

AGENDA

COMMITTEE OF THE WHOLE COUNCIL OF THE VILLAGE OF LONGVIEW
In the Province of Alberta, held on Wednesday, Oct 2,, 2019 at
Village of Longview Council Chambers Commencing at 6:30 p.m.

1.0 **CALL TO ORDER**

2.0 **AGENDA**

3.0 **DELEGATION**

4.0 **BUSINESS**

4.1 Action Item Report

4.2 Hall User Agreement

4.3 Council Priorities for Peace Officer

4.4 Peace Officer Audit Report

4.5 Progressive Discipline & Alternative Dispute resolution

4.6 Fence on south end of greenspace

5.0 **CLOSE MEETING**

6.0 **ADJOURNMENT**

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	Council approve budget to proceed.	June 18, 2019		The only way to create a list of key holders is to change the locks and issue new keys
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	Revised on COW Agenda for review
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		Send via email for review Oct 24
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. Talked with staff on site, will be backfilling Sept 23/24.
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.
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**VILLAGE OF LONGVIEW
REQUEST FOR COUNCIL DECISION**

Agenda Item #: 4.3

Date: October 2, 2019
Title: Council priorities for Peace Officer Program
Submitted by: Dale Harrison, CAO

Recommendation: MOVED by _____ that the Peace Officer spends approx.
____% of their time on shift on Public Safety
____% of their time on shift on Bylaw Enforcement
____% of their time on shift on Other
____% of their time on shift on _____
____% of their time on shift on _____

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

Background: The Solicitor General did an audit of our Peace Officer Program in late July. Their primary recommendation was to develop a detailed job description for the position. The responsibility to develop the job description is the CAO's. Council can determine where they want to see the Peace Officer spend their time and this can be written into the job description.
In reviewing other Peace Officer job descriptions one had prioritized time. See example on next two pages.

Implications:
*Policy, Statutory
Plans, Legislative:*

Financial: Direct impact to the income of the Village whether increase or decrease.

Communications: Notices posted at Council meetings

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

RESPONSIBILITIES:

As the Bylaw Enforcement Officer appointed under the Municipal Government Act, enforce Municipal bylaws including:

- Traffic Bylaw
- Truck Route Bylaw
- Noise Bylaw
- Animal Control Bylaw
- Water Bylaw
- Sewer Bylaw
- Business License Bylaw
- Land Use Bylaw
- Dangerous Goods Route Bylaw
- Parks Bylaw
- Waste Management Bylaw
- Unsightly Premises Bylaw

In accordance with the Municipal Government Act the Bylaw Enforcement Officer / Community Peace Officer is a Designated Officer.

The Bylaw Enforcement Officer's / Community Peace Officer's time is to be divided equally between patrolling and enforcement.

Enforcement duties include:

- Receiving public complaints and inquiries (in person, by phone or correspondence), investigation of complaints, advising responsible parties of infractions, and taking remedial actions and/ or following enforcement procedures.
- Advising responsible parties of infractions, and laying of charges if founded
- Prepare all necessary documents for prosecution of offenders including summons, subpoenas, witness statements, court briefs, etc.
- Assist town personnel in dealing with bylaw infractions such as snow- removal, garbage pick-up, etc. by educating and/or prosecuting violators
- Administer the Municipal Government Act Regulations for the disposal of lost property (i.e. bike auctions)

ANIMAL CONTROL – 30%

- Administer the Animal Control Bylaw by preparing enforcement documentation, investigate complaints and audit files
- Advertise dog tag requirements and maintain dog tag purchase records
- Record all missing and found dog reports
- Work with kennels, SPCA and other animal control related agencies
- Conduct public awareness programs
- Ensure all animal control needs are met by the provision of recommending appropriate policies and procedures to meet community needs (i.e. cats, dogs, skunks, beavers, etc)

BUSINESS LICENSING – 10%

- Investigate business activities in the Town to ensure compliance with municipal bylaws.

PUBLIC SAFETY – 50%

As a Community Peace Officer appointed under the Peace Officer Act, enforce Federal Statutes and the following eight (8) Provincial Statutes:

- Traffic Safety Act
- The Gaming and Liquor Act
- The Dangerous Dogs Act
- The Provincial Offences Procedures Act
- The Animal Protection Act
- The Environmental Protection and Enhancement Act
- The Petty Trespass Act
- The Dangerous Goods and Handling Act

When applicable, authority to execute warrants or to act under the direction of the RCMP.

