



AGENDA

Committee of the Whole Meeting

4:30 PM - Monday, February 1, 2021

Virtual Remote Meeting & Live Stream Dinosaur Valley YouTube Channel

	Page
1. CALL TO ORDER	
2. REPORTS FROM ADMINISTRATION	
2.1. CHIEF ADMINISTRATIVE OFFICER	
2.1.1. Chief Administrative Officer and Development Department - 2020 Q4 Reports and Statistics	3 - 5
D. Drohomerski - Q4 Report 2021Jan29 Building Permits Q4 Statistics 2021Jan29 Building Permit Comparison Graph 2010-2020 2021Jan29	
2.2. MANAGER OF FINANCE	
2.2.1. 2020 Year End Report	6 - 7
E. Gwinner - 2020 Q4 Report 2021Jan29	
2.3. DIRECTOR OF INFRASTRUCTURE SERVICE	
2.3.1. Infrastructure - Q4 Report & 2020 Annual Report	8 - 17
D. Brett - Q4 Report 2021Jan29 Infrastructure 2020 Annual Report 2021-01-27 SeeClickFix-Report-Card-YTD 2021 2021Jan28	
2.4. DIRECTOR OF EMERGENCY AND PROTECTIVE SERVICES	
2.4.1. 2020 Year End Report	18
G. Peters - 2020 Q4 Report 2021Jan29	
2.4.2. Fireworks Bylaw 19.20 - Discussion and Review	19 - 52
Fireworks Bylaw 19.20 DRAFT - V. First Reading 2020Nov23 Fireworks Bylaw 19.20 & Permit Application DRAFT-Amended 2021Jan29	
2.4.3. Covid Update	
2.5. MANAGER OF RECREATION, ARTS & CULTURE	
2.5.1. 2020 Year End Report	53 - 55
D. Goldthorpe - 2020 Q4 Report 2021Jan29	
2.6. MANAGER OF COMMUNITY DEVELOPMENT AND SOCIAL PLANNING	
2.6.1. 2020 Year End Report	56 - 57
A. Harrison & H. Carlson - 2020 Q4 Report 2021Jan29	

2.7. MANAGER OF HUMAN RESOURCES

- 2.7.1. 2020 Year End Report 58
[N. Skiftun - 2020 Q4 Report 2021Jan29](#)

2.8. COMMUNICATIONS OFFICER

- 2.8.1. 2020 Year End Report 59 - 60
[E. Crocker - 2020 Q4 Report 2021Jan29](#)
2.8.2. Town of Drumheller Website Launch and Tour

3. CLOSED SESSION

- 3.1. Service Delivery - FOIP 24 (1) - Advice from Officials

Motion: That Council close the meeting to the public as per FOIP 24(1).

4. ADJOURNMENT

**Quarterly Report for CAO – 2020 Strategic Priorities**

Name: Darryl Drohomerski, C.E.T.

Period: October to December 2020

Civic Solar: Lease – Work is ongoing on access and other miscellaneous agreements. The Proponent and Town signed a lease agreement in spring 2020 after approval for the project was given by Alberta Utilities Commission.

Public Communications: Gap Analysis – Our new Communications Officer has been working closely with the consultant to develop the workplan to implement the recommendations that are outlined in the report. An update on the workplan was provided to Council in November and work is ongoing with quarterly reports by Communications to be presented to Council in 2021.

ICF: Memorandum – Completed earlier this year. All four agreements have been submitted to Municipal Affairs for their reference.

Derelict Buildings: Municipal Authority – The Town Solicitor and Administration have concluded a separate by-law is not required to effect Derelict Buildings. Administration identified two test-case properties and will be moving ahead with enforcement and compliance measures to remove or improve the properties in 2021.

Service Levels: Key Performance Indicators – This work was started in some departments in 2020. Further refinement of the information and expanded data analysis is ongoing and is both an Administration and Council priority for 2021.

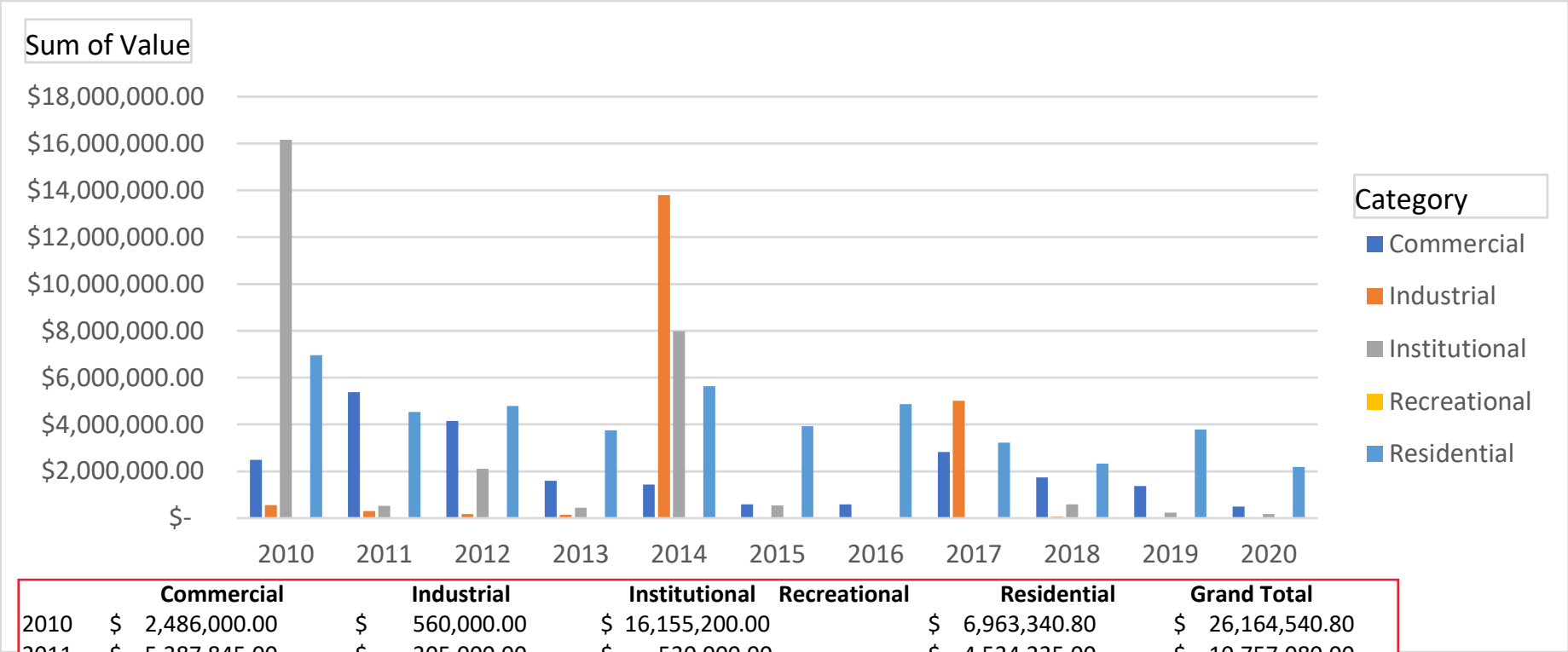
Covid – 19 Town of Drumheller Response – The response to Covid continued throughout the summer with some recreation facilities opening in June (arena, diamonds) and others in September (BCF, Pool).

However, the Province implemented measures in December that again closed recreation facilities and changed work practices for the organization and the general public. Many of the projects that were expected to be completed in 2020 had been deferred or took longer because of the staffing as well as contractor resources not being readily available. The restrictions continue as of the writing of this report.

TOWN OF DRUMHELLER QUARTERLY STATS

Town of Drumheller Building Permits														
Quarterly Report Ending December 31, 2020														
		Date ▾												
Category ▾	Values	Jan	Feb	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total	
COMMERCIAL	PERMITS ISSUED		1	2	5	2	1	5	2	3		1	22	
	CONSTRUCTION VALUE		\$14,000	\$11,000	\$20,000	\$3,000	\$5,500	\$114,900	\$180,000	\$98,000		\$45,000	\$491,400	
INSTITUTIONAL	PERMITS ISSUED	1									1		2	
	CONSTRUCTION VALUE	\$17,500									\$160,000		\$177,500	
RESIDENTIAL	PERMITS ISSUED	2	2	3	10	9	8	9	4	6	1	1	55	
	CONSTRUCTION VALUE	\$125,388	\$5,100	\$112,500	\$153,520	\$229,996	\$225,970	\$698,831	\$176,100	\$440,334	\$12,000	\$1,500	\$2,181,239	
Total PERMITS ISSUED		3	3	5	15	11	9	14	6	9	2	2	79	
Total CONSTRUCTION VALUE		\$142,888	\$19,100	\$123,500	\$173,520	\$232,996	\$231,470	\$813,731	\$356,100	\$538,334	\$172,000	\$46,500	\$2,850,139	
Quarterly Report Ending December 31, 2019														
		Date ▾												
Category ▾	Values	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total
COMMERCIAL	PERMITS ISSUED		1	4	2	3	3	1	2	3	1	4	1	25
	CONSTRUCTION VALUE		\$40,000	\$136,367	\$2,000	\$69,000	\$24,500	\$1,200	\$82,138	\$40,000	\$25,000	\$946,000	\$10,000	\$1,376,205
INSTITUTIONAL	PERMITS ISSUED			1		1			2		1	1		6
	CONSTRUCTION VALUE			\$999		\$30,000			\$148,000		\$40,000	\$14,000		\$232,999
MULTI-FAMILY	PERMITS ISSUED					1		1				1		3
	CONSTRUCTION VALUE					\$275,053		\$45,000				\$275,053		\$595,105
RESIDENTIAL	PERMITS ISSUED	2	2	6	4	5	5	6	4	3	5	4	1	47
	CONSTRUCTION VALUE	\$33,783	\$30,640	\$659,699	\$65,427	\$435,432	\$431,839	\$513,000	\$330,000	\$312,700	\$59,500	\$287,750	\$36,000	\$3,195,770
Total PERMITS ISSUED		2	3	11	6	10	8	8	8	6	7	10	2	81
Total CONSTRUCTION VALUE		\$33,783	\$70,640	\$797,065	\$67,427	\$809,485	\$456,339	\$559,200	\$560,138	\$352,700	\$124,500	\$1,522,803	\$46,000	\$5,400,079

Chart - 2010 to 2020
Town of Drumheller Building Stats



	Commercial	Industrial	Institutional	Recreational	Residential	Grand Total
2010	\$ 2,486,000.00	\$ 560,000.00	\$ 16,155,200.00		\$ 6,963,340.80	\$ 26,164,540.80
2011	\$ 5,387,845.00	\$ 305,000.00	\$ 530,000.00		\$ 4,534,235.00	\$ 10,757,080.00
2012	\$ 4,148,150.00	\$ 179,000.00	\$ 2,103,377.00		\$ 4,789,389.00	\$ 11,219,916.00
2013	\$ 1,601,000.00	\$ 150,000.00	\$ 440,000.00		\$ 3,759,050.00	\$ 5,950,050.00
2014	\$ 1,431,900.00	\$ 13,800,000.00	\$ 7,977,210.00		\$ 5,638,631.00	\$ 28,847,741.00
2015	\$ 592,447.00	\$ 8,000.00	\$ 537,000.00		\$ 3,928,286.00	\$ 5,065,733.00
2016	\$ 590,710.00	\$ 1.00	\$ -		\$ 4,861,788.00	\$ 5,452,499.00
2017	\$ 2,822,813.00	\$ 5,018,676.00	\$ 3,500.00		\$ 3,219,332.00	\$ 11,064,321.00
2018	\$ 1,736,174.00	\$ 65,000.00	\$ 593,604.75		\$ 2,328,516.00	\$ 4,723,294.75
2019	\$ 1,376,205.00		\$ 232,999.00		\$ 3,790,875.00	\$ 5,400,079.00
2020	\$ 491,400.00		\$ 177,500.00		\$ 2,181,239.00	\$ 2,850,139.00
	\$ 22,664,644.00	\$ 20,085,677.00	\$ 28,750,390.75		\$ 45,994,681.80	\$ 117,495,393.55



Corporate Services - 2020 Year End Report

Name: Elin Gwinner

Date: October to December 2020

2019 Audit - complete

2020 Year End/Audit

With allocating resources this past year to the Covid response and the increased work load it created, in addition to a lengthy audit process, work on 2020 financials and GL is just now starting to get under way. Due to the amount of work that needs to be completed, we will likely be submitting the 2020 audit after March 2021.

Financial Process Enhancements:

iCity (Vadim) Financial Software:

- iCity Online (online access to view accounts and/or pay Property Tax, Utilities, Accounts Payable/Receivable, Pet Licenses, Business Licenses)
- HRISMyWay (electronic time/time off entry). This project will be launched to all staff commencing in February 2021.
- RIM Upgrade (RIM = Reporting/Inquiry/Maintenance platform) – *complete*
- FMW Upgrade (Budgeting software version upgrade) - *complete*

Payment Processing:

- Etransfers – *complete*
- Option Pay (3rd party online credit card payment option) – *complete*
- Square (debit/credit card payments) – *complete*
- EFT Accounts Payable (direct deposit vs. cheque) - *complete*

Grants Update

- CDSP applied for 20 operating grants and has successfully received 13 approvals totalling approximately \$483,000.
- Infrastructure Services has made two applications for capital grants and two for Asset Management training and execution. To date, the Town has received one Asset Management Training operating grant and one capital MSP Grant for Downtown Area Revitalization Plan in the amount of \$948,813. A STIP Grant was recently submitted for Airport Runway Repairs in the amount of \$1,310,000.



