

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

**1. Call to Order** (Deputy Mayor McGrath to chair meeting)

**2. Additions to Agenda**

**3. Approval of Agenda**

3.1 January 9, 2018

attachment

**4. Approval of Minutes**

4.1 December 12, 2017

attachment

**5. Presentations**

**6. Business Arising from Minutes**

**7. Brief Updates**

7.1 Capital Budget parking lot

attachment

7.2 Community and Economic Development Fund

attachment

7.3 Municipal Assets Naming policy and administrative procedures

attachment

7.4 Scholarships

attachment

**8. Correspondence for information, consideration or action**

**9. Other new business**

**10. Council representation on various boards, upcoming meetings**

**11. Information Items and Upcoming Events**

**Jan. 10:** Awaken 2018, Habitat for the Arts, evening

**Jan. 16-18:** JCHC Open House, 618 Patricia St., 6-8 p.m.

**Jan. 18:** 30<sup>th</sup> annual Chili Cook-off, Jasper Activity Centre, time to be determined

**Jan. 27:** ATCO Street Party, Patricia Street, 7 p.m.

**12. Adjournment**

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

Municipality of Jasper  
**Committee of the Whole Meeting Minutes**  
Tuesday, December 12, 2017 | 9:30 a.m.  
Council Chambers, Jasper Library & Cultural Centre

Present	Mayor Richard Ireland, Deputy Mayor Helen Kelleher-Empy, Councillors Rico Damota, Jenna McGrath, Paul Butler, Bert Journault and Scott Wilson
Also Present	Mark Fercho, Chief Administrative Officer Christine Nadon, Legislative Services Manager Kayla Byrne, Legislative Services Coordinator Natasha Malenchak, Director of Finance and Administration Bruce Thompson, Director of Operations Yvonne McNabb, Director of Culture and Recreation Greg Van Tighem, Director of Protective Services Troy Birtles, Accurate Assessment Group Ltd. Pattie Pavlov, General Manager of Jasper Park Chamber of Commerce Ginette Marcoux, Executive Director of Jasper Employment & Education Centre Evan Matthews, the Fitzhugh Two observers
Call to Order	Deputy Mayor Kelleher-Empy called the meeting to order at 9:30 a.m.
Additions to Agenda	None.
Approval of Agenda	MOTION by Mayor Ireland to approve the agenda for December 12, 2017 as presented. <span style="float: right;">CARRIED</span>
Approval of Minutes	MOTION by Councillor Journault that the minutes of the November 28, 2017 meeting be approved as presented. <span style="float: right;">CARRIED</span>
Presentations: Accurate Assessment Group Ltd.	Council received a presentation from Troy Birtles of Accurate Assessment Group Ltd. regarding assessment legislation in Alberta; the assessment process; assessment complaints; and highlights of the Municipality of Jasper's assessment.
Recess	Deputy Mayor Kelleher-Empy called a recess from 11:04 a.m. to 11:15 a.m.
Bus. arising from minutes	None.
Brief Updates: Legal name change of JALC	Council discussed the necessity of its Adult Learning Council Policy F-001, noting the Jasper Employment and Education Centre (JEEC) is now a self-sustaining organization capable of supplying benefits and payroll services to all its employees. Should the policy be rescinded, JEEC Executive Director Ginette Marcoux inquired about the possibility of JEEC remaining with the municipal insurance plan. It was noted organizations covered under municipal insurance do not require separate Council policies, however, due to insurance regulation changes it is not clear whether JEEC is eligible to be included as an

Additional Name Insured (ANI) on the municipal insurance policy. Mr. Fercho will look into the matter and have more information at the next regular meeting. Mayor Ireland requested a list of all non-profits covered under the municipal insurance policy. The matter will return for decision at the December 19 regular Council meeting.

Budget discussions	Council reviewed the proposed 2018 operating budget, and discussed the value of leasing versus purchasing a generator. Council also indicated it would like to see the water well generator moved from the operating budget to the 2018 to 2022 capital budget. Council also discussed editing its policy to clearly define what a capital cost is and what an operational cost is. Council discussed potential capital parking lot items. The matter will return to Council at the next regular meeting.
Corres.	None.
Other new bus.	None.
Council Rep. on Boards, Meetings	Applications for the Jasper Community Housing Corporation will be sent to Council's Human Resources committee for review.  Councillor Journault will attend a Jasper Yellowhead Museum and Archives meeting.
Events	Council received a list of upcoming events.
In camera	MOTION by Mayor Ireland to close the meeting to the public at 2:24 p.m. for agenda items 12.1 Legal matter – AUC proceedings, FOIP S. 27 and 12.2 Deliberative Matter – intergovernmental meeting discussion, FOIP S.21. <span style="float: right;">CARRIED</span>  CAO Mark Fercho also attended the in camera sessions.
Revert to open meeting	MOTION by Councillor Butler that Council revert to open meeting at 3:21 p.m. <span style="float: right;">CARRIED</span>
Adjournment	MOTION by Councillor Damota that, there being no further business, the meeting of December 12 be adjourned at 3:21 p.m. <span style="float: right;">CARRIED</span>

## PROPOSED 2018 CAPITAL

Department	Project		Funding Source
<b>Recreation</b>			
<i>Ice Plant</i>	Design, permits, tender and contingency, ice plant replace and relocate for code compliance	300,000	
<i>Arena</i>	Electrical Panel Surge Protector	20,000	
	<b>Arena flooring</b>	<b>62,700</b>	
<i>Activity Centre</i>	Kitchen make up air unit	71,750	
	Dehumidifier in curling rink	28,840	
	Reception desk replacement (flooring worn through)	25,000	
<i>Fitness &amp; Aquatic Centre</i>	Parking Lot (remove large planters, add parking in 2019, new planters for barricades)	30,000	
	Motor Control Centre replacement and replace wiring in aquatic section	211,250	
	Replace water slide stairs and water slide	600,000	
	Climbing wall mats	35,000	
	<b>Skatepark conditional CFEP matching funds</b>	<b>16,000</b>	
	<b>Sub-total Recreation</b>	<b>1,400,540</b>	
	<b>Restricted Reserves</b>	<b>400,540</b>	C&R Reserves
	<b>Debenture</b>	<b>1,000,000</b>	Debenture
<b>Protective Services</b>			
	SCBA Breathing Apparatus (12)	125,000	Applied for MSIC
	SCBA Fill Station Upgrade	10,000	
	Wild Land Pump and Water Tank (Rapid attach on wildfire)	30,000	
	Hose	6,500	
	Turnout Gear	16,000	
	Command 2 Replacement (fleet)	65,000	
	<b>Sub-total Protective Services</b>	<b>252,500</b>	
<b>Operations</b>			
<i>Roads</i>	Storm Drainage Issues (gravel laneways)	15,000	Deferred
<i>Roads and Grounds</i>	<del>Fleet Replacement Program</del>	<del>250,000</del>	
	New tires for Loader	15,000	

