

Town of Drumheller
COMMITTEE OF THE WHOLE MEETING
AGENDA

Monday, June 15, 2020 at 4:30 PM
Council Chambers, Town Hall
224 Centre Street, Drumheller, Alberta



Page

1. CALL TO ORDER

2. REPORTS FROM ADMINISTRATION

2.1 CHIEF ADMINISTRATIVE OFFICER'S REPORT

2 - 24

- 2.11 Town Owned Facilities - Stage 2 Relaunch
[Stage 2 Relaunch - Physical Activity & Recreation](#)
[Stage 2 Relaunch - Swimming Pool & Whirlpool](#)
[Stage 2 Relaunch - Outdoor Spray Parks & Wading Pools](#)

25 - 41

- 2.12 Records Management Bylaw Discussion
[Records Management Bylaw - DRAFT](#)

2.2 CHIEF RESILIENCY & FLOOD MITIGATION OFFICER'S REPORT

- 2.21 Flood Mitigation - Summer Work Plan Update

2.3 DIRECTOR OF INFRASTRUCTURE SERVICES' REPORT

42

- 2.31 Street Name Change - 1st Avenue
[1st Avenue and Riverside Drive](#)

3. IN-CAMERA MATTERS

- 3.1 Economic Development Residential Incentives

MOTION:

That Council close the meeting to the public to discuss economic development incentives per FOIP Section 23(1)(b) and 25(1)(c).

COVID-19 INFORMATION**RETURN TO SPORT, PHYSICAL ACTIVITY AND RECREATION – STAGE 2****Overview**

Under current Chief Medical Officer of Health Orders, businesses and entities are required to:

- implement practices to minimize the risk of transmission of infection among attendees;
- provide procedures for rapid response if an attendee develops symptoms of illness;
- ensure that attendees maintain high levels of sanitation and personal hygiene;
- comply, to the extent possible, with the [COVID-19 General Relaunch Guidance](#) this guidance, and any other applicable Alberta Health guidance found at: <https://www.alberta.ca/biz-connect.aspx>.

This document has been developed to support sport, physical activity and recreation organizations and facilities in reducing the risk of transmission of COVID-19 among attendees (including participants, staff, volunteers, participants and the general public). The guidance outlines public health and infection prevention and control measures specific to (a) sport, physical activity and recreation and (b) the operation of indoor facilities.

COVID-19 droplet transmission is much more likely when individuals are in close contact. Further, the likelihood of transmission between individuals participating in sport, physical activity and recreation in an indoor setting is significantly higher. While transmission is less likely in an outdoor setting, where air flow is greater and there is more space for individuals to keep physically distanced, transmission can occur if public health guidance is not followed.

COVID-19 can also be transmitted if someone touches a contaminated surface and then touches their face without washing their hands. Many activities involve shared equipment among participants, coaches/staff, instructors, officials or volunteers (for example, shared baseballs, basketballs, volleyballs). The virus does not enter the body through skin; it enters through the eyes, nose or mouth when an individual touches their face. This is why regular hand hygiene and cleaning of high-touch surfaces are so important.

In addition to following the Government of Alberta's guidance, those participating in organized activities sanctioned by, or affiliated with, a provincial or national organization should ensure they are also complying with their governing body's guidelines, assuming they meet or exceed provincial requirements. It is recommended that every organization develop a publicly available written plan. A template can be found in the appendices of the [General Relaunch Guidance](#). The Government of Alberta will not be approving written plans.

Alberta Health will continue to assess the epidemiology of COVID-19 in Alberta, published scientific literature on the risks of physical activity and recreation, and safety precautions from other jurisdictions that support return to sport, physical activity and recreation. As such, the guidance provided within may be updated as necessary to reflect science and best practices, as new information becomes available.

Current information related to COVID-19 can be found: <https://www.alberta.ca/covid-19-information.aspx>.

[alberta.ca/BizConnect](https://www.alberta.ca/BizConnect)

Email: BizConnect@gov.ab.ca

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RETURN TO SPORT, PHYSICAL ACTIVITY AND RECREATION – STAGE 2

1.0 Facility Considerations

<p>General</p>	<ul style="list-style-type: none"> • This guidance should be used in conjunction with any additional applicable facility-specific guidance (e.g., Indoor recreation facilities guidance, swimming pools theatres, etc.). • Wherever possible, activities should be re-located to outdoor settings instead of indoors. • Facility ventilation systems should be both operational and appropriate for the activities practiced within. <ul style="list-style-type: none"> ○ Facility owners may wish to consult with an expert in Heating, Ventilation and Air Conditioning (HVAC) for assistance. • Support healthy indoor air quality by: <ul style="list-style-type: none"> ○ Discouraging use of scents to prevent sneezing and coughing. ○ Maintaining appropriate humidity levels. ○ Limiting the casual use of overhead ceiling fans or portable pedestal fans as much as possible. If fans are used, minimize air flow that directs current from one person directly toward another. ○ Air filters used in ventilation systems should consider MER-14 or High Efficiency Particulate Air (HEPA) rated filters. ○ Discard air filters carefully to prevent the discharge of viral particles. • Provide natural ventilation by opening windows and doors wherever possible to increase air flow. • Designate a responsible person to oversee activities to ensure public health guidelines are followed. • Consideration should be given to how to appropriately include or accommodate vulnerable persons such as seniors, those with disabilities and persons with compromised immune systems. <ul style="list-style-type: none"> ○ Examples include reducing attendance, offering virtual methods of engagement and dedicating certain rooms/times for those at greater risk. ○ Instructors/responsible persons may not know who is an at-risk person, so consideration may be given to beginning high-intensity group physical activities with a reminder that there may be increased risk of transmission in these settings, and spacing guidance should be carefully followed.
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COVID-19 INFORMATION

RETURN TO SPORT, PHYSICAL ACTIVITY AND RECREATION – STAGE 2

	<ul style="list-style-type: none"> • Remove unnecessary communal items such as candy, magazines and complimentary phone chargers. Where disposable water cups are provided, place a garbage receptacle close by for any used cups. • Indoor child play places remain closed at this time.
<p>Staff and Volunteers</p>	<ul style="list-style-type: none"> • Assign equipment and supplies to individual staff members and avoid any unnecessary sharing. • Staff who are exhibiting symptoms of COVID-19, who have travelled internationally in the past 14 days, or who have been in close contact with a case of COVID-19 in the last 14 days must stay home and isolate. • It is recommended that all staff be knowledgeable with respect to how COVID-19 is transmitted (i.e., droplet and contact transmission). • It is suggested that facilities designate a responsible person to ensure public health guidelines are followed (e.g., watching for adherence to physical distancing). <ul style="list-style-type: none"> ○ The responsible person should not be someone engaged in other critical duties (e.g., referee, lifeguard). • Encourage hand hygiene among staff. • Staff should wear masks when they are not separated by a physical barrier or two-metre distance from participants. Guidance is available here. <ul style="list-style-type: none"> ○ Other personal protective equipment may be appropriate depending on the task being performed (e.g., First Aid or resuscitation). • When facility staff are transferring a participant with a disability in and out of equipment, or assisting caregivers with an activity, both the staff member and participant should wear masks whenever a two-meter distance cannot be maintained.
<p>Points of Entry and Controlling Access</p>	<ul style="list-style-type: none"> • Physical barriers are recommended to separate front-desk attendants and patrons. • Provide hand sanitizer (60% alcohol or higher) at entry and exit points, and encourage patrons to also bring their own. • Limit physical contact by using online payment and registration or hands-free check in. If wrist-bands are required, the operator should use self-applied bracelets and advise patrons to remove them once they arrive home.

COVID-19 INFORMATION

RETURN TO SPORT, PHYSICAL ACTIVITY AND RECREATION – STAGE 2

	<ul style="list-style-type: none"> • To promote distancing, facilities should consider how to reduce capacity in each room, venue, court, pool or ice surface in the facility. • Consider using a booking system that sets out specified activity durations (e.g., one-hour workout periods, 90-minute ice times). • Request that participants arrive no more than 5-10 minutes before their appointment or game. Coordinate appointment or game times to avoid crowding and reduce wait times. • Encourage patrons to limit their time spent in the facility and to maintain physical distancing when returning to vehicles or homes.
<p>Facility Screening</p>	<ul style="list-style-type: none"> • Facility operators should ask all participants to complete the COVID-19 self-screening tool prior to entrance into the facility and commencement of any activity. The Screening Checklist is attached at the end of the document (Appendix A). • Any participant that is exhibiting any symptoms cannot enter the facility or participate.
<p>Sanitation, Cleaning and Disinfecting</p>	<ul style="list-style-type: none"> • In addition to routine facility cleaning protocols, increase frequency of sanitation of commonly touched surfaces and shared equipment (such as water fountain handles, doorknobs, handrails, light switches, countertops, tables, equipment handles and consoles). <ul style="list-style-type: none"> ○ A written cleaning and disinfecting schedule is recommended. Encourage staff to document the time a specific area is cleaned. • Increase the frequency of cleaning of gymnasium floors to reduce the risk of transmission from shared objects (e.g., balls) and those who use wheelchairs. • Provide hand sanitizer throughout the facility and ensure that hand washing sinks are fully stocked with soap and paper towels • Follow the cleaning and disinfecting guidance in the General Relaunch Guidance. <ul style="list-style-type: none"> ○ Follow the disinfectant label instructions for use. ○ Consult the manufacturer’s instructions before applying disinfectant to any potentially sensitive equipment in the facility (i.e. touch pads, electronics). • Ensure that used cleaning supplies are properly disposed of in a lined waste bin that is emptied at least daily.

