

MUNICIPALITY OF JASPER
REGULAR COUNCIL MEETING AGENDA

Date: April 3, 2018 | Time: 1:30 p.m.

Place: Jasper Library and Cultural Centre, Council Chambers



1 CALL TO ORDER

2 APPROVAL OF AGENDA

2.1 Regular meeting agenda, April 3, 2018

attachment

3 APPROVAL OF MINUTES

3.1 Regular meeting minutes, March 20, 2018

attachment

4 PRESENTATIONS

5 BUSINESS ARISING FROM PREVIOUS MINUTES

6 DEPARTMENT REPORTS

6.1 Community and Family Services

attachment

7 INFORMATION ITEMS

7.1 Library Financial Review 2017

attachment

8 BYLAWS

8.1 Bylaw summary

attachment

8.2 Bylaw #208 – Jasper Municipal Storage Lot Bylaw 2018 – 1st reading

attachment

9 REQUESTS FOR DECISION

9.1 Notice – Municipal Field Use Policy

attachment

9.2 Notice – Permanent Community Stage

attachment

10 CORRESPONDENCE FOR INFORMATION, CONSIDERATION OR ACTION

11 OTHER NEW BUSINESS

12 COUNCILLOR REPORTS

13 UPCOMING EVENTS

April 4: Mayor's Poetry Challenge, Snowdome, 7-8 p.m.

April 7: Jasper Canadian Rockies Half Marathon, starts at the Info Centre, 1 p.m.

April 18: Dinner with GYPSD Board, Sawridge Dining Room A, 6 p.m.

April 19: Pride Festival flag raising, Emergency Services Building, 12 p.m.

April 19: Volunteer Celebration Banquet, Jasper Activity Centre, 6 p.m.

April 25: Tourism Entrepreneurship Start-up Seminar (TESS), Sawridge, 8 a.m. – 5 p.m.

14 ADJOURNMENT

Municipality of Jasper
Regular Council Meeting Minutes
Tuesday, March 20, 2018 | 1:30 p.m.
Council Chambers, Jasper Library & Cultural Centre

Present	Mayor Richard Ireland, Deputy Mayor Paul Butler, Councillors Helen Kelleher-Empey, Jenna McGrath, Bert Journault and Rico Damota		
Absent	Councillor 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 Jeremy Todgham, Fitness and Aquatic Centre Manager Don Smith, Deputy Fire Chief Dave Osborne, Licensing and Enforcement Manager Neil Jones, Bylaw Enforcement Officer Marianne Garrah, Habitat for the Arts Ken Kuzminski, Jasper Royal Canadian Legion Craig Gilbert, the Fitzhugh Ken Hodges Emile Begin		
Call to order	Mayor Ireland called the meeting to order at 1:30 p.m.		
Approval of agenda #54/18	MOTION by Councillor Journault – BE IT RESOLVED THAT Council approve the agenda for the regular meeting of March 20, 2018 as presented.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Approval of minutes #55/18	MOTION by Councillor McGrath – BE IT RESOLVED THAT Council approve the minutes of the March 6, 2018 regular Council meeting as presented.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Presentations	None.		
Business arising from the minutes	Councillor Journault inquired about a full list of bylaws currently in force in the Municipality of Jasper. All current bylaws are available on the municipal website.		
Bylaw summary	Council received a summary of bylaws currently in force in the Municipality.		

Busking pilot
project 2018
#56/18

MOTION by Councillor Damota – BE IT RESOLVED THAT Council approve a Busking Permit to Habitat for the Arts for the 2018 Busking Pilot Project #4, prior to determining the future of busking in Jasper.

FOR
6 Councillors

AGAINST
0 Councillors

CARRIED

CARB – Legion
taxation
#57/18

MOTION by Councillor Kelleher-Empey – BE IT RESOLVED THAT Council approve the administrative steps already taken not to appeal the Composite Assessment Review Board (CARB) decision regarding the Jasper Legion.

FOR
6 Councillors

AGAINST
0 Councillors

CARRIED

CARB – Legion
taxation
#58/18

MOTION by Councillor Kelleher-Empey – BE IT RESOLVED THAT Council direct Administration to write-off the Jasper Legion's municipal taxes for 2015 and 2016, for a total amount of \$13,433.55.

FOR
6 Councillors

AGAINST
0 Councillors

CARRIED

Prior to making this motion Mr. Kuzminski addressed Council, expressing the Legion Board's wishes to formally settle this matter, to move forward, and to not request a write-off of municipal taxes from years prior to 2015.

CARB – Legion
taxation
#59/18

MOTION by Councillor Butler – BE IT RESOLVED THAT Council direct Administration to utilize tax payments made to the Municipality by the Jasper Legion toward 2015 taxes to pay the outstanding Alberta School Foundation Fund (ASFF) and Evergreens Foundation taxes due up to and including 2017 for a total of \$5,998.67, with an additional payment due from the Legion of \$406.33, to pay all taxes due up to and including 2017.

FOR
6 Councillors

AGAINST
0 Councillors

CARRIED

CARB – Legion
taxation
#60/18

MOTION by Councillor Butler – BE IT RESOLVED THAT Council (the Municipality) and the Jasper Legion reach an agreement that the CARB decision is accepted and all taxes owing are settled to the satisfaction of both parties up to and including 2017, and that both parties will agree to not dispute tax matters prior to 2017.

FOR
6 Councillors

AGAINST
0 Councillors

CARRIED

Administration will create a formal agreement and have it signed by both parties.

