

AGENDA

REGULAR MEETING OF THE COUNCIL OF THE VILLAGE OF LONGVIEW
In the Province of Alberta, held on Wednesday, October 23, 2019 at
Longview Village Council Chambers at 6:30 p.m.

1.0 CALL TO ORDER

2.0 AGENDA

3.0 DELEGATIONS

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

4.0 CORRESPONDENCE FROM RESIDENTS

5.0 MINUTES

- 5.1 Minutes Regular Council Meeting – September 17, 2019
- 5.2 Minutes Committee of the Whole – October 2, 2019
- 5.3 Action Item Report – Council and COW

6.0 REPORTS

- 6.1 CAO Report –
- 6.2 Peace Officer Report – Sept
- 6.3 Public Works Report – Sept/Oct
- 6.4 Council Reports

7.0 FINANCIAL REPORTING

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

8.0 QUESTION PERIOD

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

9.0 BYLAWS

- 9.1 Bylaw 424-19 Bylaw Officer
- 9.2 Bylaw 405a-19 Amendment Community Standards - Snow Removal residential sidewalks

10.0 BUSINESS

- 10.1 RFD Progressive Discipline / Alternative Dispute Resolution Policy
- 10.2 Report to Council Gully burn
- 10.3 RFD Farm Safety Centre
- 10.4 RFD Marigold Library

11.0 CORRESPONDENCE

12.0 CLOSE MEETING

Section 197(2) of the Municipal Government Act specifies that a council may close all or part of a meeting to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of FOIPP. No bylaw or resolution can be passed at an in-camera meeting except a resolution to revert to the council meeting in public or to recess.

13.0 ADJOURNMENT

MINUTES OF THE REGULAR MEETING
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW
In the Province of Alberta, held on Tuesday, September 17, 2019 in
Longview Council Chambers commencing at 6:30 p.m.

PRESENT

Mayor Kathie Wight
Deputy Mayor Christina Weir
Councillor Len Kirk
Chief Administrative Officer Dale Harrison

4 Public in attendance

CALL TO ORDER

Mayor Wight called the meeting to order at 6:30 p.m.

AGENDA

Deputy Mayor Weir wanted to add 10.10 Little Chicago Monument and 10.11 Washrooms to the agenda.

Resolution 139-19

MOVED by Deputy Mayor Weir that the agenda be adopted as amended. **CARRIED**

DELEGATION

No Delegation – Youth Group are going to have another meeting Oct 3 to attempt to secure new board members. If that fails they will come back to Council.

**CORRESPONDENCE
FROM RESIDENTS**

Two letters in Opposition to Grocery Store

**MINUTES OF
PREVIOUS MEETINGS**

June 18, 19 - Regular Council Meeting
June 26, 19 – Community Hall Meeting
Aug 26, 19 - Special Meeting of Council

Resolution 140-19

MOVED by Deputy Mayor Weir that Action Item be added to the agenda. **CARRIED**

Resolution 141-19

MOVED by Councillor Kirk that the Hall Use Agreement be discuss at the next Committee of the Whole **CARRIED**

Resolution 142-19

MOVED by Mayor Wight that Meeting Minutes of June 18, 2019 Regular Council Meeting, June 26, 2019 Community Hall Meeting, Aug 26, 2019 Special Meeting be adopted as amended. **CARRIED**

REPORTS

CAO Report

CAO Harrison summarized the report submitted to Council.
Update on the Foothills Drive & Morrison Road Infrastructure Project

Resolution 143-19

MOVED by Mayor Wight that the administration contact Trish Dayment for willows in gully. **CARRIED**

Break 7:52 p.m.

Reconvene 7:55 pm

Peace Officer Report

CAO Harrison reviewed traffic fine statistics from June, July, and August.

Public Works Report

As presented – June, July, August, Sep 1-15

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Council Reports

Len Kirk

- Seniors – AGM Sept 16,
 - Bus is in town being decaled
 - catering for Celebration of Life –
 - Youth – another meeting hopefully more parents
 - Sept 26 – Group insurance meeting
- Met with Council – 2 people, EV Charging Station, One happy with Council

Deputy Mayor Weir –

- EDC – Gray Eagle Bus Tours
- Dare not attended,
 - Casino unable to attend
- Branding – Open House
- Rec Board – Meeting on Wed Sep 18

Mayor Wight

- Westend Sewer Committee –looking at dissolving to join SRUCC next meeting Oct 4
- Westwinds – Okotoks project on track
 - Turner Valley project on hold
- Joint Steering
 - Dare independent of RCMP
 - Regional Rec Facility planning
 - Senior Bus dedication Nov 9
- Congratulation to Kathie for award from ChooseWell

Resolution 144-19

MOVED by Councillor Kirk that the reports be accepted as presented.
CARRIED

FINANCIAL REPORTS

Bank Reconciliation – June, July, August 2019
Accounts Payable Cheque Register – June, July, August, 2019
Variance Report – August everything in line for budget

Resolution 145-19

MOVED by Mayor Wight that the Financial Reports be accepted as presented. **CARRIED**

QUESTION PERIOD

Linda – started to asked about Animal Control Bylaw, gophers which were not on the agenda.
Ivor – added to Seniors AGM – Lens Report, - \$174,000 raised, Thank Mayor and Council, Thanks CAO and Admin Staff – June for assistance

BYLAWS

none

BUSINESS

**10.1 – RFD Alternative
Dispute Resolution
Policy**

Resolution 146-19

MOVED by Mayor Wight that administration look at combining the two versions and bring back to Council. **CARRIED**

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10.2 – RFD Records Management & Retention Policy

Resolution 147-19

MOVED by Mayor Wight that the Village accept the Records Management and Retention Policy 12-19-03 as amended. **CARRIED**

10.3 – Petition against Grocery Store Development Permit

Development Officer/CAO explained that the grocery store is a permitted use in the CB District and therefore cannot be challenged. Development Permits can be appealed but not petitioned against. The Subdivision Appeal Board cannot overturn an approved use.

10.4 – RFD ATCO Franchise Agreement

Resolution 148-19

MOVED by Deputy Mayor Weir that the Village maintain the current franchise rate with ATCO. **CARRIED**

Break 8:45 p.m.

