

AGENDA

REGULAR MEETING OF THE COUNCIL OF THE VILLAGE OF LONGVIEW In the Province of Alberta, held on Tuesday, November 19, 2019 at Longview Village Council Chambers at 6:30 p.m.

1.0 CALL TO ORDER

2.0 AGENDA

3.0 DELEGATIONS

3.1 Ed Wallace - Branding

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 Organizational Meeting – October 23, 2019
- 5.2 Minutes Regular Council Meeting – October 23, 2019
- 5.3 Minutes Committee of the Whole – Nov 6, 2019
- 5.4 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

10.0 BUSINESS

- 10.1 RFD Hall Rental Policy
- 10.2 RFD School Team Jerseys
- 10.3 RFD Condolence Policy
- 10.4 RFD Traffic Safety Policy
- 10.5 RFD Senior's Bus Cookbook Fund Raiser
- 10.6 RFD Peace Officer Complaint Policy

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 ORGANIZATIONAL MEETING
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW
In the Province of Alberta, held on Wednesday, October 23, 2019, in
Longview Council Chambers Commencing at 6:00 p.m.

IN ATTENDANCE

Councillor Len Kirk

Councillor Christina Weir

Councillor Kathie Wight

2 residents in gallery

CAO Dale Harrison

1. CALL TO ORDER

1.1 CAO Harrison called the meeting to order at 6.04 p.m.

2. COUNCIL APPOINTMENTS

2.1 Nomination for and appointment of Mayor

MOVED by Councillor Weir that Council appoint Kathie Wight as Mayor of the Village of Longview effective immediately.

Resolution 158-19

CARRIED

Mayor Wight assumes the Chair

2.2 Nomination for and appointment of Deputy Mayor

MOVED by Councillor Kirk that Council appoint Councillor Weir as Deputy Mayor of the Village of Longview effective immediately.

Resolution 159-19

CARRIED

3. MEETING DATES

1. Regular Council Meetings

Regular Council Meetings be held on the third Tuesday of each month at 6:30 p.m. in the Longview Village Council Chambers.

2. Committee of the Whole Meetings

Committee of the Whole Meetings be held on the 1st Wednesday of each month at 6:30 p.m. in the Longview Village Council Chambers.

3. Meet with Council

Meet with Council be held on the 2nd Wednesday of each month at 6:30 p.m. in the Longview Village Council Chambers.

MOVED by Deputy Mayor Weir that Council approve the Council Meeting dates.

Resolution 160-19

CARRIED

4. COUNCIL REMUNERATION

4.1 Meeting Remuneration

Council remuneration for each meeting remain at \$45 for meetings under 2 hours, \$90.00 per meeting up to 4 hours; and remuneration for each full day meeting remains at \$150.00

4.2 Travel Rate

Set by the CRA next year rate – 2019 - .58 to be determined in January of 2020.

4.3 Per Diem for Meals

Incidentals – \$10, Breakfast \$15, Lunch \$20, Dinner \$36 Max Daily Total \$81.00

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MOVED by Deputy Mayor Weir that Council approve the 2020 Remuneration Rates.

Resolution 161-19

CARRIED

5. **COMMITTEE APPOINTMENTS**

Mayor & Reeves	Mayor – Alternate Deputy Mayor
Longview Library – Deputy Mayor Weir	Alternate – Mayor Wight
Fire Department – Councillor Kirk	Alternate – Deputy Mayor Wight
Westwinds Communities – Mayor Wight	Alternate – Councillor Kirk
FRESC – Councillor Kirk	Alternate – Mayor Wight
Economic Development Committee – Deputy Mayor Weir	Alternate – Councillor Kirk
	EDC Citizen appointees - Jeff
Nelson,	
ISDAB Secretary – Dale Harrison	
D.A.R.E. – Deputy Mayor Weir	Alternate – Councillor Kirk
Longview School – Deputy Mayor Weir	Alternate – Councillor Kirk
Sheep River Regional Utility Corp. – governance – Mayor Wight	Alternate – Councillor Kirk
Sheep River Regional Utility Corp. – technical – Councillor Kirk	Alternate – Mayor Wight
Westend Sewer Utility – Mayor Wight	Alternate – Councillor Kirk
FCSS – Mayor Wight	Alternate – Councillor Kirk
Emergency Management (formerly Disaster Services) DDEM Appointment –	Councillor Kirk
Crescent Point Community Foundation – Mayor Wight	
	Alternate – Deputy Mayor Weir
Recreation Board – Deputy Mayor Weir	Alternate – Councillor Kirk
Municipal Planning Commission – All of Council	

MOVED by Councillor Kirk that the following committee appointments and Director of Disaster and Emergency Management Appointment be approved until the next Organizational Meeting of the Village of Longview shall be as above;

Resolution 162-19

CARRIED

6. **ADJOURNMENT:**

MOVED by Mayor Wight that the Organizational Meeting be adjourned at 6:47 p.m..

Resolution 163-19

CARRIED

Mayor

CAO

MINUTES OF THE REGULAR MEETING
OF THE COUNCIL OF THE VILLAGE OF LONGVIEW
In the Province of Alberta, held on Wednesday, October 23, 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

1 Public in attendance

CALL TO ORDER

Mayor Wight called the meeting to order at 6:50 p.m.

AGENDA

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

Resolution 164-19

DELEGATION

No Delegation

**CORRESPONDENCE
FROM RESIDENTS**

Novak – Sewer line repair
MOVED by Deputy Mayor Weir Council accept correspondence. **CARRIED**

Resolution 165-19

**MINUTES OF
PREVIOUS MEETINGS**

Sept 17, 19 - Regular Council Meeting
Oct 2, 19 – Committee of the Whole Meeting
Action Items

MOVED by Councillor Kirk that Meeting Minutes of Sept 17, 2019
Regular Council Meeting, Oct 2 Committee of the Whole Meeting be
adopted as amended. **CARRIED**

Resolution 166-19

REPORTS

CAO Report

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

Peace Officer Report

CAO Harrison reviewed traffic fine statistics from September

Public Works Report

As presented – Sept 16 - Oct 15

Council Reports

Len Kirk

- FRESC – attempted back entrance to
- Seniors – wheel chairs accessible lift to basement

Deputy Mayor Weir –

- EDC – Solar Open House - good
- School missed summer meeting
- Dare missed summer meeting

MINUTES OF THE REGULAR MEETING
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- Branding – Open House – well receive
- Library – cancelled snow
- Rec Board – insurance and staffing

Mayor Wight

- Westwinds – media communication plan
 - Selling several low income houses
 - Okotoks – design options
 - Paving parking lots BD and Okotoks
- AUMA - strategic plans
 - Premier expect less money
- Mayors & Reeves
 - Halo helicopter
 - 800 mile pipeline in Quebec
- Meet with public – no one
- SolGen - Tammy

Resolution 167-19

MOVED by Mayor Wight that the reports be accepted as presented.