Organizational & Operational Strategic Priorities

Primary Work in Progress

- ✓ Year end/preparing working papers for auditors – *in progress*
- ✓ 2021-2024 tax supported operating budget – *in progress*
- ✓ 2021-2024 Utility supported operating budget – *complete*
- ✓ 2021-2031 capital budget – *pending*
- ✓ Flood mitigation project – *on going*
 - *Corporate Services has and continues to be engaged with the Flood Mitigation team to establish sound processes and reasonable expectations for responsibilities and tasks such as payment processing and records keeping, that fall under the responsibility of the department*
- ✓ Asset Management – *on going*

Spending Policy – Complete

Council approved the Corporate Purchasing Policy in fourth Quarter of 2020.

IT Base Refresh - Complete

Completed in 3rd Quarter of 2020 with new projects ongoing.

Bylaw Inventory: Priority List - Ongoing

This work was not started until late 4th Quarter and resides with CAO office, not Corporate Services.

User Friendly Actions List – Not Started

This work was moved to 2021 Strategic Priority list as a result of staff shortages in department.

Financial Results as of December 31, 2020

Global expenses to date:

- Utilities- Gas	81%	(Dec not recorded)
- Utilities- Power	82%	(Dec not recorded)
- Utilities – Water	38%	
- Salaries & benefits	94%	
- Telephone	74%	(Dec not recorded)
- Fuel, Oil, Grease	74%	
- Insurance	88%	
- Amortization	0%	(not yet recorded)



Infrastructure Services Quarterly Report Q4

Name: Dave Brett, P. Eng, PMP

Period: October to December 2020

Health and Safety

Report Type	Total	Total 2019	Q1	Q1 2019	Q2	Q2 2019	Q3	Q3 2019	Q4	Q4 2019
Incident	5	3	0	0	2	1	1	1	2	1
Accident	3	4	2	0	1	3	0	0	0	1
First Aid/Injury	14	6	1	0	9	3	1	1	3	2
Near Miss	6	6	1	1	2	2	1	3	2	0
Work Refusal	0	0	0	0	0	0	0	0	0	0
Number of Incident Reports	28	19	4	1	14	9	3	5	7	4

Staffing

Department	Q1	Q1 2019	Q2	Q2 2019	Q3	Q3 2019	Q4	Q4 2019
Infrastructure					2	2	2	2
Utility	6		8		6	10	6	11
Operations	9		17		12	10	13	8
Facility	7		5		9	8	5	6
Total	22		30		29	30	26	27

Policies and Procedures:

1. Cemetery Bylaw and Site Plan
 - a. Proposed scatter garden design, work procedures and applicable Bylaw changes were approved by Council on January 11, 2021.
2. Snow Removal Policy:
 - a. Under review. The 2020/2021 Snow Removal policy will be provided to Council for approval on January 25, 2021.

Strategic Priorities:

1. Rotary Park Fountain:
 - a. Discussions held with Contractor (Daystar) to define scope of work. This resulted in a requirement for a project engineer be retained and MPE Engineering was hired for this purpose.



- b. Design work by MPE Eng. with input from contractor (Daystar) is underway.
- c. Construction is planned for winter 2020/2021.
- 2. Town Presence: Cleanliness and Vegetation:
 - a. No progress was made on developing this Policy and standard during Q4.

Operational Priorities:

Work Orders (Vadim – iCity)

Period	Total	Total 2019	Q1	Q1 2019	Q2	Q2 2019	Q3	Q3 2019	Q4	Q4 2019
Created	355	452	134	154	50	173	95	125	76	83
Completed	337	417	132	141	44	157	93	119	68	75
Outstanding	18	35	2	13	6	16	2	6	8	8
Ratio of Orders Completed	94.9%	92.3%	98.5%	91.6%	88.0%	90.8%	97.9%	95.2%	89.5%	90.4%

(Target is 85.0%)

Water and Wastewater Treatment

	Total (YTD)	Total (YTD) 2019	Q1	Q1 2019	Q2	Q2 2019	Q3	Q3 2019	Q4	Q4 2019
Water Treatment Plant Treated Flows	1,387,297	1,607,086	335,723	319,271	598,706	375,286	408,197	532,039	279,481	380,490
Wastewater Treatment Plant Treated Flows	971,161	806,387	224,296	199,958	257,490	195,906	278,098	222,974	211,277	187,549

All values are in Cubic Metres

Facilities group supported shut down and maintenance activities on the Aquaplex and BCF, during the December closure resulting from AHS Orders.

Report Writer:	Dave Brett	CAO:	Darryl E. Drohomerski, C.E.T.
Position:	Director of Infrastructure Services		

Requests filtered by request category that have been created 10/01/2020 - 01/01/2021 compared to

Request Category
[A - Am in need of Assistance- COVID 19](#)

[Abandoned Vehicle](#)

[Abandoned Vehicle - on street](#)

[Animal Control](#)

[Animal Control - Wildlife](#)

[Animal Control - cat](#)

[Bylaw](#)

[Bylaw - Unsightly Property](#)

[Bylaw - Vegetation](#)

[Bylaw - Weed Control](#)

[Bylaw - graffiti](#)

[Cemetery - Gophers](#)

[Cemetery - Graffiti](#)

[Cemetery questions](#)

[Facilities and Buildings owned by the Town of Drumheller](#)

[Garbage Collection - commercial](#)

[Garbage Collection - residential](#)

[Litter - Street Garbage Bin Damaged](#)

[Near Miss Form](#)

[Parks - Dog Park](#)

[Parks - Garbage](#)

[Parks - Landscape Issue](#)

[Parks - Playground](#)

[Parks - Skatepark](#)

[Parks - Splash Park](#)

[Parks - Washrooms](#)

[Parks Issues](#)

[Roads - Curbs and Gutters](#)

[Roads - Grading](#)

[Roads - Manhole](#)

[Roads - Street Lights](#)

[Roads - Street Sign](#)

[Roads - Town Owned Parking Lots](#)

[Roads - Traffic Signal](#)

[Roads - gravel surface](#)

[Roads - other](#)

[Roads - paved surface](#)

[Roads - pothole](#)

[Roads - sidewalk issues](#)

[Snow and Ice Removal - road](#)

Created in period	Created in comparison period	Acknowledged in period	Acknowledged in comparison period	Closed in period	Closed in comparison period	Average days to acknowledge in period	Days to acknowledge previous	Average days to close	Average days to close in comparison period	Category SLA length	Unit of category SLA length	Percentage of requests closed within SLA	Number of requests within period that are overdue	Open count	Number of requests within period that are overdue and not closed
0	0	0	0	0	0	0					1 days	0%	0	0	0
2	2	0	0	2	2			0.5	0.5		3 days	100%	0	0	0
0	0	0	0	0	0						2 days	0%	0	0	0
0	0	0	0	0	0						2 days	0%	0	0	0
0	0	0	0	0	0						3 days	0%	0	0	0
0	0	0	0	0	0						2 days	0%	0	0	0
11	54	0	0	11	54			0.1	1.7		2 weeks	100%	0	0	0
0	0	0	0	0	0						3 days	0%	0	0	0
0	0	0	0	0	0						3 days	0%	0	0	0
0	0	0	0	0	0						2 days	0%	0	0	0
0	0	0	0	0	0						3 days	0%	0	0	0
0	0	0	0	0	0						3 days	0%	0	0	0
4	7	2	2	4	7	6	6	8.7	7.6		5 days	25%	3	0	0
2	3	0	0	2	3			4.3	3.2		1 days	0%	2	0	0
5	17	0	2	5	17		3.4	3.4	3.3		1 days	0%	5	0	0
0	0	0	0	0	0						2 days	0%	0	0	0
0	0	0	0	0	0						5 days	0%	0	0	0
0	0	0	0	0	0						5 days	0%	0	0	0
0	0	0	0	0	0						1 days	0%	0	0	0
0	0	0	0	0	0						5 weeks	0%	0	0	0
0	0	0	0	0	0						7 weeks	0%	0	0	0
0	0	0	0	0	0						5 days	0%	0	0	0
0	0	0	0	0	0						5 days	0%	0	0	0
0	0	0	0	0	0						5 days	0%	0	0	0
6	17	1	1	6	17	1.7	1.7	3.6	2.5		5 days	67%	2	0	0
0	0	0	0	0	0						260 weeks	0%	0	0	0
0	0	0	0	0	0						5 days	0%	0	0	0
0	0	0	0	0	0						2 weeks	0%	0	0	0
0	0	0	0	0	0						1 days	0%	0	0	0
0	0	0	0	0	0						13 weeks	0%	0	0	0
0	0	0	0	0	0						260 weeks	0%	0	0	0
0	0	0	0	0	0						1 days	0%	0	0	0
4	22	1	1	4	22	5.4	5.4	3.9	4.1		5 days	75%	1	0	0
0	0	0	0	0	0						260 weeks	0%	0	0	0
6	20	0	1	6	20		18.5	2.7	4.5		5 days	100%	0	0	0
0	0	0	0	0	0						5 days	0%	0	0	0
5	14	1	1	3	12	3.6	3.6	12.2	4.2		260 weeks	100%	0	2	0
11	11	3	3	11	11	3.7	3.7	4.7	4.7		7 days	55%	5	0	0

Infrastructure - Q4 Report & 2020 Annual Report
Requests filtered by request category that have been created 10/01/2020 - 01/01/2021 compared to

Request Category	Created in period	Created in comparison period	Acknowledged in period	Acknowledged in comparison period	Closed in period	Closed in comparison period	Average days to acknowledge in period	Days to acknowledge previous	Average days to close	Average days to close in comparison period	Category SLA length	Unit of category SLA length	Percentage of requests closed within SLA	Number of requests within period that are overdue	Open count	Number of requests within period that are overdue and not closed
Snow and Ice Removal - sidewalk	7	7	0	0	0	7	7		1.3	1.3		3 days	86%	0	0	0
Street Garbage Bin	0	0	0	0	0	0	0					1 days	0%	0	0	0
Town Building - Arena	0	0	0	0	0	0	0					5 days	0%	0	0	0
Town Building - Badlands Community Facility	0	0	0	0	0	0	0					5 days	0%	0	0	0
Town Building - Town Hall	0	0	0	0	0	0	0					5 days	0%	0	0	0
Town Facility - Plaza	0	0	0	0	0	0	0					5 days	0%	0	0	0
Vegetation	5	57	2	7	2	51	4.8	11.8	14.7	10		52 weeks	100%	0	3	0
Vegetation - Flowers	0	0	0	0	0	0	0					5 days	0%	0	0	0
Vegetation - Grass	0	0	0	0	0	0	0					5 days	0%	0	0	0
Vegetation - Trees	0	0	0	0	0	0	0					52 weeks	0%	0	0	0
Water / Sewer - water quality	1	1	1	1	1	1	0	0	0	0		1 days	100%	0	0	0
Water/Sewer - odour	0	0	0	0	0	0	0					3 days	0%	0	0	0
Water/Sewer - water pressure	0	0	0	0	0	0	0					1 days	0%	0	0	0
Water/Sewer- water break	0	0	0	0	0	0	0					1 days	0%	0	0	0
Z- Other	3	28	3	24	3	26	0.1	4.7	10.2	10		2 days	33%	2	0	0



Infrastructure Services 2020 Annual Report

Name: Dave Brett, P. Eng, PMP

Period: January to December 2020

Health and Safety

Report Type	Total	Total 2019	Q1	Q1 2019	Q2	Q2 2019	Q3	Q3 2019	Q4	Q4 2019
Incident	5	3	0	0	2	1	1	1	2	1
Accident	3	4	2	0	1	3	0	0	0	1
First Aid/Injury	14	6	1	0	9	3	1	1	3	2
Near Miss	6	6	1	1	2	2	1	3	2	0
Work Refusal	0	0	0	0	0	0	0	0	0	0
Number of Incident Reports	28	19	4	1	14	9	3	5	7	4

Staffing

Department	Q1	Q1 2019	Q2	Q2 2019	Q3	Q3 2019	Q4	Q4 2019
Infrastructure					2	2	2	2
Utility	6		8		6	10	6	11
Operations	9		17		12	10	13	8
Facility	7		5		9	8	5	6
Total	22		30		29	30	26	27

Policies and Procedures:

1. Cemetery Bylaw and Site Plan
 - a. Proposed scatter garden design, work procedures and applicable Bylaw changes were approved by Council on January 11, 2021.
2. Snow Removal Policy:
 - a. Under review. The 2020/2021 Snow Removal policy will be provided to Council for approval on January 25, 2021.

Strategic Priorities:

1. Town App (SeeClickFix)
 - a. Town app was rolled out to the public and utilized throughout 2020.
2. Rotary Park Fountain:



- a. Contractor (Daystar) and Consultant (MPE) retained and began design work.
- b. Construction is planned for winter 2020/2021.
- 3. Town Presence: Cleanliness and Vegetation:
 - a. No progress was made on developing this Policy and standard during Q3.
- 4. 2020 Street Improvement Program
 - a. Work carried out and completed successfully.
- 5. East Coulee Lift Station:
 - a. Work completed on this project and the lift station is operational.

Operational Priorities:

Work Orders (Vadim – iCity)

Period	Total	Total 2019	Q1	Q1 2019	Q2	Q2 2019	Q3	Q3 2019	Q4	Q4 2019
Created	355	452	134	154	50	173	95	125	76	83
Completed	337	417	132	141	44	157	93	119	68	75
Outstanding	18	35	2	13	6	16	2	6	8	8
Ratio of Orders Completed	94.9%	92.3%	98.5%	91.6%	88.0%	90.8%	97.9%	95.2%	89.5%	90.4%

(Target is 85.0%)

Water and Wastewater Treatment

	Total (YTD)	Total (YTD) 2019	Q1	Q1 2019	Q2	Q2 2019	Q3	Q3 2019	Q4	Q4 2019
Water Treatment Plant Treated Flows	1,387,297	1,607,086	335,723	319,271	598,706	375,286	408,197	532,039	279,481	380,490
Wastewater Treatment Plant Treated Flows	971,161	806,387	224,296	199,958	257,490	195,906	278,098	222,974	211,277	187,549

All values are in Cubic Metres

Public Works supported the Town's COVID Pandemic response.