2018 operating budget #61/18	MOTION by Councillor Damota – BE IT RESOLVED THAT Council approve the 2018 operating budget in the amount of \$22,574,283 and remove the allocations, revenue and expense, to the Community and Economic Development Fund.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
	Council and Administration further discussed various methods of presenting the proposed budget in the future.		
Capital budget carry forward to 2018 #62/18	MOTION by Councillor Butler – BE IT RESOLVED THAT Council approve a capital budget carry-forward of incomplete 2017 capital items to 2018, as presented.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Sewer system for hostel and other parcels preliminary design #63/18	MOTION by Councillor Journault – BE IT RESOLVED THAT Council approve a project budget of \$85,808 for the sewer system preliminary design engineering, with a municipal contribution of \$5,389.66.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
	Mr. Fercho will present more information, including funding agreements, regarding this project as it develops.		
Waiver of notice – ARB training #64/18	MOTION by Councillor Butler – BE IT RESOLVED THAT Council waive the two-week notice period on a motion to consider appointing two individuals to the provincial Assessment Review Board training in the spring of 2018.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
ARB training #65/18	MOTION by Councillor Damota – BE IT RESOLVED THAT Council direct Administration to send Valerie Glaves and Stephen Eldred to the provincial Assessment Review Board training in the spring of 2018.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
ARB training – Councillor Butler #66/18	MOTION by Councillor McGrath – BE IT RESOLVED THAT Council approve a request from Councillor Paul Butler to attend the Assessment Review Board training offered by the Municipal Government Board in April 2018.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED

Correspondence: Council received a letter from local business owner George Andrew, in which Mr. Andrew opposed the Municipality issuing a business licence to the Jasper Royal Canadian Legion for the purpose of serving food and alcohol on institutional land. Mr. Fercho clarified that non-profits are allowed to operate commercially on institutional land. A broader discussion on non-profit organizations and taxation is planned for a future committee of the whole meeting.

Council received a letter from Prince George residents Ken Hodges and Emile Begin regarding the threat caused by wildfires throughout Jasper National Park. For possible future discussion, Council invited Mr. Hodges and Mr. Begin to present their detailed report at an upcoming committee of the whole meeting.

Other new bus. None.

Councillor reports Councillor McGrath attended a Jasper Community Team meeting, a Collaborative Action Team meeting, and a Jasper Municipal Library Board meeting.

Councillor Kelleher-Empey and Councillor Wilson attended a Community Futures meeting.

Council's Human Resources Committee met to discuss Assessment Review Board applications.

Council and the Municipality hosted the final Community Dinner of the season, which had about 220 people in attendance.

Mayor Ireland requested that a trophy from the Banff-Jasper Relay be displayed at the Jasper Library and Cultural Centre. Mrs. McNabb will submit a work order for this.

Mayor Ireland inquired if a member of Council could speak on his behalf at an upcoming sports banquet. Councillors Kelleher-Empey and Damota will check their schedules.

Upcoming events Council received a list of upcoming events.

In camera #67/18 MOTION by Councillor Butler – BE IT RESOLVED THAT Council close the meeting to the public at 4:19 p.m. for agenda item 14.1 Deliberative Matter – new service section – FOIP, S.16.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Mr. Fercho also attended this in camera session.

Revert to open
meeting
#68/18

MOTION by Councillor McGrath – BE IT RESOLVED THAT Council revert to open meeting at 5:12 p.m.

FOR

6 Councillors

AGAINST

0 Councillors

CARRIED

Adjournment
#69/18

MOTION by Councillor Kelleher-Empey – BE IT RESOLVED THAT, there being no further business, the regular meeting of March 20 be adjourned at 5:13 p.m.

FOR

6 Councillors

AGAINST

0 Councillors

CARRIED

Mayor

Chief Administrative Officer



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

April 3, 2018

Submitted by: Kathleen Waxer, Director

Reporting period: January and February 2018

Highlights

Settlement Worker – A proposal written in the summer of 2015 has finally come to fruition. The negotiations and background work has been undertaken with Immigration Refugee Citizenship Canada in preparation for the launch of this new Jasper role, which will begin April 1.

Data Consortium – CFS has partnered with the Town of Banff's Community and Family Services department to have access to a data consortium, significantly reducing the cost of accessing information about our communities.

Social Assessment – Discussions are now taking place between Banff and Jasper's CFS departments to create social assessments of each community that mirror each other. Banff has previously undertaken social assessments of their community and are willing to share their template, so that Jasper will have complementary data.

Community Development – January and February 2018

Coordinated Community Response to Elder Abuse – The Elder Abuse Response Network met in February to discuss the draft Elder Abuse Awareness brochure that was created by Lisa Riddell. The brochure will be available in March. The next Elder Abuse Response Network meeting is March 21.

Gut-Brain Connection Lunch & Learn – With funding from Alberta Health Services, monthly lunch and learn sessions have been held for members of the Jasper Community Team and Collaborative Action Teams to increase knowledge around mental health and addictions. On Feb. 23, Dietician Kirsten Oilund presented about the gut-brain connection, attracting 13 participants.

Welcoming and Inclusive Communities Checklist – With funding from the Human Rights, Education and Multiculturalism (HERM) fund, an organizational checklist is being created to ensure that all CFS programs, events or initiatives (including posters, campaigns and forms) are as inclusive and user friendly as possible.

Children's Book/Activity Sheet – A children's book authored by Liz Olsen and illustrated by Rico Sato is in the final stages of development and now includes bear safety messages created in collaboration with Parks Canada's human-wildlife conflict team. The book, which shares key messages with parents about things they can do with their child to promote positive early brain development, will be sold at a few stores in town, with funds going toward the Caring Community Fund. The next step in the project is a book launch and promotional campaign. This will take place once capacity permits.

Community Volunteer Income Tax Program – Once again Community Outreach Services is the face of the Community Volunteer Income Tax Program. The program is being coordinated by the Community Development Specialist, who has secured three volunteers who are trained to prepare taxes for people with simple tax situations (ex. one T4). Taxes can be complicated and stressful, especially for vulnerable members of our community,

Local Immigration Partnership – January and February 2018

Jamaican Community Dinner – In early January, the LIP partnered with the Community Dinner Program to organize a Jamaican dinner. This was an important opportunity for the LIP Coordinator to build relationships with members of Jasper's Jamaican community while working toward the project's goal of raising the profile of newcomers in the broader community.

Inaugural Meeting of the LIP Council – The day after the Jamaican dinner, the LIP Coordinator convened the inaugural meeting of the Local Immigration Partnership Council, which will be the governing body of the project going forward. This group met three times in January and February, establishing terms of reference, a membership agreement and a general sense of the council's scope

of work going forward.

