

Town of Drumheller COUNCIL MEETING AGENDA

June 20, 2010 at 4:30 PM
Council Chamber, Town Hall
703-2nd Ave. West, Drumheller, Alberta



Page

1.0 CALL TO ORDER

2.0 MAYOR'S OPENING REMARK

- 2.1 Town of Three Hills
- 2.2 Solicitor General
- 2.3 Summer Calendar 2011

3-4

3.0 PUBLIC HEARING

4.0 ADOPTION OF AGENDA

5.0 MINUTES

5.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES

5-9

- 5.1.1 Regular Council Meeting Minutes of May 24, 2011

5.2. MINUTES OF MEETING PRESENTED FOR INFORMATION

10-14

- 5.2.1 Municipal Planning Commission Minutes - May 26, 2011

5.3. BUSINESS ARISING FROM THE MINUTES

6.0 DELEGATIONS

- 6.1 Fund Raising Committee - Jeff Hall
- 6.2 Drumheller Valley Buying Group - DMO presentation from Leanna Mohan
- 6.3 Policing Committee and Staff Sgt. Art Hopkins presenting the Annual Policing Plan

7.0 COMMITTEE OF THE WHOLE RECOMMENDATIONS

8.0 REQUEST FOR DECISION REPORTS

8.1. CAO

8.1. CAO

- | | |
|-------|--|
| 15-43 | 8.1.1 Updated PTMA Fire QMP |
| 44-53 | 8.1.2 Bylaw # 12-11 - Being a Bylaw to amend Land Use Bylaw No. 10-08 regarding Signs |
| 54-56 | 8.1.3 RFD - Appointment to Drumheller Public Library Board |
| 57-84 | 8.1.4 Bylaw # 11-11 being the Municipal Emergency Management Bylaw - First Reading Report from Chairman of the Emergency Management Committee - Councillor Doug Stanford |

8.2. Director of Infrastructure Services

- 8.2.1 RFD - Award Tender for Architect to Relocate Town Hall

8.3. Director of Corporate Services

8.4. Director of Community Services

9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION

10.0 PUBLIC HEARING DECISIONS

11.0 UNFINISHED BUSINESS

12.0 NOTICES OF MOTIONS

13.0 COUNCILLOR REPORTS

14.0 IN-CAMERA MATTERS

- 14.1 Land Matters

JULY, 2011 SUMMER CALENDAR

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 STATUTORY HOLIDAY	
3	4 4:30 PM COUNCIL MEETING	5	6	7	8	
10	11 4:30 PM COMMITTEE MEETING	12	13	14	15	
17	18 4:30 PM COUNCIL MEETING	19	20	21	22	
24	25 4:30 PM COMMITTEE MEETING	26	27	28	29	
31					Red - Council Meeting cancelled Blue - Council Meeting is scheduled Committee Meetings will be cancelled at the call of the Mayor.	

Agenda Item # 23

AUGUST, 2011 SUMMER CALENDAR

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 STAT HOLIDAY	2 4:30 PM COUNCIL MEETING	3	4	5	
7	8 4:30 PM COMMITTEE MEETING	9	10	11	12	
14	15 4:30 PM COUNCIL MEETING	16	17	18	19	
21	22 4:30 PM COMMITTEE MEETING	23	24	25	26	
28	29 4:30 PM COUNCIL MEETING	30	31			

Agenda Item # 23

Red - Council Meeting cancelled
Blue - Council Meeting is scheduled
Committee Meetings will be cancelled at the
call of the Mayor.

**Town of Drumheller
COUNCIL MEETING
MINUTES**

June 6, 2011 at 4:30 PM
Council Chamber, Town Hall
703-2nd Ave. West, Drumheller, Alberta



PRESENT:

MAYOR:
Sharel Shoff

COUNCIL:

Andrew Berdahl
Lisa Hansen-Zacharuk
Tom Zariski

CHIEF ADMINISTRATIVE OFFICER/ENGINEER:
Ray Romanetz

DIRECTOR OF INFRASTRUCTURE SERVICES:
Allan Kendrick

DIRECTOR OF COMMUNITY SERVICES:
Paul Salvatore

RECORDING SECRETARY:
Corinne Macdonald

ABSENT:

MAYOR:
Terry Yemen

COUNCIL:
Jay Garbutt
Doug Stanford

DIRECTOR OF CORPORATE SERVICES:
Michael Roy

1.0 CALL TO ORDER – 4:30 PM

2.0 MAYOR'S OPENING REMARK

3.0 PUBLIC HEARING

Acting Mayor Shoff called the public hearing to order at 4:31 PM.

Agenda Item # 5.1.1

Council Meeting Minutes
June 06, 2011

- 3.1 Acting Mayor Shoff stated that the purpose of the public hearing is to consider Bylaw #10.11 being an application to amend Land Use bylaw No. 10-08 Section 32 "HWY-C - Highway Commercial District" by adding "Education Facility - Unconventional" to the list of discretionary uses.

Brad Wiebe, Palliser Regional Planning Commission was present to provide information on the amendment. He advised that Education Facility – Unconventional is only a discretionary use in Central Commercial, Downtown Transition and Community Services Districts. He noted that permitted uses in a Highway Commercial District are professional, financial and administrative offices. He outlined Land Use Considerations; safe routes to the school by pedestrian means, proximity to other community facilities, commercial and residential areas, noise, how students will travel to the site and access to roadways and transportation methods. PRPC recommendation was to adopt the use of educational facility – unconventional as a discretionary use in the HWY-C. As a discretionary use the MPC may use its discretion in determining if a site is appropriate for the use with evaluation of applicable land use considerations.

Mayor asked if there were any items of correspondence. C. Macdonald advised there were no items of correspondence.

Mayor asked if there was any in attendance who wished to speak in favor or against the amendment. Paul Andrew was present to speak in favour of the application. There were no other speakers in attendance.

Mayor asked Council if there were any questions. Councillor T. Zariski noted that there were already Training Courses being carried out from this facility and there should be no objections for a school.

Mayor closed the public hearing at 4:58 PM.

4.0 ADOPTION OF AGENDA

MO2011.204 Berdahl, Zariski moved to adopt the agenda as presented. Carried unanimously.

5.0 MINUTES

5.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES

- 5.1.1 Regular Council Meeting - May 24, 2011

MO2011.205 Hansen-Zacharuk, Berdahl moved to adopt the Regular Council minutes of May 24, 2011 as presented. Carried unanimously.

Council Meeting Minutes
June 06, 2011

5.2. MINUTES OF MEETING PRESENTED FOR INFORMATION

5.2.1 Municipal Planning Commission Minutes - May 12, 2011

Municipal Planning commission Minutes – April 14, 2011

5.3. BUSINESS ARISING FROM THE MINUTES

6.0 DELEGATIONS

- 6.1 Presentation from Dino Art Committee, a sub-committee of the Drumheller Chamber of Commerce, formed to oversee and manage the Dino Art Program. Their goal is to promote and enhance the dinosaur sculptures and murals throughout Drumheller.
- John Shoff, representing the DinoArt Committee, was present to provide an overview of their Program. He noted that the inventory of all of the dinosaurs is complete. Would like to do repairs and fix damages on the worst structures first. Working on a cost analysis. There has been extensive research carried out on obtaining new structures. The Institution is on board and willing to construct metal sculptures and do design and painting on the murals. He advised that they have created the DinoArt Sponsorship Program and the Chamber of Commerce have agreed they will match any funds raised to a maximum of \$10,000. The Napier Theatre has agreed to have a screening of Jurassic Park on June 26th at 2:00 PM. He also noted that local businesses and individuals can also sponsor the program. J. Shoff stated that they would like the Town's involvement either by Council or a staff member sitting on their Committee, match the Chamber's commitment of matching funds, some work-in-kind and having a staff member to be able to contact for placements of the Dinosaurs. R. Romanetz advised that a grant application was made to Canadian Badlands for signage and streetscape. If the money comes through we can work with the community and look at where the Dinosaurs should be placed. Within 60 days we should know if the grant is approved. He also noted that they are not trying to restrict the program to just the downtown area, but also the high traffic areas. The Dinosaurs can be as artistic or as cartoonish as you want and the cost would be between \$7,000 to \$10,000; bigger and more detailed dinosaurs would be more expensive. He also noted that the Chamber had just committed for this year and will review to see if it will be on-going. The Committee's goal is 2 or 3 Dinosaurs this year, it takes 6 to 8 months to build a structure.

A. Kendrick stated he has a concern with liability, people do climb on the structures and could get hurt.

J. Shoff noted that the Committee members consist of 4 Chamber members and 2 community-at-large. Representatives from Corcan and

Council Meeting Minutes
June 06, 2011

the Institution have attended meetings as well. A. Berdahl noted that individual businesses could purchase their own structure. J. Shoff advised that they can and DinoArt would help them with the design and financing; as an example Seven Eleven structure could be holding a slurpee, MacDonald's could hold a Big Mac. Their idea is to put a few structures out there to show people what they will look like.

Acting Mayor S. Shoff noted for clarification that the DinoArt Committee was asking the Town to matching funds, work in kind and someone as a member on DinoArt Committee. Administration will bring recommendations back to Council and also look at the insurance coverage presently available.

Acting Mayor S. Shoff thanked the delegation for their presentation.

7.0 COMMITTEE OF THE WHOLE RECOMMENDATIONS

8.0 REQUEST FOR DECISION REPORTS

8.1. CAO

- 8.1.1 Staff Recognition
R. Romanetz, CAO congratulated Paul Salvatore, Director of Community Services on receiving his Certified Local Government Managers of Alberta designation.

8.2. Director of Infrastructure Services

8.3. Director of Corporate Services

8.4. Director of Community Services

- 8.4.1 RFD - Appointment to Policing Committee
P. Salvatore advised that appointments to the Police Committee are required as per the Bylaw, which states 3 public members selected to a maximum of one from communities defined in the boundaries of the Drumheller Detachment. P. Salvatore recommended appointing Jeff Collins and Terri Hebert to the Policing Committee.

MO2011.206 Zariski, Hansen-Zacharuk that Council pass a formal resolution to appoint Jeff Collins and Terry Hebert to the Drumheller Policing Committee as per the recommendations received from Starland County and the Village of Delia.

Councillor T. Zariski noted that the Policing Committee has been getting

Council Meeting Minutes
June 06, 2011

dismal attendance at their meetings. P. Salvatore advised that the Committee is moving in a positive direction. He noted that there was a good discussion at the May meeting. Meetings will occur every 6 weeks now. Staff Sgt. Art Hopkins and Committee members will attend the next Council meeting, which will provide guidance to them on where this Committee will be going. Acting Mayor S. Shoff asked if Council could assist in any way. P. Salvatore advised that the matters they are dealing with will be presented to Council at the next meeting. Council will be able to ask questions to clarify their presentation. Carried unanimously.

9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION

10.0 PUBLIC HEARING DECISIONS

- 10.1 Bylaw # 10.11 Amendment to the Land Use Bylaw 10-08 - Second and Third Readings

MO2011.207 Berdahl, Hansen-Zacharuk moved second reading to Bylaw # 10.11 as presented. Carried unanimously.

MO2011.208 Berdahl, Zariski moved third reading to Bylaw # 10.11 as presented. Carried unanimously.

11.0 UNFINISHED BUSINESS

12.0 NOTICES OF MOTIONS

13.0 COUNCILLOR REPORTS

Councillor T. Zariski congratulated The Old Grouches for their STARS event they held recently.

14.0 IN-CAMERA MATTERS

Adjournment – 5:30 PM

Mayor

Chief Administrative Officer



Municipal Planning Commission
MINUTES
Meeting of Thursday, May 26, 2011

Present: Sharel Shoff, Councillor/Member
Paul Salvatore, Director of Community Services
Robert Greene, Chairperson
Cindy Woods, Development Officer
Linda Taylor, Recording Secretary
Jeanette Neilson, Member
Dennis Simon, Member
Shawn Francis, Member
Irene Doucette, Member
Brad Wiebe, Palliser Regional Municipal Services
David Suen, Intern for Palliser Regional Municipal Services
Terry Ruth, Rising Star, owner/operator
Rudolf Dietzer, provided comments on circulation

Absent: Andrew Berdahl, Councillor/Member

1.0 CALL TO ORDER – 12:01 p.m.

2.0 MINUTES FROM PREVIOUS MEETINGS

2.1 May 12, 2011

Motion: S. Shoff moved to approve the minutes of April 14, 2011 as presented.

Second: D. Simon - Carried

3.0 DEVELOPMENT PERMITS

3.1 T00036D – Badlands Community Gardens – Community Garden – "R-1a"

C. Woods presented Development Permit T00036D submitted by the Badlands Community Gardens for a community garden consisting of 20, 4' x 4' garden boxes, a small shed and one picnic table located at 700 2 Avenue West, Drumheller on Plan 2193CC Block 45 Lot 17, to be leased from owner. Zoning is "R-1a"– Residential, parks and playgrounds are a discretionary use in this district. This development permit was tabled until a circulation to the neighbours of the adjacent properties was done and a look into the history of the community garden in Newcastle for any complaints received.

C. Woods stated that Community Enforcement has not received any complaints for the existing garden in Newcastle and there were two responses to the circulation. C. Woods read 2 letters submitted in regards to the Badlands Community Gardens development permit application.

