

**MUNICIPALITY OF JASPER  
COMMITTEE-OF-THE-WHOLE MEETING**

DATE: Tuesday, June 28, 2016  
PLACE: **ESB meeting room**  
TIME: 9:30 a.m.

**A G E N D A**

- 1.0 Call to Order
- 2.0 Additions to Agenda
- 3.0 Approval of Agenda
  - 3.1 June 28, 2016
- 4.0 Approval of Minutes
  - 4.1 June 14, 2016 .. .. . attachment
- 5.0 Business Arising
- 6.0 Brief Updates
  - 6.1 Letter from Paul Hardy/Avis Car Rentals .. .. . attachment
  - 6.2 JAG and IOTAD Request for Lease Fee Exemptions .. .. . attachment
  - 6.3 Community and Economic Development Fund Policy .. .. . attachment
  - 6.4 Library & Cultural Centre Naming .. .. . discussion
- 7.0 Correspondence/Information Items
- 8.0 Council Representation on Various Boards, Upcoming Meetings
- 9.0 Upcoming Events
  - June 28 – CARNA Centennial Display Launch – 9:45 a.m., Mayor to attend
  - June 29 – Jasper Municipal Library Opens to the Public
  - July 1 – Canada Day Pancake Breakfast
  - July 1 – IOTAD and JAG Open to the Public
  - July 13 – Communities in Bloom Judging Day; morning and evening receptions
  - July 19 – 15<sup>th</sup> year Anniversary of Municipality of Jasper
- 10.0 Adjournment

## Committee of the Whole Meeting

Tuesday, June 14, 2016

Emergency Services Building Meeting Room

- |                                |   |
|--------------------------------|---|
| Present                        | Mayor Richard Ireland, Deputy Mayor Helen Kelleher-Empy, Councillors Brian Nesbitt, Gilbert Wall, Dwain Wacko, Vonna Arsenault, Rico Damota   |
| Also Present                   | Mark Fercho, Christine Nadon, Yvonne McNabb, Paul Clarke (The Fitzhugh), Paul Hardy, Marianne Garrah, Claude Boocock, Cheryl Potter   |
| Call to Order                  | Councillor Wacko called the meeting to order at 9:33 a.m.   |
| Additions & Approval of Agenda | <p>Motion by Councillor Wall to approve today's agenda with the following additions:</p> <ul style="list-style-type: none"> <li>- 7.3 Update on street/line painting (Councillor Nesbitt)</li> <li>- 9.1 Council Priorities Review (Councillor Damota)</li> <li>- 7.4 Emergency Planning (Councillor Wacko)</li> </ul> <p style="text-align: right;">CARRIED</p>  |
| Approval of Minutes            | <p>Motion by Councillor Nesbitt that the minutes of the May 24, 2016 committee meeting be approved as amended: the minutes should read "thanked Administration for their 'efforts'", not "effects".</p> <p style="text-align: right;">CARRIED</p>   |
| Leases IOTAD and JAG           | <p>Council discussed final wording for the IOTAG and JAG leases for the Library and Cultural Centre. The intent is to include wording that supports accountability to local taxpayers while ensuring that the goals and objectives of the groups are consistent with the Municipality's role and purpose.</p> <p>Parties agreed to meet annually to review leases, remove any reference to 'annual renewal' and replace with 'Council approval', reviewed how events and sub-leasing will be handled, and added 'not meeting the reporting process' as a cause for termination of the lease. Mr. Fercho will update the lease documents to this effect and liaise with both groups.</p> |
| Letter from Paul Hardy         | <p>Deputy Mayor Kelleher-Empy declared her pecuniary interest and left the meeting at 10:21 a.m.</p> <p>Mr. Hardy presented to Council, proposing a swap of his current parking stalls in the Parks Canada public parking lot (by the train station) for stalls in the Connaught public parking lot across from his business location, highlighting logistical challenges related to a car rental operation. One question is whether Mr. Hardy can turn his rented stalls into public parking under Parks Canada's lease conditions. This item will be added to the June 28 intergovernmental meeting and to the June 28 committee meeting agendas for further discussion.</p>          |

