

MUNICIPALITY OF JASPER  
**REGULAR COUNCIL MEETING AGENDA**

Date: December 5, 2017 | Time: 1:30 p.m.

Place: Jasper Library and Cultural Centre, Council Chambers



**1 CALL TO ORDER**

**2 APPROVAL OF AGENDA**

2.1 Regular meeting agenda, December 5, 2017

attachment

**3 APPROVAL OF MINUTES**

3.1 Regular meeting minutes, November 7, 2017

attachment

**4 PRESENTATIONS**

4.1 RCMP and Victim Services introductions

**5 BUSINESS ARISING FROM PREVIOUS MINUTES**

**6 INFORMATION REPORTS**

6.1 Intergovernmental meetings discussion

6.2 Strategic priorities discussion

6.3 2018 Utility rates

attachment

attachment

**7 DEPARTMENT REPORTS**

7.1 Finance and Administration

attachment

**8 BYLAWS**

8.1 Bylaw summary

8.2 Jasper Levy and Collection of Utility Fees bylaw #205 – first reading

attachment

attachment

**9 REQUESTS FOR DECISION**

9.1 RFD – Letter of understanding between MOJ and Library Board – waiver requested

9.2 Notice – Municipal support for the Jasper Adult Learning Centre

9.3 Notice – Appointments to boards and committees

9.4 Notice – 2018 interim operating budget

9.5 Notice – 2018 to 2022 capital budget

attachment

attachment

attachment

attachment

attachment

**10 CORRESPONDENCE FOR INFORMATION, CONSIDERATION OR ACTION**

**11 OTHER NEW BUSINESS**

**12 COUNCILLOR REPORTS**

12.1 Evergreens Foundation 2018 requisition – Councillor Butler to discuss

attachment

**13 INFORMATION ITEMS - Upcoming Events:**

**Dec. 7:** Meet and greet with Minister of Culture and Tourism, Robson House, 9:30 a.m.

**Dec. 12:** Property assessments 101 hosted by JPCC, Sawridge Inn, 1:30 p.m.

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

**Dec. 19:** Intergovernmental meeting, Rotary Room at Jasper Library and Cultural Centre, 9 a.m.

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**14 IN CAMERA**

14.1 Legal – AUC proceedings – FOIP, S. 27

14.2 Deliberative – Evaluation of Mayor's Awards submissions – FOIP, S. 19

**15 ADJOURNMENT**

Municipality of Jasper  
**Regular Council Meeting Minutes**  
Tuesday, November 7, 2017 | 1:30 p.m.  
Council Chambers, Jasper Library & Cultural Centre

Present	Mayor Richard Ireland, Deputy Mayor Helen Kelleher-Empey, Councillors Rico Damota, Jenna McGrath, Paul Butler, Scott Wilson and Bert Journault								
Also Present	Mark Fercho, Chief Administrative Officer Christine Nadon, Legislative Services Manager Kayla Byrne, Legislative Services Coordinator Bruce Thompson, Director of Operations Natasha Malenchak, Director of Finance and Administration Gordon Molnar, Pillar Systems Lavinia Henderson, Civic Solutions Inc. Evan Matthews, the Fitzhugh								
Call to Order	Mayor Ireland called the meeting to order at 1:28 p.m.								
Oath of Office – Coun. Journault	Councillor Bert Journault completed the Oath of Office and signed the Code of Conduct for members of Council and Council Committees, with Richard Ireland as his witness.								
Approval of Agenda #199/17	MOTION by Councillor Damota – BE IT RESOLVED THAT Council approve the agenda for the regular meeting of Tuesday, November 7, 2017 as presented. <table><tr><td>FOR</td><td>AGAINST</td><td></td></tr><tr><td>7 Councillors</td><td>0 Councillors</td><td>CARRIED</td></tr></table>			FOR	AGAINST		7 Councillors	0 Councillors	CARRIED
FOR	AGAINST								
7 Councillors	0 Councillors	CARRIED							
Approval of Minutes #200/17	MOTION by Deputy Mayor Kelleher-Empey – BE IT RESOLVED THAT Council approve the minutes of the October 3, 2017 regular Council meeting as presented. <table><tr><td>FOR</td><td>AGAINST</td><td></td></tr><tr><td>7 Councillors</td><td>0 Councillors</td><td>CARRIED</td></tr></table>			FOR	AGAINST		7 Councillors	0 Councillors	CARRIED
FOR	AGAINST								
7 Councillors	0 Councillors	CARRIED							
Approval of Minutes #201/17	MOTION by Councillor McGrath – BE IT RESOLVED THAT Council approve the minutes for the October 30, 2017 inaugural and organizational meeting as presented. <table><tr><td>FOR</td><td>AGAINST</td><td></td></tr><tr><td>7 Councillors</td><td>0 Councillors</td><td>CARRIED</td></tr></table>			FOR	AGAINST		7 Councillors	0 Councillors	CARRIED
FOR	AGAINST								
7 Councillors	0 Councillors	CARRIED							
Presentations: Asset Management Plan	Gordon Molnar of Pillar Systems presented an update on the Municipality’s Asset Management Plan. Following a tactical level analysis in 2016 and 2017, Mr. Molnar presented findings on field level condition assessments; performance prediction; treatment options and lifecycle optimization analysis of roads, sidewalks and pipes; risk and prioritization analysis of infrastructure and lands; and fleet management. Council discussed road quality, fleet management, and short and long range sustainability needs.								

Recess	Mayor Ireland called a recess from 2:42-2:52 p.m.						
Budget Orientation	Lavinia Henderson of Civic Solutions Inc. presented an orientation to municipal budgets, which included elected officials’ roles and responsibilities; the budget process; capital and restricted surpluses; and financial reporting. Council discussed debt limits, amortization, and restricted reserves.						
Business Arising	None						
Department reports	None						
Bylaw Summary	Council received a summary of bylaws currently in force in the Municipality.						
Council appointments #202/17	MOTION by Councillor Wilson – BE IT RESOLVED THAT Council approve the appointments to Council boards and committees for 2017-2018 as amended. <table><tr><td>FOR</td><td>AGAINST</td><td></td></tr><tr><td>7 Councillors</td><td>0 Councillors</td><td>CARRIED</td></tr></table>	FOR	AGAINST		7 Councillors	0 Councillors	CARRIED
FOR	AGAINST						
7 Councillors	0 Councillors	CARRIED					
Waiver of notice – Toboggan hill improvements #203/17	MOTION by Councillor Journault – BE IT RESOLVED THAT Council waive notice to approve funding for improvements to the Pyramid Lake Road toboggan hill. <table><tr><td>FOR</td><td>AGAINST</td><td></td></tr><tr><td>7 Councillors</td><td>0 Councillors</td><td>CARRIED</td></tr></table>	FOR	AGAINST		7 Councillors	0 Councillors	CARRIED
FOR	AGAINST						
7 Councillors	0 Councillors	CARRIED					
RFD – Toboggan hill improvements #204/17	MOTION by Councillor Damota – BE IT RESOLVED THAT Council approve the allocation of \$43,700 from restricted reserves to complete improvements to the Pyramid Lake Road toboggan hill. <table><tr><td>FOR</td><td>AGAINST</td><td></td></tr><tr><td>5 Councillors</td><td>2 Councillors</td><td>CARRIED</td></tr></table> Councillors Wilson and Butler voted against this motion.	FOR	AGAINST		5 Councillors	2 Councillors	CARRIED
FOR	AGAINST						
5 Councillors	2 Councillors	CARRIED					
Correspondence: Congratulations – MP Eglinski	Yellowhead MP Jim Eglinski congratulated Council on their respective elections to office.						
Canadian Mountain Network – letter of support	The Canadian Mountain Network requested a letter of support to aid with a grant application for its Canadian Mountain Municipalities Consortium project, a proposal to connect mountain communities with research and training projects developed in partnership with various institutes, companies, and non-profits. Without objection from Council, Mayor Ireland will sign the letter of support.						
Other new bus.	None						
Councillor Reports	On behalf of Council, Deputy Mayor Kelleher-Empey gave opening remarks at the 44 <sup>th</sup> annual Alberta Foster Parent Association conference, and attended a Yellowhead Library Board meeting, where the board passed its 2018 budget.						

Deputy Mayor Kelleher-Empey and Councillor Wilson attended a Community Futures Board meeting, in preparation of its upcoming strategic planning meetings.

Councillor Journault attended the annual No Stone Left Alone event at the Jasper Cemetery.

Upcoming Events Council received a list of upcoming events.

In camera  
#205/17 MOTION by Councillor Journault – BE IT RESOLVED THAT Council move in camera to discuss legal and governmental matters at 4:55 p.m.

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

CAO Mark Fercho attended the in camera session.

Revert to open  
meeting  
#206/17 MOTION by Councillor Wilson – BE IT RESOLVED THAT Council revert to open meeting at 5:46 p.m.

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

Adjournment  
#207/17 MOTION by Councillor McGrath – BE IT RESOLVED THAT, there being no further business, the regular meeting of November 7, 2017 be adjourned at 5:46 p.m.

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

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Mayor

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Chief Administrative Officer



**Municipality of Jasper**  
**Strategic Priorities**  
**Mid-Term Revision**  
**2013 – 2017**

Last Edit: December 2, 2015

## **MESSAGE FROM MAYOR AND COUNCIL**

Mayor and Council are pleased to share the Strategic Priorities for this Council's term from 2013 to 2017. This updated Strategic Priorities document was revised in the middle of the four year election term, in the fall 2015.

In the heart of Jasper National Park, the Municipality of Jasper is home to 4,500 permanent residents and host to two million visitors a year. The Municipality of Jasper is jointly governed by a locally elected Council and by Parks Canada.

Defining our priorities today, in pursuit of our desired future, is the key to serving our primary purpose of improving community health. A unified approach, unified in goals and direction, is the way forward.

Achieving local governance in 2001 afforded us the opportunity to have locally elected representatives take leadership of our mountain town's municipal operations, and since incorporation, monumental work has been carried out to establish a sound foundation for a sustainable future. Perhaps the most significant accomplishment in recent years is the completion of the Jasper Community Sustainability Plan, the first fully-integrated, jointly-developed planning tool for our community.

The Municipality of Jasper as an organization has experienced significant change in recent years; in both Council and Administration, new faces are mingling with more seasoned ones, reassessing practices, sharing history and inventing new ways to meet challenges and greet opportunities. At work, right here in our organization, are the same forces that shape our environment and challenge our ability for self-determination.

The Municipality of Jasper Strategic Priorities for 2013 to 2017 are based on the Jasper Community Sustainability Plan reflecting our community's aspirations for the future and articulating clearly how we intend to get there. From organizational to fiscal health, relationships and communications, our intention is to pursue the bright and optimistic future of our community, guided by the best interest of our residents.



Municipality of Jasper Mayor and Council

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### **Municipality of Jasper Mayor and Council 2013 - 2017**



Councillor Vonna Arsenault



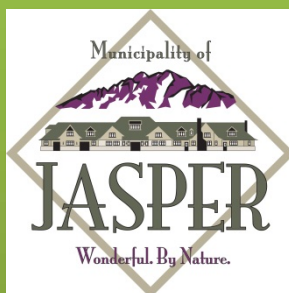
Mayor Richard Ireland



Councillor Rico Damota



Councillor Helen Kelleher-Empey



Councillor Brian Nesbitt



Councillor Dwain Wacko



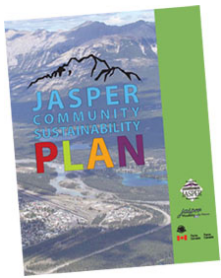
Councillor Gilbert Wall

### INTRODUCTION

The Municipality of Jasper, Mayor and Councils' **Strategic Priorities for 2013-2017**, are based on the community goals and objectives established in the **Jasper Community Sustainability Plan**.

While all services in the Municipality are important, the role of strategic planning is to provide certain goals a **slightly higher level of priority** in order to achieve **the long term vision of the Sustainability Plan**. The Municipality will maintain focus on all areas of its responsibility.

### COUNCIL PRIORITIES AND SUSTAINABILITY PLAN GOALS



The 2011 Jasper Community Sustainability Plan (JCSP), was an exciting first – the first fully integrated planning tool addressing the five pillars of community sustainability: economy, culture, society, environment and governance. For the first time in Jasper's history, a community plan was completed jointly by the Municipality of Jasper and Parks Canada – a clear demonstration of collaboration for the development of our community.

Interviews, workshops, *pecha-kucha* events and information kiosks were held; a dedicated website, newsletters and 'As We Heard It' reports were published. An extensive community engagement plan was developed and a resident working group was put together, while professional consultants compiled, consolidated and expressed community input in the form of a Plan.

A community sustainability plan serves as a common touchstone for concerted, collaborative action toward the achievement of shared community goals. The most important step after a plan is created is to implement the plan into action. Council's priorities for 2013-2017 are based on the Jasper Community Sustainability Plan; focussing on improving community health.



## COMMUNITY VISION

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

Jasper is a community in which individual and collective actions respect and integrate the values of environmental stewardship, economic health, social equity, cultural vitality and participative governance.

Jasper residents value and promote quality services, affordability, eligible residency, controlled growth, and environmental responsibility. Community values emphasize the appreciation and preservation of Jasper's history, architectural scale and character.

Jasper is represented by locally-elected residents administering a form of municipal government designed and accepted by the community and Parks Canada. Planning and decision-making are characterized by a high degree of local participation which respects both community and National Park values and authorities.

Jasper is both a home to its residents as well a destination for visitors from across Canada and around the world drawn to experience Jasper National Park, part of a UNESCO World Heritage Site.

Jasper businesses and residents are essential partners in facilitating memorable visitor experiences.

Jasper is a leader in sound environmental practices and sustainable tourism. Residents and visitors respect the inherent value of Jasper National Park and accept and honour their environmental responsibilities.

Jasper offers accessible services and cultural amenities, lifelong learning opportunities, affordable housing and a safe and supportive living environment for all residents. Municipal taxes and land rent are fair and affordable, and municipal costs are equitably distributed among visitors, Parks Canada and the community. Seniors, families and young people are provided opportunities and encouragement to participate in the community and to remain in Jasper.

*Jasper Community Sustainability Plan, September 2011*

Richard Ireland  
Mayor  
Municipality of Jasper

Greg Fenton  
Field Unit Superintendent  
Jasper National Park

## **JASPER'S MUNICIPAL MISSION**

Each year, our community of 4,500 people hosts 2,000,000 visitors from Canada and around the world. We're proud of our community. Our residents have committed in the Jasper Town Vision Statement to Jasper remaining a "...small, friendly community... set in the natural splendor of Jasper National Park." We're a community which values and promotes controlled growth, quality services and environmental integrity.



The Vision Statement commits our community to be "...a leader in sound environmental practices," to "...respect the inherent value of Jasper National Park," and to accept and honour the special environmental responsibilities that fall to us as park residents. The town of Jasper is also our home. It's where we raise our families, our children go to school, our seniors retire. We have softball leagues, swim teams, curling leagues, old-timer's hockey, kid's gymnastics and dozens of other activities that form the fabric of vibrant and living communities all across Canada. We're proud of our community facilities, too: our museum, daycare, parks, swimming pool and recreation complex.



Jasper's **Municipal Mission Statement** is; ***"To provide open, honest and accountable government to the residents of Jasper."*** The core mission of the municipality is reflected in the "governance" strategic priorities as a key function and area of focus.

## COUNCIL PRIORITY: GOVERNANCE

*Governance – The Municipality of Jasper will contribute to community health by providing open, accountable and accessible government*



### Objective:

#### **Provide quality municipal services to the community**

This objective requires the largest amount of municipal funding and staff time of all the strategic objectives. It is our primary function

- Focus municipal team efforts on ensuring the provision of the best possible municipal services to residents
- Ensure that Jasper is a safe and healthy community
- Support alternative energy projects, electric car plugs, renovations for energy saving

### Objective:

#### **Ensure maximum service life of existing infrastructure**

- Develop Long Term Asset Management Plans using lifecycle assessment
- Maintain existing infrastructure, buildings and fleet vehicles to accepted standards

### Objective:

#### **Provide open, accountable and accessible government**

- Complete and approve this Strategic Priorities Plan, then report progress quarterly
- Create a municipal Code of Conduct
- Review the Jasper Community Sustainability Plan
- Update bylaws, policies and procedures systematically
- Complete a bylaw for the commercial use of public space (sidewalk seating, busking, farmer's market, etc)
- Develop a feedback forum for residents and businesses
- Develop a policy and procedure for "best practices" in contract management

## COUNCIL PRIORITY: ORGANIZATIONAL HEALTH

*Organizational Health – A healthy organization will deliver on the Municipality of Jasper's commitment for community health*



### Objective:

#### Ensure a strong and accountable staff team

- Hire a new CAO in 2014
- Develop a new and effective CAO performance and evaluation plan, then management exempt staff performance and evaluation plans
- Develop succession plans and restructure departments for succession
- Negotiate a new collective agreement
- Enhance internal communications and coordination, build the staff team

### Objective:

#### Develop excellent Council-staff relations

- Pursue meaningful opportunities for staff and Council engagement
- Develop semi-annual management staff and Council meetings for strategic planning
- Develop and implement ongoing staff satisfaction surveys
- Grow from challenges, celebrate successes

### Objective:

#### Complete capital projects

- Complete the municipal library project
- Complete the new multi-use outdoor space on exchange lands after old high school is removed
- Plan for Aquatic Centre and Arena renovations and upgrades

## COUNCIL PRIORITY: FISCAL HEALTH

*Fiscal Health – The Municipality of Jasper’s fiscal principles, goals and actions will foster community health*



### Objective:

#### Increase non-taxpayer revenues and reduce costs

- Collaborate with the Town of Banff and Parks Canada on reducing or eliminating land rent costs paid to Parks Canada by the two National Park municipalities
- Secure alternative revenue sources
- Investigate and implement where appropriate, opportunities to enhance user experience and improve cost recovery of municipal facilities
- Explore economic development opportunities
- Support the development of “shoulder season” attractions

### Objective:

#### Review services and policies for cost-benefits

- Review LEED building policy vs developing a Green Building Policy
- Complete Council and staff remuneration reviews
- Develop strategic regional waste management goals through membership in the West Yellowhead Regional Landfill Authority
- Consider “Dark Sky Community” initiatives

### Objective:

#### Enhance the municipal budget process

- Develop an organization wide four year big picture workplan from the strategic direction set by Council, including capital plans
- Set an annual budget process timeline for maximum efficiency, with capital projects based on strategic planning and long term asset management needs

## COUNCIL PRIORITY: RELATIONSHIPS

*Relationships – We value our relationships with the environment and our partners*



### Objective:

#### Safeguard the Community Through the Pine Beetle Infestation

- Work with the Federal and Provincial Governments, industry and other agencies on pine beetle response initiatives, and to Fire Smart the community

### Objective:

#### Enhance Relationships with Parks Canada

- Review the *Agreement for the Establishment of Local Government in the Town of Jasper*, with a focus on land use regulation, planning and development
- Collaborate with partners including Parks Canada to ensure that housing meets the values described in the JCSP and Jasper Vision Statement
- Review/renew the Memorandum of Agreement for the Environmental Stewardship
- Determine the future operation and responsibility of the Jasper Transfer Station, increase waste diversion to extend the life landfill and reduce greenhouse gas emissions
- Resume regular scheduled “intergovernmental” meetings between Parks Canada and the Municipality

**COUNCIL PRIORITY: RELATIONSHIPS (.....continued)**

**Objective:**

**Enhance Relationships with the business community**

- Develop opportunities to enhance business and economic development for Jasper
  - Maintain membership with the Chamber of Commerce
  - Attend business networking events in Jasper
  - Support the Edson Regional Airport initiative
- Encourage the highest levels of visitor services throughout the community

**Objective:**

**Develop cross-jurisdictional relationships in Jasper**

- Support the Jasper Partnership Initiative and the Jasper Community Team
- Develop a new relationship with the Province of Alberta to recognize and then support resort municipalities
- Enhance multicultural relationship building in Jasper

**Objective:**

**Continue to build relationships and collaborate with Banff and Canmore**

- Host and participate in meetings between the three communities with mountain park connections as we work toward recognition of the challenges and contributions the three resort communities make to the Province of Alberta tourism
- Collaborate with the Banff and Canmore by sharing challenges and successes

## COUNCIL PRIORITY: COMMUNICATIONS

*Communications – The Municipality of Jasper will engage the community on initiatives, and clearly communicate its principles, goals and actions. Then listen to the community feedback.*



### Objective:

#### Improve communications with residents and visitors

- Update the municipal website
- Develop and implement a strategic communications plan
- Renew the municipal entrance and wayfinding signs
- Review the role of social media for municipal communications

### Objective:

#### Increase opportunities for public engagement

- Provide opportunities for “strategic community conversations” with both the residential and commercial community on matters of importance and interest, such as budget, events, new opportunities, etc
- Revitalize municipal volunteer opportunities

### Objective:

#### Promote Jasper as a “Healthy Community” in all we do

- Promote the strategic outcome of a “Healthy Community” for health and wellness in all Council Priority goal areas for 2013 to 2017: Governance, Organizational Health, Fiscal Health, Relationships and Communications



## INFORMATION REPORT

**Subject:** 2018 Utility Rates

**Prepared by:** Natasha Malenchak

**Reviewed by:** Mark Fercho, CAO; Christine Nadon, Legislative Services Manager

**Date – Discussion:** Public budget presentations, November 28 and 29, 2017

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### Recommendation:

- That Council proceed with first reading of the *Jasper Levy and Collection of Utility Fees Bylaw 2018*.

### Background:

Following the presentation of the proposed 2018 utility rates at the public budget meetings, Administration is bringing forward additional information to support Council's decision making with respect to the 2018 utility rates bylaw. The funding model for utilities in Jasper is based on a cost-recovery approach, where funding for service provision is covered entirely by user fees.

While significant progress has been made in recent years to improve our knowledge and maintenance of the community's underground infrastructure, there are still a number of unknowns, variables and risks which impact our ability to provide a stable and predictable funding model for the provision of water and sewer services. Ongoing development of our Asset Management Plan and best practices should assist with these challenges in the years to come.

The attached document provides detailed information on the additional funding requirements for water, sewer, garbage and recycling for 2018.

The *Jasper Levy and Collection of Utility Fees Bylaw 2018 (#205)* should be passed early in the year to allow for monies collected to match the cost of operations for the year. Delayed approval of the bylaw would impact the first round of 2018 utility billing; 2017 rates would still be in force, resulting in a decrease in revenue for 2018.

Administration is requesting first reading of the bylaw on December 5 to get the process started. Additional discussion can take place at the December 12 committee meeting, with any changes to the proposed rates reflected in the bylaw presented for second reading at the December 19 regular meeting. Third and final reading is proposed for January 2, 2018.

### Attachments:

Detailed proposed increases in water, sewer, garbage and recycling for 2018.



**MUNICIPALITY OF JASPER**  
**Operating Budget**  
 Water Supply & Distribution

		2017	2018	\$ Inc	% Inc	Remarks
<b>Revenue</b>						
1-41-01-00-410	Ops-Water Levy	-1,038,901	-1,139,970	-101,069	10%	
1-41-01-00-413	Ops-Fee Connecting Site Services	-2,333	-2,380	-47	2%	
1-41-01-00-415	Ops-Sales Bulk Water	-5,309	-5,415	-106	2%	
1-41-01-00-510	Ops-Penalties & Costs	-11,466	-11,696	-229	2%	
	<b>Total Revenues</b>	<b>-1,058,010</b>	<b>-1,159,461</b>	<b>-101,451</b>	<b>10%</b>	
<b>Expense</b>						
2-41-01-00-110	Ops-Salaries	285,729	310,516	24,787	9%	Trending*; Additional Digs, Callouts, Overtime time, Casual, Step Increase
2-41-01-00-130	Ops-Benefits	62,860	68,313	5,453	9%	Trending*; Additional Digs, Callouts, Overtime time, Casual, Step Increase
2-41-01-00-140	Ops-Benefits Uniforms, Safety Equip, Etc.	5,080	5,161	81	2%	
2-41-01-00-201	Ops-Contracted & General Services	125,895	187,909	62,014	49%	Generator lease (5 year, lease to own 3.75%) Water Well
2-41-01-00-210	Ops-Travel & Subsistence	5,080	5,161	81	2%	
2-41-01-00-212	Ops-Telephone/Fax/Web/Interent Costs	6,502	6,606	104	2%	*Trending means increased or decreased operational needs based on previous years' budget actuals (variance analysis)
2-41-01-00-214	Ops-Staff Development	15,000	15,240	240	2%	
2-41-01-00-220	Ops-Advertising Costs	1,524	1,548	24	2%	
2-41-01-00-232	Contract-Lab Testing	2,337	2,374	37	2%	
2-41-01-00-234	Water-GIS Contract	15,175	15,478	303	2%	
2-41-01-00-235	Ops-Contract Professional Services	35,500	36,068	568	2%	
2-41-01-00-236	Ops-Contract Meter Reader	9,144	9,290	146	2%	
2-41-01-00-238	Contract-Recertify H & S Equipment	508	0	-508	-100%	
2-41-01-00-252	Ops-Contract Mtn & Repair	2,591	2,632	41	2%	
2-41-01-00-255	Fleet Serv & Supplies	7,707	7,831	123	2%	
2-41-01-00-270	Ops-Insurance Vehicles	2,667	2,710	43	2%	
2-41-01-00-271	Ops-Insurance Liability	2,189	2,224	35	2%	
2-41-01-00-272	Ops-Insurance Facility	10,301	10,466	165	2%	
2-41-01-00-501	Ops-Materials, Goods & Supplies	28,449	28,904	455	2%	
2-41-01-00-521	Ops-Supplies Gasoline, Diesel, Oil & Filters	7,516	7,636	120	2%	
2-41-01-00-525	Supplies-Propane	5,588	5,677	89	2%	
2-41-01-00-535	Supplies-Chemicals	5,080	5,161	81	2%	
2-41-01-00-540	Ops-Utility Costs	102,000	103,632	1,632	2%	
2-41-01-00-762	Ops-Transfer To Restricted Funds - Utilities	254,000	258,064	4,064	2%	
2-41-01-00-763	Ops-Contribution to Cap-Auto	10,160	10,323	163	2%	
2-41-01-00-962	Ops-Reallocation of Enviro Bldg Expenses	12,616	12,862	246	2%	
2-41-01-00-963	Ops-Reallocation of Mtn Costs	4,085	4,184	99	2%	
2-41-01-00-964	Ops-Reallocation of Enviro Bldg Utilities	5,406	5,512	106	2%	
2-41-02-00-201	Ops-Contracted & General Services	20,930	21,264	335	2%	
2-41-02-00-501	Ops-Materials, Goods & Supplies	2,565	2,606	41	2%	
2-41-02-00-963	Ops- Reservoir & Wells Transfer of Mtn	3,825	4,105	280	7%	
	<b>Total Expense</b>	<b>1,058,010</b>	<b>1,159,461</b>	<b>101,451</b>	<b>10%</b>	



MUNICIPALITY OF JASPER

Operating Budget

Sanitary Sewage Serv & Treat.

