

Municipality of Jasper
Committee of the Whole Meeting Agenda
November 14, 2017 | 9:30 a.m.
Council Chambers, Jasper Library & Cultural Centre

1. Call to Order (Deputy Mayor Kelleher-Empey to chair meeting)

2. Additions to Agenda

3. Approval of Agenda

3.1 November 14, 2017 attachment

4. Approval of Minutes

4.1 October 10, 2017 attachment

5. Presentations

5.1 Public Library Services Branch, Ken Feser attachment

5.2 Financial audits and financial statements, Hawkings Epp Dumont LPP attachment

6. Business Arising from Minutes

7. Brief Updates

7.1 Letter of understanding between MOJ and the Jasper Municipal Library Board attachment

7.2 Legal name change for Jasper Adult Learning Centre attachment

8. Correspondence for information, consideration or action

8.1 Jasper Seniors Society and its bus service attachment

8.2 Jasper Skatepark Committee – CFEP grant attachment

8.3 École Desrochers and Jasper Elementary School fundraiser for playground attachment

9. Other new business

10. Council representation on various boards, upcoming meetings

11. Information Items and Upcoming Events

Nov. 14: Remuneration, benefits & forms orientation, board room next to Council Chambers, 1 p.m.

Nov. 20-24: Alberta Urban Municipalities Convention, Calgary

Nov. 28: Cotw meeting: Museum, Library and Victims Services budget presentations

Nov. 28 & 29: Evening budget meeting presentations, Council Chambers, 7 p.m.

Nov. 30: CUPE & Wellness Committee Christmas party, Downstream, 6:30 p.m.

Dec. 1: Jasper Park Chamber of Commerce Christmas party, JPL, 6 p.m.

Dec. 15: Community Christmas party, Multi-Purpose Hall, Jasper Activity Centre, 5:30 p.m.

12. In camera

12.1 Deliberative Matter (FOIP)

13. Adjournment

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

Municipality of Jasper
Committee of the Whole Meeting Minutes
Tuesday, October 10, 2017 | 9:30 a.m.
Council Chambers, Jasper Library & Cultural Centre

Present	Mayor Richard Ireland, Deputy Mayor Rico Damota, Councillors Gilbert Wall, Dwain Wacko, Helen Kelleher-Empey and Brian Nesbitt
Also Present	Mark Fercho, Chief Administrative Officer Christine Nadon, Legislative Services Manager Kayla Byrne, Legislative Services Coordinator Yvonne McNabb, Director of Culture and Recreation Kathleen Waxer, Director of Community and Family Services Martha Fleming, Human Resources Manager Marianne Garrah, Habitat for the Arts Dave Baker, Habitat for the Arts Evan Matthews, the Fitzhugh Three observers
Call to Order	Councillor Nesbitt called the meeting to order at 9:35 a.m.
Approval of Agenda	MOTION by Councillor Wacko to approve the agenda for October 10, 2017 as presented. CARRIED
Approval of Minutes	MOTION by Councillor Kelleher-Empey that the minutes of the September 26, 2017 meeting be approved as presented. CARRIED
Presentations: Habitat for the Arts – annual update	Marianne Garrah of Habitat for the Arts presented an annual report outlining the organization’s events; programs and attendance; volunteer hours; and financial income and expenses. Council discussed the recent busking pilot project.
Bus. arising from minutes	None
Brief Updates: Jasper Inter. Project	<p>Prior to discussion Councillor Kelleher-Empey declared a conflict of interest as her husband works for ATCO Electric. Council supported Councillor Kelleher-Empey’s declaration, and she left the room at 9:53 a.m.</p> <p>Council discussed its application for intervenor status regarding the Jasper Interconnection Project. Concerns to be included in the application are reliability, safety and an insufficient analysis of alternatives.</p> <p>Councillor Kelleher-Empey returned to the room at 10 a.m.</p>
Council 2013-2017 closing remarks	Each councillor took turns expressing gratitude to one and another and Administration for the 2013-2017 term.

Corr.	Deputy Mayor Damota informed Council the Evergreens Foundation is having elevator issues within its facilities.
Other new bus.	None
Council Rep. on Boards, Meetings	<p>Councillor Wall attended the Evergreens Foundation Board's annual retreat. Issues discussed were senior housing and new kitchen facilities, including the planned installation of a commercial facility kitchen at Alpine Summit Seniors Lodge.</p> <p>Councillor Nesbitt attended a Community Action Team special meeting, where consensus decision-making procedures were discussed.</p>
Events	Council received a list of upcoming events.
Adjournment	<p>MOTION by Councillor Wall that, there being no further business, the meeting be adjourned at 10:39 a.m.</p> <p>CARRIED</p>

A Quick Introduction to Library Service in Alberta

1 How public library service works in Alberta

- Public libraries operate under provincial legislation, the *Libraries Act* and *Libraries Regulation*. This means that libraries are governed and structured differently than other municipal services that operate under the *Municipal Government Act*, the *Societies Act* or other regulations.
- To establish library service, a municipality create a library board via a bylaw. The board then has authority and responsibility to deliver library service to the community.
- The library board is an independent corporation with “full management and control” of the library. It controls the library budget, employs library staff and otherwise manages the library.
- The municipality is the first funder of library services. Funding levels, and the library services that funding enables, are decided locally.

2 Municipal and Board Roles (from the *Libraries Act*)

Municipal Council

- Establishes library board
- Funds library service
- Appoints (and removes) board members
- Receives library bylaws from board
- Receives library budget, approves municipal appropriation (not library budget)
- Approves financial reviewer
- Receives reports from library board
- Joins library system

Municipal Library Board

- Manages and controls library (governance board)
- Creates policies and bylaws
- Manages budget
- Assesses community needs and plans library services in response
- Employs library staff
- Consults and connects with stakeholders including municipality
- Advocates for libraries

Municipal Administration

- May provide services (payroll, maintenance etc.) to the library

3 Public Library Services Branch, Alberta Municipal Affairs

- The *Libraries Act and Regulation*, library grants, the Public Library Network and other library issues are administered by the Public Library Services Branch of Alberta Municipal Affairs.
 - Municipal libraries and library systems are eligible for a yearly grant.
 - PLSB's main switchboard number is (780) 427-4871; email libraries@gov.ab.ca
 - A staff list and other information is available at www.albertalibraries.ca