Report Writer:	Dave Brett	CAO:	Darryl E. Drohomerski, C.E.T.
Position:	Director of Infrastructure Services		

Requests filtered by request category that have been created 12/31/2007 - 01/26/2021 compared to

Request Category	Created in period	Created in comparison period	Acknowledged in period	Acknowledged in comparison period	Closed in period	Closed in comparison period	Average days to acknowledge in period	Days to acknowledge previous	Average days to close	Average days to close in comparison period	Category SLA length	Unit of category SLA length	Percentage of requests closed within SLA	Number of requests within period that are overdue	Open count	Number of requests within period that are overdue and not closed
A - All in need of Assistance- COVID 19	2	0	2	0	2	0	0		0			1 days	100%	0	0	0
Abandoned Vehicle	6	2	4	0	6	2	2.6		3.5	0.5	3 days	50%		0	0	0
Abandoned Vehicle - on street	4	0	3	0	4	0	0.3		2.7		2 days	50%		0	0	0
Animal Control	10	0	7	0	10	0	0.8		3.5		2 days	70%		1	0	0
Animal Control - Wildlife	0	0	0	0	0	0					3 days	0%		0	0	0
Animal Control - cat	1	0	1	0	1	0	1.8		1.8		2 days	100%		1	0	0
Bylaw	58	2	3	0	58	2	1.3		1.7	0.1	2 weeks	91%		4	0	0
Bylaw - Unsightly Property	46	0	35	0	46	0	0.7		1.3		3 days	85%		8	0	0
Bylaw - Vegetation	7	0	4	0	7	0	1.4		1		3 days	86%		1	0	0
Bylaw - Weed Control	8	0	4	0	8	0	1.6		2.7		2 days	63%		3	0	0
Bylaw - graffiti	8	0	3	0	8	0	0.5		1.3		3 days	88%		1	0	0
Cemetery - Gophers	0	0	0	0	0	0					3 days	0%		0	0	0
Cemetery - Graffiti	0	0	0	0	0	0					3 days	0%		0	0	0
Cemetery questions	0	0	0	0	0	0					3 days	0%		0	0	0
Facilities and Buildings owned by the Town of Drumheller	8	2	2	1	8	2	6	0	7.6	6.5	5 days	25%		6	0	0
Garbage Collection - commercial	16	1	10	0	16	1	1.1		4.1	5.6	1 days	6%		15	0	0
Garbage Collection - residential	22	1	4	0	21	1	2.2		2.9	4.6	1 days	19%		17	1	1
Incident Accident Report	1	0	0	0	1	0			18.7			0%		0	0	0
Litter - Street Garbage Bin Damaged	0	0	0	0	0	0					2 days	0%		0	0	0
Near Miss Form	7	0	3	0	7	0	1.7		2.9		5 days	86%		1	0	0
Parks - Dog Park	2	0	2	0	2	0	1.4		4.3		5 days	50%		0	0	0
Parks - Garbage	0	0	0	0	0	0					1 days	0%		0	0	0
Parks - Landscape Issue	18	0	13	0	18	0	0.8		20.4		5 weeks	39%		10	0	0
Parks - Playground	0	0	0	0	0	0					7 weeks	0%		0	0	0
Parks - Skatepark	3	0	2	0	3	0	2.4		2		5 days	100%		0	0	0
Parks - Splash Park	0	0	0	0	0	0					5 days	0%		0	0	0
Parks - Washrooms	1	0	1	0	1	0	0.3		3.8		5 days	100%		0	0	0
Parks Issues	21	2	3	0	21	2	1.2		3.3	3.8	5 days	81%		4	0	0
Roads - Curbs and Gutters	6	0	3	0	6	0	0.6		2.6		260 weeks	100%		0	0	0
Roads - Grading	6	0	6	0	6	0	1.2		21.9		5 days	0%		6	0	0
Roads - Manhole	0	0	0	0	0	0					2 weeks	0%		0	0	0
Roads - Street Lights	1	0	1	0	1	0	0		0		1 days	100%		0	0	0
Roads - Street Sign	8	0	6	0	8	0	1.3		11.4		13 weeks	88%		1	0	0
Roads - Town Owned Parking Lots	3	0	3	0	3	0	0.8		10.7		260 weeks	100%		0	0	0
Roads - Traffic Signal	1	0	0	0	1	0			1.2		1 days	0%		1	0	0
Roads - gravel surface	22	0	1	0	22	0	5.4		4.1		5 days	82%		4	0	0
Roads - other	9	0	5	0	8	0	0.7		11.3		260 weeks	100%		1	1	0
Roads - paved surface	24	0	5	0	24	0	6.9		6.9		5 days	67%		7	0	0
Roads - pothole	32	0	17	0	32	0	1.8		4.5		5 days	66%		6	0	0
Roads - sidewalk issues	21	1	4	0	19	0	2.2		6.3		260 weeks	100%		0	2	0

Infrastructure - Q4 Report & 2020 Annual Report
Requests filtered by request category that have been created 12/31/2007 - 01/26/2021 compared to

Request Category	Created in period	Created in comparison period	Acknowledged in period	Acknowledged in comparison period	Closed in period	Closed in comparison period	Average days to acknowledge in period	Days to acknowledge previous	Average days to close	Average days to close in comparison period	Category SLA length	Unit of category SLA length	Percentage of requests closed within SLA	Number of requests within period that are overdue	Open count	Number of requests within period that are overdue and not closed
Snow and Ice Removal - road	29	0	15	0	28	0	2.8		5.5			7 days	54%	12	1	0
Snow and Ice Removal - sidewalk	16	1	4	0	16	1	1		1.7		0	3 days	75%	1	0	0
Street Garbage Bin	8	0	3	0	8	0	7		12.6			1 days	25%	6	0	0
Town Building - Arena	0	0	0	0	0	0						5 days	0%	0	0	0
Town Building - Badlands Community Facility	7	0	3	0	7	0	5.1		6.2			5 days	71%	3	0	0
Town Building - Town Hall	1	0	1	0	1	0	0		0.1			5 days	100%	0	0	0
Town Facility - Plaza	1	0	1	0	1	0	0.7		7			5 days	0%	1	0	0
Vegetation	60	2	10	1	53	0	9.4	5.6	10			52 weeks	100%	0	7	0
Vegetation - Flowers	0	0	0	0	0	0						5 days	0%	0	0	0
Vegetation - Grass	7	0	5	0	7	0	1.3		17.4			5 days	14%	6	0	0
Vegetation - Trees	13	0	7	0	6	0	0.8		12.2			52 weeks	100%	0	7	0
Water / Sewer - water quality	3	0	3	0	3	0	0		0.1			1 days	100%	0	0	0
Water/Sewer - odour	1	0	1	0	1	0	1		1			3 days	100%	0	0	0
Water/Sewer - water pressure	4	0	4	0	4	0	0.1		0.6			1 days	75%	0	0	0
Water/Sewer- water break	1	0	1	0	1	0	0.1		1.6			1 days	0%	0	0	0
Z- Other	90	0	74	0	88	0	1.9		5			2 days	53%	36	2	2

Requests filtered by request category that have been created 12/31/2007 - 01/26/2021 compared to 11/01/2020 - 12/01/2020 filtered to all categories within all geographies

Request Category	Created in period	Created in comparison period	Acknowledged in period	Acknowledged in comparison period	Closed in period	Closed in comparison period	Average days to acknowledge in period	Days to acknowledge previous	Average days to close	Average days to close in comparison period	Category SLA length	Unit of category SLA length	Percentage of requests closed within SLA	Number of requests within period that are overdue	Open count	Number of requests within period that are overdue and not closed
A - In need of Assistance- COVID 19	2	0	2	0	2	0	0		0			1 days	100%	0	0	0
Abandoned Vehicle	6	2	4	0	6	2	2.6		3.5	0.5	3 days	50%		0	0	0
Abandoned Vehicle - on street	4	0	3	0	4	0	0.3		2.7		2 days	50%		0	0	0
Animal Control	10	0	7	0	10	0	0.8		3.5		2 days	70%		1	0	0
Animal Control - Wildlife	0	0	0	0	0	0					3 days	0%		0	0	0
Animal Control - cat	1	0	1	0	1	0	1.8		1.8		2 days	100%		1	0	0
Bylaw	58	2	3	0	58	2	1.3		1.7	0.1	2 weeks	91%		4	0	0
Bylaw - Unsightly Property	46	0	35	0	46	0	0.7		1.3		3 days	85%		8	0	0
Bylaw - Vegetation	7	0	4	0	7	0	1.4		1		3 days	86%		1	0	0
Bylaw - Weed Control	8	0	4	0	8	0	1.6		2.7		2 days	63%		3	0	0
Bylaw - graffiti	8	0	3	0	8	0	0.5		1.3		3 days	88%		1	0	0
Cemetery - Gophers	0	0	0	0	0	0					3 days	0%		0	0	0
Cemetery - Graffiti	0	0	0	0	0	0					3 days	0%		0	0	0
Cemetery questions	0	0	0	0	0	0					3 days	0%		0	0	0
Facilities and Buildings owned by the Town of Drumheller	8	2	2	1	8	2	6	0	7.6	6.5	5 days	25%		6	0	0
Garbage Collection - commercial	16	1	10	0	16	1	1.1		4.1	5.6	1 days	6%		15	0	0
Garbage Collection - residential	22	1	4	0	21	1	2.2		2.9	4.6	1 days	19%		17	1	1
Incident Accident Report	1	0	0	0	1	0			18.7			0%		0	0	0
Litter - Street Garbage Bin Damaged	0	0	0	0	0	0					2 days	0%		0	0	0
Near Miss Form	7	0	3	0	7	0	1.7		2.9		5 days	86%		1	0	0
Parks - Dog Park	2	0	2	0	2	0	1.4		4.3		5 days	50%		0	0	0
Parks - Garbage	0	0	0	0	0	0					1 days	0%		0	0	0
Parks - Landscape Issue	18	0	13	0	18	0	0.8		20.4		5 weeks	39%		10	0	0
Parks - Playground	0	0	0	0	0	0					7 weeks	0%		0	0	0
Parks - Skatepark	3	0	2	0	3	0	2.4		2		5 days	100%		0	0	0
Parks - Splash Park	0	0	0	0	0	0					5 days	0%		0	0	0
Parks - Washrooms	1	0	1	0	1	0	0.3		3.8		5 days	100%		0	0	0
Parks Issues	21	2	3	0	21	2	1.2		3.3	3.8	5 days	81%		4	0	0
Roads - Curbs and Gutters	6	0	3	0	6	0	0.6		2.6		260 weeks	100%		0	0	0
Roads - Grading	6	0	6	0	6	0	1.2		21.9		5 days	0%		6	0	0
Roads - Manhole	0	0	0	0	0	0					2 weeks	0%		0	0	0
Roads - Street Lights	1	0	1	0	1	0	0		0		1 days	100%		0	0	0
Roads - Street Sign	8	0	6	0	8	0	1.3		11.4		13 weeks	88%		1	0	0
Roads - Town Owned Parking Lots	3	0	3	0	3	0	0.8		10.7		260 weeks	100%		0	0	0
Roads - Traffic Signal	1	0	0	0	1	0			1.2		1 days	0%		1	0	0
Roads - gravel surface	22	0	1	0	22	0	5.4		4.1		5 days	82%		4	0	0
Roads - other	9	0	5	0	8	0	0.7		11.3		260 weeks	100%		1	1	0
Roads - paved surface	24	0	5	0	24	0	6.9		6.9		5 days	67%		7	0	0

Requests filtered by request category that have been created 12/31/2007 - 01/26/2021 compared to 11/01/2020 - 12/01/2020 filtered to all categories within all geographies

Request Category	Created in period	Created in comparison period	Acknowledged in period	Acknowledged in comparison period	Closed in period	Closed in comparison period	Average days to acknowledge in period	Days to acknowledge previous	Average days to close	Average days to close in comparison period	Category SLA length	Unit of category SLA length	Percentage of requests closed within SLA	Number of requests within period that are overdue	Open count	Number of requests within period that are overdue and not closed
Roads - pothole	32	0	17	0	32	0	1.8		4.5			5 days	66%	6	0	0
Roads - sidewalk issues	21	1	4	0	19	0	2.2		6.3		260 weeks	100%		0	2	0
Snow and Ice Removal - road	29	0	15	0	28	0	2.8		5.5		7 days	54%		12	1	0
Snow and Ice Removal - sidewalk	16	1	4	0	16	1	1		1.7	0	3 days	75%		1	0	0
Street Garbage Bin	8	0	3	0	8	0	7		12.6		1 days	25%		6	0	0
Town Building - Arena	0	0	0	0	0	0					5 days	0%		0	0	0
Town Building - Badlands Community Facility	7	0	3	0	7	0	5.1		6.2		5 days	71%		3	0	0
Town Building - Town Hall	1	0	1	0	1	0	0		0.1		5 days	100%		0	0	0
Town Facility - Plaza	1	0	1	0	1	0	0.7		7		5 days	0%		1	0	0
Vegetation	60	2	10	1	53	0	9.4	5.6	10		52 weeks	100%		0	7	0
Vegetation - Flowers	0	0	0	0	0	0					5 days	0%		0	0	0
Vegetation - Grass	7	0	5	0	7	0	1.3		17.4		5 days	14%		6	0	0
Vegetation - Trees	13	0	7	0	6	0	0.8		12.2		52 weeks	100%		0	7	0
Water / Sewer - water quality	3	0	3	0	3	0	0		0.1		1 days	100%		0	0	0
Water/Sewer - odour	1	0	1	0	1	0	1		1		3 days	100%		0	0	0
Water/Sewer - water pressure	4	0	4	0	4	0	0.1		0.6		1 days	75%		0	0	0
Water/Sewer- water break	1	0	1	0	1	0	0.1		1.6		1 days	0%		0	0	0
Z- Other	90	0	74	0	88	0	1.9		5		2 days	53%		36	2	2



Protective Services 2020 Strategic Priorities

Name: Greg Peters

Period: October to December 2020

Livery Bylaw: Transportation Networking Company - Completed

After research, it was determined last fall by Administration that our small market prevented Transportation Networking Companies such as Uber and Lyft from establishing a presence in Drumheller because of the community size.