		2017	2018	\$ Inc	% Inc	Remarks
Revenue						
1-42-01-00-410	Ops-Sewage Levy	-1,468,023	-1,590,201	-122,178	8%	
1-42-01-00-415	Ops-Fee Septic Sewage Dumping	-65,280	-66,586	-1,306	2%	
1-42-01-00-412	Ops-JWWTP JPL Debt Cost Recoveries	-89,210	-90,994	-1,784	2%	
	Total Revenues	-1,622,513	-1,747,781	-125,267	8%	
Expense						
2-42-01-00-110	Ops-Salaries	151,947	157,265	5,318	4%	Step increase and trending*
2-42-01-00-130	Ops-Benefits	33,428	34,598	1,170	3%	Step increase and trending*
2-42-01-00-201	Ops-Contracted & General Services	14,643	24,877	10,234	70%	Sewer connection repairs
2-42-01-00-220	Ops-Advertising Costs	508	516	8	2%	
2-42-01-00-234	Operations - Sewers -GIS Contract	14,763	14,999	236	2%	*Trending means increased or decreased operational needs based on previous years' budget actuals (variance analysis)
2-42-01-00-235	Contract-Engineer	15,000	15,240	240	2%	
2-42-01-00-250	Contract Mtn & Rep-Pump Overhall	5,080	5,161	81	2%	
2-42-01-00-253	Contract Mtn & Rep-Dig Services	50,800	51,613	813	2%	
2-42-01-00-255	Fleet Serv & Supplies	7,707	7,831	123	2%	
						WWTP 10k for energy efficiency agreement; 15k hauling cost for compost; 10k for compost screening; WWTP annual agreement increase (~15k); the balance of increases is for increased costs of wood chips.
2-42-01-00-256	Ops-Contract Operating WWTP	507,668	610,191	102,523	20%	
2-42-01-00-257	Ops-Contract Site and River Monitoring Prog	10,160	10,323	163	2%	
2-42-01-00-270	Ops-Insurance Vehicles	1,005	1,021	16	2%	
2-42-01-00-271	Ops-Insurance Costs Liability	1,095	1,113	18	2%	
2-42-01-00-272	Ops-Insurance Facility	13,000	13,208	208	2%	
2-42-01-00-501	Ops-Materials, Goods & Supplies	16,491	16,755	264	2%	
2-42-01-00-521	Ops-Supplies Gas, Diesel, Oil & Filters	7,516	7,636	120	2%	
2-42-01-00-540	Ops-Utility Costs	163,200	165,811	2,611	2%	
2-42-01-00-762	Ops-Transfer to Restricted Funds (Utilities)	35,393	35,960	566	2%	
2-42-01-00-831	Ops-Debenture Interest	155,660	134,738	-20,922	-13%	
2-42-01-00-832	Ops-Debenture Principal	392,390	413,312	20,922	5%	
2-42-01-00-962	Ops-Reallocation of Enviro Bldg Expenses	12,615	12,862	247	2%	
2-42-01-00-963	Ops-Reallocation of Mtn Costs	7,037	7,239	202	3%	
2-42-01-00-964	Ops-Reallocation of Enviro Bldg Utilities	5,406	5,512	106	2%	
	Total Expense	1,622,513	1,747,781	125,268	8%	



**MUNICIPALITY OF JASPER**  
**Operating Budget**  
 Garbage Collection & Disposal

		2017	2018	\$ Inc	% Inc	Remarks
Revenue						
1-43-01-00-410	Ops-Garbage Levy	-936,623	-1,003,712	-67,089	7%	
	Total Revenues	-936,623	-1,003,712	-67,089	7%	
Expense						
2-43-01-00-110	Ops-Salaries	341,494	388,791	47,297	14%	Trending* and Step Increase
2-43-01-00-130	Ops-Benefits	75,129	85,534	10,405	14%	Trending* and Step Increase
2-43-01-00-140	Other Benefits-Uniforms & Safety Supplies	2,540	2,581	41	2%	
2-43-01-00-201	Ops-Contracted & General Services	15,240	15,484	244	2%	
2-43-01-00-212	Telephone/Fax/Web/Internet Costs	102	1,000	898	884%	AVL for fleet units
2-43-01-00-214	Ops-Staff Developm't-Inservice Train	2,032	2,065	33	2%	
2-43-01-00-252	Ops-Contract Parks Services	150,551	152,960	2,409	2%	Increase in parks service
2-43-01-00-255	Fleet Serv & Supplies	31,098	31,595	498	2%	
2-43-01-00-270	Ops-Insurance Vehicles	4,200	4,267	67	2%	
2-43-01-00-271	Ops-Insurance Liability	2,189	2,224	35	2%	
2-43-01-00-501	Ops-Materials, Goods & Services	21,549	21,894	345	2%	
2-43-01-00-520	Ops-Supplies Truck/Bin Parts	5,080	5,161	81	2%	
2-43-01-00-521	Ops-Supplies Gasoline, Diesel, Oil & Filters	27,710	28,153	443	2%	
2-43-01-00-540	Ops - Utilities	6,120	6,218	98	2%	
2-43-01-00-600	Ops-Waste Disposal Costs	129,255	131,323	2,068	2%	Increase in waste disposals
2-43-01-00-762	Ops - Transfer to Restricted Funds Utilities	96,520	98,064	1,544	2%	
2-43-01-00-962	Ops-Reallocation of Enviro Bldg Expenses	12,615	12,862	247	2%	
2-43-01-00-963	Ops-Reallocation of Mtn Costs	7,794	8,023	229	3%	
2-43-01-00-964	Ops-Reallocation of Enviro Bldg Utilities	5,406	5,512	106	2%	
	Total Expense	936,623	1,003,712	67,088	7%	

*\*Trending means increased or decreased operational needs based on previous years' budget actuals (variance analysis)*



**MUNICIPALITY OF JASPER**  
**Operating Budget**  
 Recycling-Operations

		2017	2018	\$ Inc	% Inc	Remarks
<b>Revenue</b>						
1-44-01-00-410	Ops-Recycling Fee	-152,548	-162,837	-10,288	7%	
1-44-01-00-415	Ops-Recy-Sales Recy Materials	-60,000	-72,000	-12,000	20%	
	<b>Total Revenues</b>	<b>-212,548</b>	<b>-234,837</b>	<b>-22,288</b>	<b>10%</b>	
<b>Expense</b>						
2-44-01-00-110	Ops-Recy-Salaries	111,224	126,629	15,405	14%	Trending* and Step Increase
2-44-01-00-130	Ops-Recy-Benefits	24,469	27,858	3,389	14%	Trending* and Step Increase
2-44-01-00-140*	Ops-Other Benefits-Uniforms & Safety Supplies	0	2,000	2,000	100%	NEW budget line
2-44-01-00-201	Ops-Recy-Contracted & General Services	10,160	10,323	163	2%	*Trending means increased or decreased operational needs based on previous years' budget actuals (variance analysis)
2-44-01-00-212	Ops-Recy-Telephone/Fax/Web/Internet Costs	1,016	1,032	16	2%	
2-44-01-00-214	Training & Development	2,032	2,065	33	2%	
2-44-01-00-220	Advertising	0	500	500	100%	NEW CODE
2-44-01-00-255	Fleet Serv & Supplies	25,000	25,400	400	2%	
2-44-01-00-260	Ops-Recy-Rental-Recycle Depot @ Museum	406	0	-406	-100%	moving recycling station off of Museum property (therefore no rent required)
2-44-01-00-270	Ops-Recy-Insurance Equipment	200	203	3	2%	
2-44-01-00-271	Ops-Recy-Insurance Liability	1,330	1,351	21	2%	
2-44-01-00-501	Ops-Recy-Materials, Goods & Supplies	5,131	5,213	82	2%	
2-44-01-00-525	Ops-Recy-Supplies Propane	1,016	1,032	16	2%	
2-44-01-00-762	Transfer to Restricted (New in 2019)	0	0	0	0%	
2-44-01-00-962	Ops-Recy-Reallocation of Enviro Bldg Expenses	15,650	15,945	295	2%	
2-44-01-00-963	Ops-Recy-Reallocation of Mtn Costs	7,794	8,033	239	3%	
2-44-01-00-964	Ops-Recy-Reallocation of Enviro Bldg Utilities	7,120	7,253	133	2%	
	<b>Total Expense</b>	<b>212,548</b>	<b>234,837</b>	<b>22,288</b>	<b>10%</b>	

## Finance and Administration-Report to Council – September 1 to November 30, 2017



### Activities Accomplished

- APC (Alberta Purchasing Connection) training attended by Director of Finance in September;
- Management and Council training and Council orientation by department offered on October 25<sup>th</sup> with a tour of department and introduction to staff and their roles the following day.
- GST quarterly reporting submitted to CRA October 31<sup>st</sup>.
- Presentation offered to council from Lavinia Henderson from Civic Solutions on budgets and legislative requirements on November 7<sup>th</sup>.
- Interim Audit occurred November 14-16 and 20-22. Their audit time required was less than scheduled being three and a half days of the six days scheduled.
- Presentation offered to council on November 14<sup>th</sup> facilitated by Chris Guilbeault from Hawkings Epp Dumont Chartered Accountants on Financial Statements and the auditing process.
- AUMA (Alberta Urban Municipal Association) was attended November 20-24<sup>th</sup>, along with other administrative staff and council.
- MSIO and MSIC (Municipal Sustainability Initiative Operating and Capital) applications made.
- Federal Gas Tax application made.

### Additional Information (as requested)

- Accurate Assessment group has been appointed assessor for the Municipality of Jasper from September 1, 2015 to December 31, 2020.
- The Jasper Skatepark Committee did not meet the criteria to apply for the CFEP large stream funding however can apply for the CFEP small stream funding. Their application deadline has been extended until December 12, 2017 with a mention that they may be able to extend to December 22, 2017 at the very latest. It was requested that the Director of Finance return with CFEP grant process and regulation. They are seeking \$16,000 in support for matching funds from the Municipality. CFEP related guidelines for matching funds attached to report.

### Upcoming News

- Accounts payable is still diligently working towards setting up our vendors with Electronic Fund Transfer (EFT) option for payment. Will reduce our costs administratively by streamlining process for staff, reduce use and cost of paper and postage. This also will provide a better service to our contractor allowing a quicker payment method. First trial with the bank is going to be early December to try and implement for the New Year.
- Accounts receivable is still working hard at trying to get more people on board with the email option for receiving utility bills. A special sticker/or stamp is being added to the mail out copy with directions on how to sign up. FOIP disclaimers for information collection for both new imitative have been included. This too will assist with providing a better more efficient service to residents along with reduced costs and unnecessary paper use.
- Director of Finance and Administration has been revisiting policies over past few months. Work has been done on updating an automobile, investment and restricted reserve policy. They will now be forwarded onto Legislative Services for additional edits and work prior to bringing to council in 2018.

## Budget

- 2018-2022 operating and capital budget have been presented to council and public on November 28 and 29<sup>th</sup>, 2017.
- Presentations were held at Committee of a Whole on November 28<sup>th</sup> from external groups requesting municipal funding. Council heard from the following groups
  - Jasper Yellowhead Museum and Archives (ask of \$49,000, no increase);
  - Jasper Victims Services Society (ask of \$11,838 , no increase); and
  - Jasper Municipal Library Board (ask of \$190,000, increase of \$22,500).
- Notice for 2018 Interim Operating and Capital budgets, December 5<sup>th</sup>, with more discussion to follow at December 12<sup>th</sup> and 19<sup>th</sup> meeting.
- New capital request form is now active and well received from Directors. The process is proving to be very helpful and will assist further with grant applications.

## Attachments

(All financial statements ending September 30, October 31 and November 30, 2016 and 2017)

- Departmental Revenue Overview
- Departmental Expense Overview
- Council Expenditure Overview
- Capital Expense Summary
- Balance Sheet
- CFEP Matching Guidelines PDF of relevant information, for full document please see:  
[https://www.culturetourism.alberta.ca/community/community-grants/community-facility-enhancement-program/docs/CFEP\\_Guidelines.pdf](https://www.culturetourism.alberta.ca/community/community-grants/community-facility-enhancement-program/docs/CFEP_Guidelines.pdf)
- Jasper Skatepark Concept Budget and Model

Report Submitted by:



Natasha Malenchak  
Director of Finance & Administration



**MUNICIPALITY OF JASPER**  
**2016 Operating Budget**  
**Summary of All Units**

For the Nine Months Ending September-30-16 (75%)

	<b>YTD 2016</b>	<b>Budget</b>	<b>Variance</b>	<b>Var %</b>
Revenues:				
Finance & Administration - Revenues	11,894,085	12,027,459	133,374	99.%
Emergency Services - Revenues	277,468	473,881	196,413	59.%
Operations - Revenues	2,236,467	4,391,307	2,154,840	51.%
CFS - Revenues	1,380,358	1,573,333	192,974	88.%
Culture and Recreation - Revenues	875,152	1,143,890	268,738	77.%
Total Revenues	16,663,530	19,641,869	2,876,228	85.%



**MUNICIPALITY OF JASPER**  
**2017 Operating Budget**  
**Summary of All Units**

For the Nine Months Ending September-30-17 (75%)

	<b>YTD 2017</b>	<b>Budget</b>	<b>Variance</b>	<b>Var %</b>
Revenues:				
Finance & Administration - Revenues	12,264,348	12,417,195	152,847	99.%
Emergency Services - Revenues	278,304	543,877	265,573	51.%
Operations - Revenues	3,192,692	4,612,769	1,420,077	69.%
CFS - Revenues	2,208,122	2,331,250	123,128	95.%
Culture and Recreation - Revenues	817,365	1,166,120	348,755	70.%
Total Revenues	18,760,831	21,071,211	2,310,380	89.%



**MUNICIPALITY OF JASPER**  
**2016 Operational Budget**  
**Summary of All Units**  
For the Ten Months Ending October-31-16 (83%)

	<b>YTD 2016</b>	<b>Budget</b>	<b>Variance</b>	<b>Var %</b>
Revenues:				
Finance & Administration - Revenues	11,894,226	12,014,559	120,332	99.%
Emergency Services - Revenues	161,612	473,881	312,269	34.%
Operations - Revenues	2,350,883	4,391,307	2,040,425	54.%
CFS - Revenues	1,485,243	1,593,233	107,990	93.%
Culture and Recreation - Revenues	908,442	1,168,890	260,448	78.%
Total Revenues	16,800,407	19,641,869	2,841,463	86.%



**MUNICIPALITY OF JASPER**  
**2017 Operating Budget**  
**Summary of All Units**  
For the Ten Months Ending October-31-17 (83%)

	<b>YTD 2017</b>	<b>Budget</b>	<b>Variance</b>	<b>Var %</b>
Revenues:				
Finance & Administration - Revenues	12,366,839	12,417,195	50,356	100.%
Emergency Services - Revenues	384,983	543,877	158,894	71.%
Operations - Revenues	3,951,007	4,612,769	661,763	86.%
CFS - Revenues	2,507,810	2,331,250	-176,560	108.%
Culture and Recreation - Revenues	938,111	1,166,120	228,009	80.%
Total Revenues	20,148,750	21,071,211	922,462	96.%



**MUNICIPALITY OF JASPER**  
**2016 Operating Budget**  
**Summary of All Units**

For the Eleven Months Ending November-30-16 (92%)

	<b>YTD 2016</b>	<b>Budget</b>	<b>Variance</b>	<b>Var %</b>
Revenues:				
Finance & Administration - Revenues	11,968,140	12,027,459	59,318	100.%
Emergency Services - Revenues	309,614	473,881	164,267	65.%
Operations - Revenues	3,481,867	4,391,307	909,440	79.%
CFS - Revenues	1,687,784	1,573,333	-114,451	107.%
Culture and Recreation - Revenues	1,017,964	1,143,890	125,926	89.%
Total Revenues	18,465,369	19,641,869	1,176,500	94.%



**MUNICIPALITY OF JASPER**  
**2017 Operating Budget**  
**Summary of All Units**

For the Eleven Months Ending November-30-17 (92%)

	<b>YTD 2017</b>	<b>Budget</b>	<b>Variance</b>	<b>Var %</b>
Revenues:				
Finance & Administration - Revenues	12,423,830	12,417,195	-6,635	100.%
Emergency Services - Revenues	429,865	543,877	114,011	79.%
Operations - Revenues	3,971,312	4,612,769	641,457	86.%
CFS - Revenues	2,593,416	2,331,250	-262,165	111.%
Culture and Recreation - Revenues	979,372	1,166,120	186,748	84.%
Total Revenues	20,397,795	21,071,211	673,416	97.%



**MUNICIPALITY OF JASPER**  
**2016 Operating Budget**  
**Summary of All Units**

For the Nine Months Ending September-30-16 (75%)

	<b>YTD 2016</b>	<b>Budget</b>	<b>Variance</b>	<b>Var %</b>
Expenditures:				
Finance & Administration - Expenditures	4,820,508	6,638,672	1,818,163	73.%
Emergency Services - Expenditures	796,103	1,249,048	452,944	64.%
Operations - Expenditures	3,398,034	6,409,550	3,011,517	53.%
CFS - Expenditures	1,496,896	1,974,760	477,864	76.%
Culture and Recreation - Expenditures	1,638,608	3,360,840	1,722,232	49.%
Total Expenditures	12,150,149	19,641,869	7,482,720	62.%



**MUNICIPALITY OF JASPER**  
**2017 Operating Budget**  
**Summary of All Units**

For the Nine Months Ending September-30-17 (75%)

	<b>YTD 2017</b>	<b>Budget</b>	<b>Variance</b>	<b>Var %</b>
Expenditures:				
Finance & Administration - Expenditures	4,249,991	6,922,003	2,672,012	61.%
Emergency Services - Expenditures	1,028,199	1,330,913	302,714	77.%
Operations - Expenditures	4,726,513	6,626,376	1,899,863	71.%
CFS - Expenditures	2,064,233	2,745,347	681,114	75.%
Culture and Recreation - Expenditures	2,381,637	3,446,572	1,064,935	69.%
Total Expenditures	14,450,573	21,071,211	6,620,638	69.%



**MUNICIPALITY OF JASPER**  
**2016 Operational Budget**

**Summary of All Units**

For the Ten Months Ending October-31-16 (83%)

	<b>YTD 2016</b>	<b>Budget</b>	<b>Variance</b>	<b>Var %</b>
Expenditures:				
Finance & Administration - Expenditures	3,866,317	6,623,672	2,757,355	58. %
Emergency Services - Expenditures	789,712	1,249,048	459,336	63. %
Operations - Expenditures	3,407,223	6,409,550	3,002,328	53. %
CFS - Expenditures	1,510,961	1,998,760	487,799	76. %
Culture and Recreation - Expenditures	1,630,676	3,360,840	1,730,164	49. %
Total Expenditures	11,204,888	19,641,869	8,436,981	57. %



**MUNICIPALITY OF JASPER**  
**2017 Operating Budget**

**Summary of All Units**

For the Ten Months Ending October-31-17 (83%)

	<b>YTD 2017</b>	<b>Budget</b>	<b>Variance</b>	<b>Var %</b>
Expenditures:				
Finance & Administration - Expenditures	5,308,660	6,922,003	1,613,343	77. %
Emergency Services - Expenditures	1,111,157	1,330,913	219,756	83. %
Operations - Expenditures	5,622,006	6,626,376	1,004,370	85. %
CFS - Expenditures	2,335,764	2,745,347	409,583	85. %
Culture and Recreation - Expenditures	2,576,882	3,446,572	869,690	75. %
Total Expenditures	16,954,469	21,071,211	4,116,742	81. %



**MUNICIPALITY OF JASPER**  
**2016 Operating Budget**  
**Summary of All Units**

For the Eleven Months Ending November-30-16 (92%)

	<b>YTD 2016</b>	<b>Budget</b>	<b>Variance</b>	<b>Var %</b>
Expenditures:				
Finance & Administration - Expenditures	5,212,663	6,638,672	1,426,009	79. %
Emergency Services - Expenditures	1,049,177	1,249,048	199,871	84. %
Operations - Expenditures	5,379,917	6,409,550	1,029,633	84. %
CFS - Expenditures	1,904,633	1,974,760	70,127	96. %
Culture and Recreation - Expenditures	2,687,289	3,360,840	673,551	80. %
Total Expenditures	16,233,679	19,641,869	3,399,191	83. %



**MUNICIPALITY OF JASPER**  
**2017 Operating Budget**  
**Summary of All Units**

For the Eleven Months Ending November-30-17 (92%)

	<b>YTD 2017</b>	<b>Budget</b>	<b>Variance</b>	<b>Var %</b>
Expenditures:				
Finance & Administration - Expenditures	5,442,617	6,922,003	1,479,387	79. %
Emergency Services - Expenditures	1,237,208	1,330,913	93,705	93. %
Operations - Expenditures	6,058,118	6,626,376	568,258	91. %
CFS - Expenditures	2,606,587	2,745,347	138,760	95. %
Culture and Recreation - Expenditures	2,775,747	3,446,572	670,825	81. %
Total Expenditures	18,120,277	21,071,212	2,950,935	86. %



**MUNICIPALITY OF JASPER**  
**2016 Operating Budget**  
**Council**

For the Nine Months Ending September-30-16 (75%)

	<b>YTD 2016</b>	<b>Budget</b>	<b>Variance</b>	<b>Var %</b>
Expenditures:				
2-11-17-00-210 All Travel & Subsistencent (Council)	12,833	35,838	23,005	36. %
2-11-18-00-110 Salaries R. Ireland Honorarium and Meetings	29,628	39,805	10,178	74. %
2-11-18-00-130 Benefits R. Ireland	3,713	5,161	1,449	72. %
2-11-19-00-110 Salaries-Nesbitt Honorarium & Meetings	8,976	20,340	11,364	44. %
2-11-19-00-130 Benefits-Nesbitt Honorariums & Meetings	3,031	5,161	2,130	59. %
2-11-22-00-110 Salaries H. Kelleher-Empey Honorarium and meetings	12,690	20,340	7,650	62. %
2-11-22-00-130 Benefits H. Kelleher-Empey	3,154	5,161	2,008	61. %
2-11-24-00-110 Coun - Salaries - V Arsenault	10,833	20,340	9,507	53. %
2-11-24-00-130 Coun - Benefits V Arsenault	3,092	5,085	1,993	61. %
2-11-27-00-110 Salaries R. Damota	12,296	20,340	8,044	60. %
2-11-27-00-130 Benefits R. Damota	3,086	5,161	2,075	60. %
2-11-30-00-110 Coun - Salaries D Wacko Hon & Meetings	11,390	20,340	8,950	56. %
2-11-30-00-130 Coun -Benefits D Wacko	3,111	5,161	2,051	60. %
2-11-31-00-110 Coun -Salaries G Wall Hon &Meetings	9,035	20,340	11,305	44. %
2-11-31-00-130 Coun -Benefits G Wall	3,172	5,161	1,989	61. %
2-11-23-00-210 Council - Council Projects		7,500	7,500	0. %
<b>Total Expenditures</b>	<b>130,040</b>	<b>241,234</b>	<b>111,198</b>	<b>54. %</b>

**MUNICIPALITY OF JASPER**  
**2017 Operating Budget**  
**Council**

For the Nine Months Ending September-30-17 (75%)

	<b>YTD 2017</b>	<b>Budget</b>	<b>Variance</b>	<b>Var %</b>
Expenditures:				
2-11-17-00-210 All Travel & Subsistencent (Council)	17,414	25,000	7,586	70. %
2-11-18-00-110 Salaries-Ireland Honorarium & Meetings	28,656	40,442	11,786	71. %
2-11-18-00-130 Coun-Benefits Ireland Honorarium & Meetings	3,681	5,244	1,563	70. %
2-11-19-00-110 Salaries-Nesbitt Honorarium & Meetings	9,394	17,000	7,606	55. %
2-11-19-00-130 Benefits-Nesbitt Honorariums & Meetings	3,045	4,500	1,455	68. %
2-11-22-00-110 Coun - Salaries H Kelleher-Empey	12,007	17,000	4,993	71. %
2-11-22-00-130 Coun - Benefits - H Kelleher-Empey	3,131	4,500	1,369	70. %
2-11-23-00-210 Council - Council Projects	125	7,500	7,375	2. %
2-11-24-00-130 Coun - Benefits V Arsenault	1,306	4,500	3,194	29. %
2-11-27-00-110 Coun-Salaries Damota Hon. & Meetings	9,767	17,000	7,233	57. %
2-11-27-00-130 Coun-Benefits Damota Hon. & Meetings	3,131	4,500	1,369	70. %
2-11-30-00-110 Coun - Salaries D Wacko Hon & Meetings	12,007	17,000	4,993	71. %
2-11-30-00-130 Coun -Benefits D Wacko	2,980	4,500	1,520	66. %
2-11-31-00-110 Coun -Salaries G Wall Hon &Meetings	9,021	17,000	7,979	53. %
2-11-31-00-130 Coun -Benefits G Wall	3,033	4,500	1,467	67. %
2-11-01-00-242 Consultant - Tour of Alberta Project	50,000	50,000	0	100. %
2-11-24-00-110 Coun - Salaries - V Arsenault	0	17,000	17,000	0. %
<b>Total Expenditures</b>	<b>168,698</b>	<b>257,186</b>	<b>88,488</b>	<b>66. %</b>



**MUNICIPALITY OF JASPER**  
**2016 Operational Budget**  
**Council**

For the Ten Months Ending October-31-16 (83%)