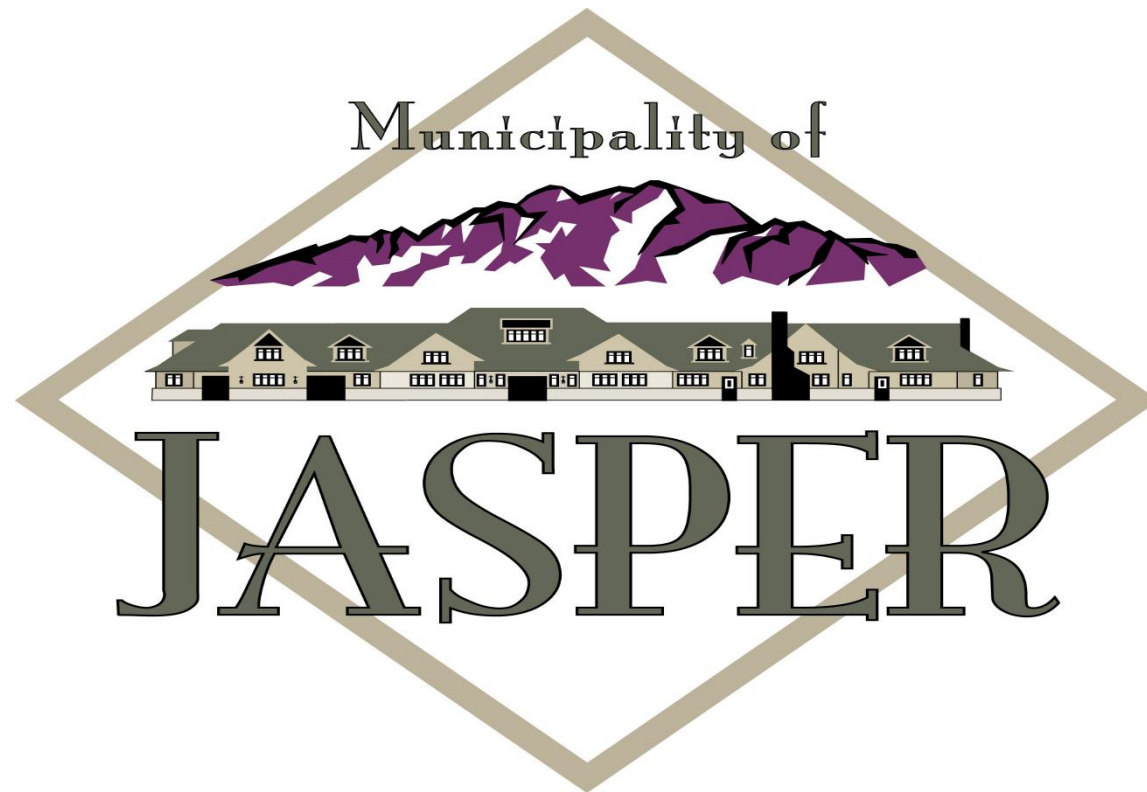
4 The Public Library Network

- The province coordinates and supports a Public Library Network which enables cooperation between libraries.
- Participation in the network is a local decision. Almost all municipalities and public libraries in the province participate.
- The province contributes an interlibrary loan system, interlibrary delivery, centralized electronic resources, Supernet connections to participating libraries and other services are contributed by the province.
- Library systems are regional membership organizations which provide centralized support and services to municipal libraries, and otherwise support the network.

5 What Modern Public Libraries Provide Their Communities

- Library services can deliver a variety of positive outcomes including
 - Borrowing and sharing model reduces the cost of reading and other library activities
 - Increased literacy (print, computer etc.) results in better academic performance, a higher skilled workforce and citizens more prepared to meet community and personal challenges
 - Preschool services prepare children for school
 - High speed access to the digital world, using library computers or personal devices, allows everyone to take advantage of online resources and services
 - Culture, information and entertainment resources improve quality of life
 - Community linkages bring people together and support community networks
 - Supportive, safe, confidential assistance helps residents researching topics of personal interest.
 - Safe, comfortable, welcoming spaces support social interaction or solitary enjoyment.
- Alberta public libraries are required to do service planning including community needs assessment, to ensure they respond to local needs in a useful and relevant way.

New Councillor Orientation





- ✓ Reading financial statements
- ✓ External audits
- ✓ Accounting issues
- ✓ Operating audits

Hawkings Epp Dumont LLP

Christine S Guilbeault, CPA ,
CA, Associate

Michael Epp, CPA, CA, CMA,
Partner

- ✓ External audit services
- ✓ Personal & corporate tax compliance & planning
- ✓ Operational audits
- ✓ Controllership duties
- ✓ Offices in Edmonton, Whitecourt & Lloydminster

Reading financial statements

PSAB STANDARDS



GRANTLAND®

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Who and what is PSAB?

- ✓ = Public Sector Accounting Board
- ✓ Independent body with the authority to set accounting standards for the public sector, which includes municipalities.
- ✓ Standards meet needs of users
- ✓ Information needed for accountability and decision making
- ✓ New since 2009 TCA standards



CONSOLIDATED STATEMENT OF FINANCIAL POSITION

	2016	2015
FINANCIAL ASSETS		
CASH	\$ 8,313,550	\$ 9,201,022
TAXES AND GRANTS IN PLACE OF TAXES	196,219	146,597
TRADE AND OTHER RECEIVABLES	1,626,603	1,291,165
LOCAL IMPROVEMENTS	61,226	73,225
DEPOSIT	-	295,000
A	10,197,598	11,007,009
FINANCIAL LIABILITIES		
ACCOUNTS PAYABLE AND ACCRUED LIABILITIES	1,335,764	2,576,299
DEPOSIT LIABILITIES	50,615	45,014
DEFERRED REVENUE	2,612,267	2,686,571
LONG-TERM DEBT	3,404,743	4,001,616
B	7,403,389	9,309,500
NET FINANCIAL ASSETS	A - B	C
	2,794,209	1,697,509
NON-FINANCIAL ASSETS		
TANGIBLE CAPITAL ASSETS	58,432,682	58,114,900
INVENTORY FOR CONSUMPTION	41,367	42,589
PREPAID EXPENSES	316,495	182,276
D	58,790,544	58,339,765
ACCUMULATED SURPLUS	C+D	
	\$ 61,584,753	\$ 60,037,274



NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS

	<u>2016</u>	<u>2015</u>
ENGINEERED STRUCTURES	\$ 28,886,745	\$ 28,939,043
BUILDINGS	23,491,047	22,947,176
LAND AND LAND IMPROVEMENTS	2,162,527	2,220,709
MACHINERY & EQUIPMENT	2,332,578	2,545,503
VEHICLES	1,559,785	1,462,469
	<u>\$ 58,432,682</u>	<u>\$ 58,114,900</u>

