

MUNICIPALITY OF JASPER  
**REGULAR COUNCIL MEETING AGENDA**  
Date: October 3, 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, October 3, 2017 attachment
- 3 APPROVAL OF MINUTES**  
3.1 Regular meeting minutes, September 19, 2017 attachment
- 4 PRESENTATIONS**  
4.1 Habitat for the Arts annual update – Marianne Garrah attachment
- 5 BUSINESS ARISING FROM PREVIOUS MINUTES**
- 6 DEPARTMENT REPORTS**
- 7 INFORMATION REPORTS**  
7.1 ATCO Transmission Line Proposal discussion
- 8 BYLAWS**  
8.1 Bylaw Summary attachment
- 9 REQUESTS FOR DECISION**  
9.1 RFD – Project Management Policy and Procedures – waiver requested attachment  
9.2 RFD – Administration Office Roof Covering Replacement – waiver requested attachment  
9.3 RFD – 2017 Capital Budget Update attachment  
9.4 RFD – Municipal Assets Naming Policy and Procedures– waiver requested attachment
- 10 CORRESPONDENCE FOR INFORMATION, CONSIDERATION OR ACTION**
- 11 OTHER NEW BUSINESS**
- 12 COUNCILLOR REPORTS**
- 13 INFORMATION ITEMS - Upcoming Events:**  
**October 11:** Jasper Election Advance Poll, Jasper Activity Centre, 3-8 p.m.  
**October 12:** Ambassador and Business Awards Gala, Sawridge Inn, 6 p.m.  
**October 16:** Election Day, Jasper Activity Centre, 10 a.m. – 8 p.m.  
**October 16:** Wild West Poetry Festival, Poem Ceremony, Information Centre, 12 p.m.
- 14 ADJOURNMENT**

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

Municipality of Jasper  
**Regular Council Meeting Minutes**  
 Tuesday, September 19, 2017 | 1:30 p.m.  
 Council Chambers, Jasper Library & Cultural Centre

Present	Mayor Richard Ireland, Deputy Mayor Rico Damota, Councillors Helen Kelleher-Empey, Gilbert Wall and Dwain Wacko						
Absent	Councillor Brian Nesbitt						
Also Present	Mark Fercho, Chief Administrative Officer Christine Nadon, Legislative Services Manager Kayla Byrne, Legislative Services Coordinator Yvonne McNabb, Director of Culture and Recreation Natasha Malenchak, Director of Finance and Administration Martha Fleming, Human Resources Manager Janet Cooper, Environmental Stewardship Coordinator Sif Hansen, ATCO Electric Larry Gibson, ATCO Electric Evan Matthews, The Fitzhugh Darrell Savage, Jasper Skate Park Committee Mychol Ormandy, OUT Jasper Nancy Taylor, OUT Jasper Paige Furlotte, OUT Jasper						
Call to Order	Mayor Ireland called the meeting to order at 1:33 p.m.						
Add. to Agenda #165/17	MOTION by Councillor Kelleher-Empey – BE IT RESOLVED THAT Council add the following item to today’s agenda: - 6.2 Letter of support for the Rockies Institute <table style="margin-left: 100px; border: none;"> <tr> <td style="text-align: center;">FOR</td> <td style="text-align: center;">AGAINST</td> <td></td> </tr> <tr> <td style="text-align: center;">5 Councillors</td> <td style="text-align: center;">0 Councillors</td> <td style="text-align: right;">CARRIED</td> </tr> </table>	FOR	AGAINST		5 Councillors	0 Councillors	CARRIED
FOR	AGAINST						
5 Councillors	0 Councillors	CARRIED					
Approval of Agenda #166/17	MOTION by Councillor Wacko – BE IT RESOLVED THAT Council approve the agenda for the regular meeting of Tuesday, September 19, 2017 as amended. <table style="margin-left: 100px; border: none;"> <tr> <td style="text-align: center;">FOR</td> <td style="text-align: center;">AGAINST</td> <td></td> </tr> <tr> <td style="text-align: center;">5 Councillors</td> <td style="text-align: center;">0 Councillors</td> <td style="text-align: right;">CARRIED</td> </tr> </table>	FOR	AGAINST		5 Councillors	0 Councillors	CARRIED
FOR	AGAINST						
5 Councillors	0 Councillors	CARRIED					
Approval of Minutes #167/17	MOTION by Councillor Wall – BE IT RESOLVED THAT Council approve the minutes of the September 5, 2017 regular Council meeting as presented. <table style="margin-left: 100px; border: none;"> <tr> <td style="text-align: center;">FOR</td> <td style="text-align: center;">AGAINST</td> <td></td> </tr> <tr> <td style="text-align: center;">5 Councillors</td> <td style="text-align: center;">0 Councillors</td> <td style="text-align: right;">CARRIED</td> </tr> </table>	FOR	AGAINST		5 Councillors	0 Councillors	CARRIED
FOR	AGAINST						
5 Councillors	0 Councillors	CARRIED					
Presentations: ATCO Electric annual franchise report	Council received a presentation from ATCO Electric officials Sif Hansen and Larry Gibson, who provided the 2016 franchise electric franchise report, which included information regarding distribution; revenue; system reliability; street lights and customer usage. Council discussed the reliability of services and cost to customers						

