

Municipality of Jasper
Committee of the Whole Meeting Agenda
June 12, 2018 | 9:30 a.m.
Council Chambers, Jasper Library & Cultural Centre

1. Call to Order (Deputy Mayor Wilson to chair meeting)

2. Additions to Agenda

3. Approval of Agenda

3.1 June 12, 2018 attachment

4. Approval of Minutes

4.1 May 22, 2018 attachment

6. Business Arising from Minutes

7. Brief Updates

7.1 Seniors' Bus – standing discussion item attachment

7.2 Regional Assessment Review Board Bylaw discussion attachment

7.3 Proclamation Policy discussion attachment

8. Correspondence for information, consideration or action

8.1 Wildfire threat – Marie-France Miron attachment

9. Other new business

10. Council representation on various boards, upcoming meetings

11. Upcoming Events

June 12: HI Jasper Sod turning, 708 Sleepy Hollow Rd., 1 p.m., Mayor Ireland to speak

June 12: Jasper Park Chamber of Commerce AGM, 6 p.m., Maligne Canyon

June 14: Environmental Stewardship Day

June 14: Transportation Master Plan information session, 6:30, Jasper Activity Centre

June 19: Intergovernmental meeting, Rotary Room, 9 a.m.

June 20: NETMA, Wicked Cup, 5-7 p.m.

June 26: Cannabis info session, Chaba Theatre, 1:30-3 p.m. (public), 3:30-5 p.m. (JPCC members)

12. In camera

12.1 Intergovernmental Matter – FOIP, S.21

13. Adjournment

Please note: All regular and committee meetings of Council are audio-recorded.

Municipality of Jasper
Committee of the Whole Meeting Minutes
Tuesday, May 22, 2018 | 9:30 a.m.
Council Chambers, Jasper Library & Cultural Centre

Present	Mayor Richard Ireland, Deputy Mayor Scott Wilson, Councillors Jenna McGrath, Helen Kelleher-Empey and Bert Journault
Absent	Councillors Paul Butler and Rico Damota
Also present	Mark Fercho, Chief Administrative Officer Kayla Byrne, Legislative Services Coordinator Yvonne McNabb, Director of Culture and Recreation Angie Thom, Director of Library Services Dale Karpluk, Jasper Library Board Chairperson Rob Friberg, University of British Columbia Lisa Riddell, Community Development Specialist Jodi Campbell, Jasper Elementary School Principal Mark Crozier, Jasper Junior/Senior High School Principal Glenda Cornforth, Jasper Seniors Society David Prowse, Jasper Seniors Society Mildred Hughes, Jasper Seniors Society Craig Gilbert, the Fitzhugh
Call to order	Deputy Mayor Wilson called the meeting to order at 9:30 a.m.
Approval of agenda	MOTION by Councillor McGrath to approve the agenda for May 22, 2018 as presented. CARRIED
Approval of minutes	MOTION by Mayor Ireland to approve the minutes of the May 8, 2018 meeting as presented. CARRIED
Brief updates: Community Resilience to Pine Beetle update	Rob Friberg, PhD candidate at the University of British Columbia, presented an update on his community resilience to pine beetle project. Step one of the project is currently underway, which includes interviews with community leaders and stakeholders, and a draft resilience assessment.
Jasper Municipal Library – annual report	The Jasper Municipal Library presented its annual report, highlighting circulation, visitation, programs and partnerships.
Business arising from the minutes	Regarding a question from Councillor Journault about parking in the downtown core, Mr. Fercho reiterated that the recommendations in the Transportation Master Plan are only preliminary draft recommendations. Other recommendations regarding transportation may be brought forward for discussion.
Seniors' Bus	Following discussions on usage, registration of the seniors' bus, and general transit, Council directed administration to conduct more research on this item, including the

availability of drivers and the associated costs. Council also requested this item become a standing item on future committee of the whole agendas.

Recess	Deputy Mayor Wilson called a recess from 10:40 a.m. to 10:47 a.m.
Request of Council – School age Collaborative Action Team	Following a presentation highlighting results from a survey of Grade 6 students regarding pool usage, and pool admission rates in Jasper and neighbouring communities, Council directed administration to research several options that could potentially accommodate the request made by the school age Collaborative Action Team. Options include toonie swims, discounted passes, and free swim days for teens. Council would also like to see statistics pertaining to depression and anxiety among youth and teens in neighbouring communities.
Alberta/Japan Twinned Municipalities Association Conference	Councillor Kelleher-Empey will attend the upcoming Alberta/Japan Twinned Municipalities Association conference, and inquired if the Municipality would be interested in hosting the conference in 2019. Council directed administration to prepare a report on the costs associated with the 2015 A/JTMA conference, which was hosted by the Municipality of Jasper. Council will also discuss its intent of maintaining or re-engaging its sister city relationships at a future meeting.
New business	Several residents have asked Mayor Ireland about the trees, which have been marked for removal, along the CN right-of-way. Mr. Fercho confirmed the trees are slated for removal, but the contractor ran out of time to complete the work this season.
Councillor reports	<p>Councillor Journault has an upcoming Jasper Yellowhead Museum and Archives board meeting which conflicts with the Jasper Park Chamber of Commerce AGM.</p> <p>Mayor Ireland and Deputy Mayor Wilson will attend a West Yellowhead Regional Waste Management Authority meeting, which will focus on the possible restructuring of the authority and West Yellowhead Recycles. Mayor Ireland will also speak at the Food Banks Alberta annual conference.</p> <p>Councillor Kelleher-Empey will attend a Community Futures meeting, and reminded Council the Community Futures AGM is June 21 in Grande Cache.</p>
Events	<p>Council received a list of upcoming events.</p> <p>Mayor Ireland noted he attended the annual COS welcome event, which had about 400 people in attendance.</p> <p>Council has an intergovernmental meeting scheduled for June 19.</p>
Adjournment	<p>MOTION by Mayor Ireland that, there being no further business, the meeting of May 22, 2018 be adjourned at 11:56 a.m.</p> <p>CARRIED</p>



