

Municipality of Jasper
Committee of the Whole Meeting Agenda
April 9, 2024 | 9:30 am
Jasper Library & Cultural Centre – Quorum Room

Notice: Council members and a limited number of staff are in Council chambers for meetings. Members of the public can attend meetings in person; view meetings through the Zoom livestream; or view archived Council meetings on YouTube at any time. To live-stream this meeting starting at 9:30 am, use the following Zoom link: <https://us02web.zoom.us/j/87657457538>

1. Call to order Deputy Mayor Melnyk to chair meeting

2. Additions to agenda

3. Approval of agenda

3.1 April 9, 2024 Committee of the Whole agenda attachment

4. March 26, 2024 Committee of the Whole minutes – approved April 2nd 4.1 attachment
Business arising from minutes

5. Delegations

5.1 Jasper PRIDE

6. Correspondence

6.1 Jasper Municipal Library Board - Financial Reviewer attachment

7. New business

7.1 Federal Housing Advocacy - Councillor Wilson

7.2 Transit Service Update attachment

7.3 Transit Service Standards Policy attachment

7.4 Equity, Diversity and Inclusion Master Plan Implementation Update attachment

7.5 Community & Economic Development Fund Applications attachment

7.6 Council Representation on External Boards & Committees Policy attachment

7.7 Jasper Activity Centre Renovation Project Update attachment

8. Motion Action List attachment

9. Councillor upcoming meetings

[9.1 Council appointments to boards and committees](#)

10. Upcoming events

FireSmart Information for Businesses – 7pm, April 9, Quorum Room, Jasper Library & Cultural Centre
Annual Jasper Pride & Ski Festival – April 12-21

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April 9, 2024 | 9:30 am

Jasper Library & Cultural Centre – Quorum Room

Jasper Transit Open House – 11am-2pm, April 17, Fairmont Jasper Park Lodge

NETMA – 5-7pm, April 17, hosted by Papa George’s Restaurant and PRIDE

Jasper Transit Open House – 11am-1pm, 4pm-8pm, April 18, Jasper Activity Centre

FireSmart Information for Residents – 7pm, April 22, Quorum Room, Jasper Library & Cultural Centre

Wildfire Preparedness Information Session – 6:30pm, April 24, Multi-Purpose Hall, Jasper Activity Centre

Community-wide FireSmart Day – 11am-4pm, April 27

Intergovernmental Meeting – 9:30am, April 30, Parks Canada Lower Boardroom

Emergency Preparedness Week Open House – 3pm-7pm, May 7, Emergency Services Building

11. Adjournment

Administration shared details from the current legislative framework and indicated that jurisdictional authority to grant this request lies with Parks Canada. Director of Operations & Utilities, John Greathead, shared concerns for earlier road maintenance schedules including line painting, tree planting, and spring clean-up efforts.

Danny Frechette Danny Frechette, of the Snape's Hill Happy Little Trees Project, indicated his interest for a clean-up in the area as he saw it was listed as an item on today's agenda.

Correspondence none

Start Dates for Patio Seating 2024 Committee further discussed the start dates for patio seating and the request brought forward by Justin Melnyk of the Jasper Brewing Company.

#147/24 MOTION by Mayor Ireland that Committee direct Administration and the attending Council representative to raise the issue of adjusting the start and end dates for patio seating at the meeting of the Jasper Partnership Initiative on March 27; and

That Committee direct Administration to respond without delay to any request made by the Patio Seating Taskforce to reconvene to consider a recommendation to Council to request a change of permit conditions to adjust the start and end date of patio seating, not to exceed 180 days.

FOR	AGAINST	
5 Councillors	0 Councillor	CARRIED

Recess Deputy Mayor Melnyk called a recess from 10:43am to 10:54am.

Start Dates for Patio Seating 2024 continued MOTION by Mayor Ireland that Committee direct Administration to follow up with today's presenter to consider whether the Sidewalk Seating/Café section of the Commercial Use of Public Space bylaw might address the desired use.

#148/24

FOR	AGAINST	
5 Councillors	0 Councillor	CARRIED

Capital Projects Carry Forward to 2024 Director of Finance & Administration, Natasha Malenchak, reviewed the amounts recommended for carry forward and answered questions from Committee on individual items.

#149/24 MOTION by Councillor Waxer that Committee recommend Council approve the carry forward capital list of incomplete 2023 projects to the 2024 capital budget as presented.

FOR	AGAINST	
5 Councillors	0 Councillor	CARRIED

Happy Little Trees Committee received a report from John Greathead, Director of Operations & Utilities, on the Happy Little Trees project and progress since last fall.

MOTION by Councillor Hall that Committee accept this report for information.

#150/24

FOR	AGAINST	
5 Councillors	0 Councillor	CARRIED

Labour Market Study Alignment Review
Committee received a report from Administration with CAO Bill Given highlighting the differences Jasper faces in tourism sectors for labour demands compared to the rest of the province, and the opportunities available to the Municipality to work with the information gathered.

#151/24

MOTION by Mayor Ireland that Committee receive the Labour Market Study Alignment Review report for information; and

That Committee direct Administration to engage in study initiatives in the manner indicated in the alignment review report.

FOR	AGAINST	
5 Councillors	0 Councillor	CARRIED

Position Request: Director of Urban Design & Standards
Committee received a report from Administration outlining the potential creation of a new full-time permanent Director of Urban Design and Standards position to spearhead the Municipality's involvement in the development of the new community plan, Transportation Master Plan, and a number of other current and ongoing projects.

#152/24

MOTION by Councillor Waxer that Committee recommend Council consider amending the 2024 budget to create a new full-time permanent Director of Urban Design and Standards position.

FOR	AGAINST	
5 Councillors	0 Councillor	CARRIED

Motion Action List
Administration reviewed the Motion Action List.

#153/24

MOTION by Councillor Waxer that Committee approve the updated Motion Action List with the removal of the following items:

- Snape's Hill Happy Little Trees
- Labour Market Study

And date changes for the following items:

- 2024 Mill Rate

FOR	AGAINST	
5 Councillors	0 Councillors	CARRIED

Councillor upcoming meetings

Councillor Melnyk will be attending the annual general meeting for the Jasper Yellowhead Historical Society this evening.

Councillor Waxer attended the first Communities in Bloom meeting last week and another is scheduled for the end of April.

Mayor Ireland received an invitation for April 8th when MLA Sarah Elmeligi will be reading a resolution at the Legislature Assembly of Alberta regarding tourism-based communities.

Mayor Ireland has also been invited to Banff on April 9th to attend a dialogue with Parks Canada CEO Ron Hallman. He asked his fellow Councillors for their support for both events. There was no objection for either meeting; only support expressed, and it was noted he would be missing the April 9th Committee of the Whole meeting.

Upcoming Events Council reviewed a list of upcoming events.

Adjournment #154/24 MOTION by Councillor Hall that, there being no further business, the Committee of the Whole meeting of March 26, 2024 be adjourned at 12:50pm.

FOR	AGAINST	
5 Councillors	0 Councillors	CARRIED

AGENDA ITEM 6.1



Jasper Municipal Library

March 25, 2024

To: Mayor and Council
From: Municipality of Jasper Library Board

RE: FINANCIAL REVIEWER APPROVAL

Alice Lettner our financial reviewer has now retired. Andrea Terrill, CPA, has expressed an interest in taking on this assignment.

We are requesting Council's approval of Andrea Terrill's qualifications as per the Libraries Act, Part 1, section 9, to move forward with hiring:

9 *The municipal board shall*

- a) *keep accounts of its receipts, payments, credits and liabilities,*
- b) ***have a person who is not a member of the municipal board and whose qualifications are satisfactory to council review the accounts each calendar year and prepare a financial report in a form satisfactory to council, and***
- c) *submit the financial report to council immediately after its completion.*

RSA 2000 cL-11 s9;2006 c5 s6

Andrea has been a Chartered Professional Accountants (CPA) Alberta member since September 2021. With years of financial work experience in the tourism industry, a current position of Financial Officer with Parks Canada, and CPA designation, Andrea's qualifications fit the needs of the Municipality of Jasper Library Board.

Thank you for your consideration in this matter.

A handwritten signature in black ink, appearing to read 'Joyce Melnyk', is written over a light blue horizontal line.

Joyce Melnyk
Chairperson
Municipality of Jasper Library Board

AGENDA ITEM 7.2

REQUEST FOR DECISION

Subject: Transit Service Update
From: Bill Given, Chief Administrative Officer
Reviewed by: Vidal Michaud, Utilities Manger
Date: April 9, 2024



Recommendation:

That Committee receive the Transit Service Update (January - March, 2024) for information.

Alternatives:

- That Committee direct Administration to return with further information.

Background:

In early 2023 Council received the [Transportation Strategy & Action Plan](#) (the Transit Strategy) and directed administration to begin the next steps to establish a fixed-route bus service beginning in 2023.

Discussion:

The attached Transit Service Update report provides an overview of the transit system's operation from January 1 to March 31, 2024. Items of note include:

- The system provided service to 8,861 riders through 91 total service days in Q1 2024. This compares favorably to the estimated ridership of 6,000 that was included in the 2023 Transportation Strategy & Action plan.
- As of February 5th administration has begun tracking a schedule adherence metric and for February and March the metric hovered at approximately 90%.
- The Fleet Facility RFP has attracted significant market interest with 21 potential bidders expressing interest in the procurement which will close on May 10th.
- Live bus location tracking has launched via the free PassioGO! Transit app.
- In response to discussion with the Grande Yellowhead Public School Division, the Municipality worked with its contractor to launch "yellow bus" student service on April 3rd.

Strategic Relevance:

- Recognize the fundamental importance of our tourism economy.
- Take proactive steps to reduce the risk of people becoming vulnerable and respond when they are vulnerable.
- Communicate and engage with residents.
- Increase opportunities for active transportation and transportation alternatives.
- Empower our staff by investing in the training and tools they require.

Inclusion Considerations:

The provision of transit within the community supports equitable access to transportation, and supports mobility for residents who may not own a private automobile. This mobility enables more individual autonomy and increase access to work and social events.

Relevant Legislation:

- Alberta Traffic Safety Act and Commercial Vehicle Regulations

Financial:

Total revenue for the period was \$43,373.85 which is slightly under the \$64,500 estimate contained in the Transportation Strategy & Action Plan. This variance is due to slightly lower than forecast ticket sales (\$7114.85 actual vs. \$9,000 forecast) and that partner contributions are not received in the uniform manner shown in the forecast. Over all the transit system is operating in line with the approved 2024 budget.

Attachments:

Appendix 1 - Transit Service Update (January - March 2024)



TRANIST OPERATIONAL UPDATE

Vidal Michaud, Utilities Manager

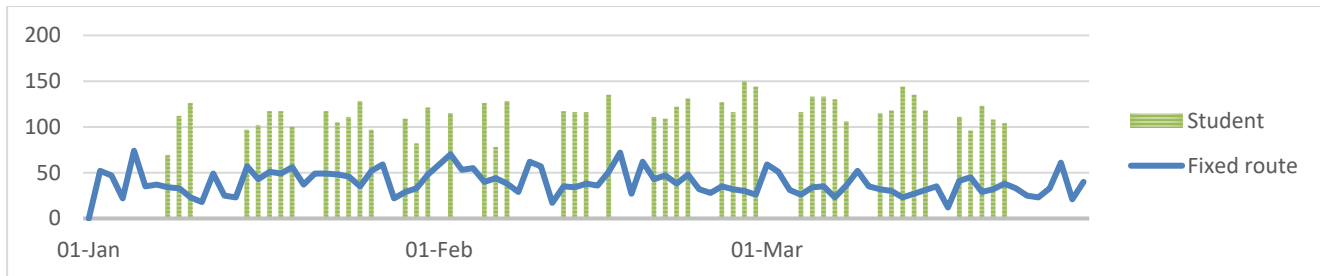
JANUARY 1, 2024 TO MARCH 31, 2024

Major Projects

- RFP for transit facility was posted on March 21st and will close on May 10th
 - o As of April 3rd, 21 bidders have expressed interest in this project.
- General Transit Feed Specification (GTFS) tracking capabilities has been installed on all 3 transit fleet vehicles
- Procurement of a yellow school bus was initiated following discussions with GYPSD. School bus first run occurred on April 3rd
- Work is underway to develop a statement of requirements for EV Buses to support a future RFP. Report to be presented to Council.
- Parks Canada has expressed interest in creating a transit route to serve Maligne Canyon

Service Statistics

- Total Hours of Service: 713.86 (646.1 fixed route – 67.96 school special)
- Schedule adherence: Feb 5 to Feb 29: 89% Mar 1 to Mar 31: 92%
- Total Days of Service: 91
- Total Riders: 8,861
- Total Riders by Type: Student – 5,441, General – 3,420
- Total Riders by Month: January – 2,945, February – 3,084, March – 2,832
- Total Revenue: Passes - \$7,114.85, Partner Contributions - \$36,259



Communications & Engagement

- Live bus location and trip planning info is now available on the free PassioGO! app for Android and Apple.
- Public & Ridership engagement is under way in advance of launching a new summer schedule. The engagement will include:
 - o 3 In-Person, Open House events: April 17, 11am to 2pm at JPL and April 18, 11am to 1pm (Activity Centre MPH) and 4pm to 8pm (Arena Lobby)
 - o On-Line survey available 24 hours a day on EngageJasper.ca
 - o Hard Copy surveys available at the Activity Centre and Administration office
- Social media posts related to the survey have been viewed over 2100 times.
- Updated the Transit webpage with new information about Capital Projects, Ridership Statistics and Sources of Operational funding.

