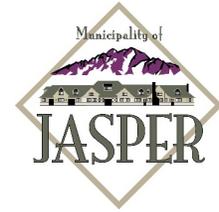


MUNICIPALITY OF JASPER
REGULAR COUNCIL MEETING AGENDA
Date: February 4, 2020 | Time: 1:30 p.m.
Place: Quorum Room, Jasper Library and Cultural Centre



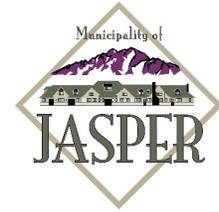
- 1 CALL TO ORDER**
- 2 APPROVAL OF AGENDA**
 - 2.1 Regular meeting agenda, February 4, 2020 attachment
- 3 APPROVAL OF MINUTES**
 - 3.1 Regular meeting minutes, January 21, 2020 attachment
- 4 PRESENTATIONS**
 - 4.1 HI Jasper Property Tax Exemption Proposal – *Alistair McLean, HI* attachment
- 5 BUSINESS ARISING FROM PREVIOUS MINUTES**
- 6 DEPARTMENT REPORTS**
 - 6.1 Community and Family Services attachment
- 7 REQUESTS FOR DIRECTION**
 - 7.1 Operations Operating Budget attachment
 - 7.2 Finance and Administration Operating Budget attachment
- 8 BYLAWS**
 - 8.1 Bylaw Summary attachment
 - 8.2 Supplementary Assessment of Improvements 2020 – *3rd reading* attachment
 - 8.3 Supplementary Tax Bylaw 2020 – *3rd reading* attachment
- 9 REQUESTS FOR DECISION**
 - 9.1 Notice: 2020 Capital Budget Parking Lot Items (Operations) attachment
 - 9.2 RFD: C&R 2020 Capital Budget Parking Lot Items (Main Entrance Demolition) attachment
 - 9.3 Notice: Exemption from Intermunicipal Development Plan attachment
 - 9.4 RFD: Councillors Kelleher-Empey and Journault’s attendance at FCM 2020 attachment
 - 9.5 RFD: Councillor McGrath’s attendance at Education Symposium – *waiver requested* attachment
- 10 CORRESPONDENCE FOR INFORMATION, CONSIDERATION OR ACTION**
 - 10.1 Municipal Leaders’ Caucus – *AUMA* attachment
 - 10.2 Loan Repayment Notice – *Alberta Capital Finance Authority* attachment
- 11 OTHER NEW BUSINESS**
- 12 COUNCILLOR REPORTS**
- 13 UPCOMING EVENTS**

Feb. 11: JPCC general meeting, Sawridge, 8 am
Feb. 11: Intergovernmental Meeting, Parks Canada Lower Boardroom, 1:30 pm
Feb.12: Community Conversations, CFS boardroom, 10:45 am – 4 pm

MUNICIPALITY OF JASPER
REGULAR COUNCIL MEETING AGENDA

Date: February 4, 2020 | Time: 1:30 p.m.

Place: Quorum Room, Jasper Library and Cultural Centre



Feb. 18: Culture and Recreation Facilities and Services Review meeting, Quorum Room, 9:30 am

14 IN CAMERA

14.1 Deliberative Matter: Intergovernmental Agenda – FOIP, S. 21

15 ADJOURNMENT

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

Municipality of Jasper

Strategic Priorities 2018-2022

Council's aspiration is the continued enhancement of Community Health within the framework of the effective, efficient and fiscally responsible provision of municipal services.

To achieve that aspiration, Council has identified six priority areas on which to focus its efforts during the next four years.

Council's Mission

Council's mission is to advance the community's vision and interests by:

- fostering positive relationships;
- responsibly managing municipal finances and assets (through committed adherence to the municipal Asset Management Plan); and
- delivering municipal service levels effectively, efficiently and affordably.



Municipality of Jasper
Regular Council Meeting Minutes
Tuesday, January 21, 2020 | 1:30 p.m.
Quorum Room, Jasper Library and Cultural Centre

Present Mayor Richard Ireland, Deputy Mayor Jenna McGrath, Councillors Helen Kelleher-Empey, Scott Wilson, Paul Butler, Bert Journault and Rico Damota

Also present Mark Fercho, Chief Administrative Officer
Christine Nadon, Legislative Services Manager
Kayla Byrne, Legislative Services Coordinator
Yvonne McNabb, Director of Culture and Recreation
Natasha Malenchak, Director of Finance and Administration
Greg Van Tighem, Director of Protective Services
Nicolle Hodges, Fitzhugh

Call to order Mayor Ireland called the meeting to order at 1:31 pm.

Additions to the agenda MOTION by Councillor Journault – BE IT RESOLVED that Council add the following item to today’s agenda:

#11/20

- 11.1 Notice of motion for Councillor Kelleher-Empey and Councillor Journault to attend the FCM conference in Toronto from June 4-7, 2020.

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

Approval of agenda MOTION by Councillor Wilson – BE IT RESOLVED that Council approve the agenda for the regular meeting of January 21, 2020 as amended.

#12/20

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

Approval of regular minutes MOTION by Councillor Journault – BE IT RESOLVED that Council approve the minutes of the January 7, 2020 regular Council meeting as presented.

#13/20

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

Requests for direction: Administration presented adjustments to the Protective Services operating budget and inquired if additional information is required on any of the proposed items for Protective Services, prior to the complete 2020 operating budget being brought forward for approval.

Protective Service Operating Budget

Councillors requested a detailed breakdown of the wage and benefits increase in the bylaw services budget.

Culture and Recreation Administration inquired if Council requires additional information on any of the proposed items for Culture and Recreation, prior to the complete 2020 operating budget being brought forward for approval.

Operating Budget

Councillors requested more information on the camp expenses and revenues, including a breakdown for different types of camps.

Bylaw Summary	Council received a list of bylaws currently in force and those in various stages of readings.
Supplementary Assessment of Improvements 2020 #14/20	<p>MOTION by Councillor Butler – BE IT RESOLVED that Council read for the first time bylaw #224, the Supplementary Assessment of Improvements 2020 Bylaw, being a bylaw of the Specialized Municipality of Jasper in the province of Alberta to authorize the supplementary assessment of improvements for the taxation year 2020.</p> <p>FOR 7 Councillors</p> <p>AGAINST 0 Councillors</p> <p>CARRIED</p>
Supplementary Assessment of Improvements 2020 #15/20	<p>MOTION by Councillor Butler – BE IT RESOLVED that Council read for the second time bylaw #224, the Supplementary Assessment of Improvements 2020 Bylaw, being a bylaw of the Specialized Municipality of Jasper in the province of Alberta to authorize the supplementary assessment of improvements for the taxation year 2020.</p> <p>FOR 7 Councillors</p> <p>AGAINST 0 Councillors</p> <p>CARRIED</p>
Supplementary Tax Bylaw 2020 #16/20	<p>MOTION by Councillor Kelleher-Empey – BE IT RESOLVED that Council read for the first time bylaw #225, Supplementary Tax Bylaw 2020 Bylaw, being a bylaw of the Specialized Municipality of Jasper in the province of Alberta to authorize the imposition of a supplementary tax for the taxation year 2020.</p> <p>FOR 7 Councillors</p> <p>AGAINST 0 Councillors</p> <p>CARRIED</p>
Supplementary Tax Bylaw 2020 #17/20	<p>MOTION by Councillor Kelleher-Empey – BE IT RESOLVED that Council read for the second time bylaw #225, Supplementary Tax Bylaw 2020 Bylaw, being a bylaw of the Specialized Municipality of Jasper in the province of Alberta to authorize the imposition of a supplementary tax for the taxation year 2020.</p> <p>FOR 7 Councillors</p> <p>AGAINST 0 Councillors</p> <p>CARRIED</p>
Recess	Mayor Ireland called a recess from 3:08 pm until 3:17 pm.
Sidewalk and parking plugs #18/20	MOTION by Councillor Wilson – BE IT RESOLVED that Council approve the addition of the replacement of the front sidewalk and parking plugs to the 2020 capital budget for a total budgeted expenditure of \$20,000 to be paid from restricted reserves.

	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Training room renovation #19/20	MOTION by Councillor Wilson – BE IT RESOLVED that Council approve the addition of the training room renovation at the Emergency Services Building to the 2020 capital budget for a total budgeted expenditure of \$30,000 to be paid from restricted reserves.		
	FOR 6 Councillors	AGAINST 1 Councillor (Councillor McGrath)	CARRIED
Floor cleaner #20/20	MOTION by Councillor Butler – BE IT RESOLVED that Council approve the addition of the floor cleaner to the 2020 capital budget for a total budgeted expenditure of \$5,000.		
	FOR 5 Councillors	AGAINST 2 Councillors (Councillors Damota and Journault)	CARRIED
Tractor/floor machine #21/20	MOTION by Councillor Butler – BE IT RESOLVED that Council approve the addition of a tractor/floor machine to the 2020 capital budget for a total budgeted expenditure of \$30,000.		
	FOR 5 Councillors	AGAINST 2 Councillors (Councillors Damota and Wilson)	CARRIED
Retile basement showers #22/20	MOTION by Councillor Journault – BE IT RESOLVED that Council approve the capital expenditure of \$50,000 to retile the Activity Centre basement showers in 2020.		
	FOR 6 Councillors	AGAINST 1 Councillors (Councillor Damota)	CARRIED
Storage room wall #23/20	MOTION by Councillor Kelleher-Epey – BE IT RESOLVED that Council approve the addition of a storage room wall to the 2020 capital budget for a total budgeted expenditure of \$50,000; and if quotes come in higher Administration must come back to Council.		
	FOR 5 Councillors	AGAINST 2 Councillors (Councillors Damota and McGrath)	CARRIED
Meeting extension #24/20	MOTION by Councillor McGrath – BE IT RESOLVED that Council continue today’s meeting past the four hour mark.		

	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Curling rink slab replacement #25/20	MOTION by Councillor Butler – BE IT RESOLVED that Council approve the addition of the curling rink slab replacement to the 2020 capital budget for a total budgeted expenditure of \$600,000 including the grant contribution of \$300,000.		
	FOR 5 Councillors	AGAINST 2 Councillors (Councillors Wilson and Journault)	CARRIED
Other Culture & Recreation capital requests	Councillors indicated they would like more of a policy level discussion for the arena universal accessible change rooms project; would like an overall plan for the main entrance upgrades; would like to discuss the parking lot paving and drains at the same time as the office and meeting space design and construction project; and would like more information on relevant fire codes before making any decisions on the Activity Centre fire spray request.		
EPCOR One Year Contract for the Jasper Wastewater Plant #26/19	MOTION by Councillor Damota – BE IT RESOLVED that Council authorize the Mayor and CAO to enter into a one-year contract with EPCOR to operate the Municipality of Jasper’s Waste Water Treatment Plant.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Correspondence: Accessibility in Jasper	Council received a letter regarding a lack of accessible businesses in Jasper. Mayor Ireland has replied to Mrs. Erickson.		
Other New Business	In accordance with Policy B-003: Council Member Development Opportunities, Councillors Kelleher-Empey and Journault requested that Council give notice to a request for decision for their attendance at the 2020 FCM conference in Toronto. Without objection from Council, this will return for decision at the next regular meeting.		
	Councillors indicated they would like to update the aforementioned policy. This policy has been referred to the Legislative Committee.		
Councillor Reports	Councillor Journault inquired if there are radon detectors in municipal facilities. Administration confirmed there are.		
	Councillor McGrath inquired about writing a letter, on behalf of Council, to the province in support of Parent Link, which is scheduled to be terminated in the near future. Without objection from Council, Councillor McGrath will draft a letter.		

Councillor Damota attended a Culture and Recreation Board meeting.

Councillor Kelleher-Empey attended some IRC meetings for Community Futures; and noted there are some new up and coming businesses preparing to take off in the region.

Mayor Ireland attended a Jasper Yellowhead Museum and Archives meeting, where it was announced that the board has authorized the executive committee to engage a contractor to do a governance and operations review and come up with a business plan.

Mayor Ireland, Councillors Kelleher-Empey and Butler attended a Twinned Communities Committee meeting to discuss the 2020 delegation to Hakone. An update for Council is scheduled for the next committee of the whole meeting.

Councillors McGrath and Damota will not be at the February 4 meeting.

Adjournment
#27/20

MOTION by Councillor Journault – BE IT RESOLVED that, there being no further business, the regular meeting of January 21, 2020 be adjourned at 6:14 pm.

FOR
7 Councillors

AGAINST
0 Councillors

CARRIED

Mayor

Chief Administrative Officer

MEMORANDUM

Date: January 15, 2020
To: Municipality of Jasper Council
From: Alistair McLean, CEO
RE: HI Jasper Property Tax Exemption Proposal

Mayor & Council,

Further to our presentation to Council on August 13, 2019 and the takeaways from that meeting please find attached a revised proposal for consideration at the Tuesday, February 04, 2020 council meeting.

I hope you have had the chance to visit the new hostel since its Grand Opening in September and understand the investment and commitment to the community.

We look forward to meeting with Council and discussing this revised proposal.

Sincerely,



Alistair McLean



Municipality of Jasper Draft Property Tax Exemption Proposal

WHO WE ARE

About HI Canada

HI Canada is a not-for-profit organization with more than 50 hostels across the country and is part of an extended global family of 3,300 hostels in 64 countries.

Mission

HI Canada is dedicated to building a community of conscious travellers who share a greater understanding of people, places and cultures.

Values

The organization aims to create a better world by welcoming people and ideas from all places. By bringing people together in our hostels, we aim to foster unity and build a stronger community through a better, low-impact way of travelling. It all starts with being thankful and respectful to the people and places that make each experience and destination unique and memorable.

CONTRIBUTIONS TO JASPER

Housing

Since 2002, HI Canada has been offering a Job Seeker's Package at several city and resort hostels in Western Canada. Over this 17-year history, HI Banff, HI Vancouver and HI Whistler have accommodated thousands of eager job seekers into cities and towns where young travellers would otherwise struggle to find temporary, affordable housing.

At HI Banff Alpine Centre, an average of 520 guests are accommodated for temporary housing each year over the past 5 years, though some years have seen nearly double that figure. These young travellers and seasonal workers stay approximately two weeks at the hostel before moving to rental housing in town. Given its history, HI Banff Alpine Centre has become the go-to recommendation for temporary, seasonal housing for staff of local businesses. We hope to replicate this success in Jasper.

The new HI Jasper hostel launched its Job Seeker program in the fall of 2019 to similarly help alleviate the temporary housing shortage in town in late fall and early spring period when temporary housing need is at its greatest. This multi-night stay package is fully-flexible, allowing a guest to check-out early and receive



a refund, after a minimum of four nights, for any unused nights. The program is available year-round at lower rates than a normal dorm bed rate and will be promoted locally, on our website and is bookable online at hihostels.ca.

HI Jasper will work closely with local businesses to help address the housing and staffing challenges in Jasper. The hostel will feature a job board for open positions in the community and will actively respond to business needs by offering interview clinics at the hostel with prospective employers or hosting job fairs.

HI Sponsorship of Local Services

As an active community partner in the localities in which we operate, HI Canada commits to the following services and provisions during the term of this agreement in lieu of payment of a property tax in Jasper and the rescindment of the new HI Jasper property tax bylaw:

1. Temporary Housing Solution

HI Jasper was built with the temporary housing shortage in Jasper in mind. In response, 35 beds (or 22% of beds) were added to the hostel’s total capacity due to the housing shortage and resulted in a \$2 million increase to the cost of the hostel build project.

HI Jasper commits to setting aside two dorms (8 dorm beds) year-round for seasonal staff housing for local Jasper businesses. The average daily rate for HI Jasper’s dorm bed rack rate is \$45.00 / night but these seasonal housing beds will be rented out at \$12.50 / night or \$375.00 / month per bed for the first year.

Contribution: \$71,175

Annual Average Rack Rate \$45.00 per night for the 8 beds: \$131,400
 Annual Discounted Rate \$12.50 per night for the 8 beds: \$36,500
 Annual Loss Revenue to HI Jasper @75% occupancy: \$71,175

2. Annual Payments to Municipality of Jasper

HI Jasper commits to pay to the Municipality of Jasper the following annual amounts indicated below (subject to 5-year renewal of this agreement):

Year	Value
2020	\$35,000
2021	\$38,000
2022	\$40,000
2023	Increase in line with annual property tax % increase.
2024	Increase in line with annual property tax % increase.
2025	Increase in line with annual property tax % increase.



3. **Jasper Victim Services Unit**

HI Jasper will work with the Jasper Victim Services Unit (JVSU) in offering last minute private rooms at the hostel to accommodate, where possible, victims of crime or trauma in Jasper National Park.

In discussions with Jasper Victim Services (JVSU), they anticipate the need for roughly 20 room nights per year and currently stay at the Athabasca Hotel at an average rate of \$135 per night. HI Jasper commits to charge JVSU \$100.00 per night in a private room, a 37.5% discount on our standard rack rates and a 25.9% savings for JVSU.

Contribution to Town of Jasper: \$1,200

HI Jasper Retail rate: \$160.00 / night

Jasper Victim Services Rate: \$100.00 / night (37.5% discount)

Cost to HI Jasper: \$1,200.00

Savings to Jasper Victim Services: \$700.00

4. **Use of Wilderness Hostel Facilities by Not-for-Profit Groups**

Provide and make available for use by the Jasper Elementary School, the Jasper Junior / Senior Secondary School, youth groups and other qualifying not-for-profit organizations based in Jasper whose main focus is community improvement through active community service, without cost, up to 500 overnights per year at wilderness hostel facilities located in Athabasca Falls, Beauty Creek, Maligne Canyon and Mount Edith Cavell. Bookings may be made year-round, up to six weeks in advance, and are subject to availability.

Based on our experience in Banff, these free overnights are also often used by the local schools and other not-for-profit organizations in fundraising efforts. These free overnights are raffled or used in silent auctions to help raise funds for other school activities and projects.

Contribution: \$16,000

Daily rate \$32 per night per bed x 500 overnights = \$16,000

5. **New Jasper Lift Station**

HI Jasper contributed \$330,000 (or 27.5%) of the \$1.2 million cost to construct the new Jasper Lift Station located behind the Home Hardware on Sleepy Hollow Road. HI Jasper's early commitment and upfront payment in 2018 enabled the town to proceed with this much needed addition and work began earlier than the town budget allowed. This new lift station not only meet the needs of the hostel but also allows for further development of the area for staff housing and other community services on Connaught Drive.



6. **Free Meeting Space for Local Not-for-Profit Groups**

HI Jasper's meeting room will be made available at no cost to local not-for-profit organizations, subject to availability.

7. **Donations**

HI Jasper will contribute two thousand (\$2,000) dollars annually to a to-be-named Jasper bursary or project approved by town council.

HI in the Community

HI Canada is committed to sustainability and take actions that have a positive impact on the environment, our communities and our economy.

HI Canada is pleased to be part of the Jasper community and feel privileged to be an active member of the town. The team at HI Jasper has a long history of contributing to make Jasper and the surrounding National Park a better place to live and visit.

- **Joy in Nature.** HI Jasper is a founding participant that awards a winter weekend for a school or youth group from Alberta in a chance to stay overnight in Jasper. Partners in this program include Marmot Basin and the Palisades Stewardship Education Centre.
- **Accessible Hostels.** As part of our ongoing mission to welcome all travellers to Canada's Parks, all HI hostels within Jasper National Park have been made accessible in conjunction with the Canadian Parapalegic Association, Alberta Division. Accessible hostels have created a new avenue to experience the town of Jasper, the rest of the National Park, mountains and trails for those who would otherwise have limited opportunity to do so. Cost to upgrade the wilderness hostels was \$65,000.
- **Friends of Jasper National Park.** HI Jasper and its staff have volunteered with the Friends of Jasper National Park on trail reclamation projects.
- **Highway clean-up.** HI Jasper staff have volunteered with Parks Canada on highway clean-up for the past 4 years.
- **Mountain Bike Training Park.** In 2018, HI Jasper donated \$5,000 towards the design and development of the proposed Mountain Bike Training Park on Connaught Drive in Jasper.
- **Jasper Victim Services Golf Tournament & Fundraiser.** In 2019, HI Jasper was a hole sponsor of the JVSU's annual golf tournament fundraiser and provided a \$350 gift certificate for a 2 night stay in an owned HIC PM Region hostel for the silent auction. A similar commitment is planned for 2020.
- **Jasper Folk Music Festival.** HI Jasper was a gold guitar sponsor of the 2019 Jasper Music Festival with plans for 2020.