Bus. Arising	In response to a question from Councillor Damota, Mr. Fercho indicated that no public feedback was received following the approval of the Tax Rate Bylaw 2016.
Brief Updates	Council reviewed applications submitted for the Community and Economic Development Fund. Funding available for this round is \$12.5K, with \$26K overall being requested in support. Council reviewed each application, considered a scoring grid prepared by Administration, and discussed the application process based on the newly updated policy. Councillors identified challenges around local groups being in a position to provide the information requested by Council; a review of the Fund policy will be added to the next committee meeting agenda.
Community and Ec. Dev. Fund Applications	Council reviewed applications submitted for the Community and Economic Development Fund. Funding available for this round is \$12.5K, with \$26K overall being requested in support. Council reviewed each application, considered a scoring grid prepared by Administration, and discussed the application process based on the newly updated policy. Councillors identified challenges around local groups being in a position to provide the information requested by Council; a review of the Fund policy will be added to the next committee meeting agenda.
Naming of the Library & Cultural Centre	Mr. Fercho sought direction from Council on naming the new facility. Administration will search for I.D. 12 documentation on naming policies, and this discussion will return to Council at the next committee meeting.
Update on Street Painting	In response to a question from Councillor Nesbitt, Mr. Fercho indicated that the contract had been awarded and that the work was scheduled to be completed by the end of June. Councillors suggested that this timeline should be moved up in future years to avoid conflict with the busy summer season.
Emergency Planning	In response to a question from Councillor Wacko, Mr. Fercho advised that only the Mayor, or the Deputy or Acting Mayor, would likely have to stay in town in the event of a community emergency.
Council Priorities Review	In response to question from Councillor Damota, Mr. Fercho advised that an update on Council's Strategic Priorities would be presented mid-summer, and suggested that updates should be presented twice a year instead of quarterly.
Council Rep. on Boards	Councillor Arsenault attended a Yellowhead Regional Library meeting in Spruce Grove on the weekend, and will be attending a West Yellowhead Regional Waste Management Authority meeting this coming week.
	Councillor Damota met with Mr. Mark Cullen through the Communities in Bloom committee, and indicated that that Jasper Community Housing Corporation board is reviewing project proposals for the housing project adjacent to Lions park.
	Mayor Ireland requested an information update on the intended treatment for pine beetle affected trees in the town site, and commended the COS team for their efforts in hosting a BBQ during seniors week.
	Councillor Wacko attended the Young Adults Collaborative Action Team (CAT) meeting.
Upcoming Events	Councillor Wall will be away for several meetings over the summer, and requested that Administration craft a motion to this effect for the next regular meeting.
Nomination of Next Chairperson	Councillor Rico Damota will chair the June 28 committee meeting.

Adjournment      Motion by Deputy Mayor Kelleher-Empey that, there being no further business,  
the meeting be adjourned at 12:35 p.m.

CARRIED

June 5, 2016

Dear Mayor and Council;

I am writing regarding the parking situation with Avis / Budget rental cars, operated out of the SunDog Tour Co office on 414 Connaught Drive. We have been operating car rentals from this location for the past 12 years and we are now the highest volume car rental operation in Jasper. The main reason for our growth is due to the fact that we have earned contracts with the largest tour operators and wholesalers of Jasper product. Our largest customer is Rocky Mountaineer Rail Tours. This customer alone books over 16000 room nights in Jasper during the summer and contributes a massive amount to the local economy. These people need rental cars and we work incredibly hard to accommodate their needs and to ensure that Jasper remains a convenient, viable destination for them. We do not actually own our inventory of cars, they are owned by the Avis / Budget corporation and we have the local franchise to operate Jasper on a commission basis, giving us access to a Western Canadian fleet of over 5000 vehicles. During a typical week in mid-summer we will send approximately 100 - 120 vehicles out on rent and we will also have approximately this many being returned to our location.