AGENDA ITEM 7.3

REQUEST FOR DECISION

Subject: Transit Service Standards Policy
From: Bill Given, Chief Administrative Officer
Reviewed by: Vidal Michaud, Utilities Manger
Date: April 9, 2024



Recommendation:

That Committee recommend Council approve the Transit Service Standards Policy as presented.

Alternatives:

- That Committee direct Administration to revise the Transit Service Standards Policy and return to a future Committee of the Whole meeting.
- That Committee receive the report for information and take no further action.

Background:

In early 2023 Council received the [Transportation Strategy & Action Plan](#) (the Transit Strategy) and in September of 2023 the service began operations.

On January 23, 2024 the Committee directed Administration to develop a Transit Service Standards Policy to enhance the efficiency, safety, convenience, and reliability of the public transit service in Jasper.

Discussion:

Transit service standard policies provide a structured approach to managing and evaluating public transit services. Such policies facilitate consistent decision-making and prioritization of resources, helping to balance demand with service provision. By establishing clear criteria for service adjustments and expansions, these policies support strategic planning and investment in public transportation infrastructure. They also foster accountability and transparency, ensuring that the public is informed about service levels and performance metrics.

The proposed Transit Service Standards Policy is a comprehensive document that outlines the principles and practices guiding the development and management of the municipality's transit services. It covers several key areas:

1. **Service Warrants:** These are criteria used to assess the need for new services or adjustments to existing ones. Factors include observed traveler demand, congestion levels, availability of transportation alternatives, and external funding support. Notably, the policy mandates a two-year external funding commitment for new routes outside the townsite, covering 90% of forecasted operating costs, ensuring the Municipality establishes a solid financial commitment from stakeholders before launching new services.
2. **Service Quality & Performance:** This section establishes standards for service delivery that ensure safety, reliability, and comfort. It specifies targets for on-time performance (85%) and service reliability

(98%), aiming to enhance user satisfaction and system efficiency. The policy also addresses fleet accessibility, and route design characteristics, emphasizing inclusive and accessible transit solutions.

3. **Service Productivity:** Performance measurement is crucial for assessing the effectiveness of transit routes and the overall system. The policy focuses on passenger boardings and the balance between revenue and subsidy levels as key indicators of service productivity, enabling data-driven adjustments and improvements.
4. **Transparency:** Committing to clear and open communication with stakeholders, the policy outlines requirements for quarterly and annual reporting, regular ridership surveys, a customer feedback system, and live vehicle location information. This transparency ensures that the community is well-informed about transit operations and can actively participate in service feedback and improvement.

Within the standards it is acknowledged that detailed measurement and assessment is the responsibility of administration but that Council has a role to play in communicating the community's overarching priorities. This could be described as Council determining the "WHAT" while administration determines the "HOW". Over time, as the service evolves it is expected that the policy will be updated to address new Council priorities or more detailed aspects of the service.

The adoption of the Transit Service Standards policy will support the development of a transit system that is responsive to current needs while also providing a solid foundation for achieving a high-performing, sustainable, and user-centered transit service in to the future.

Strategic Relevance:

- Recognize the fundamental importance of our tourism economy.
- Take proactive steps to reduce the risk of people becoming vulnerable and respond when they are vulnerable.
- Communicate and engage with residents.
- Ensure residents receive quality service that provides strong value for dollar.
- Pursue alternative revenue sources and equitable distribution of costs.
- Increase opportunities for active transportation and transportation alternatives.

Inclusion Considerations:

The provision of transit within the community supports equitable access to transportation, and supports mobility for residents who may not own a private automobile. This mobility enables more individual autonomy and increase access to work and social events.

Relevant Legislation:

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

Financial:

Application of the policy and associated tasks is possible within the approved 2024 operating budget.

Attachments:

Draft Policy F-114 Transit Service Standards

Policy Title: TRANSIT SERVICE STANDARDS POLICY

Policy #: F-114

Effective Date: XXXX, 2024

Date adopted by Council: XXXX, 2024



POLICY

Council is committed to fostering a public transit service that is efficient, safe, convenient, and reliable way to move around Jasper. The goals of Jasper's public transit service are to support resident and visitor mobility, increase community connectedness, reduce congestion and advance environmental sustainability while maintaining foundational commitments fiscal responsibility and transparency.

In order to achieve these goals, this policy provides guidance in determining the optimal design of the transit system, level of service and performance measures.

PURPOSE

This policy is intended to provide provide a clear and consistent decision-making framework for how the municipality's transit service is planned and delivered.

SCOPE

This policy applies to all public transit services delivered by the Municipality of Jasper.

STANDARDS

Transit Service Standards bring clarity and consistency to the process of how service is planned and delivered. The standards are structured around the following considerations:

- **Warrants** to guide the introduction or extensions of service, expansion of service hours, route deviations and discontinuance of service;
- **Quality & Performance** to guide the adjustment of service levels on routes to ensure safe, reliable and comfortable service; and
- **Productivity** to guide the assessment of routes and overall system performance.
- **Transparency** to set and standardize expectations related to public communications and reporting.

1. Service Warrants

The Municipality will, assess the following factors when considering potential new services or when evaluating existing services:

- Observed traveller demand
- Observed congestion
- Availability of transportation alternatives.
- External funding support

In addition to the service warrant factors above, Council specifically establishes that:

- Prior establishing new routes outside the townsite the municipality shall require a two-year external funding commitment equal to 90% of the forecasted operating cost of the route.
- Any new routes shall be reviewed using service warrants prior their third operational year.

Policy Title: TRANSIT SERVICE STANDARDS POLICY

Policy #: F-114

Effective Date: XXXX, 2024

Date adopted by Council: XXXX, 2024



2. Service Quality & Performance

The Municipality will, establish Quality & Performance expectations to guide the delivery of service. These standards and characteristics shall include:

- Service Performance standards
- Fleet Accessibility characteristics
- Route Design characteristics

In addition to the service quality expectations above, Council specifically establishes that:

- The On-Time Performance target for all regular fixed route services shall be 85%
- The Reliability Target for all regular fixed route services shall be 98%

3. Service Productivity

The Municipality will, measure the performance of individual routes and the overall system considering the following factors:

- Passenger boardings
- Revenue & Subsidy Levels

4. Transparency

The Municipality will, support transparent and effective communication with stakeholders about the operation and performance of the transit system through:

- Quarterly and Annual Reporting
- Regular Ridership surveys
- A dedicated and on-going customer feedback system
- A system capable of providing live vehicle location information

DEFINITIONS

“On-Time Performance” means service provided within 0-5 minutes (never early) of the scheduled time, measured as a percentage of on-time trips delivered over total trips scheduled using GPS data.

“Reliability Target” mean the actual number of vehicle hours available for customer transport vs. the planned vehicle hours available.

“Subsidy Level” mean the difference between total expenses and total revenue (including both revenue from passenger fares and partner contributions).

RESPONSIBILITY

Council:

Review and approve any revisions to this policy.

Policy Title: TRANSIT SERVICE STANDARDS POLICY

Policy #: F-114

Effective Date: XXXX, 2024

Date adopted by Council: XXXX, 2024



CAO:

Review and approve any administrative procedures related to this policy.

Directors and Managers:

Carry out the policy based on established procedures.

DRAFT

AGENDA ITEM 7.4

REQUEST FOR DECISION

Subject: Equity, Diversity and Inclusion Master Plan Implementation Update
From: Bill Given, Chief Administrative Officer
Prepared by: Lisa Riddell, Community Development Manager
Reviewed by: Emma Acorn, Legislative Services Coordinator
Date: April 9, 2024



Recommendation:

That Committee receive the 2023 Annual Report on the implementation of the 2022-2026 Equity, Diversity and Inclusion Master Plan for information.

Alternatives:

- That Committee direct Administration to return to a future Committee of the Whole meeting with additional information.

Background:

On July 6, 2021 Council adopted the [Equity, Diversity and Inclusion Policy](#). On October 12, 2021 Council adopted the five year [Equity, Diversity and Inclusion Master Plan](#) which sets out how the policy will be 'actioned' by administration over the five year period. On March 21, 2023 Committee received a report on activities completed in 2022. Council will see an annual report each spring on ED&I Master Plan implementation during the previous calendar year.

Discussion:

In 2023 the Municipal Inclusion Committee met 4 times and reviewed/updated the Terms of Reference. In 2023 the Inclusion Committee administered two surveys that collected data on demographics and on sentiment around inclusivity in the workplace. The results of the two surveys will be used by the committee in 2024 to set priorities for the year. So far, within the 2022-2026 ED&I Master Plan, 18% of activities have been completed and another 64% of activities are underway. 18% of activities have not been started yet (see attachment for details).

Activities related to advancing equity and inclusion within the MOJ that took place in 2023 include:

- Held 4 x Inclusion Committee meetings
- Updated and promoted the ReconciliACTION Calendar initiative
- Worked with Parks to organize National Indigenous Peoples' Day celebrations in June
- Worked with Parks to organize National Day for Truth and Reconciliation in September
- Organized a proclamation and activities for Welcoming Week including the flagship event, Culture Night, which drew over 400 residents for a second year in a row.
- Continued to work on the Inclusion Tool, refined with Senior Leadership Team. Applied for funding to hire a consultant to assist with tool development/implementation.
- Hired a Project Coordinator to help advance several more areas of the ED&I Master Plan including (Indigenous Relations,

- With grant funding from Alberta Immigration and Multiculturalism, designed and launched Engagejasper.ca, an engagement portal designed to increase public participation, specifically from harder-to-reach groups.
- Finalized, printed and distributed the Community Guide, a document written and designed with inclusivity and accessibility as guiding principles.
- Utilized the Community Dinner Program to showcase diverse community groups, cultures and foods
- Organized and hosted a blanket exercise training session for 2023 for Council and leadership
- Requested and received more funding towards Truth and Reconciliation. Created a 3-year Indigenous Relations workplan that reflects the increased budget and will inform strategy development in 2024
- Updated the Community and Economic Development Fund application process to be as equitable and inclusive as possible (allowing any applicant, regardless of literacy and fluency in English) to be able to access the process through support and guidance.

The Inclusion Committee's goals for 2024 include:

- Develop a committee member handbook that orients new committee members to the organization's commitment to ED&I.
- Continue to relay recommendations related to ED&I to the CAO and senior leadership.
- Support the development of onboarding training for all municipal staff on equity, diversity and inclusion
- Submit an application to join the Coalition of Inclusive Municipalities
- Finalize a tool for use by administration to identify and remove barriers to equity and inclusion
- Continue offering training on Indigenous history and ongoing connection to this land
- Finalize a draft Indigenous Relations strategy for Jasper
- Contribute to the development of inclusive public participation approaches that invite input from equity-deserving groups

Relevant Legislation:

- [Policy E-115 – Equity, Diversity and Inclusion Policy](#)

Equity Considerations: The 2022-2026 Equity, Diversity and Inclusion Master Plan outlines broad goals to improve inclusivity within the organization and outward in our public service to the community. The plan is a living document and will be updated as we continue to learn more about equity and inclusion.

Strategic Relevance:

- Embrace our growing diversity.
- Leverage and create opportunities for greater inclusion.
- Nurture our most important relationships which are those within our organization.
- Continue along the path of Reconciliation

Financial:

Funding to implement the ED&I Master Plan is included in the approved 2024 operating budget.

Attachments:

Progress Report – 2022-2026 ED&I Master Plan

Progress Report - 2022-2026 Equity, Diversity & Inclusion Master Plan

Date: April 9, 2024

Not Started	Started	In Progress	Complete
12	23	19	12
18%	35%	29%	18%

Area of Focus 1 - Engage Employees Through the Municipal Inclusion Committee

1 A	Draft formal Terms of Reference for the internal Inclusion Committee.	
1 B	Formalize the committee within the Municipality of Jasper.	
1 C	Promote the committee internally and externally.	

Area of Focus 2 - Build Capacity Through General Equity Diversity & Inclusion Training

2 A	Research and develop a training program that touches on equity, diversity and inclusion topics including reconciliation for all new staff.	
2 B	Research and develop a training program that touches on equity, diversity and inclusion topics including reconciliation for new elected officials, directors and	

Area of Focus 3 - Policy Review and Interpretation

3 A	Review any policies related to equity, diversity and inclusion; respectful workplaces, policy, land acknowledgement policy, equity, diversity and inclusion policy.	
3 B	Develop plain language print materials to accompany the policies where policy language itself may not be inclusive.	
3 C	Develop a policy review tool and conduct a review of any new policies with an inclusion lens.	
3 D	Conduct a policy review of all existing policies using the policy review tool.	