REQUEST FOR DIRECTION

Subject: Senior' Bus, Request to Transfer to Municipal Responsibility
Prepared by: Mark Fercho, CAO
Date – Discussion: May 22, 2018 & June 12, 2018

Recommendation:

1. That Council discuss the Jasper Senior Society request to transfer the Senior's bus to a Municipal responsibility and direct Administration accordingly.

Background:

Senior's Society Request to Transfer Senior's Bus

This Senior's Society request to transfer the senior's bus has come before Council three times recently, in November 14, 2017 when their original letter or request to transfer to the municipality was received and discussed, on February 13, 2018, and again for a third time during week at the May 8, 2018 Council meeting.

In the prior Council meetings, Council discussed a review of the senior society request to take over the bus as a stand-alone service, and then again by first understanding the transit needs of the community in its entirety through the Transportation Master Plan (TMP) process (what are all the transit/bus needs and opportunities when considered together where a bus service may become viable; transit from campgrounds to town and also to reduce parking pressure of RV's in town by leaving them in campgrounds, transit from "intercept" parking lots on edge of town into town, partnering with the private sector buses and taxis, etc). The TMP is higher level of a plan to see the overall picture, which would then need a focussed study on transit specifically to determine transit programs possible.

To look at bus cost viability in a business case, the Municipality would also need to include other bussing needs such as Evergreens (Alpine Summit), Wildflowers, GYPSD, COS programs to help with isolation and transporting to events, disabled transportation for non-seniors, bussing to local resorts, regional bussing needs for healthcare, bussing to Hinton, etc. With all of the above information, the intent would be to then consider how this senior's bus service could work within that overall context as part of a transit program.

The Municipality has no internal expertise on transit, any transit program development for Jasper would require outside expertise. A comprehensive review would include ensuring all information is sourced, service delivery models; government vs private, and finally cost/benefit comparisons.

During the Council meeting on May 8, 2018 when the TMP draft progress and direction discussion was taking place, it was evident that the pace of the TMP process was taking longer than desired. A follow up discussion with Council determined that the item would be brought forward ahead of understanding the full transit needs of the community, to consider it in isolation. This report has basic information to begin this discussion.



Below is some information provided for discussion if this bus service is being considered in isolation:

Hinton Freedom Express

The Town of Hinton operates a similar bus service to the Jasper Senior's Society, note the seniors pay \$3 per ride in Hinton.

THE HINTON FREEDOM EXPRESS

- Safe, economical, wheelchair-accessible, door-to-door transportation for seniors, persons with special needs of all ages
- All users must register for service
- Service provided 35 hours per week from Monday through Sunday

<https://www.hinton.ca/280/The-Freedom-Express-Handibus>

Estimates based on a basic Jasper review of the Hinton financials: The Hinton senior bus, after fare revenue of around \$10,000 per year, has a net cost of \$60,000-\$70,000 per year to taxpayers, mainly for wages, this appears to be just for running the service, no expenses are posed for scheduling of bus service. There is also very little bus costs for maintenance and repairs noted. Fuel costs noted are just for special trips as part of expenses to bus. The Town of Hinton also covers an additional \$10,000 fuel costs annually, not shown in bus expenses, also allocation for bus capital, tires, insurance, are not shown on bus expense sheet, etc.

Jasper staff would then estimate the total all included cost for the bus service in Hinton is close to \$100,000.00 annually for all costs included if that very same service was replicated in Jasper with the same system.

Considerations for the Senior Bus Service as a Jasper Municipal Service:

The below points are some items for consideration and estimates only:

The main costs are for bus driver wages, and for the bus itself. Other costs such as insurance, fuel, booking service, tires, replacement bus, etc would need consideration. The level of service would also be a consideration, if this is a municipal service, expectations from the Senior's society are "the same or better", as would be the expectation of taxpayers of any municipal service for reliability.

A bus service for seniors and people with mobility issues is a critical factor for their quality of life in any community. How that service is delivered is the focus of the discussion proposed.