affected by outages; underground power options; revenue increases and trends in the market.

Business Arising Deputy Mayor Damota requested the naming of the Exchange Lands return to Council for discussion at the next committee of the whole meeting on September 26.

Department reports: Human Resources Council received the written report of the Human Resources Manager for July and August 2017. In her report, Martha Fleming provided information on recruitment and hiring, leaves and general activities. The full report is available on the Municipality's website.

Environmental Stewardship Council received the written report of the Environmental Stewardship Coordinator for August and September 2017. In her report, Janet Cooper highlighted several ongoing and upcoming projects. Council discussed wildlife attractants in town. The full report is available on the Municipality's website

Letter of support – Rockies Institute With no objections from Council, Mayor Ireland will sign a letter of support for the FCM Climate Adaptation Grant, to aid with developing a customized climate adaptation plan with the Rockies Institute.

Finance and Administration Council received the written report of the Department of Finance and Administration. In her report, Director Natasha Malenchak highlighted accomplished activities, which included signing a natural gas contract with Access Gas; upcoming news and the budget process. The report also included the operating budget revenues and expenses, and Council expenses. The full report is available on the Municipality's website.

Bylaw Summary Council received a summary of bylaws currently in force in the Municipality.

Recess Mayor Ireland called a recess from 2:37 p.m. until 2:42 p.m.

RFD – Reconsider OUT Jasper request #168/17 MOTION by Councillor Kelleher-Empy – BE IT RESOLVED THAT Council renew the defeated motion "OUT Jasper Rainbow Crosswalk #127/17" following the creation and implementation of the Non-Standard Crosswalk Policy and Procedures.

FOR	AGAINST	
5 Councillors	0 Councillors	CARRIED

RFD – Non-standard crosswalk application by OUT Jasper #169/17 MOTION by Councillor Wacko – BE IT RESOLVED THAT Council approve an application from OUT Jasper for a non-standard crosswalk, adhering to the Non-Standard Crosswalk Policy and Procedures.