Hoodoo Parking, Pay to Play Project – Completed

2020 was the second year of the pilot and was deemed an overall success. Council approved the continuation of project for 2021 as a regular business process.

Fire Code: Compliance – Ongoing

Assessment of options is ongoing in order to see how best to adapt to the changing fire codes in regards to inspections. A report will be made to Council in March 2021.

Traffic Bylaw - Ongoing

The new traffic bylaw was started in 2020 with data gathering from other municipalities and the Province. An update is expected to come before Council in June 2021.

Health & Safety Manual: Complete

Health & Safety Manual was completed in 2020 and is a living document.

Other Activities

Fireworks Bylaw: Ongoing

Second draft to be reviewed by Council on February 1st

Emergency Response Plan/ESS Plan - Ongoing

We have ventured into an agreement with five students who are enrolled in the Disaster and Emergency Management Diploma program with NAIT. As their final project they have come on board to assist us by writing, reviewing and streamlining existing plans. The project just started the beginning of January and will go until the end of April. One student is working on the public preparedness/education/engagement scheme in regards to the ERP. The other four students are working together and focusing more on the ESS plan.

SeeClickFix

While the app is still be used by residents, the amount of complaints and concerns have decreased from when it first rolled out.

Period	Calls
January 1 – March 31	57
April 1 – June 30	61
July 1 – September 30	64
October 1 – December 31	22
Total	204

**TOWN OF DRUMHELLER****BYLAW NO #19.20**

A BYLAW OF THE TOWN OF DRUMHELLER TO REGULATE AND CONTROL THE SALE AND SETTING OFF OF FIREWORKS WITHIN THE MUNICIPALITY OF DRUMHELLER IN THE PROVINCE OF ALBERTA.

WHEREAS pursuant to section 7 of the *Municipal Government Act*, R.S.A. 2000, c. M-26 as amended, a council may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property;

AND WHEREAS pursuant to section 8 of the *Municipal Government Act*, R.S.A. 2000, c.M-26, as amended, a council may, in a bylaw, regulate or prohibit and provide for a system of licenses, permits or approvals;

AND WHEREAS Council for the Town of Drumheller recognizes that fireworks are explosive devices which are classified as dangerous goods under the Alberta Fire Code and which, when used improperly by untrained persons, can cause injury, damage, fire and death;

AND WHEREAS Council for the Town of Drumheller recognizes that fireworks are explosive devices which are classified as dangerous goods under the *National Fire Code – 2019 Alberta Edition* and present a risk to the safety, health, and welfare of persons and the safety of property within the geographic limits of the Municipality of the Town of Drumheller limits, particularly when sold, possessed, and used by persons not properly trained and certified;

NOW THEREFORE, the Council for the Town of Drumheller, duly assembled, hereby enacts as follows:

SECTION 1. NAME OF BYLAW

- 1.1 This bylaw may be cited as the "Fireworks Bylaw".

SECTION 2. PURPOSE

- 2.1 The Town wishes to enact a bylaw for the purpose of providing for the sale, possession, storage and discharge of Fireworks in compliance with:
- i. Any applicable municipal bylaws, policies, procedures and guidelines;
 - ii. The *National Fire Code – 2019 Alberta Edition*, as amended;
 - iii. The *Safety Codes Act*, RSA 2000, C S-1, as amended; and
 - iv. The *Explosives Act* and *Explosives Regulations*.

SECTION 3. DEFINITIONS

- 3.1 "Alberta Fire Code": means the National Fire Code – 2019 Alberta Edition, as amended or repealed and replaced from time to time.
- 3.2 "CAO" shall mean the Chief Administrative Officer for the Town of Drumheller or his designate.
- 3.3 "Display Fireworks" means display fireworks classified as such under the Regulation, including outdoor, high hazard and recreational fireworks which only licensed users may use, in accordance with the Regulation;

- 3.4 "Display Supervisor" means a person who holds a fireworks operator certificate (display supervisor) issued under the Explosives Act;
- 3.5 "Distribute" means to deal out or bestow in portions or shares to one recipient, or among many recipients;
- 3.6 "Enforcement Officer" means an individual appointed or appointed by the Town pursuant to the *Municipal Government Act* to enforce Town Bylaws, including a peace officer or a member of the Royal Canadian Mounted Police;
- 3.7 "*Explosives Act*" means the *Explosives Act*, R.S.C., 1985, c E-17 and the regulations enacted thereunder, as amended or repealed and replaced from time to time;
- 3.8 "Explosive Regulations" means the *Explosives Regulations, 2013*, SOR/2013-211
- 3.9 "Fire Chief" shall mean the member of the Drumheller Fire Department appointed as head of the Fire Department by the CAO;
- 3.10 "Fire Department" shall mean the fire department as established by Council and organized by the Town consisting of, among other things, all person appointed or recruited to the various positions within the Fire Department and all buildings, equipment, apparatus, materials and supplies used in the operation, maintenance and administration of the Fire Department;
- 3.11 "Firecracker" means any device that explodes instantaneously when ignited and does not produce any subsequent display or visible effect after the explosion and includes, but is not limited to, those devices commonly known as 'Chinese' firecrackers, but does not include paper caps containing not more than 16.2 mg (¼ grain) of explosive per cap or devices to be used with the paper caps, such as Christmas crackers and caps used in cap pistols;
- 3.12 "Fireworks" shall mean those Fireworks defined by the *Explosives Act* and *Explosives Regulations*, including Consumer Fireworks, Display Fireworks and Special Effect Pyrotechnics but does not include firecrackers, explosive devices, caps for toy guns, sparklers or model rocket engines;
- 3.13 "Fireworks Permit" means any one or more of the three (3) documents issued by the Municipality which constitutes written permission for purposes of the *National Fire Code – 2019 Alberta Edition*:
- i. Consumer (low-hazard) fireworks permit;
 - ii. Display (high-hazard) fireworks permit; or
 - iii. Fireworks Vendor permit;
- 3.14 "High-Hazard Fireworks" or "Display Fireworks" shall mean those Fireworks listed as Class F.2 in Part 18 of the *Explosives Regulations*;
- 3.15 "Low Hazard Fireworks" or "Consumer Fireworks" shall mean those Fireworks listed as Class F.1 in Part 16 of the *Explosives Regulations*;
- 3.16 "Minor" means an individual who is under 18 years of age;
- 3.17 "Municipality" means the Municipality of the Town of Drumheller, a municipal corporation in the Province of Alberta and, where the context so requires, means the area contained within the corporate boundaries of the of the Town of Drumheller;

- 3.18 "Municipal Ticket" shall mean a written notice, on a form approved by the CAO, issued by any Enforcement Officer, to advise a person that a violation of this Bylaw has occurred and that, by payment of a specified amount for the offence within a set period, that person will avoid prosecution for the offence;
- 3.19 "Noise Bylaw" is referred to in Bylaw No. 06.19, section 3.35-3.37 of the Town of Drumheller, as amended or repealed and replaced from time to time;
- 3.20 "Peace Officer" includes a member of the Royal Canadian Mounted Police
- 3.21 "Permit Holder" means a person to whom a permit has been issued;
- 3.22 "Person" means:
 - i. an individual;
 - ii. an incorporated entity, including a corporation, society, or cooperative; and
 - iii. the individual or individuals who are, or hold themselves out to be, legally entitled to represent an unincorporated entity such as a partnership, firm, association, organization or entity;
- 3.23 "Pyrotechnician" means an individual who is certified and authorized to purchase and supervise the display of Special Effect Pyrotechnics Fireworks under the *Explosives Act*;
- 3.25 "Regulation" means *Explosives Regulations, 2013*, SOR/2013-2011, as amended or repealed and replaced from time to time;
- 3.26 "Safety Codes Officer" means an individual designated as a Safety Codes Officer in the Fire Discipline under the *Safety Codes Act*, R.S.A. 2000, c. S-1, as amended; and;
- 3.27 "Special Effect Pyrotechnics" shall mean those Fireworks listed as Class F.3 in Part 17 of the *Explosives Regulations*;
- 3.28 "Violation Ticket" shall mean a ticket issued pursuant to the *Provincial Offences Procedure Act*, RSA 2000, C. P-34, as amended and any regulations thereunder.

SECTION 4. PROHIBITIONS

- 4.1 No person shall display for sale, offer for sale, sell, possess, store, handle, set off, or discharge any fireworks within the Town without written permission from the Fire Chief, acting as an agent of the Town and subject to the direction of Council through the bylaw.
- 4.2 No person may obtain, purchase, set off, discharge or otherwise handle Fireworks within the Town without written permission of the Fire Chief, acting as an agent of the Town and subject to direction of Council through the bylaw.
- 4.3 No person shall knowingly sell any Fireworks to a person who is under the age of 18 years.
- 4.4 No person under the age of 18 years shall purchase, possess, handle, discharge, fire or set off Fireworks.

SECTION 5. FIRECRACKERS PROHIBITED

- 5.1 No person shall; have in that person's possession, sell, offer for sale, give away or otherwise distribute, discharge, fire, use, or set off firecrackers.

SECTION 6. REQUIREMENTS FOR FIREWORKS PERMIT

- 6.1 All persons purchasing, possessing, handling, discharging, firing or setting off of Fireworks shall conform to all requirements of the *National Fire Code – 2019 Alberta Edition*, the *Explosives Regulations* and the provisions of the bylaw.
- 6.2 An application for a Fireworks Permit must be submitted in the form prescribed by the Municipality a minimum of 5 business days prior to the Event, and be accompanied by the application fee set out in Schedule "A"
- 6.3 Upon receipt of a completed application for a Fireworks permit the Fire Chief may, in his discretion:
- i. issue a Fireworks Permit with or without conditions; or
 - ii. refuse to issue a Fireworks Permit
- 6.4 Any person purchasing, possessing, handling, discharging, firing or setting off Fireworks shall keep the Fireworks Permit available for immediate production to the Fire Chief or Enforcement Officer upon demand.
- 6.5 The Fire Chief may suspend or revoke a Fireworks Permit if, in the opinion of the Fire Chief acting reasonably:
- i. the holder of the Fireworks Permit has contravened this Bylaw, the *National Fire Code – 2019 Alberta Edition*, any applicable legislation or the terms and conditions of the Fireworks Permit; or
 - ii. the suspension or revocation of the Fireworks Permit is necessary or desirable for the protection of persons or Property.
- 6.6 The person to whom a Fireworks Permit is issued shall:
- i. ensure that no fire or other damage occurs as a result of Fireworks or Fireworks debris;
 - ii. in the event that a fire occurs, extinguish the fire immediately or contact the Fire Department without delay;
 - iii. ensure that no Fireworks debris or other waste is left behind after the Fireworks are discharged; and
 - iv. ensure that:
 - a. where High Hazard Fireworks are to be discharged, all requirements of the most recent version of the Display Fireworks Manual published by Natural Resources Canada, are complied with;
 - b. where Special Effect Pyrotechnics are to be discharged, all requirements of the most recent version of the Special Effect Pyrotechnics Manual, published by Natural Resources Canada, are complied with; and
 - c. all *National Fire Code – 2019 Alberta Edition* and Fireworks Permit requirements are complied with.
- 6.7 In the event that Fireworks are discharged without a valid Fireworks Permit, the person who causes a Firework to be ignited shall be accountable for those responsibilities listed in subsection 6.6 above and shall be subject to fines as outlined in Schedule "B"

SECTION 7. CONSUMER FIREWORKS PERMITS

- 7.1 A person is not permitted to use consumer fireworks within the Town limits unless that person is in possession of a valid and subsisting consumer fireworks permit.