Bus Driver(s)

- Permanent full time driver. Most reliable option, most expensive. Requires a backup. This position could also be an Operator and support the Operations Department in its need for more operator staff when not on active bus duty. \$76,153 annually wages and benefits for this position level.
- Permanent part time driver. Reliable, requires more backup casual drivers and scheduling support by administration staff. Cost depends on hours set.
- Casual drivers. Requires the most ongoing effort to recruit, train and schedule by administration staff, may be most cost effective. Perhaps utilizing other bus drivers in town, however, there may be scheduling conflicts/reliability of service issues when drivers are unavailable. Cost depends on hours set.

The BUS (unit used by Senior's Society)

- Make: Ford
- Model: E450
- Year: 2002
- Odometer: 100,000 km
- Estimate about \$300.00 monthly on scheduled and light maintenance
- Current bus estimated value at about \$7,500.00
- Replacement cost of about \$85,000.00 for a new bus
- Fuel costs at about \$1500.00 per year at current service level, increased use would increase this
- Insurance, tires, parts, etc as older bus needs to be maintained

Other considerations:

- Federal and Provincial grant funding programs for transit/bussing in Alberta seem to target over 10,000 population centers, however, this area could also be explored further for opportunities for support funding
- Administration would need to have resources added or redirected time to take over the scheduling and booking of bus services for driver, also for bus service and passenger needs
- COS will include this Jasper senior's bus consideration in the recently awarded to COS: Alternate Transportation for Seniors Rural Alberta Regional Pilots grant project. This is a very small (\$10k) grant split between Edson, Jasper, Hinton and Yellowhead county (more of a regional bussing context than local), but the access to expertise on bussing will be requested for supporting Jasper's needs in this respect also
- Senior bussing has been discussed at the COS Seniors CAT team meetings, and will be again added to the agenda
- The senior's bus concept will continue to be part of the larger transit study and transportation master plan considerations as we move forward in all our other planning work also



Jasper Senior's Society, Senior's Bus Service Information (The text below provided by the Senior's Society):

Use of Bus

The bus is used regularly on Friday afternoons to take seniors and disabled passengers to and from appointments in Jasper townsite, medical clinic, legal offices, banks, pharmacies, grocery stores, postoffice, hardware store, etc. As required, transportation is provided to the health care centre for out-patient baths, hairdresser, etc. Once monthly, (third Thursday) there is an all-day run to Hinton (8:00 a.m. - 4:00 p.m.) for appointments at hospital, optometrist, denturist and shopping stops. Door-to-door service is provided on all these trips. Drivers assist with bringing shopping bags into residences. Arrangements for pick-up is prearranged via telephone.

As well as Senior Society activities, the activities director at Alpine Summit Seniors lodge arranges bookings for trips in the local area, summer days to Lake Annette, etc. and other local area activities.

Last year's log records are in the hands of the person who does the annual financial review. The months of September and October show 31 and 34 users respectively. We will be able to supply additional user numbers when the review is completed.

Condition of Bus

Jasper Tire & Auto does our regular maintenance, servicing, repairs and licensing inspections. They have been unable to give us life-expectancy estimates. The bus was purchased in 2002 and has 90k+ kilometres on it. I am hand delivering a revenue and expense statement of the Bus Account showing comparative figures for the years ending August 31, 2016 and 2017. The records for the last few years show an annual deficit of between \$11,000. and \$18,000. JSS has covered these losses by community fundraising i.e. "Keep the Bus Rolling" initiative, Community Initiatives Program Grant and cash on hand.

Future Opportunities

The bus is licensed with the province to transport seniors and disabled passengers within the province, but it could be expanded if there was a requirement to go to BC. The bus configuration will carry up to fourteen seated passengers with the possibility of anchoring in up to three passengers in wheelchairs. The bus is the only vehicle in town with a disabled lift, hence we've done a few passenger shuttles in recent years for Rocky Mountaineer Rail Tours between the station and local hotels. We make every effort not to compete with local bus and taxi companies. We can provide a copy of the insurance policy with Carleton Insurance. The coverage was increased several years ago at the request of Rocky Mountaineer.

Funding

The Society has some monies designated for bus replacement. The only ongoing funding has been an annual provincial transportation grant in the amount of \$14,964.00 passed on to us from the Municipality. This was discontinued in 2010.

The bus operation is organized by a bus co-ordinator who is paid \$350.00 monthly. This includes handling bookings, arranging for drivers and maintaining the bus. The drivers are not volunteers and receive an honorarium of \$18.00/hourly. The drivers and co-ordinator receive payment for all of their services.



The riders pay as follows:

- \$7.00 for the weekly Friday local trips;
- \$20.00 for the monthly trips to Hinton.

As we mentioned previously the Seniors bus is available for shuttles of Rocky Mountaineer Rail Tours for disabled passengers. The charge has been \$100.00 but is now increased to \$150. per trip.

We received Community Initiatives Program grants in 2011 in the amount of \$20,000. as well as the sum of \$17,000. in 2015.

We have funds invested in GIC's. Some of that money has been specifically designated for bus replacement and might be attached to the transfer of the bus but that will have to involve discussion with the membership.