Reconvene 8:50 pm

10.5 Council Priorities for Peace Officer

Resolution 149-19

MOVED by Mayor Wight that the Peace priorities and Item 10.9 be moved to Committee of the Whole **CARRIED**

10.6 RFD Longview Youth Group Assets

No discussion

10.7 Revenue Sharing Solar

Resolution 150-19

MOVED by Mayor Wight that the Mayor write a letter formally requesting Foothills County transfer any new tax revenue from development of a Solar project on Village owned land SW29-18-02-W5 to the Village for as long as the Village remains an independent municipality. **CARRIED**

10.8 Bylaw Enforcement

Resolution 151-19

MOVED by Mayor Wight that Administration to send a letter to current and future development erect construction fences around properties. **CARRIED**

10.9 Peace Officer Program Audit Report

Tabled to October Committee of the Whole

10.10 Little Chicago Monument

Resolution 152-19

MOVED by Deputy Mayor Weir that Administration to send a letter to Department of Highway for better signage for Little Chicago monument **CARRIED**

CORRESPONDENCE

None

CLOSE MEETING

Resolution 153-19

MOVED by Mayor Wight that the Council close the meeting to the public under FOIP Act, Division 18, Section 18(1)e Law Enforcement at 9:40 p.m. **CARRIED**

Resolution 154-19

MOVED by Mayor Wight that the Council return to the public meeting at 9:53 p.m. **CARRIED**

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There was no public around to invite back into meeting.

ADJOURNMENT

Resolution 155-19

MOVED by Councillor Kirk to adjourn the meeting at 9:54 p.m.

CARRIED

Mayor

CAO

UNAPPROVED

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING
 OF THE COUNCIL OF THE VILLAGE OF LONGVIEW
 In the Province of Alberta, held on Wednesday, October 2, 2019 in
 Longview Village commencing at 6:30 p.m.

PRESENT	<p>Mayor Kathie Wight Deputy Mayor Christina Weir Councilor Len Kirk Chief Administrative Officer Dale Harrison</p> <p>1 person in the gallery</p>
CALL TO ORDER	Mayor Wight called the meeting to order at 6:30 p.m.
AGENDA Resolution 156-19	Deputy Mayor Weir that the agenda be adopted as amended. CARRIED
DELEGATION	Mike Peacock, Crescent Point – Water Sampling and Testing Mike explained the history of the Site 8 and different components of the safety systems in place – recovery wells, groundwater collection trench, etc. Different scenarios of high detection samples
BUSINESS	
Action Item Report	Item 2 – Mayor Wight develop a keyholder list Item 9 – letter of support for Highwood Museum for better signage.
Hall User Agreement	Revise Hall User Agreement – to reflect current status of hall.
Peace Officer Program Audit Report	New policies – OC Pepper spray offsite Justin to draft Traffic Safety Plan Update – Shared services Agreement Joint Force Operations policy Supervisory Sign-off Personnel File Updates
Council Priorities Peace Officer	Research Bylaw Officer job description in a Bylaw form
Progressive Discipline & Alternative Dispute Resolution	Date Change regular Council – Wednesday, Oct 23, 2019 – 6 pm Organizational Meeting, 6:30 Council
Fence on South end of greenspace	To next COW Meeting
Inter-Municipal Supper dates	Council to notify CAO of availability on dates requested.
School Board Breakfast Dates	Council to notify CAO of availability on dates requested.
ADJOURNMENT Resolution 157-19	MOVED by Mayor Wight to adjourn the meeting at 9:35 p.m. CARRIED

COUNCIL ACTION ITEM LIST

NO.	ACTION DESCRIPTION	OWNER	DATE ASSIGNED	DATE DUE	STATUS
1	Look at Village property line behind Rick Smith's house – cross fence	Dale	June 18, 19		Downloaded Plan 0111092
2	List of Key holders to the Community Hall	Mayor Wight	June 18, 2019	Oct 23, 2019	The only way to create a list of key holders is to change the locks and issue new keys - Council approve budget to proceed.
3	Removing willows in the bottom of the gully to reduce fire risk	Dale	Sept 17, 2019		Contacted Somerset Tree Services to get an idea of cost to remove the willows or other options.
4	Combine old & new Peace Officer Alternative Dispute Resolution Policy	Dale	Sept 17, 19	Sept 26 for COW	In COW agenda package Sept 26
5	Letter to two petitioners explaining the in-effective use of petition to stop approved use development permit	Dale	Sept 17, 2019		Letters delivered to both petitioners
6	Notify ATCO that franchise agreement to remain the same.	Dale	Sept 17, 2019		Will auto renew at existing rate if not notified.
7	Draft letter to Foothills County on behalf of the Mayor for Revenue Sharing on Solar Project.	Dale/Kathie/Christine	Sept 17, 2019		Sent to Council for comment Sept 24. Mailed Oct 10 th
8	Contact current builders about installing construction fence add to any new development permits where public safety is perceived.	Dale	Sept 17, 2019		Researched construction fences online. 539 Highwood Drive. Talked with staff on site, will be backfilling Sept 23/24. Backfilled.
9	Letter to Alberta Transportation better signage for Little Chicago monument – Tourism Signage Program	Dale/Christina	Sept 17, 2019		Sent Christina the website info on ATS Tourism Signage Program. Letter sent to Alberta Transportation. Letter sent to Jerry Lau Oct 3 Response received Oct 4 th . Forwarded info to Council.
10		Oct 2 COW Meeting			
11	Revise Hall User Policy to current status	Dale			Review and forwarded to June for further comment.
13	Supervisor Sign off Report Exec	Dale		Nov 8/19	90 files reviewed, still missing Sept Tickets not in system
14	Update Personnel File	Dale		Nov 8/19	Completed Oct 15
15	New offsite storage policy for OC Pepper Spray	Dale		Nov 8/19	
16	Traffic Safety Plan	Justin Nagys draft		Nov 8/19	Provided Nagys with some highway traffic statistics

17	Update – BD Shared Services Agreement	Dale		Nov 8/19	Got copy of BD agreement. Sent to SolGen for approval. SolGen said that agreement is adequate.	
18	Joint Force Operation Policy	Dale		Nov 8/19		
16	Peace Officer Job Description Bylaw	Dale		Nov 8/19		
17	Check for current Snow Removal Policy approval	Dale			Policy was approved Jan 17, 2017	
18						
19						
20						
21						
22						
23						
24						



VILLAGE OF LONGVIEW
CAO REPORT TO COUNCIL

TO: Council
FROM: Dale Harrison
SUBJECT: CAO Report from Sept 11, to Oct 17, 2019
DATE: Sept 11, 2019

Development:

- Pre-Construction Meetings Foothills Drive and Morrison Road
- Renovations to house
- Safety Codes – Ramp spec, construction fences
- CarWash Development issues – servicing, AB transportation
- Monitoring several houses under construction

Financial:

- Calgary Foundation Final Report – Seniors Bus
- Letter for Foothills Revenue Sharing
- Submitted STEP program grant final report
- WTP finalizing project deficiencies
- Submitted SCF 3rd quarter claim WTP
- Review Policing Costs from province
- Submit Statistical Information Report

