



DATE: Tuesday, September 6, 2011
START TIME: 1.30 p.m.
PLACE: Emergency Services Building – Meeting Room
DISCUSSIONS WITH THE PUBLIC: 2:00 p.m.

1	CALL TO ORDER	
2	ADDITIONS TO AGENDA	
	2.1 Regular meeting - September 6, 2011	
3	APPROVAL OF AGENDA	
	3.1 Regular meeting – September 6, 2011	attachment
4	APPROVAL OF MINUTES	
	4.1 Regular meeting – August 16, 2011	attachment
5	BUSINESS ARISING FROM MINUTES	
6	DISCUSSIONS WITH THE PUBLIC (2:00 P.M.)	
7	DEPARTMENT REPORTS	
	7.1 Municipal Manager report	attachment
8	BYLAWS	
	8.1 Bylaw Summary (for information)	attachment
	8.2 RFD & Bylaw #149 – Street Addressing - 2nd reading	attachment
	8.3 RFD & Bylaw #150 – Jasper Levy & Collection of Utility Fees - 1st reading	attachment
9	NOTICE – REQUESTS FOR DECISION	
	9.1 Policy Rewrite – Policy E-014 Acceptance of Gifts	attachment
	9.2 Sponsorship proposal	attachment
10	REQUESTS FOR DECISION	
	10.1 RFD summary (for information)	attachment
	10.2 Councillor Attendance at Travel AB Conference	attachment
	10.3 Committee Meeting Sept 27 th 2011 – cancellation	attachment
	10.4 Policy Rewrite – Policy E-004 Staff Recruitment	attachment
11	COUNCILLORS' REPORTS	no attachment
12	INFORMATION ITEMS	
	12.1 List of Reading Materials in Admin Office	attachment
13	UPCOMING EVENTS	attachment
	ADJOURNMENT	

Minutes	of the regular meeting of Council of the Municipality of Jasper held Tuesday, August 16, 2011 in the meeting room of the Emergency Services Building.		
Present	Mayor Richard Ireland Councillor Dwain Wacko (1:42 pm)	Councillor Brenda Zinck Councillor Rico Damota	Councillor Brian Skehill Councillor Mike Day
Absent	Deputy Mayor Gilbert Wall		
Also present	George Krefting, Municipal Manager Yvonne McNabb, Culture & Recreation Dir. Greg Van Tighem, Emergency Services Director Carrie White, Fitzhugh editor Kristen Charlebois & Elsa McKinnon Tokanagu Beryl Cahill, Administrative Officer Verne Balding, Corp and Legis. Services Director Christine Nadon, Communications Officer Momoko Shimoda, Hakone Student		
Call to Order	The meeting was called to order by Mayor Ireland at 1:35 p.m.		
Jasper Hakone Student Exch. Programme	Council welcomed Momoko Shimoda who is visiting Jasper as part of the Jasper/Hakone Student Exchange Programme. Ms. Shimoda will spend the next few weeks at the homes of Kristin Charlebois and Elsa McKinnon Tokanagu who were Jasper's representative in Hakone last year. Gifts between the Mayors of Jasper and Hakone were exchanged and a photograph of Mayor, Council and the students was taken at the meeting.		
Additions	None		
Approval of Agenda #156/11	MOTION by Councillor Zinck – BE IT RESOLVED THAT Council approve the agenda for the regular meeting of Tuesday, August 16, 2011 as presented.		
	FOR 6 councillors	AGAINST 0 councillors	CARRIED
Approval of Minutes #157/11	MOTION by Councillor Day – BE IT RESOLVED THAT Council approve the minutes of the regular meeting of August 2 nd , 2011 as presented.		
	FOR 6 councillors	AGAINST 0 councillors	CARRIED
Presentation RCMP Statistics	Council received the half-yearly statistics from RCMP Sgt. Dave Maludzinski. In his report, Sgt. Maludzinski highlighted provincial investigations, Criminal Code persons and property crimes, federal investigations, common police activities, and clearance rates. Council congratulated Sgt. Maludzinski on the recent seizure by Jasper police of nine kilos of cocaine which represents a street value of approximately \$1m and, according to the sergeant, is the second largest seizure of cocaine ever in Alberta. Both quarterly and half-yearly statistics can be viewed in detail on the Municipality's website – www.jasper-alberta.com .		
Bus. Arising	No business arose from the August 2 nd , 2011 regular meeting minutes.		
Discussions w/public	None		
Culture & Rec report	Council received the written report of the Culture and Recreation Director for information purposes. In her report, Yvonne McNabb highlighted the ongoing renovations to the Activity/Aquatic Centre, programmes and services being offered, and staff activities. Also included in the report was a list of event bookings to 2013, and gifts in kind for 2011. Mrs. McNabb advised Council that six individuals recently broke into the arena and have been charged with petty trespassing. No damage occurred.		
Community & Family Services	Council received the written report of the Community and Family Services Director. In her report, Kathleen Waxer highlighted department programmes and services, the new daycare space, activities of the CFS Board, Health Advisory Council, Community Team, Community initiatives, COS/Parent Link, Out of School Care, and Parent Advisory Committee. Mrs. Waxer was not in attendance at the meeting and no questions arose from councillors.		

- Emergency Services Council received the written report of the Emergency Services Director. In his report, Greg Van Tighem highlighted emergency, full department, and command responses, fire prevention inspections conducted, meetings, training, upcoming events and finances which are in line with budget expectations.
- Bylaw summary Council received, for information purposes, a summary of bylaws currently in force in the Municipality and those in their various stages of readings.
- Bylaw #149 Street Addressing 1st reading #158/11 MOTION by Councillor Wacko – BE IT RESOLVED THAT Council give first reading to Bylaw #149, being a bylaw of the Municipality of Jasper in the Province of Alberta to adjust street naming and to provide for orderly and systematic address numbering in the Town.
- | | | | |
|--|---------------|---------------|---------|
| | FOR | AGAINST | |
| | 6 councillors | 0 councillors | CARRIED |
- RFD Summary Council received, for information purposes, a summary of Requests for Decision currently in progress, and those completed.
- Notice Travel AB Conference #159/11 MOTION by Councillor Skehill – BE IT RESOLVED THAT Council give notice that, at the September 6th 2011 regular Council meeting, Council will consider a motion to approve the attendance of any councillors at the Travel Alberta Conference scheduled for October 23rd to 25th, 2011 in Banff.
- | | | | |
|--|---------------|---------------|---------|
| | FOR | AGAINST | |
| | 6 councillors | 0 councillors | CARRIED |
- Notice Cancellation of Cmtee mtg Sept 27 #160/11 MOTION by Councillor Damota – BE IT RESOLVED THAT Council give notice that, at the September 6th 2011 regular Council meeting, Council will consider a motion to cancel the September 27th, 2011 committee meeting date in order for mayor and council to attend the Alberta Urban Municipalities Convention in Calgary, September 27th to 30th, 2011.
- | | | | |
|--|---------------|---------------|---------|
| | FOR | AGAINST | |
| | 6 councillors | 0 councillors | CARRIED |
- Notice Policy Rewrite Policy E-004 Staff Recruitment #161/11 MOTION by Councillor Skehill – BE IT RESOLVED THAT Council give notice that, at the September 6th, 2011 regular Council meeting, Council will consider a motion to approve Policy E-004 – Staff Recruitment as part of the Policy Rewrite process.
- | | | | |
|--|---------------|---------------|---------|
| | FOR | AGAINST | |
| | 6 councillors | 0 councillors | CARRIED |
- Councillor Reports Councillors reported on various meetings and functions attended over the past two weeks, and some upcoming events occurring during the next couple of months, one being the Leadership West Yellowhead fundraiser with Peter Mansbridge as the guest speaker in October. Also, the Dark Skies Festival October 21 to 24 and the 50th anniversary of the Jasper Area scheduled for September 10th. Mayor Ireland reported that the Yellowhead Regional Education Consortium will now be administered through the Grande Prairie Regional College with officials from the college visiting Jasper during October to discuss operations with the Mayor and Municipal Manager.
- Upcoming Events A list of upcoming events was available to councillors in the agenda package.
- Info Items Council received a list of Accounts Payable cheques for July 2011 for information purposes.
- Adjournment There being no further business, the meeting was adjourned at 2:40 p.m.

 Mayor

 Municipal Manager

Municipal Manager Monthly Report to Council - August, 2011

Census

The official population affidavit was filed on August 30th (attached). The reported population figure for the Municipality of Jasper (Urban and Rural) is 5,236. The municipal census carried out in 2008 was 4,745..

This is very good news from a grant perspective. Based on the projected grant revenues of \$280 per capita, it is projected that approximately \$ 137,500 in additional grant money could be available in 2012.

This estimate of \$280 per capita is based on the following grants received by the Municipality of Jasper in 2011, which are determined by population.

Library (Operating)	\$	5
Provincial Street Improvement (Capital)		60
New Deal – Federal Gas Tax (Capital)		55
FCSS (Operating)		25
MSI (Capital - population portion 48%)		125
MSI(Operating - population portion 48%)		<u>10</u>
		280

RCMP policing Contract

Towns with populations that exceed 5,000 are responsible for the RCMP policing contract. For towns of less than 5,000, policing is paid for by the province of Alberta. The rules regarding specialized municipalities are that only the urban portion of the population is counted when making the calculation on policing. So for example the Specialized municipalities of Strathcona and Wood Buffalo have an urban and rural population, as does the Municipality of Jasper. The Urban population is the number that is used to determine the population number for the “town”

The Urban portion of the population , from this Municipal Census, for the Municipality of Jasper is 4,152. The department of Municipal Affairs has advised that they recognize the federal census number for policing. The Federal Census number has historically been lower than the Municipal Census number due to the inclusion of the “shadow” population in the Municipal Census.

Taking these two factors into account leaves me with the impression that the “Town of Jasper” will not be responsible for policing based on the rules and regulations that are now in effect, for quite some time.

Canada Day pancake breakfast

After all the bills for the Canada Day pancake breakfast were paid, the sum of \$1,200 was the net profit and has been donated to the Jasper Rotary Club’s “Jasper to Japan for Humanity” or “J2J4H” Fund, to assist the Japanese people in their efforts to recover from the recent tsunami, earthquake and nuclear plant disaster.

Annual Summer Staff Windup Luncheon

The sun came out just in time for the annual Summer windup noon luncheon – bbq on August 30th. Four members of staff received their gifts and recognition for ten – years of service. Receiving their 10 year service awards were

Dianne Muir – Finance Officer in the Administration Office

Brandy Unrau – Clerk at the Jasper Activity Centre

Joanne Sherlow – Senior Clerk at the Aquatic Centre

Barb Dyck – Facility Coordinator at the Activity Centre

The following staff were recognized for their employee awards received this past year for excellent customer service or work performance. These awards occur as the result of a nomination from the public

Don Pickle – Infrastructure Manager – Excellence in Customer service

Ross Derkson – Heavy Equipment Operator – Excellence in Work Performance

Judy Anderson – Child Care Teacher – Excellence in Customer Service

Greg Ricker – Bylaw Officer – Excellence in Customer Service

The Municipality of Jasper Wellness committee

works throughout the year arranging activities, promoting and providing information on healthy lifestyles and providing positive feed back on employee performance.

One of the programs the wellness committee administers is the High Five program. The High Five program is designed to provide opportunities for employees to express their appreciation for the support and cooperation from their fellow workers. Committee members indicated there was not time to read and report on all of the High fives that were received and distributed this past year, but did report that the program is working well.

The Wellness committee members are

Cristin Murphy, chairperson

Beth Leblanc

Leanne Pelletier

Glynnis Philips

Christine Nadon

Library/Cultural Centre Planning

Tender

The development permit on the Library renovation and addition was received on August 16th and the tender went out on the Alberta purchasing connection on August 18th. Tender close is September 7th at 2PM.

Tender opening will occur on September 9th.

The development permit contains conditions which are being addressed. A number of conditions are related to requests for additional information by Federal Heritage Building Review Organization (FHBRO)

Lot exchange with RCMP

I received the lease on lot 30 block 36, this being the lot beside the library on September 1, 2010. We are currently planning to invite proposals from anyone interested in relocating this house via a public advertisement. This advertisement will occur after the bids have been received and a contract for the construction is awarded.

Library Operations during construction

The plan for library operations during construction continue to be to have the library operate from the area under the stands on the north side of the arena and utilize spaces in the downstairs of the Activity Centre for programming. Delays in completion of the Culture and Recreation offices are delaying the start of renovations required in the area.

