

MUNICIPALITY OF JASPER
REGULAR COUNCIL MEETING AGENDA

Date: August 1, 2017 | Time: 1:30 p.m.

Place: Jasper Library and Cultural Centre, Council Chambers



- 1 CALL TO ORDER**
- 2 APPROVAL OF AGENDA**
 - 2.1 Regular Meeting Agenda, August 1, 2017 attachment
- 3 APPROVAL OF MINUTES**
 - 3.1 Regular Meeting Minutes, July 18, 2017 attachment
- 4 PRESENTATIONS**
- 5 INFORMATION REPORTS**
 - 5.1 2017 Tree Program - Assessment, Removal and Replanting attachment
 - 5.2 Pyramid Bench Fire Concern Letter to Council attachment
- 6 BUSINESS ARISING FROM PREVIOUS MINUTES**
- 7 DEPARTMENT REPORTS**
- 8 BYLAWS**
 - 8.1 Bylaw Summary attachment
- 9 REQUESTS FOR DECISION**
 - 9.1 RFD – Jasper Community Housing Corporation Parcel GB release attachment
 - 9.2 Notice – Non-Standard Crosswalk Policy and Procedures attachment
 - 9.3 RFD – Natural Gas Purchase attachment
 - 9.4 RFD – Community and Economic Development Funds Applications attachment
 - 9.5 RFD – Strategic Priorities progress report attachment
- 10 CORRESPONDENCE FOR INFORMATION, CONSIDERATION OR ACTION**
 - 10.1 Pyramid Bench Fire Concerns attachment
 - 10.2 Letter in support of a Rainbow Crosswalk attachment
 - 10.3 Busking Licence attachment
- 11 OTHER NEW BUSINESS**
- 12 COUNCILLOR REPORTS**
- 13 INFORMATION ITEMS - Upcoming Events:**
 - August 11:** Edson’s BBQ for 2013-2017 councillors, Folding Mountain Brewery - Hinton, 12 p.m.
 - September 1:** Stage 1 – Tour of Alberta, Jasper, Start line and festival at Robson Park
 - September 12:** Jasper Park Chamber of Commerce AGM, JPL golf course club house, 6 p.m.
- 14 IN CAMERA**
 - 14.1 Personnel Matter (FOIP)
- 15 ADJOURNMENT**

Municipality of Jasper
Regular Council Meeting Minutes
 Tuesday, July 18, 2017 | 1:30 p.m.
 Council Chambers, Jasper Library & Cultural Centre

Present Mayor Richard Ireland, Deputy Mayor Rico Damota, Councillors Brian Nesbitt, Gilbert Wall and Helen Kelleher-Empey

Absent Councillor Dwain Wacko

Also Present Mark Fercho, Chief Administrative Officer
 Christine Nadon, Legislative Services Manager
 Kayla Byrne, Legislative Services Coordinator
 Natasha Malenchak, Director of Finance and Administration
 Janet Cooper, Environmental Stewardship Coordinator
 Michelle McCarry, Energy Associates International
 Jay Manoharan, Energy Associates International
 Nancy Taylor, OUT Jasper
 Mychol Ormandy, OUT Jasper
 Yvonne McNabb, Director of Culture and Recreation
 Paul Clarke, the Fitzhugh
 Four observers

Call to Order Mayor Ireland called the meeting to order at 1:33 p.m.

Add. to Agenda #122/17 MOTION by Councillor Nesbitt– BE IT RESOLVED THAT Council add the following item to the July 18 agenda:

- 8.6 Centennial Park Soccer Field and Irrigation Project – waiver of notice requested

| | | |
|---------------|---------------|---------|
| FOR | AGAINST | |
| 5 Councillors | 0 Councillors | CARRIED |

Approval of Agenda #123/17 MOTION by Councillor Kelleher-Empey – BE IT RESOLVED THAT Council approve the agenda for the regular meeting of Tuesday, July 18, 2017 as amended.

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| FOR | AGAINST | |
| 5 Councillors | 0 Councillors | CARRIED |

Approval of Minutes #124/17 MOTION by Councillor Wall– BE IT RESOLVED THAT Council approve the minutes of the July 4, 2017 regular Council meeting as presented.

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| FOR | AGAINST | |
| 5 Councillors | 0 Councillors | CARRIED |

Presentations: Natural Gas Market Update Energy Associates International’s presentation addressed Jasper’s energy portfolio status regarding both electricity and natural gas; the wholesale natural gas market and storage update; the wholesale electricity market; and various recommendations, which included securing a two to three year fixed price (50% partial hedge for natural gas) starting on November 1, 2017 at a target price of \$2.57/GJ. The Municipality of Jasper’s fixed price for natural gas, which expired

December 31, 2016, was \$3.80/GJ. Council discussed previous contracts and the timing of entering into a new contract.

Business arising Deputy Mayor Damota inquired about the potential land release of Parcel GB. The matter will return for discussion at the next committee of the whole meeting on July 25.

The pilot meet and greet scheduled for July 27 at the Jasper-Hinton airport has been postponed due to weather.

Dept. reports: Council received the written report of the Human Resources Manager for May and June 2017. Chief Administrative Officer Mark Fercho presented the report on behalf of Martha Fleming. The report included information on recruitment and hiring, leaves and general activities. The full report is available on the Municipality's website. Council inquired about staff shortages and daycare enrolment rates.

Env. Stewardship Council received the written report of the Environmental Stewardship Coordinator for May, June and the first two weeks of July 2017. In her report, Janet Cooper highlighted several events, projects and programs, including the verbenone pouches program. The full report is available on the Municipality's website. Council inquired about the former SEED project and unreturned monies associated with it.

Finance and Administration Council received the written report of the Department of Finance and Administration. In her report, Director Natasha Malenchak highlighted accomplished activities, ongoing and upcoming news, and the budget process. The report also included the operating budget revenues and expenses, and the 2015 to 2017 MSI and FGT comparisons. Council discussed gas tax funding.

Bylaw Summary Council received a summary of bylaws currently in force in the Municipality, and those in their various stages of readings.

Bylaw #203 – Tax Rate Bylaw 2017 – 3rd reading #125/17 MOTION by Councillor Nesbitt– BE IT RESOLVED THAT Council read, for the third and final time, Bylaw #203, being a bylaw of the Municipality of Jasper in the province of Alberta to authorize the rates of taxation to be levied against assessable property within the Municipality of Jasper for the 2017 taxation year.

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|---------------|---------------|---------|
| FOR | AGAINST | |
| 5 Councillors | 0 Councillors | CARRIED |

Bylaw #204 – Ballots 2017– 3rd reading #126/17 MOTION by Councillor Kelleher-Empey – BE IT RESOLVED THAT Council read, for the third and final time, Bylaw #204, being a bylaw of the Municipality of Jasper in the province of Alberta to provide for the printing of ballots in lots for the 2017 municipal election.

| | | |
|---------------|---------------|---------|
| FOR | AGAINST | |
| 5 Councillors | 0 Councillors | CARRIED |

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| RFD – OUT Jasper Rainbow Crosswalk #127/17 | MOTION by Councillor Nesbitt – BE IT RESOLVED THAT Council support the installation of a rainbow coloured crosswalk in Jasper funded by OUT Jasper. | FOR 2 Councillors | AGAINST 3 Councillors | DEFEATED |
| Recess | Mayor Ireland called a recess from 3:22 p.m. to 3:29 p.m. | | | |
| RFD – Special ballot #128/17 | MOTION by Councillor Wall – BE IT RESOLVED THAT Council authorize a Special Ballot process for the 2017 Municipal Election pursuant to the Local Authorities Election Act. Application for special ballots may be made to the returning officer by the following methods: a) in writing; b) by telephone; c) in person; d) by email. | FOR 5 Councillors | AGAINST 0 Councillors | CARRIED |
| RFD – Advance vote #129/17 | MOTION by Councillor Wall – BE IT RESOLVED THAT Council authorize an Advance Vote for the 2017 Municipal Election pursuant to the Local Authorities Election Act. | FOR 5 Councillors | AGAINST 0 Councillors | CARRIED |
| RFD – Institutional vote #130/17 | MOTION by Councillor Wall – BE IT RESOLVED THAT Council authorize an Institutional Vote for the 2017 Municipal Election pursuant to the Local Authorities Election Act. | FOR 5 Councillors | AGAINST 0 Councillors | CARRIED |
| Waiver of Notice – 2017 Council Calendar #131/17 | MOTION by Councillor Nesbitt – BE IT RESOLVED THAT Council agree to waive the two-week public notice period to approve the revised 2017 Council meeting calendar. | FOR 5 Councillors | AGAINST 0 Councillors | CARRIED |
| RFD – 2017 Council Calendar #132/17 | MOTION by Councillor Nesbitt – BE IT RESOLVED THAT Council approve the attached revised 2017 Council meeting calendar to include the Municipalities 101: The Essentials of Municipal Governance Elected Officials Education Program in Lacombe, Alberta on November 4th and 5th, 2017. | FOR 5 Councillors | AGAINST 0 Councillors | CARRIED |
| Notice – Natural Gas Purchase | Council gave notice to authorize the Director of Finance and Administration to enter into a one to four-year contract for the purchase of natural gas. The matter will return for discussion at the next committee of the whole meeting on July 25. | | | |

| | |
|---|---|
| Notice – Community & Economic Funds | Council gave notice that it will consider requests for funding from groups and individuals who have applied for the Community and Economic Development Funds. The matter will return at the next regular Council meeting on August 1. |
| Waiver of notice – Centennial field #133/17 | MOTION by Councillor Kelleher-Empey – BE IT RESOLVED THAT Council waive the two-week public notice period with respect to the capital budget for the Centennial Park soccer field and irrigation project. FOR 5 Councillors AGAINST 0 Councillors CARRIED |
| RFD – Centennial Field #134/17 | Motion by Councillor Nesbitt – BE IT RESOLVED THAT Council approve the capital budget for the Centennial Park soccer field and irrigation project in the amount of \$420,000. FOR 5 Councillors AGAINST 0 Councillors CARRIED |
| Correspondence | Council inquired about its policy regarding public correspondence. |
| Other new bus. | The Evergreens Foundation has awarded the contract for its upcoming project in Edson. |
| Councillor Reports | Councillor Kelleher-Empey, Deputy Mayor Damota and Mayor Ireland attended two Communities and Bloom receptions on July 12. Councillor Nesbitt attended a Jasper Community Team meeting on July 13. Council’s Human Resources committee met on July 18 to discuss Council’s remuneration and benefits policy. The matter will return to Council at the next committee of the whole meeting on July 25. |
| Upcoming Events Information Items | Council received a list of upcoming events. Other items discussed were the Municipality’s fire ban, which was announced on the afternoon of July 18; the passing of Edson Councillor Brian Boyce; and a fire smart event at Lake Edith on July 22. |
| In camera #135/17 | MOTION by Councillor Kelleher-Empey – BE IT RESOLVED THAT Council move in camera to discuss a deliberative and personnel matter at 4:32 p.m. FOR 5 Councillors AGAINST 0 Councillors CARRIED |
| Revert to public meeting #136/17 | MOTION by Councillor Kelleher-Empey – BE IT RESOLVED THAT Council revert to open meeting at 4:57 p.m. FOR 5 Councillors AGAINST 0 Councillors CARRIED |
| Adjournment #137/17 | MOTION by Deputy Mayor Damota – BE IT RESOLVED THAT, there being no further business, the regular meeting of July 18, 2017 be adjourned at 4:58 p.m. |

FOR
5 Councillors

AGAINST
0 Councillors

CARRIED

Mayor

Chief Administrative Officer



Information Report
OPERATIONS DEPARTMENT
August 1, 2017

2017 Tree Program – Assessment, Removal and Replanting

In July, the Operations Department began its annual tree program to identify and remove hazardous trees. The attached map shows the areas involved for 2017.

In 2016, nearly 300 trees were removed, with the vast majority due to pine beetle infestation. This year other aspects are also being included in assessments to ensure a healthy urban forest and public safety.

Assessment

Trees will be evaluated by certified arborists, with assistance from Parks Canada. Hazardous trees include those having some or all of the following conditions: diseased (pine beetle infestation); dead; dying; and dangerous in having structural problems and growth defects (weak points, weak twinned-trunks or human damage).

Removal

Trees are currently being removed and disposed of in accordance with best management practices. Any areas involving tree removal operations will be cordoned off for public and worker safety. Trees will be 'flush cut' in all areas, stumps removed and holes filled in areas in close proximity to playgrounds and high-use locations to provide a safe, level surface. Any live trees having pine beetle infestation will be hauled to the burning pit located at the Parks Canada Transfer Station and destroyed.

Replanting

The MOJ was successful in acquiring a grant from the *CN EcoConnexions From the Ground Up* program in the amount of \$25,000, which has provided us with 200 trees to plant in locations where trees have been removed this year, in past years and in some new locations within the town. Trees will be received and planted in early August and again in the fall. The species being planted this season will be a variety of fir and deciduous trees.

- This tree assessment/removal/replanting program is operating in coordination to the wildfire fuel reduction program in Jasper.

Program information or inquiries

Please contact Ross Derksen, Operations Service Manager, at (780) 852-3040.

ATTACHMENT: Program location map.



INFORMATION REPORT

Subject: Bench Fire Concern Letter to Council
Prepared by: Mark Fercho, CAO
Reviewed by: Christine Nadon, Legislative Services Manager
Date: August 1, 2017

There is a heightened level of anxiety in Jasper regarding wildfires with smoke, hot weather and dead trees in our daily outside experience. With the reporting of wildfires, alerts and evacuations in BC, we also are experiencing heightened awareness on emergency response both by residents and our response staff teams.

Thank you to Susan D'Heer of Patricia Lake Bungalows for taking the time to write emails raising concerns publicly. Being open about concerns, asking questions and having good conversations is far better than keeping quiet or raising concerns privately or on social media. Good clear conversations will help us work together for a safer Jasper.

Regarding the email from Ms. D'Heer, here are a few follow up facts in response:

- The fire started around 3:00pm, and was considered "contained" and not a threat to spread from the initial action on site by Parks Canada and the Jasper Fire Department.
- When this fire was early in being actioned, Nathan D'Heer contacted the Mayor's Office, then the Municipality staff (Christine Nadon) followed up by phoning Mr. D'Heer at about 3:30pm (about 15 minutes after we began our own internal updates about the fire).
- Ms. Nadon then contacted Pyramid Lake Resort right after. There was no emergency or concern, rather just an information update.

The first priority for emergency response is putting out the fire. Second is communications. Notifications basically fall in two categories:

1. nice to know; and
2. need to know.

In this case, from the very first arrival of fire services by both agencies on site, the fire was contained. Therefore, there was no "need to know" communications required. It was a "nice to know" type of event.

Everyone has some responsibility to monitor email, websites, radio, and social media feeds, and to check websites for information when an event is only "nice to know". We do not have the resources to personally contact everyone when there is no need for any action, and the event update is for information only. There is some responsibility on everyone to keep informed.

If there was any risk of spread that would have threatened road access, even remotely, Patricia Lake Bungalows would have been notified along with others on the bench, and in town as required. In any event that has information in the "need to know" for alerts, evacuations, etc., the Municipality and Parks Canada will make every effort to notify people through many channels of emergency communications.

The Municipality and Parks Canada work together on emergency response, including wildfires. Parks Canada conducts daily helicopter patrols and continues to check for lightning strikes or ignition of fires, and has a local initial attack team ready to respond. Parks Canada and the Municipality of Jasper are working together on town specific issues including hazard trees, preventative tree treatment and FireSmart measures for residents and businesses.

The Municipality and Parks Canada are continuously working together to improve communications in static “website” information updates, and improving “push” notifications through email, social media, and other platforms to send out information or alerts as required. This includes the ability to cross-share on social media platforms in Jasper with established audiences such as the local newspapers, Facebook pages, etc. If we enact an Alberta Emergency Alert, there are systems to break into broadcasts, communications, media, etc. to announce an emergency or evacuation.

The key is to ensure the facts are correct on the original source of the information, which is outlined in the below information.

Karly Savoy, Public Outreach Education Officer, Fire and Caribou Communications for Parks Canada, recently put out emails with the below information that was created in collaboration with the Municipality of Jasper:

WHERE TO FIND INFORMATION

Visit our website with links to the most up-to-date information on wildfires and fire bans in Alberta and British Columbia, air quality, road conditions, and how to prepare your family for a wildfire: pc.gc.ca/jasperfireupdate

In the event of a wildfire, Parks Canada will provide up-to-date information on Facebook and Twitter.

www.facebook.com/JasperNP
www.twitter.com/JasperNP

In the event of a community emergency, the Municipality of Jasper also has resources to help you prepare and to know where to go for information:

www.jasper-alberta.com/2350/Emergency-Preparedness

Official information during an emergency will be broadcast on:

- Municipality of Jasper website: www.jasper-alberta.com/
- Community and Family Services: www.facebook.com/communityliveshere/
- Alberta Emergency Alert: www.emergencyalert.alberta.ca/
- Jasper Emergency Information Hotline at 780-852-3311
- CJAG 92.3 FM and local media (The Fitzhugh, The Jasper Local)

Jasper National Park sends out fire information updates via email to anyone subscribed to the mailing list. If you would like to subscribe or change your contact information, please contact karly.savoy@pc.gc.ca. In the event of a wildfire, you can expect daily updates about what is happening in the park and how the fire is being managed.

