

**Policy Title:** Relationship with External Groups

**Policy #:** F-104

**Date adopted by Council:** June 7, 2022



## 1. POLICY STATEMENT

The Municipality of Jasper recognizes that there are many external groups involved in serving the community and acknowledges that external groups make important contributions to building a well-connected, engaged, and healthy community.

When partnering with external groups the Municipality will seek to reduce the risk of conflict or misunderstanding using well-defined, transparent and formalized relationships.

## 2. SCOPE

The Municipality recognizes that there are informal and formal relationships it can choose to enter into with external groups and that the nature of a relationship may change over time.

This policy applies to situations where any of the following conditions exist:

- There is a financial relationship between the municipality and the external group, or
- The municipality supports the efforts of the external group by providing the use of physical municipal assets or by providing labour from municipal staff.

## 3. STANDARDS

The chart attached as 'Schedule A' will guide the process of defining the type of relationship as well as the documentation that will be used to describe, manage and monitor the relationship.

## 4. RESPONSIBILITIES

### **Council**

Review and approve any revisions to this Policy.

### **CAO**

Review and approve any procedures related to this Policy.

### **Directors and Managers**

Carry out the policy based on established procedures.

## 5. DEFINITIONS

**"External Group"** For the purposes of this policy, an external group includes; federal or provincial governments or their agencies, non-profit organizations, private businesses, non-profit private corporations, community groups and individuals.

**"Formal Relationship"** connection between the two parties is documented by way of a contract, lease, funding agreement or memorandum of understanding

**"Informal Relationship"** connection between the two parties is understood by way of a face-to-face, phone call or email discussion, but not formalized by way of a contract, lease, agreement or memorandum of understanding.

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**'Schedule A'**

Nature of Relationship	Type of Relationship	Type of approval required		Documentation used to define or describe the relationship:			
		Admin. Approval	Council Approval	Lease/contract	Funding Agreement	Roles in Writing	MOU
<b>Staff Labour</b>							
A	Non-financial (staff labour) support for a one-off event or program.	Informal	X			X	
B	Non-financial (staff labour) support for ongoing activities.	Informal		X		X	
<b>FINANCIAL SUPPORT – One-Off Program or Event</b>							
C	Financial support <\$2,000 for a one-off event or program.	Informal	X			X	
D	Financial support > \$2,000 for a one-off event or program.	Formal		X	X		
<b>FINANCIAL SUPPORT - Ongoing Events, Programs or Activities</b>							
E	Financial support for ongoing activities or operations (any amount).	Formal		X	X		
F	Financial contribution to the Municipality of Jasper for ongoing activities or operations (no increase in FTE)	Formal	X		X		
G	Financial contribution to the Municipality of Jasper for ongoing activity or operations requiring an increase in FTE	Formal		X	X		
<b>USE OF A FACILITY SPACE</b>							
H	Municipal facility at the published cost.	Formal	X		X		
I	Municipal facility at reduced or waived cost < \$2,000	Formal	X		X		
J	Municipal facility at a reduced or waived cost > \$2,000.	Formal		X	X	X	
<b>Direct and ongoing tie between MOJ and an external group</b>							
K	Mission, policies and bylaws mention and/or relate directly to the Municipality of Jasper.	Formal		X			X

*It is possible for an external group to land in more than one category in which case the approval required AND the documentation required for both will be completed.*

\*MOU = Memorandum of Understanding