- **EV Car Chargers.** HI Jasper is now one of two sites in Jasper town to offer our guests and the public EV car charging capabilities. Installation costs for these two chargers was \$13,408.

International Leadership

HI Canada is part of a global not-for-profit hostelling community around the world. Through our global initiatives, we hope to promote a greater understanding of people, places and cultures, through the education of peace, environment and global friendship. Here are a few examples of our programs which seek to raise awareness and enhance sustainable development throughout the HI network.

1. Sleep for Peace

At HI Canada, we believe that exploration and travel lead to a better understanding of other cultures, which in turn, creates a peaceful, smarter, and more tolerant world. Each year, HI associations around the globe, including Canada, celebrate Sleep for Peace, a campaign initially launched in the US in 2013 and now supported and endorsed by the UNWTO.

Held annually in late September, HI Canada donates \$1 for every overnight to the HI Canada youth travel foundation – who provide annual bursaries for young people to travel and explore the world.

2. HI Sustainability Fund

The Hostelling International Sustainability Fund was introduced in 2013, with the aim of helping our customers offset their overnights and reduce the carbon footprint of our HI Hostels in the network.

Since 2013, HI Canada has been awarded three grants to support the following sustainable projects:

- 2016: HI Rampart Creek Hybrid Refrigerator
- 2015: HI Athabasca Falls Solar Power Installation
- 2014: HI Yoho National Park Micro Hydro Installation

3. Hostelling International sits on the Board of the WTO

Hostelling International, through our representative in the US, is part of the Board of Directors of the World Tourism Organization, the United Nations agency responsible for the promotion of responsible, sustainable and universally accessible tourism. HI also sits on the Management Board of the World Youth and Student Educational Travel Confederation, a global not-for-profit dedicated to promoting and developing opportunities for young travellers, and the youth, student and educational travel industry that serves them.



4. Destination Canada's Youth Travel Initiative

HI Canada CEO, Alistair McLean, served as chair of the Youth Travel Council from 2015 - 2018. This temporary council was assembled by Destination Canada to help develop and promote youth travel infrastructure within Canada for the Millennial and Generation Z markets.

Summary of HI Jasper Contributions to Town of Jasper

Contributions	Value
Temporary housing (8 dorm beds)	\$71,175
Jasper bursary (donation)	\$2,000
Annual contribution (see chart on page 2)	\$35,000
Free wilderness overnights	\$16,000
Jasper Victim Services	\$1,200
Mountain bike training park	\$5,000
Jasper Victim Services Golf Fundraiser	\$545
Jasper Music Festival	\$1,000
TOTAL	\$131,920



**COMMUNITY & FAMILY SERVICES
DIRECTOR'S REPORT**

Jan. 7, 2020

Submitted by: Kathleen Waxer, Director

Reporting period: September to December 2019

Community and Family Services

Expression of Interest: In November, the Municipality of Jasper received notice that the Government of Alberta is terminating all Children's Services contracts as of March 31, 2020. These contracts fund both management and outreach services positions within the CFS department. The Government of Alberta also announced a new Expression of Interest (EOI) opportunity for the establishment of Family Resource Networks across the province. Through the EOI process, the Municipality of Jasper applied to replace some of the funding that Community and Family Services will lose as of March 31, 2020.

Recognizing that the Government of Alberta's new approach mirrors what the Municipality of Jasper has been implementing locally for over 25 years, CFS was approached by the Hinton Friendship Centre and Edson Friendship Centre, Yellowhead County and the Town of Edson's Family and Community Support Services (FCSS) offices with a request to act as the anchor organization (called the Hub) for the proposed network area, which will be made up of several communities including: Jasper, Hinton, Edson, Yellowhead County and potentially Grande Cache.

CFS worked with its regional counterparts to develop a proposal that meets the province's new framework for service delivery and submitted an application on Jan. 15. We expect to hear back from Children's Services in March.

FCSSAA: In November, I attended the Family and Community Support Services Association of Alberta Conference along with a number of staff. The annual conference brings together FCSS workers from around the province to share their successes and challenges, participate in professional development and learn from one another. This year's conference came a week after the Government of Alberta's termination of Children's Services contracts. As a result, I spent much of the conference meeting with my counterparts around the province to discuss how to proceed with the EOI.

Emergency Social Services: The Assembly Point Guide is now complete and has been shared with the province, the regional municipality of Wood Buffalo, as well as with Council. The full ESS plan is finished, as well, however it will always be a work in progress as new best practices are developed. ESS Facility kits have been stocked and assembled and are ready to be placed in locations around town. Mutual aid agreements, and ESS facility agreements, are also in place. In September, we partnered with Emergency Services to have a booth at the Rec. and Resource Fair to share information about emergency preparedness, as well as volunteer opportunities in the case of an emergency.

Community Development – September through December 2019

Capacity Building for Community Coalitions – Funding from Alberta Health Services ending Oct. 31, 2019

The 'Host-Your-Own-Conversation' initiative continued through September – December and there were three more conversations hosted by Jasper Community Team members gleaned perspective from groups that are not normally present at the Community Conversations. Discussions happened with English Language Learners, new parents and immigrants to Jasper. We were successful in securing this funding again in 2020. It will allow CFS to continue the 'Host Own Conversation' initiative, Lunch and Learn sessions on mental health and addictions and it will support the 2020 Rec. and Resource Fair.

Alberta Healthy Communities Initiative – Funding from AHS ending March 26, 2022

This initiative aims to establish and nurture local 'community teams' around the province. The funder is particularly interested in Jasper as it boasts a long-standing and enduring 'community team' that strives to promote optimal

wellbeing for residents of all ages. The funder attended Community Conversations in September and October and is interested in funding a family resource handbook for Jasper.

Crime Prevention Initiatives and Services – Funding from Alberta Justice’s Civil Forfeiture Fund

This funding will support vulnerable adults through Community Outreach Services and the Jasper Community Team. Part of the project involves hiring a consultant who will measure the social return on investment (SROI) of the project. Edmonton’s Catalyst Research and Development has been selected to undertake this work. Since then, we have met with Catalyst a few times to develop and refine a data collection tool that will assist them in plotting changes in a client’s capacity to live a crime-free life. At the end of the two-year funding period, the Municipality of Jasper will have calculated the return on investing in Community & Family Services’ unique model of human service delivery. This is valuable because it can be difficult to measure preventative efforts in a community.

Measuring Municipal Inclusion – Funding from Alberta Urban Municipalities Association (AUMA)

With approval from Council, CFS submitted an application to the AUMA to take part in a project that will see us measure our Municipality’s level of inclusivity and then take steps to improve it. In September, CFS was notified that the application was successful. Since then, CFS staff have tested out the demographics tool that was developed for the project and have identified various individuals within all levels of the Municipality to engage in this assessment process with the goal of gathering robust and well-rounded data that will inform the action plan. The results of the assessment process, as well as a proposed action plan and budget, is due to AUMA by Feb. 20, 2020.

Training and Capacity Building for JCT Members – Funding from the Jasper Community Team Society

Members of the JCT identified that being trauma-informed within the human services realm is of value. Knowing that, we applied for funding through the Jasper Community Team Society to bring Trauma-Informed Care Training to Jasper. We are in the process of booking and confirming the training, which will take place before March.

The Recreation and Resource Fair

In September, CFS hosted the second annual Recreation and Resource Fair. The fair, held in the Curling Rink, attracted about 200 community members and 50 local community groups that put together engaging booths about their recreational activity or resources. Feedback was quite positive and the community groups in attendance indicated that they would like the fair to return in 2020, with a few small changes to increase attendance. It is worth noting that, in 2019, the fair fell on one of the most beautiful summer evenings (after a summer of rain), so it seems likely that the weather would play a role in the event’s lower attendance.

Community Conversations

The Jasper Community Team meets monthly to talk about issues and trends in the community. Together, participants share information, problem solve and provide mutual support. A few discussion points worth mentioning include:

- Transportation to medical appointments in Hinton continues to be a challenge.
- The need for in-home support is growing as the population ages and wishes to age in place. A local business, ‘Verhey Friendly Visiting’ just started with several Jasper Community Team members assisting a resident to navigate all the steps of starting a new business venture in Jasper.
- Several community members seem quite interested in diverting usable food from the landfill through some sort of Food Rescue Program.
- Many community members without vehicles are taking garbage to the Thrift Shop, creating challenges for the Thrift Shop volunteers.
- Parents, families and local agencies are concerned about the cut to Parent Link and other social services funding.
 - “This is devastating. COS and Parent Link, and all the staff have made my parenting journey livable.... It is definitely a necessary service for any community.”
 - “Having Parent Link really helped me through post partum depression, gave us a place to be where we could connect with other families, and was a great place to find out about events and resources. This is really awful.”
 - “Parent Link was a lifesaver for me when my children were babies. The thought of how many new moms will be isolated is scary. Irreplaceable resource for parents across the province is lost.”

Funding Applications:

Potential Funder:	For what	Amount Applied For	Submitted	Response to which issue cited by CATs:	Status
Civil Forfeiture	Adult Outreach and Community Development	\$99,000	Oct 2018	To address complex needs of vulnerable adults. This would sustain existing outreach & community development positions.	Successful
Canadian Medical Association Foundation – Healthy Canadians Grant	Community Outreach Services – Teen Adventure Seekers and Young Adult Mountain Adventure Club – promoting youth mental health.	\$20,000	May 31	Supporting initiatives that promote mental health and wellbeing in youth and young adults. This would allow COS to hire a program support worker to alleviate pressure on outreach workers.	Submitted
Health Canada – Federal Government	Train the Trainer on Cannabis and Vaping for Grades 7-12 students who will then educate Grade 5 and 6 students.	\$1,000	May 31	Information and awareness around cannabis and vaping among youth. This would cover costs of the training provided by existing staff.	Successful
Alberta Rural Development Network	Funding to meet the needs of homeless and at-risk people living in rural and remote areas.	\$125,000	June 30	Funding for support services, capacity building and data collection around homelessness and the precariously housed.	Submitted
Anonymous Donor	Training for the Jasper Community Team member.	\$10,000	July	JCT members would will training on trauma informed care.	Successful *this funding will come through the JCTS
AUMA Measuring Municipal Inclusion Grant	To support municipal governments to be leaders in the implementation of policies and practices that will create an inclusive workplace where municipal services are designed to serve the needs of every resident.	\$50,000	Aug. 27	JCT members identified that Jasper is a community rich in diversity and that inclusion needs to be a priority. The MOJ would do the MIT internally, create an action plan, implement that plan and then re-evaluate using the MIT again at the end.	Successful

Community Outreach Services – September through December

One-on-One Supports – Community Outreach Services has six lifestage-focused Outreach Workers. Between September and December, COS worked one-on-one with 299 unique individuals and had more than 1250 interactions with those clients; that includes 412 unscheduled meetings, where a client came into the office requiring support or services in that moment. Of the 299 people COS worked with one-on-one, the most common issues they were seeking support for were: mental health, financial struggles, parenting a child, relationship struggles, loneliness and isolation, living with a disability, disease or condition and addiction.

Parent Link Parties – Fall and winter are busy times for Parent Link, as parents look for a warm place for their children to play while they connect with one another. In October, Parent Link hosted its second annual Costume Swap, asking parents to bring old Halloween costumes that their children have outgrown to swap them for new ones. The success of the event was especially evident at the Parent Link Halloween Party, where many children were dressed up in costumes they found at the swap. The Halloween Party brought together 109 community members (62 children and 47 parents) for a morning of fun in the Jasper Activity Centre. In December, the parties continued with a Christmas Party and a New Year's Party with a countdown to noon. The Christmas Party included a visit from Santa Claus and attracted 94 attendees (52 children and 42 parents), while the New Year's Party filled the Parent Link playroom with 43 people (24 children and 19 parents).

Brain Boost – Three years ago, the foundational funding that has supported the Brain Boost program in Jasper schools came to an end. So, each year since then, Outreach Worker Carla Gallop has sent proposals to local groups and businesses asking for support to keep the program afloat. For the 2019-20 school year, the Jasper Lion's Club agreed to be the program sponsor, with additional support from the Sawridge Inn and Sysco. Brain Boost offers fresh fruit and veggies to students at Jasper Elementary School, Jasper Junior/Senior High School and Ecole Desrochers. Brain Boost ensures that every child, no matter their background, is provided with a nutritional snack, addressing hunger in those who are not provided with snacks from home, as well as nutrition for those who are usually provided with unhealthy options. The program does not discriminate; it is available to all students, reducing stigma for those who need it. The Brain Boost Program is run by volunteer parents who come to the school each morning to wash the fruit/veggies and distribute the snacks to the classrooms.

KAOS – In October and November, Middle Childhood Outreach Worker Carla Gallop coordinated three activities for KAOS: Kids Adventures of the School-Year (a program for 10-12-year olds who are too old to be in Out of School Care, but too young to be home alone while their parents are working). During the school year, the program takes place on non-school days to ensure that youth 10-12 have a safe, fun place to go. In October, Carla hosted an afternoon of board games where the kids also learned how to make their own banana sushi (banana slices rolled in Wow Butter and dipped in toppings). In November, she partnered with Santas Anonymous to decorate paper mittens for children's holiday wishes to be written on and hung on 'mitten lines' in Municipal buildings, and she also hosted an afternoon of skating at the Jasper Arena.

Rec Room at the Jasper Legion – The Rec Room has continued throughout the fall and winter and continues to see dozens of teens each week. This program is a collaboration with the Jasper Legion, where we provide the staff and they provide the space in their games room. In a survey, when asked if they would like Rec Room to continue throughout the school year, 100 per cent of respondents said yes. The program is running on a month-to-month basis right now, depending on the Legion's availability of space.

Spirit Day – Teen Outreach Worker Anna DeClercq meets with Jasper's Gay Straight Alliance every Friday to lead activities and meetings. The group ensures that all youth, no matter their sexual orientation or gender identity, feel safe and supported in their schools. For the second year, the Jasper GSA marked Spirit Day, on Oct. 18, by asking their peers, teachers, friends and neighbours to wear purple as a symbol of their support for LGBTQ youth and as a stand against bullying. All three schools took part, as did numerous community members, and many people shared photos of themselves on social media, so Jasper's youth and teens could see that they are supported.

Youth Community Helpers – The Youth Community Helpers (YCH) group, coordinated by Teen Outreach Worker Anna DeClercq, does a Santas Anonymous fundraiser each December in the high school. This year the group wanted to give the Ugly Sweater Day fundraiser a try. First, they hosted a make your own ugly sweater workshop during their Monday meeting time (over the lunch hour) and then they teamed up with the Santas Anonymous Coordinator to promote Ugly Holiday Sweater Day in the schools. Then on Dec. 20, the Youth Community Helpers wore their sweaters and collected \$2 donations to Santas Anonymous from their classmates and teachers. For every \$2 donation, a person would receive a candy cane. The purpose of fundraising for Santas Anonymous in the schools is to make the program visible in the teen population and to get youth involved in acts of service for their community.

Adult Community Helpers – Young Adult Outreach Worker Ian Goodge hosted four full-day Community Helpers workshops this fall, providing training to 27 Jasperites. Community Helpers teaches peer-to-peer support around mental health and well-being. It covers everything from mental health awareness; boundaries and limits; The Helping Skill; the ethics around supporting others; suicide prevention; and who to turn to. In November, Ian Goodge also offered a free Suicide Prevention Workshop to 11 Jasperites. The workshop follows the QPR approach, teaching participants the three steps to help prevent suicide: Question, Persuade and Refer (QPR).

Staff Orientations and Newcomer Presentations – As seasons change and new staff come to town, businesses contact Community Outreach Services to request staff orientations. These half-hour to one-hour long presentations cover everything from how to get involved in the community, the common social risks associated with a transient tourist town and the local resources that exist to help people achieve their optimal wellbeing. This fall, Young Adult Outreach Worker provided presentations to staff at the Fairmont Jasper Park Lodge and Marmot Basin.

Snow Angels – It can be challenging for some of our residents to keep their sidewalks shoveled, ice free, and safe in the winter, so COS created a program to connect those residents with volunteers. Snow Angels is a community-based program facilitated by Community Outreach Services that encourages volunteers to shovel snow for community members who are unable to clear their own sidewalks. A Snow Angel can be especially helpful to older adults, people with limited mobility and anyone else needing help, even on a temporary basis. Residents in need of help, can contact COS for a Snow Angels sign to display on their lawn, indicating they need a hand this winter. COS will deliver the sign and set it up. When it snows, community members can then look for a sign and volunteer their time to shovel snow.

Coffee at Pine Grove: Adult Outreach Worker Lynda Shore hosts a bi-weekly two-hour program at Pine Grove Manor where she visits over coffee with residents and other seniors from the community to talk about issues in our community that impact seniors, as well as issues that are of interest nationally and around the world. This forum is informal and allows seniors to connect with COS without having to make the trip into town.

Superhero Family Dance – COS hosted a Superhero Family Dance on Moonlight Madness, offering families a fun activity on a cold winter evening. The Jasper Activity Centre had numerous craft and activity stations set up and most people (including parents) came in costume. The dance attracted 120 community members (70 children and 50 adults).

When asked how COS events, like family dances, make a difference in their lives, survey respondents said:

- “It makes Jasper feel like a safe, loving, welcoming place to raise children and helps to create the “village” of people who prioritize their families!”
- “Builds a strong sense of community. Builds family relationships.”
- “Really great socialization for kids and for me to meet other parents with children of the same age.”

Coat Rescue -- For the second year, CFS offered the Coat Rescue Program, which provides individuals and families with warm winter clothes. The program is organized by Community Development and administered by Outreach Workers who assist their clients in obtaining suitable coats. This way, anyone accessing the program is also connected with free, confidential, non-judgemental support. In Jasper, we find that many families arrive with minimal understanding of our harsh winter climate. Alongside the coats collected through the generosity of Lole’s Yellow Label Program, we partner with the United Church Thrift Shop. The Thrift Shop volunteers sift through and give CFS winter coats, snowsuits and boots, as well as mittens and toques. Many residents also drop coats off directly to the COS office. The Coat Rescue Program is available to individuals and families from October to January.

Christmas Sing-Along – COS’ annual sing-along is a longstanding tradition that began with the Heckley family. Each year, the Activity Centre is filled with song, snacks and merriment. This year, Stephen Kristenson was the emcee, Carol Vien was the pianist accompanying all of the songs, the Jasper Community Choir sang two songs and the Grade 7-9 dancers from Jasper Dance Program performed to Jingle Bell Rock. The event attracted 130 participants.

When asked what they like about the sing-along, survey respondents said:

- “The little kids running around – so cute! It was like a variety show with the dance from the students.”
- “Community spirit, seeing friends and connecting with my family in a meaningful way.”
- “So much fun seeing the kids having a great time and the community enjoying singing together, and lots of laughter.”

Santas Anonymous – During the month of December, Outreach Workers connected more than 70 families and individuals with the Jasper Community Team Society’s Santas Anonymous program. After CFS and the JCTS worked together to revamp the program last year, in 2019, the JCTS hired a Santas Anonymous Coordinator to take it on. The program allows Jasperites to share the magic of the holiday season with neighbours and fellow community members who may not otherwise be able to take part. Santas Anonymous recipients receive gift cards to local stores, as well as small gifts purchased from local shops. The program is funded through community donations and fundraisers.

Settlement Services: Jasper Settlement Services is IRCC-funded direct client services for permanent residents in Canada. The Settlement Worker engages directly with newcomer clients to assess their settlement needs, refer them to the appropriate services in the community, orient them to life in Canada, assist in the development of social and professional connections in the community and assist with navigating complex systems (e.g. the school system).

- Between September and November, Settlement Services provided direct settlement services to 55 unique clients, including 25 new clients and 30 returning clients.
- Settlement Services hosts monthly information sessions at the Jasper Municipal Library for newcomers to learn about topics of interest to them. Some topics include, how to sponsor family members, how to become a permanent resident, how to apply for citizenship and how to study for the citizenship exam.