Municipality of Jasper Bylaw Summary

Updated: 7/28/2017

| | Bylaw | Date Repealed | Repeals Bylaw | Replaced by Bylaw | Scheduled date for next reading | | | Certification by Parks | |
|-----|--|---------------|---------------|-------------------|---------------------------------|----------------|--------------------------|------------------------|----------------|
| | | | | | First Reading | Second Reading | Third Reading & Approval | Date Forwarded | Date Certified |
| 204 | Jasper Rotation of Ballots 2017 | | 169 | | 4-Jul-17 | 4-Jul-17 | 18-Jul-17 | 5-Jul-17 | 6-Jul-17 |
| 203 | Tax Rates 2017 | | 202 | | 4-Jul-17 | 4-Jul-17 | 18-Jul-17 | 5-Jul-17 | 6-Jul-17 |
| 202 | Tax Rates 2017 | | 194 | | 16-May-17 | 16-May-17 | 30-May-17 | 16-May-17 | 19-May-17 |
| 201 | Inter-Municipal Assessment Review Board | | | | 2-May-17 | 2-May-17 | 16-May-17 | 9-May-17 | 11-May-17 |
| 200 | Imposition of Suppl. Tax | | 185 | | 7-Feb-17 | 7-Feb-17 | 21-Feb-17 | 8-Feb-17 | 9-Feb-17 |
| 199 | Suppl. Assess. of Improv. | | 184 | | 7-Feb-17 | 7-Feb-17 | 21-Feb-17 | 8-Feb-17 | 9-Feb-17 |
| 198 | ATCO 10 year agreement | | | | 20-Dec-16 | 21-Feb-17 | 7-Mar-17 | 27-Feb-17 | 28-Feb-17 |
| 197 | Utilities Fees 2017 | | 183 | | 6-Dec-16 | 6-Dec-16 | 20-Dec-16 | 7-Dec-16 | 12-Dec-16 |
| 196 | Parking Authority 2017 | | 186 | | 6-Dec-16 | 6-Dec-16 | 20-Dec-16 | 7-Dec-16 | 12-Dec-16 |
| 195 | Traffic Safety Bylaw | | 104 | | 2-Aug-16 | 2-Aug-16 | 16-Aug-16 | 3-Aug-16 | 8-Aug-16 |
| 194 | Tax Rates 2016 | | 188 | 202 | 17-May-16 | 24-May-16 | 7-Jun-16 | 25-May-16 | 25-May-16 |
| 193 | Commercial Use of Public Spaces | | | | 5-Apr-16 | 5-Apr-16 | 19-Apr-16 | 6-Apr-16 | 6-Apr-16 |
| 192 | Imposition of Supplementary Tax | | 185 | | 2-Feb-16 | 16-Feb-16 | 1-Mar-16 | 17-Feb-16 | 19-Feb-16 |
| 191 | Supplementary Assessment of Improvements | | 184 | | 2-Feb-16 | 16-Feb-16 | 1-Mar-16 | 17-Feb-16 | 19-Feb-16 |
| 190 | Procedure Bylaw Amendment | | 166 | | 15-Dec-15 | 5-Jan-16 | 19-Jan-16 | 6-Jan-16 | 8-Jan-16 |
| 189 | Jasper Fire Dept 2015 | | 085 | | 21-Jul-15 | 4-Aug-15 | 18-Aug-15 | 6-Aug-15 | 17-Aug-15 |
| 188 | Tax Rates 2015 | | 180 | 194 | 19-May-15 | 19-May-15 | 2-Jun-15 | 19-May-15 | 20-May-15 |
| 187 | Offsite Levies 2015 | | 182 | | 17-Mar-15 | 7-Apr-15 | 21-Apr-15 | 8-Apr-15 | 9-Apr-15 |



REQUEST FOR DECISION

Subject: Jasper Community Housing Corporation (JCHC) Parcel GB Release

Prepared by: Mark Fercho, CAO and also JCHC Board Chair

Report history by: Leanne Pelletier, Payroll & Benefits Coordinator and also JCHC Administrative Officer

Date – Discussion: May 23, 2017, July 11, 2017, July 25, 2017

Date – Notice: July 4, 2017

Date – Decision: August 1, 2017

Recommendation:

That Council request Parks Canada complete a land release process for Parcel GB, and provide the following parameters for the development of Parcel GB, Request for Proposals (RFP):

- under R3b Zoning develop to a minimum of 40 units with more proposal points awarded for higher density (more units are awarded more points in RFP submissions scoring)
- must be apartment style development
- affordable units awarded higher points in RFP scoring over luxury units
- “micro” or small single units as significant component, with mix of other unit types/sizes
- maintain continuity of Discovery Trail
- alternative parking requirements may be considered and can also be submitted as an appendix to the main proposal, such as underground parking accessible from (lower) rail side of lot, increased unit yield for site beyond site max unit restriction based on parking required, with proposed parking alternatives (car share, bike share, etc)

Release of Parcel GB Summary Notes:

The Jasper Community Housing Corporation (JCHC) brought forward to Council the three point housing strategy including the JCHC lands to develop, the release of parcel GB, and the promotion of infill opportunities on lands already privately owned in town on May 23, 2017. The item of focus for Council discussion on July 25th, as on July 11th, is the potential release of Parcel GB. Parks Canada staff attended to respond to questions of Council on the land release process.

The housing studies and workshops completed to date identified a number of housing needs, some have had some efforts have been made or are underway:

- Condo residential housing – Southview, Mountain Park, Caribou Creek
- Low income apartments – MPL Place
- Recent identified business needs for housing - JCHC current project
- Seniors small units – JCHC current project
- Residential Apartments – some small private units created, however, large unmet current identified need, Parcel GB release begins work toward solution

In addition to JCHC project underway, and the opportunities for private infill development, the main issue intended to be addressed by JCHC is having some type of new housing developed **as soon as possible**. The release of Parcel GB to a private developer is the quickest path to new housing units in Jasper.

Director _____

CAO _____

Agenda Item _____

Recommendation of the JCHC for Parcel GB Release Parameters for Council:

After the July 11th meeting of Council discussion, the Jasper Community Housing Corporation met on July 19th to further refine a recommendation for Council, to support the discussion at Council.

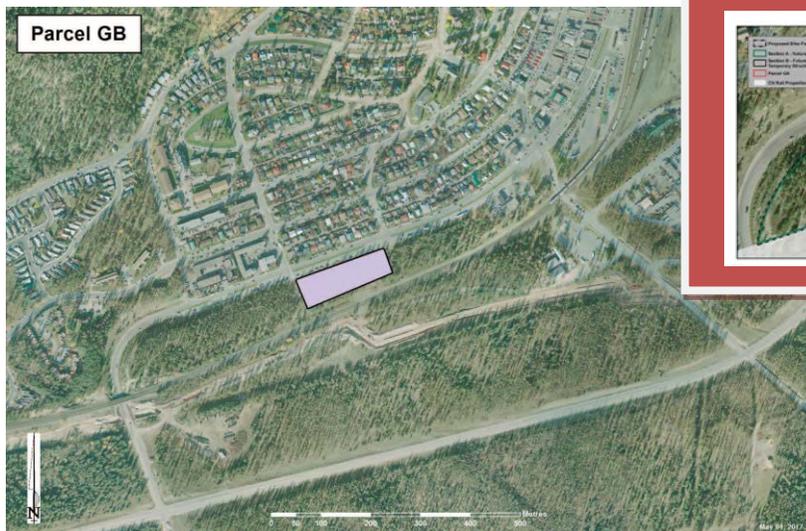
The JCHC recommendation for Council:

That Council request Parks Canada complete a land release process for Parcel GB, and provide the following parameters for the development of Parcel GB:

- under R3b Zoning develop to a minimum of 40 units with more proposal points awarded for higher density (more units are awarded more points in RFP submissions scoring)
- must be apartment style development
- affordable units awarded higher points in RFP scoring over luxury units
- "micro" or small single units as significant component, with mix of other types/unit sizes
- maintain continuity of Discovery Trail
- alternative parking requirements may be considered and can also be submitted as an appendix to the main proposal, such as underground parking accessible from (lower) rail side of lot, increased unit yield for site beyond site max unit restriction based on parking required, with proposed parking alternatives (car share, bike share, etc)



FYI Parcel GB is adjacent to the proposed mountain bike park on Parcel GA. These are NOT the same parcels.

An inset map within a red-bordered box. It shows a smaller view of the area, with Parcel GB highlighted in purple and Parcel GA highlighted in red. A legend in the top left corner identifies: Proposed Site Park (blue square), Boundary of Municipal Area (green line), Boundary of Future Housing Development (red line), and Parcel GB (purple square). The map also includes a north arrow and a scale bar.

Background (History):

The **Jasper Community Housing Corporation (JCHC)** was created in 2007 by Jasper Municipal Council to oversee the creation, administration and management of residential housing in Jasper. **Jasper Community Housing Corporation Ltd.** is a wholly owned subsidiary of the Municipality. The delivery of housing solutions for Jasper's residents and workforce will require a coordinated effort from the Municipality of Jasper, Parks Canada, the Jasper Community Housing Corporation, and a number of third party providers.

Much of the JCHC's early years were spent commissioning and studying development plans. Success came in 2010 with the opening of MPL Place; a 42 bed, subsidized rent apartment building aimed at seasonal workers in the tourism industry. Built in conjunction with Mountain Park Lodges, it is an example of partnering for success. Mountain Park Lodges already owned the land, and the Municipality was able to contribute to construction costs through applying for and receiving a grant for affordable housing. Currently, the administration officer for the JCHC approves all applicants for MPL Place to ensure that they meet the requirements as set out as a condition of receiving the grant.

Then in 2014 Caribou Creek, a 64 unit housing cooperative, became another example of successful partnering and facilitating for the JCHC, in this case partners took over this development. The resulting units did not significantly change the municipal population between the 2011 population of 4,432 to the 2016 population of 4,590, when considered along with all development and change in Jasper for those 5 years. The development reduced the pressure on rental accommodation temporarily, and improved the standard of living for the residents that moved into a unit. The Municipality acted as a guarantor for the development by a third party.

Alpine Summit Lodge, a 36 bed senior's lodge was a similar project facilitated by the JCHC.

Another initiative undertaken by the JCHC in 2013 was community consultation. Two Community Cafes were held, one for the general public and one for business owners focusing on staff accommodation. These public forums were an opportunity for the Board to hear what residents and business owners want and need, what they were willing to do to reach their housing goals, to explain the role of the JCHC and dispel housing myths.

Time spent discussing Jasper's housing issues with stakeholders, reviewing statistics and engaging in community consultation have produced notable standards that the Board feels are necessary for any new development. Parks Canada, the JCHC and developers will consider certain cornerstones when planning or supporting new development; density, need, mixed use, sustainability, and affordability. Participation in our community cafes would indicated that there is a desire for staff housing, small rental units (one tenant), special needs housing, affordable family homes (co-op model) and seniors housing. Mixed use housing has been discussed, and the Board recognizes the positive impacts this can have on a community. A development that has rental units, market price units, affordable units and welcomes all ages and family mixes creates neighborhoods. Segregating groups can create a "ghetto" effect.

Information Report (JCHC Current Activities):

The Housing Corporation is working on a three point strategy to develop housing:

- **first**, to move forward on development on specific lands under the JCHC leadership;
- **second**, by releasing other designated lands to private developers;
- and **third**, to promote residential unit development by the private sector in areas already identified in past housing studies.

Director _____

CAO _____

Agenda Item _____

JCHC three point strategy:

1. Move forward on development on specific lands under the JCHC leadership

In 2016 the JCHC determined that the housing studies, the continued tight vacancy rate and the vocal business community complaints on staff housing shortages beginning to affect the business' ability to operate in Jasper required specific and focussed action. In addition, seniors were becoming more vocal on the lack of "downsizing" opportunities to stay in Jasper and sell their homes. The JCHC determined that the next housing project would have two main objectives:

- Addressing the shortage of staff housing in our community is a high priority issue for the Jasper business community. The intent of this new housing initiative is for the housing to be owned or authorized for purchase and resale by Jasper businesses, rather than by private residents, in order to address the specific need of businesses.
- Create smaller unit opportunities to allow seniors the opportunity to downsize and put full-size homes on the market for new families. The JCHC may also work with existing landowners for possible better locations in town on their lands also.

The JCHC created a two parcel of land project in 2016, (the Connaught site, and the Tonquin-Turret site) that was intended to create new rental and for purchase housing units for businesses, and also smaller unit opportunities for seniors.

The first step was to advertise the opportunity to participate in the planning process for businesses and seniors. A list was created in 2016 with participants agreeing to help fund a planning consultant, a competitive bid process was completed and a planning consultant selected. This process will have local business input directly with a planning consultant to ensure the best possible representation of needs matched with current planning practices.

JCHC Development Sites:

Originally two sites, Connaught and Tonquin-Turret were proposed. Due to Parks Canada's operational needs in managing the many capital projects throughout the national park, the Tonquin/Turret site advertised in JCHC ads is now a future project as there is too much uncertainty on timelines for Parks relocation of staff living on-site and in removal of existing housing, therefore is not available for redevelopment at this time. This site will be revisited in the future and not in the current plan.

There are now three sites for development: Phase 1: Connaught site, Bear Hill site and Phase 2: the current RCMP site. The first two are currently not occupied which would allow for faster development. The third, RCMP site, would be developed once the new RCMP station was built and the old RCMP station was removed, but planning could be completed on this site with other two sites to be "shelf ready" to go once they do move.

The three JCHC development sites as a focus for 2017 are:

Phase 1: Connaught Site and Bear Hill Lodge Site



Phase 2: Current RCMP Site



Director _____

CAO _____

Agenda Item _____

2. Parcel GB Release for private development (subject of this report)

3. Promote residential unit development by the private sector in areas already identified in past housing studies

The third strategy focuses on infill sites, sites identified in the 2002 housing plan and housing development opportunities identified in the Jasper Community Sustainability Plan. The JCHC would like to highlight existing opportunities, and promote private initiatives. There are opportunities for the business community to negotiate with the existing land owners for creating mutually beneficial developments in Jasper on sites that exist today. This could be the quickest path to new staff housing development through private businesses working together.

The sites the JCHC Board would like to promote to encourage discussion between the landowners and the business community that were identified in the past studies are:

- Parcel CU on Patricia Street Near Ash Street (Patricia Walkups lot), potential for 6-10 apartments
- Patricia Place infill, potential for 6-10 town homes
- Aspen Gardens infill, potential for 14-18 townhouses
- Cavell Court infill, potential for 25-30 apartments
- Second floor development in the C1 District (installing residential units above downtown businesses) potential for 70-80 apartments.

JCHC Internal Operational Changes Update:

The JCHC Board will invite the Jasper Park Chamber of Commerce to a “business liaison seat” that is intended to be created on the Jasper Community Housing Corporation Board, this would be for a non-voting seat (similar to the JCHC “parks liaison seat” Parks Canada holds).

The JCHC Board reviewed the operational model of the Banff Housing Corp. for possible similar focus by the JCHC given their recent successes. The JCHC has worked with a few different approaches, the latest where the development and management is handed off to the private sector as the JCHC did with Caribou creek, to a more hands on approach, where the final product would be retained and managed by the JCHC similar to MPL Place is managed today.

Banff moved towards planning the sites and development concept designs, then contracting the detailed designs and development rather than managing this part themselves, then Banff directly controls property management for both rental and sales models. This model has the potential for accessing affordable housing grant funding as has been proven with past successes, as Banff was just successful in this model for \$12M of a \$24M affordable housing project, and Jasper was successful in the past grant funding that supported MPL Place development using this model. The JCHC Board will work toward this model in the proposed development.

The Board discussed the role of a working group within the structure of the JCHC as is currently within the JCHC policies, to also match more closely what the Banff Housing Corporation has been following. The Board would act as a steering group, with the working group of members having specific technical expertise completing the action items.

Attachments:

- Parcels GA, GB and GC Overview Map
- Lot GB Build-out Estimate Yield Map

Director _____

CAO _____

Agenda Item _____

Parcels GA, GB, GC



Parcel GA

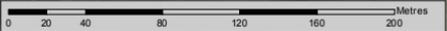


Parcel GB
Possible Release



Parcel GC
JCHC Development

| | |
|---|--------------------|
|  | PARCELS GA, GB, GC |
|  | Bike Park |



Parcel GB - Maximum Build-out Estimate (5.4 m Side Setback)

Max. allowable 40% of original redevelopment area = 0.40 ha

Total area occupied by Parcel GC, and = 1.1 ha

Redevelopment Area with setbacks applied = 0.89 ha

Maximum number of apartment units = 44.4 units/floor @ 90 m²/unit
Maximum number of row house units = 22.2 units/floor @ 180 m²/unit

Front Setback: 3.6 m

Side Setback: 5.4 m not abutting a street if the wall contains a window to a habitable room

Rear Setback: 4.5 m





REPORT FOR DECISION

Subject: Non-Standard Crosswalk Policy and Procedures
Prepared by: Mark Fercho, CAO
Date – Discussion: July 25, 2017 & August 8, 2017
Date – Notice: August 1, 2017
Date – Decision: August 15, 2017

Recommendation:

1. That Council approve/not approve of opportunities for non-standard crosswalks in Jasper

If recommendation 1 is to not approve, no further discussion is required.

2. That Council approve the attached Non-Standard Crosswalk Policy

Or

3. That Council approve a summer 2017 rainbow crosswalk trial, with public consultations in fall 2017 to explore public opinion and policy options.

Background:

Jasper is a welcoming and inclusive community, and has been a supporter of Pride.

Jasper is very supportive of Pride, including support for the annual Jasper Pride weekend, raising the rainbow flag, hanging pride banners all along our main street (Connaught) and supporting International Day Against Homophobia and Transphobia. This new rainbow crosswalk initiative is the next area for more discussion with Council.

OUT Jasper raised money and requested Council approval to have a rainbow colored crosswalk installed in Jasper. Their fundraising has raised over \$5000.00 and is above the cost estimate for the crosswalk paint and labor costs, the crosswalk can be installed at no cost to the taxpayer. They also have funds for "maintenance" as the paint will require repair and refresh.

Council did not support the request, however, Council requested administration return for a policy discussion on this subject for guiding policy for relevant decisions on social initiatives in public spaces, which occurred on July 25, 2017.

The resulting proposed policy is attached to this report, should Council wish to consider non-standard crosswalks in Jasper. Also attached is the proposed procedures, which would be reflective of the policy direction and provide guidance to the process of applying, approving and installing Non Standard Crosswalks in Jasper.

Alternatively, Council could consider a pilot project to explore public opinion and policy options after a few months of summer trial in Jasper.

Director _____

CAO _____

Agenda Item _____

Discussion:

The proposed Non-Standard Crosswalk Policy and Procedures have been created from a variety of sources, and are in **draft** format to generate discussion and refinement.

The proposed Non-Standard Crosswalk **POLICY draft** includes:

- The **Jasper Street Banner Policy** that mentions “reflecting values of the community” has been used as a base for this proposed policy
- The **Banff and Airdrie Proclamation Policies** were used for policy level direction options
- The recent **Jasper Welcoming and Inclusive Communities Proclamation** wording could be considered into this policy as an option, however, is limited in scope vs the wide variety of crosswalk art that could be possible under this proposed policy. It could provide guidance to social statements in crosswalks, however.

