

# **Town of Drumheller COUNCIL MEETING AGENDA**

**May 2, 2016 at 4:30 PM**

**Council Chamber, Town Hall**

**224 Centre Street, Drumheller, Alberta**



Page

## **1.0 CALL TO ORDER**

## **2.0 MAYOR'S OPENING REMARK**

## **3.0 PUBLIC HEARING**

## **4.0 ADOPTION OF AGENDA**

## **5.0 MINUTES**

### **5.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES**

- 3-12 5.1.1 Regular Meeting Minutes of April 18, 2016  
Special Meeting Minutes of April 25, 2016

### **5.2. MINUTES OF MEETING PRESENTED FOR INFORMATION**

### **5.3. BUSINESS ARISING FROM THE MINUTES**

## **6.0 DELEGATIONS**

## **7.0 COMMITTEE OF THE WHOLE RECOMMENDATIONS**

## **8.0 REQUEST FOR DECISION REPORTS**

### **8.1. CAO**

- 13-14 8.1.1 Bylaw 11.16 being a bylaw for the 2016 Mill Rate - three readings

### **8.2. DIRECTOR OF INFRASTRUCTURE SERVICES**

## **8.2. DIRECTOR OF INFRASTRUCTURE SERVICES**

- 15-17 8.2.1 Request for Decision - 2016 Cast Iron Water Main Replacement Tender Award

## **8.3. DIRECTOR OF CORPORATE SERVICES**

## **8.4. DIRECTOR OF COMMUNITY SERVICES**

- 18-43 8.4.1 Request for Direction - Disc Golf  
44-73 8.4.2 Request for Direction - Safety Codes Quality Management Plan

## **8.5. DIRECTOR OF PROTECTIVE SERVICES**

- 8.5.1 Fire Fit Update

## **9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION**

- 74-76 9.1 CAO's Quarterly Report from January 1st to March 31st, 2016  
77-82 9.2 Infrastructure Services Quarterly Report from January 1st to March 31st, 2016  
83-88 9.3 Corporate Services Quarterly Report from January 1st to March 31st, 2016  
89-113 9.4 Community Services Quarterly Report January 1st to March 31st, 2016  
114-119 9.5 Protective Services Quarterly Report January 1st to March 31, 2016

## **10.0 PUBLIC HEARING DECISIONS**

## **11.0 UNFINISHED BUSINESS**

## **12.0 NOTICE OF MOTION**

## **13.0 COUNCILLOR REPORTS**

- 13.1 Councillor S. Shoff - Update Tough Mudder 2016 and 2016

## **14.0 IN-CAMERA MATTERS**

**Town of Drumheller  
COUNCIL MEETING  
MINUTES**

**April 18, 2016 at 4:30 PM**  
**Council Chamber, Town Hall**  
224 Centre Street, Drumheller, AB, T0J 0Y4



**PRESENT:**

**MAYOR:**  
Terry Yemen

**COUNCIL:**

Jay Garbutt  
Lisa Hansen-Zacharuk  
Patrick Kolafa  
Tara McMillan  
Sharel Shoff  
Tom Zariski

**CHIEF ADMINISTRATIVE OFFICER/ENGINEER:**  
Ray Romanetz

**DIRECTOR OF INFRASTRUCTURE SERVICES:**  
Allan Kendrick

**DIRECTOR OF COMMUNITY SERVICES:**  
Paul Salvatore

**DIRECTOR OF PROTECTIVE SERVICES:**  
Greg Peters

**RECORDING SECRETARY:**  
Libby Vant

**1.0 CALL TO ORDER**

**2.0 MAYOR'S OPENING REMARK**

Mayor Terry Yemen advised that Drumheller is pleased to host the 39th Alberta Association of Recreation Facility Personnel [AARFP] Annual General Meeting and conference from April 24-27th, 2016 at the Badlands Community Facility.

**3.0 PUBLIC HEARING**

**4.0 ADOPTION OF AGENDA**

Mayor Yemen requested the agenda be amended by the removal of Item **14.1** In Camera Land Matter.

**MO2016.68** Zariski, Hansen-Zacharuk moved to adopt the agenda as amended. Carried unanimously.

**5.0 MINUTES**

**5.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES**

- 5.1.1 Regular Council Meeting Minutes of April 4, 2016
- Special Council Meeting Minutes of April 11, 2016

**MO2016.68** Shoff, Hansen-Zacharuk, moved to adopt the Regular Council Meeting minutes of April 4, 2016 and the Special Council Meeting Minutes of April 11, 2016 as presented. Carried unanimously.

**5.2. MINUTES OF MEETING PRESENTED FOR INFORMATION**

**5.3. BUSINESS ARISING FROM THE MINUTES**

**6.0 DELEGATIONS**

**7.0 COMMITTEE OF THE WHOLE RECOMMENDATIONS**

**8.0 REQUEST FOR DECISION REPORTS**

**8.1. CAO**

8.1.1 Provincial Budget 2016

R. Romanetz provided Council with two handouts regarding the 2016 Provincial Budget: one prepared by Corporate Services Director B. Miller outlining the impact of the budget on Drumheller, the other the AUMA to show the effect that the provincial budget had on municipalities. R. Romanetz directed Council's attention to each item in the AUMA document to clarify what Provincial commitments were complied with, and identified some areas that were not honoured by the Province. R. Romanetz advised that MSI funding was unexpectedly decreased by \$50 M, and it will be fixed at that level for the next three years. He advised that the Transportation grant shows an increase of \$10 M for each year, and there is no real increase to the Gas Tax Fund. He stated that Drumheller submitted two applications for the New Building Canada - Small Communities Fund that were not successful; he added that there were many small communities competing for the funding. The AUMA document confirms that there is no new money coming into the cash flow for 2016-2017 and there is no opportunity to

submit another application to the Province for these grants. R. Romanetz advised that Water for Life funding increased, and that Council will remember the top two priorities for Drumheller are the Lift Station in East Coulee and the Solids Residuals at the Water treatment Plant. R. Romanetz advised that he and A. Kendrick had a number of meetings with Alberta Environment, and the Province has removed the solids residuals upgrade requirements until at least 2018. He further advised that, under Flood Recovery Mitigation, the budget is similar to last year with a significant portion of the funds allotted to High River's long term recovery. R. Romanetz stated that Drumheller's successful Alberta Community Partnership grant application was for an Emergency Management Plan collaboration approved at \$125,000, and that the intention is to meet with Starland County and other neighbours to determine the top projects for collaboration and select one or two- the Hoodoos and Swinging Bridge washrooms are priorities for tourism. He further advised that the Alberta Community Partnership grant has been cut in half, so less money is available to the partners. R. Romanetz advised that the Grants in Place of Taxes funds were previously cut by \$65,000, and that the FCSS funding remained similar to last year and the Policing Grant shows a slight increase to \$30 M. B. Miller advised that the carbon levy will have an impact to the Town, and that Calgary reports the levy will have a \$7M per year impact on them. R. Romanetz advised that various dollars in the Provincial Capital Plan don't relate to Drumheller, but the initial discussions that A. Kendrick has had with the Province confirm that there is no funding for water and wastewater programs for at least two years. R. Romanetz advised that \$10,000 from CMHC is being used to complete a Needs Study for Affordable Housing, and that as a result of a discussion with Bob Shaddy, an additional \$40,000 may be available to flesh out projects that meet those priorities. R. Romanetz advised that Hillview Phase 3 may fit this program, as it is zoned R3 and can be packaged as affordable housing. We will quickly need to complete a study to show the development concept plan and cost, etc. The grant is not just for new housing but to replace affordable housing that is nearing the end of its life cycle.

Questions from Council:

J. Garbutt asked if the current waste water and water projects will remain in their place in line, or if the Town would need to reapply. R. Romanetz replied that these projects will remain in the queue. A. Kendrick advised that we would update our application if there is an increase in cost. R. Romanetz advised that the Province usually contacts us to see if the projects are still priorities and if they have changed.

B. Miller advised that the impacts to the carbon tax equates to all the information provided in the in the handout. She advised that there is a Fuel Tax increase, and due to the elimination of the Education Tax on Grants in Lieu we will not be collecting the Education Tax, so it will be nil impact according to AUMA information. B. Miller advised that the Provincial Education Tax requisition has decreased, and it is all based on an equalized assessment. She advised that MSI funding has been reduced over last few years, and that New Deals funding has increased. B. Miller advised that FCSS funding has no change, and that the Town submitted the maximum of five applications for the Step Program – we are waiting for a response on this. B. Miller advised that the Policing Grant shows a slight change, and the Alberta Community Partnership grant funding was decreased by 50 percent, and we will be competing for money in that program. B.

Miller advised of a program to employ youth 18-30 years of age that will pay up to minimum wage; she spoke to Public Works to see if we can hire more students.

T. McMillan asked if, due to the Education Tax increase, will we see an increase or decrease on Property Taxes. B. Miller replied that it depends on the assessed value of the property, so she can't speak to that at the moment. R. Romanetz advised that a detailed review needs to be conducted before we can confirm the effect of the budget on the Education Tax.

T. Zariski asked if we have accessed the ACP grant in the past for the water line to partner with others. R. Romanetz replied no, that Palliser has accessed this program funding over the last four or five years. He further stated that the ACP application for an Emergency Management Plan was successful. The Hoodoos and swinging bridge could be eligible projects; they are maxed out at \$300,000 per project. The scope of the program is quite broad and numerous projects could fit.

J. Garbutt asked if, due to the MSI cuts are there any projects we now cannot do. R. Romanetz advised that he and the Directors have discussed generally what changes have to be made, but is hopeful that the difference can be made up from carry over from last year.

8.1.2 Bylaw 06.16 being a bylaw to outline the provision of Solid Waste Management 2nd and 3rd readings

R. Romanetz advised that the G. Peters presented at the last meeting a number of changes to the bylaw as they relate to the Landfill side, that will give Bylaw Enforcement the authority to deal with incidents more effectively when they occur.

**MO2016.69** Zariski, Hansen-Zacharuk moved second reading of Bylaw 06.16. Carried unanimously.

Questions from Council:

J. Garbutt asked that G. Peters provide the impetus on this bylaw. G. Peters replied that, over the last few years, we have had some incidents that required us to deal with them without resorting to the criminal code, and that most of the changes in the bylaw deal with expectations and requirements for behavior, supplying manifests, improved and streamlined violation for offenses ticketing, similar to other bylaws such as Livery and Pet Owners. He advised that it allows the Landfill to deal with these offenses more effectively. R. Romanetz advised that part of this bylaw's purpose is to leave the enforcement to the Bylaw Officers. G. Peters stated that it is never our intention to be punitive in our enforcement of violations.

**MO2016.70** Hansen-Zacharuk, Shoff, moved third and final reading of Bylaw 06.16. Carried unanimously.

**8.2. DIRECTOR OF INFRASTRUCTURE SERVICES**

**8.3. DIRECTOR OF CORPORATE SERVICES**

**8.4. DIRECTOR OF COMMUNITY SERVICES**

**8.4.1 RFD - Heritage, Arts and Culture Steering Committee Appointment**

P. Salvatore advised that the Town of Drumheller is seeking several public at large members to sit on the Heritage, Arts and Culture Steering Committee. He advised that the popularity of this committee continues with another appointment request from resident Heather Farquharson.

**MO2016.71** Zariski, McMillan moved that Council appoint Heather Farquharson to the Heritage, Arts and Culture Steering Committee. Carried unanimously.

**8.5. DIRECTOR OF PROTECTIVE SERVICES**

**9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION**

**10.0 PUBLIC HEARING DECISIONS**

**11.0 UNFINISHED BUSINESS**

**12.0 NOTICE OF MOTION**

**13.0 COUNCILLOR REPORTS**

**13.1 Councillor T. McMillan - Valley Bus Society Report**

Councillor McMillan provided a hand book from Alberta transportation to Council and Directors for their input on area transportation. T. McMillan stated that VBS numbers are up: to date there have been 1108 total runs and 434 fixed runs. T. McMillan advised that VBS had their AGM last week, and they reported averaging 244 hospital trips as well as 19 charters per month; the charters bring in over half of the revenue, and are therefore very important to VBS. T. McMillan advised that VBS received a new bus last year and it has had some major repairs but over all it is in good shape. She further advised that VBS had 8 seniors attend the AGM, and they would like to have weekend service but VBS is not ready to do that until it is more cost effective. T. McMillan reported that VBS is currently working on the Transportation Alberta work book, which is how the Province is requesting input from communities. She advised that it is difficult to fill out as they are referring to scheduled stops and schedules; and VBS is an On Demand service.

Questions from Council:

T. Zariski tasked if VBS is interested in providing inter-city bussing, as Drumheller does not have that at the moment; he stated that e has received requests for this service because we are a tourism community, out of Province/country visitors cannot get here without renting a vehicle, and we are the third most popular tourist destination in the province.

S. Shoff asked if inter-city service, in the Drumheller area, is that actually the mandate for VBS?

T. McMillan replied that inter-city service is not the VBS mandate, but it is part of the transportation workbook – to see what we would like to have and what the residents would like to see; the inter-city service will not occur unless there is a private charter company that will come in to support that service.

S. Shoff asked if Don Johnson, who has a new bus, would be interested in inter-city transportation.

T. McMillan replied that VBS has not been in contact with him, but that the VBS does provide a charter service to Calgary for a fare of \$90.00 per person.

T. Zariski asked if it is correct that, without weekend service for the VBS, there is no other way for a disabled person to access transportation on the weekend. T. McMillan replied that is correct, as the weekend service is not currently cost effective.

S. Shoff asked if VBS provided weekend services previously.

T. McMillan replied that is correct. Mayor Yemen advised that there was weekend service in previous years with two runs on Saturday, then it went down to one run. A. Kendrick advised that part of that service was funded by the Co-op, they paid for the second bus.

T. McMillan advised that the bus runs are currently subsidized by different businesses.

Mayor Yemen requested that all Councillors and Directors review the transportation workbook and provide their input to Councillor McMillan prior to the response date for Councillor McMillan to coordinate the response.

Received as information.

#### **NEW ITEM – UPDATE ON HILLSVIEW LOT DRAW**

Corporate Service Director B. Miller advised that the Hillsvieview Phase II Lot Draw took place on April 14. Of the sixteen lots available for purchase, one lot was purchased by Corridor Homes.

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Regular Council Meeting Minutes  
April 18, 2016

## ***Agenda Item # 5.1.1***

Received as information.

There being no further business, the Mayor declared the meeting adjourned at 5:16 PM.

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Chief Administrative Officer

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Mayor

**Town of Drumheller  
SPECIAL COUNCIL MEETING  
MINUTES**

April 25, 2016 at 4:30 PM  
Council Chamber, Town Hall  
224 Centre Street, Drumheller, AB, T0J 0Y4



**PRESENT:**

MAYOR:  
Terry Yemen

**COUNCIL:**

Jay Garbutt  
Lisa Hansen-Zacharuk  
Patrick Kolafa  
Tara McMillan  
Sharel Shoff  
Tom Zariski

CHIEF ADMINISTRATIVE OFFICER/ENGINEER:  
Ray Romanetz

DIRECTOR OF INFRASTRUCTURE SERVICE:  
Allan Kendrick

DIRECTOR OF CORPORATE SERVICES:  
Barb Miller

DIRECTOR OF COMMUNITY SERVICES:  
Paul Salvatore

DIRECTOR OF PROTECTIVE SERVICES:  
Greg Peters

RECORDING SECRETARY:  
Libby Vant

**ABSENT:**

**10 CALL TO ORDER**

**20 DIRECTOR OF CORPORATE SERVICES**

20.1 Presentation from Leon Pfeiffer, CPA, CA of Collins Barrow - 2015 Financial

Statements

Leon Pfeiffer, CPA, CA of Collins Barrow attended to provide an overview of the 2015 audited Financial Statements. His overview included the following comments:

Net financial plus non-financial assets (tangible capital assets, inventory, ppd expenses) create the accumulated surplus of \$ 149,409,792. The Statement of Operations before capital revenue shows a deficit of \$707,197. After capital revenue is reported, there is a \$3.8 M total excess of revenue. The net financial assets show that it is changing year over year with an outflow \$5.6M for acquisition of capital purchases, and amortization of \$4.4M included; it ends up with an increase in net financial assets of \$2.4M for a total net financial asset of \$4,015,809. The statement of cash flows clearly shows the sources and uses of cash; \$7.4M is cash flow operations - a positive number is a positive cash flow. Capital activities is a negative outflow on acquisition of capital and investing, and some financing activities; \$700,000 net, with a total of almost \$7M in cash, about \$2.9M of that is spoken for in grants and restricted cash. There were no significant changes in financial policies. There is deferred revenue on grants from the Province. The breakdown of long term debt of \$11M shows the obligation to pay that debt, and the debt interest. The tangible capital assets is book value, not fair market value for the items. The debenture debt shows \$11.3M. The bulk of the revenue is from taxes, which is up \$200,000 over the prior year. Mr. Pfeiffer stated that the audit shows no problem with the debt limit, that there is plenty of room to borrow if needed.

As a result, the budget figures presented in the statements of operations and change in net financial assets (debt) represent the budget adopted by Council on February 23, 2015.

L. Pfeiffer concluded his report by commending Administration on the careful management of tax dollars. He further stated that the Management Letter contains no issues and no carry forwards no recorded adjustments. He expressed appreciation to the Town staff for their assistance and cooperation in providing excellent working documents.

In response to a question from Council, R. Romanetz clarified that page 2 note 10 and page 13 reference the Hillsvie development and the East Coulee water line costs. In response to a further question from Council, Mr. Pfeiffer replied that additional signatory controls could be implement for added security, but that good top down controls are already in place.

**MOSP2016.02** Shoff, Garbutt moved to approve the 2015 financial statements as presented. Carried unanimously.

**30      ADJOURNMENT**

There being no further business, Mayor Yemen adjourned the meeting at 5:18 PM.

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Mayor

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Chief Administrative Officer

## Agenda Item # 8.1.1

### Town of Drumheller Bylaw Number 11.16

A BYLAW TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE MUNICIPALITY OF THE TOWN OF DRUMHELLER ALBERTA FOR THE 2016 TAXATION YEAR.

- WHEREAS** the Town of Drumheller has approved the 2016 Budget requiring property tax revenue of \$8,454,975
- AND WHEREAS** the required tax to pay the requisition from the Province for the Alberta School Foundation Fund and the requisition for Christ the Redeemer CSRD No. 3 is \$2,265,913.88 and \$436,307.76, respectively;
- AND WHEREAS** the required tax to pay the requisition from the Drumheller and District Seniors Foundation is \$499,890;
- AND WHEREAS** the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta, 2000; and
- AND WHEREAS** the assessed value of all property in the Town of Drumheller as shown on the assessment roll is:

Assessed Value of Property	Municipal	Education	Seniors
Residential/Farmland	697,324,340	697,324,340	697,324,340
Non-Residential	260,253,950	256,685,180	260,253,950
Machinery and Equipment	2,723,750	exempt	2,723,750
Total Assessment	960,302,040	954,009,520	960,302,040

**NOW THEREFORE** the Council of the Town of Drumheller, in the Province of Alberta, hereby enacts as follows:

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

2016 Municipal Tax Rates	Tax Levy	Assessment	Tax Rate
Residential/Farmland	5,299,775	697,324,340	0.00760016
Non-Residential/M&E	3,155,523	262,977,700	0.01199920
Totals	<b>8,455,298</b>	<b>960,302,040</b>	

2016 Education Tax Rates	Tax Levy	Assessment	Tax Rate
Residential/Farmland	1,749,756	697,324,340	0.00250924
Non-Residential/M&E	952,465	256,685,180	0.00371064
Totals	<b>2,702,221</b>	<b>954,009,520</b>	

2016 Seniors Foundation Rates	Tax Levy	Assessment	Tax Rate
Residential/Farmland	362,996	697,324,340	0.00052055
Non-Residential/M&E	136,894	262,977,700	0.00052055
Totals	<b>499,890</b>	<b>960,302,040</b>	

2. That this bylaw shall take effect on the date of the third and final reading.

READ A FIRST TIME this 2<sup>nd</sup> day of May, 2016.

READ A SECOND TIME this            day of May, 2016.

READ A THIRD TIME AND PASSED this            day of May, 2016.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER



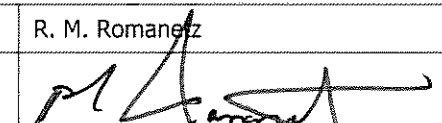
# DRUMHELLER

## INFRASTRUCTURE SERVICES

Agenda Item # 8.2.1



### Request for Decision

		<b>Date:</b>	April 29, 2016
<b>Topic:</b>	2016 Cast Iron Water Main Replacement Program		
<b>Proposal:</b>	<p>Tenders for the 2016 Cast Iron Water Main Replacement Program closed on April 26, 2016 at 2:00 PM. Seven tenders were received from: Bragg Creek Excavating Inc., North Star Contracting Inc., KC's Environmental Service Inc., AIC Construction Ltd., Knibb Developments Ltd., Pidherney's Inc., and Wally's Backhoe Services Ltd.</p> <p>The low bidder was Wally's Backhoe Services Ltd. with a tender amount of \$ 444,890.25. The engineering estimate for this project was approximately \$ 780,000 (includes GST). See attached Tender Summary Letter from MPE Engineering Ltd. dated April 28, 2016. If awarded to the lowest bidder, the substantial Completion of this project is August 31, 2016 and we assume an eight week construction period.</p>		
<b>Proposed by:</b>	Allan Kendrick, Director of Infrastructure Services		
<b>Correlation to Municipal Sustainability Plan</b>	Program is identified in the MSP as a means to provide a roadmap for overall improvements to the Town's water system and also forms part of the 5 Year Cast Iron Water Main Replacement Plan approved by Council		
<b>Benefits:</b>	Improved reliability and delivery of water within the water system. Reduces the risk of emergency repairs, service interruptions and provides improved fire flows in the downtown area.		
<b>Disadvantages:</b>	None		
<b>Alternatives:</b>	Reject all tenders		
<b>Finance/Budget Implications:</b>	Approved project within the 2016 Capital budget financed through the MSI Capital Program.		
<b>Budget Available:</b>	Project Costs including eng.: \$ 531,764.00 - budget	Estimated Total Projects Costs Based on Tender	Project Costs including Engineering and Geotechnical: \$513,705.00
<b>Communication Strategy:</b>	Affected parties will be notified.		
<b>Recommendations:</b>	<ul style="list-style-type: none"><li>Council award the project to the low bidder Wally's Backhoe Services Ltd. for the sum of \$ 444,880.25 (\$423 705.00 excluding GST).</li></ul>		
<b>Report Writer:</b>	Allan Kendrick	CAO:	R. M. Romanetz
<b>Position:</b>	Director of Infrastructure Services		

#### INFRASTRUCTURE SERVICES

Telephone: (403) 823-1312

	Created By: 4/29/16 11:48 AM	1
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...  
Suite 320, 6715 - 8 Street NE  
Calgary, AB T2E 7H7  
Phone: 403-250-1362  
1-800-351-0929  
Fax: 403-250-1518

Town of Drumheller  
224 Centre Street  
Drumheller, Alberta  
T0J 0Y4

April 29, 2016  
File: N:\2450\039-00\L04-1.0REV2  
Sent via email: akendrick@dinosaurvalley.com

**Attention: Al Kendrick**  
**Director of Infrastructure Services**

Dear Mr. Kendrick:

**Re: 2450-039 Drumheller 2016 CI Replacement**  
**Tender Summary**

Bids for the 2016 Drumheller CI Replacement project closed on Tuesday, April 26, 2016. A total of seven bids were received.