C. Woods spoke with Chris Marion of the Badlands Community Gardens Society, and reported the following to the Municipal Planning Commission:

- no trees will be cut by the Badlands Community Gardens Society
- most people who will be using this location will be walking so vehicle traffic will be very light



- this location will be about teaching the tenants how to grow their own food and gardening. Training sessions happen on Saturday mornings for any new members however the majority of the time there is only one or two people at the garden
- the tenants will sign agreements in regards to parking, ie: not to park in no parking zones
- the Society will be maintain the property including cutting the lawn controlling weeds

R. Dietzer attended the Municipal Planning Commission meeting to voice concerns with the use of the property for a community garden. Those concerns included the following: the property is now zoned R-1 Residential, lots of people will be in and around the garden therefore disturbing the peace and quite, the property value will go down, there will be more problems as there will be more people in the area and he has a concern that the property would be re-zoned so the Community Garden could be located on the property.

C. Woods reminded the gallery no re-zoning would take place as the garden is a discretionary use in this district, the garden is a temporary use and is leased out yearly.

Discussion by the gallery and Commission members took place in regards to the following: how the residents would be able to still enjoy the peace and quite on their property, could the Community Garden put up a fence, could the garden boxes be placed on the property for optimal privacy for all involved and the garden boxes are not permanent fixtures.

R. Dietzer thanked the Commission members for hearing his concerns, and left at 12:16 p.m.

Municipal Planning Commission members discussed the application.

Motion: S. Schoff that the Development Permit T00036D submitted by the Badlands Community Gardens for a community garden consisting of 20, 4' x 4' garden boxes, a small shed and one picnic table located at 700 2 Avenue West, Drumheller on Plan 2193CC Block 45 Lot 17 be approved as presented subject to the following conditions:

1. Must conform to Land Use Bylaw 10-08.
2. Development to conform to the Town of Drumheller Community Standards Bylaw.
3. All necessary permits (building, electrical, gas, etc) to be in place prior to construction/installations.
4. If the holder of the permit wishes to make any change in the conduct of the business that departs from the description in the application or from any other condition or restrictions imposed, the holder of the permit must obtain prior permission of the Development Officer/Municipal Planning Commission.
5. The owner or manager shall ensure parking restrictions are adhered to by all users of the garden.
6. The owner or manager shall maintain garbage to the satisfaction of the Development Authority.
7. Community Gardens shall not cause or create nuisance factors that extend beyond what is normal and incidental to residential uses.
8. The site and buildings, structures and improvements shall be maintained in a clean, neat, tidy and attractive condition and free from all rubbish and debris.
9. Development to conform to any/all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.

Second: J. Nielsen - Carried

3.2 T00040D – Rising Star Restaurant/Lounge – Occupy as a Major Drinking Establishment – “C-B”

C. Woods presented Development Permit T00040D submitted by Terry Ruth of the Rising Star Restaurant & Karaoke Bar to change description of usage from “Karaoke Bar / Light Entertainment” to a Major Drinking Establishment



located at 190 Railway Avenue West, Drumheller on Plan 9212567, Block 20, Lot 19A. Zoning is "C-B" Central Commercial District. Major Drinking Establishments are a discretionary use in this district.

C. Woods had done a circulation to the following departments: police, fire and health, for their input. An e-mail submitted by the Staff Sergeant was read.

C. Woods reported there were noise complaints from an area of approximately 450 feet away.

T. Ruth noted he walked to the area and could hear no noise unless the wind blew in that direction.

C. Woods, the patrons yelling and the banter between those patrons out smoking were of the most concern.

T. Ruth read a rebuttal letter he wrote in response to the Staff Sergeants submitted e-mail.

T. Ruth made additional comments as follows:

- we did have a birthday girl who did get out of control
- I am concerned, I did not brush off the police, I want to work with them
- I have 2 bouncers on the premises
- I have never had the police point out any patrons who may be drug dealers
- I welcome the police officers to come in and do a walk around
- As to the broken glass and cans scattered in the area, Rising Star does not serve some of those brands
- Glasses from the other two drinking establishments are making their way to Rising Star
- As to the noise, I walked to the nearest residential area and could barely hear the music, or patrons
- The base has been turned down on the sound equipment
- The patio is to be enclosed
- The patrons who smoke will be asked to smoke on the south side, the gate will be moved to accommodate the change in smoking area
- Looking at installing a false window containment wall for sound abatement, this will be made of plywood and sand
- The glass in place at this time is double pained
- The decibel comparison chart was referred to
- The door by the sound system will be closed so the sound will be better contained
- At this time only a small sound system is being used in the lounge area, on the south side of the establishment
- Want to have the sound system on the north side of the building
- Want to have family dining during the day and early evening, thereafter to open the dividing doors for a larger entertainment area
- Patio is closed at 10:00 pm
- Liquor is served until two with consumption until three
- Town of Drumheller will have 1.5 million visitors this year, and we need to have suitable evening entertainment for them to enjoy
- Rising Star has hosted baby showers, weddings and even a wake since opening
- June 6th, 2011 the establishment wants to host, for a patron, a fundraiser for the run for life

C. Woods noted the following:

- When the application for the establishment was first submitted the applicant stated the use would be restaurant/lounge, no application for a night club was made at that time
- The lounge partition doors were opened up to include the restaurant as part of the lounge, this then classed the use as a major dinking establishment
- During prior conversation with the applicant I requested he hire security to monitor doors and the front of building, he responded that his finances did not allow for hiring bouncers (security staff)
- The applicant was informed that until approval for a major drinking establishment these partition doors must remain closed



- D. Nundahl, Community Enforcement Supervisor, provided noise infractions under the Community Standards Bylaw;
Sec 9.3.(f) states;

No drinking establishment shall permit any noise to emanate from the Premises of such drinking establishment such that it annoys or disturbs any person outside the boundary of the drinking establishment within the Corporate Limits of the Town of Drumheller.

Municipal Planning Commission member Dennis Simon made the following comments:

- Midnight to three am there are lots of people around yelling and screaming
- The previous establishment when operated as a night club was quieter
- The patrons when they go outside to smoke seem to be heard more than the music
- The bed & breakfast down the street finds the noise very loud, there is screaming and shouting
- Last weekend, May 20th, 2011 weekend, was quieter than the past

Other Municipal Planning Commission members:

- The plywood & sand sound abatement is a good idea, R. Greene
- S. Shoff has been in Drumheller establishments and the smokers outside seem to be the source of the most noise

T. Ruth thanked the Commission members for their time and hearing his comments, and left at 1:00 p.m.

Municipal Planning Commission members discussed the application.

Points brought up in the discussion:

- Noise, music and patrons outside the establishment
- Fines – noise complaints, the establishment can be fined under the Community Standards Bylaw by the police
- All establishments should be monitored and be held to the same Community Standards Bylaw
- Previous use of the building compared to the existing establishment

D. Simon left at 1:16 p.m.

Discussion continued by the members of the Municipal Planning Commission.

Motion: S. Schoff that Development Permit T00040D submitted by Terry Ruth of the Rising Star Restaurant & Karaoke bar to change description of usage from "Karaoke Bar / Light Entertainment" to a Major Drinking Establishment located at 190 Railway Avenue West, Drumheller be approved with the following conditions:

1. Must conform to Land Use Bylaw 10-08.
2. Must conform to the Town of Drumheller Community Standards Bylaw, including but not limited to;
Sec 9(3) (b) Except as authorized pursuant to this Bylaw, no owner or occupier of a premises shall make or cause or allow to be made or continued any noise which emanates from the premises and disturbs or annoys a person including any loud outcry, shouting, screaming, swearing, movement, music or activity.
(f) No drinking establishment shall permit any noise to emanate from the Premises of such drinking establishment such that it annoys or disturbs any person outside the boundary of the drinking establishment within the Corporate Limits of the Town of Drumheller.
3. Owner/occupier to ensure patio closed no later than 10:00pm.
4. Development to conform and meet the requirements of the AGLC (Alberta Gaming and Liquor Commission).
5. If the holder of the permit wishes to make any change in the conduct of the business that departs from the description in the application or from any other condition or restrictions imposed, the holder of the permit must obtain prior permission of the Development Officer/Municipal Planning Commission.



6. Garbage, grease and waste materials must be stored in weather proof and animal proof containers and screened from adjacent sites and public thoroughfares.
7. Landscaping Plan to be in accordance with Policy C04-02 and Land Use Bylaw 10-08 and to the satisfaction of the Development Officer/Municipal Planning Commission.
8. Development to conform to any and all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
9. All signage to be made under separate development permit application. Freestanding sign to be approved and updated to reflect new business name no later than July 31, 2011.
10. Development to conform and meet the requirements of the Regional Fire and Health Authority.
11. The site and buildings, structures and improvements shall be maintained in a clean, neat, tidy and attractive condition and free from all rubbish and debris.
12. An Annual Business License is required.

Second: J. Nielsen - Carried

4.0 PALLISER REGIONAL MUNICIPAL SERVICES

B. Wiebe presented the Planning Report, and clarified some questions in regards to signs.
Discussion took place in regards to the enforcement and administration of signs.

5.0 OTHER DISCUSSION ITEMS

Discussion of the Municipal Planning Commission meeting time.

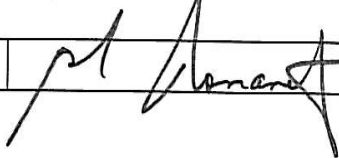
6.0 Adjournment – I. Doucette motion to adjourn at 1:35 pm.

Chairperson

Development Officer



Request for Decision

		Date:	June 20, 2011
Topic:	PTMAA		
Proposal:	To remove part 4 of the the Fire Code pertaining to above and underground storage tanks from the Town of Drumhellers Quality Management Plan and have (PTMAA) Petroleum Tank Management Association of Alberta, take responsibility for the delivery of this service.		
Proposed by:	Chief Administrative Officer / Fire Chief		
Correlation to Business (Strategic) Plan			
Benefits:	PTMAA will not charge the municipality for services provided. Most smaller municipalities are moving in this direction.		
Disadvantages:	The fire chief will no longer have direct responsibilities for the removal of underground tanks however; he would continue to work closely with PTMAA regarding any enforcement.		
Alternatives:			
Finance/Budget Implications:			
Operating Costs:		Capital Cost:	
Budget Available:	\$0.00	Source of Funds:	
Budget Cost:	\$0.00	Underbudgeted Cost:	
Communication Strategy:			
Recommendations:	That Council approve an amendment to the QMP to relinquish enforcement of Part 1V of the fire code dealing with tank storage of flammables or combustibles to the (PTMAA) Petroleum Tank Management Association of Alberta.		
Report Writer:	R.M. Romanetz	CAO:	
Position:	Chief Administrative Officer		

OFFICE OF CHIEF ADMINISTRATIVE OFFICER

Telephone: (403) 823-1339

... Who We Are

Agenda Item # 8.1.1

Who is the PTMAA?

The Petroleum Tank Management Association was incorporated as a not-for-profit society in 1994. The PTMAA's general objective is to provide programs and initiatives to enhance the good management of petroleum storage tank systems in Alberta.

Background

In recent years there has been a tremendous increase in awareness and concern by Albertans about the environment. This awareness and concern translates into strong new demand that government and industry examine human activities which cause environmental damage. One of those human activities which caused extensive damage is the continued use of underground storage tank systems which are leaking. There are a number of reasons underground tanks leak, but the most common are:

- Improper Installations
- Corrosion of Steel Tanks or Lines
- Freeze and thaw stresses on underground piping

Historically, the National Fire Code (NFC) and Canadian Standards Association (CSA) requirements have been used in Canada for the installation and operation of underground storage tanks containing petroleum products. The first edition of the NFC was published in 1963 and the first edition of CSA Standard B139, Installation Code for Oil Burning Equipment, was published in 1957. These codes were written from the viewpoint of fire prevention and primarily cover the elements of Fire Safety.

Petroleum leakage from underground storage tanks can also have adverse effects on human health and the environment. Prolonged exposure to vapors originating from leaked fuels can result in increased cancer or health risks.

Over the long term, prevention of product releases and early detection of releases when they do occur are less disruptive socially and economically than paying for alternative water supplies and costly cleanups.

In 1987, The Federal, Provincial, and Territorial ministers of Canada unanimously agreed to adopt the Environmental Code of Practice for Underground Storage Tank Systems Containing Petroleum Products. This document presented minimum standards to protect the environment from existing, new or proposed underground storage tank systems that contain petroleum products. The document was periodically updated with the most current version published in 1993. In 1989 the Alberta provincial government began the Management of Underground Storage Tanks (M.U.S.T.) project. The M.U.S.T. project created a database of existing storage tanks in the province and worked with industry and regulators to formulate recommendations for changes to Alberta Fire Code tank regulations. After registering storage tanks and establishing an upgrading program for underground storage tanks, the M.U.S.T. project wound up operations and a Delegated Administrative Organization known as the PTMAA carried on with the objectives of M.U.S.T.

PTMAA Mandate

The PTMAA Mandate is set in accordance with various legislative instruments. The Association has an *Administration Agreement* with the Minister of Alberta Municipal Affairs. This agreement sets policies which ensure that functions, duties and activities delegated to the PTMAA are appropriately discharged. Major services provided through this agreement include:

- All matters related to the registration of petroleum storage tanks
- Approval of individuals who test, install, maintain, alter, upgrade or remove petroleum storage tank systems
- Ensuring that storage tank systems are designed, installed, upgraded or operated in accordance with the Alberta Fire Code
- Compliance monitoring of new storage tank installations
- In-service inspection of existing storage tank installations
- Monitoring of storage tank closures
- Accident or incident investigation
- Enforcement



February 2, 2011

Ray

RE: PTMAA

I spoke with Don Edgecombe regarding the procedure to relinquish from the QMP Part IV of the Alberta Fire Code which deals petroleum tanks the following steps are required.