RETURN TO SPORT, PHYSICAL ACTIVITY AND RECREATION – STAGE 2

<p>Locker Rooms and Change Rooms</p>	<ul style="list-style-type: none"> • Facilities should discourage the use of locker rooms and change rooms whenever possible. <ul style="list-style-type: none"> ○ Encourage participants to come dressed for their activity. • Set capacity limits on how many people can use locker rooms at the same time. • Adjust lockers to enable physical distancing. • Ensure that surfaces, sinks and toilets in are cleaned and disinfected regularly. • Remove self-serve and common-use items such as hair dryers, cotton swabs and disposable razors.
<p>Physical Distancing</p>	<ul style="list-style-type: none"> • Alter booking times of facility amenities (e.g., courts, pools, auxiliary rooms) to create a buffer between sessions. • Participants and spectators are expected to maintain a distance of two-metres in lobbies, change rooms, multi-purpose rooms, free-weight areas and while off the field of play (players’ bench, bleachers, etc.). <ul style="list-style-type: none"> ○ For high intensity physical activity (e.g., rows of treadmills and elliptical machines), consider physical barriers or at least three metres distancing between equipment. ○ Distancing exceptions can be made for those who are from the same household. • Wherever possible, promote physical distancing by: <ul style="list-style-type: none"> ○ promoting one-way traffic flow to avoid individuals from inadvertently interacting; ○ placing stickers or signage on the wall/floor at two-metre distances; ○ spacing seats, or assigning seating, at two-metre distances; ○ limiting classes and group fitness to cohort groups only (e.g., assigned class times). • Facilities should develop procedures that allow for uncongested drop off and pick up of participants. (e.g., drive-thru lanes for pick up and drop off of sport participants, dedicated entrances and exits for incoming and outgoing sport teams) • Common area chairs and tables should be stacked, roped off or removed from the area to promote distancing.

COVID-19 INFORMATION

RETURN TO SPORT, PHYSICAL ACTIVITY AND RECREATION – STAGE 2

<p>Spectators</p>	<ul style="list-style-type: none"> • Spectators (excluding parents and guardians where necessary for player support) should be kept out of participant spaces (e.g., fields of play, courts, ice surfaces). • The maximum number of spectators is determined by how many people the space can hold while keeping two metres of distance between attendees from different households/cohort families, up to a maximum of 100 persons. • Unless from the same household, spectators should maintain a minimum two-metre distance from one another at all times, whether the activity is indoor or outdoor. • It is strongly recommended that all spectators wear masks, especially in an indoor setting. Cheering and yelling is strongly discouraged at this time as it presents a high risk of spreading droplets.
<p>Encouraging Participant Hygiene</p>	<ul style="list-style-type: none"> • Encourage participants to bring their own equipment to the facility. Wherever possible, limit the use of shared equipment unless participants engaged in the same activity are from the same household. <ul style="list-style-type: none"> ○ Participant-owned equipment, including sport gloves, should be visibly clean. ○ Equipment handled by hand or head (e.g., tennis balls, basketballs, soccer balls) during play should be frequently cleaned. • Where rental equipment is provided, it should be assigned to one person only and be cleaned and disinfected upon return. Do not use equipment that cannot be disinfected. • Participants should not share any personal items (e.g., water bottles, towels). • Enable and encourage participants to perform frequent hand hygiene before, during and after the activity. <ul style="list-style-type: none"> ○ Participants can be encouraged to carry and use their own hand sanitizer. • Participants should refrain from touching their eyes, nose, mouth and face while participating or while wearing sporting gloves. • Encourage participants to exhibit good respiratory etiquette (i.e., sneezing or coughing into the crook of the elbow, no spitting, no clearing of nasal passages, coughing or sneezing into a tissue).
<p>Masks</p>	<ul style="list-style-type: none"> • Guidance on how to wear a mask properly can be found here. • Patrons and participants may wear a mask when they are not engaging in intense physical activity.

COVID-19 INFORMATION

RETURN TO SPORT, PHYSICAL ACTIVITY AND RECREATION – STAGE 2

<p>Communications</p>	<ul style="list-style-type: none"> • Communicate to all participants (coaches/staff, instructors, officials, participants, and their guardians, volunteers) about the risk of COVID-19 and practices that should be undertaken to mitigate risk. <ul style="list-style-type: none"> ○ Communication platforms could include online registration forms, rental contracts and automated telephone switchboards. • Information posters and fact sheets can be downloaded here. Place appropriate signs throughout the facility explaining: <ul style="list-style-type: none"> ○ Physical distancing expectations ○ Hand hygiene and respiratory etiquette ○ Cleaning and disinfection practices • In the event that a participant requires basic first aid, consider having a family member attend to the injured. If not possible, if the first aider is a facility employee they should use appropriate personal protective equipment, including a mask and gloves.
<p>Equipment</p>	<ul style="list-style-type: none"> • Reconfigure fitness equipment (e.g., weight machines) to promote physical distancing. Consider installing physical barriers between equipment wherever increased distancing is not possible. <ul style="list-style-type: none"> ○ It is strongly recommended that both physical barriers and at least threemetres of distance greater distances be placed between equipment used for high intensity activities (e.g., treadmills, stationary bikes) to lessen the likelihood of transmission from higher exertion. • Have processes to ensure enhanced cleaning and disinfection of shared fitness equipment between each use by having readily available supplies and cleaning reminders and instructions located in accessible places. Facility staff should ensure that cleaning occurs between uses.
<p>Rapid Response to Symptomatic Individuals</p>	<ul style="list-style-type: none"> • Facilities and organizers are required to have a rapid response plan in place to manage symptomatic participants, spectators and staff. A rapid response plan sets out a fast-action plan for operators when an attendee shows symptoms of COVID-19. <ul style="list-style-type: none"> ○ Details on rapid response can be found in the General Relaunch Guidance. • Plans should include: <ul style="list-style-type: none"> ○ Immediate isolation of the symptomatic participant from others, including arrangement for safe travel home (e.g., no public transit). ○ Consideration of suspension or temporary cancellation of the event.

RETURN TO SPORT, PHYSICAL ACTIVITY AND RECREATION – STAGE 2

	<ul style="list-style-type: none"> ○ Cleaning and disinfecting of all equipment and surfaces that may have come into contact with the symptomatic participant. ○ Performance of hand hygiene by remaining participants.
Facility Amenities / Food and Beverage	<ul style="list-style-type: none"> ● Venues that offer food or beverage services must adhere to the <u>Guidance for Restaurants, Cafes, Pubs, and Bars.</u> ● Ensure vending machines are cleaned frequently, in particular touch keypads.

2.0 General Considerations for Sport, Physical Activity and Recreation Organizations

Considerations for Modifying Activities	<p>To help plan activities, practices or games, consider the following:</p> <ul style="list-style-type: none"> ● Can the activity be modified to reduce the sharing of equipment touched by hands or sporting gloves? ● Can the activity be modified to increase opportunities for physical distancing? ● Can the activity be done outdoors instead of indoors? ● Can activities, practices and game play be shortened, or performed with fewer participants?
Mini-leagues and “bubbles”: Cohorting Participants	<ul style="list-style-type: none"> ● All aspects of organized sport, physical activity and recreation may proceed (programming, training, practice and competition) if physical distancing is possible. ● If those not participating in physical activity are unable to maintain safe physical distancing, masks should be worn. In sports and activities that generally involve interaction between participants at a distance of less than two-metres, it is recommended that: <ul style="list-style-type: none"> ○ The activity occur outdoors, or ○ Modification of the activity or sport occur to keep participants at a safe distance. ● Where sports and activities cannot be moved outdoors or modified to maintain distance, it is essential to limit the number of contacts between different participants. This is done by playing within set cohorts¹ (e.g., mini-leagues or bubbles with a fixed number of participants). <ul style="list-style-type: none"> ○ Mini-leagues and bubbles cannot exceed 50 people. This number includes those participants, officials, coaches and

¹ Cohort is defined as a closed, small group of no more than 50 individuals who participate in the same sport or activity, and remain together for the duration of Stage 2

COVID-19 INFORMATION

RETURN TO SPORT, PHYSICAL ACTIVITY AND RECREATION – STAGE 2

	<p>trainers who cannot maintain two metres of distance from others at all times. This number does not include parents and spectators.</p> <ul style="list-style-type: none"> • Cohorts, mini-leagues and bubbles should remain together during Stage 2 of Relaunch and only play within the same geographical region (e.g., within a county, town or quadrant of a city). • It is recommended that mini-leagues and bubbles be supervised by a responsible person whose role is oversight over maintenance of the group and other public health guidance.
<p>Public Health Recommendations</p>	<ul style="list-style-type: none"> • Participants, coaches, instructors, officials or volunteers who become symptomatic during an activity are required to be isolated from others and must return home immediately. • To support public health contact tracing efforts in the event that an attendee tests positive, operators should consider collecting the names and contact information of attendees. • Providing information is voluntary for attendees. An organization must obtain an individual’s consent and notify them about the purpose and legal authority for the collection. • Information about attendees will only be requested by Alberta Health Services if a potential exposure occurs onsite. • For businesses/workplaces, this includes staff, workers and volunteers on shift. Where feasible to do so, and particularly for personal services and group events, it should also include patrons/customers/the general public. • Records should only be kept for two weeks. An organization must make reasonable security arrangements to protect the personal information. • Any personal information that is collected for COVID-19 contact tracing can only be used for this purpose, unless an individual provides their consent. • For more information, the Office of the Information and Privacy Commissioner has released Pandemic FAQ: Customer Lists about collecting personal information from customers during the COVID-19 pandemic. • For questions about your obligations under PIPA, please contact the FOIP-PIPA Help Desk by phone at 780-427-5848 or by email at sa.accessandprivacy@gov.ab.ca. • Organizations may encourage participants to download the ABTraceTogether contact-tracing app to assist public health officials with contact tracing in the event an outbreak should occur.
<p>Masks</p>	<ul style="list-style-type: none"> • Participants can wear masks when they are not engaging in intense physical activity.