The **POLICY draft** then considered who generates the ideas for the Non-Standard Crosswalks:

1. The first draft wording of the **Jasper Proclamations Policy** wording is modelled after Banff. It is restrictive to internally generated initiatives only, the bear logo crosswalks are an example. The Non-Standard Crosswalks policy could take this same wording.

or

2. If we want to endorse events or causes that are not directly endorsed by the MoJ could be that “are supported by Jasper-based non-profit groups, organizations or individuals”, would be more along the lines of the Airdrie proclamations policy

or

3. If we want to make it open to commercial content for crosswalks, or open to all types of artwork and/or social, political or other displays, then a more open approach could be considered similar to our current Banner Policy, however there are other considerations for crosswalks to be considered.
 - 3.1 An option following the Jasper banner policy model may be only to allow temporary crosswalks in advance of an event, similar to banners, with a commitment to overpaint or remove the non-standard crosswalk after the event.

The **ADMINISTRATIVE PROCEDURE draft** sets out the process for the Non Standard Crosswalks; the application process, who makes the approval decision, and the standards that apply. The procedure is developed from two main sources, and ideas:

- The **Jasper Street Banner Administrative Procedure**, which provides guidance on banners and have some similar considerations, however are focused on changing often reflecting a current event in town, then once an event is completed, banners are changed to the next event, through the season.
- The **Saskatoon Painted Crosswalk Guideline** which has good operational level considerations for crosswalks
- Staff, Council and public ideas

Attachments:

- DRAFT: Non-Standard Crosswalk Policy (with options)
- DRAFT: Non-Standard Crosswalk Administrative Procedure (with options) **discussion points for Council within the proposed administrative procedures in red.**

Director _____

CAO _____

Agenda Item _____

Policy Title: NON-STANDARD CROSSWALKS

Policy # DRAFT

Effective Date:

Date adopted by Council:



POLICY (OPTION #1, based on Banff’s proclamation policy, internal only)

Council may only authorize Municipality of Jasper sponsored or initiated non-standard crosswalks. Third party applications that are not sponsored or supported directly by Council or Administration will not be entertained.

PURPOSE

This policy is intended to guide Council and Administration in dealing with requests for non-standard crosswalks. Non-standard crosswalks are not within the legislative requirements or purpose of the Municipality.

POLICY (OPTION #2, based on Airdrie’s proclamation policy, internal & local only)

Council may only authorize Municipality of Jasper or Jasper-based non-profit groups, organizations or individual sponsored or initiated non-standard crosswalk applications. Third party applications that are not sponsored or supported directly by Jasper-based non-profit groups, organizations and individuals, or by Council or Administration, will not be considered.

PURPOSE

This policy is intended to guide Council and Administration in dealing with requests for non-standard crosswalks. Non-standard crosswalks are intended:

1. “for artwork to enhance Jasper’s streetscape”
2. “to promote social and cultural causes that support diversity and inclusivity in the community, and are in line with Council’s strategic priorities and Council policies”
3. “to allow opportunities for the Municipality and for local non-profit groups, organizations and individuals to promote causes and events that....”

POLICY (OPTION #3, copied from our current banner policy, open applications)

As part of its commitment to maintain its lands and streetscapes in an attractive and inviting condition, the Municipality shall operate a non-standard crosswalk program to enhance its streetscapes and promote messages reflecting the values of the community and Jasper National Park.

PURPOSE

(same considerations purpose in Option #2 above)

POLICY (OPTION #3.1, follow our current banner policy, open applications, but only temporary crosswalks ahead of events, with removal/repaint back to standard following the event)

Policy Title: NON-STANDARD CROSSWALKS

Policy # DRAFT

Effective Date:

Date adopted by Council:

NOTES:

- Banners are event driven, the banner policy is very open but has controls, banners have shorter term impacts as banners are linked directly to events and are only temporary prior to the events. Other longer term banners are municipality or municipal partner driven.
- Crosswalks are a longer term decision, and purpose for any non-standard crosswalk paint requests becomes discussion point (if not just event driven).
- Policy Options #2 & #3 have potential to require more procedural controls. For non-standard crosswalks, the discussion if applications are also open to "local organizations or individuals" (#2) or "anyone" (#3) could include;
 1. What is the purpose for the new crosswalk design and what are the potential impacts?
 2. What are the controls are in the application process?
 3. Who needs to be considered, consulted?
 4. Who approves?

DRAFT

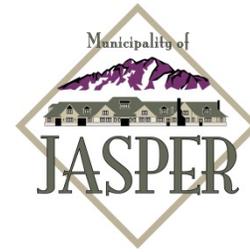
Policy Title: NON-STANDARD CROSSWALKS

Policy # DRAFT

ADMINISTRATIVE PROCEDURES

Effective Date:

Date approved by the CAO:



SCOPE

This procedure shall apply to all non-standard crosswalks installed on municipal lands within the Municipality of Jasper.

RESPONSIBILITY

Administration of this policy shall be the responsibility of the Director of Operations or designate.

NON-STANDARD CROSSWALKS

1. Application Procedure

An organization or individual wishing to have non-standard crosswalks installed must complete a non-standard crosswalk application available from the municipal web site or from the Municipality's Administration Office.

Applications require signatures from all adjacent property owners accepting the project.

The application must be accompanied by the non-standard crosswalk design(s) provided either on paper or in electronic format, and the applicable application fees. Please note if several application requests are received for the same location, priority will be given to the first one received.

All costs for the actual painting as well as for the temporary traffic control required, are the responsibility of the applicant. Operations will advise on the costs of providing Traffic Accommodation.

Approval of the non-standard crosswalks design will be granted by " ???? " (Mayor and Council, Director of Operations or designate , a panel or organization appointed by the municipality????) based on interpretation of this policy and administrative procedure with respect to message content, appropriate use of the program, and target audience.

2. Eligibility

(Local Jasper....?) individuals, organizations and not-for-profit groups may be permitted to have a non-standard crosswalk painted for the purpose of promoting " ????? ", or for decorative purposes.

????? Sponsors may contribute to the cost of installation of non-standard crosswalk on behalf of such individuals, groups or events. In such cases, display of company logos may be permitted providing the content is incidental to the overall non-standard crosswalk design and the recognition will not exceed 20% of the total area of the non-standard crosswalk. The Director of Operations or designate shall determine what percentage of a non-standard crosswalk is commercial content.

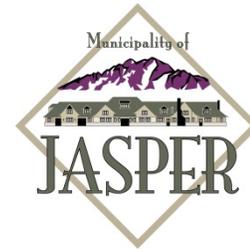
Policy Title: NON-STANDARD CROSSWALKS

Policy # DRAFT

ADMINISTRATIVE PROCEDURES

Effective Date:

Date approved by the CAO:



This policy prohibits installation of any non-standard crosswalk solely advertising products or services.

3. Installation and Removal

Maximum non-standard crosswalk time is " _____????_____ " days, months, years???. (perhaps temporary only prior to events similar to banners) A time limit for a location then reapply, so others have a chance for prime locations?? The Municipality will offer the opportunity to have the non-standard crosswalk repainted by the approved applicant or the repair work funded by the applicant, or the Municipality will remove damaged or deteriorated non-standard crosswalks at the discretion of the Director of Operations or designate.

Non-standard crosswalks will be installed and removed by municipal contractors and funded by the applicant, unless a proposed non-municipal installation satisfies the following conditions:

- Non-standard crosswalk design is approved;
- Paint is non-skid and approved paint for roadway;
- Workers and contractor have WCB coverage;
- Work occurs only between 7:30 am and 4:00 pm, Monday to Saturday;
- Contractor provides proper traffic control during non-standard crosswalk installation;
- Contractor has commercial general liability insurance of not less than two million dollars; and
- A commitment is in place to replace or remove the non-standard crosswalk.

4. General Terms

1. All non-standard crosswalks must meet the Alberta Highway Pavement Markings Guide standards.
2. Non-standard crosswalk applications will be approved on a first-come first-served basis. Applicants can apply for non-standard crosswalk spaces up to one year prior to the installation date.
3. Recognition for sponsorship shall be limited to the name or logo of one entity per non-standard crosswalk, and the size of the name or logo shall be limited to less than 20% of the total area of the non-standard crosswalk.
4. Non-standard crosswalks shall not contain any form of commercial advertising other than a name or a logo, and/or solicitation.
5. Non-standard crosswalks shall not contain any form of political or religious content.
6. Non-standard crosswalk may be removed during the authorized period of use by the Director of Operations or designate for safety or operational reasons, or if the non-standard crosswalk paint becomes damaged or deteriorated.

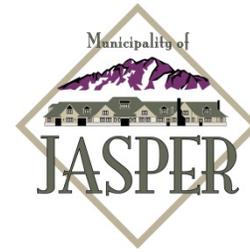
Policy Title: NON-STANDARD CROSSWALKS

Policy # DRAFT

ADMINISTRATIVE PROCEDURES

Effective Date:

Date approved by the CAO:



7. The governing consideration is the safety of pedestrians and motorists.
8. Non-standard crosswalks are not permitted across high volume traffic streets. Accordingly, in Jasper there will be no applications accepted for non-standard crosswalks on Connaught Drive. This list is not all inclusive, and the Municipality of Jasper reserves the ability to deny a non-standard crosswalk on other streets if it is determined safety is negatively impacted. **Non-standard crosswalk applications are encouraged for the Library and Cultural Centre area to create visitor attractions outside the downtown core encouraging visitors toward that building and Robson Park?**
9. The design must not promote children's activities, i.e. a hopscotch or checker-board design.
10. The Director of Operations or designate reserves the right to remove the non-standard crosswalk at any time.
11. The applicant agrees that it will indemnify and save harmless the Municipality of Jasper and its officials, employees, servants and agents from all costs, losses, damages, compensation and expenses of any nature whatsoever suffered or incurred by the Municipality and sustained or caused by the applicant's non-standard crosswalk, and from all claims, demands, suits and judgments against the Municipality of Jasper and its officials, officers, employees, servants and agents.

DRAFT



REQUEST FOR DECISION

Subject: Natural Gas Purchase

Prepared by: Natasha Malenchak, Director of Finance and Administration

Reviewed by: Christine Nadon, Legislative Services Manager; Mark Fercho, CAO

Date – Notice: July 18, 2017

Date – Decision: August 1, 2017

Recommendation:

That Council authorize the Director of Finance and Administration to enter into a one to four-year contract for the purchase of natural gas.

Options:

Decision at August 1st, 2017 meeting.

Background:

The Municipality of Jasper selected the expertise and services of Energy Associates International (EAI) as energy consultants to manage its electricity and natural gas supply portfolio in 2012.

EAI is recommending that the Municipality of Jasper maintain a 50% hedge at a fixed price for our natural gas supply requirements in 2017. They are also recommending evaluating both a 1 and 2 year contract term, starting immediately upon good rate conditions.

They are targeting a 1 year term price of \$2.70/GJ, a 2 year term price of \$2.60/GJ, or a 3 or 4 year term price of \$2.55/GJ.

Our fixed price for natural gas, which expired December 31, 2016, was \$3.80/GJ.

Because the fixed price was not desirable in 2016, administration decided to float on the market-index (or spot) price for gas until the conditions became favorable.

The Carbon Tax was implemented on Jan 1, 2017. Regardless of whether the Municipality of Jasper decides to lock-in any natural gas supply requirements at a fixed price or float on the market-index (or spot) price for gas, we will be exposed to the Carbon Tax of \$1.011/GJ starting next year.

If we can secure a fixed price contract price in or around the \$2.60/GJ mark, we can essentially keep our budget costs flat for 2017, despite the introduction of the Carbon Tax.

Director _____

CAO _____

Agenda Item _____

EAI and the Municipality of Jasper went to tender on the Alberta Purchasing Connection (APC) during the summer and EAI has been watching the market diligently to be able to recommend when we should go to a live bid process. This process will be short notice and the decision must be made within an hour of the bidding. This Request for Decision is to enable the Director of Finance and Administration to secure a contract when the ideal opportunity arises.

Relevant Policy:

B-009 – Fiscal and Financial Control Policy

B-009 – Fiscal and Financial Control Admin. Proc., section 3.3, Centralized Tendering for Goods and Services

Strategic Relevance:

Governance – Provide quality municipal services to the community

Governance – Provide open, accountable and accessible government

Fiscal Health – Enhance the municipal budget process

Implications of Recommendation:

Municipality of Jasper will be able to secure a gas contract for the upcoming year or two.

Follow up actions:

Director of Finance to go to bidding process and decide which company to choose while keeping recommendations in mind. Director of Finance to return with information on decision made at live bidding process.

Director _____

CAO _____

Agenda Item _____



REQUEST FOR DECISION

Subject: Community and Economic Development Fund Applications

Prepared by: Natasha Malenchak, Director of Finance and Administration

Reviewed by: Yvonne McNabb, Director of Culture and Recreation; Mark Fercho, CAO; Christine Nadon, Legislative Services Manager

Date – Notice: July 18, 2017

Date – Discussion: July 25, 2017 (Committee of the Whole)

Date – Decision: August 1, 2017

Recommendation: That Council approve or not approve requests for funding from the groups and individuals as per attached document.

Background: The Economic Development Fund was first established in 2002 to assist in the economic enhancement and/or promotion of the Municipality of Jasper. This fund was combined with the Community Development Fund to create the Community and Economic Development Fund. A new application process was created. The fund has two deadlines – April 30 and October 31 each year.

Total of all application requests is \$15,000. Total funding available for 2017 is \$25,000. The funding available for this spring application term is \$12,500.

Relevant Policy: B-017-Budgets

Administration of the Fund

1. The Director of Finance shall review all applications for funding from the Community and Economic Development Fund, and shall forward applications to Council for funding consideration.
2. Council reserve the right to distribute the available funding in such a manner and amounts as deemed to be in the best interests of the community.

Strategic Relevance: Relates to relationships with external individuals, groups, and organizations.

Director _____

CAO _____

Agenda Item _____

Implications of Recommendation

Fiscal: The Economic and Community Development fund was allocated the sum of \$25,000 in the 2017 budget, to return the total available for 2017 to \$25,000.00.

Communications: Advertising for the Economic and Community Development funds takes place each February (this year March 30 & April 13 with an extended submission date) and August. Adverts are placed in the local newspaper, as well as being displayed on the Municipality's website.

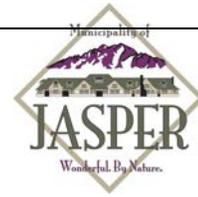
Attachments:

1. Policy B-017 and Community & Economic Development Fund Administrative Procedures
2. Spreadsheet of applicants
3. 3 Application packages

Director _____

CAO _____

Agenda Item _____



Policy Title: COMMUNITY & ECONOMIC DEVELOPMENT FUND

Policy # B-017

Date adopted by Council: March 1, 2016

POLICY

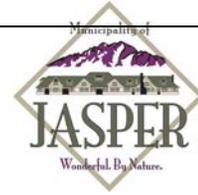
The Municipality of Jasper may consider any and all requests for support of a financial nature.

SCOPE

For this purpose, Council has established the Community and Economic Development Fund to assist in providing funding opportunities to non-profit groups or individuals with the goal of improving quality of life for Jasper residents, assisting in community economic enhancement and/or promotion of the Municipality, and encouraging community support of Council's priorities.

Policy Title: COMMUNITY & ECONOMIC DEVELOPMENT FUND

Policy # B-017



ADMINISTRATIVE PROCEDURES:

Date approved by CAO: March 1, 2016

Responsibility

The Director of Finance and Administration and Director of Culture and Recreation shall administer the Community and Economic Development Fund.

Selection Committee

The Selection Committee is the Mayor and Council for the Municipality of Jasper.

Process: Grant applications and the checklist are reviewed by Administration for completeness and accuracy. Grant applications that pass this review are then discussed at Council's Committee of the Whole where the grant applications are recommended to advance to a regular meeting of Mayor and Council for approval or rejection.

Eligibility

Jasper community non-profit groups, residents, and local organizations are eligible for funding assistance from the Community and Economic Development Fund.

Municipality of Jasper departments, publicly-funded agencies and for-profit groups are ineligible.

Grants from this Fund cannot be combined with other Jasper municipal funding/donations.

Previously successful applicants that did not submit the required reporting are not eligible

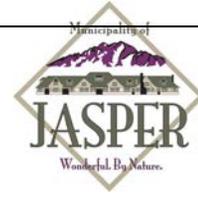
Applications

To be considered, funding applications must:

1. be completed on the "Request for Support" application form available from the Municipality's website – www.jasper-alberta.com, from the Municipality's Administration Office or from the Jasper Activity Centre.
2. include a brief description of the event, project or activity for which funding is being requested, and a detailed budget of what the funds will be used for;
3. include a clear statement of the benefit the project or activity will provide to the residents of Jasper including such details as:
 - the need for the project, and the means by which that need has been identified;
 - how many people will be positively affected and how;
 - a cost-benefit illustration of the value of the project;
 - a description of the tools and methodology proposed to evaluate project success and impacts, both immediately and longer-term;

Policy Title: COMMUNITY & ECONOMIC DEVELOPMENT FUND

Policy # B-017



ADMINISTRATIVE PROCEDURES:

Date approved by CAO: March 1, 2016

- the extent of duplication or enhancement (if any) of the project or activity with others currently in the community;
 - special considerations that deserve mention, and
 - how it supports Council's Strategic Priorities. (Preference will be given to projects that support Council priorities).
4. be accompanied by a statement of expected revenues and expenditures for the project:
 5. be accompanied by a list of all other **confirmed** funding sources
 6. include a a list of all funding sources applied to unsuccessfully or pending
 7. include a list of "gifts in kind", eg; waiver of fees, support by municipal equipment or staff, etc
 8. for **groups or organizations**, the application must be accompanied by:
 - A. a current **financial statement of operations** and a **statement of financial position**; and
 - B. proof of non-profit status if applicable.

Definition: *Statement of Operations or statement of financial activity – summarizes revenues and expenditures over a period of time. It also shows the net profit or loss.*

Definition: *Statement of Financial Position or Balance Sheet Demonstrates business worth (assets equal to the sum of liability and equity).*

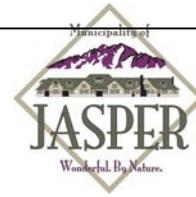
Applicants may be invited to attend a meeting of the Selection Committee to answer any questions related to their request for funding, or to discuss their application in detail.

Grant Funds

1. Preference will be given to applicants that have pursued other funding opportunities prior to applying to this grant fund.
2. No grant from this Fund shall exceed \$5,000 in any one year.
3. No applicant may receive more than one grant from this fund per calendar year.
4. Funding may be applied either to capital projects or operating initiatives provided they are not core services funded by the applicant organization's base budget.
5. There shall be two deadlines for the submission of applications each year – March 31 and September 30.