Local Immigration Partnership – September to December 2019

Jasper Immigration Coalition: The Jasper Immigration Coalition (JIC) is an Immigration Refugees and Citizenship Canada-funded collaboration that aims to generate and implement a strategic plan to improve newcomer settlement and integration outcomes in Jasper. The project began in April 2017. From September to December, the Jasper Immigration Coalition was active on several fronts:

- **Approval in Principal for Continued Funding under CFP 2019:** The Jasper LIP received notification that their application for continued funding under the Immigration Refugees and Citizenship Canada Call for Proposals 2019 had been approved in principal. This funding will support the continued work of the Jasper Local Immigration partnership from April 2020 through March 2025. Negotiations will commence early in the New Year.
- **Action Planning:** Between September and December 2019 the Jasper Immigration Coalition met on four occasions to conduct action planning as part of the process of creating a “strategic settlement plan” for Jasper. This entailed identifying specific, measurable actions to be carried out by members of the coalition in order to forward the strategic goals identified in earlier stages of the planning process.
- **Pathways to Prosperity:** From October 31st to November 2nd, the LIP coordinator attended the Pathways to Prosperity immigration conference in Toronto, Ontario. This conference featured a day-long pre-conference meeting on local immigration partnerships. The Jasper LIP Coordinator made a presentation to the preconference on the process of establishing a national body to support sharing of best practices around community-level collaboration.

Childcare Services – September

Wildflowers Childcare

- 85 children enrolled
- 72 spaces are filled full time
- 66 spaces of the 72 are occupied by children attending full time
- 19 full time spaces are occupied by 31 children who share a space

1. Buttercups: 0-19 months – 8 out of 8 spaces occupied – 4 spaces shared
2. Marigolds: 19 months to 2.5 years – 16 out of 16 spaces occupied – 6 spaces are shared
3. Clovers: 2 years to 3 years – 11 out of 11 spaces occupied – 1 space is shared
3. Bluebells: 3 years to 4 years – 21 out of 21 spaces occupied – 8 spaces are shared
4. Sunflowers: 4 year to 5 years – 18 out of 18 spaces occupied - 0 spaces are shared

Waitlist

- 105 families on the waitlist – 3 families looking for enrollment in the next few months, 102 waiting for a future date ranging from 3 to 36 months away. 25 of those families are currently pregnant or planning to become pregnant.

Daycare

- Wildflowers Childcare had our Re-Accreditation Site Visit on September 30 and October 1. The program was successful in becoming re-accredited for another 3-year term.
- The educators and children participated in cultural dress up day and it was a big success.

Friends of Jasper Childcare

- First meeting of the new term – planning their AGM in November, winter play dates and upcoming fundraisers.

ELCC Grant Savings

- In September, families in our community saved **\$ 49,443.00** on their childcare costs thanks to the Alberta Government's Early Learning and Child Care Grant.

Out of School Care

- There were 53 children enrolled (45 full time and 8 drop-in).
- We focused on fall activities for a big portion of the month, we went apple picking and used the apples to bake apple crisp. They visited parks and green spaces to discover ladybugs and leaves, had leaf fights, created leaf rubbings, gathered maple leaves, and piled them up to jump in them.

Childcare Services – October 2019

Wildflowers Childcare

- 87 children enrolled
- 74 spaces are filled full time
- 54 spaces of the 74 are occupied by children attending full time
- 20 full time spaces are occupied by 32 children who share a space
- Drop-in care was utilized by 2 families for a total of 4 days.

1. Buttercups: 0-19 months – 8 out of 8 spaces occupied – 5 spaces shared
2. Marigolds: 19 months to 2.5 years – 16 out of 16 spaces occupied – 4 spaces are shared
3. Clovers: 2 years to 3 years – 11 out of 11 spaces occupied – 2 spaces are shared
3. Bluebells: 3 years to 4 years – 21 out of 21 spaces occupied – 9 spaces are shared
4. Sunflowers: 4 years to 5 years – 18 out of 18 spaces occupied – 0 spaces are shared

Waitlist

- 105 families on the waitlist – 2 families looking for enrollment in the next few months, 103 waiting for a future date ranging from 3 to 36 months away. 24 of those families are currently pregnant or planning to become pregnant.

Daycare

- Photo Day was October 22. This year Shane was able to set up in the curling lounge, which made it much easier than travelling to the school. Thanks to the Jasper Curling Club for donating the space for the day.

ELCC Grant Savings

- In October, families in our community saved **\$ 46,265.84** on their childcare costs thanks to the Alberta Government's Early Learning and Child Care Grant.

Out of School Care

- There were 50 children enrolled (40 full time and 10 drop-in).
- This month the interest has been focused on the children's extracurricular activities. We have daily hockey games with some great team work being displayed and the gymnasts have been teaching us how to do the splits and various other bends, twists and even some choreographed dances.

Childcare Services – November 2019

Wildflowers Childcare

- 88 children enrolled
- 74 spaces are filled full time
- 52 spaces of the 74 are occupied by children attending full time
- 22 full time spaces are occupied by 35 children who share a space

1. Buttercups: 0-19 months – 8 out of 8 spaces occupied – 5 spaces shared
2. Marigolds: 19 months to 2.5 years – 16 out of 16 spaces occupied – 5 spaces are shared
3. Clovers: 2 years to 3 years – 11 out of 11 spaces occupied – 3 spaces are shared
3. Bluebells: 3 years to 4 years – 21 out of 21 spaces occupied – 9 spaces are shared
4. Sunflowers: 4 years to 5 years – 18 out of 18 spaces occupied - 0 spaces are shared

Waitlist

- 107 families on the waitlist – 3 families looking for enrollment in the next few months, 104 waiting for a future date ranging from 3 to 36 months away. 20 of those families are currently pregnant or planning to become pregnant.

Daycare

- Childcare Services Manager attended IMT Academy with other Municipal managers/directors to improve Incident Management knowledge and assist our Municipal team in case of Emergency Evacuation.
- Non-Violent Crisis Intervention training was offered to all staff Nov. 9-10 in Jasper, 21 municipal staff attended the 2-day training.

Friends of Jasper Childcare

- Hosted first community play date on Nov. 3 at the Multi Purpose Hall. It was a huge success and will continue the first Sunday of each month until April 2020.
- Held their AGM on November 4th – lots of new members in attendance.

ELCC Grant Savings

- In November, families in our community saved \$ **49,851.10** on their childcare costs thanks to the Alberta Government's Early Learning and Child Care Grant.

Out of School Care

- There were 48 children enrolled (39 full time and 9 drop in).
- Fall Break was Nov. 12-13. OOSC provided full-day care to 21 children.
- November was a very busy month at OOSC. We focused on getting involved with the community and participated in two local events. We decorated lanterns for the lantern festival and participated in it with Wildflowers and Roots and Wings Playschool. At the end of November, we got crafty by making super hero decorations that were then hung up at COS' Family Dance. The creativity was outstanding and they were so proud to see their work hanging up at the dance.

Childcare Services – December 2019

Wildflowers Childcare

- 91 children enrolled
- 76 spaces are filled full time
- 19 spaces of the 76 are occupied by children attending full time
- 57 full time spaces are occupied by 33 children who share a space
- Drop-in care was utilized by 2 families for a total of 2 days.

1. Buttercups: 0-19 months – 8 out of 8 spaces occupied – 4spaces shared
2. Marigolds: 19 months-2.5 years – 16 out of 16 spaces occupied – 5 spaces are shared
3. Clovers: 2 years – 3 years – 11 out of 11 spaces occupied – 3spaces are shared
3. Bluebells: 3-4 years – 21 out of 21 spaces occupied –7 spaces are shared
4. Sunflowers: 4-5 years – 20 out of 20 spaces occupied - 0 spaces are shared

Waitlist

- 102 families on the waitlist – 4 families looking for enrollment in the next few months, 98 waiting for a future date ranging from 3 to 36 months away. 18 of those families are currently pregnant or planning to become pregnant.

Daycare

- Wildflowers Childcare was awarded a Ministers Award of Excellence in Child Development for supporting inclusive practices as well as for the importance the centre places on continuous improvement for educators.

Friends of Jasper Childcare

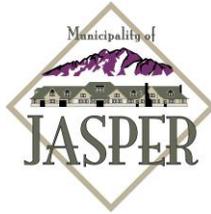
- Sponsored a holiday themed community play date on Dec. 1 with lots of fun activities for the children.
- Mom's Pantry Fundraiser was a success and raised \$995.00 for our childcare programs.

ELCC Grant Savings

- In December, families in our community saved \$ **53,111.82** on their childcare costs thanks to the Alberta Government's Early Learning and Child Care Grant.

Out of School Care

- There are 52 children enrolled (41 full time and 11 drop in).
- In December we were busy getting ready for the holiday season and learned about various holiday traditions from around the world, visited the World Tree and enjoyed the lights after dark. Diana from Public Health visited us and showed us how to properly wash our hands. The children loved to see the gel glow under the black light to show the areas that they may have missed during hand washing. And, we started yoga and art sessions with Marla.



REQUEST FOR DIRECTION

Subject: 2020 Operating Budget, Operations

Prepared by: Natasha Malenchak, Director of Finance and Administration
John Greathead, Director of Operations

Reviewed by: Mark Fercho, Chief Administrative Officer
Christine Nadon, Legislative Services Manager

Date – Discussion: 7 , 2020 and;
February , 2020 (if required)

Recommendation:

- That Council indicate to Administration whether additional information is required on any of the proposed items for Operations, prior to the complete 2020 Operating Budget being brought forward for approval.

Background:

In November 2019, Administration presented the Proposed 2020 Operating Budget to Council during public budget meetings, with additional discussions to be held in the new year for each municipal department. A breakdown of the proposed Operations operating budget for 2020 is attached to this report.

Strategic Relevance:

- Organizational Health
 - Conduct a review of programming, services and opportunities to inform decision making regarding municipal offerings and facilities and to guide capital and operational expenditures
- Economic Health and Fiscal Equity
 - Pursue equitable allocation of costs between the community and visitors and among community ratepayers by: expanding visitor user fees where feasible.

Attachments:

- Proposed Operations Operating Budget 2020-2024
- 2020 Significant Changes from 2019 Operations Budget
- Questions and Answers document from the November 2019 public budget meetings



MUNICIPALITY OF JASPER
Operating Budget
Operations

	2019	2020	2021	2022	2023	2024
Revenue						
Housing Operations	-120,995	-122,153	-123,876	-125,634	-127,426	-129,255
Grounds-Ops	-106,714	-244,090	-95,971	-97,891	-99,849	-101,846
AMA, Log Cabin, Library & Connaught Washrooms	0	0	0	0	0	0
Cemeteries & Crematoriums	-7,515	-7,665	-7,818	-7,975	-8,134	-8,297
Maintenance-General	-507,268	-568,722	-576,323	-588,050	-598,532	-614,861
Roads, Streets, Walks, Lights	0	-10,000	0	0	0	0
Public Works Building	-121,608	-124,040	-126,521	-129,051	-131,632	-134,265
Environmental Stewardship	-5,000	0	0	0	0	0
Total Revenue	-869,100	-1,076,670	-930,510	-948,600	-965,573	-988,524
Expense						
Housing Operations	142,163	144,198	147,197	150,096	153,101	158,203
Grounds-Ops	794,321	862,778	723,767	737,732	752,487	768,358
AMA, Log Cabin, Library & Connaught Washrooms	191,018	176,572	180,210	183,814	187,491	188,108
Cemeteries & Crematoriums	44,086	45,753	46,668	47,601	48,553	49,524
Maintenance-General	507,268	643,238	652,329	665,576	677,608	688,432
Roads, Streets, Walks, Lights	1,172,581	1,207,864	1,221,822	1,248,208	1,271,183	1,296,854
Public Works Building	332,403	414,379	420,787	427,322	433,989	440,789
Environmental Stewardship	5,000	0	0	0	0	0
Total Expense	3,188,839	3,494,782	3,392,779	3,460,350	3,524,412	3,590,267
Net Surplus/-Deficit	-2,319,739	-2,418,112	-2,462,269	-2,511,749	-2,558,839	-2,601,744



MUNICIPALITY OF JASPER
Operating Budget
Operations (Utilities)

	2019	2020	2021	2022	2023	2024
UT Revenue:						
Water Supply & Distribution	-1,174,383	-1,307,191	-1,301,390	-1,323,875	-1,352,527	-1,375,557
Sanitary Sewage Serv & Treat.	-1,894,144	-2,373,106	-2,593,322	-2,624,193	-2,656,111	-2,667,286
Garbage Collection & Disposal	-1,043,975	-1,078,784	-1,072,356	-1,101,047	-1,114,575	-1,144,530
Recycling-Operations	-267,391	-290,266	-275,833	-282,070	-286,716	-293,366
Total Revenue	-4,379,894	-5,049,347	-5,242,901	-5,331,185	-5,409,930	-5,480,739
UT Expense						
Water Supply & Distribution	1,174,383	1,307,191	1,301,391	1,323,875	1,352,527	1,375,557
Sanitary Sewage Serv & Treat.	1,894,144	2,373,106	2,593,322	2,624,193	2,656,111	2,667,286
Garbage Collection & Disposal	1,043,975	1,078,784	1,072,355	1,101,048	1,114,575	1,144,530
Recycling-Operations	267,391	290,266	275,833	282,070	286,717	293,366
Total Expense	4,379,893	5,049,347	5,242,901	5,331,185	5,409,930	5,480,739
Net Surplus/-Deficit	0	0	0	0	0	0



MUNICIPALITY OF JASPER
Operating Budget
Operations

	2019	2020	(+/-)	Reference #
Revenue				
Housing Operations	-120,995	-122,153	1,159	1
Grounds-Ops	-106,714	-244,090	137,376	2
AMA, Log Cabin, Library & Connaught Washrooms	0	0	0	
Cemeteries & Crematoriums	-7,515	-7,665	150	
Maintenance-General	-507,268	-568,722	61,453	3
Roads, Streets, Walks, Lights	0	-10,000	10,000	4
Public Works Building	-121,608	-124,040	2,432	
Environmental Stewardship	-5,000	0	-5,000	5
Total revenue	-869,100	-1,076,670	207,570	
Expense				
Housing Operations	142,163	144,198	2,036	
Grounds-Ops	794,321	862,778	68,458	6
AMA, Log Cabin, Library & Connaught Washrooms	191,018	176,572	-14,446	7
Cemeteries & Crematoriums	44,086	45,753	1,667	
Maintenance-General	507,268	643,238	135,970	8
Roads, Streets, Walks, Lights	1,172,581	1,207,864	35,284	9
Public Works Building	332,403	414,379	81,976	10
Environmental Stewardship	5,000	0	-5,000	11
Total Expense	3,188,839	3,494,782	305,943	
Net Surplus/-Deficit	-2,319,739	-2,418,112	98,373	

Net Surplus/-Deficit			
Housing Operations	-21,168	-22,045	877
Grounds-Ops	-687,607	-618,689	-68,918
AMA, Log Cabin, Library & Connaught Washrooms	-191,018	-176,572	-14,446
Cemeteries & Crematoriums	-36,571	-38,088	1,516
Maintenance-General	0	-74,516	74,516
Roads, Streets, Walks, Lights	-1,172,581	-1,197,864	25,284
Public Works Building	-210,795	-290,339	79,544
Environmental Stewardship	0	0	0
Net Surplus/-Deficit	-2,319,739	-2,418,112	98,373

Tax Increase	1.23%
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Reference # Notes on Significant Changes

Revenue	
1	Increase to rental leases 1.1K
2	Decrease of Parks MOU by 13K , increase transfer of reserves 150K to offset capital expense needs now
3	Increase of 1.5K for reallocation of maintenance costs covered by other departments, increase of 60K reserve transfer to offset capital expensed in operating for contract capital support
4	Increase of 10K to offset capital expense now recorded in operating
5	Studded tire program discontinued
Expense	
6	Decrease of 58K in salaries and benefits as per trending, decrease of 21.5K in contracted services reallocated to offset new Position request, increase 3K one time fee for spreader, decrease 10K for cease of lease payment, increase of 4K in utilities, increase of 150K in capital expensed under operating, increase in 1K other
7	Decrease by 4.5K AMA demolition, increase 7.2K for utility and 1.8K for reserves, decrease by 20.3K new lift station no need to vacuum, increase 1.4K in insurance costs
8	Increase of 61.5K in new position request in salary and benefits, 8.4K in salary and benefit as per contract, increase 2.5K computer, increase of 2.5K in uniforms, increase of 60K in capital expensed under operating, increase of 1.1K in other incremental
9	Increase of 5.6K in salaries and benefits, 13K increase in utility, increase of 1.8K in insurance, increase of 10K in capital expensed under operating and 4.8K in reserve increase
10	Increase of 70k in salary and benefit as per trending. Debenture offline in amount of 93.3K therefore increasing reserve contribution by 94K , increase of 10.3K in utilities, increase in insurance 1K
11	Studded tire program transfer discontinued



Budget Presentation Unanswered Questions Operations

Questions from Council

- 1. Can we see the new operations org chart (the one from the presentation)? Is it possible to be provided with an org chart that compares positions over a five-year period (to see where we've expanded over the last few years)?**

Attachment provided.

Questions from Public

- 2. We're planting a lot of trees that seem to be dying (East end of town), is there something else that can be done to take care of these trees?**

There are numerous contributing factors that led to the demise of these trees, including planting an area that is effectively barren (there is very little topsoil, and very low in nutrients); it is usual for 12%-25% kill rate when transplanting established trees; and lack of irrigation (very costly).

Planting of these trees was done outside of the recommended temperature and seasonal guidelines.