Area of Focus 4 - Utilize the Accessibility Audit Results in Future Planning

4 A	Continue to work on the priority areas identified in the 2020 accessibility audit using the guiding document developed during the Measuring Municipal Inclusion	
4 B	Develop an accessibility 'check list' for programs and facilities.	
4 C	Utilize the guiding document from the audit in capital projects	
4 D	Develop an accessibility assessment tool for municipal staff to utilize to review capital projects ensuring that standards are being met based on the accessibility	
4 E	Inclusion Committee reviews filled out accessibility assessments for capital projects and makes recommendations.	

Area of Focus 5 - Attract and Retain a Diverse Workforce

5 A	Research and develop internal training for all managers and directors on the practice of inclusive hiring.	
5 B	Continue to review the ways in which the organization recruits new employees to identify and remove or minimize barriers.	
5 C	Identify gender stereotypes associated with different areas of municipal service and operations. Research and compile opportunities for training on mitigating	
5 D	Identify cultural stereotypes associated with different areas of service and operations. Research and compile opportunities for training on mitigating cultural bias	

Area of Focus 6 - Welcome and Review Feedback from Staff

6 B	Engage managers and directors in training on how to talk to staff about instances of racism or discrimination and how we can improve.	
6 A	Develop an anonymous feedback box as a tool for internal staff to use to submit positive or negative reports related to inclusion and diversity within the	

Area of Focus 7 - Advance Truth and Reconciliation Efforts

7 A	Develop a land acknowledgement for use at Council and in writing/website.	
7 B	Municipal elected officials, managers, directors and staff to read the Land Acknowledgement Policy.	
7 C	Ensure the topic of Reconciliation appears on strategic planning and business planning agendas.	
7 D	Distribute educational material on the 94 Calls to Action to all members of the Inclusion Committee, Senior Leadership Team and Council.	
7 E	Create a section on the municipal website outlining the actions the organization will take to further Truth and Reconciliation.	
7 F	With input from Indigenous partners, Inclusion Committee to discuss how to formally recognize September 30th, the National Day for Truth and Reconciliation.	
7 G	Develop training on the Indigenous connection to this area as well as cultural safety for members of the Senior Leadership Team and Council.	
7 H	With input from Indigenous partners, develop a list of alternative Indigenous names for municipal spaces for consideration and renaming.	
7 I	With input from Inclusion Committee, Indigenous community members and Indigenous partners, identify areas the Municipality can prioritize when it comes to	
7 J	Liaise with Parks Canada to participate in conversations of mutual interest with the 26+ Indigenous groups who identify a historical and ongoing connection to this place by participating in the Indigenous Forum.	

Area of Focus 8 - Welcome and Review Feedback from the Community

8 A	Develop messaging for the website about the Municipality's commitment to equity, diversity and inclusion and what the public can do if they experience racism/discrimination in a municipal space or by a municipal employee.	
8 B	Inclusion Committee reviews and discusses reports of harassment or discrimination.	
8 C	Inclusion Committee makes recommendations for training or 'intervention' based on reports received and reviewed.	
8 D	Develop messaging for the website about the Municipality's commitment to equity, diversity and inclusion and what the public can do if they experience racism/discrimination within the community as a whole.	

Area of Focus 9 - Be a Leader in Equity, Diversity & Inclusion Work in the Community

9 A	Apply to join the Coalition of Inclusive Municipalities	
9 B	Work with Inclusion Committee members to develop a plan to recognize March 21st as the International Day for the Elimination of Racial Discrimination.	
9 C	In collaboration with the Newcomer Network, develop a public awareness campaign showcasing newcomer contributions to the community.	
9 D	Sponsor a workplace inclusion champion award in the broader community.	
9 E	Promote practices to foster inclusive workplaces through the business licensing process.	
9 F	Translate business license information into multiple languages.	
9 G	Start an equity, diversity and inclusion network in the community for professionals that are spearheading equity, diversity and inclusion efforts within their	

Area of Focus 10 - Support Cultural Programming and Events in the Community

10 A	Liaise with community partners to develop a plan to organize and host a few cultural events in the community each year (cultural kitchens, cultural community	
10 B	Promote and support existing initiatives in the community.	

Area of Focus 11 - Engagement Opportunities Reach Diverse Audiences

11 A	Inclusion Committee to review community engagement initiatives and make recommendations on how to increase public participation in future.	
11 B	Identify under-represented groups when it comes to public participation and invite broad, diverse community members to engage in opportunities.	
11 F	Inclusion committee reviews draft public engagement plans and makes recommendations to improve inclusivity.	
11 C	Research innovative and user friendly community engagement tools.	
11 D	Create community engagement email distribution list.	
11 E	Cultivate opportunities for residents to engage in dialogue around areas of interest with municipal relevance.	

Area of Focus 12 - Inclusive Communications

12 A	Inclusion Committee to review communications campaigns and generate recommendations on how to increase inclusivity when it comes to communications and marketing of municipal services, projects, programs and initiatives.	
12 B	Research and identify unique methods of communicating to harder-to-reach segments of the community.	
12 C	Offer training to municipal staff on inclusive communications and design, plain language and writing for the web/social media.	
13 A	The Inclusion Committee reviews community and facility signage and recommends areas for improvement.	
13 D	Inclusion Committee reviews municipal documents and suggests areas for improvement with regards to language	
13 B	Develop organizational standards for inclusive signage to be utilized across the organization.	
13 C	Replace old signage with updated signage that is more inclusive.	
13 F	Re-write or re-design documents as well as website content based on Inclusion Committee recommendations and training provided.	
13 G	Translate key documents for use on the municipal website and in the community.	
13 E	Inclusive writing/language training is researched and coordinated.	
14 B	With input from the Inclusion Committee and facility managers, identify areas where residents and visitors would benefit from accessible picnic tables.	
14 A	Use the accessibility audit to review entrances to and pathways within outdoor recreation areas with accessibility in mind.	
14 C	Review outdoor public washrooms with the goal of incorporating a universal washroom.	
15 A	Use the approved five year ED&I Master Plan to further flesh out timelines, resource requirements, roles, indicators of success and how we will measure that	
15 B	Inclusion Committee utilizes the more detailed ED&I Implementation Plan to monitor implementation, outputs, outcomes, and overall progress including successes, challenges and opportunities for improvement.	
15 C	Inclusion Committee together with Chief Administrative Officer determine an effective schedule for reporting on progress to Council.	
15 D	Inclusion Committee discusses and recommends a way to incorporate an inclusion lens into the RFD format.	

AGENDA ITEM 7.5

REQUEST FOR DECISION

Subject: Community and Economic Development Fund Applications
From: Bill Given, Chief Administrative Officer
Prepared by: Jenna McGrath, Project Coordinator
Lisa Riddell, Community Development Manager
Reviewed by: Christopher Read, Director of Community Development
Date: April 9, 2024



Recommendation:

That Committee recommend Council approve the following Community & Economic Development Fund allocations:

- Jeffrey Wilson - \$1,667,
- Danny Frechette - \$1,667, and;
- Jasper Physiotherapy and Massage - \$1,667

Alternatives:

That Committee recommend Council approve alternate Community & Economic Development Fund allocations.

Background:

On February 20, 2024 Council approved the revised [Policy B-117 Community & Economic Development Fund](#). The CED Fund provides funding to projects that help advance either/both community and economic development within the Municipality of Jasper. The CED Fund may award a total of up to \$10,000 per year. A group may receive funding once per calendar year. The policy indicates that a group cannot have already received municipal funding via the regular budget process.

For this call for applications, administration applied the revised policy. We solicited and received applications from individual residents, business owners, and non-profit organizations. We supported potential applicants with an in-person and online information session.

Administration accepts applications twice per year and recommends the awarding of \$5,000 per intake (equivalent to half of the annual budget for this fund).

Call for proposals	Intake deadline	RFD to Committee	Project timeline	Funding awarded
February 15	March 15	By April 16	July 1 – December 31	\$5,000
August 15	September 15	By October 15	January 1 – December 31	\$5,000

Discussion:

All of the applicants submitted complete applications and all meet the core criteria outlined in [Policy B-117](#). Administration recommends awarding half of the 2024 CED funding (\$5,000) to the top three projects proposed. However, Council may choose to fund as many applicants as they would like.

All applications for this round of funding are for 6-month projects from July 1, 2024 to December 31, 2024. Administration received 12 applications by the deadline of March 15, 2024. The initial review was conducted by Jenna McGrath, Project Coordinator and Lisa Riddell, Community Development Manager. The results were then shared with the Senior Leadership Team and CAO Given for final approval.

Here is a list of applicants and a short summary of the proposed activities in their application:

	Applicant	Project Name	Project Description	Budget
1	Jasper Park Elopements	Marketing Strategy & Workshop on Business	Offer a workshop for the community to inspire creativity and entrepreneurship locally. Create a strategic marketing plan and implement a marketing plan for this new business.	\$2,500
2	The Creative Traveller	The Residence	Offer one artist (The Residence Program) desk space for 6 months and 8 x half-day or 4 x full-day free rental opportunities to budding entrepreneurs.	\$2,500
3	Zendtask Inc	Zendtask	Offer 10 x free presentations to the business community on the digital tool <i>Zendtask</i> . The tool increases efficiencies within the hotel industry.	\$2,000
4	Jasper Education and Employment Centre	Path to Permanent Residency – Language Learning	Fund a program to help build JEEC's <i>Path to Permanent Residency</i> program. Funding would help train teachers and fund 25 students to take the classes to increase language skills.	\$2,484
5	Jasper Artisan Market	Enhancing Signage & Advertising	Cover the cost of signage for their storefront and create a targeted advertising campaign.	\$1,500
6	Jasper Physiotherapy and Massage	Community Group Fitness Initiative	Offer a 10-week (2x/week) strength and fitness program for seniors.	\$1,500- \$2,500
7	My Jasper Nanny and Grace Kohn	Childrens Nature Art Camp	Fund rent, supplies, and insurance for a children's nature-based art, drama, and music camp. Offer options for financial assistance to lower the price of camp for low-income participants.	\$2,500
8	Jasper Elementary Parents Association	Enriching Play Every Day	Fund a <i>Loose Parts</i> program. Loose Parts would provide a more enriching play experience to all who use the school grounds.	\$2,500
9	Megan Jones	Kids Jam	Host a free event for children under 8 showcasing broad-ranging artistic talent	\$2,500
10	Jeffrey Willson	Men's Shed	Fund the supply costs of building materials for renovating a men's shed space. Host a community barbeque to promote membership.	\$2,500
11	Jasper Community Team Society	Santas Anonymous	Recruit and plan for volunteers and coordinators. Run fundraising events to support the annual Santas Anonymous program.	\$2,500
12	Danny Frechette	Snapes Hill Artistic Rendering	Hire an artist to create a futuristic rendering of Snapes Hill which would serve to show future funders the vision for the area. Sell prints to fundraise for the project.	\$2,500

An initial screening took place to ensure that all applications meet the criteria listed in Policy B-117

- In good financial standing with the municipality of Jasper
- Operate in a non-discriminatory manner
- Proposed activities occur within the town of Jasper
- Proposed activities advance community or economic development

Administration scored each application using the matrix below. A higher total number indicates a better score.

		APPLICANTS											
		1	2	3	4	5	6	7	8	9	10	11	12
Questions from application:		Jasper Park Elopements	The Creative Traveller	Zendtask	Jasper Employment and Education Centre	Jasper Artisan Market	Jasper Physiotherapy and Massage	My Jasper Nanny and Grace Kohn	Jasper Elementary Parents Association	Megan Jones	Jeffrey Wilson	Jasper Community Team Society	Danny Frechette
1	What is the goal of your project? Vision, Mission, Purpose (2 points)	2	2	2	2	2	2	2	2	2	2	2	2
2	How do you know there is a need for this project? (5 points)	5	5	5	5	5	5	4	5	4	5	5	5
3	In three sentences, give us a summary of your project. (3 points)	3	3	3	3	3	3	3	3	3	3	3	3
4	What experience do you have coordinating projects like this (5 points)	4	4	4	5	5	5	5	5	4	5	5	5
5	What you have done to make this project accessible to groups at risk of exclusion (5 points)	4	4	4	5	4	4	3	5	5	5	5	5
6	How will the impact from your project sustain beyond the end of the project? (5 points)	5	4	4	5	5	5	4	5	4	5	4	5
7	Community or Economic Development (1 point)	1	1	1	1	1	1	1	1	1	1	1	1
8	Alignment with strategic priorities (1 x point per priority it advances)	3	5	4	3	5	6	7	3	6	7	4	7
9	Sources of Funding (2 points)	2	2	2	2	2	2	2	2	2	2	2	2
10	Activities, Results, Impacts (6 points)	6	6	6	6	5	6	6	6	6	6	6	6
Total		35	36	35	37	37	39	37	37	37	41	37	41

Strategic Relevance:

- Promote and enhance recreational and cultural opportunities and spaces.
- Enable and facilitate events that provide opportunities to increase community connections.
- Welcome the expertise, innovation, creativity and commitment of community members, groups, associations and businesses.
- Embrace our growing diversity.
- Leverage and create opportunities for greater inclusion.
- Recognize the fundamental importance of our tourism economy.