The low bid submitted on the Contract is \$444,890.25 (including GST), submitted by Wally's Backhoe Services Ltd. (Wally's) of Stettler, Alberta. There was one extension error on a line item amount; however, the error did not affect the overall low bid result.

Wally's has provided the proper bonding and safety qualifications. We understand that Wally's has completed other similar projects of this nature for Drumheller in the past. In addition, we also contacted the Town of Settler and Castor. Both towns indicated that Wally's was capable of undertaking water rehabilitation, pipe bursting, and infrastructure replacement projects.

**Table 1** summarizes the results of the seven tenders that were submitted.

**Table 1 – Tender Summary**

<b>Contractor</b>	<b>Tendered Amount (including GST)</b>	<b>Difference from Low Bidder</b>
Wally's Backhoe Services Ltd.	\$444,890.25	-
Pidherney's Inc.	\$481,064.06	\$ 36,173.81
Knibb Developments Ltd.	\$482,543.25	\$ 37,653.00
AIC Construction Ltd.	\$539,053.46	\$ 94,163.21
KC's Environmental Service Inc.	\$570,718.21	\$125,827.96
North Star Contracting Inc.	\$716,205.00	\$271,314.75
Bragg Creek Excavating Inc.	\$734,113.80	\$289,223.55
<i>Pre-Tender Estimate</i>	<i>\$780,000.00</i>	<i>\$335,109.75</i>

## **Agenda Item # 8.2.1**

The approved 2016 Cast Iron Capital budget is \$531,764. The total estimated project cost (excluding GST) based on the low bid submitted is as follows:

Construction:	\$423,705
Engineering/Geotechnical:	\$ 90,000
<b>Total Project Cost:</b>	<b>\$513,705</b>

The engineering budget, as per our approved proposal dated March 2, 2016, assumes an 8-week construction period. Substantial completion of this project is specified to be August 31, 2016.

Please advise us on the Town's decision and we will proceed accordingly.

Please contact me if you have any questions or concerns.

Yours truly,

**MPE ENGINEERING LTD.**



Joel Thomson, P.Eng.  
Project Engineer

JDT/jdt


cc: Ray Romanetz, Town of Drumheller  
Mark Steffler, MPE Engineering Ltd.



### Request for Direction

Date: April 30, 2016

<b>Topic:</b>	<b>Canadian Disc Golfer's Association – Course Proposal Newcastle Beach</b>
<b>Background:</b>	<p>The Canadian Professional Disc Golfers Association would like to install an 18 basket disc golf course at Newcastle Beach which is designated a Public Park in the Community Services District (Land Use Bylaw). Currently, there is a disc golf course existing in Wayne and the Association has received approval from the Province to install another course in Midland Provincial Park.</p> <p>The Association has raised the funds necessary for the installation of the course and a proposed course layout is included (as an attachment). The total project value including labour, installation and landscaping will exceed \$35,000. This project is proposed at no cost to the Town.</p> <p>The Association has been working with Town staff over a number of years to determine the most suitable location(s) for the development of future courses and identify the Newcastle site as suitable for this purpose. (adequate parking, currently designated as a public park, accessible to washrooms and compatible with other recreational uses on the site.) Potential for future disc golf tournaments is possible, however such events would require a special events permit.</p> <p>The Association proposes the Newcastle location as a "beginners" course, one that would be most accessible for players of all ages and abilities. Additionally, the Association wishes to pursue the future hosting of the Canadian National Disc Golf Championships pending a successful bid to host in 2018 or beyond. This goal ties directly into the Town's Tourism Master Plan and the Town's Sustainability plan, as ways to increase and support Tourism and healthy lifestyles.</p> <p>There has been some opposition to the proposed location by residents from the Newcastle Place neighbourhood. A petition citing concerns with the location has been received. Neighbours have requested that the course be located in the Eastern part of the park. An Open House was held on April 22, 2016.</p> <p>The average distance from the property lines of adjacent home owners is between 100 – 300 feet to the closest baskets marked on the proposed course.</p>
<b>Proposed by:</b>	Canadian Disc Golfers Association / Administration

<b>Correlation to Business (Strategic) Plan</b>	Identified within the Municipal Sustainability Plan "promotion of healthy lifestyles and choices." Identified in the Town of Drumheller Master Plan as diversifying the range of recreational options for our community.		
<b>Benefits:</b>	<p>The proposed course is low maintenance and is affordable for families, seniors and youth</p> <p>At no cost to the Town</p> <p>Compatible with recreational uses and existing public park amenities</p> <p>Provides a new activity for residents and visitors alike</p> <p>Compatible use within the floodway</p> <p>Local firm will supply the disc baskets (targets)</p>		
<b>Disadvantages:</b>	<p>Requires minor maintenance (provided by disc golf volunteers)</p> <p>Adjacent land owners have expressed concerns</p>		
<b>Alternatives:</b>	<p>Take no action</p> <p>Identify another location for consideration</p> <p>Reject the proposal</p> <p>Engage / seek further input from the public</p>		
<b>Finance/Budget Implications:</b>	The property is owned by the Town of Drumheller. No cash or in-kind contribution is expected by the Town.		
<b>Operating Costs:</b>	-0-	<b>Capital Cost:</b>	-0-
<b>Budget Available:</b>	-0-	<b>Source of Funds:</b>	Grant Funds and donations / sponsorship
<b>Budget Cost:</b>	-0-	<b>Underbudgeted Cost:</b>	-0-
<b>Communication Strategy:</b>	Notify the Disc Golfer's Association and the media including updates to the Town's social media and website.		
<b>Recommendations:</b>	That Council consider the proposal from the Canadian Professional Disc Golfer's Association and provide Administration with direction on the proposed installation of a disc golf course in Drumheller.		
<b>Report Writer:</b>	Paul Salvatore	<b>CAO:</b>	
<b>Position:</b>	Director of Community Services		
RFD_Disc Golf_0416			



**Agenda Item # 8.4.1**  
**Professional Disc Golf Association**  
*"The Professional Association for All Disc Golfers"*

International Disc Golf Center: 3828 Dogwood Lane · Appling, GA 30802-3012

Phone: (706) 261-6342

Fax: (706) 261-6347

office@pdga.com

[www.pdga.com](http://www.pdga.com)

Memberships: 111 Wills Rd STE A · Alpharetta, GA 30009-3437 USA  
Toll Free: 1-888-840-PDGA (7342)

February 29, 2016

Re: Newcastle Beach Disc Golf Course Proposal

To: Town of Drumheller Town Council

I am pleased to write to you in support of the Development Application for the proposed disc golf course at Newcastle Beach as part of my effort to promote and develop the sport of disc golf in and around the Town of Drumheller.

Disc golf is an incredibly inclusive sport that is played by all ages, from young to old, and at all levels, from a basic recreational activity in a neighbourhood park to a televised international sport with professional players and spectators. Following its invention in the USA in the early 1970s, disc golf has grown exponentially to where there are currently more than 5000 courses and over 1 million players in 36 countries today.

As a PDGA Tour Official and Course Designer I have now designed and helped build 20 disc golf courses in the Province of Alberta, as described in Appendix D of my proposal to the Town of Drumheller dated November 26, 2015.

Many of these courses are located in mixed use public parks and have operated for many years in venues adjacent to nearby residential areas, schools, hospitals or other public buildings. Lethbridge, Medicine Hat, Edmonton, Calgary and Red Deer, among others, have disc golf courses that operate in public parks adjacent to nearby residential areas.

Following the installation of a disc golf course, parks and recreation officials and operators generally note that park safety improves, vandalism decreases and there is less litter. This is due to the unique nature of the sport of disc golf which is based on steady, unstructured, and passive use of the park. Since disc golf can be played year round, the result is always extra 'eyes' on the park in every season, which would be a positive development and a benefit for Newcastle Beach.

Construction of a disc golf course at Newcastle Beach will not require any special landscaping, tree removal or mowing, beyond what is already occurring in the park. Quite simply put, installation of the disc golf course will require the simple and very basic installation of 1 Rules Sign at the parking lot, 18 tee box signs and 18 disc golf baskets (to be fabricated locally).

The course design I have proposed will use the park exactly as it is, and deliberately follows an existing and informal trail system, with the goal of promoting passive play. In my experience a new disc golf course at Newcastle Beach will have a very minimal or negligible impact on the existing park landscape.

I have very deliberately designed the proposed course at Newcastle Beach so that flying discs will not enter adjacent yards. There is a very thick barrier of trees on the south side of the park which separates the proposed course from the residences; and this natural barrier will easily stop an errant flying disc

## Agenda Item # 8.4.1

from reaching the pathway; and in any case the pathway itself will be clearly marked on course maps and signs as Out of Bounds.

I have been coming to Drumheller on a frequent basis for over 30 years and designed and helped build the incredibly beautiful and challenging course at Wayne. I have a successful and proven track record with the Town of Drumheller running disc golf tournaments at Wayne and as a 20 year member of the PDGA and a Certified Course Official, (the international governing body for the sport of disc golf, with more than 80,000 registered players worldwide) have organized and run over many tournaments at various disc golf courses in Alberta.

Earlier this year the Province of Alberta, following an intensive evaluation by park staff and with the support of the Royal Tyrell Museum, approved my proposal for the construction of a championship quality 18 basket disc golf course in Midland Provincial Park. This disc golf course, like the one proposed for Newcastle Beach, is based on existing infrastructure at the old Midland Mine Office; in particular the access road, trails, existing parking lot and public washrooms.

During the approval process the Parks Division of the Province of Alberta concluded that the sport of disc golf will not damage sensitive vegetation or landscape in Midland Provincial Park. In addition, it was their view that installation of a disc golf course at this venue will support the ongoing mandate for public use and safety at this important Provincial Park.

Related to the approval and successful operation of the disc golf course at Wayne and Midland, I would request, that if approved, the Newcastle Beach Disc Golf Course be used as the third venue for a future Canadian National Disc Golf Championship tournament, an event described in detail in a Bid Document which I have submitted separately to the Town of Drumheller.

Canadian National Disc Golf Championships always involves the simultaneous use of three disc golf course (eg: Wayne, Midland and Newcastle Beach). The last two Canadian Disc Golf Championships at Kamloops BC were scheduled in June, and played on three courses in that city, over 3 consecutive days. Scheduling for this event is flexible and for Drumheller it could be organized to occur outside the traditionally busy (and hot) tourist season eg: September.

This event notwithstanding, I am hopeful that a disc golf course at Newcastle course can operate as a very good and somewhat easier beginner course where new and novice players of all ages and abilities can learn to play disc golf before they graduate to the more technical and challenging courses at Wayne or Midland Provincial Park.

For these reasons, and those contained in my detailed proposal for Newcastle Beach, I would request that Drumheller Town Council approve the Development Application for a disc golf course at Newcastle Beach. I hope you agree with me that it will be a truly low cost health and wellness benefit for people of all ages and a wonderful additional recreational amenity for your community.

Yours sincerely,

...

## ***Agenda Item # 8.4.1***

***Craig Burrows-Johnson  
PDGA Certified Tour Official  
Disc Golf Course Designer  
27 Tudor Court S.  
Lethbridge AB T1K 5C9  
[discourse@shaw.ca](mailto:discourse@shaw.ca)  
403-715-0195 cell***



**A PROPOSAL FOR A  
DISC GOLF COURSE  
AT  
NEWCASTLE BEACH PARK**

**by  
CRAIG BURROWS-JOHNSON**

**NOVEMBER 24, 2015**

NOT AN ACTUAL PROPOSAL FOR  
MONEY → SIMPLY FOR INFORMATION  
ONLY

### **Background**

#### **History of Disc Sports**

The Frisbee® swooped onto the North American toy market in 1957 as a simple toy for throwing and catching. By the mid-1960s the Frisbee® had become a common sight on beaches and parks around the world. It was also in the mid to late 1960s that people who played with these flying discs began to innovate, often inventing new games that would adapt the rules of an existing traditional 'ball' sports such as Football, Soccer, Cricket and Golf.

New Disc Sports such as Freestyle, Maximum Time Aloft (MTA), Discathlon, Double Disc Court, Guts, Ultimate Frisbee and Disc Golf were created, rules were developed, equipment was standardized, and the Frisbee® became more than a just a toy. It became a piece of sports equipment!

Since the Professional Disc Golf Association was founded over 20 years ago disc golf has grown exponentially and players can be found in over 60 countries around the world throwing discs at target 'baskets' on one of over 3000+ PDGA sanctioned Disc Golf courses.

The Professional Disc Golf Association is the worldwide governing body for the sport and sanctions tournaments, rules of play, course designs and all the equipment used for the sport. View [www.pdga.com](http://www.pdga.com) for more information.

#### **About Disc Golf**

In 1976, Californian Ed Headrick, at that time Vice-president of Wham-O Toys, formalized the sport of Disc Golf by developing the original disc catching basket, adapting the rules of golf and installing the world's first Disc Golf course in Oakgrove, California.

Disc Golf, is played using most of the rules of conventional golf but instead of a club and ball rolling into a hole in the ground, disc golf players throw flying discs at a series (eg: 9,18,27,36 ) of PDGA approved basket and chain targets which are designed to 'trap' the disc.

The object of the game, like conventional golf, is to complete a course laid out over an existing landscape close to or below par.

Many disc players prefer, and large numbers of disc golf courses around the world have been constructed in partially wooded areas in existing public parks. However, interesting and challenging courses have been built in desert, badlands, around wetlands, and along

## Agenda Item # 8.4.1

mountainsides (eg: ski hills) proving there is no such thing as a 'typical' Disc Golf landscape. Compared to traditional sports infrastructure please note;

1. Capital costs are extremely low as a championship quality course can usually be built for less than \$25,000.
2. Once installed, a disc golf course requires very little maintenance of any type.
3. Disc golf is an inexpensive, passive sport which co-exists easily with other park uses.

### Who plays Disc Golf?

Disc golf is extremely easy to learn and inexpensive to play. Similar to traditional golf, the use of a handicap system can provide for friendly competition amongst players with a variety of backgrounds, abilities and age groups. Kids as young as 7-8 years old can learn to play, and there seems to be no upper limit on the age of a player, as long as they have the ability to throw a flying disc and walk 2-5 km. per round at a reasonably brisk pace. Disc golf is an excellent mild cardiovascular workout for persons of all ages. To illustrate, in 1996 the Alberta Seniors Recreation Association made disc golf a part of the biannual Alberta Seniors Game, and many Alberta Seniors now play disc golf regularly. Another small but important target group are disabled athletes. The ease of throwing a flying disc opens the sport up to those who have mobility challenges. Given suitable terrain, it is quite easy to design a barrier free disc golf course which accommodates and supports of these athletes.

Another barrier to participation in active sports and recreation is cost. Although many players carry 10-115 disc when they play, valued at \$15-\$25 each, it is possible to play an entire round using just one disc.

In these ways Disc Golf proves to be an inclusive activity in a number of areas that other traditional active recreational uses are not, as disc golf courses do not require high capital or infrastructure expenditures, expensive equipment, or the subsequent and inevitable high user fees.

Professionals in the recreational field predict that so-called "non-traditional" or emerging sports will see tremendous growth in the future as the cost of facilities and equipment in traditional sports skyrocket. As I have already mentioned, the cost of installing and maintaining a disc golf course is very modest when compared to other traditional sports.

**Simply put, the future direction of the new and emerging non-traditional sports is well represented by Disc Golf, the 'Sport of the Future'.**

### **Proposal**

Over the past 14 years I have designed and built an 'object' course at Wayne using local boulders to mark tee boxes and steel pipes as targets. This is the course that has been used in recent years to host the annual Lost Egg disc golf tournament; an event which has been growing in popularity and is enjoying increasing levels of corporate support. I propose to work with the Town of Drumheller to build a Championship quality disc golf course at Newcastle Beach by installing PDGA sanctioned baskets (fabricated locally), appropriate signage and supervising tee-box construction. Overall, this project would be fairly modest in scope and would create a Championship quality course which would be a very cost effective way to add active, unstructured recreational uses to this park.

A disc golf course at Midland Provincial Park, if combined with 2 other 18 basket courses at Wayne and Midland Provincial Park, would support a bid for a major disc golf event, the Canadian National Disc Golf Championships, but its primary use would be passive, unstructured, 'drop in' play, as detailed below.

### **Benefits and feasibility of project**

The goal of this proposal is to create a new recreational facility at Newcastle Beach that will:

1. Provide a source of recreation and a creative play on a year round basis by members of the general public.
2. Provide a positive, fresh air activity that fosters respect for the land and friendship through passive recreational use.
3. Provide a facility that will allow the disabled and seniors to compete in a friendly, healthy manner within the larger disc playing community.
4. Improve park safety by ensuring a steady, unstructured, recreational use.
5. Addition of the new sport into the general recreational programs offered by the Town of Drumheller.
6. Reduce maintenance costs through the participation of future volunteer disc players who could be organized on the Adopt-A-Park model to pick up litter and report any vandalism or illegal activities.

7. Act as a possible future venue for for the Canadian National Disc Golf Championships, along with the courses at Wayne and Midland Provincial Park. (The minimum infrastructure requirements to host a disc golf tournament of this size are 3 (three) championship disc golf courses within a 1 hour driving radius).

### **Economic Benefits**

The construction of a championship quality disc golf course at Midland Provincial Park, and especially PDGA sanctioned 'baskets', (fabricated locally), will result in an increase in unstructured use by 'sport tourists'. These persons would be able to find directions to and information on the course posted to the PDGA website. Many of these players will come from existing disc golf communities in Alberta, but it will not be unusual for players to come to Drumheller from the NW USA and South Eastern BC. They will all be eager to play this course, the other two courses at Wayne and Midland, and to explore the Red Deer River Valley! PDGA 'C' Tier disc golf tournaments, like the ongoing Lost Egg tournament in Wayne, usually attract up to 75-100 players and an equal number of spectators, which has a modest, but ongoing economic benefit. This proposal would support a bid for a much larger disc golf event, the Canadian National Disc Golf Championships.

A disc golf event of this size, although relatively modest in scope compared to other, more traditional sports events, is dependent on equally modest infrastructure investments by the local authorities.

Canadian Nationals would require a minimum of \$10,000 in corporate sponsorships and would be sanctioned as a PDGA 'A' tier event.

### **What are the Essential Qualities of the sport of Disc Golf?**

**A Demanding Sport** Disc sports are a great test of strength, finesse, and nerves. Just as traditional golfers can make incredible shots, disc players can also perform amazing feats. Long drives between narrow lanes of trees, pin point approaches and the sound of the chains ringing from a long challenging putt are the order of the day, provided the players retain their mental poise. Conditioning, training and practice are as important for disc golf as they are for any other sport.

**Low Cost to Players** With a few exceptions, the disc golf courses around the world are located in public parks or on public land, including quite a number of university and college campuses. There is usually no charge to play the course, but the

## **Agenda Item # 8.4.1**

host facility will often include discs, bags and other related equipment for sale or rental somewhere nearby. Serious players use an assortment of specially designed discs (3-10) comprising of long, middle, and short range discs, each costing between 12-30 dollars.

**Low Cost to Communities/High Usage** Compared to other recreational facilities, the cost of installing facilities for Disc Golf is quite small. For example, a study of La Mirada Park in Los Angeles a few years ago compared the cost and use patterns of tennis to that of a disc golf layout. The study found that a single tennis court costs approximately \$30,000 (US) to install; and accommodates no more than 4-8 recreational users per hour.

Meanwhile, a deluxe 18 hole disc golf course, complete with signs, tee-markers, and baskets averages \$22,000 (US) (approx. \$25,000CND) and can accommodate up to 72 recreational users per hour.

**Low Impact** Disc sports are unique in that they provide an environmentally friendly, sophisticated recreational activity that is compatible with other passive park uses. For example, one of the great advantages of disc golf courses is that they make use of the existing terrain. No special landscaping or costly redevelopment initiatives are required. At some course it may be appropriate to install two sets of tee pads/markers for each target/basket; one set (Whites) for players with lower or average ability, and one set (Blues) for players of above average ability.