Out of School Care – Summer Fun use of schools

I received the following e-mail on August 29th.

Thank you George for keeping our group in the loop. We are hoping to get our survey done asking parents their thoughts on this Summer Fun location. Preliminary reports from individual parents are good and they were happy with this season's situation. Our next meeting in September will overview the summer and look to the future.

Sincerely

Karen Jacobs

Chair

Friends of Jasper Childcare

*George Krefting
Municipal Manager*

Canada
Province of Alberta
To Wit

**In the Matter of the Determination of
Population Regulation (AR 63/2001)**

I, Verne Balding, Director, Municipality of Jasper
Name Occupation
of 214 Colin Crescent Jasper AB T0E 1E0
Address Street City/Town/Village Province Postal Code

make oath and say:

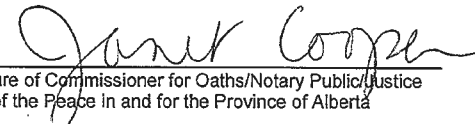
1. That I am the Director, Corporate and Legislative Services
Designated Officer
of the Specialized Municipality of Jasper
Municipality Name

1.1 That the date chosen as the official census date for this municipality was
the 30th day of June, 2011
year

2. That an official census completed on the 26th day of July, 2011
year
discloses that the number of individuals whose usual residence is in this
municipality is 5236
Total Population

Sworn before me at Jasper
in the Province of Alberta
dated Aug 31, 2011
year


Signature of Designated Officer


Signature of Commissioner for Oaths/Notary Public/Justice
of the Peace in and for the Province of Alberta

Janet Cooper Sept 12 / 2011
Print Name Expiry Date of Commission
(mm/dd/yyyy)

JANET A. COOPER
A COMMISSIONER FOR OATHS IN AND FOR
THE PROVINCE OF ALBERTA. MY COMMISSION
EXPIRES Sept 12 / 2011

This information is being collected for the purposes of determining population in accordance with Section 604 of the Municipal Government Act and will be managed in compliance with the Freedom of Information and Protection of Privacy Act. Questions about the collection of this information can be directed to Alberta Municipal Affairs, Local Government Services, 17th Floor, Commerce Place, Edmonton, Alberta T5J 4L4, 427-2225. (Outside of Edmonton call 310-0000 to be connected toll free.)

Municipality of Jasper Bylaw Summary

Updated: 02/09/2011

	Bylaw	Date Repealed	Repeals Bylaw	Replaced by Bylaw	Scheduled date for next reading			Certification by Parks	
					First Reading	Second Reading	Third Reading & Approval	Date Forwarded	Date Certified
150	Jasper Utility Rates Bylaw 2011A		141		06-Sep-11				
149	Street Naming and Address Numbering Bylaw 2011		135		16-Aug-11	06/09/2011			
148	Green Space Committee		n/a						
147	Caribou Creek Loan Guarantee Bylaw				28-Jun-11	19-Jul-11	02-Aug-11	20-Jul-11	21-Jul-11
146	Tax Rates Bylaw 2011		132		19-Apr-11	03-May-11	17-May-11	04-May-11	09-May-11
145	Jasper off-site Levies Bylaw 2011		138		01-Feb-11	15-Feb-11	01-Mar-11	16-Feb-11	17-Feb-11
144	Jasper Parking Authority Bylaw 2011		114		01-Feb-11	15-Feb-11	01-Mar-11	16-Feb-11	17-Feb-11
143	Imposition of Supplementary Tax		129		01-Feb-11	15-Feb-11	01-Mar-11	16-Feb-11	17-Feb-11
142	Supplementary Assess. Improv.		128		01-Feb-11	15-Feb-11	01-Mar-11	16-Feb-11	17-Feb-11
141	Jasper Utility Rates Bylaw 2011		130		18-Jan-11	01-Feb-11	15-Feb-11	16-Feb-11	09-Feb-11
140	Jasper Rates and Fees Bylaw 2010		N/A		07-Sep-10	21-Sep-10	19-Oct-10	27/09/2010	18-Oct-10
139	Intermunicipal Assessment Review Board Bylaw 2010A		133		22-Jun-10	06-Jul-10	20-Jul-10	15-Jul-10	15-Jul-10
138	Jasper Off-Site Levies Bylaw 2010		113		08-Jun-10	22-Jun-10	06-Jul-10	22-Jun-10	05-Jul-10
137	Sewer and Drainage Bylaw 2010		14		08-Jun-10		halted		
136	Storage Lot Bylaw 2010		125		04-May-10	18-May-10	08-Jun-10	01-Jun-10	07-Jun-10
135	Street Naming and Numbering Bylaw		n/a		22-Jun-10	06-Jul-10	20-Jul-10	07-Jul-10	19-Jul-10
134	Rotation of Ballots Bylaw 2010		96		04-May-10	18-May-10	08-Jun-10	01-Jun-10	07-Jun-10
133	Intermunicipal Assessment Review Board Bylaw 2010		072, 109		16-Mar-10	06-Apr-10	20-Apr-10	08-Apr-10	09-Apr-10
132	Tax Rates Bylaw 2010		119		16-Mar-10	06-Apr-10	20-Apr-10	08-Apr-10	09-Apr-10
131	Regional Assessment Review Board Appeal Deposits Bylaw		33		02-Mar-10	16-Mar-10	06-Apr-10	16-Mar-10	18-Mar-10
130	Jasper Utility Rates Bylaw 2010		120		02-Feb-10	16-Feb-10	02-Mar-10	17-Feb-10	18-Feb-10
129	Supplementary Tax Bylaw 2010		118		02-Feb-10	16-Feb-10	02-Mar-10	17-Feb-10	18-Feb-10



REQUEST FOR DECISION

To: Council

Subject: Bylaw #149, "Jasper Street Naming and Address Numbering Bylaw 2011"

Prepared by: Verne Balding, Director, Corporate and Legislative Services

Reviewed by: George Krefting, Municipal Manager

Date of Notice: 16 August 2011

Date of Decision: 30th September 2011

Recommendation Administration recommends Council amend Bylaw #135, the "Jasper Street Naming and Address Numbering Bylaw 2010" as proposed in draft Bylaw #149, the "Jasper Street Naming and Address Numbering Bylaw 2011".

CAO Comments:

Key Information:

Since the passage of Bylaw #135 in the fall of 2010 and implementation of the street naming and addressing changes authorized in that bylaw at the end of January, 2011, administration has become aware of several necessary adjustments. While administration has responded to these adjustments at the operational level; Bylaw #149 formalizes these changes:

- On January 31, 2011 the address for the Jasper Activity Centre of 303 Pyramid Avenue was adjusted to 303 Pyramid Lake Road for the municipal offices and to 303 Bonhomme Street for the Activity Centre main entrance.

The address for the Jasper Aquatic Centre of 401 Pyramid Lake Road was adjusted incorrectly to 311 Bonhomme Street on January 31, 2011, when the intent had been to adjust it to 305 Bonhomme to fit with the adjacent Activity Centre address. Bylaw #149 formalizes this change and provides better wayfinding for Aquatic Centre clients and emergency responders.

- When the addressing changes were advertised in the fall of 2010 and operationalized on January 31, 2011, then Deputy Fire Chief Ron Stanko was working from a Parks Canada townsite plan drawing showing the Poplar

Director _____

Municipal Manager _____

Agenda Item ~~7.2~~ 8.2

roadway as "Poplar Street". Administration later became aware that other such drawings showed the roadway as "Poplar Avenue". Information, including Parks Canada realty records, has since confirmed that the actual designation of the roadway is 'Poplar Avenue'. The intent had been to change address numbers on Poplar, but not the street/avenue designation. Bylaw #149 formalizes the return to 'Poplar Avenue'.

- Recently the Municipality has received a request from the lessees in Parcel CD (78 Connaught Drive) to designate separate addresses for each of the three buildings on the site so as to provide greater clarity for licensing and insurance purposes. Bylaw #149 responds to this request.

Strategic Relevance:

The Municipality has committed in the *Jasper Community Sustainability Plan* to improving community wayfinding and installing wayfinding signage.

Bylaw-Policy:

Section 58 of the *Municipal Government Act* (Chapter M-26, R.S.A 2000 as amended) empowers Council to enact bylaws naming roadways within the Town, assigning identification numbers to properties within the Town and requiring the owners of such properties to display such identification numbers in a certain manner.

Fiscal:

The cost for implementation of these changes is minimal and has already been incurred as part of the street naming and addressing changes authorized in Bylaw #135. Total cost is less than \$1,000.

Options:

Maintain the status established by Bylaw #135.

Director _____

Municipal Manager _____

Agenda Item 8.2

MUNICIPALITY OF JASPER
BYLAW # 149

BEING A BYLAW OF THE MUNICIPALITY OF JASPER IN THE PROVINCE OF ALBERTA TO ADJUST STREET NAMING AND TO PROVIDE FOR ORDERLY AND SYSTEMATIC ADDRESS NUMBERING IN THE TOWN.

WHEREAS the Council of the Municipality of Jasper has the authority under Section 58 of the *Municipal Government Act* (Chapter M-26, R.S.A 2000 as amended) to enact bylaws naming roadways within the Town, assigning identification numbers to properties within the Town and requiring the owners of such properties to display such identification numbers in a certain manner; and

WHEREAS the Council of the Municipality of Jasper deems it necessary to adjust the names of roadways and improve the system of house numbering within the Town in order to improve wayfinding for visitors and provide fire protection and emergency services to the community in an efficient and expedient manner;

NOW THEREFORE, the Council of the Municipality of Jasper in the Province of Alberta, duly assembled, enacts:

1. CITATION

- 1.1. This Bylaw may be cited as the “Jasper Street Naming and Address Numbering Bylaw 2011.”
- 1.2. The “Jasper Street Naming and Address Numbering Bylaw 2010” is hereby repealed.

2. DEFINITIONS

2.1. In this Bylaw:

- 2.1.1. “*Building*” shall mean any structure constructed or placed on, in, over or under land, whether permanent or temporary, into which a person could enter;
- 2.1.2. “*Council*” shall mean the Council of the Municipality of Jasper;
- 2.1.3. “*Municipal Manager*” shall mean the individual duly appointed to that position for the Municipality of Jasper at any given time and includes any person authorized to act for and in the name of that individual;
- 2.1.4. “*Municipality*” and “*Municipality of Jasper*” shall mean the Municipality of Jasper in Jasper National Park in the Province of Alberta;
- 2.1.5. “*Town*” and “*Town of Jasper*” shall mean the Town of Jasper as defined in the Agreement for the Establishment of Local Government in Jasper dated June 13th, 2001;
- 2.1.6. Words importing the masculine gender only, include the feminine gender whenever the context so requires and vice versa;
- 2.1.7. Words importing the singular shall include the plural or vice versa whenever the context so requires.

3. STREET RENAMING

3.1. Council hereby renames roadways in the Town as follows:

- 3.1.1. All of those sections of roadway known before January 31st, 2011 as Cabin Creek Drive and extending from the Cabin Creek crossing to the Pine Avenue and Miette Avenue intersection shall be renamed Bonhomme Street;
- 3.1.2. All of those sections of roadway known before January 31st, 2011 as Pyramid Lake Road and extending from the Pine Avenue and Miette Avenue intersection to the Pyramid Avenue and Bonhomme Street intersection shall be renamed Bonhomme Street;
- 3.1.3. All of those sections of roadway known before January 31st, 2011 as Patricia Crescent and extending from Cabin Creek Drive to the Cabin Creek Drive and Patricia Street intersection shall be renamed Patricia Street;
- 3.1.4. All of those sections of roadway known before January 31st, 2011 as Pyramid Avenue and extending from the Pyramid Lake Road and Bonhomme Street intersection to Geikie Street shall be renamed Pyramid Lake Road;
- 3.1.5. All of those sections of roadway known before January 31st, 2011 as Cedar Avenue and extending from Geikie Street to Connaught Drive shall be renamed Pyramid Lake Road; and
- 3.1.6. As of September 21, 2011, all of those sections of roadway known after January 31st, 2011 as Poplar Street and extending in both directions to Bonhomme Street from the Ash Avenue intersection shall be renamed Poplar Avenue.

3.2. Council hereby directs the Municipal Manager to erect on January 31st, 2011, such signage as is necessary to delineate the changes described in Section 3.1 herein.