Immigrant Advisory Table – During the month of February, the Immigrant Advisory Table was developed. This is a consultative group comprised of immigrants and refugees who will help guide the Local Immigration Partnership in addressing newcomer needs in the community. The Immigrant Advisory Table's first official meeting was held in the beginning of March.

Facilitation Training – In late February, the LIP Coordinator attended a one-week training course on "group facilitation." The course was offered by Simon Fraser University's Department of Continuing Education and focused on developing the skills to facilitate effective group collaboration. These skills are coming in use in the facilitation of the LIP Council and the Immigrant Advisory Table.

Community Outreach Services – January 2018

Community Coffee Connections – In an effort to offer regular clients more one-on-one and group programming when they drop by Community Outreach Services, a time has now been scheduled for drop-in activities. The program is called Community Coffee Connections. It runs from 1-3pm Monday through Friday. On Mondays and Fridays there are craft programs offered by Outreach Worker Denise Benison and on Thursdays an outreach worker plays board games with the clients. On Tuesdays and Wednesdays, an outreach worker is present in the space, facilitating casual conversations with clients.

Shake It Up, Baby! – During the month of January, the Parent Link Centre offered a winter music program with Grace Kohn called Shake It Up, Baby! There were two sessions per week, one for preschoolers and another for babies. Over the course of the month, the program saw more than 100 non-unique participants take part. Building on the program's success, a few more sessions were offered in February.

Kids Book Exchange – In recognition of Family Literacy Day, Parent Link hosted a book exchange and special story time on Jan. 27. The event gave parents an opportunity to donate books their children no longer read and exchange them for new children's books. More than 50 people took advantage of the event.

Experience Rock Climbing – In collaboration with Jasper Climbing Collective and the Jasper Fitness Centre, JasperLIFE offered an opportunity for young adults to meet new people and try the climbing gym at a subsidized rate, while connecting with Outreach Worker Ian Goodge. The goal of JasperLIFE programming is to connect people to community, healthy outdoor activities and to Community Outreach Services, so they are aware of the services that are available to them, if the time comes that they need support.

Community Outreach Services – February 2018

Community Reads – On Mondays, Parent Link coordinates a story time at the Municipal Library, each week asking a different community member to be a special guest host. February was First Responder Month, with readers from the RCMP, Bylaw and the Warden Service volunteering to read to the children.

Random Acts of Kindness Week – In recognition of Random Acts of Kindness Week, Teen Outreach Worker Anna DeClercq helped the Youth Community Helpers plan a free breakfast for their classmates on Valentine's Day and to create a "Take What You Need" bulletin board, where students could pull off Post-It Notes with words of encouragement. The goal of the event was to encourage the Youth Community Helpers to role model acts of kindness.

JasperLIFE Ice Climbing – JasperLIFE partnered with Rockaboo Mountain Adventures to offer a subsidized ice climbing trip, allowing young adults, who might not be able to afford such an activity, the opportunity to try the sport in a safe environment, with a trained guide. Fifteen young adults took advantage of the opportunity. The trip began with a breakfast at Community Outreach Services where they met Young Adult Outreach Worker Ian Goodge and heard about the services and supports that COS and JasperLIFE can provide.

Will Stroet Concert – On Feb. 24, more than 200 community members attended a free concert by children's entertainer Will Stroet at the Jasper Activity Centre. Stroet is a Juno nominee and the star of Will's Jams on CBS Kids. His show had children dancing and singing along, as he sang educational songs in French and English. The event was organized by Parent Link, utilizing enhancement funds from the government.

Circles of Rhythm – On Pink Shirt Day, Feb. 28, Community Outreach Services offered three drum circles in the community, facilitated by Circles of Rhythm. There was an event for high school students in the morning, another for elementary school students in the afternoon and a community drum circle in the evening. The events were made possible by donations from numerous

community partners and all three schools. All told, more than 500 people attended the drum circles. This initiative formed out of a desire to offer an engaging activity for students and the community on Pink Shirt Day, a day to stand against bullying in schools, workplaces and homes. The outreach team had attended a Circles of Rhythm drum circle at a conference in December and left the experience feeling grounded, connected, energized and inspired. Immediately, they knew a drum circle would be the perfect activity to offer to our community. Each drum circle was 60 minutes long with professional facilitation focused on the effects of bullying.

Childcare Services – January 2018

Daycare Numbers

- 92 children enrolled
- 71 spaces filled full time
- 47 spaces of the 71 occupied by children attending full time
- 24 full time spaces occupied by 53 children who share a space
- 76 families on the waitlist – 8 families looking for immediate enrollment, 68 waiting for a future date ranging from 3-18 months away

1. Buttercups: 0-19 months – 8 out of 8 spaces occupied – 4 spaces shared
2. Marigolds: 19 months – 2.5 years - 16 out of 16 spaces occupied – 9 spaces are shared
3. Clovers: 2 years – 3 years – 11 out of 11 spaces occupied – 2 spaces are shared
3. Bluebells: 3 years – 4 years – 16 out of 16 spaces occupied – 5 spaces are shared
4. Sunflowers: 4 years – 5 years – 20 out of 20 spaces occupied - 4 spaces are shared

Drop-In Care

- Drop In care was utilized by 6 children for a total of 12 days

Daycare

- The children in the Bluebell and Sunflower rooms started an 8-week gymnastics program at the Jasper Gymnastics Club.
- Hired a part-time Administrative Support for Childcare Programs to assist with additional paperwork and duties required by the ELCC Grant.

Friends of Jasper Childcare

- Funded the gymnastics program for Bluebell and Sunflower children at Wildflowers
- Funded the yoga program for OOSC children

Out of School Care

- There were 49 children enrolled (drop-in: 25 and full-time: 24)
- Winter break care ran from Jan. 2-5. The children visited the Palisades for a day. They hiked to a frozen waterfall, made a fire, tracked animals and had hot chocolate. The children also went skating at JPL, where they enjoyed special treats and had a farewell potluck lunch for Trina Cloutier, one of our long-time staff who moved to Edmonton.
- Marla Pollock led yoga programing every second Tuesday.