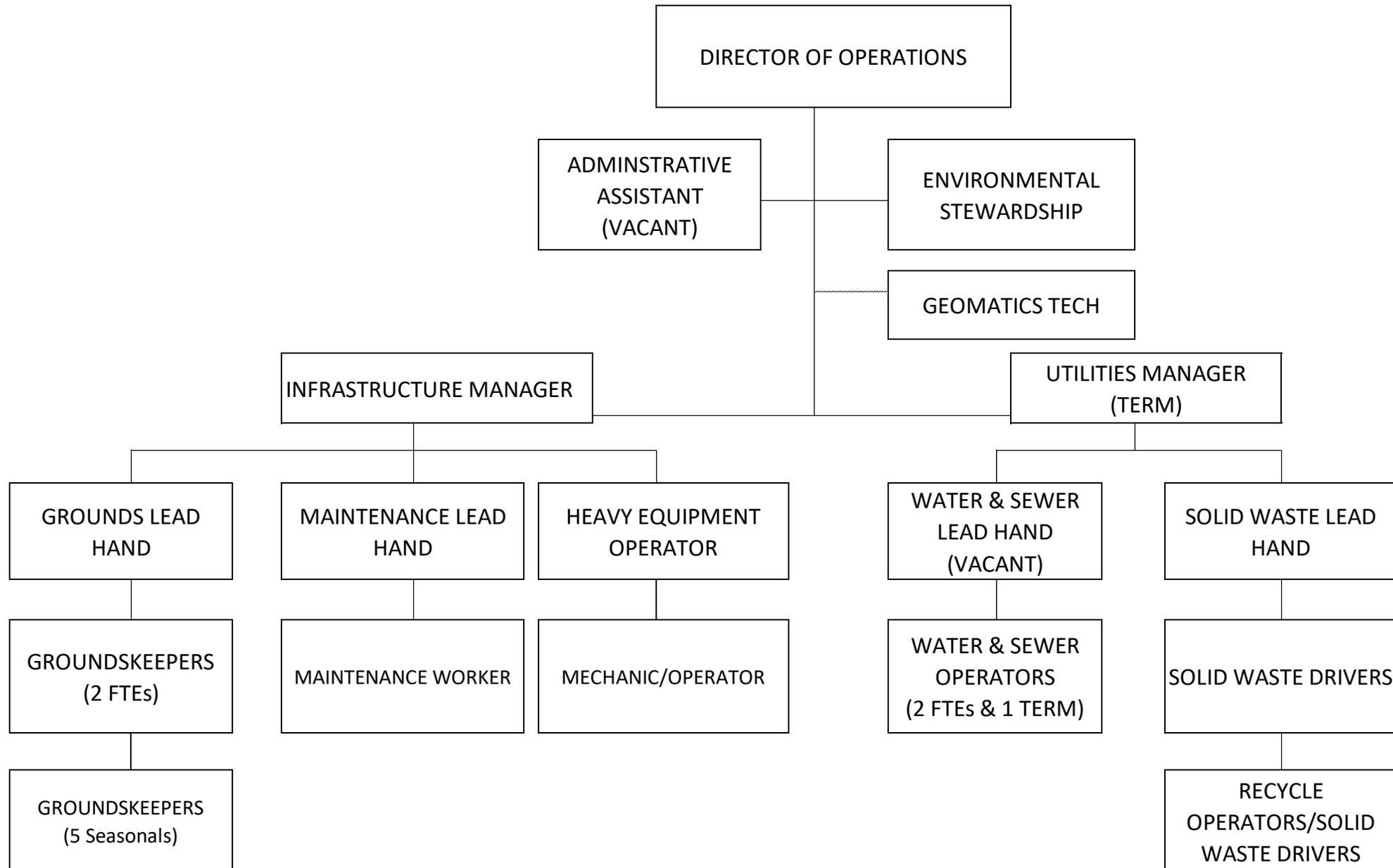
OPERATIONS

EVOLUTION OF A DEPARTMENT

2013 - 2020

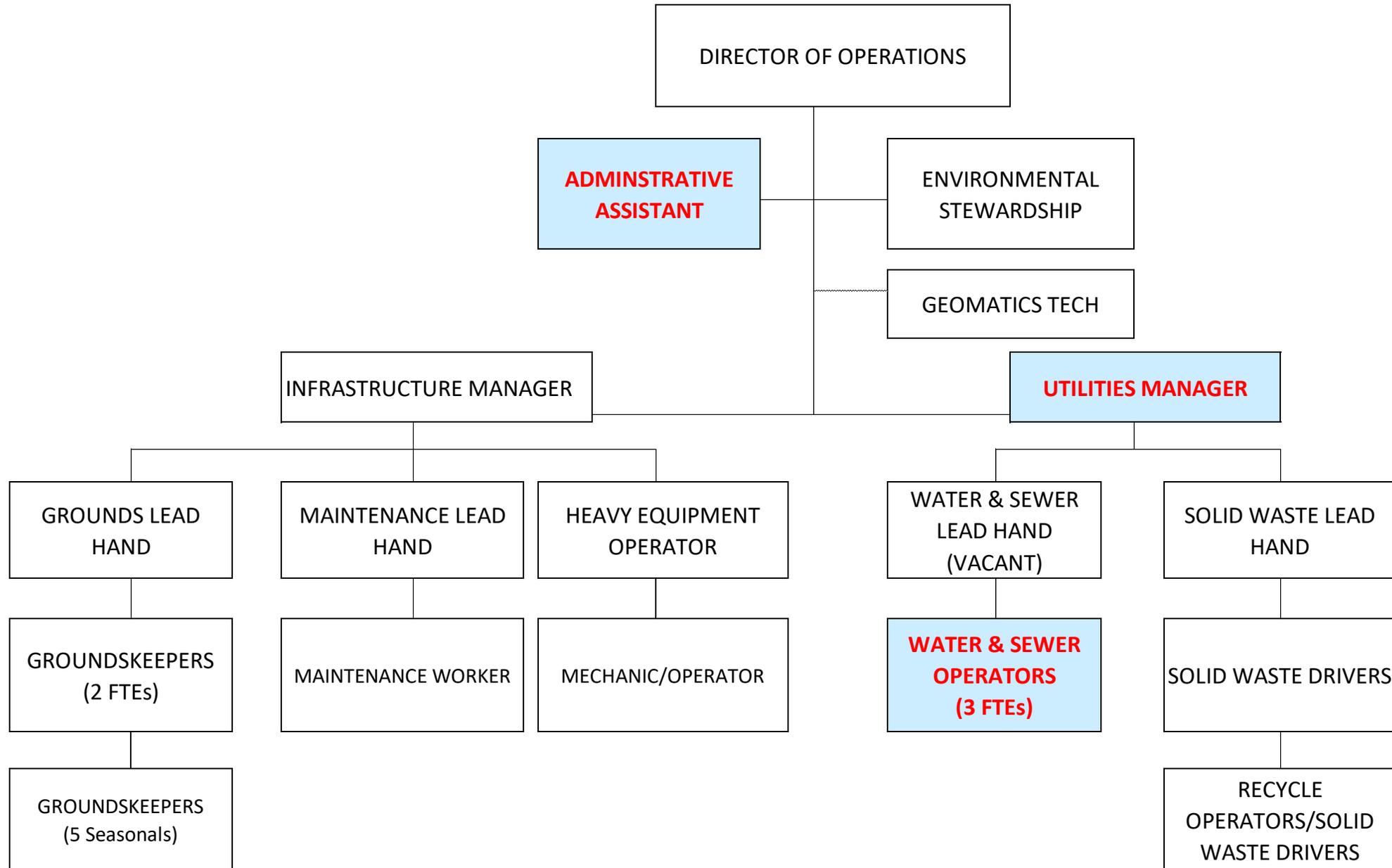
OPERATIONS

2013



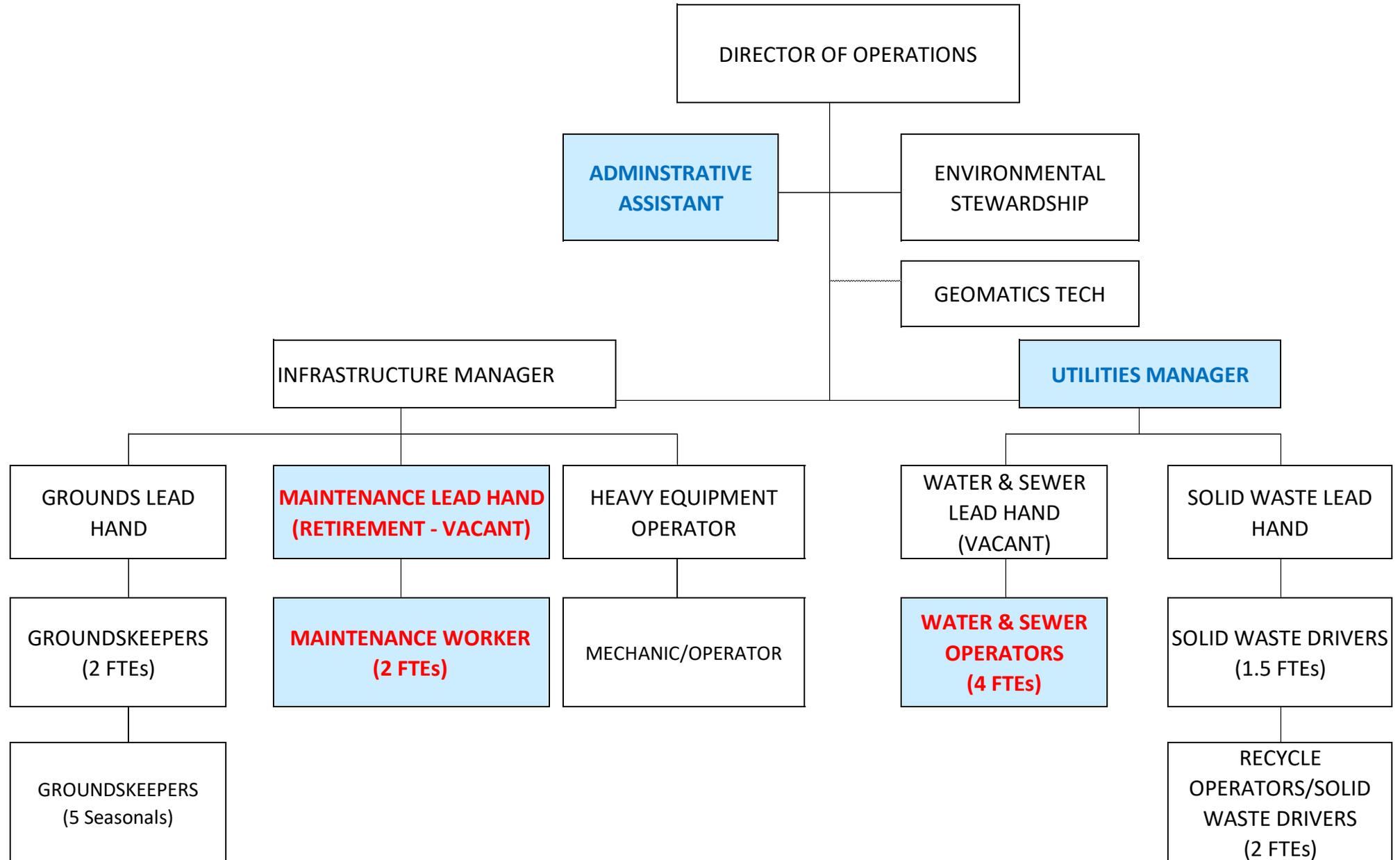
OPERATIONS

2014



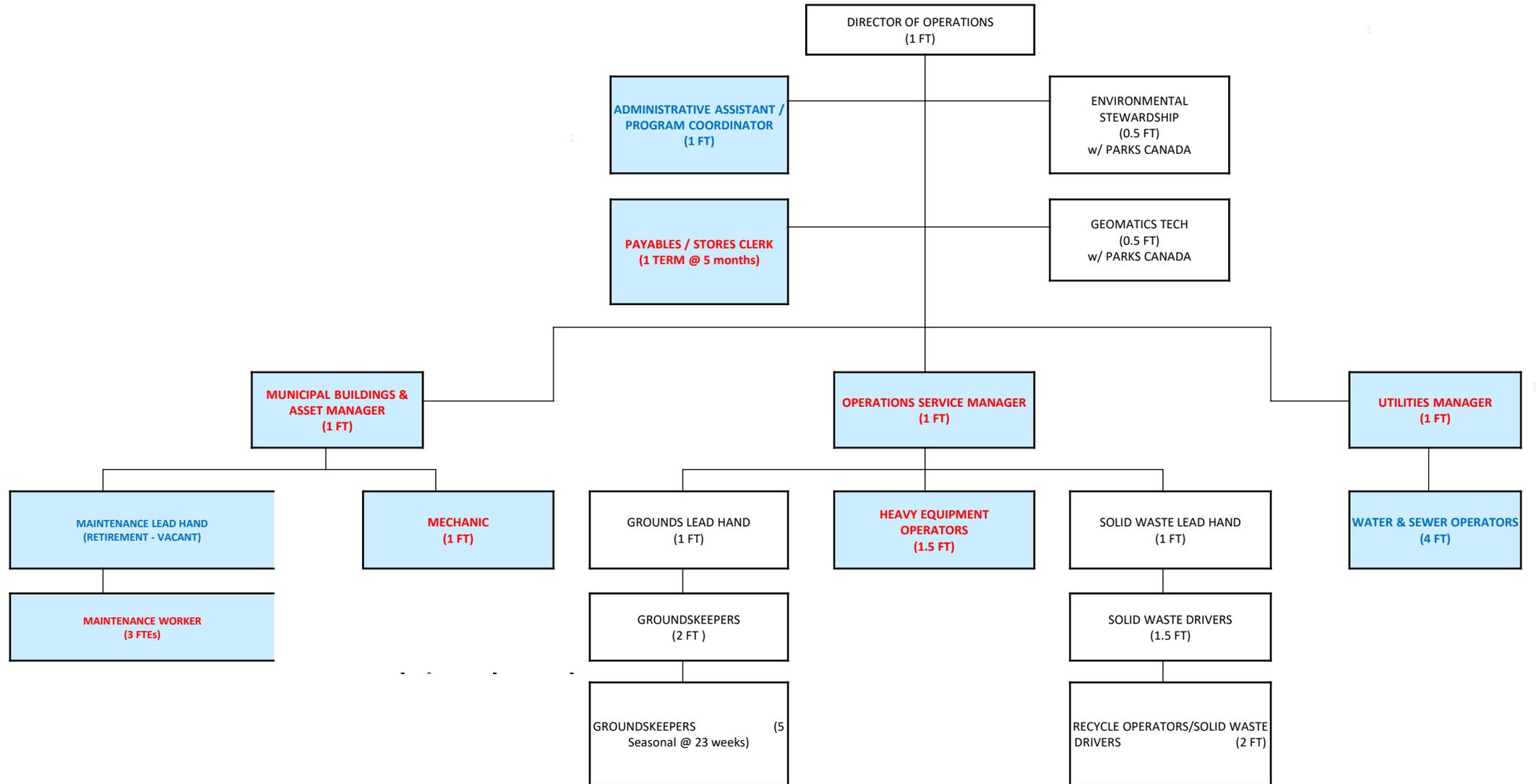
OPERATIONS

2015



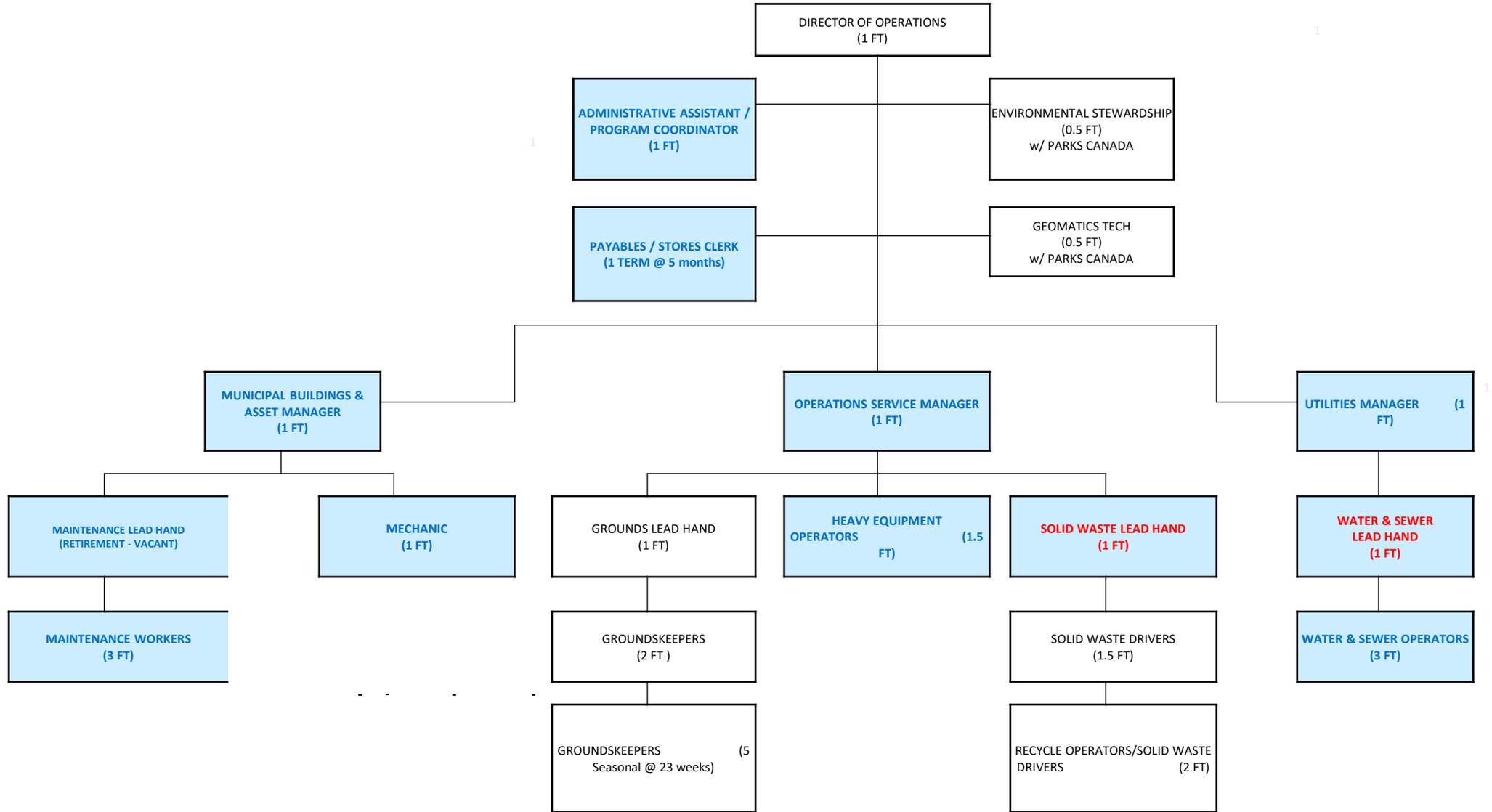
OPERATIONS

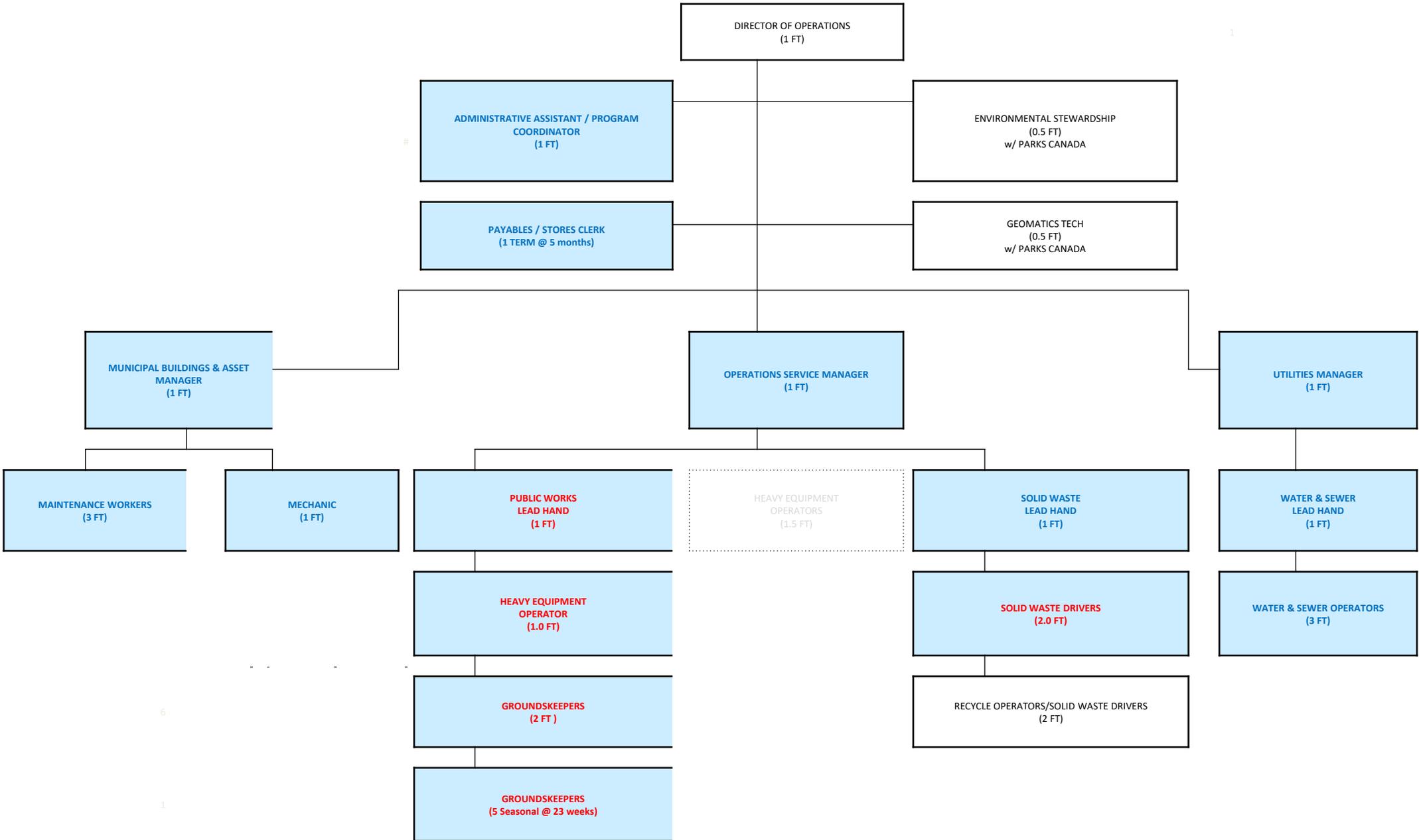
2016



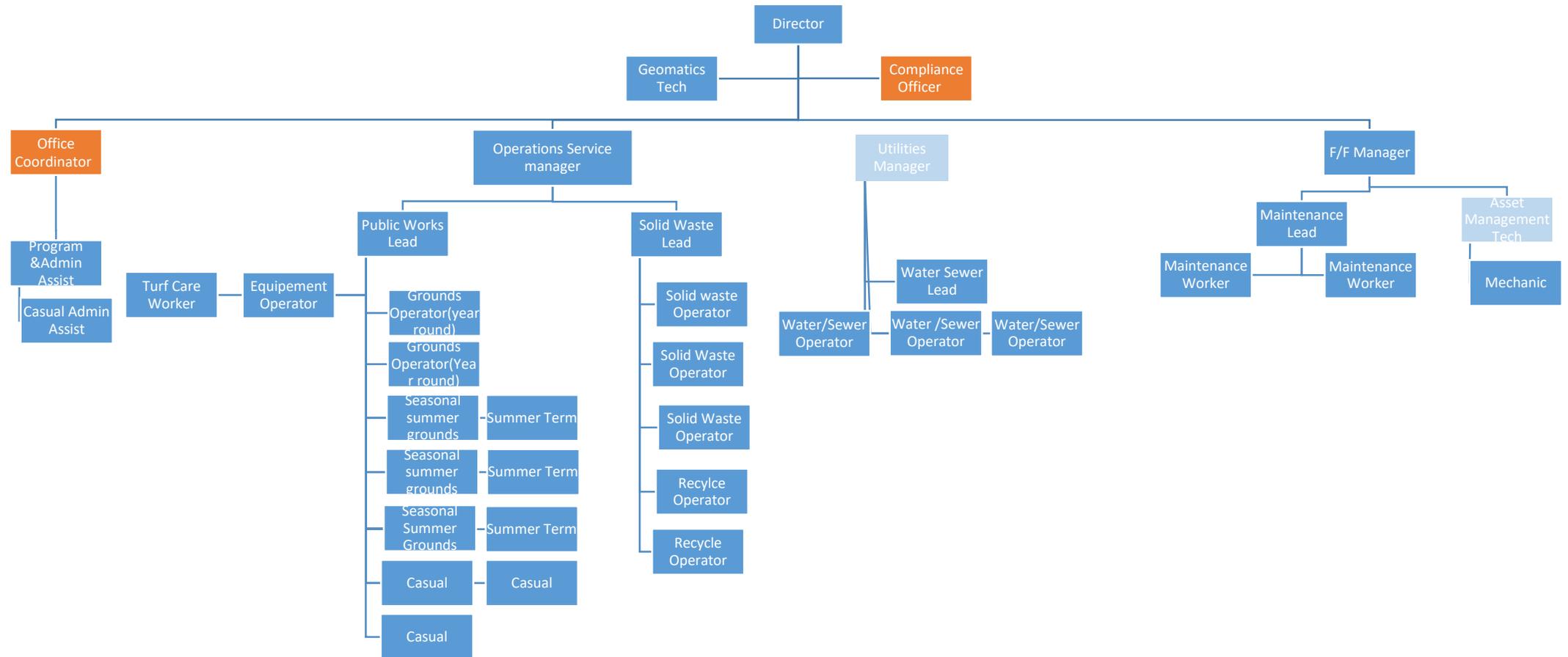
OPERATIONS

2017





Operations 2020 Proposed (as of January 2020)





REQUEST FOR DIRECTION

Subject: 2020 Operating Budget, Finance & Administration

Prepared by: Natasha Malenchak, Director of Finance and Administration

Reviewed by: Mark Fercho, Chief Administrative Officer
Christine Nadon, Legislative Services Manager

Date – Discussion: February 4, 2020 and;
February 11, 2020 (if required)

Recommendation:

- That Council indicate to Administration whether additional information is required on any of the proposed items for Finance and Administration, prior to the complete 2020 Operating Budget being brought forward for approval.