We trust that the bus service for seniors and handicapped persons will be continued to the same or better level of service provided now. Several of our members attended the Transportation Master Plan Open House last fall and shared some ideas and we would welcome the opportunity to have representatives involved in future discussions if that would be helpful.

-End of Senior's Society Provided Text for Report-

Attachments:

- Letter from Jasper Senior's Society to Council requesting Municipal takeover of service
- Jasper Senior's Society Bus revenue and expense information sheet

Jasper Seniors Society

Box 94, Jasper, Alberta T0E 1E0

November 9, 2017

Mayor Richard Ireland and Council
Municipality of Jasper
P O Box 520
Jasper, AB T0E 1E0

Dear Richard:

The purpose of this letter is to inform the Municipality that the Jasper Seniors Society intends to cease operating the Seniors' and Handicapped bus service which it has operated for many years. After careful consideration by the Executive and the Bus Transportation Committee a recommendation to this effect was presented at the Annual General Meeting of the Society on October 16, 2017. A motion followed and was passed unanimously.

The Society has operated the bus for many years. The present bus was purchased in 2002 and will likely have to be replaced in the near future. The Jasper Seniors Society is operated by a volunteer board most of whom are over seventy-five years of age. The Executive feels it is not appropriate for a group of senior volunteers to be operating a transportation service. Personal liability of executive members and safety are major concerns.

The Society receives requests from other groups and organizations to use the bus. Current licensing restricts usage to seniors and disabled passengers. It could be of great benefit to the community if the bus service was not limited to the seniors and disabled. In many Alberta communities transportation needs are provided by the town council resulting in broader utilization.

We hope that Council agrees to accept transfer of the bus from the Society and continue providing this valuable service to the community. Our Executive would like to meet with Council and/or administration representatives to discuss this matter.

Sincerely,



Glenda Cornforth, President

JASPER SENIORS' SOCIETY YEAR END AUGUST 31, 2017

BUS ACCOUNT

	<u>2016/2017</u>	<u>2015/2016</u>
REVENUES:		
Bus Fares	\$ 3,885.00	\$ 4,815.00
Super A Donations	1,247.26	1,125.11
Misc Revenue	<u>870.00</u>	<u>307.00</u>
TOTAL REVENUE:	\$ 6,002.26	\$ 6,247.11
EXPENSES:		
Bus Co-or/Drivers	\$ 9,912.00	\$ 9,982.40
Insurance	2,248.00	2,088.00
Repairs/Maintenance	3,324.90	1,103.69
Fuel	1,485.41	1,465.53
Telephones	1,029.11	1,038.45
Misc. Expenses	<u>558.43</u>	<u>519.65</u>
TOTAL EXPENSES:	\$18,557.85	\$16,197.72
LOSS	-\$ 12,555.59	- \$ 9,950.61
DONATIONS RECEIVED	\$ 6,403.00	\$ 19,030.00
GRANT RECEIVED	NIL	17,000.00
NET PROFIT/(LOSS)	- (\$ 6,152.59)	+ \$26,079.39



INFORMATION REPORT

Subject: Regional Assessment Review Board Bylaw discussion

Prepared by: Christine Nadon, Legislative Services Manager

Date – Discussion: June 12, 2018

Recommendation:

That Council discuss the proposed Regional Assessment Review Board bylaw.

Background:

Council gave first reading to the proposed bylaw on June 5 and requested an opportunity for additional discussion prior to second reading. The purpose of this report is to provide additional information to Council on specific items of interest, and work towards a version of the bylaw that meets Council's expectations; is acceptable to all Partner Municipalities; and can be passed within a limited timeframe. The Town of Hinton will be considering all three readings of the proposed bylaw at their evening meeting on Tuesday, June 12.

Following discussions with members of council and regional partners, Administration proposes the following items for discussion:

- Appointment of members to a panel and selecting a presiding officer
 - *Municipal Government Act* (RSA 2000, cM-26) s. 454.11

Panels of local assessment review board

454.11(1) Where a hearing is to be held in respect of a complaint referred to in section 460.1(1), the chair of the local assessment review board must convene a panel of 3 of its members to hear the complaint.

(2) Despite subsection (1) but subject to subsection (2.1)(b) and any conditions prescribed by the regulations under section 484.1(c), a panel of a local assessment review board may consist of only one member appointed by the chair.

(3) Unless an order of the Minister authorizes otherwise, the chair must not appoint

- (a) more than one councillor to a 3-member panel, or
- (b) a councillor as the only member of a one-member panel.

(4) Where a panel consists of 3 members, the panel members must choose a presiding officer from among themselves.

(5) Where a panel has only one member, that member is the presiding officer.

- Who makes a recommendation on the selection of a Board Chair to the Partner Municipalities' councils – section 9.1 of the proposed bylaw.
- Majority of Members of the panel who do not reside in the municipality in which the property under complaint is located – section 12.4 of the proposed bylaw.
- Remuneration of Members – section 14.1 of the proposed bylaw.
- Duties of the Designated Clerk and duties of the Board Chair (currently not included in the draft bylaw).