		YTD 2016	Budget	Variance	Var %
Expenditures:					
2-11-17-00-210	All Travel & Subsistencent (Council)	13,271	35,838	22,567	37.%
2-11-18-00-110	Salaries-Ireland Honorarium & Meetings	33,167	39,805	6,638	83.%
2-11-18-00-130	Coun-Benefits Ireland Honorarium & Meetings	4,133	5,161	1,028	80.%
2-11-19-00-110	Salaries-Nesbitt Honorarium & Meetings	8,976	20,340	11,364	44.%
2-11-19-00-130	Benefits-Nesbitt Honorariums & Meetings	3,031	5,161	2,130	59.%
2-11-22-00-110	Coun - Salaries H Kelleher-Empey	14,244	20,340	6,096	70.%
2-11-22-00-130	Coun - Benefits - H Kelleher-Empey	3,509	5,161	1,652	68.%
2-11-24-00-110	Coun - Salaries - V Arsenault	11,830	20,340	8,510	58.%
2-11-24-00-130	Coun - Benefits V Arsenault	3,429	5,085	1,656	67.%
2-11-27-00-110	Coun-Salaries Damota Hon. & Meetings	13,293	20,340	7,047	65.%
2-11-27-00-130	Coun-Benefits Damota Hon. & Meetings	3,423	5,161	1,738	66.%
2-11-30-00-110	Coun - Salaries D Wacko Hon & Meetings	13,130	20,340	7,210	65.%
2-11-30-00-130	Coun -Benefits D Wacko	3,472	5,161	1,689	67.%
2-11-31-00-110	Coun -Salaries G Wall Hon &Meetings	10,032	20,340	10,308	49.%
2-11-31-00-130	Coun -Benefits G Wall	3,509	5,161	1,652	68.%
2-11-23-00-210	Council - Council Projects		7,500	7,500	0.%
	Total Expenditures	142,450	241,236	98,786	59.%

**MUNICIPALITY OF JASPER**  
**2017 Operating Budget**  
**Council**

For the Ten Months Ending October-31-17 (83%)

		YTD 2017	Budget	Variance	Var %
Expenditures:					
2-11-17-00-210	All Travel & Subsistencent (Council)	17,641	25,000	7,359	71.%
2-11-18-00-110	Salaries-Ireland Honorarium & Meetings	31,840	40,442	8,602	79.%
2-11-18-00-130	Coun-Benefits Ireland Honorarium & Meetings	4,090	5,244	1,154	78.%
2-11-19-00-110	Salaries-Nesbitt Honorarium & Meetings	10,396	17,000	6,604	61.%
2-11-19-00-130	Benefits-Nesbitt Honorariums & Meetings	3,382	4,500	1,118	75.%
2-11-22-00-110	Coun - Salaries H Kelleher-Empey	13,383	17,000	3,617	79.%
2-11-22-00-130	Coun - Benefits - H Kelleher-Empey	3,480	4,500	1,020	77.%
2-11-23-00-210	Council - Council Projects	720	7,500	6,780	10.%
2-11-24-00-110	Coun - Salaries - V Arsenault	0	17,000	17,000	0.%
2-11-24-00-130	Coun - Benefits V Arsenault	1,306	4,500	3,194	29.%
2-11-27-00-110	Coun-Salaries Damota Hon. & Meetings	10,770	17,000	6,230	63.%
2-11-27-00-130	Coun-Benefits Damota Hon. & Meetings	3,468	4,500	1,032	77.%
2-11-30-00-110	Coun - Salaries D Wacko Hon & Meetings	13,569	17,000	3,431	80.%
2-11-30-00-130	Coun -Benefits D Wacko	3,298	4,500	1,202	73.%
2-11-31-00-110	Coun -Salaries G Wall Hon &Meetings	10,023	17,000	6,977	59.%
2-11-31-00-130	Coun -Benefits G Wall	3,370	4,500	1,131	75.%
2-11-01-00-242	Consultant - Tour of Alberta Project	50,000	50,000	0	100.%
	Total Expenditures				
Total Expenditures		180,736	257,186	76,451	70.%



**MUNICIPALITY OF JASPER**  
**2016 Operating Budget**  
**Council**

For the Eleven Months Ending November-30-16 (92%)

Expenditures:

2-11-17-00-210 All Travel & Subsistencet (Council)
2-11-18-00-110 Salaries R. Ireland Honorarium and Meetings
2-11-18-00-130 Benefits R. Ireland
2-11-19-00-110 Salaries-Nesbitt Honorarium & Meetings
2-11-19-00-130 Benefits-Nesbitt Honorariums & Meetings
2-11-22-00-110 Salaries H. Kelleher-Empey Honorarium and meetings
2-11-22-00-130 Benefits H. Kelleher-Empey
2-11-24-00-110 Coun - Salaries - V Arsenault
2-11-24-00-130 Coun - Benefits V Arsenault
2-11-27-00-110 Salaries R. Damota
2-11-27-00-130 Benefits R. Damota
2-11-30-00-110 Coun - Salaries D Wacko Hon & Meetings
2-11-30-00-130 Coun -Benefits D Wacko
2-11-31-00-110 Coun -Salaries G Wall Hon &Meetings
2-11-31-00-130 Coun -Benefits G Wall
2-11-23-00-210 Council - Council Projects

Total Expenditures

YTD 2016	Budget	Variance	Var %
15,014	35,838	20,824	42.%
36,724	39,805	3,081	92.%
4,555	5,161	607	88.%
9,978	20,340	10,362	49.%
3,686	5,161	1,475	71.%
15,620	20,340	4,720	77.%
3,858	5,161	1,303	75.%
12,833	20,340	7,507	63.%
3,766	5,085	1,319	74.%
14,295	20,340	6,045	70.%
3,760	5,161	1,401	73.%
14,506	20,340	5,834	71.%
3,821	5,161	1,340	74.%
11,035	20,340	9,306	54.%
3,846	5,161	1,315	75.%
	7,500	7,500	0.%
157,297	241,236	83,939	65.%



**MUNICIPALITY OF JASPER**  
**2017 Operating Budget**  
**Council**

For the Eleven Months Ending November-30-17 (92%)

Expenditures:

2-11-17-00-210 All Travel & Subsistencet (Council)
2-11-18-00-110 Salaries R. Ireland Honorarium and Meetings
2-11-18-00-130 Benefits R. Ireland
2-11-19-00-110 Salaries-Nesbitt Honorarium & Meetings
2-11-19-00-130 Benefits-Nesbitt Honorariums & Meetings
2-11-22-00-110 Salaries H. Kelleher-Empey Honorarium and meetings
2-11-22-00-130 Benefits H. Kelleher-Empey
2-11-23-00-110 Salaries P. Butler Honorarium and meetings
2-11-23-00-130 Benefits P. Butler
2-11-23-00-210 Council - Council Projects
2-11-24-00-130 Coun - Benefits V Arsenault
2-11-25-00-110 Salaries S. Wilson Honorarium and meetings
2-11-25-00-130 Benefits S. Wilson
2-11-26-00-110 Salaries J. McGraff Honorarium and meetings
2-11-26-00-130 Benefits J. McGraff
2-11-27-00-110 Salaries R. Damota
2-11-27-00-130 Benefits R. Damota
2-11-28-00-110 Salaries B. Journault Honorarium and meetings
2-11-28-00-130 Benefits B. Journault
2-11-30-00-110 Coun - Salaries D Wacko Hon & Meetings
2-11-30-00-130 Coun -Benefits D Wacko
2-11-31-00-110 Coun -Salaries G Wall Hon &Meetings
2-11-31-00-130 Coun -Benefits G Wall
2-11-01-00-149 Computer Allowance Expense
2-11-01-00-242 Consultant - Tour of Alberta Project
2-11-01-00-290 Councillor Child Care Expense
2-11-24-00-110 Coun - Salaries - V Arsenault

Total Expenditures

YTD 2017	Budget	Variance	Var %
18,856	25,000	6,144	75.%
37,337	40,442	3,106	92.%
4,575	5,244	669	87.%
10,396	17,000	6,604	61.%
3,382	4,500	1,118	75.%
15,598	17,000	1,402	92.%
3,857	4,500	643	86.%
1,202		-1,202	0.%
25		-25	0.%
720	7,500	6,780	10.%
1,306	4,500	3,194	29.%
4,269		-4,269	0.%
445		-445	0.%
3,629		-3,629	0.%
424		-424	0.%
11,972	17,000	5,028	70.%
3,811	4,500	689	85.%
1,922		-1,922	0.%
183		-183	0.%
13,569	17,000	3,431	80.%
3,298	4,500	1,202	73.%
10,023	17,000	6,977	59.%
3,370	4,500	1,131	75.%
3,516		-3,516	0.%
50,000	50,000		100.%
153		-153	0.%
	17,000	17,000	0.%
207,839	257,186	49,347	81.%



## MUNICIPALITY OF JASPER Capital Expense Summary

For the Nine Months Ending September-30-16 (75%)

	YTD 2016	Closing Balance	2016 Budget	Variance	Variance %
Capital Applied:					
6-12-01-00-633 Office Reorganization	11,835.03	11,835.03	10,000.00	-1,835.03	118.35%
6-23-01-00-201 ESB - Building Upkeep (Painting)	5,331.22	5,331.22		-5,331.22	0.00%
6-23-01-00-615 Pumper Engine	249,841.48	249,841.48	267,048.20	17,206.72	93.56%
6-23-01-00-620 ESB - Major Building Maintenance	24,350.82	24,350.82	34,703.60	10,352.78	70.17%
6-23-01-00-630 Major Equipment	9,115.93	9,115.93	11,500.00	2,384.07	79.27%
6-23-01-00-632 Hydraulic Cutters	7,619.05	7,619.05	8,000.00	380.95	95.24%
6-23-01-00-636 Radios (3 AFRAC)	7,555.85	7,555.85	7,500.00	-55.85	100.74%
6-23-01-00-639 Fire - Turnout Gear	7,559.36	7,559.36	12,500.00	4,940.64	60.47%
6-32-00-00-610 Roads - Storm Drainage issues (laneways)	11,311.00	11,311.00	15,000.00	3,689.00	75.41%
6-32-00-00-611 Roads - Connaught Drive-Drop Curbs for Accessibility	80,000.00	80,000.00	80,000.00		100.00%
6-32-00-02-640 Cemetery Expansion - Plan and Survey	11,697.00	11,697.00	25,000.00	13,303.00	46.79%
6-32-00-04-615 Asset Management Implementation Plan (Roads 2016)	65.81	65.81	34,667.00	34,601.19	0.19%
6-32-03-00-201 Wayfinding Signage	4,090.33	4,090.33	271,099.93	267,009.60	1.51%
6-32-16-00-201 Miette Geike Intersection	162,036.89	162,036.89	143,055.50	-18,981.39	113.27%
6-41-01-00-610 Water Well #3 Pump #1&2	283,110.58	283,110.58	350,000.00	66,889.42	80.89%
6-41-01-00-614 Reservoir Ladder System	490.50	490.50	60,000.00	59,509.50	0.82%
6-41-01-00-615 Asset Management Implementation Plan (Water 2016)	4,999.00	4,999.00	37,667.00	32,668.00	13.27%
6-42-01-01-201 WWTP Annual Capital Requirement (2017)	16,727.55	16,727.55		-16,727.55	0.00%
6-42-01-01-615 Asset Management Implementation Plan (WWTP 2016)	9,998.00	9,998.00	140,667.00	130,669.00	7.11%
6-69-03-00-110 Library Construction Salaries	9,028.74	9,028.74		-9,028.74	0.00%
6-69-03-00-201 C&R-Library Addition-Contracted Services	959,144.54	959,144.54	794,166.89	-164,977.65	120.77%
6-71-01-01-252 Computers Upgrades (2016)	162.69	162.69		-162.69	0.00%
6-72-06-00-235 Facility Review	14,750.35	14,750.35	42,437.33	27,686.98	34.76%
6-72-06-00-630 C&R - Tennis Courts	83,592.00	83,592.00	50,000.00	-33,592.00	167.18%
6-72-06-00-631 C&R - Computer Upgrades	494.49	494.49		-494.49	0.00%
6-72-06-00-637 Kitchen Freezer	4,310.00	4,310.00	6,500.00	2,190.00	66.31%
6-72-06-01-537 DayCare Flooring	9,116.71	9,116.71	9,201.26	84.55	99.08%
6-72-06-01-622 Sinks, Tile and Counters	1,086.65	1,086.65	5,000.00	3,913.35	21.73%
6-72-06-01-638 Roof Top Heating Units (2015/2016)	23,108.84	23,108.84	50,750.00	27,641.16	45.53%
6-72-12-01-201 Parking sites Off leash area	369.36	369.36		-369.36	0.00%
6-72-13-01-201 Exchange Lands Development	3,840.49	3,840.49	17,996.92	14,156.43	21.34%
6-76-07-00-630 C&R - Zamboni Room					0.00%
6-76-07-01-630 Over Ice Heating Units	15,474.30	15,474.30	29,000.00	13,525.70	53.36%
6-76-07-03-630 Zamboni Room (Water filtration, Gas HU)	89,185.24	89,185.24	58,907.52	-30,277.72	151.40%
6-76-07-06-201 Zamboni Gas Hookup	15,738.67	15,738.67		-15,738.67	0.00%
6-77-08-02-640 Air exchange system Aquatic Centre	44,554.27	44,554.27	60,000.00	15,445.73	74.26%
6-12-01-00-631 Telecommunication System Replacement			27,050.00	27,050.00	0.00%
6-23-01-00-631 Fire Hose			7,500.00	7,500.00	0.00%
6-23-03-00-620 Prot - ESB Building Upkeep (Painting)			35,000.00	35,000.00	0.00%
6-32-00-00-650 Fleet Replacement Program (Roads 2016)			85,000.00	85,000.00	0.00%
6-41-01-00-611 Reservoir Cleanin			10,000.00	10,000.00	0.00%
6-41-01-00-612 Decommissioning/Capping Old Water System			20,000.00	20,000.00	0.00%
6-41-01-00-613 Domestic Water Well Head Protective Structures			15,000.00	15,000.00	0.00%
6-41-01-00-630 Reservoir chlorination Treatment System Upgrade			30,000.00	30,000.00	0.00%
6-41-01-00-650 Fleet Replacement Program (Water 2016)			310,000.00	310,000.00	0.00%
6-42-01-00-201 WWTP Annual Capital Requirement (2016)			168,000.00	168,000.00	0.00%
6-69-03-00-621 Library and Cultural Centre - Surveillance System			45,000.00	45,000.00	0.00%
6-69-03-01-201 C&R - Library sidewalks and Paving			200,000.00	200,000.00	0.00%
6-71-01-00-252 Rec- Computers			4,000.00	4,000.00	0.00%
6-72-06-00-490 Software Upgrade			35,000.00	35,000.00	0.00%
6-72-06-00-620 Roof Top Heating Unit (2016)			50,000.00	50,000.00	0.00%
6-72-06-00-621 Administration Roof			146,000.00	146,000.00	0.00%
6-76-06-01-536 Heat Exchangers Arena			15,000.00	15,000.00	0.00%
6-76-07-04-631 Chiller Gaskets Arena			25,000.00	25,000.00	0.00%
6-77-08-00-630 Steam Unit			11,000.00	11,000.00	0.00%
6-77-08-00-631 Acutrol			15,000.00	15,000.00	0.00%
6-77-08-00-632 Chlorine Pumps (3)			15,000.00	15,000.00	0.00%
Total Capital Applied	2,181,692.74	2,181,692.74	3,900,918.15	1,719,225.41	55.93%



## MUNICIPALITY OF JASPER Capital Expense Summary

For the Nine Months Ending September-30-17 (75%)

	YTD 2017	Closing Balance	2017 Budget	Variance	Variance %
Capital Applied:					
6-12-01-00-633 Office Reorganization	4,921.44	4,921.44	5,000.00	78.56	98.43%
6-12-01-00-634 Server	37,787.06	37,787.06	33,000.00	-4,787.06	114.51%
6-23-01-00-615 Pumper Engine	5,460.48	5,460.48	7,597.65	2,137.17	71.87%
6-23-01-00-620 ESB - Major Building Maintenance	1,950.05	1,950.05	24,953.60	23,003.55	7.81%
6-23-01-00-630 Major Equipment	4,693.94	4,693.94	5,322.70	628.76	88.19%
6-23-01-00-631 Fire Hose	5,039.47	5,039.47	7,500.00	2,460.53	67.19%
6-23-01-00-635 Fire Pro Server	3,512.19	3,512.19	7,500.00	3,987.81	46.83%
6-23-01-00-636 Radios (3 AFRAC)	117,195.92	117,195.92	136,500.00	19,304.08	85.86%
6-26-90-00-630 Bylaw Vehicle	3,077.06	3,077.06	45,000.00	41,922.94	6.84%
6-32-00-00-613 Miette / Turret Intersection	330,951.63	330,951.63	300,000.00	-30,951.63	110.32%
6-32-00-00-615 Transportation Study	5,037.25	5,037.25	100,000.00	94,962.75	5.04%
6-32-00-00-632 Trees, Grates and Shrouds - CBD	43,918.50	43,918.50	35,000.00	-8,918.50	125.48%
6-32-00-00-633 Radar Boards (3)	12,398.75	12,398.75	40,000.00	27,601.25	31.00%
6-32-00-00-640 Robson Park Master Plan	1,644.93	1,644.93	20,000.00	18,355.07	8.22%
6-32-00-00-650 Fleet Replacement Program (Roads 2016)	90,831.94	90,831.94	85,000.00	-5,831.94	106.86%
6-32-00-02-640 Cemetary Expansion - Plan and Survey	1,801.25	1,801.25	10,440.50	8,639.25	17.25%
6-32-01-00-615 Asset Management Implementation Plan (Roads 2017)	19,133.00	19,133.00	19,133.00		100.00%
6-32-01-00-650 Fleet Replacement Program (Roads 2017)	106,651.87	106,651.87	250,000.00	143,348.13	42.66%
6-41-01-00-610 Water Well #3 Pump #1&2	11,499.89	11,499.89	66,139.42	54,639.53	17.39%
6-41-01-00-612 Decommissioning/Capping Old Water System	2,691.95	2,691.95	20,000.00	17,308.05	13.46%
6-41-01-00-630 Reservoir chlorination Treatment System Upgade	17,553.55	17,553.55	9,202.48	-8,351.07	190.75%
6-41-01-00-632 Valve Replacement Program	900.00	900.00	50,000.00	49,100.00	1.80%
6-41-01-00-650 Fleet Replacement Program (Water 2016)	37,956.62	37,956.62	310,000.00	272,043.38	12.24%
6-41-01-01-615 Asset Management Implementation Plan (Water 2017)	8,133.00	8,133.00	8,133.00		100.00%
6-41-01-01-650 Fleet Replacement Program (Water 2017))	62,249.25	62,249.25	250,000.00	187,750.75	24.90%
6-42-01-00-201 WWTP Annual Capital Requirement (2016)	5,000.00	5,000.00	20,999.87	15,999.87	23.81%
6-42-01-00-631 Sani-Dump Station Rehabilitation	1,668.00	1,668.00	15,000.00	13,332.00	11.12%
6-42-01-00-632 Sewer Camera and Line Locator	13,115.00	13,115.00	20,000.00	6,885.00	65.58%
6-42-01-01-201 WWTP Annual Capital Requirement (2017)	104,857.80	104,857.80	150,000.00	45,142.20	69.91%
6-42-01-01-615 Asset Management Implementation Plan (WWTP 2016)	42,272.00	42,272.00	53,780.84	11,508.84	78.60%
6-42-01-02-615 Asset Management Implementation Plan (WWTP 2017)	5,008.00	5,008.00	8,133.00	3,125.00	61.58%
6-69-03-00-201 C&R-Library Addition-Contracted Services	2,432.50	2,432.50	500,000.00	497,567.50	0.49%
6-71-01-00-252 Rec- Computers	5.99	5.99		-5.99	0.00%
6-71-01-01-252 Computers Upgrades (2016)	282.06	282.06	3,048.08	2,766.02	9.25%
6-72-06-00-235 Facility Review	11,838.10	11,838.10	14,887.07	3,048.97	79.52%
6-72-06-00-490 Software Upgrade	13,155.16	13,155.16	35,000.00	21,844.84	37.59%
6-72-06-00-621 Administration Roof	6,370.00	6,370.00	146,000.00	139,630.00	4.36%
6-72-06-01-622 Sinks, Tile and Counters	958.56	958.56	1,500.00	541.44	63.90%
6-72-10-00-630 Grounds Vehicles	36,982.18	36,982.18		-36,982.18	0.00%
6-76-07-02-630 C&R-Arena Compressor	27,277.46	27,277.46	50,000.00	22,722.54	54.55%
6-76-07-03-630 Zamboni Room (Water filtration, Gas HU)	720.00	720.00		-720.00	0.00%
6-76-07-04-632 Dressing Room Hot Water Boiler	7,122.49	7,122.49	10,000.00	2,877.51	71.22%
6-76-07-04-634 Arena Asbestos Abatement	9,900.00	9,900.00	10,000.00	100.00	99.00%
6-76-10-00-640 Centennial Park Soccer Field and Irrigation	46,038.00	46,038.00	417,500.00	371,462.00	11.03%
6-77-08-00-630 Steam Unit	14,724.79	14,724.79	11,000.00	-3,724.79	133.86%
6-77-08-00-632 Chlorine Pumps (3)	10,963.95	10,963.95	15,000.00	4,036.05	73.09%
6-12-01-00-620 Housing Study			20,000.00	20,000.00	0.00%
6-12-01-00-631 Telecommunication System Replacement			27,050.00	27,050.00	0.00%
6-12-01-00-632 Axia Supernet			44,000.00	44,000.00	0.00%
6-23-01-00-201 ESB - Building Upkeep (Painting)			14,499.18	14,499.18	0.00%
6-23-01-00-632 Hydraulic Cutters			8,000.00	8,000.00	0.00%
6-23-01-00-633 Chairs - Training Room			5,000.00	5,000.00	0.00%
6-23-01-00-634 SCBA Breathing Apparatus			125,000.00	125,000.00	0.00%
6-32-00-00-630 Christmas Decoration Replacement Program			12,000.00	12,000.00	0.00%
6-32-00-00-631 Central Business Distict Signage and Street Furnit			15,000.00	15,000.00	0.00%
6-32-00-04-615 Asset Management Implementation Plan (Roads 2016)			34,601.19	34,601.19	0.00%
6-32-03-01-201 Wayfinding Features (Entry signs/Phase 1 CBD)			254,948.95	254,948.95	0.00%
6-41-01-00-611 Reservoir Cleanin			10,000.00	10,000.00	0.00%
6-41-01-00-613 Domestic Water Well Head Protective Structures			15,000.00	15,000.00	0.00%
6-41-01-00-614 Reservoir Ladder System			54,122.50	54,122.50	0.00%
6-41-01-00-634 Water System Bleeders - assess, remove, rehab			75,000.00	75,000.00	0.00%
6-41-01-00-635 Reservoir Video Surveillance System			25,000.00	25,000.00	0.00%
6-41-01-00-636 SCADA system upgrade			25,000.00	25,000.00	0.00%
6-41-01-00-637 Frost Probes (2)			10,000.00	10,000.00	0.00%
6-42-01-00-630 Lift Station Pump (Stone Mountain)			20,000.00	20,000.00	0.00%
6-43-01-00-630 Garbage Bin Replacement Program			30,000.00	30,000.00	0.00%
6-59-01-00-630 Sonar at Cemetery			25,000.00	25,000.00	0.00%
6-67-12-00-620 Municipal Housing Repairs			20,000.00	20,000.00	0.00%
6-69-02-00-620 AMA Building Improvements			15,000.00	15,000.00	0.00%
6-69-03-00-621 Library and Cultural Centre - Surveillance System			45,000.00	45,000.00	0.00%
6-69-03-00-622 Signage			40,000.00	40,000.00	0.00%
6-69-06-00-620 River Runner Roof Repair			50,000.00	50,000.00	0.00%
6-71-01-01-630 Computer Upgrades (2017)			4,000.00	4,000.00	0.00%
6-72-06-00-624 Automatic Door Openers			13,000.00	13,000.00	0.00%
6-72-06-01-637 Rooftop Unit #5			48,000.00	48,000.00	0.00%
6-72-06-01-638 Roof Top Heating Units (2015/2016)			27,641.16	27,641.16	0.00%
6-72-06-01-639 Kitchen Rooftop Unit			20,000.00	20,000.00	0.00%
6-76-07-04-631 Chiller Gaskets Arena			25,000.00	25,000.00	0.00%
6-76-07-04-633 Stand Heating Units			30,000.00	30,000.00	0.00%
6-76-10-00-630 Cabin Creek Playground/Resurfacing			50,000.00	50,000.00	0.00%
6-76-10-00-631 Centennial Park Backstop (c and b)			10,000.00	10,000.00	0.00%
6-77-08-00-631 Acutrol			15,000.00	15,000.00	0.00%
Total Capital Applied	1,297,683.03	1,297,683.03	4,589,134.19	3,291,451.16	28.28%



## MUNICIPALITY OF JASPER Capital Expense Summary

For the Ten Months Ending October-31-16 (83%)

