

MUNICIPALITY OF JASPER
REGULAR COUNCIL MEETING AGENDA

Date: August 15, 2017 | Time: 1:30 p.m.

Place: Jasper Library and Cultural Centre, Council Chambers



- 1 CALL TO ORDER**
- 2 APPROVAL OF AGENDA**
2.1 Regular Meeting Agenda, August 15, 2017 attachment
- 3 APPROVAL OF MINUTES**
3.1 Regular Meeting Minutes, August 1, 2017 attachment
- 4 PRESENTATIONS**
- 5 BUSINESS ARISING FROM PREVIOUS MINUTES**
- 6 DEPARTMENT REPORTS**
6.1 Protective Services attachment
6.2 Operations attachment
6.3 Community and Family Services attachment
6.4 Finance and Administration attachment
6.5 Culture and Recreation attachment
- 7 BYLAWS**
7.1 Bylaw Summary attachment
- 8 REQUESTS FOR DECISION**
8.1 RFD – Non-Standard Crosswalk Policy and Procedures attachment
8.2 RFD – Jasper Yellowhead Museum & Archives Funding attachment
8.3 RFD – Council Remuneration – Post 2017 Election attachment
8.4 Notice – Naming of the Exchange Lands attachment
- 9 CORRESPONDENCE FOR INFORMATION, CONSIDERATION OR ACTION**
9.1 OUT Jasper seeks support for Rainbow Crosswalk
- 10 OTHER NEW BUSINESS**
- 11 COUNCILLOR REPORTS**
- 12 INFORMATION ITEMS - Upcoming Events:**
August 16-19: Jasper Heritage Rodeo, various events, Rodeo Grounds and within town
September 1: Stage 1 – Tour of Alberta, Jasper, Start line and festival at Robson Park
September 8: Victim Services Golf Tournament, JPL, 9:30 a.m.
September 12: Jasper Park Chamber of Commerce AGM, JPL golf course club house, 6 p.m.
- 13 IN CAMERA**
13.1 Deliberative Matter
- 14 ADJOURNMENT**

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

Present	Mayor Richard Ireland, Deputy Mayor Rico Damota, Councillors Gilbert Wall, Helen Kelleher-Empey and Dwain Wacko						
Absent	Councillor Brian Nesbitt						
Also Present	Mark Fercho, Chief Administrative Officer Christine Nadon, Legislative Services Manager Kayla Byrne, Legislative Services Coordinator Natasha Malenchak, Director of Finance and Administration Yvonne McNabb, Director of Culture and Recreation Bruce Thompson, Director of Operations Moira McKinnon, Parks Canada Manager of Municipal and Realty Services Greg Van Tighem, Director of Protective Services Paul Clarke, The Fitzhugh Four observers						
Call to Order	Mayor Ireland called the meeting to order at 1:33 p.m.						
Add. to Agenda	None						
Approval of Agenda #138/17	MOTION by Councillor Wall – BE IT RESOLVED THAT Council approve the agenda for the regular meeting of Tuesday, August 1, 2017 as presented. <table style="margin-left: auto; margin-right: auto; border: none;"> <tr> <td style="text-align: center;">FOR</td> <td style="text-align: center;">AGAINST</td> <td></td> </tr> <tr> <td style="text-align: center;">5 Councillors</td> <td style="text-align: center;">0 Councillors</td> <td style="text-align: right;">CARRIED</td> </tr> </table>	FOR	AGAINST		5 Councillors	0 Councillors	CARRIED
FOR	AGAINST						
5 Councillors	0 Councillors	CARRIED					
Approval of Minutes #139/17	MOTION by Councillor Kelleher-Empey – BE IT RESOLVED THAT Council approve the minutes of the July 18, 2017 regular Council meeting as presented. <table style="margin-left: auto; margin-right: auto; border: none;"> <tr> <td style="text-align: center;">FOR</td> <td style="text-align: center;">AGAINST</td> <td></td> </tr> <tr> <td style="text-align: center;">5 Councillors</td> <td style="text-align: center;">0 Councillors</td> <td style="text-align: right;">CARRIED</td> </tr> </table>	FOR	AGAINST		5 Councillors	0 Councillors	CARRIED
FOR	AGAINST						
5 Councillors	0 Councillors	CARRIED					
Presentations	None						
Information reports: 2017 Tree Program	In July, the Department of Operations began its annual tree program to identify and remove hazardous trees within the Municipality. Trees will be evaluated by certified arborists, with assistance from Parks Canada, and will be removed and disposed of in accordance with best management practices. The Municipality was also successful in acquiring a \$25,000 CN EcoConnections From the Ground Up grant, which will aid in replanting trees. Council discussed citizen assessment of trees on private residences.						
Pyramid Bench fire concern letter	In response to a contained fire along Pyramid Bench in July, Mr. Fercho presented a report regarding communications during emergency situations. The report outlined the difference between “need to know” and “nice to know” information.						

It was deemed that the incident on the Bench was the latter. Should an emergency become a “need to know” situation, the report noted the Municipality and Parks Canada will make every effort to notify people through various channels of communications.

Business arising Councillor Wacko inquired about Bylaw #203 Jasper Taxation Rates Bylaw 2017. Mr. Fercho confirmed that Bylaw #203 has repealed Bylaw #202 Jasper Taxation Rates Bylaw 2017 due to a clerical error in the written document.

Dept. reports: None

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

RFD – JCHC Parcel GB release #140/17 MOTION by Councillor Wacko – BE IT RESOLVED THAT Council request Parks Canada complete a land release process for Parcel GB, and provide the following parameters for the development of Parcel GB, Request for Proposals (RFP):

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

FOR	AGAINST	
5 Councillors	0 Councillors	CARRIED

Notice – Non-Standard Crosswalk Policy & Procedures Council gave notice that a request for decision regarding a non-standard crosswalk policy and procedures will be presented at the August 15 regular meeting. The matt will return for discussion at the August 8 committee of the whole meeting.

RFD – Natural Gas Purchase #141/17 MOTION by Councillor Wall – BE IT RESOLVED THAT Council authorize the Director of Finance and Administration to enter into a one to four-year contract for the purchase of natural gas.

FOR	AGAINST	
5 Councillors	0 Councillors	CARRIED

RFD – C & E Fund Cottonwood Corrals #142/17 MOTION by Councillor Kelleher-Empy – BE IT RESOLVED THAT Council approve the funding request from Cottonwood Corrals in the amount of \$4,166 from the Community and Economic Development Fund.

	FOR 5 Councillors	AGAINST 0 Councillors	CARRIED
Jasper Park Cycling Association #143/17	MOTION by Councillor Wacko – BE IT RESOLVED THAT Council approve the funding request from the Jasper Park Cycling Association in the amount of \$4,166 from the Community and Economic Development Fund.		
	FOR 5 Councillors	AGAINST 0 Councillors	CARRIED
YRAF Society #144/17	MOTION by Councillor Wall – BE IT RESOLVED THAT Council approve the funding request from the Yellowhead Regional Arts Festival Society in the amount of \$4,166 from the Community and Economic Development Fund.		
	FOR 4 Councillors	AGAINST 1 Councillor	CARRIED
RFD – Strategic Priorities progress report #145/17	MOTON by Councillor Kelleher-Empey – BE IT RESOLVED THAT Council approve its mid-term revised Strategic Priorities 2013 – 2017 Progress Report for August 2017 with the following amendments: - A change to the date of the last edit. - The addition of the recent “So you think you want to be a councillor” information package.		
	FOR 5 Councillors	AGAINST 0 Councillors	CARRIED
Correspondence Pyramid Bench Fire Concern	Susan D’Heer of Patricia Lake Bungalows sent a letter expressing her concerns regarding a contained fire around the Pyramid Bench area in July. As a business owner in the area she stated the importance of communication during incidents of this nature.		
Letter in support of Rainbow Crosswalk	Anna Murray sent a letter expressing her support for a Rainbow Crosswalk within the Municipality.		
Busking Licence	Brian Ficht sent a letter expressing support for a busking permit for Monika Schaefer, who had been denied by a Habitat for the Arts’ judging panel.		
Other new bus.	None		
Councillor Reports	Councillor Kelleher-Empey noted the Jasper Municipal Library’s upcoming Secret Garden Tour fundraiser on August 5.		
Upcoming Events	Council received a list of upcoming events.		
In camera #146/17	MOTION by Councillor Damota – BE IT RESOLVED THAT Council move in camera to discuss a personnel matter at 3:02 p.m.		
	FOR 5 Councillors	AGAINST 0 Councillors	CARRIED

Revert to public meeting #147/17 MOTION by Deputy Mayor Damota– BE IT RESOLVED THAT Council revert to open meeting at 4:10 p.m.

FOR	AGAINST	
5 Councillors	0 Councillors	CARRIED

Adjournment #148/17 MOTION by Deputy Mayor Damota – BE IT RESOLVED THAT, there being no further business, the regular meeting of August 1, 2017 be adjourned at 4:10 p.m.

FOR	AGAINST	
5 Councillors	0 Councillors	CARRIED

Mayor

Chief Administrative Officer

Protective Services Report to Council

June 1, 2017 – July 31, 2017

Emergency Responses:

There have been a total of 33 emergency responses since my last report: 11 command calls and 22 full fire department responses.

Full Department response:

Town/MOJ:

- Fire - Jasper House Bungalows, kitchen fire.
- Public Hazard – gasoline spill, pull out near cemetery
- Gas Leak – propane leak at Petro Can East, RV with faulty valve
- Public Hazard – power line down, back alley, 700 block of Patricia/Connaught Drive.
- Gas Leak – propane leak at Petro Can East, RV with faulty valve
- Fire – small wildfire on the bench near fire road
- Fire – Jasper Park Lodge, electric fire in a service room
- Fire – 819 Miette Avenue, garbage can on a deck
- Fire – Pyramid Lake Resort, oil fire in kitchen

Park:

- Fire – Tangle Falls area, truck and travel trailer
- Public Service – assist EMS, Athabasca Falls parking lot, pedestrian hit by car
- Vehicle Incidents
 - Highway 93 near Sunwapta Falls, single vehicle down embankment
 - Highway 96 near Sunwapta Falls, single vehicle rollover
 - Maligne Lake Road near Medicine Lake, two vehicle incident
 - Maligne Lake Road near Medicine Lake, single vehicle lost control and crossed road into opposite ditch.
 - Highway 16 east at Talbot Lake, two vehicle incident (rear end collision)
 - Highway 93 south into Banff National Park, two vehicle collision
 - Highway 16 east near Talbot Lake, single vehicle incident

- Highway 16 east near 12 Mile at temporary stop light, two vehicle collision
- Highway 16 east of Pocahontas Cabins, cancelled enroute

BC:

- Fire – vehicle on fire near Mount Robson, cancelled enroute, Valemount attended.
- Vehicle Incidents
 - Highway 16 west of west gate, semi-truck incident, cancelled enroute

Command Responses:

Town/MOJ:

- Rubbish Fire – 1222 Cabin Creek drive, burning green bushes in approved pit (before fire ban)
- Vehicle Incident – 303 Bonhomme Street, vehicle hit Admin building
- Gas Leak – carbon monoxide, 914 Bonhomme Street, power tool set off alarm
- Gas Leak – carbon monoxide, 37 Patricia Place, faulty detector
- Public Service – citizen trapped in elevator, 620 Connaught Drive
- Alarm no fire responses:
 - 723 Geikie Street, unknown odours
 - 602 A Connaught Drive, smoke from defective roof unit sucked into ducts
 - 78 Geikie Street, burnt supper activated building alarm system

Park:

- Vehicle Incident – Highway 16 east near Snaring turnoff, Command was requested by RCMP to assist with a motorcycle incident
- Alarm no fire responses:
 - Palisades, nothing found
 - Palisades, burned food, cancelled on route

BC:

None

Fire Prevention Inspections:

- There have been 8 fire prevention inspections, and 6 follow up inspections and 4 Occupant load calculations.

Meetings, trainings, events etc.:

- Hosted the annual Community Safety Fair
- Annual Miette Hotsprings Staff Fire Safety training day
- Attended 2 days at Alberta Fire Chiefs Conference
- 4 - forest fuel mitigation (FRIAA) meetings and fuel load evaluations with contractor
- Essential infrastructure evaluation meeting
- Powerline hazard tree ATCO Forestry division
- Participated in JPL Health and Safety Fair
- Attended one Traffic Advisory Committee meeting
- Co-hosted JPL Fire Dept – annual fire training day
- Facilitated annual Lake Edith FireSmart Work Bee
- 2 – Wildfire Tactical Response Plan meetings

Finance:

Capital purchase of The Alberta First Responders Radio Communications System (AFRRCS) components is almost complete. All expenses are at or below forecast, Revenues are higher than forecasted due to higher MVC response revenues.

Please contact me if you have any questions or concerns.

Thank you very much,

Yours sincerely,

Greg Van Tighem
Director



OPERATIONS

Department Report

August 15, 2017

R. Bruce Thompson, Director - Operations

Paving work for the utility repairs and road projects was completed in early July. More paving may be in done this fall.

Micro-sealing pilot project was completed at the end of June and will be monitored through the remainder of 2017 and into 2018 with particular interest through the winter months. A final assessment of performance will be conducted in late 2018 to determine its effectiveness for future use as road maintenance for the town.

Encroachments (Trailer court) – ongoing...

Asset Management Needs Assessment – Assessments of facilities and fleet features is ongoing...final report coming soon.

Bio-solids – Working with stakeholders to improve site conditions and find a destination for material...

Centennial Park reconstruction – Surveying and construction started week of August 7th, 2017...

Sports field use policy and best management practices – Final draft being reviewed...presentation to Council at a later date once it's been vetted through user groups.

Exchange Lands – Conditional CCC issued for this project with grass seeding and low spots being addressed...

Wayfinding – RFP & project supervision in conjunction with EDG; intended to receive fabrication and installation previously by end of June however this project schedule has been changed to this fall because of other priorities taking precedence for the Operations department...

Miette/Turret intersection – Conditional CCC has been issued for this project with grass seeding being addressed...

Transportation Master Plan (TMP) – Steering Committee and Stakeholder meetings were held in mid-June. McElhanney has recorded this information which has confirmed the direction of the project and identified many aspects to consider for further upcoming consultation with additional stakeholders and the public. Stakeholder meeting with tour operators, rafting companies, cab companies, bus lines along with an open house planned for late-September, once high season has subsided and people are more available to participate.

Tree assessments, removals & replanting - work continues across the town site and within parks and playgrounds. Assessments continue and dangerous or diseased trees are being removed. Replanting the first batch of Douglas Firs should be completed by August 11th.

Playground maintenance – Fireman's Park remains closed as repairs are made to some of the features. Two features were removed as they have reached the end of their life cycle and are beyond repair. We hope to have Fireman's Park reopened by the end of August...

Lion's Park has had one feature closed for further assessment and others may require repairs as well.

Top cover for playground surfaces in Lion's and Fireman's Park will be arranged to be completed in the next two weeks.

RV Sanitary dump / water truck fill station – The design phase of this facility is ongoing and will also include a preliminary conceptual plan for the adjacent recycling station. Vehicle access off of Stan Wright Drive into the sanitary dump is conflicted and adjusting access lanes may impact the adjacent recycling station. A proposed design for the RV Sanitary dump station / water fill station will be provided to Council with as a capital budget item in 2018.



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

July 18, 2017

Submitted by: Kathleen Waxer, Director

Reporting period: April and May

Highlights

Community Dinners – The last Community Dinner of the season was held April 9. During the 13 dinners between January and April, 3,336 dinners were served 3,336. Dinner service ranged from 170 to 500 people with an average attendance of 250 people per dinner. The most popular dinner of the season was the Jasper Rotary Club's Syrian dinner. For the first time in 2017, the Jasper Community Team contracted out the role of Community Dinner Coordinator, with an outreach worker attending each dinner in front-facing role, serving dinner, clearing tables and interacting with the community.

Alberta Municipal Communicators Conference – CFS Communications Specialist Nicole Veerman attended the Alberta Municipal Communicators Conference in May. The conference was hosted by the West Yellowhead region and was held in Jasper. The conference focused on challenges facing municipal communicators and ways to overcome those challenges, ensuring that the public and municipality are well served through municipal communications.

CoLab – During a Parent Link Managing Partners meeting earlier this year, Outreach Manager Beth LeBlanc and I heard a presentation from CoLab, a company that hosts databases for FCSS, FCSSAA, ECCA and others. CoLab creates personalized databases for data collection. After some further research and discussions with CoLab, CFS is developing its own database that will help with stat collection and reporting to funders. The database is currently being built and should be operational in the coming months. This will streamline stat collection and reporting for outreach workers and will help administrative staff in compiling stats into reports for funders.

LIP Introduction Meeting – On April 27, Doug Olthof, Local Immigration Partnership coordinator, held a meeting at the Municipal Library to introduce the LIP program to newcomers in the community. The event was advertised with posters placed around town and attracted 15 newcomers who engaged in a collaborative conversation.

Community Outreach Services – April 2017

Presentations to new staff – With the summer season approaching, Young Adult Outreach Worker Ian Goodge was called on by numerous businesses to provide a presentation during their staff orientations. Ian informed the seasonal staff, many of whom are young adults, about the risks associated with living in a transient mountain town and provided them with information about the resources that are available in the community, including COS and JasperLIFE, to ensure they have the best possible summer.

Saffron Centre – On April 27 and 28, COS partnered with the Saffron Centre to provide numerous presentations about safe Internet use for children. A presentation in the Parent Link Centre was targeted specifically to parents of preschool children, while presentations in the schools were targeted at the students and an evening presentation at the Jasper Legion was for parents of school-age children.

Indoor Playgroup Wrap Up – The Parent Link Indoor Playgroup wrapped up its season on April 27 with an end of season party. Formerly known as CHIPS, the playgroup changed names last year. It launched on Nov. 8 and for the first time was offered as a free program. On average, the pre-school playgroup saw 65 people twice a week at the Jasper Activity Centre for free play. This season, the program attracted people from demographics that hadn't previously connected with Parent Link and those connections have carried on into other programming in the centre.

Go Girl – On April 7, Middle Childhood Outreach Worker Carla Gallop and Teen Outreach Worker Anna DeClercq took a group of girls to Hinton for the annual Go Girl Conference. The girl's empowerment conference is open to girls in Grades 5-9 and provides opportunities for participants to try new activities, from bowling to disc golf, synchronized swimming and bouldering.

Teen Volunteer Appreciation Lunch – On April 27, Teen Outreach Worker Anna DeClercq organized a lunch for teens who had volunteered at least five hours of time during the past year. In order to attend, teens had to fill out a nomination form with information about their volunteer work. Twenty-three teens filled out the form, collectively reporting 400 hours of volunteer

service over the course of the year. In a show of appreciation for their volunteer work, the teens received lunch, candy bags and an opportunity to play human hungry, hungry hippos, utilizing laundry baskets, skateboard and hula hoops.

Community Outreach Services – May 2017

Breaking the Boy Code – On May 17, Middle Childhood Outreach Worker Carla Gallop hosted I.Am.Heart, an organization that offers programs and presentations designed to teach boys how to identify, accept and express their full range of emotions. Lance Drozda came to Jasper and presented in the school, as well as in the evening to parents at the Jasper Legion. The goal of the evening presentation was to give parents tools to support their boys in expressing their emotions and experiencing healthier and safer relationships with their families, friends, peers and with the world that surrounds them.

Mental Health Awareness Week – During Mental Health Awareness Week, COS hosted numerous events each day, with “Stress Less Lunches” taking place in both the elementary school and high school and “Mindful Moments” taking place at COS. COS also hosted Suicide Prevention Training and set up a booth at the Mental Health Summit at the Jasper Park Lodge, and Young Adult Outreach Worker Ian Goodge volunteered at the J9 Sparkle Run. Communications Specialist Nicole Veerman also created a collaborative poster, sharing all of the events that were taking place in the community throughout the week.

The Way to Wellness Health and Wellness Fair – As part of Mental Health Awareness Week, Teen Outreach Worker Anna DeClercq hosted a wellness fair in the high school lobby. The Health and Wellness Fair was a way to connect teens with the services and supports that exist in the community. The hope is that by normalizing those supports, youth will feel comfortable accessing them in times of need. Youth from the Jasper Junior Senior High School and Ecole Desrochers circulated from booth to booth, participating in interactive activities and collecting stamps from each one. With a stamp from every booth, they received a freezie.

Summer Welcome Event – More than 200 young adults attended the annual Summer Welcome Event at the Jasper Legion. More than a dozen service providers collaborated to welcome new Jasperites. Participants visited booths to learn about ways they could get involved in the community and places to seek out support when times are tough. They also enjoyed a free dinner and prizes - many generously donated by local businesses.

JasperLIFE Membership Cards - COS is recreating the JasperLIFE membership cards. Young Adult Outreach Worker Ian Goodge has approached businesses asking that they provide JasperLIFE members with discounts. So far, the organizations that have signed on are Rockaboo Mountain Adventures, Freewheel Cycle, and Jasper Wellness Centre. The goal of the membership cards is to make connections with seasonal workers coming into town. The card provides them with the incentive to pop into the COS office to meet Ian, who will then tell them about COS/JasperLIFE programming.

Childcare Services – April 2017

Daycare

- 86 children enrolled
- 63 spaces are filled full time
- 44 spaces of the 63 are occupied by children attending full time
- 19 full time spaces are occupied by 42 children who share a space
- 37 families on the waitlist – 1 family looking for immediate enrollment, 36 waiting for a future date ranging from 3-12mths away.

1. Buttercups: 0-19 months – 8 out of 8 spaces occupied – 3 spaces shared
2. Marigolds: 19 months-2.5 years - 12 out of 12 spaces occupied – 3 spaces are shared
3. Clovers: 2 years – 3 years – 10 out of 11 spaces occupied – 4 spaces are shared
3. Bluebells: 3-4 years – 16 out of 16 spaces occupied – 3 spaces are shared
4. Sunflowers: 4-5 years – 18 out of 18 spaces occupied - 6 spaces are shared

Drop In Care

- Drop In care was utilized by 6 children for a total of 11 days

Daycare

- Food Service began in April. Parents were charged an additional \$115 per month for the service. Feedback has been positive and the children are enjoying Glenda’s cooking.
- Wildflowers received notice it was chosen as a pilot site for the Early Learning and Child Care Centres Grant ensuring affordable childcare for families. The grant was effective May 1, 2017. The pilot project runs until March 31, 2018 with the possibility for renew for 2 more years.
- The day the pilot project was officially announced, Wildflowers’ waitlist increased by 14 families.

Friends of Jasper Childcare

- Sponsored Magician Ryan Lackey for Sunflowers/OOSC show

Out of School Care

- There were 48 children (34 full time, 14 drop in) enrolled in the OOSC program, 11 children attended the non-kindergarten days.
- Spring Break camp ran April 3-7 with 28 children, they spent a day at the Palisades and played Bingo with the seniors.
- The highlights this month included starting a community garden plot, and an egg hunt for Easter. The children also really enjoyed the magic show.

Childcare Services – May 2017

Daycare

- 86 children enrolled
- 70 spaces are filled full time
- 48 spaces of the 70 are occupied by children attending full time
- 22 full time spaces are occupied by 46 children who share a space
- 56 families on the waitlist – 8 families looking for immediate enrollment, 48 waiting for a future date ranging from 3-12mths away.

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

Drop In Care

- Drop In care was utilized by 5 children for a total of 12 days

Daycare

- Early Learning and Child Care (ELCC) Grant started May 1, 2017. All families are charged \$25/day for care and low-income families can still access Alberta Childcare Subsidy.
- Feedback about the food program is incredibly positive. A survey of families was completed and the results are attached.

Friends of Jasper Childcare

- No news to report

Out of School Care

- There were 48 children (32 full time,16 drop in) enrolled in the OOSC program.
- Summer Fun registration began in May. This year OOS is not able to use the Jasper Elementary School for the summer months. Ecole Desrochers offered 3 classrooms for most of the summer.
- The highlights for May include looking for, learning about and doing activities related to bugs, visiting the garden plot, making for all the plants and a visit from a member of the RCMP who talked about safety in the community and at home.



Wildflowers Childcare Foods Service Survey May 2017

What do you like most about the Wildflowers Childcare Food Service?

46 answered | 0 skipped

1. Great menu, healthy options, lots of choice.
2. health food and all children are eating the same.
3. Convenience! Excellent healthy menu
4. It is convenient and instills good eating habits.
5. Different variety, healthy and follows the food guide. Everybody is eating the same thing.
6. More free time (because we're not making lunches) -Not going to the grocery store every other day to get fruit and snacks for lunches.
7. The healthy meals
8. That it's different then what I would send. Gives a more time in the morning.
9. The excellent meal ideas and healthy items
10. the variety of foods
11. The foods they're serving are balance and healthy!
12. All of it! Time saved, lovely food, supporting Glenda, good nutrition for ALL the kids
13. My child says it is yummy, that is all I need to say.
14. We don't need to make food.
15. Convenient, almost zero contributions on my end, which allows for more family time, and I believe in the program.
16. Quality and everyday new different healthy food that the kids get to try.
17. The food choices and variety are excellent. It is healthy and inviting.
18. Good quality food and every kid is on an even playing field
19. That it is healthy food and my child is trying different things now.
20. Homemade healthy variety
21. As a parent, it saves me time at home and it gives my daughter the opportunity to try new foods (easier to do when all of her friends are eating the same thing!)
22. Easy for parents, creates more family time, amazing variety & quality of food, social dining & sharing
23. That the kids are all eating the same things, same nutritional value for all of them and that child seems to enjoy it.
24. Health food
25. The time it saves me at home, the healthy food she eats and it is also a cost saver for our family.
26. That my child is eating foods that I don't like because I don't make them and he doesn't get to experience that at home.
27. Everything ~ I know my son will eat healthy and I don't have to worry about it!
28. I really like it the program
29. Not having to prepare lunch make morning more easier
30. Convenience
31. I love the simplicity of getting ready for daycare and not having to worry about packing lunches, and not having to clean little containers when I get home.
32. That my child is exposed to meals I don't prepare at home. It opens him to new food, new texture, new textures.
33. It is convenient for me as parent. My child is trying to learn eat new healthy foods.
34. The variety of food served
35. it is convenient for the mornings
36. My Child is Happy, I think having them eat the same food together helps us at home, and Of course the fact we don't spend 45 minutes each day making food for them
37. More time with my son, very convenient for me as a parent



38. Variety of food and the CONVENIENCE
39. The variety and the Healthy foods served
40. The convenience for my household and the variety of food the kids experience.
41. We save time by not preparing.
42. Serving other type of food that we don't have at home.
43. Everything
44. The fact that we have a food service!!! Great to see ALL children having access to healthy meals and snacks. This is something the community should be very proud of.
45. Fruits & Variety
46. Healthy food being provided for all children.

What improvements would you like to see?

38 answered | 8 skipped

1. Can't think of any.
2. knowing what is eaten throughout the day, # of servings and serving sizes
3. Offer more water throughout the day?
4. I think some of the food is a bit weird to my son. He would probably eat more if it was hidden veggies in comfort food such as pizza, pasta, grilled cheese sandwiches.
5. Maybe switch up the fruits once and a while like have some apples and oranges or watermelon for this week and different fruits after.
6. - None. It seems to be going very well.
7. None ! We are very happy with the program
8. Maybe an ethnic day.
9. perhaps more hidden vegetables
10. I like the way it is. at home because were asian we eat more rice and cooked veggies, at the daycare my kids learn how to eat cheese and raw vegetables.
11. My child is eating everything so all good
12. none
13. I'm pretty happy so far. However, I don't feel like we have to talk about it. To be honest I'm tired of the daily run down of what child ate, from day care workers plus what has been imputed into tadpoles, I'm happy to hear that has stopped...
14. More choices of meat and soup menu. Maybe try some other kinds of wraps or sandwiches.
15. ---
16. N/A
17. n/a
18. None
19. My child eats breakfast at home and the first snacks looks pretty much like a second breakfast. It really not a big deal though just an observation.
20. None
21. I'm very happy with the food service
22. Nothing.
23. I think you guys have a pretty good grasp on it.
24. None
25. The same lunch should not be served twice in a week (Mac and cheese, tuna). I would prefer less chips and dip type food
26. I haven't paid too much attention yet but no complaints!
27. As my child always has a breakfast at home before he leaves for the daycare, he doesn't need a second breakfast in the morning. A simple snack (fruits/veggies, yogourt, cheese) would be just fine. But I understand others might need that meal.
28. Nothing that I can think of right now
29. not sure yet
30. We are fine but I think it is good to continue to try new foods with the kids so they learn and grow
31. None
32. None
33. A more accurate description of what the kids actually eat- concerned at times when they come home way more hungry than normal and the report says they ate everything



34. I would like to see the program continue to strive for healthier foods - more veggies, more variety, more alternatives (gluten-free, dairy-free, sugar-free, beans and pulses etc.).
35. Good so far.
36. nothing
37. We really appreciate receiving updates on what the children are eating and how much.
38. Less cookies, granola, granola bars, muffins. (unless these are made with very little sugar and/or are fortified with extra veggies (I.e. zucchini, carrots, pumpkin, etc.)

What is your child's favourite meal or snack so far?

46 answered | 0 skipped

1. The fresh fruit and variety.
2. the stir fry and fruits
3. He's so picky! I appreciate all menu items.
4. Mac and cheese, muffins, fruit
5. Veggies and fruits, homemade muffins
6. Almost everything. There haven't been to many things she didn't like
7. Olives
8. Cinnamon chips, veggies and most of it.
9. Noodles and chicken and the muffins
10. meatloaf
11. Cucumber, fruits and meat
12. Seems to like most of what's offered
13. Sandwiches
14. not sure
15. Cottage cheese, fruit, eggs, muffins.
16. Chicken Slovakia, Rice, pasta
17. The love the soup, chicken souvlaki and pita bread. Also they are very fond of cut up fruits and vegetables.
18. Crackers, cheerios with milk ... guess who it is, lol
19. Yoghurt Parfait with Fruit
20. She likes everything, I'm happy she gets fish since I don't like to make fish at home
21. Meal: not quite sure. Snack: yogurt/fruit
22. Everything!
23. My kids seems to enjoy pretty much everything. She did mentioned the hummus and the muffin...
24. Lentil soup
25. Fruit, muffins, shepherd's pie, pancakes
26. Seems like everything! He talks about muffins a lot and the egg salad sandwiches
27. I think my son loves everything. He is a big eater.
28. She doesn't really mention food, she always but she's always big on fruits and veggies.
29. Fruits and pasta
30. Not sure she seems to eat everything
31. He really liked the stir-fry.
32. He seems to like most of the meals.
33. Chicken Souvlaki, he said is the best.
34. Fruit and crackers. Lol Soup, he loves all kinds of soup.
35. oatmeal
36. Girl Child - Fruits, cookies, Pasta, dishes Rice Dishes and definitely the Shepherds Pie. Boy Child - Parfaits, Fruits Cheese, Shepherds Pie
37. None in particular. It's all good though that my son is eating different type of healthy foods.
38. Everything
39. Boy Child- Yogurt Parfait/ and cheese and fruit. Girl Child - muffins/ and cheese and fruit
40. I am not sure.
41. Pancakes. But variety is important.
42. Fruits, yogurt with fruits , egg (scramble and omelet) cereal, chicken
43. sandwich & soup
44. My kids love berries!!!



45. He loves fruits , rice & chicken
46. Unknown

Is there any specific food items you wish were included on the menu?

36 answered | 10 skipped

1. Keep up the fresh ingredients and variety.
2. Pizza with veggie sauce and cheese. Fried rice with hidden veggies and tofu.
3. Maybe some more meat product menu or different stir fries and homemade soups
4. No. I think there is already a very good variety
5. None... Glenda has done a spectacular job.
6. No you are doing well.
7. more quinoa or alternate grains
8. corn, tofu, fried rice with veggies
9. nope
10. Avocados, tomatoes, spinach..
11. Everything has been great so far.
12. ----
13. N/A
14. Maybe salmon, avocado when possible, quinoa/rice blend
15. No
16. Doing a fantastic job
17. I would like more vegetarian meals but I am already happy that there is some
18. None
19. Nope, very happy so far
20. Not off the top of my head.
21. Everything seems fine for us
22. Greek yogurt, quinoa
23. Not necessarily on a regular basis but if it's feasible it would be nice to include some eggplant and mushrooms.
24. More fish maybe? Is it difficult because of the allergies?
25. Sweet potato fries
26. No
27. none so far
28. More Berries if financially possible, generally great comments
29. None so far
30. No
31. More berries if possible-
32. See above - questions 2.
33. Lots of fruit.
34. Spring roll
35. something with protein like yogurt
36. Avocado, olive oil, hemp seeds, healthy fats for healthy brains!!! Even if this meant an increase in costs.

Do you have any other comments, concerns or suggestions for us?

37 answered | 9 skipped

1. No
2. the food program seems to be running well and it is great having that extra time with our children is the best
3. Great job thank you for providing this service!!
4. Thank you for the Food service. It's been very helpful not having to pack lunches and of course my children gets to eat different homemade and healthy food choices.
5. No, I'm very happy with the level of food choices and quality.
6. Thanks so much for all the things you do for my child.
7. We are so thankful for this amazing food program! Thanks for all your hard work



8. I'm very happy with the variety of food and the nutritional content. It's the foods I would love to make for my child but don't always have the time or creativity to make
9. we are not picky and if my child doesn't like the food too bad for him.
10. Not at this time

11. We are loving that the wildflowers childcare have started food service. We are happy that my son is trying new food everyday.
12. Just love the food service. It is way easier and helpful when your juggling at night trying to pack your child's lunches.
13. Well done!
14. It is a great service!
15. Great service and I am really happy with everything you are doing so far.
16. Thank you!
17. I think you are doing a great job! My kid is happy and so am I
18. It's great!
19. thank you for starting this service and for doing such a great job with it.
20. No concerns. Keep up the good work Glenda!!! :)
21. Thank you !!!
22. I think it's great that you are taking in comments and questions. I was curious if there is a set time for breakfast, lunch and snack.
23. My child is always happy to tell us what she eat and like what she's having ..So for us it's a big thumbs up ?? thanks
24. I would like to see more oatmeal, yogurt and less cereal for breakfast, less processed foods in general
25. Fantastic work, thank you!!
26. More variety in type of food : mexican, asian, indian, mediterranean, maybe? Thanks for everything, my son seems satisfied!
27. Staffs are doing a good job. Keep up and thank you for your patience.
28. Good job guys!
29. no everything seems good.
30. Accuracy of the reports as some we are unsure if it is our child, le my son ate all his broccoli, or all his Egg which he never does at home :(But all is all very Happy - Thanks!
31. All good
32. So very thankful that this program has finally been approved!!!
33. A more accurate description of what the kids actually eat- concerned at times when they come home way more hungry than normal and the report says they ate everything. All in all though, we are so happy with the meals and the kids are really happy too. Not having to make meals saves so much time, and I can really see how much they enjoy this program! Fantastic job!
34. Thank you and keep up the good work!
35. no
36. Clone Glenda.
37. Unsure from menu if yogurt is plain or sweetened. I would prefer plain if possible. The menu looks healthy and diverse and I appreciate The effort to make healthy choices for the children.

Finance and Administration-Report to Council – July 1 to July 31, 2017



Activities Accomplished

- Community and Economic Development Fund Spring Application received three application packages. These were reviewed by Director of Culture & Recreation and Director of Finance & Administration and submitted to council. The request for decision was carried and each applicant awarded \$4,166.66.
- Presentation from Energy Associated International about gas at the July 18th.
- Request for decision on natural gas purchase was carried.
- Quarter 2 or 2017 GST prepared and submitted to CRA.

Budget Process

- Draft Budget plan to go out to directors shortly.
- New Capital Request form being created. Each project will be submitted to the Director of Finance will all pertinent information about the project prior to it going for approval for the following capital budget year.

News

- Payroll system software upgrade still in progress.
- Office renovations are still in the works. To date, Asbestos abatement occurred and then new window and drywall installed. Still waiting on the drywall taping and mudding to occur along with painting. Last but not least the exterior wall will be completed.
- New large cement planters ordered to mitigate the Health and Safety Concern. This incident has occurred at three different times over the course of twenty years (2 at Administration and 1 at Activity Centre).

Attachments:

2016 Reports dated July 31, 2016

2017 Reports dated July 31, 2017

- Operating Budget Revenue (All Departments)
- Operating Budget Expense (All Departments)
- Council Expense YTD
- Balance Sheet

Report Submitted by:

Natasha Malenchak, Director of Finance & Administration



MUNICIPALITY OF JASPER
2016 Operating Budget
Summary of All Units
For the Seven Months Ending July-31-16

	<u>YTD 2016</u>	<u>Budget</u>	<u>Variance</u>	<u>Var %</u>
Revenues:				
Finance & Administration - Revenues	11,813,854	12,027,459	213,605	98.%
Emergency Services - Revenues	103,262	473,881	370,619	22.%
Operations - Revenues	1,535,783	4,391,307	2,855,524	35.%
CFS - Revenues	1,144,636	1,580,333	435,697	72.%
Culture and Recreation - Revenues	591,206	1,168,890	577,684	51.%
Total Revenues	<u>15,188,741</u>	<u>19,641,870</u>	<u>4,453,129</u>	<u>77.%</u>



MUNICIPALITY OF JASPER
2017 Operating Budget
Summary of All Units
For the Seven Months Ending July-31-17 (58%)

	<u>YTD 2017</u>	<u>Budget</u>	<u>Variance</u>	<u>Var %</u>
Revenue:				
Finance & Administration - Revenues	12,167,997	12,417,195	249,198	98.%
Emergency Services - Revenues	224,096	543,877	319,780	41.%
Operations - Revenues	1,864,337	4,612,769	2,748,432	40.%
CFS - Revenues	1,831,735	2,331,250	499,515	79.%
Culture and Recreation - Revenues	602,581	1,166,120	563,539	52.%
Total Revenue	<hr/> 16,690,746	<hr/> 21,071,211	<hr/> 4,380,464	<hr/> 79.%



MUNICIPALITY OF JASPER
2016 Operating Budget
Summary of All Units

For the Seven Months Ending July-31-16 (58%)

	<u>YTD 2016</u>	<u>Budget</u>	<u>Variance</u>	<u>Var %</u>
Expenditures:				
Finance & Administration - Expenditures	3,107,222	6,638,672	3,531,450	47.%
Emergency Services - Expenditures	643,042	1,249,048	606,005	51.%
Operations - Expenditures	2,402,665	6,409,550	4,006,886	37.%
CFS - Expenditures	1,124,436	1,983,760	859,323	57.%
Culture and Recreation - Expenditures	1,227,214	3,360,840	2,133,626	37.%
Total Expenditures	<u>8,504,579</u>	<u>19,641,870</u>	<u>11,128,290</u>	<u>43.%</u>



MUNICIPALITY OF JASPER
2017 Operating Budget
Summary of All Units

For the Seven Months Ending July-31-17 (58%)

	<u>YTD 2017</u>	<u>Budget</u>	<u>Variance</u>	<u>Var %</u>
Expenditure:				
Finance & Administration - Expenditures	3,335,211	6,922,003	3,586,793	48.%
Emergency Services - Expenditures	669,745	1,330,913	661,168	50.%
Operations - Expenditures	3,426,735	6,626,376	3,199,641	52.%
CFS - Expenditures	1,484,520	2,745,347	1,260,827	54.%
Culture and Recreation - Expenditures	1,652,286	3,446,572	1,794,286	48.%
Total Expenditure	<u>10,568,497</u>	<u>21,071,211</u>	<u>10,502,715</u>	<u>50.%</u>



MUNICIPALITY OF JASPER
2016 Operating Budget
Council

For the Seven Months Ending July-31-16 (58%)

	<u>YTD 2016</u>	<u>Budget</u>	<u>Variance</u>	<u>Var %</u>
Expenditures:				
2-11-17-00-210 All Travel & Subsistencent (Council)	10,394	35,838	25,444	29. %
2-11-18-00-110 Salaries-Ireland Honorarium & Meetings	23,477	39,805	16,328	59. %
2-11-18-00-130 Coun-Benefits Ireland Honorarium & Meetings	2,902	5,161	2,259	56. %
2-11-19-00-110 Salaries-Nesbitt Honorarium & Meetings	6,981	20,340	13,359	34. %
2-11-19-00-130 Benefits-Nesbitt Honorariums & Meetings	2,358	5,161	2,804	46. %
2-11-22-00-110 Coun - Salaries H Kelleher-Empey	10,138	20,340	10,202	50. %
2-11-22-00-130 Coun - Benefits - H Kelleher-Empey	2,462	5,161	2,700	48. %
2-11-24-00-110 Coun - Salaries - V Arsenault	8,838	20,340	11,502	43. %
2-11-24-00-130 Coun - Benefits V Arsenault	2,419	5,085	2,666	48. %
2-11-27-00-110 Coun-Salaries Damota Hon. & Meetings	10,301	20,340	10,039	51. %
2-11-27-00-130 Coun-Benefits Damota Hon. & Meetings	2,413	5,161	2,749	47. %
2-11-30-00-110 Coun - Salaries D Wacko Hon & Meetings	8,281	20,340	12,059	41. %
2-11-30-00-130 Coun -Benefits D Wacko	2,400	5,161	2,761	47. %
2-11-31-00-110 Coun -Salaries G Wall Hon &Meetings	7,040	20,340	13,300	35. %
2-11-31-00-130 Coun -Benefits G Wall	2,498	5,161	2,663	48. %
2-11-23-00-210 Council - Council Projects		7,500	7,500	0. %
Total Expenditures	102,903	241,236	138,333	43. %



MUNICIPALITY OF JASPER
2017 Operating Budget

Council

For the Seven Months Ending July-31-17 (58%)

		<u>YTD 2017</u>	<u>Budget</u>	<u>Variance</u>	<u>Var %</u>
Expenditures:					
2-11-17-00-210	All Travel & Subsistencent (Council)	16,762	25,000	8,238	67. %
2-11-18-00-110	Salaries-Ireland Honorarium & Meetings	23,408	40,442	17,034	58. %
2-11-18-00-130	Coun-Benefits Ireland Honorarium & Meetings	2,900	5,244	2,344	55. %
2-11-19-00-110	Salaries-Nesbitt Honorarium & Meetings	7,390	17,000	9,611	43. %
2-11-19-00-130	Benefits-Nesbitt Honorariums & Meetings	2,371	4,500	2,129	53. %
2-11-22-00-110	Coun - Salaries H Kelleher-Empey	9,816	17,000	7,184	58. %
2-11-22-00-130	Coun - Benefits - H Kelleher-Empey	2,451	4,500	2,049	54. %
2-11-23-00-210	Council - Council Projects	125	7,500	7,375	2. %
2-11-24-00-130	Coun - Benefits V Arsenault	1,306	4,500	3,194	29. %
2-11-27-00-110	Coun-Salaries Damota Hon. & Meetings	7,016	17,000	9,984	41. %
2-11-27-00-130	Coun-Benefits Damota Hon. & Meetings	2,432	4,500	2,068	54. %
2-11-30-00-110	Coun - Salaries D Wacko Hon & Meetings	9,629	17,000	7,371	57. %
2-11-30-00-130	Coun -Benefits D Wacko	2,345	4,500	2,155	52. %
2-11-31-00-110	Coun -Salaries G Wall Hon &Meetings	7,016	17,000	9,984	41. %
2-11-31-00-130	Coun -Benefits G Wall	2,359	4,500	2,141	52. %
2-11-01-00-242	Consultant - Tour of Alberta Project	50,000	50,000	0	100. %
2-11-24-00-110	Coun - Salaries - V Arsenault	0	17,000	17,000	0. %
Total Expenditures		147,325	257,186	109,861	57. %



MUNICIPALITY OF JASPER Balance Sheet

For the Seven Months Ending July-31-16

	Opening Balance	YTD 2016	Closing Balance
Assets			
Cash on Hands and Deposits	\$9,635,052.08	\$2,997,217.58	\$12,632,269.66
Taxes and Grants in lieu of Taxes Receivable	139,002.22	1,135,841.88	1,274,844.10
Due from other Governments	239,798.03	53,580.19	293,378.22
Trade and other Receivables	1,041,744.95	-598,915.91	442,829.04
Business Licences Due		15,620.00	15,620.00
Prepaid Expenses	182,275.96	169,339.83	351,615.79
Investment in Trailer Park Utilites; Lane paving	73,224.74		73,224.74
Inventory	42,588.26		42,588.26
Net Tangible Capital Assets	58,114,899.63		58,114,899.63
Total Assets	69,468,585.87	3,772,683.57	73,241,269.44
Liabilities			
Accounts payable and accrued liabilities	2,393,476.81	-1,133,117.67	1,260,359.14
Deposit Liabilities	317,992.95	-67,399.12	250,593.83
Deffered Revenue	2,490,692.54	-110,064.59	2,380,627.95
Tax Overlevy	169,533.31	-300.26	169,233.05
Long Term Debt	4,001,615.52		4,001,615.52
Total Liabilities	9,373,311.13	-1,310,881.64	8,062,429.49
Municipal Equity			
Equity in Physical Assets	56,238,047.79		56,238,047.79
Restricted Funds	3,885,761.18	22,981.83	3,908,743.01
Accumulated Surplus	-28,534.23		-28,534.23
Current Surplus		5,060,583.38	5,060,583.38
Total Liabilities and Municipal Equity	69,468,585.87	3,772,683.57	73,241,269.44



MUNICIPALITY OF JASPER Balance Sheet

For the Seven Months Ending July-31-17 (58%)

	Opening Balance	YTD 2017	Closing Balance
Assets			
Cash on Hands and Deposits	\$8,454,275.26	\$5,045,304.66	\$13,499,579.92
Taxes and Grants in lieu of Taxes Receivable	198,999.11	1,326,213.34	1,525,212.45
Due from other Governments	496,913.42	-90,136.44	406,776.98
Trade and other Receivables	1,120,989.10	-503,193.96	617,795.14
Business Licences Due		192.50	192.50
Prepaid Expenses	322,416.18	173,872.92	496,289.10
Investment in Trailer Park Utilites; Lane paving	61,226.06	-173.05	61,053.01
Inventory	41,367.26		41,367.26
Net Tangible Capital Assets	58,432,681.03		58,432,681.03
Total Assets	69,128,867.42	5,952,079.97	75,080,947.39
Liabilities			
Accounts payable and accrued liabilities	1,302,363.08	-347,039.64	955,323.44
Deposit Liabilities	287,358.43	-45,051.71	242,306.72
Deffered Revenue	2,505,559.79	-2,170.00	2,503,389.79
Tax Overlevy	44,091.14	13,183.54	57,274.68
Long Term Debt	3,404,741.89		3,404,741.89
Total Liabilities	7,544,114.33	-381,077.81	7,163,036.52
Municipal Equity			
Equity in Physical Assets	57,838,567.43		57,838,567.43
Restricted Funds	4,211,154.01	1,217,273.70	5,428,427.71
Accumulated Surplus	-464,968.35		-464,968.35
Current Surplus		5,115,884.08	5,115,884.08
Total Liabilities and Municipal Equity	69,128,867.42	5,952,079.97	75,080,947.39

Culture and Recreation August 2017 Report

Facilities/Equipment:

- The Dark Sky Festival will be relocating to the parking lot of the Tramway due to the construction of the field.
- Weeding is taking place on the Exchange lands, watering and mowing are taking place on a regular basis.
- The flooring in the arena dressing rooms and in the back hallway has come to the end of its life. Some areas are paper thin and wearing through to the cement. We have enough scraps to hopefully tie us through to the 2018 project, but it will need to be replaced for sure in 2018.
- Book King Software is in place and we should be going live in September. Some additional training is still required.
- The Administration roofing project has gone out for tender. This should be completed this fall.
- The slide pump is down at the Aquatic Centre. The replacement pump is on its way as we speak. We asked for a rush delivery but unfortunately they sent it via ground. It should be here within a week and installed as soon as it arrives. This has been a sore spot for many visitors and locals alike as the slide is a big attraction for families.
- The final repairs on the administration building are under way and should be completed this week.
- Cabin Creek/Patricia Street playground has been dismantled; the new playground is on order and should be arriving for installation in early September.
- We have had two backups this month at the Connaught washrooms. This happened within 24 hours of each other. New procedures have been put in place to lock the bathrooms as soon as the light comes on to avoid this issue from occurring.
- I attended to 5 alarms this past month, 3 for the Library elevator and 2 for the Administration office all of them were false alarms.

Programs/ Services/Culture:

- The Oilers Prospect Camp ran very smooth. Visitors and locals enjoyed the high paced entertainment on the ice.
- The H&S audit is complete and attached for review. We received a score of 89% which is a 4% increase over last year. The Auditors would like to thank the Departments for the additional work on updating their safe work practices and hazard assessments. This was an area of significant improvement in the audit. After a review of the results of the Audit a “2017 To Do List” has been developed and circulated to all department heads for action.
- I am presently spending a fair bit of time on getting our H&S manual updated, this includes training a new staff member on the documentation and requirements and record keeping. The new updated manual is on the 0-drive ready for use; a new hard copy will also be printed and sent to each department by the end of August.
- Camps are running smoothly, Dance camps numbers have been quite low over the past two years we have attributed that to the economy, accommodations for parents and cost of the camp.

Gifts in Kind for the month:

Aquatic Centre= \$N/A

Year to date =\$N/A

Activity Centre = \$5922.08

Year to date = \$55992.08

**Submitted by Yvonne McNabb,
Culture and Recreation Director, August 11/17**

Month of:	Monthly Misc. Gifts In Kind Total	Monthly Internal Gifts In Kind Total	Monthly CFS Gifts In Kind Total	Monthly School Usage Total	ARENA School Usage Total	ARENA Other	Total Monthly Gifts In Kind
January	\$ 1,458.87	\$ 1,760.71	\$ 2,878.07	\$ -	\$ 914.13	\$ 566.50	\$ 7,578.28
February	\$ 563.58	\$ 1,729.35	\$ 4,858.29	\$ 497.26	\$ 592.25	\$ 489.25	\$ 8,729.98
March	\$ 1,101.24	\$ 1,561.58	\$ 5,919.19	\$ 653.62	\$ 1,036.44	\$ 257.50	\$ 10,529.57
April	\$ 2,777.93	\$ 5,789.14	\$ 2,601.43	\$ -	\$ 257.50	\$ 77.25	\$ 11,503.25
May	\$ 295.92	\$ 3,880.42	\$ 396.40	\$ 449.43	\$ -	\$ -	\$ 5,022.17
June	\$ 1,426.11	\$ 1,731.60	\$ 1,621.74	\$ 1,927.31	\$ -	\$ -	\$ 6,706.76
July	\$ 1,817.47	\$ 1,515.36	\$ 2,589.25	\$ -	\$ -	\$ -	\$ 5,922.08
August							\$ -
September							\$ -
October							\$ -
November							\$ -
December							\$ -
Year Total	\$ 9,441.12	\$ 17,968.16	\$ 20,864.37	\$ 3,527.62	\$ 2,800.32	\$ 1,390.50	\$ 55,992.09

AMHSA Audit Tool

Summary Score Sheet

Municipality Evaluated: _____

Date of Audit: _____

	Element	Total Points Possible	Points Awarded		Min. Points Required	%		Comments
			2016	2017		2016	2017	
1.	Organizational Commitment	130	113	122	65	87%	94%	
2.	Hazard Identification and Assessment	190	160	171	95	84%	90%	
3.	Hazard Control	150	131	128	75	87%	85%	
4.	Formal Workplace Inspections	130	104	112	65	80%	86%	
5.	Orientation and Training	120	112	115	60	93%	96%	
6.	Emergency Response Planning	85	75	77	43	88%	91%	
7.	Incident Investigation	115	94	95	58	82%	83%	
8.	Program Administration	80	65	70	40	81%	88%	
	TOTAL	1000	854	890	800	85%	89%	

Final Score: TOTAL/1000 x 100% =

89%

85%

Did the municipality achieve:

At least 80% overall?

Yes

A minimum score of at least 50% in each element?

Yes

To pass the audit the municipality must achieve a minimum standard

Did the municipality pass the audit?

Yes

Auditor Signature _____

June 2017

Jasper Fitness & Aquatic Centre

Month End Report



Overview:

- ❖ Our Gifts-in-Kind for this month is \$1469.58 with a year to date total of \$24877.64
- ❖ Fitness Centre revenue is up by **3475.61 (24%)** from last year. We saw an increase in drop ins and in memberships.
- ❖ Fitness Centre attendance is up by **432 (20%)** from last year, the cold month kept people indoors!
- ❖ Aquatic Centre revenue is up by \$964.85 (4%) from last year.
- ❖ Aquatic Centre attendance is up by 44 (2%) from last year.

❖ Programs & Services:

Upcoming:

- ❖ National Drowning Prevention Day will be held on July 16 2017 from 14:30-18:00. We will have a swim instructor available doing mini water smart sessions for members of the public; these sessions are geared for all ages, from children to adults to seniors.

Aquatic Centre:

- ❖ Springs Session #lessons ran with 2 classes with 9 kids participating.
- ❖ Red Fins travelled to Whitecourt on June 9 and Hinton on June 25 and 26. The kids placed well at both events and beat personal goals.
- ❖ Busy month! We had 11 private rentals for end of school parties.
- ❖ We had 6 Getaway groups with 472 swimmers.
- ❖ We had 10 Groups during public swim with approximately 195 swimmers.
- ❖ OOSC had 2 hours of swim time and JES had 5 hours of swim time.
- ❖ The Municipality of Jasper has won 1st place in the **Class 17C** category of the Lifesaving Society Affiliate Awards.

Class 17C William (Bill) Patton First Aid Award is presented to an affiliate serving a community of less than 7500 population accumulating the highest point total in conducting Lifesaving First Aid programs during the calendar year.



Staffing:

- ❖ Brooke completed her Lifesaving Societies Aquatic Supervisor Training Course on July 5 & 6.
- ❖ Jeremy attended the Life Saving Society AGM and also recertified his National Lifeguard Instructor course
- ❖ Full staff in service was held on June 11. The front desk clerks received additional training to help them assist Lifeguards in an Emergency.

Incidents:

- ❖ 1 Public education – pool rules
- ❖ 2 fecal contaminations
- ❖ 3 minor incidents
- ❖ 1 pull out
- ❖ 23 Band Aids
- ❖ 340 Lifeguard Preventative Interventions

AQUATIC CENTRE GIFTS IN KIND INFORMATION 2017

Monthly Total	Date	School Passes	Staff / Council Passes	Gifts in Kind	Joint Use visits (Hours)
\$ 7,571.48	Jan-17	\$ 953.12	\$ 1,890.57	\$ 1,299.37	\$ 3,428.42
\$ 6,629.70	Feb-17	\$ 953.12	\$ 5,041.52	\$ 489.17	\$ 145.89
\$ 4,416.73	Mar-17	\$ 476.56	\$ 1,890.57	\$ 517.75	\$ 1,531.85
\$ 4,790.16	Apr-17	\$ 238.28	\$ 1,890.57	\$ 1,056.52	\$ 1,604.79
\$ 1,469.58	May-17	\$ 238.28		\$ 210.07	\$ 1,021.23
\$ -	Jun-17				
\$ -	Jul-17				
\$ -	Aug-17				
\$ -	Sep-17				
\$ -	Oct-17				
\$ -	Nov-17				
\$ 24,877.64	Dec-17	\$ 2,859.36	\$ 10,713.23	\$ 3,572.88	\$ 7,732.17
\$ 24,877.64		\$ 2,859.36	\$ 10,713.23	\$ 3,572.88	\$ 7,732.17

Municipality of Jasper Bylaw Summary

Updated: 8/11/2017

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



REPORT FOR DECISION

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

Recommendation:

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

Background:

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

Jasper is very supportive of Pride, including support for the annual Jasper Pride weekend, raising the rainbow flag, hanging pride banners all along our main street (Connaught) and supporting International Day Against Homophobia and Transphobia.

Discussion:

OUT Jasper raised money and requested Council approval to have a rainbow colored crosswalk installed in Jasper. Their fundraising has raised over \$5000 and is above the cost estimate for the crosswalk paint and labor costs, the crosswalk can be installed at no cost to the taxpayer. They also have funds for “maintenance” as the paint will require repair and refresh.

Council did not support the request, however, Council requested administration return for a policy discussion on this subject for guiding policy for relevant decisions on non-standard crosswalks in public spaces, which occurred on July 25, 2017. Council narrowed down a broad range of policy and procedure options at the August 1 and August 8, 2017 meetings.

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

Attachments:

- DRAFT: Non-Standard Crosswalk Policy
- DRAFT: Non-Standard Crosswalk Administrative Procedures

Director _____

CAO _____

Agenda Item _____

Policy Title: NON-STANDARD CROSSWALKS

Policy # DRAFT

Effective Date:

Date adopted by Council:



POLICY

Council may authorize non-profit groups, organizations or individual sponsored or initiated non-standard crosswalk applications.

PURPOSE

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

Non-standard crosswalks are intended:

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

DRAFT

Policy Title: NON-STANDARD CROSSWALKS

Policy # DRAFT

ADMINISTRATIVE PROCEDURES

Effective Date:

Date approved by the CAO:



SCOPE

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

NON-STANDARD CROSSWALKS

1. Application Procedure

An organization or individual wishing to have non-standard crosswalks installed must apply to Mayor and Council. The application letter must be accompanied by the non-standard crosswalk design(s) provided either on paper or in electronic format.

If several application requests are received for the same location, priority will be given to the first one received.

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

Council may authorize a non-standard crosswalk. An application is required annually.

2. Installation and Removal

Each non-standard crosswalk requires an annual application to Mayor and Council. Approval is for one year, and each non-standard crosswalk must be repainted each year. There is a two-year maximum time limit in any one location if there are other applicants.

The Municipality will offer the opportunity to have the non-standard crosswalk repainted by the approved applicant or the repair work funded by the applicant, or the Municipality will remove damaged or deteriorated non-standard crosswalks at the discretion of Mayor and Council.

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

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

Policy Title: NON-STANDARD CROSSWALKS

Policy # DRAFT

ADMINISTRATIVE PROCEDURES

Effective Date:

Date approved by the CAO:



3. General Terms

1. All non-standard crosswalks must meet the Alberta Highway Pavement Markings Guide standards.
2. Non-standard crosswalk applications will be considered on a first-come first-served basis. Applicants can apply for non-standard crosswalk spaces up to one year prior to the installation date.
3. The Municipality of Jasper reserves the ability to deny a non-standard crosswalk if it is determined that safety is negatively impacted.
4. The design must not promote children's activities, i.e. a hopscotch or checker-board design.
5. Applications for non-standard crosswalks are recommended prior to the spring pavement marking program in Jasper each year.
6. Non-standard crosswalks may not be approved for operational reasons, or delayed until the next painting cycle (eg. for applications received in winter)
7. The Municipality of Jasper Mayor and Council reserves the right to remove the non-standard crosswalk at any time.

DRAFT



REQUEST FOR DECISION

Subject: Jasper Yellowhead Museum & Archives Funding

Prepared by: Christine Nadon, Legislative Services Manager

Reviewed by: Mark Fercho, CAO
Natasha Malenchak, Director of Finance and Administration

Date – Notice: May 2, 2017

Date – Decision: August 15, 2017

Recommendation

That Council approve funding in the amount of \$49,000 for the Jasper Yellowhead Museum and Archives as part of the 2017 operating budget.

Background

During the 2017 budget deliberations, Council requested additional financial reporting from the Jasper Museum & Archives in order to release municipal funding to the organization. At the May 2, 2017 regular meeting, Council passed the following resolution:

BE IT RESOLVED THAT Council include \$49,000 for the Jasper Museum and Archives in the 2017 operating budget, with expenditure of the funds subject to approval by a separate Council resolution.

This request for decision comes before Council following the submission of the 2016 financial statements by Jasper Yellowhead Historical Society at the August 8, 2017 regular meeting.

Fiscal Implications

If Council approves this resolution, the Director of Finance will issue payment for the first two quarters to the Museum, and resume the quarterly payment schedule to the organization as per previous years.



REQUEST FOR DECISION

Subject: Council Remuneration - Post 2017 Election
Prepared by: Mark Fercho, CAO
Reviewed by: HR Committee of Council; July 2017 Recommendations Included
Date – Discussion: April 11, 2017, April 25, 2017, August 8, 2017
Date – Notice: April 18, 2017
Date – Decision August 15, 2017

Recommendation:

1. That Council approve the revised B-004 Council Member Compensation and Benefits Policy and Administrative Procedures (2017).
2. That Council direct Administration to include \$40,000 in Council's 2018 budget for administrative support to Mayor, Council and the CAO
3. That Council rescind the D-005 Laptop Computer Policy and Procedures

Background:

Council "*Policy B-004 (2013) Council Member Compensation and Benefits Administrative Procedures*" requires that a review by an independent party be completed prior to each municipal election. This provides for the outgoing Council to set the remuneration for the incoming Council prior to each election.

In preparation for the upcoming October 16, 2017 municipal election, Administration contracted consultant Bernie Kreiner of Pinecrest Service Station Ltd to undertake the review. Mr. Kreiner was the CAO/Town Manager in Hinton. His review consisted of researching and preparing a report with independent, data-based recommendations on:

- Council compensation including benefits for implementation at the start of the 2017-2021 elected municipal council's term; and
- Whether the mayor position in Jasper should be part or full-time.

Mr. Kreiner gathered and analyzed **data from 15 comparable communities** (list provided by Municipality of Jasper). The list included Crowsnest Pass, Vegreville, Bonnyville, Drayton Valley, Rocky Mountain House, Innisfail, Drumheller, Olds, Edson, Banff, Hinton, Canmore, Sylvan Lake, Beaumont and the Resort Municipality of Whistler B.C.

The HR Committee of Council met in July to further refine and adjust the original proposed changes in this Council report. Therefore, this version is updated from the version first presented to Council in April. Many of the changes reflect the very same process that Banff had completed since then and made public, which informed many of the proposed changes based on their recommendations for Banff Mayor and Council, as Banff is the only Alberta community that plays a similar large tourist and delegation hosting role as a mountain park town.

Director _____

CAO _____

Agenda Item _____

Mr. Kreiner listed how Council **compensation should be guided with some key principles** including:

- sufficient to attract individuals from all walks of life;
- commensurate with the responsibilities, accountability and time commitment;
- reasonable in light of the Municipality's objective to be fiscally responsible;
- reasonable in compensation paid in comparable jurisdictions;
- recognize that sense of duty is another factor that should attract candidates with commitment beyond a financial reward; and
- How well do the comparable municipalities surveyed match with Jasper operations.

Mr. Kreiner presented his report and findings to Council on February 28, 2017. After further discussion with Administration on the presented information at the March 14, 2017 Council Committee of the Whole meeting, Council requested that Administration create a draft policy incorporating all of Mr. Kreiner's recommendations for Council's review.

Bernie Kreiner Report Recommendations:

- A. Effective immediately after the 2017 municipal election, the
 - Per Diem rates for Mayor and Councillors be changed to \$240,
 - meeting rates be revised for meetings of 3 or less hours to \$120;
 - and meeting rates for meetings of 3 to 6 hours be paid at \$200.
 (It is also recommended that the Council compensation policy be revised to explain how consecutive meetings, etc. are paid to ensure consistent implementation.)
- B. Effective immediately after the 2017 municipal election, the Councillor monthly honorariums be raised to \$1202.32/month. (\$200/month increase)
- C. That Jasper move to provide some administrative support to the mayor as soon as possible.

Federal Budget 2017:

Since the time of Mr. Kreiner presentation in February 2017, the subsequent Federal Budget announcements made on March 23, 2017 detailed another issue to be considered.

The federal government will no longer support the decades-old tax break for certain elected officials such as Municipal Councillors, in Canada. Currently, many Canadian municipal Council members don't pay taxes on a third of their income. These 'non-accountable allowances' are to cover expenses of the duties as an elected official. This change will be effective in 2019, when elected officials of municipalities, utilities boards, commissions and corporations and school boards will be subject to these changes. The loss of the tax free portion of the remuneration will mean a loss of "take home" pay. To keep take home pay the same, the estimated (EST) "EST Jan 1/19 Bump" reflects the required increase.

Councillor Remuneration:

The HR Committee of Council supported the change in rate as suggested by Mr. Kreiner. Also, in order to keep the elected official net or "take home" pay the same in 2019 and beyond after the Federal taxation change takes effect, Administration has completed a calculation on the increase in remuneration for Councillors required for discussion. The EST Nov 1/18 is policy CPI increase.

<u>Monthly</u>	<u>Current/17</u>	<u>Nov 1/17</u>	<u>EST Nov 1/18</u>	<u>EST Jan 1/19 BUMP</u>
Councillor	\$ 1,002.32	\$ 1,202.32	\$ 1,220.35	\$ 1,269.16
Deputy Mayor	\$ 1,002.32	\$ 1,202.32	\$ 1,220.35	\$ 1,269.16

(for comparison, Banff Councillors will be paid \$2,241.66 for Nov. 2017 moving to \$2,515.41)

Director _____

CAO _____

Agenda Item _____

Mayor's Remuneration:

The HR Committee of Council had two possible scenarios for Mayor. Recognizing the added workload in Banff and Jasper related to the many visitors and events that require a welcoming speech or other involvement of the Mayor, at a level above the norm for the population, using population base for comparable communities alone were not considered the ultimate solution.

In Banff they recognized the mayor position no longer as "part time", but as "full time" formally in their new Council Remuneration Schedule, effective after the 2017 election. Their committee made a statement that they were not suggesting the Banff mayor's position become full time, they said it already is. A similar statement could be made for Jasper.

The Banff mayor's salary for 2017 was set at \$80,540.00, moving up to \$93,426.00 in 2019 for the required bump due to tax rule changes.

Recommendations of the HR Committee of Council on the Mayor's pay has two options:

Mayor:

First option, is for an annual salary of \$55,000.00, plus the per diem and meeting pay. Using past year's average, the estimated mayor compensation for per diem and meetings is about an additional \$8,000.00 per year (43 meetings), for a total of \$63,000.00. Discussion included incentive for meetings vs flat pay rate as consideration. The EST Nov 1/18 is policy CPI increase.

<u>Monthly</u>	<u>Current/17</u>	<u>Nov 1/17</u>	<u>EST Nov 1/18</u>	<u>EST Jan 1/19 BUMP</u>
Mayor	\$ 2,624.11	\$ 4,583.33	\$ 4,629.16	\$ 5,362.50

Mayor:

Second option, is for an annual salary of \$65,000.00 as a flat rate, and **no** per diem or meeting rate payments would be made. This is recognition of role and frequency of meetings, reducing need for tracking and added payments. This is option Banff chose, by comparison a starting rate of \$80,540.00 in Banff for the mayor. The EST Nov 1/18 is policy CPI increase.

<u>Monthly</u>	<u>Current/17</u>	<u>Nov 1/17</u>	<u>EST Nov 1/18</u>	<u>EST Jan 1/19 BUMP</u>
Mayor	\$ 2,624.11	\$ 5,416.67	\$ 5,470.84	\$ 6,455.59

Per Diem and Meeting Rates:

Daily Meeting Remuneration	\$ 186.63	Discontinue as of November 1, 2017		
Per Diem Out of Town		\$ 240.00	\$ 243.60	\$ 257.00 (tax schedule note)
Meeting: Less than 3 Hours		\$ 120.00	\$ 121.80	\$ 121.80 "
Meeting: 3 to 6 Hours		\$ 200.00	\$ 203.00	\$ 203.00 "

Changes to attract all types of candidates:

The remuneration proposal for the mayor's wage changes, the support in administration and the proposed addition of childcare is intended to attract all types of candidates: young, retired, working, with or without families, and also those that do not possess the same writing and self-organizing capability as the current mayor. Many existing policies in communities are criticized as only attracting retired or established candidates that can take time away from work or not have to work, and have no younger children. The updated policy moves Jasper toward a policy that supports a broader range of candidates.

Director _____

CAO _____

Agenda Item _____

Administrative Support:

The Bernie Kreiner Report Recommended that some type of administrative support be provided to the Mayor, Council and the CAO. This has been a known gap for Jasper for many years however has not been funded in past attempts to add this new position.