Relevant Legislation:

- *Municipal Government Act* (RSA 2000, cM-26), Part 11, Assessment Review Boards
- Matters Relating to Assessment Complaints Regulation (AR 201/2017)

Strategic Relevance:

- Governance – Provide quality municipal services to the community
- Governance – Provide open, accountable and accessible government

Attachment:

- Bylaw #210 – Regional Assessment Review Board (draft)

MUNICIPALITY OF JASPER BYLAW #210

BEING A BYLAW OF THE MUNICIPALITY OF JASPER IN THE PROVINCE OF ALBERTA TO ESTABLISH A REGIONAL ASSESSMENT REVIEW BOARD.

WHEREAS pursuant to s. 454 of the *Municipal Government Act* (RSA 2000, cM-26), a council must by bylaw establish a Local Assessment Review Board (LARB) and a Composite Assessment Review Board (CARB).

AND WHEREAS pursuant to s. 455 of the *Municipal Government Act* (RSA 2000, cM-26), two or more Councils may agree to jointly establish a LARB and a CARB to have jurisdiction in their municipalities as a Regional Assessment Review Board.

NOW THEREFORE the Council of the Specialized Municipality of Jasper, in the Province of Alberta, duly assembled, enacts:

1. CITATION

- 1.1. This Bylaw may be cited as the "Regional Assessment Review Board Bylaw".
- 1.2. Municipality of Jasper bylaw #201, the "Inter-Municipal Assessment Review Board" is hereby repealed.

2. DEFINITIONS

- 2.1. In this Bylaw:
 - 2.1.1. "*Board*" shall mean the West Yellowhead Regional Assessment Review Board.
 - 2.1.2. "*Clerk*" shall mean the clerk appointed by each Partner Municipality to carry out the administrative functions of their municipality's Board activities;
 - 2.1.3. "*Council*" shall mean the municipal council of each respective Partner Municipality.
 - 2.1.4. "*Designated Clerk*" shall mean the person appointed to carry out the duties and functions of the clerk of the Regional Assessment Review Board in accordance with s. 456 of the *Municipal Government Act* (RSA 2000, cM-26), jointly appointed by the Councils of the Partner Municipalities;
 - 2.1.5. "*Designated Chair*" shall mean the person appointed to carry out the duties and functions of the chair of the Regional Assessment Review Board in accordance with s. 454 of the *Municipal Government Act* (RSA 2000, cM-26), jointly appointed by the Councils of the Partner Municipalities.
 - 2.1.6. "*Member*" shall mean a member of the Regional Assessment Review Board;
 - 2.1.7. "*Minister*" shall mean the Minister determined by the Province to be responsible for the *Municipal Government Act* (RSA 2000, cM-26);
 - 2.1.8. "*Partner Municipality*" shall mean the Specialized Municipality of Jasper, Town of Hinton, Town of Edson and the Town of Grande Cache, who have agreed to jointly establish the Regional Assessment Review Board;
 - 2.1.9. "*Presiding Officer*" shall mean the Member of a LARB designated to chair a hearing;

- 2.1.10. *"Provincial Member"* shall mean a person appointed as a Provincial Member to a CARB by the Minister;

3. PARTNER MUNICIPALITIES

- 3.1 The Specialized Municipality of Jasper and the Partner Municipalities hereby jointly establish a Regional Assessment Review Board to exercise the functions of a Local Assessment Review Board (LARB) and a Composite Assessment Review Board (CARB) to have jurisdiction in their municipalities.

4. REGIONAL BOARD REVIEW COMMITTEE

- 4.1 The Regional Board Review Committee shall consist of the Clerks from each Partner Municipality.
- 4.2 The Regional Board Review Committee will hold an annual meeting for the Clerks to review the CARB and LARB roles and requirements for the year.

5. ESTABLISHMENT OF BOARDS

- 5.1 The following West Yellowhead Regional Assessment Review Boards are hereby established:
- 5.1.1 One or more LARBs that consist of one Member;
 - 5.1.2 One or more LARBs that consist of three Members;
 - 5.1.3 One or more CARBs that consist of one Provincial Member; and
 - 5.1.4 One or more CARBs that consist of one Provincial Member and two Members.

6. APPOINTMENT OF BOARD MEMBERS

- 6.1 Each municipality shall be responsible to appoint two (2) or more Members to the LARBs and CARBs pursuant to this bylaw. Provided the members have taken the necessary training, the same individuals may be appointed to a LARB and CARB.
- 6.2 Each municipality may appoint one Member of their Council to the LARBs and CARBs pursuant to this bylaw. Provided they have taken the necessary training, Council Members may be appointed to a LARB and CARB.
- 6.3 Each municipality must rescind an appointment if the Member: (i) fails to successfully complete the training program set by the Minister; (ii) does not live up to their commitment to attend hearings; (iii) is no longer eligible pursuant to the Act and regulations passed thereto; or (iv) breaches the pecuniary interest provisions in s. 480 of the *Municipal Government Act* (RSA 2000, cM-26).