Childcare Services – February 2018

Daycare Numbers

- 92 children enrolled
- 72 spaces filled full time
- 47 spaces of the 72 occupied by children attending full time
- 25 full time spaces occupied by 53 children who share a space
- 78 families on the waitlist – 10 families looking for immediate enrollment, 68 waiting for a future date ranging from 3-18 months away

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

Drop-In Care

- Drop-In care was utilized by 2 children for a total of 4 days

Daycare

- Visited the Grandma's and Grandpas at Alpine Summit Seniors Home for a Valentine's Day sing-along and card exchange.
- Participated in Pink Shirt Day to raise awareness of bullying in schools, workplaces and at home.

Friends of Jasper Childcare

- Hosted a Story Night Fundraiser on Feb. 22, raising \$3,700.00 for Wildflowers and OOSC
- Sponsored a pizza lunch for OOSC

Out of School Care

- There were 55 children enrolled (Drop-in: 32 and full time: 23)
- The children made Valentine's Day crafts, built snow forts, tobogganed, attended yoga, played Olympic inspired games and hosted their own mock Opening Ceremony. They also enjoyed a cultural potluck, where the children got to help make pizzas and share their favorite international dish from home.



Jasper Municipal Library

March 20, 2018

Report to Council

Library Financial Review for the year ending December 31, 2017

Dear Mayor Richard Ireland and Council,

As per the Province of Alberta's Libraries Act, part 1, section 9 the Jasper Municipal Library Board has had our annual financial review performed and are submitting the results to council.

Please find attached the completed review with comments.

We have one additional note about the financial donation from Jasper Friends of the Library. There were restrictions so the donation could only be used on equipment (small and large), furniture, library collections (books, dvds, music) and program materials (non consumables).

If you have any questions please contact myself, or Director of Library Services, Angie Thom.

Sincerely,

Dale Karpluk

Chairperson

Jasper Municipal Library Board

March 19, 2017

Alice Lettner, CPA,CMA
PO Box 1364
Jasper AB T0E 1E0

REPORT TO THE JASPER MUNICIPAL LIBRARY BOARD
FINANCIAL RECORDS FOR THE YEAR ENDING DECEMBER 31, 2017

As per the job description, I have verified the accuracy of all payments, credits and liabilities shown on the income statement. All items appearing on the Balance Sheet have also been verified and are reasonable. A report showing the 2017 budget, 2017 financial year and the 2016 financial year has been prepared in the same format as the 2016 statement.

The Income statement and Balance sheet use the accrual method of accounting. This matches revenue and expenses in the period in which they occur and not when the cash is received or disbursed.

The Financial Statements include a line for Annual Depreciation expense. Fixed Assets with a value over \$500 will be included in the total value of the Fixed Assets. A Depreciation Schedule has been completed and will be updated annually.

Some adjustments have been made to the Financial records. These are of a minor nature. I note that any surplus owing from the Municipality of Jasper has been included as a Revenue when the budget is prepared. This practice should be discontinued as any remaining amount is recorded as an Accounts Receivable in the prior year.

I would like to thank Ms. Angie Thomfor her assistance. It was most appreciated.

Thank you for selecting me for this project.

Sincerely



Alice Lettner CPA,CMA

NOTES TO THE FINANCIAL STATEMENTS

Note 1: The Municipality of Jasper Library Board currently has 6 term deposits with interest rates ranging from .0.2504% to 1.90%. One term is designated to cover an operating shortfall should one occur.

Note 2: Fixed assets have been depreciated using straight line depreciation. No salvage value has been set for any asset when the asset has served its useful life. Useful life has been set at 5 years for electronic equipment and 10 years for furniture. Cultural assets are valued at \$2825. These assets form part of the total of the fixed assets but are not subject to depreciation. These guidelines follow those of the Municipality of Jasper and recommended practices of Public Sector Accounting Board directive 3150.

Note 3: The Brewster Trust Fund earns interest that the Library Board may access. Only the principal is held in trust.

Note 4: The Friends of the Library through a casino fundraiser, donated \$22,211.77 to the Library.

**JASPER MUNICIPAL LIBRARY
INCOME STATEMENT
for the Year ending December 31, 2017**

	Budget 2017	Actual 2017	Actual 2016
REVENUE			
Grant Municipal Tax	167,383	167,383.00	163,500.00
Grant Alberta Government	26,335	26,335.00	26,335.00
Interest Income	100	694.18	3,246.54
Memberships	6,500	8,660.00	8,495.00
Fines	3,000	2,975.60	2,644.00
Equipment Rental	4,000	5,207.95	4,005.15
Book Sales	1,000	1,428.70	809.75
Rent Revenue	200	250.00	150.00
Donations	700	1,016.25	1,091.65
Donations from Friends of the Library (Note 4)	22,718	22,211.77	126,883.12
Invigilation of Exams	250	690.00	250.00
ACFA Custodial fees	1,887	1,887.00	
Total Revenue	234,073	238,739.45	337,410.21
	Budget 2017	Actual 2017	Actual 2016
EXPENSES			
Library books	9,000	14,988.14	6,436.62
Periodicals	3,000	2,663.09	2,310.15
Audio Visual	2,000	2,316.39	1,876.13
Promotions and Programs	2,500	2,471.03	960.21
Honorariums	200	60.00	
Volunteer Appreciation	500	492.53	976.83
Salaries Staff	159,695	142,009.08	112,181.13
Salaries Casual	7,189	12,131.91	17,771.76
Employee benefits	21,861	10,634.19	9,557.19
Travel and Hospitality Staff	1,000	1,776.59	1,534.46
Course and Conference fees	1,500	1,474.50	1,095.79
AMSC Benefits Staff	11,179	5,235.34	
Library Supplies	800	1,726.32	1,226.82
Postage and Freight	250	228.24	221.46
Supplies - Office and Printing	2,500	4,182.17	3,600.56
Audit/Financial Review	1,000	750.00	750.00
Memberships and Licenses	6,000	6,439.13	998.62
Board Member Expenses	800	1,041.00	460.00
Equipment and Software Maintenance	500	516.93	629.22
Telephone and fax	1,000	1,072.79	909.67
Photocopier	400	220.34	269.30
Internet	-	0.00	592.32
Overdraft and bank charges	50	0.00	1.50
Janitorial and Maintenance supplies	300	74.94	241.16
Custodial contracct	18,870	18,870.00	9,250.02
Moving and relocation costs	-	0.00	2,965.00
Transfer to Capital Reserve	2,000	0.00	
Small Equipment purchases	3,000	3,388.58	2,393.60
Annual Deprectition expenses		21,011.76	10,237.96
Other	3,000	150.00	
Total Expenses	260,094	255,924.99	189,447.48
NET INCOME	(26,021.00)	(17,185.54)	147,962.73

**JASPER MUNICIPAL LIBRARY
BALANCE SHEET
at December 31, 2017**

	2017	2016	2015
ASSETS			
Cash	81,561.52	156,064.31	98,633.01
Cash on hand	200.00	200.00	200.00
Term Deposits (Note 1)	166,722.35	73,681.62	114,025.34
Trust fund FA Brewster	2,000.00	2,000.00	2,000.00
Operating term	20,000.00	20,000.00	
Prepaid expenses	78.67	5,118.01	35.00
Fixed Assets (Note 2)	155,163.05	145,478.14	36,335.25
Accumulated depreciation	(31,249.72)	(10,237.96)	
Accounts Receivable ACFA	1,887.00		
Accounts Receivable MOJ	581.68	21,361.61	23,572.06
Accounts receivable Accrued Salaries	5,236.13	2,628.31	
GST Receivable	1,377.93	4,641.94	864.20
GST Receivable Books	859.17	667.04	462.70
Total Assets	404,417.78	421,603.02	276,127.56
LIABILITIES AND EQUITY			
LIABILITIES			
Accounts payable	750.00	750.00	750.00
EQUITY			
Brewster Trust Fund (Note 3)	2,000.00	2,000.00	2,000.00
Operating Reserve	20,000.00	20,000.00	
Accumulated surplus	398,853.02	250,890.29	216,544.99
Current Surplus	(17,185.24)	147,962.73	56,832.57
Total Liabilities and Equity	404,417.78	421,603.02	276,127.56

Municipality of Jasper Bylaw Summary

Updated: 3/29/2018

	Bylaw	Date Repealed	Repeals Bylaw	Replaced by Bylaw	Scheduled date for next reading			Certification by Parks	
					First Reading	Second Reading	Third Reading & Approval	Date Forwarded	Date Certified
208	Jasper Municipal Storage Lot Bylaw 2018		136		3-April-18				
207	Supplementary Tax Bylaw 2018		200		16-Jan-18	16-Jan-18	6-Feb-18	17-Jan-18	17-Jan-18
206	Supplementary Assessment of Improvements 2018		199		16-Jan-18	16-Jan-18	6-Feb-18	17-Jan-18	17-Jan-18
205	Jasper Levy and Collection of Utility Fees		197		5-Dec-17	19-Dec-17	2-Jan-18	20-Dec-17	20-Dec-17
204	Jasper Rotation of Ballots 2017		169		4-Jul-17	4-Jul-17	18-Jul-17	5-Jul-17	6-Jul-17
203	Tax Rates 2017		202		4-Jul-17	4-Jul-17	18-Jul-17	5-Jul-17	6-Jul-17
202	Tax Rates 2017		194	203	16-May-17	16-May-17	30-May-17	16-May-17	19-May-17
201	Inter-Municipal Assessment Review Board		139		2-May-17	2-May-17	16-May-17	9-May-17	11-May-17
200	Imposition of Suppl. Taxx		185	207	7-Feb-17	7-Feb-17	21-Feb-17	8-Feb-17	9-Feb-17
199	Suppl. Assess. of Improv.		184	206	7-Feb-17	7-Feb-17	21-Feb-17	8-Feb-17	9-Feb-17
198	ATCO 10 year agreement		77		20-Dec-16	21-Feb-17	7-Mar-17	27-Feb-17	28-Feb-17
197	Utilities Fees 2017		183	205	6-Dec-16	6-Dec-16	20-Dec-16	7-Dec-16	12-Dec-16
196	Parking Authority 2017		186		6-Dec-16	6-Dec-16	20-Dec-16	7-Dec-16	12-Dec-16
195	Traffic Safety Bylaw		104		2-Aug-16	2-Aug-16	16-Aug-16	3-Aug-16	8-Aug-16
194	Tax Rates 2016		188	202	17-May-16	24-May-16	7-Jun-16	25-May-16	25-May-16
193	Commercial Use of Public Spaces				5-Apr-16	5-Apr-16	19-Apr-16	6-Apr-16	6-Apr-16
192	Imposition of Supplementary Tax		185	200	2-Feb-16	16-Feb-16	1-Mar-16	17-Feb-16	19-Feb-16
191	Supplementary Assessment of Improvements		184	199	2-Feb-16	16-Feb-16	1-Mar-16	17-Feb-16	19-Feb-16
190	Procedure Bylaw Amendment		166		15-Dec-15	5-Jan-16	19-Jan-16	6-Jan-16	8-Jan-16

MUNICIPALITY OF JASPER
BYLAW #208

BEING A BYLAW OF THE MUNICIPALITY OF JASPER IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE REGULATION AND CONTROL OF MUNICIPAL STORAGE LOTS.

WHEREAS the Council of the Municipality of Jasper finds it desirable to regulate the use of Municipal storage lots in the Town;

AND WHEREAS Council finds it desirable to offset the cost to the taxpayer of operating Municipal storage lots by requiring persons using such lots to pay a fee for such use;

AND WHEREAS the *Municipal Government Act* (Alberta) RSA 2000, Chapter M-26 as amended provides in Part 2 for the Council of the Specialized Municipality of Jasper to pass bylaws respecting the regulation and control of the operations of a Municipality;

NOW THEREFORE BE IT RESOLVED that 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 "Jasper Municipal Storage Lot Bylaw 2018".
- 1.2. Municipality of Jasper bylaw #136, the "Jasper Municipal Storage Lot Bylaw 2010A" is hereby repealed.