**Something for Everyone.** People from all walks of life enjoy the fresh air, exercise and challenge of disc golf. Given a suitable landscape disabled players can enjoy a friendly competition with able-bodied players on a more or less equal basis. Seniors love disc golf and it has become a regular activity for many senior organizations because it is inexpensive for those on fixed incomes. Kids also seem to love the challenge of the sport, and for once here is a recreational activity that all kids can afford. Disc golf is a fast growing, emerging sport that offers recreational opportunities for all ages and skill levels – usually free of charge.

**Parks Departments Love It.** From a parks management point of view, facility costs for Disc Golf are extremely low. If the course is properly designed, there is little if any environmental impact, the courses require minimal upkeep, and the activity is compatible with other park uses.

When an 'Adopt-A-Park' model is introduced as part of the programming for a disc golf course, host sites can receive litter control, safety watch, and crime prevention by the steady, concerned presence of disc golfers in the park.

**Vandalism Watch** Hundreds of disc golf courses exist across North America, Asia and Europe in public parks; many at sites which were plagued by crime or vandalism. In case after case, parks officials have noted and documented the beneficial effect on the park due to a disc golf course.

**Safety and Other Park Users** Disc Golf is a very safe sport that is compatible with all other traditional park uses. Guidelines for course design have been established

by the Professional Disc Golf Association with the result that disc golfers around the world share public land with other park users in a friendly, multi-use park atmosphere. Once a disc golf course is established other park users quickly recognize that the steady, concerned presence of disc golfers actually makes the park a safer place to visit. These benefits have been confirmed by academic research, including a 2002 Master's Thesis completed in the Planning Department of the Faculty of Environmental Design at the University of Calgary. (To defend his thesis Hugo Haley, gathered information from around the world on disc golf, concluding that the sport is inherently safe, and if properly designed, actually improved park safety).

**Conclusion** Dollar for dollar, game for game, disc golf is big fun at an incredible bargain. You would be hard-pressed to think of any public recreational activity that costs so little, offers so many potential benefits to the host park, all the while providing a healthy, low impact cardiovascular workout to so many different user backgrounds.

### **Project Details**

The Disc Golf course development process is straightforward, consisting of community consultation, site approval, course design, equipment purchases and installation.

**Site Approval.** For this project to proceed, support and consent from the Town of Drumheller and other identified stakeholders in the community must be secured.

**Course Design.** Approval of a course design process should begin with a tour of the proposed site with officials from the Town of Drumheller, where current park uses, existing trails and special site considerations will be discussed. During this tour and subsequent site visits all design considerations should be discussed including: safety, environmental impact, parking, toilets/facilities, and playability issues including the variety of shots required (par), use of available hazards, course flow, and positioning of tees to accommodate varying skill levels (disabled/children/ seniors, average and advanced levels).

Once a layout meets the approval of all stakeholders, I will submit a final drawing of the course for approval by the town of Drumheller that shows the exact placement of signs, baskets and the intended range/distance for each of the skill levels.

### **Equipment Purchase**

A professional, championship Disc Golf course should include the following:

- ◆ 18 PDGA Approved target baskets with locking collars (see Appendix A)

## Agenda Item # 8.4.1

- ◆ 18 tee durable tee signs showing a fairway map, distances and preferred flight path, preferably with concrete footings.
- ◆ 1 durable central directory or Rules sign explaining the rules of disc golf, course etiquette and safety information. A large map of the course layout and space for future 'club' information would be included on this sign.

All course equipment including signs, tee box markers and PDGA approved 'Trapshot' target baskets can be fabricated locally in the Town of Drumheller, eliminating the need for expensive shipping, duty and taxes, etc.

**Schedule** - The following is a tentative project schedule for the approval and installation of the disc golf course at Newcastle Beach in the Town of Drumheller.

Late Spring	Mid-Summer	Late Summer
Meeting with Parks Administration	Approval of proposal by Parks Administration	Course construction.
Grant applications and/or funding from the Province of Alberta	Approval of course design	Official 'launch' of the disc golf course.
Submission of grant application(s), if required	Fabrication of signs, tee markers and baskets for course	Beginning programs involving Parks Administration

**Installation:** The process of installing a disc golf course is very quick and involves only the most minimal disturbance to the park. Both targets and signs require the installation of posts attached to locking collars embedded in tubular concrete footings eg: a Bobcat equipped with an auger can drill in the holes quickly with back-filling being done by hand

**Operation:** Equipment maintenance is very minimal and the targets rarely need any repair. Scorecards, flying discs, bags, etc. may be made available through the Town Office. League, Special Events, Team Building, Members Events, etc. may develop through the formation of a future disc golf club.

**Conclusion** The construction of a disc golf course at Midland Provincial Park would have broad appeal. This new activity would add a new recreational use to the existing mix at minimal cost, and would enhance park safety and cleanliness through the constant, concerned use of the course by disc golf players.



#### **Appendix A**

- the PDGA approved TrapShot basket is a disc golf target designed in Canada that can be fabricated in your community!
- the TrapShot basket is easily the most robust disc golf target in the world. This basket may be specified in either mild steel or aircraft quality aluminum.
- industry exclusive triangulated reinforcement of the center post ensures that this basket will easily resist the casual vandalism that damages other disc golf targets.
- the TrapShot basket can be specified with up to 28 anodized chains. (Most other PDGA approved baskets have 24 chains or less)
- the TrapShot basket can be powder coated in a wide variety of custom colours.
- the TrapShot basket is easily visible from 250-300 meters, a distance where galvanized disc golf baskets are virtually invisible. (The photo above was taken at Wayne Alberta and shows a TrapShot basket finished in Brilliant White)
- the PDGA approved Trapshot basket is the safest, most ergonomically friendly disc golf target available. There are no sharp edges or 'nubs' to cut climbing children or inattentive pedestrians.
- the smooth surfaces of the TrapShot prevent damage to valuable golf discs which can be damaged by sharp edges, bands and 'nubs'.
- for an extra cost, the PDGA approved TrapShot basket could be fitted with either solar or conventionally powered lighting allowing this basket to function as a park light.

### **Appendix B**

#### **Professional Disc Golf Association (PDGA)**

The Professional Disc Golf Association is the world wide governing body for the sport of disc golf. This organization sanctions hundreds of disc golf tournaments around the world, updates the Rules of Play, evaluates and approves all the equipment used including flying discs and targets aka baskets, and assists communities in the construction of disc golf courses. Visit [www.pdga.com](http://www.pdga.com) for more info.

### **Appendix C**

In 1996 the Alberta Seniors Culture and Recreation Association included disc golf as one of their recreational activities.

Participants in the games must be 55 years of age or older. There are 8 zones in the province of Alberta from which one male and female champion along with the associated runner-up proceed to the games.

### **Appendix D**

Craig Burrows-Johnson is a PDGA Grandmaster and Certified Course Official. In addition to designing the PDGA approved Trapshot basket, he has been responsible for the design/or and construction of the following disc golf courses:

#### **Calgary, AB**

- Parkland, 146 Ave and Parkland Blvd. A private 18 basket course for community members and guests only. This challenging technical course is the venue for the Annual Solstice Festival and the Parkland Cup.
- Forest Lawn, 52<sup>nd</sup> St and 14<sup>th</sup> Ave SE. A very challenging 9 basket course with two sets of unique tee boxes. The first tee begins just south of the parking lot bordering the tennis courts and the community centre.
- Baker Park, designed specifically for use by disabled players and test played over a period of 11 years using 'objects', this is course is located on the north bank of the Bow River north of Bowness Park.
- Centenary Park Located on St Patrick's Island just west of the zoo, this course is temporarily closed while the park undergoes a major rehabilitation and redesign.

#### **Granum, AB**

- A challenging and beautiful 9 basket course adjacent to and whose use is primarily targeted at the students of the Granum School, this course is also enjoyed by visitors to the Town of Granum campsite.

#### **Canmore, AB**

- The Nordic Centre in Canmore Provincial Park is home to one of Canada's most challenging and beautiful disc golf courses. The 18 basket course follows the

## ***Agenda Item # 8.4.1***

trails just below the main parking area, and is the site of one of Canada's largest tournaments, the annual Big Bear disc golf tournament.

### **Elkwater, AB**

- Fun 9 basket course adjacent to the main campsite at the Elkwater townsite, the course plays around and is adjacent to the beach and Discovery Centre.

### **Medicine Hat, AB**

- A challenging 9 basket course located in historic Central Park, a busy multi-use site that includes picnic sites and a busy water park.

### **Cardston, AB**

- This 9 basket course is located next to the Family Reunion Centre in Cardston. The course was designed for use by a local senior's club.

### **Lethbridge, AB**

- Canada's longest disc golf course was designed and built for the Alberta Seniors Games in Nicholas Sheran Park. This course is adjacent to a Leisure Centre, an Elementary and Junior High School, and is just 2 blocks west of the University of Lethbridge.

### **Olds, AB**

- Constructed for the Alberta Seniors Games this 9 basket course is located in an old ball golf course at Hartman Green Park; 53<sup>rd</sup> Ave and 53<sup>rd</sup> St.

### **Red Wood Meadows, AB**

- Another course constructed for use by Alberta Seniors, this is a 9 basket course located in the community of Red Wood Meadows located on Hwy 22. Unfortunately much of the course was destroyed in the flood of 2013.

### **Wetaskiwin, AB**

- A bucolic 18 basket track set in a lush parkland environment, and built for Alberta Seniors at Peace Hills Park, this course is exactly 1 mile north and 1/2 west of the iconic Water tower in the 'Queen' City.

### **Three Hills, AB**

- The 9 basket course circles the Three Hills Hospital grounds. The course was designed and installed for the Alberta Senior Games.

### **Turner Valley, AB**

- Homestead Disc Golf is another private course located in the foothills SW of Calgary. The owners specialize in pay to play c/w a pro shop and full facilities.

### **Barnwell, AB**

- A nifty little 6 basket public course with 3 sets of tee boxes located in the playground next to the community center

## ***Agenda Item # 8.4.1***

Heisler, AB

- Interesting 9 basket course at the Circle Square Bible Camp that is popular with the students and staff. This course makes good use of the wooded hills adjacent to the 'Frontier Town'.

Fairmont Resort, BC

- A technical 'target' course located in gorgeous setting next to the river just a few steps from the resort.

### **Appendix E**

#### **Adopt-A-Park Program**

The ideal model usually involves close cooperation between disc players, local community groups, and parks departments in an "Adopt-A-Park" program. Through this type of program disc golfers volunteer to pick up litter, perform minor maintenance duties and report vandalism or other illegal activities in a designated park. As an example, from 1995-2000 disc golfers performed over 4200 hours of volunteer labour at one Calgary Park, Pearce Estate, and were officially recognized by the City of Calgary for their efforts (letter from Mayor Al Duerr available upon request).

For more information please contact:

Craig Burrows-Johnson  
Disc Golf Course Designer  
Certified PDGA Tour Official  
27 Tudor Crt. S.  
Lethbridge, AB T1K 5C9  
403-715-0195 cell  
[discourse@shaw.ca](mailto:discourse@shaw.ca)



# 1 PLAY SMART

Never throw into a blind area or when players, spectators, pedestrians, or other facility users are within range. Use a spotter.

# 2 RESPECT THE COURSE

Observe all posted rules. No littering, graffiti, or abuse of equipment or flora.

# 3 REPRESENT THE SPORT

Be positive and responsible. Teach others.

**To: | Mike Collie Land Use Officer**

**Parks Division | Alberta Tourism, Parks & Recreation**

**Suite 700 Millennium Centre, 4909 – 49 Street, Red Deer AB, T4N 1V1**

**Re: Midland Park Disc Golf Course Proposal**

Dear Mr. Collie,

On behalf of the Royal Tyrell Museum, it is a pleasure to send you a letter of support for the proposal by Craig Burrows-Johnson to design and build a disc golf course in Midlands Provincial Park.

It would appear that this sport does not require a specific area be set aside for the exclusive use of disc golf, and that the course would meander through an area of 20-30 acres of the park adjacent to the Midland Coal Mine Interpretive site, making use of existing park facilities, including trails, washrooms and parking.

Two important elements of the proposal immediately caught my eye. The first was the opportunity for volunteer disc golfers to regularly clean the area of trash and debris, and the second was a commitment to monitor the park and assist the Alberta Parks Division by reporting illegal activities.

A disc golf course at this site would provide an additional recreational activity to museum visitors and residents of the Town of Drumheller at a very reasonable cost. The Midland Disc Golf Course should also encourage more disc golf tournaments, along with a certain amount of unstructured 'sports tourism', which would in turn generate more tourism dollars.

Please do not hesitate to contact me if you have any questions.

Regards,

Andy Neuman Executive Director



**THE CITY OF CALGARY**  
**OFFICE OF THE MAYOR**

**AL DUERR**  
MAYOR

April 22, 1996

Alberta Disc Sport Association  
c/o Craig Burrows-Johnson  
2107 1 - 10 Avenue N.W.  
Calgary, AB T2N 1G6

Dear Craig :

On behalf of City Council and the citizens of Calgary, I would like to thank you for your outstanding commitment to making this city one of the best in which to live.

Through your volunteer contributions, Calgary Parks & Recreation is able to continue to provide a variety of valuable programs and services for the entire community. By freely giving of your time and assistance for these recreational and leisure programs, you have enhanced Calgary's quality of life.

One cannot underscore the important role that volunteers play throughout The Corporation of The City of Calgary. Without question, the livelihood of many City programs, like those in Calgary Parks & Recreation, depend on the support of volunteers. Because of your commitment, many more Calgarians are able to participate in programs that contribute to their personal health and well being, and we are all able to enjoy our natural and recreational environments.

I am proud of the contributions you have made to The City of Calgary. I would like to take this opportunity to congratulate you for a tremendous job, and I know all Calgarians join me in wishing you continued success.

Sincerely,

**Al Duerr**  
**MAYOR**

Development Permit T00093-15D - 18 Basket Disc Golf Course  
Newcastle Beach Recreation Area

As immediate neighbors to the proposed development, we disagree with disturbing the natural state of the area. We feel that the development would be better situated in the eastern part of the park, which is already cleared and developed specifically for sporting recreation, leaving the area to the west intact for the many animals and birds which inhabit it, as well as for the enjoyment of nature walkers and bird watchers. We have very limited town parkland, particularly on the south side of the Red Deer River, and should value and respect that which we do have. We request that alternate options be considered.

RECEIVED FEB 24 2016

Name	Address	Signature
Myra Kuhl	7148 Newcastle Rd	Myra Kuhl
Terry Kuhl	7148 New Castle Rd	Terry Kuhl
Craig Stanger	1152 Newcastle Rd	Craig Stanger
DEAN DWERNICH	1152 NEWCASTLE RD	Dean Dwernich
DARREN TOTTEN	1140 NEWCASTLE RD	Darren Totten
Perosa Sanfalo	1140 NEWCASTLE RD	Perosa Sanfalo
Stella Sanfalo	1136 Newcastle Rd.	Stella Sanfalo
Scott + Cathy Kuntz	1125 Newcastle Rd	Scott Kuntz / Cathy Kuntz
Peter Bjel & Rebecca Rotman	1129 300 Newcastle Place	Peter Bjel / Rebecca Rotman
Rob & Sarah Vasser	1156 Newcastle Road	Robert Vasser
Vicky Davidson	9812th St. West	Vicky Davidson
MARTY Weymark	1188 NEWCASTLE ROAD	Mary Weymark
Sandra Weymark	1188 Newcastle Rd	Sandra Weymark
PETE BRANDST	1189 NEWCASTLE PL.	Pete Brandst
Karen Gilbert	1176 Newcastle Rd	Karen Gilbert
Ron Barch	1176 Newcastle Rd	Ron Barch
HERESA STORCH	1160 200 Newcastle Place	Theresa Storch
Ron Storch	1160 200 Newcastle Place	Ron Storch
Bob + Barb Neigum	1180 Newcastle Road	Barb Neigum
IR Gurling	1172 200 Newcastle PL	IR Gurling

## Agenda Item # 8.4.1

### Development Permit T00093-15D - 18 Basket Disc Golf Course Newcastle Beach Recreation Area

As immediate neighbors to the proposed development, we disagree with disturbing the natural state of the area. We feel that the development would be better situated in the eastern part of the park, which is already cleared and developed specifically for sporting recreation, leaving the area to the west intact for the many animals and birds which inhabit it, as well as for the enjoyment of nature walkers and bird watchers. We have very limited town parkland, particularly on the south side of the Red Deer River, and should value and respect that which we do have. We request that alternate options be considered.

Name	Address	Signature
Jane Graham	1184 Newcastle Rd Drumheller, AB. T0J 0Y2	Jane Graham 403-821-1220
Ryan Tessier	1184 Newcastle Rd Drumheller, AB. T0J 0Y2	Ryan Tessier 403-820-1316
RYAN SISSON	1201 RIVERSIDE AVE WEST T0J 0Y2	Ryan Sisson
John Sisson	" "	John Sisson
Luke Webster	1202 1 Ave W	Luke Webster
Becky Webster	" "	Becky Webster
Cole Thacker	1185 100 Newcastle Pl.	Cole Thacker
Arlinda Thacker	1185-100 Newcastle Place	Arlinda Thacker
Sharon Linda Teske	1186 100 Newcastle Pl.	Sharon Linda Teske
Brad Teske	" "	Brad Teske
Merv Smith	1177 100 Newcastle Pl.	Merv Smith
Brad L. Drew	1173 100 New Castle PL	Brad L. Drew
James Burke	1161-100 Newcastle Pl.	James Burke
Terry Burke	1161-100 NEWCASTLE pl.	Terry Burke



# DRUMHELLER

MEMORANDUM

Agenda Item # 8.4.1



Date: April 25, 2016

To:	Council	CC:	Julie Steeper
From:	R.M. Romanetz	Dept.:	Community Services
Subject:	Disc Golf Information Session		

## BACKGROUND

On April 22, 2016 an open house- information session and disc golf demonstration was held from 5:00pm -7:00pm at Newcastle Beach Park. There was a fair amount of interest from the community about the proposed Disc Golf Course with about 10-12 members of the community attending the information session. The main concern from individuals before attending the event was that the potential development would have an impact on the existing landscape. During the open house it was explained that there would be no change to the landscape and disc golf uses the natural landscape as its obstacles. The majority of the attendees were opposed to the development. The following concerns were raised by residents:

- The use of Disc Golf would have a negative impact on existing landscape and animals. Mr. Burrows-Johnson explained that disc golf would not be altering the landscape in anyway. One of the reasons why he chose this location was because the sport uses what is naturally occurring on the site. There was a concern that animals would be impacted by the game. Mr. Burrows-Johnson would be willing to close the course during sensitive times such as deer mating or fawning since there are some deer in the area.
- There was a concern that sensitive grass or vegetation would be trampled or damaged. The course is set along much of the existing pathway so there shouldn't be much trampling of grass. Part of the approval process for the Midland Provincial Park Course was an Environmental Impact Study where it was concluded that Disc Golf would not damage sensitive vegetation or landscape. It is considered to have the same impact as someone walking in the area.
- The course would be located within a floodway and the area is prone to flooding. Mr. Burrows-Johnson confirmed the course baskets can be removed in under an hour if there is a threat to

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Telephone: (403) 823-1339

flooding. Also the baskets don't necessarily have to be removed as they have been shown to withstand harsh flooding such as in the Calgary floods. In the event of the Calgary floods none of the baskets were lost or damaged.

- Residents thought that the development could pose a potential increase of fire. The thought of more people using the area could increase the potential of someone starting a fire (i.e. smoking a cigarette and improperly disposing of it). Julie Steeper responded that there would be no more of an increase risk to fire as there is right now. Bruce Wade was contacted and he believes a disc golf course would not pose a threat or increase a threat of fire in the area.
- There was a question about injuries and liability for the course. Julie Steeper answered that if the applicant were to hold an event he would be required to hold a certain amount of liability insurance. On the day to day use of the course is much like a play structure and is open to the public to use at their own risk.
- There was a question of whether enough parking is available on site to accommodate disc golf. There is also a concern that people who currently use the park are parking on the street in front of other residents homes. Julie Steeper replied that the street is open for the public to park regardless if that spot is front of another resident's house. There are no reserved parking spots on the street. The site has sufficient parking for the proposed use, but if an event were to take place the applicant may need to seek a solution such as 'tee off times', or shuttle services.
- Newcastle Beach has been a place where some minors have been using the space for illegal activities particularly at night. Mr. Burrows-Johnson commented that people using a space tends to bring down the incidents because people are out playing and watching during the day, but it is unlikely it will have an impact at night.

**PART III**

**DEVELOPMENT PERMITS**

**6. Control of Development**

No development other than that designated in Section 7 shall be undertaken within the municipality unless an application for it has been approved and a development permit has been issued.

**7. Development Not Requiring a Development Permit**

It shall not be necessary to obtain a Development Permit prior to commencement of the following developments but the development shall otherwise comply with the provisions of this Bylaw:

- (a) Works of maintenance, repair or alteration, on a structure, both internal and external, if in the opinion of the Development Officer, such work:
  - (i) does not include structural alterations and;
  - (ii) does not change the use or intensity of the use of the structure, and
  - ✓ (iii) is performed in accordance with obligatory legislation or other government regulations;
  - (iv) the development is not of a nature whereby part or all of the development is controlled by the Architectural Control Area Regulations.
- (b) The completion of any development which was lawfully commenced before the passage of this Bylaw or any amendment thereto, provided the development is completed in accordance with the terms of any permit granted in respect of it and provided that it is completed within 12 months of the date of commencement.
- (c) The use of any building referred to in Subsection (b) for the purpose for which construction was commenced.
- (d) The erection, the construction, or the maintenance of gates, fences, walls, or other means of enclosure (other than on corner lots or where abutting on a road used by vehicular traffic) less than 0.91 m (3 ft.) in height in front yards and less than 1.8 m (6 ft.) in side and rear yards.
- (e) The erection or the installation of plant or machinery needed in connection with operations for which a Development Permit has been issued, for the period of those operations.
- (f) The construction and maintenance of that part of a public utility placed in or upon a public thoroughfare or public utility easement.
- (g) The use by the Town of land of which the Town is the legal or equitable owner for a purpose directed or approved by a two-thirds majority vote of Council.