7. TERM OF APPOINTMENT

- 7.1 If a vacancy on the Board occurs at any time, the Regional Board Review Committee, through their respective municipal Councils, may appoint a new Member to fill the vacancy for the remainder of that term.
- 7.2 A Member may be reappointed to the Board at the expiration of his or her term.
- 7.3 A Member may resign from the Board at any time on written notice to the Designated Clerk to that effect.
- 7.4 Each municipality shall have the right to rescind the appointment of their Board member.

- 7.5 Upon being appointed, the Member must successfully complete the training as prescribed by the Minister prior to participating in a hearing.

8.0 JURISDICTION OF THE BOARD

- 8.1 The Board shall have jurisdiction to exercise the functions of a LARB and the functions of a CARB under the provisions of the *Municipal Government Act* (RSA 2000, cM-26) in respect to assessment complaints made by taxpayers of a Partner Municipality.

9.0 DESIGNATED CHAIR

- 9.1 On a rotating basis between Partner Municipalities, Board Members will select a Designated Chair from among themselves and provide this recommendation for approval to the Councils of the Partner Municipalities.
- 9.2 Councils of the Partner Municipalities must jointly appoint one Board Member as Designated Chair and must jointly prescribe the Designated Chair's term of office and remuneration and expenses.

10.0 DESIGNATED CLERK

- 10.1 Councils of the Partner Municipalities must jointly appoint a Designated Clerk for the Regional Assessment Review Board.
- 10.2 The Designated Clerk, whenever possible, will be selected from the same municipality as the Designated Chair and be appointed for the same term of office.

11.0 PRESIDING OFFICER

- 11.1 The Members of every Board established under section 5.1.2 of this bylaw will select a Presiding Officer from among themselves who will:
- 8.1.1 Preside over and be responsible for the conduct of hearings;
 - 8.1.2 Vote on matters submitted to the Board unless otherwise disqualified; and
 - 8.1.3 Sign orders, decisions, and documents issued by the Board.

12.0 HEARINGS

- 12.1 Hearings will be held at such time as determined by the Designated Clerk, in the municipality where the property under complaint is located.
- 12.2 Each Partner Municipality shall provide, at their expense, adequate facilities for the hearings in their municipality.
- 12.3 The proceedings of the Board must be conducted in public except where the Board deals with information protected from disclosure under the provisions of the *Freedom of Information and Protection of Privacy Act* (RSA 2000, cF-25) and the *Municipal Government Act* (RSA 2000, cM-26).
- 12.4 The Designated Clerk shall attempt to have a majority of Members who do not reside in the municipality in which the property under complaint is located.

13.0 FEES

- 13.1 The fees payable pursuant to s. 481(1) of the *Municipal Government Act* (RSA 2000, cM-26) shall be those established by each Partner Municipality for property located in that municipality, provided

that such fees do not exceed the maximum fees set out in the *Matters Relating to Assessment Complaints Regulation Alberta Regulation* (AR 201/2017).

14.0 COSTS AND REMUNERATION

14.1 Each Partner Municipality shall pay for administrative costs associated with the operations of the Board in their respective municipality, including remuneration for Members, the costs associated with any Provincial Members, and any legal fees.

14.2 Unless otherwise determined by the Partner Municipality which appointed the Member, Members shall receive remuneration for training sessions, meetings, decision writing, reviewing draft decisions, and hearings in accordance with the meeting fees set for municipal councillors in the respective Partner Municipality.

15.0 DISPUTE RESOLUTION

15.1 In the event that a dispute arises between any of the Partner Municipalities regarding any of the clauses in this Bylaw, or over a financial matter regarding the operation of the LARBs or CARBs, the Chief Administrative Officers of the Partner Municipalities shall meet to consider the matter.

15.2 The decision of the panel of Chief Administrative Officers will be final.

16.0 SEVERANCE

16.1 If any provision herein is found to be invalid by a court of competent jurisdiction, it shall be severed from the remainder of this Bylaw and shall not invalidate the whole bylaw.

17.0 COMING INTO EFFECT

17.1 This Bylaw shall come into force and effect on the final day of passing thereof.

READ a first time this 5th day of June, 2018

READ a second time this day of , 2018

READ a third time and finally passed this day of , 2018

Mayor

Chief Administrative Officer



REQUEST FOR DIRECTION

Subject: Proclamations Policy

Prepared by: Christine Nadon, Legislative Services Manager
Kayla Byrne, Legislative Services Coordinator

Reviewed by: Mark Fercho, Chief Administrative Officer

Date – Discussion: March 14 and May 9, 2017; June 12, 2018

Recommendation:

That Council provide feedback and general direction to Administration on the content of a new municipal policy on proclamations. The policy could also include guidelines and criteria for letters of support, or Council could opt for a 'non-proclamation' approach, declining endorsement of any non-Municipality of Jasper sponsored or initiated event, message or activity.

Background:

The Municipality of Jasper receives requests for proclamations from various organizations and agencies, including municipal departments. The Municipality does not currently have a policy to set out process and application criteria for proclamations.

Council had a preliminary discussion on this item at the March 14, 2017 Committee of the Whole meeting, where Council requested more information and examples from other communities. Most of the information below is based, with permission, on the City of Airdrie's *Proclamation, Letter of Support and Illumination of City Facilities Policy (#P-05/2008)*.