CARRIED

FINANCIAL REPORTS

Bank Reconciliation – September
Accounts Payable Cheque Register – September, 2019
Variance Report – Oct 15, 2019

Resolution 168-19

MOVED by Councillor Kirk that the Financial Reports be accepted as presented.

CARRIED

QUESTION PERIOD

No Questions

BYLAWS

**Bylaw 424-19 Bylaw
Officer Powers and
Authorization**

Resolution 169-19

MOVED by Mayor Wight that the Bylaw 424-19 receive 1st Reading as amended.

CARRIED

Resolution 170-19

MOVED by Councillor Kirk that the Bylaw 424-19 receive 2nd Reading as amended.

CARRIED

Resolution 171-19

MOVED by Mayor Wight that the Bylaw 424-19 proceed to 3rd Reading.

CARRIED UNANIMOUSLY

Resolution 172-19

MOVED by Deputy Mayor that the Bylaw 424-19 receive 3rd Reading as amended.

CARRIED

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

**Bylaw 405a-19 Amend
 Community Standard –
 Snow Residential
 Sidewalks**

Resolution 173-19 **MOVED** by Mayor Wight that the Bylaw 405a-19 receive 1st Reading as amended. **CARRIED**

Resolution 174-19 **MOVED** by Councilor Kirk that the Bylaw 405a-19 receive 2nd Reading as amended. **CARRIED**

Resolution 175-19 **MOVED** by Mayor Wight that the Bylaw 405a-19 proceed to 3rd Reading. **CARRIED UNANIMOUSLY**

Resolution 176-19 **MOVED** by Deputy Mayor Weir that the Bylaw 405a-19 receive 3rd Reading as amended. **CARRIED**

BUSINESS

**10.1 – RFD Progressive
 Discipline / Alternative
 Dispute Resolution
 Policy**

Resolution 177-19 **MOVED** by Mayor Wight that the Village accept the Progressive Discipline – Alternative Dispute Resolution as amended. **CARRIED**

**10.2 – Report to
 Council Gully
 Vegetation**

Resolution 178-19 **MOVED** by Mayor Wight that the Village have administration to contact the Fire Inspector for review. **CARRIED**

**10.3 – Farm Safety
 Centre**

Resolution 179-19 **MOVED** by Mayor Wight that the Village contribute \$50 to the Farm Safety Centre education program. **CARRIED**

**10.4 – RFD Marigold
 Library Appointment**

Resolution 180-19 **MOVED** by Deputy Mayor Weir that Jan Dyck be appointed as the Village representative on Marigold Library Board **CARRIED**

**10.5 Christmas Office
 Hours**

Resolution 181-19 **MOVED** by Mayor Wight The Village office be close for Christmas Mon., Dec 23, Tues., Dec 24 and Fri., Dec 27 **CARRIED**

**10.6 Hall User
 Agreement**

Resolution 182-19 **MOVED** by Mayor Wight move to next COW meeting. **CARRIED**

CORRESPONDENCE

none

ADJOURNMENT

Resolution 183-19 **MOVED** by Mayor to adjourn the meeting at 9:44 p.m. **CARRIED**

NO	ACTION DESCRIPTION	OWNER	DATE ASSIGNED	DATE DUE	STATUS
1	Key Holder list Community Hall	Mayor	17-Sep-19	1-Nov-19	A count of keys from various groups. Need to be given to Admin and determination made to re-key or not
2	New offsite storage policy for OC Pepper spray	CAO		8-Nov-19	Amendment Bylaw drafted and submitted to SolGen for comment - Oct 29
3	Traffic Safety Plan	CPO		8-Nov-19	draft done and sent back to CPO for additions Oct 29
4	Joint Force Operation Policy	CAO		8-Nov-19	
5	West side Fence line - Malmberg Property line				Moved to Nov COW Meeting
6	FCSS committee members	CAO	23-Oct		put in newsletter
7	Emergency Management Workshop - contact Verna Staples	CAO	23-Oct		Contacted Verna - Thursday. The workshop happened last week in Airdrie. Can check with AEMA to see if other courses offered. Municipal Elected Official Courses are offered on different dates and locations. Cremona id listed for Nov 26. There will be more dates after the New Year.
8	Gully Vegetation - Fire Department	CAO	23-Oct		Talked with Heritage Pointe - They said wait until May when things have greened up to determine the risk factors on a burn.
9	Farm Safety Centre	CAO	23-Oct		Submitted to payables - Jan 29
10	Marigold Library System	CAO	23-Oct		Return the form to Marigold with notification of appointee
11	Community Hall Rental Agreement	CAO	23-Oct		Moved to Nov Council Meeting
12	Find facilitator and get budget for Strategic Planning	CAO			Contacted one facilitator for information and quote. Will need to contact a few others from the area.
13	Contact Foothills - Revenue Sharing	CAO			Attempt to talk with CAO but they are at convention
14	Signs - Slippery, use at own risk	CAO			Ordered signs
15	Flooding Rink - assist David to start	CAO			Hose is relocated to Furnace Room and ready to use
16	Letter to AB Transportation - Carwash	Mayor			Draft done and sent for review
17	Hall Rental - signs, inspection list	Admin			Policy revised - signs still to be made
18	Condolence Policy				Policy Revised on Council agenda
19	Donations - Rick Smith				confirming agencies
20	Cliff Ayrey's mom				
21					
21					

