S.A. 2000, Chapter M- 26 and amendments thereto, the Council of the Village of Longview, in the Province of Alberta, duly assembled, enacts as follows;

WHEREAS, the Municipal Government Act, R.S.A. 2000, Chapter M-26, authorizes Council to set various rates and fees for services provided by the Village;

WHEREAS, the Municipal Government Act, R.S.A. 2000, Chapter M-26, Part 2, Division 1, Section 7(e) provides that a council may pass bylaws for municipal purposes respecting business, business activities and persons engaged in business; and

WHEREAS, Section 8(c) of the same provides that council may in a bylaw provide for a system of licenses, permits or approvals;

AND WHEREAS the Council of the Village of Longview has deemed it desirable and necessary to amend the rates and fees for Business Licenses within the Village of Longview;

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

1. TITLE

1.1 This Bylaw shall be cited as the Business License Bylaw.

2. REPEAL

2.1 Bylaw 380-15 is hereby repealed.

In this Bylaw

3.1 DEFINITIONS

- a) "Applicant" means a person who applies for a license or a renewal of a license required under this Bylaw;
- b) "Business" means
 - i) a commercial, merchandising or industrial activity or undertaking,
 - ii) a profession, trade, occupation, calling or employment, or
 - iii) an activity providing goods or serviceswhether or not for profit and however organized or formed, including a co-operative or association of persons;
- c) "CAO" means the Chief Administrative Officer of the Village, or a designate thereof;

VILLAGE OF LONGVIEW

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- d) “Cannabis” means cannabis plant, fresh cannabis, dried cannabis, cannabis oil and cannabis plant seeds and any other substance defined in the *Cannabis Act* (Canada) and its regulations and any amendments and includes edible products that contain cannabis
- e) “Cannabis Accessory” means a thing that is commonly used in the consumption or production of cannabis. A cannabis accessory includes, but is not limited to, rolling papers, or wraps, holders, pipes, water pipes, bongs vaporizer that is represented to be used in the consumption of cannabis.
- f) “Charitable or Non-Profit Organization” shall mean any person, association, or body corporate engaged entirely in charitable activities, or engaged in the promotion of general social welfare within the Municipality, all the resources of which are devoted entirely to charitable activities and not for a profit or gain and which does not confer a monetary or other benefit on its members or directors. These may include:
 - i) Religious societies or organization;
 - ii) Service clubs;
 - iii) Community, veteran, or youth organizations;
 - iv) Social, sport, or fraternal (community)organization or clubs; or
 - v) Museums, galleries, cultural organizations and educational institutions.
- g) “Council” means the Municipal Council of the Village of Longview.
- h) “Development Authority” means a person or committee appointed by Council to act as a development authority pursuant to the MGA.
- i) “Farmer’s Market” means the business of conducting a public open market at which various vendors lease and operate a stall from a person or agent for the purpose of selling goods or services or both to the public at a location approved by the Municipality.
- j) “Hawker/Peddler” means a person who moves about the Municipality selling or offering for sale, goods or services or both, from a motor vehicle or trailer or on the streets or roads or elsewhere other than at a building that is a permanent place of business.
- k) “Home occupation” means any business, occupation, trade calling or craft carried on from a residence or accessory residential building, by one or more members of a family actually occupying said residence;
- l) “Licensee” means a person, partnership or corporation who holds a valid license issued pursuant to this Bylaw;
- m) “License Inspector” means and includes the CAO, Bylaw Enforcement Officer or any other duly authorized and appointed person acting on their behalf;