2. DEFINITIONS

2.1. In this Bylaw:

- 2.1.1. "*Annual Storage Agreement*" shall mean the Annual Storage Agreement provided for in this bylaw;
- 2.1.2. "*Bylaw Enforcement Officer*" shall mean a person appointed by the Chief Administrative Officer as a Bylaw Enforcement Officer pursuant to the provisions of the Jasper Municipal Enforcement Officer Bylaw;
- 2.1.3. "*Licensing and Enforcement Manager*" shall mean the Municipality of Jasper's Licensing and Enforcement Manager as appointed by the Chief Administrative Officer, or his designate;
- 2.1.4. "*Motor Vehicle*" means a motor vehicle as defined in the *Traffic Safety Act* R.S.A. 2000 c T-6, as amended;
- 2.1.5. "*Chief Administrative Officer*" shall mean the individual duly appointed to that position for the Municipality of Jasper at any given time and includes any Person authorized to act for and in the name of that individual;
- 2.1.6. "*Municipality*" shall mean the Municipality of Jasper in Jasper National Park in the Province of Alberta;
- 2.1.7. "*Owner*" means, with respect to a motor vehicle, a person who holds a subsisting certificate of registration issued pursuant to provisions of the *Traffic Safety Act* R.S.A. 2000 c T-6, as amended or, in the case of a motor vehicle no longer the subject of such a valid certificate of registration, the person named as the Owner in the most recently issued certificate of registration unless that person can provide proof of sale of the motor vehicle;

- 2.1.8. *"Registration Fee"* shall mean the Registration Fee established pursuant to this Bylaw;
- 2.1.9. *"Trailer"* shall mean a Vehicle so designed that it may be attached to or drawn by a motor Vehicle and intended to transport property or persons and includes any Trailer that is designed, constructed and equipped as a dwelling place, living abode or a sleeping place either permanently or temporarily, but does not include machinery or equipment used in the construction or maintenance of Roadways;
- 2.1.10. *"Municipal Storage Lots"* shall mean the storage lots used by the Municipality and located in the Town of Jasper at:
 - 2.1.10.1. Block S, Lots 26 & 27;
 - 2.1.10.2. Block S, Lots 1 & 2; and
 - 2.1.10.3. Block S, Lots 47, 48 & 49.
- 2.1.11. Words importing the masculine gender only include the feminine gender whenever the context so requires and vice versa.
- 2.1.12. Words importing the singular shall include the plural whenever the context so requires and vice versa.

3. STORAGE LOTS

- 3.1. Subject to Section 3.2 herein, municipal storage lots shall be operated by the Licensing and Enforcement Manager who is authorized by this Bylaw to:
 - 3.1.1. designate specific lots or portions of lots for use by specific types of vehicles; and
 - 3.1.2. make such operational decisions as may be required for efficient and effective operation of the Storage Lots.
- 3.2. The Chief Administrative Officer is authorized by this Bylaw to delegate operation of the Storage Lots to a non-profit society or association.

4. USER ELIGIBILITY

- 4.1. Every person storing property in a Municipal Storage Lot shall:
 - 4.1.1. Be an eligible resident of the Municipality of Jasper as defined in the *National Parks Lease and Licence of Occupation Regulations* (1991) SOR/92-25, and provide proof thereof upon request;
 - 4.1.2. Maintain a current and signed Annual Storage Agreement and abide by the terms and requirements of such agreement; and
 - 4.1.3. Pay the applicable fees as set out in Schedule "A" of this Bylaw.
- 4.2. Any person who does not meet, or ceases to meet, the requirements set out in Section 4.1 herein shall be ineligible to store property in a Municipal Storage Lot.

5. PROPERTY CONDITIONS

- 5.1. All property stored in a Municipal Storage Lot shall meet the conditions herein.
- 5.2. Every Motor Vehicle, self-propelled recreational vehicle, Trailer, truck and camper combination, and boat and Trailer combination stored in a Municipal Storage Lot shall at all times when within such lot be:
 - 5.2.1. the subject of an Annual Storage Agreement, renewable by October 15 of each year;
 - 5.2.2. marked as required by the Licensing and Enforcement Manager;
 - 5.2.3. roadworthy as described in applicable Alberta provincial legislation;
 - 5.2.4. legally and properly registered with the Province of Alberta for use on public roadways;
 - 5.2.5. the subject of valid insurance sufficient to allow it to be legally operated on a public roadway; and
 - 5.2.6. the subject of valid insurance for fire, theft and vandalism.
- 5.3. Every truck camper not stored on a truck and every boat not stored on a Trailer in a Municipal Storage Lot shall at all times be:
 - 5.3.1. the subject of an Annual Storage Agreement;
 - 5.3.2. marked as required by the Licensing and Enforcement Manager; and
 - 5.3.3. the subject of valid insurance for fire, theft and vandalism.
- 5.4. If property insurance or motor vehicle registration lapses prior to the annual renewal date of the storage agreement respecting such property or vehicle, the onus shall be on the owner to ensure that the Licensing and Enforcement Manager is provided with the renewed registration or insurance documents.
- 5.5. Any unregistered motor vehicle or uninsured property of any kind stored in municipal lots will be considered abandoned in a public place and will be seized by the Municipality and disposed of as provided for by law.

6. REGISTRATION FEE

- 6.1. Every Motor Vehicle, self-propelled recreational vehicle, Trailer, boat and Trailer combination, truck and camper combination, camper not stored on a trailer and boat not stored on a trailer or other property stored in a Municipal Storage Lot shall be subject to the annual Registration Fee specified in Schedule "A" of this Bylaw;
- 6.2. Every Registration Fee payable for placement of property on a Municipal Storage Lot pursuant to Section 6.1 herein shall be paid in advance of placement of such property in the lot or, in the case of property already stored in the lot by October 15 of each year.

