

MUNICIPALITY OF JASPER
INAUGURAL AND ORGANIZATIONAL MEETING AGENDA
Date: October 30, 2017 | Time: 1:30 p.m.
Place: Jasper Library and Cultural Centre, Council Chambers



- 1 CALL TO ORDER**
- 2 ADDITIONS TO AGENDA**
- 3 APPROVAL OF AGENDA**
3.1 Inaugural and Organizational meeting agenda, October 30, 2017 attachment
- 4 CODE OF CONDUCT FOR MEMBERS OF COUNCIL AND COUNCIL COMMITTEES** attachment
- 5 MEETING SCHEDULE**
5.1 Set date, time and place for regular meetings attachment
5.2 Set date, time and place for committee of the whole meetings attachment
- 6 DEPUTY & ACTING MAYOR POSITIONS & LENGTH OF OFFICE** attachment
- 7 COMMITTEE STRUCTURE**
7.1 List of committees and boards attachment
7.2 Appointment to committees and boards attachment
- 8 GOALS & OBJECTIVES**
8.1 Discussion Scheduled for December 5, 2017
- 9 INFORMATION ITEMS - Upcoming Events:**
Nov. 3-5: Municipalities 101: The Essentials of Municipal Governance, Lacombe (Discussion on travel)
Nov. 14: Remuneration, benefits & forms orientation, board room next to Council Chambers, 1 p.m.
Nov. 20-24: Alberta Urban Municipalities Convention, Calgary
Nov. 28 & 29: Evening Budget Meeting Presentations, Council Chambers, 7 p.m.
- 10 ADJOURNMENT**
- 11 POST COUNCIL SESSION**
11.1 Payroll forms, per diem paperwork, and how to expense

Code of Conduct

for members of Council and Council Committees



The Specialized Municipality of Jasper requires that its members of Council and Council committees not engage in actions which are, or could be reasonably perceived as, damaging to the trust, confidence and faith of the public. Members shall at all times seek to advance the common good of the community which they serve and shall truly, faithfully and impartially exercise the office to the best of their knowledge and ability.

The purpose and intent of this Code of Conduct is to establish standards for ethical conduct for members of council and committees.

Members shall abide by the following rules and principles:

1. GOVERN their conduct in accordance with the requirements and obligations set out in the municipal legislation of Province of Alberta (Municipal Government Act);
2. COMMIT to ethical, businesslike and lawful conduct, including proper use of authority and appropriate decorum when acting as Council members;
3. REPRESENT, as a primary obligation superseding all other interests, the best interests of the community of the Municipality of Jasper;
4. SERVE in a liaison role when appointed as members of committees or boards;
5. COUNCILLORS shall not engage in any activity, financial or otherwise, which is incompatible or inconsistent with the ethical discharge of official duties in the public interest;
6. NOT USE their positions to obtain employment with the corporation for themselves, family members or close associates;
7. NOT USE confidential information for the personal profit of themselves or any other person;
8. DISCLOSE their affiliations or interest with an organization that may affect their decision making on matters before Council regarding that organization;
9. NOT ATTEMPT TO EXERCISE individual authority over the Municipality;
10. RECOGNIZE, when interacting with the Chief Administrative Officer or with staff, the lack of authority vested in a Councillor except when explicitly by Council authorized;
11. RECOGNIZE, when interacting with the public, press or other entities, the same limitation and the inability of any Council member to speak for the Council except to repeat explicitly stated Council decisions;
12. DIRECT any comments on staff performance to the Chief Administrative Officer;
13. AVOID public comment on staff performance;

- 14. RESPECT the confidentiality of issues that are determined by policy of Council to be confidential and not communicate confidential information to anyone not entitled to receive same;
- 15. PRESERVE the integrity and impartiality of Council;

For a period of twelve months after leaving office, abide by the standards of conduct listed above, except those related to confidential information, which shall apply in perpetuity;

Members of Council shall not assume that any unethical activities not covered by or specifically prohibited by this Code of Conduct, or any legislation, are therefore condoned.

Members of Council and committees agree to uphold the intent of these guidelines and to govern their actions accordingly.

VALUES OF COUNCIL

As a Council, or committee of council, we hold the following to be our guiding values:

- Respect for individuals and each other
- Honesty and integrity
- Openness
- Willingness to listen
- Willingness to participate
- Commitment to task at hand
- Receptive to new ideas
- Dedication to preparation
- Mutual support through positive feedback
- Speak with one voice

By signing this Code of Conduct, I state that I have read and fully understand the contents of the Code of Conduct. My signature is my contractual agreement that I will follow and abide by the Code of Conduct in good faith.

DATED at the Town of Jasper in the Province of Alberta this ____ day of _____, 2017

Witness' name (please print)

Councillor's/Committee Member's name
(please print)

Witness' signature

Councillor's/Committee Member's
signature



Municipality of Jasper 2017

Council Meeting Calendar-July 18 Revision

Regular Meetings are scheduled for 1:30 p.m. and

Committee-of-the-Whole Meetings are scheduled for 9:30 a.m.

at the Jasper Library & Cultural Centre, downstairs, 500 Robson Street, Jasper, AB.