- Avis / Budget car rental is operated by SunDog Tour Co. Typically, SunDog will have 12-16 commercial vehicles based in Jasper with the remainder being housed at our location in Banff. To accommodate our fleet in Jasper as well as the fluctuating fleet of Avis / Budget vehicles and to satisfy parking regulations, we lease 3 commercial areas; 2 in Stan Wright Industrial park (next to Napa as well as lot next to Jasper Towing). These 2 spaces give us room for approximately 30 vehicles.
- In the summer of 2015, we also rented office space in the Parks Canada / VIA building at very considerable expense for the sole purpose of accessing more commercial parking spaces on Connaught Drive. This lease allows us 15 permanent parking stalls in the lot beyond the steam engine.

We have currently rented ample commercial parking space to accommodate all of our vehicles for both SunDog and A/B car rentals. All of our rental cars are rented and returned from our location at 414 Connaught Drive, where we have been a licensed rental agent for the past 12 years. It is not reasonable or viable for us to ask our customers to pick up or return rental cars from the steam engine parking lot. These are typically elderly guests that often have very limited fitness. It is also not viable to operate a shuttle service to and from this location from either a costing or logistical standpoint.

- I fully understand the parking issues in Jasper during the summer season. As a business that operates 2 retail outlets, it is certainly not in my best interest to have public parking spaces filled with unused rental cars.
- I am proposing a parking swap between my leased parking location beyond the steam engine and the public parking area across from 414 Connaught Drive.
- I would offer the municipality my 15 designated parking spots in a high density retail area in exchange for 14, non-designated (meaning the spots would not have to be tagged as Avis /

Budget, we would simply use whatever 14 spots were available) stalls. It is important to note that it will remain our goal to rotate cars in and out of this location as quickly as possible to maximize public availability.

- In situations where we have excess vehicle inventory, we will shuttle cars between our Stan Wright location and the 414 location. This will allow us to manage our inventory and service our customers in a reasonable time period while increasing the amount of parking space available to the general public.

I believe this to be a fair and reasonable solution to the current parking dilemma. SunDog, Avis / Budget will have more than fulfilled our commercial parking obligations to the municipality, there will be more stalls available to the general public and visitors to Jasper requiring car rental will continue to receive convenient, efficient service.

Thank you for reviewing this proposal and I welcome any ideas or recommendations from council. Please contact me anytime to discuss further.

Sincerely,

Paul Hardy

SunDog Tour Co., Avis / Budget Corporaion



## REQUEST FOR DECISION

Subject: JAG and IOTAD Request for Lease Fee Exemptions  
Prepared by: Mark Fercho, CAO  
Date – CoW Discussion: June 28, 2016  
Date – Notice: July 5, 2016  
Date – Decision: July 19, 2016

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### Recommendations:

1. THAT Council consider the attached request from the Jasper Community Habitat for the Arts (IOTAD) for 12 months of lease fee exemptions
2. THAT Council consider the attached request from the Jasper Artist Guild (JAG) for 1 month of lease fee exemptions

### Background:

On August 18, 2015 the Municipality of Jasper received two letters requesting lease fee exemptions respectively from IOTAD and JAG for the lease fees that will be due once the new Library and Culture Center building is completed and these groups begin to lease space..

Council's Committee of the Whole discussed the letters on August 25, 2015. The Committee discussion considered the two requests and options to meet the requests. Council received the letters as notice on September 1, 2015, and made a decision on September 15, 2015.

Council gave notice that, at the September 15, 2015 regular meeting, Council will consider a request from Jasper Artists' Guild (JAG) and Jasper Community Habitat for the Arts (IOTAD) for lease fee exemptions respectively for the lease fees that will be due, once the new Library and Culture Centre building is completed and these groups begin to lease space.

The leases are now in place and the groups are now in preparation to begin moving in. As per Council's direction in September 2015, they have both resubmitted new lease fee exemption requests that can be considered by Council.

### Strategic Relevance:

In Council's Strategic Priorities is the goal to:  
**Increase non-taxpayer revenues and reduce costs**

Director \_\_\_\_\_

CAO 

Agenda Item 6.1

## Financial Implications

Financial implications depend on the direction of Council as a result of this request.