Public Works / Infrastructure

- Advertise for RFP 5 water meter installation trailer park
- Signed Contracts for construction tender
- Snow removal strategy, policy, enforcement
- Arrange fall sewer line flushing

Peace Officer

- Review tickets Report Exec
- Peace Officer Audit
- BD Shared Service Agreement
- Letters from Investigation
- Quotes PO Computer and Vehicle Video system

Light Up Longview

- Planning Meeting

Office

- Respond to petitioners
- EV Charging Station – power connection
- Quote for ramp at Community Hall
- Foothill County Fire – gully
- Muniware contract forms
- School district – school use

- Letter AB Transportation – Little Chicago
- Community Hall
- Website renewal
- Pricing ordering office computers

Campground

- Talks with company to install gateway
- Arrange removal of skateboard equipment

Meetings

- Economic Development
- Solar Project Open House
- Solicitor General Peace Officer Supervisors workshop
- Contractor, engineer, operator – WTP deficiencies
- Committee of the Whole – Peace Officer

Village of Longview Municipal Enforcement

Report to Council September 2019

Stats are compiled from the month of September 2019 .

Tickets Issued	Face value	Highest speed(s) clocked	Other violations	Expected return
30	\$9534	30 Zone 68km/hr-30 64km/hr-30 61km/hr-30 59km/hr-30 55 km/hr-30 54-km/hr-30 53km/hr-30 50 Zone 97km/hr-50 94 km/hr-50 x2 70 Zone- 131 km/hr-70 129 km/hr-70 118 km/hr-70 115 km/hr-70	Drive uninsured motor vehicle x1 No Valid DL x 3 Unreg motor vehicles x 3 Hold cell x 1 Mandatory court appearance x6 Fail to produce valid insurance card x 2	\$5720.46

September Events

Mandatory Court appearances x7

Expected Return is approximate until mandatory courts dates have passed.

School Visits x 3

Sept 16

Daily routine, Meet with MPE on Water/sewer upgrades and do curb stops and gate valve

Locates, Move dumpster into shop yard and push-up compost pile.

Sept 17

Daily routine, Weed whip and cut grass, Level out dirt pile at north end of green space.

Sept 18

Daily routine, Clean-up left over gravel chips from ARC path-way system in north end of

green space, Bring up drag and drag dirt and gravel chip piles, Push up burn pile from tree

branches.

Sept 19

Daily routine, Clean/tidy-up shop, push-up compost pile.

Sept 20

Daily routine, Garbage pick-up, Clean storm drain grates, Clean-up last of sandstone at Info

Center parking lot and haul to shop yard.

Sept 23

Daily routine, Pick-up garbage from community Hall/Info center/Campground, Weed whip and cut

grass, Pick-up garbage along Kee Dr and ally-way behind fire hall.

Sept 24

Daily routine, Weed whip, Cut grass, Pump out bypass vault at SLS, Push-up compost pile.

Sept 25

Daily routine, Cut grass.

Sept 26

Daily routine, Pump-out holding tank at WTP, Move kubota to shop, Push-up compost pile, Check

over truck and dump trailer.

Sept 27

Daily routine, Garbage pick-up.

Sept 30

Daily routine, Snow removal.



Oct 1

Daily routine, Put plow on truck, Snow removal.

Oct 2

Daily routine, Snow removal, Thaw frozen hydrant at 21 Kananaskis Rd, Pick-up supplies in HR.

Oct 3

Daily routine, Set-up pump and pump out Hydrant at 21 Kananaskis Rd, Clean storm drains, Check over truck and dump trailer.

Oct 4

Daily routine, Garbage pick-up, Push-up compost pile and tree branch pile.

Oct 7

Daily routine, Pick-up garbage from Info center and campground, Remove mower from JD, Push-up

compost pile, Pick-up tree branches at park.

Oct 8

Daily routine, Snow removal, Move lawn equipment from shop to cold storage shed and snow

equipment to shop, Count Xmas light bulbs on light stander Xmas lights for replacement.

Oct 9

Daily routine, Snow removal, Check oil leak on rear wheel hub on Kubota and remove hub.

Oct 10

Daily routine, Snow removal, Take Kubota wheel hub to HR for repair and pick-up supplies, Check over truck and dump trailer.

Oct 11

Daily routine, Garbage pick-up, Pick-up Kubota wheel hub in HR and re-install on tractor, Pump out bypass vault at SLS.

Oct 14

STAT

Oct 15

Daily routine, Fall clean-up, Dump run and haul back 1 load of mulch for campground trees.

*Justin
Cannon*

**VILLAGE OF LONGVIEW
BANK RECONCILIATION
September 30, 2019**

General Ledger ATB

Balance at	General account	\$1,810,958.61	
	RecBoard account	\$12,119.31	
	Light Up account	\$3,542.97	
	Memorial Garden account	\$7,352.49	
	Total Bank in GL		\$1,833,973.38
			\$ -
Adjusted Balance	September 30, 2019		<u>\$1,833,973.38</u>

ATB General Bank Account

Balance	September 30, 2019		<u>\$1,899,265.43</u>
Less:	Outstanding Cheques	(\$54,341.77)	
	cancelled cheque	\$0.00	
	deposit outstanding in GL	(\$10,950.28)	
	moneris outstanding in GL		
Plus:	Outstanding Deposit		
	Moneris banked next month		(\$65,292.05)
Balance at	September 30, 2019		<u>\$1,833,973.38</u>
difference			\$0.00

	Total on Deposit		<u>\$1,833,973.38</u>
Less:	held for general grants	\$1,203,054.80	
	held for solar project	\$132,937.00	
	WTP Upgrade Phase 2	(\$373,244.95)	
	Sewer Replacement	(\$53,858.02)	
	held for reserves	\$501,836.39	
	held for rec board	\$12,119.31	
	held for lightup	\$3,542.97	
	held for memorial garden	\$7,352.49	
	total held		\$1,433,739.99
			\$400,233.39