Policy Title: COMMUNITY & ECONOMIC DEVELOPMENT FUND

Policy # B-017



ADMINISTRATIVE PROCEDURES:

Date approved by CAO: March 1, 2016

6. Advertising for the Fund will take place in February and August of each year.
7. Maximum total grant funding available to all grant applicants is \$12,500.00 for the March 31 intake, and \$12,500.00 at the September 30 intake. The total Municipal grant fund is \$25,000.00 per year funded in a Reserve Account. Successful applications will receive funding through a fund transfer from the reserve account to the operating account as approved by Council. The reserve account is restored to \$25,000.00 to begin each fiscal year.
8. The number and amount of grants available are subject to budget levels approved annually by Council.
9. Recipients are required to publicly acknowledge the Municipality of Jasper as a funding partner.
10. Subject to grant criteria and available funds, Community and Economic Development Fund awards may be less than sought by the applicant, or the applicant may be referred to other funding agencies.

Prohibitions

Community and Economic Development Funds shall not be used for:

- debt retirement, deficit reduction and/or retroactive funding;
- projects or activities advancing specific moral or religious points of view;
- projects or activities whose beneficiaries are solely or primarily outside Jasper (the project may occur outside the Municipality of Jasper's boundaries, however, the project must provide direct benefit to Jasper).
- sponsorship for events/tournaments
- If required documentation does not accompany the application form, the application will be returned to the group for compliance before any consideration of the application is entertained.
- No more than two years of successful funding will be granted to one organization without a two year gap in funding.

Reporting

Community and Economic Development Fund grant recipients **are required** to report in writing to the Committee within 90 days of completion of the project for which the grant was provided. The report must include:

- a Financial Statement for the project;
- a project evaluation;
- a description of project performance against original objectives; and
- a description of community benefits accruing from the project.

Note: Decisions of the Selection Committee are final. There is no appeal process.

* * * * *

Community & Economic Development Fund

| Applicant | Cottonwood Corrals | Jasper Park Cycling | YRAF Society |
|--|--------------------|---------------------|--------------|
| Eligibility | | | |
| Jasper Community Non-Profit Group, or | 1 | 1 | |
| Jasper Resident, or | | | |
| Local Organization | | | 1 |
| Applications | | | |
| 1. Complete the "Request for Support" application form. | 1 | 1 | 1 |
| 2. Include a brief description of the event, project or activity for which funding is being requested, and a detailed budget of what the funds will be used for | 1 | 1 | 1 |
| 3. Include a clear statement of the benefit the project or activity will provide to residents of Jasper including such details as: | | | |
| i) The need for the project, and the means by which that need has been identified | 1 | 1 | 1 |
| ii) How many people will be positively affected and how | 1 | 1 | 1 |
| iii) A cost-benefit illustration of the value of the project | 1 | 1 | 1 |
| iv) A description of tools and methodology proposed to evaluate project success and impacts, both immediately and long-term | 1 | 1 | 1 |
| v) The extent of duplication or enhancement (if any) of the project or activity with others currently in the community, and special considerations that deserve mention. | 1 | 1 | 1 |
| vi) How it supports Council's Strategic Priorities. (Preference given to projects that support Council priorities) | 1 | 1 | 1 |
| 4. Be accompanied by a statement of expected revenues and expenditures for the project; | 1 | 1 | 1 |
| 5. Include a list of all other confirmed funding sources to be applied to the project | 1 | 1 | 1 |
| 6. Include a list of all funding sources applied for unsuccessfully or pending | 1 | 1 | 1 |

| Applicant | Cottonwood Corrals | Jasper Park Cycling | YRAF Society |
|---|--------------------|---------------------|--------------|
| 7. Include a list of "gifts in kind", eg; waiver of fees, support by municipal equipment or staff, etc. | 1 | 1 | 1 |
| 8. In the case of groups or organizations , application must be accompanied by: | | | |
| i) Current statement of operations and statement of financial position | 1 | 1 | 1 |
| ii) Proof of non-profit status if applicable. | | 1 | 1 |
| Grant Funds | | | |
| i) The grant application shall not exceed \$5000 in any one year. The selection committee may select grants of lesser value or reduce proposed grant allocation per applicant. | 1 | 1 | 1 |
| ii) No applicant may receive more than on grant from this fund per calendar year. | 1 | 1 | 1 |
| iii) Application must be received by Municipality prior to March 31 and Sept 30 deadline. | 1 | 1 | 1 |
| Prohibitions | | | |
| Community and Economic Development Funds shall not be used for: | | | |
| i) Not for debt retirement, deficit reduction and/or retroactive funding | 1 | 1 | 1 |
| ii) Not for projects for activities advancing specific moral or religious points for view | 1 | 1 | 1 |
| iii) Not for projects or activities whose beneficiaries are solely or primarily outside Jasper (the project may occur outside the Municipality of Jasper's boundaries, however, the project must provide direct benefit to Jasper) | 1 | 1 | 1 |
| iv) Not for sponsorship for events/tournaments | 1 | 1 | 1 |
| v) Not for annual or ongoing funding. First or second year of funding only, a two-year gap in funding required if successful prior two years. | 1 | 1 | 1 |
| vi) Not for Municipality of Jasper departments, publicly-funded agencies and for-profit groups (any organization that receives public money as their main source of funding). | 1 | 1 | 1 |
| vii) Not be combined with other Jasper municipal funding/donations applications. | 1 | 1 | 1 |

| Applicant | Cottonwood Corrals | Jasper Park Cycling | YRAF Society |
|---|--|--|--|
| | | | |
| Reporting | | | |
| i) If re-applying and were successful in past years, applicant met reporting requirements of past grants. | n/a | n/a | n/a |
| ii) All required documentation must accompany the application form. (The application will be returned to the group for compliance before any consideration of the application is entertained) | 1 | 1 | 1 |
| Comments | linda_patry@live.ca 780-852-3121 | matt.staneland@jasperparkcycling.com 780-852-9715 | yraf2014@gmail.com 780-865-0962 |
| Total | 25 | 26 | 26 |
| | 26 | 26 | 26 |

Read April 28/17

REQUEST FOR FINANCIAL SUPPORT FROM COMMUNITY AND ECONOMIC DEVELOPMENT FUND

Name of Group or Applicant: Cottonwood Corralis Assn.

If non-profit organization, provide Incorporation or Society number: 504140021

Mailing Address of Group or Applicant: P.O. BOX 608 JASPER AB T0E 1E0 P.C. (Cheque and correspondence will be mailed to the address shown)

Name of Contact Person: LINDA PATRY Position/Title: PRESIDENT

Phone No. 780-852-3121 Fax No. e-mail address linda_patry@live.ca

1. Provide a brief description of event/activity/project being applied for: (or attach on a separate sheet) SEE ATTACHED

2. Please carefully review the attached checklist for this fund and comply with them fully in order to avoid disqualification.

Start date of event/activity/project: MAY 15, 2017 Completion date of event/activity/project: OCT. 31, 2017 (both start and completion dates of project must be shown)

Total cost of the event/activity/project: \$12,000.00 Amount of support requested from this Fund: (Max. \$5,000) \$5,000.00 Will your project be able to continue if funds awarded are less than those sought from this Fund? [X] Possibly

For grants over \$500.00 the Municipality of Jasper requires a written report and accounting of the funds within ninety (90) days of the completion date of the event/activity/project, together with a financial statement of the project, and a statement of social benefits achieved.

Preference will be given to applicants that have pursued other funding opportunities prior to applying to this grant fund.

Signature of applicant or authorized officer of group

April 26/2017 Date

** Is your Application complete? Did you attach the required information? ** **See attached check sheet. All boxes must be completed before application is forwarded to the Municipality**

Forward completed application form to: Director of Culture & Recreation, Municipality of Jasper, PO Box 1539, Jasper, AB T0E 1E0. Deadlines for applications: Prior to 4 p.m. March 31st and September 30th.

This information is being collected by the Municipality of Jasper for requests for financial support from this Fund. It is protected by the privacy provisions of the FOIP Act. If you have any questions about the collection of this information, contact the Director of Finance & Administration, e-mail: nmalenchak@town.jasper.ab.ca or telephone 780-852-6511.



Community and Economic Development Fund Application Checklist – Applications OVER \$500.00 To Be Completed By Applicant Prior to Submission

Please check each box completed



Eligibility

- Jasper Community Non-Profit Group, or
 Jasper Resident, or
 Local Organization

Applications

To be considered, funding applications must:

1. Complete the "Request for Support" application form.
2. Include a brief description of the event, project or activity for which funding is being requested, and a detailed budget of what the funds will be used for
3. Include a clear statement of the benefit the project or activity will provide to the residents of Jasper including such details as:
 - The need for the project, and the means by which that need has been identified
 - How many people will be positively affected and how
 - A cost-benefit illustration of the value of the project
 - A description of the tools and methodology proposed to evaluate project success and impacts, both immediately and long-term
 - The extent of duplication or enhancement (if any) of the project or activity with others currently in the community; and special considerations that deserve mention.
 - How it supports Council's Strategic Priorities. (Preference given to projects that support Council priorities)
4. Be accompanied by a statement of expected revenues and expenditures for the project;
5. Include a list of all other **confirmed** funding sources to be applied to the project
6. Include a list of all funding sources applied for unsuccessfully or pending
7. include a list of "gifts in kind", eg; waiver of fees, support by municipal equipment or staff, etc



8. In the case of **groups or organizations**, application must be accompanied by:

- current **statement of operations** and **statement of financial position**
- proof of non-profit status if applicable.

Definition: *Statement of Operations or statement of financial activity – summarizes revenues and expenditures over a period of time. It also shows the net profit or loss.*

Definition: *Statement of Financial Position or Balance Sheet Demonstrates business worth (assets equal to the sum of liability and equity).*

Grant Funds

- The grant application **shall not exceed \$5,000** in any one year. The selection committee may select grants of lesser value or reduce proposed grant allocations per applicant.
- No applicant may receive more than one grant from this fund per calendar year.
- Application must be received by Municipality prior to March 31 and September 30 deadline.

Maximum total grant funding available to all grant applicants is \$12,500.00 for the March 31 intake. The total Municipal grant fund is \$25,000.00 per year.

Preference will be given to applicants that have pursued other funding opportunities prior to applying to this grant fund.

Prohibitions

Community and Economic Development Funds **shall not** be used for:

- Not** for debt retirement, deficit reduction and/or retroactive funding
- Not** for projects or activities advancing specific moral or religious points of view
- Not** for projects or activities whose beneficiaries are solely or primarily outside Jasper (the project may occur outside the Municipality of Jasper's boundaries, however, the project must provide direct benefit to Jasper).
- Not** for sponsorship for events/tournaments
- Not** for annual or ongoing funding. First or second year of funding only, a two-year gap in funding required if successful prior two years.
- Not** be Municipality of Jasper departments, publicly-funded agencies and for-profit groups (any organization that receives public money as their main source of funding).
- Not** be combined with other Jasper municipal funding/donations applications.

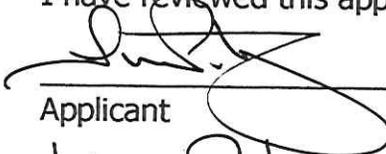


Reporting

- If re-applying and were successful in past years, applicant met reporting requirements of past grants.
- All required documentation must accompany the application form. (The application will be returned to the group for compliance before any consideration of the application is entertained)

Checklist Signatures of Complete Application, and Municipal Review

I have reviewed this application and checklist - it is complete:



Applicant
LINDA PATRY

Print Name

April 26/2017

Date

I have reviewed this application and checklist submission - it is complete:



Municipality of Jasper Administration
Natasha Matenchuk

Print Name

July 12, 17

Date

The Tom McCready memorial arena was set up when the Cottonwood Corrals Association was established in 1990. Over the years, association members have maintained the arena on a voluntary basis. The arena is the only enclosed space where members and visitors can safely train and work horses. The association hosts clinics, lessons and the Therapeutic Riding program which provides an opportunity for disabled children to experience the physical, emotional, social and spiritual benefits of working with horses.

Despite the best efforts of our members, the surface of the arena has deteriorated to the point where it is now unsafe for both horses and humans, preventing the expansion of the Therapeutic program and the introduction of new programs that will increase the user base and provide opportunities for Jasperites to experience the proven physical and emotional benefits of working with horses.

Changes in Parks Canada requirements for manure management and ongoing requirements for upkeep of the water system have not allowed us to build an adequate reserve for this project.

The estimated budget for the required work is as follows:

| | |
|---|-----------------|
| Removal of existing footing and surface preparation - 28 hours at 125 per hour, machinery and operator | \$ 3500.00 |
| Sand - including delivery | \$ 6000.00 |
| Spreading levelling and harrowing- labor and machinery | \$ 2500.00 |
| Total Cost of project | <u>\$12,000</u> |

Potential Sources of Funding:

| | |
|--|------------------|
| Donation of Machine and Labour for preparation: | \$ 1200.00 |
| Donation of machine and Labour for Spreading and Leveling - Jasper Heritage Rodeo | \$ 1200.00 |
| Application (pending) Alberta Equestrian Federation | \$ 2000.00 |
| Application (pending) Jasper Healthcare Foundation | \$ 1500.00 |
| Club Fundraising | \$ 250.00 |
| Club donation from Reserve Fund | \$ 850.00 |
| <u>Total Projected Funding:</u> | <u>\$7150.00</u> |
| Shortfall: | \$5000.00 |

We would like to apply for a grant in the amount of \$5000.00. A final accounting of the project will be provided and media arranged to highlight the Community Grant program and build interest and participation in community activities with our noble friend the Horse!

Fundraising Ideas:

Community Economic Development Grant
Project Proposal - Cottonwood Corrals Arena Improvements

Further to the grant application previously submitted, below is an addendum which specifically addresses some of the grant criteria required. It is hoped that council will recognize that many of the benefits of the project will be difficult to measure in numeric or economic terms; but have intrinsic value to the immediate horse community and the community at large.

1. How many people will be positively affected and how?

The Cottonwood Corrals association has 16 Active members and 25 Associate members. The Disabled riding program has 17 children registered. The disabled riding program has designated trained 'helpers' and parents involved. (approximately 32 individuals) It is our belief that improved footing in the arena will increase our membership and allow the Disabled Riding program to expand. It will also allow us to host additional clinics, increasing engagement. The physical, mental and emotional health of participants in horse assisted therapies reaches beyond the participant and makes for happier more relaxed families and this effects the community at large.

| | |
|----------------------------|-----------|
| Cottonwood Corrals Members | 16 |
| Associate members | 25 |
| Disabled Riding program | 17 |
| Instructor | 1 |
| Immediate Family members | 34 |
| Helpers | 5-10 |
| <u>Clinic participants</u> | <u>10</u> |

Total Current users 113

Cottonwood Corrals visitor paddocks have a 15% occupancy rate over the six months that they are available. (about 100 user nights)

Visitor Corral 100

Total 213

It is our hope that the improvements will increase engagement and membership in the Association, resulting in increased participation, increased clinics/experiences for club members and visitors; this will have spinoff economic impacts for the community and tourism.

2. A cost/benefit illustration of the value of the project.

Costs - See budget submitted

Benefits - See above.

It is very difficult to measure the benefits of a therapeutic riding program. How do you place a value on a the smile that lights up a child's face? A good nights sleep for a family that gets very few? A teenager that learns patience and compassion for others- both human and horse? A young adult that finds their life passion through their interaction with horses? An adult who finds the space to grieve and let go in the company of an equine companion?

3. A description of tools and methodology proposed to evaluate the project success and impacts., both immediate and long term.

The club will track Arena usage both short and long term. We will also survey arena users to determine if they feel the new footing improves their experience. We will also track program and clinic enrolment.

4. How it supports Councils Strategic Priorities;

Lets start at the beginning. Horses were an integral part of the exploration and establishment of Jasper National Park. The first explorers to this area arrived on horses. These horses carried them, their food and were both beasts of burden and companions to the earliest residents of Jasper. Supporting the equine community recognizes the history and development of our town.

Horses provide countless opportunities for lifelong learning, from a baby learning proprioception to a senior feeling the comfort of the soft breath of a horse on their cheek. Horses provide comfort, understanding, challenge, and riding helps develop balance, coordination and mind/body integration. Whether on the ground or in the saddle, horses help develop healthy minds and balanced bodies.

Memorable Visitor Experiences: Jasper is uniquely poised to develop memorable visitor experiences with horses. With a minimal investment in existing facilities, a untapped and unique visitor experience could be facilitated. The improvement of the Cottonwood Corrals arena is a first step to developing a unique and memorable visitor experience that will engage people holistically.

Healthy Community: Healthy community is multifaceted. Our communities mental, physical, fiscal and emotional and spiritual health can all be positively effected by the horse/human interface. As previously suggested, the healing capacity of horses is vast - when you touch one life - whether to bring peace, happiness, balance or joy - that experience has the capacity to assist the wellbeing of our families and of the greater community.

5. Other Confirmed Funding Sources: These are outlined in the budget previously submitted. Since the original submission we have a confirmed Grant of \$1000.00 from the Alberta Equestrian Federation.

6. Current Statement of Operations and Financial position. Attached is all that is produced for our members.

Testimonials:

Some random thoughts related to my experience with VTRA (Victoria Disabled Riding Program) as a horse handler. For me, working with the horses and being with them helps to get me out of my 'head' and whatever problems or concerns I happen to be dealing with in my life at the time. I am very 'present' when I am with them, just enjoying the moment and totally focused on what is 'right here, right now'. For our riders (who have a wide range of disabilities) I have observed that it gives them a sense of freedom and confidence. Seeing a kid who struggles to come into the barn on crutches or is in a wheelchair get up onto a big horse and ride - that is freedom! And it is an equalizer - on top of a horse, they no longer feel so different from others. Our horses are so tolerant, patient, gentle, goofy and resilient. Their distinct personalities allow us to connect with them and enjoy their uniqueness, as with each of our riders. Anyhow, there is a lot of magic that happens in our program. Kids who don't verbalize start saying 'walk on' during riding lessons. Or one little girl who couldn't communicate started drawing pictures of a white pony (Smudges) during art class. One severely handicapped young man smiles ear to ear the entire time he is riding (the only time his care giver said he ever smiles all week).

Anne Dickinson, Former Jasper resident, Park Interpreter and Park Warden.