## PROPOSED 2018 CAPITAL

Department	Project		Funding Source
<i>Grounds</i>	Christmas Decoration Replacement Program	12,500	
<i>C&amp;R Operations</i>	Snapes Hill (Improvements for toboggan safety)	34,000	
	Baseball Diamond Netting	40,000	
	Operations yard; reservoir yard; WWTP lands and S Block recycling station space assessment & conceptual design, final redevelopment design & drawings (Phase 1)	75,000	
	Operations building key system - includes hardware and organization-wide software	20,000	
	Operations yard cleanup - special handling of emulsion from Spray Patching unit (backlog of 6,000 litres in containers)	15,000	
	Memorial bench replacements @ 10 per year (to address backlog; change policy)	15,000	
<b>Sub-total Operations</b>		<b>491,500</b>	
	<b>Deferred Fleet Replacement</b>	<b>-250,000</b>	
		<b>241,500</b>	
<b>Utilities</b>			
<i>Water</i>	Annual Valve Replacement Program	50,000	ID 12 (confirmed)
	Fleet Replacement Program-HydroVac	700,000	Will apply for FGT
	Asset Management Software	50,000	Applied; FCM & FGT
	Water system bleeders - assess, remove, rehab	75,000	
	Fire Supression System for Reservoir Building (Wildfire Threat)	20,000	
<i>Sewer</i>	Generator, components and installation for connection to the water well building	170,000	\$20K + \$150K
	WWTP Annual Capital Requirement	175,000	
	Abandon Trailer Park sewer manholes	30,000	
	Redesign & reconstruct access to Lift Station #6 (Patricia Circle)	25,000	
	Storm line from Patricia/Willow to Connaught (design only)	5,000	
<i>Garbage &amp; Recycling</i>	Lift station construction - hostel and future development	625,000	*see notes below
	Garbage Bin Replacement Program	60,000	Applied for MSIC
	Hydraulic Arm for Baler	15,000	
<b>Sub-total Utilities</b>		<b>2,000,000</b>	

PROPOSED 2018 CAPITAL			
Department	Project		Funding Source
<b>Administration</b> <i>Parking Authority</i> <i>General</i>	S-Block Parking (to be repaid)**	775,000	Parking & Adm Res.
	Management Software	20,000	
	JCHC Consulting Fee	50,000	Housing Reserves
	Managed Wifi Solutions	12,000	
	Folding Machine	12,000	
<b>Sub-total Administration</b>		<b>869,000</b>	
	<b>Restricted Reserves or External Funding</b>	<b>3,763,540</b>	
	<b>Debenture (10 years at 2.612%)</b>	<b>1,000,000</b>	
<b>Total</b>		<b>4,763,540</b>	

**Funding Sources:** MSIC: Municipal Sustainability Initiative Capital (Alberta govt)  
ID12: Improvement District 12  
FGT: Federal Gas Tax  
FCM: Federation of Canadian Municipalities

\* Approx. 70% (\$585K) of the municipal contribution can be recovered through connection fees and future development levies. Additional operational savings (re: public washrooms septic tank pumping) will also be realized.

\*\* S-Block parking expenditure could be offset by external funding sources or user fees.



## REQUEST FOR DIRECTION

<b>Subject:</b>	Community and Economic Development Fund Applications
<b>Prepared by:</b>	Natasha Malenchak, Director of Finance & Administration
<b>Reviewed by:</b>	Mark Fercho, Chief Administrative Officer Christine Nadon, Legislative Services Manager Kayla Byrne, Legislative Services Coordinator Yvonne McNabb, Director of Culture & Recreation
<b>Date – Discussion:</b>	January 9, 2018 – Committee of the Whole Meeting
<b>Date – Notice:</b>	January 16, 2018 – Regular Meeting
<b>Date – Decision:</b>	February 6, 2018 – Regular Meeting

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### Recommendation:

That Council consider whether or not the Jasper Skatepark Committee application for the fall 2017 intake of the Community and Economic Development Fund is an eligible application.

### Options:

- Approve the funding application conditionally until the CFEP application process is complete.
- Defer the decision until the CFEP application process is complete.
- Direct Administration not to bring back this funding application to Council on the basis that “grants from this Fund cannot be combined with other Jasper municipal funding/donations.”

### Background:

- The Jasper Skatepark Committee application was the only complete and eligible application received by Administration for the fall intake. It is unclear, however, whether the application goes against policy as staff time (donation in lieu) has already been provided and potential additional funding may be granted.
- Even if the CFEP application is successful and the committee receives \$16,000 in matching funding from the Municipality, one could argue that this CDEF application is for the 2017 fall intake while the matching CFEP funding will be a 2018 expense.
- Four applications were received by the October 31, 2017 deadline for the Community and Economic Development Fund. Following policy B-017: Community and Economic Development Fund, Administration reviewed all applications and deemed three out of the four applicants to be ineligible on the following basis:
  - Municipality of Jasper departments, publicly-funded agencies and for-profit organizations are ineligible;
  - Grants from this Fund cannot be combined with other Jasper municipal funding/donations;



- Incomplete applications: failing to provide a cost benefit illustration of the value of the project; and a description of tools and methodology to evaluate project success both immediately and long term.
- At the December 5, 2017 regular meeting, Council resolved to provide a letter of commitment for \$16,000 to be allocated in the 2018 capital budget to the Jasper Skatepark Committee. It was determined the committee needed a letter of intent from the Municipality to match \$16,000 to complete its CFEP application.
- The Economic Development Fund was first established in 2002 to assist in the economic enhancement and/or promotion of the Municipality of Jasper. This fund was combined with the Community Development Fund to create the Community and Economic Development Fund in 2016, featuring a revised application process. The fund has two deadlines – April 30 and October 31 each year.
- The total of all fall 2017 application requests is \$10,950. Total funding available for 2017 is \$25,000. The funding available for the fall application term is \$12,500.

**Relevant Legislation:**

- Policy B-017: Community & Economic Development Fund

**Strategic Relevance:**

- Relationships with external individuals, groups, and organizations.

**Financial:**

- The Economic and Community Development fund was allocated the sum of \$25,000 in the 2017 budget. \$12,500 was allocated to spring applications leaving \$12,500 available for the fall applications. If unused in 2017 the transfer to restricted funds will be less in the next fiscal year.

**Communications:**

- Advertising for the Economic and Community Development funds takes place each April and October (this year October 5 and 19). Adverts are placed in the local newspaper, as well as being displayed on the Municipality's website.

**Follow Up Actions:**

- Administration to return with request for decision as directed by council's discussion.

**Attachments:**

- Policy B-017 and Community & Economic Development Fund Administrative Procedures
- Jasper Skatepark Committee Community and Economic Development Fund application



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

Please check each box completed



### **Eligibility**

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

### **Applications**

#### ***To be considered, funding applications must:***

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



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

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

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

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

### Grant Funds

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

Maximum total grant funding available to all grant applicants is \$12,500.00 for the April 30 intake. The total Municipal grant fund is \$25,000.00 per year.

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

### Prohibitions

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

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



**Reporting**

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

**Checklist Signatures of Complete Application, and Muncipal Review**

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

*[Signature]*  
 Applicant

Sept 29<sup>th</sup> 2017  
 Date

Darrell Savage  
 Print Name

\*\*\*\*\*

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

\_\_\_\_\_  
 Municipality of Jasper Administration

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Print Name

*Ange*

**Policy B-017**

**REQUEST FOR FINANCIAL SUPPORT FROM  
COMMUNITY AND ECONOMIC DEVELOPMENT FUND**

Name of Group or Applicant: Jasper Skatepark Committee

If non-profit organization, provide Incorporation or Society number: 5019844231

Mailing Address of Group or Applicant: PO Box 2906 Jasper AB P.C. T0E 1E0  
(Cheque and correspondence will be mailed to the address shown)

Name of Contact Person: Darrell Savage Position/Title: President

Phone No. 780-931-6465 Fax No. \_\_\_\_\_ e-mail address jasperskateparkcommittee@outlook.com

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

See attached.