**2019 Village of Longview
Accounts Payable Cheque List**

From: 2019/09/01 To: 2019/09/30

Vendor Name	Purpose	Cheque	Date	Amount
ATB Financial Mastercard		903	2019/09/11	\$1162.86
Accu-Flo Meter Service Ltd.		9292	2019/09/17	\$536.55
Accu-Flo Meter Service Ltd.		9280	2019/09/11	\$1102.50
Alberta One-Call Corporation		9281	2019/09/11	\$12.60
Alberta Municipal Services		9293	2019/09/17	\$4960.65
CDM Mechanical		9274	2019/09/05	\$32235.40
CDM Mechanical		9301	2019/09/24	\$48191.67
Caumartin, Justin		9282	2019/09/11	\$65.00
Christ the Redeemer Catholic		9302	2019/09/24	\$3665.00
Contain-A-Way Services		9275	2019/09/05	\$155.84
Convergia Networks Inc.		9294	2019/09/17	\$10.13
Digitex Canada Inc.		9283	2019/09/11	\$62.70
Eastlink		9284	2019/09/11	\$77.65
Eastlink		905	2019/09/17	\$104.95
Folkard, June		9285	2019/09/11	\$65.00
Foothills Regional Service		9286	2019/09/11	\$456.00
Government of Alberta, Land		9276	2019/09/05	\$30.00
Government of Alberta		9287	2019/09/11	\$235.00
Government of Alberta		9303	2019/09/24	\$344.00
Harrison, Dale		9297	2019/09/24	\$355.00
Harrison, Dale		9273	2019/09/05	\$95.00
Highwood Printing		9277	2019/09/05	\$472.50
Iron Mountain Canada		9288	2019/09/11	\$104.36
Longview Fas Gas		9278	2019/09/05	\$709.62
MPE Engineering Ltd (billing)		9290	2019/09/11	\$2104.20
MUNIWARE Municipal Info		9295	2019/09/17	\$21000.00
Majchrowski, Nicki		9289	2019/09/11	\$662.97
Matrix Solutions Inc.		9299	2019/09/24	\$612.15
Murray Chrysler		9296	2019/09/17	\$81.59
Ominigo Software Intenational		908	2019/09/17	\$1876.48
Pipestone Ventures Inc.		904	2019/09/11	\$4200.00
Superior Safety Codes Inc.		9279	2019/09/05	\$431.89
T & T Disposal Services		9291	2019/09/11	\$222.60
Telus Communications		901	2019/09/05	\$280.01
Telus Mobility		906	2019/09/17	\$218.87
Weir, Christina		9300	2019/09/24	\$720.00
Western Financial Group		9298	2019/09/24	\$850.00
Workers' Compensation Board		907	2019/09/17	\$1179.00

38 cheques for 129649.74

Operating - Budget Variance

Village of Longview

	2019 Budget	2018 Actual	2019 Actual	Total Number of Trx Posted	Last Trx Post Date	2019 Budget Minus Actual Variance Amount	2019 Percent % Variance
Summary							
Total General Revenue	\$ (588,264.00)	\$ (558,045.05)	\$ (568,139.23)	94		\$ (20,124.77)	97%
Total Legislative Revenue	\$ -	\$ (2,901.87)	\$ (5,000.00)	1		\$ 5,000.00	100%
Total Administration Revenue	\$ (34,812.00)	\$ (23,260.03)	\$ (32,566.97)	95		\$ (2,245.03)	94%
Total Protective Services Revenue	\$ (69,500.00)	\$ (67,378.00)	\$ (60,318.00)	71		\$ (9,182.00)	87%
Total Emergency Services Revenue	\$ -	\$ -	\$ -	0		\$ -	100%
Total Common Services Revenue	\$ -	\$ -	\$ -	0		\$ -	100%
Total Roads & Sidewalks Revenue	\$ (16,528.00)	\$ (14,788.72)	\$ (11,378.36)	5		\$ (5,149.64)	69%
Total Utility Service Revenues	\$ (205,550.00)	\$ (216,817.73)	\$ (157,320.59)	109		\$ (48,229.41)	77%
Total Planning & Development Revenue	\$ (5,700.00)	\$ (6,221.68)	\$ (10,967.29)	1		\$ 5,267.29	192%
Total Community Services Revenue	\$ (54,665.00)	\$ (74,790.69)	\$ (52,807.67)	207		\$ (1,857.33)	97%
Revenue	\$ (975,019.00)	\$ (964,203.77)	\$ (898,498.11)			\$ (76,520.89)	92%
Total General Expenditures	\$ 155,109.00	\$ 149,315.02	\$ 115,799.48	7		\$ 39,309.52	75%
Total Legislative Expenditures	\$ 36,100.00	\$ 25,015.51	\$ 22,674.74	57		\$ 13,425.26	63%
Total Administration Expenditures	\$ 255,363.00	\$ 239,757.39	\$ 197,611.40	407		\$ 57,751.60	77%
Total Protective Services Expenditures	\$ 91,246.00	\$ 83,069.22	\$ 68,694.84	121		\$ 22,551.16	75%
Total Emergency Services Expenditures	\$ 250.00	\$ 295.30	\$ -	1		\$ 250.00	0%
Total Common Services Expenditures	\$ 84,297.00	\$ 82,646.13	\$ 52,179.48	149		\$ 32,117.52	62%
Total Roads & Sidewalks Expenditures	\$ 18,809.00	\$ 17,649.92	\$ 11,598.57	18		\$ 7,210.43	62%
Total Utility Service Expenditures	\$ 244,651.00	\$ 282,019.57	\$ 114,346.95	203		\$ 130,304.05	47%
Total Planning & Development Expenditures	\$ 5,140.00	\$ 6,823.04	\$ 1,795.82	9		\$ 3,344.18	35%
Total Community Services Expenditures	\$ 92,637.00	\$ 73,991.16	\$ 63,559.04	286		\$ 29,077.96	69%
Expenditures	\$ 983,602.00	\$ 960,582.26	\$ 648,260.32			\$ 335,341.68	66%
Net General	\$ (433,155.00)	\$ (408,730.03)	\$ (452,339.75)	101		\$ 19,184.75	104%
Net Legislative	\$ 36,100.00	\$ 22,113.64	\$ 17,674.74	58		\$ 18,425.26	49%
Net Administration	\$ 220,551.00	\$ 216,497.36	\$ 165,044.43	502		\$ 55,506.57	75%
Net Protective Services	\$ 21,746.00	\$ 15,691.22	\$ 8,376.84	192		\$ 13,369.16	39%
Net Emergency Services	\$ 250.00	\$ 295.30	\$ -	1		\$ 250.00	0%
Net Common Services	\$ 84,297.00	\$ 82,646.13	\$ 52,179.48	149		\$ 32,117.52	62%
Net Roads & Sidewalks	\$ 2,281.00	\$ 2,861.20	\$ 220.21	23		\$ 2,060.79	10%
Net Utility Service	\$ 39,101.00	\$ 65,201.84	\$ (42,973.64)	312		\$ 82,074.64	0%
Net Planning & Development	\$ (560.00)	\$ 601.36	\$ (9,171.47)	10		\$ 8,611.47	1638%
Net Community Services	\$ 37,972.00	\$ (799.53)	\$ 10,751.37	493		\$ 27,220.63	28%
Total Annual Amortization Expenditures	\$ -	\$ 288,160.49	\$ 288,160.49	21		\$ (288,160.49)	100%
Net Deficit (Surplus)	\$ 8,583.00	\$ 284,538.98	\$ 37,922.70			\$ (29,339.70)	
Revenue from Balance Sheet		\$ (1,005,238.28)	\$ (898,498.11)		\$ -	Grants	
Expenditure from Balance Sheet		\$ 960,582.26	\$ 648,260.32		\$ 0.00	Capital Expense	
Net Deficit (Surplus)		\$ (44,656.02)	\$ (250,237.79)				

