



# DRUMHELLER

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## ADMINISTRATION POLICY

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### **ADMINISTRATION POLICY # A-4-00**

#### **PUBLIC RECORDS DIRECTORY**

#### **THE PURPOSE OF THIS POLICY IS TO:**

Instruct and inform Town of Drumheller staff what information the municipality routinely discloses or provides via active dissemination. Informal requests do not require the completion of a "Request for Access to Information" form. In accordance with Bylaw 16.99, any individual may request information by telephone, writing or by visiting (in person), the department, or office where the record is kept, and sufficient detail must be provided in the description to identify the record required. Requests for information may be subject to the fee set out in Schedule G of Bylaw 16.99

#### **POLICY STATEMENT:**

The Town of Drumheller shall maintain procedures herein contained in order to be consistent throughout the organization.

Adopted by Management Committee

May 2, 2000

R.M. Romanetz, P. Eng.  
Chief Administrative Officer

# TOWN OF DRUMHELLER PUBLIC RECORDS DIRECTORY

(Information available to the public without a FOIPP Request – Informal Request)

## **CLASS OF INFORMATION: GOVERNANCE**

(Disclosure of the following information is released by the C.A.O.'s Office)

### **Agendas of Public Meetings**

includes attachments that are presented in an open meeting

### **Adopted Budgets**

### **Adopted Minutes**

of Council, Committees, Boards and Commissions: includes any decisions, orders, and reports that were made in an open meeting

### **Council Appointees** (names only)

### **Committee Memberships** (names only)

### **Communication Records**

includes speeches, media relations, news releases, events planning, and announcements on topics of interest to the public, publications and displays.

### **Correspondence**

that is presented in an open meeting.

### **Delegations to Council**

(names of presenters)

### **Disaster Communications** (media releases only)

### **Elected Officials' Salary and Expense Claims**

to be released by the C.A.O. only

### **Election**

includes expenses and results.

### **Legislation (By-laws)**

not draft form; however any bylaw introduced to Council in an open meeting is available to the public regardless of whether it has received a reading.

### **Petitions**

(with names and addresses)

**Policies** that have been adopted by Council

**Plans and Reports** that have been adopted by Council.

### **Transcripts of Public Hearings**

(Includes list of presenters, written presentations, and any decisions made in the meeting)

### **Scholarship Fund**

Includes the name of the recipient and the amount of the grant

**CLASS OF INFORMATION: ADMINISTRATION**

(Disclosure of the following information is released by the C.A.O.'s Office)

**Advertisements**

**Census**

**Departmental Telephone Contact List**

as published in the Telus Telephone Directory only

**Employee Handbook**

**Employee Newsletter**

**Heritage Sites**

Disclosure of this information must be released by the C.A.O.

**Invitation to Quote, Tenders or Request for Proposals** as called by the Town.

(Includes list of bidders invited for ITQ or RFP)

**Land Inventory Information:** (Town owned property only)

**Landfill**

(Includes tipping schedule fees)

**Leases – municipally owned property**

**Legal Plans** (for viewing, copy of section may be available upon request)

**Personal Information Bank Directory**

**Personnel Records**

Only includes that information relating to position descriptions, classification, salary ranges; travel expenses; signed CUPE agreement; benefits; awards and recognition; staff training and development; appointments. **Disclosure of any of the above-noted information must be released by the C.A.O.**

**Plans and Reports**

That have been adopted by Council: includes business plans, Municipal Development Plan, Area Structure Plans, etc.

**Policies**

That have been adopted by Administration.

**Public Records Directory**

**CLASS OF INFORMATION: ADMINISTRATION**

(Disclosure of the following information is released by the C.A.O.'s Office)

**Retention of Records Schedule**

**Request For Proposals** as called by the Town.

**Tenders** as called by the Town.

**Tender Results Summary**

**Statistical Reports**

Such as development, tourism, etc.