RETURN TO SPORT, PHYSICAL ACTIVITY AND RECREATION – STAGE 2

	<ul style="list-style-type: none"> • Masks should NOT be worn when conducting intense physical activities. <ul style="list-style-type: none"> ○ Masks and face shields cannot be assured to stay in place during the course of intense activity. ○ There is some evidence to suggest that wearing a mask during high intensity activities could have negative health effects. ○ Mask use during swimming can increase the likelihood of choking or drowning.
<p>Participants, Coaches, Instructors, Staff, Volunteers, Officials, Aides</p>	<ul style="list-style-type: none"> • Participants should proactively and regularly monitor for symptoms. Symptomatic individuals are prohibited from participating. • Hand hygiene should occur before and after each activity. <ul style="list-style-type: none"> ○ Hands should be cleaned before and after using sporting gloves. ○ Gloves should be cleaned after each use. • To the extent possible, participants should refrain from touching their eyes, nose, mouth and face during activity. • Practice respiratory etiquette. Participants should refrain from spitting and clearing their nasal passages during activities. • Limit group celebrations and other customs during activities (e.g., handshakes, high fives, fist bumps, chest bumps) that bring participants within two-meters or promote contact. • Water bottles should be labelled with the name of the owner. Do not share water bottles. • To the extent possible, arrive dressed and ready to participate. There will be limited access to locker rooms to prevent gathering. • After activities, individuals should minimize time spent in dressing/locker/change rooms and maintain physical distance in lobbies and common spaces. • Transportation to and from activities should be arranged so that only cohort members, or members from the same household, share rides.
<p>Competition and Mini-League Play</p>	<ul style="list-style-type: none"> • For those activities where participants are unable to adhere to physical distancing, cohorts of a total of 50 individuals should be formed (mini-league). <ul style="list-style-type: none"> ○ Mini-leagues should remain together for the duration of Stage 2 of Relaunch. ○ Mini-leagues allow sport teams to return to a safe level of play, and will help to mitigate risk of widespread transmission by limiting the number of athletes that come within close contact.

COVID-19 INFORMATION

RETURN TO SPORT, PHYSICAL ACTIVITY AND RECREATION – STAGE 2

	<ul style="list-style-type: none"> • Each mini-league can be comprised of multiple teams, to a maximum of 50 people. Game play between teams must be limited to teams within the same cohort/mini-league. <ul style="list-style-type: none"> ○ Teams in different mini-leagues cannot play each other. • The 50 person maximum includes coaches/staff, instructors, participants from multiple teams, officials, and volunteers who cannot maintain two metres of distance from others at all times. • Within each mini league, game play can resume between teams. At least two-metres distancing should be maintained between all when off the field of play (e.g., on benches, during intermission). <ul style="list-style-type: none"> ○ The two-metre physical distancing rule can be relaxed for participants from the same household.
<p>Travel</p>	<ul style="list-style-type: none"> • For Stage 2 of Relaunch, activities should be restricted to local community opportunities. Participants should not seek sport, physical activity and recreation opportunities in other regions, or out of province. <ul style="list-style-type: none"> ○ Cross-jurisdictional, or inter-regional, play should not occur at this stage.

3.0 Sport and Activity-Specific Considerations

<p>High intensity Fitness Classes and Studios (Dance, High Intensity Classes)</p>	<ul style="list-style-type: none"> • There is no scientific evidence establishing a ‘safe’ distance between participants during indoor high intensity activities. <ul style="list-style-type: none"> ○ Both operators and participants should proceed with this type of exercise with caution and should take appropriate measures to reduce risk of exposure and transmission. • For high-intensity class (e.g., Zumba®, Spin®/cycle class, hot yoga, boot camp), reduce the overall number of participants in classes to ensure that a minimum distance of three-meters is maintained in all directions of each participant. <ul style="list-style-type: none"> ○ Increase physical distance, or install physical barriers, between the instructor and participants. • Allow adequate time to thoroughly clean and disinfect equipment between each class. • Instructors should wear dedicated microphones to reduce the need for shouting. <ul style="list-style-type: none"> ○ Participants should not sing along to the music or shout back at the instructor. • Consider creating cohorts of classmates by assigning specific times for the same participants to partake in classes.
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COVID-19 INFORMATION

RETURN TO SPORT, PHYSICAL ACTIVITY AND RECREATION – STAGE 2

	<ul style="list-style-type: none"> • Mitigate the potential for classmates to gather before and after a class within the facility. • Ensure group fitness classrooms are well ventilated (e.g., open windows if possible). • For classes with significant movement (i.e. dance, fighting), it is recommended the program be altered to limit the need to travel within the room. Consider dancing in a designated area or moving the class outdoors. • Dance lessons for couples from the same household or cohort family can proceed with two metres of spacing maintained between couples.
<p>Low Intensity Fitness Classes (e.g. Yoga, Pilates)</p>	<ul style="list-style-type: none"> • Participants should be encouraged to bring their own equipment (e.g. mats, blocks). • If equipment is shared, it should be cleaned and sanitized between users. • Where fitness activities involve participants in close proximity to the floor, the floor should be cleaned thoroughly between each class. • Participants should be arranged to maintain two metres distance between each other at all times.
<p>Weight Rooms</p>	<ul style="list-style-type: none"> • Space weight machines at least two metres apart. • Consider greater distances (three metres) between aerobic fitness equipment where high exertion is common (e.g., treadmills, rowing machines, stationary bikes). • Designate areas for the use of certain equipment (e.g., stretching areas, kettle bell areas) and for movement (e.g., heavy rope, tire flipping zone) to ensure distancing is maintained. • Consider using tape on the floor to define designated areas and manage flow of participants. • If equipment cannot be moved, and positioning will result in participants being within a two-metre distance, consider blocking off every other piece of equipment or erecting barriers such as acrylic glass between equipment. • Where spotting is necessary for heavy weight lifting, participants may form small cohorts to limit direct contact with others.
<p>Indoor Tracks</p>	<ul style="list-style-type: none"> • Width of track lanes should be considered for physical distancing. Consider limiting the use of every second lane. • It is suggested that runners travel in the same direction on the track. • Encourage outdoor running wherever possible.

COVID-19 INFORMATION

RETURN TO SPORT, PHYSICAL ACTIVITY AND RECREATION – STAGE 2

<p>Squash and Racquet Ball Courts</p>	<ul style="list-style-type: none"> • Where not playing with family members, participants should play within a cohort/mini league. • Encourage participants to bring their own clean equipment when possible. <ul style="list-style-type: none"> ○ Where equipment is rented, operators should clean and disinfect between uses.
<p>Gymnastics and Rock Climbing</p>	<ul style="list-style-type: none"> • Establish appointments and designate climbing times to ensure physical distancing can be maintained. • Climbers and gymnasts should be asked to thoroughly wash their hands before and after using shared equipment (e.g., climbing holds, beams, rings). • Many surfaces in these settings cannot be effectively sanitized. Facilities may consider modifying training to limit the number of surfaces handled by participants. <ul style="list-style-type: none"> ○ Encourage climbers to clean hands immediately prior to and after use. • Remove any self-serve chalk bowls and require participants to bring their own chalk. • Remove mats and other equipment that is torn or in disrepair as these items cannot be effectively sanitized. • If gear or equipment rental is permitted, ensure it is cleaned and disinfected after being returned. • Enhance the frequency of cleaning of handholds, rings, bars and other frequently handled surfaces. • Consult the Alberta Gymnastics Cleaning Guide for specific instructions on how to clean equipment.
<p>Arena Sport (Figure Skating, Ringette, Hockey)</p>	<ul style="list-style-type: none"> • Ice use should be limited to organized activities (e.g., figure skating, hockey, ringette). No more than 50 people can be on the ice/boxes at the same time. This includes referees and coaches, but does not include spectators.
<p>Multi-use Gymnasiums, Fieldhouses and Community Centres</p>	<ul style="list-style-type: none"> • Total number of individuals in a gymnasium setting cannot exceed 100. • If different activities are conducted in the gymnasium setting, cohort groups should be kept separate. Physical barriers (e.g., curtains) are recommended if possible. <ul style="list-style-type: none"> ○ Participants of different activities should not mix with other activity participants.

