

Municipality of Jasper  
**Committee of the Whole Meeting Agenda**  
March 12, 2019 | 9:30 am  
Council Chambers, Jasper Library & Cultural Centre

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

**2. Additions to Agenda**

**3. Approval of Agenda**

3.1 March 12, 2019 Committee of the Whole Agenda attachment

**4. Approval of Minutes**

4.1 February 26, 2019 Committee of the Whole Minutes attachment

**5. Presentations**

**6. Business Arising from Minutes**

**7. Brief Updates**

7.1 Single-Use Item Regulation Bylaw attachment

7.2 Operating Budget 2019 attachment

7.3 Policy B-003: Council Member Development Opportunities discussion attachment

**8. Correspondence for information, consideration or action**

8.1 Rural Municipalities of Alberta letter attachment

**9. Other new business**

**10. Council representation on various boards, upcoming meetings**

**11. Upcoming Events**

March 14: Housing Forum, Jasper Activity Centre, 4:30-8:30 pm

March 20: Community Conversations, CFS Board Room, 9am-3 pm

March 20: NETMA, Maligne Canyon, 5-7 pm

March 24: Community Dinner hosted by MOJ, Jasper Activity Centre, 5:30 pm

**12. In camera**

12.1 Deliberative Matter: Mayor's Recognition Awards selection – FOIP, S. 16

12.2 Personnel Matter – FOIP, S. 16

**13. Adjournment**

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

Municipality of Jasper  
**Committee of the Whole Meeting Minutes**  
Tuesday, February 26, 2019 | 9:30 am  
Council Chambers, Jasper Library & Cultural Centre

Present	Mayor Richard Ireland, Deputy Mayor Jenna McGrath, Councillors Helen Kelleher-Empey, Bert Journault and Paul Butler
Absent	Councillors Scott Wilson and Rico Damota
Also Present	Mark Fercho, Chief Administrative Officer Christine Nadon, Legislative Services Manager Kayla Byrne, Legislative Services Coordinator Natasha Malenchak, Director of Finance and Administration Yvonne McNabb, Director of Culture and Recreation Janet Cooper, Environmental Stewardship Coordinator John Greathead, Director of Operations Marianne Garrah, Habitat for the Arts Dave Baker, Habitat for the Arts Craig Gilbert, The Fitzhugh Kirsty Boisvert, Saving Mountains of Plastic
Call to Order	Deputy Mayor McGrath called the meeting to order at 9:30 am.
Additions to the Agenda	MOTION by Deputy Mayor McGrath to add the following item to today's agenda: - 12.2 Deliberative Matter – Strategic Priorities <span style="float: right;">CARRIED</span>
Approval of Agenda	MOTION by Councillor Kelleher-Empey to approve the agenda for February 26, 2019 as amended. <span style="float: right;">CARRIED</span>
Approval of Minutes	MOTION by Councillor Kelleher-Empey to approve the minutes of the February 12, 2019 meeting as presented. <span style="float: right;">CARRIED</span>
Business Arising from Minutes	Mr. Fercho confirmed the Culture and Recreation services and facilities review has not gone out for tender, but is expected to in the next few weeks.
Brief Updates: Proposed Budget 2019 Summary	Council reviewed the proposed budget summary. Administration provided answers to councillors' questions.
Habitat for the Arts Budget Request	Ms. Garrah and Mr. Baker reiterated Habitat for the Arts' budget request of \$35,000 and provided answers to councillors' questions.
Single-Use Item Reduction Strategy	Mrs. Cooper presented a request for direction regarding a single-use item reduction strategy for Jasper. Councillors indicated they were in favour of administration drafting a bylaw pertaining to single-use plastic bags and broadening the scope of Jasper's single-use reduction strategy in the future. It was noted public engagement regarding the bylaw could be encouraged through the municipal website. Councillors also indicated they were

in favour of July 1, 2019 as a voluntary compliance date for the bylaw and an effective date of January 1, 2020.

A draft bylaw will return for discussion at a future committee of the whole meeting.

Ms. Boisvert of Saving Mountains of Plastic thanked council for its efforts and offered some recommendations on waste reduction strategies.