1. Motion made by Town Council to proceed with amending QMP to relinquish Part IV for the tank storage of flammables or combustibles.
2. Prepare memo to Safety Codes Council (Attn: Jerry Baron) with request to have QMP amended for this section regarding tank storage of flammables and combustibles.
3. Safety Codes Council will advise PTMAA of change in accreditation for this section of the Alberta Fire Code and grant Authority Having Jurisdiction status to PTMAA


Please note: There is no charge to the Municipality for this service from PTMAA.

Bill Bachynski

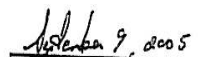
Town of Drumheller

Uniform Quality Management Plan

This Uniform Quality Management Plan that includes Schedule A – Scope and Administration, and Schedule B – Uniform Service Delivery Standards, has been accepted by the Administrator of Accreditation.



Administrator of Accreditation



Date



SAFETY CODES COUNCIL

Uniform Quality Management Plan Scope and Administration

...
UNIFORM QUALITY MANAGEMENT PLAN
SCOPE AND ADMINISTRATION
TABLE OF CONTENTS
Agenda Item # 8.1.1

	Page
Table of Contents (this page)	2
Scope of Accreditation	3
Administration of the Uniform QMP	4
Adherence to the Uniform QMP	4
Policy for Personnel Training	4
Freedom of Information	4
Records Retention and Retrieval	4
Declaration of Status	5
Revisions	5
Revision Control System	5
Notices	5
Municipal Agreement	5

The Municipality will administer the Safety Codes Act (SCA) including all pursuant regulations applicable to the following indicated discipline(s), within the municipal jurisdiction:

Agenda Item # 8.1.1

Building

- ☐ all parts of the Alberta Building Code, or
- ☐ only those parts of the Alberta Building Code pertaining to housing and small buildings being 3 storeys or less in height, having a building area of 600m² or less and used as major occupancies classified as Group C - residential, Group D - business and personal services, Group E - mercantile, or Group F2 and F3 - medium and low hazard industrial.

Electrical

- ☐ all parts of the Canadian Electrical Code and all parts of the Code for Electrical Installations At Oil and Gas Facilities, and/or
- ☐ all parts of the Alberta Electrical and Communication Utility Code.

Plumbing

- ☐ all parts of the National Plumbing Code of Canada, applicable Alberta amendments and regulations, and Private Sewage Disposal System Regulation.

Gas

- ☐ all parts of the Natural Gas and Propane Installations Code and Propane Storage and Handling Code and applicable Alberta amendments and regulations, excluding natural and propane gas highway vehicle conversions.

Fire

- ☐ all parts of the Alberta Fire Code, or
- ☐ all parts of the Alberta Fire Code excepting the following part 4 requirements for tank storage of flammable and combustible liquids:
 - equivalents (may approve alternative materials, systems, equipment and procedures)
 - intervals between inspections and tests (may establish longer intervals between inspections and tests)
 - approval (review of plans, drawings and specifications)
 - atmospheric storage tanks (may approve non-conforming storage tanks)
 - installation of underground storage tanks (assign site sensitivity classification)
 - receipt of leak or spill notification (receipt of notification other than emergency incidents)
 - rendering storage tanks temporarily out of service (receipt of notification when tanks are out of service or reactivated)
 - removal or abandonment of underground storage tanks (receipt of notification when an underground storage tank system has no further use)
 - disposal and reuse of storage tanks (receipt of notification when above ground storage tanks have been out of service or are to be placed back in service)

Municipality within a reasonable time after completion of the services, or upon request.

...

Agenda Item # 8.1.1

Agenda Item # 8.1.1

The Municipality is responsible for the administration, effectiveness, and compliance with this Uniform QMP that includes Schedule A – Scope and Administration and Schedule B - Uniform Service Delivery Standards.

The Municipality will provide services under Schedule B – Uniform Service Delivery Standards through their own staff or one or more accredited agencies. When providing services through an agency(s), the Municipality will contract with the agency(s) to provide services in accordance with Schedule B – Uniform Service Delivery Standards. The Municipality is responsible for monitoring the contracted agency's compliance with Schedule B – Uniform Service Delivery Standards.

The Municipality recognizes that the Safety Codes Council (SCC) or its representative may review/audit for compliance to this Uniform QMP and will give full cooperation to the SCC or its representative in business related to the administration of the SCA including the conduct of reviews/audits. The Municipality will implement the recommendations of the reviewer/auditor.

The Municipality will encourage and maintain an atmosphere that supports objective and unbiased decisions. All Safety Codes Officers (SCOs) working in the Municipality have the ability and opportunity to make decisions relative to compliance monitoring independently, without undue influence of management, appointed or elected officials.

The Municipality, in the event that it ceases to administer the SCA for any new thing, process, or activity under the SCA, retains responsibility for services provided under the SCA while accredited, including the administration and completion of services for permits issued.

The Municipality recognizes that failure to follow this Uniform QMP may result in suspension or cancellation of the Municipality's accreditation.

Policy for Personnel Training

The Municipality will ensure that SCOs of the Municipality attend updating seminars required by the SCC to maintain current SCO certification.

Freedom of Information

The Freedom of Information and Protection of Privacy Act applies to all information and records relating to, created or collected under this Uniform QMP.

Records Retention & Retrieval

The Municipality will retain the files of all projects including those where an accredited agency(s) was involved, for at least three (3) years or in accordance with the Municipality's record retention policy, whichever is greater. Such files will be available at the Municipality's office. Files where

... The Municipality, its SCO's, staff, officers, and accredited agency(s), whether employed, retained or otherwise engaged by the Municipality, will not participate in **Agenda Item # 8.1.1** installation activities within the Municipality, for projects where they also provide compliance monitoring.

Revisions

Revisions to this Uniform QMP may only be made to the Scope and will only be made by the Chief Administrative Officer responsible for this Uniform QMP. A Resolution from the Municipal Council will be included with a revision. The SCC must approve any change in the Uniform QMP.

Revision Control System

The Municipality will ensure its SCO's have ongoing access to a copy of this Uniform QMP and contracted accredited Agencies are provided with a copy of this Uniform QMP.

The Municipality will maintain a registry of the SCO's and Agencies they have provided with a copy of this Uniform QMP and amendments to this Uniform QMP, and immediately distribute copies of amendments to all registered holders of this Uniform QMP.

Notices

Any correspondence in regards to this Uniform QMP will be forwarded to:

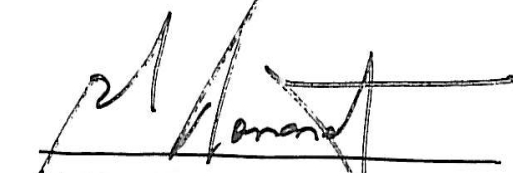
**RAY ROMANETZ P.ENG,
CHIEF ADMINISTRATIVE OFFICER**


e-mail: rmroman@dinosaurvalley.com

TOWN OF DRUMHELLER
703 2 Avenue West, Drumheller,
Alberta T0J 0Y3
Telephone: 403-823-6300 Fax: 403-823-8600

Municipality Agreement

In accordance with Council Resolution #MO2004.221 of November 29, 2004 at the Town of Drumheller hereby provides agreement and signature to this Uniform QMP.


RAY ROMANETZ P.ENG, C.A.O.


PAUL AINSCOUGH, Mayor of Drumheller

Uniform Service Delivery Standards

**Town of Drumheller
29 November 2005**

UNIFORM SERVICE DELIVERY STANDARDS

TABLE OF CONTENTS

Agenda Item # 8.1.1

	Page
Table of Contents (this page)	2
Scope of Services	3
Section 1: Performance	3
Section 2: Personnel	3
Section 3: Quality Management Plan Training	3
Section 4: Records	4
Section 5: Safety Codes Council Operating Fees	4
Section 6: Orders	4
Section 7: Variances	4
Section 8: Compliance Monitoring	4
General	4
Permits	4
Site Inspections.....	5
Verification of Compliance	6
No-Entry Policy	6
Permit Services Report	7
Appendix A: Building Discipline	
Appendix B: Electrical Discipline	
Appendix C: Plumbing Discipline	
Appendix D: Gas Discipline	
Appendix E: Fire Discipline	
Appendix F: Permit Services Report (sample)	

... This Uniform Service Delivery Standards document establishes responsibilities and minimum performance criteria for providing compliance monitoring services under the Safety Codes Act (SCA) including:

Agenda Item # 8.1.1

- code advice,
- permit issuance,
- plans examinations,
- site inspections,
- site investigations,
- variances,
- orders,
- verification of compliance,
- identification and follow-up of deficiencies and unsafe conditions,
- collection and remittance of Safety Codes Council (SCC) fees,
- issuance of Permit Services Reports, and
- maintaining files and records.

SECTION 1: PERFORMANCE

The Municipality will:

- perform the services in an effective and timely manner,
- endeavour to work co-operatively with the owner and/or the owner's representative(s) to achieve compliance with the SCA and applicable Regulation(s), and
- perform the services with impartiality and integrity, and in a professional and ethical manner.

SECTION 2: PERSONNEL

The Municipality will:

- employ persons knowledgeable about the applicable codes, standards and regulations, relative to the services it provides,
- employ Safety Codes Officers (SCOs) who are certified and designated at an appropriate level to provide compliance monitoring relative to services the Municipality provides, and
- maintain a registry of all SCOs they employ, and their level(s) of Certification, and Designation of Powers.

SECTION 3: QUALITY MANAGEMENT PLAN TRAINING

The Municipality will:

- train its SCOs and other involved staff in the requirements of this Uniform QMP, and
- maintain the training records on the employee's file.

SECTION 4: RECORDS

Agenda Item # 8.1.1

The Municipality will maintain a file system for all the records associated with performing the services including:

- permit applications and permits,
- plans, specifications, and other related documents,
- plans review reports,
- inspection reports,
- verifications of compliance,
- variances,
- orders,
- Permit Services Reports, and
- related correspondence and/or other relevant information.

SECTION 5: SAFETY CODES COUNCIL OPERATING FEES

The Municipality will collect the SCC operating fee for each permit issued, and remit those fees to the SCC in the manner and form prescribed by the SCC.

SECTION 6: ORDERS

The Municipality will employ appropriately certified SCOs who may issue orders in accordance with the SCA.

SECTION 7: VARIANCES

The Municipality will employ appropriately certified SCOs who may issue variances in accordance with the SCA and SCC policy.

SECTION 8: COMPLIANCE MONITORING

General

The Municipality will monitor compliance through a program of permit issuance, plans examination (when applicable), site inspection, and follow-up inspections or verification of compliance (when applicable), using appropriately certified and designated SCOs to provide compliance monitoring in accordance with the SCA and associated codes and standards.

Permits

The Municipality will collect all information required by the SCC to be collected as part of each permit application.

Agenda Item # 8.1.1

- name of the issuing Town of Drumheller,
- permit number,
- permit discipline type,
- date of issue,
- applicant's name, address, and phone number,
- contractor's name, address, and phone number,
- owner's name, address, and phone number,
- project location by legal description, civic address, and municipality,
- description of the work,
- permit conditions,
- issuer's name, signature, and designation number, and
- a Freedom of Information and Protection of Privacy Act (FOIPP) statement that meets the requirements of FOIPP as per the following example: *"The personal information provided as part of this application is collected under the Safety Codes Act and the Municipal Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The information is required and will be used for issuing permits, safety codes compliance verification and monitoring and property assessment purposes. The name of the permit holder and the nature of the permit is available to the public upon request. If you have any questions about the collection or use of the personal information provided, please contact the municipality"*.

Site Inspections

A SCO will inspect:

- to determine if work complies with the SCA and relevant codes and standards,
- within the time frames noted in the discipline specific sections of this Uniform QMP,
- in a timely fashion (endeavour to inspect within 2 working days and will not exceed 5 working days, when contacted for a required inspection),
- at the stage(s) indicated in the discipline specific sections of this Uniform QMP, and
- all work in place at the time of the inspection.

The Municipality may, at their discretion, extend the time frame for a required site inspection(s) by documenting in the file:

- the reason for the extension, and
- the new time frame or date for conducting the inspection(s).

A SCO will, for each inspection required by this Uniform QMP, complete an inspection report noting:

- permit number and file number (if applicable),
- discipline,
- Town of Drumheller,
- date,

Agenda Item # 8.1.1

- Contractor name, address, and phone number,
- legal description, address (if applicable), and municipality,
- stage(s) of work being inspected,
- a description of the work in place at the time of inspection,
- all observed deficiencies (any condition where the work is incomplete, or does not comply with the SCA or an associated code or regulation and in the opinion of the SCO is not an unsafe condition),
- all observed unsafe conditions (any condition that, in the opinion of a SCO, could result in property loss, injury, or death, and is not a situation of imminent serious danger),
- all observed situations of imminent serious danger and the action taken by the SCO to remove or reduce the danger, and
- name, signature, and designation number of the SCO conducting the inspection.