COVID-19 INFORMATION

RETURN TO SPORT, PHYSICAL ACTIVITY AND RECREATION – STAGE 2

	<ul style="list-style-type: none"> • Organized court sports (e.g., volleyball, basketball, badminton, pickle ball) may occur with cohorts of no more than 50 persons. • Players should follow marked one-way traffic patterns when entering and exiting the gymnasium. • Gymnasium floors should be thoroughly cleaned at an enhanced frequency.
<p>Martial Arts, Mixed Martial Arts, Wrestling, Boxing</p>	<ul style="list-style-type: none"> • For any activities with close and sustained contact between participants, participants should be cohorted to the greatest extent possible. <ul style="list-style-type: none"> ○ Cohorts should be comprised of those from the same weight class or skill level. • Remove any mats or equipment that is torn or in disrepair, as these items cannot be properly cleaned and disinfected.
<p>Personal Training /Coaching/Nutritional Consultations</p>	<ul style="list-style-type: none"> • These services should continue to be offered virtually, or outdoors, if possible. • In-person sessions should allow for physical distancing or barriers between the client and trainer. If this is not possible, the trainer should consider wearing a mask.
<p>Pool and Aquatic Activities (Swimming, Diving)</p>	<ul style="list-style-type: none"> • Consult the Guidance for Swimming Pools.

COVID-19 INFORMATION

RETURN TO SPORT, PHYSICAL ACTIVITY AND RECREATION – STAGE 2

Appendix A: Screening checklist

If an individual answers **YES** to any of the questions, they **must not** be allowed to participate in the sport or activity. Children and youth will need a parent to assist them to complete this screening tool.

1.	Does the person attending the activity, have any of the below symptoms:	CIRCLE ONE	
		YES	NO
	• Fever	YES	NO
	• Cough	YES	NO
	• Shortness of Breath / Difficulty Breathing	YES	NO
	• Sore throat	YES	NO
	• Chills	YES	NO
	• Painful swallowing	YES	NO
	• Runny Nose / Nasal Congestion	YES	NO
	• Feeling unwell / Fatigued	YES	NO
	• Nausea / Vomiting / Diarrhea	YES	NO
	• Unexplained loss of appetite	YES	NO
	• Loss of sense of taste or smell	YES	NO
	• Muscle/ Joint aches	YES	NO
	• Headache	YES	NO
	• Conjunctivitis	YES	NO
2.	Have you, or anyone in your household, returned from travel outside of Canada in the last 14 days?	YES	NO
3.	Have you or your children attending the program had close unprotected contact (face-to-face contact within two-metres) with someone who is ill with cough and/or fever?	YES	NO
4.	Have you or anyone in your household been in close <u>unprotected</u> contact in the last 14 days with someone who is being investigated or confirmed to be a case of COVID-19?	YES	NO

If you have answered “**YES**” to any of the above questions **do not** participate. Proceed home and use the [AHS Online Assessment Tool](#) to determine if testing is recommended.

COVID-19 INFORMATION

GUIDANCE FOR SWIMMING POOLS AND WHIRLPOOLS

Overview

Under current Chief Medical Officer of Health Orders, businesses and entities are required to:

- implement practices to minimize the risk of transmission of infection among attendees;
- provide procedures for rapid response if an attendee develops symptoms of illness;
- ensure that attendees maintain high levels of sanitation and personal hygiene;
- comply, to the extent possible, with the [COVID-19 General Relaunch Guidance](#), this guidance, and any other applicable Alberta Health guidance found at Alberta.ca/BizConnect.

This document has been developed to support operators of swimming pools and whirlpools in reducing the risk of transmission of COVID-19 among attendees (including workers, volunteers, patrons and the general public). The guidance provided outlines public health and infection prevention and control measures, specific to swimming pools and whirlpools.

Operators of public swimming pools must continue to comply with requirements in the [Public Swimming Pools Regulation](#) and [Pool Standards](#). Operators are encouraged to call their local public health inspector with AHS prior to re-opening an aquatic facility. Public health inspectors can assist in provided resources and support for reopening swimming pool facilities during pandemic.

This document and the guidance within it is subject to change and will be updated as needed. Current information related to COVID-19 can be found: <https://www.alberta.ca/covid-19-information.aspx>.

COVID-19 Risk Mitigation

Before Re-opening	<ul style="list-style-type: none"> • Many buildings that have been unoccupied for some time have had reduced or no water flow through the plumbing system during the pandemic, leading to the stagnation of water in the pipes. Prior to re-opening, each site needs to ensure fresh water replaces the stagnant water in the water lines. See Guidance for Flushing Water Systems. • It is strongly recommended that each facility develop a plan to implement public health guidance.
Points of Entry / Access	<ul style="list-style-type: none"> • Notify attendees of the steps being taken to prevent the risk of transmission, and the importance of their roles in these measures. • Capacity limits should be set to ensure physical distancing of 2 metres between people from different households is maintained. <ul style="list-style-type: none"> ○ To help maintain capacity, operators should encourage patrons to book/sign up ahead of time. ○ Consider setting a time limit on facility use for each patron. • Screen patrons to ensure they do not have COVID-19 symptoms.

COVID-19 INFORMATION

GUIDANCE FOR SWIMMING POOLS AND WHIRLPOOLS

	<ul style="list-style-type: none"> ○ Anyone exhibiting COVID-19 symptoms cannot enter the pool or facility and must isolate at home. ● COVID-19 signage should be posted in highly visible locations: <ul style="list-style-type: none"> ○ “Help prevent the spread” posters are available. ○ When possible, provide necessary information in languages that are preferred by attendees. ● Physical barriers are recommended to separate the front desk attendant and the patrons. Consider a contact-free check-in for staff or patrons. <ul style="list-style-type: none"> ○ Limit physical contact by using online payment and registration. ○ If wrist-bands are required, the operator should use self-applied bracelets and provide waste containers at the facility exit point for their disposal. ● Provide hand sanitizer (60% alcohol or higher) at entry and exit points, and encourage patrons to also bring their own. ● Wherever possible, establish processes and reminders for physical distancing between patrons, which could include things like one-way flow of movement and separate entrances and exits to the facility and rooms throughout the building. ● All Albertans must follow CMOH Order 05-2020, which establishes legal requirements for quarantine and isolation. ● Anyone with symptoms of COVID-19, with a history of travel outside Canada in the last 14 days, and anyone who has had close contact with a COVID-19 case in the last 14 days must remain at home. ● Operators should develop a plan to provide isolation for an attendee if needed.
<p>Contact tracing</p>	<ul style="list-style-type: none"> ● Consider collecting the names and contact information of attendees to support public health contact tracing efforts in the event that an attendee tests positive or an outbreak is identified. <ul style="list-style-type: none"> ○ Providing information is voluntary for attendees. An organization must obtain an individual’s consent and notify them about the purpose and legal authority for the collection. ○ Information about attendees will only be requested by Alberta Health Services if a potential exposure occurs onsite. ○ For businesses/workplaces, this includes staff, workers and volunteers on shift. Where feasible to do so, and particularly for group events, it should also include patrons/customers/the general public. ● Records should only be kept for two weeks. An organization must make reasonable security arrangements to protect the personal information.

COVID-19 INFORMATION

GUIDANCE FOR SWIMMING POOLS AND WHIRLPOOLS

	<ul style="list-style-type: none"> • Any personal information that is collected for COVID-19 contact tracing can only be used for this purpose, unless an individual provides their consent. • For more information, the Office of the Information and Privacy Commissioner has released Pandemic FAQ: Customer Lists about collecting personal information from customers during the COVID-19 pandemic. • For questions about your obligations under PIPA, please contact the FOIP-PIPA Help Desk by phone at 780-427-5848 or by email at sa.accessandprivacy@gov.ab.ca.
<p>Physical distancing requirements</p>	<ul style="list-style-type: none"> • Wherever possible, establish measures around the facility such as: <ul style="list-style-type: none"> ○ One-way traffic measures for showers, change rooms and washrooms; ○ Place stickers or signage on the wall/floor to establish two-metre distancing; ○ Space deck seating in accordance with two-metre physical distancing requirements; ○ Consider options to reduce congregating of swimmers, patrons and staff. • For structured activities (e.g. swim classes, clubs, teams), where physical distancing of participants would be difficult (e.g. instruction), create cohort groups. <ul style="list-style-type: none"> ○ Each cohort group can have a maximum of 50 individuals, which includes the instructors/coaches/swimmers/etc. Members of the cohort group should still minimize close contact where possible. ○ Cohort groups help mitigate the risk of widespread transmission by limiting the number of individuals that come within close contact. ○ Cohort groups should remain together for the duration of Stage 2 of relaunch. ○ If more than one cohort group is in a facility, barriers or 2 m distances should be used between cohort groups. • Physical distancing of a minimum of 2 metres should be maintained by spectators/attendee at all times, unless from the same households or cohort family. <ul style="list-style-type: none"> ○ There can be up to 100 seated spectators/attendees, as long as physical distancing is maintained. • For public access facilities (e.g. drop-in), the width of swim lanes should be adjusted to enable physical distancing. Consider alternating lanes, for example, having one-way swimming per lane (e.g., swimmers use middle of the lane only and return by the adjacent lane).