Recess

Deputy Mayor McGrath called a recess from 10:50 am to 10:57 am.

Correspondence:  
Fireworks in  
Jasper

Council received a follow-up letter from the Jasper Environmental Association regarding fireworks at Jasper events.

Mrs. McNabb will distribute this letter to the members of the Jasper Events and Festivals Committee.

Mr. Fercho noted that the Municipality, along with Parks Canada, permits the use of fireworks at events and provides firefighters to aid with safety, but the events and the requests for firework displays are brought forward by other groups.

Council also received an email from Pattie Pavlov, Manager of the Jasper Park Chamber of Commerce, in response to the JEA's letter. Mrs. Pavlov's email noted the firework display at the end of this year's Jasper in January festivities ran for 20 minutes and 25 seconds, which was noted as "exceptional" as it was the 30<sup>th</sup> anniversary of Jasper in January. The display is usually 15 to 18 minutes.

Council  
Representation

Deputy Mayor McGrath will attend a Yellowhead Regional Library Board meeting. Deputy Mayor McGrath and Councillor Butler will attend the Jasper Community Housing Update.

Councillors Kelleher-Empey and Journault will attend a Community Futures Board meeting.

Mayor Ireland noted the Jasper Yellowhead Museum and Archives is hosting a public social.

Upcoming Events

Council received a list of upcoming events.

In Camera

MOTION by Mayor Ireland to move in camera at 11:10 am to discuss agenda items 12.1 and 12.2. CARRIED

Revert to open  
meeting

MOTION by Mayor Ireland to revert to open meeting at 12:38 pm. CARRIED

Adjournment

MOTION by Councillor Butler that, there being no further business, the meeting of February 26, 2019 be adjourned at 12:39 pm. CARRIED



## REQUEST FOR DIRECTION

**Subject:** Single-Use Item Regulation Bylaw

**Prepared by:** Christine Nadon, Legislative Services Manager  
John Greathead, Director of Operations

**Reviewed by:** Mark Fercho, Chief Administrative Officer  
Janet Cooper, Environmental Stewardship Coordinator

**Date – Discussion:** March 12, 2019

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### Recommendation:

- That Council provide direction to Administration on the proposed *Single-Use Item Regulation Bylaw*.

### Options:

- Direct staff to bring the proposed bylaw back for first reading at the March 19 regular meeting;
- Direct staff to reduce the scope of the bylaw and focus on plastic checkout bags only; or
- Provide any other direction deemed suitable for next steps on this item.

### Background:

Following discussions at the February 26 committee of the whole meeting, Administration worked on developing a draft Waste Reduction Bylaw, which would provide the framework for the regulation of single-use and other items in the Municipality of Jasper. While the idea of a bylaw that would be anchored more directly in municipal operations (waste management) appeared promising, it also raised several questions from legislative and operational standpoints.

While the Municipality provides waste management services, its legislative authority in that regard is focused on what's accepted in the municipal waste stream, in what format, how it's collected and at what cost. There are several options and examples in other municipalities, generally described in a solid waste bylaw. In Jasper, those items are captured in the *Jasper Solid Waste Bylaw* (#020, dated 2002) and the *Jasper Levy and Collection of Utility Fees Bylaw 2019* (#212).

Council's authority on business licensing, however, is rather clear and commonly referenced in other jurisdictions in Alberta and British Columbia. Municipal bylaws address single-use items and checkout bags (whether plastic or not) in various ways through regulating the business use of specific items, and therefore reducing the amount of waste created in the community.

From an operational perspective, recent changes in the international recyclables market have created many challenges and additional costs. Municipalities across the country are reconsidering what is being collected and how, and whether it actually gets recycled or reused. From plastics to paper to

composting, municipal waste management programs will be subject to more changes in the coming months and years. Reducing waste at the source remains the best proactive way to alleviate the pressure on municipal waste management systems.

Based on these observations, Administration is proposing a *Single-Use Item Regulation Bylaw* to address plastic checkout bags and plastic drinking straws. Other items could be added to the bylaw at a later date, or Council could direct staff to remove clauses from the current draft.

Administration is also proposing an operational review of existing and potential new waste management programs for the Municipality of Jasper. More information on this item will come to Council at a later date from the Operations department.

**Legislative Authority:**

- *Municipal Government Act* (RSA 200, cM-26)
  - Section 7, General jurisdiction to pass bylaws, states that “a council may pass bylaws for municipal purposes respecting (...) businesses, business activities and persons engaged in business”.

**Attachments:**

- DRAFT *Single-Use Item Regulation Bylaw*
- *Jasper Solid Waste Bylaw* (#020)
- *Jasper Collection and Levy of Utility Fees Bylaw* (#212)

**MUNICIPALITY OF JASPER  
BYLAW #XXX**

**BEING A BYLAW OF THE MUNICIPALITY OF JASPER IN THE PROVINCE OF ALBERTA TO REGULATE THE BUSINESS USE OF SINGLE-USE ITEMS TO REDUCE THE CREATION OF WASTE AND ASSOCIATED MUNICIPAL COSTS.**

**WHEREAS** pursuant to Section 7 of the *Municipal Government Act* (RSA 2000, cM-26), a Council may pass bylaws for municipal purposes respecting businesses, business activities and persons engaged in business and the enforcement of bylaws;

**AND WHEREAS** the Council of the Specialized Municipality of Jasper wishes to reduce the quantity of single-use items entering the municipal waste stream;

**AND WHEREAS** the Council of the Municipality of Jasper wishes to promote responsible and sustainable business practices that are consistent with the values of the community;

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

**1. CITATION**

1.1. This Bylaw may be cited as the "Single-Use Item Regulation Bylaw".

**2. DEFINITIONS**

2.1. In this Bylaw:

2.1.1. "Bylaw Enforcement Officer" means a person appointed by the Chief Administrative Officer as a Bylaw Enforcement Officer pursuant to the provisions of the *Jasper Municipal Enforcement Officer Bylaw #045*;

2.1.2. "Checkout Bag" means:

2.1.2.1 any bag that is intended for the purpose of transporting items received by a customer from a Business; and

2.1.2.2 includes Paper Bags, Plastic Bags, or Reusable Bags.

2.1.3 "Business" means any person, organization, or group engaged in a trade, business, profession, occupation, calling, employment or purpose that is regulated under the *Business Licensing Bylaw* (#110) and, for the purposes of section 3, includes a person employed by, or operating on behalf of, a Business;

2.1.4 "Drinking Straw" means a tube used to transfer a beverage from a container to the mouth of the individual drinking the beverage by suction;

2.1.5 "Paper Bag" means a bag made out of paper and containing at least 40% of post consumer recycled paper content, and displays the words "Recyclable" and "made from 40% post-consumer recycled content" or other applicable amount on the outside of the bag;

2.1.6 "Plastic Bag" means any bag made with plastic, including biodegradable plastic or

compostable plastic, but does not include a Reusable Bag;

- 2.1.7 "Reusable Bag" means a bag with handles that is for the purpose of transporting items purchased by the customer from a Business and is designed to be capable of at least 100 uses;
- 2.1.8 "Plastic Drinking Straw" means a straw made primarily of plastic, including biodegradable or compostable plastic.

### **3. REGULATION**

- 3.1. Except as provided in this Bylaw, no Business may provide a customer with any of the following items:
  - 3.1.1. Plastic Bag;
  - 3.1.2. Plastic Drinking Straw.
- 3.2. A Business may provide a Checkout Bag to a customer only if:
  - 3.2.1. the customer is first asked whether they need a bag; and
  - 3.2.2. the bag provided is a Paper Bag or a Reusable Bag.
- 3.3. No Business shall deny or discourage a customer from using their own Checkout Bag or Drinking Straw.