FIVE-YEAR DEBT TO TCA SUMMARY

	2016	2015	2014	2013	2012
FINANCIAL ASSETS	10,197,598	11,007,009	9,451,696	7,907,993	7,024,945
FINANCIAL LIABILITIES	7,403,389	9,251,500	9,114,336	8,748,735	9,319,223
NET FINANCIAL ASSETS (DEBT)	2,794,209	1,755,509	337,360	(840,742)	(2,294,278)
NON-FINANCIAL ASSETS	58,790,544	58,339,765	58,640,415	58,511,259	58,603,070
ACCUMULATED SURPLUS	61,584,753	60,095,274	58,977,775	57,670,517	56,308,792
LONG-TERM DEBT	3,404,743	4,001,616	4,777,831	5,520,117	6,230,078
TCA ADDITIONS	2,686,203	2,050,358	2,055,148	1,653,449	7,303,385

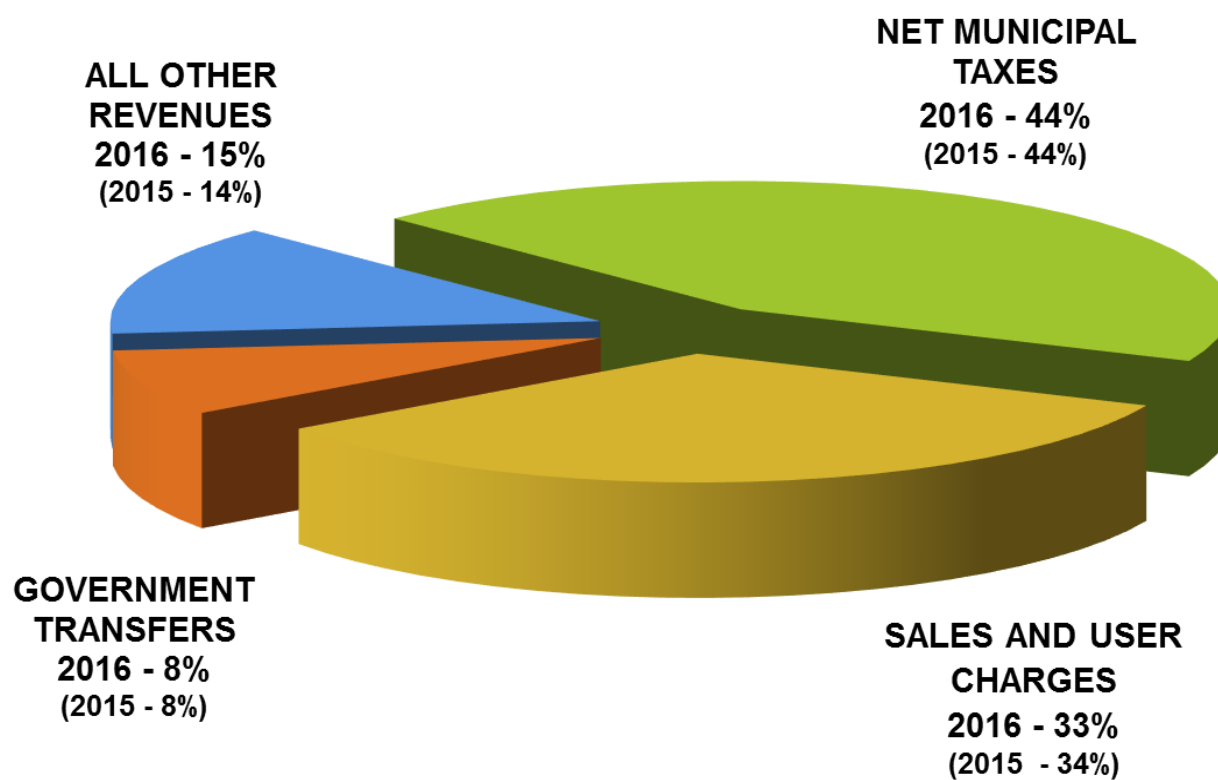


OPERATING REVENUE

	<u>2016</u>	<u>2015</u>	<u>% Change</u>
NET MUNICIPAL PROPERTY TAXES	\$ 6,553,567	\$ 6,241,419	5.0 %
USER FEES AND SALES OF GOODS	4,839,982	4,743,242	2.0 %
GOVERNMENT TRANSFERS FOR OPERATING	1,222,753	1,181,370	3.5 %
ALL OTHER REVENUE	2,177,702	1,988,481	9.5 %
	<u>\$ 14,794,004</u>	<u>\$ 14,154,512</u>	<u>4.5 %</u>