COVID-19 INFORMATION

GUIDANCE FOR SWIMMING POOLS AND WHIRLPOOLS

	<ul style="list-style-type: none"> ○ If swimmers need to pass, they should maintain a 2 metre distance. ● Consider staggered times for lap swims, practices and lessons.
Staff	<ul style="list-style-type: none"> ● Any employee exhibiting symptoms of COVID-19 must stay home and isolate. ● Staff who have symptoms, who have travelled internationally in the past 14 days, or who have been in close contact with a known case of COVID-19 in the past 14 days must not attend the facility. <ul style="list-style-type: none"> ○ Those with symptoms should be encouraged to arrange for testing through the AHS online assessment tool. ● Ensure all staff are knowledgeable with respect to how COVID-19 is transmitted (i.e., droplet and contact transmission). ● It is strongly recommended that at least one staff person on deck be designated as a “COVID-19 responsible person”. The primary function of this role would be to watch for adherence to physical distancing and all other public health guidance. <ul style="list-style-type: none"> ○ The COVID-19 responsible person should not be an on-duty lifeguard. Staff performing COVID-19 supervision should not be engaged in other duties. ● Provide a consistent supply of hand soap, paper towels and garbage receptacles to encourage hand washing among staff and patrons.
Equipment	<ul style="list-style-type: none"> ● Limit the use of shared equipment wherever possible (e.g., removal of pool noodles, flutter boards). ● Limit the use of pool toys for flotation aids and lessons only. ● Clean and disinfect shared equipment (e.g., flutter boards, lifejackets, clip boards) and launder any rental towels between each use. ● Patrons should not share uncleaned towels, goggles, or any other equipment other than with family members. ● Encourage the use of personal goggles.
Communication	<ul style="list-style-type: none"> ● Post signs to inform swimmers of: <ul style="list-style-type: none"> ○ Capacity limits; ○ COVID-19 symptoms; ○ Who is restricted from participating, including staff and patrons with COVID-19 symptoms, recent international travel, or recent close contact with someone diagnosed with COVID-19; ○ COVID-19 mitigation adopted by the facility, such as physical distancing expectations in locker rooms, pool deck and in the pools; ○ Hygiene and respiratory etiquette.

COVID-19 INFORMATION

GUIDANCE FOR SWIMMING POOLS AND WHIRLPOOLS

<p>Cleaning and Disinfecting</p>	<ul style="list-style-type: none"> • In addition to routine cleaning performed as required by the Regulation and Standards, increase frequency of sanitation of commonly touched surfaces (such as ladders, doorknobs, handrails, light switches, countertops, tables, deck fixtures, touch pads). • Rescue equipment (tubes, cans, poles, ring buoys) should be cleaned and disinfected after each use. • Chlorinated pool water is an effective disinfectant and the risk of transmission from contact with properly treated pool water is considered minimal. Salt water pools are also chlorinated. • Ensure there are numerous handwashing stations available for patrons to use. • Wear disposable gloves when cleaning and disinfecting surfaces. Train staff on how to avoid cross-contamination when removing gloves.
<p>Masks and Protective Equipment</p>	<ul style="list-style-type: none"> • Masks should not be worn in the water by swimmers, as they present a safety risk. • Masks may be worn by patrons on the deck or other areas of the facility. • Staff should wear PPE appropriate for work being performed, i.e., for First Aid or resuscitation. Please refer to specific guidance from Lifesaving Society and Red Cross.
<p>Locker Rooms/Change Rooms</p>	<ul style="list-style-type: none"> • Ensure that surfaces, sinks and toilets are cleaned and disinfected regularly. • Remove common-use items from locker rooms. • Consider limiting lockers available so that physical distancing can be maintained (e.g., block every second locker). • Post occupancy limits for common areas such as change rooms/locker rooms, and washrooms.
<p>Rapid Response and First Aid</p>	<ul style="list-style-type: none"> • Facilities are required to have a rapid response plan in place to manage symptomatic patrons and staff. • Refer to the Lifesaving Society and Canadian Red Cross for specific guidance on mitigating the risk of COVID transmission during First Aid.
<p>Swimming Lessons & Aquatic Fitness Classes</p>	<ul style="list-style-type: none"> • Reduce the overall number of participants in classes and swim camps in accordance with day camp guidance to maintain physical distancing where possible. Distancing should be maintained between cohort groups at all times. • Continue to offer virtual classes or training wherever possible. • Allow adequate time to disinfect any shared equipment between each class.

COVID-19 INFORMATION

GUIDANCE FOR SWIMMING POOLS AND WHIRLPOOLS

	<ul style="list-style-type: none"> • Mitigate the potential for classmates to gather on the pool deck before a lesson by spreading out lesson times. • Prevent lineups from occurring on the pool deck during classes (e.g., when children are learning to use diving board), or have markers on the floor to indicate 2 metre distancing for lineups. • Amend instruction practices to encourage physical distancing between instructor and swimmers when not required for instruction or safety. • Where possible, classes should operate in cohort groups of 50 people or less. <ul style="list-style-type: none"> ○ A cohort group includes attendees and staff members assigned to them who stay together throughout the day. ○ The cohort should remain the same each time the group meets. ○ Cohort groups should not mix with each other or be in the same room/space at the same time.
Pool Activities	<ul style="list-style-type: none"> • Aquatic sports, diving, lane swimming, swimming camps, swimming lessons, drop-in swimming, leisure aquatic features (such as lazy rivers, water slides and wave pools) and public swimming are permitted to resume in Stage 2.
Dive Tanks & Diving Board	<ul style="list-style-type: none"> • Install physical markers on the walls/floor to indicate two-metre distances where divers may line up. • Increase cleaning frequency of handrails used on ladders leading to diving boards.
Whirlpool, hot tub, dry sauna & steam sauna	<ul style="list-style-type: none"> • Whirlpools, hot tubs, dry saunas and steam saunas will remain closed until Stage 3.
Hotel Pools and Condominium Pools	<ul style="list-style-type: none"> • Hotel, motel, apartment and condominium pools may reopen in Stage 2, provided that a responsible person is available to ensure guidance in this document is followed.

COVID-19 INFORMATION

GUIDANCE FOR OUTDOOR SPRAY PARKS AND WADING POOLS

Overview

Under current Chief Medical Officer of Health Orders, businesses and entities are required to:

- implement practices to minimize the risk of transmission of infection among attendees;
- provide procedures for rapid response if an attendee develops symptoms of illness;
- ensure that attendees maintain high levels of sanitation and personal hygiene;
- comply, to the extent possible, with the [COVID-19 General Relaunch Guidance](#), this guidance, and any other applicable Alberta Health guidance found at: <https://www.alberta.ca/biz-connect.aspx>.

This document has been developed to support operators of spray parks and wading pools in reducing the risk of transmission of COVID-19 among attendees (including workers, volunteers, attendees and the general public). The guidance provided outlines public health and infection prevention and control measures, specific to spray parks and wading pools.

Operators of public spray parks and wading pools must continue to comply with requirements in the [Public Swimming Pools Regulation](#) and [Pool Standards](#). Operators are encouraged to call their local public health inspector with AHS prior to re-opening an aquatic facility. Public health inspectors can assist in provided resources and support for reopening facilities during pandemic.

This document and the guidance within it is subject to change and will be updated as needed. Current information related to COVID-19 can be found: <https://www.alberta.ca/covid-19-information.aspx>

COVID-19 Risk Mitigation

Before Reopening	<ul style="list-style-type: none"> • Many spray parks and wading pools have had reduced or no water flow through the plumbing system during the pandemic, leading to the stagnation of water in the pipes. • Prior to re-opening, each site should ensure fresh water replaces the stagnant water in the water lines. See Guidance for Flushing Water Systems.
General Guidance	<ul style="list-style-type: none"> • Encourage and facilitate attendees staying up to date with developments related to COVID-19. • Notify attendees of the steps being taken to prevent the risk of transmission, and the importance of their roles in these measures. <ul style="list-style-type: none"> ○ COVID-19 signage should be posted in highly visible locations: <ul style="list-style-type: none"> ▪ “Help prevent the spread” posters are available. ▪ When possible, provide necessary information in languages that are preferred by attendees. • All Albertans must follow CMOH Order 05-2020, which establishes legal requirements for quarantine and isolation. <ul style="list-style-type: none"> ○ Anyone with symptoms of COVID-19, with a history of travel outside Canada in the last 14 days, and anyone who has had close contact with a COVID-19 case in the last 14 days must