Amended:  
Bylaw # 18-12  
Jan 14, 2013



# DRUMHELLER

## REQUEST FOR DECISION

Agenda Item # 8.4.2



### Request for Decision

Date: April 29, 2016

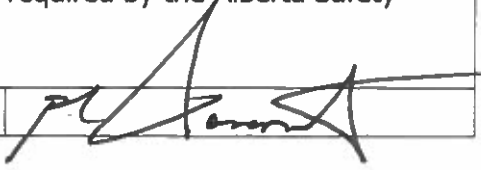
<b>Topic:</b>	<b>Adoption of a revised Uniform Quality Management Plan (QMP) for Safety Codes Services</b>		
<b>Background:</b>	<p>A Uniform Quality Management Plan (QMP) outlines the definition of service that the Municipality provides in relation to the safety codes inspection services that it contracts. The inspection services that the Town administers includes the building, electrical, plumbing, gas and fire codes.</p> <p>The province has updated the standard form for QMP's and requires an update in order to be in compliance with requirements of the Alberta Safety Codes Council.</p> <p>The attached document sets out the revised definition of service that will be required by the Town when proposals for service are received in the future.</p>		
<b>Proposed by:</b>	Paul Salvatore		
<b>Correlation to MSP</b>	Ensures that the Town is compliant with Provincial regulations while maintaining a high level of service and safety for those we serve.		
<b>Benefits:</b>	Updates the current Quality Management Plan Allows the Town to set future expectations for inspections services		
<b>Disadvantages:</b>	N/A		
<b>Alternatives:</b>	N/A		
<b>Finance/Budget Implications:</b>	Fees will be established based on the future contract for services		
<b>Operating Costs:</b>	\$0	<b>Capital Cost:</b>	\$0

#### OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

Telephone: (403) 823-1339

	Created By: Paul Salvatore	1
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## Agenda Item # 8.4.2

<b>Budget Available:</b>	\$0	<b>Source of Funds:</b>	\$0
<b>Budget Cost:</b>	\$0	<b>Underbudgeted Cost:</b>	\$0
<b>Communication Strategy:</b>			
<b>Recommendations:</b>	To approve the revised Quality Management Plans for Building, Electrical, Plumbing, Gas and Fire Inspections as required by the Alberta Safety Codes Council.		
<b>Report Writer:</b>	Paul Salvatore	CAO:	
<b>Position:</b>	Director of Community Services		

# *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

**Revised: APRIL 2016**



**SAFETY CODES COUNCIL**

# UNIFORM QUALITY MANAGEMENT PLAN

## TABLE OF CONTENTS

**Agenda Item # 8.4.2**

	<b>Page</b>
Table of Contents .....	1
<b>Schedule A Scope and Administration</b> .....	2
Scope of Accreditation .....	3
Administration of the Uniform Quality Management Plan .....	4
Adherence to the Uniform Quality Management Plan .....	4
Policy for Personnel Training .....	4
Freedom of Information .....	4
Records Retention and Retrieval .....	5
Declaration of Status .....	5
Annual Review .....	5
Revisions .....	5
Revision Control System .....	5
Notices .....	6
Municipal Agreement .....	6
 <b>Schedule B Uniform Service Delivery Standards</b> .....	 7
Section 1: Scope of Services .....	8
Section 2: Performance .....	8
Section 3: Personnel .....	8
Section 4: Quality Management Plan Training .....	8
Section 5: Records .....	9
Section 6: Safety Codes Council Operating Fees .....	9
Section 7: Orders .....	9
Section 8: Alternative Solutions / Variances .....	9
Section 9: Compliance Monitoring .....	10
General .....	10
Permits / Permissions.....	10
Permit Applications .....	10
Permits .....	10
Permit Conditions .....	11
Site Inspections .....	11
Inspection Reports .....	11
Verification of Compliance .....	12
No-Entry Policy .....	12
Permit Services Report .....	12
 Appendix A: Building Discipline .....	 13
Appendix B: Electrical Discipline .....	17
Appendix C: Plumbing Discipline.....	18
Appendix D: Gas Discipline.....	20
Appendix E: Fire Discipline .....	21
Appendix F: List of Administrative Forms Available on the SCC Web Site .....	27
Appendix G: Permit Services Report (sample) .....	28

**Schedule A**

**Scope and Administration**

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

**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 600m<sup>2</sup> 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 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**

**Alberta Fire Code Administration: (one is mandatory)**

- ☐ All parts of the Alberta Fire Code, or
- ☒ All parts of the Alberta Fire Code except for those requirements pertaining to the installation, alteration, and removal of storage tank systems for flammable liquids and combustible liquids regulated under the Alberta Fire Code

☒ **Fire Investigations: (mandatory)**

Cause, origin, and circumstance determination.

**Fire Prevention Programs: (optional)**

- ☒ Public education.

- ☐ Fire pre-plans

☐

## ADMINISTRATION OF THE TOWN OF DRUMHELLER UNIFORM QUALITY MANAGEMENT PLAN

### **Adherence to the Uniform Quality Management Plan**

Town of Drumheller herein referred to as “The Municipality” is responsible for the administration, effectiveness, and compliance with this Uniform Quality Management Plan (UQMP) 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 UQMP 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 UQMP 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 Canadian Charter of Rights and Freedoms applies to all activities undertaken in the administration of this Quality Management Plan. The Freedom of Information and Protection of Privacy Act applies to all information and records relating to, created, or collected under this UQMP.

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 an accredited agency was involved are the property of the Municipality and will be returned to the Municipality within a reasonable time after completion of the services, or upon request.

### Declaration Of Status

The SCOs, staff, officers, and accredited agency(s), whether employed, retained or otherwise engaged by the Municipality will not participate in any safety codes administration, inspection, or investigation of properties or fires where they may have pecuniary interest.

### Annual Review

Internal reviews will be carried out annually by the QMP Manager or the Manager's delegate to evaluate whether or not compliance of the Quality Management Plan is being achieved. At the conclusion of the internal review, the QMP Manager will provide, to the Safety Codes Council, a letter of QMP compliance that has been signed off by the municipality's executive authority. The letter must be comprised of all findings of the review including any successes, areas for improvement and the methodology used to achieve improvement or correction as it relates to the approved Quality Management Plan.

This is a mandatory requirement and failure to comply may result in cancellation or suspension of a municipalities' accreditation designation. All findings for the annual internal reviews are due to the Safety Codes Council **no later than the last day of March of the following year that is being reviewed.**

### Revisions

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

### Revision Control System

The Municipality will ensure its SCOs have ongoing access to a copy of this UQMP and contracted accredited Agencies are provided with a copy of this UQMP and any amendments.

The Municipality will maintain a registry of the SCOs and Agency(s) that have been provided with a copy of this UQMP and amendments. The Municipality will immediately distribute copies of approved amendments to all registered holders of this UQMP.

**Notices**

Any correspondence in regards to this UQMP will be forwarded to:

RAY ROMANETZ P.ENG,  
Chief Administrative Officer

E-mail address:  
rromanetz@dinosaurvalley.com

TOWN OF DRUMHELLER  
224 Centre Street  
Drumheller, AB T0J 0Y4

Telephone: 403-823-6300  
Fax: 403-823-7739

**Municipality Agreement**

In accordance with Council Resolution #number of (insert date) the Town of Drumheller hereby provides agreement and signature to this UQMP.

---

Signature of Chief Administrative Officer

RAY ROMANETZ P.ENG,  
Chief Administrative Officer

---

Signature of Chief Elected Official

TERRY YEMEN  
Mayor, Town of Drumheller

# **Uniform Service Delivery Standards**

### **Section 1: Scope of Services**

The Uniform Service Delivery Standards establishes responsibilities and minimum performance criteria for providing compliance monitoring services under the SCA including:

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

### **Section 2: 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),
- perform the services with impartiality and integrity, and
- provide services in a professional and ethical manner.

### **Section 3: Personnel**

The Municipality will:

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

### **Section 4: Quality Management Plan Training**

The Municipality will:

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

### **Section 5: Records**

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,
- investigation reports,
- verifications of compliance,
- Alternative Solutions / Variances,
- Orders,
- Permit Services Reports, and
- related correspondence and/or other relevant information.

### **Section 6: SCC Operating Fees**

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

### **Section 7: Orders**

Will be issued and served in accordance with the SCA, the Administrative Items Regulation, and SCC policy. Orders will be in the format provided on the SCC web site: [www.safetycodes.ab.ca](http://www.safetycodes.ab.ca). Upon compliance with an Order, a notice of compliance will be provided to the person(s) to whom the Order was served and to the SCC.

### **Section 8: Alternative Solutions / Variances**

Will be issued in accordance with the SCA and SCC policy. An Alternative Solution / Variance will be in the format directed by the SCC (available on the SCC web site: [www.safetycodes.ab.ca](http://www.safetycodes.ab.ca) ).

A SCO may issue an Alternative Solution / Variance from a code or referenced standard if the SCO is of the opinion that the Alternative Solution / Variance provides approximately equivalent or greater safety performance than that prescribed by the code or standard.

A request for Alternative Solution / Variance must be made in writing and include support documentation. A SCO will only make a decision respecting an Alternative Solution / Variance after having thoroughly researched the subject matter.

A copy of an Alternative Solution / Variance issued will be provided to the:

- owner,
- contractor if applicable,
- SCC, and
- the Municipality's file.

### **Section 9: 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; using appropriately certified and designated SCOs to provide compliance monitoring in accordance with the SCA and associated codes and standards.

#### **Permits / Permissions**

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

##### **Permit Applications**

Permit Applications will include the following information:

- name of the issuing Municipality,
- permit discipline type,
- date of application,
- applicant's name, address, and phone number, and email,
- contractor's name, address, and phone number, and email (if known),
- owner's name, address, and phone number, and email,
- project location by legal description, civic address, and municipality,
- description of the work,
- state the use or proposed use of the premises,
- 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.”**

- any other information the SCO or permit issuer considers necessary.

##### **Permits**

Permits will include the following information:

- a permit number or other unique identifier that has been assigned by the permit issuer to the undertaking,
- the date on which the permit is issued,
- the name of the owner and the person to whom the permit has been issued,
- where the undertaking is to take place,
- a description of the undertaking or portion of the undertaking governed by the permit, and
- contain any other information that the permit issuer considers necessary
- issuer's name, signature, and designation number,.

### **Permit Conditions**

A permit may contain terms and conditions that include but not limited to:

- permission be obtained from the SCO before occupancy or use of the construction, process or activity under the permit,
- the date on which the permit expires,
- a condition that causes the permit to expire,
- the period of time that the undertaking may be occupied, used or operated,
- setting the scope of the undertaking being permitted,
- setting the qualifications required of the person responsible for the undertaking and/or doing the work,
- an identification number or label to be affixed to the undertaking,
- requirement to obtain the approval of a safety codes officer before any part of the building or system is covered or concealed.

### **Site Inspections**

An SCO will inspect:

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

### **Inspection Reports**

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

- permit number and file number (if applicable),
- discipline,
- municipality name and date,
- owner name, address, phone number, and email,
- contractor name, address, phone number, and email,
- 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, a verification of compliance may be accepted in lieu of an on-site reinspection).

### **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 UQMP (eg. labelled mobile home siting, minor residential improvements).

An 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.

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 UQMP (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 UQMP 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.

## **APPENDIX A: BUILDING DISCIPLINE**

### **Building Permits**

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

- obtain two complete sets of construction documents as outlined in 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, not more than 15 days after 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, required schedules and/or 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 schedules and 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.

## Building Site-Inspections

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

### 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 <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$20,000)	Single & Two Family Dwellings (Group C)	New Construction 3  All other 2	<ul style="list-style-type: none"> <li>complete foundation (prior to backfill)</li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>solid or liquid fuelled appliance(s) &amp; framing (prior to covering up with insulation and vapour barrier)</li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>insulation and vapour barrier (prior to drywall)</li> </ul> <b>AND</b> <ul style="list-style-type: none"> <li>final, including HVAC completion within 365 days of permit issuance</li> </ul>
New Construction <b>OR</b> 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)	New Construction 3  All other 2	<ul style="list-style-type: none"> <li>complete foundation (prior to backfill)</li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>solid or liquid fuelled appliance(s) &amp; framing (prior to covering up with insulation and vapour barrier)</li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>insulation and vapour barrier (prior to drywall)</li> </ul> <b>AND</b> <ul style="list-style-type: none"> <li>final, including fire alarm and HVAC completion (within 180 days of permit issuance)</li> </ul>
New Construction <b>OR</b> 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)	New Construction 3  All other 2	<ul style="list-style-type: none"> <li>complete foundation (prior to backfill)</li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>HVAC rough-in</li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>framing, structure (prior to insulation and vapour barrier)</li> </ul> <b>AND</b> <ul style="list-style-type: none"> <li>final, including HVAC completion (within 180 days of permit issuance)</li> </ul>
Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of \$20,000 or less) <b>OR</b> 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"> <li>final (within 180 days of permit issuance)</li> </ul>

### NEW CONSTRUCTION – Minimum of 3 inspections

- **Foundation**
- **Framing**
- **Final**

## Agenda Item # 8.4.2

### Site Inspection Stages for Part 3 Buildings Not 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 <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy (with a value of work more than \$20,000)	A, B, C, D, E, F	New Construction 3  All other 2	<ul style="list-style-type: none"> <li>○ *foundation</li> <li><b>OR</b></li> <li>○ *framing, structure</li> <li><b>OR</b></li> <li>○ *HVAC rough-in</li> <li><b>OR</b></li> <li>○ *fire suppression systems</li> <li><b>OR</b></li> <li>○ *fire alarm system</li> <li><b>OR</b></li> <li>○ *HVAC completion</li> <li><b>OR</b></li> <li>○ *interior partitioning</li> <li><b>AND</b></li> <li>○ *final (within 365 days of permit issuance)</li> </ul> <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) <b>OR</b> Other types of permits not covered in this table	A, B, C, D, E, F	1	<ul style="list-style-type: none"> <li>○ final (within 365 days of permit issuance)</li> </ul>

### 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 <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy (value of work more than \$20,000)	A, B, C, D, E, F	New Construction 3  All other 2	<ul style="list-style-type: none"> <li>○ interim inspection at approximately the mid-term of the work</li> <li><b>AND</b></li> <li>○ final (within 365 days of permit issuance)</li> </ul>
Alteration, addition, renovation, reconstruction, change of occupancy (value of work \$20,000 or less) <b>OR</b> Other types of permit not covered in this table.	A, B, C, D, E, F	1	<ul style="list-style-type: none"> <li>○ final (within 180 days of permit issuance)</li> </ul>

### NEW CONSTRUCTION – Minimum of 3 inspections

- **Foundation**
- **Framing**
- **Final**

## ***Agenda Item # 8.4.2***

**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 120 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 120 days of permit issuance.

**Site Inspection of Solid or Liquid Fuelled Heating Appliances (under separate permit)** will consist of at least one on-site inspection, prior to covering, within 120 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 120 days of permit issuance.

**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.

## APPENDIX B: ELECTRICAL DISCIPLINE

### Electrical Permits

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

#### NEW CONSTRUCTION – Minimum of 2 inspections

- **ROUGH IN**
- **FINAL**

## APPENDIX C: PLUMBING DISCIPLINE

### Plumbing Permits

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"> <li>○ rough-in below grade prior to covering</li> <li><b>OR</b></li> <li>○ rough-in above grade prior to covering</li> <li><b>AND</b></li> <li>○ final completion (within 365 days of permit issuance)</li> </ul>
Public Institutions, Commercial, Industrial, Multi-Family Residential (with 10 fixtures or less)	1	<ul style="list-style-type: none"> <li>○ rough-in below grade prior to covering</li> <li><b>OR</b></li> <li>○ rough-in above grade prior to covering</li> <li><b>OR</b></li> <li>○ final completion (within 180 days of permit issuance)</li> </ul>
Single Family Residential or Farm Buildings under a Contractor Permit (with more than 5 fixtures)	1	<ul style="list-style-type: none"> <li>○ completed rough-in below grade</li> <li><b>OR</b></li> <li>○ completed rough-in above grade prior to covering (within 180 days of permit issuance)</li> </ul>
Single Family Residential or Farm Buildings under a Homeowner permit (with more than 5 fixtures)	2	<ul style="list-style-type: none"> <li>○ completed rough-in below grade (prior to covering)</li> <li><b>AND</b></li> <li>○ final completion (within 365 days of permit issuance)</li> </ul>
Single Family Residential or Farm Building (with 5 fixtures or less)	1	<ul style="list-style-type: none"> <li>○ final completion (within 90 days of permit issuance)</li> </ul>

### Permits for Private Sewage Disposal Systems

The Municipality will issue permits for Private Sewage Disposal System 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,
- description and details of all sewage system treatment and effluent disposal 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,

and

## ***Agenda Item # 8.4.2***

- require a Plumbing Group B SCO 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 Group B SCO 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.

## APPENDIX D: GAS DISCIPLINE

### Gas Permits

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"> <li>○ rough-in</li> <li><b>AND</b></li> <li>○ final completion (within 365 days of permit issuance)</li> </ul>
Public Institutions, Commercial, Industrial, Multi-Family Residential (400,000 BTU or less)	1	<ul style="list-style-type: none"> <li>○ rough-in</li> <li><b>OR</b></li> <li>○ final completion (within 180 days of permit issuance)</li> </ul>
Single Family Residential or Farm Buildings under a Contractor Permit	1	<ul style="list-style-type: none"> <li>○ final completion (within 180 days of permit issuance)</li> </ul>
Single Family Residential or Farm Buildings under a Homeowner permit	1	<ul style="list-style-type: none"> <li>○ final completion (within 365 days of permit issuance)</li> </ul>
Temporary Heat Installations (under separate permit)	1	<ul style="list-style-type: none"> <li>○ final inspection (within 90 days of permit issuance)</li> </ul>

## **APPENDIX E: FIRE DISCIPLINE**

### **General**

The Municipality will provide Alberta Fire Code services that include but are not limited to:

- code advice including but not limited to:
  - new construction under the Alberta Fire Code,
  - building upgrade programs,
  - Fire Safety Plan, development and implementation,
  - storage of dangerous goods, and
  - tire storage,
- plans examinations including but not limited to:
  - new construction under the Alberta Fire Code,
  - building upgrade programs,
  - residential secondary suites, and
  - Fire Safety Plans with emphasis to addressing the risk to occupied residential buildings,
- permit / permission issuance,
  - fireworks purchase, possession, handling, and discharge
- compliance monitoring site inspections for,
  - construction addressed in the Alberta Fire Code,
  - Fire Safety Plan practices with emphasis to addressing the risk to occupied residential buildings,
  - post-occupancy of facilities identified in the following Fire Code Compliance Inspection chart, and
  - special or other activities addressed in the Alberta Fire Code or at the discretion of the Fire SCO,
- Occupant Load Certificates for,
  - assembly occupancies, and
  - other occupancies at the discretion of the SCO,
- Alternative Solutions / Variances issuance,
- Orders and their enforcement,
- Verification of Compliance,
- no-entry advisory,
- Permit Services Report,
- identification and follow-up of deficiencies and unsafe conditions,
- collection and remittance of SCC fees, and
- maintaining files and records.

### **Fireworks**

The Municipality will, prior to issuing permission:

- respecting the purchase, possession, handling, discharge, fire or set-off; obtain from the applicant written confirmation that the person:
  - will conduct activities in accordance with safe practices outlined in the Alberta Fire Code,
  - is of at least 18 years of age, and
- respecting sales, obtain from the owner of the retail business, written confirmation that the business:
  - holds a valid municipal business license or confirmation of ownership of the business when the municipality does not require business to hold such license,
  - employees handling fireworks for sale are of at least 18 years of age,
  - manufacturers instructions are posted at the sales location and provided with each sale,
  - record of each sale is retained for examination by the Fire SCO, and

- stores fireworks in conformance with Part 3 of the Alberta Fire Code.

**Fire Code Compliance Inspections**

For the purpose of ensuring compliance with the SCA, a SCO may, at the discretion of the SCO, carry out an inspection for any thing, process, or activity to which this Act applies. In addition, inspections will be conducted in accordance with the following schedule.