The Municipality will, for each required inspection:

- provide copies of Inspection Reports to the permit applicant, contractor, and Municipality's file; and if requested to the Owner, project consultant, Architect, or Consulting Engineers, and
- follow-up on noted deficiencies or unsafe conditions through re-inspection(s) (or at the discretion of the SCO verification of compliance may be accepted as follow-up).

Verification of Compliance

A SCO may, at their discretion, accept a verification of compliance (reasonable assurance provided from a third party that work complies):

- as follow-up to deficiencies or unsafe conditions noted on a site inspection, or
- in lieu of a site inspection when permitted in this Uniform QMP (eg. labelled mobile home siting, minor residential improvements).

A SCO, when accepting a verification of compliance, will document the information to the permit file including:

- ▶ identification of the document as a verification of compliance,
- ▶ permit number and discipline,
- ▶ name and title of the person who provided the verification of compliance and how it was provided (i.e. written assurance, verbal assurance, site visit by designate, etc.),
- ▶ date accepted by the SCO, and
- ▶ signature and designation number of the SCO.

No-Entry Policy

When a SCO is unable to gain entry to a site for a required inspection, the SCO will leave a notification on-site in a visible location, or forward notification to the Owner or permit applicant (as appropriate), advising of the inspection attempt and requesting that the Municipality be contacted to arrange for the site inspection.

... If the Municipality does not receive a response within 30 days of notification, the Municipality will mail the Owner or permit applicant (as appropriate), a second notification requesting that the Municipality be contacted within 30 days to arrange for a site inspection. **Agenda Item # 8.1.1**

If the Municipality is not contacted within 30 days of the second notification, the inspection stage may be considered a "no-entry" and counted as the required interim or final inspection.

Permit Services Report

The Municipality will issue a Permit Services Report:

- within 30 days of completing the compliance monitoring services as required in this Uniform QMP (completion of compliance monitoring services means; after the final or only required inspection, after acceptance of a verification of compliance in lieu of an inspection when permitted, or after compliance with the no-entry policy with respect to the final or only required inspection),
- to the Owner (the Owner, for the purposes of this Uniform QMP means, in order of preference; the Owner of the project at the time the permit was purchased, at the time the compliance monitoring services were provided, or at the time the Permit Services Report was issued).

The Municipality will not issue a Permit Services Report or close a file if there is an unsafe condition, until such time as the unsafe condition is corrected.

The Municipality will, for administrative purposes, consider the file closed when the Permit Services Report is issued, however:

- will reactivate the file if any further activity related to the permit is initiated within 30 days, and
- may reactivate the file at any time.

The Municipality will, **prior** to permit issuance:

- obtain two complete sets of construction documents as outlined in Part 2 of the Alberta Building Code (ABC),
- obtain any letters or schedules required to be provided by the ABC,
- conduct a preliminary review of the construction documents to determine if professional involvement is required or if there are any potentially significant code compliance issues, and
- obtain documents with the seal and signature of a registered Architect and/or Professional Engineer(s), when required by the ABC.

Construction Document Review

The Municipality will, **within 15 days** of permit issuance:

- complete a review of the construction documents in accordance with the requirements of the ABC,
- prepare a Plans Review Report,
- provide the Plans Review Report to the permit applicant, contractor, and Municipality's file; and if requested to the Owner, project consultant, Architect, or Consulting Engineers, and
- provide one set of construction documents to the permit applicant for retention and review at the project site, and retain one set on the Municipality's file.

Compliance Monitoring on Projects requiring Professional Involvement

The Municipality will collect and maintain on file, a letter(s) of compliance from the professional Architect or Engineer when a part or parts of the building require a professional Architect or Engineer.

The Municipality will collect and maintain on file all letters of compliance required in accordance with the ABC when overall professional Architect and/or Engineer involvement is required for the work covered under a permit.

... A SCO will conduct site inspections at the stages indicated in the following tables:

Agenda Item # 8.1.1

Site Inspection Stages for Part 9 Buildings Not Requiring Overall Professional Involvement

Type Of Project	Type of Building & Major Occupancy	Minimum # of Inspections	Inspection Stage (NOTE: inspect all work in place at time of inspection)
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$20,000)	Single & Two Family Dwellings (Group C)	2	<ul style="list-style-type: none"> o complete foundation (prior to backfill) OR o solid or liquid fuelled appliance(s) & framing (prior to covering up with insulation and vapour barrier) OR o insulation and vapour barrier (prior to drywall) AND o final, including HVAC completion (within 180 days of permit issuance) or (within 365 days of permit issuance if the homeowner is the contractor)
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$20,000)	Multi-family Residential, Townhouses, Small Apartments (Group C)	2	<ul style="list-style-type: none"> o complete foundation (prior to backfill) OR o solid or liquid fuelled appliance(s) & framing (prior to covering up with insulation and vapour barrier) OR o insulation and vapour barrier (prior to drywall) AND o final, including fire alarm and HVAC completion (within 180 days of permit issuance)
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$20,000)	Business & Personal Services, Mercantile, Med. & Low Hazard Industrial (Group D, E, F2, F3)	2	<ul style="list-style-type: none"> o complete foundation (prior to backfill) OR o HVAC rough-in OR o framing, structure (prior to insulation and vapour barrier) AND o final, including HVAC completion (within 180 days of permit issuance)
Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of \$20,000 or less) OR Other types of permits not covered in this table.	All types of Part 9 Buildings (Group C, D, E, F2, F3)	1	<ul style="list-style-type: none"> o final (within 180 days of permit issuance)

Type Of Project	Major Occupancy	Minimum # of Inspections	Inspection Stages (NOTE: inspect all work in place at time of inspection) Agenda Item # 8.1.1
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy (with a value of work more than \$20,000)	A, B, C, D, E, F	2	<ul style="list-style-type: none"> *foundation OR *framing, structure OR *HVAC rough-in OR *fire suppression systems OR *fire alarm system OR *HVAC completion OR *interior partitioning AND *final (within 365 days of permit issuance) <p>* NOTE: Any of these site inspections may be combined when it's reasonable to do so, and if site conditions permit.</p>
Alteration, addition, renovation, reconstruction, change of occupancy (with a value of work \$20,000 or less) OR Other types of permits not covered in this table	A, B, C, D, E, F	1	<ul style="list-style-type: none"> final (within 365 days of permit issuance)

Site Inspection Stages, Part 9 or Part 3 Buildings Requiring Overall Professional Involvement

Type Of Project	Major Occupancy	Minimum # of Inspections	Inspection Stages (NOTE: inspect all work in place at time of inspection)
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy (value of work more than \$20,000)	A, B, C, D, E, F	2	<ul style="list-style-type: none"> interim inspection at approximately the mid-term of the work AND final (within 365 days of permit issuance)
Alteration, addition, renovation, reconstruction, change of occupancy (value of work \$20,000 or less) OR Other types of permit not covered in this table.	A, B, C, D, E, F	1	<ul style="list-style-type: none"> final (within 180 days of permit issuance)

Site Inspection of labelled mobile home siting, and minor residential improvements including detached garages, decks, or basement renovations will consist of at least one site inspection within 90 days of permit issuance, or at the discretion of the SCO, consist of a completed Verification of Compliance.

Site Inspection of Part 10 buildings will consist of at least one on-site inspection at the final set-up stage within 90 days of permit issuance.

... consist of at least one on-site inspection, prior to covering, within 90 days of permit issuance.

... **Site Inspection of Mechanical, Heating, or Ventilation Systems (under separate permit) will consist of at least one on-site inspection at the completion stage, prior to covering, within 90 days of permit issuance.** **Agenda Item #8.1.1**

Site Inspection for Demolition permits (under separate permit) will be at the discretion of the SCO responsible for permit issuance for single family dwellings and their accessory buildings, and will consist of at least one on-site inspection prior to demolition for all other buildings.

Site Inspection of Non-flammable Medical Gas Piping Systems will be at the discretion of the SCO responsible for permit issuance. The SCO will follow up all ABC deficiencies identified by the testing Agency, to ensure compliance.

The Municipality will issue Electrical Permits.

Construction Document Review

A SCO may, as a condition of the permit, require the permit applicant to submit construction documents (including plans and specifications) describing the work for any proposed electrical installation.

Electrical Site-Inspections

A SCO will conduct site inspections at the stages indicated in the following table:

Site Inspections for Electrical Installations

Type of Project	Minimum # of Inspections	Inspection Stages (NOTE: inspect all work in place at time of inspection)
Public Institutions, Commercial, Industrial, Multi-Family Residential (with value of work over \$4000)	2	<ul style="list-style-type: none"> rough-in inspection (prior to cover-up) AND final inspection (within 365 days of permit issuance)
Public Institutions, Commercial, Industrial, Multi-Family Residential (with value of work \$4000 or less)	1	<ul style="list-style-type: none"> final inspection (within 90 days of permit issuance)
Single Family Residential or Farm Buildings under a Contractor Permit (with value of work over \$500)	1	<ul style="list-style-type: none"> completed rough-in inspection (prior to cover-up) OR final inspection (within 180 days of permit issuance)
Single Family Residential or Farm Buildings under a Homeowner permit (with value of work over \$500)	2	<ul style="list-style-type: none"> completed rough-in inspection (prior to cover-up) AND final inspection (within 365 days of permit issuance)
Single Family Residential or Farm Buildings under a Contractor or Homeowner permit (with value of work \$500 or less)	1	<ul style="list-style-type: none"> final inspection (within 90 days of permit issuance)
Skid Units, Relocatable Industrial Accommodation, Manufactured Housing, Oilfield Pump-jacks, Temporary Services	1	<ul style="list-style-type: none"> final inspection (within 90 days of permit issuance), including all additional wiring for Relocatable Industrial Accommodation and Manufactured Housing
Annual Permit (for minor alterations/additions conducted on one site)	2	<ul style="list-style-type: none"> mid-term inspection, and final inspection (within 60 days of expiry of permit)

Plumbing Permits

Agenda Item # 8.1.1

The Municipality will issue Plumbing permits.

Construction Document Review

A SCO may, as a condition of the permit, require the permit applicant to submit construction documents (including plans and specifications) describing the work for any proposed plumbing installation.

Plumbing Site-Inspections

A SCO will conduct site inspections at the stages indicated in the following table:

Site Inspections for Plumbing Installations

Installation Type	Minimum # of Inspections	Plumbing Installation Stage (NOTE: inspect all work in place at time of inspection)
Public Institutions, Commercial, Industrial, Multi-Family Residential (with more than 10 fixtures)	2	<ul style="list-style-type: none">rough-in below grade prior to covering OR <ul style="list-style-type: none">rough-in above grade prior to covering AND <ul style="list-style-type: none">final completion (within 365 days of permit issuance)
Public Institutions, Commercial, Industrial, Multi-Family Residential (with 10 fixtures or less)	1	<ul style="list-style-type: none">rough-in below grade prior to covering OR <ul style="list-style-type: none">rough-in above grade prior to covering OR <ul style="list-style-type: none">final completion (within 180 days of permit issuance)
Single Family Residential or Farm Buildings under a Contractor Permit (with more than 5 fixtures)	1	<ul style="list-style-type: none">completed rough-in below grade OR <ul style="list-style-type: none">completed rough-in above grade prior to covering (within 180 days of permit issuance)
Single Family Residential or Farm Buildings under a Homeowner permit (with more than 5 fixtures)	2	<ul style="list-style-type: none">completed rough-in below grade (prior to covering) AND <ul style="list-style-type: none">final completion (within 365 days of permit issuance)
Single Family Residential or Farm Building (with 5 fixtures or less)	1	<ul style="list-style-type: none">final completion (within 90 days of permit issuance)

Permits for Private Sewage Disposal Systems

The Municipality will issue permits for PSDS installations.

Permit Issuance for Private Sewage Disposal Systems

The Municipality will, **prior** to permit issuance:

- require the permit applicant to provide all relevant installation details including:
 - a site plan,
 - the expected volume of sewage per day,
 - the criteria used to determine the expected volume of sewage per day,

- component(s),
- details of the method(s) used to determine the soil effluent loading rate, including the results of the method(s) and who they were conducted by, and
- the depth to the water table if less than 2.4 m from ground surface.

Agenda Item # 8.1.1

and

- require a Plumbing Level 2 Safety Codes Officer to complete a review of the information for compliance with the requirements of the Private Sewage Disposal System regulations.

Private Sewage Disposal System Site Inspections

A Plumbing Level 2 Safety Codes Officer will:

- conduct a minimum of one site inspection during installation, or
- if unable to conduct the inspection during installation, note the reason on file and conduct a final inspection within 30 days of permit issuance.

Gas Permits

Agenda Item # 8.1.1

The Municipality will issue Gas Permits.

Construction Document Review

A SCO may, as a condition of the permit, require the permit applicant to submit construction documents (including plans and specifications) describing the work for any proposed gas installation.