COVID-19 INFORMATION

GUIDANCE FOR OUTDOOR SPRAY PARKS AND WADING POOLS

	<p>remain at home.</p>
Physical Distancing	<ul style="list-style-type: none"> Physical distancing means maintaining a distance of at least 2 metres between attendees, who are not from the same household or cohort family, at all times. For gatherings, follow current restrictions. Where physical controls are not possible or appropriate: <ul style="list-style-type: none"> Consider reducing the number of attendees at one time. Develop strategies to minimize the handling of objects between multiple attendees and ensure frequent cleaning and disinfecting of these objects.
Cleaning & Disinfecting	<ul style="list-style-type: none"> In addition to the General Guidance, Operators should: <ul style="list-style-type: none"> Develop and implement procedures for increasing the frequency of cleaning and disinfecting of high touch surfaces (such as tables, deck fixtures, moveable nozzles, touch-activated sensors). Consider limiting hours of operations to enable frequent cleaning. Wear disposable gloves when cleaning and disinfecting surfaces. Train staff on how to avoid cross-contamination when removing gloves. Ensure garbage bins with removable linings are available and emptied regularly.
Hand Hygiene & Respiratory Etiquette	<ul style="list-style-type: none"> Operators should promote frequent and proper hand hygiene for all attendees. <ul style="list-style-type: none"> Either supply or promote attendees bringing and using an alcohol-based hand sanitizer (greater than 60% alcohol content). The use of highly visible posters that remind attendees to practice respiratory etiquette and hand hygiene is strongly encouraged. <ul style="list-style-type: none"> Posters are available here. Masks should not be worn while playing in spray parks and wading pools, as they present a safety risk. Masks may be worn by attendees on the deck of the spray park or wading pool. Guidance is available here.
Shared Items & Equipment	<ul style="list-style-type: none"> Where compliant with manufacturing and engineering instructions, consider adjusting timing settings on spray park components to reduce the need for users to touch the on/off dials and buttons. Limit the use of shared equipment wherever possible. Limit the use of pool toys to flotation aids only. Attendees should not share uncleaned towels, goggles, or any other equipment other than with family members.
Additional Resources	<ul style="list-style-type: none"> COVID-19 Information for Albertans Alberta Biz Connect

TOWN OF DRUMHELLER

BYLAW 12.20 - DRAFT

RECORDS MANAGEMENT BYLAW

A BYLAW OF THE TOWN OF DRUMHELLER IN THE PROVINCE OF ALBERTA, to provide for the regulation of and procedures for the management, retention, and disposal of municipal documents.

PURSUANT to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26 as amended, Council may pass a bylaw respecting the destruction of municipal records and documents; and pursuant to section 38 of the *Freedom of Information and Protection of Privacy Act*, public bodies must protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure, or destruction.

WHEREAS Council wishes to provide guidelines with respect to management, retention, and destruction of municipal records;

WHEREAS Council acknowledges that records management plays a central role in effective public administration;

WHEREAS Council deems it beneficial for the Town of Drumheller to implement a records management system where all record retention and disclosure balances the Town of Drumheller's commitment to privacy protection, transparency, and public information access; and where recorded information is managed as a resource and asset of the whole organization and not the property of individuals, groups, or departments within the Town of Drumheller;

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

1 TITLE

1.1 This Bylaw may be cited as the "Records Management Bylaw".

2 DEFINITIONS

2.1 "Active Record" means a Record that is:

- (a) three years old or less; or

(b) to which reference is sufficiently frequent that it must be held in close proximity for operational purposes;

2.2 “Authentic” or “Authenticity” means, in regards to a Record, that the Record can be proven to:

- (a) be what it purports to be;
- (b) have been created or sent by the person purported to have sent it; and
- (c) have been created or sent at the time purported.

2.3 “CAO” means the Chief Administrative Officer of the Town as appointed by Council and as defined in the Chief Administrative Officer Bylaw.

2.4 “Contact Information” means information to enable an individual at a place of business to be contacted, such as name, position name or title, business telephone number, business address, business email or business fax number of the individual.

2.5 “Destruction” means such records shall be destroyed so that the information contained therein is completely obliterated without any copy thereof of being retained.

2.6 “Dormant Record” means a Record that is:

- (a) usually more than three years old; and
- (b) to which access is neither frequent nor urgent enough to warrant maintenance in office space.

2.7 “EDRMS” means electronic document and records management system which is a form of content management.

2.8 “Electronic File” means an electronic Record that is stored Online or Offline on a personal computer, central computing facility or electronic device.

2.9 “Employee Personal Information” means Personal Information about an individual that is collected, used or disclosed solely for the purposes reasonably required to establish, manage or terminate an employment relationship between the Town of Drumheller and that individual, excluding Personal Information about an individual that is collected.

2.10 “Integrity” means, as it pertains to a Record, that the Record is complete and unaltered.

2.11 “Metadata” means a summary of basic information about the data, such as in an email header, which has details such as the following:

- (a) From: creator, author or sender;
- (b) To: recipient or receiver;
- (c) Subject;
- (d) Date and time created;
- (e) Date and time sent;

- (f) Date modified;
- (g) File size; and
- (h) Other details pertaining to the sending and receiving of that particular email

2.12 “Non Records” includes Records created incidental to performance of the mission.

2.13 “Official Record” means any record required to maintain business operations, document and provide evidence of business transactions, protect the rights of citizens and the government, provide evidence of compliance with accountability or other business requirements, or will have some future business, legal, research, or archival value to the Town and its citizens including if it:

2.13.1 Contains unique, valuable information developed in preparing papers, reports, studies, policies, agreements, contracts, etc.;

2.13.2 Reflects significant actions taken in the course of conducting business;

2.13.3 Conveys unique, valuable information developed in preparing papers, reports, studies, policies, agreements, contracts, etc.;

2.13.4 Conveys statements of policy or the rationale for decisions or actions;

2.13.5 Adds to the understanding of the formulation of execution of the Town’s actions or of the formulation of execution of the Town’s actions or of the Town’s operations and responsibilities;

2.13.6 Documents important meetings;

2.13.7 Clarifies the financial, legal, and other rights of the Town and of the persons directly affected by Town’s actions;

2.13.8 Approves or authorizes actions or expenditures;

2.13.9 Constitutes a formal communication between staff (i.e. correspondence or memoranda relating to official business that signifies a policy change or development that has value for other people or the Town as a whole).

Any Official Record, where feasible and appropriate, may be stored electronically.

2.14 “Offline” refers to the storage of electronic Records on any storage medium such as a DVD, CD or external hard drive.

2.15 “Online” refers to the storage of Records located on a central computer network, active disk or memory device.

2.16 “Permanent Record” means a Record which must be retained by the Town because of its intrinsic value to the Town.

2.17 “Personal Information” shall have the meaning set out in section 1(n) of the *Freedom of Information and Protection of Privacy Act*, as amended.

2.18 “Record” includes any information contained in any physical medium which is capable of preserving such information such as:

- (a) books;
- (b) drawings, diagrams;
- (c) documents (such as directives, forms, memoranda, minutes, reports, working papers)
- (d) letters
- (e) magnetic tapes, disks and drums
- (f) maps, cartographic and architectural items;
- (g) papers;
- (h) photographs, pictorial or graphic works, films;
- (i) sounding recordings;
- (j) videotapes, videodisks, video cassettes, punched, magnetic and other cards;
- (k) vouchers; or
- (l) any other thing on which information is Recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces Records;

2.19 “Records Management System” includes the system used by the Town to manage the Records of the Town from Record creation through to Records disposal or retention.

2.20 “Records Management Program” means the use of this Bylaw, the Records Management System, and any other practices, processes or procedures to manage the Records of the Town.

2.21 “Reformat” means to make a digital storage media ready again to receive and store data in logical manner by writing a basic directory structure onto the media in order for the computer to use the media.

2.24 “Retention and Destruction Log” means a Permanent Record which contains information regarding documents that have been Destroyed; including a brief description of the Record being destroyed (it is not necessary to record individual Destroyed Records, rather, Records should be grouped and recorded by their type

and function), date ranges of the records, to which department the records belonged, and how the document was destroyed (e.g. shredded, permanently deleted, etc.)

2.23 “Retention Period” means the time period indicated in the Retention Schedule concerning the length of time that a record should:

- (a) remain as an Active Record in the Town office or Online;
- (b) become a Dormant Record that is in a dormant area;
- (c) be disposed of in accordance with this policy; or
- (d) maintained as a Permanent Record

2.24 “Retention Schedule” means the Records retention and disposal schedule set out in Appendix 1 of this policy.

2.25 “Town” means the Town of Drumheller.

2.26 “Transitory Record” means any recording of information required for routine or short-term transactions, and contains little to no information of ongoing value, including, but not limited to:

2.26.1 Temporary information: records required for specific activities but having no further value once the activity has been completed (e.g. phone messages, post-it notes, invitations, some cover sheets, meeting announcements, announcements of employee’s absences or schedules, changes in telephone numbers or office locations, meeting arrangement);

2.26.2 Duplicates: exact reproductions of a master document. *Note if duplicate records have been annotated or altered in any way, a new record has been created that may have continuing value;*

2.26.3 Publications: Records produced by external organizations, and generally routinely or publicly available (e.g. books, articles, newspapers, brochures, manuals);

2.26.4 Direct Mail: solicited or unsolicited information received from organizations advertising their products or services (e.g. Advertisements, brochures, promotional material);

2.26.5 Blank Information Media: anything created for the purpose of collecting or storing information but which has not been used and which is obsolete (e.g. blank forms, blank discs, blank videos, blank tapes);

2.26.6 Draft Documents and Working Materials: Including source materials used in preparation of documents and earlier versions of final documents. *Extra caution is required for the following draft documents*

which may need to be stored as an Official Record: legal agreements, policies, bylaws, standards, guidelines, scientific studies;

2.26.7 Any other document designated as Transitory under a Town Bylaw or Policy.

2.27 “Vital Record” means a Permanent Record that is:

- (a) essential to the survival of the Town of Drumheller; and
- (b) has been identified for protection from destruction in the event of a disaster.