## Agenda Item # 8.4.2

(municipality must pick one from each frequency range box for each applicable use/occupancy)

Activity / Project	Type of use, occupancy, sites, or work	Inspection Frequency Range (May be by occupancy or individual unit)
Fire Safety Plan implementation and practices	All new construction, alteration, addition, renovation, reconstruction, or removal	<ul style="list-style-type: none"> <li>• 1 site inspection where a risk to occupied residential building(s) has been identified</li> </ul>
Compliance Inspections	Special Events or Sites	<ul style="list-style-type: none"> <li>○ Not Applicable</li> <li>• On request or complaint</li> <li>○ Once per event</li> <li>○ More than one per event</li> </ul>
	Group A, Division 1 Assembly	<ul style="list-style-type: none"> <li>○ Not Applicable</li> <li>• On request or complaint</li> <li>○ Once every month</li> <li>○ Once every 6 months</li> <li>○ Once every 12 months</li> <li>○ Once every 24 months</li> </ul>
	Group A, Division 2 Assembly	<ul style="list-style-type: none"> <li>○ Not Applicable</li> <li>• On request or complaint</li> <li>○ Once every month</li> <li>○ Once every 6 months</li> <li>○ Once every 12 months</li> <li>○ Once every 24 months</li> </ul>
	Group A, Division 3 Assembly	<ul style="list-style-type: none"> <li>○ Not Applicable</li> <li>○ On request or complaint</li> <li>○ Once every month</li> <li>○ Once every 6 months</li> <li>○ Once every 12 months</li> <li>• Once every 24 months</li> </ul>
	Group A, Division 4 Assembly	<ul style="list-style-type: none"> <li>○ Not Applicable</li> <li>• On request or complaint</li> <li>○ Once every month</li> <li>○ Once every 6 months</li> <li>○ Once every 12 months</li> <li>○ Once every 24 months</li> </ul>
	Group B, Division 1 Care or Detention	<ul style="list-style-type: none"> <li>○ Not Applicable</li> <li>○ On request or complaint</li> <li>○ Once every month</li> <li>○ Once every 6 months</li> <li>○ Once every 12 months</li> <li>• Once every 24 months</li> </ul>
	Group B, Division 2 Care or Detention	<ul style="list-style-type: none"> <li>○ Not Applicable</li> <li>○ On request or complaint</li> <li>○ Once every month</li> <li>○ Once every 6 months</li> <li>○ Once every 12 months</li> <li>• Once every 24 months</li> </ul>
	Group C Residential – 1 to 5 family	<ul style="list-style-type: none"> <li>○ Not Applicable</li> <li>• On request or complaint</li> <li>○ Once every month</li> <li>○ Once every 6 months</li> <li>○ Once every 12 months</li> <li>○ Once every 24 months</li> </ul>
	Group C Residential – 5 to 12 family	<ul style="list-style-type: none"> <li>○ Not Applicable</li> <li>○ On request or complaint</li> <li>○ Once every month</li> <li>○ Once every 6 months</li> <li>○ Once every 12 months</li> <li>• Once every 24 months</li> </ul>

## Agenda Item # 8.4.2

	Group C Residential – 12 to 25 family	<ul style="list-style-type: none"> <li>○ Not Applicable</li> <li>○ On request or complaint</li> <li>○ Once every month</li> <li>○ Once every 6 months</li> <li>○ Once every 12 months</li> <li>● <b>Once every 24 months</b></li> </ul>
	Group C Residential – 25 and more family	<ul style="list-style-type: none"> <li>○ Not Applicable</li> <li>○ On request or complaint</li> <li>○ Once every month</li> <li>○ Once every 6 months</li> <li>○ Once every 12 months</li> <li>● <b>Once every 24 months</b></li> </ul>
	Group D	<ul style="list-style-type: none"> <li>○ Not Applicable</li> <li>● <b>On request or complaint</b></li> <li>○ Once every month</li> <li>○ Once every 6 months</li> <li>○ Once every 12 months</li> <li>○ Once every 24 months</li> </ul>
	Group E	<ul style="list-style-type: none"> <li>○ Not Applicable</li> <li>○ On request or complaint</li> <li>○ Once every month</li> <li>○ Once every 6 months</li> <li>○ Once every 12 months</li> <li>● <b>Once every 24 months</b></li> </ul>
	Group F, Division 1	<ul style="list-style-type: none"> <li>○ Not Applicable</li> <li>○ On request or complaint</li> <li>○ Once every month</li> <li>○ Once every 6 months</li> <li>● <b>Once every 12 months</b></li> <li>○ Once every 24 months</li> </ul>
	Group F, Division 2	<ul style="list-style-type: none"> <li>○ Not Applicable</li> <li>○ On request or complaint</li> <li>○ Once every month</li> <li>○ Once every 6 months</li> <li>○ Once every 12 months</li> <li>● <b>Once every 24 months</b></li> </ul>
	Group F, Division 3	<ul style="list-style-type: none"> <li>○ Not Applicable</li> <li>○ On request or complaint</li> <li>○ Once every month</li> <li>○ Once every 6 months</li> <li>○ Once every 12 months</li> <li>● <b>Once every 24 months</b></li> </ul>

“On request or complaint” means the process as defined by municipal operational policy.

“Once every month” means a specific day is set which shall apply in each month for each occupancy or site to be inspected. An inspection conducted within 7 days of this set date is deemed to have met with the quantitative intent of this UQMP.

“Once every 6 months” means a specific day is set which shall apply in each 6th month for each occupancy or site to be inspected. An inspection conducted within 30 days of this set date is deemed to have met with the quantitative intent of this UQMP.

“Once every 12 months” means a specific day is set which shall apply in each 12th month for each occupancy or site to be inspected. An inspection conducted within 60 days of this set date is deemed to have met with the quantitative intent of this UQMP.

“Once every 24 months” means a specific day is set which shall apply in each 24th month for each occupancy or site to be inspected. An inspection conducted within 60 days of this set date is deemed to have met with the quantitative intent of this UQMP.

### **Fire Investigations**

Investigations will be conducted by a Fire SCO to determine the cause, origin, and circumstance of every fire in which a person dies or suffers injury that requires professional medical attention or in which property is damaged or destroyed. The results of each investigation will be reported to the Fire Commissioner in accordance with the Administrative Items Regulation. A Fire SCO may arrange for any additional municipal, law enforcement, agency, or other resources as required to assist in an investigation including representatives from the Fire Commissioner's Office. In the event of a fire resulting in a death or where arson is suspected, the investigation will include immediate notification to the Alberta Fire Commissioner's Office.

Fire Investigations will include the following information:

- file number,
- location of fire,
- date of fire,
- date of investigation,
- building / property use,
- cause of fire,
- origin of fire,
- value of loss,
- name and designation number of SCO conducting the investigation,
- comments, and
- date of completion/sign off.

Fire Investigations will utilize the applicable forms/reports as provided on the SCC web site:  
[www.safetycodes.ab.ca](http://www.safetycodes.ab.ca).

### **Fire Prevention Programs**

Fire prevention programs will include but are not limited to public awareness and consultative services orientated to assisting one or more of the following:

- individuals,
- business, and
- industry

in understanding and providing effective Fire Safety Plans.

The Municipality will support and provide one or more but is not limited to the following educational programs annually:

- school curriculum,
- minority focused programs,
- seniors programs,
- community education, and
- other programs such as but not limited to:
  - Risk Watch (an injury prevention program),
  - Getting to Know Fire (fire educator lesson plans),
  - Seniors Fire Safety Programs,
  - Juvenile Firesetter Intervention Program,
  - Fire Smart, and
  - Shelter-in-Place.

**APPENDIX F: List Of Administrative Forms Available On  
The SCC Web Site:  
[www.safetycodes.ab.ca](http://www.safetycodes.ab.ca)**

1. Order
2. Alternative Solution / Variance
3. Request for Alternative Solution / Specific Variance
4. Model Fire Safety Plan
5. Fire Investigation Reports (samples)
  - a. Voluntary Consent to Search and/or Seizure
  - b. To Obtain a Warrant to Enter a Private Dwelling Place to Conduct a Fire Investigation
  - c. Casualties
  - d. Witness Statement
  - e. Physical Evidence
  - f. Sketches
  - g. Structure Fires
  - h. Motor Vehicle Fires
  - i. Wildland Fires
  - j. All Fires
  - k. Incident Investigation Field Notes
  - l. Insurance Information
  - m. Release From Responsibility
  - n. Records / Documents
6. Application for Designation of Powers
7. Sample Permits (SCA & non-SCA)
8. Sample Permission forms

**APPENDIX G: Permit Services Report (sample)**

**PERMIT SERVICES REPORT**

**Issued by:** \_\_\_\_\_ on \_\_\_\_\_ to \_\_\_\_\_  
(Municipality name) (date of issue) (Owner name)

**Re:**

Permit number: \_\_\_\_\_

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

**Location:**

Municipality: \_\_\_\_\_

Lot \_\_\_\_ Block \_\_\_\_ Plan\_\_\_\_ OR Part of \_\_\_\_ Sec \_\_\_\_ Twp \_\_\_\_ Rge \_\_\_\_ West of \_\_\_\_

**Status:**

Compliance monitoring services have been provided as required by the SCA, 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 SCA 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 SCA 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 Municipality Representative

cc: permit file

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



# DRUMHELLER

## CHIEF ADMINISTRATIVE OFFICER

Agenda Item # 9.1



### QUARTERLY REPORT

Name:	R.M. Romanetz, P. Eng.	Month:	January to March 2016
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### 2016 STRATEGIC BUSINESS PLAN

#### Corporate Priorities:

##### TOURISM LEVY REPORT

On January 11<sup>th</sup>, 2016 Council gave first reading to Bylaw 04.16 to amend Bylaw 04.15 by removing Schedule B. Council invited Travel Drumheller to their COW meeting of January 18<sup>th</sup> to discuss the matter further. On January 25<sup>th</sup>, Council gave second and third readings to Bylaw 04.16. On February 22<sup>nd</sup>, Council approved the funding level as in 2014 with a contribution of \$40,000 for Travel Drumheller in 2016. It is anticipated that more voluntary contributions will come forward to allow Travel Drumheller to generate their baseline budget of \$100,000 in 2016.

##### INFRASTRUCTURE MASTER PLAN

The draft Master Plan will be presented to Council in May. The plan ties in with the Town's 2016 capital plan. Reports were updated such as the 1985 Growth Study - MDP, Water/Wastewater Rate Design / Environmental Approvals / Facilities / Fleet Replacement, Capital Plan, Offsite Levies, etc. Modeling meetings have been held: Corvus presented offsite levies models to Administration and a model has been selected – Corvus is now developing the information for input into the model. Water model work continues with Bob Jenkins.

##### LAND USE BYLAW AMENDMENTS / MDP

A bylaw to amend significant sections of the LUB including: secondary suites, medical marijuana production facilities, narrow lot redevelopment, industrial and commercial development, and signs is being redrafted for introduction to Council in May. The section on chemical storage will be removed. This will be the second attempt at this bylaw.

##### ECONOMIC DEVELOPMENT STRATEGY TERMS OF REFERENCE – REFRESH ON TARGETS / STRATEGY

The Town has hired a new Economic Development Officer to commence mid-May. The Economic Development Task Force has been working on the following priorities:

1. The Town has approved five (5) Storefront Improvement Grant applications which is a matching grant to help businesses upgrade / modernize their storefronts.
2. The Task Force appointed Adrian Hartman (public at large member) to attend the CAEP meetings.
3. The TaskForce formed a committee to review the Urban Systems recommendations for way finding signs and to put forward a report to Council on priorities for signage.

##### RECREATION / ARTS AND CULTURAL POLICY

A Recreation Subsidy Policy was approved by Council on January 25<sup>th</sup>, based eligibility guidelines modeled after the City of Red Deer and with a subsidy of 50% of regular prices. To date, Administration has approved the following subsidy applications: 14 passes for the BCF and / or Aquaplex; 15 drop-ins and 8 pending applications.

Office of the Chief Administrative Officer

Telephone: (403) 823-1339

An Arts and Culture Policy was approved by Council on February 8<sup>th</sup>. Five new public at large members were appointed by Council along with previously appointed members Mike Todor and Councillor Tom Zariski to sit on the newly formed Heritage, Arts and Culture Steering Committee. Terms of reference will be developed with a process similar to the Storefront and eligibility criteria (on an annual basis, organizations submit their application for funding whether for actual dollars or an in-kind contribution). The Steering Committee will make recommendations to Council for art and culture grant dollars and / or in-kind requests.

### **Other Priorities:**

#### **Airport**

Director of Corporate Services B. Miller has provided a listing of all current leases and where the lease holder resides. Director of Infrastructure Services A. Kendrick is preparing a report on the airport activities / access by pilots to assess if the Town can enter into regional partnerships where cost-sharing may be warranted.

**Community Entity (Friends of Society)** – This corporate priority has been assigned to Barb Miller and she will provide an update as the priority moves forward.

#### **Regional Collaboration**

The Town was approved for funding under the Alberta Community Partnership Program to hire a consultant to formalize an Inter-municipal Emergency Services Master Plan for the provision of coordinated response to all municipal partners. The Town has received confirmation from Kneehill, Wheatland and Starland Counties and Special Areas as partners on the regional emergency plan. A RFP will move forward to hire a consultant.

### **Advocacy (CAO / Council)**

#### **Flood Mitigation**

On February 26, 2016, the Province announced investments in flood mitigation projects across the Province in the amount of \$25M. Two of the nine priority projects were approved for Drumheller: the East Midland and Newcastle Project in the amount of \$3,211,000 and the Central Drumheller (2<sup>nd</sup> Street West to 5<sup>th</sup> Street East) in the amount of \$3,202,600.

Mayor Yemen wrote the following letters:

- Mayor wrote a letter to the Minister of Municipal Affairs Hon. Danielle Larivee requesting a meeting with her as well as the Ministers of Infrastructure/Transportation and Environment/Parks in March, 2016 to address the Town's grant application for flood mitigation and other outstanding concerns. On March 7<sup>th</sup> Mayor Terry Yemen, Councillor Jay Garbutt and CAO Ray Romanetz met with Hon. Brian Mason – Minister of Transportation / Infrastructure to discuss the items of priority for the Town including: the remaining priorities for flood mitigation, Tyrrell Museum Sewer Odor Problem and Hwy 9 South Hill Turnoff.
- Honourable Lori Sigurdson - Minister of Seniors and Housing requesting the GoA to reinstate the Grants in Place of Taxes for 25,000 housing units operated by public housing management bodies across our province. The elimination of this grant was made without consultation or prior communication with municipalities and impacts seven (7) properties in our municipality.
- Hon. Ricardo Miranda - Minister of Culture and Tourism requesting the GoA to reinstate grant funding to the Chamber's VIC.

### **Organizational Improvements**

## Agenda Item # 9.1

Service Capacity Review – The Service Capacity Review has been updated to include work priorities for 2015/2016.

Communications (to be more transparent)

The Content Management Committee has been updating the content on the Town's website on a regular basis.

### **Operational Strategies (CAO / Staff)**

SOFTWARE INTEGRATION – recommendations will be included in the Asset Management Report.

### **Other Work Priorities:**

**LANDFILL OPERATIONS** – The new Solid Waste Management Association Agreement has been signed and sealed and distributed to all members. The new Solid Waste Management Bylaw was adopted by Council on April 18<sup>th</sup> and now includes specific clauses relating to non compliance and penalties at the landfill. The changes result from specific incidents at the landfill where the former bylaw was lacking on sections regarding admittance, clients' behavior on site and customers bringing in specific wastes that were not properly categorized. The new bylaw now has the necessary enforcement for the Town to deal with these incidences rather than having to involve the RCMP to issue tickets under the criminal code. Spring clean dates are from May 2<sup>nd</sup> to May 13 with amnesty from April 22<sup>nd</sup> to May 14<sup>th</sup>.

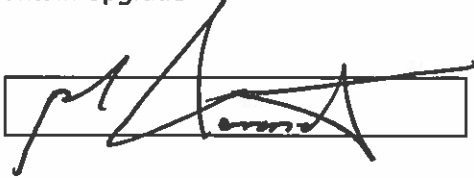
### **Outstanding Issues for the Next Quarter:**

Infrastructure Management Plan

Aquaplex Modernization

Spray Fountain Upgrade

CAO:

A handwritten signature in black ink, appearing to be 'M. A.', is written over a rectangular box. The signature is stylized and extends beyond the top and right edges of the box.



### 2016 Infrastructure Report on Corporate / Operational Priorities First Quarter

#### **Spray Fountain**

Phase 1 of the Spray Fountain Upgrades meets the requirements of AHS and includes the installation of a filtration system and connection to the existing electrical and storm drainage systems. AHS has required additional anti-entrapment devices to be installed over the small inlets on the center ring of the fountain. This concern will be addressed before commissioning in early May. The portion of the work required by Town forces was completed on time by end of January. The contractor Pinnacle Aquatic Group moved on to site once all their materials arrived and have been working to complete the project. Expectations are that the electrical work as well as some programming will be completed by the first or second week of May. The project should be up and running prior to the May long weekend.

#### **Infrastructure Master Plan**

All assets have been inventoried and their depreciated amount recorded. A number of templates were created, and various segments will move forward in phases in 2016. Stantec and Town Administration will provide a report and recommendations to Council in May.

#### **Water and Wastewater Treatment Plant Workshops**

As a follow up to the previous workshop meetings, Water Treatment Plant operators and Town Administration will continue to work with Stantec to finalized a number of items identified for capital improvements that have been included in our Infrastructure Master Plan.

#### **Green Initiatives & Parks Maintenance**

With all upgrades of infrastructure green products and technologies are considered. The New Green Team will be scheduled to meet mid May and update current program as well as future programs. Some new suggestions in regard to Green education and awareness have been proposed such as Guidelines attached to utility bylaws as well as Green tips posted on the website. Staff are still working on a report to update Council on all green spaces and parks.

#### **Street Improvement Program**

This annual project is underway for 2016. The engineering and tender specifications have been completed and review. The tender will be out by mid April.

#### **Cast Iron Replacement**

This ongoing project is underway for 2016. Engineering and design have been completed. The tender process will closed in late April. Award and construction to take place prior to August 31st, 2016.

## **East Coulee Fill Station Landscaping**

Some touch up work is required due to water line construction. More site grading and general clean up to the surrounding area will be worked on as time permits.

## **Affordable Housing**

Work was completed on Unit #101 of Sandstone Manor by mid February 2016. All units are now available for rental.

## **Aquaplex Modernization / Retrofit Project**

The Request for Proposals for the Pool Cladding closed on March 31 2016. One proposal was received and negotiations and award are to be completed . A survey of the existing pool basin was completed , so that detailed design could move forward. Once detailed design has been completed. A request for proposals will go out to select the approved installers. The next step would be a call for proposals for the General contractor ,who would coordinate all the site work. Once contractors and installers are selected the time schedules for the work will be confirmed and then Aquaplex operations will be adjusted as required to complete the retrofit project.

## **Arena Handrail**

Staff will continue to install the new handrail system as designed by GEC at additional locations in the arena as much as the budget and time will allow.

## **Town Entrances and Beatification**


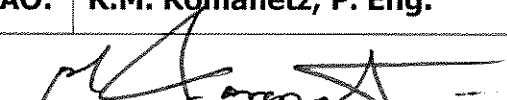
Some preliminary work by staff to obtain and updates quotes for a variety of work are in the process of review and should be moving forward later as the weather permits and seasonal staff are hired.

## **Storm Water Bylaw**

Some information has been gathered while reviewing other utility bylaws that are in the process of updating.

## **Airport Report**

Information is being gathered from various sources to compiled a report for Council's review.

Report Writer:	<b>Allan Kendrick</b> 	CAO:	<b>R.M. Romanetz, P. Eng.</b>
Position:	<b>Director of Infrastructure Services</b>		



# DRUMHELLER

## INFRASTRUCTURE SERVICES

Agenda Item # 9.2



### 2016 Infrastructure Quarterly Report

Name :	Allan Kendrick	Month:	
	Director of Infrastructure Services	January 1, 2016 - March 31, 2016	1st Quarter

#### Last Quarter's Accomplishments:

##### Human Resources:

Occupational Health & Safety Regulations course  
Mosquito License upgrading in Olds  
First Aid Course

##### Facilities:

- Annual fire extinguisher inspections and upgrades
- Quarterly inspections and associated repairs at all facilities
- Annual crane and lifting device inspections
- Updating of radio licence with Transport Canada
- Monthly fire alarm checks
- Monthly groundwater monitoring at the Airport
- Arena ice & facility maintenance for seasonal scheduling
- High end dusting at the BCF
- Duct cleaning at Public Works
- Platform for the fountain vault completed
- Cleaning track at the BFF
- New lighting for the WTP, Public Works and the Fire Hall
- New security doors installed at PW
- Blinds installed at the BCF for Pickle Ball
- Worked on hand rail design for Arena

##### Water:

- Water services, box and rod replacements
- Water plant routine lab work and sample collection
- Treatment chemical, orders and deliveries
- Filter backwashing
- Ongoing UV issues at WTP
- Ongoing testing of a new coagulant chemical at WTP
- Annual WTP, inspection by Alberta Environment and follow-ups

- Water plant routine lab work and sample collection
- Monthly meter installs and reads
- Year end reports finalized and forwarded
- Water break – 202 12<sup>th</sup> Street West
- Fire hydrants – 1 repaired, 2 replaced and added extensions to 3
- Electrical fire at the Rosedale Lift Station

**Wastewater:**

- Monthly sewer flushing of problem areas
- Daily STP centrifuge hopper, cleanout
- Daily sewage hauling from East Coulee WWTP
- Wastewater routine lab work
- Lift station rounds and inspections
- Year end reports finalized and forwarded
- WWTP ongoing issues with valve actuator
- Monthly sewer flushing of problem areas
- Painting at WWTP, headworks building
- Lowering manholes at various locations
- Monitoring sewer odors using odaloggers
- Power issues at the WWTP

**Operations:**

- Cemetery graves and burials
- 133 Locates
- 112 Work orders
- Removal of all Christmas decorations
- De-energized Christmas lights
- Regular refuse collection from sites
- Airport - Monthly ground watering test
- Airport – Monthly fuel readings
- Airport - Yearly maintenance of the NDB and DME
- Operations and Capital budget planning
- Tree pruning and removal
- 2016 Mosquito control consent forms sent
- Decorative lights
- Stampede grounds grading and gravel
- Ordered Memorial benches and refuse containers
- Checked flap gates, culverts and storm lines on river bank
- Tender preparations for equipment
- Utility meeting with MPE and other utility companies
- Weekly tool box meetings
- Labour Management meetings
- Bi-monthly supervisor meetings
- Tender preparations for equipment and vehicles

- Provided security for the Hillsview subdivision
- Renewed vehicle inspection facility licence
- Renewed AMVIC licence
- Preparations for Spring Clean Up
- Preparations for Public Works Open House Week

**Roads**

- Plowing, sanding, grading and snow removal
- Winter ditching to avoid any flooding
- Pothole patching
- Annual sign inventory including repairs and replacements
- Thawing culverts and catch basins
- Line painting tender

**Equipment:**

- Routine servicing and equipment cleaning
- Annual crane inspections of bucket/picker trucks
- Heavy truck CVIP inspections & repairs
- Tri-annuals on all gensets
- Purchased slide in sander

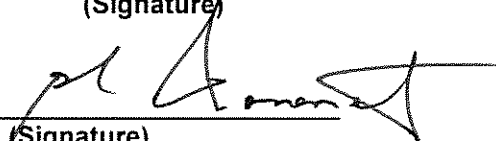
**Land / Developments / Agreements / Projects:**

- Lehigh – Demolition of the old Dobson property
- Rosedale – Demolition of the old Hathaway property
- 3<sup>rd</sup> Ave & Riverside Drive – Dinosaur Demolition
- Removed horseshoe pits
- Completed renovations at 101 Sandstone Manor
- 2016 SIP

...