7. CAPACITIES

- 7.1. In recognition of the finite capacity of the Municipal Storage Lots, the Licensing and Enforcement Manager shall determine in his sole discretion when a Storage Lot has reached capacity and is

unable to accommodate additional property and, in the event that demand for storage exceeds available capacity, he shall determine what property or properties can be accommodated in the lots.

8. PROCEDURE FOR POTENTIAL LOT CLOSURES

- 8.1. In the event Council ceases operating Municipal Storage Lots, owners of property stored in the lots shall be notified on or about April 1st of the year in which operations will cease that their property must be removed from the lot within ninety (90) days of notification.
- 8.2. In the event an Owner fails to remove property in respect of which notice is provided pursuant to Section 8.1 herein within the specified period such property shall be considered abandoned in a public place and shall be seized by the Municipality and disposed of as provided for by law.

9. FORFEITURE OF PROPERTY

- 9.1. In respect of any property left in any Municipal Storage Lot in contravention of any provision of this Bylaw the Licensing and Enforcement Manager shall forward to the address provided by the property Owner in that Owner's Annual Storage Agreement a registered letter providing the property owner with notice that his or her property must be removed from the lot within sixty (60) days.
- 9.2. Should a property Owner fail to remedy any and all contraventions of this bylaw within sixty (60) days of provision of notice pursuant to Section 9.1 herein, the property in respect of which the contraventions have occurred shall be forfeit to the Municipality and the Municipality shall dispose of the property in such manner as it deems appropriate.

10. PENALTIES

- 10.1. Any Person who contravenes this Bylaw is guilty of an offence.
- 10.2. Any Person contravening the provisions of this Bylaw shall be liable for penalties set out in such section or set out in Schedule "B" of this Bylaw.
- 10.3. A notice or form commonly called an Offence Ticket having printed wording approved by the Chief Administrative Officer, may be issued by a Bylaw Enforcement Officer to any person alleged to have breached any provision of this Bylaw, and the said notice shall require the payment to the Municipality of Jasper in the amount specified in this Bylaw or the regulations pursuant to the *Provincial Offences Procedure Act* R.S.A. 2000 c P-34, as amended.
- 10.4. An Offence Ticket shall be deemed to be sufficiently served:
 - 10.4.1 if served personally on the accused; or
 - 10.4.2 if mailed to the address of the Owner or person accused.
- 10.5. In lieu of prosecution, the person named in the Offence Ticket may elect to voluntarily make payment to the Municipality of Jasper in the amount of the specified penalty.
- 10.6. If the payment specified in the Municipality of Jasper Offence Ticket is not paid in accordance with the terms and in the timeframe required by the ticket, a prosecution may be commenced for the alleged contravention of this Bylaw.
- 10.7. Except as provided otherwise in this Bylaw, a Person who is guilty of an offence under this Bylaw for which a penalty is not otherwise provided, is liable to a fine of not more than \$65.00 and, in default, such penalties as are provided for by the *Provincial Offences Procedure Act* R.S.A. 2000 c P-34, as amended.

11. SEVERANCE

- 11.1. If any provision herein is adjudged by a Court of competent jurisdiction to be invalid for any reason, then that provision shall be severed from the remainder of this Bylaw and all other provisions of this Bylaw shall remain valid and enforceable.
- 11.2. If any provision herein is adjudged to be repugnant to any federal regulation or legislation, this Bylaw shall continue in full force and effect but any such repugnant provision shall be of no force or effect until such time as the repugnancy is removed by repeal or amendment of the federal legislation or regulation.

12. COMING INTO EFFECT

- 12.1. This Bylaw shall come into force and effect on the final day of passing thereof.
- 12.2. At the time of coming into effect of this bylaw, the provisions of this bylaw shall apply to all property stored in a Municipal storage lot.

GIVEN FIRST READING THIS DAY OF A.D., 2018

GIVEN SECOND READING THIS DAY OF A.D., 2018

GIVEN THIRD AND FINAL READING THIS DAY OF A.D., 2018

Mayor

Chief Administrative Officer

SCHEDULE "A"

Fees

Effective June 1, 2018

Registration Fee	\$295.00
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The Registration Fee will increase by 2% on June 1 of each subsequent year.

SCHEDULE "B"

Penalties

<u>Section</u>	<u>Description</u>	<u>Amount</u>
6.2	Late payment of Registration Fee	\$65.00
9.2	Forfeiture of Property	Cost of disposal plus 25%



REQUEST FOR DECISION

Subject: Field Use Policy

Prepared by: Yvonne McNabb, Director of Culture & Recreation

Reviewed by: Bruce Thompson Director of Operations
Mark Fercho, Chief Administrative Officer
Christine Nadon, Legislative Services Manager

Date – Discussion: March 27, 2018

Date – Notice: April 3, 2018

Date – Decision: April 17, 2018

Recommendation:

That Council approve the Field Use Policy as presented.

Options:

- Direct Administration to review parts of the policy; or
- Decline considering the Field Use Policy.

Background:

The Exchange Lands multi-purpose field will open in the spring of 2018 followed by the newly constructed Centennial Park sports field in 2019. Given the significant investment in construction costs it is imperative these facilities be preserved by way of a policy and guidelines to restrict some uses and to avoid damage during certain conditions. The proposed policy was prepared by Administration in collaboration with our professional engineering group, with reference to other municipal operations and stakeholder input.

Through this process of developing this policy, Administration has learned:

- Jasper has a relatively short, but high, all-weather use demand.
- User groups and event coordinators affording the expense of travel and lodging to use these facilities don't readily accept closing of fields or cancelling events.
- These types of out-of-town demands can impact local user groups and a balance must be considered.
- Jasper has far fewer fields available and therefore rest periods for turf is minimal.
- The intensity of maintenance, costs and repairs in lieu of lack of rest time will be high and scheduled for the late summer and fall periods.

This policy is intended to provide a balance between user satisfaction and preservation of our facilities.