OTHER DUTIES – 10%

- Assist the RCMP as requested
- Prepare monthly, quarterly and annual activity reports as well as prepare and maintain all necessary correspondence, files, forms, etc. related to Bylaw and Statute Enforcement.
- Prepare an annual operating budget
- Assist in public safety programs (i.e. Bike Rodeo, Check Stop Programs, Foot/Bike Patrols in Parks)
- Prepare bylaw enforcement records to Protective Services Committee
- Liaise with the Protective Services Committee
- Monitoring of the Auxiliary Community Peace Officer Program

RECEIVED SEP 16 2019

Public Security Division
9th Floor, John E. Brownlee Building
10365 97 Street
Edmonton, Alberta, Canada T5J 3W7
Telephone: 780-643-1295
Fax: 780-427-1194

Program File: A2019-039

September 11, 2019

Dale Harrison
Chief Administrative Officer
Village of Longview
Box 147
Longview AB T0L 1H0

Dear Mr. Harrison:

Thank you for facilitating the review of the peace officer services for the Village of Longview on July 18, 2019. Peace Officer Program auditor, Tammy Gailfus, and manager, Tammy Spink, conducted the review in order to determine compliance by the authorized employer and its peace officer with the *Peace Officer Act*, *Peace Officer Regulation*, *Peace Officer (Ministerial) Regulation* and the Peace Officer Program Policy and Procedures Manual.

At the conclusion of the review seven issues as well as opportunities for improvement were identified. It is anticipated that the Village of Longview will have little difficulty in resolving these concerns.

The attached audit report contains the findings and recommendations with associated timelines for implementation. Upon implementation of the recommendation please notify the Peace Officer Program in writing and provide any supporting documentation electronically to poprogram@gov.ab.ca.

If you have any questions do not hesitate to contact Tammy Spink, Manager, Peace Officer and Security Programs, at 780-427-6896. Thank you.

Sincerely,



Sean Bonneteau
Director
Law Enforcement Standards and Audits

Attachment

Peace Officer Program Review

Village of Longview

Conducted: July 18, 2019

Prepared by: Tammy Gailfus, Auditor
Peace Officer Program
Law Enforcement and Oversight Branch
Alberta Justice and Solicitor General

Introduction

On July 18, 2019 Peace Officer Program (Program) auditor, Ms. Tammy Gailfus and Program Manager, Ms. Tammy Spink conducted a review of peace officer services for the Village of Longview. The purpose of the review was to determine compliance by the Authorized Employer and its peace officer with the *Peace Officer Act*, *Peace Officer Regulation*, *Peace Officer (Ministerial) Regulation* and Peace Officer Program Policy and Procedures Manual.

The Village of Longview is a municipal district in southern Alberta located 64km south of Calgary. It has a population of roughly 300 residents, and the economy in the region is primarily based on cattle ranching. The Village is the authorized employer and policing services are provided by the RCMP.

At the time of the review, the Village employed one Level I Community Peace Officer. The current authorization to employ peace officers contains the following legislation:

- *Animal Protection Act*
- *Dangerous Dogs Act*
- *Environment Protection and Enhancement Act, Part 9, Division 2*
- *Gaming, Liquor and Cannabis Act*
- *Highways Development and Protection Act*
- *Innkeepers Act*
- *Petty Trespass Act*
- *Provincial Offences and Procedure Act*
- *Tobacco and Smoking Reduction Act*
- *Traffic Safety Act*

Objectives of Review

- Ensure that the authorized employer and the peace officers are in compliance with the *Act*, the regulations and the Peace Officer Program Policy and Procedures Manual.
- Review operational files and assess for adequacy and compliance to legislation, policies, procedures and other guidelines as may be applicable.
- Review exhibits and equipment for adequacy and compliance to legislation, policies, procedures and other guidelines as may be applicable.
- Review for adequacy and effectiveness, the monitoring procedures of the managers and supervisors of the authorized employer.
- Identify best practices or areas for improvement that will impact the overall effectiveness of the community's program.

Review Process and Procedures

The on-site process and procedures involved a review of current and historical operational, administrative and personnel files, an examination of equipment and vehicles used by the peace officers, and interviews with two peace officers, the peace officer supervisor and the Authorized Employer.

Chief Administrative Officer (CAO), Mr. Dale Harrison and Community Peace Officer (CPO) Justin Nagys assisted in providing information and documentation that was required to conduct the review. Her Worship, Mayor Kathie Wright, further assisted the process.

Scope of Review

The review covered the following areas:

- Peace officer notebooks (past and present).
- Violation tickets for 2018 and 2019.
- Personnel file (relating to training, qualifications, discipline issues related to the *Peace Officer Act*, *Peace Officer Regulations*, peace officer appointments and program policy).
- Documentation on public complaints made against peace officers in the past five years.
- Vehicles and equipment.
- Peace officer interview.
- Shift schedules.
- Policy and process for managing and responding to public complaints against peace officers, including alternate dispute resolution policy that meets the requirements of the regulations.
- Review of Memorandums of Understanding.
- Review of annual report.

Annual Reports

The Village of Longview has submitted annual reports for 2017 and 2018 and is in compliance with Section 12 of the *Peace Officer (Ministerial) Regulation*.

File Review

At the time of review, the Village maintained an electronic file system with sequential file number assignment utilizing the Report Exec computer program. There were 12 complaints in 2018, and two in 2019 (to the date of this review) that resulted in the assignment of file numbers. A random sample of operational files was reviewed to assess for adequacy and compliance to applicable legislation, policies and procedures.

All of the files reviewed presented clear dispositions, however they did not have supervisory signoff. At the time of this review, there were 809 files awaiting supervisor approval.