SECTION 8 DISPLAY FIREWORKS PERMITS

- 8.1 A person is not permitted to use display fireworks within the Town limits unless that person is in possession of a valid and subsisting high-hazard fireworks permit.
- 8.2 In addition to any other information required in a permit application, a person applying for a high-hazard fireworks permit must provide the following information:
- a) For display fireworks:
 - i. a firework display plan, as required by the Explosives Act; and
 - ii. proof of certification as a display supervisor
 - b) For special effect pyrotechnics
 - i. a pyrotechnics plan, as required by the Explosives Act; and
 - ii. proof of certification as a pyrotechnician;
 - c) Such other and further information, records, or additional permits as may be requested or required

SECTION 9. FIREWORKS VENDOR PERMIT

- 9.1 All persons distributing, offering for sale, storing for the purpose of selling, or selling, Fireworks shall conform to all requirements of the *National Fire Code – 2019 Alberta Edition* and the *Explosives Regulations*.
- 9.2 No person shall sell, offer for sale or store for the purpose of sale, Fireworks within the Town unless they hold a valid Firework Vendor Permit.
- 9.3 A Firework Vendor permit-holder must:
- a) Have a yearly Criminal Record Check done and submitted to the Director of Emergency and Protective Services of the Municipality.
 - b) Keep a record of each sale or distribution of fireworks, on the premises where the sale or distribution occurred, for a period of not less than two (2) years as outlined in the *National Fire Code – 2019 Alberta Edition* and the *Explosives Regulations*., and the record must include:
 - i. The date of the sale or distribution;
 - ii. The name, address, and phone number of the purchase;
 - iii. The quantity and type of fireworks sold;
 - iv. The date and time of the expected fireworks use; and
 - v. The location and a description of the site where the fireworks will be used
 - c) Comply with all storage requirements of the Explosives Act and the *Safety Codes Act*, RSA 2000, c. S-1
- 9.4 Upon receipt of a completed application for a Firework Vendor Permit, the Fire Chief may, in his sole discretion:

- a) issue a Fireworks Vendor Permit, with or without conditions; or
 - b) refuse to issue a Fireworks Vendor Permit.
- 9.5 Fireworks Vendor Permit shall expire one (1) year after the date on which the Firework Vendor Permit was issued unless the Firework Vendor Permit establishes a shorter time period.
- 9.6 All requirements for Fireworks sales found in the *National Fire Code – 2019 Alberta Edition, Explosives Act, and Explosives Regulations* are deemed to constitute terms and conditions of any Firework Vendor Permit.
- 9.7 No person shall sell, offer for sale or store for the purposes of sale, Fireworks in a manner that is contrary to the terms and conditions of a Firework Vendor Permit, or otherwise contravene any term of condition of a Firework Vendor Permit.
- 9.8 A person that has been issued a Firework Vendor Permit shall post the Firework Vendor Permit in a manner clearly visible to the public at the premises where the Fireworks are sold, offered for sale, or stored for the purpose of sale.
- 9.9 The Fire Chief may suspend or revoke a Firework Vendor Permit if, in the opinion of the Fire Chief, acting reasonably:
- a) the holder of the Firework Vendor Permit has contravened this bylaw, the *National Fire Code – 2019 Alberta Edition*, applicable legislation or the terms and conditions of the Firework Vendor Permit; or
 - b) the suspension or revocation of the Firework Vendor Permit is necessary or desirable for the protection of persons or property.
- 9.10 The record of sale of Fireworks shall be kept by the vendor in a manner as indicated by the Fire Chief or Enforcement Officer as defined in this bylaw.
- 9.11 The Town of Drumheller shall deny an application for, or a renewal, for all persons required to be licensed under this bylaw that has:
- a) Been convicted at any time of a sexual offence against a minor or a person with a disability under any of sections 151 to 153.1 of the Criminal Code;
 - b) Been convicted of any sexual offence under the Criminal Code in the preceding ten years;
 - c) Been convicted of an offence under the Criminal Code sections in the preceding five years:
 - i. 84 to 117.15 (Firearms and Other Weapons);
 - ii. 264.1 to 286.1 (Offences Against the Person);
 - iii. 321 to 378 (Offences Against Rights of Property);
 - iv. 379 to 462 (Fraudulent Transactions, Wilful and Forbidden Acts of Certain Property, Offences Relating to Currency);
 - v. 462.3 to 462.5 (Proceeds of Crime).
 - d) Been convicted at any time of an offence under the following Criminal Code sections:
 - i. 83.01 to 83.33 (Terrorism)

- ii. 219 to 248 (Major Offences Against the Person);
- iii. 267, 268, 270.01, 272, 273 (Major Assaults or Major Sexual Assaults).
- e) Been convicted of an offence under the following Controlled Drugs and Substances Act sections in the preceding ten years:
 - i. 5 (Trafficking);
 - ii. 6 (Importing and exporting);
 - iii. 7 (Production);
 - iv. 7.1 (Possession for use in production or trafficking).
- f) Been Convicted of any offence under section 4 (Possession or obtaining) of the controlled Drugs and Substances Act in the preceding five years;

These screening criteria do not apply to any offence for which a licensee or applicant has been granted a criminal record suspension (i.e. a pardon) by the Parole Board of Canada.

SECTION 10. INSPECTIONS

- 10.1 The Fire chief may, at any reasonable hour of the day, and with reasonable notice to the permit-holder, conduct an inspection of:
 - a) a fireworks storage site;
 - b) a fireworks sales or distribution site;
 - c) the area surrounding any of the above sites;
 - d) fireworks sales and records;
 - e) any documents related to a permit or a permit application; or
 - f) any one or more of the above.

SECTION 11. ENFORCEMENT

- 11.1 A person who contravenes or fails to comply with a provision of this bylaw is guilty of an offence.
- 11.2 Any person who interferes with or obstructs a bylaw enforcement officer in the execution of the bylaw enforcement officer's duties under this bylaw is guilty of an offence
- 11.3 Where an Enforcement Officer has reasonable grounds to believe that a person has violated any provision of this bylaw, that Enforcement Officer may serve that person with a Violation Ticket.
- 11.2 A Violation Ticket shall be served upon the person named therein in accordance with the provisions of the *Provincial Offences Procedure Act*.
- 11.3 When an Enforcement Officer has reasonable grounds to believe that a person has violated any provision of this bylaw, that Enforcement Officer may serve that person with a Violation Tag by personal service or by registered mail.
- 11.4 A Violation Tag issued pursuant to this bylaw, shall specify the penalty in lieu of prosecution payable in respect of the contravention of this bylaw as set out in Schedule "B" to this bylaw for penalties in lieu of prosecution.

- 11.5 A person who has been issued a Violation Tag pursuant to this bylaw and has paid the penalty to the Town by the date specified on that Violation Tag, shall not be liable to prosecution for the subject of contravention.
- 11.6 Nothing in this bylaw shall prevent an Environment Officer from issuing a Violation Ticket for the mandatory Court appearance of any person who contravenes any provision of this bylaw, or from laying an information.

SECTION 12. PENALTIES

- 12.1 A person who is convicted of an offence pursuant to this bylaw is liable upon summary conviction to a penalty in an amount not less than the amount specified in Schedule "B" of this bylaw, or if not prescribed in Schedule "B", not more than \$10,000.00, and any other penalties as may be prescribed in default of payment in relation to proceedings taken under Part 2 or Part 3 of the Provincial Offences Procedure Act.

SECTION 13. SEVERABILITY

- 13.1 Each provision of this bylaw is independent of all other provisions. If any provision of the bylaw is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this bylaw shall remain valid and enforceable.

SECTION 14. COMMENCEMENT

This Bylaw shall become effective on the date of the final passing thereof.

DRAFT - 1st Reading

SCHEDULE "A"
Bylaw # *-2020
FIREWORKS BYLAW
PERMIT FEES

Permit Type	Fee
Permit for the sale of fireworks (up to 1 year)	\$500
Permit for Consumer/Low-Hazard fireworks (per event)	\$35
Permit for Display/High-Hazard fireworks (per event)	\$75

DRAFT - 1st Reading

SCHEDULE "B"
Bylaw # *-2020
FIREWORKS BYLAW
SPECIFIED PENALTIES

Section	Offence	1st Offence	2nd Offence	3rd and Subsequent Offences
6	Failure to comply with requirements on a permit	\$250	\$500	\$1,000
7	Use of consumer fireworks without a valid permit	\$500	\$1,000	\$2,000
8	Use of display fireworks without a valid permit	\$1,000	\$2,000	\$5,000
9	Sale or distribution of fireworks without a valid fireworks vendor permit	\$1,000	\$2,000	\$5,000
4	Unauthorized sale of fireworks	\$1,000	\$2,000	\$5,000
9.3(b)	Failure to keep records of the sale of fireworks	\$250	\$500	\$1,000
10	Impeding an inspection	\$500	\$1,000	\$2,000
5	Possess, sell, offer for sale, distribute, discharge, use, fire, or set off firecrackers	\$500	\$1,000	\$2,000
11	Interfere with or obstruct an enforcement officer	\$500	\$1,000	\$2,000



FIREWORKS VENDOR PERMIT (low-hazard)

Alberta Fire Code Section 5.7

Date of Application

Applicant Information

Name

Phone

Title/Position

Business Information

Business Name

Phone

Email Address

Alternate Phone:

Address

Town

Province

Postal Code

Business Licence Number

Company Website

Owner of Property

Signature of Applicant

Date

Required Documents

The following must be submitted as part of this permit application:

- ☐ Permit Fee
- ☐ Valid Government issued photo ID
- ☐ Approval letter from the Owner of Property where fireworks will be sold.
- ☐ Criminal Record Check
- ☐ Copy of current business licence
- ☐ Proof of insurance in the minimum amount of \$2,000,000.00 naming the Town of Drumheller as an additional insured.
- ☐ Description of the low-hazard fireworks to be sold.
- ☐ A product list including manufacturer, type, size and quantity of product.

Permit Terms & Conditions

- Permit holder must have a yearly criminal record check done
- Keep a record of each sale or distribution of fireworks, on the premises where the sale or distribution occurred, for at least two (2) years following the date of the sale or distribution, and the record must include:
 - The date of the sale or distribution;
 - The name, address, and phone number of the purchase;
 - The quantity and type of fireworks sold;
 - The date and time of the expected fireworks use; and
 - The location and a description of the site where the fireworks will be used
- Comply with all storage requirements of the *Explosives Act* and the *Safety Codes Act*, RSA 2000, c. S-1
- Permit shall expire one (1) year after the date on which the Firework Sales Permit was issued unless the Fireworks Sales Permit establishes a shorter time period
- Display must be on a shelf, in a package or in a glass case away from flammable goods
- Displays should never be unsupervised
- Shelves for display must be a minimum of 1.2m in height
- Displays must be out of the sun and away from excessive heat
- Window displays must be fake samples, not real fireworks
- Fireworks must not be sold to people under 18 years old
- You'll need to have a fire extinguisher rated no less than 2-A in the immediate area

Declaration

I hereby authorize the Town of Drumheller, and any agent or employee of it, to inspect the proposed location before any permit is issued and afterwards, for the purpose of enforcing Bylaw *****

The Applicant certifies that they understand and will be governed by the provisions of this bylaw and all applicable provincial and federal laws and regulations in force from time to time and any conditions or restrictions imposed in this permit.

The Applicant covenants and agrees that the Applicant with indemnify and save harmless the Town of Drumheller and its elected officials, employees, officers, agents and contractors from and against any and all manner of actions or causes of actions, damages, costs, loss, or expenses of whatever kind (including, without limitation, legal fees) which the Town of Drumheller or its elected officials, employees, officers, agents or contractors may sustain, incur or be put to by reason of or arising out of:

- 1) the issuance of this permit;
- 2) the sale, offering for sale or any other disposal of fireworks to any person by the applicant; or
- 3) any act of omission of the applicant or any person for whom the Applicant is at law, responsible, including, without limitation, the non-observance or non-performance of any obligation imposed by federal or provincial law.

Permit Approval *(to be completed by the Town of Drumheller Fire Services)*

Fire Services Permit #: _____

Permit Fee: \$500.00

The applicant is hereby authorized to distributing, offering for sale, storing for the purpose of selling, or selling

This permit is subject to cancellation for any breach of the Alberta Fire Code Section 5.7, or any of the following special precautions required as a condition of this permit:

Applicant name

Fire Chief/Admin Staff

Applicant signature

Fire Chief/Admin Staff signature

The information is being collected under Section 33(c) of the *Freedom of Information and Protection of Privacy Act* and will be protected under the provisions of the Act. For more information please contact the FOIP Coordinator at 403.823.1339.

DRAFT - 1st Reading



GUIDELINES FOR CONSUMER FIREWORKS

Alberta Fire Code Section 5.7

Fireworks should be stored in a cool, dry area, in a secure container, away from excessive heat, open flame, or spark-producing equipment or tools. There must be a fire extinguisher in any building where fireworks are being stored.

Never transport fireworks in the passenger area of a vehicle.

DISCHARGING FIREWORKS

On the day of your fireworks display:

- You'll need to have a fire extinguisher rated no less than 2-A in the immediate area, and a water source available on site.
- About 30 minutes before you plan to discharge your fireworks, you'll need to check www.albertafirebans.ca to ensure there are not fire bans or advisories in place.

You can discharge low-hazard consumer fireworks only (these are under Federal Class 7.2.1, and include items like sparklers, fountains, volcanoes, mines and snakes). High-hazard fireworks, firecrackers, or special effect pyrotechnic devices are not permitted.

If you are discharging ground-level fireworks (fireworks that function at 15 metres or lower) they must be discharged in a location with no dry grass or combustible material on the ground beneath them, and the area needs to be thoroughly wet down immediately before the fireworks are discharged.

Fireworks must be discharged on an angle of no more than 15 degrees off perpendicular.

Fireworks can't be discharged:

- From, on, or over public land, municipal or environmental reserves, or a forest protection area (unless your permit allows it)
- If they create a danger or constitute a nuisance to any person or property
- On a highway or road allowance
- On a public beach or park without permission from the Fire Department
- On privately-owned land, without written permission from the owner
- In a building
- Within 10 metres of any building, tent, trailer, canvas shelter, or motor home
- Within 200 metres of any place where there may be explosives, or flammable or combustible liquids
- When the wind is 45 km/h or more, or if the Fire Department believes the conditions create a fire hazard
- When a fire ban or advisory is in place
- By anyone under 18 years of age

CONSUMER FIREWORKS PERMIT APPLICATION

Alberta Fire Code Section 5.7

Date of Application

Applicant Information

Contact Name

Phone

Email Address

Alternate Phone:

Address

Town

Province

Postal Code

Fireworks Supervisor

Fireworks Display Information

Fireworks display address

Fireworks storage address (if different from above)

Date of fireworks display

Approximate time of display

- A diagram of the discharge / set-off / display site is to be completed and submitted with this application.
- Written permission (including name, address, and signature) from all adjacent property owners must be included with your application.
- Proof of insurance for all fireworks operation. The Town of Drumheller shall be listed as additional insured for all permits.
- A product list including manufacturer, type, size and quantity of product

Applicant Signature

Name of business fireworks were purchased from

Date

Address of business fireworks were purchased from

Permit Conditions

1. Permit holder must confirm no fire ban or advisory is in place on the day of the display. Fire ban/advisory status can be found at www.albertafirebans.ca
2. A water source and fire extinguisher rated no less than 2-! Must be available on site.