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- n) "Mobile Vending Unit" means a mobile Motor Vehicle, trailer, or similar structure exceeding 3.3 m² (35.5 ft²) designed for preparing or offering the sale of food items or artisan products.
- o) "Mobile Vendor" means a person who sells or offers for sale food from a Mobile Vending Unit.
- p) "Motor Vehicle" shall have the meaning set out in the Highway Traffic Act, R.S.A. 2000 and amendments thereto.
- q) "Municipality" means the Municipal Corporation of the Village of Longview.
- r) "Non-profit Organization" means a person, association of persons, or a corporation, acting for charity or in the promotion of general social welfare;
- s) "Non-resident" means a person, partnership or corporation whose headquarters or business enterprise is located outside of the Village of Longview;
- t) "Peace Officer" means any member of the RCMP or any Peace Officer, or Bylaw Enforcement Officer, appointed by the Village of Longview
- u) "Person" means a sole proprietorship, a partnership or a corporation;
- v) "Premises" means any store, office, warehouse, factory, building, enclosure, yard, or other place occupied, or capable of being occupied, by any person for the purpose of any business;
- w) "Push Cart Vending Unit" means a push cart or similar mobile structure not exceeding 3.3 m² (35.5 ft²) designed for preparing or offering the sale of food items or artisan products.
- x) "Push Cart Vendor" means a person who sells or offers for sale food from a Push Cart Vending Unit.
- y) "Resident" shall mean any person carrying on business from a taxable premise within the Town.
- z) "Resident Business" means a person, partnership or corporation whose business headquarters or business enterprise is located within the Village, and pays property taxes to the Village;
- aa) "Retail Cannabis Store" means any person who carries on or operates a Business from premises in Town that displays or offers for sale Cannabis.
- bb) "Sub-Contractor" means the business of contracting to provide a special service in relation to a trade or the person or firm engaged in such business.

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- cc) "Village" means the Village of Longview;
- dd) "Violation ticket" shall mean a tag or ticket whereby the person alleged to have committed a breach of a provision of this Bylaw is given an opportunity to pay a voluntary penalty to the Village in lieu of prosecution for the offenses;

Necessity for License

- 4. No person shall within, or partly within, the limits of the Village carry on, or be engaged in, any business, unless that person or their agent, has acquired and holds a valid license issued pursuant to this Bylaw.

Exemptions

- 5. Notwithstanding Section 3, no license shall be required:
 - 5.1 for a business carried on or operated by the Village or at a location operated by an official or employee of the Village, acting on behalf of the Village,
 - 5.2 for a business carried on or operated by means of a contract with the Village, if the business carried on under the contract is the only business carried on in the Village,
 - 5.3 a non-resident business whose only business activity is the supply or delivery of goods to a location within the limits of the Village,
 - 5.4 any person under the age of eighteen (18) years,
 - 5.5 by any person or business if any Statute of Canada or the Province of Alberta exempts such a person or business from requirements of municipal licensing, or
 - 5.6 for such other businesses as Council by resolution may from time to time exempt.

Application

- 6. Applications for all classifications of business licenses or their renewal shall be made in writing on the respective form prescribed in Schedule A.
- 7. Upon receipt of an application for a business license, the Licensing Officer may:
 - 7.1 approve the application and grant a business license,
 - 7.2 hold the application until such time as the applicant satisfies any requirements for a provincial license or development permit, or
 - 7.3 reject the application and refuse a business license if in the opinion of the License Inspector, the person, company, or organization is not operating in good faith, is offensive to the public, or is suspected of trying to defraud the public.

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8. An approved license shall not be issued until the applicant has paid the proper license fee as set out in Schedule C.

Fees

9. All businesses required to hold a business license pursuant to this bylaw shall pay a license fee as per the Rates Schedule C set out in this Bylaw and the classification of the business as per the provisions of this Bylaw.
10. Payment for licenses issued for a new business shall be made prior to the opening of said business.
11. Where an annual license fee is greater than one dollar, the Village may issue a license after July 1 of any license year, for one half the annual fees as set by the Rates Bylaw, if the business applying for the license has not been operating within the limits of the Village prior to July 1.

Fee Exemptions

12. The Licensing Officer may grant any exemption to a charitable or non-profit organization applied for herein with or without conditions, or may refuse to grant any such exemption.
13. Where an exemption is granted to an organization pursuant to Section 12, unless the exemption when granted, specifically otherwise provides, the organization shall comply with the provisions of this Bylaw relating to the business to be carried on, other than the requirement to pay a license fee.