Per section 19.1.1 of the Peace Officer Program Policy and Procedures Manual, at least 30% of all files generated by their CPO must be reviewed and signed off by the direct supervisor or other delegated supervisor.

There were no reports reviewed that indicated involvement in matters outside the scope of their CPO's authority.

The local Prosecutor's office reported they have no issues or concerns based on their interactions with the peace officer and his paperwork.

Provincial Violation Tickets

The Village of Longview issued 451 tickets in 2018, and 135 in 2019 up to the date of this review. A random sample of tickets was reviewed and there were no tickets that indicated involvement in matters outside the scope of the CPO's authority. All tickets had sufficient notes to enable prosecution of the offence as stated.

The Village of Longview is not in compliance with Section 19.1.1 of the Peace Officer Policy Manual which states all peace officer files must have a minimum of 30% supervisory sign off.

Notebook Review

Their CPO's notebook was reviewed and is used to write daily entries.

The Village of Longview does not have a notebook policy in place, however as a best practice it is suggested they create one to help ensure consistency.

Maintaining a notebook with daily entries and adequate notes, and having a policy on use, retention and storage of completed notebooks is considered best practice.

Equipment

Vehicles

The Village utilizes one patrol vehicle. Their CPO drives a Dodge Ram truck which is equipped with a roof-mounted emergency light bar and it has been decal'd with the appropriate peace officer markings.

The Village of Longview is in compliance with section 19.4(c)(d) of the Peace Officer Program Policy and Procedures Manual.

Uniforms

The uniform worn by their CPO consists of a grey shirt, black pants with a grey stripe, and shoulder flashes with the wording "Village of Longview" and "Peace Officer" clearly visible.

The Village of Longview is in compliance with Section 18 of the *Peace Officer (Ministerial) Regulation*.

Identification

Their CPO carries the identification card issued by the Public Security Division.

The Village of Longview is in compliance with Section 9(1) of the *Peace Officer (Ministerial) Regulation*.

Weapons

The Village's authorization to employ peace officers allows for the carrying of OC spray and batons. CPO Nagys stores his OC spray and baton in his office in a locked cabinet when off-duty. CPO Nagys indicated he will occasionally take his weapons home with him, where he stores them in his home safe.

The Village has policies for OC spray and batons and there were no OC spray or baton incidents in 2018 or in 2019 (up until the date of this review). However, the Village's Weapons Policy does not include parameters for home storage. CAO Harrison was advised that if the Village wants to continue allowing home storage, written policy is required and it must include a process for annual audit of the home storage system to ensure compliance. If this practice is to be discontinued, current policy should be amended to prohibit this storage option.

CPO Nagys' OC spray and baton certification expired in October 2018. Both weapons were confiscated and given to CAO Harrison who locked them in the office safe. On the day of this review, CPO Nagys signed up for a recertification course set for July 25, 2019. Once CPO Nagys completes this course and provides his certificate to CAO Harrison, his weapons can be returned to him. Proof of recertification must be submitted to the Program at peaceofficerinfo@gov.ab.ca.

The Village of Longview is not in compliance with section 8(a) with the *Peace Officer Regulations*.

Operations Procedures Manual

The Village maintains a policy and procedures document that specifically relates to its peace officers, however, this manual is not complete and requires amendment following the audit visit. A copy of the Peace Officer Program Policy and Procedures Manual is kept in the office of the peace officer.

The Village is not is not compliant with the requirements of section 19.2 of the Peace Officer Program Policy and Procedures Manual, with some exceptions, as identified below:

Job Description

The Village was not able to provide a current job description for its CPO. Per section 2(1)(b) of the *Peace Officer (Ministerial) Regulation* requires an authorized employer to provide a document that specifies the duties and responsibilities for their CPOs. Should this document change, an updated document must be provided to the Program.

The Village of Longview is not in compliance with section 2(1) of the *Peace Officer (Ministerial) Regulation*.

Exhibit Handling

The Village has an exhibit handling policy for the secure handling and storage of seized exhibits and is in compliance with section 15(b) of the *Peace Officer (Ministerial) Regulation*.

Code of Conduct

The Village of Longview has a peace officer Code of Conduct and is in compliance with section 13 of the *Peace Officer (Ministerial) Regulations*.

Public Complaints Against Peace Officers

The Village has developed a Public Complaints Policy for the handling of complaints against its CPO, however it is not being utilized. Furthermore, the policy does not include a mechanism for addressing informal resolution of complaints.

Through a series of conversations with CAO Harrison it was determined that when the Village receives a complaint about their CPO, it has been handled informally and not via the legislated process.

The Village of Longview is not in compliance with section 14 and 15 of the *Peace Officer Act*, section 4(1)(b) of the *Peace Officer (Ministerial) Regulation*, and section 21.4 of the Peace Officer Program Policies and Procedures Manual.

Known Risk Policy and Protocol

The Village has a Known Risk Policy and Protocol and is in compliance with the Peace Officer Bulletin 02-2019, dated February 2, 2019.

Communication System Policy and Protocol

The Village has a Communication System Policy and Protocol and is in compliance with the Peace Officer Bulletin 02-2019, dated February 2, 2019.