2.28 “Work Product Information” means information prepared or collected by an individual or group of individuals as part of the individual’s or group’s responsibilities or activities related to the individual’s or group’s employment or business, excluding Personal Information about an individual who did not prepare or collect the Personal Information.

3. AUTHORITY AND RESPONSIBILITY

3.1 Council hereby delegates to the CAO the authority and responsibility to:

3.1.1 Manage the records, retention, access, and security of information in accordance with this Bylaw, any policies or bylaws adopted by Council, the *Freedom of Information and Protection of Privacy Act* (FOIP Act), and any other applicable provincial or federal laws.

3.1.2 Take any other steps required to implement, administer, apply, or enforce the provisions of this Bylaw.

3.1.3 The CAO is hereby authorized to make decisions, establish and enforce such procedures and policies as the CAO may deem necessary for the management of all records including access and privacy of record information.

3.1.4 The CAO may delegate any of his or her duties or responsibilities under this Bylaw, as required.

4. SCOPE AND ACCOUNTABILITY

4.1 All Records created by, received by, maintained or in the custody and control of the Town, its employees and those acting as agents in the course of their duties on behalf of the Town of Drumheller, regardless of physical form or characteristic, are the property of the Town of Drumheller and subject to the Town of Drumheller’s Record management system.

4.2 A person noted in 4.1 by virtue of his or her position with the Town of Drumheller, does not have any personal or property right to or property interest in any of the Town of Drumheller's Records, even if that person is the:

- (a) creator;
- (b) recipient;
- (c) custodian; or
- (d) principal user

of a Record.

4.3 All Records of the Town must comply with the Records Management System and this policy.

4.4 This policy applies to all:

- (a) current or past members of Council;
- (b) Committees and their members;
- (c) staff members; and
- (d) any agents, contractors or consultants employed by the Town.

4.5 This policy covers all Records, including electronic Records regardless of format, medium or age and impacts upon those people who:

- (a) create Records, including electronic Records (e.g. email);
- (b) have access to Records;
- (c) have any other responsibilities for Records, for example storage and maintenance responsibilities;
- (d) have management responsibility for staff engaged in any of these activities

5. RECORDS MANAGEMENT SYSTEM

5.1 The Town's Records Management System shall apply to all Records.

5.2 The Town's Records Management System shall be guided by the following principles of the FOIP Act:

5.2.1 The Town shall protect the personal information and privacy rights of its citizens and employees through compliance with privacy laws;

5.2.2 The Town shall support the principle of openness and transparency through commitment to providing public access to the Town held information where in compliance with privacy and access laws;

5.2.3 Privacy rights shall be balanced with the public's right of access to information.

5.3 The Town shall provide general information access, and may charge for FOIP requests, in accordance with this Bylaw;

5.4 Every Town employee must:

5.4.1 Ensure all Records he or she creates, receives, or uses are managed in accordance with this Bylaw;

5.4.2 Cooperate fully with the *FOIP* Coordinator (as appointed by the CAO) and with the Information and Privacy Commissioner's Office;

5.4.3 Utilize security measures to protect the privacy rights of the public and other Town Employees;

5.4.4 Not collect, use, or disclose Personal Information or attempt to gain access to Personal Information in contravention of Part 2 of the *FOIP Act*.

5.5 The procedures authorized by the CAO must provide for the management of the Records of the Town and include provisions regarding:

- (a) creation and organization of Records, including Records not authorized for creation;
- (b) collection of Records (including Records not authorized for collection);
- (c) access to Records;
- (d) disclosure of Records;
- (e) maintenance of Records;
- (f) retention of Records;
- (g) security of Records;
- (h) storage of Records;
- (i) preservation of Records;
- (j) disposal of Records; and
- (k) any other matter that the CAO authorized to be included in the procedures.

5.6 The Records Management System must comply with applicable laws and any provincial, national or international standards adopted for use and the procedures in this policy.

5.7 The following classifications may be used in the Records Management System:

- (a) Accounting and Financial
- (b) Administration
- (c) Council

- (d) Committees
- (e) Communications
- (f) Human Resources
- (g) Projects

5.8 The Chief Administrative Officer may establish subcategories within these classifications based on the following factors:

- (a) calendar year involved;
- (b) type of event;
- (c) geographic location;
- (d) person or department involved;
- (e) subject matter; or
- (f) any other factor that the Chief Administrative Officer deems to be relevant for the organization of the Records.

6. RETENTION & DESTRUCTION

6.1 All records shall be regularly and routinely identified as Transitory Records or Officials Records, and managed as follows:

6.1.1 All Transitory Records shall be routinely discarded after the actions to which they relate or immediate purposes are completed. Identification of a Transitory Record shall be determined by using the definition in this Bylaw. All employees are responsible to seek clarification from the FOIP Coordinator or CAO if unsure whether the record is a Transitory Record.

6.1.2 All Official Records shall be retained or destroyed in accordance with *Appendix: Retention Schedule* to this Bylaw and the below described destruction procedures.

6.2 All Personal Information collected or used for decision making shall be retained for a period of at least one year after the information is used to make a decision. In accordance with the section 35(b) of the FOIP Act, this retention period shall override any other conflicting records retention period.

6.3 The Destruction of Records shall be conducted using the following procedures:

6.3.1 The Destruction of Transitory Records does not need to be documented in a Retention and Destruction Log or have a staff member sign off on the destruction.

6.3.2 The Destruction of Official Records requires the record to be documented in a Retention and Destruction Log and two Town employees (one of which must be the Records Management Clerk, as

appointed by the CAO) must be present to view the destruction of the records and sign a statement acknowledging as such.

6.4 All personal and confidential Transitory and Official Records must be kept secure and disposed of using confidential shredding containers, or other means declared satisfactory by the CAO.

6.5 The disposal of electronic records shall follow the same procedure as outlined in section 6.3 and 6.4, Permanently deleting an electronic Official Record from the Town's system shall be considered destruction of the Official Record. The Information Technologies Department should be consulted for such destruction.

6.6 The CAO may at his or her discretion determine that Transitory Records, Official Records or records containing Personal Information be retained longer than the period provided for in this Bylaw when deemed appropriate and to provide future business, historical, or legal value of the Town. Decisions pertaining to this clause shall be recorded to ensure such decision may be referenced in the future.

6.7 The CAO may use his or her reasonable discretion in setting a retention period if a particular document is not contemplated in the attached schedules or within any other applicable legislation. The CAO's decision must be documented to ensure such decision may be referenced in the future.

7. VITAL RECORDS

7.1 The following Records must be classified as Vital Records:

- (a) Records pertaining to the incorporation and the continuation of the Town;
- (b) current Council meeting minutes
- (c) banking information
- (d) trademark registrations
- (e) Revenue Canada GST numbers and payroll records; and
- (f) financial Records for the current year and the previous year.

7.2 Vital Records must be protected in the following manner:

- (a) a paper copy of the Vital Record is kept in the office;
- (b) an electronic version of the Vital Record is kept Online; and
- (c) a scanned "pdf" version of the Vital Record is kept Offline and off site.

8. NON RECORDS AND TRANSITORY RECORDS

8.1 Non Records are operational, support, or type Records which are considered to be of temporary value to the Town.

8.2 Examples of Non Records include but are not limited to the following:

- (a) convenience copies which are extra copies of Records created or retained only for the convenience of reference including:
 - i. photocopies
 - ii. copies of correspondence
 - iii. copies of Records used for short term reference purposes
- (b) stocks of publications, superseded forms, pamphlets or informational materials;
- (c) blank forms;
- (d) working materials and drafts including:
 - i. rough notes;
 - ii. calculations;
 - iii. preliminary drafts;
 - iv. rough research notes and related materials used for the preparation of correspondence, reports, memoranda or other Records, once the finished Record has been produced, documented, approved, receive and filed into the Records Management System
- (e) transitory electronic Data Processing Records including:
 - i. input sources documents which are forms or other Records used to enter data into a master file, unless required for financial, legal, auditor or other purposes, and become transitory once the update or data entry is validated and back up procedures are completed;
 - ii. other input Records such as input screens, input transactions and automated data collection processes used for the same purpose;
 - iii. transitory processing Records which include intermediate processing copies and transmittal copies used for transferring or sending copies of information from a master file to another location, that becomes obsolete when the update to the master file is complete; and
 - iv. transitory output Records, if those Records are unnecessary duplicates, extra copies, working materials, drafts or research files used in the preparation of an ongoing Record; and
- (f) unsolicited Records including material in various media which has been forwarded to the Town of Drumheller from external sources such as form letters, pamphlets, catalogues, newspapers, product bulletins, magazines, course and seminar announcements and the like.