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

Start date of event/activity/project: Spring 2019 Completion date of event/activity/project: Summer end 2019  
(both start and completion dates of project must be shown)

Total cost of the event/activity/project: \$ ~~700,000~~

**Amount of support requested from this Fund: (Max. \$5,000)** \$ 5000

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

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

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

*[Signature]*  
Signature of applicant or authorized officer of group

Sept 28<sup>th</sup> 2017  
Date

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

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

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

## **Executive Summary**

With the 2020 summer Olympics in Tokyo fast approaching, skateboarding will for the first time be featured on the world stage as an Olympic sport. This is a testament to how quickly the sport along with other "skatepark" sports (Scootering, in-line, BMXing) are growing in popularity. All of these activities provide an excellent way for all ages to express themselves in a healthy and positive way and encourage a healthy active "lifestyle" as the sports involved in themselves foster a lifestyle. Skateparks offer a needed venue for a growing community of athletes and artists and especially the younger demographic who need encouragement towards more healthy and positive lifestyle choices. Jasper is in dire need of a new permanent Skatepark to fill this void as our old one is quickly deteriorating.

All across Alberta, Canada and around the world communities are opting for the construction of permanent concrete skateparks to fulfill this need. This past summer, Banff Alberta began the construction of a modern concrete skatepark spearheaded by the town of Banff and numerous involved community members and groups. The finished result will be an impressive, aesthetically pleasing, state of the art facility with low maintenance costs and a high user volume of locals and visitors alike. The Jasper Skatepark Committee is proposing to build a similar slightly smaller skatepark in the existing location of the skatepark. The completion of this park will not only benefit community members but will also be beneficial to tourism, attracting visitors with boards bikes and scooters.

The objectives of the Jasper Skatepark Committee in the building of the new skatepark align directly with council's strategic priority of promoting Jasper as a healthy community and Jaspers community sustainability plan. These objectives include:

1. Improve the quality of life for residents of Jasper as well as visitors.
2. Provide a healthy affordable recreational alternative for a demographic of local and visiting youth who might otherwise be left behind.
3. Promote self-propelled environmentally friendly activities.
4. Provide an aesthetically pleasing landscaped facility for all to enjoy.
5. Promote and increase tourism in Jasper National Park.

In May of 2016 the Town Council of the Municipality of Jasper approved the current location of the Jasper skatepark for the construction of a permanent concrete skatepark. And in July of 2016 Parks Canada approved the management and use of the land as well.

Cost projections for the completed skatepark are projected at \$650 000 to \$700 000. Slightly higher than other municipalities due to higher cost of construction in Jasper, a remote-resort community. A Design for the park is currently in the works and will be paid for by the Jasper Skatepark Committee. The costs associated with building the park include planning, site preparation and construction. The Jasper Skatepark Committee will actively seek donations, grants and volunteer contributions to minimize costs and pay for the construction of the park.

The skatepark will be maintained by the municipality as the current park is and yearly upkeep shouldn't greatly exceed the current budget for this as concrete skateparks have very low maintenance costs.

The new skatepark will be designed with all skill levels and ages in mind and will provide a safe place for skaters to learn and progress in a comfortable atmosphere that will be appealing to the public eye. Modern skateparks have outgrown the old stereotype and are now family favorite hangouts. Once constructed yearly maintenance costs would be far lower than costs associated with other recreational facilities. Yearly costs would be around \$3000 to \$5000 for upkeep and maintenance (often not even used for the first couple of years). The skatepark will be free entry so it will not generate direct revenue but there are opportunities for the municipality to create revenue by hosting summer skateboard, scooter and or BMX camps. The new park will also attract Professional and Amateur demos and tours from Skateboard companies and shops which will in turn generate interest in the area and town by being featured in Skateboard magazines and social media. Skate tours and demos would be likely to choose Jasper to travel through as it is a desirable destination and a circuit could easily be made with other new skateparks nearby such as Banff and Canmore. The skatepark would also offer a great venue for hosting skateboarding competitions and local events. In terms of usage versus cost the skatepark has the potential to positively impact the lives of many residents and visitors at a fraction of the cost of other facilities and also offers an affordable recreational choice for young people who need things to do.

The sports involved with the use of a skatepark are steadily on the rise in popularity. A survey done by the city of Calgary AB in 2011 found that there were 1.4 skateboarders in 8.2 percent of households in the city and 25% of those skaters were frequent skaters and I would imagine that Jasper would have a similar if not surpassing statistic considering Jasper is an Active community . Based on these numbers and applied to the 2016 census of Jasper showing 1567 households 8.2 percent of that number multiplied by 1.4 equaling 180 skateboarders and then narrowing that number down to 25% equaling approximately 45 frequent skaters not to mention the part-time skaters and also the large influx of summer visitors (1 million April to July 2016) and seasonal workers to our municipality you can imagine the usage for this facility to be quite high. And to add to this, the facility will also be enjoyed by casual and curious onlookers. Jasper Being a highly active community and having a high number of students who bike, skateboard or scooter to school will add to the high use of the facility being as the facility would be situated in between Jasper Jr/Sr High School, Jasper Elementary School and The Jasper Activity Center. One of the greatest assets of this facility will be its central location attracting high traffic and high use throughout the year, making it a central piece of the Jasper recreational scene. I will also add that it is not even just before and after school that this facility will experience use. I can tell you as a frequenter of the skatepark for many years I have witnessed on weekends entire boys hockey teams with scooters show up and invade the park for a while and during the summer months, new faces show up every day to "shred" the current skatepark. It is impossible to overvalue the positive impact this facility will have on the experience of visitors to our beautiful community.

The immediate success indicator is timely completion of the "pour-in-place" skatepark. The immediate increase in all ages using the skatepark and getting outside for healthy active play as the new park will be an immediate attraction and create a great buzz around the entire community. There is already a high use of the current facility which is outdated and in disrepair. Use of the facility will immediately

increase when the long awaited modern park is completed. The long term success indicator for this facility will be the absence of vandalism to the park. Youth and users of the park will take ownership of the facility and keep it clean of trash and hazards. Jasper Skatepark Committee members and youth involved with the process of obtaining this park will always have a place in their heart for the park that "we built". The "broken window effect" has also been proven to be a reality and having a modern well kept, well designed, and professionally built skatepark will inspire all users and community members to respect and keep this facility looking great for a long time. The reality of both of these outcomes can be verified by the history of many other modern concrete skateparks which have experienced great success in their respective communities.

With a professional design in the works we would ideally like to begin site preparation and construction spring 2019 finishing up by the end of summer 2019 .

The funds obtained through the Community and Economic fund will be put towards value for matching grants the eventual completion of the final project.

Between fundraising, grant writing and a close partnership with the municipality the Jasper Skatepark Committee is committed to accomplishing its goal of completing this state of the art facility.

**\*Note**

The Jasper Skatepark Committee is currently working on applying for a CFEP grant in which we will be able to use the land value of the donated land from the municipality towards matching funds (\$715,000.00) for our application allowing us to potentially reach our goal much quicker.

**In Kind Donations**

Pending.

**Alternate sources of funding applied for**

Jasper Freemasons – Pending

Lions Club – Unsuccessful

Rotary - Unsuccessful

**Grants**

Grant and year	Amount
Cn Railroaders in the community 2015	\$ 3000.00
Cn Railroaders in the community 2016	\$ 5750.00
TOTAL	\$ 8750.00

**Fundraising**

Year	Amount
Oct 2015- Sept 2016	\$1318.00
Oct 2016 – Sept 2017	\$4474.95
TOTAL	\$ 5792.95

**Total Income of JSC (Sept 2015-Sept 2017)**

Income Type	Amount
Donations	\$3380.25
Grants	\$8750.00
Fundraising	\$5792.95
<b>TOTAL</b>	<b>\$17923.20</b>

**Expenses of JSC (Sept 2015-Sept 2017)**

Expense	Amount
Design consulting (Newline Skateparks)	\$13650.00

**Assets of JSC (Sept 2015-Sept 2017)**

NIL

**Liabilities of JSC (Sept 2015-Sept 2017)**

NIL



# JASPER SKATEPARK CONCEPT BUDGET

Date: **25 September 2017**  
Client: **Municipality of Jasper**

Project File No.: **SK2017-21**  
Location: **Jasper, AB**

## Budget Breakdown

**Please note:** This is a concept budget only – All prices subject to final design & local pricing. The actual cost of time and construction may also vary due to economic conditions, actual site conditions, and/or availability of materials. Estimate includes costs for supply and installation unless otherwise indicated.