Records Management System

Peace Officer Personnel Files

The personnel file for their CPO officer was reviewed. The file did not contain any of the required documents (Oath of Office, the OC spray and baton training certificates, etc.).

The Village of Longview is not in compliance with section 14(2) of the *Peace Officer (Ministerial) Regulation*.

Shift Schedule

The Village of Longview has a shift schedule for its CPO and is in compliance with section 15(e) of the *Peace Officer (Ministerial) Regulations*. See recommended best practices for additional information.

Traffic Safety Enforcement Plan

The Village does not have a Traffic Safety Enforcement Plan.

The Village of Longview is not in compliance with section 24.17 of the Peace Officer Program Policy and Procedures Manual.

Shared Service Agreements

The Village does not have any shared service agreements with neighboring towns or municipalities. CAO Harrison indicated that once a year they supply their peace officer to Black Diamond for assistance with its parade and Black Diamond reciprocates with its officer for the Village of Longview parade.

This reciprocal service must be documented through either a Shared Service Agreement or Joint Forces Operation request.

The Village of Longview is not in compliance with section 13 of the Peace Officer Program Policy and Procedures Manual.

Joint Force Operations

The Village occasionally participates in Joint Force Operations and currently the requests are being sent directly to their CPO. The CPO will make the decision whether or not he can accept the invitation, he provides a paper copy to the CAO, and then stores the original request in an electronic folder on his computer.

As a best practice it is suggested a policy be written for JFO's so that the CAO is involved in the decision-making process, as overall operational concerns for the Village of Longview need to be considered.

Memorandum of Understanding

The Village has a Memorandum of Understanding in place with the police service of jurisdiction (RCMP).

The Village of Longview is in compliance with section 17 of the *Peace Officer (Ministerial) Regulation*.

Interviews

An interview was conducted with CPO Nagys and he displayed a good familiarity with his authorities as detailed in his appointment and with the Peace Officer Program Policy and Procedures Manual. An interview was also conducted with CAO Harrison and he displayed a limited knowledge of the Peace Officer Program and its legislative requirements and his ability to change this situation given the other priorities related to his work.

Findings and Required Action

Seven issues were detected through this review, however it is anticipated that the Village of Longview will have little difficulty in resolving the following:

- 1. Supervisory Sign-off:** The Village of Longview is not in compliance with section 19.1.1 of the Peace Officer Policy Manual which states all peace officer files must have a minimum of 30% supervisory sign-off.

The Village of Longview will immediately commence the practice of a minimum of 30% supervisory sign-off on their CPO files backdated to July 1, 2019, per section 19.1.1 of the Peace Officer Policy Manual. Files prior to July 1, 2019, will be considered grandfathered for the purposes of this policy requirement with no additional action required.

- 2. Personnel File:** The CPO's personnel file did not contain any of the required documents.

The Village of Longview will update and maintain their CPO's personnel file with the required documents listed in section 14(2) of the *Peace Officer (Ministerial) Regulation*.

- 3. Weapons Policy (Baton/OC Spray):** The Weapons Policy does not address home storage and inspection requirements.

The Village of Longview will update its Weapons Policy with the appropriate home storage parameters or prohibit, through policy, home storage, per section 8(a) of the *Peace Officer Regulations*.

- 4. Weapon Recertification:** CPO Nagys' OC spray and baton certification expired in October 2018. Enrollment for recertification was completed on the day of the audit.

The Village of Longview will submit the recertification documents to the Program prior to returning the weapons to CPO Nagys.

- 5. Traffic Safety Plan:** The Village does not have a Traffic Safety Plan.

The Village of Longview must develop and maintain a Traffic Safety Plan in conjunction the local RCMP detachment(s) utilizing statistics from Report Exec and the RCMP per section 24.17 of the Peace Officer Program Policy and Procedures Manual. Traffic Safety Plans are mandatory and must be renewed, at minimum, every three (3) years.

- 6. Shared Service Agreement/JFO:** The Village does not have an official agreement in place to address reciprocal services with Black Diamond for parades.

The Village of Longview must develop a Shared Service Agreement for these services per section 13 of the Peace Officer Policy Manual. Alternatively, for single instance events, a JFO may be utilized as long as a new request is submitted prior to each event.

All reciprocated services with Black Diamond (and any other municipalities) must cease immediately and cannot resume until such time as the approved agreement is in place.

- 7. Public Complaints Policy:** The Village has a Public Complaints Policy, but it is not being utilized and does not include the required alternate dispute resolution process.

The Village of Longview must revise and then follow, effective immediately, the legislative requirements outlined in its Public Complaints Policy, including drafting and maintaining an alternate dispute resolution process, per section 21.4 of the Peace Officer Program Policies and Procedures Manual.

Implementation Timeline

All findings must be addressed and written notification provided to the Peace Officer Program no later than **November 8, 2019**. Written notification and supporting documents should be email to poprogram@gov.ab.ca.

A follow up visit will be scheduled to ensure compliance. Ms. Gailfus will be contacting the Village of Longview to set up a date for the follow-up.