I've seen horses in still confidence in young people who have lost the use of their limbs due to paraplegia. I have seen them help veterans from both the armed forces and police forces overcome their PTSD with companionship and confidence building. Over the years I have watched friends who have dreamed lifelong dreams of owning and enjoying horses not only make that dream a reality but also pass on their love for these wonderful creatures to their children who now also ride. They have come out of their shell and are participating in activities they were too shy to even think of participating in before working with their equine companions. For myself, I have found my horses therapeutic through some of the toughest years of my life. Through mourning the loss of loved ones and through my best friends moving away. I have gained comfort in their presence and confidence in our teamwork together through obstacles on treks and in the ring as competitors. I have had copious amounts of joy in rearing a foal and watching her learn and move on to a new family. I've had a broken heart from having to say goodbye to an old, constant friend. Horses are the balm to my soul. I love them. I am passionate about how important they are in our lives! . - Ann Marie Hill, Sundre, Alberta

Horses bring out the very best in a person, they teach you patience (or try to!), humility, communication skills and finding joy in the simplest things in life. I couldn't imagine life without them! - Colleen Devry, Nightwind Arabians, Bruderheim, Alberta

Horses require structure and patience. 2 things I am not a natural at, but that has improved since working with horses. If either is missing they will confront you with it. -Anja HaakMeester, Wales

Horses have their ups and downs but one thing remains the same your horse will always show you who you are. I learn from my horses on a daily basis how to be a better person, how to better take care of myself so that I can take care of them, how to communicate better so that I am understood whether verbally or physical. Horses make me want to learn, they enrich my life and fascinate me. Who is not in awe of the beauty of the horse? A beauty so true so free, that is what we see in the horse. - Trisha Bentley, diagnosed with PTSD and Rheumatoid arthritis in 2012.

CORPORATE ACCESS NUMBER # 504140021
FINANCIAL REPORT 2016
FISCAL YEAR JAN 31/16 to JAN 31/2017

| | Expenses | Income | Opening Balance | 2015 Expenses | 2015 Income | 2016 Expenses | 2016 Income | Investments |
|---|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---|
| | | | | | | | | GIC to mature July 28, 2017 \$ 2,300.30 |
| Opening Bank Balance | | | \$ 4,290.05 | | | | | ** \$ 2,220.78 |
| Water Meter | | | | | | | | **deposited to cheq.acct. upon maturity |
| Manure disposal | \$ 3,675.00 | | | \$ 3,675.00 | | \$ 3,675.00 | | |
| AEF Affiliate | \$ 75.00 | | | \$ 75.00 | | \$ 75.00 | | |
| AEF Members | | | | \$ 550.00 | | \$ - | | |
| CAPRI Insurance | \$ 350.00 | | | \$ 350.00 | | \$ 350.00 | | |
| Parks Land rend | \$ 157.50 | | | \$ 157.50 | | \$ 157.50 | | |
| Water Permit | \$ 24.50 | | | \$ 24.50 | | \$ 24.50 | | |
| Bank Charges | \$ 37.17 | | | \$ 32.52 | | \$ 37.17 | | |
| Water start up /shut down | \$ 100.00 | | | | | \$ 100.00 | | |
| Corral transfer fee | | | | | \$ 3,000.00 | \$ - | \$ - | |
| Misc. - postage/photo copies, returns etc | \$ 40.65 | \$ 2,220.78 | | \$ 21.00 | | \$ 40.65 | \$ 2,220.78 | |
| Arena costs/visitor corral | \$ 590.18 | | | \$ 40.00 | | \$ 590.18 | | |
| Active Membership | \$ - | \$ 2,100.00 | | | \$ 2,100.00 | \$ - | \$ 2,100.00 | |
| Associate Membership | | \$ 1,650.00 | | | \$ 1,340.00 | | \$ 1,650.00 | |
| AEF from Members | | \$ - | | | \$ 550.00 | | \$ - | |
| Visitor Corral | | \$ 1,200.00 | | | \$ 200.00 | | \$ 1,200.00 | |
| CN Grant | | | | | | | \$ - | |
| less AEF Members | | | | | | | | |
| total | \$ 5,050.00 | \$ 7,170.78 | | \$ 4,925.52 | \$ 7,190.00 | \$ 5,050.00 | \$ 7,170.78 | |
| | | | | | -\$ 3,000.00 | | -\$ 2,220.78 | |
| year end operating bank balance | | | \$ 6,410.83 | | \$ 4,190.00 | | \$ 4,950.00 | |

This Financial Statement has been reviewed & approved by:

Name: _____

Signature

Position President

Date

CORPORATE ACCESS NUMBER # 504140021
FINANCIAL REPORT 2015
FISCAL YEAR JAN 31/15 to JAN 31/2016

| | Expenses | Income | Opening Balance | 2014 Expenses | 2014 Income | 2015 Expenses | 2015 Income |
|---------------------------------|--------------|-------------|-----------------|---------------|-------------|---------------|-------------|
| Opening Bank Balance | | | \$ 2,025.57 | | | | |
| Water Meter | | | | | | | |
| Manure disposal | \$ 3,675.00 | | | \$ 3,675.00 | | \$ 3,675.00 | |
| AEF Affiliate | \$ 75.00 | | | \$ 75.00 | | \$ 75.00 | |
| AEF Members | \$ 550.00 | | | \$ 750.00 | | \$ 550.00 | |
| CAPRI Insurance | \$ 350.00 | | | \$ 325.00 | | \$ 350.00 | |
| Parks Land rend | \$ 157.50 | | | \$ 157.50 | | \$ 157.50 | |
| Water line Startup | \$- | | | \$ 283.50 | | \$- | |
| Bank Charges | \$ 32.52 | | | -\$ 20.55 | | \$ 32.52 | |
| water permit | \$ 24.50 | | | \$ 24.50 | | \$ 24.50 | |
| Corral transfer fee | | \$ 3,000.00 | | \$ 3,000.00 | | | \$ 3,000.00 |
| Misc. | \$ 21.00 | | | \$ 29.32 | | \$ 21.00 | |
| Arena costs | \$ 40.00 | | | \$ 284.92 | | \$ 40.00 | |
| Active Membership | | \$ 2,100.00 | | | \$ 2,050.00 | | \$ 2,100.00 |
| Associate Membership | | \$ 1,340.00 | | | \$ 1,290.00 | | \$ 1,340.00 |
| AEF from Members | | \$ 550.00 | | | \$ 750.00 | | \$ 550.00 |
| Visitor Corral | | \$ 200.00 | | | \$ 915.00 | | \$ 200.00 |
| CN Grant | | \$- | | | \$ 1,000.00 | | \$- |
| less AEF Members | | | | | | | |
| total | -\$ 4,925.52 | \$ 7,190.00 | | \$ 8,584.19 | \$ 6,005.00 | \$ 4,925.52 | \$ 7,190.00 |
| year end operating bank balance | | | \$ 4,290.05 | | | | |

Policy B-017

Received
March
23/17
ym

REQUEST FOR FINANCIAL SUPPORT FROM
COMMUNITY AND ECONOMIC DEVELOPMENT FUND

Name of Group or Applicant: Jasper Park Cycling Association

If non-profit organization, provide Incorporation or Society number: 5017062992

Mailing Address of Group or Applicant: PO Box 2763 Jasper AB P.C. T0E 1E0
(Cheque and correspondence will be mailed to the address shown)

Name of Contact Person: Matt Staneland Position/Title: Chair

Phone No. 780-852-9715 Fax No. _____ e-mail address matt.staneland@jasperparkcycling.com

1. Provide a brief description of event/activity/project being applied for: (or attach on a separate sheet)

Please see attached.

2. Please carefully review the attached checklist for this fund and comply with them fully in order to avoid disqualification.

Start date of event/activity/project: April 2017 Completion date of event/activity/project: April 2018
(both start and completion dates of project must be shown)

Total cost of the event/activity/project: \$ 200,000.00

Amount of support requested from this Fund: (Max. \$5,000) \$ 5000.00

Will your project be able to continue if funds awarded are less than those sought from this Fund? Yes No

For grants over \$500.00 the Municipality of Jasper **requires** a written report and accounting of the funds within ninety (90) days of the completion date of the event/activity/project, together with a financial statement of the project, and a statement of social benefits achieved.

Preference will be given to applicants that have pursued other funding opportunities prior to applying to this grant fund.

[Signature]
Signature of applicant or authorized officer of group

March 22 2017
Date

**** Is your Application complete? Did you attach the required information? ****
****See attached check sheet. All boxes must be completed before application is forwarded to the Municipality****

Forward completed application form to: Director of Culture & Recreation, Municipality of Jasper, PO Box 1539, Jasper, AB T0E 1E0. Deadlines for applications: Prior to 4 p.m. March 31st and September 30th.

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APPROVED: January 8, 2002
REVISED: August 17, 2016
Mydocs/forms/cmty dev. fund



Community and Economic Development Fund Application Checklist – Applications OVER \$500.00 To Be Completed By Applicant Prior to Submission

Please check each box completed



Eligibility

- Jasper Community Non-Profit Group, or
- Jasper Resident, or
- Local Organization

Applications

To be considered, funding applications must:

- 1. Complete the "Request for Support" application form.
- 2. Include a brief description of the event, project or activity for which funding is being requested, and a detailed budget of what the funds will be used for
- 3. Include a clear statement of the benefit the project or activity will provide to the residents of Jasper including such details as:
 - The need for the project, and the means by which that need has been identified
 - How many people will be positively affected and how
 - A cost-benefit illustration of the value of the project
 - A description of the tools and methodology proposed to evaluate project success and impacts, both immediately and long-term
 - The extent of duplication or enhancement (if any) of the project or activity with others currently in the community; and special considerations that deserve mention.
 - How it supports Council's Strategic Priorities. (Preference given to projects that support Council priorities)
- 4. Be accompanied by a statement of expected revenues and expenditures for the project;
- 5. Include a list of all other **confirmed** funding sources to be applied to the project
- 6. Include a list of all funding sources applied for unsuccessfully or pending
- 7. include a list of "gifts in kind", eg; waiver of fees, support by municipal equipment or staff, etc



8. In the case of **groups or organizations**, application must be accompanied by:

- current **statement of operations** and **statement of financial position**
- proof of non-profit status if applicable.

Definition: *Statement of Operations or statement of financial activity – summarizes revenues and expenditures over a period of time. It also shows the net profit or loss.*

Definition: *Statement of Financial Position or Balance Sheet Demonstrates business worth (assets equal to the sum of liability and equity).*

Grant Funds

- The grant application **shall not exceed \$5,000** in any one year. The selection committee may select grants of lesser value or reduce proposed grant allocations per applicant.
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- Application must be received by Municipality prior to March 31 and September 30 deadline.

Maximum total grant funding available to all grant applicants is \$12,500.00 for the March 31 intake. The total Municipal grant fund is \$25,000.00 per year.

Preference will be given to applicants that have pursued other funding opportunities prior to applying to this grant fund.

Prohibitions

Community and Economic Development Funds **shall not** be used for:

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- Not for projects or activities advancing specific moral or religious points of view
- Not for projects or activities whose beneficiaries are solely or primarily outside Jasper (the project may occur outside the Municipality of Jasper's boundaries, however, the project must provide direct benefit to Jasper).
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- Not be Municipality of Jasper departments, publicly-funded agencies and for-profit groups (any organization that receives public money as their main source of funding).
- Not be combined with other Jasper municipal funding/donations applications.



Reporting

- If re-applying and were successful in past years, applicant met reporting requirements of past grants.
- All required documentation must accompany the application form. (The application will be returned to the group for compliance before any consideration of the application is entertained)

Checklist Signatures of Complete Application, and Muncipal Review

I have reviewed this application and checklist - it is complete:



Applicant

March 22 2017

Date

Matt Standard

Print Name

I have reviewed this application and checklist submission - it is complete:



Municipality of Jasper Administration

July 10, 2017

Date

Natasha Malenckak

Print Name

Executive Summary

Mountain biking is a very popular recreational activity, especially in Jasper National Park, home to over 200km of cross country trails. It is a sport that is accessible to all age groups, has many positive health and wellness benefits and fosters strong connections between the participants and the outdoors.

The latest trend in mountain biking is the construction of mountain bike skills parks. Skills parks provide a variety of features where riders can learn and practice skills in a controlled area. There has been an increase in municipal bike parks in Alberta, and especially British Columbia. The nearest example is in the neighboring community of Hinton, AB which has seen benefits in recreation for residents, and an increase in cycle tourism to the community. The Jasper Park Cycling Association is proposing to build a mountain bike skills park within the Municipality of Jasper boundaries.

The JPCA has four main objectives for the bike skills park which directly align with the Jasper Community Sustainability Plan as well as Council's Strategic Priority of promoting Jasper as a healthy community:

1. To improve the quality of life for the residents of the MOJ and visitors.
2. To provide educational opportunities for local riders and visitors.
3. To foster environmental stewardship and sustainable recreational practices (lifelong cyclists make great environmental stewards).
4. To promote and increase tourism in Jasper National Park.

In June 2014, the Town Council of the Municipality of Jasper approved in principal the creation of a bike skills park in this location. Approval of the management plan and the use of the parcels of land was granted by Council and Parks Canada between May and July 2016.

Cost projections for the design and construction of the bike skills park are estimated to be between \$200,000 and \$300,000. The costs associated with building the park include; planning, site preparation and construction. The JPCA will actively seek donations, grants and volunteer contributions to minimize costs and pay for the construction of the park.

The JPCA seeks to enter into a joint operational agreement for the park with the Municipality of Jasper, which would see both parties be responsible for different aspects of the parks maintenance and risk management.

The Jasper Bike Park will be designed for all levels of riders. It will be an area where both children and families who are interested in cycling can meet and play. Once constructed the yearly maintenance costs are far lower than the costs associated with other recreational facilities in Jasper. Yearly costs could be in the \$10,000 - \$30,000 range. The Bike Park will offer free entry, so it is not a direct revenue creator but revenue for the municipality can be generated by hosting summer mountain bike camps, using the Bike Park as the key feature for teaching, and skills development. In terms of usage versus cost, the bike park has the potential to positively impact the lives of many Jasper residents and visitors a fraction of the yearly cost of other recreational facility. Being a new product offering, it will also enhance the marketing potential for Jasper to draw in first time visitors or give cyclists a reason to visit again, driving more visitation from this demographic.

Ideally design and site preparation will be done in the spring of 2017 with construction in the fall of 2017 or spring of 2018. This will depend on fundraising success and contractor availability.

Once construction is complete, random head counts can be taken to assess how many cyclists are using the park. A survey can be conducted to determine the following;

- Resident vs non-resident
- Age
- New to cycling or years experience
- Did the individual travel to Jasper to experience the Bike Park

The funds obtained thru the Community Development Fund will be used to hire an Executive Director for the JPCA that will report directly to the JPCA Board of Directors. The ED's agenda will be to push forward on grant writing, dealing with the two levels of government in Jasper and maintaining continuity for the bike park planning process.

With an ongoing investment from the municipality and a fund raising initiative lead by the JPCA, the reality of providing and excellent, unique, low cost and sustainable recreational experience for residents and tourists alike is within reach.

Expected Revenues & Expenditures

****Estimates Including GST****

Revenue

| | |
|---------------------------|--------------|
| Grants | \$120,000.00 |
| In Kind Donations | \$40,000.00 |
| Fundraising / Sponsorship | \$40,000.00 |
| <hr/> | |
| Total | \$200,000.00 |

Expenditures

| | |
|-------------------|--------------|
| Design | \$10,000.00 |
| Building Material | \$80,000.00 |
| Labor | \$50,000.00 |
| Machine Time | \$50,000.00 |
| Signage | \$10,000.00 |
| <hr/> | |
| Total | \$200,000.00 |

Confirmed Donors

| <u>Company</u> | <u>Amount</u> |
|--------------------|--------------------|
| Fiddle River | \$ 1,000.00 |
| Mount Robson Inn | \$ 2,000.00 |
| Bears Paw | \$ 3,000.00 |
| Hostelling Intl | \$ 5,000.00 |
| Downstream | \$ 2,000.00 |
| Beckers Chalets | \$ 1,000.00 |
| Alex Diamond | \$ 250.00 |
| Ruddy Construction | \$ 1,000.00 |
| Snowboard Club | \$ 2,100.00 |
| Vicious | \$ 1,000.00 |
| Jasper House | \$ 5,000.00 |
| Jasper Electric | \$ 1,000.00 |
| Triage Medical | \$ 500.00 |
| Kinder Morgan | \$ 500.00 |
| <u>Total</u> | <u>\$25,350.00</u> |

In Kind Donations Confirmed

Parks Canada – Work crew to cut and clear trees and brush for 2-3 days.

Watt Construction - 40 Hours of Machine and operator time.

Alternate Sources of Funding Applied For

Servus Credit Union – unsuccessful

Lions Club – pending

Rotary – agreed to help with fundraising efforts locally.