	Description	Subtotal	Total
<b>1.0 Detailed Design &amp; Documentation</b>			
1.1	Detailed design & documentation	Creation of engineered construction drawings	\$ 32,000.00
<b>2.0 General Conditions</b>			
2.1	Mobilization, accomodation & shipping	Project travel & setup	\$ 67,000.00
2.2	Project/Site & environmental management	Permitting & general site management	\$ 38,500.00
2.3	Tools, equipment, vehicles & rentals		\$ 20,000.00
2.4	Security & fencing		\$ 8,000.00
2.5	Materials testing		\$ 4,000.00
2.6	Project bonding		\$ 8,000.00
			\$ 145,500.00
<b>3.0 Civil Works</b>			
3.1	Demolition (existing skatepark)	Removal of existing skatepark asphalt, fence and block walls	\$ 25,000.00
3.2	Earthworks	Removal , relocation & disposal of materials	\$ 5,000.00
3.3	Material import & bulk grading	Import and placing of all required granular material	\$ 82,000.00
3.4	Drainage works	Trenching, piping, area drains & storm connections	\$ 30,000.00
			\$ 142,000.00
<b>4.0 Skatepark Elements</b>			
		Includes all concrete, rebar, formwork and steel edging	
4.1	Walls, ledges & footings		\$ 43,500.00
4.2	Shotcrete features		\$ 168,000.00
4.3	Stair features		\$ 2,000.00
4.4	Flatwork		\$ 106,500.00
4.5	Skatepark metals & coping		\$ 28,500.00
			\$ 348,500.00
<b>5.0 Site Works and Remediation</b>			
5.1	Landscape remediation	Topsoil and sod	\$ 20,000.00
5.2	Planting	Planting beds and trees	\$ 11,500.00
5.3	Boulder retaining	To retain base materials and minimize slopes	\$ 10,000.00
5.4	Asphalt pathway connections		\$ 7,000.00
5.5	Custom bench seating	3 benches as shown	\$ 15,000.00
			\$ 63,500.00
		<b>Base Project Total</b>	<b>\$ 731,500.00</b>
			plus applicable taxes
<b>6.0 Optional Items</b>			
6.1	Integral concrete colour	Allowance	\$ 10,000.00
			\$ 10,000.00

**Note:** This budget assumes that the sub-base below the existing skatepark's asphalt slab is acceptable to build on after asphalt has been removed and proper compaction has been achieved.

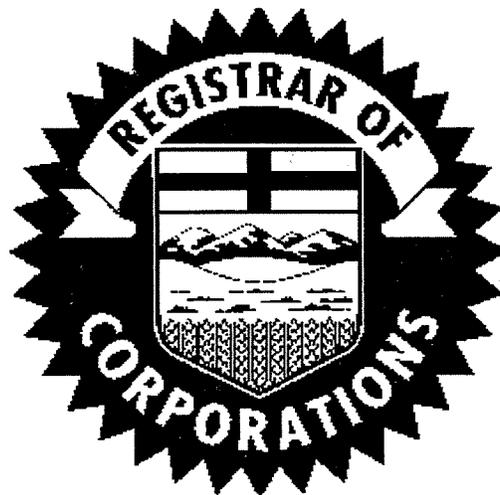
CORPORATE ACCESS NUMBER: 5019844231

**Government  
of Alberta ■**

SOCIETIES ACT

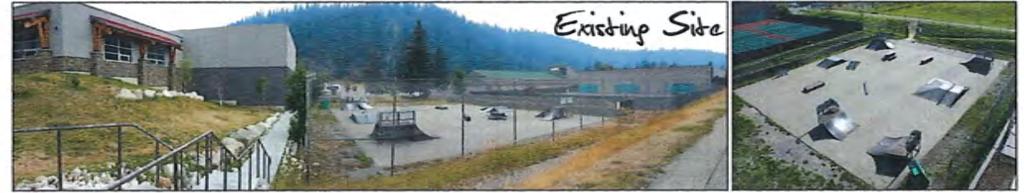
**CERTIFICATE  
OF  
INCORPORATION**

**JASPER SKATEPARK COMMITTEE  
WAS INCORPORATED IN ALBERTA ON 2016/07/08.**



# Jasper Skatepark

Concept Model - Site Plan & Context



Context Plan  N



Site Plan  N scale: 



## Skatepark Features

- A** - DROP-IN BANK WITH HIP
- B** - ROLLER BUMP
- C** - TRANSITION FEATURE WITH INSET VOLCANO
- D** - FLAT LEDGE
- E** - FLATBAR
- F** - MANUAL PAD INSET INTO SLAPPY BANK
- G** - TRANSITION POCKET AND ROLLER WITH INSET BOULDER
- H** - BANK-TO-LEDGE WITH UP-GAP OPTION
- I** - HUBBA LEDGE & BOULDER ROCK GAP
- J** - ROLLER TRANSITION BUMP AND POCKET WITH HIP OPTIONS
- K** - TRANSITION ROLL-IN AND HIP
- L** - POCKET EXTENSION WITH POOL BLOCK COPING
- M** - 6' TRANSITION WALL WITH HIGH-TO-LOW TRANSFER OPTION