Relevant Legislation:

- Policy [B-117](#) – Community and Economic Development Fund
- Policy [F-104](#) – Relationships with External Groups
- Policy [E-115](#) – Equity, Diversity and Inclusion Policy

Financial:

Financial resources to administer the Community and Economic Development fund are in the draft 2024 operating budget.

Equity Considerations:

Administration has undertaken significant steps to enhance inclusivity in the application process by providing personalized support, simplifying the application materials, and promoting the opportunity through newcomer and equity-deserving groups. Council's policy adjustments further empower individuals and business owners with creative ideas by removing restrictive parameters. These efforts have culminated in a diverse range of applicants, showcasing the administration's commitment to equitable service provision and ensuring accessibility for all residents of Jasper, regardless of their digital literacy or language proficiency.

Attachments:

Original applications attached

1. Jasper Park Elopements

About your organization

**Please only write 3-4 sentences per answer. Being brief and to the point will get you points!*

1) What is the goal of your project? (2 points)

Jasper Park Elopements endeavors to contribute to the growth of the small wedding and elopement industry in Jasper. We are registered as a partnership and are in the beginning stages of this business with the business structure and website built and now focusing on attracting our target audience and clientele through marketing, and SEO growth to increase on line presence and search ability. With each client we book, we subcontract multiple small businesses in town including, wedding officiant, photography, hair/makeup, flowers, catering, etc.

2) How do you know there is a need for this project? (5 points)

Through our individual businesses (Kinfolk Photography and Behitched by Laura) we have seen an increased demand for very small weddings and elopements. We attribute this to the current economic reality combined with changing values moving away from big events to more intimate celebrations. This project aligns with the goals of Tourism Jasper to grow the wedding industry.

3) In 3 sentences, give us a summary of your project: (3 points)

Through a marketing campaign we want to increase the visibility of this new business. We will host a workshop on: Identifying Service Gaps in Jasper, Starting a Business in Jasper, Marketing Professional Hire, Marketing Strategy Impact, and explain support from Economic Fund.

4) What experience do you have coordinating projects like this? (5 points)

Both Laura and I have created our own marketing strategies for our own respective businesses over the years. Specifically, Kinfolk Photography executed a strategic marketing plan in 2022 that led to 25% increase in photography bookings over the previous year.

5) Tell us what you've done to make your project activities accessible for groups at risk of exclusion: (5 points)

Lower income residents: workshop available to all people _____

Youth: workshop available to all people _____

Older adults: workshop available to all people _____

Newcomers to Canada: workshop available to all people _____

LG BTQ2S: workshop available to all people _____

Individuals with diverse abilities: workshop available to all people _____

Other: _____

6) How will the impact from your project sustain beyond the end of the project? (5 points)

A marketing strategy is a long term investment for a short term project. Through marketing we build our online presence, our brand awareness and our SEO strength. All of these things have lasting impact rather than short term gain. Our workshop will offer education and develop life long skills in others.

7) Please tick off which of the below areas your project is related to? Projects are only required to be focused on one area (community or economic). (1 point - projects only need to align with one)

Community Development Stream

- Projects that build connection in Jasper
- Projects that promote community health and well-being
- Projects that benefit the environment

Economic Development Stream

- Projects that develop skills to start or run a business
- Projects that improve skills for the workplace
- Projects that increase the number of jobs or businesses

8) Does your project align with municipal Council's strategic priorities? If so, which priorities. You can find them [here](#): (3 point)

Community Health -

Recognize the fundamental importance of our tourism economy.

Enable and facilitate events that provide opportunities to increase community connections.

Relationships:

9) Please list other sources of funding you have for this project: (2 points)

\$⁰ _____ from _____

\$ _____ from _____

\$ _____ from _____



Logistics

Activities, results, impacts (6 points)

Activity	Dates	Result	Impact	Evaluation plan	Budget
Example: Training for workplace staff	July 1 - Dec 31	30 x workplace staff take part in a conflict management session.	staff have an increased understanding of conflict management.	Participants in the training will be surveyed to measure whether the impact we hoped for actually happened.	\$400
Strategic Marketing Plan Creation and Implementati on	7/1/24	Measurable increase in brand awareness, SEO strength	Increased client bookings for Jasper Park Elopements and local subcontractors	SEO traffic will show a measurable increase	\$2000
Community presentation on the power of marketing for small business and	11/1/24	Educate locals to identify a need in the community, create a business and	Inspire creativity and entrepenuership locally	Survey participants to see if they were inspired to start thinking about their own local entrepreneurship	\$500
Total Requested Funds:					\$2500

About your organization

**Please only write 3-4 sentences per answer. Being brief and to the point will get you points!*

1) What is the goal of your project? (2 points)

The goal of the residence is to provide a physical location for artistic collaboration and offer a commercial business address for residency qualification. This multipurpose space has been open for 1 month in the industrial park and being utilized by many artists and creatives. This project would be two fold: to provide free desk space (residency) to one artist for 6 months and to provide 4-8 free rental opportunities (1/2 or full day) to budding entrepreneurs.

2) How do you know there is a need for this project? (5 points)

We know there is a need for this project because of the extensive time spent over the years discussing a collaborative space for creatives in Jasper. An affordable, flexible working environment, these spaces will help local businesses grow, which in turn will stimulate the local economy.

3) In 3 sentences, give us a summary of your project: (3 points)

With this funding we would like to provide free residency (monthly rental) to one resident for 6 months who would be managing the space & offer 4-8 free rental opportunities (1/2 or full day) to budding entrepreneurs.

4) What experience do you have coordinating projects like this? (5 points)

As the founder of mountain makers, and being an artist and business owner, I have experience with advocacy, organization, and operation of creative spaces.

5) Tell us what you've done to make your project activities accessible for groups at risk of exclusion: (5 points)

Lower income residents: less expensive rent

Youth: youth are welcome to events and offerings

Older adults: older adults are welcome to all events and offerings

Newcomers to Canada: Newcomers welcome to all events and offerings

LG BTQ2S: We are welcoming to all

Individuals with diverse abilities: We are welcoming to all

Other: _____

6) How will the impact from your project sustain beyond the end of the project? (5 points)

The management experience and free rental that this funding would provide would build foundational knowledge for the individual business owner (manager) and for the Residence as a whole. These skills gained and knowledge gained will be sustained for the Residences lifespan and for the individual longterm. The free rent for 4-8 events would foster mentorship, collaboration, and build confidence to assist budding entrepreneurs in getting off the ground and this would be helpful long term and sustain them long term with skill development.

7) Please tick off which of the below areas your project is related to? Projects are only required to be focused on one area (community or economic). (1 point - projects only need to align with one)

Community Development Stream

- Projects that build connection in Jasper
- Projects that promote community health and well-being
- Projects that benefit the environment

Economic Development Stream

- Projects that develop skills to start or run a business
- Projects that improve skills for the workplace
- Projects that increase the number of jobs or businesses

8) Does your project align with municipal Council's strategic priorities? If so, which priorities. You can find them here: (3 point)

Promotes and enhances recreational and cultural opportunities and spaces
Enables and facilitates events that provide opportunities to increase community connections
Embraces our growing diversity
Leverages and creates opportunities for greater inclusion
Welcomes expertise, innovation, creativity and commitment of community members, groups, associations, and businesses.

9) Please list other sources of funding you have for this project: (2 points)

\$ 0 from _____

\$ _____ from _____

\$ _____ from _____



Logistics

Activities, results, impacts (6 points)

Activity	Dates	Result	Impact	Evaluation plan	Budget
Example: Training for workplace staff	July 1 - Dec 31	30 x workplace staff take part in a conflict management session.	staff have an increased understanding of conflict management.	Participants in the training will be surveyed to measure whether the impact we hoped for actually happened.	\$400
6 months free rent for resident (manager)	7/1/24	One resident space for 6 months is given to an entrepreneur	Resident has increased experience in management, organization and assistance beginning their entrepreneurial start up.	Resident will be surveyed to measure increased skills in management & positive experience with start up due to financial assistance of rent free 6 mths	\$2100
Events free of charge	7/1/24	4-8 half day or full day events will be given to budding entrepreneurs	Start up businesses who participate in the free event are supported, mentored, and connected with a collaborative community of creatives.	Those who receive free rent for events will be surveyed to measure increased connection to a community of creatives.	\$400
Total Requested Funds:					\$2500

About your organization

**Please only write 3-4 sentences per answer. Being brief and to the point will get you points!*

1) What is the goal of your project? (2 points)

The goal of the project is to promote to local organizations the use of the Task Tracking System and Team Collaboration Tool by Zendtask. The major objective of the project is to streamline and optimize the organizations operational workflow.

2) How do you know there is a need for this project? (5 points)

I have fifteen years of experience in the hospitality industry, having held positions in management. Traditional and conventional techniques of operating are what we mostly employ at my current company and the hotels in Jasper. Most hotel employees carry out radio communications, use in-room telephones to determine whether guests have checked out, and print reports and sheets to distribute information using essentially extremely time-consuming and outdated approaches. The proposed tools will increase efficiencies and digitize operations.

3) In 3 sentences, give us a summary of your project: (3 points)

To promote through presentations locally the use of Zendtask - a Task Tracking System and Team Collaboration Tool. These presentations will be 1 hour in length and be catered to the unique organization ie) hotel, municipal department, restaurants, tourism operators. Marketing will have a broad reach to target Jasper businesses.

4) What experience do you have coordinating projects like this? (5 points)

I had the chance to take part in these kinds of efforts being implemented in higher hotel categories throughout my time working in management. I was also able assist the IT department in my previous employers streamline departmental procedures by developing online applications (PMS) and digitizing workflows. Digitizing most hotel activities not only improves the environment but also increases employee productivity by streamlining the entire process flow.

5) Tell us what you've done to make your project activities accessible for groups at risk of exclusion: (5 points)

Lower income residents: anyone is able to book a presentation

Youth: youth can learn about systems and entrepreneurship through engaging with Zendtask

Older adults: anyone is able to book a presentation

Newcomers to Canada: anyone is able to book a presentation

LG BTQ2S: anyone is able to book a presentation

Individuals with diverse abilities: anyone is able to book a presentation

Other: _____

6) How will the impact from your project sustain beyond the end of the project? (5 points)

The impact of learning about Zendtask can sustain beyond the presentation in several ways such as Knowledge Sharing - where insights, knowledge, and solutions developed can be disseminated through various channels such as publications, presentations, and online platforms. Collaborations formed during the project can evolve into long-term partnerships and networks which can continue to work on related issues, leverage resources, and multiply impact even after the project's completion.

7) Please tick off which of the below areas your project is related to? Projects are only required to be focused on one area (community or economic). (1 point - projects only need to align with one)

Community Development Stream

- Projects that build connection in Jasper
- Projects that promote community health and well-being
- Projects that benefit the environment

Economic Development Stream

- Projects that develop skills to start or run a business
- Projects that improve skills for the workplace
- Projects that increase the number of jobs or businesses

8) Does your project align with municipal Council's strategic priorities? If so, which priorities. You can find them here: (3 point)

Environmental. Zendtask aligns with Municipal Council's strategic priority to be a leader in creating a sound environmental practices and demonstrates the ability to reduce paper waste, and energy consumption.

9) Please list other sources of funding you have for this project: (2 points)

\$ 0 from _____

\$ _____ from _____

\$ _____ from _____



Logistics

Activities, results, impacts (6 points)

Activity	Dates	Result	Impact	Evaluation plan	Budget
Example: Training for workplace staff	July 1 - Dec 31	30 x workplace staff take part in a conflict management session.	staff have an increased understanding of conflict management.	Participants in the training will be surveyed to measure whether the impact we hoped for actually happened.	\$400
Present Zendtask to local organizations	7/1/24	10 presentations are given to local organizations on the efficiencies of Zendtask	Local organizations have increased awareness and knowledge on Zendtask tools and efficiencies	Surveys will be given to those who participate in presentations, to measure whether the impacts happened.	1000
Promote Zendtask through Marketing	12/23/24	20 Social Media ads, business cards, 1 newspaper ad	Increased awareness of Zendtask	Participants who take part in presentations will be surveyed on how they heard about Zendtask to measure marketing impact.	1000
Total Requested Funds:					\$2,000



4. Jasper Employment & Education Centre

About your organization

**Please only write 3-4 sentences per answer. Being brief and to the point will get you points!*

1) What is your organization's vision, mission or purpose? (2 points)

Vision

Inspire the residents of Jasper to reach their full potential

Mission

Our mission is to offer quality adult learning programs and employment services that benefit and enrich the lives of our residents.