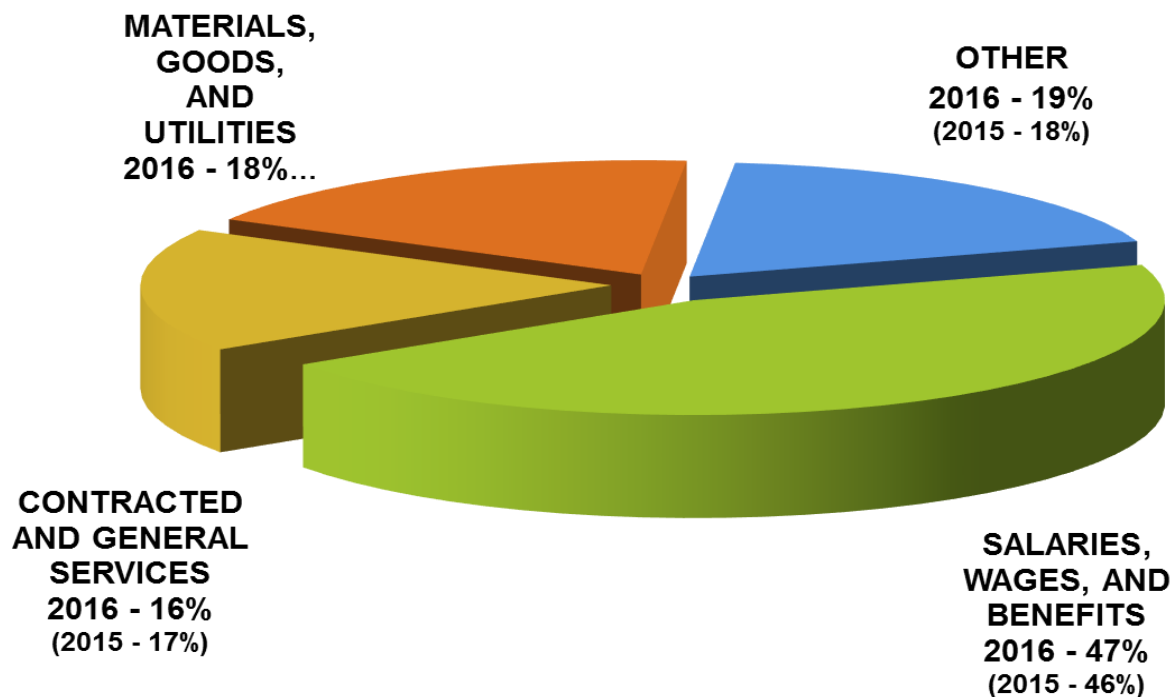
REVENUE



EXPENSES BY OBJECT

	2016	2015	% Change
SALARIES, WAGES AND BENEFITS	\$ 7,045,435	\$ 6,450,726	9.2 %
CONTRACTED AND GENERAL SERVICES	2,349,929	2,470,559	(4.9) %
MATERIALS, GOODS AND UTILITIES	2,796,512	2,624,153	6.6 %
OTHER	2,812,411	2,612,373	7.7 %
	\$ 15,004,287	\$ 14,157,811	6.0 %

EXPENSES BY OBJECT



ANNUAL SURPLUS

	2016	2015
ANNUAL SURPLUS BEFORE OTHER INCOME	<u>(210,283)</u>	<u>(3,299)</u>
OTHER INCOME		
GOVERNMENT TRANSFERS FOR CAPITAL	1,687,668	1,120,798
OTHER CONTRIBUTIONS FOR CAPITAL	3,694	
GAIN ON DISPOSAL OF CAPITAL ASSETS	8,400	-
	<u>1,699,762</u>	<u>1,120,798</u>
ANNUAL SURPLUS	1,489,479	1,117,499
ACCUMULATED SURPLUS, BEGINNING OF YEAR	<u>60,095,274</u>	<u>58,977,775</u>
ACCUMULATED SURPLUS, END OF YEAR	<u>61,584,753</u>	<u>60,095,274</u>



ACCUMULATED SURPLUS

	2016	2015
UNRESTRICTED SURPLUS	<u>2,284,434</u>	<u>2,023,006</u>
RESTRICTED SURPLUS:		
GENERAL OPERATIONS	1,436,654	1,281,359
CAPITAL	<u>2,774,500</u>	<u>2,604,400</u>
	<u>4,211,154</u>	<u>3,885,759</u>
 EQUITY IN TANGIBLE CAPITAL ASSETS	 <u>55,089,165</u>	 <u>54,186,509</u>
 ACCUMULATED SURPLUS TOTAL	 <u>61,584,753</u>	 <u>60,095,274</u>



WHAT IS AN EXTERNAL AUDIT?

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HAWKINGS EPP DUMONT LLP
CHARTERED ACCOUNTANTS

What is an audit engagement?

- ✓ FS not materially misstated
- ✓ Acquires sufficient and appropriate evidence, risk assessment, materiality
- ✓ Provides Auditors' Report
- ✓ Annual audit
- ✓ Required by Alberta Municipal Affairs
- ✓ Filing deadline May 1 of following year



What is an audit?

- ✓ Annual risk assessment
- ✓ Calculation of materiality
- ✓ Tests of controls
- ✓ Tests of details
- ✓ Evidence based
- ✓ Conclude on whether FS materially misstated



General accounting issues

- ✓ Future replacement reserves
- ✓ Environmental reserves
- ✓ Government grants
- ✓ KPIs
- ✓ MD&A



Operational Audits

OTHER SERVICES



HAWKINGS EPP DUMONT LLP

CHARTERED ACCOUNTANTS

WHAT IS AN OPERATIONAL AUDIT?

Risk Provide insight
 Do procedures support our strategy? Control
 Is management information useful & reliable? Assurance Profitability
 Guidance **Internal audit**
 Encourage accountability
 Catalyst for improvement Could practices compromise our reputation?
 Reputation **INDEPENDENT** review Implementation support
 Compliance
 Are we controlling what we need to control?
 Culture Cash flow forward looking
 Opportunity follow up



Operational Audits

- ✓ Comparison to external audit
- ✓ Future-oriented, systematic and independent evaluation of organizational activities
- ✓ Economy, efficiency, effectiveness (3 E's)
- ✓ Are internal controls efficient
- ✓ How do you conduct business?
- ✓ Identify all your business processes

Operational Audits

- ✓ Grants administration
- ✓ Contracts administration
- ✓ Tax role
- ✓ Tendering
- ✓ Bylaws

Operational Audits

- ✓ We review the processes and provide recommendations
- ✓ Influencing positive change
- ✓ Exclusive to some professional firms
- ✓ External audits exposed to best practices

Governance audits

- ✓ Roles, responsibilities, reporting
- ✓ Council effectiveness
- ✓ Committee structure
- ✓ Committee effectiveness
- ✓ Transparency
- ✓ Done by George Cuff www.georgecuff.com

Internal Audit vs. External Audit

Basically-

External auditors audit financial statements

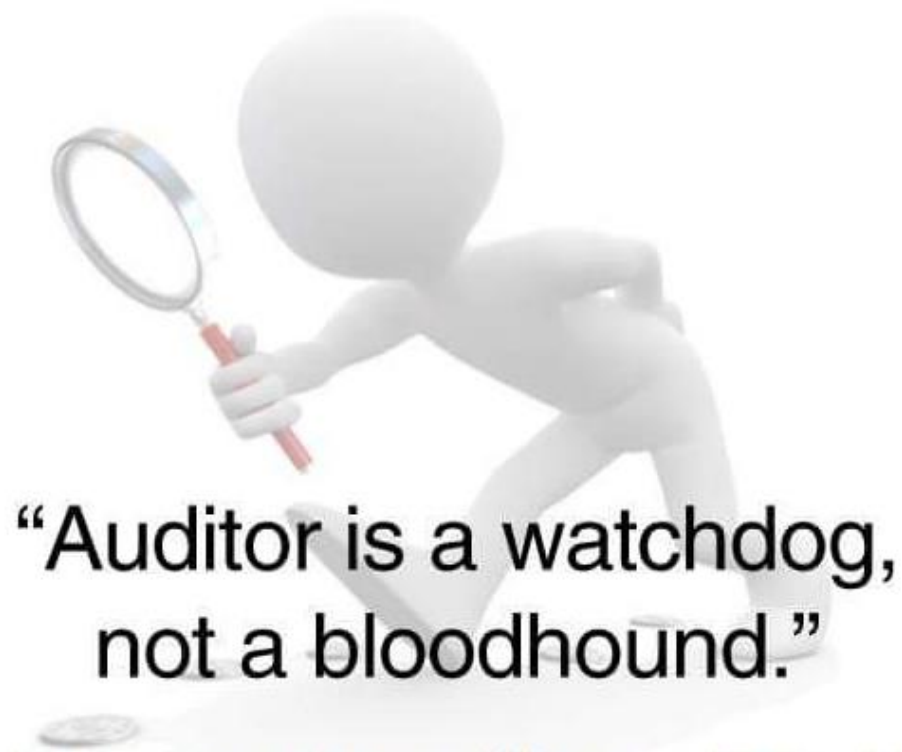


Internal Auditors audit business systems

ModD-6



HAWKINGS EPP DUMONT LLP
CHARTERED ACCOUNTANTS



“Auditor is a watchdog,
not a bloodhound.”