4. ADDRESS NUMBERING

- 4.1. As of January 31st, 2011 Council hereby renumbers all of those street addresses described herein in Appendix 'A' as '*pre-January 31st 2011 address*' to the corresponding street numbers described herein in Appendix 'A' as '*post-January 31st 2011 address*'.
- 4.2. As of September 21st, 2011, Council hereby renumbers all of those street address numbers described herein in Appendix 'B' as '*post-January 31st, 2011 address*' to the corresponding street numbers described herein in Appendix 'B' as '*post-September 21st, 2011 address*'.
- 4.3. The lessee of every leasehold affected by the changes described in Appendix 'A' and Appendix 'B' herein shall display the address number herein designated by Council for such leasehold in the manner prescribed in Section 5 herein.
- 4.4. The Municipal Manager shall allocate an address number for every Building in the Town and shall allocate address numbers for new Buildings constructed in the Town when the building permit for such new Building is issued.

5. DISPLAY OF ADDRESS NUMBERS

Appendix A

PRE-January 31st 2011 address		POST-January 31st 2011 address	
91	Cabin Creek Drive	1007	Bonhomme Street
23	Cabin Creek Drive	1009	Bonhomme Street
22	Cabin Creek Drive	1011	Bonhomme Street
21	Cabin Creek Drive	1013	Bonhomme Street
20	Cabin Creek Drive	1015	Bonhomme Street
19	Cabin Creek Drive	1017	Bonhomme Street
18	Cabin Creek Drive	1019	Bonhomme Street
17	Cabin Creek Drive	1021	Bonhomme Street
16	Cabin Creek Drive	1023	Bonhomme Street
15	Cabin Creek Drive	1025	Bonhomme Street
14	Cabin Creek Drive	1027	Bonhomme Street
13	Cabin Creek Drive	1029	Bonhomme Street
12	Cabin Creek Drive	1031	Bonhomme Street
11	Cabin Creek Drive	1033	Bonhomme Street
10	Cabin Creek Drive	1035	Bonhomme Street
9	Cabin Creek Drive	1037	Bonhomme Street
8	Cabin Creek Drive	1039	Bonhomme Street
7	Cabin Creek Drive	1041	Bonhomme Street
6	Cabin Creek Drive	1043	Bonhomme Street
5	Cabin Creek Drive	1045	Bonhomme Street
4	Cabin Creek Drive	1047	Bonhomme Street
3	Cabin Creek Drive	1049	Bonhomme Street
2	Cabin Creek Drive	1051	Bonhomme Street
1	Cabin Creek Drive	1053	Bonhomme Street
89	Lodgepole Street	1001	Lodgepole Street
90	Lodgepole Street	1002	Lodgepole Street
87	Lodgepole Street	1003	Lodgepole Street
88	Lodgepole Street	1004	Lodgepole Street
85	Lodgepole Street	1005	Lodgepole Street
86	Lodgepole Street	1006	Lodgepole Street
83	Lodgepole Street	1007	Lodgepole Street
84	Lodgepole Street	1008	Lodgepole Street
81	Lodgepole Street	1009	Lodgepole Street
82	Lodgepole Street	1010	Lodgepole Street
79	Lodgepole Street	1011	Lodgepole Street
80	Lodgepole Street	1012	Lodgepole Street
78	Lodgepole Street	1014	Lodgepole Street
77	Lodgepole Street	1016	Lodgepole Street
76	Lodgepole Street	1018	Lodgepole Street
75	Lodgepole Street	1020	Lodgepole Street
73	Lodgepole Street	1022	Lodgepole Street
72	Lodgepole Street	1024	Lodgepole Street

71	Lodgepole Street	1029	Lodgepole Street
70	Lodgepole Street	1026	Lodgepole Street
69	Lodgepole Street	1031	Lodgepole Street
68	Lodgepole Street	1028	Lodgepole Street
67	Lodgepole Street	1033	Lodgepole Street
66	Lodgepole Street	1030	Lodgepole Street
65	Lodgepole Street	1035	Lodgepole Street
64	Lodgepole Street	1032	Lodgepole Street
63	Lodgepole Street	1037	Lodgepole Street
62	Lodgepole Street	1034	Lodgepole Street
60	Lodgepole Street	1036	Lodgepole Street
61	Lodgepole Street	1039	Lodgepole Street
15a	Poplar Street	1002	Poplar Street
51	Poplar Street	1003	Poplar Street
15b	Poplar Street	1004	Poplar Street
50	Poplar Street	1005	Poplar Street
15c	Poplar Street	1006	Poplar Street
49	Poplar Street	1007	Poplar Street
15d	Poplar Street	1008	Poplar Street
48	Poplar Street	1009	Poplar Street
45	Poplar Street	1010	Poplar Street
47	Poplar Street	1011	Poplar Street
43	Poplar Street	1012	Poplar Street
46	Poplar Street	1013	Poplar Street
42	Poplar Street	1014	Poplar Street
44	Poplar Street	1015	Poplar Street
41	Poplar Street	1016	Poplar Street
38	Poplar Street	1017	Poplar Street
40	Poplar Street	1018	Poplar Street
36	Poplar Street	1019	Poplar Street
39	Poplar Street	1020	Poplar Street
34	Poplar Street	1021	Poplar Street
37	Poplar Street	1022	Poplar Street
32	Poplar Street	1023	Poplar Street
35	Poplar Street	1024	Poplar Street
30	Poplar Street	1025	Poplar Street
33	Poplar Street	1026	Poplar Street
28	Poplar Street	1027	Poplar Street
31	Poplar Street	1028	Poplar Street
29	Poplar Street	1030	Poplar Street
27	Poplar Street	1029	Poplar Street
26	Poplar Street	1031	Poplar Street
25	Poplar Street	1033	Poplar Street
24	Poplar Street	1035	Poplar Street
59	Ash Avenue	201	Ash Avenue
57	Ash Avenue	203	Ash Avenue
56	Ash Avenue	205	Ash Avenue
55	Ash Avenue	207	Ash Avenue
54	Ash Avenue	209	Ash Avenue
53	Ash Avenue	211	Ash Avenue
52	Ash Avenue	213	Ash Avenue

82	Connaught Drive	76	Connaught Drive
82	Connaught Drive	76	Connaught Drive
82	Connaught Drive	76	Connaught Drive
84	Connaught Drive	78	Connaught Drive
84	Connaught Drive	78	Connaught Drive
96	Connaught Drive	100	Connaught Drive
98	Connaught Drive	102	Connaught Drive
100	Connaught Drive	104	Connaught Drive
102	Connaught Drive	106	Connaught Drive
104	Connaught Drive	108	Connaught Drive
106	Connaught Drive	110	Connaught Drive
108	Connaught Drive	112	Connaught Drive
110	Connaught Drive	114	Connaught Drive
112	Connaught Drive	116	Connaught Drive
114	Connaught Drive	118	Connaught Drive
116	Connaught Drive	120	Connaught Drive
118	Connaught Drive	122	Connaught Drive
609	Connaught Drive	615	Connaught Drive
611	Connaught Drive	627	Connaught Drive
613	Connaught Drive	631	Connaught Drive
90	Geikie Street	78	Geikie Street
92	Geikie Street	80	Geikie Street
93	Geikie Street	87	Geikie Street
1	Patricia Circle	90-1	Patricia Circle
2	Patricia Circle	90-2	Patricia Circle
3	Patricia Circle	90-3	Patricia Circle
4	Patricia Circle	90-4	Patricia Circle
5	Patricia Circle	90-5	Patricia Circle
6	Patricia Circle	90-6	Patricia Circle
7	Patricia Circle	90-7	Patricia Circle
8	Patricia Circle	90-8	Patricia Circle
9	Patricia Circle	90-9	Patricia Circle
10	Patricia Circle	90-10	Patricia Circle
11	Patricia Circle	90-11	Patricia Circle
12	Patricia Circle	90-12	Patricia Circle
13	Patricia Circle	90-13	Patricia Circle
14	Patricia Circle	90-14	Patricia Circle
15	Patricia Circle	90-15	Patricia Circle
16	Patricia Circle	90-16	Patricia Circle
17	Patricia Circle	90-17	Patricia Circle
18	Patricia Circle	90-18	Patricia Circle
19	Patricia Circle	90-19	Patricia Circle
20	Patricia Circle	90-20	Patricia Circle
22	Patricia Circle	90-22	Patricia Circle
24	Patricia Circle	90-24	Patricia Circle
26	Patricia Circle	90-26	Patricia Circle
1101	Patricia Crescent	1101	Patricia Street

1103	Patricia Crescent	1103	Patricia Street
1105	Patricia Crescent	1105	Patricia Street
1106	Patricia Crescent	1106	Patricia Street
1107	Patricia Crescent	1107	Patricia Street
1108	Patricia Crescent	1108	Patricia Street
1109	Patricia Crescent	1109	Patricia Street
1110	Patricia Crescent	1110	Patricia Street
1111	Patricia Crescent	1111	Patricia Street
1112	Patricia Crescent	1112	Patricia Street
1113	Patricia Crescent	1113	Patricia Street
1114	Patricia Crescent	1114	Patricia Street
1115	Patricia Crescent	1115	Patricia Street
1116	Patricia Crescent	1116	Patricia Street
1117	Patricia Crescent	1117	Patricia Street
1118	Patricia Crescent	1118	Patricia Street
1119	Patricia Crescent	1119	Patricia Street
1121	Patricia Crescent	1121	Patricia Street
1123	Patricia Crescent	1123	Patricia Street
1125	Patricia Crescent	1125	Patricia Street
1201	Patricia Crescent	1201	Patricia Street
1203	Patricia Crescent	1203	Patricia Street
1205	Patricia Crescent	1205	Patricia Street
1207	Patricia Crescent	1207	Patricia Street
1208	Patricia Crescent	1208	Patricia Street
1209	Patricia Crescent	1209	Patricia Street
1210	Patricia Crescent	1210	Patricia Street
1211	Patricia Crescent	1211	Patricia Street
1212	Patricia Crescent	1212	Patricia Street
1213	Patricia Crescent	1213	Patricia Street
1214	Patricia Crescent	1214	Patricia Street
1215	Patricia Crescent	1215	Patricia Street
1216	Patricia Crescent	1216	Patricia Street
1217	Patricia Crescent	1217	Patricia Street
1218	Patricia Crescent	1218	Patricia Street
1219	Patricia Crescent	1219	Patricia Street
1220	Patricia Crescent	1220	Patricia Street
1221	Patricia Crescent	1221	Patricia Street
1222	Patricia Crescent	1222	Patricia Street
1224	Patricia Crescent	1224	Patricia Street
1226	Patricia Crescent	1226	Patricia Street
1228	Patricia Crescent	1228	Patricia Street
1230	Patricia Crescent	1230	Patricia Street
1232	Patricia Crescent	1232	Patricia Street
	Patricia Crescent	to	Patricia Street
300	Pyramid Avenue	300	Pyramid Lake Road
301	Pyramid Avenue	301	Pyramid Lake Road
302	Pyramid Avenue	302	Pyramid Lake Road
304	Pyramid Avenue	304	Pyramid Lake Road
306	Pyramid Avenue	306	Pyramid Lake Road
308	Pyramid Avenue	308	Pyramid Lake Road
310	Pyramid Avenue	310	Pyramid Lake Road
400	Pyramid Avenue	400	Pyramid Lake Road
402A	Pyramid Avenue	402A	Pyramid Lake Road