Background:

In November 2019, Administration presented the Proposed 2020 Operating Budget to Council during public budget meetings, with additional discussions to be held in the new year for each municipal department. A breakdown of the proposed changes to the Finance and Administration operating budget for 2020 is attached to this report, including any information that has changed since the November presentations.

Strategic Relevance:

- Municipality of Jasper Mission Statement – To provide open, honest and accountable government to the residents of Jasper
- Fiscal Health – Enhance the municipal budget process

Attachments:

- Proposed Finance and Administration Operating Budget 2020-2024 (November 2019 version);
- Proposed Finance and Administration Operating Budget 2020-2024 (Updated January 27, 2020);
- 2020 Significant Changes from 2019 Finance and Administration (November 2019 version);
- 2020 Significant Changes from 2019 Finance and Administration (Updated January 27, 2020);
- Executive Assistant Position Information; and
- Questions and Answers document from the November 2019 public budget meetings



MUNICIPALITY OF JASPER
Operating Budget
Finance & Administration

	2019	2020	2021	2022	2023	2024
Revenue						
Taxation & Grants	-13,586,726	-14,307,797	-15,129,148	-16,094,506	-16,804,133	-17,349,105
Legislative	0	0	-11,000	0	0	0
Legislative Canada Day	-3,121	-3,184	-3,247	-3,312	-3,378	-3,446
Legislative Contracted	-5,202	-3,500	-3,570	-3,641	-3,714	-3,789
Council	0	0	0	-14,000	0	0
General Adm & Other	-240,586	-510,398	-475,306	-280,312	-270,418	-275,626
IT	0	0	0	0	0	0
Communications	0	0	0	0	0	0
Community Services	0	0	0	-10,000	0	0
CUPE	0	0	0	0	0	0
JC Housing Corporation	-23,224	-23,288	-23,354	-23,421	-23,490	-23,560
Total Revenue	-13,858,860	-14,848,167	-15,645,625	-16,429,192	-17,105,134	-17,655,525
Expense						
Taxation & Grants	5,878,274	6,185,172	6,503,653	6,839,998	7,195,248	7,570,507
Legislative	254,259	316,783	333,092	328,442	334,919	341,526
Legislative Canada Day	5,208	5,278	5,384	5,491	5,601	5,713
Legislative Contracted	10,508	10,508	10,718	10,933	11,151	11,374
Council	302,265	308,728	314,589	333,401	325,499	331,719
General Adm & Other	1,245,972	1,535,540	1,518,847	1,344,660	1,356,989	1,387,345
IT	0	9,300	10,500	32,800	31,000	33,800
Communications	33,942	31,015	29,646	30,239	32,794	33,411
Community Services	2,000	2,000	2,000	12,000	2,000	2,000
CUPE	4,470	10,000	4,739	4,904	10,000	5,002
JC Housing Corporation	54,549	55,701	56,805	57,931	59,080	60,252
Total Expense	7,791,447	8,470,025	8,789,972	9,000,799	9,364,281	9,782,649
Net Surplus/-Deficit	6,067,413	6,378,142	6,855,653	7,428,394	7,740,852	7,872,876



MUNICIPALITY OF JASPER
Operating Budget
Finance & Administration

Adjustments since Presented in November 2019

	2019	2020	2021	2022	2023	2024
Revenue						
Taxation & Grants	-13,586,726	-14,273,411	-15,094,074	-16,058,730	-16,767,643	-17,311,884
Legislative	0	0	-11,000	0	0	0
Legislative Canada Day	-3,121	-3,184	-3,247	-3,312	-3,378	-3,446
Legislative Contracted Com. Christmas	-5,202	-3,500	-3,570	-3,641	-3,714	-3,789
Council	0	0	0	-14,000	0	0
General Adm & Other	-240,586	-510,398	-475,306	-280,312	-270,418	-275,626
IT	0	0	0	0	0	0
Communications	0	0	0	0	0	0
Community Services	0	0	0	-10,000	0	0
CUPE	0	0	0	0	0	0
JC Housing Corporation	-23,224	-23,288	-23,354	-23,421	-23,490	-23,560
Total Revenue	-13,858,860	-14,813,781	-15,610,551	-16,393,417	-17,068,643	-17,618,305
Expense						
Taxation & Grants	5,878,274	6,185,172	6,503,653	6,839,998	7,195,248	7,570,507
Legislative	254,259	229,062	243,617	237,177	241,829	246,574
Legislative Canada Day	5,208	5,278	5,384	5,491	5,601	5,713
Legislative Contracted Com. Christmas	10,508	10,508	10,718	10,933	11,151	11,374
Council	302,265	308,728	314,589	333,401	325,499	331,719
General Adm & Other	1,245,972	1,598,261	1,582,822	1,409,914	1,423,549	1,455,236
IT	0	9,300	10,500	32,800	31,000	33,800
Communications	33,942	31,015	29,646	30,239	32,794	33,411
Community Services	2,000	2,000	2,000	12,000	2,000	2,000
CUPE	4,470	10,000	4,739	4,904	10,000	5,002
JC Housing Corporation	54,549	55,701	56,805	57,931	59,080	60,252
Total Expense	7,791,447	8,445,025	8,764,472	8,974,789	9,337,751	9,755,588
Net Surplus/-Deficit	6,067,413	6,368,756	6,846,079	7,418,628	7,730,892	7,862,717



MUNICIPALITY OF JASPER
Operating Budget
Legislative

	Approved 2019	Planned 2020	(+/-)	Reference #
Revenue				
Legislative	0	0	0	
Legislative Canada Day	-3,121	-3,184	62	
Legislative Contracted	-5,202	-3,500	-1,702	1
Council	0	0	0	
Communications	0	0	0	
Community Services	0	0	0	
Total revenue	-8,323	-6,684	-1,640	
Expense				
Legislative	254,259	316,783	62,524	2
Legislative Canada Day	5,208	5,278	71	
Legislative Contracted	10,508	10,508	0	
Council	302,265	308,728	6,463	3
Communications	33,942	31,015	-2,926	4
Community Services	2,000	2,000	0	
Total Expense	608,181	674,312	66,131	
Net Surplus/-Deficit	-599,858	-667,628	-67,770	

Tax increase	0.85%
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Reference # **Notes on Significant Changes**

Revenue

1 Decrease of **1.7K** as per trending on actual for 2018 Christmas Party

Expense

2 **62.5K** in 1 FTE increase in salary and benefit

3 **1.9K** increase in salary and benefit increase as per policy and trending, **4.6K** transfer to computer reserves

4 Decrease in computer hardware and software needs for year **3K**



MUNICIPALITY OF JASPER
Operating Budget
Legislative

Adjustments since Presented in November 2019

	Approved 2019	Planned 2020	(+/-)	Reference #
Revenue				
Legislative	0	0	0	
Legislative Canada Day	-3,121	-3,184	62	
Legislative Contracted Com. Christmas	-5,202	-3,500	-1,702	1
Council	0	0	0	
Communications	0	0	0	
Community Services	0	0	0	
Total revenue	-8,323	-6,684	-1,640	
Expense				
Legislative	254,259	229,062	-25,197	2
Legislative Canada Day	5,208	5,278	71	
Legislative Contracted Com. Christmas	10,508	10,508	0	
Council	302,265	308,728	6,463	3
Communications	33,942	31,015	-2,926	4
Community Services	2,000	2,000	0	
Total Expense	608,181	586,591	-21,590	
Net Surplus/-Deficit	-599,858	-579,908	19,950	
			Tax increase	-0.25%

Reference # Notes on Significant Changes

Revenue	
1	Decrease of 1.7K as per trending on actual for 2018 Christmas Party
Expense	
2	Decrease of 25K in contracted services to offset position in General Administration
3	1.9K increase in salary and benefit increase as per policy and trending, 4.6K transfer to computer reserves
4	Decrease in computer hardware and software needs for year 3K



MUNICIPALITY OF JASPER
Operating Budget
Finance & Administration

	Approved 2019	Planned 2020	(+/-)	Reference #
Revenue				
Taxation & Grants	-5,604,698	-5,902,450	297,752	1
Municipal Tax	-7,982,028	-8,405,347	423,319	2
Legislative	0	0	0	
Legislative Canada Day	-3,121	-3,184	62	
Legislative Contracted	-5,202	-3,500	-1,702	3
Council	0	0	0	
General Adm & Other	-240,586	-510,398	269,812	4
IT	0	0	0	
Communications	0	0	0	
Community Services	0	0	0	
CUPE	0	0	0	
JC Housing Corporation	-23,224	-23,288	64	
Total revenue	-13,858,860	-14,848,167	989,307	
Expense				
Taxation & Grants	5,878,274	6,185,172	306,899	5
Legislative	254,259	316,783	62,524	6
Legislative Canada Day	5,208	5,278	71	
Legislative Contracted	10,508	10,508	0	
Council	302,265	308,728	6,463	7
General Adm & Other	1,245,972	1,535,540	289,568	8
IT	0	9,300	9,300	9
Communications	33,942	31,015	-2,926	10
Community Services	2,000	2,000	0	
CUPE	4,470	10,000	5,530	11
JC Housing Corporation	54,549	55,701	1,151	12
Total Expense	7,791,447	8,470,025	678,578	
Net Surplus/-Deficit	6,067,413	6,378,142	310,729	
Net Surplus/-Deficit				
Taxation & Grants	-273,576	-282,723	9,147	
Legislative	-254,259	-316,783	62,524	
Legislative Canada Day	-2,086	-2,094	8	
Legislative Contracted	-5,306	-7,008	1,702	
Council	-302,265	-308,728	6,463	
General Adm & Other	-1,005,386	-1,025,142	19,756	
IT	0	-9,300	9,300	
Communications	-33,942	-31,015	-2,926	
Community Services	-2,000	-2,000	0	
CUPE	-4,470	-10,000	5,530	
JC Housing Corporation	-31,325	-32,412	1,087	
Net Surplus/-Deficit	-1,914,616	-2,027,205	-112,590	

Tax increase	1.41%
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Reference # Notes on Significant Changes

Revenue

- 1 **285.5K** increase for ASFF and Evergreen estimated, **5.3K** to record DIP requisition, **5K** increase in franchise fee, **1.7K** in penalty increase and rest is Municipal taxation
- 2 Proposed Municipal Tax increase of **433.3K**
- 3 Decrease of **1.7K** as per trending on actual for 2018 Christmas Party
- 4 **265K** transfer of reserve offset , **4K** increase in interest income, **0.8K** incremental increase

Expense

- 5 As per requisitions stated above, **285.5K** in ASFF and Evergreen and **5.3K** in DIP, **13K** increase in projected CPI to Parks Canada, **2.8K** add to Reserves
- 6 **62.5K** in 1 FTE increase in salary and benefit
- 7 **1.9K** increase in salary and benefit increase as per policy and trending, **4.6K** transfer to computer reserves
- 8 Increase of **265K** in reserve transfer for capital, **21.7K** in salary and benefit, **2.8K** in other
- 9 **NEW** Increase of **4.3K** for IT needs and **5K** in transfer to Reserves
- 10 Decrease in computer hardware and software needs for year **3K**
- 11 Increase of **5.5K** for negotiation year, trending from last negotiation year
- 12 **1.1K** increase for new phone use and other incremental increases



MUNICIPALITY OF JASPER
Operating Budget

Finance & Administration

Adjustments since Presented in November 2019

	Approved 2019	Planned 2020	(+/-)	Reference #
Revenue				
Taxation & Grants	-5,604,698	-5,902,450	297,752	1
Municipal Tax	-7,982,028	-8,370,961	388,933	2
Legislative	0	0	0	
Legislative Canada Day	-3,121	-3,184	62	
Legislative Contracted Com. Christmas	-5,202	-3,500	-1,702	3
Council	0	0	0	
General Adm & Other	-240,586	-510,398	269,812	4
IT	0	0	0	
Communications	0	0	0	
Community Services	0	0	0	
CUPE	0	0	0	
JC Housing Corporation	-23,224	-23,288	64	
Total revenue	-13,858,860	-14,813,781	954,921	
Expense				
Taxation & Grants	5,878,274	6,185,172	306,899	5
Legislative	254,259	229,062	-25,197	6
Legislative Canada Day	5,208	5,278	71	
Legislative Contracted Com. Christmas	10,508	10,508	0	
Council	302,265	308,728	6,463	7
General Adm & Other	1,245,972	1,598,261	352,288	8
IT	0	9,300	9,300	9
Communications	33,942	31,015	-2,926	10
Community Services	2,000	2,000	0	
CUPE	4,470	10,000	5,530	11
JC Housing Corporation	54,549	55,701	1,151	12
Total Expense	7,791,447	8,445,025	653,578	
Net Surplus/-Deficit	6,067,413	6,368,756	301,343	
Net Surplus/-Deficit				
Taxation & Grants	-273,576	-282,723	9,147	
Legislative	-254,259	-229,062	-25,197	
Legislative Canada Day	-2,086	-2,094	8	
Legislative Contracted	-5,306	-7,008	1,702	
Council	-302,265	-308,728	6,463	
General Adm & Other	-1,005,386	-1,087,863	82,477	
IT	0	-9,300	9,300	
Communications	-33,942	-31,015	-2,926	
Community Services	-2,000	-2,000	0	
CUPE	-4,470	-10,000	5,530	
JC Housing Corporation	-31,325	-32,412	1,087	
Net Surplus/-Deficit	-1,914,616	-2,002,205	-87,590	

Tax Increase	1.10%
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Reference # Notes on Significant Changes

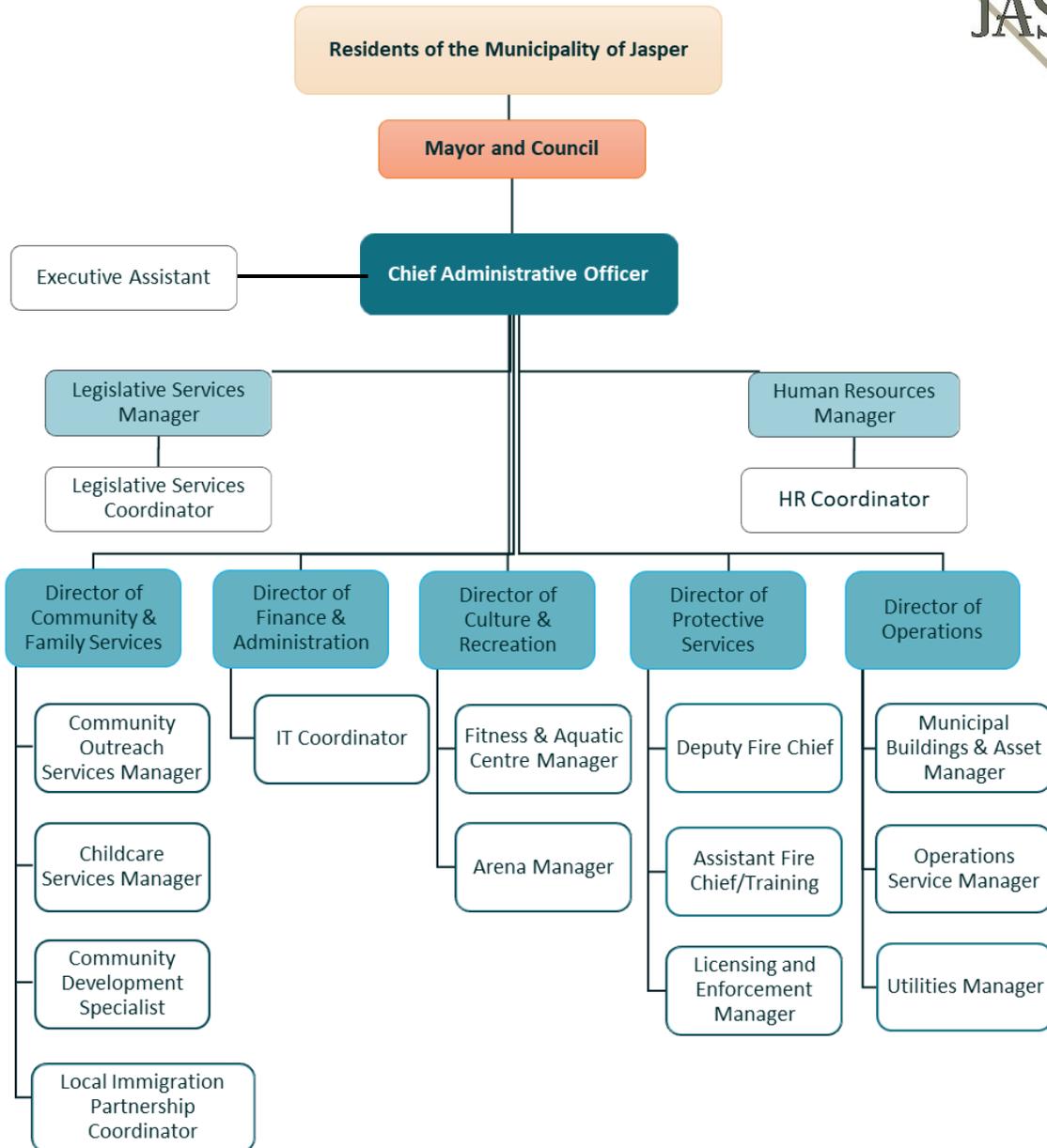
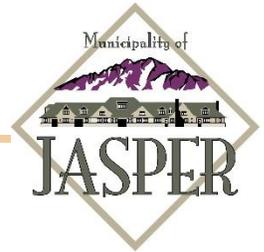
Revenue

1	285.5K increase for ASFF and Evergreen estimated, 5.3K to record DIP requisition, 5K increase in franchise fee, 1.7K in penalty increase and rest is Municipal taxation
2	Proposed Municipal Tax increase of 388.9K
3	Decrease of 1.7K as per trending on actual for 2018 Christmas Party
4	265K transfer of reserve offset , 4K increase in interest income, 0.8K incremental increase

Expense

5	As per requisitions stated above, 285.5K in ASFF and Evergreen and 5.3K in DIP, 13K increase in projected CPI to Parks Canada, 2.8K add to Reserves
6	Decrease of 25K in contracted services
7	1.9K increase in salary and benefit increase as per policy and trending, 4.6K transfer to computer reserves
8	62.5K in 1 FTE increase in salary and benefit, increase of 265K in reserve transfer for capital, 21.7K in salary and benefit, 2.8K in other
9	NEW Increase of 4.3K for IT needs and 5K in transfer to Reserves
10	Decrease in computer hardware and software needs for year 3K
11	Increase of 5.5K for negotiation year, trending from last negotiation year
12	1.1K increase for new phone use and other incremental increases

MUNICIPALITY OF JASPER ORGANIZATIONAL CHART



PROPOSED EXECUTIVE ASSISTANT TO COUNCIL AND THE CAO

The proposed budget for 2020 includes a new Executive Assistant position. The primary purpose of the position would be to provide administrative support to the Mayor, Council and CAO, which is currently being done by the CAO, Legislative Services Manager and Legislative Services Coordinator. This new position would allow the CAO to focus on critical tasks, leadership functions, and towards advancing Council's strategic priorities. The addition of this position would also allow the Legislative Service department to reorganize and more effectively focus on Legislative and Communications duties.