FOR	AGAINST	
4 Councillors	1 Councillor	CARRIED

RFD – CFEP grant – waiver requested #170/17	MOTION by Councillor Wall – BE IT RESOLVED THAT Council waive the two-week public notice period to support the application to CFEP by the Friends of Jasper Culture and Recreation for the slide/slide stair replacement, and designate funds for the slide replacement should the funding from CFEP be obtained.  FOR 5 Councillors	AGAINST 0 Councillors	CARRIED
RFD – CFEP grant #171/17	MOTION by Councillor Wall – BE IT RESOLVED THAT Council support the application to CFEP by the Friends of Jasper Culture and Recreation for the slide/slide stair replacement, and that Council agree to provide matching funds for the slide replacement should the funding from CFEP be obtained.  FOR 5 Councillors	AGAINST 0 Councillors	CARRIED
RFD – CFEP grant – waiver requested #172/17	MOTION by Councillor Kelleher-Empy – BE IT RESOLVED THAT Council waive the two-week public notice period to support the application to CFEP by the Jasper Curling Club for the replacement of the curling slab and cooling lines, and designate funds for the curling rink restoration should the funding from CFEP be obtained.  FOR 5 Councillors	AGAINST 0 Councillors	CARRIED
RFD – CFEP grant #173/17	MOTION by Councillor Kelleher-Empy – BE IT RESOLVED THAT Council support the application to CFEP by the Jasper Curling Club for the replacement of the curling slab and cooling lines, and that Council agree to provide matching funds for the curling rink restoration should the funding from CFEP be obtained.  FOR 5 Councillors	AGAINST 0 Councillors	CARRIED
Notice – 2017 capital budget update	Council gave notice that a request for decision recommending that Council approve changes to the 2017 capital budget to meet accounting best practices; reflect the I.D. 12 MSI Capital funding contribution; and to carry-forward funding from 2016 for a daycare project, will return for decision at the next regular Council meeting.		
Correspondence: Donor wall unveiling	Dale Karpluk, Chairperson for the Jasper Municipal Library Board, invited Council to the official unveiling of the donor wall at the Library and Cultural Centre on September 29.		
Jasper Skate Park Committee seeks support for CFEP	Darrell Savage, President of the Jasper Skate Park Committee, requested a municipal letter of support for the committee’s CFEP grant application, to which Council agreed. Mr. Savage also inquired about the possibility of the Jasper Skate Park Committee temporarily acquiring the land title of the skate park for the purpose of applying for a CFEP large stream grant. Council suggested the matter be dealt with at a Jasper Municipal Leasehold Assets Society meeting, where the option of transferring the leasehold to the Society in partnership with the Jasper Skate Park Committee will be discussed.		

Other new bus. None

Councillor Reports Councillor Wall attended the sod turning for the new Evergreens Foundation facility in Edson; and will also attend a Community Futures meeting with Councillor Kelleher-Empsey.

Deputy Mayor Damota commended the local Communities in Bloom Committee. The Municipality received an Outstanding Achievement Award for the Natura Tidiness Award, which was presented at the Communities in Bloom Symposium in Ottawa.

Councillor Wacko attended a young adult CAT meeting, where the revitalization of the fall fair and a possible winter welcome event for new staff was discussed.

Mayor Ireland attended the Jasper Park Chamber of Commerce's Annual General Meeting, where a new board was selected.

Upcoming Events Council received a list of upcoming events.

Adjournment #174/17 MOTION by Deputy Mayor Damota – BE IT RESOLVED THAT, there being no further business, the regular meeting of September 19, 2017 be adjourned at 3:52 p.m.

FOR  
5 Councillors

AGAINST  
0 Councillors

CARRIED

\_\_\_\_\_  
Mayor

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



# **Business Plan**

**2017**

PEOPLE. PLACE. PROCESS.

IOTAD  
IOTAD

September 27, 2017

Municipality of Jasper  
Mayor and Council  
Jasper Alberta  
Canada

Thank you for this opportunity to share what the first year in the new building has meant to Jasper's arts & cultural landscape. As well as the opportunity to share what the actual building meant for Habitat programming.

This is an unprecedented project as space in Jasper is so very precious, something that IOTAD has always taken into consideration in its programming. Community does not work in isolation from its youth, seniors, businesses, governments, ethnicity, heritage or arts and culture. This is a great opportunity to bring all those components together in one space. You will see that the IOTAD mandate of inclusion and diversity carries throughout the plan.

Regards,

Marianne Garrah  
Director, IOTAD

David S. Baker  
Director, IOTAD

On Tuesday Oct 3<sup>rd</sup> we will present a 5 minute power point presentation.

We can tell you that 2400 people have attended events and programs at Habitat. Classes in Spanish, weaving, filmmaking have taken place. Volunteers have put in over 700 hours since July 2016. Afterschool programs in art and theatre – for all ages. The sound room has successfully recorded a CD for a local band and is home to a permanent guitar school.

We are excited to share the year with you...but first we have to hang a screen for awards night...it is Culture Days weekend!

Marianne Garrah



	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
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. Tax		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

**Policy Title:** PROJECT MANAGEMENT POLICY

**Policy #** B-020

**Effective Date:**

**Date adopted by Council:**



## **POLICY STATEMENT**

The Project Management Policy governs the execution of projects as defined within this policy. Projects governed by this policy will be managed and overseen using a methodology appropriate to their scope, timeline, visibility, budget and risk.