Existing Site

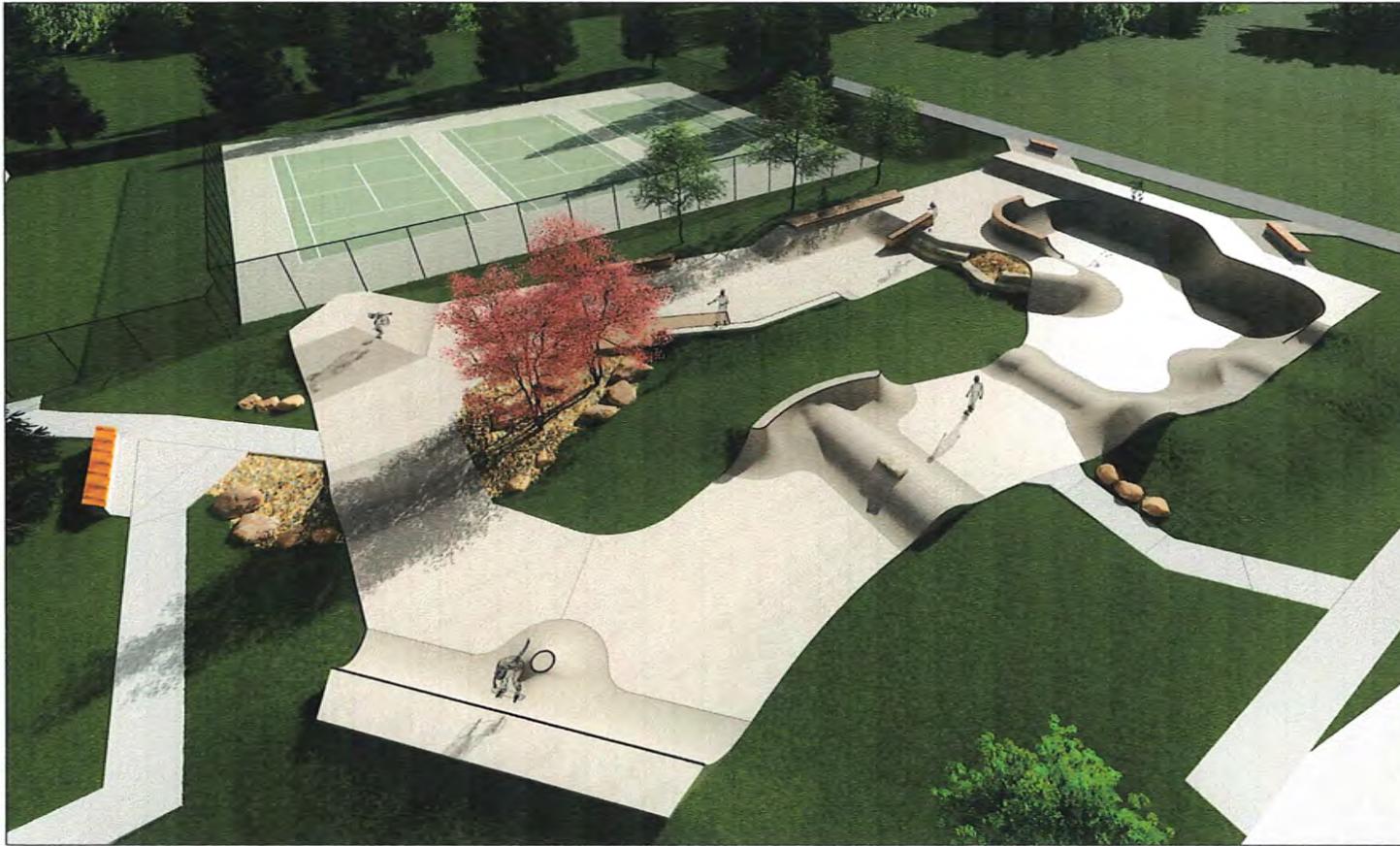
Jasper, AB  
September, 2017

[www.newlineskateparks.com](http://www.newlineskateparks.com)



# Jasper Skatepark

Concept Model - Overall Views



Jasper, AB  
September, 2017

[www.newlineskateparks.com](http://www.newlineskateparks.com)



# Jasper Skatepark

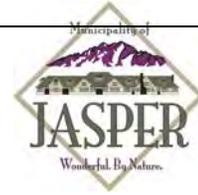
Concept Model - Detail Views



Jasper, AB  
September, 2017

[www.newlineskateparks.com](http://www.newlineskateparks.com)





**Policy Title: COMMUNITY & ECONOMIC DEVELOPMENT FUND**

**Policy # B-017**

**Date adopted by Council: March 1, 2016**

**POLICY**

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

**SCOPE**

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

**Policy Title: COMMUNITY & ECONOMIC DEVELOPMENT FUND**

**Policy # B-017**



**ADMINISTRATIVE PROCEDURES:**

**Approved by CAO: \_\_\_\_\_**

**March 22, 2017**

### **Responsibility**

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

### **Selection Committee**

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

Process: Grant applications and the checklist are reviewed by Administration for completeness and accuracy. Grant applications that are not complete will not be forwarded to Council. Grant applications that pass this review are then discussed at Council's Committee of the Whole where the grant applications are recommended then advanced to a regular meeting of Mayor and Council for approval or rejection.

### **Eligibility**

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

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

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

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

**Policy Title: COMMUNITY & ECONOMIC DEVELOPMENT FUND**

**Policy # B-017**



**ADMINISTRATIVE PROCEDURES:**

**Approved by CAO: \_\_\_\_\_**

**March 22, 2017**

**Applications for Grants Under \$500.00:**

To be considered, funding applications must:

1. be completed on the "Request for Support" application form available from the Municipality's website – [www.jasper-alberta.com](http://www.jasper-alberta.com) , from the Municipality's Administration Office or from the Jasper Activity Centre.
2. include a brief description of the event, project or activity for which funding is being requested, and a detailed budget of what the funds will be used for;
3. include a clear statement of the benefit the project or activity will provide to the residents of Jasper, and economic benefit if any.

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

Grants will be approved at the discretion of Council.

**Policy Title: COMMUNITY & ECONOMIC DEVELOPMENT FUND**

**Policy # B-017**



**ADMINISTRATIVE PROCEDURES:**

**Approved by CAO: \_\_\_\_\_**

**March 22, 2017**

**Applications for Grants Over \$500.00 up to \$5,000.00:**

To be considered, funding applications must:

1. be completed on the "Request for Support" application form available from the Municipality's website – [www.jasper-alberta.com](http://www.jasper-alberta.com), from the Municipality's Administration Office or from the Jasper Activity Centre;
2. include a brief description of the event, project or activity for which funding is being requested, and a detailed budget of what the funds will be used for;
3. include a clear statement of the benefit the project or activity will provide to the residents of Jasper including economic benefits if any. Provide any information available about the project on:
  - the need for the project, and the means by which that need has been identified;
  - how many people will be positively affected and how;
  - a cost-benefit illustration of the value of the project;
  - a description of the tools and methodology proposed to evaluate project success and impacts, both immediately and longer-term;
  - the extent of duplication or enhancement (if any) of the project or activity with others currently in the community;
  - special considerations that deserve mention, and
  - how it supports Council's Strategic Priorities (preference will be given to projects that support Council priorities).
4. be accompanied by a statement of expected revenues and expenditures for the project;
5. be accompanied by a list of all other **confirmed** funding sources;
6. include a a list of all funding sources applied to unsuccessfully or pending; and
7. include a list of "gifts in kind", eg; waiver of fees, support by municipal equipment or staff, etc.

Policy Title: COMMUNITY & ECONOMIC DEVELOPMENT FUND

Policy # B-017



ADMINISTRATIVE PROCEDURES:

Approved by CAO: \_\_\_\_\_

March 22, 2017

8. for **groups or organizations**, the application must be accompanied by:
  - A. current **financial statement of operations** and a **statement of financial position**; and
  - B. proof of non-profit status if applicable.

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

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

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

Grants will be approved at the discretion of Council.

**Policy Title:** COMMUNITY & ECONOMIC DEVELOPMENT FUND

**Policy #** B-017



**ADMINISTRATIVE PROCEDURES:**

**Approved by CAO:** \_\_\_\_\_

**March 22, 2017**

**Grant Funds**

1. Preference will be given to applicants that have pursued other funding opportunities prior to applying to this grant fund.
2. No grant from this Fund shall exceed \$5,000 in any one year.
3. No applicant may receive more than one grant from this fund per calendar year.
4. Funding may be applied either to capital projects or operating initiatives provided they are not core services funded by the applicant organization's base budget.
5. There shall be two deadlines for the submission of applications each year – April 30 and October 31.
6. Advertising for the Fund will take place in March and September of each year.
7. Maximum total grant funding available to all grant applicants is \$12,500.00 for the April 30 intake. The total Municipal grant fund is \$25,000.00 per year funded through a Reserve Account. Successful applications will receive funding through a fund transfer from the reserve account to the operating account as approved by Council. The reserve account is restored to \$25,000.00 to begin each fiscal year.
8. The number and amount of grants available are subject to budget levels approved annually by Council.
9. Recipients are required to publicly acknowledge the Municipality of Jasper as a funding partner.
10. Subject to grant criteria and available funds, Community and Economic Development Fund awards may be less than sought by the applicant, or the applicant may be referred to other funding agencies.