The Jasper Municipal CAO currently completes the duties of CAO and most administrative duties that would normally be completed by an administrative assistant such as all office administration of the CAO; organization of staff meetings and minutes; organizing Council to meet with external groups and consultants; and coordinating Council functions and supporting services. Legislative Services staff currently provides support to regular and committee of the whole Council meetings, Council committee meetings as well as general Council administrative support. Clerical duties currently performed by Legislative Services staff (including the CAO) negatively impacts the Municipality's ability to provide organizational leadership, legislative and communications functions to the organization.

The Legislative Services department was created in 2017 to amalgamate the communications and administrative officer functions, in addition to bringing back legislative services, which had been unstaffed for five years (previously the Director of Corporate and Legislative Services position). Recognizing the large scope of the department, Council allocated \$40,000 in contracted services support. Administration is proposing to use \$25,000 of this allocation to offset the cost the new position, leaving \$15,000 for contracted support, which is used for bylaw and policy development projects and other legal support services.

Budget Presentation Unanswered Questions
Finance and Administration
Questions from Council



- 1. Are we able to quantify, over the last number of years, the growth in new assessments (Example Caribou Creek)?**
Attached information
- 2. For tax assessments can we get the split between residential and non-residential?**
Attached information
- 3. In Organizational Health I see zero-based budgeting – is that something you intend to do for next budget year? If so, I would encourage that include priority-based budgeting.**
To be presented prior to 2021 Budget cycle.

Residential to Non Residential Assessment Split and Growth

	2011 Assessments	2019 Assessments	2019 Municipal Tax Split	Development Growth Increase	Market Assessment Increase	Total Increase in Assessed Value
Residential	\$717,040,200	\$882,676,480	\$6,694,148	\$36,684,530	\$130,256,820	\$165,636,280
Non Residential	\$442,081,800	\$599,030,910	\$1,280,093	\$6,247,010	\$153,885,000	\$156,949,110
Exempt Non Res.	\$191,015,600	\$282,815,210	\$0	\$19,047,760	\$63,481,980	\$91,799,610
Total	\$1,350,137,600	\$1,764,522,600	\$7,974,242	\$61,979,300	\$347,623,800	\$414,385,000

Municipal Tax per Assessed Values

Residential

Year	Urban Mill Rate	per 100k Assessed Value	Rural Mill Rate	per 100k Assessed Value	7mo Lake Edith Mill Rate	per 100k Assessed Value
2019	0.002327	\$233	0.000964	\$96	0.000562	\$56
2018	0.002366	\$237	0.000990	\$99	0.000578	\$58
2017	0.002413	\$241	0.000992	\$99	0.000578	\$58
2016	0.002517	\$252	0.001001	\$100	0.000584	\$58
2015	0.002533	\$253	0.001005	\$101	0.000584	\$58
2014	0.002539	\$254	0.000988	\$99	0.000577	\$58
2013	0.002552	\$255	0.001001	\$100	0.000584	\$58
2012	0.002417	\$242	0.000962	\$96	0.000561	\$56
2011	0.002366	\$237	0.000933	\$93	0.000544	\$54

Non Residential (Commercial)

Year	Urban Mill Rate	per 100k Assessed Value	Rural Mill Rate	per 100k Assessed Value
2019	0.011868	\$1,187	0.004915	\$492
2018	0.012068	\$1,207	0.005051	\$505
2017	0.012307	\$1,231	0.005057	\$506
2016	0.012836	\$1,284	0.005105	\$511
2015	0.012918	\$1,292	0.005124	\$512
2014	0.012951	\$1,295	0.005041	\$504
2013	0.013015	\$1,302	0.005105	\$511
2012	0.012327	\$1,233	0.004906	\$491
2011	0.012067	\$1,207	0.004758	\$476

	Tax \$ Increase/Decrease	Assessment \$ Increase/Decrease	Assessed Property at 700,000	Tax \$ Increase/Decrease	Tax % Increase/Decrease	Budget % Increase
Property Assessed at \$702,100 Annual Levy 2011	\$1,661		\$1,656			
Property Assessed at \$702,300 Annual Levy 2012	\$1,697	\$36	\$1,692	\$36	2.16%	3.56%
Property Assessed at \$688,800 Annual Levy 2013	\$1,758	\$60	\$1,786	\$95	5.59%	4.72%
Property Assessed at \$672,200 Annual Levy 2014	\$1,707	(\$51)	\$1,777	(\$9)	-0.51%	2.05%
Property Assessed at \$702,900 Annual Levy 2015	\$1,780	\$74	\$1,773	(\$4)	-0.24%	4.64%
Property Assessed at \$678,000 Annual Levy 2016	\$1,707	(\$74)	\$1,762	(\$11)	-0.63%	4.55%
Property Assessed at \$71,3100 Annual Levy 2017	\$1,721	\$14	\$1,689	(\$73)	-4.13%	1.19%
Property Assessed at \$738,200 Annual Levy 2018	\$1,747	\$26	\$1,656	(\$33)	-1.95%	5.07%
Property Assessed at \$734700 Annual Levy 2019	\$1,710	(\$37)	\$1,629	(\$27)	-1.65%	4.75%

Municipality of Jasper Bylaw Summary

Updated: 1/31/2020

	Bylaw	Date Repealed	Repeals Bylaw	Replaced by Bylaw	Scheduled date for next reading			Date Forwarded	Date Certified
					First Reading	Second Reading	Third Reading & Approval		
225	Supplementary Tax Bylaw 2020		214		2020-Jan-21	2020-Jan-21	2020-Feb-04	20-Jan-22	20-Jan-23
224	Supplementary Assessment of Improvements 2020		213		20-Jan-21	2020-Jan-21	2020-Feb-04	20-Jan-22	20-Jan-23
223	Utility Fees Levy and Collection Bylaw 2020		212		19-Dec-17	19-Dec-17	20-Jan-07	19-Dec-19	19-Dec-23
222	Records Management Bylaw				19-Nov-19				
221	Traffic Advisory Committee Repeal Bylaw		111		19-Oct-15	19-Nov-05	19-Nov-19		
220	Waste Water Treatment Plant Borrowing Bylaw				19-Aug-20	19-Oct-01	19-Oct-15		
219	Jasper Recreation Complex Renovation Phase 1 Borrowing Bylaw 2019				19-Aug-20	19-Oct-01	19-Oct-15		
218	Taxation of Hostelling International Property Bylaw 2019				19-Jul-16	19-Aug-13	19-Aug-20	19-Aug-14	19-Aug-15
217	Taxation Rates Bylaw 2019		209		19-May-21	19-May-21	19-Jun-04	19-May-27	19-May-27
216	Traffic Safety Bylaw 2019		195		19-Apr-16				
215	Waste Reduction Regulation Bylaw				19-Apr-02	19-May-21	19-Jun-04	19-May-27	19-May-27
214	Supplementary Tax Bylaw 2019		207		19-Jan-22	19-Jan-22	19-Feb-05	19-Jan-23	19-Jan-24
213	Supplementary Assessment of Improvements 2019		206		19-Jan-22	19-Jan-22	19-Feb-05	19-Jan-23	19-Jan-24
212	Jasper Levy and Collection of Utility Fees Bylaw 2019		205		18-Dec-18	18-Dec-18	8-Jan-19	18-Dec-18	19-Dec-18
211	Cannabis Consumption Bylaw				18-Sep-18	18-Sep-18	2-Oct-18	19-Sep-18	20-Sep-18
210	Regional Assessment Review Board Bylaw		201		5-Jun-18	19-Jun-18	3-Jul-18	25-Jun-18	26-Jun-18
209	Tax Rate Bylaw 2018		203		15-May-18	15-May-18	5-Jun-18	25-Jun-18	17-May-18
208	Jasper Municipal Storage Lot Bylaw 2018		136		3-April-18	5-Jun-18	19-Jun-18	6-Jun-18	7-Jun-18
207	Supplementary Tax Bylaw 2018		200	214	16-Jan-18	16-Jan-18	6-Feb-18	17-Jan-18	17-Jan-18



**Certification of Municipality of Jasper
Bylaw #224
SUPPLEMENTARY ASSESSMENT OF IMPROVEMENTS BYLAW 2020**

I, Alan Fehr, Field Unit Superintendent of Jasper National Park of Canada, pursuant to Article 4.4 of the Agreement for the Establishment of Local Government in the Town of Jasper (“Local Government Agreement”) have reviewed the Municipality of Jasper Bylaw # 224, which received first reading on the 21st day of January, 2020 and second reading on the 21st day of January, 2020 by the Council of the Municipality hereby certify with respect to Bylaw #224 that:

- 1) there are no impacts on the environment, or that any environmental impacts can be appropriately mitigated; and
- 2) there is no encroachment on Canada’s authority in the areas of land use planning and development.

Dated at the Town of Jasper, in the Province of Alberta, this 23rd day of January, 2020.

Alan Fehr
Field Unit Superintendent of
Jasper National Park of Canada



**MUNICIPALITY OF JASPER
BYLAW #224**

BEING A BYLAW OF THE SPECIALIZED MUNICIPALITY OF JASPER IN THE PROVINCE OF ALBERTA TO AUTHORIZE THE SUPPLEMENTARY ASSESSMENT OF IMPROVEMENTS FOR THE TAXATION YEAR 2020.

WHEREAS pursuant to the provisions of the *Municipal Government Act* (RSA 2000, cM-26), a municipality may adopt a bylaw authorizing supplementary assessments to be prepared for the purpose of imposing a tax in the same year;

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 "Supplementary Assessment of Improvements Bylaw 2020".
- 1.2 The Specialized Municipality of Jasper Bylaw #213 "Supplementary Assessment of Improvements Bylaw 2019" is hereby repealed.

2. Definitions

- 2.1 In this Bylaw:
 - 2.1.1 "*Council*" means the Council of the Specialized Municipality of Jasper;
 - 2.1.2 "*Municipality*" means the Specialized Municipality of Jasper in Jasper National Park in the Province of Alberta;

3. Supplementary Assessment

- 3.1 Council hereby directs the assessor for the Municipality to prepare supplementary assessments for improvements in the Municipality if such improvements:
 - 3.1.1 are completed in the year in which they are to be taxed;
 - 3.1.2 are occupied during all or any part of the year in which they are to be taxed;
or
 - 3.1.3 are moved into the Municipality during the year in which they are to be taxed and will not be taxed in that year by another municipality.
- 3.2 The Municipality shall prepare and maintain a supplementary assessment roll within the times and in the manner set out in the *Municipal Government Act* (RSA 2000, cM-26).

4. Severance

- 4.1 If any section in this bylaw is found to be invalid by a court of competent jurisdiction, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.

5. Coming into Force

5.1 This Bylaw shall come into force and effect on the date of final passing thereof.

READ a first time this 21st day of January 2020

READ a second time this 21st day of January 2020

READ a third time and finally passed this day of 2020

Mayor

Chief Administrative Officer



**Certification of Municipality of Jasper
Bylaw #225
SUPPLEMENTARY TAX BYLAW 2020**

I, Alan Fehr, Field Unit Superintendent of Jasper National Park of Canada, pursuant to Article 4.4 of the Agreement for the Establishment of Local Government in the Town of Jasper (“Local Government Agreement”) have reviewed the Municipality of Jasper Bylaw # 225, which received first reading on the 21st day of January, 2020 and second reading on the 21st day of January, 2020 by the Council of the Municipality hereby certify with respect to Bylaw #225 that:

- 1) there are no impacts on the environment, or that any environmental impacts can be appropriately mitigated; and
- 2) there is no encroachment on Canada’s authority in the areas of land use planning and development.

Dated at the Town of Jasper, in the Province of Alberta, this 23rd day of January, 2020.

Alan Fehr
Field Unit Superintendent of
Jasper National Park of Canada



**MUNICIPALITY OF JASPER
BYLAW #225**

BEING A BYLAW OF THE SPECIALIZED MUNICIPALITY OF JASPER IN THE PROVINCE OF ALBERTA TO AUTHORIZE THE IMPOSITION OF A SUPPLEMENTARY TAX FOR THE TAXATION YEAR 2020.

WHEREAS pursuant to the *Municipal Government Act* (RSA 2000, cM-26), a municipality may authorize the imposition of a supplementary tax;

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 "Supplementary Tax Bylaw 2020".
- 1.2 The Specialized Municipality of Jasper Bylaw #214 "Supplementary Tax Bylaw 2019" is hereby repealed.

2. Definitions

- 2.1 In this Bylaw:
 - 2.1.1 "*Council*" means the Council of the Specialized Municipality of Jasper;
 - 2.1.2 "*Chief Administrative Officer*" means the individual duly appointed to that position for the Specialized Municipality of Jasper at any given time and includes any person authorized to act for and in the name of that individual;
 - 2.1.3 "*Municipality*" means the Specialized Municipality of Jasper in Jasper National Park in the Province of Alberta;

3. Supplementary Tax

- 3.1 Council hereby directs the Chief Administrative Officer to levy on all properties listed on the supplementary tax roll established pursuant to the Municipality's *Supplementary Assessment of Improvements Bylaw 2020*, taxes at the rate established in the Municipality's *Tax Rate Bylaw 2020*.

4. Severance

- 4.1 If any section in this bylaw is found to be invalid by a court of competent jurisdiction, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.

5. Coming into Force

- 5.1 This bylaw shall come into force and effect on the date of final passing thereof.

READ a first time this 21st day of January 2020

READ a second time this 21st day of January 2020

READ a third time and finally passed this day of 2020

Mayor

Chief Administrative Officer



REQUEST FOR DECISION

Subject: 2020 Capital Budget Parking Lot Items (Operations)
Prepared by: Natasha Malenchak, Director of Finance & Administration
Reviewed by: Mark Fercho, CAO;
 John Greathead, Director of Operations;
 Christine Nadon, Legislative Services Manager
Date – Discussion: Public budget presentations, November 26 and 27, 2019
Date – Notice: February 4, 2020
Date –Discussion: February 11, 2020
Date – Decision: February 18, 2020

Recommendation:

- That council approve the following capital budget items:

Operations:		
<i>Roads</i>	Operations Service Review (Split Roads, Grounds, Water, Sewer, Rec and Garb)	10,000
<i>Grounds</i>	Aerway aerator	13,000
	Over seeder	8,200
	Streetscape Study	80,000
	Jasper Stage and Electrical Servicing of Commemoration Park	158,500
	Operations Service Review (Split Roads, Water, Sewer, Rec and Garb)	10,000
Sub-total Ops/Roads/Grounds		279,700
Utilities:		
<i>Water</i>	Operations Service Review (Split Roads, Water, Sewer, Rec and Garb)	30,000
	Bulk water portion of S Block Sani/Water station	125,000
	Pickup Truck	60,000
<i>Sewer</i>	Operations Service Review (Split Roads, Grounds, Water, Sewer, Rec and Garb)	30,000
<i>Garbage & Recycling</i>		
	Operations Service Review (Split Roads, Grounds, Water, Sewer, Rec and Garb)	40,000
Sub-total Utilities		285,000

Options:

- Request further information of the items above;
- Request Administration to bring back for further discussion at a later date;
- Not approve the requests.

Background:

At the December 17, 2019 regular meeting, Council approved the 2020-2024 capital budget as presented with exception of several items that have been earmarked for further discussion. Council requested these earmarked items come back for approval by separate Council resolutions at a later date.

Capital Request Forms for the projects above present information on each project through narrative, priority assessment, quotes, pictures, external group recommendations and information on the asset. Council also received information and toured the areas in 2019.

Relevant Legislation:

- Municipal Government Act, R.S.A. 2000, c.M-26, s.242

Strategic Relevance:

- Governance – Provide open, accountable and accessible government
- Economic Health and Fiscal Equity
 - Enhance the municipal budget process
 - Maintain a commitment to asset management and the Asset Management Plan

Communications:

- Residents were invited to attend two public budget presentation held on November 26 and 27, 2019. The public budget presentation was advertised into the newspaper and on the Municipal website. Each municipal director presented their respective budgets, followed by questions from both Council and residents in attendance.

Financial:

Approval of the capital budget will allow department directors to move forward with the planning and tendering of capital projects for 2020, leading to more cost-effective contracts and increased chances of attracting qualified contractors to the remote location of Jasper.

If approved, these items will be placed in the accounting software and directors will begin to secure contractors to complete the work.

Attachments:

Please see 2020 Capital Budget Parking Lot Items (Operations), previous RFD attachments:

- Proposed Capital Budget, 2020, including funding sources for the 2020 capital projects;
- 2021-2024 Proposed Capital Budget;
- Restricted Reserve Forecasting 2019-2021;
- 2019 Capital Project Carry Forward Projection; and
- Proposed 2020-2024 Budget Discussion and Decision Schedule (Updated January 10, 2020)

Attached to 2020 Capital Budget Parking Lot Items (Operations):

- Capital Request Forms (7); and
- Operations Capital Priority Assessment Scoring

Capital Expense Request Form

Finance & Administration



Date:	November 12, 2019	
Submitted by:	John Greathead	
Department:	Operations	
Project Name:	Operations Service Review	
Total Amount Requested:	\$120,000	
	Design, planning and engineering:	100%
	Construction, rehabilitation:	0%
	Purchase:	0%
	Other (specify):	0%
Fiscal Year:	2020	
Project Start Date:	April, 2020	
Anticipated End Date:	September, 2020	
Project type:	<input checked="" type="checkbox"/>	New
	<input type="checkbox"/>	Rehabilitation
	<input type="checkbox"/>	Replacement
	<input type="checkbox"/>	Other
Project Description:	<p>The Operations Department is requesting a review of current service levels and work practices to ensure that we are being fiscally responsible as well as meeting the Strategic Plan of this Council. Many changes over time including significant changes to all recycling streams; new regulatory requirements; addressing service creep; improving efficiency; and improving Health and Safety of staff, have driven this request.</p> <p>Areas of focus would include, but are not limited to:</p> <ul style="list-style-type: none"> - Solid Waste and Recycling - Compost - Address Service Creep - Road Maintenance and Winter Maintenance - Recommendations of Best Practices 	

Municipality of Jasper

Capital Expense Request Form

Finance & Administration



Date:	November 5, 2019	
Submitted by:	John Greathead	
Department:	Operations	
Project Name:	Aerway Aerator	
Total Amount Requested:	\$13,000	
	Design, planning and engineering:	0%
	Construction, rehabilitation:	0%
	Purchase: \$13,000	100%
	Other (specify):	0%
Fiscal Year:	2020	
Project Start Date:	2020	
Anticipated End Date:	April, 2020	
Project type:	<input checked="" type="checkbox"/>	New
	<input type="checkbox"/>	Rehabilitation
	<input type="checkbox"/>	Replacement
	<input type="checkbox"/>	Other
Project Description	The purchase of this piece of equipment will help public works do complete maintenance work on Municipal parks, fields and green spaces. An alternative is to contract out deep aerator services.	