Lease monthly costs include GST plus \$50.00 a month janitorial contributions:

- Cost for **Habitat for the Arts request**: \$ 1,697.01 per month x 12 months, less \$50.00 per month janitorial that would still be provided, (requested amount to be waived)=  
**\$19,764.12**
- Cost for **JAG request**: \$1,602.30 per month x 1 month (requested amount to be waived) =**\$1,602.30**

**Attachments:** JAG and IOTAD Letters

Director \_\_\_\_\_

CAO  \_\_\_\_\_

Agenda Item 6.1 \_\_\_\_\_

Jasper Artists Guild  
PO Box 867  
Jasper, Alberta  
T0E 1E0

Municipality of Jasper  
PO Box 520  
Jasper, Alberta  
T0E 1E0

June 6, 2016

Dear Mayor and Council;

Subject: Rental Concession Request – Jasper Artists Guild

In anticipation of the Jasper Artists Guild's upcoming occupancy at the Jasper Library and Cultural Centre, I am resubmitting our previous request to Mayor and Council for a rental concession equivalent to one month's rental free tenancy, or \$1,602.30.

Our request is based on a number of factors resulting from four and a half years of interruption in our daily operations as we await the completion and moving-in dates of the new facility. These include;

- The disposal of many of our display fixtures, office supplies and equipment as we moved between seven temporary locations
- Inability to commit to long range exhibition and workshop opportunities due to short-term, temporary rental agreements with local businesses
- Significant expenditures in renovation and construction materials required for refurbishment of temporary premises
- Revolving closures and interruptions in daily operations as the Guild moves from space to space
- Constant moves have resulted in an inconsistency in local awareness of our whereabouts on a month to month basis

For these reasons JAG is confident in the merit of this request for a first month excusal of rental obligations and anxiously await Council to provide direction in this regard.

Sincerely,

Claude Boocock  
Vice-President  
Jasper Artists Guild



June 17, 2016  
Municipality of Jasper  
Jasper, AB T0E1E0

Honourable Mayor and Municipal Council,

It is with great anticipation that the possible opening day for the new Library and Cultural Centre is now within 2 weeks of this letter. The Jasper Community Habitat for the Arts, founded in 2009, has consistently offered Jasper arts patrons and instructors a variety of ways to engage the community in programs ranging from songwriting to pottery, from theatre games to filmmaking.

In 2012 we were invited to become part of the new cultural building and to prepare for that we closed the established site in the vacant courthouse and aggressively sought partnerships, sponsors and grants in preparation of the opening dates of 2013, then 2014. The delays of the past 2+ years have resulted in loss of momentum, weakening of many of those partnerships/sponsorships and even declining of grants.

The first incarnation of the Habitat saw sustainability within 18 months. Volunteer base was getting stronger, users were growing in number and we saw over 1500 people play, create, dance, laugh, sing, write, see films and art...in 2011. Projection of that growth would see Habitat not only create new jobs for local art and culture instructors but offer residents ways to engage in community for both recreation and health. Instead we are literally starting again when the doors open this summer. (It is worth noting that summer is not Habitat's best season as many people work several jobs and would prefer to be outside. Fall through Spring is when we excel in our programming successes.)

As a registered nonprofit with the Companies act in Alberta we have struggled to maintain the costs of both the legal and financial record keeping required for the last few years when programming was not sustainable. These costs continue despite diminished ability to conduct programming in a dedicated space. Failure to maintain the nonprofit status on paper would mean another step backwards.

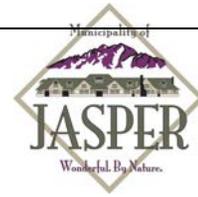
We are fortunate to have strong volunteer directors who have seen this idea through to this date, constantly educating and staying connected to current trends in the cultural industry. We continue to see partnerships being nurtured. Fund applications are now going out. Funding, as you may know, also requires up to a year to be approved. And then the process of creating programs, buying tools and supplies for those programs moves forward. Much of the equipment secured for the initial 2013 opening date has become obsolete. (computer programs especially)

For these reasons, and others mentioned in the previous letter sent to the Municipality to support their grievances with the delays in construction, we ask for your consideration that the first 12 months of our lease be rent free. We do feel that we can cover internet/power and cleaning costs.