402B	Pyramid Avenue	402B	Pyramid Lake Road
404	Pyramid Avenue	404	Pyramid Lake Road
406	Pyramid Avenue	406	Pyramid Lake Road
408	Pyramid Avenue	408	Pyramid Lake Road
410	Pyramid Avenue	410	Pyramid Lake Road
	Pyramid Avenue	to	Pyramid Lake Road
303	Pyramid Avenue (Municipal Office)	303	Pyramid Lake Road
303	Pyramid Avenue (Jasper Activity Centre)	303	Bonhomme Street
401	Pyramid Lake Road	305	Bonhomme Street
300	Pyramid Lake Road	300	Bonhomme Street
400	Pyramid Lake Road	400	Bonhomme Street
500-1	Pyramid Lake Road	500-1	Bonhomme Street
500-2	Pyramid Lake Road	500-2	Bonhomme Street
500-3	Pyramid Lake Road	500-3	Bonhomme Street
500-4	Pyramid Lake Road	500-4	Bonhomme Street
500-5	Pyramid Lake Road	500-5	Bonhomme Street
500-6	Pyramid Lake Road	500-6	Bonhomme Street
500-7	Pyramid Lake Road	500-7	Bonhomme Street
500-8	Pyramid Lake Road	500-8	Bonhomme Street
500-9	Pyramid Lake Road	500-9	Bonhomme Street
500-10	Pyramid Lake Road	500-10	Bonhomme Street
500-11	Pyramid Lake Road	500-11	Bonhomme Street
500-12	Pyramid Lake Road	500-12	Bonhomme Street
500-13	Pyramid Lake Road	500-13	Bonhomme Street
500-14	Pyramid Lake Road	500-14	Bonhomme Street
500-15	Pyramid Lake Road	500-15	Bonhomme Street
500-16	Pyramid Lake Road	500-16	Bonhomme Street
500-17	Pyramid Lake Road	500-17	Bonhomme Street
500-18	Pyramid Lake Road	500-18	Bonhomme Street
500-19	Pyramid Lake Road	500-19	Bonhomme Street
500-20	Pyramid Lake Road	500-20	Bonhomme Street
500-21	Pyramid Lake Road	500-21	Bonhomme Street
500-22	Pyramid Lake Road	500-22	Bonhomme Street
500-23	Pyramid Lake Road	500-23	Bonhomme Street
500-24	Pyramid Lake Road	500-24	Bonhomme Street
500-25	Pyramid Lake Road	500-25	Bonhomme Street
500-26	Pyramid Lake Road	500-26	Bonhomme Street
500-27	Pyramid Lake Road	500-27	Bonhomme Street
500-28	Pyramid Lake Road	500-28	Bonhomme Street
500-29	Pyramid Lake Road	500-29	Bonhomme Street
500-30	Pyramid Lake Road	500-30	Bonhomme Street
500-31	Pyramid Lake Road	500-31	Bonhomme Street
500-32	Pyramid Lake Road	500-32	Bonhomme Street
500-33	Pyramid Lake Road	500-33	Bonhomme Street
500-34	Pyramid Lake Road	500-34	Bonhomme Street
500-35	Pyramid Lake Road	500-35	Bonhomme Street
500-36	Pyramid Lake Road	500-36	Bonhomme Street
500-37	Pyramid Lake Road	500-37	Bonhomme Street
500-38	Pyramid Lake Road	500-38	Bonhomme Street
500-39	Pyramid Lake Road	500-39	Bonhomme Street

500-40	Pyramid Lake Road	500-40	Bonhomme Street
600	Pyramid Lake Road	600	Bonhomme Street
700-1	Pyramid Lake Road	700-1	Bonhomme Street
700-2	Pyramid Lake Road	700-2	Bonhomme Street
700-3	Pyramid Lake Road	700-3	Bonhomme Street
700-4	Pyramid Lake Road	700-4	Bonhomme Street
700-5	Pyramid Lake Road	700-5	Bonhomme Street
700-6	Pyramid Lake Road	700-6	Bonhomme Street
700-7	Pyramid Lake Road	700-7	Bonhomme Street
700-8	Pyramid Lake Road	700-8	Bonhomme Street
700-9	Pyramid Lake Road	700-9	Bonhomme Street
700-10	Pyramid Lake Road	700-10	Bonhomme Street
700-11	Pyramid Lake Road	700-11	Bonhomme Street
700-12	Pyramid Lake Road	700-12	Bonhomme Street
700-13	Pyramid Lake Road	700-13	Bonhomme Street
700-14	Pyramid Lake Road	700-14	Bonhomme Street
895A	Pyramid Lake Road	895A	Bonhomme Street
895B	Pyramid Lake Road	895B	Bonhomme Street
897	Pyramid Lake Road	897	Bonhomme Street
901	Pyramid Lake Road	901	Bonhomme Street
902	Pyramid Lake Road	902	Bonhomme Street
903	Pyramid Lake Road	903	Bonhomme Street
904	Pyramid Lake Road	904	Bonhomme Street
905	Pyramid Lake Road	905	Bonhomme Street
906	Pyramid Lake Road	906	Bonhomme Street
907	Pyramid Lake Road	907	Bonhomme Street
908	Pyramid Lake Road	908	Bonhomme Street
909	Pyramid Lake Road	909	Bonhomme Street
910	Pyramid Lake Road	910	Bonhomme Street
911	Pyramid Lake Road	911	Bonhomme Street
912	Pyramid Lake Road	912	Bonhomme Street
913	Pyramid Lake Road	913	Bonhomme Street
914	Pyramid Lake Road	914	Bonhomme Street
915	Pyramid Lake Road	915	Bonhomme Street
916	Pyramid Lake Road	916	Bonhomme Street
917	Pyramid Lake Road	917	Bonhomme Street
918	Pyramid Lake Road	918	Bonhomme Street
919	Pyramid Lake Road	919	Bonhomme Street
920	Pyramid Lake Road	920	Bonhomme Street
921	Pyramid Lake Road	921	Bonhomme Street
922-1	Pyramid Lake Road	922-1	Bonhomme Street
922-2	Pyramid Lake Road	922-2	Bonhomme Street
922-3	Pyramid Lake Road	922-3	Bonhomme Street
922-4	Pyramid Lake Road	922-4	Bonhomme Street
922-5	Pyramid Lake Road	922-5	Bonhomme Street
922-6	Pyramid Lake Road	922-6	Bonhomme Street
922-7	Pyramid Lake Road	922-7	Bonhomme Street
922-8	Pyramid Lake Road	922-8	Bonhomme Street
922-9	Pyramid Lake Road	922-9	Bonhomme Street
922-10	Pyramid Lake Road	922-10	Bonhomme Street
922-11	Pyramid Lake Road	922-11	Bonhomme Street
922-12	Pyramid Lake Road	922-12	Bonhomme Street
922-13	Pyramid Lake Road	922-13	Bonhomme Street

922-14	Pyramid Lake Road	922-14	Bonhomme Street
922-15	Pyramid Lake Road	922-15	Bonhomme Street
923	Pyramid Lake Road	923	Bonhomme Street
1	Old Yellowhead Highway	706	Sleepy Hollow Road
55	Industrial Crescent	2	Industrial Crescent
50	Industrial Crescent	6	Industrial Crescent
49	Industrial Crescent	8	Industrial Crescent
48	Industrial Crescent	10	Industrial Crescent
47	Industrial Crescent	12	Industrial Crescent
46	Industrial Crescent	14	Industrial Crescent
45	Industrial Crescent	16	Industrial Crescent
44	Industrial Crescent	18	Industrial Crescent
43	Industrial Crescent	20	Industrial Crescent
42	Industrial Crescent	22	Industrial Crescent
10	Industrial Crescent	23	Industrial Crescent
41	Industrial Crescent	24	Industrial Crescent
9	Industrial Crescent	25	Industrial Crescent
40	Industrial Crescent	26	Industrial Crescent
8	Industrial Crescent	27	Industrial Crescent
39	Industrial Crescent	28	Industrial Crescent
7	Industrial Crescent	29	Industrial Crescent
38	Industrial Crescent	30	Industrial Crescent
6	Industrial Crescent	31	Industrial Crescent
54	Industrial Crescent	32	Industrial Crescent
5	Industrial Crescent	33	Industrial Crescent
53	Industrial Crescent	34	Industrial Crescent
4	Industrial Crescent	35	Industrial Crescent
35	Industrial Crescent	36	Industrial Crescent
3	Industrial Crescent	37	Industrial Crescent
34	Industrial Crescent	38	Industrial Crescent
2	Industrial Crescent	39	Industrial Crescent
33	Industrial Crescent	40	Industrial Crescent
1	Industrial Crescent	41	Industrial Crescent
32	Industrial Crescent	42	Industrial Crescent
CK	Industrial Crescent	43	Industrial Crescent
31	Industrial Crescent	44	Industrial Crescent
17	Industrial Crescent	45	Industrial Crescent
30	Industrial Crescent	46	Industrial Crescent
18	Industrial Crescent	47	Industrial Crescent
29	Industrial Crescent	48	Industrial Crescent
19	Industrial Crescent	49	Industrial Crescent
28	Industrial Crescent	50	Industrial Crescent
20	Industrial Crescent	51	Industrial Crescent
27	Industrial Crescent	52	Industrial Crescent
21	Industrial Crescent	53	Industrial Crescent
26	Industrial Crescent	54	Industrial Crescent
22	Industrial Crescent	55	Industrial Crescent
25	Industrial Crescent	56	Industrial Crescent
23	Industrial Crescent	57	Industrial Crescent
24	Industrial Crescent	58	Industrial Crescent

56	Industrial Crescent	60	Industrial Crescent
720	Patricia Street	722	Patricia Street
722	Patricia Street	724	Patricia Street
724	Patricia Street	726	Patricia Street
726	Patricia Street	728	Patricia Street
728	Patricia Street	730	Patricia Street
730	Patricia Street	732	Patricia Street
732	Patricia Street	734	Patricia Street
734	Patricia Street	736	Patricia Street
736	Patricia Street	738	Patricia Street

Appendix B

POST – January 31 st , 2011 address		Adjusted as of September 21 st , 2011	
1002	Poplar Street	1002	Poplar Ave
1003	Poplar Street	1003	Poplar Ave
1004	Poplar Street	1004	Poplar Ave
1005	Poplar Street	1005	Poplar Ave
1006	Poplar Street	1006	Poplar Ave
1007	Poplar Street	1007	Poplar Ave
1008	Poplar Street	1008	Poplar Ave
1009	Poplar Street	1009	Poplar Ave
1010	Poplar Street	1010	Poplar Ave
1011	Poplar Street	1011	Poplar Ave
1012	Poplar Street	1012	Poplar Ave
1013	Poplar Street	1013	Poplar Ave
1014	Poplar Street	1014	Poplar Ave
1015	Poplar Street	1015	Poplar Ave
1016	Poplar Street	1016	Poplar Ave
1017	Poplar Street	1017	Poplar Ave
1018	Poplar Street	1018	Poplar Ave
1019	Poplar Street	1019	Poplar Ave
1020	Poplar Street	1020	Poplar Ave
1021	Poplar Street	1021	Poplar Ave
1022	Poplar Street	1022	Poplar Ave
1023	Poplar Street	1023	Poplar Ave
1024	Poplar Street	1024	Poplar Ave
1025	Poplar Street	1025	Poplar Ave
1026	Poplar Street	1026	Poplar Ave
1027	Poplar Street	1027	Poplar Ave
1028	Poplar Street	1028	Poplar Ave
1030	Poplar Street	1030	Poplar Ave
1029	Poplar Street	1029	Poplar Ave
1031	Poplar Street	1031	Poplar Ave
1033	Poplar Street	1033	Poplar Ave
1035	Poplar Street	1035	Poplar Ave
311	Pyramid Lake Road (Jasper Aquatic Centre)	305	Bonhomme Street
76	76Connaught Drive (Northernmost building)	76A	Connaught Drive
76	Connaught Drive (Westernmost building)	76B	Connaught Drive
76	Connaught Drive (Southernmost building)	76C	Connaught Drive



REQUEST FOR DECISION

To: Council

Subject: Bylaw #150, "Jasper Levy and Collection of Utility Fees Bylaw 2011A"

Prepared by: Verne Balding, Director, Corporate and Legislative Services

Reviewed by: George Krefting, Municipal Manager

Date of Notice: 6 September 2011

Date of First Reading: 6 September 2011

Recommendation Administration recommends Council amend Bylaw #141, the "*Jasper Levy and Collection of Utility Fees Bylaw 2011*" to include the Royal Canadian Legion leasehold in the list of properties eligible for the Community Non-Profit solid waste rate provided for in the bylaw.

The Royal Canadian Legion currently pays the commercial solid waste rate of \$223.82 per 2-month levy. This amendment would reduce the 2-month levy to \$42.13.

CAO Comments: The Royal Canadian Legion is a not for profit entity and supports local community organizations and charities. It is expected that if operating costs are reduced that there will be additional funding available to support community organizations. It is recognized that the Royal Canadian Legion does provide services that are provided by the private sector and there could well be concerns raised by the Private Sector.

I contacted a representative from the Royal Canadian Legion and invited them to provide information on the community support they have provided, any other information that they believe would be relevant.

Key Information: Since the passage of Bylaw #013 in the 2002 (the Municipality's first utility rates bylaw), Council has provided for a reduced solid waste rate to be applied to leaseholds held by community not-for-profit organizations. The Municipality has now received a request from the Legion that it be made eligible for the Community Non-Profit solid waste rate.