Jasper Volunteer Fire Brigade - pending

| JPCA Finances 2015 | | | | |
|---------------------------|-------------------|-----------------|--------------------|-------------------|
| Beginning Cash | | | | \$1,040.78 |
| Deposits | Membershi | Events | Other | |
| June | \$389.34 | \$300.00 | | |
| July | \$1,039.43 | | | |
| August | \$222.78 | | | |
| September | \$175.51 | | | |
| CN Grant | | | \$500.00 | |
| Total Depo | \$1,827.06 | \$300.00 | \$500.00 | \$2,627.06 |
| Expenses | | | | |
| Insurance | \$560.00 | | | |
| Total Expenses | | | | \$560.00 |
| End Cash | | | | \$3,107.84 |
| Assets | | | Liabilities | |
| Cash | \$3107.84 | | Acc Pay | \$0.00 |
| Total Asset | \$3107.84 | | Total Liab | \$0.00 |

| JPCA Finances 2016 | | | | | |
|---------------------------|-------------------|-----------------|--------------------|-------------------|-------------------|
| Beginning Cash | | | | | \$3,107.84 |
| Deposits | Membership | Events | Corp Spon | Other | |
| November | \$111.18 | | | | |
| April | \$192.39 | | | | |
| May | \$229.24 | | | \$1,002.25 | |
| June | \$789.65 | | \$500.00 | | |
| July | \$664.22 | \$230.00 | | | |
| August | \$101.59 | | | | |
| September | | | \$500.00 | | |
| October | \$27.37 | \$585.25 | | \$745.80 | |
| Total Deposits | \$2,115.64 | \$815.25 | \$1,000.00 | \$1,748.05 | \$5,678.94 |
| Expenses | | | | | |
| Insurance | \$941.62 | | | | |
| Website | \$128.50 | | | | |
| Clothing | \$4,680.85 | | | | |
| Total Expenses | \$5,750.97 | | | | \$5,750.97 |
| End Cash | | | | | \$3,035.81 |
| Assets | | | Liabilities | | |
| Cash | \$3035.81 | | Acc Pay | \$0.00 | |
| Clothing | \$1524.00 | | | | |
| Acc Rec | \$242.50 | | | | |
| Total Assets | \$4802.31 | | Total Liab | \$0.00 | |

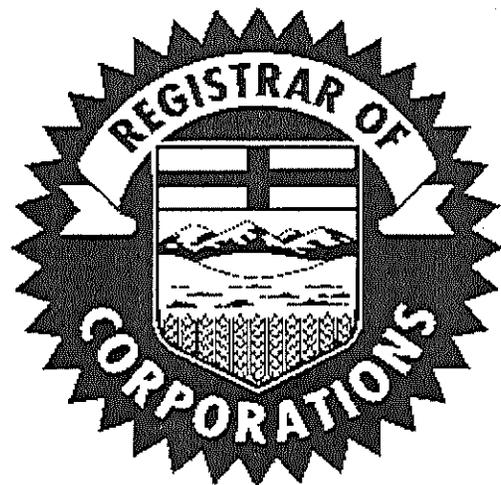
CORPORATE ACCESS NUMBER: 5017062992

**Government
of Alberta ■**

SOCIETIES ACT

**CERTIFICATE
OF
INCORPORATION**

**JASPER PARK CYCLING ASSOCIATION
WAS INCORPORATED IN ALBERTA ON 2012/10/04.**





Community and Economic Development Fund Application Checklist – Applications OVER \$500.00 To Be Completed By Applicant Prior to Submission

Please check each box completed



Eligibility

- Jasper Community Non-Profit Group, or
 Jasper Resident, or
 Local Organization

Applications

To be considered, funding applications must:

1. Complete the "Request for Support" application form.
2. Include a brief description of the event, project or activity for which funding is being requested, and a detailed budget of what the funds will be used for
3. Include a clear statement of the benefit the project or activity will provide to the residents of Jasper including such details as:
 - The need for the project, and the means by which that need has been identified
 - How many people will be positively affected and how
 - A cost-benefit illustration of the value of the project
 - A description of the tools and methodology proposed to evaluate project success and impacts, both immediately and long-term
 - The extent of duplication or enhancement (if any) of the project or activity with others currently in the community; and special considerations that deserve mention.
 - How it supports Council's Strategic Priorities. (Preference given to projects that support Council priorities)
4. Be accompanied by a statement of expected revenues and expenditures for the project;
5. Include a list of all other **confirmed** funding sources to be applied to the project
6. Include a list of all funding sources applied for unsuccessfully or pending
7. Include a list of "gifts in kind", eg; waiver of fees, support by municipal equipment or staff, etc



8. In the case of **groups or organizations**, application must be accompanied by:

- current **statement of operations** and **statement of financial position**
- proof of non-profit status if applicable.

Definition: *Statement of Operations or statement of financial activity – summarizes revenues and expenditures over a period of time. It also shows the net profit or loss.*

Definition: *Statement of Financial Position or Balance Sheet Demonstrates business worth (assets equal to the sum of liability and equity).*

Grant Funds

- The grant application **shall not exceed \$5,000** in any one year. The selection committee may select grants of lesser value or reduce proposed grant allocations per applicant.
- No applicant may receive more than one grant from this fund per calendar year.
- Application must be received by Municipality prior to March 31 and September 30 deadline.

Maximum total grant funding available to all grant applicants is \$12,500.00 for the March 31 intake. The total Municipal grant fund is \$25,000.00 per year.

Preference will be given to applicants that have pursued other funding opportunities prior to applying to this grant fund.

Prohibitions

Community and Economic Development Funds **shall not** be used for:

- Not for debt retirement, deficit reduction and/or retroactive funding
- Not for projects or activities advancing specific moral or religious points of view
- Not for projects or activities whose beneficiaries are solely or primarily outside Jasper (the project may occur outside the Municipality of Jasper's boundaries, however, the project must provide direct benefit to Jasper).
- Not for sponsorship for events/tournaments
- Not for annual or ongoing funding. First or second year of funding only, a two-year gap in funding required if successful prior two years.
- Not be Municipality of Jasper departments, publicly-funded agencies and for-profit groups (any organization that receives public money as their main source of funding).
- Not be combined with other Jasper municipal funding/donations applications.



Reporting

- If re-applying and were successful in past years, applicant met reporting requirements of past grants.
- All required documentation must accompany the application form. (The application will be returned to the group for compliance before any consideration of the application is entertained)

Checklist Signatures of Complete Application, and Municipal Review

I have reviewed this application and checklist - it is complete:


 _____ _____
 Applicant Date

Jacqueline Delisle, The Yellowhead Regional Arts Festival Society

 Print Name

I have reviewed this application and checklist submission - it is complete:

_____ _____
 Municipality of Jasper Administration Date

 Print Name

REQUEST FOR FINANCIAL SUPPORT FROM
COMMUNITY AND ECONOMIC DEVELOPMENT FUND

Name of Group or Applicant: The Yellowhead Regional Arts Festival Society

If non-profit organization, provide Incorporation or Society number: 5012062039

Mailing Address of Group or Applicant: Box 6086 Hinton, Alberta P.C. T7V 1X6
(Cheque and correspondence will be mailed to the address shown)

Name of Contact Person: Jacqueline Delisle Position/Title: Executive Director

Phone No. 780-865-0962 Fax No. N/A e-mail address yrafsociety@gmail.com

1. Provide a brief description of event/activity/project being applied for: (or attach on a separate sheet)

YRAF Society would like to offer more creative workshops, drop in sessions, and learning opportunities to the members of Jasper.

We believe in fostering community, and artistic and creative growth to all ages, abilities, skill levels.

2. Please carefully review the attached checklist for this fund and comply with them fully in order to avoid disqualification.

Start date of event/activity/project: 06/01/2017 Completion date of event/activity/project: 05/30/2018
(both start and completion dates of project must be shown)

Total cost of the event/activity/project: \$ 54,000
Amount of support requested from this Fund: (Max. \$5,000) \$ 5,000
Will your project be able to continue if funds awarded are less than those sought from this Fund? Yes No

For grants over \$500.00 the Municipality of Jasper **requires** a written report and accounting of the funds within ninety (90) days of the completion date of the event/activity/project, together with a financial statement of the project, and a statement of social benefits achieved.

Preference will be given to applicants that have pursued other funding opportunities prior to applying to this grant fund.

Signature of applicant or authorized officer of group

March 30, 2017
Date

**** Is your Application complete? Did you attach the required information? ****
****See attached check sheet. All boxes must be completed before application is forwarded to the Municipality****

Forward completed application form to: Director of Culture & Recreation, Municipality of Jasper, PO Box 1539, Jasper, AB T0E 1E0. Deadlines for applications: Prior to 4 p.m. March 31st and September 30th.

This information is being collected by the Municipality of Jasper for requests for financial support from this Fund. It is protected by the privacy provisions of the FOIP Act. If you have any questions about the collection of this information, contact the Director of Finance & Administration, e-mail: nmalenchak@town.jasper.ab.ca or telephone 780-852-6511.

YELLOWHEAD REGIONAL ARTS FESTIVAL
SOCIETY

FINANCIAL STATEMENTS

For the year ended December 31, 2016

(Unaudited – See Notice to Reader)

Notice to Reader

I have compiled the balance sheet of the Yellowhead Regional Arts Festival Society as at December 31, 2016 and the statement of operations and surplus for the year then ended from information provided by the organization. I have not audited, reviewed or otherwise attempted to verify the accuracy or completeness of such information. Readers are cautioned that these statements may not be appropriate for their purposes.

Glen Guebert

Accountant

Hinton, Alberta

February 24, 2017

YELLOWHEAD REGIONAL ARTS FESTIVAL SOCIETY

BALANCE SHEET

As at December 31, 2016
(Unaudited – See Notice to Reader)

ASSETS

Current:

| | |
|---------------------|-------------------------|
| Cash in Bank | \$ 14,080 |
| Accounts receivable | - |
| GST receivable | <u>789</u> |
| Total Assets | \$ <u>14,869</u> |

LIABILITIES

Current:

| | |
|------------------|-----|
| Accounts payable | 226 |
|------------------|-----|

FUND BALANCES

| | |
|--|-------------------------|
| Unrestricted Funds | <u>14,643</u> |
| | 14,643 |
| Total Liabilities & Fund Balances | \$ <u>14,869</u> |

YELLOWHEAD REGIONAL ARTS FESTIVAL SOCIETY

STATEMENT OF OPERATIONS & DEFICIT

For the year ended December 31, 2016

(Unaudited – See Notice to Reader)

REVENUE:

| | | |
|-------------------------|----|---------------|
| Grant – Town of Hinton | \$ | 14,400 |
| Registrations | | 3,192 |
| Donations | | 2,124 |
| Run in the Rockies | | 900 |
| Journey into Christmas | | 3,781 |
| Sponsorships | | 2,800 |
| Fundraisers | | 3,376 |
| AFA Grant | | 2,964 |
| Kids' Camp Registration | | 2,190 |
| Workshop Registrations | | 1,256 |
| Interest | | <u>2</u> |
| | \$ | 36,985 |

EXPENSES:

| | | |
|--------------------------|----|---------------|
| Executive Director Wage | \$ | 17,864 |
| Festival expenses | | 3,589 |
| Adjudicators | | 4,279 |
| Website | | 303 |
| Rent | | 2,177 |
| Lighting/Sound | | 150 |
| Office/telephone expense | | 3,411 |
| Printing & Promo | | 1,254 |
| Advertising | | 2,732 |
| Workshop expenses | | 2,796 |
| Journey into Christmas | | 474 |
| Professional fees | | 220 |
| Travel | | <u>96</u> |
| | \$ | 39,345 |

Net Surplus (Deficit) for the year **\$ (2,360)**

Surplus, Beginning of Year 17,003

Surplus, End of Year \$ 14,643

Jasper Community and Economic Development Fund
Presented by YRAF Society
March 31, 2017

The Yellowhead Regional Arts Festival Society provides the opportunity for participants of all ages, skills, and abilities to hone their creative skills in a fun and encouraging atmosphere.

Our organization hosts a strong band event that brings in over 1,500 people from across the Yellowhead region, including many residents of Jasper. We believe that by enhancing this program, we can **positively affect over 1,000 Jasper residents**. We have held this event in Jasper in the past, and wish to hold it, and other programs like it again in the future. We believe that by bringing more workshops and adjudication opportunities to Jasper, it will enhance the already vibrant arts community.

You'll find a detailed budget attached. We have applied for funding from the Hinton Community Grant Program (\$18,000 – received amount in full), as well as the Alberta Foundation for the Arts (\$7,000 – pending). We wish to expand this project further into Jasper. 100% of the funds received from the Jasper Community and Economic Development Fund will go towards bringing artistic and creative programming to the Jasper community (primarily focusing on youth). We are well on our projected route to create a self-sustaining model for Hinton, and wish to create a similar model for Jasper as well.

The \$5,000 grant will be spend as follows with YRAF matching the funds:
\$5,000 Workshop Instructors and Adjudicators (Alberta Artists and Musicians)
\$2,000 Programming Fees
\$1,000 Venue Rental Fees
\$1,200 Advertising Fees
\$ 800 Printing Fees

The immediate impact would be to creative and **foster creative community spirit**. The long term impact will be using these funds to help us create a self sustaining model in the future, so that we can continue to bring programming like this to the Jasper community for years to come.

We feel **the need for our organization is strong in the community**. As we begin to offer more programming in Jasper, it has been well received in the community, especially by the high school and elementary school musical programs. We have had success enhancing the Jasper Arts Community in the past, and have worked hard to build a strong relationship with the members in the community. Our band and speech events in Jasper are some of our strongest areas of our entire organization, and we have no doubt that more workshops and creative opportunities in our education atmosphere would be well received within the community.

Thank you for consideration of these grant funds.

SOCIETY ANNUAL RETURN

IMPORTANT INFORMATION

- This form will be rejected if not properly completed.
- An annual return and required attachments must be filed each year with the Registrar of Corporations. *Failure to do so will result in the cancellation of your Society's registration*

1. SOCIETY NAME **YELLOWHEAD REGIONAL ARTS FESTIVAL SOCIETY**

2. ADDRESS OF REGISTERED OFFICE OF THE SOCIETY
**118 SHERWOOD STREET
 HINTON, ALBERTA
 T7V 1P4**

NOTE:

If there has been a change in the address as listed, a Notice of Change of Address (REG 3016) must be completed and filed with the Registrar of Corporations within 15 days of the date of the change.

3. CORPORATE ACCESS NUMBER **5012062039**

4. THE SOCIETY'S DATE OF INCORPORATION IS 2005 NOV 17
 Year Month Day

5. THIS RETURN COVERS THE YEAR ENDING 2014 NOV 30, WITH THE INFORMATION PROVIDED
 EFFECTIVE AS OF THAT DATE. Year Month Day

THE FOLLOWING ATTACHMENT MUST ACCOMPANY THIS RETURN:

A listing of all officers and directors with the name (last name, followed by given name), complete mailing address including postal code, and position held by each.

NOTICE OF INTENT TO DISSOLVE/STRIKE OFF

RE: BUSINESS CORPORATIONS ACT, SECTION 213

The 2014 annual return for the above society is now due. The 2013 annual return is one year past due and the 2012 annual return is two years past due. Please file the 2012 annual return by the end of April 2015. In accordance with legislation, failure to do so will result in the dissolution of this society.

Please ensure that this return is dated and signed by a director or authorized officer of the society.

| | | |
|---------------------------|--|---|
| DATE <u>01/09/2016</u> | SIGNATURE  | TELEPHONE NO. <u>780-865-0962</u> Bus. Res. |
|---------------------------|--|---|

| | | |
|---|--|--|
| Complete this form (no fee required) and return it to: Alberta Registries PO BOX 1007 STN MAIN EDMONTON AB T5J 4W6 | Drop off your documents at: Alberta Registries Corporate Registry John E. Brownlee Building 10365 - 97 Street Edmonton, Alberta | For Information Call: Edmonton (780) 427-2311 All other areas call 310-0000 and ask for 427-2311 |
|---|--|--|

This information is being collected for the purposes of corporate registry records in accordance with the Societies Act. Questions about the collection of this information can be directed to the Freedom of Information and Protection of Privacy Coordinator for Alberta Registries, Research and Program Support, Box 3140, Edmonton, Alberta T5J 2G7, (780) 427-7013.



The Yellowhead Regional Arts Festival

Box 6086 Hinton, AB T7V 1X6
Yraf2014@gmail.com 780-865-0962

2014/
2015

List of Directors

Karyn Klut – President

373 Boutin Avenue

Hinton, AB T7V 1A3

780-817-1334

Chiropractor

Gateway Chiropractic Clinic

Nancy Robbins – Treasurer

821 Miette Avenue

Jasper, AB T0E 1E0

780-740-3409

General Manager

Community Futures West Yellowhead

Jonathan Thornton – Director

Box 264

Jasper, AB T0E 1E0

780-820-0192

High School Band Teacher

Jasper High School

Cheri-Anne Yalte, - Director

102 Wolf Willow Cove

Hinton, AB T7V 0B2

780-816-0356

Retired Teacher

Morgan Roberts - Director

142 Sutherland Avenue

Hinton, AB T7V 1L8

780-740-3487

Business Advisor, and Business Visitation Coordinator

Community Futures West Yellowhead

Celebrating the Arts in our Region!

YELLOWHEAD REGIONAL ARTS FESTIVAL SOCIETY

FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2014

(UNAUDITED - SEE NOTICE TO READER)

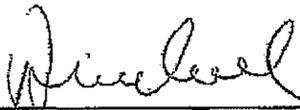
CHARTERED ACCOUNTANT[^]
11 - 107 Swanson Drive, Hinton, Alberta, T7V 1H1
Telephone (780) 865-7323 * Fax (780) 865-3834

NOTICE TO READER

On the basis of information provided by the organization, we have compiled the Statement of Financial Position of Yellowhead Regional Arts Festival Society as at December 31, 2014 and the Statements of Operations and Changes in Net Assets for the year then ended.

We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.



Bruce L. Deal Professional Corporation

Chartered Accountant

**Hinton, Alberta
June 5, 2015**

YELLOWHEAD REGIONAL ARTS FESTIVAL SOCIETY

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DECEMBER 31, 2014

(UNAUDITED - SEE NOTICE TO READER)

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| Financial Statements | |
| Statement of Operations | 1 |
| Statement of Changes in Net Assets | 2 |
| Statement of Financial Position | 3 |
| Note to the Financial Statements | 4 |

YELLOWHEAD REGIONAL ARTS FESTIVAL SOCIETY

**STATEMENT OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31, 2014
(UNAUDITED - SEE NOTICE TO READER)**

| | \$ |
|--|-----------------------------|
| REVENUES | |
| Grant - Quality of Life | 1,100 |
| Events | 2,862 |
| Festival registration fees | 2,845 |
| Festival sponsorship | 1,200 |
| Workshops | 190 |
| | <hr/> 8,197 |
| EXPENDITURES | |
| Advertising and promotion | 1,524 |
| Employee wages | 12,210 |
| Events | 878 |
| Festival expense | 6,010 |
| Festival scholarships | 835 |
| Interest and bank charges | 12 |
| Office | 901 |
| Telephone and internet (recovery) | (2) |
| Travel and meals | 918 |
| Website development | 504 |
| | <hr/> 23,790 |
| EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES | <hr/> (15,593) <hr/> |

YELLOWHEAD REGIONAL ARTS FESTIVAL SOCIETY

**STATEMENT OF CHANGES IN NET ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2014
(UNAUDITED - SEE NOTICE TO READER)**

| | |
|---|--------------|
| BALANCE, BEGINNING OF YEAR | \$ 22,942 |
| Excess (deficiency) of revenues over expenditures | (15,593) |
| BALANCE, END OF YEAR | 7,349 |

YELLOWHEAD REGIONAL ARTS FESTIVAL SOCIETY

STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2014
(UNAUDITED - SEE NOTICE TO READER)

| | \$ |
|----------------------|-------|
| ASSETS | |
| CURRENT | |
| Bank | 5,847 |
| Accounts receivable | 1,749 |
| GST receivable | 133 |
| | <hr/> |
| | 7,729 |
| <hr/> | |
| LIABILITY | |
| CURRENT | |
| Accounts payable | 380 |
| | <hr/> |
| FUND BALANCES | |
| Unrestricted funds | 7,349 |
| | <hr/> |
| | 7,349 |
| | <hr/> |
| | 7,729 |
| | <hr/> |

Approved on behalf of the board:

YELLOWHEAD REGIONAL ARTS FESTIVAL SOCIETY

**NOTE TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2014
(UNAUDITED - SEE NOTICE TO READER)**

I. DEFERRED REVENUE

A Community Facility Enhancement grant in the amount of \$1,000,000 has been received for the "Theatre" project. This project has been abandoned because of the cost. The funds are being held and invested by the Town of Hinton until a decision is made for the use of these funds.