Sincerely,

Marianne Garrah

David Baker



**Policy Title: COMMUNITY & ECONOMIC DEVELOPMENT FUND**

**Policy # B-017**

**Date adopted by Council: March 1, 2016**

**POLICY**

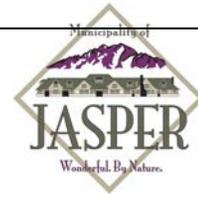
The Municipality of Jasper may consider any and all requests for support of a financial nature.

**SCOPE**

For this purpose, Council has established the Community and Economic Development Fund to assist in providing funding opportunities to non-profit groups or individuals with the goal of improving quality of life for Jasper residents, assisting in community economic enhancement and/or promotion of the Municipality, and encouraging community support of Council's priorities.

**Policy Title: COMMUNITY & ECONOMIC DEVELOPMENT FUND**

**Policy # B-017**



**ADMINISTRATIVE PROCEDURES:**

**Date approved by CAO: March 1, 2016**

**Responsibility**

The Director of Finance and Administration and Director of Culture and Recreation shall administer the Community and Economic Development Fund.

**Selection Committee**

The Selection Committee is the Mayor and Council for the Municipality of Jasper.

Process: Grant applications and the checklist are reviewed by Administration for completeness and accuracy. Grant applications that pass this review are then discussed at Council's Committee of the Whole where the grant applications are recommended to advance to a regular meeting of Mayor and Council for approval or rejection.

**Eligibility**

Jasper community non-profit groups, residents, and local organizations are eligible for funding assistance from the Community and Economic Development Fund.

Municipality of Jasper departments, publicly-funded agencies and for-profit groups are ineligible.

Grants from this Fund cannot be combined with other Jasper municipal funding/donations.

Previously successful applicants that did not submit the required reporting are not eligible

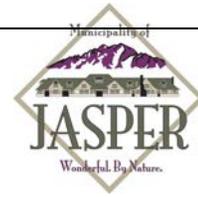
**Applications**

To be considered, funding applications must:

1. be completed on the "Request for Support" application form available from the Municipality's website – [www.jasper-alberta.com](http://www.jasper-alberta.com) , from the Municipality's Administration Office or from the Jasper Activity Centre.
2. include a brief description of the event, project or activity for which funding is being requested, and a detailed budget of what the funds will be used for;
3. include a clear statement of the benefit the project or activity will provide to the residents of Jasper including such details as:
  - the need for the project, and the means by which that need has been identified;
  - how many people will be positively affected and how;
  - a cost-benefit illustration of the value of the project;
  - a description of the tools and methodology proposed to evaluate project success and impacts, both immediately and longer-term;

**Policy Title: COMMUNITY & ECONOMIC DEVELOPMENT FUND**

**Policy # B-017**



**ADMINISTRATIVE PROCEDURES:**

**Date approved by CAO: March 1, 2016**

- the extent of duplication or enhancement (if any) of the project or activity with others currently in the community;
  - special considerations that deserve mention, and
  - how it supports Council's Strategic Priorities. (Preference will be given to projects that support Council priorities).
4. be accompanied by a statement of expected revenues and expenditures for the project:
  5. be accompanied by a list of all other **confirmed** funding sources
  6. include a a list of all funding sources applied to unsuccessfully or pending
  7. include a list of "gifts in kind", eg; waiver of fees, support by municipal equipment or staff, etc
  8. for **groups or organizations**, the application must be accompanied by:
    - A. a current **financial statement of operations** and a **statement of financial position**; and
    - B. proof of non-profit status if applicable.

**Definition:** *Statement of Operations or statement of financial activity – summarizes revenues and expenditures over a period of time. It also shows the net profit or loss.*

**Definition:** *Statement of Financial Position or Balance Sheet Demonstrates business worth (assets equal to the sum of liability and equity).*

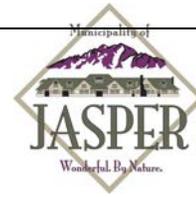
Applicants may be invited to attend a meeting of the Selection Committee to answer any questions related to their request for funding, or to discuss their application in detail.