## Agenda Item # 9.2

Director:   
(Signature)

CAO:   
(Signature)

### Contributions from:

Brian Bolduc  
Fred Sharrun  
Kevin Blanchett  
Daryl McConkey



# DRUMHELLER

## CORPORATE SERVICES



### 1<sup>st</sup> Quarterly Report – March 31, 2016

As was Q4 of 2014, the first quarter of 2015 was largely a huge learning curve for me, as we worked through the Towns year-end process and the financial audit.

#### 2015 Audit

The 2015 year-end audit went extremely well, which can be largely attributed to the excellent job done on a daily basis by Corporate Services staff, ensuring that the financial records of the Town are valid, complete, accurate, properly authorized and timely.

During the audit field work and subsequent workings, I found the auditors and partner to be both thorough and highly professional. The total cost for the audit is as proposed - \$25,000, with no additional costs incurred.

#### Financial Statements & Reporting

Audited Financial Statements as of December 31<sup>st</sup>, 2015 were adopted by council on April 25<sup>th</sup>, 2016 and the statements along with the Financial Information Return will be filed led with Municipal Affairs.

#### 2016 Capital & Operating Budget

The 2016 capital and operating budgets were presented for discussion and subsequently adopted at the regular meeting of council of February 22nd.

#### 2016 Property Taxes

The assessment file has been received from Wild Rose Assessors and has been loaded and validated in our accounting and taxation system. Mill rates have been calculated and the proposed Bylaw has been drafted for presentation for first reading. Assessment notices/tax bills are ready to be generated and issued following third and final reading.

#### Hillsview Subdivision

The lot draw for Hillsview Subdivision was held on April 14<sup>th</sup> with one contractor in attendance. One lot was sold during the lot sale. All remaining lots are now available for sale on a first come basis. For sale signage has been ordered for the individual lots and will be placed when received.

#### Request for Proposal - Advertising

A request for proposal for the placement of its weekly discretionary and statutory newspaper advertising requirements was issued with a closing date of May 5<sup>th</sup>.

#### Offsite Levies

Corporate Services has been supporting this project by way of gathering historical and other needed financial information for the consultant who has been engaged to develop the offsite levies model.

Town of Drumheller  
224 Centre Street  
Drumheller, AB T0J 0Y4



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[www.dinosaurvalley.com](http://www.dinosaurvalley.com)

**Human Resources**

With T-4, LAPP and WCB annual report filing now complete, as in past years, HR is busy facilitating summer and seasonal staff postings, interviews and initial employee on-boarding.

**2015 Property Tax Q1 Operating Statements**

Following is the Q1 Draft Operating statements. Due to the timing of the completion of the 2015 audit, the statements are not fully refined however they do represent a reasonable reflection of actual results.

Report Writer:	Barbara Milller	CAO:	R. M. Romanetz
Position:	Director of Corporate Services		

## Utilities Supported - As of March 31, 2016

	2016 Budgets	March	Budget	Budget
	Final Budget	2016	Difference	Percentage
		YTD Actuals		Used
Total 4101 Water Administration	-1,559,690	-286,374	-1,273,316	18%
Total 4102 River Intake Pump Station	171,525	17,598	153,927	10%
Total 4103 Low Lift Pump Station	25,321	4,925	20,396	19%
Total 4104 Raw Water Reservoir	47,449	5,100	42,349	11%
Total 4105 Purification and Treatment	1,067,348	217,652	849,696	20%
Total 4106 Transmission and Distribution	627,035	119,814	507,221	19%
Total 4201 Sewage Administration - Drumheller	-883,522	-140,201	-743,321	16%
Total 4203 Sewage Administration - East Coulee	-51,000	-14,274	-36,726	28%
Total 4211 Sewage Collection - Drumheller	364,487	97,877	266,610	27%
Total 4213 Sewage Collection - East Coulee	11,705	965	10,740	8%
Total 4221 Sewage Treatment - Drumheller	492,744	103,761	388,983	21%
Total 4223 Sewage Treatment - East Coulee	84,236	10,076	74,160	12%
Total Utility Rate Supported	397,638	136,919	260,719	34%

Overall - Natural gas costs trending 5% higher than budget - will level off over summer months

Overall - Budgeted expenditures for repair and maintenance below budget - most work typically begins in Q2 and continues until early winter

DRAFT

Target = 25%

## Mentionable Variance Explanations

Utility sales down 5% over budget (\$100k)  
- volumes increase during summer

Education expense 9K over budget  
- Operator training & SOP development

**Tax Supported - As of March 31, 2016**

	2016 Budgets	March	Budget	Budget
	Final Budget	2016	Difference	%
		YTD Actuals		Used
Total 0001 General Municipal Revenues	(10,670,824)	(2,523,832)	(8,146,992)	24%
Total 1101 Legislative	258,650	46,919	211,731	18%
Total 1201 General Administration	1,057,033	248,201	808,832	23%
Total 1202 Town Hall	129,544	25,288	104,256	20%
Total 1203 Computer Services	228,926	48,941	179,985	21%
Total 2101 Police Services	1,146,726	253,458	893,268	22%
Total 2301 Fire Protection	376,150	71,308	304,842	19%
Total 2401 Disaster Services - Risk Management	41,328	13,442	27,886	33%
Total 2601 Safety Codes - Drumheller	17,275	2,864	14,411	17%
Total 2602 Safety Codes - Palliser	6,266	241	6,025	4%
Total 2603 Development Permits	73,684	4,778	68,906	6%
Total 2610 Animal Control	15,000	(2,674)	17,674	(18%)
Total 2611 Weed Control	48,021	2,185	45,836	5%
Total 2612 Mosquito Control	117,145	1,766	115,379	2%

**DRAFT****Target = 25%****Mentionable Variance Explanations**

Franchise fees under budget approx. \$90k - March fees not yet received/recorded
Penalties under budget \$10k - biggest penalty month is September
Travel & Registration under budget \$6,400 - budget provision primarily for FCM/AUMA
Projects under budget - \$6,200 - budget provision for STARS, Volunteer appreciation, Arts & Culture
Other general services over budget \$6,300 - demolition costs
Discounts over budget \$19k (107% used) - early tax pymnts taken. Discount period now closed

Communications under budget \$4,200 - provision for new radios and annual licensing fees not yet expended
Education budget over \$3,500 - OH&S & First Aide

**Seasonal expenditures**

Seasonal expenditures  
- spraying began in April

Total 3101 Engineering Administration	466,426	115,764	350,662	25%
Total 3102 Workshop and Yards	246,463	49,248	197,215	20%
Total 3202 Roads and Streets	1,013,708	402,615	611,093	40%
Total 3203 Street Lighting	414,208	63,113	351,095	15%
Total 3204 Traffic Services	62,496	4,970	57,526	8%
Total 3301 Airport	117,241	23,300	93,941	20%
Total 4301 Garbage Collection	292,728	61,576	231,152	21%
Total 5101 FCSS Administration	(77,707)	(23,951)	(53,756)	31%
Total 5102 Handiman Services	31,166	6,630	24,536	21%
Total 5103 Seniors Services	69,905	13,657	56,248	20%
Total 5105 Seasonal FCSS Programs	26,251	5,976	20,275	23%
Total 5106 After School Care	41,916	2,623	39,293	6%
Total 5121 Indirect Programs	33,000	1,628	31,372	5
Total 5301 Seniors Foundation		1	(1)	
Total 5302 Non-FCSS Programs	6,854	(2,261)	9,115	(33%)
Total 5601 Cemetery	39,824	(8,577)	48,401	(22%)
Total 6101 Municipal Planning	105,300	26,320	78,980	25%
Total 6201 Economic Development	96,554	12,024	84,530	12%
Total 6202 Valley Bus Society	70,440	18,610	51,830	26%
Total 6204 Tourism	127,546	14,824	112,722	12%

Contract Services under budget - \$6k  
- provision primarily for crack fill (summer) and snow hauling  
Repairs - Structure under budget \$22,600  
- budget provision largely seasonal, bridge inspection/repairs, ditch cleaning, asphalt repairs  
Fuel under budget - \$5,200  
Amortization expense over budget - \$165k.  
- fully expended to date, but not fully budgeted for  
Electricity under budget - \$30k  
- March expenses not yet included

Fuel sales under budget - \$5,500  
- sales pattern is seasonal  
Repairs - Building under budget \$2000

Salaries/benefits under budget - 10K  
- largely seasonal expense (mowing/grounds mtce)  
Other general supplies/services under budget - \$3k  
- largely seasonal expense (grass seed, ditch cleaning)

Total 6601 Subdivisions and Developments	12,700	10,293	2,407	81%
Total 6602 Land Rentals	(3,700)	(1,000)	(2,700)	27%
Total 6701 Public Housing	99,659	47,331	52,328	47%
Total 6902 Tourist Info / DRCDT	1,985	518	1,467	26%
Total 6904 Old Cells	6,066	820	5,246	14%
Total 6905 RCMP Building	40,562	8,549	32,013	21%
Total 7201 Recreation Administration	372,660	93,245	279,415	25%
Total 7202 Aquaplex	661,583	117,247	544,336	18%
Total 7203 Arena	469,952	86,164	383,788	18%
Total 7204 Parks and Playgrounds	658,585	15,526	643,059	2%
Total 7205 Seasonal Recreation Programs	21,769		21,769	
Total 7206 Curling Club	14,825	2,829	11,996	19%
Total 7402 Library	311,986	75,638	236,348	24%
Total 7404 Community Facility	1,236,901	251,153	985,748	20%
Total 7411 Community Events	65,224	648	64,576	1%
Total 9702 EDUCATION REQUISITION		0	0	
Total Tax Supported		(310,064)	310,064	

Sale of land under budget - \$130k  
- one lot sold in April  
Legal, COGS, contribution to reserves combined, under budget - \$128k

Contract expense under budget \$2,500  
- budget provision for share of operating deficit not yet known  
Other general services over budget - \$24,750  
- balance of costs incurred to reconstruct unit 101

Admissions under budget - \$20k  
Membership sales over budget - \$3,500  
Swimming lessons under budget - \$13,000  
Building rentals under budget - \$3,500

Rental revenue over budget - \$20k  
- seasonal revenue, will level off over summer  
Repairs - Bldg under budget - \$7k  
Clothing and Other General supplies under budget \$3k  
Seasonal department

Revenue - drop in over budget - \$3,875  
Revenue - Birthday parties under budget - \$1,500  
Revenue - memberships over budget - \$10,000  
Advertising & Promo expense over budget - \$7,500



**Name:** Paul Salvatore, Director

**Quarter:** First - 2016

## Community Services – Quarterly Report Q1 2016

### Progress on Work Priorities

#### Economic Development Strategic Update

- 2015 Economic Development Strategic Plan was reviewed with the Economic Development Advisory Committee in February, 2016. Our new Economic Development and Communications Officer will commence work on May 25, 2016.

#### Heritage Arts and Culture

- Council Approved the Heritage Arts and Culture Policy in February, 2016. The policy provides for the disbursement of \$5,000 in municipal grants for heritage, arts and culture activities which can be matched or added to private donations for these activities.
- The Heritage Arts and Culture Steering Committee members have been selected by Council. The first meeting of the Committee is anticipated in the next several weeks.

#### Revitalization / Wayfinding

- We have formed a working committee consisting of key Town staff and 3 members of the Economic Development Advisory Committee. This committee will review the way finding and landscape design (revitalization) options which will generate a multi-year capital improvement plan for streetscaping and

#### Affordable Housing

- Hillsvue 2 project commenced. A lot draw was held on April 14, 2016. Sales appear positive.
- CMHC recently announced funding for the preliminary design of shovel ready affordable housing projects. We will be completing the application process soon after the process unfolds in May 2016 in collaboration with Drumheller Housing Administration.
- Other housing projects currently active on the former playing field site of St. Anthony's school.

#### BCF Kiosk Vendor Lease

- Frutas commenced operations on March 1, 2016. We continue to work this Frutas on various partnership opportunities relative to events, etc.

#### Tourism Levy Report (Complete)

- Schedule B of the Business License Bylaw was removed early in 2016.
- Tourism Destination Marketing fees are now being voluntarily collected in 2016

Telephone: (403) 823-1316

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## BCF and Aquaplex Staffing Models

## Agenda Item # 9.4

- The new Manager of Recreation, Arts and Culture is reviewing staffing levels in our recreation facilities. Additional casual staff have been hired in order to limit our staffing costs.
- Further review will continue into 2016.

## Recreation Subsidy Policy

- The Fee Assistance Program went into effect in February, 2016.
- The new policy provides 50% funding for admissions to Town of Drumheller Recreation facilities. Currently we have applied this policy to 18 users that may not have otherwise been able to access our services.

## Storefront Improvement Grants

- Progress continues on the Storefront Improvement Grant Program in addition to other committee initiatives. The first round of grants have been awarded. Additional grants will be awarded based on the application criteria as determined by the Economic Development Advisory Committee.

## Canada Day Preparations

- Preparations for Canada Day 2016 are well under way. The staff committee has a number of changes proposed for 2016. More details will be made available in June, 2016.

## Kraft Hockeyville

- A local community committee submitted their expression of interest in competing for Kraft Hockeyville arena improvement grant program. The Town offered to assist with their application, however – the effort stopped short early in the process. A community Barbecue was held to demonstrate local support for this effort.

## Alberta Association of Recreation Facilities Personnel (Conference Committee)

- Community Services staff were an integral part of the hosting of one of the largest professional conferences ever held in our history. (April 24<sup>th</sup> to 27<sup>th</sup>) Over 270 registered delegates and 150 associate delegates attended this annual provincial conference and tradeshow generating substantial positive economic outcomes during our tourism shoulder season. The conference once again demonstrated our capacity for hosting such events and made us the envy of many other communities in Alberta.
- AARFP in combination with the Canadian Badlands Conference April 19<sup>th</sup> to 21<sup>st</sup> – led to the strongest recorded hotel occupancy levels ever in the month of April (According to Travel Drumheller and member hoteliers).

## Recreation Programming Review

- New programs were introduced at the Badlands Community Facility (floor curling, spin bicycling, netball, etc.) Staff continue to research and evaluate the potential for additional programming in our facilities relative to the demand for such programming.

Telephone: (403) 823-1316

...

## Agenda Item # 9.4

See Attached Reports from individual business units including statistics and development permit values.

Director:



**M. Paul Salvatore**

CAO:



**Raymond M. Romanetz**

Telephone: (403) 823-1316

## TOWN OF DRUMHELLER QUARTERLY STATS

### Town of Drumheller Building Permits ending March, 2016

Category	Values	Date			Grand Total
		Jan	Feb	Mar	
COMMERCIAL	PERMITS ISSUED	1			1
	CONSTRUCTION VALUE	\$350,000			\$350,000
MULTI-FAMILY	PERMITS ISSUED	1		1	2
	CONSTRUCTION VALUE	\$100,000		\$328,400	\$428,400
RESIDENTIAL	PERMITS ISSUED		2	7	9
	CONSTRUCTION VALUE		\$282,500	\$411,000	\$693,500
Total PERMITS ISSUED		2	2	8	12
Total CONSTRUCTION VALUE		\$450,000	\$282,500	\$739,400	\$1,471,900

### Town of Drumheller Building Permits ending March, 2015

Category	Values	Date			Grand Total
		Jan	Feb	Mar	
COMMERCIAL	PERMITS ISSUED	1	2	3	6
	CONSTRUCTION VALUE	\$30,000	\$11,000	\$58,500	\$99,500
RESIDENTIAL	PERMITS ISSUED	3	5	5	13
	CONSTRUCTION VALUE	\$38,000	\$91,100	\$113,000	\$242,100
Total PERMITS ISSUED		4	7	8	19
Total CONSTRUCTION VALUE		\$68,000	\$102,100	\$171,500	\$341,600

## ***Agenda Item # 9.4***

As of January 2016 we are now using esite for our development permits and have implemented new strategies to create a more efficient and effective service for our clients. There have been a total of 105 development permits issued since January 1, 2016. 21 of those permits are new construction, 3 have been sign permits, and 81 of those applications have been home occupations. Despite difficult economic times we have seen a steady number of applications.

We saw 12 Building permits, 13 Electrical permits, 5 Gas permits, and 5 Plumbing permits submitted for issuance this year for residents in the Town of Drumheller.

We had 34 building permits, 84 electrical permits, 57 gas permits, 16 plumbing permits and 3 Private Sewage permits submitted for issuance this year by Palliser Municipalities.

That is a total of 229 permits issued since Jan 2016 for both Palliser and Drumheller municipalities!



# DRUMHELLER

## COMMUNITY SERVICES

Agenda Item # 9.4



Name:	Judy Quintin-Arvidson	Quarter:	Fourth 2015
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### Last Quarter's Accomplishments:

Light up the Night, the first annual Christmas Festival was well attended. Plaques for winners were purchased and well received.

Christmas hockey tournaments went well.

Activity Guide was completed early.

### COMMUNITY SERVICE SUPPORT:

**Economic Development:** Assisting Cody with different projects in Ec. Dev.

**Before and After School :** We transitioned the billing of the BAAS to BCF. It did cause a double up of payments as we went from post billing (at the end of the month) to pre use billing (at the beginning of the month). Not too much resistance from the parents was experienced and the BCF staff was very helpful in training and helping us do this. Judy will continue to do the Subsidy program as she is the only one with training in it and has all the documentation under control.

**Parenting After Separation:** The new government put the course online and took it away from being offered in Drumheller and all smaller communities. Calgary and Edmonton may still offer an in person course. There is an action being taken by the affected communities to try to change the government's mind on this issue as this will affect the children greatly. It is felt the parents will not get as much training on this issue by reading something on the internet as opposed to being counseled by a trained counselor and a lawyer.

Town of Drumheller  
703 2 Avenue West  
Drumheller, AB T0J 0Y3

COMMUNITY SERVICES

Telephone: (403) 823-1316  
Fax: (403) 823-7739  
E-mail: @dinosaurvalley.com



**Special Events Coordination:** Few events were applied for in the last quarter of 2015.

**ACTIVITY GUIDE:** Activity Guide was completed early and ready but the delivery was late as the printer did not ship them until the cheque was received in the mail. Nicole has spoken to them – that will not happen again.

**Content Management for the New Website:**

Continuing the meetings and keeping information up to date in conjunction with Cody. Also, the Memorial arena has its own FB page which is kept up to date with information on skating.

**Policing Committee –** transferred to Protective Services however Judy was asked to provide clerical support to this board and continues to help Greg Peters in this area.

**None**

**Next Quarter's Objectives:** Budget season. Planning the RFP conference for April 2016

**Upcoming Special Events:**

Volunteer week.  
RFP conference.

**Central Alberta CFSA Quarterly Report  
CBI Programs**

Report for the period January 1<sup>st</sup> to March 30th, 2016.

**A. Contact Information**

<b>Agency Name</b>	<b>Town of Drumheller</b>
<b>Program Name</b>	<b>Community Building Initiatives</b>
<b>Program Address</b>	<b>224 Center Street Drumheller, AB T0J 0Y4</b>
<b>Contact Name</b>	<b>Kim Masson</b>
<b>Contact Position</b>	<b>Community Services Coordinator</b>
<b>Contact Phone</b>	<b>(403)823-1365</b>

**B. Outcomes and Activities** (section 6 of Schedule A)

Goal	Outcome	Performance Measure	Actual #'s	percent
<b>Goal One: Families are supported to create the foundation for children and youth to grow and reach their full potential.</b>	<p><b>A.</b> Increased awareness / understanding of issues impacting children youth and families.</p> <p><b>B.</b> Improve access to support services for families.</p>	Respondents report an increased awareness of issues impacting children, youth and families.		
<p><b>Activities toward this Goal:</b></p> <p>CBI along with FCSS put on a Video Game Tournament once again this year. This was held on the weekend of January 9<sup>th</sup> &amp; 10<sup>th</sup>, 2016. We had 50 participants which was almost double from the attendance last year. Drumheller Kinsmen was our largest sponsorship at \$3000 and Telus was our main sponsor with \$1500.00 and connection switches to connect all the stations together. We had an X-Box as the grand prize as well as 5 games and chargers. McDonalds was able to provide 72 meals and there were also 24 pizzas, fruit and vegetable trays, pop &amp; water. Ping Pong tables were set up for the kids to socialize when it was not their turn. We have been able to get the kids out of their basements and put them in a setting in which they can socialize with their peers. This was once again a very well received event with as many as 90 people in attendance.</p> <p>CBI continues assisting with a local program called the Good Food Box, providing low priced produce for any community member wanting to purchase. A box consists of vegetables and fruit portioned in small and large boxes based on the price of each box. In addition, <b>students from St. Luke's outreach school are set to come assist with the program</b> when they are able. They had a very successful experience last year portioning the produce in each box in preparation for the community members registered to receive their boxes, and plan to continue into 2016 where they are able. The time the students spend with the Good Food Box program helped assist them to receive their Volunteer Hours needed to graduate from school as well as interacting with other volunteers to help develop their social capabilities and other responsibilities for being relied on. Since January, the program has grown by 30+ members and we now have close to 90 members in total. The program has been doing very well and has grown lots over the last few months.</p>				
<b>Goal Two: Families are supported to provide a safe and healthy environment for children and</b>	Increased awareness of challenges that children youth and families face in our community. I.e, bullying, family violence, stress, anxiety,	Respondents report an increased awareness of challenges that vulnerable children, youth and families face in our community.		

youth.				
<p><b>Activities toward this Goal:</b></p> <p>CBI worked with FCSS, and Drumheller Early Child Hood Coalition (funder) to support "Indoor Family Free Play" where families with children 0-5 years old and their siblings to come and play on Sundays. Transportation is also provided free of charge.</p> <p>January 30th marked another Family Fun for Family Literacy Day. We had a puppet show that was able to capture the attention of 72 adults, 27 children (6 &amp; up) 51 children (5 &amp; under) as well as many babies. Great turnout! Family Day Unplugged on February 15th was a large event in partnership with the Town of Drumheller. There was a Toonie Swim. Free Public Skating &amp; Family Fun events in the Field house with 3 inflatable's. Attendance was approximately 200 people (to the field house). We also were able to have family stories and games in another room as well as activities for the pre schoolers hosted by the Early Childhood Development Coalition. Due to the not enough participants, we were unable to do our Gymnastics Event for the month of March and are hoping to try again in May.</p> <p>CBI continues to work with the Before &amp; After School care program. There are 20 children total ranging from Kindergarten to Grade 5. Day to day we have 15 full time and 5 part time. CBI continues to help with the structure of the program maintaining a safe environment, healthy snacks and promote activity.</p>				
<p><b>Goal Five:</b> Communities are responsive to the needs of vulnerable children, youth and families.</p>	<p>Increased awareness of needs and challenges that vulnerable children, youth and families face. ie needs assessment Improved community's ability to respond through collaboration to the needs of vulnerable children, youth and families in the community. ie develop / strengthen coalitions, EC mapping collaborate to streamline services, collaborate to develop supports.</p>	<p>Respondents report an increased awareness of needs and challenges that vulnerable children, youth and families face in our community.</p> <p>Community respondents report an increased ability to respond to the needs of vulnerable children, youth and families in the community.</p>		
<p><b>Activities toward this Goal:</b></p> <p>We continue to work with the FASD committee and oversee the running of their programs supporting youth that deal day in and day out with the complications of FAS.</p>				

### C. Other Community Work

- Family Fun Free Play
- Good Food Box Program
- Video Game Tournament
- Family Day Unplugged

**First Quarter Report**

**Jan 16, 2016 – April 22, 2016**

**Badlands Community Facility Marketing**

**Badlands Community Facility Marketing and Sales Officer**

**Charlotte Stalgitis**

### **Badlands Community Facility Conferences & Meetings:**

#### **Business and Association List:**

Researched over 400 business and associations whom I have been contacting through phone and email promoting the Badlands Community Facility. Each association I make contact with receives a conference package, and a discount code for 5% off their booking. Examples of associations include: Association for Media Awareness, Association for Safety Partnerships, and Association of Architects etc.