2) How do you know there is a need for this project? (5 points)

JEEC is the holder of the Rural Renewal contract. We have been approved by Alberta Immigration to support up to 80 temporary foreign workers(TFW) with community endorsement letters as chosen by their employer. This program supports TFW's on their permanent residency (PR) application. A part of the application to PR is passing the CELPIP. (Language requirement test) JEEC also manages a a Temporary Foreign Worker program with 450 registered clients. Most TFWs want to stay in Canada and apply for PR.

3) In 3 sentences, give us a summary of your project: (3 points)

Path to Permanent Residency - Language Learning

JEEC is building the resources and ability to offer CELPIP testing for TFWs in Jasper. CELPIP testing is one of the required elements for the application for permanent residency. JEEC is developing CELPIP classes and supports so that we can support up to 80 TFW 's in acquiring their permanent residency. This project will help JEEC to develop the long term resources through training of instructors, developing curriculum and program promotion to establish JEEC as the CELPIP training centre for Jasper

4) What experience do you have coordinating projects like this? (5 points)

JEEC has 20 years in supporting adult education programs plus english as a second language program in Jasper. JEEC has wraparound services that includes supporting TFW's in all aspects of their visa requirements and other supports needed to manage their lives in Jasper and Canada. JEEC holds the contract with Alberta Education/ Community Learning Network for foundational learning. Foundational Learning includes CELPIP and english as a second language . We have professional development support from Norquest College to train Instructors for CELPIP .

5) Tell us what you've done to make your project activities accessible for groups at risk of exclusion: (5 points)

Lower income residents: Subsidy funds at JEEC for those who can't afford class fees

Youth: CELPIP is over 18

Older adults: Subsidy funds at JEEC for those who can't afford class fees

Newcomers to Canada: Subsidy funds at JEEC for those who can't afford class fees

LGBTQ2S: JEEC programs are open to all demographics

Individuals with diverse abilities: Skill specific tutoring through volunteers at JEEC

Other: _____

6) How will the impact from your project sustain beyond the end of the project? (5 points)

Training instructors for the skills to teach CELPIP and achieve Canada Language Benchmark for English, will be sustained as we will have the skill set trained into our current instructors. Jasper will continue to have TFWs as a labour force in a tourist economy. Most TFW's want to stay in Canada and some in Jasper. By offering supports for permanent residency, JEEC is supporting the dream for many to use their time as a TFW to achieve their dream of a life in Canada.

7) Please tick off which of the below areas your project is related to? Projects are only required to be focused on one area (community or economic). (1 point - projects only need to align with one)

Community Development Stream

- Projects that build connection in Jasper
- Projects that promote community health and well-being
- Projects that benefit the environment

Economic Development Stream

- Projects that develop skills to start or run a business
- Projects that improve skills for the workplace
- Projects that increase the number of jobs or businesses

8) Does your project align with municipal Council's strategic priorities? If so, which priorities. You can find them here: (3 point)

This project meets the strategic priority of Community Health - Leverage and create opportunities for greater inclusion. The majority of temporary foreign workers want to become Permanent Residents of Canada.

9) Please list other sources of funding you have for this project: (2 points)

\$ 250 from JEEC In Kind - Room rental/ photocopy
\$ 648 from AB Government Adult Education
\$ _____ from _____



Logistics

Activities, results, impacts (6 points)

Activity	Dates	Result	Impact	Evaluation plan	Budget
Example: Training for workplace staff	July 1 - Dec 31	30 x workplace staff take part in a conflict management session.	staff have an increased understanding of conflict management.	Participants in the training will be surveyed to measure whether the impact we hoped for actually happened.	\$400
Professional Development	9/3/ 2024	2 teachers are trained in CELP hours for course	Teachers have increased skills to teach CELPIP towards the official CELP test	Teachers will be assessed within their CELP training	270 270
Teaching CELP 12 weeks	9/12/24	25 students attend CELP classes;	Students increase their language skills in speaking, reading listening and writing	Students will have pre and post language assessment; Students will be surveyed on teacher and course content	1944
CELP TEST	11/21/24	25 students take test and 90% pass.	Students can now add their CELP test to their permanent residency	Students have passed the CELP; students who did not pas will review skills needed for next test time	Fees for test are paid by students
Total Requested Funds:					\$2484

About your organization

**Please only write 3-4 sentences per answer. Being brief and to the point will get you points!*

1) What is the goal of your project? (2 points)

The goal of the project is to enhance the visibility and awareness of Jasper Artisan Market and Refillery through the installation of proper signage and the implementation of targeted advertising campaign(s). This initiative aims to attract more visitors and customers to the market, thereby supporting increased business for local artisans, small business owners/vendors and promoting community engagement.

2) How do you know there is a need for this project? (5 points)

This project is crucial for our group of small business owners/vendors with limited individual funding as it allows us to pool our resources and collectively create a lasting and impactful signage solution. By collaborating, we can achieve a level of visibility and branding that would be challenging to attain individually, helping us stand out in the market and attract more customers. Currently, the market's signage is inadequate and does not effectively communicate its presence or offerings to locals and visitors alike. Furthermore, neighboring businesses have expressed support for improved signage, recognizing the potential for increased foot traffic and economic benefits for the area. This project addresses these identified needs, aiming to enhance the market's visibility and attract a broader audience.

3) In 3 sentences, give us a summary of your project: (3 points)

This project aims to enhance the visibility and awareness of Jasper Artisan Market and Refillery through the installation of proper signage and targeted advertising campaign(s). By improving signage and advertising, the market seeks to attract more visitors and customers, supporting local artisans and promoting community engagement. Ultimately, the project aims to create a more vibrant and sustainable market that benefits both local artisans and the local community.

4) What experience do you have coordinating projects like this? (5 points)

As a collaborative group of small business owners with diverse backgrounds in education and experience, we believe we have the combined expertise to coordinate this project. Our team includes a graphic designer, a vendor with a background in communication, and several members with successful websites and social media pages. I believe this project has the potential to succeed if we all contribute our strengths and experiences.

5) Tell us what you've done to make your project activities accessible for groups at risk of exclusion: (5 points)

Lower income residents: We offer competitive pricing for vendor spaces, making participation accessible.

Youth: We support youth and assist with youth fundraising activities.

Older adults: Our shop is designed to be inclusive and physically accessible

Newcomers to Canada: We provide clear communication in plain language to support newcomers.

LGBTQ2S: We prioritize creating a safe and inclusive space for LGBTQ2S+ individuals.

Individuals with diverse abilities: Our site is designed for accessibility, including wheelchair access and clear communication.

Other: We welcome feedback to improve inclusivity further.

6) How will the impact from your project sustain beyond the end of the project? (5 points)

Our project's impact will be sustained through: 1) Establishing a strong brand presence with professional signage and marketing, ensuring continued visibility; 2) Creating a memorable brand identity for long-term customer loyalty; 3) Implementing digital marketing for ongoing customer engagement; 4) Developing a scalable marketing strategy for future growth; and 5) Collaborating with local businesses for cross-promotion and resource sharing, fostering a supportive business ecosystem.

7) Please tick off which of the below areas your project is related to? Projects are only required to be focused on one area (community or economic). (1 point - projects only need to align with one)

Community Development Stream

Projects that build connection in Jasper

Projects that promote community health and well-being

Projects that benefit the environment

Economic Development Stream

Projects that develop skills to start or run a business

Projects that improve skills for the workplace

X Projects that increase the number of jobs or businesses

8) Does your project align with municipal Council's strategic priorities? If so, which priorities. You can find them here: (3 point)

This project aligns with several of the Municipality of Jasper Council's strategic priorities:

Community Health: By enhancing the visibility and accessibility of Jasper Artisan Market and Refillery, our project contributes to the community's health by providing a vibrant space for social interaction and supporting local artisans, which can have positive effects on mental well-being.

Relationships: The project aims to strengthen relationships within the community by creating a space where residents and visitors can come together, interact, and support local businesses, fostering a sense of community pride and connection.

Environment: While the project itself may not have a direct impact on the environment, it promotes sustainable practices by encouraging support for local artisans and businesses which can reduce the environmental impact of importing goods from outside the community. The refillery promotes a reduction in single use plastics and sells eco friendly canadian products.

9) Please list other sources of funding you have for this project: (2 points)

\$500 from pooled vendor resources

\$ 500 from Jade Refillery

\$ _____ from _____



Logistics

Activities, results, impacts (6 points)

Activity	Dates	Result	Impact	Evaluation plan	Budget
Example: Training for workplace staff	July 1 - Dec 31	30 x workplace staff take part in a conflict management session.	staff have an increased understanding of conflict management.	Participants in the training will be surveyed to measure whether the impact we hoped for actually happened.	\$400
design logos and signage	1/30/24	Professional, eye-catching branding materials	Increased brand recognition and customer trust	track customer visits and feedback	\$500
design advertising campaign	1/31/24	Increased brand awareness and customer engagement	Expanded customer base and increased sales	track social media engagement, and new customer acquisition	500
Install signage and launch advertising campaign	6/1/24	Increased visibility and foot traffic	Attracting new customers and boosting sales	track foot traffic, sales data, and customer feedback	1500
Total Requested Funds: 1500					

About your organization

**Please only write 3-4 sentences per answer. Being brief and to the point will get you points!*

1) What is the goal of your project? (2 points)

The primary goal is to increase health and wellness in the community through exercise and education through the use of existing municipality infrastructure.

2) How do you know there is a need for this project? (5 points)

A previous pilot project was completed by Alberta Health Services at the Activity Centre encouraging older adults to use the gym facilities. The project was a success however future plans to run programming is unknown.

I have consulted with Kaycie Whyte at COS who is in support of this project.

There is significant research to support the use of strength training in older adults to improve quality of life as they age.

3) In 3 sentences, give us a summary of your project: (3 points)

We would use kinesiologists who have the education and experience to build programming and supervise group fitness classes for seniors during the winter. The strength and fitness programs would run in 8-12 week sets, 2 days per week for 90' and could be extended into 2025 utilizing this grant.

4) What experience do you have coordinating projects like this? (5 points)

The clinic has run multiple exercise classes including classes for seniors over the years which have been well received by those who participated. I have successfully run a physiotherapy clinic for 15 years dealing with many staff and members of the community.

5) Tell us what you've done to make your project activities accessible for groups at risk of exclusion: (5 points)

Lower income residents: Flexible pricing of the program, open to thoughts from partners at the municipality

Youth: _____

Older adults: Programming is dedicated to older adults.

Newcomers to Canada: They are also able to access classes if they meet the population identified.

LG BTQ2S: As above.

Individuals with diverse abilities: This may require a support worker depending on level of ability to join, but exercise can be modified to anyone's abilities.

Other: _____

6) How will the impact from your project sustain beyond the end of the project? (5 points)

Once the project is complete it would hopefully be a valuable program to the municipality and the community. Group classes could continue with a slight increase in cost to cover the staffs time or there are other grants that we can apply through via COS or other non-profits. The clinic would happily run the program in perpetuity as a 0 profit venture.

The creation of independent older adult who utilizes the gym is a bonus for the municipality as they have increased usage of the facilities and an overall healthier aging population.

7) Please tick off which of the below areas your project is related to? Projects are only required to be focused on one area (community or economic). (1 point - projects only need to align with one)

Community Development Stream

- Projects that build connection in Jasper
- Projects that promote community health and well-being
- Projects that benefit the environment

Economic Development Stream

- Projects that develop skills to start or run a business
- Projects that improve skills for the workplace
- Projects that increase the number of jobs or businesses

8) Does your project align with municipal Council's strategic priorities? If so, which priorities. You can find them here: (3 point)

Community Health - Programs such as this take proactive steps to reduce the risk of people becoming vulnerable, promote and enhance recreational opportunities and spaces, provide opportunities to increase community connections and greater inclusion.

Relationships - This program could create a way to engage and communicate with residents. It would also welcome the expertise, innovation, creativity, and commitment of community members and businesses

Organizational Excellence - This program would provide an opportunity for staff to develop healthy relationships with the community members attending the classes as well as building relationships with the clinic and its staff members.

9) Please list other sources of funding you have for this project: (2 points)

\$ 0 from _____

\$ _____ from _____

\$ _____ from _____



Logistics

Activities, results, impacts (6 points)

Activity	Dates	Result	Impact	Evaluation plan	Budget
Example: Training for workplace staff	July 1 - Dec 31	30 x workplace staff take part in a conflict management session.	staff have an increased understanding of conflict management.	Participants in the training will be surveyed to measure whether the impact we hoped for actually happened.	\$400
Relationship building with partners such as COS and the Municipality.	7/1/31	Prep work with the municipality for use of infrastructure and with COS for identification of barriers to access services.	The program is defined in what the municipality is willing to provide and how we can create a program that will engage seniors.	At the end of this session we will have clear program parameters and will have come up with an engagement plan with seniors.	\$0
Program Building (20hours)	8/1/31	Appropriate exercise programs will have been designed to use the space to its fullest and with varying levels of exercises for varying levels of fitness as well as creating education materials.	The program development upfront will allow staff to focus on the supervision of the seniors in class.	Programs can be reviewed by both Kin and Physio for appropriateness.	\$500
Advertising	9/1/01	The program needs seniors so we will place advertisements in local facilities, social media, and with the seniors society to engage seniors to participate.	Influx of participants to the program.	Measured by the amount of participants that join the program.	We will cover any time or costs.
Implementation of 20 sessions (2x/week for 10 weeks)	10/14/20	Implementation	Positive outcomes for all participants.	Pre and post outcome measures to look at Quality of Life and confidence with the gym.	\$1000
Total Requested Funds: 1500 An extra 20 sessions in January-March is feasible with the full 2500.					