	YTD 2016	Closing Balance	2016 Budget	Variance	Variance %
Capital Applied:					
6-12-01-00-633 Office Reorganization	11,835.03	11,835.03	10,000.00	-1,835.03	118.35%
6-23-01-00-201 ESB - Building Upkeep (Painting)	20,500.82	20,500.82		-20,500.82	0.00%
6-23-01-00-615 Pumper Engine	258,957.41	258,957.41	267,048.20	8,090.79	96.97%
6-23-01-00-620 ESB - Major Building Maintenance	8,710.00	8,710.00	34,703.60	25,993.60	25.10%
6-23-01-00-630 Major Equipment	6,177.30	6,177.30	11,500.00	5,322.70	53.72%
6-23-01-00-632 Hydraulic Cutters			8,000.00	8,000.00	0.00%
6-23-01-00-633 Chairs - Training Room	7,619.05	7,619.05		-7,619.05	0.00%
6-23-01-00-636 Radios (3 AFRAC)	7,555.85	7,555.85	7,500.00	-55.85	100.74%
6-23-01-00-639 Fire - Turnout Gear	7,919.36	7,919.36	12,500.00	4,580.64	63.35%
6-32-00-00-610 Roads - Storm Drainage issues (laneways)	11,577.00	11,577.00	15,000.00	3,423.00	77.18%
6-32-00-00-611 Roads - Connaught Drive-Drop Curbs for Accessibili	80,000.00	80,000.00	80,000.00		100.00%
6-32-00-02-640 Cemetary Expansion - Plan and Survey	11,697.00	11,697.00	25,000.00	13,303.00	46.79%
6-32-00-04-615 Asset Management Implementation Plan (Roads 2016)	65.81	65.81	34,667.00	34,601.19	0.19%
6-32-03-00-201 Wayfinding Signage	4,090.33	4,090.33	271,099.93	267,009.60	1.51%
6-32-16-00-201 Miette Geike Intersection	162,483.39	162,483.39	143,055.50	-19,427.89	113.58%
6-41-01-00-610 Water Well #3 Pump #1&2	283,110.58	283,110.58	350,000.00	66,889.42	80.89%
6-41-01-00-614 Reservoir Ladder System	490.50	490.50	60,000.00	59,509.50	0.82%
6-41-01-00-615 Asset Management Implementation Plan (Water 2016)	16,885.50	16,885.50	37,667.00	20,781.50	44.83%
6-42-01-01-201 WWTP Annual Capital Requirement (2017)	29,502.55	29,502.55		-29,502.55	0.00%
6-42-01-01-615 Asset Management Implementation Plan (WWTP 2016)	9,998.00	9,998.00	140,667.00	130,669.00	7.11%
6-69-03-00-110 Library Construction Salaries	9,028.74	9,028.74		-9,028.74	0.00%
6-69-03-00-201 C&R-Library Addition-Contracted Services	1,280,714.32	1,280,714.32	794,166.89	-486,547.43	161.27%
6-71-01-01-252 Computers Upgrades (2016)	837.07	837.07		-837.07	0.00%
6-72-06-00-235 Facility Review	23,807.40	23,807.40	42,437.33	18,629.93	56.10%
6-72-06-00-630 C&R - Tennis Courts	82,092.00	82,092.00	50,000.00	-32,092.00	164.18%
6-72-06-00-631 C&R - Computer Upgrades					0.00%
6-72-06-00-637 Kitchen Freezer	4,310.00	4,310.00	6,500.00	2,190.00	66.31%
6-72-06-01-537 DayCare Flooring	9,116.71	9,116.71	9,201.26	84.55	99.08%
6-72-06-01-622 Sinks, Tile and Counters	1,086.65	1,086.65	5,000.00	3,913.35	21.73%
6-72-06-01-638 Roof Top Heating Units (2015/2016)	23,108.84	23,108.84	50,750.00	27,641.16	45.53%
6-72-12-01-201 Parking sites Off leash area					0.00%
6-72-13-01-201 Exchange Lands Development	3,840.49	3,840.49	17,996.92	14,156.43	21.34%
6-76-07-00-630 C&R - Zamboni Room					0.00%
6-76-07-01-630 Over Ice Heating Units	15,474.30	15,474.30	29,000.00	13,525.70	53.36%
6-76-07-03-630 Zamboni Room (Water filtration, Gas HU)	104,923.91	104,923.91	58,907.52	-46,016.39	178.12%
6-76-07-06-201 Zamboni Gas Hookup					0.00%
6-77-08-02-640 Air exchange system Aquatic Centre	44,554.27	44,554.27	60,000.00	15,445.73	74.26%
6-12-01-00-631 Telecommunication System Replacement			27,050.00	27,050.00	0.00%
6-23-01-00-631 Fire Hose			7,500.00	7,500.00	0.00%
6-23-03-00-620 Prot - ESB Building Upkeep (Painting)			35,000.00	35,000.00	0.00%
6-32-00-00-650 Fleet Replacement Program (Roads 2016)			85,000.00	85,000.00	0.00%
6-41-01-00-611 Reservoir Cleanin			10,000.00	10,000.00	0.00%
6-41-01-00-612 Decommissioning/Capping Old Water System			20,000.00	20,000.00	0.00%
6-41-01-00-613 Domestic Water Well Head Protective Structures			15,000.00	15,000.00	0.00%
6-41-01-00-630 Reservoir chlorination Treatment System Upgrade			30,000.00	30,000.00	0.00%
6-41-01-00-650 Fleet Replacement Program (Water 2016)			310,000.00	310,000.00	0.00%
6-42-01-00-201 WWTP Annual Capital Requirement (2016)			168,000.00	168,000.00	0.00%
6-69-03-00-621 Library and Cultural Centre - Surveillance System			45,000.00	45,000.00	0.00%
6-69-03-01-201 C&R - Library sidewalks and Paving			200,000.00	200,000.00	0.00%
6-71-01-00-252 Rec- Computers			4,000.00	4,000.00	0.00%
6-72-06-00-490 Software Upgrade			35,000.00	35,000.00	0.00%
6-72-06-00-620 Roof Top Heating Unit (2016)			50,000.00	50,000.00	0.00%
6-72-06-00-621 Administration Roof			146,000.00	146,000.00	0.00%
6-76-06-01-536 Heat Exchangers Arena			15,000.00	15,000.00	0.00%
6-76-07-04-631 Chiller Gaskets Arena			25,000.00	25,000.00	0.00%
6-77-08-00-630 Steam Unit			11,000.00	11,000.00	0.00%
6-77-08-00-631 Acutrol			15,000.00	15,000.00	0.00%
6-77-08-00-632 Chlorine Pumps (3)			15,000.00	15,000.00	0.00%
Total Capital Applied	2,542,070.18	2,542,070.18	3,900,918.15	1,358,847.97	65.17%



## MUNICIPALITY OF JASPER Capital Expense Summary

For the Ten Months Ending October-31-17 (83%)

	YTD 2017	Closing Balance	2017 Budget	Variance	Variance %
Capital Applied:					
6-12-01-00-620 Housing Study	1,999.25	1,999.25	20,000.00	18,000.75	10.00%
6-12-01-00-630 Adm-Computer Capital					0.00%
6-12-01-00-633 Office Reorganization	4,921.44	4,921.44	5,000.00	78.56	98.43%
6-12-01-00-634 Server	37,787.06	37,787.06	33,000.00	-4,787.06	114.51%
6-23-01-00-615 Pumper Engine	5,460.48	5,460.48	7,597.65	2,137.17	71.87%
6-23-01-00-620 ESB - Major Building Maintenance	1,950.05	1,950.05	24,953.60	23,003.55	7.81%
6-23-01-00-630 Major Equipment	4,693.94	4,693.94	5,322.70	628.76	88.19%
6-23-01-00-631 Fire Hose	5,039.47	5,039.47	7,500.00	2,460.53	67.19%
6-23-01-00-635 Fire Pro Server	3,512.19	3,512.19	7,500.00	3,987.81	46.83%
6-23-01-00-636 Radios (3 AFRAC)	122,195.92	122,195.92	136,500.00	14,304.08	89.52%
6-23-03-00-620 Prot - ESB Building Upkeep (Painting)	1,452.25	1,452.25		-1,452.25	0.00%
6-26-90-00-630 Bylaw Vehicle	39,501.12	39,501.12	45,000.00	5,498.88	87.78%
6-32-00-00-613 Miette / Turret Intersection	334,218.63	334,218.63	300,000.00	-34,218.63	111.41%
6-32-00-00-615 Transportation Study	5,037.25	5,037.25	100,000.00	94,962.75	5.04%
6-32-00-00-632 Trees, Grates and Shrouds - CBD	43,918.50	43,918.50	35,000.00	-8,918.50	125.48%
6-32-00-00-633 Radar Boards (3)	12,398.75	12,398.75	40,000.00	27,601.25	31.00%
6-32-00-00-640 Robson Park Master Plan	6,515.43	6,515.43	20,000.00	13,484.57	32.58%
6-32-00-00-650 Fleet Replacement Program (Roads 2016)	88,036.75	88,036.75	85,000.00	-3,036.75	103.57%
6-32-00-02-640 Cemetary Expansion - Plan and Survey	1,801.25	1,801.25	10,440.50	8,639.25	17.25%
6-32-01-00-615 Asset Management Implementation Plan (Roads 2017)	19,133.00	19,133.00	19,133.00		100.00%
6-32-01-00-650 Fleet Replacement Program (Roads 2017)	110,025.34	110,025.34	250,000.00	139,974.66	44.01%
6-41-01-00-610 Water Well #3 Pump #1&2	11,499.89	11,499.89	66,139.42	54,639.53	17.39%
6-41-01-00-612 Decommissioning/Capping Old Water System	2,691.95	2,691.95	20,000.00	17,308.05	13.46%
6-41-01-00-630 Reservoir chlorination Treatment System Upgrade	17,553.55	17,553.55	9,202.48	-8,351.07	190.75%
6-41-01-00-632 Valve Replacement Program	900.00	900.00	50,000.00	49,100.00	1.80%
6-41-01-00-650 Fleet Replacement Program (Water 2016)	1,532.56	1,532.56	310,000.00	308,467.44	0.49%
6-41-01-01-615 Asset Management Implementation Plan (Water 2017)	8,133.00	8,133.00	8,133.00		100.00%
6-41-01-01-650 Fleet Replacement Program (Water 2017))	62,249.25	62,249.25	250,000.00	187,750.75	24.90%
6-42-01-00-201 WWTP Annual Capital Requirement (2016)	5,000.00	5,000.00	20,999.87	15,999.87	23.81%
6-42-01-00-631 Sani-Dump Station Rehabilitation	3,588.50	3,588.50	15,000.00	11,411.50	23.92%
6-42-01-00-632 Sewer Camera and Line Locator	13,115.00	13,115.00	20,000.00	6,885.00	65.58%
6-42-01-01-201 WWTP Annual Capital Requirement (2017)	104,857.80	104,857.80	150,000.00	45,142.20	69.91%
6-42-01-01-615 Asset Management Implementation Plan (WWTP 2016)	42,272.00	42,272.00	53,780.84	11,508.84	78.60%
6-42-01-02-615 Asset Management Implementation Plan (WWTP 2017)	5,008.00	5,008.00	8,133.00	3,125.00	61.58%
6-43-01-00-630 Garbage Bin Replacement Program	407.45	407.45	30,000.00	29,592.55	1.36%
6-69-03-00-201 C&R-Library Addition-Contracted Services	2,432.50	2,432.50	500,000.00	497,567.50	0.49%
6-69-03-00-621 Library and Cultural Centre - Surveillance System	6,620.00	6,620.00	45,000.00	38,380.00	14.71%
6-71-01-00-252 Rec- Computers					0.00%
6-71-01-01-252 Computers Upgrades (2016)	327.04	327.04	3,048.08	2,721.04	10.73%
6-72-06-00-235 Facility Review	20,610.75	20,610.75	14,887.07	-5,723.68	138.45%
6-72-06-00-490 Software Upgrade	18,997.06	18,997.06	35,000.00	16,002.94	54.28%
6-72-06-00-621 Administration Roof	12,950.00	12,950.00	146,000.00	133,050.00	8.87%
6-72-06-01-622 Sinks, Tile and Counters	958.56	958.56	1,500.00	541.44	63.90%
6-72-10-00-630 Grounds Vehicles					0.00%
6-76-07-02-630 C&R-Arena Compressor	27,277.46	27,277.46	50,000.00	22,722.54	54.55%
6-76-07-03-630 Zamboni Room (Water filtration, Gas HU)					0.00%
6-76-07-04-632 Dressing Room Hot Water Boiler	7,122.49	7,122.49	10,000.00	2,877.51	71.22%
6-76-07-04-634 Arena Asbestos Abatement	9,900.00	9,900.00	10,000.00	100.00	99.00%
6-76-10-00-630 Cabin Creek Playground/Resurfacing	36,811.18	36,811.18	50,000.00	13,188.82	73.62%
6-76-10-00-640 Centennial Park Soccer Field and Irrigation	260,541.06	260,541.06	417,500.00	156,958.94	62.41%
6-77-08-00-630 Steam Unit	14,724.79	14,724.79	11,000.00	-3,724.79	133.86%
6-77-08-00-632 Chlorine Pumps (3)	10,963.95	10,963.95	15,000.00	4,036.05	73.09%
6-12-01-00-631 Telecommunication System Replacement			27,050.00	27,050.00	0.00%
6-12-01-00-632 Axia Supernet			44,000.00	44,000.00	0.00%
6-23-01-00-201 ESB - Building Upkeep (Painting)			14,499.18	14,499.18	0.00%
6-23-01-00-632 Hydraulic Cutters			8,000.00	8,000.00	0.00%
6-23-01-00-633 Chairs - Training Room			5,000.00	5,000.00	0.00%
6-23-01-00-634 SCBA Breathing Apparatus			125,000.00	125,000.00	0.00%
6-32-00-00-630 Christmas Decoration Replacement Program			12,000.00	12,000.00	0.00%
6-32-00-00-631 Central Business Distict Signage and Street Furnit			15,000.00	15,000.00	0.00%
6-32-00-04-615 Asset Management Implementation Plan (Roads 2016)			34,601.19	34,601.19	0.00%
6-32-03-01-201 Wayfinding Features (Entry signs/Phase 1 CBD)			254,948.95	254,948.95	0.00%
6-41-01-00-611 Reservoir Cleanin			10,000.00	10,000.00	0.00%
6-41-01-00-613 Domestic Water Well Head Protective Structures			15,000.00	15,000.00	0.00%
6-41-01-00-614 Reservoir Ladder System			54,122.50	54,122.50	0.00%
6-41-01-00-634 Water System Bleeders - assess, remove, rehab			75,000.00	75,000.00	0.00%
6-41-01-00-635 Reservoir Video Surveillance System			25,000.00	25,000.00	0.00%
6-41-01-00-636 SCADA system upgrade			25,000.00	25,000.00	0.00%
6-41-01-00-637 Frost Probes (2)			10,000.00	10,000.00	0.00%
6-42-01-00-630 Lift Station Pump (Stone Mountain)			20,000.00	20,000.00	0.00%
6-59-01-00-630 Sonar at Cemetery			25,000.00	25,000.00	0.00%
6-67-12-00-620 Municipal Housing Repairs			20,000.00	20,000.00	0.00%
6-69-02-00-620 AMA Building Improvements			15,000.00	15,000.00	0.00%
6-69-03-00-622 Signage			40,000.00	40,000.00	0.00%
6-69-06-00-620 River Runner Roof Repair			50,000.00	50,000.00	0.00%
6-71-01-01-630 Computer Upgrades (2017)			4,000.00	4,000.00	0.00%
6-72-06-00-624 Automatic Door Openers			13,000.00	13,000.00	0.00%
6-72-06-01-637 Rooftop Unit #5			48,000.00	48,000.00	0.00%
6-72-06-01-638 Roof Top Heating Units (2015/2016)			27,641.16	27,641.16	0.00%
6-72-06-01-639 Kitchen Rooftop Unit			20,000.00	20,000.00	0.00%
6-76-07-04-631 Chiller Gaskets Arena			25,000.00	25,000.00	0.00%
6-76-07-04-633 Stand Heating Units			30,000.00	30,000.00	0.00%
6-76-10-00-631 Centennial Park Backstop (c and b)			10,000.00	10,000.00	0.00%
6-77-08-00-631 Acutrol			15,000.00	15,000.00	0.00%
Total Capital Applied	1,558,643.86	1,558,643.86	4,589,134.19	3,030,490.33	33.96%



## MUNICIPALITY OF JASPER Capital Expense Summary

For the Eleven Months Ending November-30-16 (92%)

	YTD 2017	Closing Balance	2016 Budget	Variance	Variance %
Capital Applied:					
6-12-01-00-633 Office Reorganization	11,835.03	11,835.03	10,000.00	-1,835.03	118.35%
6-23-01-00-201 ESB - Building Upkeep (Painting)	20,500.82	20,500.82		-20,500.82	0.00%
6-23-01-00-615 Pumper Engine	259,304.49	259,304.49	267,048.20	7,743.71	97.10%
6-23-01-00-620 ESB - Major Building Maintenance	9,750.00	9,750.00	34,703.60	24,953.60	28.10%
6-23-01-00-630 Major Equipment	6,177.30	6,177.30	11,500.00	5,322.70	53.72%
6-23-01-00-632 Hydraulic Cutters			8,000.00	8,000.00	0.00%
6-23-01-00-633 Chairs - Training Room	7,619.05	7,619.05		-7,619.05	0.00%
6-23-01-00-636 Radios (3 AFRAC)	7,555.85	7,555.85	7,500.00	-55.85	100.74%
6-23-01-00-639 Fire - Turnout Gear	10,961.79	10,961.79	12,500.00	1,538.21	87.69%
6-32-00-00-610 Roads - Storm Drainage issues (laneways)	11,577.00	11,577.00	15,000.00	3,423.00	77.18%
6-32-00-00-611 Roads - Connaught Drive-Drop Curbs for Accessibility	80,000.00	80,000.00	80,000.00		100.00%
6-32-00-02-640 Cemetery Expansion - Plan and Survey	14,559.50	14,559.50	25,000.00	10,440.50	58.24%
6-32-00-04-615 Asset Management Implementation Plan (Roads 2016)	65.81	65.81	34,667.00	34,601.19	0.19%
6-32-03-00-201 Wayfinding Signage	8,513.48	8,513.48	271,099.93	262,586.45	3.14%
6-32-16-00-201 Miette Geike Intersection	162,483.39	162,483.39	143,055.50	-19,427.89	113.58%
6-41-01-00-610 Water Well #3 Pump #1&2	283,110.58	283,110.58	350,000.00	66,889.42	80.89%
6-41-01-00-614 Reservoir Ladder System	5,877.50	5,877.50	60,000.00	54,122.50	9.80%
6-41-01-00-615 Asset Management Implementation Plan (Water 2016)	16,885.50	16,885.50	37,667.00	20,781.50	44.83%
6-42-01-00-201 WWTP Annual Capital Requirement (2016)	59,903.32	59,903.32	168,000.00	108,096.68	35.66%
6-42-01-01-615 Asset Management Implementation Plan (WWTP 2016)	86,886.16	86,886.16	140,667.00	53,780.84	61.77%
6-69-03-00-110 Library Construction Salaries	9,028.74	9,028.74		-9,028.74	0.00%
6-69-03-00-201 C&R-Library Addition-Contracted Services	1,280,714.32	1,280,714.32	794,166.89	-486,547.43	161.27%
6-71-01-01-252 Computers Upgrades (2016)	951.92	951.92		-951.92	0.00%
6-72-06-00-235 Facility Review	27,550.26	27,550.26	42,437.33	14,887.07	64.92%
6-72-06-00-630 C&R - Tennis Courts	82,092.00	82,092.00	50,000.00	-32,092.00	164.18%
6-72-06-00-637 Kitchen Freezer	4,310.00	4,310.00	6,500.00	2,190.00	66.31%
6-72-06-01-537 DayCare Flooring	9,116.71	9,116.71	9,201.26	84.55	99.08%
6-72-06-01-622 Sinks, Tile and Counters	1,086.65	1,086.65	5,000.00	3,913.35	21.73%
6-72-06-01-638 Roof Top Heating Units (2015/2016)	23,108.84	23,108.84	50,750.00	27,641.16	45.53%
6-72-13-01-201 Exchange Lands Development	4,209.85	4,209.85	17,996.92	13,787.07	23.39%
6-76-07-01-630 Over Ice Heating Units	15,474.30	15,474.30	29,000.00	13,525.70	53.36%
6-76-07-03-630 Zamboni Room (Water filtration, Gas HU)	105,197.73	105,197.73	58,907.52	-46,290.21	178.58%
6-77-08-02-640 Air exchange system Aquatic Centre	44,554.27	44,554.27	60,000.00	15,445.73	74.26%
6-12-01-00-631 Telecommunication System Replacement			27,050.00	27,050.00	0.00%
6-23-01-00-631 Fire Hose			7,500.00	7,500.00	0.00%
6-23-03-00-620 Prot - ESB Building Upkeep (Painting)			35,000.00	35,000.00	0.00%
6-32-00-00-650 Fleet Replacement Program (Roads 2016)			85,000.00	85,000.00	0.00%
6-41-01-00-611 Reservoir Cleanin			10,000.00	10,000.00	0.00%
6-41-01-00-612 Decommissioning/Capping Old Water System			20,000.00	20,000.00	0.00%
6-41-01-00-613 Domestic Water Well Head Protective Structures			15,000.00	15,000.00	0.00%
6-41-01-00-630 Reservoir chlorination Treatment System Upgrade			30,000.00	30,000.00	0.00%
6-41-01-00-650 Fleet Replacement Program (Water 2016)			310,000.00	310,000.00	0.00%
6-69-03-00-621 Library and Cultural Centre - Surveillance System			45,000.00	45,000.00	0.00%
6-69-03-01-201 C&R - Library sidewalks and Paving			200,000.00	200,000.00	0.00%
6-71-01-00-252 Rec- Computers			4,000.00	4,000.00	0.00%
6-72-06-00-490 Software Upgrade			35,000.00	35,000.00	0.00%
6-72-06-00-620 Roof Top Heating Unit (2016)			50,000.00	50,000.00	0.00%
6-72-06-00-621 Administration Roof			146,000.00	146,000.00	0.00%
6-76-06-01-536 Heat Exchangers Arena			15,000.00	15,000.00	0.00%
6-76-07-04-631 Chiller Gaskets Arena			25,000.00	25,000.00	0.00%
6-77-08-00-630 Steam Unit			11,000.00	11,000.00	0.00%
6-77-08-00-631 Acutrol			15,000.00	15,000.00	0.00%
6-77-08-00-632 Chlorine Pumps (3)			15,000.00	15,000.00	0.00%
<b>Total Capital Applied</b>	<b>2,670,962.16</b>	<b>2,670,962.16</b>	<b>3,900,918.15</b>	<b>1,229,955.99</b>	<b>68.47%</b>



## MUNICIPALITY OF JASPER Capital Expense Summary

For the Eleven Months Ending November-30-17 (92%)

	YTD 2017	Closing Balance	2017 Budget	Variance	Variance %
Capital Applied:					
6-12-01-00-620 Housing Study	6,116.00	6,116.00	20,000.00	13,884.00	30.58%
6-12-01-00-633 Office Reorganization	4,921.44	4,921.44	5,000.00	78.56	98.43%
6-12-01-00-634 Server	37,787.06	37,787.06	33,000.00	-4,787.06	114.51%
6-23-01-00-615 Pumper Engine	5,922.33	5,922.33	7,597.65	1,675.32	77.95%
6-23-01-00-620 ESB - Major Building Maintenance	11,408.55	11,408.55	24,953.60	13,545.05	45.72%
6-23-01-00-630 Major Equipment	5,100.50	5,100.50	5,322.70	222.20	95.83%
6-23-01-00-631 Fire Hose	5,039.47	5,039.47	7,500.00	2,460.53	67.19%
6-23-01-00-635 Fire Pro Server	7,078.46	7,078.46	7,500.00	421.54	94.38%
6-23-01-00-636 Radios (3 AFRAC)	128,562.12	128,562.12	136,500.00	7,937.88	94.18%
6-23-03-00-620 Prot - ESB Building Upkeep (Painting)	1,452.25	1,452.25		-1,452.25	0.00%
6-26-90-00-630 Bylaw Vehicle	39,501.12	39,501.12	45,000.00	5,498.88	87.78%
6-32-00-00-613 Miette / Turret Intersection	334,218.63	334,218.63	300,000.00	-34,218.63	111.41%
6-32-00-00-615 Transportation Study	65,223.51	65,223.51	100,000.00	34,776.49	65.22%
6-32-00-00-632 Trees, Grates and Shrouds - CBD	49,318.50	49,318.50	35,000.00	-14,318.50	140.91%
6-32-00-00-633 Radar Boards (3)	12,398.75	12,398.75	40,000.00	27,601.25	31.00%
6-32-00-00-640 Robson Park Master Plan	6,515.43	6,515.43	20,000.00	13,484.57	32.58%
6-32-00-00-650 Fleet Replacement Program (Roads 2016)	88,036.75	88,036.75	85,000.00	-3,036.75	103.57%
6-32-00-02-640 Cemetery Expansion - Plan and Survey	1,801.25	1,801.25	10,440.50	8,639.25	17.25%
6-32-01-00-615 Asset Management Implementation Plan (Roads 2017)	19,133.00	19,133.00	19,133.00	0.00	100.00%
6-32-01-00-650 Fleet Replacement Program (Roads 2017)	111,729.62	111,729.62	250,000.00	138,270.38	44.69%
6-41-01-00-610 Water Well #3 Pump #1&2	15,565.03	15,565.03	66,139.42	50,574.39	23.53%
6-41-01-00-612 Decommissioning/Capping Old Water System	2,691.95	2,691.95	20,000.00	17,308.05	13.46%
6-41-01-00-630 Reservoir chlorination Treatment System Upgrade	17,553.55	17,553.55	9,202.48	-8,351.07	190.75%
6-41-01-00-632 Valve Replacement Program	900.00	900.00	50,000.00	49,100.00	1.80%
6-41-01-00-650 Fleet Replacement Program (Water 2016)	1,532.56	1,532.56	310,000.00	308,467.44	0.49%
6-41-01-01-615 Asset Management Implementation Plan (Water 2017)	8,133.00	8,133.00	8,133.00	0.00	100.00%
6-41-01-01-650 Fleet Replacement Program (Water 2017))	62,598.75	62,598.75	250,000.00	187,401.25	25.04%
6-42-01-00-201 WWTP Annual Capital Requirement (2016)	5,000.00	5,000.00	20,999.87	15,999.87	23.81%
6-42-01-00-631 Sani-Dump Station Rehabilitation	3,588.50	3,588.50	15,000.00	11,411.50	23.92%
6-42-01-00-632 Sewer Camera and Line Locator	13,115.00	13,115.00	20,000.00	6,885.00	65.58%
6-42-01-01-201 WWTP Annual Capital Requirement (2017)	104,857.80	104,857.80	150,000.00	45,142.20	69.91%
6-42-01-01-615 Asset Management Implementation Plan (WWTP 2016)	42,272.00	42,272.00	53,780.84	11,508.84	78.60%
6-42-01-02-615 Asset Management Implementation Plan (WWTP 2017)	5,008.00	5,008.00	8,133.00	3,125.00	61.58%
6-43-01-00-630 Garbage Bin Replacement Program	15,157.45	15,157.45	30,000.00	14,842.55	50.52%
6-69-03-00-201 C&R-Library Addition-Contracted Services	2,432.50	2,432.50	500,000.00	497,567.50	0.49%
6-69-03-00-621 Library and Cultural Centre - Surveillance System	6,620.00	6,620.00	45,000.00	38,380.00	14.71%
6-71-01-01-252 Computers Upgrades (2016)	354.52	354.52	3,048.08	2,693.56	11.63%
6-72-06-00-235 Facility Review	20,610.75	20,610.75	14,887.07	-5,723.68	138.45%
6-72-06-00-490 Software Upgrade	16,016.97	16,016.97	35,000.00	18,983.03	45.76%
6-72-06-00-621 Administration Roof	12,950.00	12,950.00	146,000.00	133,050.00	8.87%
6-72-06-01-622 Sinks, Tile and Counters	958.56	958.56	1,500.00	541.44	63.90%
6-76-07-02-630 C&R-Arena Compressor	27,277.46	27,277.46	50,000.00	22,722.54	54.55%
6-76-07-04-632 Dressing Room Hot Water Boiler	7,122.49	7,122.49	10,000.00	2,877.51	71.22%
6-76-07-04-634 Arena Asbestos Abatement	9,900.00	9,900.00	10,000.00	100.00	99.00%
6-76-10-00-630 Cabin Creek Playground/Resurfacing	36,811.18	36,811.18	50,000.00	13,188.82	73.62%
6-76-10-00-640 Centennial Park Soccer Field and Irrigation	358,333.06	358,333.06	417,500.00	59,166.94	85.83%
6-77-08-00-630 Steam Unit	14,724.79	14,724.79	11,000.00	-3,724.79	133.86%
6-77-08-00-632 Chlorine Pumps (3)	10,963.95	10,963.95	15,000.00	4,036.05	73.09%
6-12-01-00-631 Telecommunication System Replacement			27,050.00	27,050.00	0.00%
6-12-01-00-632 Axia Supernet			44,000.00	44,000.00	0.00%
6-23-01-00-201 ESB - Building Upkeep (Painting)			14,499.18	14,499.18	0.00%
6-23-01-00-632 Hydraulic Cutters			8,000.00	8,000.00	0.00%
6-23-01-00-633 Chairs - Training Room			5,000.00	5,000.00	0.00%
6-23-01-00-634 SCBA Breathing Apparatus			125,000.00	125,000.00	0.00%
6-32-00-00-630 Christmas Decoration Replacement Program			12,000.00	12,000.00	0.00%
6-32-00-00-631 Central Business Distict Signage and Street Furnit			15,000.00	15,000.00	0.00%
6-32-00-04-615 Asset Management Implementation Plan (Roads 2016)			34,601.19	34,601.19	0.00%
6-32-03-01-201 Wayfinding Features (Entry signs/Phase 1 CBD)			254,948.95	254,948.95	0.00%
6-41-01-00-611 Reservoir Cleanin			10,000.00	10,000.00	0.00%
6-41-01-00-613 Domestic Water Well Head Protective Structures			15,000.00	15,000.00	0.00%
6-41-01-00-614 Reservoir Ladder System			54,122.50	54,122.50	0.00%
6-41-01-00-634 Water System Bleeders - assess, remove, rehab			75,000.00	75,000.00	0.00%
6-41-01-00-635 Reservoir Video Surveillance System			25,000.00	25,000.00	0.00%
6-41-01-00-636 SCADA system upgrade			25,000.00	25,000.00	0.00%
6-41-01-00-637 Frost Probes (2)			10,000.00	10,000.00	0.00%
6-42-01-00-630 Lift Station Pump (Stone Mountain)			20,000.00	20,000.00	0.00%
6-59-01-00-630 Sonar at Cemetery			25,000.00	25,000.00	0.00%
6-67-12-00-620 Municipal Housing Repairs			20,000.00	20,000.00	0.00%
6-69-02-00-620 AMA Building Improvements			15,000.00	15,000.00	0.00%
6-69-03-00-622 Signage			40,000.00	40,000.00	0.00%
6-69-06-00-620 River Runner Roof Repair			50,000.00	50,000.00	0.00%
6-71-01-01-630 Computer Upgrades (2017)			4,000.00	4,000.00	0.00%
6-72-06-00-624 Automatic Door Openers			13,000.00	13,000.00	0.00%
6-72-06-01-637 Rooftop Unit #5			48,000.00	48,000.00	0.00%
6-72-06-01-638 Roof Top Heating Units (2015/2016)			27,641.16	27,641.16	0.00%
6-72-06-01-639 Kitchen Rooftop Unit			20,000.00	20,000.00	0.00%
6-76-07-04-631 Chiller Gaskets Arena			25,000.00	25,000.00	0.00%
6-76-07-04-633 Stand Heating Units			30,000.00	30,000.00	0.00%
6-76-10-00-631 Centennial Park Backstop (c and b)			10,000.00	10,000.00	0.00%
6-77-08-00-631 Acutrol			15,000.00	15,000.00	0.00%
Total Capital Applied	#####	1,764,314.56	4,589,134.19	2,824,819.63	38.45%



## MUNICIPALITY OF JASPER Balance Sheet

For the Nine Months Ending September-30-16 (75%)

	Opening Balance	YTD 2016	Closing Balance
<b>Assets</b>			
Cash on Hands and Deposits	\$9,635,052.08	\$1,095,299.98	\$10,730,352.06
Taxes and Grants in lieu of Taxes Receivable	139,002.22	585,236.79	724,239.01
Due from other Governments	239,798.03	159,572.87	399,370.90
Trade and other Receivables	1,041,744.95	-252,742.00	789,002.95
Business Licences Due		15,290.00	15,290.00
Prepaid Expenses	182,275.96	172,172.08	354,448.04
Investment in Trailer Park Utilities; Lane paving	73,224.74	-1,115.51	72,109.23
Inventory	42,588.26		42,588.26
Net Tangible Capital Assets	58,114,899.63		58,114,899.63
<b>Total Assets</b>	<b>69,468,585.87</b>	<b>1,773,714.21</b>	<b>71,242,300.08</b>
<b>Liabilities</b>			
Accounts payable and accrued liabilities	2,393,476.81	-1,733,191.10	660,285.71
Deposit Liabilities	317,992.95	-73,038.84	244,954.11
Deferred Revenue	2,490,692.54	1,427,238.20	3,917,930.74
Tax Overlevy	169,533.31	-151,957.42	17,575.89
Long Term Debt	4,001,615.52		4,001,615.52
<b>Total Liabilities</b>	<b>9,373,311.13</b>	<b>-530,949.16</b>	<b>8,842,361.97</b>
<b>Municipal Equity</b>			
Equity in Physical Assets	56,238,047.79		56,238,047.79
Restricted Funds	3,885,761.18	22,981.83	3,908,743.01
Accumulated Surplus	-28,534.23		-28,534.23
Current Surplus		2,281,681.54	2,281,681.54
<b>Total Liabilities and Municipal Equity</b>	<b>69,468,585.87</b>	<b>1,773,714.21</b>	<b>71,242,300.08</b>



## MUNICIPALITY OF JASPER Balance Sheet

For the Nine Months Ending September-30-17 (75%)

	Opening Balance	YTD 2017	Closing Balance
<b>Assets</b>			
Cash on Hands and Deposits	\$8,454,275.26	\$5,150,984.70	\$13,605,259.96
Taxes and Grants in lieu of Taxes Receivable	198,999.11	676,206.18	875,205.29
Due from other Governments	496,913.42	-60,765.48	436,147.94
Trade and other Receivables	1,120,989.10	-302,151.44	818,837.66
Business Licences Due		-137.50	-137.50
Prepaid Expenses	322,416.18	-138,842.04	183,574.14
Investment in Trailer Park Utilites; Lane paving	61,226.06	-173.05	61,053.01
Inventory	41,367.26		41,367.26
Net Tangible Capital Assets	58,432,681.03		58,432,681.03
<b>Total Assets</b>	<b>69,128,867.42</b>	<b>5,325,121.37</b>	<b>74,453,988.79</b>
<b>Liabilities</b>			
Accounts payable and accrued liabilities	1,302,363.08	-196,947.99	1,105,415.09
Deposit Liabilities	287,358.43	-42,492.12	244,866.31
Deffered Revenue	2,505,559.79	1,430,735.70	3,936,295.49
Tax Overlevy	44,091.14	13,183.54	57,274.68
Long Term Debt	3,404,741.89		3,404,741.89
<b>Total Liabilities</b>	<b>7,544,114.33</b>	<b>1,204,479.13</b>	<b>8,748,593.46</b>
<b>Municipal Equity</b>			
Equity in Physical Assets	57,838,567.43		57,838,567.43
Restricted Funds	4,211,154.01	1,217,273.70	5,428,427.71
Accumulated Surplus	-464,968.35		-464,968.35
Current Surplus		2,903,368.54	2,903,368.54
<b>Total Liabilities and Municipal Equity</b>	<b>69,128,867.42</b>	<b>5,325,121.37</b>	<b>74,453,988.79</b>



## MUNICIPALITY OF JASPER Balance Sheet

For the Ten Months Ending October-31-16 (83%)

	Opening Balance	YTD 2016	Closing Balance
<b>Assets</b>			
Cash on Hands and Deposits	\$9,635,052.08	\$801,263.12	\$10,436,315.20
Taxes and Grants in lieu of Taxes Receivable	139,002.22	413,032.12	552,034.34
Due from other Governments	239,798.03	188,308.20	428,106.23
Trade and other Receivables	1,041,744.95	-230,355.99	811,388.96
Business Licences Due		14,960.00	14,960.00
Prepaid Expenses	182,275.96	172,930.35	355,206.31
Investment in Trailer Park Utilites; Lane paving	73,224.74	-16,878.92	56,345.82
Inventory	42,588.26		42,588.26
Net Tangible Capital Assets	58,114,899.63		58,114,899.63
<b>Total Assets</b>	<b>69,468,585.87</b>	<b>1,343,258.88</b>	<b>70,811,844.75</b>
<b>Liabilities</b>			
Accounts payable and accrued liabilities	2,393,476.81	-1,710,425.37	683,051.44
Deposit Liabilities	317,992.95	45,653.82	363,646.77
Deferred Revenue	2,490,692.54	1,412,584.95	3,903,277.49
Tax Overlevy	169,533.31	-151,957.42	17,575.89
Long Term Debt	4,001,615.52		4,001,615.52
<b>Total Liabilities</b>	<b>9,373,311.13</b>	<b>-404,144.02</b>	<b>8,969,167.11</b>
<b>Municipal Equity</b>			
Equity in Physical Assets	56,238,047.79		56,238,047.79
Restricted Funds	3,885,761.18	1,225,899.83	5,111,661.01
Accumulated Surplus	-28,534.23		-28,534.23
Current Surplus		521,503.07	521,503.07
<b>Total Liabilities and Municipal Equity</b>	<b>69,468,585.87</b>	<b>1,343,258.88</b>	<b>70,811,844.75</b>



## MUNICIPALITY OF JASPER Balance Sheet

For the Ten Months Ending October-31-17 (83%)

	Opening Balance	YTD 2017	Closing Balance
<b>Assets</b>			
Cash on Hands and Deposits	\$8,454,275.26	\$3,328,375.34	\$11,782,650.60
Taxes and Grants in lieu of Taxes Receivable	198,999.11	494,535.96	693,535.07
Due from other Governments	496,913.42	-53,688.66	443,224.76
Trade and other Receivables	1,120,989.10	-271,372.50	849,616.60
Business Licences Due		357.50	357.50
Prepaid Expenses	322,416.18	-138,075.88	184,340.30
Investment in Trailer Park Utilites; Lane paving	61,226.06	-173.05	61,053.01
Inventory	41,367.26		41,367.26
Net Tangible Capital Assets	58,432,681.03		58,432,681.03
<b>Total Assets</b>	<b>69,128,867.42</b>	<b>3,359,958.71</b>	<b>72,488,826.13</b>
<b>Liabilities</b>			
Accounts payable and accrued liabilities	1,302,363.08	-749,599.50	552,763.58
Deposit Liabilities	287,358.43	-38,692.53	248,665.90
Deferred Revenue	2,505,559.79	1,413,381.86	3,918,941.65
Tax Overlevy	44,091.14	13,183.54	57,274.68
Long Term Debt	3,404,741.89		3,404,741.89
<b>Total Liabilities</b>	<b>7,544,114.33</b>	<b>638,273.37</b>	<b>8,182,387.70</b>
<b>Municipal Equity</b>			
Equity in Physical Assets	57,838,567.43		57,838,567.43
Restricted Funds	4,211,154.01	1,225,093.70	5,436,247.71
Accumulated Surplus	-464,968.35		-464,968.35
Current Surplus		1,496,591.64	1,496,591.64
<b>Total Liabilities and Municipal Equity</b>	<b>69,128,867.42</b>	<b>3,359,958.71</b>	<b>72,488,826.13</b>



## MUNICIPALITY OF JASPER Balance Sheet

For the Eleven Months Ending November-30-16 (92%)

	Opening Balance	YTD 2016	Closing Balance
<b>Assets</b>			
Cash on Hands and Deposits	\$9,635,052.08	\$134,094.78	\$9,769,146.86
Taxes and Grants in lieu of Taxes Receivable	139,002.22	201,937.98	340,940.20
Due from other Governments	239,798.03	83,170.62	322,968.65
Trade and other Receivables	1,041,744.95	-373,566.40	668,178.55
Business Licences Due		14,630.00	14,630.00
Prepaid Expenses	182,275.96	306,514.08	488,790.04
Investment in Trailer Park Utilites; Lane paving	73,224.74	-16,878.92	56,345.82
Inventory	42,588.26		42,588.26
Net Tangible Capital Assets	58,114,899.63		58,114,899.63
<b>Total Assets</b>	<b>69,468,585.87</b>	<b>349,902.14</b>	<b>69,818,488.01</b>
<b>Liabilities</b>			
Accounts payable and accrued liabilities	2,393,476.81	-1,646,059.77	747,417.04
Deposit Liabilities	317,992.95	-46,191.47	271,801.48
Deferred Revenue	2,490,692.54	1,429,238.14	3,919,930.68
Tax Overlevy	169,533.31	-151,957.42	17,575.89
Long Term Debt	4,001,615.52		4,001,615.52
<b>Total Liabilities</b>	<b>9,373,311.13</b>	<b>-414,970.52</b>	<b>8,958,340.61</b>
<b>Municipal Equity</b>			
Equity in Physical Assets	56,238,047.79		56,238,047.79
Restricted Funds	3,885,761.18	1,267,258.47	5,153,019.65
Accumulated Surplus	-28,534.23		-28,534.23
Current Surplus		-502,385.81	-502,385.81
<b>Total Liabilities and Municipal Equity</b>	<b>69,468,585.87</b>	<b>349,902.14</b>	<b>69,818,488.01</b>



## MUNICIPALITY OF JASPER Balance Sheet

For the Eleven Months Ending November-30-17 (92%)

	Opening Balance	YTD 2017	Closing Balance
<b>Assets</b>			
Cash on Hands and Deposits	\$8,454,275.26	\$2,515,008.21	\$10,969,283.47
Taxes and Grants in lieu of Taxes Receivable	198,999.11	311,869.38	510,868.49
Due from other Governments	496,913.42	-67,837.90	429,075.52
Trade and other Receivables	1,120,989.10	-211,848.00	909,141.10
Business Licences Due		-797.50	-797.50
Prepaid Expenses	322,416.18	745.59	323,161.77
Investment in Trailer Park Utilites; Lane paving	61,226.06	-14,250.77	46,975.29
Inventory	41,367.26		41,367.26
Net Tangible Capital Assets	58,432,681.03		58,432,681.03
<b>Total Assets</b>	<b>69,128,867.42</b>	<b>2,532,889.01</b>	<b>71,661,756.43</b>
<b>Liabilities</b>			
Accounts payable and accrued liabilities	1,302,363.08	-578,956.25	723,406.83
Deposit Liabilities	287,358.43	64,103.82	351,462.25
Deferred Revenue	2,505,559.79	1,329,005.84	3,834,565.63
Tax Overlevy	44,091.14	1,216.47	45,307.61
Long Term Debt	3,404,741.89		3,404,741.89
<b>Total Liabilities</b>	<b>7,544,114.33</b>	<b>815,369.88</b>	<b>8,359,484.21</b>
<b>Municipal Equity</b>			
Equity in Physical Assets	57,838,567.43		57,838,567.43
Restricted Funds	4,211,154.01	1,189,368.70	5,400,522.71
Accumulated Surplus	-464,968.35		-464,968.35
Current Surplus		528,150.43	528,150.43
<b>Total Liabilities and Municipal Equity</b>	<b>69,128,867.42</b>	<b>2,532,889.01</b>	<b>71,661,756.43</b>



# **Community Facility Enhancement Program**

## Program Guidelines

November 2016

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#### 4.5.7 Special Considerations

An application may be given special consideration based on the following factors:

- proven extraordinary need
- priority within a high-needs region
- regional or provincial impact
- disaster-related events.

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## 5. MATCHING REQUIREMENTS

**5.1** CFEP funding is only approved on a matching basis. The applicant must contribute an amount equal to or exceeding the CFEP grant request towards the expenses of the project. The matching funding may be in the form of cash or donated labour, equipment or materials, all of which must be specifically related to the project.

**5.2** Other Government of Alberta funding may not be used as a matching resource for a CFEP grant. Maximum funding from the Government of Alberta cannot exceed 50 per cent of the total project cost. Municipal Sustainability Initiative (MSI) and Francophone Secretariat funding is not considered as part of Government of Alberta funding.

### 5.3 Matching of Donated Labour, Equipment, or Materials

**5.3.1** The value of donated resources for CFEP projects is based on:

- \$20.00 per hour for unskilled labour working directly on the project (must report actual hours in final accounting report)
- \$35.00 per hour for skilled labour (must report actual hours in final accounting report)\*
- \$70.00 per hour for heavy equipment (including operator) (must report actual hours in final accounting report)
- donated materials and professional services at verified fair market value.

\*Skilled labour includes qualified trades and professionals specific to components of a project (e.g. ticketed electrician or plumber).

**5.3.2** Supporting documentation for donated resources must be maintained and may be requested from applicants for accounting purposes, and include:

- volunteer sign-in sheets for the project including date, name, signature, nature of work provided, number of hours worked, rate per hour, and total value
- donation letters on business letterhead or invoices clearly indicating the fair market value of the professional services and materials that have been donated by the business.

## 5.4 Ineligible Sources of Matching

The following sources are not eligible as a matching resource:

- 5.4.1** Any project expense deemed as ineligible for funding (refer to section 3.5, page 6) cannot be used as a match.
- 5.4.2** Land purchased on a stand-alone basis.
- 5.4.3** Wages and salaries associated with the regular, ongoing operations of the organization.
- 5.4.4** Volunteer travel time or mileage for picking up materials and equipment.
- 5.4.5** Volunteer time related to fundraising, preparing grant applications, attending meetings or planning activities related to the project or organization.

## 5.5 Matching Restrictions

The following sources of funding may have restrictions on whether they can be used for matching:

- 5.5.1** Charitable gaming proceeds generated from licensed gaming events (e.g. bingos, casinos, raffles, and pull tickets) can be used for matching purposes provided this is disclosed in the application and the project expenditures are an approved use of gaming proceeds and comply with the Alberta Gaming and Liquor Commission policies.
- 5.5.2** Cash funding must be supported by current financial statements signed by two signing authorities (statement of revenue and expenses, and balance sheet) of the organization or current bank records to confirm that the cash is available. Substantial cash donations relative to total project costs must be confirmed with a letter by the donor.
- 5.5.3** Cash available from federal, municipal, or private foundation grant programs to be confirmed with a letter from program representatives.
- 5.5.4** Land purchased or donated, up to a maximum of two years prior to the application submission date, can be used in a CFEP application as a matching component provided it is part of the project for which funding is being requested to construct a public-use community facility. In order for land to be considered as a donation, a transfer of title from the previous owner to the organization must be provided.



# JASPER SKATEPARK CONCEPT BUDGET

Date: **16 November 2017**  
Client: **Municipality of Jasper**

Project File No.: **SK2017-21**  
Location: **Jasper, AB**

## Budget Breakdown

**Please note:** This is a concept budget only – **All prices subject to final design & local pricing.** The actual cost of time and construction may also vary due to economic conditions, actual site conditions, and/or availability of materials. Estimate includes costs for supply and installation unless otherwise indicated.

	Description	Subtotal	Total
<b>1.0 Detailed Design &amp; Documentation</b>			
1.1 Detailed design & documentation	Creation of engineered construction drawings		\$ 32,000.00
<b>2.0 General Conditions</b>			
2.1 Mobilization, accommodation & shipping	Project travel & setup	\$ 67,000.00	
2.2 Project/Site & environmental management	Permitting & general site management	\$ 38,500.00	
2.3 Tools, equipment, vehicles & rentals		\$ 20,000.00	
2.4 Security & fencing		\$ 8,000.00	
2.5 Materials testing		\$ 4,000.00	
2.6 Project bonding		\$ 8,000.00	
			\$ 145,500.00
<b>3.0 Civil Works</b>			
3.1 Demolition (existing skatepark)	Removal of existing skatepark asphalt, fence and block walls	\$ 25,000.00	
3.2 Earthworks	Removal, relocation & disposal of materials	\$ 5,000.00	
3.3 Material import & bulk grading	Import and placing of all required granular material	\$ 82,000.00	
3.4 Drainage works	Trenching, piping, area drains & storm connections	\$ 30,000.00	
			\$ 142,000.00
<b>4.0 Skatepark Elements</b>	Includes all concrete, rebar, formwork and steel edging		
4.1 Walls, ledges & footings		\$ 43,500.00	
4.2 Shotcrete features		\$ 169,500.00	
4.3 Stair features		\$ 2,000.00	
4.4 Flatwork		\$ 106,500.00	
4.5 Skatepark metals & coping		\$ 30,000.00	
			\$ 351,500.00
<b>5.0 Site Works and Remediation</b>			
5.1 Landscape remediation	Topsoil and sod	\$ 20,000.00	
5.2 Planting	Planting beds and trees	\$ 11,500.00	
5.3 Boulder retaining	To retain base materials and minimize slopes	\$ 10,000.00	
5.4 Asphalt pathway connections		\$ 7,000.00	
5.5 Custom bench seating	3 benches as shown	\$ 15,000.00	
			\$ 63,500.00
		<b>Base Project Total</b>	<b>\$ 734,500.00</b>
			plus applicable taxes
<b>6.0 Optional Items</b>			
6.1 Integral concrete colour	Allowance - locations to be determined	\$ 10,000.00	
6.2 Outdoor Classroom	Allowance - 3 picnic tables on concrete pads	\$ 10,000.00	
			\$ 20,000.00

**Note:** This budget assumes that the sub-base below the existing skatepark's asphalt slab is acceptable to build on after asphalt has been removed and proper compaction has been achieved.



# JASPER SKATEPARK CONCEPT BUDGET

Date: 16 November 2017  
Client: Municipality of Jasper

Project File No.: SK2017-21  
Location: Jasper, AB

## Donations Summary

Potential In-kind Donation Opportunities	Approx. Qty	Approx. Value Range
32mpa Concrete (wall/ledge mix)	23 Cu M	\$5,600.00 - \$6,200.00
32mpa Concrete (flatwork mix)	85 Cu M	\$20,040.00 - \$22,160.00
35mpa Shotcrete	65 Cu M	\$26,130.00 - \$28,880.00
Concrete Color Pigment	52 Cu M	\$6,390.00 - \$7,060.00
10mm Rebar	5735 Lin M	\$5,440.00 - \$6,020.00
19mm (¾") Road Base Gravel	174 Cu M	\$8,240.00 - \$9,110.00
Structural Pit Run Gravel	1025 Cu M	\$31,840.00 - \$35,190.00
6ft Temporary Construction Fencing	220 Lin M	\$2,190.00 - \$2,420.00
Track hoe (200+ size)	140 Hrs	\$19,690.00 - \$21,770.00
Mini hoe	85 Hrs	\$8,180.00 - \$9,050.00
Skid steer rental	2.6 Months	\$6,960.00 - \$7,700.00
Compactor Rental (Smooth drum ride o	10 Days	\$6,340.00 - \$7,010.00
Compactor Rental (1000 lbs plate)	2.6 Weeks	\$1,710.00 - \$1,890.00
185 CFM Compressor Rental	8 Days	\$1,420.00 - \$1,570.00
Portable Washroom	11 Weeks	\$370.00 - \$410.00
Accommodation	397 Nights	\$30,190.00 - \$33,370.00

### Process for In-kind Donation Redemption

- Quantities are dependent on specific procedural assumptions and are subject to change based on NLS site management discretion and/or project specifications.
- An assessment by both the client and NLS will determine which providers meet both monetary and logistical project requirements.
- Values for in-kind donated materials must be assessed to market value at the time of implementation and must meet project specification criteria. Both the client and NLS must agree on the acceptance of a donation before it is confirmed.
- In-kind offerings for labor will not be considered unless under specific exemption due to the problematic nature of implementation and valuation.
- In-kind offerings must be timely, and represent no additional project delays or stoppages. Offerings that delay the project may be discounted.
- Offerings must be in line with quotes received by NLS for similar work, and be comparable in all respects.