- Currently I have connected with 25 associations from this list
- 2016 has received three facility tours from this list and one booking thus far

#### **2016 Affordable Meetings Canada Trade Show in Calgary and Edmonton:**

Badlands Community Facility teamed up with Canalta Hotels at the Affordable Meetings Canada Trade Show in Calgary and Edmonton. <http://affordablemeetingscanada.com/index.html>. Both shows were very successful, totaling in 432 names gathered from the event. Canalta and the Badlands Community Facility have divided these names and are reaching out currently.

- We have received two facility tours from this list thus far

#### **Travel Media Association of Canada Conference and General Meeting Bid:**

Currently the Travel Media Association of Canada (TMAC) is seeking applications to secure a host destination for their conference and annual general meeting for 2018, 2019 and 2020. The Badlands Community Facility is in the beginning stages of working with Travel Drumheller on bidding for this conference for 2019. The four-day conference takes place between March and June and traditionally begins on a Wednesday, with sessions and programming offered through to the closing awards and dinner on Saturday evening and departure on Sunday. Additionally, there are three-day media tours and pre- and post- conference activities. TMAC's average attendance is 190 members; approximately 45% are media and 55% are industry. TMAC request a \$10,000 donation from host. <https://travelmedia.ca/>

- Currently seeking a committee

#### **2017-2018 Fostering Diverse Communities Conference Bid:**

<http://www.wic-ab.ca/home.html>

- Currently in the planning stages

### **Badlands Community Facility Weddings:**

- 2015 saw 8 weddings = revenue of an estimated \$23,000
- 2016 we have 14 weddings booked

#### **Wedding Trade Shows Attended:**

- Bridal Fantasy TELUS Convention Centre Calgary January 31<sup>st</sup>, 2016 (80 names)
- With this Ring Red Deer February 07, 2016 (146 names)
- Welcome Wagon Bridal Show Okotoks March 17<sup>th</sup>, 2016 (54 names)

#### **Wedding Showcase March 13, 2016 from 12:00pm-3:00pm:**

The showcase called out to all newly engaged couples, their families and bridal parties looking for a unique and elegant venue for the Bride and Groom's special day. 50 brides attended the event, and the BCF received 2 bookings from the day. Admission to the showcase was free for brides and vendors. Next year we will be charging both vendors and brides to cover possible rental cost. The Grand Prize draw was drawn on March 31<sup>st</sup> and the lucky bride won 50% off of a 2/3rds hall rental coming to \$550 off of her wedding rental cost.

### **Badlands Community Facility Memberships/ Programs/ Events I organised:**

#### **2016 Chamber of Commerce Spring Expo:**

Badlands Community Facility registered for the Chamber of Commerce Spring Expo April 15, 16, 17. The booth was split between the Aquaplex and BCF Programming. We received over 60 names in our draw. The expo was not as successful as we would have liked, this could have been due to the Chamber charging \$5.00 per entry at the door.

#### **Customer Appreciation Week:**

April's customer appreciation week was given a very soft push. Members were able to bring in a friend for free during customer appreciation week. An estimated 700 customers used the facility during the week, over 70 of these members brought in guest. I am still waiting on numbers to see if we had an increase in memberships, during this week.

#### **Badlands Community Facility 4<sup>th</sup> Birthday:**

March saw the Badlands Community Facility turn 4! A staff BBQ was organised for 80 staff members, and cake and swag was given to members all day long.

#### **I Love My Mom Drum FM:**

- Name mentions in all promotions (live and produced)
- Featured 1 morning as the sponsors
- Big Box or Leaderboard on Drum FM page on DrumhellerOnline.com
- 15x30 second commercials
- Value: \$1000
- Cost: \$400

#### **McHappy Day VIP Alumni:**

Darren and I will be lending an hour on May 4, 2016 to volunteer at the Drumheller McDonalds for McHappy Day. There will be many great opportunities for photo opportunities, advertising and live postings. All proceeds of the day go to the Ronald McDonald House

### **Social Media and Sales Marketing**

#### **Facebook:**

##### ***Drumheller Badlands Community Facility***

- Jan 2014- Jan 2015 1026 likes
- Jan 2015- Jan 2016 1331 likes
- Jan 2016 – April 22 1401 likes
- 70 like increase in 3 months
- On average we see between 10-20 likes on our posts a day
- Posts are seen by 400-1000 people daily

##### ***Town of Drumheller:***

- January 2016 Page Likes: 3255
- April 22<sup>nd</sup> 2016 Page Likes: 3429
- 174 like increase in 3 months

##### ***Badlands Community Facility Special Events and Conferences***

- January 2016 Likes: 24
- April 22<sup>nd</sup> 2016 likes: 95

## Agenda Item # 9.4

### Instagram:

*@Badlands Community Facility*

Dec 23, 2015 saw the creation of the BCF's first Instagram account. The Instagram focuses on health and fitness motivation as well tips and tricks for a better healthier you.

- Followers: 60
- A marketing plan is under way to increase followers

### Twitter:

*@BCFDrum*

January 2016 saw the creation of the BCF's Twitter Account.

- Followers: 25
- A marketing plan is under way to increase followers

### Rise Vision Players:

Rise Vision is the Badlands Community Facilities new Monitor system, which has replaced Carousel. Carousel was outdated, and we were receiving no tech support when issues arose from Digital Edge Media in Edmonton (our providers of the Carousel system). With the help of Brian Yannish, we found Rise Vision, which is a free program that allows you to schedule content to an unlimited number of displays, anywhere, any time. We purchased 8 players, coming to a total of \$1000.

These players can run on wifi and lead to unlimited possibilities in the marketing and sales realm. One of the monitors is portable, and I plan on using it for tradeshow and marketing displays. My goal, is to step away from DCT, our marketing provider for the screens and create our own sales pitch where we will sell add space on the monitors.

As these devices are newly fresh within 4 days, plans are still underway of how this will look. The systems were put to the test at the Canadian Badlands Conference, and proved to be very successful. We will also be using the players for the AARFP conference to display sponsors, room schedules, event schedules, social media feeds etc.

**First Quarter Report January – March 2016 (Bookings)**

**1. Number of permits created for the BCF: 138**

Summary of Events in this quarter:

- (88) Administrative (18 Town Sponsored)
- (10) Birthday parties
- (0) Anniversary
- (2) Conferences
- (1) Concert/Performances
- (0) Fundraiser
- (2) Maintenance
- (14) Meetings
- (4) Memorials
- (1) School groups
- (4) Special/Holiday events
- (8) Sport/Competition
- (0) Tradeshow
- (4) Training
- (1) Wedding
- Total charges in this quarter: \$28,171.70
- Total "Town Sponsored" (NFP) is equal to \$2123.29

2. We are continuing the process of collecting on outstanding membership balances. Brandon in the Acting Supervisor Role has been calling to collect outstanding membership balances
3. *Newsletters are being prepared and distributed by Erica; was distributed for January and February.*
4. More detailed notes used on Resource Scheduler are allowing supervisors to look ahead to what events are coming up and do necessary set up. Supervisors feel comfortable calling or texting me when more explanation is required.  
A contributor to dealing with customer conflict effectively has been working closer with the supervisors, being aware of opportunities to "wow" customers, and saying thank you to our members when they leave. More attention has been paid on pre and post event inspections to better facilitate the return of damage deposits. New layout software was purchased to assist with accuracy in event set-ups.
5. 2016 Business plan on hiatus until further instruction.
6. Erica successfully completed AMHSA courses: Health and Safety Management Systems (98%) and Audit Training (90%). Erica hopes to secure her Audit Certificate with an Audit in May.
7. Erica attended a Wedding Expo in Calgary that was successful.

**First Quarter Report January – March 2016 Successes**

- RDMUG had a large turn out with Mayor and Reeves that represent communities that use water from the Red Deer River. Having municipal level exposure to our facility is beneficial.
- Corrections Canada hosted two training sessions; one local to the Drumheller institution, the other hosted staff from Central/Western institutions
- 4 memorials were hosted
- Humane Society hosted its Annual Spaghetti Lunch; largest turnout to date!
- 1 wedding in February
- Alberta Chapter of the Wildlife Society hosted their 3 day conference over a weekend in March. Major successes in turnovers, constructive criticism in stage placements for future events (to have stage slightly to the side so the screens are not being obstructed)
- Participated in an in-depth A/V training with supervisors and Eric Neuman
- Junior Achievement Awards was a huge success –the organizer had given lots of positive feedback about the staff and facility. Looks forward to working together for the next event.
- Alberta Health Services hosted their conference at the BCF. It was smaller in size, but they had a wonderful experience.
- The Wedding Expo hosted at the BCF was a huge success. The banquet halls were done up beautifully and really showcased what they are capable of.
- Drumheller Music Festival hosted its annual concert.
-

**Badlands Community Facility Q1- 2016**

**Programming- Jacy Calon**

**April 15, 2016**

**1<sup>st</sup> Quarter Goals**

<b>Goal</b>	<b>Status</b>	<b>Notes</b>
Re-evaluate instructor program	In progress	Creating cost recovery formula
Dead space revitalization plan	In progress	Impromptu cycling studio
Re-evaluate Biometrics	Completed	Cancelling collaboration due to lack of interest
Asset Mgmt. Plan	In progress	Met with Apple Fitness
Community Stakeholder collaboration	On going	Still need to meet with: D.A.R.T.S.

**Current or pre-established programs**

<b>Classification</b>	<b>Offerings</b>
Free with purchase	Power Yoga, Keeping Up Fitness, Mind and Body Yoga, Taekwondo, PickleBall, Fitness On Demand,
Free to public	Childhood Coalition Free Play, Parent Link
External	Soccer, Floor Hockey
Fee	Flex Days & Week Camps (see Appendix A-Program Revenue), Dodgeball (cancelled)
Event	Battle of the Sexes, Dragons Meet, Greet, and Play

**New or introduced programs**

<b>Program</b>	<b>Type</b>	<b>Date</b>	<b>Status</b>
Workout Binder	Workout perk	March	Complete
Human Movement Class	Single class	April 16	Occurring soon
Canoe Trips	x 2 event	July 23, August 20	In progress
Riparian Ecology Walk	Single event	July 7	In progress, reg. open
C.O.R.E. Cycling	x2 - 7 wk sessions	March 7-Apr 21 Apr 25- Jun 9	In session
RBC Cup Tour	Single event	March 30	Occurred
Running Speaker	Dinosaur Valley Half Marathon Partnership	March 14	Occurred: 5 ppl.
Massage Speaker	"	March 21	Occurred: 4 ppl.
Nutrition Speaker	"	March 28	Occurred: 7 ppl.
Commit to Fit	Month theme	January	Success

March Marathon Madness	Month theme	March	Needs re-evaluating
Fitness On Demand Feature (Appendix B)	Month theme	April	Marketing promo occurring
Badminton Mini-League	Teen targeted as requested	March 28-31	Failed
Shuffleboard Drop-In	Partnership with Alberta 55+	Jan 8 – May 20	Success in session
Netball Alberta	Partnership	April 30	Pending
Pickleball Matches	To increase youth	Jan 21- Apr 21	Reboot in fall
Tai Chi	Change of location	April 11 onwards	In progress

#### **Developing or future programs**

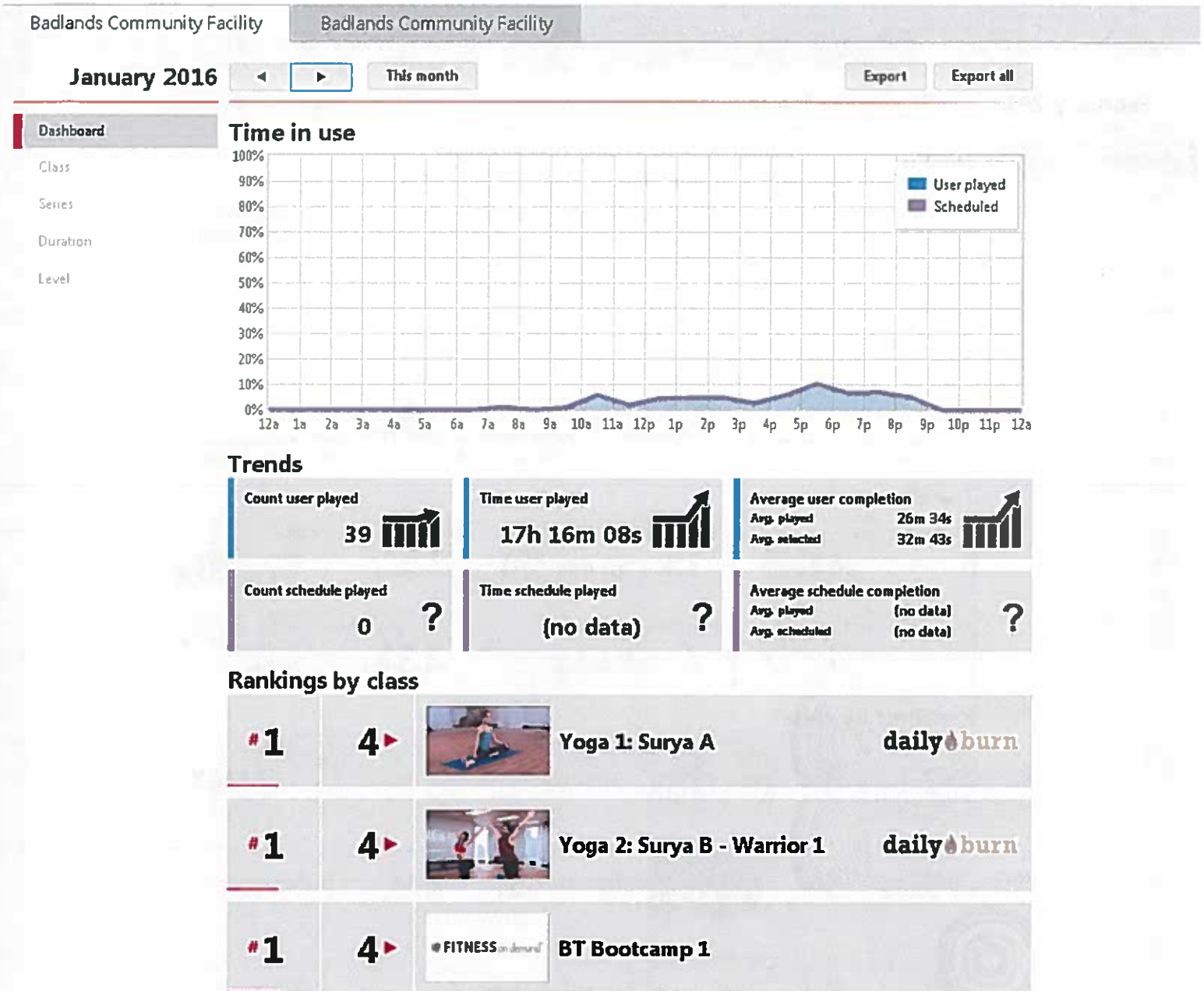
<b>Program/Item</b>	<b>Notes</b>	<b>Status</b>
Certifications	Child Certification: Jacy Calon, Georgia Page Strength & Conditioning through NCFS: Amber Leavitt	Georgia & Amber: in progress Jacy: completed, doc. sent to HR to file
Prescription to Get Active	Attended webinar	In contact with AHS
Teen Summer Programming	Created online survey, needs distribution	In progress
Pickleball Tournament	Put on hold	In progress
TRX Workshop	Put on hold	In progress
Running Club	Put on hold	In progress
Junior Ambassadors	Developing	In progress
Wine & Cheese	Potential partnership with the Atlas Coal Mine	In progress
Best of Banff Film Fest.	Requires researching	In progress
Day Trips: Mountain Hikes and Climbing Walls in Calgary	Put on hold	In progress
Yoga in the Park	Already developed by another stakeholder	Won't be pursuing
Skateboard camp	Already taken on by FCSS and Shredz	Won't be pursuing
Summer Fun Admin	Revamping	In progress

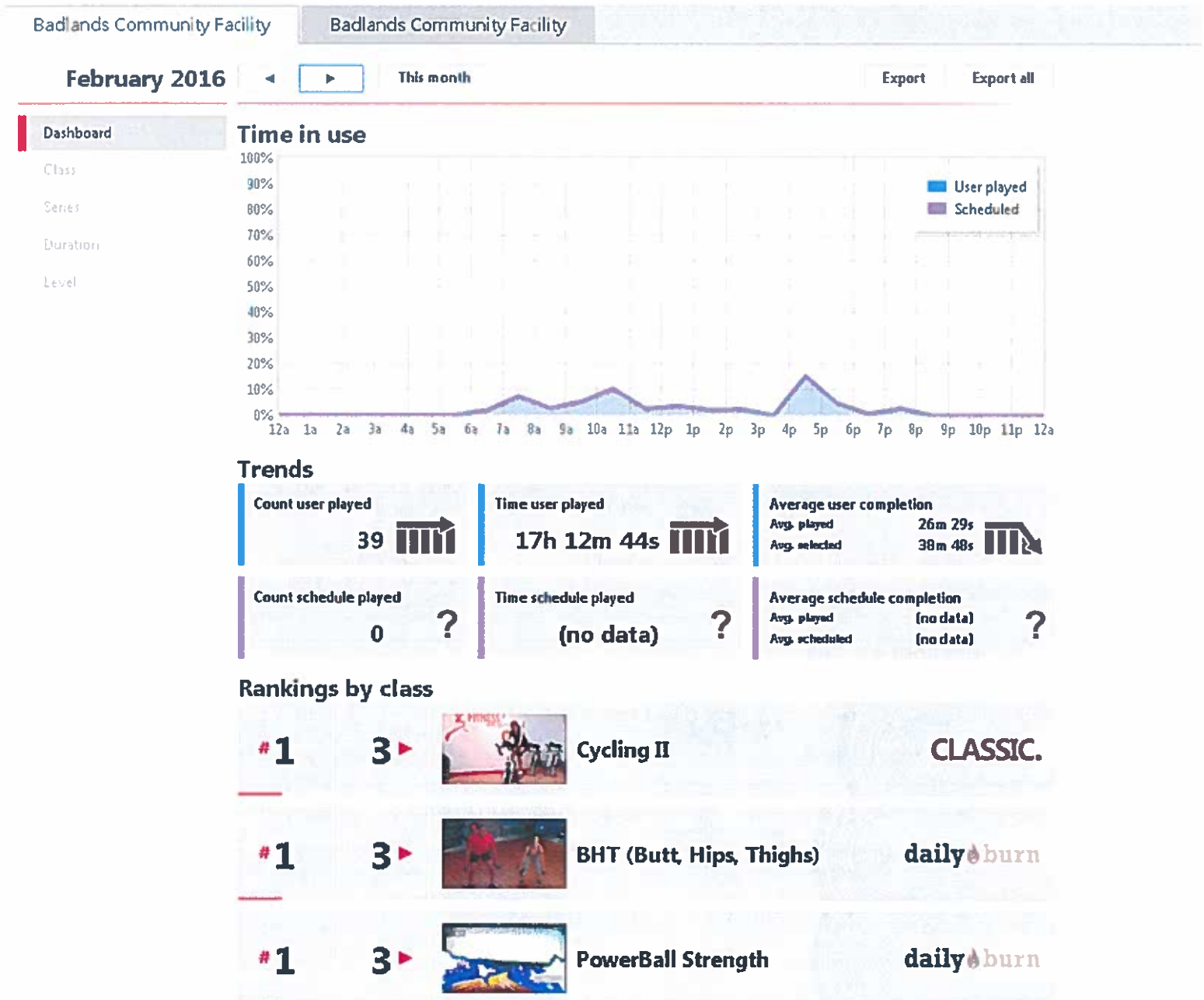
#### **Hiring staff**

Grants to look in to: Canada Summer Job grants, STEP grant program

#### **Staff Required:**

- 1 coordinator summer fun- job posted
- 2 full summer fun delivery staff- job posted
  - o 1 part summer fun delivery staff