**Prohibitions**

Community and Economic Development Funds shall not be used for:

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

Policy Title: COMMUNITY & ECONOMIC DEVELOPMENT FUND

Policy # B-017



**ADMINISTRATIVE PROCEDURES:**

Approved by CAO: \_\_\_\_\_

March 22, 2017

**Reporting for Grants Over \$500.00**

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

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

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

\* \* \* \* \*

**Policy Title: MUNICIPAL ASSETS NAMING POLICY**

**Policy #: D-013**

**Effective Date: DRAFT #1**

**Date adopted by Council:**



**POLICY**

Council may authorize names for municipal assets.

**PURPOSE**

The purpose of this Policy is to provide the Municipality of Jasper with a fair, consistent and efficient process for the naming and renaming of municipal assets, while respecting the need for public engagement. The final determination for naming municipal assets, including naming opportunities as a result of donations, gifts and sponsorship, will rest with Mayor and Council.

DRAFT

**Policy Title: MUNICIPAL ASSETS NAMING**

**Policy #: D-013**

**ADMINISTRATIVE PROCEDURES – DRAFT #2**

**Effective Date:**

**Date approved by the CAO:**



## **SCOPE**

This naming procedure shall apply to all municipal assets within the Municipality of Jasper.

### **Naming Categories:**

Name submissions for assets should fall into one of the following categories:

- Natural Features – reflecting prominent natural features of, or an animal indigenous to, the general area in which the asset is located;
- Geographic Location – reflecting the prominent geographic location in which the asset resides; use of a “constant” physical reference, such as a topographical feature, adjacent street or subdivision name (excluding real estate and development company names) may be considered;
- Historic Place Name – reflecting a prominent historic location within the Municipality;
- Inspirational or Aspirational – reflecting a desired future state or condition, rather than reflecting only past events or accomplishments
- Other unique proposals may be considered in special circumstances that do not necessarily follow the categories above (such as naming after a special use or theme the asset was designed for).

Naming for sub-units within assets, such as rooms in buildings, features in parks, etc:

- Outstanding Resident / Group – name of Municipal resident or community group, past or present, who contributed to the Municipality and/or the well-being of its residents. Submissions may include original landowners or pioneers, and individuals who have contributed to the quality of life in the community specific to the asset, through heroic actions or community involvement(s);
- Outstanding Canadian – names honoring those who have served or given their life in public service and have ties with the community; or

**Policy Title: MUNICIPAL ASSETS NAMING**

**Policy #: D-013**

**ADMINISTRATIVE PROCEDURES – DRAFT #2**

**Effective Date:**

**Date approved by the CAO:**



## **1. Naming Principles**

Municipal assets shall be named to normally include their functional use, such as "Fitness and Aquatic Centre" or "Off-Leash Park", in the name where appropriate and applicable;

- 1.1. The following principles shall guide Council when considering naming of municipal assets and portions thereof:
  - 1.1.1. names shall be unique; name duplication and similar sounding names shall be avoided;
  - 1.1.2. names shall not be discriminatory, derogatory or political in nature;
  - 1.1.3. names shall be mindful of emergency response considerations;
  - 1.1.4. names that recognize an organization for a financial contribution will be considered when the activities and values of the organization are aligned with the values of the Municipality;
  - 1.1.5. where the name of an individual or organization is selected, approval shall be obtained from the individual (or his/her family when appropriate) or the organization for such naming; and
  - 1.1.6. if a personal name, of either a living or deceased person – is in common local use by the general public, the name may be considered for official adoption.
- 1.2. Municipal Council may consider other ways to recognize donations or significant contributions made to the Municipal assets. Such other means may include plaques, cairns, written certificates or asset features.
- 1.3. Nothing in this Policy shall prevent the placement of memorial plaques on items donated to the Municipality, such as trees and benches, in accordance with another municipal policy.
- 1.4. Names may be assigned to streets, avenues, cul-de-sacs, or crescents. Should a name be approved by Council, both the approved name and the number shall be posted.
- 1.5. Council shall retain the right not to name certain facilities of broad community importance.

## **2. Donated Lands**

- 2.1. The naming and acceptance of land is subject to recommendation by Administration and approval by Municipal Council. Naming rights are not guaranteed if the donation of parkland is a dedication as required by the subdivision of land.
- 2.2. Assets which are donated to the Municipality may be named by deed restriction by the donor.
- 2.3. A donation for the purpose of receiving civic naming acknowledgement is not a guarantee of name perpetuity.

**Policy Title: MUNICIPAL ASSETS NAMING**

**Policy #: D-013**

**ADMINISTRATIVE PROCEDURES – DRAFT #2**

**Effective Date:**

**Date approved by the CAO:**



### **3. Renaming**

- 3.1. Critical examination will be conducted to ensure that renaming the asset will not diminish the original justification for the name or the prior contributions. Renaming will follow the same procedures as naming the asset.
- 3.2. Primarily, only assets named for a geographic location, natural feature or a subdivision should be considered for renaming. Assets that have been named by deed restriction shall not be considered for renaming.
- 3.3. Existing assets that already have been named are not to be renamed without consideration of any or any combination of the following:
  - 3.3.1. demonstrated support of the change;
  - 3.3.2. if the existing name of an asset is after an individual, the individual for whom the asset has been named supports the change, if living, or the next of kin if the individual is deceased; and
  - 3.3.3. information that the individual to be honored has contributed in a significantly tangible way to the community.
- 3.4. Notwithstanding the foregoing, at the discretion of Council, asset name repealing and renaming may occur where the name may be associated or recognized with significant dishonor to the community, province, or nation, or if the continued use of their name would not be in the best interest of the community.
- 3.5. In the event of a proposed renaming, Administration will review the request for statutory compliance and compliance with this Policy. If compliant, a report will be submitted to Council. Council will then hear the request and determine approval.

### **4. Exclusions**

- 4.1. This Policy does not apply to:
  - 4.1.1. any asset to which naming rights have been sold; or
  - 4.1.2. Municipal assets that are leased to third parties where the lease allows the lessee to name the facility for the term of the lease.
  - 4.1.3. Rooms inside buildings.

### **5. Practices to be Avoided**

- 5.1. Use of existing or similar names of assets within the Municipality are to be avoided to eliminate duplication and confusion.
- 5.2. Naming of an asset after a nearby, but not immediately adjacent, school or institution that may lead to confusion regarding their respective locations is to be discouraged.
- 5.3. Naming an asset after the developer or real estate company shall not be considered.

**Policy Title: MUNICIPAL ASSETS NAMING**

**Policy #: D-013**

**ADMINISTRATIVE PROCEDURES – DRAFT #2**

**Effective Date:**

**Date approved by the CAO:**



## **6. Definitions**

- 6.1. Within this Policy the following definitions shall apply:
- 6.1.1. asset(s) means all real property including unimproved lands, buildings and structures owned by the Municipality, including, but not limited to, parkland, open space, recreational facilities, bridges, streets, road, operations and administrative buildings; and
  - 6.1.2. neighborhood means a defined area within the Municipality which can be distinguished as being of a group of developments of a similar character.

## **7. Responsibilities**

- 7.1. Information considered by Council regarding the naming of an asset, which may include the option of naming or renaming after an individual or organization, shall be treated confidentially and may be discussed in-camera. Council shall treat these matters consistent with Section 17 ("Disclosure harmful to personal privacy") or Section 23 ("Local public body confidences") of Freedom of Information and Protection of Privacy Act.