Opportunities for Improvement

In addition to the formal review findings, the Peace Officer Program is responsible for developing and promoting professional practices and policies for authored peace officer agencies. To support the success of peace officer services, the following opportunities for improvement were identified during the course of the review.

1. The Village of Longview self-identified some long standing communication issues between the peace officer and the CAO. The Peace Officer Program suggests the following policies, procedures, and documents be implemented to help improve communication, and to assist with clarification of roles and responsibilities both parties:
 - Budget Expenditure Policy – Includes process for pre-approvals, designates signing authority, and final receipt submissions related to any purchases made in relation to their CPO services.
 - Officer Daily Report Logs/Policy – Details expectations related to content, purpose and use of the document, and submission to CAO.
 - Scheduling Policy – Includes deadlines for work schedule submissions.
 - Absence Policy – Includes illness, leaves, lateness, and overtime notification, tracking and reporting.
 - Officer Jurisdiction Policy – Includes details on where and when officers are allowed to operate, and a process for pre-approval to work outside the jurisdiction. Jurisdiction was defined in the authorized employer's initial application and should be in written policy to support their CPO's appointment.
 - Peace Officer Guideline Manual - Incorporate new policies/procedures into the current manual to ensure expectations, restrictions and directions are clear for their CPO.
 - Progressive Discipline Policy – Ensure adherence by management to the Village of Longview's Progressive Discipline Policy as outlined in the Peace Officer Guideline Manual.

In preparing this report we have relied upon the on-site observations, discussions, interviews and other documentary material provided to us. The conclusions reached in this report are based upon information available at the time and are based on policies and procedures in place up to and including July 18, 2018. In the event that significant information is brought to our attention after our review, we reserve the right to amend our conclusions or recommendations.



**Village of
Longview
Policies and
Procedures**

Policy Name:

**Progressive Discipline & Alternative
Dispute Resolution**

Section:

HR – Human Resources

Sub Section:

001 – Employee Relations

Policy Number:

HR-001-001a

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.

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

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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.

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|

Attachment – Schedule A
Village of Longview
Code of Conduct

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Schedule "B"
Village of Longview
Progressive Discipline Policy

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Acknowledgement & Agreement

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Name (please print)