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING
 OF THE COUNCIL OF THE VILLAGE OF LONGVIEW
 In the Province of Alberta, held on Wednesday, November 6, 2019 in
 Longview Village Council Chambers 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>3 people in the gallery</p>
CALL TO ORDER	Mayor Wight called the meeting to order at 6:30 p.m.
AGENDA Resolution 184-19	Deputy Mayor Weir that the agenda be adopted as amended. CARRIED
DELEGATION	Preston Seier, Josh Pentland, Joni Lei Cardona - TC Energy TC Energy presented information on a pipeline project in the Longview area for 2023 construction season.
BUSINESS	
Action Item Report	Item 1 – Mayor Wight to submit list to admin - done Item 4 – Joint Forces Operation Policy still to be developed. Not a requirement, but suggested.
Fence on Southend of Green space	Look at easements near storm water drain,
Hall User Agreement	Council responsible to check on building after rentals on weekends if rentals are back to back. Staff will check the building on Fridays and Mondays before and after rentals. Instruction signs to be made and installed at the hall.
Letter to AB Transportation – Car Wash	Council to send letter to MLA and Minister of Transportation.
Condolence Policy	Review and revised policy – to bring to Council Nov
Light Up Night	Eden Valley has discussed being involved in the light-up night, fire department is talking to Chief about rides in fire truck, youth group to help with hot dogs and hot chocolate, Fire at 5, lights-up 6 pm
Branding	Survey are out, March Council meeting for
Christmas Party Update	Lisa coordinating foods, Gift purchasing volunteers selected.
Jerseys for School	Football jerseys - \$1,200 cost, Bring to Council \$600 November
ADJOURNMENT Resolution 185-19	MOVED by Mayor Wight to adjourn the meeting at 9:05 p.m. CARRIED



VILLAGE OF LONGVIEW
CAO REPORT TO COUNCIL

TO: Council
FROM: Dale Harrison
SUBJECT: CAO Report from Oct 21, to Nov 14, 2019
DATE: November 19, 2019

Development:

- Monitoring several houses under construction
- Alberta Transportation – Roadside Development Agreement
- Construction fences – Safety Codes & research costs
- Highway access for carwash
- Water meters for new development

Financial:

- Calgary Foundation Final Report – Seniors Bus
- Tax compliant
- Webinar – CARES Economic Development Funding
- Start cleaning up system for Year end

Office

- Review Office Copier lease expiry
- Branding – community responses and questions, comments
- Computer upgrades & prep for software upgrades
- Staff Christmas party discussion

Council

- Committee of the Whole – TC Energy
- November Council
- Research Emergency Management Courses
- Draft Condolence Policy

Public Works / Infrastructure

- Prepare for sewer line flushing
- Get costs to repair sewer sag
- Water leak into basement

Peace Officer

- Review tickets Report Exec
- Peace Officer Audit
- TV Shared Service Agreement
- Followup meeting Audit SolGen
- Draft PO Compliant Policy

Campground

- Mulched the shrubs

Light Up Longview

- Installing Lights
- Arrange a manlift
- MPE donation request

Meetings

- Economic Development
- Branding – Open House
- EV Charging Station - Ribbon cutting
- Seniors Bus – Ribbon cutting
- Committee of the Whole

Village of Longview Municipal Enforcement

Report to Council October 2019

Stats are compiled from the month of October 2019 .

Tickets Issued	Face value	Highest speed(s) clocked	Other violations	Expected return
34	\$10075	30 Zone 72km/hr-30 69 km/hr-30 66km/hr-30 56 km/hr-30 49km/hr-30x3 50 Zone 116km/hr-50 100 km/hr-50 x2 94-km/hr-50 90 km/hr-50 70 Zone- 120 km/hr-70 115 km/hr-70 108 km/hr-70 100 km/hr-70x 2	Drive uninsured motor vehicle x1 No Valid DL x 3 Unreg motor vehicles x 3 Hold cell x 3 Mandatory court appearance x3 Fail to produce valid insurance card x 3 Learner no supervisor x 1	\$6045.00

September Events

Mandatory Court appearances x3

Expected Return is approximate until mandatory courts dates have passed.

School Visits x 3

Oct 16

Daily routine,Service Kubota tractor,Fall clean-up,Dump run and drop off tractor tires for

replacement and pick-up parts in HR.

Oct 17

Daily routine,Fall clean-up,Rewire and install new lights on Kubota.

Oct 18

Daily routine,Garbage pick-up,Pick-up tires in HR,Move tower from shop yard to campground

for Light-up committee.

Oct 21

Daily routine,Clean-up leaves in park,Meet with CDM at WTP.

Oct 22

Daily routine,Sewer main flushing,Meet with Cummins at SLS.

Oct 23

Daily routine,Sewer main flushing,work on wiring on kubota.

Oct 24

Daily routine,Shut off water at 411 mountain view Pl,Pick-up snow blade in HR,Push-up

compost pile and tree branches,Pull heater in kubota apart for repair,Check over truck and

dump trailer.

Oct 25

Daily routine,Garbage pick-up,Pick-up parts in HR,Repair heater in kubota,Put together

kubota snow blade.

Oct 28

Daily routine,Pick-up tree branches,Snow removal.

Oct 29

Daily routine,Pick-up garbages in green space,Meet with home owner at 539 Highwood Dr

about water meter install,Meet with contractor at WTP,Meet with TractorLand for warranty

work on snow blade,Snow removal.

Oct 30

Daily routine,Spread mulch around shrubs in campground,Meet with GM Mechanical at WTP for

furnace repair,Replace dusk to dawn light at SLS and repair lock.

Oct 31

Daily routine,Spread mulch around shrubs in campground,Check over truck and dump trailer.