VILLAGE OF LONGVIEW

BYLAW 423-19 - PROPERTY TAX BYLAW

BEING A BYLAW OF THE VILLAGE OF LONGVIEW, IN THE PROVINCE OF ALBERTA, RESPECTING THE APPOINTMENT OF BYLAW ENFORCEMENT OFFICERS AND SETTING OUT THE POWERS AND DUTIES OF BYLAW ENFORCEMENT OFFICERS AND ESTABLISHING DISCIPLINARY PROCEDURES FOR BYLAW ENFORCEMENT OFFICERS.

WHEREAS the Municipal Government Act, RSA 2000, Chapter M-26 requires that a municipality adopt a bylaw specifying the powers and duties of Bylaw Enforcement Officers and dealing with the discipline of Bylaw Enforcement Officers in their employment; and

AND WHEREAS the Peace Officer Act, Chapter/Regulation P-3.5 2006 provides regulations for the investigation and disposition of complaints against Peace Officers, and for the discipline of Peace Officers;

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

CITATION

1. This bylaw may be cited as the "Bylaw Enforcement Officers Bylaw."

DEFINITIONS

2. The following definitions will apply to the corresponding words if the first letter of that word is capitalized in this bylaw:
 - a) **Bylaw Enforcement Officer** means an employee of the Village who has been appointed to the position of Bylaw Enforcement Officer pursuant to Bylaw Enforcement Officer Bylaw 424-19.
 - b) **Bylaw Services Supervisor** means an employee of the Village who has been appointed to the position of Bylaw Services Supervisor by default the CAO.
 - c) **CAO** means the person appointed by Council as the Chief Administrative Officer and his designates.
 - d) **Director** shall mean the Director of Law Enforcement for the Province of Alberta.
 - e) **Peace Officer** means the following persons while that person is in the exercise or discharge of their power or duties: a Community Peace Officer appointed under the Peace Officer Act, a member of the Royal Canadian Mounted Police, or a park warden appointed under the National Parks Act of Canada.
 - f) **Village** means the Corporation of the Village of Longview and, where the context requires, the land included within the boundaries of the Village of Longview.

INTERPRETATION

3. In this bylaw,
 - a) Any reference to a named act is a reference to an Act of the Legislature of Alberta, as amended from time to time.
 - b) A reference to a named act followed by the word "Canada" is a reference to an Act of the Parliament of Canada, as amended from time to time.
 - c) Any references a Village of Longview staff position, department or committee is deemed to be to the current name that the staff position, department or committee is known by.

ROLES, RESPONSIBILITIES AND AUTHORIZATIONS

4. The municipal office of Bylaw Enforcement Officer is hereby created.
5. A Bylaw Enforcement Officer may be appointed as a Peace Officer pursuant to the Peace Officer Act and its regulations.
6. The CAO may appoint one or more Bylaw Enforcement Officers
7. The appointment of a Bylaw Officer shall be in writing and shall state the territorial jurisdiction and may state the authority of the CAO delegated to the Bylaw Enforcement Officer.
8. The powers and duties of a Bylaw Enforcement Officer shall be limited to those areas of jurisdiction provided for by the authorization given by the CAO, and the Peace Officer Act and are further as follows:
 - a) To enforce the bylaws which the CAO has authorized the Bylaw Enforcement Officer to enforce;
 - b) To follow the directions of the CAO and to report to the CAO as required by him;
 - c) To respond to and investigate public complaints;
 - d) To conduct routine patrols;
 - e) To issue notices, tickets or tags;
 - f) To assist in the prosecution of bylaw and statutory offenses including appearances in court to provide evidence and service of subpoenas on potential witnesses;
 - g) To follow the inspection and enforcement procedures set out in Section 542,

544 and 545 of the Municipal Government Act as delegated to them through the CAO;

- h) To perform all other duties as delegated by the CAO from time to time as assigned;
 - i) To take the official oath prescribed by the Oaths of Office Act upon being appointed as a Bylaw Enforcement Officer.
 - j) To preserve and maintain public peace.
9. Uniforms worn by a Bylaw Enforcement Officer, while on duty, shall be in accordance with any provincial act that may apply.

CODE OF CONDUCT FOR BYLAW ENFORCEMENT OFFICERS

10. A Bylaw Enforcement Officer shall not violate:

- a) An Act of the Parliament of Canada;
- b) An Act of the Legislature of Alberta;
- c) Any regulation made under an Act of either the Parliament of Canada or the Legislature of Alberta.

11. A Bylaw Enforcement Officer shall not:

- a) Act in a disorderly or inappropriate manner;
- b) Act in a manner that would be harmful to the organizational discipline or is likely to discredit the reputation of law enforcement;
- c) Use profane, abusive or insulting language to any member of a police force, community peace officer, Bylaw Enforcement Officer or any member of the public;
- d) Abet or knowingly become an accessory to a default described in this bylaw;
- e) Act in a manner that is not fit or proper;
- f) Apply the law differently or exercise authority on the basis of race, colour, religion, sex, physical disability, marital status, age, ancestry or place of origin, or in any manner that would contravene the Alberta Human Rights Act;
- g) Commit insubordination, where the Bylaw Enforcement Officer by word or action, and without lawful excuse, disobeys, omits or neglects to carry out any lawful order;

- h) Withhold or suppress a complaint against, or a report made about, a Bylaw Enforcement Officer;
- i) Neglect, without a lawful excuse, to promptly or diligently perform their duties;
- j) Wilfully or negligently make or sign a false, misleading or inaccurate statement in any official document or record;
- k) Without lawful excuse:
 - i) destroy, mutilate or conceal an official document or record;
 - ii) alter or erase an entry in any official document or record;
- l) Make known any matter that is a person's duty to keep in confidence, or communicate to the news media or to any unauthorized person any law enforcement matter which could be injurious to any person or ongoing investigation;
- m) Fail to account for or to make a prompt and true return of money or property that the Bylaw Enforcement Officer receives in their official capacity;
- n) Directly or indirectly ask for, or receive, a payment, gift, subscription, testimonial or favour without the consent of the CAO;
- o) Become involved in a financial, contractual or other obligation with a person whom the Bylaw Enforcement Officer could reasonably expect to report or give evidence about;
- p) Without lawful excuse, use their official position for personal advantage or another person's personal advantage;
- q) Exercise authority when it is unlawful or unnecessary to do so;
- r) Consume alcohol while on duty, or consume or otherwise use or possess drugs that are prohibited by law, or report for duty, be on duty or be on stand-by for duty while unfit to do so by the use of alcohol or a drug (includes prescription medication and cannabis);
- s) Demand, persuade or attempt to persuade another person to give, purchase or obtain liquor for a Bylaw Enforcement Officer who is on duty;
- t) Apply excessive or otherwise inappropriate force in circumstances where force is used.