Badlands Community Facility

Badlands Community Facility

March 2016

This month

Export

Export all

## Dashboard

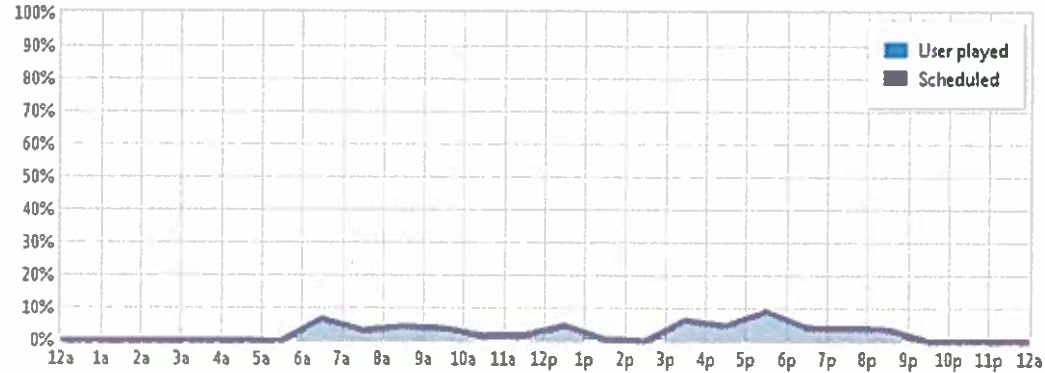
Class

Series

Duration

Level

## Time in use



## Trends

Count user played

39

Time user played

17h 20m 09s

Average user completion

Avg. played 26m 40s

Avg. selected 37m 36s

Count schedule played

0

Time schedule played

(no data)

Average schedule completion

Avg. played (no data)

Avg. scheduled (no data)

## Rankings by class

#1

6



DB15 MMA

dailyburn

#1

6



Live Road Series 1 - Top of the Rockies,

#1

6



Live Road Series 1 - Top of the Rockies,

INDURO CYCLING

**Total Attendance: 10 084 people**

**Scheduled Swims: 6775**

**Drop-in – 2351**

**Members – 4424**

- Aquafit – 846
- Residential status
  - o Residents: 3187
  - o Non-residents: 501
  - o Unknown (using tickets or promotional admissions): 726

**Lessons & courses: 528 ( 133 individuals)**

- Residents: 94
- Non-Residents: 39

**Other user groups (BCF Flex Day, School lessons, Edutours, Canadian Badlands Aquatic Club, private rentals):  
2781**

**ActiveNet Cash Receipts total: \$**

**January 2016**

**Total Attendance: 3013 people**

**Scheduled Swims: 2349**

**Drop in – 721**

**Members – 1628**

- Aquafit programs: 432
- Residential status
  - o Residents: 1182
  - o Non-residents: 197
  - o Unknown : 249

**Lessons & Courses: 68**

**Residential Status (43 individual registrations:)**

- Residents: 27
- Non-residents: 16

**School Lessons: 423**

**Pool Rentals: 173**

- Canadian Badlands Aquatic Club: 173

... Total Active Memberships: 270

- Residents: 237 individuals
- Non-residents: 33 individuals

New/Renewed Memberships: 72

ActiveNet Cash Receipts Total: \$17 304.00

#### February 2016

Total Attendance: 3329 people

Scheduled Swims: 2501

Drop in – 887

Members – 1614

- Aquafit programs: 414
- Residential status
  - o Residents: 1179
  - o Non-residents: 169
  - o Unknown : 266

Lessons & Courses: 154

Residential Status (34 individual registrations:)

- Residents:27
- Non-residents: 7

Pool Rentals: 437

- Private: 25
- Canadian Badlands Aquatic Club: 106
- Edutours: 306

BCF Flex Day: 39

School Lessons: 198

Total Active Memberships: 285

- Residents: 255 individuals
- Non-residents: 30 individuals

New/Renewed Memberships: 36

ActiveNet Cash Receipts Total: \$16 354.22

#### March 2016

Total Attendance: 2038

## **Agenda Item # 9.4**

### **Scheduled Swims:**

Drop in – 743

Members – 1182

- Aquafit programs: 379
- Residential status
  - o Residents: 826
  - o Non-residents: 135
  - o Unknown : 221

Pool Rentals: 508

- Swim Club: 115
- Edutours: 388

BCF Flex Day/Winter Camp: 25

Lessons & Courses: 306

Residential Status ( 56 individual registrations:)

- Residents: 40
- Non-residents: 16

School Lessons: 983

Total Active Memberships: 246

- Residents: 222 individuals
- Non-residents: 24 individuals

New/Renewed Memberships: 28

ActiveNet Cash Receipts Total: \$12 068.81

### **Staffing:**

- staffing numbers remained steady during this quarter, which was of great help when we had a large school group come in for swimming lessons

-one shift supervisor stepped down from their position and we are beginning interviews to fill the vacancy.

-anticipate a few staff leaving in April, some on holidays, which is making scheduling tight for the next few months.

Looking to hire staff in the form of cashiers/slide attendants, lifeguards and/or instructors and a full time shift supervisor

### **Facility:**

·a few of the drawings by Stantec were shown to the public for their input. Though no one pool design stood out over the others, the features that were chosen as being of greatest importance was a shallow pool area as well as accessibility for those with mobility issues.

## **Agenda Item # 9.4**

-in order to do accurate measurements of the pool basin, we had to drain the pool, subsequently being shut down from March 7-13. With staff working through the night, we were able to begin draining after programs were finished at 7 pm on Sunday, March 6<sup>th</sup> and begin filling again by 9 pm on Monday, March 7<sup>th</sup>. Water Samples were then submitted on Thursday, and working with AHS we were able to get partial results back by Friday at 5 pm, and full results back by Monday morning at 8 am to be able to open the facility at 9 am on Monday, March 14<sup>th</sup>.

### **Bookings:**

-Canadian Badlands Aquatic Club consistently booked lanes of the pool every Monday/Tuesdays/Wednesday/Friday

-The Tyrell Museum continues their Edutour program, bringing in students to swim at the pool before their own programs

### **Programs:**

-Swimming lessons continue to be a popular program, with 133 people going through lessons or courses this quarter (not including school lessons)

-Aquafit classes continue to draw a crowd. The name change to "Senior Aquafit" has greatly increased the numbers in that particular class, going from 15 people on average per class to 24. We also changed the format of our Water Therapy program, and it has a steady group of 5-8 people with lots of people asking questions.

-Junior Lifeguard Club continues to be a popular class on Sundays, really helping to bridge the gap from when kids finish their Red Cross lessons until they are old enough to take their Bronze Medal awards, which has lead to 2 Bronze courses running this quarter

-We attempted to run mini-sessions of water sports during our Flex Friday swims, with poor results. People would ask questions about the sports prior to the date, but when it was time for people to try the sport, it had no attendance. Perhaps trying it at a different time of day might result in more success.

-Battle of the Sexes ran at the Aquaplex from February 1-14, and then the BCF the following two weeks. There were 108 participants at the Aquaplex, and 90 at the BCF, with a total of 2 196 km swam/walked/biked/ran between the two facilities

-we have been steady with school groups coming in for swimming lessons, primarily working with Grades 1-6 from both Drumheller schools, as well as Standard school this quarter

### **Upcoming:**

-Lessons will continue to run until mid-June

-School lessons are booked solid until mid-June, with one week break before the end of the school year swims for 4 schools.

-Leadership courses for lifeguarding and instructing learn-to-swim programs will be running through the next quarter.



# DRUMHELLER

## PROTECTIVE SERVICES



NAME: Greg Peters

QUARTER: JANUARY – MARCH 2016

### LAST QUARTER'S ACCOMPLISHMENTS

- additions to the land fill bylaw have been completed and ready for the consideration of council
- additional training courses in occupational health and safety, health and safety auditing and first aid have been held for town staff.
- the Town has reconciled with the province regarding equipment purchased under the flood mitigation grant of 2014.
- risk management has arrived at a narrowed field of ideas regarding a town safety and recognition program.
- an Occupational health and safety overview course was held which many town staff attended.
- work is underway to revise and complete fire service mutual aid agreements.
- a draft of workplace violence policy has been completed
- the CAO, director of infrastructure and director protective services are receiving training in operating and utilizing the province's river forecasting website that is administered by Alberta environment
- bylaw members attended 242 incidents/calls for service ranging from animal calls, parking, trespassing and assisting the police- please review the attached sheets for more details.
- the Fire Chief reports the department attended 28 calls for service, kindly review the attached sheet for more details.

### PROGRESS ON PROJECTS/PROGRAMS

- review and update of municipal emergency plan is continual
- demolition completed of two derelict properties.
- the director works continually and daily on many issues arising from all town departments.
- .-the fire chief reports his statistics on a separate sheet attached to this report.
- the fire chief and director continue to research a bylaw regarding structures required to have sprinkler as a fire suppression aid and a bylaw that addresses firefighter response to false alarms.
- work is ongoing and continual regarding the Tough Mudder event August 2016.
- the AFRCCS emergency radio system installation progress and proposed implementation date are still being monitored by the director and fire chief

### NEXT QUARTER

- bylaw members will see an increase in weed and grass notices and issues, trailer and motorhome parking, and animal related investigations and issues increase in warm weather as do neighbor issues.
- members have started sometime ago with the advent of warmer weather to monitor and issue yard clean up notices

Town of Drumheller  
224 Centre Street

**Protective Services**

Telephone: (403) 823-1363  
Fax: (403) 823-7739

## Agenda Item # 9.5

- work will continue to complete the regional emergency response plan under grant funding from Alberta Community partnerships
- fire service agreements mutual aid agreements work continues towards the completion of same.
- continue research and consideration on an alcohol and drug policy
- research and work on new traffic bylaw
- research information with the fire chief's assistance on a new fire and fire alarm bylaw
- research information and consult with the RCMP regarding false alarm bylaw
- Tough mudder officials will be in town in April to begin work on this year's event. The director will have several meetings with them to begin preparation for this year's event.
- assist Miner's day event May 1.
- beaver control efforts with be stepped up.
- Town expects an update on whether the AFRCCS provincial emergency radio system will adhere to the proposed start up date of July 1, 2016.
- an Emergency Management Committee meeting is scheduled for May 12 at 3:30 p.m. at Town hall

Greg Peters  
Director of Protective Services

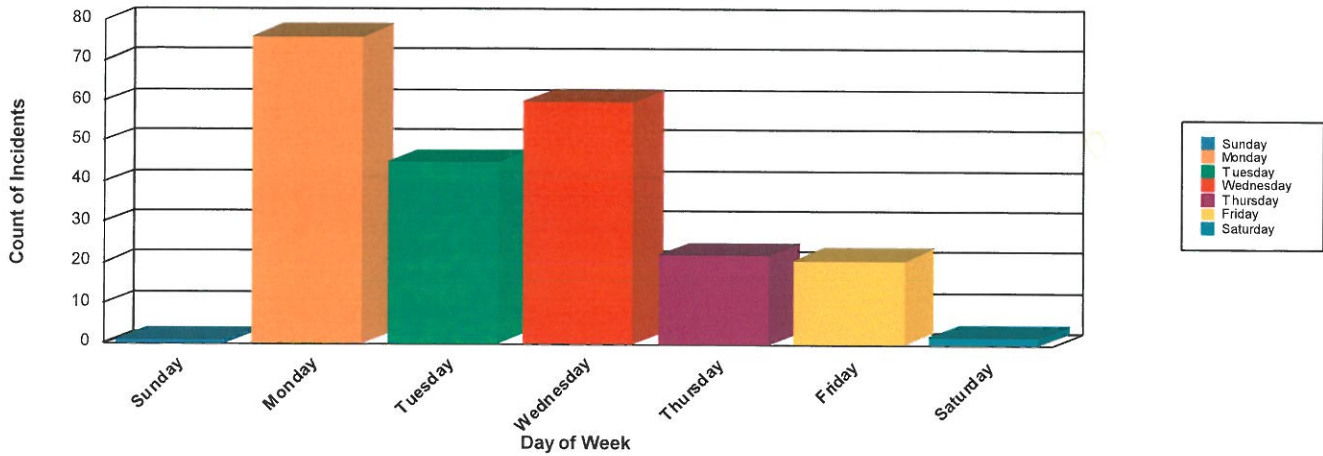
Report Writer:	<b>Greg Peters</b>	CAO:	<b>R.M. Romanetz, P. Eng.</b>
Position:	<b>Director of Protective</b>		

2016 Fire Call Stats  
January – March 31

Structure fires	2
False alarms	12
Motor Vehicle Collisions	7
Grass Fires	1
Rescue hill, river, etc	0
Hazmat	0
EMS assist	1
CO detector	2
Car fires	2
Mutual aid	0
Garbage bin	0
Misc	1

Statistics from: 2016/01/01 12:01 AM to 2016/03/31 11:59 PM

### Count of Incidents by Day of Week



Total Count for <b>Sunday</b> : 1
Total Count for <b>Monday</b> : 76
Total Count for <b>Tuesday</b> : 45
Total Count for <b>Wednesday</b> : 60
Total Count for <b>Thursday</b> : 22
Total Count for <b>Friday</b> : 21
Total Count for <b>Saturday</b> : 2

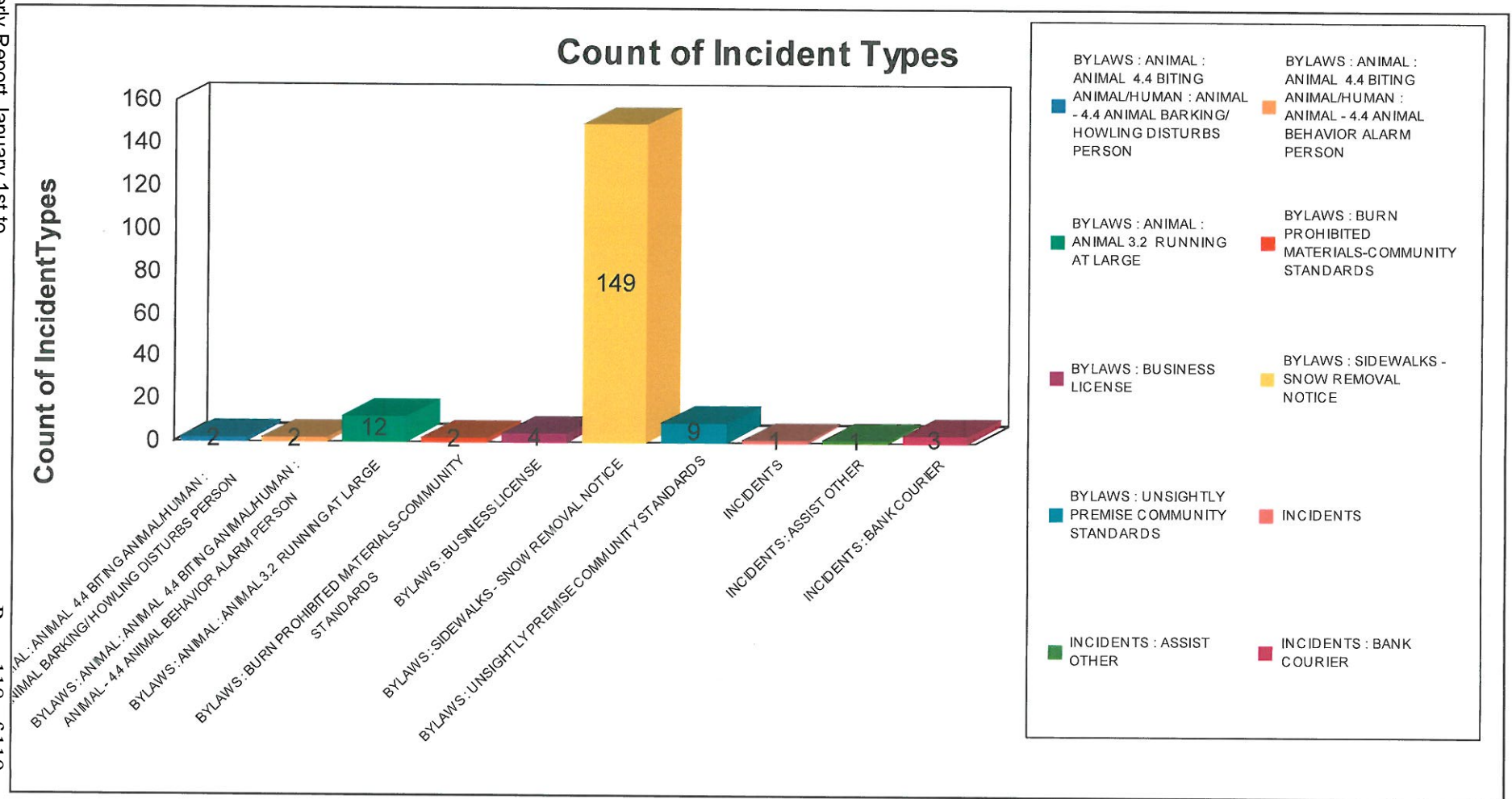
**Total Number of Incident Types : 227**

**Total Number of Reports : 2**

# Town of Drumheller

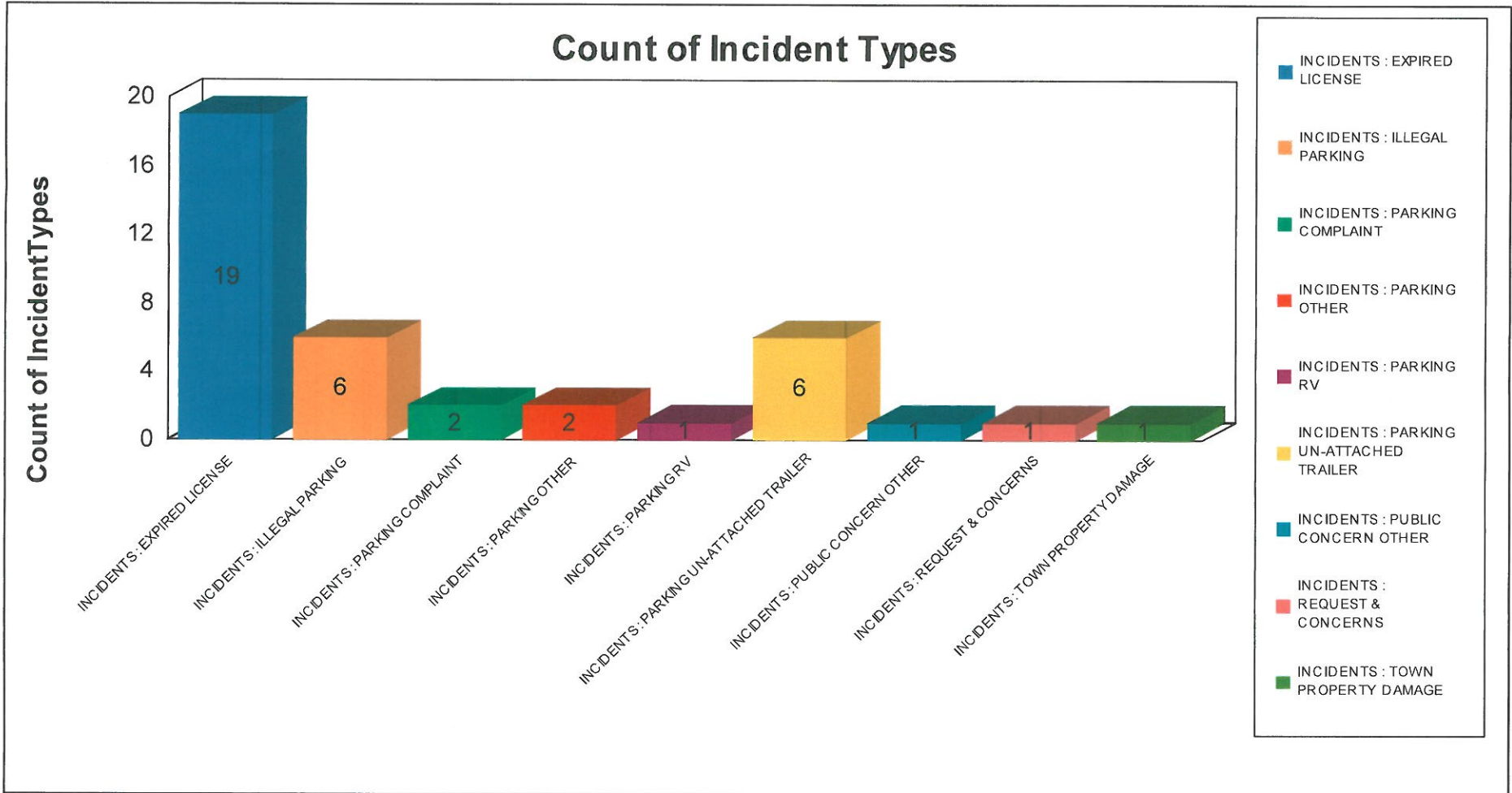
Statistics from Occurred Date: 1/1/2016 12:00:00AM to 3/31/2016 11:59:00PM

## Case Report



BYLAWS : ANIMAL : ANIMAL 4.4 BITING ANIMAL/HUMAN : ANIMAL - 4.4 ANIMAL BARKING/HOWLING DISTURBS PERSON: 2 1%

Case Report



INCIDENTS : EXPIRED LICENSE: 19 8%

INCIDENTS : ILLEGAL PARKING: 6 3%

INCIDENTS : PARKING COMPLAINT: 2 1%

INCIDENTS : PARKING OTHER: 2 1%