License Classification

14. Where a business utilizes any type of permanent premises within, or partly within the Village excepting a residence or residential building unit, the operator of that business shall be required to obtain a Resident Business License.
15. Where a business utilizes a residence or residential dwelling unit within, or partly within the Village, the operator of that business shall be required to obtain a Home Occupation Business License.
16. Where a business has its base of operation or premises or location outside of the Village and the business activity is carried on within the Village outside of a permanent business premises or residence, the operator of that business shall be required to obtain a Non-Resident Business License.

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Special Provisions

17. In addition to the general provisions of this Bylaw, those businesses listed below shall also comply with special provisions and requirements set out therein.
18. While a business may not be specifically enumerated in the provisions the business may be deemed by the License Inspector as similar in nature and operation to those specified and shall therefore follow the provisions contained therein.

Construction Contractor

19. A general contractor, with the purchase of a construction contractor's business license as per this Bylaw, shall cover all subcontractors hired by the holder of that license.

Retail Cannabis Stores

20. A Retail Cannabis Store shall adhere to all applicable Federal and Provincial legislation as they relate to retail sales of cannabis.
21. The maximum operating hours for a Retail Cannabis Store shall be 10:00 a.m. to 12:00 a.m. (midnight) daily, excluding those dates of closure mandated by the Province of Alberta.
22. The applicant for a Business Licence for a Retail Cannabis Store must provide a copy of the retail cannabis licence issued by the Alberta, Gaming, Liquor and Cannabis Commission at time of application.

Farmers' Markets

23. For the purposes of this Bylaw "Stall" shall mean a defined area within a Farmers Market.
24. The Licensee of a Farmers Market shall, upon request, provide to the Licensing Officer a current list of all stall operators.
25. The operator of a market, including farmer's markets, craft markets, or any other type of market, with the purchase of market business license, shall cover all individual retailers present at any market put on by that license holder.

Mobile Vendors, Push Cart Vendors, Hawkers/Peddlers

26. Mobile Vendors and Push Cart Vendors shall only carry on business at special event locations approved by a Licensing Officer or Licensing Inspector. Written approvals from the event organizer must accompany all business licence applications of this nature.
27. No person shall carry on business as a Mobile Vendor, Push Cart Vendor or Hawker/Peddler on private property or public property including parks, streets and

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sidewalks within the Municipality unless they possess a Business Licence and a letter of permission and permit from the Development Officer.

28. Mobile Vendors and Push Cart Vendors may be permitted to conduct business within community halls, recreation centers, arenas and similar venues, on a case by case basis relative to other municipal bylaws and at the discretion of the Licensing Officer.
29. All holders of a business license for the operation of a mobile food cart or concession must park and conduct business pursuant to the Village of Longview Traffic Bylaw, or within off-road areas with express permission of the Licensing Officer.

Combination License

30. No person may operate more than one business, calling, trade or occupation from any one premises or structure without obtaining business licenses for each and every business, calling, trade or occupation carried on.

Term of License

31. The term of license issued under this Bylaw is for one year from January 1 to December 31 in each calendar year unless the license has been sooner cancelled or forfeited.

Renewal and Collection of License Fees

32. Business license renewal fees are due on or about January 1 of each calendar year.
33. If four (4) weeks from the renewal date a license renewal remains unpaid, a notice shall be issued to the previous license holder directly that:
 - a) the business license fee is to be paid immediately. The owner of any unpaid license will be subject to the penalty as outlined in Schedule D, unless the business owner advises the Village that the business has been permanently closed or is no longer providing services to residents within the Village.
 - b) if the previous license holder does not provide written notice of the business closure or discontinuance of service, a four (4) week final notice will be issued by the Village.
34. Any balance outstanding beyond eight (8) weeks from the renewal date, the previous license holder shall be assessed a penalty as set out in Schedule D. An invoice will be sent to the previous license holder directly.
35. At the expiry of the eight (8) weeks from the renewal date, the License Inspector may cause the issuance of a violation tag to be issued to the previous license holder for violations occurring during the provisions of this Bylaw.