Signature

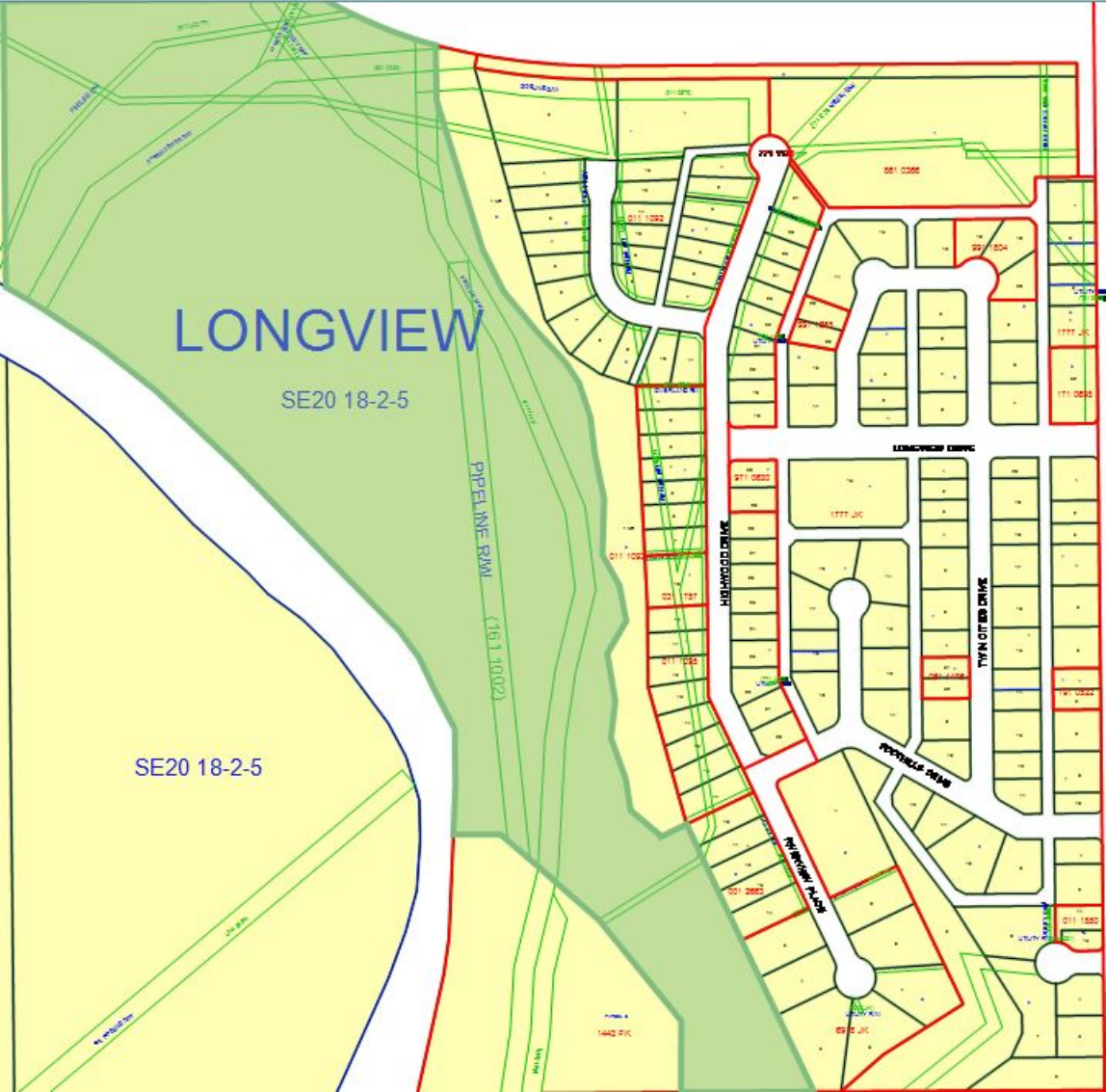
Date

Witness

LONGVIEW

SE20 18-2-5

SE20 18-2-5



VILLAGE OF LONGVIEW

PLAN
SHOWING SURVEY OF
SUBDIVISION
AFFECTING A PORTION OF THE
SE 1/4 Sec 20 TWP 18 RGE 2 W5Mer
TERRY W. HUDEMA, A.L.S. 2001

Scale 1:1000

LEGEND
All distances are in metres and decimals thereof.
Iron Posts planted are marked thus PD92
Statory Iron Posts found are shown thus
Temporary Traverse Station shown thus
Alberta Survey Control Markers (ASCM) found are shown thus
Bearings are Grid (UTM - NAD 83, Reference Meridian 117°) and derived from ASCM 794863 and 732461.
Combined Factor of 0.9987905128 was used.
Portion required for Subdivision is comprised of 26 Residential Lots, 1 Block and 1 MR Block, consisting of 6.659 ha and is defined thus
This plan to be used in conjunction with Sheet 2 of 2.

ABBREVIATIONS:
Fd Found
Pl Placed
I Statory Iron post
cs Countermark
mk Mark
Mud Marked
Pos Position
Res Re-established
Re-est Re-est. (Not Marked)
Cal Established
Mk Marker Post
ha Hectares

Sec Section
Twp Township
Rge Range
Mer Meridian
N North
S South
W West
E East
dist. Distance
BC Beginning of Curve
EC End of Curve
PC Point of Change of Curve
POC Point on Curve

UTM Universal Transverse Mercator
NAD North American Datum
R/W Right-of-Way
URW Utility Right-of-Way
MR Municipal Reserve
(R) Radial
C Short Curve
L Long Curve
No. Number
GPS Global Positioning System
POC Point of Change of Curve
POC Point on Curve

PLAN No. 0111092
ENTERED AND REGISTERED
ON **26 April 2001**
INSTRUMENT No. 011109439
Wayne S. Johnston
A D REGISTRAR

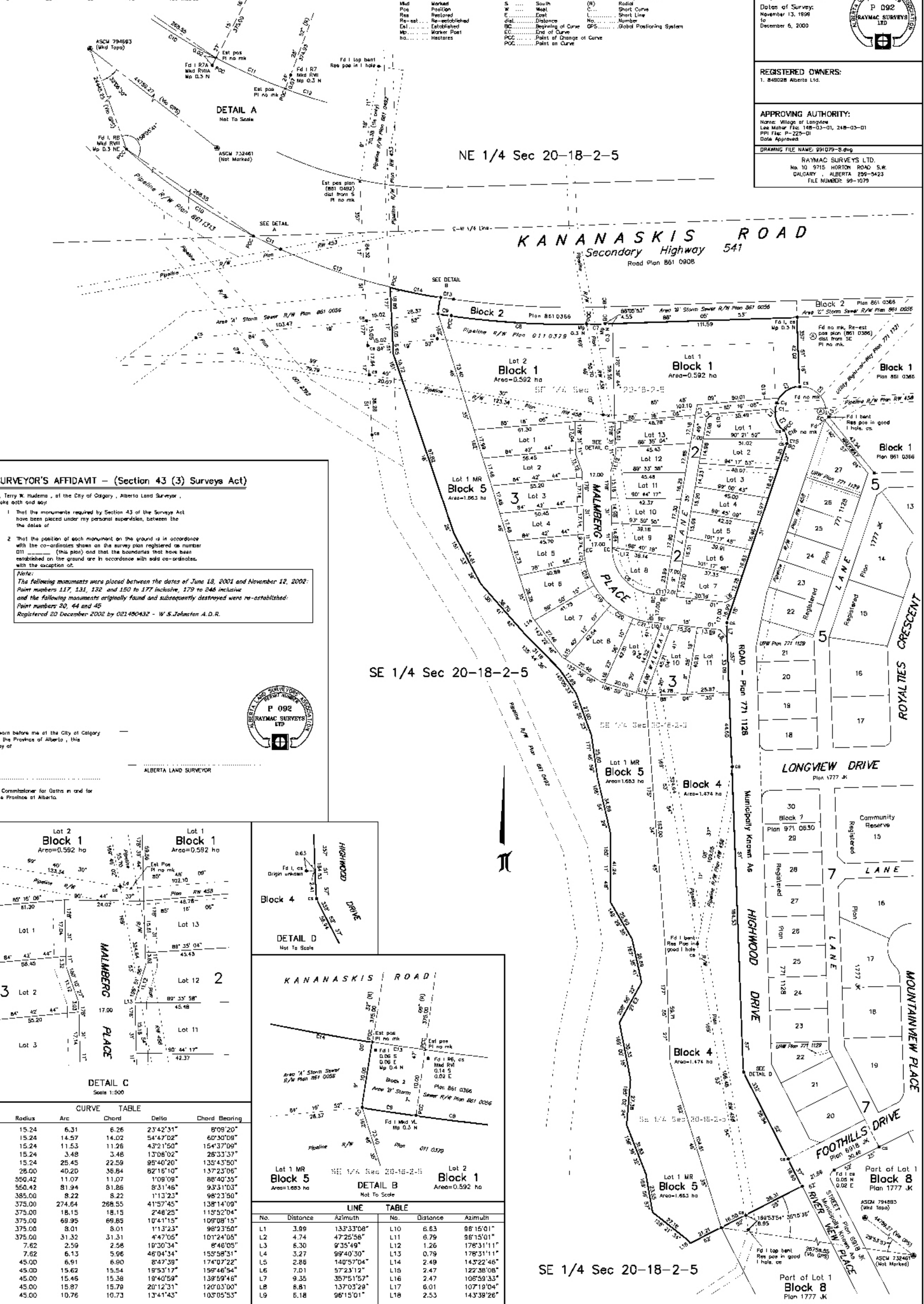
SURVEYOR
Terry W. Hudema, A.L.S.
Dates of Survey:
November 13, 1996
to
December 6, 2000