# Jasper Skatepark

## Concept Model - Site Plan & Context



### Context Plan



### Site Plan



### Skatepark Features

- A** - DROP-IN BANK WITH HIP
- B** - HIGH TO LOW A-FRAME WITH RAIL
- C** - TRANSITION FEATURE WITH INSET VOLCANO
- D** - FLAT LEDGE
- E** - FLATBAR
- F** - MANUAL PAD INSET INTO SLAPPY BANK
- G** - TRANSITION POCKET AND ROLLER WITH INSET BOULDER
- H** - BANK-TO-LEDGE WITH UP-GAP OPTION
- I** - HUBBA LEDGE & BOULDER ROCK GAP
- J** - ROLLER TRANSITION BUMP AND POCKET WITH HIP OPTIONS
- K** - TRANSITION ROLL-IN AND HIP
- L** - POCKET EXTENSION WITH POOL BLOCK COPING
- M** - 6' TRANSITION WALL WITH HIGH-TO-LOW TRANSFER OPTION



Jasper, AB

November 2017

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# Jasper Skatepark

## Concept Model - Overall Views



Jasper, AB

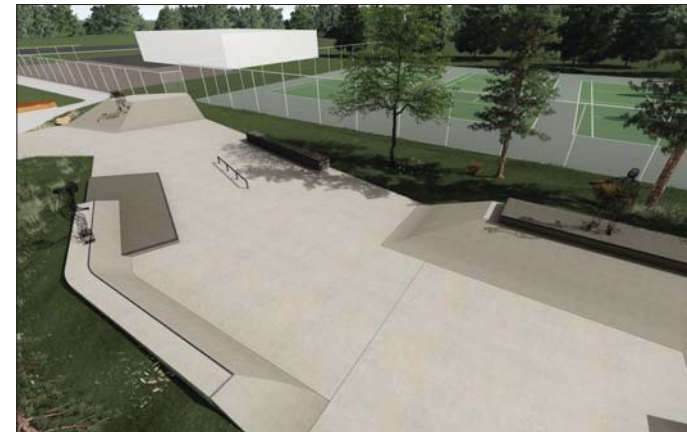
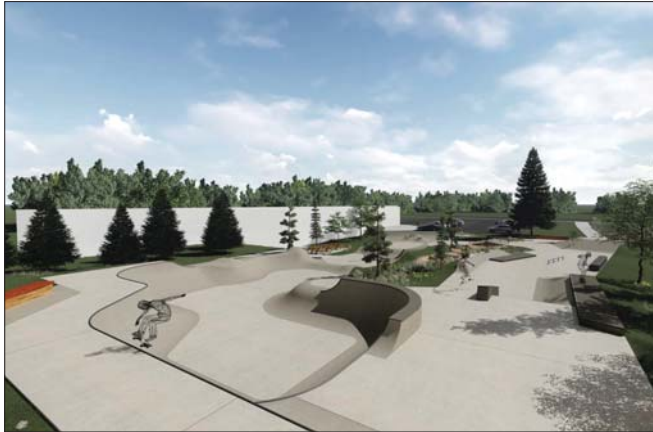
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# Jasper Skatepark

## Concept Model - Detail Views



Jasper, AB

November 2017

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# Municipality of Jasper Bylaw Summary

Updated: 12/1/2017

	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
205	Jasper Levy and Collection of Utility Fees		197		5-Dec-17				
204	Jasper Rotation of Ballots 2017		169		4-Jul-17	4-Jul-17	18-Jul-17	5-Jul-17	6-Jul-17
203	Tax Rates 2017		202		4-Jul-17	4-Jul-17	18-Jul-17	5-Jul-17	6-Jul-17
202	Tax Rates 2017		194		16-May-17	16-May-17	30-May-17	16-May-17	19-May-17
201	Inter-Municipal Assessment Review Board				2-May-17	2-May-17	16-May-17	9-May-17	11-May-17
200	Imposition of Suppl. Taxx		185		7-Feb-17	7-Feb-17	21-Feb-17	8-Feb-17	9-Feb-17
199	Suppl. Assess. of Improv.		184		7-Feb-17	7-Feb-17	21-Feb-17	8-Feb-17	9-Feb-17
198	ATCO 10 year agreement				20-Dec-16	21-Feb-17	7-Mar-17	27-Feb-17	28-Feb-17
197	Utilities Fees 2017		183		6-Dec-16	6-Dec-16	20-Dec-16	7-Dec-16	12-Dec-16
196	Parking Authority 2017		186		6-Dec-16	6-Dec-16	20-Dec-16	7-Dec-16	12-Dec-16
195	Traffic Safety Bylaw		104		2-Aug-16	2-Aug-16	16-Aug-16	3-Aug-16	8-Aug-16
194	Tax Rates 2016		188	202	17-May-16	24-May-16	7-Jun-16	25-May-16	25-May-16
193	Commercial Use of Public Spaces				5-Apr-16	5-Apr-16	19-Apr-16	6-Apr-16	6-Apr-16
192	Imposition of Supplementary Tax		185		2-Feb-16	16-Feb-16	1-Mar-16	17-Feb-16	19-Feb-16
191	Supplementary Assessment of Improvements		184		2-Feb-16	16-Feb-16	1-Mar-16	17-Feb-16	19-Feb-16
190	Procedure Bylaw Amendment		166		15-Dec-15	5-Jan-16	19-Jan-16	6-Jan-16	8-Jan-16
189	Jasper Fire Dept 2015		085		21-Jul-15	4-Aug-15	18-Aug-15	6-Aug-15	17-Aug-15
188	Tax Rates 2015		180	194	19-May-15	19-May-15	2-Jun-15	19-May-15	20-May-15
187	Offsite Levies 2015		182		17-Mar-15	7-Apr-15	21-Apr-15	8-Apr-15	9-Apr-15

**Municipality of Jasper**  
**Bylaw #205**

**BEING A BYLAW OF THE SPECIALIZED 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 2018**

**Contents:**

- 1. Citation
- 2. Definitions
- 3. Water Rate
- 4. Combined Water and Sewer Rate
- 5. Sewer Rate
- 6. Trucked Waste
- 7. Bulk Water
- 8. Solid Waste Rate
- 9. Parks Canada Agency
- 10. Recycling Fee
- 11. Accounts
- 12. Penalties
- 13. Severance

Schedule 1  
Schedule 2

**PURPOSE**

**WHEREAS** the Municipal Government Act (R.S.A. 2000, M-26) authorizes a municipality to operate a water system as a public utility for the purpose of supplying and distributing water to customers in the Municipality and, subject to Council approval, to customers outside the Municipal boundaries.

**AND WHEREAS** the Municipal Government Act authorizes a municipality to pass a bylaw respecting public utilities and services provided by the municipality

**NOW THEREFORE THE COUNCIL OF THE SPECIALIZED MUNICIPALITY OF JASPER, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:**

**1.0 Citation**

- 1.1 This bylaw may be cited as the “Jasper Levy and Collection of Utility Fees Bylaw 2018”.
- 1.2 This bylaw rescinds Bylaw #197 “Jasper Levy and Collection of Utility Fees Bylaw 2017”.

**2.0 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 “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 CAO;
  - 2.1.5 “chief administrative officer” (CAO) means the chief administrative officer of the Municipality of Jasper or designate;
  - 2.1.6 “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;

- 2.1.7 "community non-profit rate" shall mean the community non-profit rate specified in Schedule 1 which shall apply to:
- 2.1.7.1 Parcel R9, Lot 2 (Jasper United Church);
  - 2.1.7.2 Parcel C (St. Mary and St. George's Anglican Church);
  - 2.1.7.3 Block A, Lot 1 (Our Lady of Lourdes Catholic Church);
  - 2.1.7.4 Block 18, Lot 14 (Jasper Lutheran Church);
  - 2.1.7.5 Block 26, Lot 13 (Jasper Pentecostal Church);
  - 2.1.7.6 Block 4, Lots 19-20 (Jasper Baptist Church);
  - 2.1.7.7 Block 5, Lot 4 (Jasper Park Chamber of Commerce, Robson House);
  - 2.1.7.8 Parcel A, Lots 3A and 4A (Jasper-Yellowhead Historical Society);
  - 2.1.7.9 Block 36, Lots 31 and 32 (Jasper Municipal Library);
  - 2.1.7.10 Athabasca Park (Parks Canada Administration Building),
  - 2.1.7.11 Un-surveyed lot known as Parcel U-124 (Friends of Jasper National Park and public washroom building), and
  - 2.1.7.12 Block 5, Lots 5 and 6 (Jasper Tourism Jackmann House)
- 2.1.8 "grey water" shall mean the fouled water supply of residences and businesses, and includes water-carried human wastes;
- 2.1.9 "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 to lots or land parcels held by the Crown;
- 2.1.10 "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 or occupation for periods of less than 30 days;
- 2.1.11 "Municipality" shall mean the Municipality of Jasper;
- 2.1.12 "sewer system" shall mean the sanitary sewer system owned and operated by the Municipality and all accessories and appurtenances thereto, and shall include the wastewater treatment plant;
- 2.1.13 "water meter" shall mean a device designated and installed by the Municipality in each water service for the purpose of measuring water volume, and
- 2.1.14 "water system" shall mean the water system owned and operated by the Municipality of Jasper and all accessories and appurtenances thereto.
- 2.1.15 "zone" shall mean a zone established by a planning regime.

**3.0 Water Rate**

- 3.1 Every leaseholder of a lot or land parcel in the Municipality that is connected solely to the water system shall pay a water charge calculated by multiplying the volume in cubic meters of water consumed by **\$1.35**.
- 3.2 The volume of water consumed will be measured by a water meter.

**4.0 Combined Water and Sewer Rate**

- 4.1 Every leaseholder of a lot or land parcel in the Municipality that is connected to both the water and sewer systems shall pay a sewage charge calculated by multiplying the volume in cubic meters of water consumed by **\$1.89**. The equivalent combined rate would be the sum of the water rate and the sewage rate.
- 4.2 The volume of sewage is calculated as being equal to the volume of water consumed by that leaseholder. The volume of water consumed will be measured by a water meter.

**5.0 Sewer Rate**

- 5.1 Every leaseholder of a lot or land parcel in the Municipality that is connected solely to the sewer system shall pay a sewage charge calculated as a percentage of the annual operating cost of the Jasper wastewater treatment plant equal to the volume of sewage

that leaseholder contributes to the wastewater treatment plan expressed as a percentage of total flows received at the plant.

- 5.2 Every leaseholder to whom section 5.1 applies shall provide a means approved by the Municipality of measuring the volume in cubic meters of sewage entering the sewer system from the leaseholder's lot or land parcel.

## 6.0 Trucked Waste

- 6.1 Every leaseholder of a lot or land parcel in the Municipality that is not connected to either the water or the sewer system shall pay a sewage charge calculated as follows:

6.1.1 **\$7.58** for each cubic meter of grey water deposited in the sewer system, and

6.1.2 **\$11.98** for each cubic meter of black water deposited in the sewer system.

- 6.2 Every leaseholder to whom section 6.1 applies shall establish and maintain a municipal sewage account and the Municipality shall charge the service fee specified in Schedule 2 for the establishment of the account.

- 6.3 Every leaseholder to whom section 6.1 applies who deposits grey water or black water sewage into the sewer system at any time when a member of the operating staff of is not present at the plant, and whose deposit results in a circumstance requiring the presence of a member of the operating staff, the Municipality shall charge the leaseholder the wastewater treatment plant call-out fees specified in Schedule 2.

## 7.0 Bulk Water

- 7.1 Every hauler of bulk water shall 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 except that the minimum invoice for every such hauler shall be **\$59.20** for every billing period during which such hauler purchased bulk water from the Municipality.

- 7.2 Every purchaser of bulk water not having an existing municipal bulk water account shall establish such an account and the Municipality shall charge the service fee specified in Schedule 2 for the establishment of the account.

## 8.0 Solid Waste

- 8.1 The Municipality shall, with respect to every leaseholder of a lot or parcel located in the Municipality, charge the fees specified in Schedule 1 for solid waste collection.

- 8.2 In the event the Parks Canada Agency increases the fees charged to the Municipality for the provision of solid waste services, the CAO may increase the fees specified in Schedule 1 to the extent necessary to recoup those increased costs. The revised fees shall be advertised by the Municipality.

- 8.3 The Municipality shall establish a daily solid-waste collection schedule ensuring that solid waste collection is normally completed no later than 1:00 p.m. of each operating day. If an extra pickup is required on any operating day it shall be subject, in addition to the fees prescribed in section 10.1 herein, to the off-schedule surcharge specified in Schedule 1.

- 8.4 Every leaseholder of an institutional lot or parcel in the Municipality shall pay solid waste fees at the commercial rate specified in Schedule 1 unless such zone or parcel:

8.4.1 is listed in section 2.1.7 as subject to the community non-profit rate; or

8.4.2 is used solely for residential purposes, in which case solid waste fees shall be levied in accordance with the character of such use; and

8.4.3 no water, sewer or solid waste accounts shall be levied in respect of Parcel CA.

## 9.0 Parks Canada Agency

- 9.1 The Parks Canada Agency shall pay water, sewer and solid waste charges on properties it uses and occupies within the Municipality as though it were a leaseholder.

- 9.2 The Municipality shall, in respect to its lots or land parcels in Jasper National Park of Canada outside the Municipality that are not connected to either the water or the sewer system, levy a sewage charge for each cubic meter of sewage deposited in the sewer

system calculated at 0.8 multiplied by the per cubic meter trucked waste charge specified in section 6.1.

9.3 Occupants of Parks Canada Agency lands zoned "R1", "R2", "R3" or "R4" shall pay the solid waste charges specified in Schedule 1 unless the Municipality is requested in writing by the Parks Canada Agency to direct such accounts elsewhere.

9.4 Parcel GJ shall be exempt from solid waste fees.

## **10.0 Recycling Fee**

10.1 Every leaseholder of a lot or parcel upon whom the Municipality levies fees for solid waste collection shall also be charged the recycling fee specified in Schedule 2 which fee shall be contributed to recycling operating budgets.

10.2 Every leaseholder referred to in section 10.1 and who is the subject of more than one solid waste account with the Municipality shall pay the recycling fee with respect to each of their solid waste accounts.

## **11.0 Accounts**

11.1 Accounts shall be rendered to the leaseholder, except that:

11.1.1 water charge accounts shall be rendered to the tenants of rental dwelling units upon lands which are zoned R3 in respect to which:

11.1.1.1 each dwelling unit is serviced by an individual water meter;

11.1.1.2 not less than 10 rental dwelling units are located within a single leasehold; and

11.1.1.3 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 addressed; and

11.1.1.4 the Municipality shall hold the leaseholder fully and entirely responsible for the payment of such accounts in the event the Municipality's reasonable efforts to collect such accounts prove unsuccessful.

11.1.2 water charge accounts shall be rendered to the tenants of rental dwelling units upon lands which are zoned CV-2, CO, CP, or CN.

11.2 Accounts shall be due and payable to the Municipality when rendered. Failure to receive an account shall not affect the liability to pay the account.

11.3 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 chattel of the leaseholder, and there shall be a lien upon the property, collectable in the same manner as taxes.

11.4 The Municipality may terminate water services to any leaseholder when their water or sewer charges are in arrears by 60 days or more from the rendering of the account.

11.5 When a new account is established the Municipality shall charge the leaseholder the service fee specified in Schedule 2 for the establishment of the account.

11.6 For any services requested on or after June 1, 2009, a tenant to which section 11.1.2 applies, shall pay the Municipality the non-interest bearing deposit specified in Schedule 2. The deposit shall be:

11.6.1 held on deposit by the Municipality for the full period for which services are delivered to the tenant; and

11.6.2 applied to any outstanding service 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, returned to the depositor.

**12.0 Penalties**

12.1 The penalty for late payment of service accounts shall be 2% per month (26.82% per annum) beginning on the 31<sup>st</sup> day after the rendering of the account.

**13.0 Severance**

13.1 If any section in this bylaw is found by a court of competent jurisdiction to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.

**COMING INTO FORCE**

This bylaw shall come into force on the date of final passing thereof.

**READ** a first time this      day of      2017.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

SCHEDULE 1

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

<u>Residential Leaseholds</u>	<u>Charge</u>
Residential lot inside the Municipality on which development comprises one dwelling unit per year	\$ 322.07
Residential lot inside the Municipality on which development comprises a duplex, per unit, per year	\$ 257.63
Multi-dwelling district lot or parcel on which development comprises one or more apartment building, per apartment unit, per year	\$ 144.91
Multi-dwelling district lot or parcel on which development comprises multi-unit development, per multi-unit dwelling, per year	\$ 248.96
<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	\$ 1,711.41
(b) for any additional pick-up of self-dumping solid waste containers, per cubic yard	\$ 19.52/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	\$ 121.10/hr
Commercial off-schedule surcharge per pick up	100% of fee calculated in (b) above
Storage and services lot in the Municipality per year	\$ 342.91
Community non-profit rate	\$ 322.07

SCHEDULE 2

<u>Water Service Deposit</u>	<u>Charge</u>
Water service deposit pursuant to section 11.6	\$ 232.77
<u>Recycling Fee</u>	
Annual recycling fee pursuant to section 10.1	\$ 114.91
<u>Wastewater Treatment Plan Call-out Fees</u> pursuant to section 6.3	
For the first three (3) hours or any portion thereof	\$ 210.55
For every full hour or portion thereof of a call-out exceeding three (3) hours	\$ 70.18
Service Fee pursuant to sections 6.2, 7.2 and 11.5	\$ 58.49

This LETTER OF UNDERSTANDING made  
This \_\_\_\_\_ day of \_\_\_\_\_, 2017

Between

The SPECIALIZED MUNICIPALITY OF JASPER

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

And

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

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## 1. OBJECTIVE

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

## 2. DEFINITIONS

In this Letter of Understanding:

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

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

### 3. LEGISLATIVE FRAMEWORK

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

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

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

#### 4. NON-LEGISLATIVE FRAMEWORK

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

#### 5. COMMUNICATION

##### 5.1. Political Link: Library Board and Municipal Council

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

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

5.1.3. The Board reports formally to Council no less than two times per year, once for the purpose of presenting a service plan and budget for the following year, and once for the purpose of presenting a year-end report. The reviewed financial statement for the previous year may be part of the presentation of the year-end report or may be conveyed to Council through Council's Administrative Officer the Municipality's Legislative Services Coordinator for placement on the Council agenda. Altered to allow for more flexible timing for the presentations. As well as to reflect that the Financial Statement must be reviewed,

not audited, each year and given to council as soon as it has been completed as per Section 9 of the Libraries Act.

## 5.2. Administrative Link: Library Administration and Municipal Administration

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

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

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

## 6. FINANCE

### 6.1. Library Operating Budget

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

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

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

## 6.2. Building Maintenance, Building Utilities and Grounds-Keeping

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

## 6.3. Payroll and Accounting Services

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

## 6.4. Tendering and Purchasing

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

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

## 6.5. Budget Surplus or Deficit

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

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

## 6.6. Library Reserve

6.6.1. The Board **will** maintain a Library Reserve to be allocated according to Board policies. The Board shall determine use of the Library Reserve. **Updated to reflect current Board policy to have a reserve.**

## 6.7. Annual **Financial Review**

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

## 7. PERSONNEL

### 7.1. Employment

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

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

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

### 7.2. Salaries, Wages and Benefits

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

7.2.2. ~~The Municipality hereby authorizes the Board to extend the Municipality's benefits packages to Board employees subject to the Board paying the Municipality the cost of such benefits.~~ Replace with: The Board shall pay the deductible for its staff benefits directly. The Municipality, through payroll services, shall handle payroll deductions for the staff portion of the deductible as per an agreed upon process.

### 7.3. Personnel Records

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

## 8. FACILITIES

### 8.1. Library Facility

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

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

## 8.2. Maintenance

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

~~8.2.2. The Board shall be responsible for janitorial services and minor maintenance of the building. This will be subject to the outcome of the Municipality of Jasper Structural Service Review.~~ Replace with: The Board shall be responsible for paying the Municipality for the library's portion of the janitorial costs for the Library and Cultural Centre. *Does the Municipality want us responsible for doing minor maintenance or do we need a definition ie. Hanging curtain rods, etc?*

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

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

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

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

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

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

## 8.3. Insurance

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

## 8.4. Shared Space

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

#### 8.5. Health and Safety ~~added~~

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

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

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

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

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

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

#### 8.6. Library and Cultural Centre ~~added~~

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

### 9. AMENDMENT

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

### 10. TERM AND RENEWAL

10.1. This Letter of Understanding shall be effective on the \_\_\_\_ day of September, 2017  
and shall remain in effect for a period of \_\_\_\_ years, expiring on the \_\_\_\_ day of August, 20\_\_.  
Could be 3 or 5 years. The last one was 5 years.

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

## 11. ADMINISTRATION

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

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

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

Specialized  
Municipality  
Of Jasper

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Mayor

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"seal"

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CAO

Jasper Library  
Board

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\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Director of Library Services



## REQUEST FOR DECISION

**Subject:** Municipal Support for the Jasper Adult Learning Council

**Prepared by:** Mark Fercho, CAO

**Date – Discussion:** November 14, 2017, November 28, 2017, December 12, 2017

**Date – Notice:** December 5, 2017

**Date – Decision:** December 19, 2017

---

### Recommendation:

1. That Council rescind Adult Learning Council Policy F-001 effective January 1, 2018.

### Options:

- A. Not rescind the policy, continue to provide municipal support to the Jasper Adult Learning Council (JALC), now known as the Jasper Employment and Education Centre, and update the policy name.
- B. Rescind the policy and direct JALC to present a budget, financial reports and a proposed upcoming year workplan to Council annually, to request support from Council similar to other organizations that receive municipal support, for Council to consider annual financial support to JALC.
- C. Rescind the policy and also allow JALC to remain on the Municipal insurance as an Additional Named Insured (ANI) by Council approval, also, the ANI must have a relationship with the primary member (Municipality), that can be financial or someone from Council sits on the board

### Background:

The Jasper Adult Learning Council (JALC) changed their legal name to the Jasper Employment and Education Centre, and requested documentation at the Municipality of Jasper regarding JALC be updated.

The request requires a change in Council Policy documents, therefore Council approval is required to make any changes. This matter was discussed at the November 14, 2017 Council Committee of the Whole meeting. Council requested background information on services the Municipality provides to JALC be presented on November 28, 2017. At the November 28<sup>th</sup> meeting options for direction were discussed by Council and are reflected in this report for Council consideration.

Historically adult education was provided in Jasper by the School District until 1975 and then the Improvement District. A provincial government grant was sent to the Jasper School District, then Improvement District (prior to becoming the Municipality of Jasper), then to the Municipality each year to deliver this service. JALC services are a provincially funded service that started as a half time provincially funded employee within the Municipality to grow and evolve into a separate non-profit organization with an board, director and staff.



The elected Boards, elected Councils and management of the Municipality of Jasper through the years all supported the development of adult education and employment services in the community, hence the attached policy that was approved by elected Council of the day to continue to provide municipal taxpayer funded support after JALC separated from the Municipality as it evolved and grew to become a non-profit organization, with its own board and staff operating from their own downtown facility location.

The Jasper Adult Learning Council is now an established adult education and employment service institution in Jasper mainly funded by the Provincial Government of Alberta.

**Relevant Legislation:**

- Adult Learning Council Policy F-001
- Adult Learning Council Administrative Procedures F-001

**Strategic Relevance:**

- Governance – Update bylaws, policies and procedures systematically.

**Financial:**

Municipal Services Provided to JALC Today:

1. Payroll:

Payroll was provided for JALC staff, as the JALC evolved and grew JALC took over their payroll for all staff except one employee. That one employee continues to be paid through the Municipality, the Municipality recovers the funding for the payroll for the JALC employee through invoicing back to JALC.

2. Point of Sale Services:

JALC does not have a point of sale machine for credit cards, purchases for JALC courses using credit cards are made through the Municipality. Municipal staff charge back the merchant fees for the point of sale credit transactions that are charged to the Municipality by invoicing JALC to recover those fees.

3. Attached to Municipal Insurance as an Additional Named Insured (ANI)

JALC is an ANI under the Municipal Insurance provider. JALC reimburses the municipality for the cost, attaching to the Municipal insurance offers JALC low cost insurance along with other ANI's under the Municipality's insurance coverage.

The Jasper Adult Learning Council is mainly funded by the Provincial Government of Alberta. "Hard" costs paid by the Municipality of Jasper under the policy such as funds for wages, merchant fees and insurance are recovered from JALC and not paid by Municipal taxpayers.



Administrative costs are not recovered from JALC, this is mainly Municipal staff time spent on services to JALC in the Administration office. These office and staff costs are paid by Municipal taxpayer funds to support JALC:

- For the payroll, any increases, bonus's etc. for the one remaining JALC employee that is paid through the Municipal payroll system are approved by the JALC Board in December, always retro to January of that year requiring additional staff time to calculate retroactive back pay. Staff process timesheet, benefits, T4 etc. – records dollars on spreadsheet for monthly invoicing; the amounts that have gone through the MOJ General Ledger, the balances at year end salary/benefits Statutory deductions (CPP, EI, Tax) are also on the MOJ monthly remittance to the CRA. Staff time is required for recording the above in MOJ GL's, balancing accounts, reporting and invoicing.
- For the point of sale, Municipal staff reconciles the bank accounts monthly, separating the Municipal and JALC sales to charge back the JALC merchant fees that are charged to the Municipality and then invoicing JALC to recover those fees. Staff time is required for this monthly reconciliation of accounts, separating charges and invoicing JALC.
- Insurance coverage as an ANI under the municipal insurance coverage requires an annual invoice and payment, minimal staff time.

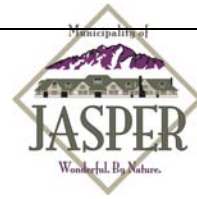
Also, JALC is an independent organization separate from the Municipality, and competes with the Municipality for grant funding opportunities.

**Follow Up Actions:**

- Under Council direction, possibly invite JALC to the December 12, 2017 Committee of the Whole meeting for a discussion on this proposed change in policy, prior to making a decision at the December 19, 2017 Council regular meeting.

**Attachments:**

- Adult Learning Council Policy F-001
- Adult Learning Council Administrative Procedures F-001
- Request for JALC Name Change presented November 14, 2017



**Policy Title:** ADULT LEARNING COUNCIL

**Policy #** F-001

**Effective Date:** November 1, 2011

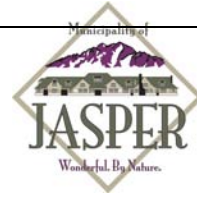
**Date adopted by Council:** November 1, 2011

## **POLICY**

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

**Policy Title: ADULT LEARNING COUNCIL**

**Policy # F-001**



**ADMINISTRATIVE PROCEDURES:**

**Effective Date: November 1, 2011**

**Date approved by Municipal Manager: November 1, 2011**

**SCOPE**

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

**RESPONSIBILITY**

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

**SERVICES**

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

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

**REQUIREMENTS**

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

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

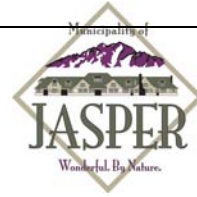
**EXCLUSIONS**

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

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

**Policy Title: ADULT LEARNING COUNCIL**

**Policy # F-001**



**ADMINISTRATIVE PROCEDURES:**

**Effective Date: November 1, 2011**

**Date approved by Municipal Manager: November 1, 2011**

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

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

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

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Hi Ginette,

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

Sincerely,

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



[www.jasper-alberta.com](http://www.jasper-alberta.com)

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

Hi there,

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

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

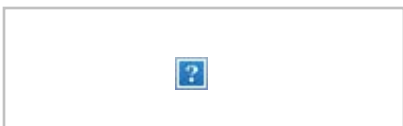
Happy Friday!