7. Grace Kohn & My Jasper Nanny

About your organization

**Please only write 3-4 sentences per answer. Being brief and to the point will get you points!*

1) What is the goal of your project? (2 points)

The goal of our project is to provide drama, music, art, nature camps for children ages 6-12 that families will pay for in Jasper and surrounding areas.

2) How do you know there is a need for this project? (5 points)

Through past experience and current relationships with community members, we have been approached to consider offering this camp by many.

3) In 3 sentences, give us a summary of your project: (3 points)

This childrens camp will be full day, 5-7day camp focusing on childrens connection to nature through drama, music, art, movement and hands on nature experiences. The camp is comprised of 7 individual workshops 2 highlites being Indigenous medicine wheel teachings, and Inclusion.

4) What experience do you have coordinating projects like this? (5 points)

Combined we have decades of experience working with children one on one and in group settings. Through running drama camps, musical productions, drama classes, music classes, a nanny business, childrens yoga classes we have developed the skills and expertise to develop and facilitate small and large scale events. We are capable and confident in coodinating this childrens camp.

5) Tell us what you've done to make your project activities accessible for groups at risk of exclusion: (5 points)

Lower income residents: trades are considered by organizers & financial offset is available for lower income participants. _____

Youth: all are included _____

Older adults: expertise will be sought out by all Jaspers service providers including older adults _____

Newcomers to Canada: expertise will be sought out by all Jaspers service providers including newcomers _____

LG BTQ2S: all are included _____

Individuals with diverse abilities: all are included _____

Other: _____

6) How will the impact from your project sustain beyond the end of the project? (5 points)

The education and skills that will be learned and shared through the camp experience will:

- strengthen the childrens imaginations
- teach nervous system regulation tools
- improve healthy communication skills
- open minds to diversification and the benefits of that

These skills will last their entire lives and add to shaping who they become.

7) Please tick off which of the below areas your project is related to? Projects are only required to be focused on one area (community or economic). (1 point - projects only need to align with one)

Community Development Stream

- Projects that build connection in Jasper
- Projects that promote community health and well-being
- Projects that benefit the environment

Economic Development Stream

- Projects that develop skills to start or run a business
- Projects that improve skills for the workplace
- Projects that increase the number of jobs or businesses

8) Does your project align with municipal Council's strategic priorities? If so, which priorities. You can find them here: (3 point)

- Community Health:
Promote and enhance recreational and cultural opportunities and spaces
Enable and facilitate events that provide opportunities to increase community connections.
Embrace our growing diversity
Leverage and create opportunities for greater inclusion.
- Relationships:
Welcome the expertise, innovation, creativity and commitment of community members, groups, and associations
Continue along the path of Reconciliation
- Environment:
Value the unique opportunities and responsibilities arising from our location inside a National Park and World Heritage Site

9) Please list other sources of funding you have for this project: (2 points)

- \$ _____ from AB agi rural economic development - requested but not sure of progress
- \$ _____ from _____
- \$ _____ from _____



Logistics

Activities, results, impacts (6 points)

Activity	Dates	Result	Impact	Evaluation plan	Budget
Example: Training for workplace staff	July 1 - Dec 31	30 x workplace staff take part in a conflict management session.	staff have an increased understanding of conflict management.	Participants in the training will be surveyed to measure whether the impact we hoped for actually happened.	\$400
Rent for camp	7/1/24	Rent will be paid for space	Childrens camp will have a safe space as a base for the week.	Participants surveyed will cite a comfortable location for the camp.	\$500
Insurance for camp	7/1/24	Camp will be insured	Childrens camp will be professionally managed.		\$500
Programmin g Supplies	7/1/24	Supplies for programming	Camp will be stocked with all supplies needed for art, music, set and prop creation	Participants surveyed will cite satisfaction in artistic experience.	\$1000
Fee offset for lower income participants	7/1/24	Lower income participants are supported	Lower income participants have help removing a barrier.	Participants who recieve funding assistance cite it helping to remove a barrier for them.	\$500
Total Requested Funds:		\$2500			

About your organization

**Please only write 3-4 sentences per answer. Being brief and to the point will get you points!*

1) What is your organization's vision, mission or purpose? (2 points)

The Ecole Jasper Elementary Parent Council works to support and enhance student learning and build a strong school community. We act as a bridge between parents, educators, and administrators to promote positive, collaborative engagement by listening, communicating, engaging, representing, providing advice and undertaking activities important to whole-school (and thus community) well-being.

2) How do you know there is a need for this project? (5 points)

There is a need for this project because students and parents themselves have expressed concern over the crowded, barren grounds currently available. It is challenging for children to navigate this environment, which does not offer inviting play spaces or much equipment- students end up grouping off, getting bored, and/or causing "problems." There is no funding available from the school division for enhancing play opportunities on the school grounds, presently.

3) In 3 sentences, give us a summary of your project: (3 points)

Our project aims to supply users of the space with Loose Parts (moveable, open-ended objects) to play with, milk crates, wooden planks, sheets/tarps, child-safe tires of various sizes, child-safe tubes, wooden "cookies" or rounds, nylon rope/cordage, poles, stacking blocks, etc. Loose Parts stimulate both fine and gross motor development and encourage creativity, exploration, problem-solving and collaboration. Our goal is to provide more enriching play experiences to users of the grounds, effectively all children in Jasper.

4) What experience do you have coordinating projects like this? (5 points)

The Parent Council is comprised of dedicated parents and school staff who have over 50 years (at least) of combined project management experience. Our skills are spread across all sectors (finance, administration, project management, communications, etc.)

5) Tell us what you've done to make your project activities accessible for groups at risk of exclusion: (5 points)

Lower income residents: Children in low-income families will have access via school.

Youth: Equipment is geared toward youth.

Older adults: Older adults may use equipment with children

Newcomers to Canada: Children new to Canada will have access via school.

LG BTQ2S: LGBTQ2S children will have access via school.

Individuals with diverse abilities: will have access via school.

Other: _____

6) How will the impact from your project sustain beyond the end of the project? (5 points)

The materials and any related equipment will be cared for by the whole school body and made available for use to all children in years ahead. We are hoping to develop partnerships with other local groups (Ecole Desrochers, Petite Cailloux, Out-of-school care, Daycare) to ensure children in other community-based programs can access these materials outside of regular school hours.

7) Please tick off which of the below areas your project is related to? Projects are only required to be focused on one area (community or economic). (1 point - projects only need to align with one)

Community Development Stream

- Projects that build connection in Jasper
- Projects that promote community health and well-being
- Projects that benefit the environment

Economic Development Stream

- Projects that develop skills to start or run a business
- Projects that improve skills for the workplace
- Projects that increase the number of jobs or businesses

8) Does your project align with municipal Council's strategic priorities? If so, which priorities. You can find them here: (3 point)

Yes, this project aims to support Community Health. It is also aiming to build Relationships across child education and care providers.

9) Please list other sources of funding you have for this project: (2 points)

250 from Previous fundraising initiatives
\$ _____
\$ _____ from _____
\$ _____ from _____



Logistics

Activities, results, impacts (6 points)

Activity	Dates	Result	Impact	Evaluation plan	Budget
Example: Training for workplace staff	July 1 - Dec 31	30 x workplace staff take part in a conflict management session.	staff have an increased understanding of conflict management.	Participants in the training will be surveyed to measure whether the impact we hoped for actually happened.	\$400
Source, purchase and install loose parts materials/enhancements	07/01/24	- Loose parts purchased - Signage dvlpd - Storage system dvlpd	Children will have increased access to loose parts play materials and enhancements.	Teachers and students will be surveyed to measure the impacts of the project.	\$2500
Total Requested Funds:					2500

About your organization

**Please only write 3-4 sentences per answer. Being brief and to the point will get you points!*

1) What is the goal of your project? (2 points)

The goal is to put on a children's event for children under 8. This event would be highlighting inclusivity, cultural diversity, and showcase a broad range of artistic talent.

2) How do you know there is a need for this project? (5 points)

As a parent of a 4 year old, we have noticed a gap in early childhood programming.

3) In 3 sentences, give us a summary of your project: (3 points)

This event would be highlighting inclusivity, cultural diversity, and showcase a broad range of artistic talent. A venue takeover for Jasper's littlest residents and families, to experience a fun afternoon of art and food.

4) What experience do you have coordinating projects like this? (5 points)

I have experience as an event planner and promoter for 10 years.

5) Tell us what you've done to make your project activities accessible for groups at risk of exclusion: (5 points)

Lower income residents: all are welcome to this free event

Youth: all are welcome to this free event

Older adults: all are welcome to this free event

Newcomers to Canada: all are welcome to this free event

LG BTQ2S: all are welcome to this free event

Individuals with diverse abilities: all are welcome to this free event

Other: _____

6) How will the impact from your project sustain beyond the end of the project? (5 points)

The impact of this event will build a sense of belonging to those who attend. The attendees will be impacted for years to come with this connection to community. The event would be showcased as a pilot to build on for future events and years.

7) Please tick off which of the below areas your project is related to? Projects are only required to be focused on one area (community or economic). (1 point - projects only need to align with one)

Community Development Stream

- Projects that build connection in Jasper
- Projects that promote community health and well-being
- Projects that benefit the environment

Economic Development Stream

- Projects that develop skills to start or run a business
- Projects that improve skills for the workplace
- Projects that increase the number of jobs or businesses

8) Does your project align with municipal Council's strategic priorities? If so, which priorities. You can find them here: (3 point)

- Promote and enhance recreational and cultural opportunities and spaces
- Enable and facilitate events that provide opportunities to increase community connections.
- Embrace our growing diversity
- Leverage and create opportunities for greater inclusion.
- Welcome the expertise, innovation, creativity and commitment of community members, groups, and associations
- Continue along the path of Reconciliation

9) Please list other sources of funding you have for this project: (2 points)

\$ 0 from If the project is funded, we will seek space free of charge
\$ _____ from _____
\$ _____ from _____



Logistics

Activities, results, impacts (6 points)

Activity	Dates	Result	Impact	Evaluation plan	Budget
Example: Training for workplace staff	July 1 - Dec 31	30 x workplace staff take part in a conflict management session.	staff have an increased understanding of conflict management.	Participants in the training will be surveyed to measure whether the impact we hoped for actually happened.	\$400
Food for event from local vendor	7/15/24	Free food will be supplied at event	Increased connection of community	Participants will be surveyed citing feeling an increased connection to community	\$500
Supplies for event including photo booth rental	7/15/24	Supplies needed for event will be purchased or rented	Increased connection of community	Participants will be surveyed citing feeling an increased connection to community	\$1000
Honorariums for artists	7/15/24	Honorariums for local artists will be paid	Increased connection of community	Participants will be surveyed citing feeling an increased connection to community	\$1000
Total Requested Funds:		\$2500			

About your organization

**Please only write 3-4 sentences per answer. Being brief and to the point will get you points!*

1) What is the goal of your project? (2 points)

To set up and maintain a Men's Shed location and program in Jasper.

2) How do you know there is a need for this project? (5 points)

There is a lack of mental health supports for senior men in Jasper. We are core group of 9 founding members who have had at least 20 inquiries about a membership since hearing about the program.

3) In 3 sentences, give us a summary of your project: (3 points)

- 1) To offer support and companionship to senior men through philanthropic projects in the community.
- 2) To renovate a space to provide men's shed events in Jasper.

4) What experience do you have coordinating projects like this? (5 points)

- 1) Organizational experience of 10 years as a local chairman for a trade union. Several of our founding members have operated businesses.
- 2) Several members have many years experience in building trades, mentorship, and skill sharing.
- 3) Members have experience and expertise and would aim to do the majority of the work for renovating the space on their own.

5) Tell us what you've done to make your project activities accessible for groups at risk of exclusion: (5 points)

Lower income residents: Keeping membership fees low, or waived for those who need it.

Youth: Offering mentorship to youth in Jasper.

Older adults: Geared towards seniors.

Newcomers to Canada: Open to all.

LG BTQ2S: All are welcome.

Individuals with diverse abilities: We will make every effort to include and assist.

Other: _____

6) How will the impact from your project sustain beyond the end of the project? (5 points)

Once the men's shed location is renovated, it will serve as a home for the men's shed programs to operate from for many years.