## **PURPOSE**

- To provide an overall framework to guide the management of all projects of the Municipality of Jasper. This policy clarifies the Municipality's multi-stepped approach to project development and delivery, communication, timelines and adequate planning.
- The Municipality of Jasper will ensure projects are conducted in a disciplined, well-managed and consistent manner.
- The Municipality of Jasper will identify and gather required knowledge to properly plan and implement and oversee municipal projects.
- The Municipality of Jasper will identify all project capital and operating costs from initiation to completion, and asset maintenance and replacement.

## **DEFINITIONS**

"Project" is defined as a "temporary endeavor undertaken to create a unique result, service or product."

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## **SCOPE**

These procedures shall apply to all projects within the Municipality of Jasper.

## **RESPONSIBILITIES**

Council to:

- Approve and support the Project Management Policy
- Approve all projects and help finalize and approve the scope of all projects
- Ensure the Project Management Policy is supported through the approval of appropriate allocation of resources

Chief Administrative Officer to:

- Ensure and support the Project Management Policy
- Help determine, finalize and approve the scope of all projects

Directors or delegates to:

- Ensure proper project management methodology is used in the managing of projects within their respective departments
- Provide project updates to Council

Administration to:

- Monitor compliance with this policy
- Review this policy before and after the completion of every project
- Update this policy as required
- All department representatives within the Municipality of Jasper are expected to participate and cooperate when required as a member of a project team.

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Legislative Services Department to:

- Maintain an inventory of projects as defined herein
- Retain records of all formal project documents

### **REGULATIONS**

- Activities and initiatives must be reviewed using the Project Determination Protocol set out in Schedule A to determine if they are correctly defined as "Operations" or "Projects."
- Activities and initiatives that are determined to be projects using Schedule A, must be further assessed for size using the Project Assessment Protocol set out in Schedule B.
- All projects must comply with all Project Methodology requirements set out in Schedule C.
- Any related policies should remain in place provided they meet the outlined components in this policy.
- Any exceptions or amendments to this policy must be approved by Council.
- Amendments to any administrative procedure under this policy may be made by the CAO without further approval by Council.

### **COMMUNICATIONS**

For any project deemed "major", the project sponsor must report to Council throughout the project's cycle, this includes:

- Once the project charter has been completed;
- Once the project design has been finalized;
- Once the project reassessment has been completed / before the tender process;
- Once the tender has been awarded;
- Once the project start-up begins;
- When an implementation benchmark occurs
- And after project completion and sign-off

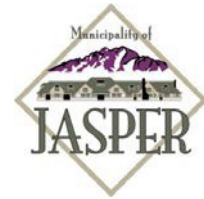
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Other forms of communication will include updates, as necessary, to the Municipality's website.

Periodic updates for "minor" and "median" projects will be provided when deemed appropriate by the project sponsor or Council.

**RECORDS MANAGEMENT AND RETENTION**

All formal project documents are the responsibility of the project manager and shall be organized in a responsible fashion and supplied electronically to Administration after project completion.

These documents should include, but are not limited to:

- Project charter
- Periodic project status reports
- Project close summary
- Project change order forms
- All correspondence relating to the project
- All meeting minutes
- Operation and Maintenance manuals
- As built documents
- Completion certificates

After project completion all formal project documents will be retained and stored by the Municipality's Legislative Services Department.

**PROJECT COST ESTIMATIONS**

The estimation of costs for all projects shall be revised throughout the project, with increasing detail and accuracy achieved in each subsequent stage.

**DEFINITIONS**

**Budget** is defined as the total gross amount of financial resources required to complete the project, which may include procurement and or development costs, interest charges during the life of the project needed to finance the unfunded expenditures, appropriate salaries and benefits necessary to deliver the project in scope.

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**Major Project** is defined as a project that typically meets two or more criteria in the major column on the Project Assessment Worksheet provided in Schedule A. If only one criterion falls within the major column, the classification remains at the discretion of the Project Sponsor.