Jasper Community and Economic Development Fund
Presented by YRAF Society
March 31, 2017

The Yellowhead Regional Arts Festival Society provides the opportunity for participants of all ages, skills, and abilities to hone their creative skills in a fun and encouraging atmosphere.

Our organization hosts a strong band event that brings in over 1,500 people from across the Yellowhead region, including many residents of Jasper. We believe that by enhancing this program, we can **positively affect over 1,000 Jasper residents**. We have held this event in Jasper in the past, and wish to hold it, and other programs like it again in the future. We believe that by bringing more workshops and adjudication opportunities to Jasper, it will enhance the already vibrant arts community.

You'll find a detailed budget attached. We have applied for funding from the Hinton Community Grant Program (\$18,000 – received amount in full), as well as the Alberta Foundation for the Arts (\$7,000 – pending). We wish to expand this project further into Jasper. 100% of the funds received from the Jasper Community and Economic Development Fund will go towards bringing artistic and creative programming to the Jasper community (primarily focusing on youth). We are well on our projected route to create a self-sustaining model for Hinton, and wish to create a similar model for Jasper as well.

The \$5,000 grant will be spend as follows with YRAF matching the funds:
\$5,000 Workshop Instructors and Adjudicators (Alberta Artists and Musicians)
\$2,000 Programming Fees
\$1,000 Venue Rental Fees
\$1,200 Advertising Fees
\$ 800 Printing Fees

The immediate impact would be to creative and **foster creative community spirit**. The long term impact will be using these funds to help us create a self sustaining model in the future, so that we can continue to bring programming like this to the Jasper community for years to come.

We feel **the need for our organization is strong in the community**. As we begin to offer more programming in Jasper, it has been well received in the community, especially by the high school and elementary school musical programs. We have had success enhancing the Jasper Arts Community in the past, and have worked hard to build a strong relationship with the members in the community. Our band and speech events in Jasper are some of our strongest areas of our entire organization, and we have no doubt that more workshops and creative opportunities in our education atmosphere would be well received within the community.

Thank you for consideration of these grant funds.

A cost-benefit illustration of the value of the project.

YRAF hopes to be sustainable through workshops by 2018. The cost of the workshops this year will help us create a revenue stream for years to come. We launched our workshops in 2017 and so far have had a huge success with them. Hinton has contributed towards this project and it would be a wonderful partnership to include Jasper, as we already have thriving programs there that we would wish to expand upon. With these funds will be able to bring skilled workshop hosts from all over Alberta and BC to help expand artists' creativity and visions.

3. A description of tools and methodology proposed to evaluate project success and impacts, both immediately and long-term.

We keep extensive spreadsheets and documents to calculate the over all cost benefit of each program, and use that as a tool to see what works, and what could use additional fundraising and tweaking.

4. The extent of duplication or enhancement (if any) of the project or activity with others currently in the community, and special considerations that deserve mention.

We offer musical programing and workshops that both enhance and benefit the programs that already exist in Jasper. We look forward to hosting some of our workshops through the habitat for the arts, as well as many different school facilities, like we do with our current festival. We have a great relationship with local partners, and wish to foster this growth into something that with bridge the arts between Hinton and Jasper.

5. How it supports Council's Strategic Priorities. (Preference given to projects that support Council priorities).

Enhances and fosters community partnerships and relationships including Habitat for the Arts, Jasper High School, and Jasper Elementary School.

6. Include a list of "gifts in kind", eg; waiver of fees, support by municipal equipment or staff, etc.

We can always use volunteers for all of our program, and would welcome any gifts in kind that would be considered.

7. Not for projects or activities whose beneficiaries are solely or primarily outside Jasper (the project may occur outside the Municipality of Jasper's boundaries, however, the project must provide direct benefit to Jasper).

All funds will stay entirely in Jasper, and only support local initiatives. Hinton Council has contributed funds to the Hinton portion of our project, and we are asking Jasper for their support as well.



REQUEST FOR DECISION

Subject: Council's Strategic Priorities 2013- 2017 Mid-Term Updated,
Progress Report

Prepared by: Mark Fercho, CAO

Date – Discussion: July 11, 2017 & July 25, 2017

Date – Notice: July 18, 2017

Date – Decision August 1, 2017

Recommendation:

That Council approve their mid-term revised Strategic Priorities 2013 – 2017 Progress Report for August 2017.

Background:

The Municipality of Jasper and Parks Canada worked with community residents and businesses to develop the Jasper Community Sustainability Plan, completed in the fall of 2011. After the municipal election in the fall of 2013 Mayor and Council went through a number of workshops and planning sessions to determine their strategic priorities for this Council term for moving the community toward a sustainable and healthy future.

Council's goals became the attached strategic priority document and was approved in the fall of 2014 in its final form. Council then further revised the document through a series of Council discussions in the fall of 2015 to ensure the strategic direction was relevant two years into the four year election term, reflect any changes or new priorities that emerged during those first two years on office, and to focus staff on their priorities for the second half of this Council's term.

The attached Progress report is progress reporting on achieving the goals set by Council, as an update to previous progress reporting, the last being in November 2016

Strategic Relevance:

This document is the progress reporting on the Strategic Priorities of Council that sets the priorities for Administration in budget and work planning.

Financial Implications

The Strategic Priorities document sets out the priorities for capital and operating budget allocations.

Communication

Administration is required to report progress toward Council's Strategic Priorities at open Council meetings. Progress made on strategic priorities will be reported to the community through this public reporting process.

Director _____

CAO _____

Agenda Item _____



Municipality of Jasper **Strategic Priorities 2013 – 2017**

Progress Report August 2017

Last Progress Report: November 2016.

Last Edit: July 25, 2017

MESSAGE FROM MAYOR AND COUNCIL

Mayor and Council are pleased to share the Strategic Priorities for this Council's term from 2013 to 2017. This updated Strategic Priorities document was revised in the middle of the four year election term, in the fall 2015.

In the heart of Jasper National Park, the Municipality of Jasper is home to 4,500 permanent residents and host to two million visitors a year. The Municipality of Jasper is jointly governed by a locally elected Council and by Parks Canada.

Defining our priorities today, in pursuit of our desired future, is the key to serving our primary purpose of improving community health. A unified approach, unified in goals and direction, is the way forward.

Achieving local governance in 2001 afforded us the opportunity to have locally elected representatives take leadership of our mountain town's municipal operations, and since incorporation, monumental work has been carried out to establish a sound foundation for a sustainable future. Perhaps the most significant accomplishment in recent years is the completion of the Jasper Community Sustainability Plan, the first fully-integrated, jointly-developed planning tool for our community.

The Municipality of Jasper as an organization has experienced significant change in recent years; in both Council and Administration, new faces are mingling with more seasoned ones, reassessing practices, sharing history and inventing new ways to meet challenges and greet opportunities. At work, right here in our organization, are the same forces that shape our environment and challenge our ability for self-determination.

The Municipality of Jasper Strategic Priorities for 2013 to 2017 are based on the Jasper Community Sustainability Plan reflecting our community's aspirations for the future and articulating clearly how we intend to get there. From organizational to fiscal health, relationships and communications, our intention is to pursue the bright and optimistic future of our community, guided by the best interest of our residents.



Municipality of Jasper Mayor and Council

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Municipality of Jasper Mayor and Council 2013 - 2017



Councillor Vonna Arsenault



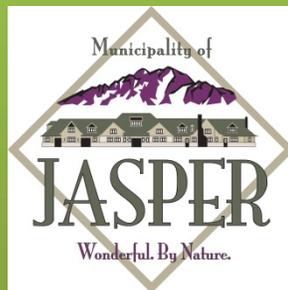
Mayor Richard Ireland



Councillor Rico Damota



Councillor Helen Kelleher-Empey



Councillor Brian Nesbitt



Councillor Dwain Wacko



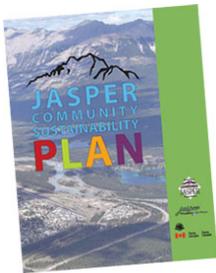
Councillor Gilbert Wall

INTRODUCTION

The Municipality of Jasper, Mayor and Councils' **Strategic Priorities for 2013-2017**, are based on the community goals and objectives established in the **Jasper Community Sustainability Plan**. This is a report on progress toward completing Council's priorities.

While all services in the Municipality are important, the role of strategic planning is to provide certain goals a **slightly higher level of priority** in order to achieve **the long term vision of the Sustainability Plan**. The Municipality will maintain focus on all areas of its responsibility.

COUNCIL PRIORITIES AND SUSTAINABILITY PLAN GOALS



The 2011 Jasper Community Sustainability Plan (JCSP), was an exciting first – the first fully integrated planning tool addressing the five pillars of community sustainability: economy, culture, society, environment and governance. For the first time in Jasper's history, a community plan was completed jointly by the Municipality of Jasper and Parks Canada – a clear demonstration of collaboration for the development of our community.

Interviews, workshops, *pecha-kucha* events and information kiosks were held; a dedicated website, newsletters and 'As We Heard It' reports were published. An extensive community engagement plan was developed and a resident working group was put together, while professional consultants compiled, consolidated and expressed community input in the form of a Plan.

A community sustainability plan serves as a common touchstone for concerted, collaborative action toward the achievement of shared community goals. The most important step after a plan is created is to implement the plan into action. Council's priorities for 2013-2017 are based on the Jasper Community Sustainability Plan; focussing on improving community health.



COMMUNITY VISION

Jasper is a small, friendly and sustainable community set in the natural splendour of Jasper National Park.

Jasper is a community in which individual and collective actions respect and integrate the values of environmental stewardship, economic health, social equity, cultural vitality and participative governance.

Jasper residents value and promote quality services, affordability, eligible residency, controlled growth, and environmental responsibility. Community values emphasize the appreciation and preservation of Jasper's history, architectural scale and character.

Jasper is represented by locally-elected residents administering a form of municipal government designed and accepted by the community and Parks Canada. Planning and decision-making are characterized by a high degree of local participation which respects both community and National Park values and authorities.

Jasper is both a home to its residents as well a destination for visitors from across Canada and around the world drawn to experience Jasper National Park, part of a UNESCO World Heritage Site.

Jasper businesses and residents are essential partners in facilitating memorable visitor experiences.

Jasper is a leader in sound environmental practices and sustainable tourism. Residents and visitors respect the inherent value of Jasper National Park and accept and honour their environmental responsibilities.

Jasper offers accessible services and cultural amenities, lifelong learning opportunities, affordable housing and a safe and supportive living environment for all residents. Municipal taxes and land rent are fair and affordable, and municipal costs are equitably distributed among visitors, Parks Canada and the community. Seniors, families and young people are provided opportunities and encouragement to participate in the community and to remain in Jasper.

Jasper Community Sustainability Plan, September 2011

Richard Ireland
Mayor
Municipality of Jasper

Greg Fenton
Field Unit Superintendent
Jasper National Park

JASPER'S MUNICIPAL MISSION

Each year, our community of 4,500 people hosts 2,000,000 visitors from Canada and around the world. We're proud of our community. Our residents have committed in the Jasper Town Vision Statement to Jasper remaining a "...small, friendly community... set in the natural splendor of Jasper National Park." We're a community which values and promotes controlled growth, quality services and environmental integrity.



The Vision Statement commits our community to be "...a leader in sound environmental practices," to "...respect the inherent value of Jasper National Park," and to accept and honour the special environmental responsibilities that fall to us as park residents. The town of Jasper is also our home. It's where we raise our families, our children go to school, our seniors retire. We have softball leagues, swim teams, curling leagues, old-timer's hockey, kid's gymnastics and dozens of other activities that form the fabric of vibrant and living communities all across Canada. We're proud of our community facilities, too: our museum, daycare, parks, swimming pool, arena and recreation complex.



Jasper's Municipal Mission Statement is; *"To provide open, honest and accountable government to the residents of Jasper."* The core mission of the municipality is reflected in the "governance" strategic priorities as a key function and area of focus.

COUNCIL PRIORITY: GOVERNANCE

Governance – The Municipality of Jasper will contribute to community health by providing open, accountable and accessible government



Progress Report July 2017

Objective:

Provide quality municipal services to the community

This objective requires the largest amount of municipal funding and staff time of all the strategic objectives. It is our primary function

- Focus municipal team efforts on ensuring the provision of the best possible municipal services to residents
 - ✓ Restructure of Finance and Administration in 2015
 - ✓ Restructure of CFS in 2016, added the Community Development Specialist position & Local Immigration Partnership funding a position
 - ✓ Restructure of Operations in 2016
 - ✓ Addition of new Assistant Fire Chief/Training in 2016
 - ✓ New Fire Engine purchased and into service 2016
 - ✓ Restructure 3 positions into 2 Legislative Services positions in 2017
- Ensure that Jasper is a safe and healthy community
 - ✓ 30kph zones 24/7 around schools and parks in place for Sept 2016
- Support alternative energy projects, electric car plugs, renovations for energy saving
 - ✓ Green transportation – new public bike repair station
 - ✓ Use of fuel alternative for small engines
 - ✓ New Zamboni which runs on natural gas, replacing the old regular gas unit. Switching to natural gas greatly reduces the emissions in the rink
 - ✓ LED lighting installed in Arena, January 2017

Objective:

Ensure maximum service life of existing infrastructure

- Develop Long Term Asset Management Plans using lifecycle assessment
 - ✓ Strategic Asset Management Study completed in 2016
 - ✓ Asset condition assessments in 2016 and through 2017, including Recreation Facility assessment, then combined with the AMP program
- Maintain existing infrastructure, buildings and fleet vehicles to accepted standards
 - ✓ Municipal Buildings and Asset Manager position created during restructure of Operations in 2016 to focus on these priorities with duty reorganization

COUNCIL PRIORITY: GOVERNANCE (...continued)

Objective:

Provide open, accountable and accessible government

- Complete and approve this Strategic Priorities Plan, then report progress
 - ✓ Strategic Priorities Plan completed, progress reports in 2015
 - ✓ Revised Strategic Plan update completed, this progress report 2016
- Review the *Agreement for the Establishment of Local Government in the Town of Jasper*, with a focus on land use regulation, planning and development
 - ✓ Completed a land use and development jurisdiction study with Parks Canada for consideration in changes to more Municipal responsibility.
- Create a municipal Code of Conduct
 - ✓ Respectful Workplace (*freedom from harassment and discrimination*) Policy developed and in place 2016
- Review the Jasper Community Sustainability Plan
- Update bylaws, policies and procedures systematically
 - ✓ Updated Fire Department Bylaw August 2015
 - ✓ Updated Council Procedures Bylaw January 2016
 - ✓ New Traffic Safety Bylaw August 2016
 - ✓ Updated the Economic and Community Development Fund policies
- Complete a bylaw for the commercial use of public space (sidewalk seating, busking, farmer’s market, etc)
 - ✓ New Commercial Use of Public Space Bylaw March 2016
 - ✓ Third Pilot Project for busking in 2017
- Develop a feedback forum for residents and businesses
 - ✓ Resident Satisfaction Survey to be conducted prior to budget 2017
- Develop a policy and procedure for “best practices” in contract management
 - ✓ Municipal Buildings and Asset Manager position created during restructure of Operations in 2016 to ensure best practices in contract management for construction projects
 - ✓ Policy and procedure for best practice in contract management is being developed in collaboration between Legislative Services and Operations

COUNCIL PRIORITY: ORGANIZATIONAL HEALTH

Organizational Health – A healthy organization will deliver on the Municipality of Jasper’s commitment for community health



Progress Report July 2017

Objective:

Ensure a strong and accountable staff team

- Hire a new CAO in 2014
 - ✓ New CAO hired August 2014
- Develop a new and effective CAO performance and evaluation plan, then management exempt staff performance and evaluation plans
 - ✓ New performance plan for CAO developed and in service
 - ✓ **New staff performance evaluations in service 2017**
- Develop succession plans and restructure departments for succession
 - ✓ Restructure of Finance and Administration in 2015
 - ✓ Restructure of CFS and addition of new Community Development Specialist in 2016
 - ✓ Restructure of Operations in 2016
 - ✓ Addition of new Assistant Fire Chief/Training in 2016
 - ✓ **Restructure into new Legislative Services department and transition following retirement of long-serving Administration Officer in 2017**
- Negotiate a new collective agreement
 - ✓ New collective agreement signed in March 2015
- Enhance internal communications and coordination, build the staff team
 - ✓ Weekly management meetings, weekly “Municipal Updates” to all staff
 - ✓ Increased staff socials and staff events, in departments and through Health and Wellness Committee events
 - ✓ 21 Days of Happiness daily events

COUNCIL PRIORITY: ORGANIZATIONAL HEALTH (..continued)

Objective:

Develop excellent Council-staff relations

- Pursue meaningful opportunities for staff and Council engagement
 - ✓ Council held a Council-Management thank you for the budget process May 2, 2017
- Develop semi-annual management staff and Council meetings for strategic planning
 - ✓ Developing post-election orientation and strategic planning sessions
- Develop and implement ongoing staff satisfaction surveys
- Grow from challenges, celebrate successes
 - ✓ Celebrated the grand opening of the new Library and Cultural Center on September 30, 2016

Objective:

Complete capital projects

- Complete the municipal library project
 - ✓ Project completed June 2016
- Complete the new multi-use outdoor space on exchange lands after old high school is removed
 - ✓ Project mostly completed fall of 2016
 - ✓ Raking, reseeding completed May 2017
- Plan for Aquatic Centre and Arena renovations and upgrades
 - ✓ Activity Center facility assessment report draft completed April 2016
 - ✓ Developed cost estimates for construction, presented costing to Council for entire project March 2017
 - ✓ Roof replacement specifications completed, tender process for work underway