Gas Site-Inspections

A SCO will conduct site inspections at the stages indicated in the following table:

Required Site Inspections for Gas Installations

Installation Type	Minimum # of Inspections	Gas Installation Stages (NOTE: inspect all work in place at time of inspection)
Public Institutions, Commercial, Industrial, Multi-Family Residential (more than 400,000 BTU)	2	<ul style="list-style-type: none">rough-in AND <ul style="list-style-type: none">final completion (within 365 days of permit issuance)
Public Institutions, Commercial, Industrial, Multi-Family Residential (400,000 BTU or less)	1	<ul style="list-style-type: none">rough-in OR <ul style="list-style-type: none">final completion (within 180 days of permit issuance)
Single Family Residential or Farm Buildings under a Contractor Permit	1	<ul style="list-style-type: none">final completion (within 180 days of permit issuance)
Single Family Residential or Farm Buildings under a Homeowner permit	1	<ul style="list-style-type: none">final completion (within 365 days of permit issuance)
Temporary Heat Installations (under separate permit)	1	<ul style="list-style-type: none">final inspection (within 90 days of permit issuance)

... Compliance monitoring in the fire discipline will consist of:

Agenda Item # 8.1.1

- administration of the Safety Codes Act and the Alberta Fire Code, and
- investigation and reporting of fires.

Compliance monitoring may, at the discretion of the Municipality, also consist of reasonable inspections of buildings, structures and places to check for compliance with the Alberta Fire Code. Inspections will be administered in accordance with the Inspection Program and Frequency Schedule (attached) and will include the preparation and distribution of site inspection reports. At the discretion of the Fire Safety Codes Officer, verification of compliance may be acceptable as proof of correction to a noted deficiency.

Summary records will be maintained which contain the following minimum information:

Maintenance Inspections	New Work Inspections	Investigations
file number, site address, name of Safety Codes Officer doing the work, comments, date of inspection, assurance of compliance with corrective items, and date of site completion/sign off.	file number, site address, site description, date of plans examination, name of Safety Codes Officer doing the work, date of permit issuance, comments, value of construction, date of inspection, assurance of compliance with corrective items, and date of site completion/sign off.	file number, location of fire, date of fire, date of investigation, building / property use, cause of fire, origin of fire, value of loss, name of Safety Codes Officer conducting the investigation, comments, and date of completion/sign off.

Investigations will be conducted to determine the cause and origin of fires where a death, injury, or property loss occurs, the results of which will be reported to the Fire Commissioner in accordance with the Administrative Items Regulation. A Fire Safety Codes Officer may arrange for any additional municipal, law enforcement, agency, or other resources as required to assist in an investigation. In the event of a fire resulting in a death or where arson is suspected, the investigation will include immediate notification of the provincial Fire Commissioner. It is also recognized by the municipality that investigations of fires or explosions that result in serious injury, death, suspected incendiary activity or complicated loss, may involve representatives or agents of the provincial Fire Commissioner.

...

Agenda Item # 8.1.1

PERMIT SERVICES REPORT

Agenda Item # 8.1.1

Issued by: TOWN OF DRUMHELLER on _____ to _____
(date of issue) (Owner name)

Re:

Permit number: _____

Type of Permit: ☐ Building ☐ Electrical ☐ Plumbing ☐ Gas

Location:

Municipality: TOWN OF DRUMHELLER

Lot ____ Block ____ Plan ____ OR Part of ____ Sec ____ Twp ____ Rge ____ West of ____

Status:

Compliance monitoring services have been provided as required by the Safety Codes Act, and codes, regulations and policies pursuant to the Act. It is the opinion of the issuer of this report that:

☐ work complies with the intent of the Safety Codes Act and applicable regulations.

☐ work may not comply as
☐ a Safety Codes Officer was unable to gain entry for the required site inspection(s)
☐ the permit expired
☐ the permit was cancelled

☐ deficiencies must be corrected for the work to meet the intent of the Safety Codes Act and applicable regulations (refer to attached list or inspection report). Please contact the Municipality within 30 days of this report if you wish to make arrangements to verify that deficiencies are corrected.

Yours truly,

Signature of Town of Drumheller Representative

cc: permit file

Note: This report remains on file as record of compliance or non-compliance with the provisions of the Safety Codes Act, regulations, Codes, and standards. Pursuant to the Safety Codes Act, the "Owner" is responsible for meeting the requirements of the Act.

BEING A BYLAW TO AMEND LAND USE BYLAW NO. 10-08 FOR THE TOWN OF DRUMHELLER IN THE PROVINCE OF ALBERTA. **Agenda Item # 8.1.2**

WHEREAS pursuant to the provision of Section 639 of the *Municipal Government Act*, RSA 2000, Chapter M-26, the Council of the Town of Drumheller (hereinafter called the Council), has adopted Land Use Bylaw No. 10-08;

AND WHEREAS the Council deems it desirable to amend Land Use Bylaw 10-08; and

NOW THEREFORE the Council hereby amends Land Use Bylaw No. 10-08 as follows:

1. The addition of the following definitions in Part 1 (2) Definitions:

"Sign"

- (l) **"Illuminated Sign"** means any sign that uses internal or exposed illumination including, but not limited to, electric lamps, neon tubing, light emitting diodes and liquid crystal displays. Illuminated Signs shall not employ the use of strobe lighting and shall be in accordance with Section 80 (12).
- (m) **"Banner Sign"** means a sign that is constructed of non-rigid material capable of being displayed without the use of a flag pole;
- (n) **Wall Sign** means a sign that:
 - (i) indicates, by name or symbol, the occupant, business or site upon which the *sign* is displayed; and
 - (ii) is painted directly onto an exterior wall of a building;

2. Amendments to Part VI Land Use Districts as follows:

Addition of **"Tourist Dwelling – with appropriate water and sanitary systems"** as a **discretionary use** in the following districts:

27. SCR - Suburb Community Residential District

3. The amendment of the following Sections:

Amendment of:

Part I (2) Definitions

"Sign" **"Portable Sign"** means a sign which may be illuminated and is easily moveable and normally has a message which may be readily modified. Such signs are typically operated by a business which leases these signs to other businesses;

Amended as follows:

Agenda Item # 8.1.2

PART V ENFORCEMENT & ADMINISTRATION

14. Contravention

- (1) Where a Development Officer finds that a development or use of land or buildings is not in accordance with:
 - (a) the Municipal Government Act or the Regulations, or
 - (b) a development permit or subdivision approval, or
 - (c) the Land Use Bylaw, the Development Officer may, by notice in writing, order the registered owner, the person in possession of the land or buildings or the person responsible for the contravention of all or any of them to:
 - i. stop the development or use of the land or buildings in whole or in part as directed by the notice, or
 - ii. demolish, remove or replace the development, or
 - iii. take such other measures as are specified in the notice so that the development or use of the land or buildings is in accordance with the Municipal Government Act, the regulations, a development permit, subdivision approval or this Bylaw as the case may be.
- (2) Where a person fails or refuses to comply with an order directed to him under subsection (1), or an order of the Subdivision and Development Appeal Board under Section 645 of the Municipal Government Act within the time specified, the Council or a person appointed by it may in accordance with Section 542 of the Municipal Government Act, enter upon the land or building and take such action as is necessary to carry out the order.
- (3) Where the Council or a person appointed by it carries out an order, the Council shall cause the costs and expenses incurred in carrying out the order to be placed on the tax roll as an additional tax against the property concerned and that amount shall be collected in the same manner as taxes on land.
- (4) A person who contravenes or fails to comply with a development permit or a condition attached thereto is guilty of an offense and is liable on summary conviction to a fine.
- (5) For the purpose of entering or inspecting land or buildings described in Sections 542 and 646 of the Act, the Development Officer is hereby declared to be a "designated officer".

Agenda Item # 8.1.2

- a) that contravenes, or does not comply with, the provisions of this Bylaw;
 - b) that requires a Development Permit in the Bylaw that has not been issued;
 - c) that is contrary to a Development Permit that has been issued, a subdivision approval that has been given or a condition of the Permit or approval; and
 - d) that contravenes a Stop Order under (3) below.
- (2) The fines for an offence against the Land Use Bylaw pursuant to Section 566 of the Act are:
- a) First offence \$250
 - b) Second offence \$500
 - c) Third and additional offences \$1000
- (3) When an offence has been or is being committed, the Development Officer may issue a Stop Order under Section 645 of the Act or levy a fine as prescribed in (2) above.
- (4) When issuing a Stop Order the written notice shall order the owner, the person in possession of the land or building, or the person responsible for the contravention or any or all of them to:
- a) stop the development or use of land that is contrary to the Bylaw;
 - b) demolish, remove or bring the development into compliance with the Bylaw;
 - c) carry out any other actions required by the notice so that the development complies with the provisions of this Bylaw;
 - d) complete the actions in the notice before a date set out in the notice; and
 - e) the option to launch an appeal to the Subdivision and Development Appeal Board.
- (5) If the Stop Order is appealed to the Subdivision and Development Appeal Board then the Development Officer shall provide, at the hearing, any information required by the Board.
- (6) If a person fails or refuses to comply with the order under section 645 or an order of the Subdivision and Development Appeal Board under section 687 the Designated Officer shall take action under sections 542, 543, 545, 646 of the Act.
- (7) If a person fails or refuses to comply with the order of (6) above the Designated Officer may:

... c) enter into or upon the land or building pursuant to Section 542 of the Municipal Government Act, and take any action necessary to carry out the order under section 545 of the Act; and **Agenda Item # 8.1.2**

d) the cost of action or measure will be:

i. charged to the registered owner of the land; and

ii. collected in like manner as taxes owing against a property.

(8) If the Development Officer levies a fine the notice shall be mailed or delivered by hand to the owner or the person in possession of the land or building and the notice shall state:

(a) the amount of the fine, whether this is a first, second or third offence, state a time within which the property must be brought into conformity with the Bylaw; and

(b) the Development Officer will inspect the property after the stated time and levy a second or third fine, each stating a time within which the property must be brought into conformity.

(9) The Development Officer is authorized and directed to take whatever action is required to collect fines levied for offences of the Bylaw.

(10) After reasonable notice (generally to mean 48 hours notice) to the owner or occupant in accordance with the Municipal Government Act, a designated officer of the municipality or his delegate may enter property at reasonable times (generally to mean 7:30 a.m. to 10:00 p.m.) to ascertain if Bylaw requirements are being met.

(11) For the purpose of entering or inspecting land or buildings described in Sections 542 and 646 of the Act, the Development Officer is hereby declared to be a "designated officer".

Part VII General Land Use Regulations:

81. Signs

1. General

The General regulations in Section 81(1) shall apply to all signs in the Town of Drumheller and all sign sections of the Land Use Bylaw as follows:

(a) Two (2) temporary, on site signs, not exceeding 0.9 m² (10 sq. ft.) in area nor 1.2 m (4 ft.) in height, may be permitted on a site in any district if it is intended for one of the following purposes:

81. Signs

Agenda Item # 8.1.2

1. General

The General regulations in Section 81(1) shall apply to all signs in the Town of Drumheller and all sign sections of the Land Use Bylaw as follows:

(a) ***Signs not requiring a development permit***

Two (2) temporary, on site signs, not exceeding 0.9 m² (10 sq. ft.) in area nor 1.2 m (4 ft.) in height, may be permitted on a site in any district if it is intended for one of the following purposes:

- (i) advertising the sale or lease of property;
- (ii) identifying a construction or demolition project;
- (iii) political sign 30 days prior to an election or referendum.

One (1) Sandwich Board (A-Board) sign in accordance with Section 81 (8) of this bylaw.

81. Signs

7. Portable Signs

One (1) portable sign may be permitted per non-residential site provided that:

- (a) the sign is a minimum linear distance of 9 m (30 ft.) from an intersection of public road right-of-ways;
- (b) the furthest limit of the sign is a minimum of 6.1 m (20 ft.) from the curb or 1.5 m (5 ft.) from the property line, whichever is the greater distance unless otherwise approved by the Development Authority
- (c) the sign area does not exceed 6.6 m² (72 sq. ft.);
- (d) the sign does not have any flashing lights or arrows;
- (e) the sign is not located on Town property;
- (f) The site does not contain residential land uses;

- (g) Portable signs may be approved for a maximum of 90 days. Portable signs are intended to advertise or promote events of a temporary nature and are not intended to be permanently located on any site. Permanent signage shall be

appearance.

...

- (h) There is a minimum 30 metre (100 ft.) separation from any other Portable sign and all portable signs are located with other existing signs along the same street.
- (i) Notwithstanding (g) above, Portable signs used for community information purposes may be considered for extended timeframes as deemed necessary to provide the relevant community information.

Agenda Item # 8.1.2

Amended as follows:

81. Signs

7. Portable Signs

Portable Sign Permit Application process

- (a) A sign permit must be obtained before a **portable sign** is placed at a location. To obtain a permit a complete application, together with the required fee, must be submitted to the Town.
- (b) The Development Officer shall, in the case of a development permit for a portable sign, specify the length of time that permit remains in effect in accordance with the time limitations for such signs.
- (c) Application for a permit for the use of a portable sign shall be submitted by the owner of the sign, the advertiser or the owner of the property upon which the sign is proposed to be placed, and there shall be signed consent from the owner of the sign and the owner or tenant of the property.
- (d) The following information shall be submitted on the appropriate application form for a portable sign development:
- i) the municipal address and legal description of the land or building where the sign is to be located;
 - ii) a plan showing the exact location of where the sign is to be located on the property;
 - iii) the applicant's name, address and telephone number;
 - iv) an indication of whether the site where the sign is to be located is a single business occupancy or multiple business occupancy development;
 - v) the nature of the sign content to determine the length of time for the portable sign approval;
 - vi) the length of time the sign is to be displayed at the location address;

viii) the signature of the owner of the sign with the owners name, address and telephone number; and

ix) the size, height and nature of the sign.