**Median Project** is defined as a project that typically meets two or more criteria in the median column on the Project Assessment Worksheet provided in Schedule A.

**Minor Project** is defined as a project that has most of the criteria in the minor column on the Project Assessment Worksheet provided in Schedule A.

**Operations** are defined as an organizational function performing the ongoing execution of activities that provide a repetitive service and/or produce the same product.

**Project** is defined as a temporary endeavour undertaken to create a unique result, service or product.

**Project Change Order** is the document that clearly identifies approved changes in the scope, budget or timeline of a project.

**Project Charter** is an initiating document that defines the project's scope and all the parameters of the project that will be managed by the Project Manager. The document should adequately represent the stakeholder's expectations of what the project will produce.

**Project Management** is the set of practices, tools and techniques used by Project Managers on any size project that ensure that the scope, budget, change orders and timelines are clearly approved, understood and managed throughout the lifecycle of the project.

**Project Manager** is the employee of a third party consultant who has adopted this policy and is overseeing a Council approved budget, with the appropriate skills and experience for the project, assigned as the lead manager for the project and charged with delivering the project in scope, on budget and within the timeline.

**Project Sponsor** is the Municipality's director, manager or delegate assigned as the lead executive for the project. They should be the project's champion for success.

**Project Team** is the group of key individuals with specific skill sets who participate in the success of the project, report to the Project Manager, and are assigned work on the project whether full-time or otherwise.

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**Risk Level** is the indicator of the degree of risk a project faces in achieving its objectives.

**Scope** is defined as the statement of work to be undertaken by the project including all objectives and deliverables the project is expected to achieve; and includes a statement of what will not be achieved (i.e. out of scope), so to manage stakeholder expectations.

**Steering Committee** is an advisory committee made up of high level stakeholders and/or experts who provide guidance on key issues, direction and decision making on the project. A Steering Committee should only be implemented when deemed necessary by Council, the consultant or the project sponsor, typically with "major" projects.

**Timeline** is defined as the estimated amount of time required from the approval of the project by Council until the final deliverables and objectives have been deemed complete.

**Visibility** is the degree to which a project is exposed to impacts from external stakeholders, the general public or the media.

**PROJECT MANAGEMENT TEAM ROLES AND RESPONSIBILITIES**

Project related responsibilities must be clearly defined for each role. Defining the responsibilities of each role and communicating this will help maximize the use of resources, increase efficiency, and ensure the quality of the completed project.

**Project Sponsor:** The role of the Project Sponsor is to be the champion of the project, who is accountable for the benefits and shortcomings of the project. As such, they play a role in navigating the project through Council presentations and help the project be successful by providing adequate resources (staff and budget) and ensuring the scope is attainable. The Project Sponsor has the following responsibilities:

- Provides overall project direction and guidance
- Hires consultants as necessary
- Champion/promote/support the project at senior levels
- Empower the project manager to manage the project.
- Accountable for realizing the benefits and shortcomings of the projects.

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- Hold the Project Manager accountable for the status of the project (i.e. on budget, on time, within scope), and be available to help the Project Manager address issues/constraints outside their control.
- Provide the Project Manager with a go / no go decision at various stages of the project.

**Project Manager:** The role of the Project Manager with the appropriate skills and experience for the project, is to be the leader of the project, who orchestrates a plan and leads a project team to meet the project's goals and objectives. The Project Manager has the following responsibilities:

- Has overall leadership and responsibility of the Project Team to meet the project success criteria.
- Is the person responsible for accomplishing the project objectives within the parameters of the Project Charter.
- Elevates risks/issues and change requests.
- Is involved with the planning, implementation and monitoring of the project plan, including managing and directing the assigned project resources to best meet project objectives.
- Controls and monitors project scope, time, cost and quality.
- Collects metrics data (such as baseline, actual values for costs, schedule, work in progress, and work completed) and reports on project progress and other project specific information to the Project Sponsor and stakeholders.
- Responsible to the project stakeholders for delivering a project's objectives within scope, schedule, cost, and quality.
- Responsible for constructing and implementing a project plan.
- Responsible for managing all formal project documents in an organized and responsible fashion



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**Project Team:** The role of the Project Team is to complete the work assigned in the project charter to meet the project's goals and objectives.