*Justin
Cannata*

**VILLAGE OF LONGVIEW
BANK RECONCILIATION
October 31, 2019**

General Ledger ATB

Balance at	General account	\$1,985,100.24	
	RecBoard account	\$11,896.71	
	Light Up account	\$2,188.87	
	Memorial Garden account	\$9,328.70	
	Total Bank in GL		\$2,008,514.52
			\$ -
Adjusted Balance	October 31, 2019		<u>\$2,008,514.52</u>

ATB General Bank Account

Balance	October 31, 2019		<u>\$2,161,987.72</u>
Less:	Outstanding Cheques	(\$12,991.11)	
	cancelled cheque		
	deposit outstanding in GL	(\$140,756.05)	
Plus:	Outstanding Deposit in Bank	\$273.96	
			(\$153,473.20)
Balance at	October 31, 2019		<u>\$2,008,514.52</u>
difference			\$0.00

	Total on Deposit		<u>\$2,008,514.52</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	\$11,896.71	
	held for lightup	\$2,188.87	
	held for memorial garden	\$9,328.70	
	Total held		<u>\$1,434,139.50</u>
	Balance for Operations		\$574,375.02

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

From: 2019/10/01 To: 2019/10/31

Vendor Name	Purpose	Cheque	Date	Amount
911 Supply		9311	2019/10/09	\$50.36
AMSC Insurance Services Ltd.		9304	2019/10/02	\$675.72
ATB Financial Mastercard		1003	2019/10/08	\$3644.04
Alberta One-Call Corporation		9312	2019/10/09	\$31.50
Alberta Municipal Services		9327	2019/10/23	\$5153.99
Benchmark Assessment		9313	2019/10/09	\$1128.75
Caumartin, Justin		9320	2019/10/16	\$65.00
Contain-A-Way Services		9305	2019/10/02	\$155.84
Cummins Western Canada		9334	2019/10/30	\$700.51
Digitex Canada Inc.		9314	2019/10/09	\$235.00
Dyck, Mrs. J.		9308	2019/10/08	\$99.65
Eastlink		1004	2019/10/08	\$77.65
Eastlink		1006	2019/10/16	\$104.95
Family & Community Support		1007	2019/10/23	\$114.00
Farm Safety Centre		9335	2019/10/30	\$50.00
Folkard, June		9321	2019/10/16	\$65.00
Foothills County		9328	2019/10/23	\$24257.14
Foothills Regional Service		9315	2019/10/09	\$398.00
Fountain Tire (High River) Ltd.		9316	2019/10/09	\$60.00
Harrison, Dale		9325	2019/10/23	\$90.00
Harrison, Dale		9333	2019/10/23	\$50.00
High River Tractorland. Ltd.		9336	2019/10/30	\$2132.77
Iron Mountain Canada		9317	2019/10/09	\$52.18
Longview Fas Gas		9318	2019/10/09	\$538.08
MPE Engineering Ltd (billing)		9323	2019/10/16	\$9515.93
Majchrowski, Nicki		9322	2019/10/16	\$600.00
Matrix Solutions Inc.		9329	2019/10/23	\$1185.45
Nucleus		1001	2019/10/01	\$141.75
Precision Sprinklers Inc.		9309	2019/10/08	\$94.50
Quantum Reaction Ltd.		9330	2019/10/23	\$2671.20
Receiver General		9306	2019/10/02	\$6323.25
Receiver General		9337	2019/10/30	\$6405.84
Superior Safety Codes Inc.		9307	2019/10/02	\$223.78
T & T Disposal Services		9326	2019/10/23	\$222.60
Teichroeb, Lisa		9331	2019/10/23	\$158.39
Telus Communications		1008	2019/10/30	\$280.82
Telus Communications		1002	2019/10/01	\$282.15
Telus Mobility		1005	2019/10/08	\$154.37
Tetra Tech Canada Inc.		1009	2019/10/30	\$15100.00
Thuro Inc.		9338	2019/10/30	\$3790.50
Walter, Jane		9339	2019/10/30	\$1050.00
Weir, Christina		9341	2019/10/31	\$90.00
Weir, Christina		9340	2019/10/30	\$351.80
Western Wheel		9332	2019/10/23	\$288.76
Wi-Com Solutions Inc.		9324	2019/10/16	\$58.70
Wight, Karen		9310	2019/10/08	\$304.92
Wight, Kathie		9319	2019/10/09	\$1239.93