## **8. Public Engagement**

- 8.1. Citizen involvement in the naming process is encouraged and may be accomplished in a variety of ways throughout the naming process under the Municipality's Public Engagement Policy and Procedures, and include:
- 8.1.1. individuals, groups and/or organizations interested in proposing a name for any existing un-named asset may do so in writing.
  - 8.1.2. a variety of means to encourage public participation to submit a name (citizen contests, recommendations from previous owners, historical review of the site, and the like). This process shall be initiated by Council for specific assets.
- 8.2. Administration shall meet to review all suggestions received, and guided by this Policy, prepare a short-list of recommended names. Recommended asset names will be submitted to Council for consideration, selection and endorsement. Council has the final authority to name assets.
- 8.3. Upon Council's approval of an asset name Administration shall:
- 8.3.1. advise all internal departments accordingly;
  - 8.3.2. update mapping and booking system names, as required;
  - 8.3.3. arrange for production and installation of appropriate signage indicating the new asset name.

In case of any conflict between this Policy and any other Policy, the provisions of this Policy shall govern.



## REQUEST FOR DIRECTION

**Subject:** Scholarships

**Prepared by:** Christine Nadon, Legislative Services Manager

**Reviewed by:** Kayla Byrne, Legislative Services Coordinator

**Date – Discussion:** January 9, 2018

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### **Recommendation:**

That Council consider whether the Municipality of Jasper should be administering scholarships and holding funds in trust on behalf of third party organizations or individuals.

### **Options:**

- Direct Administration to pursue alternative arrangements for the administration of scholarships applications and related funds held in trust by the Municipality, followed by a request for decision to rescind policy B-014: Scholarships.
- Direct Administration to continue administering scholarships as per policy B-014: Scholarships.

### **Background:**

- The Municipality of Jasper currently administers and holds funds in trust for four (plus one) scholarships. It is administration's understanding that administering scholarships was initially a responsibility of the Jasper School District.
- The fifth scholarship (not included in the policy) is one for which funds were transferred to the Municipality but for which updated application procedures were never developed (Betkowski fund). The Jasper Sports and Culture Foundation would continue to be administered by the Municipality's Culture and Recreation department, and applications reviewed by the Culture and Recreation board.
- Changes in staffing over the last year and the workload associated with conducting regular municipal business highlighted the need to find a more suitable organization, more directly related to education, to take over the administration of scholarships. This might also increase the profile of scholarships and generate more applications for funding, which have dwindled in recent years.
- Preliminary discussions with Grande Yellowhead Public School Division indicate that this organization administers scholarships for other communities in the region, and would likely be able to administer scholarships and hold the funds in trust.
- One concern is to ensure that the purpose of the funds, and their availability to Jasper students only, remain the same following a transfer in responsibility. Ensuring that families and organizations who created the funds are satisfied with the new arrangement is another. Preliminary contact has been made with Mountain Park Lodges, who holds two of the five scholarship funds, and Administration is attempting to track down relatives of private donors to initiate the conversation.

**Relevant Legislation:**

- Policy B-014: Scholarships

**Strategic Relevance:**

- Governance – Provide quality municipal services to the community
  - Focus municipal team efforts on ensuring the provision of the best possible municipal services to residents
- Governance – Provide open, accountable and accessible government
  - Update bylaws, policies and procedures systematically
- Fiscal Health – Review services and policies for cost-benefits

**Financial:**

The Municipality of Jasper holds funding in trust and scholarships are usually awarded based on the interest on the principal. The cost-benefit of rescinding the policy would be related to staff time required to administer the scholarships program and advertising costs.

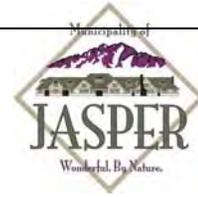
**Communications:**

- If council supports rescinding the policy, ongoing communication with affected parties would continue, ensuring that a fair and satisfactory agreement is reached for all parties. Respecting the purpose and spirit of each scholarship, and their initial donors, is of the utmost importance.
- If council directs administration to continue to administer scholarships, annual advertising will take place in the fall of each year.

**Attachments:**

- Policy B-014: Scholarships.
- 2015-2016 Scholarships Financials

<b>Year</b>	<b>Activity</b>	<b>Distributed and available for distribution</b>	<b>Awarded</b>	<b>Revenues</b>	<b>Balance</b>	<b>Check</b>
2015	Atkinson (350)	17,316.67	500.00	470.67	17,287.34	500.00
	MPL Health Care (351)	5,241.71	0.00	142.47	5,384.18	
	MPL Hospitality/Business (352)	5,019.96	0.00	475.66	5,495.62	
	Betkowski (353)	15,426.21	0.00	419.28	15,845.49	
2016	Atkinson (350)	17,287.34	0.00	469.87	17,757.21	
	MPL Health Care (351)	5,384.18	0.00	146.34	5,530.52	
	MPL Hospitality/Business (352)	5,495.62	0.00	149.37	5,644.99	
	Betkowski (353)	15,845.49	0.00	430.68	16,276.17	
	Jasper Sport and Culture (354)	95,017.87	2,083.00	2,581.64	95,516.51	



**Policy Title:** SCHOLARSHIPS  
**Policy #** B-014  
**Effective Date:** September 7, 2010  
**Date adopted by Council:** September 7, 2010

**POLICY**

Council shall administer the following scholarships on behalf of the scholarship founders and Jasper residents who have provided funds to assist Jasper Junior/Senior High School graduates registering in post secondary institutions:

<u>Name of Scholarship</u>	<u>Primary Criteria</u>
Alberta Margaret Atkinson Scholarship	Medicine
Mountain Park Lodges	Hospitality/Business
Mountain Park Lodges	Physical, Mental or Social Care
Jasper Sports & Culture Foundation	Excellence in sports or culture

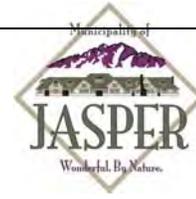
**Policy Title: SCHOLARSHIPS**

**Policy # B-014**

**ADMINISTRATIVE PROCEDURES**

**Effective Date: September 7, 2010**

**Date approved by Municipal Manager: September 7, 2010**



**RESPONSIBILITY**

The Municipality's Administrative Officer shall be responsible for scholarship administration.

**JASPER EDUCATION SCHOLARSHIP COMMITTEE**

The Jasper Education Scholarship Committee shall consist of:

1. The Jasper representative elected to the Grande Yellowhead Public School Division trustee;
2. One staff member from each of the Jasper Elementary School and the Jasper Junior/Senior High School appointed by the respective school principals;
3. A parent representative of each of the Parent Advisory Council and the School Advisory Council appointed by their respective councils; and
4. The secretary of the Jasper Education Scholarship Committee who shall be the Administrative Officer for the Municipality of Jasper;

The secretary shall call all meetings of the committee.

**Alberta Margaret Atkinson Scholarship**

Mr. James Henry Atkinson of Jasper bequeathed funds to the former Jasper School Board to establish a scholarship making funds available to a graduate of the Jasper Junior/Senior High School. The scholarship is dedicated to Mr. Atkinson's beloved wife, Alberta Margaret.

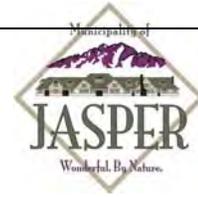
The Alberta Margaret Atkinson Scholarship gives preference to students enrolled in medicine or dentistry.

**Award**

1. Each year's scholarship award will be derived from the interest earned on the principal balance during the previous year.
2. The maximum award in any year will not exceed the total interest earned in the previous year.
3. Any unexpended interest will be reinvested and added to the principal.
4. The Municipality shall administer the fund by investing in guaranteed securities.
5. Payment of the scholarship will be made on receipt of verification of the successful applicant's acceptance at a post-secondary institution in the program(s) related to the scholarship.
6. Advertising for the scholarship will take place during August and September of each year.