### **4. EXEMPTIONS**

- 4.1. Section 3 does not apply to Plastic Bags used to:
  - 4.1.1. package loose bulk items such as fruit, vegetables, nuts, grains, or candy;
  - 4.1.2. package loose small hardware items such as nails and bolts;
  - 4.1.3. contain or wrap frozen foods, meat, poultry, or fish, whether pre-packaged or not;
  - 4.1.4. wrap flowers or potted plants;
  - 4.1.5. protect prepared foods or bakery goods that are not pre-packaged;
  - 4.1.6. contain prescription drugs received from a pharmacy;
  - 4.1.7. protect linens, bedding, or other similar large items that cannot easily fit in a Reusable Bag; or
  - 4.1.8. protect newspapers or other printed material intended to be left at the customer's residence or place of business.
- 4.2. This bylaw does not apply to the sale of Plastic Bags intended for use at the customer's home or business, provided that they are prepackaged and sold in packages of multiple bags.
- 4.3. This bylaw does not apply to the sale of Plastic Drinking Straws intended for use in the

customer's home, provided they are sold in packages of multiple straws.

## **5. OFFENCE**

- 5.1. A person commits an offence and is subject to the penalties imposed by this Bylaw, and the *Provincial Offences Act* (RSA 2000, cP-34), as amended, if that person:
- 5.1.1. contravenes a provision of this Bylaw;
  - 5.1.2. consents to, allows, or permits an act or thing to be done contrary to this Bylaw; or
  - 5.1.3. neglects or refrains from doing anything required by a provision of this Bylaw.
- 5.2. Each day that a contravention of a provision of this Bylaw occurs and or continues shall constitute a separate offence.

## **6. PENALTIES**

- 6.1. A person who contravenes this bylaw is guilty of an offense and is subject to a fine:
- 6.1.1. If a corporation, of not less than \$100.00 and not more than \$10,000.00; or
  - 6.1.2. If an individual, of not less than \$450.00 and of not more than \$500.00.
- 6.2. Persons having contravened certain sections of this Bylaw shall be liable for the penalties set out in such section or in Schedule "A" hereto.
- 6.3. A notice or form commonly called an Offence Ticket having printed wording approved by the Chief Administrative Officer may be issued by a Bylaw Enforcement Officer to any person alleged to have breached any provision of this Bylaw, and the said notice shall require the payment to the Municipality of Jasper in the amount specified in this Bylaw or the regulations pursuant to the *Provincial Offences Act* (RSA 2000, cP-34), as amended.
- 6.4. An Offence Ticket shall be deemed to be sufficiently served:
- 6.4.1. if served personally on the accused; or
  - 6.4.2. if mailed to the address of the Owner or person accused.

## **7. SEVERABILITY**

- 7.1. If any provision or part of this Bylaw is declared by any court or tribunal of competent jurisdiction to be illegal or inoperative, in whole or in part, or inoperative in particular circumstances, it shall be severed from the Bylaw and the balance of the Bylaw, or its application in any circumstances, shall not be affected and shall continue to be in full force and effect.

## **8. COMING INTO EFFECT**

- 8.1. This bylaw shall come into force and effect on January 1, 2020. Voluntary compliance is encouraged by July 1, 2019.

**READ** a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2019

**READ** a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2019

**READ** a third and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 2019

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

DRAFT

**Schedule A**  
**Checkout Bag Regulation Bylaw Offences and Fines**

<b>Offence</b>	<b>Section</b>	<b>Fine</b>	<b>Fine if paid within 30 days</b>
Selling or providing a Plastic Bag	3.1	\$100.00	\$75.00

DRAFT



## REQUEST FOR DISCUSSION

<b>Subject:</b>	Operating Budget 2019
<b>Prepared by:</b>	Natasha Malenchak
<b>Reviewed by:</b>	Mark Fercho, CAO Kayla Byrne, Legislative Services Coordinator
<b>Date – Discussion:</b>	External Municipal Requests, November 27, 2018 (Committee of the Whole) Public Budget Presentations, November 27 and 28, 2018
<b>Date – Notice:</b>	December 4, 2018 (Interim)
<b>Date – Additional Discussion:</b>	December 11 & 18, 2018 (Interim), January 22, 29, February 5, 12, 19, 26 and March 12, 2019
<b>Date – Decision:</b>	April 2, 2019

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### Recommendation:

- That Council discuss the 2019 Operating Budget as presented.