47 cheques for

90464.77

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 %
Summary							
Total General Revenue	\$ (588,264.00)	\$ (558,045.05)	\$ (573,095.88)	96		\$ (15,168.12)	97%
Total Legislative Revenue	\$ -	\$ (2,901.87)	\$ (5,000.00)	1		\$ 5,000.00	100%
Total Administration Revenue	\$ (34,812.00)	\$ (23,260.03)	\$ (33,430.62)	105		\$ (1,381.38)	96%
Total Protective Services Revenue	\$ (69,500.00)	\$ (67,378.00)	\$ (68,650.00)	72		\$ (850.00)	99%
Total Emergency Services Revenue	\$ -	\$ -	\$ -	0		\$ -	100%
Total Common Services Revenue	\$ -	\$ -	\$ -	0		\$ -	100%
Total Roads & Sidewalks Revenue	\$ (16,528.00)	\$ (14,788.72)	\$ (14,214.43)	6		\$ (2,313.57)	86%
Total Utility Service Revenues	\$ (205,550.00)	\$ (216,817.73)	\$ (179,190.21)	116		\$ (26,359.79)	87%
Total Planning & Development Revenue	\$ (5,700.00)	\$ (6,221.68)	\$ (12,492.29)	1		\$ 6,792.29	219%
Total Community Services Revenue	\$ (54,665.00)	\$ (74,790.69)	\$ (54,783.67)	207		\$ 118.67	100%
Revenue	\$ (975,019.00)	\$ (964,203.77)	\$ (940,857.10)			\$ (34,161.90)	96%
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	\$ 24,887.70	66		\$ 11,212.30	69%
Total Administration Expenditures	\$ 255,363.00	\$ 239,757.39	\$ 204,761.09	442		\$ 50,601.91	80%
Total Protective Services Expenditures	\$ 91,246.00	\$ 83,069.22	\$ 71,363.84	128		\$ 19,882.16	78%
Total Emergency Services Expenditures	\$ 250.00	\$ 295.30	\$ -	1		\$ 250.00	0%
Total Common Services Expenditures	\$ 84,297.00	\$ 82,646.13	\$ 57,682.62	159		\$ 26,614.38	68%
Total Roads & Sidewalks Expenditures	\$ 18,809.00	\$ 17,649.92	\$ 13,085.62	19		\$ 5,723.38	70%
Total Utility Service Expenditures	\$ 244,651.00	\$ 282,019.57	\$ 144,495.17	221		\$ 100,155.83	59%
Total Planning & Development Expenditures	\$ 5,140.00	\$ 6,823.04	\$ 1,855.82	10		\$ 3,284.18	36%
Total Community Services Expenditures	\$ 92,637.00	\$ 73,991.16	\$ 65,539.08	304		\$ 27,097.92	71%
Expenditures	\$ 983,602.00	\$ 960,582.26	\$ 699,470.42			\$ 284,131.58	71%
Net General	\$ (433,155.00)	\$ (408,730.03)	\$ (457,296.40)	103		\$ 24,141.40	106%
Net Legislative	\$ 36,100.00	\$ 22,113.64	\$ 19,887.70	67		\$ 16,212.30	55%
Net Administration	\$ 220,551.00	\$ 216,497.36	\$ 171,330.47	547		\$ 49,220.53	78%
Net Protective Services	\$ 21,746.00	\$ 15,691.22	\$ 2,713.84	200		\$ 19,032.16	12%
Net Emergency Services	\$ 250.00	\$ 295.30	\$ -	1		\$ 250.00	0%
Net Common Services	\$ 84,297.00	\$ 82,646.13	\$ 57,682.62	159		\$ 26,614.38	68%
Net Roads & Sidewalks	\$ 2,281.00	\$ 2,861.20	\$ (1,128.81)	25		\$ 3,409.81	-49%
Net Utility Service	\$ 39,101.00	\$ 65,201.84	\$ (34,695.04)	337		\$ 73,796.04	0%
Net Planning & Development	\$ (560.00)	\$ 601.36	\$ (10,636.47)	11		\$ 10,076.47	1899%
Net Community Services	\$ 37,972.00	\$ (799.53)	\$ 10,755.41	511		\$ 27,216.59	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	\$ 46,773.81			\$ (38,190.81)	
Revenue from Balance Sheet	\$ -	\$ (1,005,238.28)	\$ (940,857.10)			\$ -	Grants
Expenditure from Balance Sheet	\$ -	\$ 960,582.26	\$ 699,470.42			\$ -	Capital Expense
Net Deficit (Surplus)	\$ -	\$ (44,656.02)	\$ (241,386.68)			\$ -	

92% is target for Nov 12



Village of Longview Community Hall Rental Form

Name: _____

Mailing Address: _____

Phone Number: _____ Cell Number _____

The Community Hall is being rented for the purpose of: _____

Date(s) and time for rental _____

Fees (circle relevant fees)	Village Resident	Non-Village Resident
Damage Deposit	\$100	\$200
Meeting up to 3 hours, not including kitchen	\$30	\$75
Full Day Entire Facility (including kitchen)	\$100	\$300
Kitchen	\$50	\$100
Funeral/Celebration of Life	N/C	\$75

Deposit Paid by (Cheque # or Cash)
Fees Collected:
Referred to Village Administration:
OFFICE NOTES:
Facility Check Out
Extra Fees ?
Keys Returned
Deposit Returned

I understand and agree to follow the policy and usage details for the Longview Community Hall

Hall User Signature _____

Date: _____

Village Signature _____



Community Hall Rental Policy

Set Up Details

- Clean any new snow from steps prior to function to aid in keeping the hall clean.
- Renter to arrange chairs and tables with care.
- Existing signs must remain in their current locations.
- Decorations may ONLY be hung with masking tape or tacks.
- Straw Bales are not permitted.
- Extension cords and a power bar are in the lower level closet.
- All Fire Exits must be kept clear.
- Tables and chairs are not to leave the building.

Clean Up Details

This is our Community Hall, please “Leave the Hall as you found it” and report any damage or maintenance problems.

- Remove all decorations and renter’s equipment at the end of the function.
- Return all tables and chairs as per instructions posted on wall.
- Sweep or vacuum all floors as necessary. Cleaning equipment provided on each floor.
- Any follow-up cleaning will be charged at a minimum of \$75 for 3 hours, any extra time charged at \$25 per hour.

Kitchen Clean Up Details

- All kitchen equipment and dishes to be cleaned and replaced in appropriate cupboards.
- Coffee urns and thermos to be thoroughly cleaned with lids left ajar.
- TURN OFF all kitchen appliances and Main Gas valve if the stove / oven / warming table has been used.
- Leave used tea towels and wash clothes in container provided in the lower kitchen.

Garbage Details

- **ALL GARBAGE MUST** be put inside the Rubbermaid dumpster outside next to the stairs in front of the hall.

Close Up

- Turn off ALL lights and fans.
- Set thermostat to 17 degrees.
- All windows and doors must be closed and locked. If the front double doors do not stay closed and locked from the outside; ensure the small button on the inside of the top of the north door is pushed in and try again.

Keys

- Keys must be returned the day following the rental to avoid late charges.
- Keys may also be returned in the red Post Office mailbox located in front of the village Office.
- Lost keys must be reported immediately.

Other Notes:

Breaker Box: Located in foyer & lower level washroom hallway.

Telephone: There is no telephone in the Hall.

Main Water Shut Off: Located in the cupboard in the Ladies washroom.

Rental Fees	Village Resident	Non-Village Resident
Damage Deposit	\$100	\$200
Meeting (up to 3hrs, not including kitchen)	\$30	\$75
Full Day Entire Facility (including kitchen)	\$100	\$300
Kitchen	\$50	\$100
Funeral / Celebration of Life	N/C	\$75



**VILLAGE OF LONGVIEW
REQUEST FOR COUNCIL DECISION**

Date:	November 19, 2019	Agenda Item #: 10.2
Title:	Longview School Jerseys	
Submitted by:	Christina Weir, Deputy Mayor	

Recommendation:	MOVED by _____ that the village donate \$600.00 to the Eagles Fundraising to help towards purchasing new jerseys for the kids.	
Alternatives:	2. Defeat above motion.	
	3. That discussion be tabled _____ <i>(for further information or future date).</i>	

Background:	Longview school's football team is in dire need of team jerseys. At a recent County wide touch football tournament, the Longview kids came home with the Sportsmanship Award. To many this may be valued higher than first place and a fancy new jersey. In true Longview fashion, despite some obstacle's they rose above and carried themselves with kindness and good sportsmanship.
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Implications:	
<i>Policy, Statutory</i>	
<i>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



VILLAGE OF LONGVIEW

Condolence and Congratulations Policy

Department: Administration		Policy No: 12-19-04
Title: Condolence Policy		
Effective Date: Nov 19, 2019	Approval Date: Nov 19, 2019	Amendment Date(s):
Reference:	Bylaw No: Section:	R.S.A. Statute: Chapter: Section:
Purpose: To provide direction to administration with a consistent practice to follow regarding the sending of gifts, using public funds, for acknowledging condolence on the passing of Council, staff and members of the Village.		