QUESTIONS?



This LETTER OF UNDERSTANDING made
This _____ day of _____, 2017

Between

The SPECIALIZED MUNICIPALITY OF JASPER

In the Province of Alberta
(hereinafter, the "Municipality")

And

The JASPER MUNICIPAL LIBRARY BOARD
(hereinafter the "Board")

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1. OBJECTIVE

Through this Letter of Understanding, the Council of the Municipality of Jasper and the Board of the Jasper Municipal Library seek to clarify and formalize their relationship. This document supplements and interprets applicable legislation as it applies in the municipal context with the goal of providing maximum benefit to ratepayers and library patrons through the relationship between the Municipality of Jasper and the Jasper Municipal Library. To this end, the Municipality and the Board share a spirit of co-operation and open communication while preserving their individual corporate identities.

2. DEFINITIONS

In this Letter of Understanding:

- 2.1. "Annual Operating Grant" means the funding provided by Council to the Board for the purposes of supplying library services and programs to the community;
- 2.2. "Jasper Municipal Library Board" and "Board" means the Board of Trustees of the Jasper Municipal Library appointed by the Council of the Specialized Municipality of Jasper;
- 2.3. "Community" means the population potentially served by the Jasper Municipal Library and residing in the geographical region which includes but is not limited to the boundaries of the Specialized Municipality of Jasper;
- 2.4. "Council" means the Mayor and Councillors of the Specialized Municipality of Jasper;
- 2.5. "Director" means the Director of Library Services of the Jasper Municipal Library appointed by the Board;
- 2.6. "Libraries Act" means the Alberta Libraries Act (Chapter L-11, R-2000) current as of October 4, 2007, and the Libraries Regulation (Alberta Regulation 141/1998) with amendments up to and including Alberta Regulation 180/2013;
- 2.7. "Library" means the Jasper Municipal Library;
- 2.8. "Library patron" means an individual or group who has paid an annual membership fee to the Library for the purposes of borrowing items from the Library, or who enters the library physically or electronically to make use of Library resources;
- 2.9. "Library Reserve" means surplus income retained by the Board for some future use, or those monies annually budgeted by the Board for future use as determined by the Board;
- 2.10. "Municipal Administration" means the administration systems in place in the Specialized Municipality of Jasper to manage and deliver services to the citizens of Jasper; and

- 2.11. "Taxpayer" means an individual or business contributing property tax monies to the Specialized Municipality of Jasper

3. LEGISLATIVE FRAMEWORK

- 3.1. Municipality of Jasper Bylaw #034, the Jasper Library Board Bylaw, established the Board in 2003. Upon Board establishment, the Libraries Act, Section 3, Subsection 4, became effective: "on being established the municipal library board is a corporation and shall be known as *The (name of municipality) Library Board.*" This legislation establishes the Board as a corporation in its own right, as defined in provincial legislation and with all the accompanying rights and responsibilities;
- 3.2. Having been established under the aforementioned bylaw, the Board is bound by the Libraries Act;
- 3.3. Council shall appoint Board members pursuant to Municipality of Jasper Bylaw #34 or its successors, and pursuant to the *Libraries Act*;
- 3.4. As a governing board, the Library Board has a mandate to manage, regulate and control Library operations in order to provide Library service to the community subject to terms and conditions imposed by enabling legislation and the provisions of the Libraries Act, Section 7:

"The municipal board, subject to any enactment that limits its authority, has full management and control of the municipal library and shall, in accordance with the regulations, organize, promote and maintain comprehensive and efficient library services in the municipality and may co-operate with other boards and libraries in the provision of these services;"

- 3.5. The Board determines resources required to operate the Library and requests an Annual Operating Grant from Council in accordance with the Libraries Act. The Board shall provide such requests within the Municipality's budget timelines and schedules;
- 3.6. Council, through its enactment of Municipal Bylaw #034, deems it appropriate to provide Library service in the community and therefore grants annual Library funding;
- 3.7. The Province of Alberta grants library funding depending upon the Board's adherence to the Libraries Act and in accordance with the Department of Community Development's Grant Regulation;
- 3.8. In accordance with the Libraries Act, Council has the authority to veto bylaws enacted by the Board.

4. NON-LEGISLATIVE FRAMEWORK

- 4.1. The Library is a community service;
- 4.2. Benefits to Taxpayers and the Library Patrons are greatest when the Municipality and the Library work co-operatively to maximize the use of available resources;
- 4.3. Council and the Board intend the delivery of the most effective Library service possible within the constraints established by financial, physical and human resources;
- 4.4. Municipal Administration provides services to the Library and Board at no cost and with no impact to the Library's Annual Operating Grant. These services include but are not limited to payroll services, building and grounds maintenance, and consulting services;
- 4.5. The Municipality and the Library each have schedules and priorities, and every effort will be made by both organizations to accommodate these in order to provide the community with the highest level of services possible within the constraints established by financial, physical and human resources.
- 4.6. From time to time, there may be areas in which the interests of Council and the Board will diverge. The Municipality and the Board will approach such areas in a spirit of flexibility and cooperation.

5. COMMUNICATION

5.1. Political Link: Library Board and Municipal Council

5.1.1. Formal communications shall occur between the Mayor (or Deputy Mayor) and the Board Chair. An informal link occurs between Board member-at-large and Council.

5.1.2. A special link exists in the person of the council member appointed to serve as a Board member, in that this individual, reports to Council on Library matters and to the Board on Council matters affecting the Library.

5.1.3. The Board reports formally to Council no less than two times per year, once for the purpose of presenting a service plan and budget for the following year, and once for the purpose of presenting a year-end report. The reviewed financial statement for the previous year may be part of the presentation of the year-end report or may be conveyed to Council through the Municipality's Legislative Services Coordinator for placement on the Council agenda.

5.2. Administrative Link: Library Administration and Municipal Administration

5.2.1. The formal administration link between the Library and Municipal Administration shall be between the Director and the Municipality's Director of Finance and Administration. Communications may be delegated to designated employees in either organization when situations warrant.