7) Please tick off which of the below areas your project is related to? Projects are only required to be focused on one area (community or economic). (1 point - projects only need to align with one)

Community Development Stream

- Projects that build connection in Jasper
- Projects that promote community health and well-being
- Projects that benefit the environment

Economic Development Stream

- Projects that develop skills to start or run a business
- Projects that improve skills for the workplace
- Projects that increase the number of jobs or businesses

8) Does your project align with municipal Council's strategic priorities? If so, which priorities. You can find them here: (3 point)

- Community Health
- Relationships
- Environment
- Advocacy

9) Please list other sources of funding you have for this project: (2 points)

\$ 0 from outside funding will be sourced for additional needs
\$ _____ from _____
\$ _____ from _____



Logistics

Activities, results, impacts (6 points)

Activity	Dates	Result	Impact	Evaluation plan	Budget
Example: Training for workplace staff	July 1 - Dec 31	30 x workplace staff take part in a conflict management session.	staff have an increased understanding of conflict management.	Participants in the training will be surveyed to measure whether the impact we hoped for actually happened.	\$400
Renovate Men's Shed Space	7/1/24	Walls will be framed in (\$1200) and electrical (\$1000) will be up to code	Members have an increased connection with community.	Men's shed members will be polled measuring whether the impact actually happened.	\$2200
Men's Shed Community BBQ	7/1/24	BBQ to connect with new members and promote membership	Members have an increased connection with community.	Men's shed members will be polled measuring whether the impact actually happened.	\$300
Total Requested Funds:					\$2500

About your organization

**Please only write 3-4 sentences per answer. Being brief and to the point will get you points!*

1) What is your organization's vision, mission or purpose? (2 points)

Santa's Anonymous's purpose is simple: to see every person in Jasper receive a new gift for Christmas. The mission is to ensure that each Jasper resident has the opportunity to participate in the joy of Christmas. The vision is building community while focusing on the traditions around Christmas: Christmas is about giving as much as receiving.

2) How do you know there is a need for this project? (5 points)

The Santa's Anonymous program has been running for more than 30 years in Jasper with families predominantly utilizing the program.

The program has seen a steady increase of applications of 10% every year. This year, there were 143 applications and 390 applicants. This is an increase of 76% in applicants compared to last year.

The age group where an increase is predominant is for children aged 0-5 at 62% and 35-59 at 70%. Furthermore, 52% of the applicants were adults between 18 and 59. The group that has increased substantially is the individual group by 469%, followed by single parents at 47%.

3) In 3 sentences, give us a summary of your project: (3 points)

The program is to allow Jasper residents the opportunity to enjoy and participate in the holiday spirit, either through attending the Santa's Anonymous events or receiving a new gift through our application program. The focus is to build community and support for all ages through our wide array of events. The intake for the program is through meetings with a COS workers. As this could potentially be the initial first contact with the COS program, it can assist the applicant further in finding alternative resources in the community.

4) What experience do you have coordinating projects like this? (5 points)

I was the Program Coordinator for Santa's Anonymous in 2023 which has been the most successful year to date for the program in terms of applications received, events created and funds received.

I have helped organized and orchestrated events and activities in the community, including the Jasper Folk Festival, Jasper Farmers Market, and most recently, the Multi-Family Garage Sale.

As the Activity Coordinator for a seniors facility I created events for different age groups, interests and capabilities.

5) Tell us what you've done to make your project activities accessible for groups at risk of exclusion: (5 points)

Lower income residents: All applications for the program go through Community Outreach Services allowing for accessibility to the program.

Youth: same as above

Older adults: same as above

Newcomers to Canada: same as above

LG BTQ2S: same as above

Individuals with diverse abilities: same as above

Other:

6) How will the impact from your project sustain beyond the end of the project? (5 points)

With COS workers being the first point of contact, the hope is that the initial contact will help applicants find alternative resources in the community year-round. Through gift giving, Santa's Anonymous hopes to alleviate financial burdens during the holiday season and help by giving meaningful and developmental gifts to children. The impact of participating in one of the various events minimized isolation and increased well-being for individuals and families through connection with others.

As all gifts are sourced locally and gift certificates are for local businesses, it will increase the applicants awareness of these businesses and help the local economy.

7) Please tick off which of the below areas your project is related to? Projects are only required to be focused on one area (community or economic). (1 point - projects only need to align with one)

Community Development Stream

- Projects that build connection in Jasper
- Projects that promote community health and well-being
- Projects that benefit the environment

Economic Development Stream

- Projects that develop skills to start or run a business
- Projects that improve skills for the workplace
- Projects that increase the number of jobs or businesses

8) Does your project align with municipal Council's strategic priorities? If so, which priorities. You can find them here: (3 point)

Community Health - building community and utilizing resources through COS.

Relationships- created through events and volunteer opportunities.

Environment - locally sourcing gifts to encourage the local economy.

9) Please list other sources of funding you have for this project: (2 points)

\$ _____ from Corporate sponsors for sourcing gifts of various amounts

\$ _____ from _____

\$ _____ from _____



Logistics

Activities, results, impacts (6 points)

Activity	Dates	Result	Impact	Evaluation plan	Budget
Example: Training for workplace staff	July 1 - Dec 31	30 x workplace staff take part in a conflict management session.	staff have an increased understanding of conflict management.	Participants in the training will be surveyed to measure whether the impact we hoped for actually happened.	\$400
Recruitment and planning for volunteers and coordinators	9/30/24	Train coordinators and volunteer leads.	Introduce, develop and understand the program for the upcoming season	Coordinators and volunteers roles will be measured to execute events and fundraising initiatives.	\$1,000
Run fundraising events.	12/1/24	Build community engagement through events while fundraising for program	Create joyful and meaningful connections between community members	Fundraising efforts will be measured by attendance of community members and money received.	\$1,500
Total Requested Funds:					\$2,500

About your organization

**Please only write 3-4 sentences per answer. Being brief and to the point will get you points!*

1) What is the goal of your project? (2 points)

The goal of the project is to commission and produce an artist rendering of Snapes Hill to be used as reference for future enhancement and historical and horticultural significance.

2) How do you know there is a need for this project? (5 points)

There is a local lack of awareness and knowledge regarding the significance of this site. The town trail is part of this site and would be of great historical significance to share this part of history and learn about the reforestation program.

3) In 3 sentences, give us a summary of your project: (3 points)

This project will present as a futuristic rendering of a tool to clearly illustrate and communicate a vision for ensuring that the historical and environmental significance of Snapes Hill area/greenspace is respected and celebrated. These tools will be essential in securing partnerships with community organizations, and funding opportunities. The painting will be duplicated, to be used as a fundraising activity to raise money for the Snapes Hill project.

4) What experience do you have coordinating projects like this? (5 points)

I have held various leadership roles in my life in Jasper. More recently have organized the Happy Little Trees watering system, which supports Parks Canada's tree planting on Snapes Hill. The Happy Little trees project increased plant viability on Snapes Hill by 90%.

5) Tell us what you've done to make your project activities accessible for groups at risk of exclusion: (5 points)

Lower income residents: Snapes hill will be a place for all

Youth: Snapes hill will be a place for all

Older adults: Snapes hill will be a place for all

Newcomers to Canada: Snapes hill will be a place for all

LG BTQ2S: Snapes hill will be a place for all

Individuals with diverse abilities: Snapes hill will be a place for all

Other: _____

6) How will the impact from your project sustain beyond the end of the project? (5 points)

This artistic rendering will serve as the initial vision of a large project that will enhance Snapes Hill. Snapes Hill and all of its history will provide future generations a place of quiet contemplation. The accessible location will be a place to commune with nature, and connect community. The painting will be replicated for potential fundraising needs for future costs associated with the project.

7) Please tick off which of the below areas your project is related to? Projects are only required to be focused on one area (community or economic). (1 point - projects only need to align with one)

Community Development Stream

- Projects that build connection in Jasper
- Projects that promote community health and well-being
- Projects that benefit the environment

Economic Development Stream

- Projects that develop skills to start or run a business
- Projects that improve skills for the workplace
- Projects that increase the number of jobs or businesses

8) Does your project align with municipal Council's strategic priorities? If so, which priorities. You can find them here: (3 point)

- Promote and enhance recreational and cultural opportunities and spaces
- Take proactive steps to reduce the risk of people becoming vulnerable and respond when they are vulnerable.
- Enable and facilitate events that provide opportunities to increase community connections.
- Embrace our growing diversity
- Leverage and create opportunities for greater inclusion.
- Welcome the expertise, innovation, creativity and commitment of community members, groups, and associations
- Value the unique opportunities and responsibilities arising from our location inside a National Park and World Heritage Site

9) Please list other sources of funding you have for this project: (2 points)

\$ 0 from _____

\$ _____ from _____

\$ _____ from _____



Logistics

Activities, results, impacts (6 points)

Activity	Dates	Result	Impact	Evaluation plan	Budget
Example: Training for workplace staff	July 1 - Dec 31	30 x workplace staff take part in a conflict management session.	staff have an increased understanding of conflict management.	Participants in the training will be surveyed to measure whether the impact we hoped for actually happened.	\$400
Hire artist to create a artistic futuristic rendition of Snapes Hill	7/1/24	An artistic rendition of Snapes Hill is created.	Increased ability to show through presentations the future of Snapes Hill to organizations and funders	Participants of presentations will be polled to measure whether the artistic rendition of Snapes Hill has increased their ability to visualize the future of Snapes Hill.	\$2000
Replicate copies of the painting	7/1/24	Copies are made of the painting to be sold as a fundraiser	Increased revenue for the Snapes Hill project	Organizers will report whether the sale of paintings has increased the revenue for the project.	\$500
Total Requested Funds:					\$2500

AGENDA ITEM 7.6

REQUEST FOR DECISION

Subject: Council Representation on External Boards & Committees Policy
From: Bill Given, Chief Administrative Officer
Prepared by: Emma Acorn, Legislative Services Coordinator
Date: April 9, 2024



Legislative Committee Recommendation:

- That Committee recommend Council approve Policy A-107: Council Representation on External Boards & Committees as presented.

Alternatives:

- That Committee recommend Council approve Policy A-107: Council Representation on External Boards & Committees with the following amendments:
 - ...

Background:

At the July 18, 2023 regular meeting, Council heard a presentation from the Jasper Folk & Blues Society requesting funding support for the 2024 Jasper Folk Music Festival, and an invitation for a councillor to sit on the society's board. The latter part of the request prompted the following motion:

That Council defer the discussion of appointing board members to societies to a future Committee of the Whole meeting, prior to Organizational meeting in October 2023.

At the October 10, 2023 Committee of the Whole meeting, Council referred the matter to Legislative Committee for consideration. Administration brought a report forward to the February 20th Legislative Committee meeting to discuss a framework for potential guidelines or criteria which could be used to determine appointments to external boards and committees. The current practice is captured in section 20.13.4 of the Procedure Bylaw, whereby Committee of the Whole may "recommend to Council appointments of members of the public to Council committees, other municipal committees and other bodies on which the Municipality is entitled to have representation".

The typical process to approve the addition or deletion of an external board or committee on the list of appointments unfolds at organizational meeting, unless a previous motion from Committee of the Whole recommends a particular course of action, as outlined in the relevant section of the Procedure Bylaw above. At the February 20th meeting Legislative Committee passed the following motion.

That Committee direct Administration to bring back the amended table of criteria to consider for boards and committees to the Strategic Planning Session scheduled for February 29 to March 1, 2024.

Discussion:

The topic was discussed at the 2024 Strategic Planning Sessions, with Administration taking the information and creating a first draft for consideration. Legislative Committee reviewed that version at the April 2nd meeting, suggested edits, and has forwarded this draft to Committee for discussion.

Strategic Relevance:

- Community Health
 - Embrace our growing diversity
- Relationships
 - Communicate and engage with residents
 - Collaborate with other municipalities, orders of government, Indigenous partners and advocacy associations
 - Welcome the expertise, innovation, creativity and commitment of community members, groups, associations and businesses
- Advocacy
 - Strengthen our voice by partnering with those who share our interests
 - Contribute our voice to support community, industry, and partners in their advocacy efforts

Relevant Legislation:

- [Procedure Bylaw #190](#)

Financial:

Council appointments to external boards and committees do have an impact on the Council remuneration and travel and subsistence budget, depending on the frequency, nature and location of board or committee meetings.

Attachments:

- Draft Policy A-107 and Administrative Procedures

Policy Title: Council Representation on External Boards and Committees

Policy #: A-107

Effective Date: XXXX, 2024

Date adopted by Council: XXXX, 2024



POLICY

Council recognizes that elected officials serving on external boards or committee can serve to enhance the municipality's representation and influence, and contribute to the community's overall well-being and success.

By joining external boards and committees, elected officials strategically advocate for the municipality's interests, advance the alignment of municipal priorities with broader objectives, enhance networking, facilitate resource sharing, and foster the acquisition of insights and opportunities beneficial to their community.

Council may chose, by motion made by any councillor at a regular meeting, to appoint an elected official to represent the municipality on external boards or committees when certain criteria are met.