8.3 Transitory Records do not set policy, establish guidelines or procedure, certify a transaction, or become a receipt.

8.4 Transitory Records may include but are not limited to the following:

- (a) email messages with short-lived or no administrative value;
- (b) voice mail;
- (c) self-sticking notes;
- (d) document drafts;

- (e) meeting notes after the formal minutes of the meeting have been adopted;
and
- (f) telephone messages.

8.5 The Retention Schedule does not apply to Non Records and Transitory Records.

8.6 Staff must:

- (a) maintain Non Records and Transitory Records for as long as administratively needed; and
- (b) discard Non Records and Transitory Records when business use of the Non Records or the Transitory Records has ended.

9 EMAIL MANAGEMENT

9.1 The Town of Drumheller recognizes that email is a primary form of communication.

9.2 While a portion of the Town's email communication can be classified as Non Records or Transitory Records, the remaining portion of the email communications contain a substantive amount of business-critical information that must be retained according to this policy.

9.3 Business-critical information includes but is not limited to Records that:

- (a) give direction or approval for an action;
- (b) set policy;
- (c) establish guidelines or procedures;
- (d) record a decision;
- (e) give evidence of program or service delivery;
- (f) document resource expenditures;
- (g) certify transactions;
- (h) become a receipt; or
- (i) relate to specific projects.

9.4 Non-business critical information are classified as Non Records, including but not limited to:

- (a) non-work-related emails that do not pertain to the Town business – emails which are sent to a staff person as an individual rather than as a Town such as:
 - i. invitations to office social events;
 - ii. emails from family and friends;
 - iii. emails from professional associations to which the staff person belongs; or

- iv. emails from associations to which the staff person belongs but is not related to the business of the Town.
- (b) Transitory Records which relate to the business of the Town but are of short-term use and have no value such as:
 - i. Messages, memoranda or bulletins distributed to all staff such as staffing updates, notices of building maintenance, general administrative notices; or
 - ii. emails on which an individual is copied (CC'd) for his or her information but does not require action

9.5 The staff member who originates the email which contains business critical information will be responsible for filing the email in accordance with the Records management policy.

9.6 Staff must limit the content of any email messages to one topic only in order to assist in the classification of the email Record.

9.7 In order to demonstrate the Authenticity and the Integrity of the email communications, staff will ensure that:

- (a) all information identifying the creator, receiver, date and transmission of the message (Metadata) is maintained;
- (b) the email and its attachments are not altered and if forwarded, the original message and its attachments retain its structure, content and context;
- (c) an audit trail is recorded;
- (d) controls such as access monitoring, user verifications and security are implemented to prevent unauthorized access, alteration, destruction or removal;
- (e) measures are in place to prove that the system operates properly and that any system malfunction, upgrade or maintenance does not alter Records.

9.8 Staff must:

- (a) classify, retain and dispose of emails in accordance with the Retention Schedule;
- (b) manage emails by either;
 - i. print and file the email including the Metadata and any related attachments; or
 - ii. capture the email including the Metadata and any related attachments into the shared electronic directories in accordance with the approved classification system.

9.9 If staff has captured the email in accordance with 8.8, then the email is now considered as a Transitory Record.

9.10 Staff should avoid the use of email to communicate sensitive, personal or protected information unless there is a specific business requirement to do so;

9.11 If communicating Personal Information in an email, staff must take the following steps:

- (a) remove the personal identifiers; or
- (b) put the Personal Information in an attachment and encrypt the attachment.

9.12 When handling emails, staff must do the following:

- (a) organize his or her email folders;
- (b) delete transitory and non-work-related email messages after the project is finished;
- (c) classify and retain Records pertaining to the business of the Town;
- (d) periodically move emails with business-critical information to the shared drive on a monthly basis, if not more frequently; and
- (e) use distribution lists and reply-all features sparingly.

9.13 When managing an email, the following will apply:

- (a) when sending an email within the Town, the sender of the email must classify and retain the initial email and all subsequent messages related to it while the recipient may delete his or her copy;
- (b) when receiving an email from outside of the Town, the recipient must classify and retain the initial email and all subsequent messages;
- (c) when a group of people are working together on a project, committee or task force, the staff member responsible for that group must classify and retain all email messages;
- (d) when using a public mailbox (used by a group with a shared need such as a project or a committee), the staff member with assigned responsibility for the shared need must classify and retain all email messages;
- (e) when using a shared mailbox (used as a point of contact for a particular service), the staff member who has a primary responsibility for providing that service requested in the email must classify and retain all email messages.

10 WEBSITE MANAGEMENT

10.1 Any Records placed on the Town's website must be retained in accordance with the Retention Schedule.

11 PERSONNEL RECORDS AND PERSONAL INFORMATION

11.1 The following persons have the following types of access to personnel Records:

- (a) Council Members with access only as it pertains to the specific duties of the Council Members;
- (b) Chief Administrative Officer with unlimited access;
and
- (c) Staff member with access only to his or her personnel Record.

11.2 A staff member must make effort to protect any Personal Information obtained by that staff member in the course of his or her duties with the Town from:

- (a) unauthorized collection;
- (b) unauthorized use; and
- (c) unauthorized distribution.

12 DORMANT RECORDS

12.1 When a Record is no longer referenced for daily work and meets the definition of a “dormant” Record, it becomes a Dormant Record.

12.2 A Dormant Record:

- (a) must be retained in accordance with *Appendix ‘A’: Retention Schedule*.
- (b) may be moved to storage, upon becoming a Dormant Record;
- (c) must still be accessible through indexes and inventory list;
- (d) must be retrievable, if necessary; and
- (e) must be subject to all the applicable controls even if the Dormant Record is in storage.

12.3 Staff may close the files in the following circumstances:

- (a) whenever the subject matter of the file has been completed;
- (b) when the activity associated with the file has been terminated or finished; or
- (c) at the end of the calendar year, if the subject matter has a yearly time component

12.4 Staff must do the following with files that will be archived:

- (a) review the appropriate Records using *Appendix ‘A’: Retention Schedule* to determine how a Record will be handled when the Record becomes a Dormant Record;
- (b) flag those Records for disposal or transfer to storage each year;
- (c) document the disposal or transfer of those Records and retain the documentation of that work in the disposal log;
- (d) record the following information as part of the retention or disposal of Records:
 - i. the date of the disposal or transfer to storage each year;
 - ii. document the disposal or transfer of those Records and retain the documentation of that work in the disposal log;

- iii. how many files were destroyed;
- (e) not retain identifying Personal Information in these disposal logs but may retain Record Case File numbers or range to document that that specific case was disposed;
- (f) take appropriate measures to preserve the confidentiality of the content of the Records;
- (g) conduct a final review of the Records before disposing or transferring the Records.

12.5 When staff closes a file for archiving purposes, staff must do the following:

- (a) complete a cover sheet for the file in accordance with *Appendix 'A': Retention Schedule* and places this cover sheet in the file;
- (b) retain the file in accordance with *Appendix 'A': Retention Schedule*;
- (c) use the appropriate box for storage of the file;
- (d) file the files in the boxes in their original filing order and with other Records of the same Retention Period;
- (e) records the box number on the box;
- (f) describes the contents of the box and the box number in an inventory list; and
- (g) places the box in numerical order on the shelf.

12.6 The area in which the Records are physically stored should be:

- (a) free from hazards such as moisture, vermin and other hazards which may damage the Records;
- (b) equipped with adequate industrial shelving with bottom shelves that are two or more inches from the floor;
- (c) locked; and
- (d) with strictly controlled access.

12.7 Staff must create a spreadsheet with the information available in summary form about the files for the inventory list.

12.8 As soon as the Town becomes aware of the situation, staff will not destroy the applicable Records which are subject to the following:

- (a) litigation;
- (b) investigation by a third party;
- (c) disciplinary action of a member of the Town;
- (d) Personal Information Protection Act request.

12.9 Once the matter listed in 12.8 has concluded, staff may destroy or archive those Records involving the matter in accordance with this policy.

12.10 When authorized by this policy, staff should ensure that the complete destruction of Records is done in a secure manner:

- (a) by using on on-site shredder;
- (b) by using an approved data destruction method or tool to destroy any electronic data or documents on any device or media prior to disposal of the device or media.
- (c) through a company specializing in secure document destruction.

12.11 For additional clarification of section 12.10, a typical “reformat” is deemed to be not sufficient for the purposes of approved data destruction method of any electronic data as this method does not overwrite the old data.

13 POLICY REVIEW

13.1 The CAO must:

- (a) review this policy at least once every year; and
- (b) make recommendations to Council to change this policy in order to pursue that the policy continues to meet the legal, business and accountability requirements of the Town.

14 ENFORCEMENT

14.1 All employees are responsible to report suspected violations of this Bylaw to the CAO. Any willful breach of this Bylaw by an employee may result in disciplinary action.

14.2 No individual shall be penalized for making a complaint or giving evidence in an investigation in relation to this Bylaw unless the complaint or evidence is made with malicious intent.

15 ENACTMENT/REPEAL

15.1 This Bylaw shall come into full force and effect immediately upon final reading.

15.2 Council Policies C-07-99 and C-04-99 are hereby repealed.

15.3 *Appendix: Retention Schedule ‘A’* shall form part of this Bylaw.

Date Adopted:

Revised:

Status:

Retired:

