



**Jasper Municipal Council
Legislative Committee Meeting**

June 6, 2023, 10:30am
Jasper Library and Cultural Centre - Quorum Room
AGENDA

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1. Call to order – Councillor Hall to Chair
 2. Additions or deletions for June 6, 2023 agenda
 3. Approval of June 6, 2023 agenda
 4. [Procedure Bylaw #190](#)
 - 4.1 Bylaw Redraft Update verbal
 5. Policies for potential deletion attachment
 6. AB Munis Submission Update verbal
 7. Adjournment
-

Jasper Municipal Council Legislative Committee members and a limited number of staff are in Council chambers in the Quorum Room of the Jasper Library and Cultural Centre for meetings. Members of the public can attend meetings in person and are invited to view agendas and meeting minutes on the Municipality's website at <https://www.jasper-alberta.ca/>.

REQUEST FOR DECISION

Subject: Policies for Potential Deletion
From: Bill Given, Chief Administrative Officer
Prepared by: Emma Acorn, Legislative Services Coordinator
Date: June 6, 2023



Recommendation:

- That Legislative Committee recommend Council approve the removal of the following policies:
 - A-002 Mission Statement Policy
 - B-005 Respect & Dignity Policy

Options:

- That the Legislative Committee reaffirm the policies and direct administration update the policies to reflect current formatting and return to a future meeting.

Background:

Policies are Council statements that set service priorities or standards of performance for the Municipality. A policy addresses recurring issues to provide guidelines setting out the level and manner the Municipality will perform duties imposed on itself or those imposed on the Municipality by legislation.

On July 20, 2021 Council approved the A-101 Policy Development and Review Policy which established that; the Municipality of Jasper will operate a standardized system of developing, recording, approving, distributing and reviewing policies and procedures; policies and procedures will be maintained centrally and will be easily accessible, and; policies and accompanying administrative procedures will be reviewed every four years from the date adopted by Council unless there is a legislative requirement for a policy to be reviewed earlier.

On June 7, 2022 Council rescinded the following policies: C-002 Electronic Communications Device Policy, the C-003 No Smoking Zones Policy, and the D-005 Laptop Policy.

Discussion:

Administration has been concentrating its efforts on revising the Procedure Bylaw, which is currently being redrafted. Along with this task, other policy work has been happening as needed. Example of recent policy changes include; Policy D-114 Outdoor Recreation Facilities, B-112 Reserves Policy, B-017 Community & Economic Development Fund, A-105 Community Conversations Policy, and B-122 Business Continuity Policy.

Additionally, the administration has taken a closer look at some of the policies already in place and is proposing that some items could be removed.

The reasoning behind each of these recommendations will be discussed in detail below.

A-002 Mission Statement

- Adopted: July 6, 2010
- Reviewed: NA

Including the mission statement in Council's Strategic Plan is a more suitable location for it. The strategic plan

offers precise guidance on Council's priorities and principles, providing clear direction to the organization. Additionally, the strategic plan undergoes regular updates by each Council after an election, guaranteeing that the mission statement will be thoroughly reviewed and reaffirmed by each Council.

B-005 Respect & Dignity

- Adopted: August 3, 2010
- Reviewed: NA

This subject matter is now addressed in a much more comprehensive manner under Policy E-115 (Equity, Diversity & Inclusion) which was adopted in July of 2021. Policy E-115 is also supported by the [2022-2026 Equity, Diversity and Inclusion Master Plan](#) which has detailed activities, outputs and expected outcomes.

Relevant Legislation:

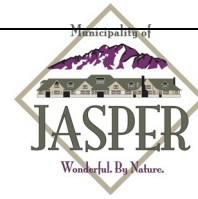
- [A-101 Policy Development and Review](#)

All policies and procedures can be found on the municipality's website here:

<https://jasper-alberta.ca/p/policies-and-documents>

Attachments:

- A-002 Mission Statement Policy
- B-005 Respect & Dignity Policy & Administrative Procedures
- E-115 Equity, Diversity & Inclusion Policy



Policy Title: **Mission Statement**

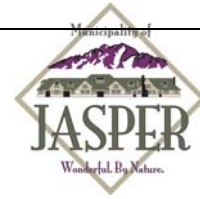
Policy # **A-002**

Effective Date: **July 6, 2010**

Date adopted by Council: **July 6, 2010**

POLICY

The mission of the Council of the Municipality of Jasper is to provide open, honest, and accountable government to the residents of Jasper.



Policy Title: RESPECT AND DIGNITY

Policy # B-005

Effective Date: August 3, 2010

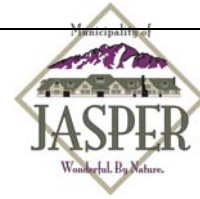
Date adopted by Council: August 3, 2010

POLICY

It is the policy of the Municipality of Jasper that, in order to establish open, welcoming and effective workplace environments for public and staff, the Municipality will ensure that all facilities are environments of respect and dignity.