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Requirement for Provincial License

36. Every person who applies for a business license from the Village is required to be in possession of a valid provincial license where such is required by the Province of Alberta.

Disclosure of Information

37. Every person carrying on or engaged in any business in respect of which a license is required under this Bylaw, on request of a License Inspector, shall give to the Inspector all information necessary to enable them to carry out their duties.

Land Use and Development Control

38. The issuance of a business license under this Bylaw does not constitute a development approval under the Village's Land Use Bylaws. The holder of an existing business license or applying for a business license is responsible for obtaining such development approval as may be necessary.

Posting of License

39. Every license issued under this Bylaw shall be provided to the licensee who shall post the same in a conspicuous place on their business premises and whenever required to do so, by any individual, whether a License Inspector, Village employee, or member of the public, shall produce the license for inspection.

Licensing Officer

40. The power and duties of the Licensing Officer, under this Bylaw, are:
- 40.1 To administer and enforce this Bylaw;
 - 40.2 to receive and deal with all applications for business licenses under this Bylaw;
 - 40.3 to ascertain as far as reasonably practicable, that all information furnished by an applicant in connection with an application for a license is true in substance and fact,
 - 40.4 to process and make decisions on the issuance of a license, within ten (10) days of the date the application was received,
41. The CAO may from time to time appoint such persons as License Officer as may be necessary to assist in the administration and enforcement of this Bylaw.

Inspection of Premises

42. Where a business involves the occupation of a specific building or a specific location and such business is reasonably believed to require a license under this Bylaw, a Peace

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Officer, Bylaw Enforcement Officer, License Inspector, the CAO, or any other authorized person may inspect the building or location for any purpose under this Bylaw at all reasonable times during the license year.

Revocation or Suspension of License

43. The License Inspector may revoke or suspend any license issued under the provisions of this Bylaw
- 43.1 for failure to comply with any of the conditions or regulations of this Bylaw,
 - 43.2 for failure to comply with any other Bylaw or regulation of the Village,
 - 43.3 for failure to comply with any legislation or regulations of the Province of Alberta or the Government of Canada,
 - 43.4 if in the opinion of the License Inspector the applicant or the holder of a business license intends or appears to intend to defraud or appears to have defrauded the public in any way, or
 - 43.5 if in the opinion of the License Inspector the conduct of the licensee is offensive.
44. In addition to the revocation or suspension of a non-resident business license, the License Inspector may ask assistance from a Peace Officer to escort an itinerant to the corporate limits of the Village.
45. Where a fee has been paid by cheque and such is not accepted and cashed by the bank on which it is drawn, the license will automatically be revoked.
46. If a licensee is convicted twice in any one calendar year of a breach of any of the provisions of this Bylaw, any license issued to licensee pursuant to the provisions of this Bylaw may be immediately cancelled.
47. Upon the request of the Health Inspector, the License Inspector shall suspend the license of any licensed premises concerned and shall not reinstate such license until the premises are certified fit to be used.
48. Upon a license being revoked or suspended, the Licensing Officer shall notify the licensee thereof:
- 48.1 by personally delivery a notice; or,
 - 48.2 by mailing the notice to the place of business or residence.

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Appeal

49. When a license has been revoked, refused, suspended or authorized subject to conditions, the person so affected shall within thirty (30) days notify the CAO of his intention to appeal the said revocation, suspension, refusal or conditions:
- 49.1 by personally delivering to the CAO a written notice of appeal,
 - 49.2 by mailing to the CAO a written notice of appeal.
50. When the Licensing Officer has revoked or suspended a license and the person whose license has been revoked or suspended notifies the CAO of the intention to appeal the said revocation or suspension, the Licensing Officer shall stay the revocation or suspension pending the hearing of the appeal where in the opinion of the Licensing Officer the person whose license has been revoked does not present a danger to public safety or welfare by the continued holding of the license.
51. An appeal shall be heard by Village Council, within six (6) weeks of the receipt of the appeal.
52. After hearing the appellant and the evidence adduced, Council may:
- 52.1 confirm such refusal or revocation
 - 52.2 give conditional approval,
 - 52.3 may direct that the license be issued either conditionally or unconditionally as may be deemed expedient in the public interest, and
- the decision of Council shall be final.