3. A site inspection may be required prior to the display.

Permit Approval *(to be completed by the Town of Drumheller Fire Services)*

Fire Services Permit #: _____

Permit Fee: \$35.00

The applicant is hereby authorized to handle, discharge, fire, set-off or display low-hazard consumer fireworks on:

Date of fireworks display

Approximate time of display

This permit is subject to cancellation for any breach of the Alberta Fire Code Section 5.7, or any of the following special precautions required as a condition of this permit:

Applicant name

Fire Chief/Admin Staff

Applicant signature

Fire Chief/Admin Staff signature

The information is being collected under Section 33(c) of the *Freedom of Information and Protection of Privacy Act* and will be protected under the provisions of the Act. For more information please contact the FOIP Coordinator at 403.823.1339.

CONSUMER FIREWORKS SITE DIAGRAM

Please include your firing site, spectator area, and distances from any buildings or structures. Refer to the manufacturer’s recommended safe distances when planning the site for your display.

APPLICANT INFORMATION	
Name:	Permit #:
Address of fireworks display:	

DIAGRAM
<div>DRAFT - 1st Reading</div>



HIGH-HAZARD DISPLAY FIREWORKS PERMIT APPLICATION

Alberta Fire Code Section 5.7

Date of Application

Applicant Information

Contact Name

Phone

Email Address

Alternate Phone:

Address

Town

Province

Postal Code

Fireworks Supervisor

Fireworks Display Information

Fireworks display address

Fireworks storage address (if different from above)

Date of fireworks display

Approximate time of display

Permit Requirements

The following must be submitted as part of this permit application:

- ☐ Copies of Display Fireworks Supervisor Certificate (front & back) for on-site supervisor.
- ☐ Written permission from the owner, lessee, or agent for the property to allow the performance or display to take place. Any properties outside the approved fireworks fallout zone that may be affected by debris should also be contacted for written permission.
- ☐ Proof of insurance for all fireworks operation. The Town of Drumheller shall be listed as additional insured for all permits.
- ☐ A detailed site plan as described in the National Resources Canada Display Fireworks Manual, Section 3.8.1
- ☐ An emergency response plan specific to the site. The plan should include;
 - Details and procedures for dealing with a large emergency.
 - Details and procedures for dealing with a small emergency.
 - Materials and equipment on-site for fire extinguishment.

- Hot zone security details and site plan.
- Details for cool down time, dismantling of show, clean-up, and disposal of debris and fall-out.
- Signage for public notification on-site and adjacent public areas.
- Details for following day re-inspection and clean-up.

☐ A product list including manufacturer, type, size and quantity of product.

Permit Conditions

1. Permit holder must confirm no fire ban or advisory is in place on the day of the display.
Fire ban/advisory status can be found at www.albertafirebans.ca
2. A site inspection may be required prior to the display.

Permit Approval *(to be completed by the Town of Drumheller Fire Services)*

Fire Services Permit #: _____ Permit Fee: \$75.00

The applicant is hereby authorized to handle, discharge, fire, set-off or display high-hazard display fireworks on:

Date of fireworks display

Approximate time of display

This permit is subject to cancellation for any breach of the Alberta Fire Code Section 5.7, or any of the following special precautions required as a condition of this permit:

Applicant name

Fire Chief/Admin Staff

Applicant signature

Fire Chief/Admin Staff signature

The information is being collected under Section 33(c) of the *Freedom of Information and Protection of Privacy Act* and will be protected under the provisions of the Act. For more information please contact the FOIP Coordinator at 403.823.1339.

TOWN OF DRUMHELLER
BYLAW NUMBER 19.20

A BYLAW OF THE TOWN OF DRUMHELLER TO REGULATE AND CONTROL THE SALE AND
SETTING OFF OF FIREWORKS WITHIN THE MUNICIPALITY OF DRUMHELLER IN THE
PROVINCE OF ALBERTA.

WHEREAS pursuant to section 7 of the *Municipal Government Act*, R.S.A. 2000, c. M-26 as amended, a council may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property;

AND WHEREAS pursuant to section 8 of the *Municipal Government Act*, R.S.A. 2000, c.M-26, as amended, a council may, in a bylaw, regulate or prohibit and provide for a system of licenses, permits or approvals;

AND WHEREAS Council for the Town of Drumheller recognizes that fireworks are explosive devices which are classified as dangerous goods under the *Alberta Fire Code* and *National Fire Code – 2019 Alberta Edition* and which, when used improperly by untrained Persons, can cause injury, damage, fire and death; and present a risk to the safety, health and welfare of Persons and the safety of property within the geographic limits of the Municipality of the Town of Drumheller limits, particularly when sold, possessed, and used by Persons not properly trained and certified;

NOW THEREFORE, the Council for the Town of Drumheller, duly assembled, hereby enacts as follows:

SECTION 1. NAME OF BYLAW

- 1.1 This bylaw may be cited as the "Fireworks Bylaw".

SECTION 2. PURPOSE

- 2.1 The Town wishes to enact a bylaw for the purpose of providing for the sale, possession, storage and discharge of Fireworks in compliance with:
- i. Any applicable municipal bylaws, policies, procedures and guidelines;
 - ii. The *National Fire Code – 2019 Alberta Edition*, as amended;
 - iii. The *Safety Codes Act*, RSA 2000, C S-1, as amended; and
 - iv. The *Explosives Act* and *Explosives Regulations*.

SECTION 3. DEFINITIONS

- 3.1 "Alberta Fire Code": means the National Fire Code – 2019 Alberta Edition, as amended or repealed and replaced from time to time.
- 3.2 "CAO" shall mean the Chief Administrative Officer for the Town of Drumheller or their designate.
- 3.3 "Consumer Fireworks" means fireworks which are designed for recreational use and are classified as low-hazard fireworks within the Explosives Act but does not include sparklers;
- 3.4 "Discharge" means to fire, ignite, explode or set-off or cause to be fired, ignited, exploded or set-off;
- 3.5 "Display Fireworks" means fireworks that are designed for professional use and are classified as high-hazard within the Explosives Act;
- 3.6 "Explosives Act" means the Explosives Act, RSC. 1985, c. E-17, as amended;

- 3.7 "Fire Ban" means a prohibition on all burning, including the Discharge of all Fireworks, issued by the Town;
- 3.8 "Firecracker" means any device that explodes instantaneously when ignited and does not produce any subsequent display or visible effect after the explosion and does not include paper caps containing not more than 16.2 mg (1/4 grain) of explosive per cap or devices to be used with the paper caps such as cap pistols OR has the same meaning as in the National Fire Code 2019 - Alberta Edition;
- 3.9 "Fireworks" includes Consumer Fireworks, Display Fireworks and Pyrotechnics but does not include Firecrackers;
- 3.10 "Fireworks Inspector" means the Town of Drumheller Fire chief or designate, the Chief Administrative Officer, any peace officer, municipal enforcement officer or a Person designated and authorized in writing by the CAO to administer and enforce the requirements of this Bylaw;
- 3.11 "Fireworks Permit" means a permit granted by the Fireworks Inspector that authorizes the permit holder to Discharge Fireworks at a specified location, with the consideration in determining the specified location for such Discharge based on:
- i. for Consumer Fireworks, the clearance requirements as recommended by the manufacturer of the Fireworks and as set out in the packaging of the Fireworks;
 - ii. for Display Fireworks, the National Fire Code 2019 - Alberta Edition which requires conformance with the Natural Resources Canada 2010 "Display Fireworks Manual", as may be amended;
 - iii. for Pyrotechnics, the Natural Resources Canada 2014 "Special Effect Pyrotechnics Manual", as may be amended; and
 - iv. any other consideration that may be relevant to the safety of Persons or property.
- 3.12 "Fireworks Supervisor" means a Person who has, at the minimum, a valid fireworks operator certificate, also known as a display supervisor issued pursuant to the Explosives Act;
- 3.13 "Municipal Tag" means a document alleging an offence issued pursuant to the authority of a bylaw of the Town;
- 3.14 "Person" means an individual or a body corporate and includes a partnership or association unless the context explicitly or by necessary implication otherwise requires;
- 3.15 "Prohibited Fireworks" means Firecrackers and the items included on the most recent list of prohibited fireworks as published from time to time under the Explosives Act;
- 3.16 "Provincial Fire Administrator" means the Person who has authority under the Safety Codes Act to provide written confirmation on behalf of the Province for any matter governed within the fire discipline;
- 3.17 "Provincial Offences Procedure Act" means the Provincial Offences Procedure Act, RSA 2000, c P-34, as amended;
- 3.18 "Pyrotechnician" means a Person who has, at the minimum, a valid and subsiding fireworks operator certificate (pyrotechnician) issued pursuant to the Explosives Act;
- 3.19 "Pyrotechnics" has the same meaning as special effects pyrotechnics in the Explosives Regulations, 2013, SOR/2013-2011;
- 3.20 "Safety Codes Act" means the Safety Codes Act, RSA 2000, c S-1, as amended; and

- 3.21 "Violation Ticket" has the same meaning as in the Provincial Offences Procedure Act, RSA 2000, c P-34, as may be amended.

SECTION 4. REQUIREMENTS

- 4.1 No Person shall sell, display, possess or discharge any Prohibited Fireworks.
- 4.2 No Person may discharge Consumer or Display Fireworks or Pyrotechnics within the Town without a Fireworks Permit.
- 4.3 No Person shall store, possess or Discharge Fireworks in an unsafe manner or in a manner that creates a nuisance, taking into account the noise, danger of fire and explosion and risk of death, injury and damage to Persons and property inherent in the storage, possession or Discharge of Fireworks.
- 4.4 No Person shall Discharge Fireworks on or into any highway, street, lane, park or any other public place within the Town unless authorized to do so by a Fireworks Permit.
- 4.5 A Person may display, offer for sale or sell Consumer Fireworks within the Town in accordance to the Explosive Act and its regulations.
- 4.6 Consumer Fireworks are prohibited in residential zones unless approved by a Fireworks Inspector.
- 4.7 No Person shall sell, display, possess or discharge fireworks unless they are eighteen years of age.
- 4.8 No Person shall sell or supply fireworks to a Person who is less than eighteen years of age.
- 4.9 No Person shall have in their possession, sell, offer for sale, give away or otherwise distribute, discharge, use or set off firecrackers.

SECTION 5. PERMIT APPLICATION

- 5.1 Every Person applying for a Fireworks Permit must provide, to the satisfaction of the Fireworks Inspector: or complete a fireworks permit application form prior to the purchase of Consumer fireworks at an approved retailer of Consumer fireworks in the town of Drumheller
 - a) For Display fireworks a completed Fireworks Permit application form;
 - b) name and contact information of the proposed permit holder and confirmation that the proposed permit holder is a Fireworks Display Supervisor or Pyrotechnician, as applicable; S 3.11 i. applies to Consumer Fireworks
 - c) name and contact information of the sponsoring organization, if applicable;
 - d) written confirmation that the property owner/lessee/agent of the land where the event will occur consents to the Discharge of Fireworks on the land;
 - e) a description of the Fireworks event and a site plan that includes all information as may be required by the Fireworks Inspector;
 - f) the fee in the amount as set out in the current Town fees schedule.
 - g) For Display or Pyrotechnic fireworks liability insurance in a form and amount acceptable to the Fireworks Inspector, naming the Town as an additional insured; or waiver on application form either on line or at vendor
 - h) any additional required permits or approvals as determined by a Fireworks Inspector; and

- i) any additional information required by the Fireworks Inspector.

SECTION 6. ISSUANCE OF PERMIT

- 6.1 A Fireworks Inspector shall issue a Fireworks Permit only when all requirements have been met.
- 6.2 An authorized retailer may issue a Consumer fireworks permit when the permit application is completed and the required fee is paid to the retailer.
- 6.2 A Fireworks Inspector may impose any terms and conditions on a Fireworks Permit as are deemed appropriate or necessary in the circumstances including a permit obtained from an authorized retailer:
 - a) to ensure compliance with the purpose and intent of this bylaw and any other legal requirements; and
 - b) to impose any requirement in the interests of safety and/or environmental concerns.

SECTION 7. REFUSAL TO ISSUE, SUSPENSION OR CANCELLATION

- 7.1 A Fireworks Inspector may refuse to issue a Fireworks Permit or suspend or cancel a Fireworks Permit that has been issued, if:
 - a) there is a substantial risk to life, safety or property;
 - b) the requirements of the permit have not been met;
 - c) incorrect or insufficient information is submitted with respect to Fireworks Permit;
 - d) there is non-compliance with the Explosives Act or Safety Codes Act or any other law;
 - e) there is a contravention of any condition under which the Fireworks Permit was issued; or
 - f) the Fireworks Permit was issued in error.
- 7.2 When the Fireworks Inspector refuses to issue a Fireworks Permit, the Fireworks Inspector shall provide written notice to the applicant within five (5) calendar days after the application is denied. The notice shall include a statement of the reasons the application was denied.

SECTION 8. FIREWORKS PERMIT HOLDER OBLIGATIONS

- 8.1 A Person to which a Fireworks Permit has been issued must:
 - a) comply with the terms and conditions of the Fireworks Permit and any other related permit;
 - b) shall not Discharge Fireworks if there is a Fire Ban in place;
 - c) produce a copy, upon request of a Fireworks Inspector, of the Fireworks Permit and all applicable fireworks operator certificates at the location of the Fireworks show; and
 - d) immediately notify the Town of any change to any information provided to the Town.