The Project Team has the following responsibilities:

- Does the work as allocated in the project charter.
- Assists in building the details of the project charter.
- Assists in resolving issues at the project level.
- Provides input to ensure the project charter is being adhered to.
- Report to the Project Manager the status of the assigned tasks, issues or risks relating to the project, or changes that may impact the project.

**Other Third Party Consultant Responsibilities:** The services will vary depending on the nature of the project and are based on the formal agreement between the consultant and the Municipality. The responsibilities of the third party are to:

- Be aware of the Project Management Policy and report appropriately to the Project sponsor for compliance.
- Complete an acceptable level of work as identified in the binding document between the third party and the Municipality (i.e. tender contract, statement of work, etc.)

For projects designated as "major" or "median" a Project Steering Committee could be utilized, when deemed appropriate or necessary by Council, the consultant or the project sponsor.

**Project Steering Committee:** The role of the Project Steering Committee is to monitor the quality of the project as it develops, providing advice about changes to the project as it develops; and provides support, guidance and oversight.

## **ATTACHMENTS**

Included attachments to the policy are:

- Schedule A
- Schedule B
- Schedule C
- Project methodology worksheet
- Project flowchart



## Schedule A

# Project Determination Protocol

### Project Management Policy

The following checklist must be used to determine whether a particular initiative is a project for the purposes of the Project Management Policy. To determine, rate each characteristic in the rating column below representing the most appropriate result.

#### DEFINITIONS

**Length:** The length of time for a project is classified as "temporary" if a definitive start and stop date can be defined. If the initiative is one that is continuously "on-going" then it can be classified as operational.

**Results:** The results or outputs of a project are classified as "unique" if the results (or similar to) have never been duplicated before. If the initiative is one that produces "repetitive" results then it can be classified as operational.

**Value:** A project is classified as providing "growth" if the project results are adding to the Municipality's assets. If the initiative is one that "maintains" the Municipality's assets then it can be classified as operational management.

#### Operational vs. Project

Characteristic of initiative	Operational	Project	Rating
Length	On going	Temporary	
Value	Repetitive	Unique	
Results	Maintenance	Growth	

If two out of the three characteristics are related to those of the "project" column then the initiative is considered a project under this policy, meaning the task requires some level of project management. The next step is to assess the appropriate level of project management required under this policy.

If the initiative is deemed "operational" this policy does not apply.



## Schedule B

# Project Assessment Worksheet

Project Management Policy

### DISCRIPTION

The project description information is contained within the white text boxes located at the top of the Project Assessment Worksheet. This is a brief summary of the proposed work which reflects the project's information known at the time of the assessment. Any subsequent changes to project description information should be communicated to Council and the Chief Administrative Office.

### CLASSIFICATION

1. The project classification is based on the most appropriate response for each characteristic noted in the left column on the Project Assessment Worksheet.
2. To determine, rate each characteristic by indicating major, median or minor in the rating column representing the most appropriate result.
3. The result of the rating is based on two or more criteria that falls under the higher classification.
4. The Project Sponsor and the Chief Administrative Officer must agree on the classification of a project.