Jasper is currently fortunate the Mayor, and most of Council, all write their own speeches and look after most of their own day-to-day bookings. The CAO and elected officials all have some support as available for coordination and bookings to some larger events, however, it is limited and only for a few events.

Most municipalities have this support function. It provides service to ensure that the elected officials and CAO are organized able to better focus on their duties. If Jasper receives a new mayor in the future that is not able to write all their own speeches, craft letter responses, etc. and looks to administration for this support, there will be some issues in providing this support.

This position exists in Banff, the total salary is \$65,000 per year. With benefits, etc. that the employer pays, this position total cost to that municipality is \$81,124. The work is invaluable and it is doubtful they could function without it.

For Jasper, a similar position if using positions in our CUPE collective agreement for staff, would be paid \$56,232 per year. With benefits, etc. that the employer pays, this position total cost to that municipality is \$70,909.

The HR Committee of Council has proposed a \$40,000 budget line item in Council's budget to use for this purpose. Council could then use the funds for contracted support, part time staff, or however Council determined is best to meet this need.

Financial:

The increase for Councilors proposed is \$200 per month, with 6 Councilors, equals \$14,400 per year. The increase for Mayor from \$31,489.32 to \$55,000 is \$23,510.68, and to \$65,000.00 with no payments for meetings, is \$33,510.68, however, there would be about \$8,000 saved each year as no payments would be made for meetings. The added \$40,000 for administrative support, plus approximately \$24,000 for Mayor, plus \$14,400 for Councilors is a total of \$78,400, or a 1% tax increase. Council could review their total budget that currently includes a \$50,000 Council project budget line. The "bump" required in 2019 to keep take home wages the same: \$3,514 for six Councilors and \$9,350 or \$12,467 for the Mayor.

Strategic Relevance:

This initiative supports Council's Strategic Priority in Governance: contribute to community health by providing open, accountable and accessible government. A review of Council remuneration allows Jasper to attract excellent candidates for local government, thereby ensuring we are providing the best possible services to residents and businesses.

Attachments:

- **DRAFT Policy B-004 (2017) Council Member Compensation and Benefits Administrative Procedures**
- Current Policy B-004 (2013) Council Member Compensation and Benefits Policy
- Bernie Kreiner of Pinecrest Service Station Council Member Compensation and Benefits Review
- D-005 Laptop Computer Policy and Administrative Procedures

Director _____

CAO _____

Agenda Item _____

Policy Title: COUNCIL MEMBER REMUNERATION & BENEFITS

Policy # B-004



ADMINISTRATIVE PROCEDURES

Effective Date:

Approved by CAO:

PROCEDURES

1. Remuneration

Remuneration as outlined in the policy shall be as follows:

<u>Monthly</u>	<u>Current/17</u>	<u>Eff. Nov 1/17</u>	
Mayor	\$ 2,624.11	\$	Annually by Nov 1 increase by average Alberta cost of Alberta cost of living as reported by Stats Can.
Deputy Mayor	\$ 1,002.32	\$ 1,202.32	
Councillor	\$ 1,002.32	\$ 1,202.32	
Daily Meeting Remuneration	\$ 186.63	N/A	Discontinue after Nov 1/17
Per Diem Out of Town Meeting(s): Less than 3 Hours		\$ 240.00	Annually by Nov 1 increase by average Alberta cost of Alberta cost of living as reported by Stats Can.
Meeting(s): 3 to 6 Hours		\$ 120.00	
		\$ 200.00	

2. Federal Taxation Change in 2019

The non-accountable allowances to cover expenses of the duties as an elected official will cease on January 1, 2019. Elected officials of municipalities, utilities boards, commissions and corporations, and school boards will be subject to this change. The loss of the tax free portion of the remuneration will mean a loss of "take home" pay. To keep take home pay the same, Mayor and Council wages will be increased by the required amount in order to have individual Mayor and Council members' take-home pay remain unchanged.

3. Cost of Living Adjustments

- Annually, on November 1, the monthly remuneration and meeting amounts will automatically be adjusted in accordance with the Alberta average cost of living index as reported by Statistics Canada.
- Council may have an independent party review the remuneration amounts and report on any inconsistencies with other comparable Alberta municipalities.
- A review by an independent party will be completed prior to each municipal election.

4. Benefit Plan

Councillor benefit package shall be made available to council members in a fair and consistent manner in comparison with Municipal employees. The following statement of benefits outlines those benefits available to council members. Benefits may be changed from time to time as the benefits of the municipal staff change, subject to approval of the Municipal Council. This policy should be reviewed as required together with any review of benefits for Municipal staff. The benefits as provided under the General Personnel policy shall also apply to council members.

Policy Title: COUNCIL MEMBER REMUNERATION & BENEFITS

Policy # B-004



ADMINISTRATIVE PROCEDURES

Effective Date:

Approved by CAO:

Alberta Urban Municipalities Association (AUMA)

All council may enroll in the benefit package under the provisions of the AUMA Member Services. The Municipality will contribute to each benefit with the AUMA in the following manner:

Life Insurance & Accidental Death and Dismemberment (AD&D)

All council members may obtain life insurance coverage up to \$30,000 and AD&D coverage with the Municipality contributing 100% of the rate of the premium.

Dental Plan

All council members may be covered under the AUMA Dental Plan with the Municipality contributing 90% of the rate of the councillor's premium payable.

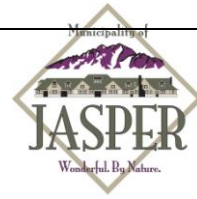
Extended Health Care

All council members may be covered under the AUMA Extended Health Care Plan with the Municipality contributing 90% of the rate of the premium.

Other Remuneration

Computer Allowance: \$500.00 per year (Nov 1 to Oct 31).

Child Care Expenses: Members of Council shall be reimbursed for reasonable child care expenses incurred while attending meetings, conferences, conventions or seminars in an official capacity, upon submission of receipts.



Policy Title: COUNCIL MEMBER COMPENSATION & BENEFITS

Policy # B-004

Effective Date: August 3, 2010

Date adopted by Council: August 3, 2010

POLICY

The Municipality shall pay each Council member:

1. A monthly honorarium for:
 - a) Regularly scheduled Council and committee-of-the-whole meetings;
 - b) Preparation and research for Council-related activities; and
 - c) Day-to-day dealings with the public.
2. A daily honoraria and expenses as described in the attached Administrative Procedures for attendance at all other meetings when acting as a representative of Council, of which two-thirds of the payment shall be honorarium and one-third shall be non-accountable expense allowance. The claim for any day shall not be less than or more than the daily meeting honoraria.
3. Accountable expense allowances for costs incurred for such items as accommodation, travel and meals in accordance with the attached Administrative Procedures.

Definitions

For the purpose of calculating Council honoraria, "meeting" shall have the following meanings:

1. All activities that require a Council member to be outside of the Municipality of Jasper on municipal business, and each day or portion of a day spent outside of the Municipality shall be considered a "meeting";
2. Meetings occurring in the Municipality where the Mayor or a Councillor attends as an appointed member of the Municipality and minutes and attendance of the members present are recorded; and
3. Any special event where the Mayor or a Councillor is attending and making a speech in an official capacity on behalf of the Municipality.

Final Report to Municipality of Jasper

re. Council Compensation for 2017+

1. Introduction

The Municipality of Jasper Council member compensation policy states that “an independent party review the compensation amounts and report on any inconsistencies with other comparable Alberta Municipalities”. To this end, Jasper CAO Mark Fercho contracted consultant Bernie Kreiner of Pinecrest Service Station Ltd to undertake the review. Bernie Kreiner’s municipal experience includes over 20 years as Town manager in Hinton. The review consisted of researching and preparing a report with independent, data-based recommendations concerning two matters:

- a. Council compensation including benefits for implementation at the start of the 2017-2021 elected town councils term.
- b. Whether the mayor position in Jasper should be part or full-time.

To undertake this work, the consultant did:

--gather data and analyze the information obtained from 15 comparable communities (list provided by Municipality of Jasper). The list involved Crowsnest Pass, Vegreville, Bonnyville, Drayton Valley, Rocky Mountain House, Innisfail, Drumheller, Olds, Edson, Banff, Hinton, Canmore, Sylvan Lake, Beaumont and the Resort Municipality of Whistler B.C. All data came from 2015 financial statements and surveys of current municipal compensation rates and practices. A full excel spreadsheet with this information has been submitted separately from this report.

--interview the mayor to discuss workloads etc. related to part- or full-time mayor question.

--have some informal discussions with other municipalities re. mayor roles.

2. Context

In general, council compensation should be guided by some key principles including:

-- be sufficient to attract individuals from all walks of life to offer to stand for election to municipal office in their community.

--be commensurate with the responsibilities, accountability and time commitment of individuals holding municipal office.

-- be reasonable in light of the Municipalities objective to be fiscally responsible in allocating resources.

-- be reasonable in light of compensation paid in other comparable jurisdictions.

--recognize that sense of duty is another factor that should attract candidates to municipal office. (A sense of duty to serve the community with commitment beyond a financial reward.)

How well do the comparables municipalities surveyed match with the Jasper municipal operation?

	Average of all municipalities surveyed	Municipality of Jasper	Percentage difference of all municipalities vs. Jasper
Population	9314	4584	203%
Total Expenses-Actual in 2015	\$29,012,722	\$14,157,811	205%
Total Expenses-Budget in 2015	\$29,156,044	\$12,094,380	241%
Number of Full time Employees 2015	83	70	119%

Based on the survey information, the scale of operation of municipalities surveyed compared to Jasper suggests they average double as large in population and annual expenditures. However, the numbers of employees are more closely aligned, given that resort municipalities are required to provide services for far more people than their population.

3. Council Compensation Rates and Benefits

	Average of all municipalities surveyed	Municipality of Jasper	Percentage difference of all municipalities vs. Jasper
Monthly Honorarium—Mayor	\$3,546.65	\$2,624.11	135%
Monthly Honorarium – Deputy Mayor	\$1,685.81	\$1,002.32	168%
Monthly Honorarium - Councillor	\$1,545.69	\$1,002.32	154%
Per Diem rate for Mayor and Councillors while out of Town	\$236.02	\$186.63	126%
--Standard meeting (up to 4 hours unless you indicate otherwise)	\$110.73	\$186.63	59%
--Long meeting (more than 4 hours unless you indicate otherwise)	\$200.13	\$186.63	107%

Conclusions:

--Jasper’s monthly honorarium rates for mayor and council are relatively low, but could also be considered reasonably in line with others when adjusting for operational size. In fact, Councillor rates are 3rd lowest in the survey group of 15 municipalities, and for mayor are 4th

lowest but for mayor quite close to municipal average for the smallest 10 communities surveyed. It would be reasonable for councillor monthly honorariums to be adjusted upward \$150-250/month to be better aligned with the average of the smallest 10 municipalities surveyed.

--Only three of the 14 other municipalities compensate their deputy mayors somewhat more than other councillors.

--Jasper's per diem rates for longer meetings and all day commitments are lower than others, while the rates for shorter meetings are higher.

--While 3 municipalities do not provide any benefits to council members, most do. Those that do pay between 70 and 100% of those benefits—usually based on the AUMA supplied benefit plan. Jasper provides benefit coverage to all council members, with the municipality paying 90% of some and 100% of the rest. Also to be considered, 6 municipalities other than Jasper provide additional benefits to their council members, 3 in the form of a health incentive and 3 in covering some cell phone and/or computer technology costs. Jasper provides all councillors with access to a health incentive, being an activity pass valued at \$630/year.