- e) Once a Consumer fireworks permit is issued by an authorized retailer no changes may be lawfully made to the permit unless approved by a fireworks inspector.

SECTION 9. FIREWORKS PERMIT

- 9.1 A Fireworks Permit shall expire as per the terms and conditions on the permit.

SECTION 10. FIREWORKS PERMIT TRANSFER

- 10.1 A Fireworks Permit is not transferable.

SECTION 11. INSPECTIONS

- 11.1 A Fireworks Inspector may, at any reasonable hour of the day, and without prior notice to the permit holder, conduct an inspection of the event site.
- 11.2 In addition to all other rights of inspection granted to the Town under any other legislation, the Fireworks Inspector may:
 - a) require the production, for inspection purposes, of any document or anything relevant to the inspection;
 - b) remove the document or anything relevant to the inspection for the purpose of making copies;
 - c) alone or in conjunction with a Person possessing special or expert knowledge, make observations, examine, and review anything that pertains to any permit issued pursuant to this bylaw; and
 - d) perform an inspection to investigate or respond to a complaint or inquiry.
- 11.3 The permit holder shall provide the Town with free and clear access to the event site for inspections.
- 11.4 A Fireworks Inspector may request that the permit holder pause or delay the Fireworks part of the event until the inspection is complete.
- 11.5 The Town shall comply with any safety requirements or personal protection equipment required by the permit holder.
- 11.6 The Town shall provide the results of the inspection to the permit holder upon written request.

SECTION 12. FEES

- 12.1 The fees payable for any permit issued pursuant to this bylaw, or any other fees within this bylaw, shall be as set out in the Town fees schedule and are listed in this bylaw as Schedule "A".

SECTION 13. OBSTRUCTION

- 13.1 No Person shall obstruct or hinder another Person in the exercise or performance of their duties or powers pursuant to this bylaw or other applicable legislation.

SECTION 14. OFFENCE

- 14.1 A Person who contravenes this bylaw or authorizes or directs another Person to contravene this bylaw, is guilty of an offence.

SECTION 15. VICARIOUS LIABILITY

- 15.1 For the purposes of this bylaw, an act or omission by an employee or agent of a Person is deemed also to be an act or omission of the Person if the act or omission occurred in the course of the employee's employment with the Person, or in the course of the agent's exercising the powers or performing the duties on behalf of the Person.

SECTION 16. CORPORATIONS

- 16.1 When a corporation commits an offence under this bylaw, every principal and director of the corporation who authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence whether or not the corporation has been prosecuted for the offence.

SECTION 17. FINES AND PENALTIES

- 17.1 Any Person who contravenes any provision of this bylaw is guilty of an offence and is liable, on summary conviction, to the fine set out in Schedule "B".
- 17.2 When a penalty is not specified under this bylaw, a Person who is guilty of an offence is liable to a fine not exceeding \$10,000.00.
- 17.3 A Person who is found guilty of an offence is liable to the imposition of a penalty for the offence that is in addition to a fine so long as the penalty relates to a fee, cost, rate, toll or charge that is associated with the conduct that gives rise to the offence.
- 17.4 If a Person is found guilty of an offence, the court may, in addition to any fine or other penalty imposed, order the Person to comply with this bylaw, a permit, an approval or other authorization issued under this bylaw, or a condition of any of them.

SECTION 18. CONTINUING OFFENCE

- 18.1 In the case of an offence that is of a continuing nature, a contravention constitutes an offence in respect of each day, or part of a day, on which it continues and a Person guilty of such an offence is liable to a fine of \$100.00 for each day the offence continues.

SECTION 19. MUNICIPAL TAG

- 19.1 A Municipal Tag may be issued to any Person where there are reasonable and probable grounds to believe the Person has contravened any provision of this bylaw.
- 19.2 If a Municipal Tag is issued in respect of an offence the Municipal Tag must specify:
- a) the name of the Person;
 - b) the offence;
 - c) the fine amount;
 - d) that the fine amount shall be paid within 14 days of the issuance of the Municipal Tag; and
 - e) any other information as may be required.

SECTION 20. PAYMENT IN LIEU OF PROSECUTION

- 20.1 Where a Municipal Tag is issued in respect of an offence, the Person to whom the Municipal Tag is issued may, in lieu of being prosecuted for the offence, pay the fine specified within the time period indicated on the Municipal Tag.

SECTION 21. VIOLATION TICKET

- 21.1 If a Municipal Tag has been issued and if the specified fine has not been paid within the prescribed time, a Violation Ticket may be issued pursuant to the Provincial Offences Procedure Act. A Municipal enforcement officer may only issue a Municipal tag.
- 21.2 Despite Section 21.1, a Violation Ticket may be immediately issued to any Person where there are reasonable and probable grounds to believe that Person has contravened any provision of this bylaw.
- 21.3 If a Violation Ticket is issued in respect of an offence in accordance with the Provincial Offence Procedure Act the violation ticket shall:
- a) impose the specified penalty established by this bylaw for the offence and permit a Person to make a voluntary payment; or
 - b) require a Person to appear in court without the alternative of making a voluntary payment.

SECTION 22. VOLUNTARY PAYMENT

- 22.1 A Person who commits an offence and who wishes to plead guilty may:
- a) if a Violation Ticket has issued in respect of the offence; and
 - b) if the Violation Ticket includes a specified penalty as established by this bylaw for the offence;
- plead guilty to the offence by making a voluntary payment by submitting to a Clerk of the Provincial Court, on or before the initial appearance date indicated on the Violation Ticket, the specified penalty set out on the Violation Ticket.

SECTION 23. POWERS OF THE FIREWORKS INSPECTOR

- 23.1 Without restricting any other power, duty or function granted by this bylaw, a Fireworks Inspector may:
- a) carry out any inspections to determine compliance with this bylaw;
 - b) take any steps or carry out any actions required to enforce this bylaw;
 - c) take any steps or carry out any actions required to remedy a contravention of this bylaw;
 - d) establish forms for the purposes of this bylaw;
 - e) refund or waive fees;
 - f) waive any application requirements;
 - g) require additional information, revised information, additional fees and/or a new application with respect to a change under Section 5;
 - h) alter or revoke the terms and conditions of a permit after it has been issued and approve the extension of the term of a permit; and
 - i) impose new terms and conditions in a permit after it has been issued.

SECTION 24. PROOF OF PERMIT

- 24.1 The onus of proving that a permit has been issued in relation to any activity otherwise regulated, restricted or prohibited by this bylaw is on the Person alleging the existence of such a permit.

SECTION 25. PROOF OF EXEMPTION

- 25.1 The onus of proving that a Person is exempt from the provisions of this bylaw requiring a permit is on the Person alleging the exemption.

SECTION 26. LEGAL DUTY

- 26.1 Nothing in this bylaw, including the issuance of a permit, any approval, and any inspections conducted pursuant to this bylaw, relieves a Person from complying with any Federal or Provincial law or regulation, other Town bylaw, or any requirement of any lawful permit, approval, order or license.

SECTION 27. COMMENCEMENT

- 27.1 This Bylaw shall become effective on the date of the final passing thereof.

READ A FIRST TIME THIS ____ DAY OF ____, 2021

READ A SECOND TIME ____ DAY OF ____, 2021

READ A THIRD TIME AND PASSED THIS ____, DAY OF ____, 2021

MAYOR

CHIEF ADMINISTRATIVE OFFICER

SCHEDULE "A"
Bylaw Number 19.20
Fireworks Bylaw Permit Fee

Permit Type	Fee
Permit for the sale of fireworks (up to 1 year)	\$100
Permit for Consumer/Low-Hazard fireworks (per event)	\$10
Permit for Display/High-Hazard fireworks (per event)	\$50

SCHEDULE "B"
Bylaw Number 19.20
Fireworks Bylaw Offence and Penalty Section

SECTION DESCRIPTION OF OFFENCE	FIRST OFFENCE	SECOND OFFENCE	THIRD AND SUBSEQUENT OFFENCE
4.1 Selling, displaying, possessing or Discharging prohibited	\$250.00	\$500.00	\$750.00
Fireworks 4.2 Discharging Fireworks without a Fireworks Permit	\$250.00	\$500.00	\$750.00
4.3 Storage, possession or Discharge of Fireworks in an unsafe manner or manner that creates a nuisance	\$250.00	\$500.00	\$750.00
4.4 Discharge of Fireworks on or into a highway, street, lane, park or any other public place	\$500.00	\$1,000.00	\$5,000.00
4.5 Unauthorized sale or display of Fireworks	\$250.00	\$500.00	\$1,000.00
8.1(a) Failure to comply with a Fireworks Permit	\$500.00	\$1,000.00	\$5,000.00
13.1 Obstruction of fireworks inspector or Person assisting a fireworks inspector	\$500.00	\$750.00	\$1,000.00

GUIDELINES FOR CONSUMER FIREWORKS PERMITS AND DISPLAYS**Town of Drumheller Bylaw Number 19.20**

Alberta Fire Code Section 5.7

YOU MUST OBTAIN A FIREWORKS PERMIT PRIOR TO DISCHARGING ANY FIREWORKS

NO PERSON SHALL DISCHARGE FIREWORKS IN THE TOWN OF DRUMHELLER UNLESS A FIREWORKS PERMIT UNDER THE FIREWORKS BYLAW HAS BEEN ISSUED

IT IS THE RESPONSIBILITY OF THE FIREWORKS PERMIT HOLDER TO KNOW THE RULES AND REGULATIONS OF THE MUNICIPALITY

FOR CONSUMER FIREWORKS: FIREWORKS PERMITS TO PURCHASE CONSUMER FIREWORKS CAN BE OBTAINED FROM AUTHORIZED FIREWORKS RETAILERS IN THE TOWN OF DRUMHELLER.

FOR DISPLAY FIREWORKS: ONLY A PERMIT OBTAINED FROM AN AUTHORIZED RETAILER OR THE TOWN OF DRUMHELLER FIRE CHIEF IS VALID FOR THE DISCHARGE OF DISPLAY FIREWORKS IN THE TOWN OF DRUMHELLER

The Chief Administrative Officer, Director of Protective Services or any Peace Officer may terminate a fireworks permit at any time. Upon receiving notification of termination of the fireworks permit the fireworks permit holder shall immediately extinguish any fireworks and cease fireworks discharge.

A consumer fireworks permit can be issued by an authorized retail location to a purchaser for the purchase/storage/discharge for a fee as outlined in the Town fee schedule. Such a permit costs \$5.00 and can be paid at the retailer when consumer fireworks are purchased.

A list of retailers can be found on the Town website.

A fireworks permit is not transferable.

A person who has been issued a fireworks permit by an authorized retailer shall:

- a) Keep the fireworks permit at the site of the discharge,
- b) Produce and show the fireworks permit to any fireworks inspector upon request,
- c) Have a responsible person in attendance maintaining watch over unspent fireworks at all times,
- d) Be responsible for any costs incurred by the Fire Department when called upon to extinguish such fireworks if, in the opinion of the Fire Chief or his designate, the fireworks are a hazard to public safety, any person or any property,
- e) Not contravene section 5.7 of the Alberta Fire Code
- f) Comply with all conditions outlined in the fireworks permit.

Consumer fireworks are not permitted to be discharged on any municipal or environmental reserve.

Obtain consent from the landowner of the display site is required by the permit holder if the permit holder is not the landowner.

The owner or occupant of neighboring land on which debris might reasonably be expected to fall shall be notified of the discharge of fireworks and the fireworks permit holder shall obtain written consent of the owner of the neighboring land

No person shall discharge or set off fireworks;

a) in a place or manner that creates danger or constitutes a nuisance to any person or property, or

b) on a highway, road allowance, alleyway, sidewalk, public beach, park or,

c) any residential area of the Town of Drumheller

REMEMBER: Fireworks should be stored in a cool, dry area, in a secure container, away from excessive heat, open flame, or spark-producing equipment or tools. There must be a fire extinguisher in any building where fireworks are being stored.

Never transport fireworks in the passenger area of a vehicle.

DISCHARGING FIREWORKS

On the day of your fireworks display:

- You'll need to have a fire extinguisher rated no less than 2ABC in the immediate area, and a water source available on site.
- About 30 minutes before you plan to discharge your fireworks, you'll need to check www.albertafirebans.ca to ensure there are not fire bans or advisories in place.

You can discharge consumer fireworks only (these are under Federal Class 7.2.1, and include items like sparklers, fountains, volcanoes, mines and snakes). High-hazard fireworks, firecrackers, or special effect pyrotechnic devices are not permitted.

If you are discharging ground-level consumer fireworks (fireworks that function at 15 metres or lower) they must be discharged in a location with no dry grass or combustible material on the ground beneath them, and the area needs to be thoroughly wet down immediately before the fireworks are discharged.

Fireworks must be discharged on an angle of no more than 15 degrees off perpendicular.

REMEMBER: Fireworks can't be discharged:

- From, on, or over public land, municipal or environmental reserves, or a forest protection area (unless your permit allows it)
- If they create a danger or constitute a nuisance to any person or property
- On a highway or road allowance
- On a public beach or park without permission from the Fire Department
- On privately-owned land, without written permission from the owner
- In a building
- Within 10 metres of any building, tent, trailer, canvas shelter, or motor home
- Within 200 metres of any place where there may be explosives, or flammable or combustible liquids
- When the wind is 45 km/h or more, or if the Fire Department believes the conditions create a fire hazard
- When a fire ban or advisory is in place
- By anyone under 18 years of age

CONSUMER FIREWORKS PERMIT APPLICATION

Alberta Fire Code Section 5.7

Date of Application

(Name of Authorized Retailer)

Applicant Information

Applicant Name

Phone

Email Address

Alternate Phone:

Address

Town

Province

Postal Code

Fireworks Supervisor

Fireworks Display Information

Fireworks display address

Fireworks storage address (if different from above)

Date of fireworks display

Approximate time of display

- A diagram of the discharge / set-off / display site is to be completed and submitted with this application.
- Written permission (including name, address, and signature) from all adjacent property owners must be included with your application.
- The applicant/permit holder agrees to indemnify and save harmless the Town of Drumheller from all liability arising out of the operations authorized by this fireworks permit.
- The applicant/permit holder agrees to pay the firefighting costs of any fires or requirement of the fire department to attend as a result of a violation of any condition set out in the fireworks permit or corresponding legislation.
- A product list including manufacturer, type, size and quantity of fireworks products must be attached hereto.