This proposal suggests that the Royal Canadian Legion be added to the current list:

Director _____

Municipal Manager

Agenda Item 8.3

- Parcel R9, Lot 2 (Jasper United Church);
- Parcel C (St. Mary and St. George’s Anglican Church);
- Block A, Lot 1 (Jasper Catholic Church);
- Block 18, Lot 14 (Jasper Lutheran Church);
- Block 26, Lot 13 (Jasper Pentecostal Church);
- Block 4, Lots 19-20 (Jasper Park Baptist Church);
- Block 5, Lot 4 (Jasper Tourism and Commerce, Robson House);
- Parcel A, Lots 3A and 4A (Jasper-Yellowhead Historical Society);
- Block 36, Lots 31 and 32 (Jasper Municipal Library);
- Athabasca Park (Parks Canada Administration Building);
and
- Un-surveyed lot known as Parcel U-124 (Friends of Jasper National Park and public washroom building);

Strategic Relevance: While there are no statements in the *Jasper Community Sustainability Plan* specific to this matter, the Municipality has committed in the Plan to broad goals in support of community history, culture and identity.

Bylaw-Policy: Council has committed in Bylaw #141 and its predecessors to a Community Non-Profit rate available to non-profit community entities. This amendment is consistent with the previous commitments.

Fiscal: The cost for implementation of this amendment will be the annual difference in revenue between the current utility rates applied to the Royal Canadian Legion leasehold and the Community Non-Profit rate or, at current rates, \$1,090.14 annually.

Options: Maintain the status established by Bylaw #141.

Director _____

Municipal Manager 9

Agenda Item 8.3

MUNICIPALITY OF JASPER
BYLAW #150

BEING A BYLAW OF THE MUNICIPALITY OF JASPER IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE LEVYING AND COLLECTION OF FEES FOR THE PROVISION OF WATER, SEWER, SOLID WASTE AND RECYCLING SERVICES.

WHEREAS the Municipality of Jasper operates Jasper's water distribution system, Jasper's wastewater collection and treatment system and Jasper's solid waste collection system pursuant to the provisions of the Agreement for the Establishment of Local Government in Jasper dated June 13th, 2001;

NOW THEREFORE the Council of the Municipality of Jasper in the Province of Alberta, duly assembled, enacts:

1 CITATION

1.1 This Bylaw may be cited as the "Jasper Levy and Collection of Utility Fees Bylaw 2011A."

1.2 Municipality of Jasper Bylaw #130, the "Jasper Levy and Collection of Utility Fees Bylaw 2011" is hereby repealed.

2. DEFINITIONS

2.1 In this Bylaw:

2.1.1 "*Apartment Building*" shall mean a single building comprised of three or more dwelling units not including secondary suites with shared entrance facilities, where none of the dwelling units are rented or available for rent or occupation for periods less than 30 days;

2.1.2 "*Apartment Unit*" shall mean a dwelling unit in an Apartment Building;

2.1.3 "*Black Water*" shall mean de-watered or partially de-watered sludge forming a semi-liquid mass and includes accumulated settled solids deposited in holding tanks, pit latrines, sewage lagoons and septic tanks;

2.1.4 "*Duplex*" shall mean a single building containing two Dwelling Units located on land zoned R2 in the Jasper Community Land Use Plan 2001 as amended, in which each unit has a separate entrance and neither unit constitutes less than 40% of the total floor area of the building;

2.1.5 "*Dwelling Unit*" shall mean one or more rooms connected as a separate unit in the same structure and constituting an independent unit for residential occupancy by a household with facilities to sleep, cook and eat and with its own sanitary facilities;

- 2.1.6 “*Commercial Lot*” shall mean every leasehold, lot or parcel zoned “C1”, “C2”, “C3” or “C4” in the Jasper Community Land Use Plan 2001 and its successors;
- 2.1.7 “*Community Non-Profit Rate*” shall mean the Community Non-Profit Rate specified in “Schedule A” hereto and applied to:
- 2.1.7.1.1 Parcel R9, Lot 2 (Jasper United Church);
 - 2.1.7.1.2 Parcel C (St. Mary and St. George’s Anglican Church);
 - 2.1.7.1.3 Block A, Lot 1 (Jasper Catholic Church);
 - 2.1.7.1.4 Block 18, Lot 14 (Jasper Lutheran Church);
 - 2.1.7.1.5 Block 26, Lot 13 (Jasper Pentecostal Church);
 - 2.1.7.1.6 Block 4, Lots 19-20 (Jasper Park Baptist Church);
 - 2.1.7.1.7 Block 5, Lot 4 (Jasper Tourism and Commerce, Robson House);
 - 2.1.7.1.8 Parcel A, Lots 3A and 4A (Jasper-Yellowhead Historical Society);
 - 2.1.7.1.9 Block 36, Lots 31 and 32 (Jasper Municipal Library);
 - 2.1.7.1.10 Athabasca Park (Parks Canada Administration Building);
 - 2.1.7.1.11 Un-surveyed lot known as Parcel U-124 (Friends of Jasper National Park and public washroom building); and
 - 2.1.7.1.12 Block B, Lot 1 (Royal Canadian Legion).
- 2.1.8 “*Bulk Water*” shall mean water obtained from the Water System by truck, tanker or similar means and at such times and locations as may be designated by the Municipal Manager;
- 2.1.9 “*Grey Water*” shall mean the fouled water supply of residences and businesses and includes water-carried human wastes;
- 2.1.10 “*Institutional Lot*” shall mean every leasehold, lot or parcel zoned “Institutional” and “IN” in the Jasper Community Land Use Plan 2001 and its successors;
- 2.1.11 “*Jasper Community Land Use Plan 2001*” shall mean the plan of that name approved by the Minister of Canadian Heritage in June, 2001, pursuant to the *Canada National Parks Act*;

- 2.1.12 "*Leaseholder*" shall mean a Grantee or a person or other legal entity holding a valid lease or licence of occupation with the federal Crown for the use or occupation of land in Jasper National Park, and shall mean Canadian National Railway in respect of lots or land parcels held by Canadian National Railway, and shall mean Jasper National Park of Canada in respect of lots or land parcels held by the Crown;
- 2.1.13 "*Municipal Manager*" shall mean the Municipal Manager of the Municipality of Jasper and includes any person authorized to act for or in the name of the Municipal Manager;
- 2.1.14 "*Multi-Unit Dwelling*" means one or more single buildings designed to contain three or more dwelling units not including secondary suites where none of the dwelling units are rented or available for rent of occupation for periods of less than 30 days;
- 2.1.15 "*Municipality*" shall mean the Municipality of Jasper;
- 2.1.16 "*Sanitary Sewer System*" shall mean the pumping stations, pipes, property, and all other facilities for the collection and treatment of sanitary waste owned and operated by the Municipality of Jasper and shall include the Waste Water Treatment Plant;
- 2.1.17 "*Storage and Services Lot*" shall mean every leasehold, lot or parcel zoned "S" in the Jasper Community Land Use Plan 2001 and its successors which is subject to a subsisting Parks Canada lease or license of occupation;
- 2.1.18 "*Town of Jasper*" shall mean the physical area defined as the Town of Jasper in the Agreement for the Establishment of Local Government in the Town of Jasper, June 13th, 2001;
- 2.1.19 "*Waste Water Treatment Plant*" shall mean the Jasper Waste Water Treatment Plant;
- 2.1.20 "*Water Meter*" shall mean a device designated and installed by the Municipality in each water service for the purpose of measuring water volume; and
- 2.1.21 "*Water System*" shall mean the Water System owned and operated by the Municipality of Jasper and all accessories and appurtenances thereto.

3 WATER RATES

- 3.1 Every Leaseholder of a lot or land parcel located in the Municipality of Jasper shall, where that lot or parcel is connected to the Water System, pay a water charge calculated by multiplying the volume in cubic meters of water consumed by **\$0.80**.
- 3.2 The volume of water consumed will be measured by the lot's Water Meter.

4 WATER SERVICE DEPOSITS

- 4.1 A water service deposit equal to the amount specified in Schedule “B” herein shall be paid to the Municipality of Jasper by every person who:
- 4.1.1 is a tenant in rental accommodations located on land designated in the Jasper Community Land Use Plan 2001 or its successors as parcel CV-2, CO, CP or CN; and
 - 4.1.2 requests water services from the Municipality of Jasper on or after the 1st day of June, 2009.
- 4.2 The water service deposit paid to the Municipality of Jasper pursuant to Section 4.1 herein shall be:
- 4.3 held on deposit by the Municipality for the full period in which water services are delivered to the depositor; and
 - 4.4 subject to interest at 3% for each full year of holding and to interest pro-rated at 3% per annum for any part year of holding; and
 - 4.5 applied with interest as provided for in Section 4.4 herein to any outstanding water account balance at the conclusion of the full period in which water services are delivered to the depositor or in the event no outstanding account balance exists;
 - 4.6 returned to the depositor in full with accrued interest.

5 SEWER RATES: Water and Sewer Connection

- 5.1 Every Leaseholder of a lot or land parcel located in the Municipality of Jasper shall, where that lot is connected to the Water System and the Sanitary Sewer System, pay a sewerage charge calculated by multiplying the volume in cubic meters of water consumed by \$1.33.
- 5.2 Every Leaseholder’s sewage volume is calculated as being equal to the volume of water consumed by that Leaseholder. The volume of water consumed will be measured by the lot or land parcel’s Water Meter.

6 SEWER RATES: Sewer Only Connection

- 6.1 Every Leaseholder of a lot or land parcel located in the Municipality of Jasper shall, where that lot or land parcel is connected to the Sanitary Sewer System and is not connected to the Water System, pay a sewerage charge calculated as a percentage of the annual operating cost of the Waste Water Treatment Plant equal to the volume of sewage that Leaseholder contributes to the Waste Water Treatment Plant expressed as a percentage of total flows received at the plant.

- 6.2 Every Leaseholder of a lot or land parcel located in the Municipality of Jasper shall, where that lot or land parcel is connected to the Sanitary Sewer System and is not connected to the Water System, provide a means approved by the Municipal Manager of measuring the volume in cubic meters of sewage entering the Sanitary Sewer System from his lot or land parcel.

7 SEWER RATES: Trucked Waste

- 7.1 The Municipality of Jasper shall, in respect of every Leaseholder of a lot or land parcel located in the Municipality of Jasper where that lot is not connected to the Water System and the Sanitary Sewer System, levy a sewerage charge calculated at:
- 7.1.1 \$5.34 for each cubic meter of Grey Water sewage deposited in the Sanitary Sewer System; and
- 7.1.2 \$8.41 for each cubic meter of Black Water sewage deposited in the Sanitary Sewer System.
- 7.2 Every Leaseholder referred to in Section 7.1 herein and not having a sewerage account with the Municipality shall establish such an account with the Municipal Manager and the Municipal Manager is hereby authorized to charge every such purchaser a fee of \$20 for the establishment of such account.
- 7.3 In respect of every Leaseholder referred to in Section 7.1 herein who deposits Grey Water sewage or Black Water sewage into the Sanitary Sewer System at any time when a member of the operating staff of the Waste Water Treatment Plant is not present at the Waste Water Treatment Plant and whose deposit results in a circumstance requiring the presence of a member of the Waste Water Treatment Plant operating staff, the Municipal Manager is hereby authorized to charge such Leaseholder the Waste Water Treatment Plant Call-out Fees specified in Schedule B herein.

8 WATER AND SEWER RATES: Parks Canada Agency

- 8.1 The Parks Canada Agency shall, by agreement, pay water and sewer charges on properties it uses and occupies within the Town of Jasper as though it were the Leaseholder of those properties subject to the provisions herein.
- 8.2 The Municipality of Jasper shall, by agreement and in recognition of Parks Canada's capital contribution to the construction costs of the Jasper Waste Water Treatment Plant, in respect of Parks Canada lots or land parcels in Jasper National Park of Canada where those lots or land parcels are not connected to the Water System and the Sanitary Sewer System, levy a sewerage charge for each cubic meter of sewage deposited in the Sanitary Sewer System calculated at 0.8 multiplied by the per cubic meter sewerage charge specified in Section 7.1 herein.

9 BULK WATER RATES

- 9.1 Every hauler of Bulk Water shall be pay Bulk Water fees calculated as the volume of water obtained from the Water System multiplied by the water rate specified in Section 3.1 herein except that the minimum invoice for every such hauler shall be ten (10) dollars for every billing period during which such hauler purchased Bulk Water from the Municipality.
- 9.2 Every purchaser of Bulk Water not having an existing Bulk Water account with the Municipality shall establish such an account with the Municipal Manager and the Municipal Manager is hereby authorized to charge every such purchaser a fee of \$20 for the establishment of such account.