Policy:

The purpose of this policy is to provide Council, Management and Staff with a consistent practice to follow regarding the sending of flowers or gifts or donation in lieu, using public funds, for the following occasions:

Condolence

- a) A donation in lieu will be sent to employees, members of Council, or village committee upon the death of an immediate family member. Value of \$75.00. The definition of an immediate family member is as defined below:
 Spouse, Common-Law Spouse, Father, Mother, Step Parent, Child, Step-Child, Grandchild or Great-Grandchild.
- b) In the event of the death of a retired employee or Council member, a person actively involved in Village for a period of over 1 year, an equivalent gift or donation in lieu will be sent to the family of the deceased. Value of \$50.00
- c) In the event of the passing of a resident of the Village of Longview a card of sympathy and condolences will be sent to the appropriate person.

Default Organization

If the organization to which the donation is to be made is not identified, then by default the donation will be made to Wellspring on the behalf of the deceased.

VILLAGE OF LONGVIEW

Delegation of responsibility

Mayor and/or Administration will advise Council via email or phone call of the request to activate this policy. The information required to be provided by Administration to prompt the Condolence and Congratulations Policy will include:

- a) A description of the event, including the employee's name;
- b) The approximate date and time for delivery of the flowers/gift;

Administration will advise Council of the event and the activation of the policy.

THIS POLICY comes into full force and effective this ___th day of _____, 2019 A.D.

MAYOR

CHIEF ADMINISTRATIVE OFFICE



Purpose:

To establish a traffic safety plan in accordance with the requirements of the Alberta Public Security Peace Officer Program,

Mission: The mission of Longview Municipal Enforcement is to keep the peace, protect the public and promote safety in our community through delivery of professional, accountable and transparent service to our residents.

Objectives

The Traffic safety Plan will reduce the number of injury related collisions and protect our public infrastructure through the following activities:

Impaired Drivers: Increase detection of impaired drivers through high visibility enforcement activities such as check stops, active traffic safety enforcement and continued use of the enhanced road safety initiative.

Aggressive Drivers: Active visible proactive and responsive enforcement to reduced and discourage unsafe driving patterns including but not limited to speeding, disobeying traffic control devices, following too closely and improper lane changes.

Distracted Drivers: Continued Enforcement and use of the enhanced road safety initiative targeting distracted drivers.

Seatbelt Usage: Continued monitoring and enforcement where necessary of seat belt requirements

Traffic Enforcement:

- School zones - Regular school zone patrols to detect and deter speeding, illegal parking and illegal u turns during peak hours
- Construction zones - Although not common in Village of Longview, Regular monitoring and enforcement targeting speeding should they be present.

Municipal Overview and General Information.

The Village of Longview became a Village in January 1st 1964. There are currently 309 residents in the Village and 147 houses.



The previous traffic plan was completed in 2015. The Village had the same population of 309 at that time.

LVME attended 34 Calls of service in 2016
 69 in 2017
 95 in 2018
 __ in 2019

The Village of Longview is bordered by FOOTHILLS COUNTY (formerly MD of Footshills) on all sides.

The Village of Longview has Highway 22 (Morrison Road) that runs through Village as well as the junction of Highway 541. Hwy 541 is closed for part of the year (Dec-May) approx. 45 km west of Longview.

2018 AADT Traffic counts north & south of the intersection with 541

South On 22			
Vehicle Type	Vol	%	
A: Passenger Vehicle	1959	85.9	
B: Recreational Vehicle	174	7.6	
C: Bus	17	0.7	
D: Single Unit Truck	79	3.5	
E: Tractor Trailer Unit	51	2.2	
ASDT	2820	AADT	2280

North On 22			
Vehicle Type	Vol	%	
A: Passenger Vehicle	1931	80.5	
B: Recreational Vehicle	151	6.3	
C: Bus	12	0.5	
D: Single Unit Truck	88	3.7	
E: Tractor Trailer Unit	218	9.1	
ASDT	2960	AADT	2400

These reports show substantial heavy vehicle traffic with RVs, Bus, and trucks travelling through the Village.

There is an elementary school located on the northwest side of the Village on Highway 22. The majority of the residential area is located on the west side of Highway 22 requiring children to cross this highway.

Service Delivery:

Longview Municipal Enforcement provides coverage for 30 hours a week. From 0700-2200hrs. Hours of service may vary seasonally or as needed to enhance enforcement activities.

Turner Valley RCMP: Members are responsible for keeping the peace, upholding the law and preserving public safety and enforcement of Federal and Provincial statutes. Turner Valley members can also enforce municipal bylaws when required in the absence of a CPO if a risk to the public exists. Turner Valley General Duty members also conduct traffic enforcement as time permits and as required to in response to a traffic related complaint.



Turner Valley detachment does not have a members dedicated to a traffic unit. The High River Detachment has a 5 member dedicated Traffic unit that is often in the Longview area.

Traffic Enforcement Activities in Longview:

While the majority of LVME activities involve traffic enforcement, our CPO duties also include bylaw enforcement; some of the most common bylaw offences include animal control, community standards and the traffic bylaw.

The level of traffic enforcement conducted by Turner Valley RCMP and LVME may fluctuate based on seasonal traffic patterns, staffing levels and incoming or increasing workloads

Violation Tickets Issued by LVME

2016 - 388
2017 - 377
2018 - 461
2019 - 294 as of 2019/10/25

Traffic Safety Plan Strategies:

1. Monday through Friday LVME will conducts highly visible patrols on Highway 22 (Morrison Road) during peak hours in the morning and early evening. Patrols will also be conducted during peak times in the school zone (morning, lunch breaks and after school) Visibility will be increased and enforcement activities will focus on speeding, crosswalk safety and distracted driving.
2. Weekends: LVME will conduct patrols and focus on Highway 22 (Morrison Road), the Village in its entirety, and the park. Enforcement will target speeding, intersection safety, restraint safety and distracted driving.
3. Evenings: LVME and the RCMP (GD or Traffic Services Members) will conduct check stops to detect and deter impaired driving offences if staffing levels permit.

Education and awareness remains an important component of traffic safety. Cooperation with local media may occur throughout the year to advice of various initiatives such as the National Impaired Driving Initiative, monthly Alberta Traffic Safety Calendar.

Reporting of such activities should they occur will be sent to the Village CAO.



Continuous Activities

- Ongoing regular traffic enforcement activities in response to calls for service.
- Coordination of Traffic Safety Calendar area (Provincial) of awareness and enforcement.
- Continued operation for targeting Aggressive, Distracted and Impaired Driving.



**VILLAGE OF LONGVIEW
REQUEST FOR COUNCIL DECISION**

Agenda Item #: 10.5

Date: November 19, 2019
Title: Longview Seniors Cookbook Fund Raiser
Submitted by: Dale Harrison, CAO

Recommendation: MOVED by _____ that the village donate \$150 to the Longview Senior's cookbook project.

Alternatives:

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

Background: The Longview Senior's are developing a cookbook as a fund raiser. The Village has been asked to advertise or support this effort. A full page ad would cost \$150. An alternative support would be to photocopy or print the cookbooks on the office copier and lend the seniors the cerlox machine to punch and bind the cookbooks. The cost to copy would be paper and the service charge on the copier. The seniors could supply a heavier quality paper if they desire and pay for the cerlox spines and the Village could supply the copying.

Exact costs cannot be determined until the final number of pages are set. Preliminary photocopying costs are projected to be \$2 per cookbook. If 75 cookbooks are completed would be the equivalent of a \$150 donation. A box of 100 – 3/4" spines runs approx. \$45. The one concern is the amount of time that the copier is tied up while running but that is not insurmountable. Council could set a maximum amount and over that specific amount the seniors could be billed.

Implications:
*Policy, Statutory
Plans, Legislative:*

Financial: N/A

Communications: Notices posted at Council meetings

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

1. none



**Village of
Longview
Policies and
Procedures**

Policy Name:

Complaints Against Peace Officer

Section:

HR – Human Resources

Sub Section:

001 – Employee Relations

Policy Number:

PO-021-001

Revised:

Nov, 2019

Replaces:

POLICY STATEMENT

A major component of the peace officer program is accountability and responsibility. The professional handling of complaints in regards to actions taken by peace officers has a direct impact on these values. Through Part 2 of the Act and Part 5 of the POMR the program directs authorized employers to adhere to minimum requirements for handling these occurrences.

A complaint is captured under the auspices of the Act and Regulations if it is made in writing to the authorized employer. If a complainant is unable to provide a written document due to a valid reason such as language barrier, then the authorized employer shall take what steps as are necessary to have the complaint recorded in writing.

How authorized employers handle verbal or other non-written concerns is not a mandated component of the program. However, authorized employers are encouraged to record all concerns, written or otherwise, as a matter of effective management and due diligence in order to track patterns with individuals or practices that may indicate that a problem exists.

Regardless whether an employer receives a complaint directly, if the employer learns of a complaint or serious or sensitive incident that may lead to a complaint, the employer is required to deal with the matter in accordance with Section 16 and/or 19 of the Act.

CRIMINAL MATTERS

Authorized employers are responsible for reviewing complaints to determine if there are allegations of criminal misconduct. Any allegations of criminal misconduct must be turned over to the police service of jurisdiction for investigation and the complainant notified forthwith. In the event the complainant has not or will not provide sufficient evidence suggestive that a criminal act took place then the Authorized Employer can, in writing, advise the complainant to contact the police directly with their concerns. A code of conduct investigation may still be required to assess if improper conduct occurred.

If the police service makes a determination that a criminal event has not occurred, then the standard complaint process must be followed. The authorized employer may conduct a concurrent internal investigation, provided they interact/cooperate with the police service and take such steps necessary to avoid contaminating the criminal investigation.

If during the course of an investigation that was not initially identified as potentially criminal, and criminal misconduct is uncovered, the authorized employer is required to

report the matter to the police service of jurisdiction. The authorized employer may continue to conduct a concurrent internal investigation provided they interact/cooperate with the police service and take such steps that are necessary to avoid contaminating the criminal investigation.

Complaints that contain allegations of excessive force against a peace officer are considered to be criminal allegations. All complaints of excessive force must be reported to the police service of jurisdiction for investigation.

ANONYMOUS COMPLAINTS

Anonymous complaints are occasionally submitted in writing to an authorized employer. Anonymous complaints do not allow for the authorized employer to discharge required legal responsibilities under Act and Regulation relating to complainant notification, therefore they are not considered a complaint under Section 14 of the Act.

However, if the nature of any complaint (anonymous, written or verbal) is serious, the authorized employer shall review the matter. In the event some element of substance to the allegation is uncovered, reporting and investigation requirements are triggered by Section 16 of the Act.

COMPLAINT PROCESS

- a) A written complaint is received by the authorized employer.
- b) The authorized employer must, within 30 days and in writing, acknowledge receipt of the complaint to the complainant.
- c) Notify the peace officer involved of the complaint if appropriate
- d) The authorized employer must advise Public Security Division of public complaints in accordance with Incident Report Form J3535.
- e) Investigate the allegations of the complaint by interviewing the complainant, any witnesses, the peace officer(s) involved if they so consent, and any other person who may have knowledge relevant to the occurrence.
- f) Review any relevant documents in existence pertaining to the occurrence including, but not limited to:
 - i. Occurrence reports
 - ii. Dispatch logs
 - iii. Peace officer notebook(s)
 - iv. Court reports
 - v. Legal documents
 - vi. In car video recordings
- g) Notify the complainant, the peace officer involved if appropriate, and Director as to the status of the investigation at least once every 45 days.
- h) Upon conclusion of the investigation the authorized employer must notify the complainant, the peace officer involved, and the Director of the disposition of the complaint using wording found in Section 22 of the POMR, which reads as follows:
 - 'the complaint is unfounded.' This means that on the basis of a thorough investigation no reasonable belief exists that the complaint has merit or basis.
 - 'the complaint is unsubstantiated.' This means that on the basis of a thorough investigation there is insufficient evidence to determine the facts of the complaint and that it may or may not have occurred.

- 'the complaint is found to have merit in whole or in part.' This means that on the basis of a thorough investigation that
 - 'in whole' a reasonable belief exists that the peace officer has engaged in misconduct in regards to the entirety of the complaint; or
 - 'in part' a reasonable belief exists that the peace officer has engaged in misconduct in regards to a portion(s) of the complaint, but not in its entirety.
- 'the complaint is frivolous, vexatious or made in bad faith.' This disposition will be used when an authorized employer chooses not to investigate a complaint as per Section 15(2) of the Act which allows no investigation to occur when the complaint is deemed to be frivolous, vexatious, or made in bad faith.

i) In the event a complaint is found to have merit in whole or in part the authorized employer must state what disciplinary action has been taken and it must be in accordance with the agency's disciplinary policy filed with the Director.

NOTE₁ : The specifics of what disciplinary action is taken (verbal reprimand, three-day suspension, dismissal, etc.) may be articulated, if permitted by a Collective Agreement or Human Relations policy. If the details are released it is permitted under 40(1)(f) of the FOIP Act.

NOTE₂: The specifics of what disciplinary action is taken must be reported to the Director of Law Enforcement to ensure the disciplinary policy submitted as a requirement of legislation is being adhered to.

If specific information is not provided to the complainant, employers must indicate disciplinary action was taken in accordance with discipline policies supplied to the Solicitor General and Ministry of Public Security.

j) The conclusion letter issued to the complaint must contain the following closing paragraph which communicates to the complainant that appeals of the decision reached by the authorized employer must be addressed to the Director as required in Section 15 of the Act.

PLEASE BE ADVISED YOU HAVE THE RIGHT TO APPEAL THESE FINDINGS TO THE DIRECTOR OF LAW ENFORCEMENT FOR THE PROVINCE OF ALBERTA PURSUANT TO SECTION 15(4) OF THE PEACE OFFICER ACT. AN APPEAL MUST BE IN WRITING AND INITIATED WITHIN 30 DAYS OF RECEIPT OF THIS DECISION, AND ANY DECISION REACHED BY THE DIRECTOR OF LAW ENFORCEMENT ON APPEAL IS FINAL.

Correspondence to the Director must be sent to:
 Director of Law Enforcement
 10th Floor, 10365 - 97 Street
 Edmonton AB T5J 3W7

COMPLAINTS NOT REQUIRING INVESTIGATION BY THE AUTHORIZED EMPLOYER (SECTION 15(2) OF THE ACT)

It is recognized that some complaints will be made under circumstances in which an investigation is not required. The legislation has included four circumstances under which an employer may choose not to investigate a complaint if the authorized employer is of the opinion that the complaint falls into one of noted categories:

- a) Frivolous. A complaint intended merely to harass or embarrass.
- b) Vexatious. Complaint that has no basis in fact or reason, with its purpose to bother, annoy and embarrass the peace officer or authorized employer.
- c) Bad Faith. Filing the complaint with intentional dishonesty or with intent to mislead.
- d) Public complaints received regarding quality of service relating to the interpretation or application of legislation, investigation outcome or action taken as a result of an investigation are not normally considered complaints against the conduct or actions of a peace officer. After a review, the authorized employer may choose not to investigate these occurrences pursuant to Section 15(2)(b) of the Act.

Reasons for not investigating complaints by reason of the above definitions must be explained in written format to the complainant and advise them of the ability to appeal to the Director.

All complaints disposed through this section must be reported to the Director on a monthly basis.

INFORMAL RESOLUTIONS OF COMPLAINTS

Section 15(2)(b) of the Act allows for an authorized employer to refuse to investigate or may discontinue the investigation of a complaint if, in the authorized employer's opinion and having regard to all of the circumstances, no investigation is necessary.

This section was primarily designed to capture complaints that are resolved 'informally' under the processes that the authorized employer has on file with the Public Security Division. This is intended to allow a diversion from the formal findings set out under Section 22 of the POMR in those circumstances where an investigation has begun, or is about to begin, and both the complainant and authorized employer agree to resolve the dispute informally via an approved internal procedure.

Authorized employers who choose to make use of the section must have an informal resolution process filed with the Director.

This section may also be used in those unforeseen circumstances where an investigation is not required based on an evaluation of the circumstances. This section does not alleviate the need for authorized employers to exercise effective management and due diligence in dismissing the complaint.

All complaints resolved in this manner, pursuant to the Act, must be reported to the Director within one month.

APPEALS OF AUTHORIZED EMPLOYER DECISION

Section 15(2)(b) of the Act allows for an authorized employer to refuse to investigate or may discontinue the investigation of a complaint if, in the authorized employer's opinion and having regard to all of the circumstances, no investigation is necessary.

This section was primarily designed to capture complaints that are resolved 'informally' under the processes that the authorized employer has on file with the Public Security Division. This is intended to allow a diversion from the formal findings set out under Section 22 of the POMR in those circumstances where an investigation has begun, or is about to begin, and both the complainant and authorized employer agree to resolve the dispute informally via an approved internal procedure.

Authorized employers who choose to make use of the section must have an informal resolution process filed with the Director.

This section may also be used in those unforeseen circumstances where an investigation is not required based on an evaluation of the circumstances. This section does not alleviate the need for authorized employers to exercise effective management and due diligence in dismissing the complaint.

All complaints resolved in this manner, pursuant to the Act, must be reported to the Director within one month.

RESOLUTION OF COMPLAINT AND DISCIPLINARY ACTIONS

Refer to the Progressive Discipline & Alternative Dispute Resolution Policy