Municipality of Jasper

Capital Expense Request Form

Finance & Administration



Date:	November 5, 2019	
Submitted by:	John Greathead	
Department:	Operations	
Project Name:	over seeder	
Total Amount Requested:	\$8,200	
	Design, planning and engineering:	0%
	Construction, rehabilitation:	0%
	Purchase:	100%
	Other (specify):	0%
Fiscal Year:	2020	
Project Start Date:	2020	
Anticipated End Date:	2020	
Project type:	<input checked="" type="checkbox"/>	New
	<input type="checkbox"/>	Rehabilitation
	<input type="checkbox"/>	Replacement
	<input type="checkbox"/>	Other
Project Description:	Over seeder will puncture turf and place seed properly. To ensure our sports fields stay in exceptional, shape this equipment is necessary. Alternative solution would be to contract out the service.	



Capital Expense Request Form

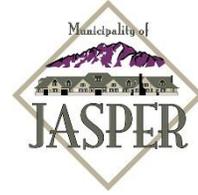
Finance & Administration



Date:	November 12, 2019	
Submitted by:	John Greathead	
Department:	Operations	
Project Name:	Streetscape Study	
Total Amount Requested:	\$80,000	
	Design, planning and engineering:	100%
	Construction, rehabilitation:	0%
	Purchase:	0 %
	Other (specify):	0%
Fiscal Year:	2020	
Project Start Date:	April, 2020	
Anticipated End Date:	September, 2020	
Project type:	<input checked="" type="checkbox"/>	New
	<input type="checkbox"/>	Rehabilitation
	<input type="checkbox"/>	Replacement
	<input type="checkbox"/>	Other
Project Description:	<p>The Operations Department is requiring a streetscape study in 2020 for the public areas within the municipality. The intent of this study would be to standardize the aesthetics, look and feel of the community.</p> <p>We are seeking to standardize public area assets including benches, flower beds, holiday lighting, bicycle racks, streetlights, medians, among other items.</p> <p>By having this study completed, we expect to have a document guiding the look of the Town into the future. This will also improve the efficiency of the Operations Department as we will be avoiding one-of-a-kind replacements and repairs, as well as improving our purchasing power when we are able to order consistent materials and items.</p>	

Capital Expense Request Form

Finance & Administration



Date:	November 20, 2019	
Submitted by:	Mark Fercho	
Department:	Administration	
Project Name:	Jasper Stage and Electrical Servicing of Commemoration Park	
Total Amount Requested:	\$158,500	
	Design, planning and engineering:	33%
	Construction, rehabilitation:	66%
	Purchase:	0%
	Other (specify):	0%
Fiscal Year:	2020	
Project Start Date:	May 2020	
Anticipated End Date:	August 2020	
Project type:	<input checked="" type="checkbox"/>	New
	<input type="checkbox"/>	Rehabilitation
	<input type="checkbox"/>	Replacement
	<input type="checkbox"/>	Other
Project Description:	<p>The Commemoration Park Jasper CN Stage project scope was reduced in order to make the existing donated \$820,000 budget for construction, with a very high standard of architecture and materials, under the intent that portions of the stage that could be added later as time and money permits rather than a poor quality product that has all the features in place.</p> <p>The “deleted” items that the stage was designed for but need to be added in 2020 are;</p> <ul style="list-style-type: none"> • Roll down steel shutter walls on the back and sides, so performers can play with some protection to their equipment and selves in less favorable weather conditions. Walls roll up when not in use for better site security through visibility and no walls; \$25,000 • Heaters to provide performer comfort in colder conditions; \$16,000 • Trusses for lights that can be lowered for light installation and then raised into place at the front and back of stage. These can also be removed as larger performers bring their own already rigged trusses; \$7,500 <p>\$110,000: Electrical system for the park and stage. The existing electrical box was for the school, however a power take off and panel is required to access this power which is a large expense. Additional cables installed to the stage. This includes installing plugs in locations within the park and on Pyramid in order for any event to have power for vendors as well as</p>	



performers and eliminate the need to have generators at events in this park improving the sound (generators create significant noise), air quality (no more diesel exhaust hanging over the events) and lowering the cost of events in the park.

Having the stage and park completed and ready to host performances would create a significant opportunity for Jasper to capture and host notable artists that otherwise would not be available to Jasper, and then take advantage of the positive social and economic benefits. Artists with performances in Edmonton or Vancouver travel through Jasper. If we have the stage and park ready for an event with minimal set up requirements that this funding request would allow, major artists enroute could be secured to stop in Jasper for a performance that otherwise would not be possible as they travel through. This is in addition to the previously noted social and economic benefits of the stage and park development that have promoted the park project to its current state of development.

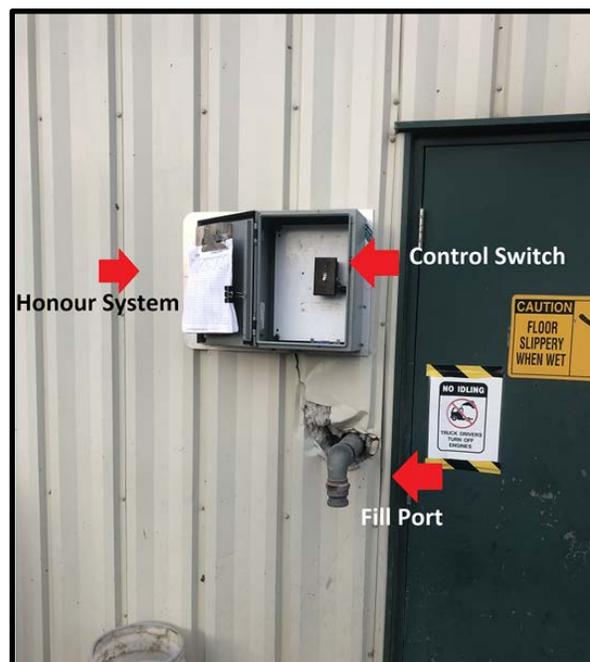
Grant funding will be pursued.

Capital Expense Request Form

Finance & Administration



Date:	November 15, 2019	
Submitted by:	John Greathead	
Department:	Operations	
Project Name:	Bulk Water	
Total Amount Requested:	\$125,000	
	Design, planning and engineering:	10%
	Construction, rehabilitation:	0%
	Purchase:	90%
	Other (specify):	0%
Fiscal Year:	2020	
Project Start Date:	March 2020	
Anticipated End Date:	May 2020	
Project type:	<input checked="" type="checkbox"/>	New
	<input type="checkbox"/>	Rehabilitation
	<input type="checkbox"/>	Replacement
	<input type="checkbox"/>	Other
Project Description:	To provide a safe sanitary bulk water fill station which will incorporate metering, billing and recording and generate revenue. Currently we allow bulk water to be taken without control or accurate billing. Usage is estimated and self reported on a clip board. Administration is proposing to have a secure card-lock type system installed to recover costs, control usage, and meet Regulatory Compliance.	



Municipality of Jasper

Capital Expense Request Form

Finance & Administration



Date:	November 15, 2019	
Submitted by:	John Greathead	
Department:	Operations	
Project Name:	Pickup Truck	
Total Amount Requested:	\$60,000	
	Design, planning and engineering:	0%
	Construction, rehabilitation:	0%
	Purchase:	100%
	Other (specify):	0%
Fiscal Year:	2020	
Project Start Date:	2020	
Anticipated End Date:	2020	
Project type:	<input checked="" type="checkbox"/>	New
	<input type="checkbox"/>	Rehabilitation
	<input type="checkbox"/>	Replacement
	<input type="checkbox"/>	Other
Project description:	We require a service vehicle for utilities work.	

Operations																										
Criteria	Description	Scoring Description	Max Value (choose one)	Weight (multiply by)	Operations Service Review	Level 3 vehicle charger	Missing Sidewalk linkages	Aerway Aerator	AMA Building Demolition and Rehabilitation	Memorial Bench Replacement	Over Seeder	Irrigation Box Vault Replacements	Small Equipment	Streetscape Study	Jasper Stage Heathers and Reractable Walls	Bulk Water	Pickup Truck	Valve Replacement	Hydrant Rebuilds	Reservoir Cleaning	Valve Actuator Upgrades	WWTP Facility and Op Review	Abandon Trailer Park Manholes	Davit Arm Upgrades	Garbage Bin Replacement Program	Camera System Solid Waste
Project Category	Essential Project	capital project that has a legal, safety, regulatory or other mandated minimum requirement where if not achieved could result in legal action, fines, penalties or high risk of liability against the Municipality.	<input type="checkbox"/> 100	20%	20	8	8	16	12	16	12	16	12	16	12	20	16	16	20	20	16	20	16	20	16	20
	Priority Project	Project required to maintain critical current assets in a state of good repair. These projects are not mandatory but will maintain critical infrastructure at current service levels. if the project is not undertaken the current level of service/condition of the capital asset will decline. Pro-Active Approach	<input type="checkbox"/> 80																							
	Efficiency or Cost Savings	Project has a positive or breakeven over the life of the capital investment due to operational cost savings and will provide financial benefits in the future.	<input type="checkbox"/> 60																							
	Improvement Project	Project that will increase current service level; new facilities; expansion of existing facilities or new initiatives.	<input type="checkbox"/> 40																							
Strategic Alignment	The project's alignment with strategic goals as set out in the Strategic Plan	Directly aligns with Strategic Plan	<input type="checkbox"/> 100	10%	10	10	10	5	5	0	5	0	5	5	5	10	5	10	10	10	0	10	5	10	5	0
		Indirectly linked to Strategic Plan	<input type="checkbox"/> 50																							
		No alignment with any strategic goals	<input type="checkbox"/> 0																							
Operating Budget Impact	Incremental increase/decrease on the operating budget as a result of the project	Significant decrease in operating costs or increase in operating revenue (> \$50,000)	<input type="checkbox"/> 100	15%	3.75	0	0	0	3.75	3.75	0	0	3.75	3.75	0	15	0	0	0	0	0	15	3.75	3.75	3.75	0
		Moderate decrease in operating costs or increase in operating revenue (between \$20,000 and \$50,000)	<input type="checkbox"/> 50																							
		Marginal decrease in operating costs or increase in operating revenue (between \$5,000 and \$20,000)	<input type="checkbox"/> 25																							
		Little or no impact on operating costs (+/- \$5,000)	<input type="checkbox"/> 0																							
		Marginal increase in operating costs or decrease in revenue (between \$5,000 and \$20,000)	<input type="checkbox"/> -25																							
		Moderate increase in operating costs or decrease in revenue (between \$20,000 and \$50,000)	<input type="checkbox"/> -50																							
		Significant increase in operating costs or decrease in revenue (> \$50,000)	<input type="checkbox"/> -100																							
Consolidation of Services	The project combines functions and services creating space efficiency and reduces staffing demands	Combines 3 or more functions/services	<input type="checkbox"/> 100	5%	2.75	0	0	0	0	0	0	0	2.5	0	5	0	0	0	0	0	0	2.5	2.5	0	0	0
		Combines 2 or more functions/services	<input type="checkbox"/> 50																							
		No consolidation of functions/services	<input type="checkbox"/> 0																							
Risk Assessment/Reduction	The extent to which the project will address/mitigate risk to public and staff health and/or occupational health and safety. Required to meet compliance.	Significant impact	<input type="checkbox"/> 100	10%	10	0	1	0	5	5	0	10	1	5	5	10	5	10	10	10	0	10	1	10	10	10
		Moderate impact	<input type="checkbox"/> 50																							
		Low impact	<input type="checkbox"/> 10																							
		No impact	<input type="checkbox"/> 0																							
Financing		Financed entirely from external sources and must proceed immediately to leverage funds	<input type="checkbox"/> 100	15%	0	3.75	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		Financed entirely from external sources	<input type="checkbox"/> 90																							
		75% - 99% of project financing is from external sources	<input type="checkbox"/> 75																							
		50% - 74% of project financing is from external sources	<input type="checkbox"/> 50																							
		25% - 49% of project financing is from external sources	<input type="checkbox"/> 25																							
		Less than 25% of project financing is from external sources	<input type="checkbox"/> 10																							
Service Levels	Impact on the service levels to the public as a result of the project. Align with Resident Surveys/Reviews	Addresses a current service level deficiency so level of service standard is achieved	<input type="checkbox"/> 100	10%	10	5	10	10	0	10	5	0	0	10	10	0	0	0	0	0	10	10	10	0	0	0
Increases level of service		<input type="checkbox"/> 50																								
Has no impact on service level		<input type="checkbox"/> 0																								
Community & Economic Impact	Impact on businesses and economy in terms of revenue generation (job creation, assessment growth, tourism, etc.	Generates a significant economic benefit to the local economy	<input type="checkbox"/> 100	5%	2.5	0	2.5	2.5	0	0	2.5	0	0	2.5	2.5	0	0	0	0	0	0	0	0	0	2.5	0
		Generates a moderate economic benefit for the local economy	<input type="checkbox"/> 50																							
		Limited, minimal or no economic benefit for the local economy	<input type="checkbox"/> 0																							
Asset Management Plan	Does the project align with the recommendations of our Asset Management Plan?	Directly aligns	<input type="checkbox"/> 100	10%	10	0	10	10	10	5	5	10	5	5	2.5	10	5	10	10	0	0	10	10	10	10	10
		Aligns with some recommendations	<input type="checkbox"/> 50																							
		No alignment	<input type="checkbox"/> 0																							
Total Score:					69	27	42	44	36	40	30	36	27	50	32	80	41	46	50	40	26	78	48	54	47	40



REQUEST FOR DECISION

Subject: 2020 Capital Budget Parking Lot Items (Culture & Recreation)

Prepared by: Natasha Malenchak, Director of Finance & Administration

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

Date – Discussion: Public budget presentations, November 26 and 27, 2019

Date – Notice: January 21, 2020

Date –Discussion: January 28, 2020

Date – Decision: February 4, 2020

Recommendation:

- That council approve the following capital budget item:

Recreation:		
<i>Activity Centre</i>	Main entrance upgrades-Demolition and conceptual plans for new canopy over entrance (including contingency)	75,000
Sub-total Culture & Recreation		75,000

Options:

- Request further information of the item above;
- Request Administration to bring back for further discussion at a later date;
- Not approve the request.

Background:

At the December 17, 2019 regular meeting, Council approved the 2020-2024 capital budget as presented with exception of several items that have been earmarked for further discussion. Council requested these earmarked items come back for approval by separate Council resolutions at a later date.

Capital Request Forms for the projects above present information on each project through narrative, priority assessment, quotes, pictures, external group recommendations and information on the asset. Council also received information and toured the areas in 2019.

Relevant Legislation:

- Municipal Government Act, R.S.A. 2000, c.M-26, s.242

Strategic Relevance:

- Governance – Provide open, accountable and accessible government
- Economic Health and Fiscal Equity
 - Enhance the municipal budget process
 - Maintain a commitment to asset management and the Asset Management Plan

Communications:

- Residents were invited to attend two public budget presentation held on November 26 and 27, 2019. The public budget presentation was advertised into the newspaper and on the Municipal website. Each municipal director presented their respective budgets, followed by questions from both Council and residents in attendance.

Financial:

Approval of the capital budget will allow department directors to move forward with the planning and tendering of capital projects for 2020, leading to more cost-effective contracts and increased chances of attracting qualified contractors to the remote location of Jasper.

If approved, these items will be placed in the accounting software and directors will begin to secure contractors to complete the work.

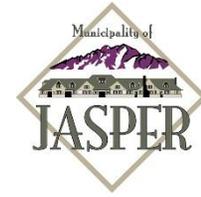
Attachments:

Please see 2020 Capital Budget Parking Lot Items (Culture and Recreation), previous agenda:

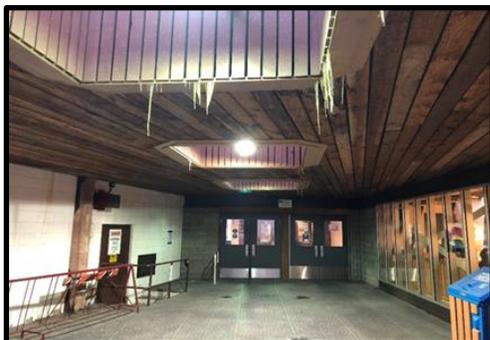
- Capital Request Forms (1)

Capital Expense Request Form

Finance & Administration



Date:	Oct 30, 2019 (Updated January 24, 2020)	
Submitted by:	Yvonne McNabb	
Department:	Culture and Recreation	
Project Name:	Main entrance canopy demolition and conceptual design	
Total Amount Requested:	\$75,000 (was \$245,000)	
	Design, planning and engineering:	34%
	Construction, rehabilitation:	66%
	Purchase:	0%
	Other (specify):	0%
Fiscal Year:	2020	
Project Start Date:	May 2020, design ASAP	
Anticipated End Date:	October 2020	
Project type:	<input type="checkbox"/>	New
	<input type="checkbox"/>	Rehabilitation
	<input checked="" type="checkbox"/>	Replacement
	<input type="checkbox"/>	Other
Project Description:	<p>This was recognized in the 2016 Group 2 report and was a capital request in the 2011 project but eliminated due to added costs of this project. The canopy at the entrance is leaking through all of the sky lights and produces icicles and ice spots all winter long. (additional safety hazard for patrons and staff.) Main entrance doors are at the end of their life, it would be great to change them out with glass doors to allow extra light into the lobby area. This increase in lighting will give added safety.</p> <p>Repairs to the canopy will reduce the amount of time spent in the winter months clearing ice and icicles, estimates for cost saving in this area are difficult to predict as it depends on the winter.</p> <p>Request received from council that administration look alternatively at demolition of the canopy first and then work on a conceptual plan for the entrance.</p>	



Main Entrance to Activity Centre



REQUEST FOR DECISION

Subject: Intermunicipal Development Plan (IDP) Exemption

Prepared by: Christine Nadon, Legislative Services Manager

Reviewed by: Mark Fercho, Chief Administrative Officer

Date – Notice: February 4, 2020

Date – Decision: February 18, 2020

Recommendation:

- BE IT RESOLVED THAT Council apply the exemption from section s. 631 of the *Municipal Government Act* (RSA 2000, cM-26) to develop an Intermunicipal Development Plan, as the Municipality of Jasper and Improvement District 12 have a common boundary composed entirely of federal crown land, as per Ministerial Order MSL:047/18.

Background:

While the Municipal Government Act used to give the option to municipalities to engage in cooperative initiatives with neighboring municipalities, changes to the Modernized Municipal Government Act now require mandatory regional planning and service provision agreements for municipalities sharing common boundaries.

The Specialized Municipality of Jasper is located entirely within Jasper National Park, which is provincially recognized as Improvement District 12 – our only neighbor. The attached ministerial order (MSL:047/18) exempts the Municipality of Jasper and I.D. 12 from the requirements of Section 631 of the MGA (Intermunicipal Development Plans) as both municipalities “have common boundaries where the entire area along one or both sides of the common boundary is composed entirely of federal or provincial crown land”.

A council resolution, as proposed above, is required to apply the exemption. If Council approves the resolution, the same resolution will be presented to the Deputy Minister of Municipal Affairs for approval for Improvement District 12. Once both parties have completed this process, the resolution can be submitted to the Minister. Administration has confirmed with provincial staff that the format and content of the resolution above is satisfactory to apply the exemption.

The deadline for applying the exemption, prescribed in the Municipal Government Act, is April 1, 2020. In order to ensure the timeline is met, a Council resolution should be passed by the end of February, 2020. While there is enough time for this item to be presented for notice at the February 4 meeting and return for decision on February 18, Council could, if it deems it appropriate, waive the notice period and vote on the resolution on February 4. This is somewhat of a housekeeping item, and a resolution passed on February 4 would allow subsequent administrative processes to unfold in a more timely fashion.

The second part to this process, involving the development of an Intermunicipal Collaboration Framework (ICF), is upcoming. The ICF focuses on shared services that can be provided by neighboring municipalities. Administration's understanding at this stage, from discussions with provincial staff, is that there will be no shared services with I.D. 12, but the completion of the associated documentation is still required by the Government of Alberta.