### Options:

- Discuss the base 2019 Operating Budget as presented (increase of \$342,371=4.49%), includes WCB and Recreation Debenture 1<sup>st</sup> year payments
- Discuss the additional asks as separate additions to the base Operating Budget as presented
  - Administration – Part time to Full time position (\$25,000=0.33%)
  - Community and Family Services – Part time to 0.8FTE position (\$25,000=0.33%)
  - Environmental Stewardship Program Funding – (\$100,000=1.31%)
  - Jasper Yellowhead Museum and Archives Request – (additional \$50,000=0.66%)
  - Jasper Victim Services – (0%)
  - Jasper Municipal Library – (additional \$16,000=0.21%)
  - Habitat for the Arts – (\$35,000=0.46%)
  - Habitat for the Arts Lease – (\$22,000=0.29%)

### Background:

As per the Municipal Government Act, section 242, Council must adopt an operating budget for each calendar year.

Alberta municipalities are required to adopt operating (s. 242) and capital (s. 245) budgets for each calendar year and can adopt an interim operating budget for part of a calendar year. The interim operating budget allows Administration to continue with regular municipal business while Council discusses the proposed operating budget, which should be adopted by March 30 to allow sufficient time for the preparation of the tax rates bylaw and related documents, including tax notices to residents.

**Relevant Legislation:**

- Municipal Government Act, R.S.A. 2000, c.M-26, s.242

**Strategic Relevance:**

- Governance – Provide quality municipal services to the community
- Governance – Provide open, accountable and accessible government
- Fiscal Health – Enhance the municipal budget process

**Financial:**

Approval of the operating budget will allow the finance department to input the 2019 budget values in the municipal accounting software and ensure business continuity into 2019.

**Attachments:**

- Proposed Budget 2019 Summary (December 18, 2018 version)
- 2019 Budget Discussion and Decision Schedule

Note – Councilors have electronic copies of the proposed budget, which is also available on the municipal website.



## 2019 Tax Funded Services by Department (including external requests)

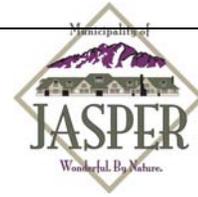
Does not include utility fees (water, sewer, garbage and recycling)

<b>Municipal Service Provision</b>	<b>\$199,939 (2.6%)</b> <b>\$251,302 (3.3%) *incl. WCB</b>
<b>Operations</b>	Fleet, Roads & Sidewalks (Snow Removal, Traffic Signs) Building Maintenance, Grounds, Cemetery, Environmental Stewardship
<b>Culture and Recreation</b>	Fitness & Aquatic Centre (local enjoyment and tourist attraction), Arena (large economic impact to the town), Curling Rink, Activity Centre, Playgrounds, Parks (town events), Sports Fields, Racquet Sports, Skate Park, Connaught Washrooms (commercial need for tourists), Library and Cultural Centre (Library, Jasper Artists Guild, Habitat for the Arts, meeting space), Health & Safety Program
<b>Protective Services</b>	Fire Department, Bylaw Department (business Licensing, bylaw education and enforcement), Emergency Management
<b>Administration and Council</b>	Budget, Taxes, Assessments, Council, Legislative Services, HR, Accounts Payable and Receivable, Utility Invoicing, Payroll, Audits and Reporting, IT Services
<b>Community and Family Services</b>	Daycare, Out of School Care, Community Outreach Services (worker, administration and programs), Community Dinners, Parent Link, Local Immigration Partnership, Settlement Services, Community Development and Family and Community Support Services (FCSS). Projected grant funding for 2019 \$2.8M.
<b>Land Rent, Use and Planning</b>	Mandatory federal payment for land rent, use and planning
<b>Other</b>	General Capital, Jasper Housing Corporation, Museum
<b>*Workers Compensation Board Premium Increase (mandatory)</b>	<b>\$51,363 (0.67%)</b>
Arena, Aquatic and Activity Centre Debenture request	\$91,069 (1.19%) for 2019 only, payments on debenture 2020+ \$274,831
Administration, part time to full time request	\$25,000 (0.33%)
Community and Family Services part time to 0.8 FTE request	\$25,000 (0.33%)
Environmental Stewardship Program Funding	\$100,000 (1.31%)
<b><u>Total Internal Requests</u></b>	<b><u>\$492,370 (6.46%)</u></b>
Jasper Yellowhead Museum & Archives Request	2018 budget \$49,000 + increase request of \$50,000 (0.66% increase)
Jasper Victim Services	2018 budget \$11,838 + no increase request \$0 (0% increase)
Jasper Municipal Library	2018 budget \$190,000 + increase request of \$16,000 (0.21% increase)
Habitat	2018 budget \$0 + increase request of \$35,000 (0.46% increase)
Habitat Lease	2018 budget \$0 + increase request of \$22,000 (0.29% increase)
<b><u>Total External Requests</u></b>	<b><u>\$123,000 (1.6%)</u></b>