**Statutory Filing with Alberta Municipal Affairs:** (includes electoral results; population affidavits, census, etc.)

**CLASS OF INFORMATION: FINANCE**

(Disclosure of the following information is released by the Director of Finance's Office)

**Audited Financial Statements**

**Assessment Roll** (available for viewing)

**Assessment Records Data**

**Assessment Values**

**Business License Registry**

**Cemetery Burial Registry**

**Debenture Bylaws**

**Debt Position**

**Insurance Policies**

**Investments**

**Tax Certificates**

**Tax Rate**

**Tax Sale Notification**

**Tax Sales of Property**

**Utility Rates**

**CLASS OF INFORMATION: INFRASTRUCTURE**

(Disclosure of the following information is released by the Director of Engineering Services' Offices – includes Public Works and GeoInfo Systems)

**As-Built Drawings**

**Directory of Rental Rates**

(includes buildings, facilities and equipment)

**Equipment and Supplies Records**

relating to the procurement, use, maintenance and disposal of materials and equipment.

**Facility Information**

includes that information that relates to use, maintenance, repair, upgrades, renovations, occupancy, parking and utilities of any Town owned and operated buildings.

**Fire Hydrant Locations**

**Inventory Records:** includes asset control.

**Invitation to Quote, Tender, or Request for Proposal (RFP)** as called by the Town.  
(Includes list of bidders invited for ITQ or RFP)

**Leases – mobile equipment**

**Mosquito Control Plan**

**Road Maps** (for viewing, copy of section may be available upon request).

**Road Maintenance Policy**

**Snow Removal and Sanding Service Levels**

**Street and Road Addressing**

**Tender Results Summary**

**Utility Servicing Information**

**Utility Rates**

**Vegetation Control Plan**

**CLASS OF INFORMATION: DEVELOPMENT**

(Disclosure of the following information is released by the Development Office)

**Building Permit Information**

(Only the name of the permit holder and the nature of the permit).

**Compliance Certificates**

**Easement Information** (as requested by the property owner).

**Home Occupations:** includes that information that was advertised for the purpose of obtaining a business license; includes a telephone number for the Home Occupation.

**Land Use Bylaw and Amendments**

**Listing of Development Permits** (as advertised)

**Maps (Base)**

**Property Consolidation Information**

**Property Subdivision Information**

**Zoning Maps**

**CLASS OF INFORMATION: COMMUNITY SERVICES**

(Disclosure of the following information is released by the Community Services' Office)

(Please note this is general information only pertaining to contact names and numbers, bookings, schedules, dates of special events, etc.)

**Facilities and Parks Bookings and Schedules**

- Memorial Arena
- Parks
- Trail System
- Pool
- Outdoor Rinks
- Tennis / Volleyball Courts
- Ball Diamonds

**Recreation and Culture Programs and Events**

- Registered Programs and Camps
- Cultural Programs (summer concerts, Allied Arts, festivals (July 1<sup>st</sup>, Winter Family Festival, Special Events)
- Aquatic Programs
- Arena Programs
- School Programs

**FCSS – Preventive Social Programs**

- Seniors Support Services (Seniors Info and Referral, Handiman Program, RRAP)
- Volunteer Program (Volunteer Week, Resource Directory / Activity Guide  
Celebration of Excellence
- Community Programs (Family Resource Worker, Children First)
- Community Programs Development and Support (ECCASAT-Sexual Abuse, Prevention of Family Violence, Interagency)

**General Services**

- Grants Information
- Annual Reports
- Town Page
- Pamphlets, Information Brochures
- Meeting Rooms
- Volunteer Lists (names only)



**CLASS OF INFORMATION: INDIRECT MUNICIPAL PROGRAMS / SERVICES**

*Contact person and number will be provided:*

**Ambulance Services**

**Day Care**

**Drumheller Housing Management**

**Drumheller and District Solid Waste Management Society**

**Fire Department**

**Palliser Regional Municipal Services**

**Public Library**

**R.C.M.P. Detachment**

**Recycling Association**

**Valley Bus Society**

**ALL REQUESTS MAY BE SUBJECT TO FEES**

Informal requests may be subject to a fee as described in Schedule G of Bylaw 16-99 – Access to Information.

**DEPENDING ON THE NATURE OF THE REQUEST THE APPLICANT MAY BE ASKED TO PUT THEIR REQUEST FOR INFORMATION IN WRITING. A WRITTEN REQUEST WILL BE RESPONDED TO WITHIN A REASONABLE TIMEFRAME.**