Strategic Relevance:

- Governance – ensure maximum service life of existing infrastructure.
- Governance – provide quality municipal services to the community.



- Governance – ensure that Jasper is a safe and healthy community.
- Fiscal Health – review services and policies for cost-benefits.

Financial:

- Maintenance costs may increase following use and implementation of the associated best management practices required to preserve these facilities.

Attachments:

- Proposed Field Use Policy

Policy Title: MUNICIPAL FIELD USE POLICY

Policy #: D-014

Effective Date: DRAFT #2

Date adopted by Council:



POLICY

The Municipality of Jasper will provide and maintain safe sports and events fields, striving to balance field management best practices with continued use and enjoyment by field users.

PURPOSE

The purpose of this Policy is to encourage recreation and events on municipal sports fields while ensuring fields are kept in safe and serviceable condition. This requires staff to monitor and manage the type of use and amount of play on a field during both the regular and off-season, make decisions on uses or closures, and maintain the fields accordingly.

DRAFT



REQUEST FOR DECISION

Subject: Permanent Community Stage

Prepared by: Mark Fercho, CAO

Date – Notice: April 3, 2018

Date – Discussion: April 9, 2018

Date – Decision: April 16, 2018

Recommendation:

- That Council support, in principle, the concept of a Community Stage as presented by Tourism Jasper on March 13, 2018 and work in partnership with Tourism Jasper to secure the remainder of the funds required for construction.

Options:

- Approve the funding request subject to grant funding (may not be confirmed in time for CN funding); or
- Not approve the request.

Background:

- On March 13, 2018 Tourism Jasper Presented to Council the potential for a permanent stage in Jasper, along with drawings and possible uses.
- A permanent stage on the “exchange lands”, which are intended for multi-use including community celebrations, would support events in proximity to downtown; potentially attract new events to town; and provide benefits to Jasper’s social fabric.



Financial:

- The funding model proposed by Tourism Jasper on March 13, 2018 is below:

COMMUNITY STAGE FUNDING		
ESTIMATED FUNDING SOURCES		
TOURISM JASPER		
CN	\$300,000	37.5%
Community Partners	\$200,000	25%
Tourism Jasper	\$100,000	12.5%
SUB-TOTAL	\$600,000	75%
OTHER FUNDING OPPORTUNITIES		
Municipality of Jasper		
Provincial Grants		
Federal Grants		
SUB-TOTAL	\$200,000	25%
TOTAL	\$800,000	100%
ESTIMATED PROJECTED COST		
	\$800,000	100%

- There are some potential grant funding opportunities the Municipality and Tourism Jasper can pursue that would pay the cost of capital construction, subject to the funding organization's approval.
- The cost of renting a mobile stage, transportation to Jasper, set up, take down and return transport (full cost of rental a stage in Jasper) is between \$1,200 to \$5,000 for each event, as reported by organizations that have rented a stage for events in Jasper in the past few years.
- With proper maintenance the stage can be expected to last at least 25 to 30 years.
- Maintenance involves a general visual inspection annually to check for any scratches on the steel. A liquid powder coating is easy to apply for repairs to protect the metal. The steel surface has poly finish so cleaning off graffiti is not a problem. The roof also requires a visual inspection from the ground annually to ensure there has been no structural damage.
- The wood is protected from any direct contact with water or UV rays which are the major sources of wood damage. Being wood it should probably be re-stained and sealed every five to seven years or so.
- There are also maintenance costs related to lighting or electrical issues. Bulbs will have to be changed periodically depending on the type of lighting. Stage bulbs can potentially cost upwards of \$300 but some good quality bulbs are also estimated to last 20,000 hours.
- With these considerations, probable cost for annual maintenance would be around \$3,000.
- Stage and field rental rates could be determined to cover costs of annual maintenance based on an average number of events per year, along with some savings for future replacement.

Attachments:

- Tourism Jasper's letter of request for Municipal support for the Community Stage



Mark Fercho
Chief Administrative Officer
Municipality of Jasper
Box 520, Jasper, Alberta
T0E 1E0

RE: Tourism Jasper request for Municipality of Jasper's support for Community Stage

Dear Mr. Fercho,

By means of this letter, Tourism Jasper is officially requesting the support in concept for the Community Stage as presented to the Committee of the Whole Meeting on March 13, 2018.

To date, Tourism Jasper has tentatively secured roughly 75% or \$600,000 of the estimated \$800,000 cost of the project from the private sector. To ensure these funds are accessible and eventually released, Tourism Jasper is requesting the Municipality of Jasper's commitment to the project, and its further commitment to work in partnership with Tourism Jasper to secure the remainder of the funds and ensure the project comes to fruition.

It is our hope that the stage become a municipal asset, for use to the entire community. As such, we further hope to gain the approval of the project in concept, enabling funding confirmation and take this project through to the next phase.

Respectfully,



IF YOU
ENCOUNTER
A MOUNTAIN
LION

1.
Don't run.
2.
Raise your
arms and make
yourself big.
3.
Show your teeth.
4.
Grab a stick and
fight the mountain
lion violently, striking
its nose and eyes.

James Jackson
General Manager
Tourism Jasper

Municipality of Jasper

List of recommendations

Regular meeting, Tuesday, April 3, 2018



1. Additions to agenda

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

2. Approval of agenda

BE IT RESOLVED THAT Council approve the agenda for the regular meeting of Tuesday, April 3, 2018 as presented.

3. Approval of minutes

BE IT RESOLVED THAT Council approve the minutes for the March 20, 2018 regular Council meeting as presented.

4. Bylaw #208: the Jasper Municipal Storage Lot Bylaw 2018 – 1st reading

BE IT RESOLVED THAT Council read, for the first time, Bylaw #208: the Jasper Municipal Storage Lot Bylaw 2018, being a bylaw of the Specialized Municipality of Jasper in the province of Alberta to provide for the regulation and control of municipal storage lots.

5. Adjournment

BE IT RESOLVED THAT, there being no further business, the regular meeting of April 3, 2018 be adjourned at _____ p.m.