Agenda Item # 8.1.2

Regulations

One (1) portable sign may be permitted per site provided that:

- (a) the sign is a minimum linear distance of 9 m (30 ft.) from an intersection of public road rights-of-way and does not affect site lines or other safety considerations from entrance/ egress to any site;
- (b) the sign shall not be placed upon a site so as to conflict with parking, loading or walkway areas as required by this Bylaw or as approved under a development permit unless otherwise approved by the Municipal Planning Commission;
- (c) the furthest limit of the sign is a minimum of 3.0 m (10 ft.) from the curb / sidewalk or 1.5 m (5 ft.) from the property line, whichever is the greater distance unless otherwise approved by the Municipal Planning Commission and the sign is fully on private property;
- (d) the sign area does not exceed 6.6 m^2 (72 sq. ft.);
- (e) the sign height does not exceed 3.0 m (10 ft.) above grade of the adjacent curb;
- (f) the sign does not have any flashing lights or arrows;
- (g) the sign is not located on Town property;
- (h) The site does not contain residential land uses;
- (i) A Portable Sign must be stabilized and anchored in a way that ensures they will not be unintentionally moved, blown over or dislocated. All methods and materials used to stabilize and anchor a portable Sign must:
 - (a) be easily removable;
 - (b) not cause tripping hazards; and
 - (c) be inconspicuous.
- (j) There is a minimum 30 metre (100 ft.) separation from any other Portable sign and all portable signs are located with consistent spacing requirements along the same street.
- (k) Portable signs may be erected or displayed for any business for a maximum of **60 consecutive days** in accordance with the requirements of this section. The expiration of the sign permit shall be considered with regard to the event or thing that is being advertised. Portable signs are intended to advertise or promote events of a temporary nature and are not intended to be

portable signs for a minimum of 60 consecutive days before a further permit approval for such business may be issued.

Agenda Item # 8.1.2

- (l) Where there are multiple businesses located on the same property (ie. Strip mall developments, etc.), the site shall be considered the frontage of each business and a portable sign may be allowable for each business in accordance with the requirements of this section.

Portable Sign Enforcement process

- (a) Where a portable sign contravenes the regulations of this Bylaw or the terms of the permit issued, the owner, or person responsible for the placement of the sign shall remove the sign or relocate or repair the sign such that it complies with this Bylaw within one day of receiving written or verbal notification from the Town.
- (b) Any person who fails to comply with a notice given by the Development Officer shall be guilty of an offence and subject to a penalty as prescribed by **Part V**. Failure to rectify the contravention shall permit the Town to immediately remove the portable sign.
- (c) Failure to comply with a notice of contravention may result in the Development Authority refusing to issue a sign permit on the same site for a period of three (3) months.

81. Signs

9. Community Information Signs

Community Information signs may be permitted in appropriate locations provided that:

- (b) sign content to be limited to community organizations, events, not-for-profit groups with no display permitted of any for-profit business media;

Amended as follows:

81. Signs

9. Community Information Signs

Community Information signs may be permitted in appropriate locations provided that:

- (b) sign content to be limited to community organizations, events, not-for-profit groups with a maximum of 20% of the sign copy area allowed to be dedicated to a for-profit sponsoring agency for a **permanent** community information sign,

10. Billboards

- (o) Notwithstanding all of the factors expressed in this section, the Development

Agenda Item # 8.1.2

Amended as follows:

81. Signs

10. Billboards

- (o) Notwithstanding all of the factors expressed in this section, the Development

81. Signs

9. Billboard Signage Zones

- (e) Billboards shall not have variable or changing messages, or any moving or rotating parts;

Amended as follows:

11. Billboard Signage Zones

- (e) Billboards shall not have variable or changing messages, or any moving or rotating parts unless otherwise approved by the MPC in accordance with the appropriate sections of this bylaw (i.e. illuminated signs, etc.);

Addition of:

81. Signs

12. Illuminated Signs

Illuminated Signs shall be considered a discretionary use and considered with the regulations of the corresponding sign types in this Bylaw (i.e. freestanding or billboard sign, etc.) in accordance with the following additional regulations:

- (a) An illuminated sign shall not be permitted in a location closer than a 30.0 m distance to any dwelling in a residential district in the facing direction of the illuminated sign and notification shall be sent of an illuminated sign application to residential properties within a 100m radius of the proposed location of the sign placement;
- (b) An illuminated sign shall not be permitted in a location that may, in the opinion of the Development Authority, obscure or cause confusion with traffic lights and traffic signs or in any way endanger progress of traffic through the streets or lanes of the Town;

illuminated sign, unless it conforms with the Alberta Safety Codes Act and regulations thereto;

- ...
- Agenda Item # 8.1.2**
- (d) An illuminated sign must have an adjustable brightness level. The level of brightness shall be set as to not negatively affect adjacent residential districts to the reasonable satisfaction of the Development Authority;
 - (e) Hours of operation and timing of changeable content shall be appropriate for the proposed location and the Development Authority may place conditions on a decision essential to maintain neighbourhood characteristics.

READ A FIRST TIME THIS ___th DAY OF _____, 2011

READ A SECOND TIME THIS ___th DAY OF _____, 2011.

READ A THIRD TIME AND PASSED THIS ___th DAY OF _____, 2011.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



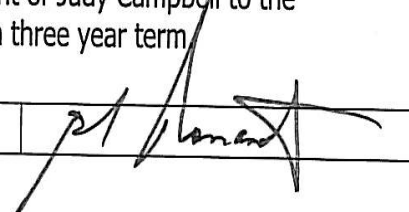
DRUMHELLER

REQUEST FOR DECISION

Agenda Item #8.1.3



Request for Decision

		Date:	June 16, 2011
Topic:	DRUMHELLER PUBLIC LIBRARY BOARD APPOINTMENT		
Proposal:	The Drumheller Public Library Board has one vacancy on their board. Judy Campbell would like to serve on the board. The Library Board members recommend approval of this application.		
Proposed by:	Drumheller Public Library Board		
Correlation to Business (Strategic) Plan			
Benefits:	This appointment would make a full compliment of membership on the Library Board.		
Disadvantages:			
Alternatives:			
Finance/Budget Implications:	N/A		
Operating Costs:		Capital Cost:	
Budget Available:	\$0.00	Source of Funds:	
Budget Cost:	\$0.00	Underbudgeted Cost:	
Communication Strategy:			
Recommendations:	That Council approve the appointment of Judy Campbell to the Drumheller Public Library Board for a three year term.		
Report Writer:	R.M. Romanetz, P. Eng.	CAO:	
Position:	Chief Administrative Officer		

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

Telephone: (403) 823-1339

... June 03, 2011

Agenda Item # 8.1.3

Town of Drumheller
703 2nd Ave. West
Drumheller, Alberta
T0J 0Y0
Attn: Linda Handy

Dear Ms. Handy:

Re: Appointment to Drumheller Public Library Board

Attached please find a completed Application form for Ms. Judy Campbell for the Drumheller Public Library Board.

Ms. Campbell has been interviewed by two members of the Board as well as the Director of Library Services, Ms. Linde Turner. On behalf of the Board, I am pleased to recommend her appointment to the Board.

Thank you for your assistance with this matter.

Sincerely,



J. Linda Traquair
Chair, Drumheller Public Library Board

Cc: Linde Turner
Lisa Hansen-Zacharuk

Agenda Item # 8.1.3

APPLICATION TO SERVE ON
TOWN PUBLIC SERVICE BOARDSBoard applied for LibraryDate May 10, 2011Name of Applicant Judy CampbellAddress 680 - 3 Ave W Phone # 823-4424Length of Residency in Town 2 yrsPast Service on Similar Boards Drumheller Humane Society

BRIEF PERSONAL HISTORY (include information which you feel would assist Council in making a decision as to your capabilities to serve on this Board)

I have volunteered with Girl Guides
of Canada as both a leader & District
Secretary, CNIB & the CPO all in
Calgary. I also work for Woodi
Homes working with Directors &
Members of the Board. I am a book
lover & believe libraries are an important part of
the
Community

Judy Campbell
Signature of Applicant

Fax back to (403)823-8006

A BY-LAW OF THE TOWN OF DRUMHELLER

IN THE PROVINCE OF ALBERTA

"MUNICIPAL EMERGENCY MANAGEMENT BYLAW"

WHEREAS the Council of the Town of Drumheller is responsible for the direction and control of its emergency response and is required, under the Emergency Management Act, Chapter E-6.8, Revised Statutes of Alberta 2000 to appoint an **Emergency Management Committee and to establish and maintain a Municipal Emergency Management Agency; and**

WHEREAS it is desirable in the public interest, and in the interests of public safety, that such a committee be appointed and such an agency be established and maintained to carry out Council's statutory powers and obligations under the said **Emergency Management Act;**

NOW, THEREFORE, THE COUNCIL OF THE TOWN OF DRUMHELLER DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. This By-law may be cited as the **Municipal Emergency Management By-law.**
2. In this By-law,
 - (a) "Act" means the **Emergency Management Act**, Chapter E-6.8, Revised Statutes of Alberta 2000;
 - (b) "Council" means the Council of the Town of Drumheller
 - (c) "disaster" means an event that has resulted or may result in serious harm to the safety, health or welfare of people, or in widespread damage to property;
 - (d) **"Emergency Management Committee"** means the committee established under this By-law;

- ...
- (e) "emergency" means a present or imminent event that requires prompt co-ordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property;
 - (f) "Minister" means the Minister charged with administration of the Act;
 - (g) "Municipal Emergency Management Agency" means the agency established under this By-law; and
 - (h) "Municipal Emergency Plan" means the emergency plan prepared by the Director of Emergency Management to co-ordinate response to an emergency or disaster.
 - (i) "Town Manager" means the Town Manager of the Town of Drumheller as established by the Town of Drumheller By-law No. 12-98
3. There is hereby established an Emergency Management Committee to advise Council on the development of emergency plans and programs.
4. There is hereby established a Municipal Emergency Management Agency to act as the agent of Council to carry out its statutory powers and obligations under the Act. This does not include the power to declare, renew, or terminate a state of local emergency, nor the powers contained in Section 12 of this By-law.
5. Council shall
- (a) by resolution, at the annual organizational meeting of Council, appoint the Mayor and two other members of council to serve on the Emergency Management Agency.
 - (b) provide for the payment of expenses of the members of the Emergency Management Committee;
 - (c) by resolution, appoint the Town Manager as the Director of Emergency Management. The Director of Emergency Management shall appoint up to three deputies who shall do those things required of the Director in that person's absence.

- ...
- (d) ensure that emergency plans and programs are prepared to address potential emergencies or disasters in the Town of Drumheller.
 - (e) approve the Town Drumheller's emergency plans and programs; and
 - (f) review the status of the Municipal Emergency Plan and related plans and programs at least once each year.
6. Council may
- (a) by By-law borrow, levy, appropriate and expend, without the consent of the electors, all sums required for the operation of the **Municipal Emergency Management Agency**; and
 - (b) enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs, including mutual aid plans and programs.
7. The **Emergency Management Committee** shall
- (a) review the Municipal Emergency Plan and related plans and programs on a regular basis; and
 - (b) advise Council, duly assembled, on the status of the Municipal Emergency Plan and related plans and programs at least once each year.
8. The **Municipal Emergency Management Agency** shall be comprised of one or more of the following:
- (a) the **Director of Emergency Management**;
 - (b) the Deputy **Directors of Emergency Management**;
 - (c) other administrative staff member (s) of the Town;
 - (d) the N.C.O in charge, R.C.M Police or designate;
 - (e) the Towns Fire Chief or designate;
 - (f) the Public Information Officer or designate;
 - (g) the Towns Operations Manager or designate;
 - (h) the Towns Utility Manager of designate;

Agenda Item # 8.1.4

- (i) the Towns Technical Services Manager or designate;
- (j) the Badlands Ambulance Service Coordinator or designate;
- (k) the Towns Community Services director or designate;
- (l) the David Thompson Health Region CEO or designate;
- (m) the Drumheller Health Centre Manager or designate;
- (n) the Golden Hills School Division Board Chairperson or designate;
- (o) the Christ the Redeemer School Division Board Chairman or designate;
- (p) representative(s) from Alberta Human Resources & Employment;
- (q) representative(s) from adjacent communities which have entered into mutual aid agreements;
- (r) representative(s) from local business or business associations (e.g. Chamber of Commerce, Board of Trade) ;
- (s) representative(s) from Alta Gas;
- (t) representative(s) from TELUS;
- (u) representative(s) from Alberta Agriculture, Food and Rural Development;
- (v) representative(s) from Alberta Environmental Protection;
- (w) representative(s) from Alberta Transportation;
- (x) representative(s) from the Drumheller Institution;
- (y) representative(s) from the Ministerial Association;
- (z) representative(s) from ATCO Electric; and
- (aa) anybody else who might serve a useful purpose in the preparation or implementation of the Municipal Emergency Plan as Directed by the Director of Emergency Management determines.