Scope:

- Policies in other communities are either listed as non-proclamation policies; proclamation policies; or proclamations and letters of support policies. The City of Airdrie also includes "illumination of municipal facilities", addressing multiple possible third-party requests under one policy statement. Flag raisings could also be included in a Jasper policy as it is a common request in our community.

Purpose:

- To set out the application process and eligibility criteria for proclamations (and letters of support?) to be issued by the Municipality of Jasper.

Process:

- Requests for proclamations must be in writing and received at least ten (10) days prior to the applicable Council meeting at which the request will go forward. The request should be sent to the Legislative Services department, and must indicate whether the applicant wishes to appear before Council to present the proclamation request.
- All requests must contain a draft copy of the wording of the proclamation. The Municipality of Jasper

may revise the wording of the proclamation at the request of Council.

- Organizations may only request one (1) proclamation annually.

Proclamation Criteria:

- A request for proclamation should meet at least one of the following criteria:
 - The sponsoring agency be a charitable organization located or having a presence within the Municipality;
 - The cause be one of national significance and be brought forward and endorsed by a resident of the Municipality of Jasper;
 - The cause be one of benefit to the majority of the residents of Jasper;
 - The cause be an initiative of the Municipality of Jasper.
- Requests for proclamations will not be issued for:
 - Matters that are politically or religiously motivated or represent individual conviction;
 - Campaigns, events or activities that are contrary to the Municipality of Jasper's policies or bylaws;
 - Individuals or organizations that espouse discrimination, hatred, violence or racism;
 - Individuals or organizations that are not directly related to the community or do not represent a local interest;
 - Events or activities intended for profit-making purposes.

Communication:

- The proclamation will be posted on the Municipality of Jasper's website under Latest News. All other advertising, publicity or media coverage is the responsibility of the organization or person requesting the proclamation.

Attachments:

- City of Airdrie Proclamation, Letter of Support and Illumination of City Facilities Policy
- Town of Banff Non-Proclamation Policy

CITY OF AIRDRIE
PROCLAMATION/LETTER OF SUPPORT POLICY/
ILLUMINATION OF CITY FACILITIES

Effective Date: November 3, 2008

Revision Date: _____

Approved By: City Council

Approved On: November 3, 2008

Resolution #: 2008-C-388

Revision Date: October 19, 2015

Resolution #: 2015-C-342

PURPOSE:

The purpose of this policy is to set out the application process and criteria for the issuance of Proclamations, Letters of Support and the illumination of City facilities.

POLICY:

Proclamations:

1. Requests for a proclamation must be in writing and received at least ten (10) days prior to the applicable Council Meeting at which the request will go forward. The request can be sent to the following:

Airdrie City Council
c/o Legislative Services
400 Main Street SE
Airdrie, AB T4B 3C3

Email: legislative.services@airdrie.ca
Fax: (403) 948-6567

The request must indicate whether the requestor wishes to appear before Council to present his/her request for the proclamation. Please note that presentations are to be kept to five (5) minutes.

2. All requests for proclamations must contain a draft copy of the wording of the proclamation. The City of Airdrie may revise the wording of the proclamation at the request of Council.
3. A request for a proclamation should meet at least one of the following criteria:
 - a) the sponsoring agency be a charitable organization located or having a presence within the municipality;

- b) the cause be one of national significance and be brought forward and endorsed by a citizen of the city of Airdrie;
 - c) the cause be one of benefit to the majority of the citizens of Airdrie;
 - d) the cause be an initiative of the City of Airdrie (the corporation).
4. Requests for proclamations will not be issued for:
 - matters that are politically or religiously motivated or represent individual conviction;
 - campaigns, events or activities that are contrary to the City of Airdrie's policies or bylaws;
 - individuals or organizations that espouse discrimination, hatred, violence or racism;
 - individuals or organizations that are not directly related to the community or do not represent a local interest
 - events or activities intended for profit-making purposes.
5. Organizations may only request one (1) proclamation annually.
6. The proclamation will be posted on the City of Airdrie's website under Public Notices. A short reference to the proclamation will be published in the City Connection (providing advertising deadlines can be met) and will direct the public to the website to view the proclamation. All other advertising, publicity, or media coverage is the responsibility of the organization or person requesting the proclamation.

Please note that City Council meets the first and third Monday of each month when considering your timelines for submitting the request.

Letters of Support:

1. Requests for a letter of support must be in writing and received at least ten (10) days prior to the applicable Council Meeting at which the request will go forward and fourteen (14) days prior to the date the requestor requires the letter. The request can be sent to the following:

Airdrie City Council
c/o Legislative Services
400 Main Street SE
Airdrie, AB T4B 3C3

Email: legislative.services@airdrie.ca
Fax: (403) 948-6567

The request must indicate whether the requestor wishes to appear before Council to present his/her request for the letter of support. Please note that presentations are to be kept to five (5) minutes.