5.2.2. To facilitate communication, the Director (or designate) may be invited to attend meetings with Municipal personnel. Similarly, Municipal personnel may be invited to attend Library Board meetings and/or meetings with Library personnel.

5.2.3. Library issues requiring consideration at a regular meeting of Council shall be conveyed to the Municipality's Legislative Services Coordinator for placement on the Council agenda. The Library Board may also make representation directly to Council as a delegation by being placed on the Council agenda by the Municipality's Legislative Services Coordinator. Results of Council deliberations on Library matters shall be communicated to the Director by the Legislative Services Coordinator, notwithstanding the aforementioned political link.

6. FINANCE

6.1. Library Operating Budget

6.1.1. To facilitate Council's budget deliberations and approvals, and notwithstanding the provisions of Section 8 of the Libraries Act, the Board and the Director shall draft the Library's annual budget proposal in accordance with the process and schedule established by Council. The Director of Finance and Administration shall, on a timely basis, keep the Director apprised of developments in the budget process.

6.1.2. The Library budget shall include all costs and revenues associated with the Jasper Municipal Library's provision of library services and programs, including but not limited to Board operations, materials, equipment, furniture and salaries and benefits.

6.1.3. In accordance with the Libraries Act, the Board shall request from Council an Annual Operating Grant for the purpose of supplying library services and programs. The Board shall also consider and approve a three-year business plan to accompany the annual grant request to Council.

6.2. Building Maintenance, Building Utilities and Grounds-Keeping

6.2.1. Exterior and interior building maintenance, utilities, grounds keeping, landscaping, building insurance and building recapitalization shall be funded by the Municipality through the Operations Department budget. The Director shall be consulted during the development of this budget and, as part of the budget development process, shall be provided the opportunity to comment on proposed service levels.

6.3. Payroll and Accounting Services

6.3.1. Payroll and Accounting services as requested by the Library Board shall be provided by the Municipality at no cost and with no impact to the Annual Operating Grant. The Municipality shall provide the Director with monthly and year end payroll and financial reports.

6.4. Tendering and Purchasing

6.4.1. Board policy shall govern the tendering and purchasing of goods and services for the Library. The Board shall make final decisions on purchasing and the awarding of contracts.

6.4.2. Invoices for goods and services purchased by the Municipality on behalf of the Library shall be authorized by the Director before payment.

6.5. Budget Surplus or Deficit

6.5.1. If, in a given year, a surplus accrues in the Library budget, that amount shall be deposited into the capital, operational contingency and/or project reserve accounts designated by the Board.

6.5.2. If, in a given year, a deficit occurs in the Library budget, the Board shall designate that amount to be transferred into the budget from the Library Reserve.

6.6. Library Reserve

6.6.1. The Board will maintain a Library Reserve to be allocated according to Board policies. The Board shall determine use of the Library Reserve.

6.7. Annual Financial Review

6.7.1. In accordance with legislation and Board policy, an annual financial review shall be conducted on the Library's accounts by a financial reviewer appointed by the Board and approved by Council with costs to be allocated to the Library budget.

7. PERSONNEL

7.1. Employment

7.1.1. All individuals employed to work in the Library are employees of the Board, and shall function under the Board's Personnel Policy.

7.1.2. The Board shall be responsible for employing (including hiring, supervision, evaluation, termination, etc.) the Director of Library Services.

7.1.3. As per Board policy, the Board delegates to the Director of Library Services the management of employment functions for all its employees below the level of Director. The Director may, at no cost and with no impact to the Annual Operating Grant, utilize the Municipality's Human Resources Department for advice and consultation on human resources matters.

7.2. Salaries, Wages and Benefits

7.2.1. The Board shall determine the salaries, wages and benefits paid to its employees.

7.2.2. The Board shall pay the deductible for its staff benefits directly. The Municipality, through payroll services, shall handle payroll deductions for the staff portion of the deductible as per an agreed upon process.

7.3. Personnel Records

7.3.1. The Municipality shall store the Library's payroll records. Retention and disposal of these documents shall be in accordance with the Municipality's record management policy.

8. FACILITIES

8.1. Library Facility

8.1.1. The Municipality shall provide the Board with a facility adequate for the provision of library services and programs in the community.

8.1.2. "Adequacy" of the facility includes, but is not limited to, facility type, location, access, size, safety standards, maintenance, amenities and other features. The facility shall be deemed "adequate" through agreement between the Board and Council, notwithstanding the provisions of Section 4.3 herein.

8.2. Maintenance

8.2.1. Maintenance of Library facilities shall be undertaken by the Municipality at no cost to the Library and with no impact to the Annual Operating Grant. This includes, but is not limited to, heating, lighting, utilities, exterior and interior building upkeep, landscaping, grounds keeping, and other such activities. The library shall submit a workorder for any noted maintenance required.

8.2.2. The Board shall be responsible for paying the Municipality for the library's portion of the janitorial costs for the Library and Cultural Centre.

8.2.3. Hanging, affixing or installing new items to this facility is the responsibility of the Library.

8.2.3.1. The Library as leaseholder must request these installations through Operations giving the details, drawings, specification, the intent / purpose, the timeline, the qualifications and references of the installer as well as suitable insurance coverage for the work, etc.

8.2.3.2. The costs associated for such installation is the responsibility of the Library

8.2.3.3. The Library will solicit or seek installers on behalf of the library. Operations can review and qualify / disqualify those the library proposes to use.

8.2.3.4. Operations will not supervise the work, but will inspect it at completion.

8.2.3.5. All damage and repairs for such installers or contractors will be the responsibility of the Library, and Operations will not pursue a contractor or installer for resolution of such issues.

8.3. Insurance

8.3.1. Library building, contents and liability insurance shall be provided by the Municipality through the Municipality's insurance policies. Copies of insurance policies and certificates of insurance shall be provided as necessary to the Director of Library Services by the Director of Finance and Administration.

8.4. Shared Space

8.4.1. With the consent of the Municipality, the Library may share space with other cultural organizations.

8.5. Health and Safety

8.5.1. All library staff shall participate in the Municipality's Health and Safety Program.

8.5.2. The Director of Library Services (or designate) shall participate in the Municipality's Health and Safety Committee and shall be responsible for the completion of Health and Safety inspections and Hazard Assessments for the Jasper Library and Cultural Centre. The

Director shall also be responsible for organizing and completing required general drills and related training.

8.5.3. The Board will be responsible for costs related to Library staff Health and Safety training unless otherwise provided for.