10 SOLID WASTE RATES

- 10.1 The Municipality of Jasper shall, in respect of every Leaseholder of a lot or parcel located in the Town of Jasper levy fees for solid waste collection as described in Schedule "A" herein.
- 10.2 The Municipal Manager shall establish a daily solid-waste collection schedule ensuring that solid waste collection is normally completed not later than 1:00 p.m. of each operating day, and each extra pickup required after 1:00 p.m. of any operating day shall be subject, in addition to those fees prescribed in Section 10.1 herein, to the 'Off-Schedule Surcharge' described in Schedule "A" herein.
- 10.3 Every Institutional lot or parcel in the Town shall be levied solid waste fees at the Commercial rate specified in Schedule "A" herein unless such zone or parcel:
 - 10.3.1 is listed in Section 2.1.7 herein as subject to the Community Non-Profit Rate; or
 - 10.3.2 is used solely for residential purposes, in which case solid waste fees shall be levied in accordance with the character of such use; and
 - 10.3.3 no water, sewer or solid waste accounts shall be levied in respect of Parcel CA.

11 SOLID WASTE RATES: Parks Canada Agency

- 11.1 The Parks Canada Agency shall, by agreement, pay solid waste charges on properties it uses and occupies within the Town of Jasper as though it were the Leaseholder of those properties and subject to the provisions herein.
- 11.2 The Municipality of Jasper shall, in respect of Parks Canada lands zoned "R1", "R2", "R3" or "R4" in the Jasper Community Land Use Plan 2001 and its successors, levy solid waste charges to the occupants of such lands at the same rates established for such residential zonings in Schedule "A" herein unless requested in writing by Parks Canada to direct such accounts elsewhere.
- 11.3 Parcel GJ shall be exempt from solid waste fees.

12 RECYCLING FEE

- 12.1 Every Leaseholder of a lot or parcel in the Town of Jasper upon whom the Municipality levies fees for solid waste collection shall also be levied a recycling fee and such levy shall be:
- 12.1.1 in the amount of \$24 per year per solid waste account;
 - 12.1.2 contributed to recycling operating budgets.
- 12.2 Every Leaseholder referred to in Section 11.1 herein and who is the subject of more than one solid waste account with the Municipality shall pay the recycling fee in respect of each of his solid waste accounts.

13 ACCOUNTS

- 13.1 Water and sewer accounts shall be rendered to the Leaseholder of each domestic and commercial property connected to the Water System and to the Leaseholder of each domestic and commercial property connected to the Sanitary Sewer System and to each Leaseholder contributing sewage by truckload to the Sanitary Sewer System and the Waste Water Treatment Plant, except that:
- 13.1.1 Accounts shall be rendered to the tenants of rental dwelling units upon lands which are zoned R3 pursuant to the provisions of the *Jasper Community Land Use Plan 2001* or its successors and in respect of which:
 - 13.1.1.1 each dwelling unit is serviced by an individual Water Meter;
 - 13.1.1.2 not less than 10 rental dwelling units are located within a single leasehold; and
 - 13.1.1.3 the Leaseholder has provided to the Municipality current postal addresses for the tenants of the rental dwelling units and has requested in writing the accounts be sent to those addresses.; and
 - 13.1.1.4 the Municipal Manager shall hold the Leaseholder fully and entirely responsible for the payment of such accounts in the event his reasonable efforts to collect such accounts prove unsuccessful.
- 13.2 Accounts shall be due and payable by the Leaseholder when rendered, and shall be payable to the Municipality of Jasper. Failure of a Leaseholder to receive an account shall in no way affect the liability to pay the account.
- 13.3 Water and sewer charges shall be a debt recoverable from the Leaseholder by action and may be recovered by distress upon the seizure of the goods and chattels of the Leaseholder, and there shall be a lien upon the property, collectable in the same manner as taxes.

13.4 The Municipal Manager may terminate water services to any Leaseholder when such Leaseholder's water and sewer charges are in arrears by sixty (60) days or more.

14 NEW ACCOUNTS

14.1 In every instance where the Municipal Manager establishes a new Water and Sewer account or a new Solid Waste account in respect of any Leaseholder or in respect of any person who is a tenant pursuant to Section 13.1.1 herein, he shall levy in the first billing period for such account a new account fee of \$25.00 (Twenty-Five Dollars).

15 PENALTIES

15.1 The penalty for late payment of solid waste, water and sewer bills shall be 2% per month (26.82% per annum) beginning on the 31st day after the rendering of the account.

16 SEVERANCE

16.1 If any provision herein is adjudged by a Court of competent jurisdiction to be invalid for any reason, then that provision shall be severed from the remainder of this Bylaw and all other provisions of this Bylaw shall remain valid and enforceable.

17 COMING INTO EFFECT

17.1 This Bylaw shall come into force and effect on the final day of passing thereof.

17.2 If any provision herein is adjudged to be repugnant to any federal regulation or legislation and does not lie within the authorities conferred upon the Municipality by the Agreement for Provision of Interim Municipal Services and Functions dated 1 April 2002, this Bylaw shall continue in full force and effect but any such repugnant provision shall be of no force or effect until such time as the repugnancy is removed by repeal or amendment of the federal legislation or regulation.

GIVEN FIRST READING THIS DAY OF A.D., 2011

GIVEN SECOND READING THIS DAY OF A.D., 2011

GIVEN THIRD AND FINAL READING THIS DAY OF A.D., 2011

Mayor

Municipal Manager

SCHEDULE A

**CHARGES FOR SOLID WASTE COLLECTION AND
DISPOSAL SERVICES IN THE TOWN OF JASPER**

<u>RESIDENTIAL LEASEHOLDS</u>	<u>Charge</u>
Residential lot inside the Town of Jasper on which development comprises one Dwelling Unit; per year	\$252.79
Residential lot inside the Town of Jasper on which development comprises a Duplex; per unit, per year:	\$202.24
Multi-Dwelling District lot or parcel on which development comprises one or more Apartment Buildings; per Apartment Units, per year:	\$113.75
Multi-dwelling District lot or parcel on which development comprises Multi-Unit development; per Multi-Unit Dwelling; per year:	\$202.24
<u>COMMERCIAL LEASEHOLDS</u>	
(a) base rate for every Commercial Lot, and for pick-up per week of up to 8 cubic yards, per year:	\$1342.94
(b) for any additional pick-up of self-dumping solid waste containers, per cubic yard:	\$15.32/cu yd
(c) for any pick-up of solid waste not stored in solid waste containers compatible with the Haul-All collection system, per hour:	\$94.51/hr
Commercial Off-Schedule Surcharge; per pickup	100% of the fee calculated in (b) above
<u>Storage and Services Lot in the Town of Jasper; per year</u>	\$197.53
<u>Community Non-Profit Rate</u>	\$252.79

SCHEDULE B

<u>Water Service Deposit</u>	<u>Charge</u>
Water Service Deposit pursuant to Section 4.1 herein	\$200.00
<u>Recycling Fee</u>	
Annual Recycling Fee pursuant to Section 11 herein	\$24.00
<u>Wastewater Treatment Plant Call-out Fees</u>	
For the first 3 (three) hours or any portion thereof	\$180.00
For every full hour or portion thereof of a call-out exceeding 3 (three) hours	\$60.00



REQUEST FOR DECISION

Subject: Policy Rewrite – Policy E-014 Acceptance of Gifts

Prepared by: Beryl Cahill

Reviewed by: Council Committee August 23, 2011

Date – Notice: September 6, 2011

Date of Decision : September 20, 2011

Recommendation: That Council give notice that, at the September 20, 2011 regular meeting, Council will be requested to approve Policy E-014 – Acceptance of Gifts.

Options: - Not approve.
- Request Administration to make revisions.

CAO Comments:

Background: The current policy format was a carry-over from the Jasper School Board and Jasper Improvement District. The request for a review of Council policies and development of a more user-friendly format has been identified as a Council priority.

Strategic Relevance: Relates to Council's external and internal relationships with staff, residents, and the general public.

Implications of Recommendation

General & Organizational: In reformatting the policy manual, the changes being proposed establish a format by which policies will be prepared, presented, and approved.

Fiscal: There will be no costs incurred for supplies as all of the work will be done electronically.

Attachments policy draft attached

Director _____

Municipal Manager _____

Agenda Item 9.1



Policy Title: ACCEPTANCE OF GIFTS

Policy # E-014

Effective Date: DRAFT

Date approved by Council:

POLICY

Municipal employees are prohibited from accepting gifts or favours that could be seen to influence them in the discharge of their duties.

PURPOSE

Personal integrity and sound business practices require that relationships with vendors, contractors, or others doing business with the Municipality be such that no employee can be accused of showing favouritism or bias.



Policy Title: ACCEPTANCE OF GIFTS

Policy # E-014

ADMINISTRATIVE PROCEDURES DRAFT #2 – August 19, 2011

Effective Date:

Date adopted by Municipal Manager:

PROCEDURES

1. Vendors occasionally may supply gifts, and gifts may include tickets to sporting events. These may be accepted with the intent that they are to be made available to and shared amongst all staff. A gift or ticket received will be submitted to the Manager of Human resources that will then provide all staff with the opportunity to submit an interest and the gift or ticket will be awarded by a “draw”. The Manager of Human Resources shall maintain a record of all such gifts, tickets and recipients.
2. Vendors occasionally host appreciation events inviting a number of clients. Examples are hospitality suites, appreciation dinners and receptions. Staff are permitted to attend these events, however, the Manager of Human Resources is to be informed, and information will be recorded and maintained on file in respect of any event which may confer a benefit greater than \$100.00.
3. Municipal employees may accept and are not required to report on items of a value of less than \$100. These gifts would generally be of the following nature:
 - a) Christmas gifts such as cards, cookies and chocolates;
 - b) Advertising materials such as calendars, scratch pads, pens, tee shirts, and caps.
4. Prizes won at conferences where the registration has been paid for by the Municipality may be accepted by employees, however if the prize has a value greater than \$100, the employee is to advise the Manger of Human Resources who shall maintain a record.



REQUEST FOR DECISION

Subject: Fitness Facility Sponsorship
Prepared by: Katie Murray
Reviewed by: Yvonne McNabb, George Krefling
Date – Notice: September 6th, 2011
Date – Decision: September 20th, 2011

Recommendation: That Council supports the contents and the distribution of the Jasper fitness facility sponsorship package dated September 1, 2011

Options: Council to make amendments to and support the distribution of the sponsorship package, as amended by Council.
To request that the administration re-visits council with an amended package.
To not support the sponsorship package.

CAO Comments: Corporate naming and public recognition in the form of advertising on or in facilities, has become a common practice in Alberta municipalities, particularly with recreation facilities. Accessing sponsorship is an alternative revenue source, for capital and recapitalization costs of building and equipping these facilities.
This strategy has potential to assist in keeping costs affordable for the user and reduce dependence from municipal property taxation.

Background: The Department of Culture and Recreation is hoping to approach businesses and organizations with the goal of procuring sponsorship to help with the cost of equipping the new fitness facility with fitness and other equipment, including additional cardio and weight machines, fitness accessories, climbing equipment and more. Any funds received over and above the equipment listed would be allocated for on-going projects and re-capitalization of the fitness facility, as per the recently passed sponsorship policy (D-012).

Relevant Policy: D-012 Sponsorship Policy & Administrative Procedures

Strategic Relevance: Procurement of various types of sponsorship will ensure that the new fitness facility offers the very best to all users, including new equipment, accessories, and more. By inviting specific organizations to act as sponsors, we invite businesses and organizations into our community,

Director _____

Municipal Manager _____

Agenda Item 9.2

creating partnerships that will benefit all members of the community, as well as the organizations. We hope to have a balance of local and non-local businesses, which helps to support our local economy and provide advertising opportunities.

With the Green Level sponsorship, we are helping to ensure that the operations of the new facility meet green & sustainable best practices, and that a sustainable, green operation is shown to be of paramount importance to the municipality.

Sponsorship will also ensure that we can meet the future needs of the facility, though potentially having reserve funds to update and replace equipment, as well as the possibility of expanding the facility's equipment base to accommodate an increased number of users.

At the very basis of the desire to achieve sponsorship for the new facility is the goal to support healthy active lifestyles in our community, and to facilitate recreation experiences that will be the best they can be for Jasper's residents and visitors.

The sponsorship package is designed to go hand-in-hand with the municipality's sustainability plan, and to support the community in the best possible way.