PURPOSE

This policy is intended to provide consistency and equity in how requests for elected official representation on external boards and comittees are handled.

SCOPE

This policy applies to all requests seeking the appointment of a member of Jasper Municipal Council to an external board or committee.

This policy does not apply to requests for administrative representation on an external board or committee.

STANDARDS

In addition to situations where the Municipality has a legal or statutory obligation to be represented, Council also may chose to appoint members to represent the Municipality on external boards or committees that meet one or more of the following criteria:

- The Municipality provides ongoing financial contributions greater than \$2500 per year to the organization.
- The Municipality maintains a membership in the organization.
- The organization is a lessee of space within a Municipal facility.
- The work of the organization aligns with Council's strategic priorities.

Requests may be denied for any reason deemed sufficient by Council, including the perception of conflict of interest or; where a legal or statutory prohibition exists.

All requests must be submitted in accordance with the steps described in the Administrative Procedure associated with this policy.

All appointments shall be made on the recommendation of the Mayor and ratified by resolution of Council at a regular meeting.

Any councillor appointed under this policy is entitled to claim remuneration as described under the Council Member Compensation & Benefits policy.

Policy Title: Council Representation on External Boards and Committees

Policy #: A-107

Effective Date: XXXX, 2024

Date adopted by Council: XXXX, 2024



DEFINITIONS

“External Board or Committee” means an entity or organization, independent of the Municipality of Jasper.

“Elected official” means the Mayor or Councillors of the Municipality of Jasper.

RESPONSIBILITY

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.

DRAFT

Policy Title: COUNCIL REPRESENTATION ON EXTERNAL BOARDS AND COMMITTEES

Policy #: A-107

ADMINISTRATIVE PROCEDURES

Effective Date: XXXX, 2024

Date approved by the CAO: XXXX, 2024



SCOPE

These procedures shall apply to all external requests for Council representation on external boards and committees.

GENERAL

Requests for Council representation on external boards and committees may be received at Committee of the Whole meetings and Regular Council meetings.

Requests must be made in writing to the Legislative Services Department and received at least six (6) days prior to the applicable meeting at which the request will go forward.

Requests must include:

- The number of members being requested.
- Whether alternates are accepted.
- Contact details and background information on the organization including the organization's purpose and legal status.
- Typical expected time commitment including meeting frequency, duration, location and dates (if known).

Requestors must indicate whether they wish to appear before Council to present their request.

Council may only approve Council representation on external boards and committees by motion at a Regular Council meeting.

The appointment will be effective following the meeting at which it was approved and should extend only until the next Organizational meeting unless otherwise directed by Council.

Following approval of an appointment the organization should be added to the standing list of external appointments (appendix A) which is renewed at each Organizational meeting.

Following approval of an appointment the Legislative Services Coordinator shall provide the appointed Council member's contact info to the organization's contact person via email, with a "CC" to the appointed Council member.

Council member remuneration for all approved appointments shall be administered in accordance with the Council Member Compensation & Benefits Policy and Administrative Procedures.

APPENDIX A

Municipality of Jasper Council Boards & Committees



Board or Committee	Number required
Community Conversations	1 councillor + 1 alternate (per focus area)
Emergency Advisory	2 councillors + Mayor
Hospitality and Twinned Communities	3 councillors
Human Resources	3 councillors
Jasper Municipal Library & Yellowhead Regional Library	1 councillor + 1 alternate* * Alternate is only for YRL
Legislative	3 councillors
Regional Assessment Review Board	requires completion of provincial training
Jasper Community Housing Corporation	2 councillors + 2 alternates
Communities in Bloom (Includes UpLift! Jasper Mural Festival Advisory Board)	1 councillor
Evergreens Foundation Board	1 councillor
Jasper Partnership Initiative	1 councillor + 1 alternate
Jasper Yellowhead Museum and Archives	1 councillor
TransCanada Yellowhead Highway Association	1 councillor + 1 alternate
Community Futures West Yellowhead	2 councillors + 1 alternate
West Yellowhead Waste Management Authority	2 councillors
Rural Renewal Initiative Stream Stakeholder Committee	1 councillor
Jasper Community Team Society	1 councillor

AGENDA ITEM 7.7

REQUEST FOR DECISION

Subject: Jasper Activity Centre Renovation Project Update
From: Bill Given, Chief Administrative Officer
Prepared by: Christopher Read, Director of Community Development
Date: April 9, 2024



Recommendation:

- That Committee receive the report for information.

Alternatives:

- That Committee receive the report for information, and direct Administration to provide further information as described by Committee.

Background:

In 2019 the Municipality of Jasper secured provincial and federal grant funding towards a major renovation of the Activity Centre, Arena, and Fitness & Aquatics Centre facilities. Through the first quarter of 2023, final design decisions were made based on the most recent cost estimates, and the project was sent to tender. In July 2023 the project construction began.

Discussion:

The attached briefing note from our contracted Project Managers WSP, describes our current state and some of the relevant milestones.

The project continues moving forward and the major themes are:

- ❖ Overall the project is on track to finish within budget in Q3 2024 as anticipated in the Construction Manager's baseline construction schedule.
- ❖ The Aquatic Centre site conditions that required multiple hazardous material abatements and significant re-design have been largely dealt with, and therefore the Aquatic Centre re-opening is scheduled for in LATE-Q2 2024. This should coincide with the height of tourist season.
- ❖ Impacts due to site conditions related to the elevator placement and existing building structure constraints have largely been sorted, therefore the Activity Centre lobby, basement, and Upper Curling Lounge completion remains in Q3.
- ❖ Tournaments and local games/practices at the Arena were very well supported by the Arena/Activity Centre/Custodial staff, and the temporary external change rooms thanks to the partnership with Tourism Jasper. The ice goes out this week.
- ❖ Administration and the project team continue to collaborate to minimize impacts/delays and find efficiencies where possible.
- ❖ The Fitness Centre has remained open throughout the project thanks to the creativity of the project team and the efforts of staff and custodians. NOTE: there is one of two necessary Fitness and Aquatic Centre full closures happening this week, April 11-13 the facility will be CLOSED entirely for major old-to-new transfer work.

The Recreation Facilities Renovation Project page in the Major Projects section of our website continues to be updated weekly, and we will continue to actively work on prioritizing access for local youth, maintaining safety, and engagement with stakeholders throughout the construction phase.

Strategic Relevance:

Community Health:

- Take proactive steps to reduce the risk of people becoming vulnerable and respond when they are vulnerable.
- Promote and enhance recreational and cultural opportunities and spaces.
- Enable and facilitate events that provide opportunities to increase community connections.
- Leverage and create opportunities for greater inclusion.

Relationships:

- Welcome the expertise, innovation, creativity and commitment of community members, groups, associations, and businesses.

Organizational Excellence

- Ensure residents receive quality service that provides strong value for dollar.

Inclusion Considerations:

This project includes many new features and design elements that further inclusivity and accessibility at our recreation facilities, and as such supports the Municipalities' Equity, Diversity, and Inclusion policy very well.

Financial:

Funds to support this work have been included in the 2024 capital budget. There is no change forecast to the approved project budget.

Attachments:

WSP Q1 2024 Briefing note.



**JASPER ACTIVITY CENTRE
COUNCIL UPDATE
PROJECT STATUS REPORT
MARCH 2024**



BUDGET STATUS	SCHEDULE STATUS																																																								
<p>Approved Budget \$ 20,401,550</p> <p>Committed \$ 18,734,150</p> <p>Forecast Cost at Completion \$ 19,898,858</p> <p>Forecast Variance at Completion \$ 502,692</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #008000; color: white;">Milestone</th> <th style="background-color: #008000; color: white;">Date</th> </tr> </thead> <tbody> <tr> <td colspan="2" style="background-color: #4F81BD; color: white;">Completed</td> </tr> <tr> <td>Tender Package 1 - Issued for Tender Documents Complete</td> <td>27-Jan-23</td> </tr> <tr> <td>Class C Cost Estimate</td> <td>20-Jan-23</td> </tr> <tr> <td>Start of Detailed Design</td> <td>Jan 2023</td> </tr> <tr> <td>Development Permit Approval</td> <td>3-Mar-2023</td> </tr> <tr> <td>Approval to Award Subtrade Tenders for Tender Package 1</td> <td>11-Apr-23</td> </tr> <tr> <td>Tender Package 2 – Issued for Tender Documents Complete</td> <td>24-Apr-23</td> </tr> <tr> <td>Class A Cost Estimate</td> <td>25-May-23</td> </tr> <tr> <td>Approval to Award Subtrade Tenders for Tender Package 2</td> <td>28-Jun-23</td> </tr> <tr> <td>Construction Start</td> <td>17-Jul-23</td> </tr> <tr> <td colspan="2" style="background-color: #AEC6E0;">Currently Underway</td> </tr> <tr> <td style="background-color: #008000; color: white;">Exterior & Civil</td> <td style="background-color: #008000; color: white;">Q2 2024</td> </tr> <tr> <td style="background-color: #FFD700; color: white;">Arena</td> <td style="background-color: #FFD700; color: white;">Q3 2024</td> </tr> <tr> <td colspan="2" style="font-size: small;"><i>Site conditions and design coordination including unforeseen hazardous material abatement, site servicing conflicts and structure revisions have impacted schedule by 4 weeks from the baseline.</i></td> </tr> <tr> <td style="background-color: #FFD700; color: white;">Aquatics Centre</td> <td style="background-color: #FFD700; color: white;">Q2 2024</td> </tr> <tr> <td colspan="2" style="font-size: small;"><i>In addition to the previously reported unforeseen site conditions, an extensive re-design of the change rooms was required once the structure was revealed and evaluated, resulting in a schedule impact of 11 weeks from the baseline. 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Legend		
On Track	Requires Attention	Off Track

MOTION ACTION LIST

SHORT TITLE	REQUESTED (DATE)	RESPONSIBLE (WHO)	COUNCIL MOTION (DESCRIPTION)	TARGET (DATE)	STATUS
Clean Energy Improvement Program	December 13, 2022	Director of Operations & Utilities and Director of Finance & Administration	That Committee direct Administration to work with Alberta Municipalities and develop the following and present them at a future committee of the whole meeting: <ul style="list-style-type: none"> • A Clean Energy Improvement Program business case for Jasper • Draft Clean Energy Improvement Tax bylaw 	April 2024	
S-Block Parking 2023, Winter Seasonal Service	September 12, 2023	Director of Protective & Legislative	That Committee direct Administration to report back on the 2023-24 S-Block Parking Lot winter seasonal service to a Committee of the Whole meeting in the spring.	May 2024	
Habitat for the Arts	November 22, 2023	Director of Community Development	That Committee direct Administration to discuss transitioning to a public board with Habitat for the Arts and return with a report in 2024.	April 2024	
Transit Capital Projects	December 19, 2023	CAO	That Council direct Administration to return to a future Council meeting for approval prior to awarding or procuring any transit capital projects.	May 2024	
2024 Mill Rate	December 19, 2023	Director of Finance & Administration	That Council direct Administration to provide a report on the potential implications of splitting the 2024 net tax increase at ratios other than 5:1 and return to a future Committee of the Whole meeting prior to establishing the 2024 mill rate.	April 2024	
Global Covenant of Mayors for Climate & Energy	January 9, 2024	CAO	That Committee recommend Council postpone the consideration of joining the "Global	July 2024	

			Covenant of Mayors for Climate & Energy" until July 2024.		
Transit Service Standards Policy	January 23, 2024	CAO	That Committee direct Administration to develop a Transit Service Standards Policy and return to a future Committee of the Whole meeting.	April 2024	
Crosswalks near School Zones	January 23, 2024	Director of Operations & Utilities and Director of Protective & Legislative Services	That Committee refer the matter of pedestrian safety at the crosswalks on Bonhomme Street adjacent to the sports fields and the Southview Co-ops to the Traffic Advisory Committee.	May 2024	
Parks Canada Maligne Canyon Transit Service Request	February 13, 2024	CAO	That Committee refer the transit service request from Parks Canada to Administration for a report at a future Committee of the Whole meeting.	April 2024	
Climate Change Adaptation Action Plan	February 27, 2024	CAO	That Committee direct Administration to return to a future Committee meeting with recommendations on developing a Climate Change Adaptation Action Plan.	June 2024	
The Men's Shed	March 12, 2024	Director of Community Development	That Committee direct Administration to develop a partnership to create a Men's Shed in one bay of the 3-bay garage at the Activity Centre and return to a future Committee meeting with the proposed partnership agreement.	June 2024	
Utilities Workshop & Jasper United Church Request	March 12, 2024	CAO and Director of Finance & Administration	That Committee direct Administration to set-up a utilities workshop to review the current model within the next three months; and that Committee tables this request to that workshop.	June 2024	
Jasper Skatepark Committee	March 19, 2024	CAO and Director of Finance & Administration	That Council authorise, in principle, interim financing to the Jasper Skatepark Committee, not to exceed \$150,000, with loan details to be presented to Council following completion of the Skatepark construction.	September 2024	