9. The Director of Emergency Management shall

- (a) prepare and co-ordinate the Municipal Emergency Plan and related plans and programs for the Town of Drumheller;
- (b) act as director of emergency operations, or ensure that someone is designated under the Municipal Emergency Plan to so act, on behalf of the **Municipal Emergency Management Agency**; and

- ...
- (c) co-ordinate all emergency services and other resources used in an emergency; or
 - (d) ensure that someone is designated to discharge the responsibilities specified in paragraphs (a), (b), and (c).
10. Council may, at any time when it is satisfied that an emergency exists or may exist, by resolution, make a declaration of a state of local emergency.
11. When a state of local emergency is declared, the person[s] making the declaration shall
- (a) ensure that the declaration identifies the nature of the emergency and the area of the Town in which it exists;
 - (b) cause the details of the declaration to be published immediately by such means of communication considered most likely to notify the population of the area affected; and
 - (c) forward a copy of the declaration to the Minister forthwith.
12. Subject to Section 15, when a state of local emergency is declared, the person[s] making the declaration may
- (a) cause the Municipal Emergency Plan or any related plans or programs to be put into operation;
 - (b) acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;
 - (c) authorize or require any qualified person to render aid of a type he or she is qualified to provide;
 - (d) control or prohibit travel to or from any area of the Town;
 - (e) provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and co-ordinate emergency medical, welfare and other essential services in any part of the Town;
 - (f) cause the evacuation of persons and the removal of livestock and personal property from any area of the Town that is or may be affected by a disaster

... and make arrangements for the adequate care and protection of those persons or livestock and of the personal property;

Agenda Item # 8.1.4

- (g) authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program;
- (h) cause the demolition or removal of any trees, structures or crops if the demolition or removal is necessary or appropriate in order to reach the scene of a disaster, or to attempt to forestall its occurrence or to combat its progress;
- (i) procure or fix prices for food, clothing, fuel, equipment, medical supplies, or other essential supplies and the use of any property, services, resources or equipment within the Town for the duration of the state of emergency;
- (j) authorize the conscription of persons needed to meet an emergency; and
- (k) authorize any persons at any time to exercise, in the operation of the Municipal Emergency Plan and related plans or programs, any power specified in Paragraphs (b) through (j) in relation to any part of the municipality affected by a declaration of a state of local emergency.

(l)

13. When a state of local emergency is declared,

- (a) neither Council nor any member of Council, and
- (b) no person appointed by Council to carry out measures relating to emergencies or disasters,

are liable in respect of damage caused through any action taken under this By-law, nor are they subject to any proceedings by prohibition, certiorari, mandamus or injunction.

14. Notwithstanding Section 13,

- (a) Council and any member of Council, and
- (b) any person acting under the direction or authorization of Council, is liable for gross negligence in carrying out their duties under this By-law.

- ...
15. When, in the opinion of the person[s] declaring the state of local emergency, an emergency no longer exists in relation to which the declaration was made, they shall, by resolution, terminate the declaration.
 16. A declaration of a state of local emergency is considered terminated and ceases to be of any force or effect when
 - (a) a resolution is passed under Section 15;
 - (b) a period of seven days has lapsed since it was declared, unless it is renewed by resolution;
 - (c) the Lieutenant Governor in Council makes an order for a state of emergency under the Act, relating to the same area; or
 - (d) the Minister cancels the state of local emergency.
 17. When a declaration of a state of local emergency has been terminated, the person[s] who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected.

Revised: 10-09-15

... 18. Bylaw No. 11-11 passed on _____, 2011, dealing with the
Agenda Item # 8.1.4
establishment of an Emergency Management Agency is hereby rescinded.

This Bylaw comes into force on the day it is finally passed.

Read a first time this _____ day of _____, 2011

Read a second time this _____ day of _____, 2011

Read a third time and finally passed this _____ day of _____, 2011

TOWN OF DRUMHELLER

Mayor

Chief Administrative Office

A BY-LAW OF THE TOWN OF DRUMHELLER *Agenda Item # 8.1.4*

IN THE PROVINCE OF ALBERTA

TO ESTABLISH A MUNICIPAL DISASTER SERVICES AGENCY

WHEREAS the Council of the Town of Drumheller is responsible for the direction and control of its emergency response and is required, under the Disaster Services Act, Chapter D-13, Revised Statutes of Alberta 2000, to appoint a Disaster Services Committee and to establish and maintain a Municipal Disaster Services Agency; and

WHEREAS it is desirable in the public interest, and in the interests of public safety, that such a committee be appointed and such an agency be established and maintained to carry out Council's statutory powers and obligations under the said Disaster Services Act;

NOW, THEREFORE, THE COUNCIL OF THE TOWN OF DRUMHELLER, DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. This By-law may be cited as the Municipal Disaster Services By-law.
2. In this By-law,
 - (a) "Act" means the Disaster Services Act, Chapter D-13, Revised Statutes of Alberta 2000;
 - (b) "Chairperson" means the Chairperson of the Disaster Services Committee established by this By-law;
 - (c) "Council" means the Council of the Town of Drumheller
 - (d) "disaster" means an event that has resulted or may result in serious harm to the safety, health or welfare of people, or in widespread damage to property;
 - (e) "Disaster Services Committee" means the committee established under this By-law;
 - (f) "emergency" means an event that requires prompt co-ordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to limit damage to property;
 - (g) "Minister" means the Minister charged with administration of the Act;
 - (h) "Municipal Disaster Services Agency" means the agency established under this By-law; and
 - (i) "Municipal Emergency Plan" means the emergency plan prepared by the Director of Disaster Services to co-ordinate response to an emergency or disaster.

Agenda Item # 8.1.4

- (j) "Town Manager" means the Town Manager of the Town of Drumheller as established by Town of Drumheller By-law 12.98.
3. There is hereby established a Disaster Services Committee to advise Council on the development of emergency plans and programs.
4. (a) There is hereby established a Municipal Disaster Services Agency to act as the agent of Council to carry out its statutory powers and obligations under the Act. This does not include the power to declare, renew, or terminate a state of local emergency, or the powers contained in Section 12 of this By-law.
- (b) The Agency shall hold at least one meeting each year and other meetings as required and circulate the minutes to Council.
5. Council shall:
- (a) by resolution at the annual organizational meeting of Council, appoint the Mayor and two other members of Council to serve on the Disaster Services Committee;
- (b) provide for the payment of expenses of the members of the Disaster Services Committee;
- (c) hereby appoint the Town Manager as the Director of Disaster Services. The Director of Disaster Services shall appoint up to three deputies who shall do those things required of the Director in that person's absence;
- (d) ensure that emergency plans and programs are prepared to address potential emergencies or disasters in the Town of Drumheller;
- (e) approve the Town of Drumheller's emergency plans and programs; and
- (f) review the status of the Municipal Emergency Plan and related plans and programs at least once each year.
6. Council may:
- (a) by By-law borrow, levy, appropriate and expend, without the consent of the electors, all sums required for the operation of the Municipal Disaster Services Agency; and
- (b) enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs, including but not limited to:

Agenda Item # 8.1.4

7. The Disaster Services Committee shall
 - (a) review the Municipal Emergency Plan and related plans and programs on a regular basis; and
 - (b) advise Council, duly assembled, on the status of the Municipal Emergency Plan and related plans and programs at least once each year.
8. The Municipal Disaster Services Agency shall be comprised of one or more of the following:
 - (a) the Director of Disaster Services;
 - (b) the Deputy Directors of Disaster Services;
 - (c) other administrative staff member(s) of the Town;
 - (d) the N.C.O. in Charge, R.C.M. Police or designate;
 - (e) the Town's Fire Chief or designate;
 - (f) the Town's Public Information Officer or designate;
 - (g) the Town's Operations Manager or designate;
 - (h) the Town's Utilities Manager or designate;
 - (i) the Town's Technical Services Manager or designate;
 - (j) the Drumheller Ambulance Service Coordinator or designate;
 - (k) the Town's Community Services Director or designate;
 - (l) the David Thompson Health Region CEO or designate;
 - (m) the Drumheller Health Centre Manager or designate;
 - (n) the Golden Hills School Division Board Chairperson or designate;
 - (o) the Christ the Redeemer School Division Board Chairperson or designate;
 - (p) representative(s) from Alberta Human Resources & Employment;
 - (q) representative(s) from adjacent communities which have entered into mutual aid agreements;
 - (r) representative(s) from local business or business associations (e.g. Chamber of Commerce, Board of Trade);
 - (s) representative(s) from Alta Gas;
 - (t) representative(s) from Telus;
 - (u) representative(s) from Alberta Agriculture, Food and Rural Development;
 - (v) representative(s) from Alberta Environment;

Agenda Item # 8.1.4

- (w) representative(s) from Alberta Transportation;
 - (x) representative(s) from the Drumheller Institution;
 - (y) representative(s) from the Ministerial Association;
 - (z) representative(s) from ATCO Electric; and
 - (aa) anybody else who might serve a useful purpose in the preparation or implementation of the Municipal Emergency Plan as the Director of Disaster Services determines.
9. The Director of Disaster Services shall
- (a) prepare and co-ordinate the Municipal Emergency Plan and related plans and programs for the Town of Drumheller;
 - (b) act as director of emergency operations, or ensure that someone is designated under the Municipal Emergency Plan to so act, on behalf of the Municipal Disaster Services Agency; and
 - (c) co-ordinate all emergency services and other resources used in an emergency; or
 - (d) ensure that someone is designated to discharge the responsibilities specified in paragraphs (a), (b), and (c).
10. The power to declare or renew a state of local emergency under the Act, the powers specified in Section 12 of this By-law, and the requirement specified in Section 15 of this By-law, are hereby delegated:
- (a) the Mayor, or in the absence of
 - (b) the Deputy Mayor, or in the absence of
 - (c) Every member of Council thereafter, in priority according to the Deputy Mayor roster as referred in the Town Procedure By-law.
11. When a state of local emergency is declared, the person or persons making the declaration shall
- (a) ensure that the declaration identifies the nature of the emergency and the area of the Town in which it exists;
 - (b) cause the details of the declaration to be published immediately by such means of communication considered most likely to notify the population of the area affected;
 - (c) notify Emergency Management Alberta, as soon as is reasonably practicable; and
 - (d) forward a copy of the declaration to the Minister forthwith.

Agenda Item # 8.1.4

12. Subject to Section 15, when a state of local emergency is declared, the person or persons making the declaration may
- (a) cause the Municipal Emergency Plan or any related plans or programs to be put into operation;
 - (b) acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;
 - (c) authorize or require any qualified person to render aid of a type he or she is qualified to provide;
 - (d) control or prohibit travel to or from any area of the Town;
 - (e) provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and co-ordinate emergency medical, welfare and other essential services in any part of the Town;
 - (f) cause the evacuation of persons and the removal of livestock and personal property from any area of the Town that is or may be affected by a disaster and make arrangements for the adequate care and protection of those persons or livestock and of the personal property;
 - (g) authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program;
 - (h) cause the demolition or removal of any trees, structures or crops if the demolition or removal is necessary or appropriate in order to reach the scene of a disaster, or to attempt to forestall its occurrence or to combat its progress;
 - (i) procure or fix prices for food, clothing, fuel, equipment, medical supplies, or other essential supplies and the use of any property, services, resources or equipment within the Town for the duration of the state of emergency;
 - (j) authorize the conscription of persons needed to meet an emergency; and
 - (k) authorize any persons at any time to exercise, in the operation of the Municipal Emergency Plan and related plans or programs, any power specified in Paragraphs (b) through (j) in relation to any part of the municipality affected by a declaration of a state of local emergency.

Agenda Item # 8.1.4

- (a) neither Council nor any member of Council, and
 - (b) no person appointed by Council to carry out measures relating to emergencies or disasters,
- is liable in respect of damage caused through any action taken under this By-law, nor are they subject to any proceedings by prohibition, certiorari, mandamus or injunction.
14. Notwithstanding Section 13,
- (a) Council and any member of Council, and
 - (b) any person acting under the direction or authorization of Council,
- is liable for gross negligence in carrying out their duties under this By-law.
15. When, in the opinion of the person or persons declaring the state of local emergency, an emergency no longer exists in relation to which the declaration was made, they shall, by resolution, terminate the declaration.
16. A declaration of a state of local emergency is considered terminated and ceases to be of any force or effect when
- (a) a resolution is passed under Section 15;
 - (b) a period of seven days has lapsed since it was declared, unless it is renewed by resolution;
 - (c) the Lieutenant Governor in Council makes an order for a state of emergency under the Act, relating to the same area; or
 - (d) the Minister cancels the state of local emergency.
17. When a declaration of a state of local emergency has been terminated, the person or persons who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected.

Agenda Item # 8.1.4

18. Bylaw No. 21.98 passed on April 14, 1998, dealing with the establishment of a Disaster Services Agency is hereby rescinded.

This Bylaw comes into force on the day it is finally passed.

Read a first time this 9th day of January, A.D., 2006.

Read a second time this 9th day of January, A.D., 2006.

Read a third time and finally passed this 9th day of January, A.D., 2006

Signed this 10th day of January, A.D., 2006

SEAL


MAYOR
CHIEF ADMINISTRATIVE OFFICER



DRUMHELLER

COMMUNITY SERVICES

Agenda Item #8.4



Disaster Services Agency Meeting
Drumheller Civic Center
Agenda for May 4, 2011

1.0 Introductions

B. Bachynski welcomed all to the meeting and sending R. Romanetz regret that he is unable to attend due to other commitments.