## Schedule B

# Project Assessment Worksheet

### Project Management Policy

Project Name:		Date of Assessment:		
Project Description:				
Lead Department:		Targeted Start Date:		
Project Sponsor:		Targeted End Date:		
Project Manager:		Total Budgeted Estimate:		
Characteristics of a Project	<b>Rating</b>	<b>Minor</b>	<b>Median</b>	<b>Major</b>
<b>Scope</b>		<ul style="list-style-type: none"> <li>- Straight forward project that has minimal dependencies within the project or with other projects.</li> <li>- Project's objective has been achieved before.</li> <li>- Limited number of internal key stakeholders</li> <li>- will take one year or under to complete</li> </ul>	<ul style="list-style-type: none"> <li>- Somewhat complex project that has significant dependencies within the project or with other projects.</li> <li>- Project's objective has been achieved before but can face difficult challenges to achieve.</li> <li>- Limited number of internal &amp; external key stakeholders</li> <li>- Will take three years or under to complete</li> </ul>	<ul style="list-style-type: none"> <li>- Very complex project that includes many task dependencies within the project or with other projects.</li> <li>- Project's objective has never been achieved in the Municipality before, or is rarely accomplished.</li> <li>- Many internal/external key stakeholders</li> <li>- will take three to five years to complete</li> </ul>
<b>Timeline</b>		<ul style="list-style-type: none"> <li>- No or minor impacts for missing deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>- Funding and/or legislation requirements and/or political commitments are dependent upon a deadline that have a moderate impact for missing deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>- Funding and/or legislation requirements and/or political commitments are dependent upon a deadlines that have a significant impact for missing deadlines.</li> </ul>
<b>Visibility</b>		<ul style="list-style-type: none"> <li>- The project has a limited profile in the Municipality and is not likely to be impacted by outside sources (i.e. Public, Media, Agencies, other Govt. Bodies, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>- The project has a medium profile in the Municipality and can be somewhat impacted by inside &amp; outside sources (i.e. Administration, Council, Media, other Govt. Bodies, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>- The project has a high profile in and outside the City and can be significantly impacted by outside sources (i.e. Council, Media, and other Govt. Bodies, etc.)</li> </ul>
<b>Risk Level</b>		<ul style="list-style-type: none"> <li>- An initial risk assessment for the project indicates a low to medium risk level.</li> <li>- The likely impact of the project's risks are minimal.</li> </ul>	<ul style="list-style-type: none"> <li>- An initial risk assessment for the project indicates a high risk level.</li> <li>- The likely impact of the project's risks are moderate to high if not managed.</li> </ul>	<ul style="list-style-type: none"> <li>- An initial risk assessment for the project indicates a high / critical risk level</li> <li>- The likely impact of the project's risks are very significant if not carefully managed.</li> </ul>
<b>Recommended Project Type:</b>		<i>Approved By:</i>		
Project Sponsor:		<b>Date:</b>		



## Schedule C

### Project Management Methodology

#### Project Management Policy

All projects assessed must follow this methodology.

#### **STEP ONE: PROJECT INITIATION**

The Project Sponsor must identify the need of the project and develop a business case to be presented to Council.

Council must agree with the project need prior to any other work being initiated. Should the need be recognized, the Project Sponsor must make a request for decision to Council to engage a consultant.

#### 1.2 Role of the consultant(s)

The consultant(s) will be responsible for the following:

- Conducting a feasibility study
- Developing a project charter
- Working with the Project Sponsor to evaluate Municipality of Jasper staff suitability for the Project Team, appointing the project team, and identifying where additional consultants are required to fill knowledge and skill gaps
- The implementation process
- The tender process, if above monetary threshold cited in the Financial and Fiscal Policy – B009
- Project supervision
- Completion and sign off
- Records management and providing all formal documents to the Municipality after project completion

#### 1.3 Feasibility Study

As deemed necessary by the consultant, project sponsor or Council, the feasibility study may include, but is not limited to, the following:

- Value engineering
- Infrastructure integration
- Funding plan
- Risk assessment
- Project delivery
- Steering committee

- Programming
- Maintenance
- Utilities
- Replacement

### **1.3 Project Charter**

Once the feasibility study is completed a project charter will be presented to Council for project approval.

All projects must have a project charter, which includes the following components:

- scope and deliverables
- roles and responsibilities
- high level project timeline
- project costing
- communication management plan

### **1.4 Other Documents**

Along with the project charter, the following documents are to be completed with the expectation that the project will be audited, and should maintain consistency throughout the life of the project.

- a. Responsibility matrix
- b. Periodic project status reports
- c. Project meeting minutes identifying key project related decisions, which could relate to scope, budget and/or timeline changes
- d. Project issues list
- e. Project close summary including:
  - deliverables completed/not completed
  - success factors achieved
  - lessons learned

## **STEP 2: DESIGN**

The project team in collaboration with a third party consultant will be responsible for all design aspects, including:

- draft;
- steering committee;
- projected costing;
- and the finalization of the draft

### **2.1 Project reassessment**

The project must complete a project reassessment, ensuring that all aspects of the project charter have been met, before commencing the tender process.

A charter and design review will return to Council for approval.