COMPLAINTS AND DISCIPLINARY MEASURES

12. The process followed on complaints against the Bylaw Officer are outlined in the HR-001-001a Progressive Discipline and Alternative Dispute Resolution Policy.

13. The written decision of the CAO resulting from a disciplinary hearing of a Bylaw Enforcement Officer may be appealed in writing to the Director by the complainant who filed the complaint under section 12, pursuant to section 15(4) of the Peace Officer Act.
14. The CAO must, during the disciplinary hearing process, notify the complainant and the Bylaw Enforcement Officer who is the subject of the complaint in writing at least once every 45 days as to the status of the complaint until a decision is made regarding the complaint.

ENACTMENT / TRANSITION

15. This bylaw comes into force when it receives third reading and is signed by the Mayor and the CAO or designates.

Read a first time this ___ day of October, 2019.

Read a second time this ___ day of October, 2019.

Proceed to 3rd Reading this ___ day of October, 2019

Read a third time this ___ day of October, 2019.

Approved on behalf of the Village of Longview:

Mayor

CAO

**VILLAGE OF LONGVIEW
BYLAW NO. 405a-19**

BEING A BYLAW OF THE VILLAGE OF LONGVIEW IN THE PROVINCE OF ALBERTA FOR THE PURPOSES OF AMENDING THE COMMUNITY STANDARDS TO REGULATE NEIGHBOURHOOD NUISANCE, SAFETY AND LIVEABILITY ISSUES

WHEREAS pursuant to the *Municipal Government Act*, being Chapter M-26, R.S.A. 2000, and amendments thereto, authorizes a municipality to pass bylaws respecting the safety, health and welfare of people and protection of people and property;

AND WHEREAS the *Municipal Government Act* authorizes a municipality to pass bylaws regarding the remedying of contraventions of bylaws;

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

Amendment

ADD under Definition

“Sidewalk” means any hard surface path or route intended for use by pedestrians and is situated on Village owned land.

“Walkway” is a sidewalk extending between two residential properties.

ADD under Boulevard Maintenance

26. *All person owning or occupying premises in the Village shall remove and clear away all snow, ice and dirt and other obstructions down to bare surface from public sidewalks bordering their private property within 24 hours of a snowfall ending. Owners of rental properties are responsible for arranging for snow and ice removal when they reside elsewhere.*
27. *Remove a minimum width of 1.5 meters of snow and ice – down to bare surface – from a public pathway bordering their property, also within 24 hours of a snowfall ending. Applicable pathways are those that run parallel and adjacent to a street, with or without separation between the pathway and street (e.g. a grass boulevard).*
28. *Pile snow from their private driveway or walkway on their own property (e.g. front lawn). Snow from a public sidewalk or pathway may be shoveled onto another public property, such as a road.*
29. *The Village may after the expiration of the 24 hours aforesaid, fine the person owning or occupying premises in the Village, and/or remove and clear away all snow, ice, dirt and other obstruction required to be removed by Section 26 and charge the expense thereof to the owner or occupant. In the event of non-*

payment within thirty (30) days of the expenses, such expense shall be transferred to taxes for the property.

ADD to Schedule A Fines

S. 27 Failure to clear snow from sidewalks within 24 hours

<i>\$250.00</i>	<i>First Offence</i>
<i>\$500.00</i>	<i>Second Offence</i>
<i>\$1,000.00</i>	<i>Third & Subsequent Offences</i>

This bylaw shall take effect upon the date of third and final reading and passage thereof.

READ for a first time this ____ day of October, 2019.

READ a second time this ____ day of October, 2019.

READ for a third and final time this ____ day of October, 2019.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



**Village of
Longview
Policies and
Procedures**

**Policy Name:
Progressive Discipline & Alternative
Dispute Resolution**

<p>Section: HR – Human Resources</p> <p>Sub Section: 001 – Employee Relations</p>	<p>Policy Number: HR-001-001a</p> <p>Revised: Oct__, 2019</p> <p>Replaces: HR-001-001</p>
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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

MINOR COMPLAINT RESOLUTION

Complaints: Complaints received by the Village either verbal, phone, or email about a peace officer or staff member will be assessed by the employee’s supervisor to determine the level of severity and determine the best course of action to resolve the complaint.

Discussion: Supervisor to have a conversation with the staff member explaining the complaint and getting their side of the story, then identifying any corrective action to be taken or adjustments made in procedures.

Response: After the discussion with the staff, the supervisor will email or respond to the complainant to mention the actions taken and ask if they are satisfied that the matter has been handled.

Recording: A file will be put in the personnel files identify the complaint date, the staff conversation date, the resolution, and the contact date. The complaint will be removed from the personnel file after two years if no further complaints are received.

MORE SERIOUS COMPLAINTS or NON-AGREEMENT

Complaints: Complaints received by the Village either verbal, phone, or email about a peace officer or staff member will be assessed by the employee's supervisor to determine the level of severity and determine the best course of action to resolve the complaint.

Discussion: Supervisor to have a conversation with the staff member explaining the complaint and getting their side of the story. If they cannot come to a mutually satisfactory solution then a third party may be brought in to help resolve situation either through mediation or investigation.

Mediation: For more serious breaches of behavior a third party may be brought in to address the complaint. They will listen to both sides and decide on a corrective course of action.

Investigation: For more the most serious breaches of behavior a third party may be brought in to investigate the complaint. Upon receipt of the Investigation Report a meeting with the staff member will be held to address the results of the report and to determine a course of action to ensure that the nature of the complaint is addressed to prevent further reoccurrence.

Response: After mediation or investigation, the supervisor will email or respond to the complainant to mention the actions taken and ask if they are satisfied that the matter has been handled.