8.5.4. The Library shall maintain a sign in sheet for contractors coming into the Library and Cultural Centre during library hours. Library staff shall be responsible for giving the contractor(s) a Health and Safety talk including emergency exits and evacuation procedures.

8.5.4.1. If the contractor does not have keys, is not with Municipal staff with keys, and Library staff have been contacted to do so by Municipal staff, Library staff shall facilitate access to the required areas if possible. If not possible, Library staff will endeavour to contact Municipal staff for access.

8.5.5. All documentation to be forwarded to the Health and Safety Committee for review.

8.6. Library and Cultural Centre

8.6.1. During library hours, Library staff shall provide information services for the Library and Cultural Centre, including but not limited to, directional information, meeting rooms, events, and contact information for the various organizations in the Library and Cultural Centre.

9. AMENDMENT

9.1. The provisions of this Letter of Understanding may be amended with the written consent of both parties.

10. TERM AND RENEWAL

10.1. This Letter of Understanding shall be effective on the ____ day of _____, 2017 and shall remain in effect for a period of ____ years, expiring on the ____ day of _____, 20__.

10.2. This Letter of Understanding may be renewed with the written consent of both parties.

11. ADMINISTRATION

11.1. The Director shall undertake communications relevant to the provisions of this agreement with respect to the Board and Library employees.

11.2. The CAO shall undertake communications relevant to the provisions of this agreement with respect to Council and Municipal employees.

The representatives of both parties, duly authorized in that regard, have signed this Letter of Understanding

Specialized
Municipality
Of Jasper

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Mayor

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CAO

Jasper Library
Board

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Board Chair

Director of Library Services

From: [Mark Fercho](#)
To: [Ginette Marcoux](#)
Cc: [Leanne Pelletier](#); [Martha Fleming](#); [Cindy Alton](#); [Natasha Malenchak](#); [Diane Muir](#); [Kayla Byrne](#); [Christine Nadon](#)
Subject: FW: Legal name change for JALC
Date: Thursday, November 09, 2017 11:22:21 AM
Attachments: [20171006143520338.pdf](#)
[image003.png](#)

Hi Ginette,

We will have your request on the council committee of the whole agenda for Nov 14 as this is a requested change to a council policy, which requires council direction/approval.

Sincerely,

Mark Fercho
Chief Administrative Officer
Municipality of Jasper
Box 520, Jasper, AB, T0E 1E0
Tel: 780 852 6501
Fax: 780 852 5176



www.jasper-alberta.com

From: Ginette Marcoux
Sent: October-20-17 3:59 PM
To: Leanne Pelletier <LPelletier@town.jasper.ab.ca>; Martha Fleming <MFleming@town.jasper.ab.ca>; Cindy Alton <CAAlton@town.jasper.ab.ca>; Natasha Malenchak <nmalenchak@town.jasper.ab.ca>; Diane Muir <DMuir@town.jasper.ab.ca>
Subject: Legal name change for JALC

Hi there,

Please be advised that the Jasper Adult Learning Council has legally changed it's name to the Jasper Employment & Education Centre. This will mean a change for invoicing, for the name on our insurance policy and T4's. Let me know if you require any further information.

I've attached the legal document from Corporate Registries for your records.

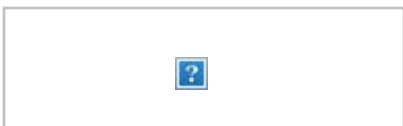
Happy Friday!

--

Kind Regards,

Ginette Marcoux

Executive Director



631 Patricia St. | PO Box 1509 | Jasper, AB | 780.852.4418 **Ext 6**

www.jasperemployment.com

Providing quality programs and services in skills development and employment supports.



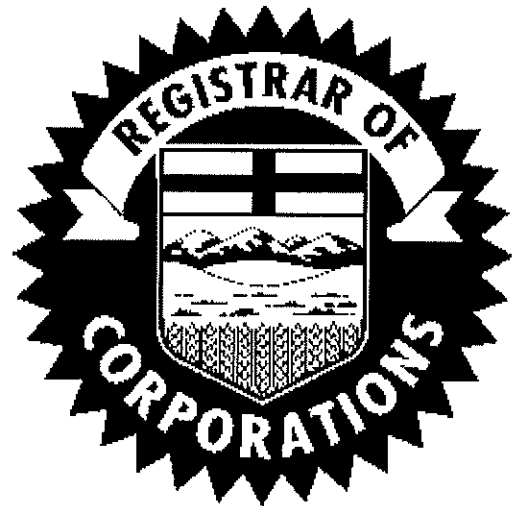
CORPORATE ACCESS NUMBER: 507015121

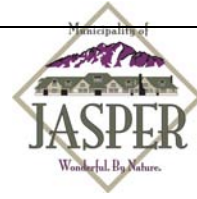
**Government
of Alberta ■**

SOCIETIES ACT

**CERTIFICATE
OF
AMENDMENT**

**JASPER ADULT LEARNING COUNCIL
CHANGED ITS NAME TO JASPER EMPLOYMENT & EDUCATION CENTRE.
THE NEW NAME WAS REGISTERED ON 2017/09/15.**





Policy Title: ADULT LEARNING COUNCIL

Policy # F-001

Effective Date: November 1, 2011

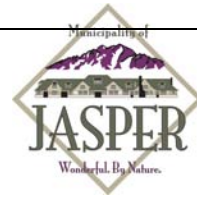
Date adopted by Council: November 1, 2011

POLICY

To illustrate support for the provision of adult learning opportunities, the Municipality of Jasper shall, at no charge, provide administrative support and services to the Jasper Adult Learning Council as described in the accompanying Administrative Procedures.

Policy Title: ADULT LEARNING COUNCIL

Policy # F-001



ADMINISTRATIVE PROCEDURES:

Effective Date: November 1, 2011

Date approved by Municipal Manager: November 1, 2011

SCOPE

This policy applies to the Jasper Adult Learning Council, whose purpose and scope of operations is described in the provincial policy entitled "Community Adult Learning Program - Policy and Operating Requirements" dated August, 2002. The Jasper Adult Learning Council (JALC) provides adult learning and literacy services in the Municipality of Jasper in accordance with this policy.

RESPONSIBILITY

The Director of Finance and Administration shall be responsible for the delivery of services to the JALC.

SERVICES

The Municipality of Jasper shall provide to following services to the JALC:

1. accounting and payroll support.
2. access to insurance coverage through the Municipality's insurance provider; and
3. administrative support as requested by the JALC chairperson.

REQUIREMENTS

The JALC shall provide, on a timely basis, the letters of hire, time sheets, and other documents necessary for the Municipality to produce the JALC payroll.