**Grant Funds**

1. Preference will be given to applicants that have pursued other funding opportunities prior to applying to this grant fund.
2. No grant from this Fund shall exceed \$5,000 in any one year.
3. No applicant may receive more than one grant from this fund per calendar year.
4. Funding may be applied either to capital projects or operating initiatives provided they are not core services funded by the applicant organization's base budget.
5. There shall be two deadlines for the submission of applications each year – March 31 and September 30.

**Policy Title: COMMUNITY & ECONOMIC DEVELOPMENT FUND**

**Policy # B-017**



**ADMINISTRATIVE PROCEDURES:**

**Date approved by CAO: March 1, 2016**

6. Advertising for the Fund will take place in February and August of each year.
7. Maximum total grant funding available to all grant applicants is \$12,500.00 for the March 31 intake, and \$12,500.00 at the September 30 intake. The total Municipal grant fund is \$25,000.00 per year funded in a Reserve Account. Successful applications will receive funding through a fund transfer from the reserve account to the operating account as approved by Council. The reserve account is restored to \$25,000.00 to begin each fiscal year.
8. The number and amount of grants available are subject to budget levels approved annually by Council.
9. Recipients are required to publicly acknowledge the Municipality of Jasper as a funding partner.
10. Subject to grant criteria and available funds, Community and Economic Development Fund awards may be less than sought by the applicant, or the applicant may be referred to other funding agencies.

**Prohibitions**

Community and Economic Development Funds shall not be used for:

- debt retirement, deficit reduction and/or retroactive funding;
- projects or activities advancing specific moral or religious points of view;
- projects or activities whose beneficiaries are solely or primarily outside Jasper (the project may occur outside the Municipality of Jasper's boundaries, however, the project must provide direct benefit to Jasper).
- sponsorship for events/tournaments
- If required documentation does not accompany the application form, the application will be returned to the group for compliance before any consideration of the application is entertained.
- No more than two years of successful funding will be granted to one organization without a two year gap in funding.

**Reporting**

Community and Economic Development Fund grant recipients **are required** to report in writing to the Committee within 90 days of completion of the project for which the grant was provided. The report must include:

- a Financial Statement for the project;
- a project evaluation;
- a description of project performance against original objectives; and
- a description of community benefits accruing from the project.

**Note: Decisions of the Selection Committee are final. There is no appeal process.**

\* \* \* \* \*

**Policy B-017**

**REQUEST FOR FINANCIAL SUPPORT FROM  
COMMUNITY AND ECONOMIC DEVELOPMENT FUND**

Name of Group or Applicant: \_\_\_\_\_

If non-profit organization, provide Incorporation or Society number: \_\_\_\_\_

Mailing Address of Group or Applicant: \_\_\_\_\_ P.C. \_\_\_\_\_  
(Cheque and correspondence will be mailed to the address shown)

Name of Contact Person: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_ e-mail address \_\_\_\_\_

1. Provide a brief description of event/activity/project being applied for: (or attach on a separate sheet)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Please carefully review the attached checklist for this fund and comply with them fully in order to avoid disqualification.

Start date of event/activity/project: \_\_\_\_\_ Completion date of event/activity/project: \_\_\_\_\_  
(both start and completion dates of project must be shown)

Total cost of the event/activity/project:	\$ _____
<b>Amount of support requested from this Fund: (Max. \$5,000)</b>	\$ _____
Will your project be able to continue if funds awarded are less than those sought from this Fund?	<input type="checkbox"/> Yes <input type="checkbox"/> No

The Municipality of Jasper **requires** a written report and accounting of the funds within ninety (90) days of the completion date of the event/activity/project, together with a financial statement of the project, and a statement of social benefits achieved.

Preference will be given to applicants that have pursued other funding opportunities prior to applying to this grant fund.