# 2019 Budget Discussion and Decision Schedule

\*Subject to Change

Itinerary	Details
October 2, 2018 Regular Meeting	Request for <u>Direction</u> on Budget Process
November 20, 2018 (9-12pm)	Capital Field Visit/Presentations <b>(NEW this year)</b>
November 27, 2018 Committee of the Whole	Presentations by Jasper Municipal Library, Museum and Jasper Victim Services Society & Habitat for the Arts
November 27, 2018 Public Presentation (6-9pm)	Finance, Community Family Services and Protective Services
November 28, 2018 Public Presentation (6-9pm)	Culture & Recreation and Operations
December 4, 2018 Regular Meeting	Request for <u>Decision (Notice)</u> <b>2019-2023 Interim Operating Budget</b> Request for <u>Decision (Notice)</u> <b>2019-2023 Capital Budget</b> Request for <u>Decision (Notice)</u> <b>2019 Utility Rates</b>
December 11, 2018 Committee of the Whole	Request for Discussion and Direction on External Requests
December 18, 2018 Regular Meeting	Request for <u>Decision</u> <b>2019-2023 Interim Operating Budget</b> Request for <u>Decision</u> <b>2019-2023 Capital Budget</b> Request for <u>Decision</u> <b>2019 Utility Rates</b> 1 <sup>st</sup> and 2 <sup>nd</sup> Reading of <b>2019 Utility Rate Bylaw</b>
January 8, 2019 Regular Meeting	3 <sup>rd</sup> Reading of <b>2019 Utility Rate Bylaw</b>
January 15, 2019 Committee of the Whole	TBD
January 22, 2019 Regular Meeting	<b>Community and Family Services</b> Operating Budget Discussion
January 29, 2019 Committee of the Whole	<b>Operations</b> Operating and Capital Budget Discussion
February 5, 2019 Regular meeting	<b>Culture and Recreation</b> Operating and Capital Budget Discussion
February 12, 2019 Committee of the Whole	<b>Protective Services and Administration</b> Operating Discussion and Capital Budget update
February 19, 2019 Regular Meeting	Jasper Yellowhead Museum & Archives, Jasper Municipal Library
February 26, 2019 Committee of the Whole	Habitat for the Arts
March 5, 2019 Regular Meeting	Request for <u>Decision</u> <b>Culture and Recreation Capital Budget Items</b>
March 12, 2019 Committee of the Whole	Request for <u>Discussion</u> 2019 Operating Budget
April 2, 2019 Regular Meeting	Request for <u>Decision</u> <b>2019 Operating Budget</b>
May 1, 2018 Regular Meeting	2019 Tax Rate Bylaw – 1 <sup>st</sup> and 2 <sup>nd</sup> reading request
May 15, 2018 Regular Meeting	2019 Tax Rate Bylaw – 3 <sup>rd</sup> reading request



**Policy Title: COUNCIL MEMBER DEVELOPMENT OPPORTUNITIES**

**Policy # B-003**

**Effective Date: August 3, 2010**

**Date adopted by Council: August 3, 2010**

## **POLICY**

To enable council members to function more effectively, Council will support activities designed to assist council members in their efforts to improve their skills as members of a policy-making body; to expand their knowledge of trends, issues, and new ideas affecting the continued welfare of our community; and to deepen their insight into the nature of a modern democratic society.