Implications of Recommendation

- General & Organizational: Procurement of sponsorship for the new fitness facility will have an immensely positive impact on the community; by utilizing sponsorship money to maximize the new space, we will attract new patrons and community members, and will be able to offer an outstanding wellness opportunity for all community members, as well as visitors to our community.
This project will require additional time from the Facilities Coordinator, the Project Manager and Director of Culture and Recreation.
- Fiscal: Procurement of sponsorship will bring money in for the fitness facility project. Some of this money will be spent on new equipment and accessories, some on other initiatives to maximize the new space, and other monies may be reserved for equipment purchase in the future, and/or equipment maintenance and re-capitalization projects. Money procured through sponsorship will ease the burden on the municipal tax payer for the cost of new equipment, and on-going equipment related costs.
- Follow up actions: Subject to council approval on September 20th, the Culture and Recreation Dept staff will move ahead with the printing and immediate post distribution of the sponsorship package to various businesses and organizations. The dept will work to attain sponsorship monies as soon as possible, and will continue to work to procure sponsorship dollars on an ongoing basis.
- Communications: Administration is committed to keep Council informed of incoming sponsorship monies through the Director of Culture & Recreation reports to Council. Patrons of the facility will be informed of sponsorship support
- Director _____ Municipal Manager _____ Agenda Item _____

through advertising and other means of recognizing sponsors, as noted in the package.

Attachments: Sponsorship package attached.

Director _____

Municipal Manager _____

Agenda Item _____

September 1st, 2011

JASPER FITNESS CENTRE SPONSORSHIP OPPORTUNITIES



MUNICIPALITY OF JASPER
CULTURE AND RECREATION
Box 520
Jasper, Alberta
T0E 1E0
780-852-3381



CONTRIBUTE TO OUR SUCCESS

Corporation XYZ
1234, Street name
City, Province
Postal Code

Dear XYZ,

It is with great excitement that we would like to share with you the Municipality of Jasper Alberta's plans for a new Fitness Centre, and invite you to be a part of this exciting new space. In the following pages, you will find information and plans for our new fitness facility, as well as your invitation to be a Gold Level sponsor in our project.

As a Gold Level sponsor, we are hoping that you can help us make our new facility the best it can be with a monetary donation of over \$500,000 to our project.

We are enthusiastic about discussing this opportunity with you, including the possibility of naming rights for a specific portion of our facility (for instance: The XYZ Stretch Area). Once you have had a chance to look over the attached materials, please contact us with your questions and proposal.

We look forward to talking with you soon!

Sincerely,

Yvonne McNabb
Director, Culture and Recreation

George Krefting
Municipal Manager

Christopher Read
Project Manager

HELP US INSPIRE COMMUNITY WELLNESS!

JASPER, ALBERTA



Jasper townsite from the Jasper Tramway



Breathtaking mountain vistas

OUR COMMUNITY

"Jasper is a small, friendly and sustainable mountain community set in the natural splendour of Jasper National Park."

- Jasper Community Sustainability Plan Vision Statement

Located at the heart of Canada's largest national park, the town of Jasper is home to approximately 5,200 residents, and welcomes over two million visitors annually. Designated as a UNESCO World Heritage Site, the Park's abundant wildlife, crystal clear lakes, and breathtaking mountain vistas attract visitors from across the globe.

In 2010, community members, Parks Canada and the Municipality of Jasper developed the *Jasper Community Sustainability Plan*, where "supporting healthy lifestyles and recreation" and "promoting the physical, mental, and social well-being of the community" were identified as goals.

CULTURE AND RECREATION

The Municipality of Jasper Culture and Recreation department strives to provide Jasper residents and visitors with the very best facilities and programs. The current recreation complex encompasses:

Jasper Arena

A full-sized, large capacity arena, featuring an 85' by 200' ice surface, 776 seats, heated stands, score and time clocks, dressing rooms, etc.

Jasper Aquatic Centre

A 25m, six-lane pool with regulation starting blocks, diving board, shallow wading pool, 50m water slide, large hot tub, steam room and two family-style change rooms.

Jasper Activity Centre

Four-sheet curling rink, two squash and racquetball courts, a large multi-purpose hall and over 20 000 sq. ft. of multi-purpose meeting and event space.



THE FITNESS CENTRE



Exterior Rendering

THE NEW FACILITY

The addition of a new Fitness Centre to the existing municipal recreation complex is part of the Municipality of Jasper's commitment to providing high-quality visitor experiences and promoting healthy lifestyles for residents and visitors alike.

The new state-of-the-art facility features an open, bright and inviting space, adding substantial value to the recreation opportunities currently available in Jasper. Hours of operation will nearly double, and access to adjacent facilities such as the Jasper Aquatic Centre and the indoor climbing wall will also be increased.



Interior Rendering

ENVIRONMENTAL SUSTAINABILITY

The *Jasper Community Sustainability Plan* development process highlighted that Jasper residents value and promote environmental responsibility. This principle was a core element in the design of the new facility; a heat recovery system was installed in order to maximize the use of clean and renewable energy, and the building also features a living roof, which will absorb rainwater and provide insulation.



Lobby Rendering

Other sustainable building strategies include maximized use of natural light, operable windows with a natural convection current ventilation design, and a roof appropriately sloped for future installation of solar panels.

The Jasper Fitness Centre was designed to achieve a LEED Silver standard, and is expected to open in the fall of 2011.

THE FITNESS CENTRE

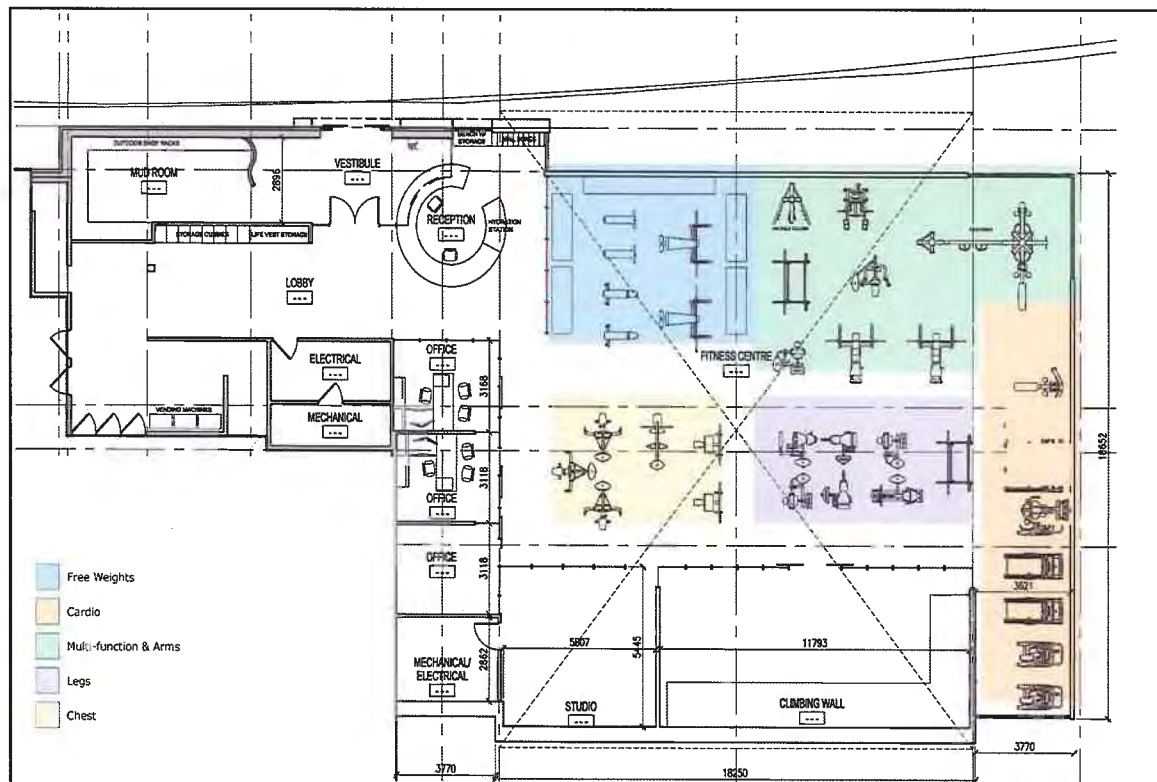
LAYOUT AND EQUIPMENT

Featuring over 5000 sq. ft. of space dedicated to fitness, the Jasper Fitness Centre also includes an indoor climbing wall, studio space and personal training offices.

Specialized equipment for the facility has already been purchased through fundraising efforts by local groups and organizations. The Jasper Rock Climbing Association purchased additional holds and crash pads for the climbing wall, while the Jasper Volunteer Fire Brigade obtained funding through the *Pepsi Refresh Project* for the purchase of a Jacobs Ladder, a low-impact and highly efficient cardio machine.

In order to provide outstanding fitness opportunities, the Culture and Recreation department is seeking corporate sponsorships to supplement and upgrade its existing fitness equipment. The expanded Fitness Centre and its improved layout offer a more spacious and inviting environment, where we wish to provide up-to-date and energy efficient equipment. From free weights to treadmills to audiovisual devices, your contribution will help us make the Jasper Fitness Centre the best it can be.

FLOOR PLAN



OPPORTUNITIES IN BRIEF – YOUR CONTRIBUTION

GOLD LEVEL SPONSORSHIP – 10-YEAR NAMING RIGHTS

As our Gold level sponsor, you will have generously donated \$500,000 or more to our project, and purchased naming rights to our facility, in part or whole. Along with naming rights (to be approved by Jasper Municipal Council), your name will appear on the elite 'Gold' section of our new lifetime donor recognition wall, and you will be offered special consideration for promotional activities.

SILVER LEVEL SPONSORSHIP – CREATE A 10-YEAR SPACE

As a Silver level sponsor, you will have generously donated between \$100,000 and \$499,999 in equipment or funds to our facility. To thank you for your contribution, you will have the opportunity to have a specific portion of our facility, or area of equipment named for you or your business (eg. The John Doe stretch area). Also, your name will appear on the 'Silver' section of our new lifetime donor recognition wall, and you may be entitled to special consideration for promotional activities.

BRONZE LEVEL SPONSORSHIP – EQUIPMENT FRIENDLY

As a Bronze level sponsor, you have generously donated between \$2,500 and \$99,999 to our project, in equipment or funds that may be earmarked for equipment. To thank you for your contribution, your name will be included on the 'Bronze' section of our new lifetime donor recognition wall, as well as mounted on the equipment that you have donated or directly contributed to for the life of the equipment.

GREEN LEVEL SPONSORSHIP – A 'GREEN' DONATION

As a Green sponsor, you have generously donated a sum of up to \$25,000, or specific equipment or materials, that we will use directly for green and sustainable initiatives within our facility. You are helping us to support our Community Sustainability Plan, and ensuring that both our facility and our community operate within the best practices of sustainability in order to protect and nurture our spectacular natural surroundings. A Green contribution may include specific equipment, such as a self-powered treadmill, eco-friendly flooring and mats or latex and phthalate-free resistance balls; organic and eco-friendly self care products for use in our change rooms, and recycled paper products will be of great value to our sustainability efforts.

To thank you for your contribution we will name you or your business on the 'Green' section of our lifetime donor recognition wall. We will also plant an appreciation tree outside of our facility in a nearby park, with a commemorative plaque listing your name and the type of donation that you made to our facility.

All opportunities are flexible. We look forward to working with you and your organization to develop an individualized arrangement that will serve the needs of our community, as well as your organization.

EQUIPMENT REQUEST LIST

Most sponsorship dollars will contribute directly to the acquisition or replacement of fitness equipment for the new facility. Money that is not utilized in this way will be directed to a fund and used for ongoing purchases and re-capitalization projects. The list below reflects equipment that is required and has been requested by patrons of the existing fitness facility.