--

Kind Regards,

**Ginette Marcoux**

Executive Director



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

[www.jasperemployment.com](http://www.jasperemployment.com)

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



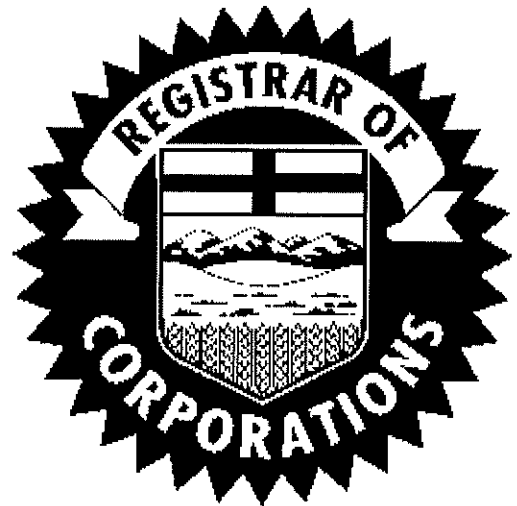
**CORPORATE ACCESS NUMBER: 507015121**

**Government  
of Alberta ■**

**SOCIETIES ACT**

**CERTIFICATE  
OF  
AMENDMENT**

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





## REQUEST FOR DECISION

**Subject:** Appointments to Boards and Committees  
**Prepared by:** Kayla Byrne, Legislative Services Coordinator  
**Reviewed by:** Christine Nadon, Legislative Services Manager  
**Date – Notice:** December 5, 2017  
**Date – Decision:** December 19, 2017

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### **Recommendation:**

That Council appoint individuals to Council's boards and committees.

### **Options:**

Not to appoint applicants and re-advertise board and committee vacancies.

### **Background:**

Annual advertising took place in November, on the Municipality's website, in the Fitzhugh and the Jasper Local, to recruit board members for the Environmental Stewardship Committee (ESAC), the Culture and Recreation Board and the Jasper Municipal Library Board. The deadline for applications was November 24. As stated in the Procedure Bylaw #190, terms on ESAC are for two years, while terms on the Culture and Recreation Board and the Municipal Library Board are three years. Each board and committee has capacity for six members-at-large. As of December 31, 2017 the above mentioned boards will have the following vacancies:

Environmental Stewardship Advisory Committee	5 vacancies
Culture and Recreation	2 vacancies
Jasper Municipal Library Board	1 vacancy

The following applications were received for appointment to boards and committees:

<b>Applicant</b>	<b>Board or Committee</b>	<b>Term</b>
Brain Dekker	ESAC	Jan. 1, 2018-Dec.31, 2019
Sanne van der Ros	ESAC	Jan. 1, 2018-Dec.31, 2019
*John Wilmshurst	ESAC	Jan. 1, 2018-Dec.31, 2019
* Neil Wilson	ESAC	Jan. 1, 2018-Dec.31, 2019
* Sandy Cox	Library Board	Jan. 1, 2018-Dec.31, 2020

\* Indicates an incumbent board or committee member. Members may sit on a board or committee for two consecutive terms.

Each application will also be reviewed by Council's Human Resources Committee.

**Relevant Legislation:**

- Procedure Bylaw #190

**Strategic Relevance:**

- Relates to Council's external relationships with residents and general public.

**Financial:**

- There is no remuneration for sitting on Council's boards and committees.

**Follow Up Actions:**

- Applicants will be notified if they have or have not been appointed to the board or committee of their choice. Successful applicants will be put in contact with respective board and committee chairs for further instruction.

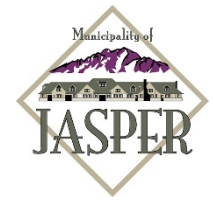
**Attachments:**

- Current list of members for each board and committee.

Municipality of Jasper

## Boards & Committees 2017

### Environmental Stewardship Advisory Committee



Member	Original appt. date	Term commencing	Term concluding	Eligible for further term
Susan Roberts	April 4, 2017	Jan. 1, 2017	Dec.31, 2018	Yes
Vanessa Martin	Dec. 17, 2013	Jan. 1, 2016	Dec. 31, 2017	No
John Wilmshurst	Dec. 15, 2015	Jan. 1, 2016	Dec. 31, 2017	Yes
Neil Wilson	Dec. 15, 2015	Jan. 1, 2016	Dec. 31, 2017	Yes
Vacant				
Vacant				
Mayor Richard Ireland	Reviewed annually			

Municipality of Jasper

## Boards & Committees 2017

### Culture and Recreation Board



Member	Original appt. date	Term commencing	Term concluding	Eligible for further term
Sandy Robinson	Feb. 19, 2013	Jan. 1, 2015	Dec.31, 2017	No
Marianne Garrah	March 17, 2015	Jan. 1, 2015	Dec. 31, 2017	Yes
I-Hsuan Chen	Dec. 15, 2015	Jan. 1, 2016	Dec. 31, 2018	Yes
Rick Bidaisee	Dec. 20, 2016	Jan. 1,2017	Dec. 31, 2019	Yes
Judy Matthewson	Dec.20, 2016	Jan.1, 2017	Dec. 31, 2019	Yes
Greg Van Tighem	March 6, 2012	Jan.1, 2017	Dec.31, 2019	Yes
Councillor Scott Wilson	Reviewed annually			

Municipality of Jasper

## Boards & Committees 2017

### Jasper Municipal Library Board



Member	Original appt. date	Term commencing	Term concluding	Eligible for further term
Gloria Kongsrud	Jan. 1, 2011	Jan. 1, 2017	Dec.31, 2019	No
Dale Karpluk	March 17, 2013	Jan. 1, 2015	Dec. 31, 2019	No
Sandy Cox	Jan. 1, 2015	Jan. 1, 2015	Dec. 31, 2017	Yes
Jack Templeton	Jan. 1, 2015	Jan. 1,2015	Dec. 31, 2018	Yes
Maggie McDowell	Dec.15, 2015	Jan.1, 2016	Dec. 31, 2018	Yes
Angie Lemire	Dec.15,2015	Jan.1, 2016	Dec.31, 2018	Yes
Councillor Jenna McGrath	Reviewed annually			



## REQUEST FOR DECISION

<b>Subject:</b>	Notice of RFD – 2018 Interim Operating Budget
<b>Prepared by:</b>	Natasha Malenchak
<b>Reviewed by:</b>	Mark Fercho, CAO; Christine Nadon, Legislative Services Manager
<b>Date – Discussion:</b>	Public budget presentations, November 28 and 29, 2017
<b>Date – Notice:</b>	December 5, 2017
<b>Date – Decision:</b>	December 19, 2017

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### **Recommendation:**

That Council approve the 2018 Interim Operating Budget as presented.

### **Options:**

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

### **Background:**

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 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. It is understood that expenses incurred under the 2018 interim operating budget will match the 2017 approved expenditures levels until the final 2018 operating budget is adopted. More discussion on the 2018 operating budget will occur in the new year.

### **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 interim operating budget will allow the finance department to input the 2018 budget values in the municipal accounting software and ensure business continuity into 2018.

**Attachments:** Proposed Operating Budget 2018



Municipality of Jasper

## Proposed Budget 2018

Proposed Increase of \$392,559 or 5.4%

Major Budget Increases and Decreases	\$	% of total budget
Operations	\$120,001	1.65%
Culture and Recreation	\$133,131	1.84%
Library and Cultural Centre	\$26,761	0.37%
Protective Services	-\$15,187	-0.21%
Administration and Council	\$123,843	1.71%
Other Departmental Requests (CFS & Env. Stew.)	\$4,009	0.06%
<b>TOTAL</b>	<b>\$392,559</b>	<b>5.41%</b>

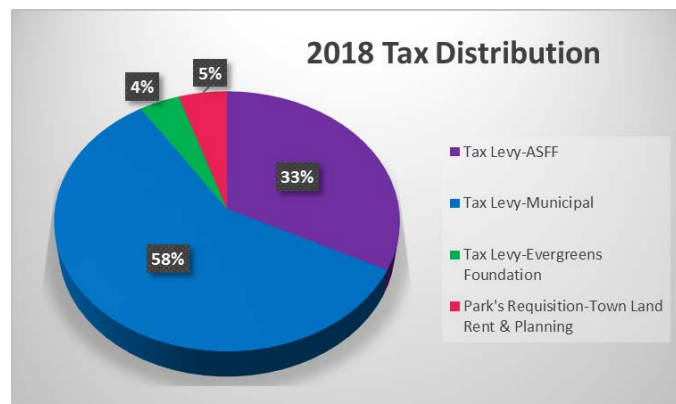
### Proposed Budget Highlights

- First presentation of a **five-year operating budget**
- **\$17.9M** in total expenditures, with **\$10.2M** in offsetting revenues
- **\$7.7M** in net operating costs, covered by municipal property tax dollars
- **\$392,559 (5.41%) increase** in net cost of operations from 2017
- **1% increase in taxes** generates about \$72,560 in revenue

### Your Property Tax Bill

The Municipality of Jasper acts as a collection agency for the Alberta Education Tax and for the Evergreens Foundation, which provides senior housing services in the region.

Five percent of your total property tax bill goes directly to Parks Canada for land rent and planning (based on 2018 data), which represents 8% or \$647K of the total municipal tax requisition.





Municipality of Jasper

## Proposed Budget 2018

Proposed Increase of \$392,559 or 5.4%

### Highlights of 2018 Proposed Budget Changes

- **Increase funding in Operations – \$120,000**
  - \$68,000 increase in salaries and benefits, including succession planning for upcoming retirement (three months training for new hire)
  - \$10,000 increase in materials
  - \$14,000 increase for removal of diseased, dying, dead and dangerous trees
  - \$14,000 increase for additional staff housing (Swift Crescent house)
  - \$14,000 increase for other inflationary costs
- **Increased funding in Culture and Recreation – \$133,000**
  - \$50,000 in salaries and benefits, including succession planning for Arena, reallocation of maintenance costs, travel and subsistence, training, utilities and other inflationary costs
  - \$83,000 increase from moving Health & Safety costing to Culture and Recreation from Protective Services (\$50,000 of \$83,000 is from movement of existing wages from C&R and Bylaw for more accurate job costing and creating a Risk Management position)
- **Increase funding in Library & Cultural Centre – \$27,000**
  - \$22,500 increase in funding request from the Jasper Municipal Library
  - \$4,500 in other inflationary costs
- **Decrease funding in Protective Services – \$15,000**
  - \$24,000 increase in salaries and benefits and other inflation costs
  - \$37,000 decrease in expenses from the reallocation of Health & Safety expenses and salaries to the Culture & Recreation department, and \$2,000 increase in Fire revenue
- **Increase in Administration and Council– \$123,000**
  - \$40,000 increase in Council support (contracted services in Leg.), offset by decrease in Council projects (\$40,000), \$4,000 transfer to Election, \$6,000 in inflation costs
  - \$68,000 increase for council remuneration, benefits, travel, computers and childcare
  - \$35,000 increase to transfer to restricted, \$10,000 increase in Land Use and Planning
- **Increase for other departmental requests – \$4,000**
  - Community and Family Services, Environmental Stewardship and Jasper Community Housing Corporation
- **Increase in Utility Rates – \$316,097**
  - \$101,451 in water; \$125,268 in sewer; \$67,089 in garbage; and \$22,289 in recycling
  - Utility rates are based on a cost-recovery approach. These increases do not directly affect the municipal tax envelope, and are reflected in utility rates.



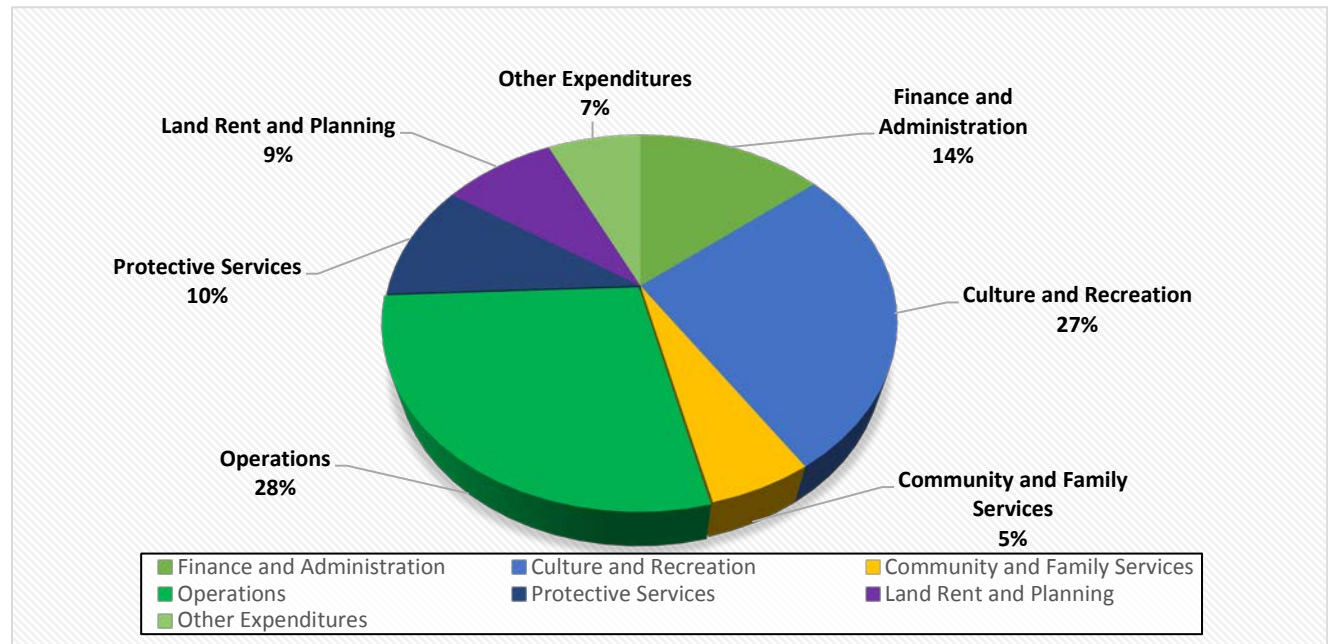
Municipality of Jasper

## Proposed Budget 2018

Proposed Increase of \$392,559 or 5.4%

### 2018 Tax Funded Expenditures by Department

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



	2018 Total Expenditures	2018 Tax Funded Expenditures
Finance and Administration	1,734,939	1,073,359
Culture and Recreation	3,144,262	2,032,751
Community and Family Services	3,243,212	416,869
Operations	2,984,259	2,134,835
Protective Services	1,317,708	771,849
Land Rent and Planning	647,744	647,744
Other Expenditures	651,067	567,736

	Services Provided
Finance and Administration	Budget, Taxes, Assessments, Council, Legislative Services, Human Resources, Accounts Payable and Receivable, Utility Invoicing, Payroll, Audits and Reporting, IT Services
Culture and Recreation	Fitness & Aquatic Centre, Arena, Curling Rink, Activity Centre, Playgrounds, Parks, Sports Fields, Racquet Sports, Skate Park, Connaught Washrooms, Library and Cultural Centre, Health & Safety Program
Community and Family Services	Family and Community Support Services (FCSS), Community Outreach Services, Childcare Services, Disaster Social Services, Local Immigration Partnership
Operations	Fleet, Roads, Sidewalks, Snow Removal, Traffic Signs, Building Maintenance, Grounds, Cemetery, Environmental Stewardship
Protective Services	Fire Department, Bylaw Department, Emergency Management
Other Expenditures	Library & Cultural Centre, Health & Safety, Museum, General Capital, Jasper Community Housing Corporation



# MUNICIPALITY OF JASPER

## 2018 NET TAX ENVELOPE

By Department

Department	Revenue			
	2017	2018	\$ Inc Dec	% Inc Dec
<b>Operations (less utilities)</b>	697,075	761,924	64,849	9.30%
Environmental Stewardship	86,000	87,500	1,500	1.74%
<b>Culture and Recreation</b>	1,108,596	1,111,511	2,915	0.26%
Library & Cultural Centre	57,324	59,970	2,646	4.62%
Museum	200	200	0	0.00%
<b>Administration</b>	621,735	661,580	39,845	6.41%
ASFF & Evergreens Levies	4,519,777	4,775,302	255,525	5.65%
Municipal Taxes	7,252,584	7,645,143	392,559	5.41%
Jasper Community Housing Corporation	23,099	23,161	62	0.27%
<b>Community &amp; Family Services</b>	2,331,250	2,826,343	495,093	21.24%
<b>Protective Services</b>	543,877	545,858	1,982	0.36%
<b>Total Revenue</b>	<b>17,241,517</b>	<b>18,498,493</b>	<b>1,256,976</b>	<b>7.29%</b>
<b>UTILITIES</b>	<b>3,829,694</b>	<b>4,145,790</b>	<b>316,096</b>	
	<b>21,071,211</b>	<b>22,644,283</b>	<b>1,573,072</b>	



**MUNICIPALITY OF JASPER**  
**2018 NET TAX ENVELOPE**  
 By Department

Department	Expense			
	2017	2018	\$ Inc Dec	% Inc Dec
<b>Operations (less utilities)</b>	2,624,409	2,809,259	184,851	7.04%
Environmental Stewardship	172,263	175,000	2,737	1.59%
<b>Culture and Recreation</b>	3,091,117	3,144,262	53,145	1.72%
Library & Cultural Centre	306,255	335,663	29,408	9.60%
Health and Safety	0	82,901	82,901	100.00%
Museum	49,200	49,200	0	0.00%
<b>Administration</b>	1,616,789	1,734,939	118,150	7.31%
ASFF & Evergreens Levies	4,519,776	4,775,302	255,526	5.65%
Land Rent and Planning	637,435	647,744	10,309	1.62%
General Capital	95,611	130,000	34,389	35.97%
Jasper Community Housing Corporation	52,402	53,303	902	1.72%
<b>Community &amp; Family Services</b>	2,745,347	3,243,212	497,865	18.13%
<b>Protective Services</b>	1,330,913	1,317,708	-13,205	-0.99%
<b>Total Expenditure</b>	<b>17,241,516</b>	<b>18,498,492</b>	<b>1,256,976</b>	<b>7.29%</b>
<b>UTILITIES</b>	<b>3,829,694</b>	<b>4,145,791</b>	<b>316,096</b>	
	<b>21,071,210</b>	<b>22,644,283</b>	<b>1,573,072</b>	



**MUNICIPALITY OF JASPER**  
**2018 NET TAX ENVELOPE**  
 By Department

Department	2017	2018	2017 Net Tax Envelope	2018 Net Tax Envelope	2018 \$ Inc Dec	2018 % Inc Dec
<b>Operations</b>	2,624,409	2,809,259	1,927,333	2,047,335	120,001	6.2%
Environmental Stewardship	172,263	175,000	86,263	87,500	1,237	1.4%
<b>Culture and Recreation</b>	3,091,117	3,144,262	1,982,521	2,032,751	50,230	2.5%
Library & Cultural Centre	306,255	335,663	248,931	275,692	26,761	10.8%
Health and Safety	0	82,901	0	82,901	82,901	100.0%
Museum	49,200	49,200	49,000	49,000	0	0.0%
<b>Administration</b>	1,616,789	1,734,939	995,054	1,073,359	78,305	7.9%
ASFF & Evergreens Levies	4,519,776	4,775,302	0	0	0	0.0%
Land Rent & Planning	637,435	647,744	637,435	647,744	10,309	1.6%
General Capital	95,611	130,000	95,611	130,000	34,389	36.0%
Jasper Community Housing Corporation	52,402	53,303	29,303	30,143	840	2.9%
<b>Community &amp; Family Services</b>	2,745,347	3,243,212	414,097	416,869	2,772	0.7%
<b>Protective Services</b>	1,330,913	1,317,708	787,036	771,849	-15,187	-1.9%
<b>TOTAL</b>	<b>17,241,516</b>	<b>18,498,492</b>	<b>7,252,583</b>	<b>7,645,142</b>	<b>392,559</b>	<b>5.4%</b>
<b>UTILITIES</b>	<b>3,829,694</b>	<b>4,145,791</b>	<b>0</b>	<b>0</b>		
	<b>21,071,210</b>	<b>22,644,283</b>	<b>7,252,584</b>	<b>7,645,142</b>	<b>392,559</b>	<b>5.4%</b>
					<b>Budget Increase:</b>	<b>5.41%</b>



**MUNICIPALITY OF JASPER**  
**Operating Budget**  
 Finance & Administration

		2017	2018	2018 \$ Inc/Dec	2018 % Inc/Dec	Note
Revenue	Taxation & Grants - Revenues	-12,178,424	-12,903,275	724,851	6%	1
Revenue	Legislative - Revenues	-35,725	0	-35,725	-100%	2
	Legislative Canada Day - Revenues	-3,000	-3,060	60	2%	
	Legislative Contracted - Revenues	-5,000	-5,100	100	2%	
	Council - Revenues	0	-14,000	14,000	100%	3
	General Adm & Other - Revenues	-146,947	-131,590	-15,357	-10%	4
	Communications - Revenues	0	0	0	0%	
	Community Services	-25,000	-25,000	0	0%	
	CUPE - Revenues	0	0	0	0%	
	JC Housing Corporation - Revenues	-23,099	-23,161	62	0%	
	<b>Total Revenues</b>	<b>-12,417,195</b>	<b>-13,105,185</b>	<b>-36,920</b>	<b>-0.30%</b>	
Expense	Legislative - Expenditures	86,045	249,359	163,315	190%	5
	Legislative Canada Day - Expenditures	5,025	5,105	80	2%	
	Legislative Contracted - Expenditures	10,100	10,302	202	2%	
	Council - Expenditures	257,186	299,717	42,530	17%	6
	General Adm & Other - Expenditures	1,082,604	1,084,361	1,757	0%	7
	Communications - Expenditures	121,595	29,712	-91,883	-76%	8
	Community Services	50,000	52,000	2,000	4%	
	CUPE - Expenditures	4,234	4,383	148	4%	
	JC Housing Corporation - Expenditures	52,402	53,303	902	2%	
	<b>Total Expense</b>	<b>6,922,012</b>	<b>7,341,288</b>	<b>119,052</b>	<b>2%</b>	
	<b>Net Surplus/-Deficit</b>	<b>5,495,182</b>	<b>5,763,898</b>	<b>123,843</b>	<b>2%</b>	

**Notes**

- 1 Includes municipal taxation; ASFF (school tax) and Evergreens (both offset by revenue); \$10K in land rent and planning, and \$35K transfer to restricted
- 2 CN Rail request (road crossing), transfer to restricted, 2017 item only
- 3 Computer transfer to restricted (new for 2018)
- 4 Tourism Strategy Grant Funding revenue fully recognized, 2017 item only
- 5 \$92K increase move of Comms salaries and benefits to Legislative, \$71K (\$40K council support, \$4K Election transfer to restricted, \$30K move Leg. wages from Admin.)
- 6 \$48K increase for council remun. & expenses; \$40K decrease for Council projects; \$20K for travel, computers and childcare; \$14K transfer to restricted (computers)
- 7 \$30K decrease for transfer of wages to Legislative; \$30K increase in salaries and benefits, and other general expenses, Admin.
- 8 \$92K decrease from move of Communications salaries and benefits to Legislative



**MUNICIPALITY OF JASPER**  
**Operating Budget**  
Community & Family Services

	2017	2018	2018 \$ Inc/Dec	2018 % Inc/Dec	Note
<b>Revenue</b>					
Family & Community Support - Revenues	-163,523	-182,919	19,396	11%	23
Chips	-1,530	0	-1,530	-100%	24
Jasper Children's Centre Daycare - Revenues	-1,413,613	-1,776,243	362,630	20%	23
Jasper Children's Centre OOSC - Revenues	-200,637	-224,787	24,150	11%	23
Community Outreach Services - Revenues	-31,850	-16,984	-14,866	-88%	24
Breakfast Learning Program - Revenues	-700	0	-700	-100%	24
Community Outreach Worker - Revenues	-495,447	-507,784	12,337	2%	23
Peer Support Program - Revenues	-250	0	-250	-100%	24
Community Dinners - Revenues	-7,000	-10,000	3,000	30%	23
Parent Link - Revenues	-16,700	-23,700	7,000	30%	23
Local Immigration Partnership - Revenues	0	-83,926	83,926	100%	23
<b>Total Revenues</b>	<b>-2,331,250</b>	<b>-2,826,343</b>	<b>495,093</b>	<b>21%</b>	
<b>Expense</b>					
Family & Community Support - Expenditures	310,062	333,705	23,642	7%	23
Chips	1,530	0	-1,530	-100%	24
Jasper Children's Centre Daycare - Expenditures	1,578,127	1,941,753	363,625	23%	23
Jasper Children's Centre OOSC - Expenditures	206,637	230,787	24,150	12%	23
Community Outreach Services - Expenditures	126,893	108,558	-18,336	-14%	24
Breakfast Learning Program - Expenditures	700	0	-700	-100%	24
Community Outreach Worker - Expenditures	495,447	507,784	12,337	2%	23
Peer Support Program - Expenditures	250	0	-250	-100%	24
Community Dinners - Expenditures	9,000	13,000	4,000	44%	23
Parent Link - Expenditures	16,700	23,700	7,000	42%	23
Local Immigration Partnership - Expenditures	0	83,926	83,926	100%	23
<b>Total Expense</b>	<b>2,745,347</b>	<b>3,243,212</b>	<b>497,865</b>	<b>18%</b>	
<b>Net Surplus/-Deficit</b>	<b>-414,097</b>	<b>-416,869</b>	<b>2,772</b>	<b>1%</b>	

**Notes**

- 23 Increase in expenses due to increase funding  
24 Decrease in expenses due to decrease in funding



**MUNICIPALITY OF JASPER**  
**Operating Budget**  
 Protective Services

		2017	2018	2018 \$ Inc Dec	2018 % Inc Dec	Note
Revenue						
	Fire & Emergency Measures - Revenues	-338,077	-355,058	16,982	5%	8
Environmenta	By-Law Enforcement & Other - Revenues	-205,800	-190,800	-15,000	-7%	9
	Domestic Animal Building - Revenues	0	0	0	0%	
	<b>Total Revenues</b>	<b>-543,877</b>	<b>-545,858</b>	<b>1,982</b>	<b>0%</b>	
Expense						
	Fire & Emergency Measures - Expenditures	917,957	941,669	23,712	3%	10
	By-Law Enforcement & Other - Expenditures	367,795	363,622	-4,173	-1%	11
	Domestic Animal Building - Expenditures	12,191	12,417	225	2%	
	Health and Safety - Expenditures	32,969	0	-32,969	-100%	12
	<b>Total Expense</b>	<b>1,330,913</b>	<b>1,317,708</b>	<b>-13,205</b>	<b>-1%</b>	
	<b>Net Surplus/-Deficit</b>	<b>-787,036</b>	<b>-771,849</b>	<b>-15,187</b>	<b>-2%</b>	