Introductions of Members

Council Members Andrew Berdahl, D. Stanford and T. Zariski

Deputy DEM, M. Roy Director Of Corporate Services, Al Kendrick
Director of Infrastructure services

Town of Drumheller K. Russell, Operation Manager, D. Kakuk, Acting
Facility Manager, P. Salvatore, Director of Community Services, D.
Nundahl, Community Enforcement Supervisor

Alberta Health Authority Dwayne Nagy, D. Richen, K. Lee

Drumheller Institution Deputy Warden M. Ewing, D. Zerbe, Fire Chief
E. Pratt

RCMP Staff Sergeant, A. Hopkins , Constable K. Charles

Alta Gas Utilities, D. Pepin

ATCO G. Smith

EMS, B. Coed, J. Dawson

Drumheller Fire Department, B. Boyce

Guest Speaker

Director of Alberta Emergency Management B. McKenzie

2.0 Accept Agenda

D. Kakuk moved the agenda was moved as presented.

3.0 Emergency management Field Officer Report

B. McKenzie advised that the Agency Response Readiness Centre (ARRC) serves as a communication and response coordination centre that is staffed 24 hours a day, 7 days a week. The ARRC is a central point for the collection, evaluation and dissemination of information concerning a single incident or multiple incidents in the province of Alberta. The ARRC is responsible for coordinating the initial response and maintaining support for a response to a natural or human-induced disaster.

The Alberta emergency management system mitigates, prepares for, responds to and helps the recovery from all emergencies. The system consists of an overall framework of individuals, communities, industry, government and mutual aid partners. This system is designed to protect life, property and the environment by providing a seamless, synchronized and resilient response to emergencies. The response must be timely, proactive, efficient and sustainable. The Agency's Response Readiness Plan, which follows the Incident Command System principles, describes the entire continuum of the Agency's response to emergency events in Alberta.

The Agency Response Readiness Centre provides assistance until the Provincial Operations Centre (POC) becomes fully operational. The Agency Response Readiness Centre also serves as a service centre, responding to the public's questions and concerns regarding emergency preparedness and fire service matters.

B. McKenzie advised the AEMA have Training Officers who are available to provide municipalities training in emergency management.

Officers for Central Region are and can be reached at:

Frank Harris
Fire Field Officer

Bruce MacKenzie
Emergency Management Field Officer

Phone: 1-403- 340-4987
Fax: 1-403-340-5210
24 Hour #: 1-866-618-2362
Email: frank.harris@gov.ab.ca

Tel: 403-340-5102
Fax: 403-340-5210
24 Hour: 1-866-618-2362
Email: bruce.mackenzie@gov.ab.ca

These municipalities are in the Central Alberta Emergency Management Agency District.

Type	Municipality
City	Red Deer
Counties	Clearwater

Agenda Item # 8.1.4

	Kneehill
	Lacombe
	Mountain View
	Ponoka
	Red Deer
	Starland
Towns	Bentley
	Blackfalds
	Bowden
	Carstairs
	Didsbury
	Drumheller
	Eckville
	Innisfail
	Lacombe
	Olds
	Penhold
	Ponoka
	Rimbey
	Rocky Mountain House
	Stettler
	Sundre
	Sylvan Lake
	Three Hills
	Trochu
Villages	Acme
	Alix
	Big Valley
	Botha

Agenda Item # 8.1.4

	Carbon
	Caroline
	Clive
	Cremona
	Delbourne
	Delia
	Donalda
	Elnora
	Gadsby
	Linden
	Morrin
	Munson

1-780-422-9000 Fax: 780-644-1044 ARRC: 1-866-618-2362 (available 24/7)

B. McKenzie reported that the new Municipal Emergency Plan has been up and running for some time however; there are some communities that are experience trouble with the format and are continuing to work closely with these municipalities.

B. McKenzie advised that AEMA encourages that municipalities practice their emergency plan every 4 years. If the Town of Drumheller would like to hold/host a mock disaster there is funding available. Discussion was held in regards to table top exercises verses mock disaster and it was agreed that due to the time needed, cost and availability.

Round Table Exercise

Scenario – Tanker truck on Bridge

4.0 Adjournment @ 4:15



DRUMHELLER

COMMUNITY SERVICES

Agenda Item #8.1.4



Disaster Services Agency Meeting
Drumheller Civic Center
Agenda for May 4, 2011

1.0 Introductions

B. Bachynski welcomed all to the meeting and sending R. Romanetz regret that he is unable to attend due to other commitments.

Introductions of Members

Council Members Andrew Berdahl, D. Stanford and T. Zariski
Deputy DEM, M. Roy Director Of Corporate Services

Town of Drumheller K. Russell, Operation Manager, A. Kendrick,
Director of Infrastructure services, D. Kakuk, Acting Facility Manager, P.
Salvatore, Director of Community Services, D. Nundahl, Community
Enforcement Supervisor

Alberta Health Authority Dwayne Nagy, D. Richen, K. Lee

Drumheller Institution Deputy Warden M. Ewing, D. Zerbe, Fire Chief
E. Pratt

RCMP Staff Sergeant, A. Hopkins , Constable K. Charles

Alta Gas Utilities, D. Pepin

ATCO G. Smith

EMS, B. Coed, J. Dawson

Drumheller Fire Department, B. Boyce

Guest Speaker

Director of Alberta Emergency Management B. McKenzie

2.0 Accept Agenda

D. Kakuk moved the agenda was moved as presented.

3.0 Emergency management Field Officer Report

B. McKenzie advised that the Agency Response Readiness Centre (ARRC) serves as a communication and response coordination centre that is staffed 24 hours a day, 7 days a week. The ARRC is a central point for the collection, evaluation and dissemination of information concerning a single incident or multiple incidents in the province of Alberta. The ARRC is responsible for coordinating the initial response and maintaining support for a response to a natural or human-induced disaster.

The Alberta emergency management system mitigates, prepares for, responds to and helps the recovery from all emergencies. The system consists of an overall framework of individuals, communities, industry, government and mutual aid partners. This system is designed to protect life, property and the environment by providing a seamless, synchronized and resilient response to emergencies. The response must be timely, proactive, efficient and sustainable. The Agency's Response Readiness Plan, which follows the Incident Command System principles, describes the entire continuum of the Agency's response to emergency events in Alberta.

The Agency Response Readiness Centre provides assistance until the Provincial Operations Centre (POC) becomes fully operational. The Agency Response Readiness Centre also serves as a service centre, responding to the public's questions and concerns regarding emergency preparedness and fire service matters.

B. McKenzie advised the AEMA have Training Officers who are available to provide municipalities training in emergency management.

Officers for Central Region are and can be reached at:

Frank Harris
Fire Field Officer

Bruce MacKenzie
Emergency Management Field Officer

Phone: 1-403- 340-4987
Fax: 1-403-340-5210
24 Hour #: 1-866-618-2362
Email: frank.harris@gov.ab.ca

Tel: 403-340-5102
Fax: 403-340-5210
24 Hour: 1-866-618-2362
Email: bruce.mackenzie@gov.ab.ca

Agenda Item # 8.1.4

These municipalities are in the Central Alberta Emergency Management Agency District.

Type	Municipality
City	Red Deer
Counties	Clearwater
	Kneehill
	Lacombe
	Mountain View
	Ponoka
	Red Deer
	Starland
Towns	Bentley
	Blackfalds
	Bowden
	Carstairs
	Didsbury
	Drumheller
	Eckville
	Innisfail
	Lacombe
	Olds
	Penhold
	Ponoka
	Rimbey
	Rocky Mountain House
	Stettler
	Sundre
	Sylvan Lake

Agenda Item # 8.1.4

	Three Hills
	Trochu
Villages	Acme
	Alix
	Big Valley
	Botha
	Carbon
	Caroline
	Clive
	Cremona
	Delbourne
	Delia
	Donalda
	Elnora
	Gadsby
	Linden
	Morrin
	Munson

1-780-422-9000 Fax: 780-644-1044 ARRC: 1-866-618-2362 (available 24/7)

B. McKenzie reported that the new Municipal Emergency Plan has been up and running for some time however; there are some communities that are experience trouble with the format and are continuing to work closely with these municipalities.

Round Table Exercise

Scenario – Tanker truck on Bridge

...

Agenda Item # 8.1.4



DRUMHELLER

CHIEF ADMINISTRATIVE OFFICER

Agenda Item # 8.4



Disaster Services Committee Meeting March 10, 2011 Council Chambers

Attendance

Ray Romanetz, Director of Emergency Management
A. Kendrick, Deputy Director
M. Roy, Deputy Director
B. Bachynski, Deputy Director
A. Berdahl, Councilor
B. McKenzie, Emergency Management Field Officer
Recording Secretary, J. Armstrong

1.0 Report from B. McKenzie

Field Officer B. McKenzie provided the members with a brief overview of his and Alberta Emergency Managements roles and responsibilities for the Central area emphasizing that not only are we here to help in times of emergencies but to help in other areas as well such as training. Training is very critical for our elected officials. Courses being offered on a continual basis are EOC and Public Information just to mention a few.

B. McKenzie reported that Alberta Emergency Management has a new program designed by Milenet and is now available on their web site. This new program is designed to take the information from the municipalities Municipal emergency plan and upload it to their system. The program provides a template where you can pick all or certain parts. B. McKenzie advised at this time there are a number of municipalities using it such as the City of Red Deer, Red Deer County as well as Stettler.

2.0 Budget

B. Bachynski asked. M. Roy if there was a budget for Emergency Management and if so how much has been allocated. M. Roy advised that there is a budget of approximately \$34,000.00 however this includes all training.

3.0 Mutual Aid Agreements

B. Bachynski advised that the Mutual aids agreement between the Town of Drumheller and Kneehill County, Wheatland County,, Special Areas Town of Hanna were all been updated in November of 2008.

4.0 Municipal Emergency Bylaw

B. Bachynski reported that Bylaw #26-05 – To Establish A Municipal Disaster Services Agency needs to be changed. AEMA has introduced a new bylaw template which contains all the information of bylaw 26-05 however the name of the bylaw will change to the " Municipal Emergency Management Bylaw" The one major change to the bylaw is in regards to declaring a local state of Emergency.

The old bylaw states in Section 10 that

"The power to declare or renew a state of local emergency under the Act, the powers specified in Section 12 of this By-law, and the requirement specified in Section 15 of this By-law, are hereby delegated:

- (a) the Mayor, or in the absence of
- (b) the Deputy Mayor, or in the absence of
- (c) Every member of Council thereafter, in priority according to the Deputy Mayor roster as referred in the Town Procedure By-law.

12. Subject to Section 15, when a state of local emergency is declared, the person[s] making the declaration may

- (a) cause the Municipal Emergency Plan or any related plans or programs to be put into operation;
- (b) acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;
- (c) authorize or require any qualified person to render aid of a type he or she is qualified to provide;
- (d) control or prohibit travel to or from any area of the Town;
- (e) provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and co-ordinate emergency medical, welfare and other essential services in any part of the Town;

Agenda Item # 8.1.4

- (f) cause the evacuation of persons and the removal of livestock and personal property from any area of the Town that is or may be affected by a disaster and make arrangements for the adequate care and protection of those persons or livestock and of the personal property;
- (g) authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program;
- (h) cause the demolition or removal of any trees, structures or crops if the demolition or removal is necessary or appropriate in order to reach the scene of a disaster, or to attempt to forestall its occurrence or to combat its progress;
- (i) procure or fix prices for food, clothing, fuel, equipment, medical supplies, or other essential supplies and the use of any property, services, resources or equipment within the Town for the duration of the state of emergency;
- (j) authorize the conscription of persons needed to meet an emergency; and
- (k) authorize any persons at any time to exercise, in the operation of the Municipal Emergency Plan and related plans or programs, any power specified in Paragraphs (b) through (j) in relation to any part of the municipality affected by a declaration of a state of local emergency.

The new proposed new bylaw states that

10. Council may, at any time when it is satisfied that an emergency exists or may exist, by resolution make a declaration of a state of local emergency.

Section 15 When, in the opinion of the person[s] declaring the state of local emergency, an emergency no longer exists in relation to which the declaration was made, they shall, by resolution, terminate the declaration.

Section 16 A declaration of a state of local emergency is considered terminated and ceases to be of any force or effect when

(a) a resolution is passed under Section 15;

Agenda Item # 8.1.4

- (b) a period of seven days has lapsed since it was declared, unless it is renewed by resolution;
- (c) the Lieutenant Governor in Council makes an order for a state of emergency under the Act, relating to the same area; or
- (d) the Minister cancels the state of local emergency.

B. McKenzie reported that with this new clause there seems to be issues with the process in regards to the difficulties this will present if and when a declaration is required. He advised that there may be times where it will be difficult to get a quorum of council together to pass a resolution. R. Romanetz advised that Brownlee (Legal Firm) advised that municipalities should follow the wording in the Act and have a resolution passed by council. They do not believe that municipalities can delegate that authority to the mayor or a committee of council.

D. Stanford pointed out that the bylaw states in section 5(a) by resolution, at the annual organizational meeting of Council, appoints the Mayor and two other members of council to serve on the Emergency Management Agency. Right now we have 3 members appointed, myself D. Stanford, T. Zariski and A. Berdahl and no mayor.

R. Romanetz advised that we did miss this and will ensure that this will be corrected.

5.0 Emergency Public Warning System

B. McKenzie reported that the new EPWS was to be up and running in 2010 however they have been encountering technical difficulties and are working to correct as soon as possible. As to a time frame when this new system will be working, we are hoping for early to middle 2011 if all goes well. We will be holding courses on the new system.

Meeting adjourned