Regular Meeting
Statutory Holiday
Committee of the Whole
Special Meeting Dates

JANUARY							FEBRUARY							MARCH							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7				1	2	3	4				1	2	3	4	
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11	
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18	
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25	
29	30	31					26	27	28					26	27	28	29	30	31		
APRIL							MAY							JUNE							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1		1	2	3	4	5	6						FCM		
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9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30		
30																					
JULY							AUGUST							SEPTEMBER							
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						1			1	2	3	4	5							1	2
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9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	
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OCTOBER							NOVEMBER							DECEMBER							
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29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	
														31							

- 30 October 30: Inaugural Meeting of Council and Organizational Meeting, 1:30pm
- 28 November 28: CotW meeting at 9:30am, Budget Meeting Presentations at 7pm
- 29 November 29: Budget Meeting Presentations at 7pm
- FCM Federation of Canadian Municipalities Conference: June 1-4, 2017 (Ottawa)
- Election Day Municipal Election October 16, 2017
- Oct 23 to 27 New Council Orientation Week: October 23 to 27. Swearing in Ceremony on October 27 at 7pm
- Nov 4 and 5 Municipalities 101: The Essentials of Municipal Governance, Elected Officials Education (Lacombe)
- AUMA Alberta Urban Municipalities Association Convention: November 21-24, 2017 (Calgary)



Municipality of Jasper 2018 Council Meeting Calendar

Regular Meetings are scheduled for 1:30 p.m. and

Committee-of-the-Whole Meetings are scheduled for 9:30 a.m.

at the Jasper Library & Cultural Centre, downstairs, 500 Robson Street, Jasper, AB.

Regular Meeting
Statutory Holiday
Committee of the Whole
Special Meeting Dates

JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31
APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4	5						FCM	FCM
8	9	10	11	12	13	14	6	7	8	9	10	11	12	FCM	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	FCM			24	25	26	27	28	29	30
JULY							AUGUST							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
29	30	31					26	27	28	29	30	31		23	24	AUMA			29	
														30						
OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					

23 October 23: CotW meeting at 9:30 a.m., immediately followed by the Organizational Meeting

27 November 27: CotW meeting at 9:30 a.m., followed by Budget Presentations at 7 p.m.

28 November 28: Budget Presentations at 7 p.m.

FCM Federation of Canadian Municipalities Conference: May 31-June 3, 2018 (Halifax)

AUMA Alberta Urban Municipalities Association Convention: September 26-28, 2018 (Red Deer)

Municipality of Jasper

Deputy and Acting Mayor

November 2017 – October 2021



Dates	Deputy Mayor	Acting Mayor
Nov. 1, 2017 – June 30, 2018		
July 1, 2018 – Feb. 28, 2019		
March 1, 2019 – Oct. 31, 2019		
Nov. 1, 2019 – June 30, 2020		
July 1, 2020 – Feb. 28, 2021		
March 1, 2021 – Oct. 31, 2021		

Municipality of Jasper

Council Boards & Committees

from Organizational Meeting, October 2017



Boards & Committees	Number required
Communities in Bloom	One Councillor
Culture & Recreation Board	One Councillor
Environmental Stewardship Advisory Committee	One Councillor
Evergreens Foundation Board	One Councillor + One Alternate
Hospitality and Twinned Communities Committee	Two Councillors
Human Resources Committee	Three Councillors
Jasper Community Housing Corporation	Two Councillors + One Alternate
Jasper Community Team	One Councillor + One Alternate
Jasper Partnership Initiative	One Councillor + One Alternate
Jasper Yellowhead Museum & Archives Board	One Councillor
Traffic Advisory Committee	One Councillor
Trans-Canada Yellowhead Highway Association	One Councillor + One Alternate
West Yellowhead Community Futures Board	Two Councillors + One Alternate
West Yellowhead Waste Management Authority	Two Councillors
Yellowhead Regional Library Board & Jasper Library Board	One Councillor

Municipality of Jasper

Council Boards & Committees

from Organizational Meeting, October 2017



Boards & Committees	Butler	Damota	Ireland	Journault	Kelleher-Empey	McGrath	Wilson
Communities in Bloom							
Culture & Recreation Board							
Environmental Stewardship Advisory Committee							
Evergreens Foundation Board							
Hospitality and Twinned Communities Committee							
Human Resources Committee							
Jasper Community Housing Corporation							
Jasper Community Team							
Jasper Partnership Initiative							
Jasper Yellowhead Museum & Archives Board							
Traffic Advisory Committee							
Trans-Canada Yellowhead Highway Association							
West Yellowhead Community Futures Board							
West Yellowhead Waste Management Authority							
Yellowhead Regional Library Board & Jasper Library Board							

Municipality of Jasper

Motions List

Inaugural and Organizational Meeting, October 30, 2017



1. Additions to Agenda

BE IT RESOLVED THAT Council agree to add/delete the following items to today's inaugural and organizational meeting agenda.

2. Approval of Agenda

BE IT RESOLVED THAT Council approve the agenda for the inaugural and organizational meeting of Monday, October 30, 2017 as presented.

3. Meeting Schedule: Date, Time, and Location for regular meetings

BE IT RESOLVED THAT Council set the following dates, times, and locations for regular Council meetings for the year 2017-2018:

4. Meeting Schedule: Date, Time, and Location for COTW meetings

BE IT RESOLVED THAT Council set the following dates, times, and locations for council committee of the whole meetings for the year 2017-2018:

5. Appointment of Deputy and Acting Mayor for the 2017-2021 term

BE IT RESOLVED THAT Council appoint Councillors to the Deputy and Acting Mayor position as follows:

6. Committee Structure 2017-2018

BE IT RESOLVED THAT Council approve the list of committees and boards for the year 2017-2018 as attached.

7. Appointment to Committees and Boards

BE IT RESOLVED THAT Council appoint the following Councillors to the following committees and boards:

8. Adjournment

BE IT RESOLVED THAT, there being no further business, the inaugural and organizational meeting of October 30, 2017 be adjourned at _____ p.m.