Recording: A file will be put in the personnel files identify the complaint date, the staff conversation date, the resolution, and the contact date. The complaint will be removed from the personnel file after four years if no further complaints are received.

Written Warning

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 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 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.

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 and the CAO 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:
Progressive Discipline & Alternative Dispute Resolution

Section: HR – Human Resources	Policy Number: HR-001-001a
Sub Section: 001 – Employee Relations	Revised: Oct __, 2019
	Replaces: HR-001-001

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.

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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

MINOR COMPLAINT RESOLUTION

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Complaints: Complaints received by the Village either verbal, phone, or email about a peace officer or staff member will be assessed by the employee’s supervisor to determine the level of severity and determine the best course of action to resolve the complaint.

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Discussion: Supervisor to have a conversation with the staff member explaining the complaint and getting their side of the story, then identifying any corrective action to be taken or adjustments made in procedures.

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Response: After the discussion with the staff, the supervisor will email or respond to the complainant to mention the actions taken and ask if they are satisfied that the matter has been handled.

Recording: A file will be put in the personnel files identify the complaint date, the staff conversation date, the resolution, and the contact date. The complaint will be removed from the personnel file after two years if no further complaints are received.

~~**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.~~

MORE SERIOUS COMPLAINTS or NON-AGREEMENT

Complaints: Complaints received by the Village either verbal, phone, or email about a peace officer or staff member will be assessed by the employee’s supervisor to determine the level of severity and determine the best course of action to resolve the complaint.

Discussion: Supervisor to have a conversation with the staff member explaining the complaint and getting their side of the story. If they cannot come to a mutually satisfactory solution then a third party may be brought in to help resolve situation either through mediation or investigation.

Mediation: For more serious breaches of behavior a third party may be brought in to address the complaint. They will listen to both sides and decide on a corrective course of action.

Investigation: For more the most serious breaches of behavior a third party may be brought in to investigate the complaint. Upon receipt of the Investigation Report a meeting with the staff member will be held to address the results of the report and to determine a course of action to ensure that the nature of the complaint is addressed to prevent further reoccurrence.

Response: After mediation or investigation, the supervisor will email or respond to the complainant to mention the actions taken and ask if they are satisfied that the matter has been handled.

Recording: A file will be put in the personnel files identify the complaint date, the staff conversation date, the resolution, and the contact date. The complaint will be removed from the personnel file after four years if no further complaints are received.

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

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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.~~

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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.

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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 ~~and the CAO, 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.

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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.

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**Attachment – Schedule A
Village of Longview
Code of Conduct**

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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:

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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.

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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

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Acknowledgement & Agreement

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

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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

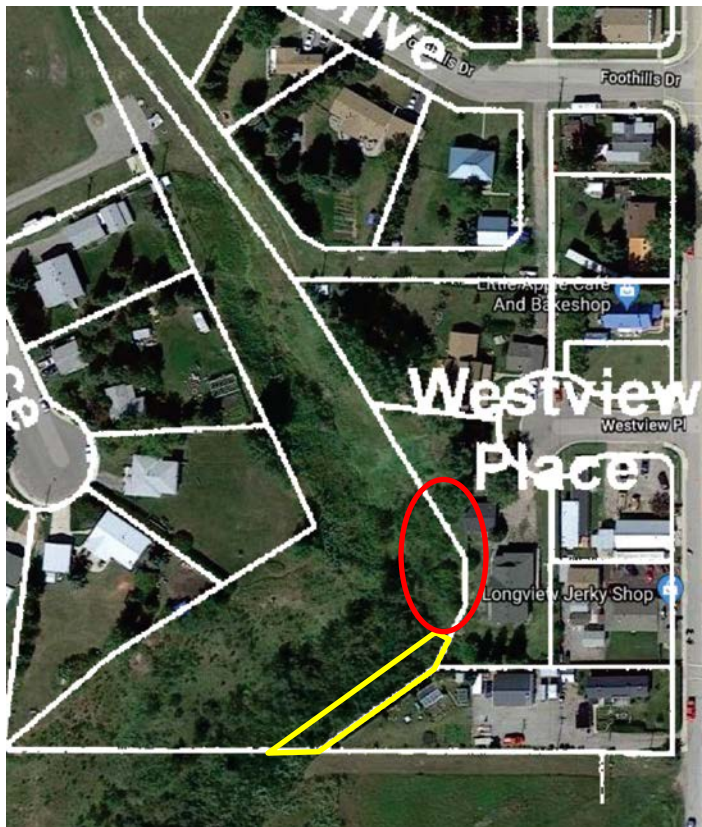
Witness



VILLAGE OF LONGVIEW
REPORT TO COUNCIL

Date:	October 23, 2019	Agenda Item #:	10.2
Title:	Gully Burn & Bushes		
Submitted by:	Dale Harrison, CAO		

Council requested that administration contact Trish Dayment who is employed by Somerset Tree Services to inquire about the cost of brushing out some of the willows in the gully on the southeast side. The owner of Somerset came out to the village to survey the site. The owner and CAO went down through the gully from the north and around the eastside to the two properties that would be affected by the gully burn.



The southern most property western border has approximately 4 feet of cleared flat space on top of the bank, then the gully has a very sharpen slope. This slope has a number of large willows (yellow) that approach the edge of the 4 foot clearing, the ground is covered with approx. 18" of combustibile deadfall material. The property has a 7 foot wooden slate fence that would be very combustibile. The slope and access to the location would not allow any machinery into the area. Any work would have to be hand tools and the removal of any cutting would need to be left on the ground creating more fuel for future fires.

The next property north has large carigana (red) trees growing in the yard and moving approx. 50 feet into the gully. Some of it is on private land and the rest on public land.

The owner suggested we contact the Fire Inspector and have him look at the space on the top of the bank to see if it is large enough to be considered a fire break.

We received a quote from the company for \$9,300 plus GST to brush back approximately 20 feet from the top of bank.



**VILLAGE OF LONGVIEW
REQUEST FOR COUNCIL DECISION**

Date:	October 23, 2019	Agenda Item #: 10.3
Title:	Farm Safety Centre	
Submitted by:	Dale Harrison, CAO	

Recommendation:	MOVED by _____ that the Village give a \$50 contribution to the Farm Safety Centre for 2019.	
Alternatives:	2. Defeat above motion. 3. That discussion be tabled _____ <i>(for further information or future date).</i>	

Background:	The Village received a request for funding for 2019 for Farm Safety Centre. In 2018 Council supported them with a \$50 donation to the education program.
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Implications: <i>Policy, Statutory Plans, Legislative:</i>	
<i>Financial:</i>	N/A

Communications:	Notices posted at Council meetings
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Attachments:	Is the documentation severed by FOIP: NO
1.	none



RECEIVED OCT 07 2019

265 East 400 South – Box 291 – Raymond – Alberta – T0K 2S0 – Tel: 403 752-4585 – Fax: 403 752-3643
Email: safetyctr@abfarmsafety.com Website: abfarmsafety.com

October 7, 2019

Village of Longview
PO Box 147
Longview, Alberta T0L 1H0

The Farm Safety Centre is a community based organization led by farmers and ranchers with an interest in helping things go right for all individuals in rural Alberta. The centre began a farm safety educational effort called Safety Smarts in 1998.