--Almost all municipalities compared reported they adjust their council compensation rates annually. The basis of this adjustment varied from Provincial Cost of Living adjustment to amount of change for their management, unionized or all employees. Jaspers adjustment annually based on Provincial CPI every November 1st is sound and comparable to others practices.

Recommendation for change:

A. Effective immediately after the 2017 municipal election, the

-- Per diem rates for Mayor and Councillors be changed to \$240,

--meeting rates be revised for meetings of 3 or less hours to \$120;

--and meeting rates for meetings of 3 to 6 hours be paid at \$200.

(It is also recommended that the council compensation policy be revised to explain how consecutive meetings, etc are paid.... to ensure consistent implementation.)

B. Effective immediately after the 2017 municipal election, the councillor monthly honorariums be raised to \$1202.32/month. (A \$200/month increase)

4. Council Allowable Expense Rates

	Average of all municipalities surveyed	Municipality of Jasper	Percentage difference of all municipalities vs. Jasper
Mileage:Rate per km for travel	52.2 cents/km	51.5 cents/km	101%
Per diem for 3 meals and misc expenses while out of town	\$56	\$56	100%
Hotel costs (max. / Night or standard claimable amount.)	Actual cost.	Actual to Maximum of \$150 unless convention hotel rate is greater.	N/a

Conclusions:

The allowable expense rates for Jasper are in line with those of the other municipalities' survey and no changes are recommended.

5. Mayor—Part or Full-time?

Only three of the municipalities surveyed have a full time mayor. (Banff, Canmore and Whistler) These were not the largest municipalities, but rather those who are most influenced by resort community pressures. However, all three have operational scales still far greater than Jasper's. There are substantial additional responsibilities in situations like Jaspers from other municipalities because:

--there is the complexity of dealing with an additional level of government being in a National Park. (Reduced somewhat by not having the municipal planning responsibility)

--the number of welcome speeches is substantially more as Jasper hosts a large number of conventions and gatherings.

Generally, Jasper's mayor indicated he averages over 20 hours per week in time committed to the mayor role. He currently does all of his own research and arrangements because there is no municipally provided administrative support and it's his preferred personal style. Based on general discussions, most municipalities surveyed provide some administrative support to the mayor's office—usually from the same individual that would take council meeting minutes and support the CAO and other senior managers.

Conclusions:

In a municipality the size of Jasper, it is felt that moving to full-time for mayor is not appropriate given the time requirements of the role. However, providing some administrative support to the mayor role would be beneficial in making the role more attractive to otherwise full-time employed mayoralty candidates. This would allow the mayor to focus his time and effort on the “higher value” or more demanding and complex roles of his position, rather than the routine and research work. The current restructuring in Legislative services may allow for some administrative time and services to be provided to the mayor.

Recommendation for change:

That Jasper move to provide some administrative support to the mayor.

6. Closing comments

Overall, the Municipality of Jasper Council compensation requires some minor refinement to be consistent with other comparable municipalities moving forward.

Respectfully submitted in final form on March 3, 2017:

By Bernie Kreiner municipal consultant-Pinecrest Service Station Ltd. bernie.kreiner@shaw.ca

780-865-9355 (accepts texts) 516 Carriage Lane Condos Hinton AB T7V 1K7

Facilitating sound, accountable governance and administration in local government to support your community being strong and progressive.

THE RECOMMENDATIONS RECAPPED ARE:

A. Effective immediately after the 2017 municipal election, the

-- Per Diem rates for Mayor and Councillors be changed to \$240,

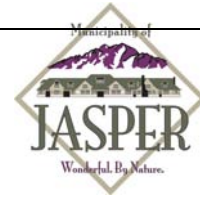
--meeting rates be revised for meetings of 3 or less hours to \$120;

--and meeting rates for meetings of 3 to 6 hours be paid at \$200.

(It is also recommended that the council compensation policy be revised to explain how consecutive meetings, etc are paid.... to ensure consistent implementation.)

B. Effective immediately after the 2017 municipal election, the councillor monthly honorariums be raised to \$1202.32/month. (A \$200/month increase)

C. That Jasper move to provide some administrative support to the mayor as soon as possible.



Policy Title: LAPTOP COMPUTERS

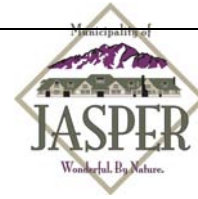
Policy # D-005

Effective Date: November 2, 2010

Date adopted by Council: November 2, 2010

POLICY

The Municipality shall expedite Council efficiency by equipping each serving Council member with a laptop computer.



Policy Title: LAPTOP COMPUTERS

Policy # D-005

ADMINISTRATIVE PROCEDURES

Effective Date: November 8, 2010

Date approved by Municipal Manager: November 8, 2010

Responsibilities

The Municipal Manager shall be responsible for provision of appropriate laptop computers Council members.

Laptop Computers

The Municipal Manager shall designate the make, model and specifications of laptop computers to be provided. Councilors may upgrade to a higher standard at their discretion and cost. Computers, including upgraded computers, will continue to be Municipal property until or unless purchased by a Councilor.

New laptop computers will be issued in response to equipment wear on lap top computers provided to Council members and for all newly elected Council members.

Purchase and residual value

Subject to availability as determined by the Municipal Manager, Councilors may purchase the laptop computers at any time during their term or, if they are no longer a sitting Councilor, during the first month following completion of their term for the equipment's residual value determined as follows:

During year One:	Full purchase price including cost of upgrades if any
During year Two:	40% depreciation from purchase price
During year Three:	70% depreciation from purchase price
Subsequent to year Three:	100% depreciation from purchase price



REQUEST FOR DECISION

Subject: Naming of the Exchange Lands

Prepared by: Christine Nadon, Legislative Services Manager

Reviewed by: Mark Fercho, CAO
Yvonne McNabb, Director of Culture & Recreation

Date – CotW Discussion: February 14 and August 8, 2017

Date – Notice: August 15, 2017

Date – Decision: September 5, 2017

Recommendation

That Council select one of the names suggested below, or another name of their choice, as the new name for the green space currently known as the “Exchange Lands”.

Administration’s top three name suggestions, in no particular order, are Pyramid Park; Yellowhead Park; and Traders Park.

Background

After reviewing contest results, Council directed Administration to select their preferred names and submit them to Council for approval, while keeping options open to add names to the list. This process is designed to enable Council to put forward their own suggestions, and to consider any additional suggestions from the public following recent media coverage.

The proposed names are the result of an administrative brainstorming session, in an attempt to find names that present a stronger connection to cultural, historical, and geographic features of the Jasper area. Other considerations included the designation of the space as a “park” or “field” to clearly identify the space for facility rental purposes, and how the name sounds, i.e. is there a good ring to it, and will residents and visitors actually use the name.

- Pyramid Park
 - o Logical name choice based on the park location on Pyramid Lake Road, and ties into the Pyramid Mountain vistas from the park.
- Yellowhead Park
 - o Presents a reference to Yellowhead Pass and its historical and cultural significance to Jasper, to highway 16, and to Grande Yellowhead Public School Division and the land swap through which the MoJ acquired the land.
- Traders Park
 - o Presents a reference to fur trading and the first “exchange” with indigenous peoples of the area; presents a reference to the land swap with GYPSD; and presents a symbol for sharing, friendship and community.

Naming Contest Results

Following Council's direction, a naming contest was held in July of 2017, through which approximately 25 individual submissions were received. There were no restrictions or criteria for submission. Below is a list of all the names submitted:

- Pyramid Park (x5)
- Bob Dowling Park (x2)
- Couture Park or Joe Couture Memorial Park
- Richard Ireland Park
- Shirley's Park
- P.A.P. – Pyramid Avenue Park
- New Leaf Park
- Canada 150 Park
- Graduation Park
- Jasper Friendship Park
- Tockliti
- Elizabeth
- Steeple View Park
- Wildflower Park
- Wildflower Space
- Veteran's Park
- Greeny McGreenSpace Park
- Grassy McGrassy Place
- Metawe (means 'play' in plains Cree)
- Pemetawe (means 'come and play' in plains Cree)
- Three Valley Confluence Recreational Reserve
- Wasted Opportunity Park
- Jackson Field
- Scott Field
- Exchange Lands
- Fiddler's Green
- Festival Park
- Municipal Park
- Festival Field
- Central Park
- Jasper Central Park
- Community Park
- Trade Park
- Interchange park
- Friendship Field
- Friendship Park
- Fellowship Park
- Companionship Park

OUT Jasper
Box 1336
Jasper, AB

June 29, 2017

Honorable Mayor and Municipal Council of Jasper

RE: Rainbow Crosswalks in Jasper

Dear Mayor Ireland and Council Members,

OUT Jasper is looking for support from Mayor and Municipal Council to move forward with painting rainbow crosswalks in Jasper. We understand that the Municipality would be painting the crosswalks anyway, so labour would be covered. We would pay for the additional labour involved with painting multiple colours and the cost of the coloured paint, for the initial and any subsequent painting.

This endeavour will not cost Jasper taxpayers any money, now or in the future. We have the funds raised and have financial supporters for future maintenance.

Our first choice of location would be the crosswalk across Connaught from the train station to Whistler Inn. We understand that this is a large one and we all want to see the rainbow crosswalk colourful and looking good for the longest period of time. In that light, we would be happy to do a couple of smaller "trial" rainbow crosswalks. Ideas for locations include Patricia Street between Post Office & Info Centre, and the one between Elementary School & Library. We are very open to other locations, but do want them to be central and visible. We like the suggestion of the crosswalk up to the TD Bank (they are big national Pride supporters), as it's central and very visible.

We would welcome suggestions for paint sources from your contractor, and look forward to confirming how much this will cost our organization. Again, we have the funds raised and future funds sponsored.

Ideally, we would love to see this done by July 21st, hoping that it looks good for the summer and fall season.

Please let us know what else you may need from us to proceed with this plan. We look forward to your reply.

Warm regards,



Nancy Taylor, Treasurer OUT Jasper

&

Mychol Ormandy, Executive Director OUT Jasper

Municipality of Jasper

Motions List

Regular meeting, Tuesday, August 15, 2017



1. Additions to Agenda

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

2. Approval of Agenda

BE IT RESOLVED THAT Council approve the agenda for the regular meeting of Tuesday, August 15, 2017 as presented.

3. Approval of Minutes

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

4. RFD – Non-Standard Crosswalk Policy

BE IT RESOLVED THAT Council approve the Non-Standard Crosswalk Policy.

5. RFD – Jasper Yellowhead Museum & Archives Funding

BE IT RESOLVED THAT Council approve funding in the amount of \$49,000 for the Jasper Yellowhead Museum and Archives as a part of the 2017 operating budget.

6. RFD – Council Remuneration – Post 2017 Election

BE IT RESOLVED THAT Council approve the revised B-004 Council Member Compensation and Benefits Policy and Administrative Procedures (2017).

7. RFD – Council Remuneration – Post 2017 Election

BE IT RESOLVED THAT Council direct Administration to include \$40,000 in Council's 2018 budget for administrative support to Mayor, Council and the CAO.

8. RFD – Council Remuneration – Post 2017 Election

BE IT RESOLVED THAT Council rescind the D-005 Laptop Computer Policy and Procedures.

9. In Camera – Deliberative Matter

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

10. Revert to open meeting

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

Municipality of Jasper

Motions List

Regular meeting, Tuesday, August 15, 2017

11. Adjournment

BE IT RESOLVED THAT, there being no further business, the regular meeting of August 15, 2017 be adjourned at _____ p.m.