REGISTERED OWNERS:
1. 848028 Alberta Ltd.

APPROVING AUTHORITY:
Name: Village of Langton
Lee Major File: 148-03-01, 248-03-01
PPI File: P-225-01
Date Approved:

DRAWING FILE NAME: 991079-8.dwg
RAYMAC SURVEYS LTD.
No. 10 9715 HORTON ROAD S.W.
CALGARY, ALBERTA T2E 6A2
FILE NUMBER: 99-1079



SURVEYOR'S AFFIDAVIT - (Section 43 (3) Surveys Act)

I, Terry W. Hudema, of the City of Calgary, Alberta Land Surveyor, make oath and say:

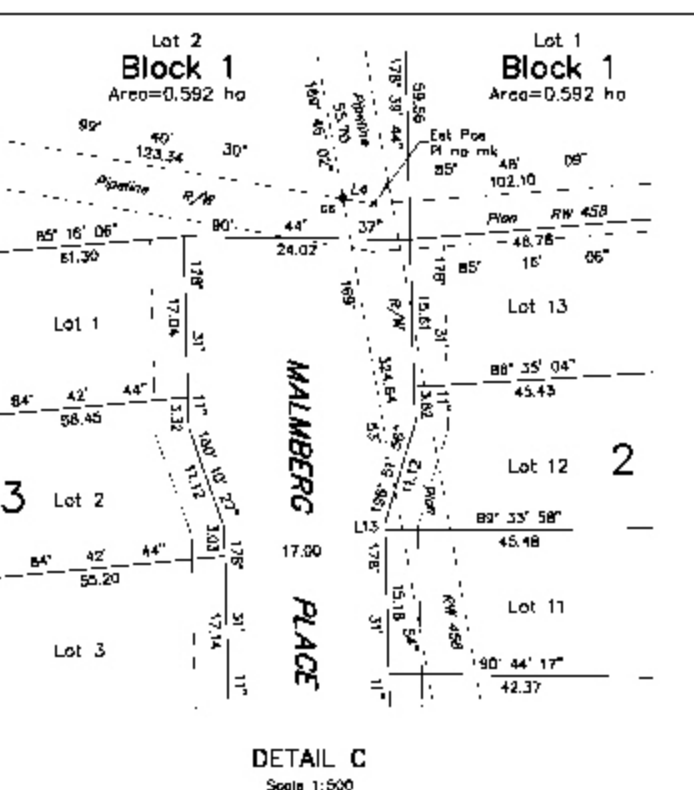
- That the monuments required by Section 43 of the Surveys Act have been placed under my personal supervision, between the dates of
- That the position of each monument on the ground is in accordance with the co-ordinates shown on the survey plan registered as number 011 (this plan) and that the boundaries that have been established on the ground are in accordance with said co-ordinates, with the exception of:

Note:
The following monuments were placed between the dates of June 18, 2001 and November 12, 2002:
Point numbers 117, 131, 132 and 150 to 177 inclusive, 179 to 246 inclusive
and the following monuments originally found and subsequently destroyed were re-established:
Point numbers 20, 44 and 45
Registered 20 December 2002 by 021450432 - W.S. Johnston A.D.R.