COUNCIL PRIORITY: FISCAL HEALTH

Fiscal Health – The Municipality of Jasper’s fiscal principles, goals and actions will foster community health



Progress Report July 2017

Objective:

Increase non-taxpayer revenues and reduce costs

- Collaborate with the Town of Banff and Parks Canada on reducing or eliminating land rent costs paid to Parks Canada by the two National Park municipalities
 - ✓ Land rent discussion with local Jasper Parks Canada office to be conducted upon decision of Land Use and Planning review underway
 - ✓ Meeting with Federal Government Standing Committee on the Environment September 21, 2016, land rent discussion topic
 - ✓ Meeting with Parks Canada head office and MP Jim Eglinski - June 2017
- Secure alternative revenue sources
 - ✓ Immigration, Refugee, Citizenship Canada funding for a “Local Immigration Partnership” and potentially a settlement worker
 - ✓ \$500,000.00 annual grant to reduce daycare fees to \$25.00 per day in 2017
- Investigate and implement where appropriate, opportunities to enhance user experience and improve cost recovery of municipal facilities
 - ✓ Fee structure for lease and rental in new library and cultural center completed in August 2016
 - ✓ New electronic booking system to improve facility bookings for improved customer service and booking efficiency, training underway
- Explore economic development opportunities
- Support the development of “shoulder season” attractions
 - ✓ Actively participate in the “Jasper Partnership Initiative” to develop and promote shoulder season attractions in coordination with other Jasper organizations and businesses
 - ✓ Developed and participate in the Jasper Event and Festival committee as a sub-committee of the JPI

COUNCIL PRIORITY: FISCAL HEALTH (...continued)

Objective:

Review services and policies for cost-benefits

- Review LEED building policy vs developing a Green Building Policy
- Complete Council and staff remuneration reviews
 - ✓ Council remuneration review completed, new Council compensation policy under development for next Mayor and Council, post-election
- Develop strategic regional waste management goals through membership in the West Yellowhead Regional Landfill Authority
 - ✓ A joint goal setting session identified two initiatives to pursue – regional organics processing facility and packaging regulations
 - ✓ Hired a regional coordinator to initiate collaboration and develop waste reduction programs and logistical systems
 - ✓ Feasibility study for regional compost facility underway
- Consider “Dark Sky Community” initiatives
 - ✓ Reviewing lighting standards with ATCO to meet “Dark Sky” objectives
 - ✓ Supporting the Dark Sky Festival, including coordination of light reduction in Athabasca Park and surrounding streets during the festival
 - ✓ Developing an information booklet for residents to be distributed September 2017

Objective:

Enhance the municipal budget process

- Develop an organization wide four year big picture workplan from the strategic direction set by Council, including capital plans
 - ✓ Three year operating budget to be introduced in the 2017 budget process
- Set an annual budget process timeline for maximum efficiency, with capital projects based on strategic planning and long term asset management needs
 - ✓ Annual budget meeting dates set one year in advance for 2016 and 2017 budget processes, and will continue to be set a year in advance
 - ✓ Conduct resident survey ahead of budget discussions, for information from residents to be considered in budget development
 - ✓ Asset management strategy completed, condition assessments underway, completed plan will inform the capital budget process and maintenance operating budgets in future years once completed
 - ✓ Resident satisfaction survey completed immediately prior to the budget process for 2017 to include resident input into municipal budget directly

COUNCIL PRIORITY: RELATIONSHIPS

Relationships – We value our relationships with the environment and our partners



Progress Report July 2017

Objective:

Safeguard the Community Through the Pine Beetle Infestation

- Work with the Federal and Provincial Governments, industry and other agencies on pine beetle response initiatives, and to Fire Smart the community
 - ✓ Verbenone pouch program offered for vulnerable Pine trees within townsite, May 2016. **June 2017 program has placed over 300 pouches on trees**
 - ✓ Intergovernmental meetings with Parks Canada, new PC beetle plan includes fire fuel reductions to improve safety to the community of Jasper in 2016
 - ✓ Planning more municipal fire smart and fire fuel reduction initiatives
 - ✓ **Received \$200,000 for Fall 2017 fire fuel reduction work**
 - ✓ Improved community awareness building of evacuation preparation through the 2015 Excelsior wildfire event
 - ✓ Met with UBC on participating in a study on community adaptive response, both socially and economically, after the beetle infestation.
 - ✓ **MP House of Commons statement to improve safety of Jasper townsite**

Objective:

Enhance Relationships with Parks Canada

- Collaborate with partners including Parks Canada to ensure that housing meets the values described in the JCSP and Jasper Vision Statement
 - ✓ JCHC housing project for housing owned or assigned to businesses' staff
- Review/renew the Memorandum of Agreement for the Environmental Stewardship
 - ✓ Signed January 2014 for a five-year term 2014-2018
- Determine the future operation and responsibility of the Jasper Transfer Station, increase waste diversion to extend life landfill and reduce greenhouse gas emissions
- Resume regular scheduled "intergovernmental" meetings between Parks Canada and the Municipality
 - ✓ Intergovernmental meetings resumed, prior meeting in June 2016, next meeting planned for October 2016, and ongoing quarterly

COUNCIL PRIORITY: RELATIONSHIPS (...continued)

Objective:

Enhance Relationships with the business community

- Develop opportunities to enhance business and economic development for Jasper
 - ✓ Maintain membership with the Chamber of Commerce
 - ✓ Attend business networking events in Jasper
 - ✓ Support the Edson Regional Airport initiative
 - ✓ Participate in the Tourism Community Status Open Houses by JPCC
 - ✓ Business involvement in Tour of Alberta 2017 festival site selection
- Encourage the highest levels of visitor services throughout the community
 - ✓ Support the Culinary Arts School in Jasper initiative

Objective:

Develop cross-jurisdictional relationships in Jasper

- Support the Jasper Partnership Initiative and the Jasper Community Team
- Enhance multicultural relationship building in Jasper
 - ✓ Diversity Project Exhibition in February 2016
 - ✓ Diversity Project banners in municipal facilities, 2017 added Patricia Street
 - ✓ Jasper/Hinton/Miette Guard competition for 2 years in a row

Objective:

Continue to build relationships and collaborate with Banff and Canmore

- Host and participate in meetings between the three communities with mountain park connections as we work toward recognition of the challenges and contributions the three resort communities make to the Province of Alberta tourism
 - ✓ The Municipalities of Jasper, Banff and Canmore completed two studies with the support of a Provincial Regional Collaboration Grant.
 - ✓ The first study, completed by the Headwater Group in 2015 regarding the unique municipal services that tourism communities support.
 - ✓ The second study, completed by Grant Thornton in 2016 regarding the economic importance of Jasper, Banff and Canmore within the Alberta economy.
- Develop a new relationship with the Province of Alberta to recognize and then support tourism municipalities
- Collaborate with the Banff and Canmore by sharing challenges and successes
 - ✓ Worked with Banff on projects relating to developing Welcoming and Inclusive Communities for new Canadians

COUNCIL PRIORITY: COMMUNICATIONS

Communications – The Municipality of Jasper will engage the community on initiatives, and clearly communicate its principles, goals and actions. Then listen to the community feedback.



Progress Report July 2017

Objective:

Improve communications with residents and visitors

- Update the municipal website
 - ✓ New website developed and operational June 2015
 - ✓ Business licencing information and applications now online
 - ✓ Council agendas now digital, searchable, and easier to download in 2017
- Develop and implement a strategic communications plan
 - ✓ Align communications resources across the organization to support this objective, coordination of staff with communications responsibility
- Renew the municipal entrance and wayfinding signs
 - ✓ Wayfinding manual completed and approved by Council October 2016
- Review the role of social media for municipal communications

Objective:

Increase opportunities for public engagement

- Provide opportunities for “strategic community conversations” with both the residential and commercial community on matters of importance and interest, such as budget, events, new opportunities, etc
 - ✓ Regular Collaborative Action Team meetings held for each lifestage: early childhood, school-age, young adults, adult/seniors
 - ✓ May 18 Parks Canada and Municipality jointly hosted ‘Jasper and the Beetles – Public Info Night’, FireSmart and emergency response preparation
 - ✓ Resident satisfaction survey conducted prior to budget 2017 meetings
- Revitalize municipal volunteer opportunities
 - ✓ Online application forms developed for municipal volunteer opportunities
 - ✓ Solicit participation from resident stakeholders in the Transportation Master Plan process as committee members

COUNCIL PRIORITY: COMMUNICATIONS (...continued)

Objective:

Promote Jasper as a “Healthy Community” in all we do

- Promote the strategic outcome of a “Healthy Community” for health and wellness in all Council Priority goal areas for 2013 to 2017: Governance, Organizational Health, Fiscal Health, Relationships and Communications
 - ✓ Supporting the development of a new Mountain Bike Skills Park and an upgraded Skate Park within the Municipality
 - ✓ Wildflowers Childcare’s new lunch food service beginning 2017 will ensure that all children are provided with the nutrition they require for their optimal brain development and are given an equal opportunity to develop healthy eating habits, levelling the nutritional playing field for all children, no matter their economic background.
 - ✓ Council proclaimed Jasper as a “Welcoming and Inclusive Community” in 2017

Date: July 20, 2017 at 4:13:41 PM MDT

To: <rdamota@town.jasper.ab.ca>, <rireland@town.jasper.ab.ca>, <gwall@town.jasper.ab.ca>, <hkempey@town.jasper.ab.ca>, <bnesbitt@town.jasper.ab.ca>, <dwacko@town.jasper.ab.ca>, <gvantighem@town.jasper.ab.ca>

Subject: Pyramid Bench Fire

Dear Mayor, Councillors of Jasper, and Fire Chief.

It is with a VERY concerned mind that I "pen" this email to all of you.

Dwayne and I are not home in Jasper until the 24th but it is my understanding that there was a fire located on the Bench area yesterday. We are certainly thankful for our volunteer fire department and the bravery and dedication they have for us all as a community, Thank you!

Having said this it was very troubling for our GM (Nathan DHeer) to learn about the BENCH fire from one of our guests/tourists. He, in turn, called Pyramid Riding Stables to inform them of the fire! After all of our meetings and planning with Parks Canada and our Jasper Fire Chief, whether a fire is big or small, contained, controlled or uncontrolled, it is paramount that the 3 businesses up on the Bench area be "kept in the loop" so that we may prepare our guests and staff. We have cooperated with all planning for fire preparedness as recommended by Parks Canada and the Jasper fire department. But if we don't KNOW there is a fire how can we prepare? We cannot coordinate our staff to inform our guests or visitors, if we don't KNOW. We have a industrial grade fire sprinkler line that we have purchased at our own cost and we have roof sprinklers on some of our buildings. Yesterday nothing was running because we didn't know there was a fire. Even tho this was a contained fire, AT LEAST, this would have given us the opportunity to practise our plans- to practise communication lines. Given the knowledge of a fire, we would at least keep all our staff on property to initiate our plans. We didn't know. Given the knowledge of a fire we would have brought all of our boats into dock. But we didn't know! I cannot tell you how frustrating it is to realize that emergency services cannot inform 3 business offices on the Bench area, (Parks has the emergency numbers to call for our businesses) and they have a dedicated communication person for this task, what happened here?

You CAN just notify 1 business if need be and WE can notify everyone else. Our guests were upset, because we didn't have any information, our staff were upset because we didn't have any information and of course we are upset because we knew NOTHING!

I'm writing to you in hopes that you CAN assist us with this vital need for open communication lines between emergency services and the Bench businesses. I understand we are not part of the municipality however we all live and work together so we are hoping you will assist us moving forward towards a solution.

Very Sincerely
Susan and Dwayne D'Heer
Patricia Lake Bungalows

Subject:

FW: A letter in support of the rainbow crosswalk

From: anna murray

Date: July 25, 2017 at 1:39:07 AM MDT

To: "rireland@town.jasper.ab.ca" <rireland@town.jasper.ab.ca>

Cc: "rdamota@town.jasper.ab.ca" <rdamota@town.jasper.ab.ca>, "bnesbitt@town.jasper.ab.ca" <bnesbitt@town.jasper.ab.ca>, "hkempey@town.jasper.ab.ca" <hkempey@town.jasper.ab.ca>, "dwacko@town.jasper.ab.ca" <dwacko@town.jasper.ab.ca>, "gwall@town.jasper.ab.ca" <gwall@town.jasper.ab.ca>

Subject: A letter in support of the rainbow crosswalk

Dear Mayor Ireland and Council

Below is a letter of support for the rainbow crosswalk proposed by Out Jasper. As I am unable to attend Tuesdays meeting, I am requesting that my letter of support be heard and considered.

My apologies to those who may have received multiple copies of this letter. I somehow had the wrong email address for Mayor Ireland.

Many thanks

Anna Murray

Dear Mayor Ireland and Council

I am writing to you today in support of the Rainbow Crosswalk initiative proposed by Out Jasper.

While I am very much in support of the crosswalk, I also wish to express my respect for your decision to have a solid policy in place before being able to cast a vote of yes. I understand the need to protect the community from just any group or organization being able to use this initiative as a precedent to push forward their own agenda.

Social media has been overwhelmed with response to Councils decision at the July 18th meeting – some response positive, some very negative. I have heard opinion that the rainbow crosswalk is representative of a very small percentage of our local population. I would suggest that this percentage is, in actuality, much higher. Regardless of whether an individual is a member of the LGBTQ2S community or simply a loving supporter, it could be argued that this rainbow symbol represents us all. As a taxpaying citizen and a supporter of the LGBTQ2S community, I would proudly say that I consider it representative of me. And let us not forget the vast number of national and international visitors who are members or supporters – would this not also represent them?

It is because we live in a National Park that we should embrace the rainbow crosswalk. It's a request for a crosswalk, not a rainbow forest. We are not disfiguring the beauty of the National Park. Instead we would be beautifying our quaint town. Let's consider the positive response to the flags that go up every spring. We encourage international visitors to come and visit us; we proudly boast that we are a diverse and inclusive community. Social media has impressive wings and word of mouth travels far. I ask you to consider the long-term impact that rejecting the Rainbow Crosswalk proposal may have on the image that we, as a collective community, have worked so hard to achieve.

To greet our visitors with a beautiful symbol representative of love, friendship, peace and support is a small, yet powerful statement.

I am grateful for the opportunity to share my thoughts.

Sincerely

Anna Murray

Subject: Busking License

From: Brian Ficht <>

Date: July 27, 2017 at 10:41:29 AM MDT

To: <rireland@town.jasper.ab.ca>, <rdamota@town.jasper.ab.ca>, <gwall@town.jasper.ab.ca>, <hkempey@town.jasper.ab.ca>, <dwacko@town.jasper.ab.ca>, <bnesbitt@town.jasper.ab.ca>, <hab@iotad.ca>

Subject: Busking License

Hello

I am responding to a story that I read recently on Facebook regarding Monika Schaefer's account of how she has not been issued a busking license by the Town of Jasper for 2017.

I know Monika personally, she and I are fellow musicians. We do not share the identical politics, and in fact I do not discuss politics with her at all. Our connection is through our mutual love of music, and I have great respect for her enormous abilities and her musical gift. Her enthusiasm for playing, and her generosity in that realm is special to me and many others. I have participated with her many times in informal, as well as more organized performances in Jasper and elsewhere. We have played at more than a few events, often 'free/gratis', for nothing more than the appreciation of the listeners. We have volunteered our time and music on many occasions for the seniors at the Summit Lodge, always well received.

I understand that she is outspoken on some issues that many choose not to hear, but this does not diminish or demean my opinion of her as a musician and an entertainer. In my experience, she has NEVER used a musical event as an opportunity to espouse her personal political beliefs.

Monika has spent countless hours (actually many years) teaching music and nurturing a music culture in Jasper, and in fact was an original proponent for the move to bring live music to the streets. To deny her from participating in this busking program flies in the face of what the objectives and values are stated to be. If inclusiveness is really a true component of Jasper's ethic, then I do not understand why she is being excluded from being granted an opportunity to perform her music for people on the streets of town.

I ask you to please reconsider her application for a busking license. If anyone deserves the opportunity to play, it is surely Monika Schaefer.

Thank you.

Brian Ficht

Municipality of Jasper

Motions List

Regular meeting, Tuesday, August 1, 2017



1. Additions to Agenda

BE IT RESOLVED THAT Council agree to add/delete the following items to today's regular meeting agenda.

2. Approval of Agenda

BE IT RESOLVED THAT Council approve the agenda for the regular meeting of Tuesday, August 1, 2017 as presented.

3. Approval of Minutes

BE IT RESOLVED THAT Council approve the minutes for the July 18, 2017 regular Council meeting as presented.

4. RFD – Jasper Community Housing Corporation Parcel GB release

BE IT RESOLVED THAT That Council request Parks Canada complete a land release process for Parcel GB, and provide the following parameters for the development of Parcel GB, Request for Proposals (RFP):

- under R3b Zoning develop to a minimum of 40 units with more proposal points awarded for higher density (more units are awarded more points in RFP submissions scoring)
- must be apartment style development
- affordable units awarded higher points in RFP scoring over luxury units
- "micro" or small single units as significant component, with mix of other unit types/sizes
- maintain continuity of Discovery Trail
- alternative parking requirements may be considered and can also be submitted as an appendix to the main proposal, such as underground parking accessible from (lower) rail side of lot, increased unit yield for site beyond site max unit restriction based on parking required, with proposed parking alternatives (car share, bike share, etc.)

5. RFD – Natural Gas Purchase

BE IT RESOLVED THAT Council authorize the Director of Finance and Administration to enter into a one to four-year contract for the purchase of natural gas.

6. RFD – Community and Economic Development Funds Applications

BE IT RESOLVED THAT Council approve or not approve requests for funding from the groups and individuals as per attached document.

7. RFD – Strategic Priorities Progress Report

BE IT RESOLVED THAT Council approve their mid-term revised Strategic Priorities 2013 – 2017 Progress Report for August 2017.

Municipality of Jasper

Motions List

Regular meeting, Tuesday, August 1, 2017



8. In Camera – Personnel Matter

BE IT RESOLVED THAT Council move in camera to discuss a personnel matter at _____.

9. Revert to open meeting

BE IT RESOLVED that Council revert to open meeting at _____.

10. Adjournment

BE IT RESOLVED THAT, there being no further business, the regular meeting of August 1, 2017 be adjourned at _____ p.m.