Annual budget provisions will support council development opportunities. Council shall retain the authority to approve or reject participation in specific activities.

The following are examples of appropriate activities within this policy:

1. Participation in conferences, seminars, meetings, and conventions held by the Alberta Urban Municipalities Association, the Alberta Association of Municipal Districts and Counties, the Federation of Canadian Municipalities, Alberta Municipal Affairs and similar organizations;
2. Municipality-sponsored activities for Council members; and
3. Subscriptions to publications addressing areas of interest to Council members.

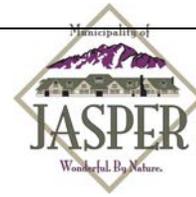
**Policy Title: COUNCIL MEMBER DEVELOPMENT OPPORTUNITIES**

**Policy # B-003**

**ADMINISTRATIVE PROCEDURES**

**Effective Date: August 3, 2010**

**Date approved by Municipal Manager: August 3, 2010**



**Attendance at Federation of Canadian Municipalities Annual Convention**

The Mayor may attend the FCM convention at Municipal expense each year in his or her term of office.

Each councillor is authorized to attend an FCM convention at Municipal expense at least once in their term of office and may attend additional conferences with Council approval.

When Council members attend conferences, workshops, or seminars, at Municipal expense, care should be taken to ensure that:

1. Workshops, seminars, conferences or other activities are relevant to the current or future role of Councillors for the Municipality of Jasper.
2. The anticipated costs fall within established budget levels unless Council has approved additional expenditures.

**Approval**

'Approval' means approval by a Motion of Council, or by written approval from the Mayor if time does not permit full Council consideration.

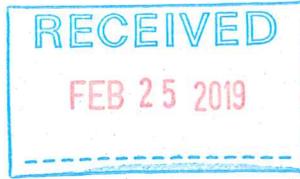
Councillors require approval to attend seminars, workshops, conferences or other developmental activities, and must complete the Councillor Development Activity Form available from the Town Administration Office. If time permits, the form shall be presented as an agenda item at a regular meeting of Council.

If time does not permit a regular meeting of Council to deal with the consideration of the request, the Councillor shall present the request form to the Mayor who may approve or reject the request. The Mayor may also impose conditions regarding costs, payment of honorarium, etc.

Following attendance at any conference, seminar, or workshop, Councillors attending shall provide either a verbal or written report at a Council meeting and shall provide informational materials presented at the Conference for inclusion in the Councillors' Reading File.



**RMA**  
RURAL MUNICIPALITIES  
of ALBERTA



Municipality of Jasper  
Attn: Mr. Mark Fercho  
PO Box 520  
Jasper, AB T0E 1E0

February 15, 2019

Dear Mr. Fercho,

Thank you and your team for working with the Rural Municipalities of Alberta this year!

As you know, the RMA is not-for-profit and committed to bettering the lives of its members. This year, we are pleased to present you with a patronage rebate of **\$960.94**. This amount reflects your organization's participation in RMA's insurance, trade, and fuel programs.

We'd like to suggest **something a little different** with your patronage rebate this year. Instead of sending you a cheque, we propose to use this amount to host an **appreciation event for you and your staff**, or **sponsor one of your already planned events!**

The event would be held at a location of your choosing in your municipality. We'll provide, prepare, and serve the food, beverages, and entertainment. You bring your staff, council, and families. We'll write you a cheque for any amount that we don't use on the event. **That's all there is to it!**

Of course, this is **completely optional**. We would still be happy to send you a cheque, if you prefer. But we think this a great way to **recognize you and your staff for all the hard work you do**.

Your client relations manager will be in touch soon to discuss how you would like to proceed this year and answer any questions you may have.

Thank you for considering it.

Sincerely,

**Duane Gladden**  
Director of Business Services

2510 Sparrow Drive  
Nisku, AB T9E 8N5

780.955.3693  
RMAAlberta.com