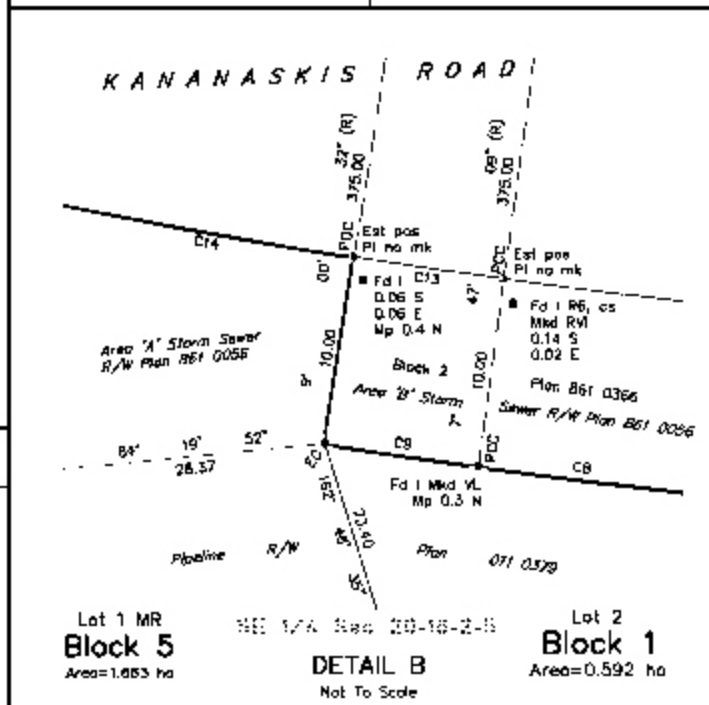
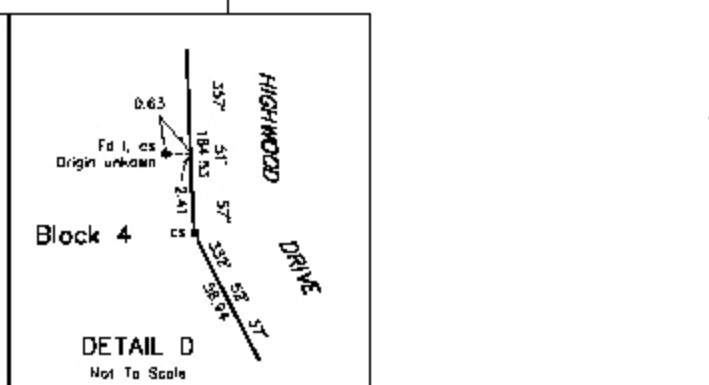
Sworn before me at the City of Calgary
in the Province of Alberta, this
day of _____
ALBERTA LAND SURVEYOR

A Commissioner for Oaths in and for
the Province of Alberta.



CURVE TABLE

No.	Radius	Arc	Chord	Delta	Chord Bearing
C1	15.24	6.31	6.26	23°42'31"	8°08'20"
C2	15.24	14.57	14.02	54°47'02"	60°30'09"
C3	15.24	11.53	11.26	43°21'50"	15°43'37"09"
C4	15.24	3.48	3.48	13°08'02"	26°33'37"
C5	15.24	25.45	22.59	95°40'20"	135°43'50"
C6	26.00	40.20	36.64	62°16'10"	137°23'06"
C7	550.42	11.07	11.07	1°09'09"	88°40'35"
C8	550.42	81.94	81.86	8°31'46"	93°31'03"
C9	385.00	8.22	8.22	1°13'23"	98°23'50"
C10	375.00	274.64	268.55	41°57'45"	138°14'09"
C11	375.00	18.15	18.15	2°48'25"	115°52'04"
C12	375.00	69.95	69.85	10°41'15"	109°08'15"
C13	375.00	8.01	8.01	1°13'23"	98°23'50"
C14	375.00	31.32	31.31	4°47'05"	101°24'05"
C15	7.62	2.59	2.58	10°30'34"	8°46'05"
C16	7.62	6.13	5.96	48°04'34"	155°58'31"
C17	45.00	6.91	6.90	8°47'39"	174°07'22"
C18	45.00	15.62	15.54	18°53'17"	159°46'54"
C19	45.00	15.46	15.38	18°40'59"	139°59'46"
C20	45.00	15.87	15.78	20°12'31"	120°03'00"
C21	45.00	10.76	10.73	13°41'43"	103°05'53"



LINE TABLE

No.	Distance	Azimuth	No.	Distance	Azimuth
L1	3.99	133°33'08"	L10	6.63	96°15'01"
L2	4.74	47°25'58"	L11	6.79	96°15'01"
L3	6.30	9°35'49"	L12	1.26	178°31'11"
L4	3.27	99°40'30"	L13	0.79	178°31'11"
L5	2.86	140°57'04"	L14	2.49	143°22'46"
L6	7.01	57°23'12"	L15	2.47	122°38'08"
L7	9.35	357°51'57"	L16	2.47	108°59'33"
L8	8.81	137°03'29"	L17	8.01	107°19'04"
L9	6.18	96°15'01"	L18	2.53	143°38'26"