Applicant signature

Name of business fireworks were purchased from

Date

Address of business fireworks were purchased from

Permit Conditions

1. Permit holder must confirm no fire ban or advisory is in place on the day of the display.
Fire ban/advisory status can be found at www.albertafirebans.ca
2. A water source and fire extinguisher rated no less than 2ABC. Must be available on site.
3. A site inspection may be required prior to the display.

Permit Approval *(to be completed by the authorized retailer)*

Consumer Fireworks Permit #: _____

Permit Fee: \$5.00

The applicant is hereby authorized to handle, discharge, fire, set-off or display low-hazard consumer fireworks on:

*Date of fireworks display*_____
Approximate time of display

This permit is subject to cancellation for any breach of the Alberta Fire Code Section 5.7, or any of the following special precautions required as a condition of this permit:

“I HAVE READ THIS APPLICATION AND AGREE AS THE PERMIT HOLDER TO INDEMNIFY AND SAVE HARMLESS THE MUNICIPALITY OF THE TOWN OF DRUMHELLER FROM ALL LIABILITY ARISING OUT OF THE OPERATIONS AUTHORIZED BY THIS FIREWORKS PERMIT”

Signature of applicant/permit holder: _____

Date: _____

*Applicant (print name)*_____
*Authorized retailer (print name)*_____
*Applicant signature*_____
Authorized retailer (signature)

The information is being collected under Section 33(c) of the *Freedom of Information and Protection of Privacy Act* and will be protected under the provisions of the Act. For more information please contact the FOIP Coordinator at 403.823.1339.

LOW-HAZARD FIREWORKS SITE DIAGRAM

Please include your firing site, spectator area, and distances from any buildings or structures. Refer to the manufacturer’s recommended safe distances when planning the site for your display.

APPLICANT INFORMATION	
Name:	Permit #:
Address of fireworks display:	

DIAGRAM
<div>DRAFT Amended – 2021 Jan 29</div>

**Report for Recreation – 2020 Strategic Priorities and Information****Name: Darren Goldthorpe****Period: October to December 2020**

Community Recreation Service Level / Facility Utilization Review – With Covid and competing priorities this review was not completed in 2020. This has since moved up on the 2021 priority list and data gathering has begun to prepare a report on the recreation facilities cost recovery percentages and comparisons.

Facility Condition Assessment – A grant was made available for recreation facilities to conduct an Energy Audit. We are waiting for the report to determine if we may proceed with the next step of the audit which would be an engineering study and implementation. Will continue to work with Director of Infrastructure and Manager of Technical Services.

Heritage, Arts and Culture Strategy – Work has not begun on this and will need to be carried into 2021. A bigger discussion will need to occur to define the components and the action required. In the meantime, pending approval of the 2021 budget, the Arts and Culture Grant will be advertised and made available to the community.

Recreation Facilities

The Aquaplex and BCF reopened to the public on September 9th, 2021 under AHS restrictions and guidelines. The Arena was open since summer but it too had to follow all the same restrictions and guidelines. After a slow start to reopening, things were picking up but not anywhere near the same time 2019. We were able to offer a few aquafit, yoga, bootcamp classes using capacity restrictions for a short period.

On November 23rd, further restrictions were imposed including the cancellation of all group classes and activities. One on one training and household bookings were permitted at that time.

On December 13th, a full closure of recreation facilities across the province was imposed. These facilities have now been closed for 8 weeks. That's in addition to the 24 weeks in the spring and summer for a total of 26 weeks so far. We continue to wait for further guidance from AHS.

**Arena**

Event Type	2020	2019	2018 (incomplete data tracking)
Drop in Program	0	11	0
Sporting Event	4	25	35
Sports Practice	29	9	0
Tournament	0	2	2
Tradeshow	0	0	0
Total	33	47	37

Badlands Community Facility - Permits

Event Type	2020	2019	2018
Administrative/Internal	5	37	36
Anniversary	0	0	0
Banquet	0	8	7
Birthday Parties	3	5	9
Camp BCF	0	0	0
Concert/Performance	0	2	3
Conferences	0	3	4
Drop In Program	1	22	19
Fundraiser	0	2	3
Maintenance	5	7	4
Meetings	16	20	41
Memorials	0	3	2
Non-for-Profit (NFP)	0	2	0
NFP Town Sponsored	4	28	12
Registered Program	2	20	10
Reunions	0	0	1
School groups	0	1	1
Sport/Competition	4	11	8
Tournament	0	0	0
Tradeshow	1	2	4
Training	1	1	7
Wedding	2	2	0
Total	44	176	171

**Badlands Community Facility - Attendance**

Monthly Drop-ins and Members	2020	2019	2018
October	1649	3691	4768
November	2274	4178	5215
December	831	3552	4163
Total	4754	11421	14146

Aquaplex - Attendance

Monthly Drop-ins, Members, Clubs	2020	2019	2018 (closed Oct 30 – Dec 9)
October	1128	2709	2728
November	979	2862	closed
December	385	2084	1188
Total	2492	7655	3916

Aquaplex - Attendance

	2020	2019	2018 (closed Oct 30 – Dec 9)
Drop-ins	269	1583	771
Members	1449 (aquafit 436)	2838 (aquafit 931)	1502 (aquafit 508)
Other	307	716	423
Lessons/Courses	99	580	295
Rentals	368	1938	925
Total	2492	7655	3916

Community Development & Social Planning Department – 2020 Strategic Priorities

Name: April Harrison, BA (Hons), DTLLS and Heather Carlson, BA MDiv
Period: October to December 2020 Q4

Affordable, Accessible Counselling: New website launched for Community Response Programs. Grants approved and waitlist being worked through.

Poverty Reduction: Finalizing Living Wage and working with Tamarak on strategy. Good Food Box ongoing. Developing Poverty Reduction Coordinator Job Description.

Out of School Youth Programming: This year the Adulthood 101 program was awarded the FCSSAA Award of Excellence for a population under 20,000. A Nightmare at the Plaza October 31, 2020 was a great success.

Welcoming Newcomers: Two packs were distributed. Begun work on the partnership with Travel Drumheller, Chamber and Community Futures on a community and customer service program tentatively named "DrumLIFE."

Events: Despite having to pivot very quickly due to COVID restrictions, we were able to host seven successful events over the Christmas season: Tree Trimming Festival of Lights, three Firework Fridays, two Santa Saturdays and a New Year's Eve Fireworks.

Client Database: Postponed to 2021 due to COVID

Funding Applications form: complete

Other:

Seniors Coordinator: Covid Response Programs: The subsidized hot meals has been received very well with 1,485 meals delivered in 2020. There were 100 subsidized transportation given, and 27 households have increased food security having been recipients of a Good Food Box. The light cleaning and snow shoveling programs have assisted 23 households. Christmas activity packs were delivered to 250 seniors. Wellness check phone calls kept in touch with 100 vulnerable seniors.

Grants: The grants that were awarded have ongoing administration and implementation.

Department Vacancies:

The **Community Events Coordinator** position has been filled by Karen Schneck who started October 26, 2020. The **Community Development Coordinator** position has been filled by Heather Carlson who started December 18, 2020. A temporary **CDSP Manager** position will be posted.

Community Development & Social Planning Department – Q4-2020 Data

Community Counselling Program	Q4 – not available	Year to date
Number of clients currently waitlisted:		
Number of clients currently in service:		41
Adults Served:		34
Youth served (12+):		4
Children served (under 12):		3
Household Income <\$35,000 Single or \$45,000 Family:		39
Household Income >\$35,000 Single or \$45,000 Family:		0
Individual service:		37
Couples service:		2
Family service:		0
# of sessions provided		162

Other Programming

Good Food Box	Q4	Year to date
Number of Boxes	104	350
Number of Volunteers	5	16
Volunteer Hours	9	29
Family Fun Events	Q4	Year to date
Number of Attendees	37 kits	1218
Number of Volunteers	-	52
Volunteer Hours	-	230.5
Block Parties	Q4	Year to date
Number of parties	-	5
Number of attendees	-	211
Number of Volunteers	-	40
Volunteer Hours	-	137
Let's Connect training attendees	-	20
Youth Project		
Camp Sofo	-	34
Adulting 101		
Number of Participants	-	15
Number of Volunteers	-	17
Volunteer Hours	-	40
A Nightmare at the Plaza		
Number of Registrations	41	41
Number of Volunteers	8	8
Volunteer Hours	30.5	30.5
Tree Trimming Festival of Lights		
Registrations to trim a tree	25	25
Firework Fridays/ NYE (4 events)		
Cars at Rotary Park (approx.)	500	500
Facebook entertainment views	8283	8283
Santa Saturdays (2 events)		
Participants	22	22
Facebook entertainment views	14100	14100
Covid-19 Community Response Programs	Q4	Year to date
Hot Meals Program (55+)	794 meals	1485 meals
Subsidized transport (vouchers for Valley Bus Society)	100	100
Food Security (1 large + 8 small Good Food Boxes/month)	27 households	27 households
Home Services (cleaning, yardwork) participants	23 households	23 households

**Quarterly Report for Human Resources – 2020 Strategic Priorities**

Name: Nicole Skiftun, CPHR

Period: October to December 2020

CUSTOMER SERVICE: Initiatives Proposal – Information gathering and analysis of both internal and external resources was initiated November. Work will continue on this initiative in January with a further update to be provided in Feb/March 2021. Incentive program has been drafted to support this initiative.

SERVICE INNOVATION: Incentive Program – Completed

Program proposed to council in November and final review to take place in December, with proposed adoption in January.

Wellness Policy: Review – Completed in 2020.**Job Description: Review – Ongoing**

While a few positions have been reviewed and updated throughout the year. Work has started on this initiative officially began in December with a review of the Protective Services team job descriptions. All positions within the BCF and Aquaplex will be reviewed during the closure due to COVID, with a target of being completed for end of January 2021.

HR Policy Review – Ongoing

Review of policies has begun. There are 5 sections to the current manual, and all policies require review and updating. There are also some new policies required. Work will continue in 2021 with a focus on completion for end of June 2021.

Covid – 19 Town of Drumheller Response – Many of the projects that were expected to be completed in 2020 have had to be deferred due to continued time allocated to COVID response. Including developing COVID response policies, communications, lay-off and recall activities, and directly supporting resource activities at ECC from March to end of May.

Employee Engagement Survey – A survey was completed in October and results have been returned, providing a baseline to work from for 2020. Participation was very good across the organization. An update will be provided to council on the results in February 2021.



COMMUNICATIONS OFFICER – Fourth Quarter Report

Name: Erica Crocker

COMMUNICATIONS ACTION PLAN

Communication Gap Analysis included seven objectives for the Town of Drumheller to complete.

- Formalizing Communications processes (ongoing)
- Develop Strategic Communications Plan (under review)
- Brand Identity Guide (complete)
- Internal Communications Plan (2021 Objective)
- Crisis Communications Plan (under review)
- Communications Training to Staff (ongoing)
- Strengthen Internal Communications (ongoing)

BRANDING

The brand was launched and re-branding materials is a continuous task. Below is an overview of the branding implementation checklist

In progress/ongoing

- Public works vehicle logos – RFP early 2021
- Community signage implementation plan
- Staff uniforms

NEW WEBSITE

Drumheller.ca project was awarded to BoxClever of Edmonton Alberta for a custom website. Project will launch February 1st 2021.

SOCIAL MEDIA POLICY

Social Media Policy & Procedure in development and expected to present to Council on January 18 Committee of the Whole.



PUBLIC COMMUNICATIONS

1.2.3 <i>"Introduce new opportunities for citizen feedback on Town's Website"</i>	<ul style="list-style-type: none"> • Ethelo launching January 2021 (Citizen Budgeting Tool) • New website will include interactive polls module for public participation • New website will include staff directory, submission forms, and contact us forum for streamlined two-way communication
2.1.1 <i>Raise awareness of department responsibilities and activities</i>	Ongoing – new website will highlight this
2.1.3 <i>Provide advance notice to staff highlighting the Town's position or actions being taken on emerging developments</i>	Ongoing <ul style="list-style-type: none"> • Safety meetings • Internal emails • Surveys
3.1.3 <i>Promote the use of online civic engagement/social media for contributing citizen feedback and suggestions to the Town</i>	<ul style="list-style-type: none"> • Ethelo tool (captures in 1.2.3) Launch in January 2021
3.2.1 <i>Improve how information concerning public processes and decision making is communicated and presented</i>	<ul style="list-style-type: none"> • Public Hearings listed beyond just newspaper; social media, website, radio • Public Surveys; results shared publicly • Streaming all Council Meetings on YouTube for public consumption live or on-demand
3.2.2 <i>Promote sources of information where members of the public can learn more about local government</i>	<ul style="list-style-type: none"> • Captured in new website objectives
4.1.1 <i>Establish an annual schedule of open house events that receive and convey information on popular or annual topics</i>	<ul style="list-style-type: none"> • COVID-19 has drastically limited opportunities for in-person experiences • Strategy for online experiences is ongoing