Offences and Penalties

53. A person licensed, or required to be licensed by this Bylaw, shall comply with all provisions contained therein relative to the business in respect of which the license is issued or required.
54. Any person violating any of the provisions of this Bylaw or any of the conditions of the license granted to them, shall be guilty of an offence and liable on summary conviction to a fine as outlined in Schedule C.
55. A violation ticket may be issued by a Peace Officer or Bylaw Enforcement Officer to any person, firm or corporation who has allegedly breached any provision of this Bylaw and the said violation ticket shall require the appropriate penalty payment to the Village.
56. A violation ticket shall be deemed sufficiently served if:

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56.1 served personally on the accused, or

56.2 sent to the alleged offender by mail at the last available address.

57. If at any time after the expiration of the date of payment laid out on the violation tag, and up to and excluding three days prior to the court appearance on any summons issued, a person tenders payment for an offence ticket issued for contravention of any section of this Bylaw, the Village shall accept payment of the penalty in lieu of prosecution.

58. In prosecution for contravention of this Bylaw against engaging a business without a license, proof of one transaction in the business or that the business has been advertised is sufficient to establish that a person is engaged in or operates the business.

Severability

59. Each provision of this Bylaw is independent of all other provisions. If any provision is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

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

READ a first time this _____ day of _____ 2018 A.D.

READ a second time this _____ day of _____ 2018 A.D.

READ a third and final time this _____ day of _____ 2018 A.D.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

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SCHEDULE A

**VILLAGE OF LONGVIEW
BUSINESS LICENSE APPLICATION**

**BUSINESS LICENSE BYLAW 418-11
AND AMENDMENTS THERETO**



APPLICATION TYPE: Resident Home Occupation Non-Resident

SPECIAL BUSINESS TYPE (if applicable): Construction Contractor Market

LICENSE DURATION: Annual 1 Month 1 Week

REGISTERED BUSINESS NAME: _____

OPERATING BUSINESS NAME _____

BUSINESS ADDRESS (CIVIC): _____

(MAILING): _____

TELEPHONE No: _____ FAX No: _____

PUBLIC EMAIL: _____ WEB SITE: _____

TYPE OF BUSINESS _____

PROVINCIAL CERTIFICATIONS (Copies may be required where applicable):

- ▶ AMVIC (automotive sales and repairs) applicable) ▶ Provincial License (e.g. liquor license, etc. as applicable)
- ▶ Food Establishment Permit ▶ Provincial Health Inspection Certificates
- ▶ Personal Service Inspection (Esthetics, massage, tattoo, piercing, etc.)

I hereby certify all the above information to be true and correct, and further that all provincial certifications required for the operation of this business have been applied for and approved by the appropriate agency, and may be produced upon request.

▶ SIGNATURE OF APPLICANT: _____

DATE: _____ PRINT NAME: _____

A 10% LATE PAYMENT PENALTY SHALL BE LEVIED AGAINST BUSINESS LICENSES WHICH ARE NOT RENEWED ON OR BEFORE February 1st.

FOR OFFICE USE ONLY

Date Received: _____

Business License # _____

Fees: _____

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SCHEDULE B

FINES

Section	First Offence	Second Offence in 24 month period
3. Necessity for License	\$100.00	\$200.00
22. a) Late Penalty (4 weeks)	10% of renewal fee	
23. Late Penalty (8 weeks)	25% of renewal fee +10%	
43. All Other Offences	\$250.00	\$500.00