**Notes**

- 8** Increased activity on highway response
- 9** Decrease of Revenue from 2017 (2017 was increased due to Canada 150 illegal camping tickets revenue)
- 10** Increase to Transfer of Restricted, Emergency Services Building debenture paid off and reinstating a healthy transfer to restricted, increase to salaries and benefits, other inflation items
- 11** Move Wages and benefits to H&S for appropriate costing (now in Culture & Recreation)
- 12** Move H&S expenditures to Culture and Recreation



**MUNICIPALITY OF JASPER**  
**Operating Budget**  
 Culture and Recreation

Revenue

	2017	2018	2018 \$ Inc/Dec	2018 % Inc/Dec	Note
Museum - Revenues	-200	-200	0	0%	
Culture and Rec Board - Revenues	0	0	0	0%	
Activity Centre - Revenues	-114,506	-116,746	2,240	2%	
Grounds-Rec - Revenues	-9,557	-9,100	-457	-5%	
Connaught Washrooms - Revenues	0	0	0	0%	
Skatepark - Revenues	0	0	0	0%	
Getaway and Sport Camps - Revenues	-219,000	-223,380	4,380	2%	
Volunteer Appreciation - Revenues	-2,600	-3,000	400	15%	
Library - Revenues	-57,324	-59,970	2,646	4%	
Arena - Revenues	-251,400	-241,500	-9,900	-4%	25
Fitness & Aquatic Centre - Revenues	-511,533	-517,786	6,253	1%	
Health and Safety - Revenues	0	0	0	0%	
Rec/Parks Recapitalization - Revenues	0	0	0	0%	
<b>Total Revenues</b>	<b>-1,166,120</b>	<b>-1,171,682</b>	<b>5,561</b>	<b>0%</b>	

Expense

Museum - Expenditures	49,200	49,200	0	0%	
Culture and Rec Board - Expenditures	1,530	1,554	24	2%	
Recreation General - Expenditures	244,161	240,056	-4,105	-2%	26
Activity Centre - Expenditures	695,698	725,637	29,939	4%	27
Grounds-Rec - Expenditures	16,994	17,370	376	2%	
Connaught Washrooms - Expenditures	38,825	40,475	1,650	4%	
Skatepark - Expenditures	8,165	3,216	-4,949	-61%	28
Getaway and Sport Camps - Expenditures	151,140	153,809	2,669	2%	
Volunteer Appreciation - Expenditures	8,100	8,650	550	7%	
Library - Expenditures	306,255	335,663	29,408	10%	29
Arena - Expenditures	484,000	483,800	-200	0%	
Fitness & Aquatic Centre - Expenditures	1,036,034	1,063,225	27,190	3%	30
Health and Safety - Expenditures	0	82,901	82,901	100%	31
Rec/Parks Recapitalization - Expenditures	406,470	406,470	0	0%	
<b>Total Expense</b>	<b>3,446,572</b>	<b>3,612,026</b>	<b>165,454</b>	<b>5%</b>	
<b>Net Surplus/-Deficit</b>	<b>-2,280,452</b>	<b>-2,440,344</b>	<b>159,892</b>	<b>7%</b>	

**Notes****Culture & Recreation**

- 25** Oilers Summer Camp cancellation for 2018
- 26** Move of wages to H&S program for adequate costing
- 27** Succession planning for Janitor/Arena operator
- 28** Bike park annual operating expense removed until further development
- 29** \$22,500 increase in funding request from the Jasper Municipal Library and \$4,500 in other inflationary costs
- 30** \$17K in salaries and benefits (as per CUPE agreement); \$2K reallocation of maintenance; \$2K travel and subsistence; \$2K training; \$3K utilities; other inflation increases
- 31** Move of H&S expenditures from Protective Services to Culture & Recreation (\$33K from Protective Services, \$4K from Bylaw, \$13K from C&R reallocation, and \$33K in additional funding for a Risk Management position)



**MUNICIPALITY OF JASPER**  
**Operating Budget**  
 Operations

	2017	2018	2018 \$ Inc/Dec	2018 % Inc/Dec	Note
<b>Revenue</b>					
Housing Operations - Revenues	-81,694	-119,328	<b>37,634</b>	<b>46%</b>	<b>13</b>
Grounds-Ops - Revenues	-102,570	-114,421	<b>11,851</b>	<b>10%</b>	<b>14</b>
AMA, Log Cabin, River Runner & Connaught Washrooms - Revenues	0	0	0	0%	
Cemeteries & Crematoriums - Revenues	-7,223	-7,367	144	2%	
Maintenance-General - Revenues	-388,702	-401,584	<b>12,882</b>	<b>3%</b>	<b>15</b>
Roads, Streets, Walks, Lights - Revenues	0	0	0	0%	
Public Works Building - Revenues	-116,886	-119,224	2,338	2%	
Environmental Stewardship - Revenues	-86,000	-87,500	1,500	2%	
	<b>-783,075</b>	<b>-849,424</b>	<b>66,349</b>	<b>8%</b>	
<b>UT Revenue:</b>					
Water Supply & Distribution - Revenues	-1,058,010	-1,159,461	<b>101,451</b>	<b>10%</b>	<b>16</b>
Sanitary Sewage Serv & Treat. - Revenues	-1,622,513	-1,747,781	<b>125,268</b>	<b>8%</b>	<b>17</b>
Garbage Collection & Disposal - Revenues	-936,623	-1,003,712	<b>67,089</b>	<b>7%</b>	<b>18</b>
Recycling-Operations - Revenues	-212,548	-234,837	<b>22,288</b>	<b>10%</b>	<b>19</b>
	<b>-3,829,694</b>	<b>-4,145,790</b>	<b>316,096</b>	<b>8%</b>	
<b>Total Revenues</b>	<b>-4,612,769</b>	<b>-4,995,215</b>	<b>382,445</b>	<b>8%</b>	
<b>Expense</b>					
Housing Operations - Expenditures	80,963	133,702	<b>52,740</b>	<b>65%</b>	<b>20</b>
Grounds-Ops - Expenditures	592,676	662,964	<b>70,288</b>	<b>12%</b>	<b>21</b>
AMA, Log Cabin, River Runner & Connaught Washrooms - Expenditures	183,676	186,625	2,949	2%	
Cemeteries & Crematoriums - Expenditures	33,119	35,202	2,084	6%	
Maintenance-General - Expenditures	394,182	401,851	7,669	2%	
Roads, Streets, Walks, Lights - Expenditures	1,114,232	1,161,238	<b>47,006</b>	<b>4%</b>	<b>22</b>
Public Works Building - Expenditures	225,560	227,676	2,115	1%	
Environmental Stewardship - Expenditures	172,263	175,000	2,737	2%	
	<b>2,796,672</b>	<b>2,984,259</b>	<b>187,588</b>	<b>7%</b>	
<b>UT Expense</b>					
Water Supply & Distribution - Expenditures	1,058,010	1,159,461	<b>101,451</b>	<b>10%</b>	<b>16</b>
Sanitary Sewage Serv & Treat. - Expenditures	1,622,513	1,747,781	<b>125,268</b>	<b>8%</b>	<b>17</b>
Garbage Collection & Disposal - Expenditures	936,623	1,003,712	<b>67,088</b>	<b>7%</b>	<b>18</b>
Recycling-Operations - Expenditures	212,548	234,837	<b>22,288</b>	<b>10%</b>	<b>19</b>
	<b>3,829,694</b>	<b>4,145,791</b>	<b>316,096</b>	<b>8%</b>	
<b>Total Expense</b>	<b>6,626,366</b>	<b>7,130,050</b>	<b>503,684</b>	<b>8%</b>	
<b>Net Surplus/-Deficit</b>	<b>-2,013,597</b>	<b>-2,134,835</b>	<b>121,238</b>	<b>6%</b>	

**Notes****Operations**

<b>13</b>	Swift Crescent House rental revenue
<b>14</b>	Transfer from Stantec for Robson Park work completion
<b>15</b>	Increase of Reallocation of Maintenance wages (as per CUPE agreement)
<b>16</b>	Increase in revenue (utility fees) and expenses; \$62K in contracted services, \$30K in salaries and benefits (as per CUPE agreement), \$9K in other increases for inflation
<b>17</b>	Increase in revenue (utility fees) and expenses; \$102K WWTP contract (wood chip exp. increase), \$10K other contracted services, \$6K salaries and benefits (as per CUPE agreement), \$7K in other increases for inflation
<b>18</b>	Increase in revenue (utility fees) and expenses; \$58K in salaries and benefits (as per CUPE agreement), \$9K in Parks Canada service and disposal costs and other increases for inflation
<b>19</b>	Increase in revenue (utility fees) and expenses; \$22K in salaries and benefits (as per CUPE agreement)
<b>20</b>	Swift Crescent House rental expenses
<b>21</b>	\$10K for Robson Park expenses (to be reimbursed), \$30K in salaries and benefits and succession plan, \$25K in contracted services, and \$5K in supplies
<b>22</b>	\$28K increase in salaries and benefits, \$3K in contracted services, \$6K in supplies, \$6K in utilities, transfer to restricted and \$4K increase for inflation



## REQUEST FOR DECISION

<b>Subject:</b>	Notice of RFD – 2018 to 2022 Capital Budget
<b>Prepared by:</b>	Natasha Malenchak
<b>Reviewed by:</b>	Mark Fercho, CAO; Christine Nadon, Legislative Services Manager
<b>Date – Discussion:</b>	Public budget presentations, November 28 and 29, 2017
<b>Date – Notice:</b>	December 5, 2017
<b>Date – Additional Discussion:</b>	December 12, 2017 committee of the whole meeting
<b>Date – Decision:</b>	Proposed: December 19, 2017

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### Recommendation:

- That Council approve the 2018 to 2022 Capital Budget as presented; or
- That Council approve the 2018 to 2022 Capital Budget as presented, with the exception of the following items, which will require further approval by a separate Council resolution; and/or
- That Council remove the following items from the 2018 to 2022 Capital Budget.

### Options:

As per the Municipal Government Act (MGA), section 242, Council must adopt a capital budget for each calendar year. Council may choose to delay approval of specific items to allow for more time, information and discussion.

### Background:

Alberta municipalities are required to adopt operating (s. 242) and capital (s. 245) budgets for each calendar year. Adopting the capital budget before the year starts helps Administration plan and get projects to market when there is less competition and prices are better. Proposals developed later in the year tend to be less cost effective, and delayed project starts are operationally difficult to manage during our short and busy summer season.

Following a similar process as in 2017, Administration is proposing that Council identify items that require more information and discussion prior to approval or removal from the proposed capital budget, and approve the remainder of the items at the December 19 regular meeting. The proposed capital budget includes forecasts into 2022; any items beyond 2018 will require further Council approval as part of the 2019 capital budget approval process.

### 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
- Fiscal Health – Set an annual budget process timeline for maximum efficiency, with capital projects based on strategic planning and long term asset management needs

**Financial:**

Approval of the capital budget will allow department directors to move forward with the planning and tendering of capital projects for 2018, leading to more cost effective contracts and increased chances of attracting qualified contractors to the remote location of Jasper.

**Attachments:** Proposed Capital Budget, 2018 to 2022, including funding sources for the 2018 capital projects.

## PROPOSED 2018 CAPITAL

Department	Project		Funding Source
<b>Recreation</b>			
<i>Ice Plant</i>	Design, permits, tender and contingency, ice plant replace and relocate for code compliance	300,000	
<i>Arena</i>	Electrical Panel Surge Protector	20,000	
	Arena lobby roof top unit replaced	62,700	
<i>Activity Centre</i>	Kitchen make up air unit	71,750	
	Dehumidifier in curling rink	28,840	
	Reception desk replacement (flooring worn through)	25,000	
	Parking Lot (remove large planters, add parking in 2019, new planters for barricades)	30,000	
<i>Fitness &amp; Aquatic Centre</i>	Motor Control Centre replacement and replace wiring in aquatic section	211,250	
	Replace water slide stairs and water slide	600,000	
	Climbing wall mats	35,000	
<b>Sub-total Recreation</b>		<b>1,384,540</b>	
<b>Restricted Reserves</b>		<b>384,540</b>	C&R Reserves
<b>Debenture</b>		<b>1,000,000</b>	Debenture
<b>Protective Services</b>			
	SCBA Breathing Apparatus (12)	125,000	Applied for MSIC
	SCBA Fill Station Upgrade	10,000	
	Wild Land Pump and Water Tank (Rapid attach on wildfire)	30,000	
	Hose	6,500	
	Turnout Gear	16,000	
	Command 2 Replacement (fleet)	65,000	
<b>Sub-total Protective Services</b>		<b>252,500</b>	
<b>Operations</b>			
<i>Roads</i>	Storm Drainage Issues (gravel laneways)	15,000	
<i>Roads and Grounds</i>	<del>Fleet Replacement Program</del>	<del>250,000</del>	Deferred
	New tires for Loader	15,000	
<i>Grounds</i>	Christmas Decoration Replacement Program	12,500	

## PROPOSED 2018 CAPITAL

Department	Project		Funding Source
C&R Operations	Snapes Hill (Improvements for toboggan safety)	34,000	
	Baseball Diamond Netting	40,000	
	Operations yard; reservoir yard; WWTP lands and S Block recycling station space assessment & conceptual design, final redevelopment design & drawings (Phase 1)	75,000	
	Operations building key system - includes hardware and organization-wide software	20,000	
	Operations yard cleanup - special handling of emulsion from Spray Patching unit (backlog of 6,000 litres in containers)	15,000	
	Memorial bench replacements @ 10 per year (to address backlog; change policy)	15,000	
	<b>Sub-total Operations</b>	<b>491,500</b>	
	<b>Deferred Fleet Replacement</b>	<b>-250,000</b>	
		<b>241,500</b>	
<b>Utilities</b>			
Water	Annual Valve Replacement Program	50,000	ID 12 (confirmed) Will apply for FGT Applied; FCM & FGT
	Fleet Replacement Program-HydroVac	700,000	
	Asset Management Software	50,000	
	Water system bleeders - assess, remove, rehab	75,000	
	Fire Supression System for Reservoir Building (Wildfire Threat)	20,000	
	Components and installation for connection of a diesel generator to the water well building	20,000	
Sewer	WWTP Annual Capital Requirement	175,000	
	Abandon Trailer Park sewer manholes	30,000	
	Redesign & reconstruct access to Lift Station #6 (Patricia Circle)	25,000	
	Storm line from Patricia/Willow to Connaught (design only)	5,000	
	Lift station construction - hostel and future development	625,000	
Garbage & Recycling	Garbage Bin Replacement Program	60,000	*see notes below Applied for MSIC
	Hydraulic Arm for Baler	15,000	
	<b>Sub-total Utilities</b>	<b>1,850,000</b>	

PROPOSED 2018 CAPITAL			
Department	Project		Funding Source
<b>Administration</b> <i>Parking Authority</i> <i>General</i>	S-Block Parking (to be repaid)**	775,000	Parking & Adm Res.
	Management Software	20,000	
	JCHC Consulting Fee	50,000	Housing Reserves
	Managed Wifi Solutions	12,000	
	Folding Machine	12,000	
	<b>Sub-total Administration</b>	<b>869,000</b>	
	<b>Restricted Reserves or External Funding</b>	<b>3,597,540</b>	
	<b>Debenture (10 years at 2.612%)</b>	<b>1,000,000</b>	
<b>Total</b>		<b>4,597,540</b>	

**Funding Sources:** MSIC: Municipal Sustainability Initiative Capital (Alberta govt)  
ID12: Improvement District 12  
FGT: Federal Gas Tax  
FCM: Federation of Canadian Municipalities

\* Approx. 70% (\$585K) of the municipal contribution can be recovered through connection fees and future development levies. Additional operational savings (re: public washrooms septic tank pumping) will also be realized.

\*\* S-Block parking expenditure could be offset by external funding sources or user fees.

## 2019 Capital

<b>Recreation:</b>		
<i>Ice Plant</i>	Construction phase of <i>ICE PLANT REBUILD</i> to achieve code compliance, including project management*	3,000,000
	<i>* estimated; construction costs to be confirmed during design phase in 2018</i>	
<i>Activity Centre/Aquatic Centre/Arena</i>	Design & construction of ACTIVITY CENTRE RENOVATIONS (includes design, estimating, permitting, tendering, project management) *	4,350,000
	<i>*estimated; construction costs to be confirmed during design phase</i>	
<i>Activity Centre</i>	Kitchen fridge #2 True	7,500
	Computer Upgrades	4,000
<b>Sub-total Recreation</b>		<b>7,361,500</b>
<b>Protective Services:</b>		
	Turnout Gear	16,000
	Rescue Vehicle	650,000
	Commercial Washer/Dryer	12,000
<b>Sub-total Protective Services</b>		<b>678,000</b>
<b>Operations:</b>		
	Fleet Replacement Program	250,000
	Turf & Gutter Vacuum Unit	50,000
	Operations lands expansion, building and redevelopment project start (Phase 2)	300,000
	Micro-surfacing - Location TBD...based on positive findings from 2017 pilot project	100,000
	Memorial bench replacements @ 10 per year (backlog)	15,000
	Missing sidewalk linkages with the town site TBD (100 meters/year)	50,000
<b>Sub-total Operations</b>		<b>765,000</b>
<b>Utilities:</b>		
<i>Water</i>	Fleet Replacement Program	250,000
	Valve Replacement Program	50,000
	Compressor for irrigation lines	25,000
	Hydrant rebuilds - 20 units per year - on-going annual program, best mgmt practices	55,000
	Bulk water portion of S Block Sani/Water station	125,000
	Reroute sewer main from school to Bonhomme (Contigent on Skateboard Park)	250,000
<i>Sewer</i>	WWTP Annual Capital Requirement	175,000
	Sanitary RV disposal portion of S Block Sani/Water station	125,000
	Storm line from Patricia/Willow to Connaught	200,000
<i>Garbage &amp; Recycling</i>	Garbage Bin Replacement Program	60,000
<b>Sub-total Utilities</b>		<b>1,315,000</b>
<b>Administration:</b>		
	Management Software	20,000
<b>Sub-total Administration</b>		<b>20,000</b>
<b>Restricted Reserve or Funding</b>		<b>2,778,000</b>
<b>Debenture (25 years at 3.316)</b>		<b>7,361,500</b>
<b>Total</b>		<b>10,139,500</b>

## 2020 Capital

<b>Recreation:</b>		
Activity Centre / Aquatic Centre / Arena	Complete construction of ACTIVITY CENTRE RENOVATIONS*	6,882,860
	<i>*estimated; construction costs to be confirmed during design phase in 2019</i>	
Activity Centre	Ball Diamond Bleachers	15,000
	Computer Upgrades	4,000
	Centennial Park Lower Backstop	5,100
	Storage Room in Curling Rink	75,000
Fitness and Aquatic Centre	Sound System upgrade	40,000
	Weight Room Benches	12,000
	Exit Signs	14,250
<b>Sub-total Recreation</b>		<b>7,048,210</b>
<b>Protective Services:</b>		
	Turnout Gear	16,000
	Training Room Reno	30,000
<b>Sub-total Protective Services</b>		<b>46,000</b>
<b>Operations:</b>		
	Traffic lights (replacement @ Hazel; new @ Miette)	600,000
	Fleet Replacement Program	250,000
	Operations lands expansion, building and redevelopment (Phase 3)	300,000
	Micro-surfacing - Location TBD...based on positive findings from 2017 pilot project	100,000
	Missing sidewalk linkages with the town site TBD (100 meters/year)	50,000
Water	Fleet Replacement Program	250,000
	Valve Replacement Program	50,000
	Generator for Water Wells	350,000
	Hydrant rebuilds - 20 units per year - on-going annual program, best mgmt practices	55,000
Sewer	WWTP Annual Capital Requirement	175,000
Garbage & Recycling	Garbage Bin Replacement	60,000
<b>Sub-total Utilities</b>		<b>2,240,000</b>
<b>Administration:</b>		
	Computer Upgrades	5,000
	Management Software	20,000
<b>Sub-total Administration</b>		<b>25,000</b>
<b>Restricted Reserve or Funding</b>		<b>2,311,000</b>
<b>Debenture (25 years at 3.316)</b>		<b>7,048,210</b>
<b>Total</b>		<b>9,359,210</b>

## 2021 Capital

<b>Recreation:</b>		
<i>Activity Centre</i>	Ball diamond bleachers	12,000
	Computer upgrade	4,000
<i>Fitness and Aquatic</i>	Domestic hot water tanks	40,000
	Burner for boiler x1 of 2	20,000
	Sand filter for Wade Pool	40,000
	Hot tub filter	25,000
	Heat exchangers	25,000
	Non cardio fitness equipment	25,000
<b><i>Sub-total Recreation</i></b>		<b>191,000</b>
<b>Protective Services:</b>		
	Building Upgrades	30,000
	Turnout gear	16,000
	AED's	10,000
	Hose	5,000
<b><i>Sub-total Protective Services</i></b>		<b>61,000</b>
<b>Operations:</b>		
	Fleet Replacement Program	250,000
	Gravel stockpile (mat, haul and processing)	100,000
	Generator for Library	40,000
	Micro-surfacing - Location TBD...based on positive findings from 2017 pilot project	100,000
	Missing sidewalk linkages with the town site TBD (100 meters/year)	50,000
<b><i>Sub-total Operations</i></b>		<b>540,000</b>
<b>Utilities:</b>		
<i>Water</i>	Reservoir Cleaning	10,000
	Fleet Replacement Program	250,000
	Water Meter Replacement	500,000
	Annual Valve Replacement Program	50,000
	Hydrant rebuilds - 20 units per year - on-going annual program, best mgmt practices	55,000
<i>Sewer</i>	WWTP Annual Capital Requirement	175,000
<i>Garbage &amp; Recycling</i>	Garbage Bin Replacement Program	60,000
	New Baler for Recycling Bay	400,000
<b><i>Sub-total Utilities</i></b>		<b>1,500,000</b>
<b>Administration:</b>		
	Computer Upgrades	5,000
	Management Software	20,000
<b><i>Sub-total Administration</i></b>		<b>25,000</b>
<b>Total</b>	<b>Restricted Reserves or Funding</b>	<b>2,317,000</b>

## 2022 Capital

<b>Recreation:</b>		
<i>Activity Centre</i>	Fridge replacement kitchen #3	7,500
	Building cameras	30,000
	Security system replacement for Admin, Activity Centre and Pool	50,000
<i>Arena</i>	Condensor Arena (might occur during 2019 reno project)	85,000
<i>Fitness and Aquatic</i>	Washers and Dryers x 2 each	5,000
<b><i>Sub-total Recreation</i></b>		<b>177,500</b>
<b>Protective Services:</b>		
<i>Bylaw</i>	Turnout Gear	16,000
	Rope Gear	5,000
	Command 1 (fleet)	75,000
<b><i>Sub-total Protective Services</i></b>		<b>96,000</b>
<b>Operations:</b>		
<i>Roads</i>	Fleet Replacement Program	250,000
	Micro-surfacing - Location TBD...based on positive findings from 2017 pilot project	100,000
	Missing sidewalk linkages with the town site TBD (100 meters/year)	50,000
<b><i>Sub-total Operations</i></b>		<b>400,000</b>
<b>Utilities:</b>		
<i>Water</i>	Fleet Replacement Program	250,000
	Valve Replacement Program	50,000
	Hydrant rebuilds - 20 units per year - on-going annual Best Management Practice	55,000
<i>Sewer</i>	WWTP Annual Capital Requirement	175,000
<i>Garbage &amp; Recycling</i>	Garbage Bin Replacement Program	60,000
<b><i>Sub-total Utilities</i></b>		<b>590,000</b>
<b>Administration:</b>		
<b><i>Sub-total Administration</i></b>		<b>0</b>
<b>Total</b>	<b>Restricted Reserves or Funding</b>	<b>1,263,500</b>

The Evergreens Foundation  
2017

Town/Muni	Assessments for 2017	%	2018 Requisition	2017 Comparative	
Edson	\$1,371,875,733	7.234%	180,288.17	7.23%	161,153.82
Grande Cache	\$520,371,602	2.744%	68,385.82	2.74%	61,127.89
Greenview, M.D. (portion)	\$3,913,340,197	20.636%	514,280.52	20.64%	459,698.88
Hinton	\$1,845,079,548	9.730%	242,475.33	9.73%	216,740.93
Jasper Municipality	\$1,369,737,889	7.223%	180,007.23	7.22%	160,902.69
Jasper Improvement Dist	\$51,222,190	0.270%	6,731.48	0.27%	6,017.06
Parkland County (portion)	\$397,205,811	2.095%	52,199.71	2.10%	46,659.65
Yellowhead County	\$9,494,731,311	50.068%	1,247,771.74	50.07%	1,115,343.19
<b>Total Assessments</b>	<b>\$18,963,564,281.00</b>	<b>100.000%</b>	<b>\$2,492,140.00</b>	<b>100.00%</b>	<b>\$2,227,644.10</b>

<b>Total 2017 Operating Requisition</b>	<b>\$2,492,140.00</b>
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(should read 2018)

Capital Requisition for 2018 (Parkland Lodge, Edson)

Town/Muni	Assessments for 2017	%	Capital Due:
Edson	\$1,371,875,733	7.234%	361,713.58
Grande Cache	\$520,371,602	2.744%	137,203.01
Greenview, M.D. (portion)	\$3,913,340,197	20.636%	1,031,805.03
Hinton	\$1,845,079,548	9.730%	486,480.16
Jasper Municipality	\$1,369,737,889	7.223%	361,149.91
Jasper Improvement Dist	\$51,222,190	0.270%	13,505.42
Parkland County (portion)	\$397,205,811	2.095%	104,728.68
Yellowhead County	\$9,494,731,311	50.068%	2,503,414.22
<b>Total Assessments</b>	<b>\$18,963,564,281.00</b>	<b>100.000%</b>	<b>\$5,000,000.00</b>
<b>2018</b>			<b>\$5,000,000.00</b>

MOJ's total 2018 requisition: \$541,157.14