2. Requests for letters of support must provide details regarding the grant being applied for, grant amount, contact information of who the letter should be addressed to, and background information on the organization requesting the letter. A draft copy of the letter of support should be provided to include in the Council agenda package.
3. Once signed, the letter of support will be provided to the requesting organization who is then responsible for forwarding the letter to the appropriate organization.
4. If the letter of support is for a grant involving a City-owned facility, the request must be routed through the Community Services Advisory Board prior to being presented to Council. The request must be received by the Community Services Advisory Board ten (10) days prior to their meeting and can be sent to the following:

Community Services Advisory Board
City of Airdrie
400 Main Street SE
Airdrie, AB T4B 3C3

Email: community.services@airdrie.ca
Fax: (403) 948-6567

Please note that City Council meets the first and third Monday of each month and the Community Services Advisory Board meets the second Monday of each month when considering your timelines for submitting the request.

Requests to Illuminate City Facilities:

1. Requests to illuminate City facilities must be in writing and received at least thirty (30) days prior to the applicable Council Meeting at which the request will go forward. The request can be sent to the following:

Airdrie City Council
c/o Legislative Services
400 Main Street SE
Airdrie, AB T4B 3C3

Email: legislative.services@airdrie.ca
Fax: (403) 948-6567

The request must indicate whether the requestor wishes to appear before Council to present his/her request for the illumination of City facilities. Please note that presentations are to be kept to five (5) minutes.

2. A request to illuminate City facilities should meet at least one of the following criteria:

- a) the sponsoring agency be a charitable organization located or having a presence within the municipality;
 - b) the cause be one of national significance and be brought forward and endorsed by a citizen of the City of Airdrie;
 - c) the cause be one of benefit to the majority of the citizens of Airdrie;
 - d) the cause be an initiative of the City of Airdrie (the corporation).
3. Requests for illumination will not be issued for:
- matters that are politically or religiously motivated or represent individual conviction;
 - campaigns, events or activities that are contrary to the City of Airdrie's policies or bylaws;
 - individuals or organizations that espouse discrimination, hatred, violence or racism;
 - individuals or organizations that are not directly related to the community or do not represent a local interest
 - events or activities intended for profit-making purposes.
4. Organizations may only make one (1) request annually. Requests for illumination that exceed one day will not be considered (please note that proclamations may be requested for longer periods of time). In the event that multiple requests are received for the same day, the first request that is received by the City of Airdrie shall be considered first by Council.
5. All advertising, publicity, or media coverage regarding the event is the responsibility of the organization or person making the request.

Please note that City Council meets the first and third Monday of each month when considering your timelines for submitting the request.

All information/correspondence addressed to Council members or any of Council's boards and committees may become part of the public record unless written direction is received requesting otherwise. This means that your submission, in its entirety, may form part of the public agenda posted to the Internet. Personal information will not be severed. By providing information in your submission, you are deemed to consent to its public release.

"P. Brown"

Mayor

"S. Pollyck"

City Clerk

POLICY Non-Proclamation Policy



Policy C1002

Adopted by Council:	1998.07.13	Administrative Responsibility:	Legislative Services
Council Resolution #:	COU98-343	Last Review Date:	2016.02.08
Modified by Resolution #:	COU16-40	Next Review Date:	2020
Replaces:	C22 (renumbered 2016.02.08)		

1.0 POLICY

Council shall not make or authorize a formal endorsement of any non-Town of Banff sponsored or initiated event, message, interest or activity.

2.0 PURPOSE

This policy is intended to guide council and administration in dealing with requests for proclamations. This making of such proclamations regarding non-Town matters is not within the legislative requirements or purpose of the Town.

3.0 DEFINITION

- 3.1 **Proclamation** means a formal public statement made by a mayor on behalf of council to declare a day, week or month to raise awareness for an event of cause.

4.0 STANDARDS

- 4.1 Any requests for a Proclamation received by the Town shall be directed to the Executive Assistant.
- 4.2 The Executive Assistant will inform the requesting group or individual of this policy.

This policy shall be in effect on the date it is approved by resolution of Council.

Dear Town Council,

The threat of the fire to the town of Jasper worries me as many other residents. Despite the fact that the evening session coordinated last May 7 was an excellent initiative, the fact remains that because of the limited space and the back noise, many were not able to receive all the information provided during this evening event.

I feel it is necessary to organize another one in a much bigger place, such as the Activity Centre where people would be able to sit and see properly.

I would suggest having a panel of people ready to give information such as:

- Mr Ken Hodges and Mr Emile Begin (the two BC reseachers)
- Mr Greg Van Tigham, our Fire chief
- Mr Alan Fehr and Ms. Tanya Letcher from Parks Canada
- Mr Mark Fercho from the municipality
- A lawer
- Mr Jim Eglinski, Member of Parliament for Yellowhead
- Insurance Agent (Carlton Insurance Brokers)

As among other things, residents also need to be informed of how the return will coordinated be after a possible fire evacuation. What will be the assistance provided to the residents as for those, for example, whose houses are burned? What is the legal responsibility of Parks Canada for the protection of the Leaseholders?

I would like you to seriously consider this request on your council meeting next Tuesday.

Sincerely,

Marie-France Miron