Policy Title: RESPECT AND DIGNITY

Policy # B-005



ADMINISTRATIVE PROCEDURES

Effective Date: August 3, 2010

Date approved by Municipal Manager: August 3, 2010

Municipal workplaces shall be managed and operated as welcoming and effective workplace environments for residents and staff, and as environments of respect and dignity

The Municipality shall develop and revise as necessary a statement on respect and dignity in the workplace and post the statement in highly visible locations in all municipal facilities with emphasis on front line locations visible to the public.

Policy Title: EQUITY, DIVERSITY AND INCLUSION POLICY

Policy #: E-115

Effective Date: July 6, 2021

Date adopted by Council: July 6, 2021



POLICY STATEMENT

The Municipality of Jasper recognizes that a successful community is one in which unique contributions by residents of different backgrounds, abilities and orientations are welcomed, invited and actively sought.

The Municipality of Jasper is committed to model organizational equity, inclusion and diversity to more effectively serve its diverse community through equitable policy and operations that allow every citizen to participate in all aspects of community life.

The Municipality of Jasper will continuously strive to identify and then reduce or remove impediments to equity, inclusion and diversity within its workplace, and to reduce barriers to public participation in municipal facilities, programs, services, and engagement opportunities.

PURPOSE

To provide informed, authentic leadership for organizational equity, the Municipality of Jasper will, by adopting this policy:

- recognize diversity, inclusion, and equity as critical to ensuring the well-being of staff and the community we serve;
- identify, acknowledge and dismantle inequities within our policies, systems, programs, and services, and continually update and report on organization progress;
- identify and address underlying assumptions which interfere with inclusiveness;
- advocate for and support organization-wide thinking about how systemic inequities impact our organization's work, and how best to address this in a way that is consistent with Council's Strategic Priorities and the Municipality of Jasper's Vision Statement;
- commit time and resources towards identifying inequities and removing barriers within the organization;
- ensure all activities of the Municipality of Jasper and those of its Agencies, Boards and Committees will be inclusive in nature; and
- lead with respect and tolerance.

RELATED INFORMATION

The *Alberta Human Rights Act* prohibits discrimination in employment based on the protected grounds of race, colour, ancestry, place of origin, religious beliefs, gender, gender identity, gender expression, age, physical disability, mental disability, marital status, family status, source of income and sexual orientation.

Under the *AHR Act*, employers have an obligation to create an inclusive workplace. This includes removing discriminatory barriers that prevent individuals from getting a job or promotion; accommodating employees who have special needs; and ensuring that the work environment is free from discrimination.

The *Canadian Human Rights Act* of 1977 states that all Canadians have the right to equality, equal opportunity, fair treatment, and an environment free of discrimination on the basis of sex, sexual orientation, marital status and family status.

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DEFINITIONS

Accessibility: the term for making a facility usable by people with physical disabilities. Examples of accessibility include self-opening doors, elevators for multiple levels, raised lettering on signs and entry ramps

Accountability: refers to ways individuals and communities hold themselves accountable to their goals and actions, while acknowledging the values and groups to which they are responsible.

Barrier: anything that keeps someone from participating fully in society; can be economic, social, cognitive, physical or systemic.

Bias: means to have a prejudice against groups that are not similar to you or to show preference for people that are similar to you.

Diversity: is the range of human differences, including but not limited to race, ethnicity, gender, gender identity, sexual orientation, age, social class, physical ability or attributes, religious or ethical values system, national origin, and political beliefs.

Discrimination: is behavior that consists of differential treatment of an individual based on prohibited grounds, or that uses stereotyped images or language that suggest that all or most members of a group are the same, thereby denying their individuality as persons.

Equity: refers to fairness and justice and is distinguished from equality. Whereas equality means providing the same to all, equity means recognizing that we do not all start from the same place and must make adjustments to make up for those imbalances.

Inclusion - is involvement and empowerment, where the inherent worth and dignity of all people are recognized.

Systemic – relates to a system or structure, especially as opposed to a particular part.

Systemic Barriers – are policies, practices or procedures that result in some people receiving unequal access or being excluded.

RESPONSIBILITIES

All Staff

- Create and maintain a workplace free from discrimination, racism, and prejudice.
- Understand and adhere to all parts of the Respectful Workplace Policy and Equity, Diversity and Inclusion Policy.
- Ensure barriers and biases to inclusive hiring are mitigated by following the Equity, Diversity and Inclusion Policy.

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Date adopted by Council: July 6, 2021

All Management Staff, Including Directors and CAO

- Create and maintain a workplace free from discrimination, racism and prejudice.
- Ensure that all staff are oriented to the Equity and Diversity and Inclusion Policy.
- Make a shared commitment to role-model purposeful, authentic and inclusive leadership for the rest of the organization.
- Ensure that all staff read, understand and sign off on the Respectful Workplace and Equity, Diversity and Inclusion policies.
- Work with CUPE Local 1458 to support the implementation of the Municipality of Jasper's Equity, Diversity and Inclusion Policy.

CAO

- Approve any procedures related to the policy.

Council

- Include the Equity, Diversity and Inclusion policy in elected official orientations and training.
- Ensure that the Municipality of Jasper's senior leadership team are prioritizing equity, diversity and inclusion through referencing the policy and utilization of the policy in all organizational functions and objectives.