The program has been delivered continuously since then and is now offered province wide by a team of regional instructors. Rural children across the province receive farm safety presentations in their individual school classrooms each school year. Since 1998 Safety Smarts learning and engagement has involved 732,914 elementary school aged children.

A recent program evaluation indicated that more than 85% of the rural children reached by Safety Smarts are remembering farm safety messages year to year. The evaluation also found that review materials sent home with these rural children are an important bridge to their parents.

The 2019-2020 school year is the 22nd consecutive year of Safety Smarts delivery. The generosity of many continues to make this unique farm safety extension effort possible. We are grateful for each and every dollar donated in support of the important outreach of our charitable organization. A complete 2018-2019 Safety Smarts report is enclosed with this letter, if you have donated to support the program. The complete report can also be found on our website: abfarmsafety.com

With the start of this 2019-2020 school year, we are again inviting Towns & Villages to help out. An annual contribution of \$100 from 200 + Towns/Villages would allow delivery to 4,000 + students this school year. This amount is just 1/5 of what dozens of Hutterite Colonies provide each year to support continued on-colony program delivery to their children.

If this request just will not fit within your budget, we ask you to consider other rural champions in your community who may be interested in lending a hand and donating a modest amount. In our current regulatory focused environment, it seems that family farms and the individuals on them are being somewhat forgotten. Let's look after our own and together sustain this successful farm safety initiative for another 20+ years!

As a charity registered with Canada Revenue Agency, we are able to issue charitable tax receipts for all donations.

We express heartfelt thanks to Town and Villages who are consistent and generous contributors. Their consistency is essential to the sustainability of Safety Smarts. In 2018 more than 290 entities of all types helped fund Safety Smarts.

We would be pleased to provide additional information, upon request. Thank you for your time.

Sincerely,

Laura Nelson
Executive Director
Farm Safety Centre



**VILLAGE OF LONGVIEW
REQUEST FOR COUNCIL DECISION**

Agenda Item #: 9.1

Date: October 23, 2019
Title: Snow Removal Sidewalks
Submitted by: Dale Harrison, CAO

Recommendation: MOVED by _____ that the Village appoint Jan Dyck as the Longview representative on the Marigold Library System for a period of three years.

Alternatives:

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

Background: Review of serveral previous Traffic bylaws #184, 284-04, 317-09

Implications:
Policy, Statutory
Plans, Legislative:

Financial: N/A

Communications:

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

1. none

VILLAGE OF LONGVIEW

BYLAW 423-19 - PROPERTY TAX BYLAW

BEING A BYLAW OF THE VILLAGE OF LONGVIEW IN THE PROVINCE OF ALBERTA TO AUTHORIZE THE RATES OF TAXES FOR THE YEAR 2019

WHEREAS the Village of Longview has prepared and adopted detailed estimates of the municipal revenue and expenditures as required: and

AND WHEREAS the estimated municipal expenditures and transfers set out in the Budget for the Village of Longview for the calendar year 2019 total of **nine hundred and sixty-eight thousand and two hundred and nineteen dollars (\$968,219)**; and

AND WHEREAS the external requisitions are;

Alberta School Foundations Fund (ASFF)	
Residential and Farmland	\$98,146.29
Non-residential	\$44,094.71
Machinery and equipment	\$0
Christ the Redeemer Separate School Division	
Residential and Farmland	\$3,665.17
Non-residential	\$0
Machinery and equipment	\$0
Designated Industrial Property	343.53
Westwind Community Foundation	\$6,523.00
FRESC	\$2,336.00

AND WHEREAS taxes to fund other expenditures and transfers are:

General Municipal	\$326,655
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AND WHEREAS the Council of the Village of Longview is required each year to levy on the assessed value of all property tax rates sufficient to meet the estimated expenditures and the requisitions; a total of \$481,764 is to be collected to meet these obligations.

AND WHEREAS the Council is authorized to classify assessed property and to establish different rates of taxation in respect to each class of property, subject to the Municipal Government Act, Chapter M26, Revised Statutes of Alberta, 2000, and the amendments thereto;

AND WHEREAS the assessed value of all taxable property in the Village of Longview as shown on the assessment roll is;

Residential and farmland	\$38,992,020
Non-Residential	\$11,411,860

kw 

VILLAGE OF LONGVIEW

BYLAW 423-19 - PROPERTY TAX BYLAW

NOW THEREFORE under the authority of the Municipal Government Act, the Council of the Village of Longview, in the Province of Alberta, duly assembled, enacts as follows;

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Village of Longview:

	<u>Tax Levy</u>	<u>Assessment</u>	<u>Tax Rate</u> Mill
Alberta School Foundation Fund (ASFF)			
Residential and Farmland	\$ 98,146	\$ 37,644,020	2.60722
Non-Residential	\$ 44,095	\$ 10,435,570	4.22542
Machinery & Equipment	\$ -	\$ 976,290	0.00000
Christ the Redeemer Separate School Division			
Residential and Farmland	\$ 3,665	\$ 1,348,000	2.71884
Designated Industrial Property	\$ 344	\$ 4,370,600	0.07860
Westwind Communities	\$ 6,523	\$ 49,427,590	0.13197
Foothills Regional Emergency Services Commission	\$ 2,336	\$ 49,427,590	0.04726
General Municipal			
Residential and Farmland	\$ 225,392	\$ 38,992,020	5.78046
Non-Residential	\$ 101,263	\$ 11,411,860	8.87349
	<u>\$ 481,764</u>		
Residential Tax rate per 1000 in assessment	8.56692	8.67854	Separate
Non Residential Tax rate per 1000 in assessment	13.27814	13.35674	DIP Indust

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

READ a first and second time this 5 day of June, 2019 A.D.

UPON MOTION DULY MADE AND UNANIMOUSLY CARRIED, a third reading of this bylaw shall be held at the Special meeting of Council of the Village of Longview on June 5th, 2019

UPON MOTION DULY MADE AND CARRIED, READ a third time this 5th day of June, 2019



MAYOR



CHIEF ADMINISTRATIVE OFFICER