**Policy Title: SCHOLARSHIPS**

**Policy # B-014**



**ADMINISTRATIVE PROCEDURES**

**Effective Date: September 7, 2010**

**Date approved by Municipal Manager: September 7, 2010**

**Eligibility**

To be eligible, applicants must:

1. be a graduate of the Jasper Junior/Senior High School, Jasper, Alberta; and
2. be a student in any year of medicine or dentistry (excluding pre-med), or
3. be a student in second or subsequent years of study towards a degree or other advanced qualifications in Nursing or paramedical studies, or
4. be a student in second or subsequent years of Engineering or Commerce, or
5. be a student in first or subsequent years in Law school; and
6. have submitted their applications by October 1 to the Secretary, Jasper Education Scholarship Committee, PO Box 520, Jasper, AB TOE 1EO.

Preference will be given to students in medical or dental studies.

**Selection**

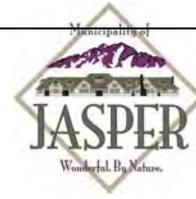
The successful candidate will be chosen by the Jasper Education Scholarship Committee.

**Mountain Park Lodges Hospitality or Business Scholarship**

In memory of original founders who have passed away, the Board of Directors of Mountain Park Lodges have established this scholarship fund to be used for students from the Jasper Junior/Senior High School registered in a post-secondary institution for study or training related to a career in the hospitality or business fields.

**Award**

1. Each year's scholarship award shall be derived from the interest earned in the previous year on the initial investment of \$5,000.
2. The scholarship shall not be less than \$500 in any year in which it is awarded.
3. The Municipality of Jasper shall administer the fund by investing in guaranteed securities.
4. Payment of the scholarship will be made on receipt of verification of the successful applicant's acceptance at a post-secondary institution in the program(s) related to the scholarship.
5. The scholarship will be advertised during August and September of each year.



**Policy Title:** SCHOLARSHIPS

**Policy #** B-014

**ADMINISTRATIVE PROCEDURES**

**Effective Date:** September 7, 2010

**Date approved by Municipal Manager:** September 7, 2010

**Eligibility**

To be eligible, applicants must:

1. have attended the Jasper Junior/Senior High School in his or her last year of secondary schooling;
2. be registered in a post-secondary institution for study or training related to a career in the hospitality industry, or with the intention of securing a business degree;
3. submit an application by October 1<sup>st</sup> to the Secretary, Jasper Education Scholarship Committee, Box 520, Jasper AB, TOE 1EO accompanied by a written copy of acceptance to a post-secondary course in hospitality or business, and a copy of the applicant's marks in his or her most recent academic year., and be submitted by October 1st to the Secretary; and
4. not have been a previous recipient of this scholarship.

Preference will be given to students entering studies related to the hospitality industry.

**Selection**

The successful candidate shall be chosen by the Jasper Education Scholarship Committee and the general manager of Mountain Park Lodges or his/her designate.

The scholarship will be awarded to the applicant with the best academic record in his or her most recent academic year, as determined by the Jasper Education Scholarship Committee and the general manager of Mountain Park Lodges.

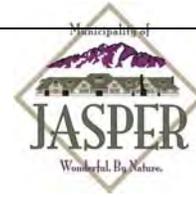
Should there be no recipient in any given year the Scholarship Committee may – but is not required to – make two awards the next year. Alternatively, the fund could be allowed to build up equity in order to ensure the continuation of the scholarship.

**Mountain Park Lodges Healthcare Scholarship**

In memory of original founders who have passed away, the Board of Directors of Mountain Park Lodges Limited has established this scholarship fund to be used for students from the Jasper Junior/Senior High School who are registered in a post-secondary institution for study or training related to a career in physical, mental, or social care.

**Award**

1. Each year's scholarship award shall be derived from the interest earned in the previous year on the initial investment of \$5,000;
2. The scholarship shall not be less than \$500 in any year in which it is awarded.
3. The Municipality of Jasper shall administer the fund by investing in guaranteed securities.



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**Effective Date:** September 7, 2010

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4. Payment of the scholarship will be made on receipt of verification of the successful applicant's acceptance at a post-secondary institution in the program(s) related to the scholarship.
5. The scholarship will be advertised during August and September of each year.

**Eligibility**

To be eligible, applicants must:

1. have attended the Jasper Junior/Senior High School in his or her last year of secondary schooling;
2. be registered in a post-secondary institution for study or training related to a career in physical, mental, or social care;
3. submit an application by October 1<sup>st</sup> to the Secretary, Jasper Education Scholarship Committee, Box 520, Jasper AB, TOE 1EO accompanied by a written copy of acceptance to a post-secondary course in hospitality or business, and a copy of the applicant's marks in his or her most recent academic year., and be submitted by October 1st to the Secretary;
4. not have been a previous recipient of this scholarship.

**Selection**

The successful candidate shall be chosen by the Jasper Education Scholarship Committee and the general manager of Mountain Park Lodges or his/her designate.

The scholarship will be awarded to the applicant with the best academic record in his or her most recent academic year, as determined by the Jasper Education Scholarship Committee and the general manager of Mountain Park Lodges.

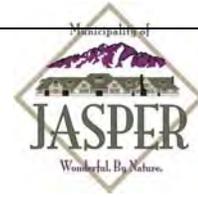
Should there be no recipient in any given year the Scholarship Committee may – but is not required to – make two awards the next year. Alternatively, the fund could be allowed to build up equity in order to ensure the continuation of the scholarship.

**Jasper Sports and Culture Foundation**

In recognition of Jasper's efforts in co-hosting the Canada Winter Games in 1995, a foundation was established and awards are offered to individuals for the pursuit of excellence in the development of sports and culture in Jasper. A \$30,000 legacy from the Canada Winter Games forms the initial capital. Local fundraising groups and individuals are invited to contribute donations to this capital sum.

**Award**

1. Awards shall be derived from the interest earned on investment of the capital. The capital shall not be expended.
2. The Municipality of Jasper shall administer the Fund and shall invest in guaranteed securities.



**Policy Title: SCHOLARSHIPS**

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**Effective Date: September 7, 2010**

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3. Any interest revenue not awarded in one year shall be added to the principal and reinvested.
4. Applications for funding shall be accepted once each year in response to advertising.
5. Deadline for applications is March 30.
6. Applications for retroactive funding may be considered.
7. The amount of the award shall be set on verification of the applicant's acceptance into an appropriate program related to the intent of the Foundation.
8. Receipts for income tax purposes shall be issued for donations to the Foundation.
9. The maximum to be awarded to any applicant shall be \$1,000.
10. An applicant may receive a grant from this Fund only once.

**Eligibility**

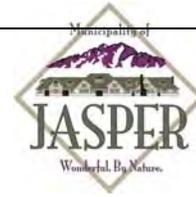
To be eligible, applicants must:

1. be a resident of Jasper;
2. be individuals applying for specific activities;
3. indicate the amount and intended use of funds;
4. submit a budget indicating proposed funding and expenses; and
5. submit their application by the applicable deadline date to the Secretary, Jasper Sports and Culture Foundation, PO Box 1539, Jasper, AB TOE 1E0.

Priority shall be given to youth applications in sports and culture, and coaching development for youth activities.

**Selection**

1. The selection committee for the Jasper Sports and Culture Foundation shall be the Jasper Culture and Recreation Board.
2. The Director of Municipality's department of Culture and Recreation shall be the Secretary of the Jasper Sports and Culture Foundation.
3. The Secretary shall present all applications to the Jasper Culture and Recreation Board at the Board's first regular meeting following the March 30<sup>th</sup> application deadline.



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**GENERAL**

The committees administering the awards may make suggestions for change in the scholarship administration procedures by presenting proposals to the Municipal Council who shall have the authority to make or reject any such changes proposed.