All documentation forwarded to the Municipality by JALC shall be in a format acceptable to the Director of Finance and Administration.

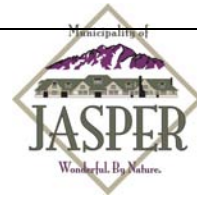
EXCLUSIONS

This policy commits the Municipality to provide only the services described herein. The Jasper Adult Learning Council is solely responsible for:

1. The operations and management of adult learning activities in the Municipality of Jasper and is accountable, on an annual basis, for its operations to the Province of Alberta;
2. Determining the composition of its Council and executive in accordance with its bylaws and the Societies Act;
3. Applying for and receiving grant funding;
4. Delivery of adult learning programs within the parameters specified by the Province of Alberta;

Policy Title: ADULT LEARNING COUNCIL

Policy # F-001



ADMINISTRATIVE PROCEDURES:

Effective Date: November 1, 2011

Date approved by Municipal Manager: November 1, 2011

5. Ensuring its society status is maintained;
6. Reporting as required to the Province of Alberta;
7. Hiring, supervising and dismissing JALC staff.

The Municipality accepts no financial or operational liability for the JALC. Full responsibility for the finances and operations of the Jasper Adult Learning Council rests with the Jasper Adult Learning Council and the Province of Alberta.

Jasper Seniors Society

Box 94, Jasper, Alberta T0E 1E0

November 9, 2017

Mayor Richard Ireland and Council
Municipality of Jasper
P O Box 520
Jasper, AB T0E 1E0

Dear Richard:

The purpose of this letter is to inform the Municipality that the Jasper Seniors Society intends to cease operating the Seniors' and Handicapped bus service which it has operated for many years. After careful consideration by the Executive and the Bus Transportation Committee a recommendation to this effect was presented at the Annual General Meeting of the Society on October 16, 2017. A motion followed and was passed unanimously.

The Society has operated the bus for many years. The present bus was purchased in 2002 and will likely have to be replaced in the near future. The Jasper Seniors Society is operated by a volunteer board most of whom are over seventy-five years of age. The Executive feels it is not appropriate for a group of senior volunteers to be operating a transportation service. Personal liability of executive members and safety are major concerns.

The Society receives requests from other groups and organizations to use the bus. Current licensing restricts usage to seniors and disabled passengers. It could be of great benefit to the community if the bus service was not limited to the seniors and disabled. In many Alberta communities transportation needs are provided by the town council resulting in broader utilization.

We hope that Council agrees to accept transfer of the bus from the Society and continue providing this valuable service to the community. Our Executive would like to meet with Council and/or administration representatives to discuss this matter.

Sincerely,



Glenda Cornforth, President

To The Jasper Town Council and Mayor:

To quickly fill everyone in. The Jasper Skatepark Committee recently applied for a CFEP large stream funding grant and I recently got a reply from CFEP informing us that we needed to have a transfer of title to our committee if we wanted to use the land for our matching funds. Considering that this is not an option that we can explore and we are not currently in a position to match any funds for a large stream grant at present. CFEP is going to allow us to change our grant submission into a CFEP small stream grant for 2017 that we can use to pay and finish the "Detailed design and documentation" Phase of our project so that we can quickly move on to the next step and keep the momentum up! The total cost of this phase is \$32,000 which would mean we would need to come up with 16,000 to match with CFEP in order to complete this phase. Our bank account funds are currently spoken for as we have already committed to the \$23,000 cost of our initial design phase (design workshop, foothills survey, 2d concepts, 3d rendering concepts, and concept presentation). If we can get this grant from the CFEP small funding stream towards our "Detailed design and documentation phase" before this year end It would be doubly beneficial. The first benefit being that to receive the grant this year would mean that we could still salvage a CFEP grant this year and apply again for the CFEP large or small funding grant next year. If we don't apply for this grant this year we are potentially missing out on \$16,000 of grant money for 2017. The second benefit being if we can get the "detailed design and documentation phase" done this year we can get half of the phase paid for by Alberta government money whereas if we wait until 2018 we will end up paying for the entire phase by ourselves. This phase is crucial to expedite the project because we need the information from the engineering construction drawings and detailed break-down to know exactly what in-kind donations we are looking for. With this information we can approach local businesses with a concrete solid plan of what we are looking for donation-wise from them. These donations will greatly decrease the total project cost and qualify as matching funds towards our next CFEP grant. What we are looking for from council is a decision to allot \$16,000 towards the Jasper Skatepark Committee for the purpose of attaining this grant before year end. We believe that this could be a huge turning point for our project and the timely completion of it. We hope you carefully consider our proposal and sincerely thank you for your time.

On Behalf of The Jasper Skatepark Committee

Darrell Savage

President JSC (780)931-6465

Email: jasperskateparkcommittee@outlook.com



Jasper Elementary

School | Grande Yellowhead Public School Division



October 27th 2017

Director
Municipality of Jasper
P.O. Box 520
Jasper, AB (T0E 1E0)

Good day,

Elementary school students in Jasper are looking for your help. Jasper Elementary School and École Desrochers are doing a fundraiser to build a new playground.

We are proud to say that we are bringing our kids up in a stunning natural environment in Jasper National Park Canada. We are all excited to be working on a project to extend the playground between both schools.

It is necessary to offer opportunity for outdoor learning and exploration with native plants and garden, natural play and sensory elements, and gathering spaces; to enhance the recreational and to provide areas for quiet play, reflection and reading.

We are asking for donations of any amount to our phase II of the playground. Please find enclosed our registration form for your donation.

We hope to hear from you soon, and thank you in advance for your generosity. The community is looking forward to the phase II of the playground. We appreciate your support.

Jodi Campbell
Principal
Jasper Elementary School

Hélène Gendron
Directrice
École Desrochers

Municipality of Jasper

Registration form

We really appreciate your support, thank you so much!

- Your donation: \$ _____

Or

- Silver \$100 - \$500.00 ☐
You will be recognized in a local newspaper

Or

- Gold \$501.00 - \$2000.00 ☐
You will be recognized in a local newspaper
You will receive a Thank You certificate for your company

Or

- Platinum \$2001.00 and more ☐
You will be recognized in a local newspaper
You will receive a Thank You certificate for your company
Your name/ company will be on a recognition plaque in the playground

Payment by check only

Check payable to: **Jasper Elementary School**, P.O. Box 1168, Jasper (T0E 1E0)
or

CSCN- École Desrochers, P.O. Box 160, Jasper (T0E 1E0)
For further information: houde.mc@me.com

Your address for the income receipt:

Name: _____

Company: _____

Address: _____

**Our children in Jasper are looking forward to your support
for their playground!**