Relevant Legislation:

- *Municipal Government Act* (RSA 2000, cM-26)

Attachments:

- Ministerial Order MSL:047/18
- Section 631 of the *Municipal Government Act*



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*

MINISTERIAL ORDER NO. MSL:047/18

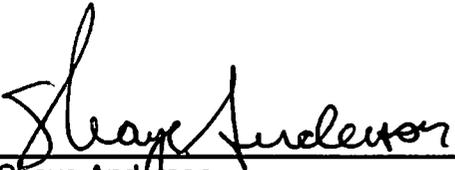
I, Shaye Anderson, Minister of Municipal Affairs, pursuant to Sections 605 and 631 of the *Municipal Government Act (MGA)*, make the following order:

- 1) Two or more councils of municipalities that have common boundaries where the entire area along one or both sides of the common boundary is composed entirely of federal or provincial crown land are exempt from the requirements of Section 631 of the *MGA* on the condition that all parties to the framework agree to apply the exemption by resolution and file copies of the resolutions with the Minister within 90 days of the date each resolution is passed.
- 2) That the time for an intermunicipal collaboration framework to be created pursuant to Section 708.28(1) of the *MGA* or an intermunicipal development plan to be adopted pursuant to Section 631(3) of the *MGA* is April 1, 2021, where the framework or plan is between municipalities that are municipal districts or specialized municipalities referred to in Section 77 of the *MGA* (excluding the Municipality of Jasper), improvement districts referred to in Section 581 of the *MGA*, or special areas as defined in Section 1 of the *Special Areas Act*, and on the condition that all parties to the framework agree to apply the extension by resolution and file copies of the resolutions with the Minister within 90 days of the date each resolution is passed.
- 3) That the time for an intermunicipal collaboration framework to be created pursuant to Section 708.28(1) of the *MGA* or an intermunicipal development plan to be adopted pursuant to Section 631(3) of the *MGA* is April 1, 2021, where the framework or plan is between municipalities that are members of the same growth management board established pursuant to Section 708.02 of the *MGA* before April 1, 2018, and on the condition that all parties to the framework agree to apply the extension by resolution and file copies of the resolutions with the Minister within 90 days of the date each resolution is passed.

.../2

- 4) That the time for an intermunicipal collaboration framework to be created pursuant to Section 708.28(1) of the *MGA* or an intermunicipal development plan to be adopted pursuant to Section 631(3) of the *MGA* is April 1, 2021, where the framework or plan is between a municipality that is a member of a growth management board established pursuant to Section 708.02 of the *MGA* before April 1, 2018 and a municipality that is not a member of the growth management board but is located entirely within the boundaries of the member municipality, and on the condition that all parties to the framework agree to apply the extension by resolution and file copies of the resolutions with the Minister within 90 days of the date each resolution is passed.
- 5) That the time for an arbitrator to create an intermunicipal collaboration framework or an intermunicipal development plan pursuant to Section 708.36(1)(a) of the *MGA* is April 1, 2022, where the time to create the framework or adopt the plan is modified by this Order.

Dated at Edmonton, Alberta, this 19th day of July, 2018.



Shaye Anderson
Minister of Municipal Affairs

not, and is not bound by the laws of evidence applicable to judicial proceedings, and

- (b) must make and keep a record of its proceedings, which may be in the form of a summary of the evidence presented at a hearing.

1995 c24 s95

Signature evidence

630(1) An order, decision, approval, notice or other thing made or given by a subdivision authority, development authority or subdivision and development appeal board may be signed on its behalf by a designated officer.

(2) An order, decision, approval, notice or other thing purporting to be signed by a designated officer pursuant to subsection (1) may be admitted in evidence as proof

- (a) of the order, decision, approval, notice or other thing, and
- (b) that the designated officer signing it was authorized to do so,

without proof of the signature or of the designation.

1995 c24 s95

Fees

630.1 A council may establish and charge fees for matters under this Part.

1996 c30 s55

Compliance with ALSA regional plans

630.2 A subdivision authority, a development authority, an entity to which authority is delegated under section 625, a municipal planning commission and a subdivision and development appeal board must each carry out its functions and exercise its jurisdiction in accordance with any applicable ALSA regional plan.

2009 cA-26.8 s83

Division 4 Statutory Plans

Intermunicipal Development Plans

Intermunicipal development plans

631(1) Subject to subsections (2) and (3), 2 or more councils of municipalities that have common boundaries and that are not members of a growth region as defined in section 708.01 must, by each passing a bylaw in accordance with this Part or in accordance with sections 12 and 692, adopt an intermunicipal development

plan to include those areas of land lying within the boundaries of the municipalities as they consider necessary.

(2) Subsection (1) does not require municipalities to adopt an intermunicipal development plan with each other if they agree that they do not require one, but any of the municipalities may revoke its agreement at any time by giving written notice to the other or others, and where that notice is given the municipalities must comply with subsection (1) within one year from the date of the notice unless an exemption is ordered under subsection (3).

(3) The Minister may, by order, exempt one or more councils from the requirement to adopt an intermunicipal development plan, and the order may contain any terms and conditions that the Minister considers necessary.

(4) Municipalities that are required under subsection (1) to adopt an intermunicipal development plan must have an intermunicipal development plan providing for all of the matters referred to in subsection (8) in place by April 1, 2020.

(5) If 2 or more councils that are required to adopt an intermunicipal development plan under subsection (1) do not have an intermunicipal development plan in place by April 1, 2020 because they have been unable to agree on a plan, they must immediately notify the Minister and the Minister must, by order, refer the matter to the Municipal Government Board for its recommendations in accordance with Part 12.

(6) Where the Minister refers a matter to the Municipal Government Board under this section, Part 12 applies as if the matter had been referred to the Board under section 514(2).

(7) Two or more councils of municipalities that are not otherwise required to adopt an intermunicipal development plan under subsection (1) may, by each passing a bylaw in accordance with this Part or in accordance with sections 12 and 692, adopt an intermunicipal development plan to include those areas of land lying within the boundaries of the municipalities as they consider necessary.

(8) An intermunicipal development plan

(a) must address

(i) the future land use within the area,

(ii) the manner of and the proposals for future development in the area,

- (iii) the provision of transportation systems for the area, either generally or specifically,
- (iv) the co-ordination of intermunicipal programs relating to the physical, social and economic development of the area,
- (v) environmental matters within the area, either generally or specifically, and
- (vi) any other matter related to the physical, social or economic development of the area that the councils consider necessary,

and

(b) must include

- (i) a procedure to be used to resolve or attempt to resolve any conflict between the municipalities that have adopted the plan,
- (ii) a procedure to be used, by one or more municipalities, to amend or repeal the plan, and
- (iii) provisions relating to the administration of the plan.

(9) Despite subsection (8), to the extent that a matter is dealt with in a framework under Part 17.2, the matter does not need to be included in an intermunicipal development plan.

(10) In creating an intermunicipal development plan, municipalities must negotiate in good faith.

RSA 2000 cM-26 s631;2016 c24 s97;2019 c22 s10(20)

Order for intermunicipal development plan

631.1(1) The Minister may make regulations

- (a) repealed 2019 c22 s10(21);
- (b) respecting the matters to be included in an intermunicipal development plan;
- (c) repealed 2019 c22 s10(21).

(1.1) After considering the recommendations of the Municipal Government Board respecting a matter referred to the Board under section 631(5), the Minister may, by order, require 2 or more municipal authorities to establish an intermunicipal development plan in accordance with the order by a date specified in the order.

Council Member Development

Request for approval with financial support



Council Member	Helen Kelleher-Empy				
Name of Session/Activity	FCM Conference				
Sponsoring Organization (i.e. AUMA, etc.)	FCM				
Nature of Session/Activity	Education, networking				
Location	Toronto				
Start Date	June 4, 2020				
End Date	June 7, 2020				
A. Honorarium					
Honorarium requested	5 days	@	\$251.90	Total:	\$1,259.50
B. Expense Support					
Accommodation	5	@	\$289	Total	\$1,445
Meals	15	@	\$17	Total	\$255
Travel to airport *possible carpool	752	@	\$0.55/km	Total	~\$413.60
Flight	1	@	~\$500	Total	~\$500
Registration	1	@	\$890	Total	\$890
Other	5	@	\$5	Total	\$25
Total expense support (B)					\$~3,528.60
Total est. support (A+B)					\$~4,788.10

Councillor's signature: _____

Date: _____

Mayor's signature: _____

Date: _____

Conditions of approval (if any):

Council Member Development

Request for approval with financial support



Kilometres – return:

Hinton	160 km
Edson	320 km
Red Deer	836 km
Edmonton	752 km
Lethbridge	1256 km
Calgary	828 km
Banff	575 km
Lake Louise	464 km
Medicine Hat	1408 km
Grande Prairie	1090 km
Valemount	232 km

Please use discretion regarding distances driven within cities.

GUIDELINES

Accountable Expenses

1. Accommodation

- a. Hotel: Actual cost up to \$150 per day unless conference site is in hotel charging over limit, when actual cost for regular room will be paid.
- b. Private Residence: in lieu of hotel \$50 per night

2. Subsistence only up to \$47 per full day unless itemized receipts are provided. Subsistence up to \$75 per full day with itemized receipts.

3. Part-day subsistence

- breakfast at \$10, lunch at \$11, dinner at \$21
- incidentals at \$5 for each day of overnight travel (no receipts required)

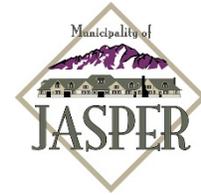
4. Approved auto travel: Kilometers at Alberta Government rate (\$0.55/km) OR

5. Public Transportation (receipts required)

6. Parking (receipts required)

Council Member Development

Request for approval with financial support



Council Member	Bert Journault				
Name of Session/Activity	FCM Conference				
Sponsoring Organization (i.e. AUMA, etc.)	FCM				
Nature of Session/Activity	Education, networking				
Location	Toronto				
Start Date	June 4, 2020				
End Date	June 7, 2020				
A. Honorarium					
Honorarium requested	5 days	@	\$251.90	Total:	\$1,259.50
B. Expense Support					
Accommodation	5	@	\$289	Total	\$1,445
Meals	15	@	\$17	Total	\$255
Travel to airport *possible carpool	752	@	\$0.55/km	Total	~\$413.60
Flight	1	@	~\$500	Total	~\$500
Registration	1	@	\$890	Total	\$890
Other	5	@	\$5	Total	\$25
Total expense support (B)					\$~3,528.60
Total est. support (A+B)					\$~4,788.10

Councillor's signature: _____

Date: _____

Mayor's signature: _____

Date: _____

Conditions of approval (if any):

Council Member Development

Request for approval with financial support



Kilometres – return:

Hinton	160 km
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2. Subsistence only up to \$47 per full day unless itemized receipts are provided. Subsistence up to \$75 per full day with itemized receipts.

3. Part-day subsistence

- breakfast at \$10, lunch at \$11, dinner at \$21
- incidentals at \$5 for each day of overnight travel (no receipts required)

4. Approved auto travel: Kilometers at Alberta Government rate (\$0.55/km) OR

5. Public Transportation (receipts required)

6. Parking (receipts required)

Council Member Development

Request for approval with financial support



Council Member	Jenna McGrath				
Name of Session/Activity	Alberta Rural Education Symposium				
Sponsoring Organization (i.e. AUMA, etc.)	Central Alberta Regional Consortium				
Nature of Session/Activity	2020 vision for rural Alberta schools and communities				
Location	Edmonton				
Start Date	March 1, 2020				
End Date	March 3, 2020				
A. Honorarium					
Honorarium requested	3 days	@	\$251.90	Total:	\$755.70
B. Expense Support					
Accommodation	2 nights	@	\$164.00	Total	\$ 328
Meals	2	@	\$17	Total	\$34 *meals included with event
Travel	752 km	@	\$0.55/km	Total	\$413.6
Registration	1	@	\$350	Total	\$350
Other		@	\$	Total	\$
Total expense support (B)					\$1,125.60
Total est. support (A+B)					\$1,881.30

Councillor's signature: _____

Date: _____

Mayor's signature: _____

Date: _____

Conditions of approval (if any):

Council Member Development

Request for approval with financial support



Kilometres – return:

Hinton	160 km
Edson	320 km
Red Deer	836 km
Edmonton	752 km
Lethbridge	1256 km
Calgary	828 km
Banff	575 km
Lake Louise	464 km
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Valemount	232 km

Please use discretion regarding distances driven within cities.

GUIDELINES

Accountable Expenses

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3. Part-day subsistence

- breakfast at \$10, lunch at \$11, dinner at \$21
- incidentals at \$5 for each day of overnight travel (no receipts required)

4. Approved auto travel: Kilometers at Alberta Government rate (\$0.55/km) OR

5. Public Transportation (receipts required)

6. Parking (receipts required)

From: President <President@auma.ca>

Sent: January 30, 2020 10:42 AM

Subject: Registration now open for Spring 2020 Municipal Leaders' Caucus

Mayors, Councillors, and CAOs are invited to [register](#) for AUMA's spring Municipal Leaders' Caucus being held March 25 and 26 at the Westin Hotel, 10135-100 Street NW, Edmonton.

This event is an opportunity to open a dialogue with Ministers and provincial decision-makers, as well as collaborate with neighbours and colleagues on important issues affecting municipalities. Attached is a copy of the draft agenda, which will be updated over the coming weeks as speakers are confirmed. Please visit the [Municipal Leaders' Caucus Events page](#) for more information on hotels and registration, as well as the latest copy of the agenda. The deadline for online registration is 5:00 p.m., Thursday, March 21.

Remember that you are welcome to invite your colleagues from municipal districts and counties to attend the Caucus as well.

We hope to see you there!

Barry Morishita | President
Mayor, City of Brooks

Agenda for Spring 2020 Municipal Leaders' Caucus
March 25 and 26, 2020
Westin Hotel, 10135 100 Street NW, Edmonton
Subject to Change

Wednesday, March 25	
7:00 a.m.	Registration Opens; Buffet Breakfast Available
8:00 a.m.	President's Opening Remarks
8:15 a.m.	Minister of Municipal Affairs' Remarks
8:30 a.m.	Ministers' Dialogue Session I
9:15 a.m.	Ministers' Dialogue Session II
10:00 a.m.	Break
10:15 a.m.	Ministers' Dialogue Session III
11:00 a.m.	Ministers' Dialogue Session IV
11:45 a.m.	Premier's Remarks
12:00 p.m.	Provincial Leaders' Lunch (Premier and all MLAs invited)
1:00 p.m.	RCMP Presentation and Q&A
2:00 p.m.	Session I – Media Panel In this session, political analysts from the media share their thoughts on the federal and provincial political landscape.
3:00 p.m.	Break
3:15 p.m.	Session II – Partisan Politics and Municipal Elections Proposed changes to the <i>Local Authorities Election Act</i> could increase the involvement of political parties and slates of like-minded candidates in municipal elections. Join a discussion on how to preserve and enhance the democratic, non-partisan nature of municipalities.
4:15 p.m.	Closing Remarks
4:30 to 6:30 p.m.	Networking session

Thursday, March 26	
7:00 a.m.	Registration and Buffet Breakfast
8:00 a.m.	<p>Session III – Red Tape Reduction</p> <p>This session will feature an update on the province’s Red Tape Reduction initiatives and AUMA’s submissions to date. It will also provide the chance for members to discuss other potential changes to the Municipal Government Act, and opportunities for the province and municipalities to reduce red tape and the footprint of government.</p>
9:30 a.m.	AUMA President’s Report
9:45 a.m.	Executive Committee Dialogue Session
10:15 a.m.	Opposition Leader’s Remarks
10:30 a.m.	Break
10:45 a.m.	<p>Session IV – A Province in Search of Autonomy: Making Sense of Alberta’s Fair Deal Panel</p> <p>Speakers in this session will weigh in on the feasibility of proposals put forward by Alberta’s Fair Deal Panel, as well as potential outcomes for governments, business, and Albertans.</p>
11:45 a.m.	<p>Requests for Decision</p> <p>Members can bring forward requests for decisions (RFDs) on emerging issues that cannot wait to be debated at Convention. The deadline to submit an RFD is February 26, 2020.</p>
12:00 p.m.	Closing Remarks and Buffet Lunch



ALBERTA CAPITAL FINANCE AUTHORITY



2090 Sun Life Place, 10123 99 Street NW, Edmonton, Alberta, Canada T5J 3H1

Telephone 780-427-9711
www.acfacapital.ca
webacfa@acfacapital.ca

January 13, 2020

Mr. Mark Fercho
CAO
Municipality of Jasper
303 Pyramid Avenue
P.O. Box 520
JASPER, AB T0E 1E0

Dear Mr. Fercho:

Re: Loan Account No. 3100115, \$1,000,000.00

Attached is the above mentioned cancelled debenture as the loan has been repaid in full.

Yours sincerely,

A handwritten signature in blue ink, appearing to be "Bernadiene Hsie".

Bernadiene Hsie, VP and
Senior Financial Officer

Encl.

\$1,000,000.00

No. 2-04

CANADA
PROVINCE OF ALBERTA

Municipality of Jasper

4.654% Debentures

Due 15-Dec-2019

CANCELLED

Municipality of Jasper

For value received, promises to pay to the
ALBERTA CAPITAL FINANCE AUTHORITY
or its registered assigns, the principal sum of
--- ONE MILLION ---00/100, Dollars

(\$1,000,000.00) in lawful money of Canada, with interest thereon at the rate of 4.654 % per annum, These payments to be made in

THIRTY (30)

consecutive instalments of Principal and Interest combined, in accordance with the repayment schedule endorsed hereon and forming part of this Debenture.

The Sum of \$1,000,000.00 has been borrowed by the Municipality of Jasper under the authority, and in accordance with the terms of the said By-laws listed and numbered below for the specific purposes listed therein.

By law number	039	January 6, 2004	\$1,000,000.00
By law number	059	October 5, 2004	\$0.00



IN TESTIMONY whereof and under the authority of the By-laws listed above this debenture is sealed with the Seal of the Municipality of Jasper and signed by Chief Elected Official and Chief Administrative Officer thereof, this 14 day of December, 2004

Chief Elected Official

Chief Administrative Officer

Municipality of Jasper

List of recommendations
Regular meeting, Tuesday, February 4, 2020



Additions to agenda

BE IT RESOLVED that council agree to add/delete the following items to today's regular meeting agenda:

Approval of agenda

BE IT RESOLVED that council approve the agenda for the regular meeting of Tuesday, February 4, 2020 as presented.

Approval of minutes

BE IT RESOLVED that council approve the minutes of the January 21, 2020 regular Council meeting as presented.

Supplementary Assessment of Improvements 2020 Bylaw –3rd reading

BE IT RESOLVED that Council read for the third and final time bylaw #224, the Supplementary Assessment of Improvements 2020 Bylaw, being a bylaw of the Specialized Municipality of Jasper in the province of Alberta to authorize the supplementary assessment of improvements for the taxation year 2020.

Supplementary Tax Bylaw 2020 Bylaw – 3rd reading

BE IT RESOLVED that Council read for the third and final time bylaw #225, Supplementary Tax Bylaw 2020 Bylaw, being a bylaw of the Specialized Municipality of Jasper in the province of Alberta to authorize the imposition of a supplementary tax for the taxation year 2020.

2020 Capital Budget Parking Lot Items (Operations)

BE IT RESOLVED that Council approve the addition of _____ to the 2020 capital budget for a total budgeted expenditure of \$_____.

C&R 2020 Capital Budget Parking Lot Items (Main Entrance Demolition)

BE IT RESOLVED that Council approve the addition of Jasper Activity Centre main entrance upgrades- Demolition and conceptual plans for new canopy over entrance (including contingency) to the 2020 capital budget for a total budgeted expenditure of \$75,000.

Councillors Kelleher-Empy and Journault's attendance at FCM 2020

BE IT RESOLVED that Council approve Councillor Kelleher-Empy and Councillor Journault's request, as per Policy B-003, to attend the 2020 FCM Conference in Toronto.

Councillor McGrath's attendance at Education Symposium – waiver of notice

BE IT RESOLVED that Council waive the two-week notice necessary to make a decision on Councillor McGrath's attendance at the Alberta Rural Education Symposium.

Municipality of Jasper



List of recommendations
Regular meeting, Tuesday, February 4, 2020

Councillor McGrath's attendance at Education Symposium

BE IT RESOLVED that Council approve Councillor McGrath's request, as per Policy B-003, to attend the Alberta Rural Education Symposium in Edmonton.

In Camera

BE IT RESOLVED that Council move in camera at _____ to discuss agenda item 14.1 Deliberative Matter: Intergovernmental Agenda – FOIP, S. 21.

Revert to open meeting

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

Adjournment

BE IT RESOLVED that, there being no further business, the regular meeting of Tuesday, February 4, 2020 be adjourned at _____.

FOLLOW-UP ACTION LIST (FUAL)

Date: _____

MEETING (Date) / Item / Notes	WHO (lead)	ACTION (to/via)	TARGET (Status)
2019-12-10/ Business Plan for the Jasper Library & Cultural Centre to be discussed at a future meeting.			
2019-12-10/ Independently or request AUMA to lobby on behalf of Jasper for more policing during peak season.			