Elliptical Machines	Freedom Climber
Treadmill & Self Powered Treadmill	Resistance & Stretch Bands
Recumbent Bike	Yoga and Pilates Mats
Spin Bikes	Stretching Mats
Stair Climber/Stepper	Yoga Straps & Blocks
Rowing Machine	Weighted Strength Bars
Leg Ad/Abductor Machine	Weight Benches
Shoulder Press Machine	Aerobic Steps
Back Extension Bench	Plyometrics & Lateral Plyo Boxes
Medicine Balls & Stand	Climbing Harnesses
Stability Balls & Stand	Carabiners
Weight Machine Bars & Storage Rack	Climbing Ropes & Systems
Wobble & Balance Boards or Discs	Ice Machine
Foam Rollers	Digital Timing Clock
BOSU Balance Trainers	Watches and Timers for Lending
Skipping Ropes	
Pilates Rings	
Neoprene Dumbbells	
Kettle Bells & Rack	

Request for Decision	Date of Notice of Motion	Proj Date of Dec.	Status
Wayfinding Signage	Nov 17 2009	held, pending further info	in progress
Library Concept Plan	Mar 1 2011	Mar 15 2011	completed
Approval of Audit	Mar 15 2011	Apr 5 2011	completed
2011 Capital Budget & 3 year Plan	Mar 15 2011	Apr 5 2011	completed
Transfer from Reserves	Mar 15 2011	Apr 5 2011	completed
Economic Dev. Fund Applic.	Apr 5 2011	Apr 19 2011	completed
Rick Hansen	Apr 5 2011	Apr 19 2011	completed
Notice - Local Food Society	Apr 19 2011	May 3 2011	completed
Land Exchange	Apr 19 2011	May 3 2011	completed
Library Design Approval	Apr 19 2011	May 3 2011	completed
Seniors Week BBQ	notice waived	May 17 2011	completed
Get to Know Unconference	May 17 2011	June 7 2011	completed
ARP Conference Bid	June 21 2011	July 5 2011	completed
Audit Bid	June 21 2011	July 5 2011	completed
IT Upgrade	June 21 2011	July 5 2011	completed
Electrical Contract	June 21 2011	July 5 2011	completed
Railway Crossing	June 21 2011	July 5 2011	completed
Notice-Change of time for Cmtee Mtgs	July 5 2011	July 19 2011	completed
Notice-Policies D-012 & E-002	July 5 2011	July 19 2011	completed
Land Exch. Agr. GYPSD	July 5 2011	July 19 2011	completed
Handicap Parking Zone	Waiver of Notice	July 19 2011	completed
Appts. To Boards/Cmtees	July 19 2011	Aug 2 2011	completed
Ext. of Taxi Zone	Waiver of Notice	Aug 2 2011	completed
Comtee Mtg. Cancellation Sept. 27	Aug 16 2011	Sept 6 2011	in progress
Travel AB Conf.	Aug 16 2011	Sept 6 2011	in progress
Policy E-004 Staff Recruitment	Aug 16 2011	Sept 6 2011	in progress
Fitness Fac. Sponsorship	Sept 6 2011	Sept 20 2011	in progress
Policy E-014 - Accept. Of Gifts	Sept 6 2011	Sept 20 2011	in progress



REQUEST FOR DECISION

Subject: Attendance of Councillors at Travel Alberta Conference

Prepared by: Beryl Cahill

Date – Notice: August 16, 2011

Date – Decision: September 6, 2011

Recommendation: That any councilor be authorized to attend the Travel Alberta Industry Conference scheduled to be held in Banff, Alberta from Sunday, October 23rd to Tuesday, October 25th, 2011.

CAO Comments: The Jasper Community Sustainability plan recognizes that Tourism is the economic mainstay of Jasper. Tourism is the engine that fuels the economy and the fuel for the engine is continued visitation in sufficient numbers to support a sustainable economy. Travel Alberta is a key partner in marketing. Participation in Travel Alberta conferences supports the stated action in the Community Sustainability plan, that being that the Municipality will be an active participant in community economic development, marketing activities, marketing coordination and in securing sustainable tourism development funding.

Background: The Travel Alberta Industry Conference is celebrating its 11th year in 2011 and is a key component of Travel Alberta's strategy to become the pre-eminent tourism marketing agency in Canada. The Travel Alberta Industry Conference provides the Alberta Tourism industry with an opportunity to network, learn and celebrate individuals and organizations excelling in and enhancing our tourism industry together. The Conference is the premier professional and personal development opportunity available anywhere in Alberta tourism. The Alberta Tourism Awards (ALTOS) will be presented in conjunction with the Travel Alberta Industry Conference at the Alto Awards Gala on October 24th, 2011.

Strategic Relevance: Relates to Council's external and internal relationships.

Implications of Recommendation

Fiscal: Registration costs of \$375 Early Bird fee includes all education sessions, meals, refreshment breaks, reception and one Awards Gala dinner ticket. Budget allocations included in individual Council budget expense area.

Director _____

Municipal Manager Ja

Agenda Item 10.2



REQUEST FOR DECISION

Subject: Council Committee meeting date

Prepared by: Beryl Cahill

Reviewed by:

Date – Notice: August 16, 2011

Date – Decision: September 6, 2011

Recommendation: That Council Committee of the Whole meeting scheduled for Tuesday, September 27th, 2011 be cancelled in order for mayor and council to attend the AUMA convention in Calgary, September 27th to 30th.

CAO Comments: None

Background: Mayor and Council, at the organizational meeting held October 26, 2010, agreed that the committee-of- the whole meetings of Council would be held on the 2nd and 4th Tuesday of each month commencing at 8:30 a.m.

Strategic Relevance: Relates to Council's external and internal relationships.

Implications of Recommendation

General & Organizational: The booking of the meeting space at the EMS building on September 27th will be released for the use of other groups, if required.

Fiscal: There are no fiscal implications

Director _____

Municipal Manager 

Agenda Item 10.3



REQUEST FOR DECISION

Subject: Policy Rewrite – Policy E-004 Staff Recruitment
Prepared by: Beryl Cahill
Reviewed by: Council Committee August 9, 2011
Date – Notice: August 16, 2011
Date of Decision : September 6, 2011

Recommendation: That Council give notice that, at the September 6, 2011 regular meeting, Council will be requested to approve Policy E-004 Staff Recruitment as part of the Policy Rewrite.

Options: - Not approve.
- Request Administration to make revisions.

CAO Comments: *non*

Background: The current policy format was a carry-over from the Jasper School Board and Jasper Improvement District. The request for a review of Council policies and development of a more user-friendly format has been identified as a Council priority.

Strategic Relevance: Relates to Council's external and internal relationships with staff, residents, and the general public.

Implications of Recommendation

General & Organizational: In reformatting the policy manual, the changes being proposed establish a format by which policies will be prepared, presented, and approved.

Fiscal: There will be no costs incurred for supplies as all of the work will be done electronically.

Attachments: policy draft attached

Director _____

Municipal Manager *[Signature]*

Agenda Item 10.4



Policy Title:	STAFF RECRUITMENT
Policy #	E-004
Effective Date:	DRAFT #1
Date adopted by Council:	

POLICY

The Municipality shall attract and retain the best qualified and most effective personnel possible within the constraints imposed by budgets, salary grids, union agreements, personnel policies and applicable legislation.



Policy Title: STAFF RECRUITMENT

Policy # E-004

ADMINISTRATIVE PROCEDURES

Effective Date: DRAFT #1

Date adopted by Municipal Manager:

SCOPE

This policy shall apply to all municipal hiring and staffing actions.

RESPONSIBILITIES

Council shall be responsible for hiring the CAO (Municipal Manager).

The Municipal Manager shall be responsible for hiring senior management personnel.

Recruitment and selection of all other staff shall be the responsibility of senior management.

PROCESS

1. Municipal Manager

Council shall manage and conduct the hiring process for the position of CAO (Municipal Manager)

2. Senior Management Personnel

a) The Municipal Manager shall be responsible for the recruitment and hiring of the following executive and senior management personnel:

- Director of Finance & Administration
- Administrative Officer
- Director of Corporate & Legislative Services
- Director of Emergency Services
- Director of Culture & Recreation
- Director of Community and Family Services
- Director of Environmental Services

b) Appointment, dismissal or lay-off of senior management personnel

All appointments, dismissals, or lay-offs of senior management personnel shall be undertaken by the Municipal Manager.

3. Positions other than executive and senior management

a) The Director of each department shall be responsible for the recruitment, dismissal, or lay-off of the staff in their department.

b) The dismissal or lay-off of any continuous employee requires the approval of the Municipal Manager.



Policy Title: STAFF RECRUITMENT

Policy # E-004

ADMINISTRATIVE PROCEDURES

Effective Date: DRAFT #1

Date adopted by Municipal Manager:

4. Posting and Advertising

- a) Posting and advertising requirements for all Union positions shall take place as specified in the Collective Agreement.
- b) Notice of recruitment must be provided for any vacancy the Municipality intends to fill. The Director responsible for the recruitment shall determine the extent to which notice will occur. At minimum, such notice must include an internal posting.

5. Reporting

The Human Resources Administrator shall provide Council with a bi-monthly summary of all appointments, resignations, dismissals, and lay-offs.

COUNCILLORS' READING FILES LOCATED IN ADMINISTRATION OFFICE
August 2011

- **Yellowhead Regional Library Annual Report 2010**
- Apartment Vacancy and Rental Cost Survey 2010
- Elder Skinny
- Jasper Community Sustainability Plan
- Evergreens Foundation - **Regular Board meeting minutes**, Board of Directors' meetings
- GAER Annual reports, meeting agendas, newsletters, etc.
- Fire Smart Project - Grant applications
- Economic Development - Inventory of Alberta Regional Projects
- Green Space Action Plan
- Safe Work practices manual
- Health
- Grande Yellow Public School Division - minutes
- Yellowhead Regional Education Society - minutes

- Trans Canada Yellowhead Highway Assocn.
- Federation of Canadian Municipalities (FCM)
- AUMA Task Force Reports
- Jasper Community Sustainability Plan
- Northern East Slopes Sustainability Resource & Environmental Management Strategy

- F.O.I.P. Policy and Procedures manual
- Private Home Accommodation Review Committee
- Planning & Development Committee
- Housing Study
- Town of Banff Information
- Yellowhead Regional Administrators and Managers

* **Bold text** indicates new items since last month

Agenda Item: 12.1

Municipal Reference Books available from the Jasper Public Library through the Inter-Library Loan System

This is just a brief list of some books that are available.

Councillors are encouraged to use the Jasper Public Library or www.tracpac.ab.ca or www.talonline.ca/search
to access all materials.

Title	Subjects	Author	ISBN #
Cultural Planning for Creative Communities	City planning Cultural industries Creative thinking Urban renewal Arts & state Community Life Cultural policy	Gord Hume	9780919779891
Off the Cuff: the essential style guide for men and the women who love them	Men's clothing Men's furnishing goods	Carson Kressley	0525948368
Guide to good municipal governance	Municipal government - Handbooks, manuals, etc.	C. Richard Tindal and Susan Nobes Tindal	9780919779815
Cuff's Guide for Municipal Leaders	Vol 2 - case for effective governance	George B. Cuff	0919779824
Making a Difference: Cuff's guide for Municipal Leaders: a Survival guide for elected officials	Municipal government City council members	George B. Cuff	9780919779624 091977962X
Strategic Planning for Municipalities: A Users' Guide	Municipal government Strategic planning	Thomas E. Plant	9780919779846 0919779840
Measuring up: an evaluation toolkit for local governments	Local government - Evaluation	Charles K. Bens	0919779638
Open Local Government 2: How Crucial Legislative Changes impact the way Municipalities do Business in Canada	Municipal corporations - Canada Local government - Law and Legislation - Canada Municipal Government - Canada	Michael Richard O'Connor	0919779719

m/mydocs/library/rev.date revised August 2011

Tuesday, Sept 6 – regular meeting

Upcoming events – Mayor and/or Council involvement

<u>Date</u>	<u>Event</u>	<u>Location</u>	<u>Time</u>
Sept 6	Stewardship Programme	Palisades	1 pm - 3 pm
Sept 10	50 th Anniv. Heritage Classic	Arena	6:30 pm
Sept 16	GAER Celeb. of Success mtg & dinner	High Road Inn, Edson	5:30 pm
Sept 23	Grand Open. Galloway Stn. Museum	Edson	3 pm - 5 pm
Sept 23	Town of Edson Centennial Ball	Edson Rec Complex	
Sept 27-30	AUMA convention	Calgary	
Sept 30	Alberta Arts Awards	Jasper	
Oct 1	Pancake Breakfast, Arts Days	Jasper Robson Park	9 am – 11 am
Oct 4	Grande Prairie Regional College		
	officials to meet Mayor & CAO	Jasper	7 pm
Oct 6	Resort Mun. meeting	Banff	12 noon – 3 pm
Oct 6	Yellowhead Reg Library 40 years	Spruce Grove	1 pm – 4 pm
Oct 15	Annual Hinton Business Awards	Hinton	
Oct 20	Get to Know Unconference banquet	JPL	
Oct 23-25	Travel Alberta Conference	Banff	
Oct 29	AMPPE Dinner	Banff Springs	6 pm