\_\_\_\_\_  
Signature of applicant or authorized officer of group Date

**\*\* Is your Application complete? Did you attach the required information? \*\***  
**\*\*See attached check sheet. All boxes must be completed before application is forwarded to the Municipality\*\***

**Forward completed application form to: Director of Culture & Recreation, Municipality of Jasper, PO Box 1539, Jasper, AB T0E 1E0. Deadlines for applications: prior to 4 p.m. March 31<sup>st</sup> and September 30<sup>th</sup>.**

This information is being collected by the Municipality of Jasper for requests for financial support from this Fund. It is protected by the privacy provisions of the FOIP Act. If you have any questions about the collection of this information, contact the Director of Finance & Administration, e-mail: nmalenchak@town.jasper.ab.ca or telephone 780-852-6511.



## Community and Economic Development Fund Application Checklist To Be Completed by Applicant Prior to Submission

Please check each box completed



### Eligibility

- Jasper Community Non-Profit Group, or
- Jasper Resident, or
- Local Organization

### Applications

*To be considered, funding applications must:*

- 1. Complete the "Request for Support" application form.
- 2. Include a brief description of the event, project or activity for which funding is being requested, and a detailed budget of what the funds will be used for
- 3. Include a clear statement of the benefit the project or activity will provide to the residents of Jasper including such details as:
  - The need for the project, and the means by which that need has been identified
  - How many people will be positively affected and how
  - A cost-benefit illustration of the value of the project
  - A description of the tools and methodology proposed to evaluate project success and impacts, both immediately and long-term
  - The extent of duplication or enhancement (if any) of the project or activity with others currently in the community; and special considerations that deserve mention.
  - How it supports Council's Strategic Priorities. (Preference given to projects that support Council priorities)
- 4. Be accompanied by a statement of expected revenues and expenditures for the project;
- 5. Include a list of all other **confirmed** funding sources to be applied to the project
- 6. Include a list of all funding sources applied for unsuccessfully or pending
- 7. include a list of "gifts in kind", eg; waiver of fees, support by municipal equipment or staff, etc



8. In the case of **groups or organizations**, application must be accompanied by:

- current **statement of operations** and **statement of financial position**
- proof of non-profit status if applicable.

**Definition:** *Statement of Operations or statement of financial activity – summarizes revenues and expenditures over a period of time. It also shows the net profit or loss.*

**Definition:** *Statement of Financial Position or Balance Sheet Demonstrates business worth (assets equal to the sum of liability and equity.)*

### Grant Funds

- The grant application **shall not exceed \$5,000** in any one year. The selection committee may select grants of lesser value or reduce proposed grant allocations per applicant.
- No applicant may receive more than one grant from this fund per calendar year.
- Application must be received by Municipality prior to March 31 and September 30 deadline.

Maximum total grant funding available to all grant applicants is \$12,500.00 for the March 31 intake, and \$12,500.00 at the September 30 intake. The total Municipal grant fund is \$25,000.00 per year.

Preference will be given to applicants that have pursued other funding opportunities prior to applying to this grant fund.

### Prohibitions

Community and Economic Development Funds **shall not** be used for:

- Not for debt retirement, deficit reduction and/or retroactive funding
- Not for projects or activities advancing specific moral or religious points of view
- Not for projects or activities whose beneficiaries are solely or primarily outside Jasper (the project may occur outside the Municipality of Jasper's boundaries, however, the project must provide direct benefit to Jasper).
- Not for sponsorship for events/tournaments
- Not for annual or ongoing funding. First or second year of funding only, a two-year gap in funding required if successful prior two years.
- Not be Municipality of Jasper departments, publicly-funded agencies and for-profit groups (any organization that receives public money as their main source of funding).
- Not be combined with other Jasper municipal funding/donations applications.



**Reporting**

- If re-applying and were successful in past years, applicant met reporting requirements of past grants.
- All required documentation must accompany the application form. (The application will be returned to the group for compliance before any consideration of the application is entertained)

**Checklist Signatures of Complete Application, and Muncipal Review**

I have reviewed this application and checklist - it is complete:

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\* \* \* \* \*

I have reviewed this application and checklist submission - it is complete:

\_\_\_\_\_  
Municipality of Jasper Administration

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**Revised: February 23, 2016**