### **STEP 3: TENDER AND PROCUREMENT**

#### **3.1 Tender process**

In accordance with the Fiscal and Financial Policy – B-009, the project management team will tender for a contract for the implementation of the project.

A bid summary will be provided to Council once the tender process has been completed.

### **STEP 4: IMPLEMENTATION**

Once approval has been granted and the project has been reassessed and communicated to Council for final approval, the implementation of the project can begin. During this step, should the project become out of scope or budget, Council shall be informed and, when appropriate, asked for additional approval.

During this step project updates will be presented when deemed appropriate or necessary by the project sponsor or Council. Suggested reporting times would be project benchmarks.

Once the project has been completed Council shall be updated.

### **STEP 5: OPERATION, MAINTENANCE AND REPLACEMENT**

This is a transition period from “project” to “operation”, and will follow procedures outline in the Fiscal and Financial Policy – B009. **How in depth should we consider replacement? A 20 year capital plan? A full replacement plan? Identifying all funds and where they should come from? An asset management policy that deals specifically with replacement?**

**Schedule C: Project Management Methodology Worksheet**

Stage 1: Initiation					
Step	Description	Response	Action	Project Costs	
1A	Have Need(s) been identified?		If Yes proceed to step	1B	
1B	Is the Needs summary attached?		If Yes proceed to step	1C	
1C	Who is the Project Sponsor?	Enter name and Title	Proceed to Step	1D	
1D	Has Policy B-020 been reviewed?		If Yes proceed to step	1E	
1E	Enter results from Schedule A: Project Determination Protocol		Proceed to Step	1F	
1F	Enter Results from Schedule B: Project Assessment Worksheet		Proceed to Step	1G	
1G	Has a Business Case been prepared?		If Yes proceed to step	1H	
1H	Is the Business Case Attached		If Yes proceed to step	1I	
Present Business Case to Council as a Request for Decision					
1I	Has Council approved the Business Case?		If Yes proceed to Stage	2	
	Has Council held-over approval of the Business Case?		Return to Step	1G	
	Has Council denied approval of the Business Case?		Terminate Project or Return to Step	1A	
How many man hours have been spent identifying Needs and preparing the Business Case?					\$ -

Stage 2: Feasibility					
Step	Description	Response	Action	Project Costs	
2A	Has the Consultant been engaged to conduct a Feasibility Study and Project Charter?		If Yes proceed to step	2B	
2B	Has the Consultant completed the Feasibility Study and Project Charter?		If Yes proceed to step	2C	
2C	Has a Consultant been engaged to propose a Project Team and Design?		If Yes proceed to step	2D	
Present Feasibility Study and Project Charter to Council as a Request for Decision					
2D	Has Council approved the Feasibility Study and Project Charter?		If Yes proceed to Stage	3	
	Has Council held-over approval of the Feasibility Study and Project Charter?		Return to Step	2B	
	Has Council denied approval of the Feasibility Study and Project Charter?		Terminate Project or Return to Step	1A	
What is the cost for the Feasibility Study and Project Charter?					\$ -

Stage 3: Design					
Step	Description	Response	Action	Project Costs	
3A	Has a Consultant been engaged to conduct the Design?		If Yes proceed to step	3B	
3B	Has the Consultant completed the Design?		If Yes proceed to step	3C	
3C	Has a Design versus Project Charter review been conducted?		If Yes proceed to step	3D	
3D	Does the Design meet all of the requirements of the Project Charter?		If Yes proceed to step	3E	
3E	Has a Consultant been engaged to propose administering the Tender Process?		If Yes proceed to step	3F	
Present Design to Council as a Request for Decision					
3F	Has Council approved the Design?		If Yes proceed to Stage	4	
	Has Council held-over approval of the Design?		Return to Step	3B	
	Has Council denied approval of the Design?		Terminate Project or Return to Step	1A	
What is the cost for assembling the Project Team and conducting the Design?					\$ -

Stage 4: Tender and Procurement					
Step	Description	Response	Action	Project Costs	
4A	Has a Consultant been engaged to Administer the Tender?		If Yes proceed to step	4B	
4B	Has the Consultant completed the Tender?		If Yes proceed to step	4C	
Present Tender Summary to Council as a Request for Decision					
4C	Has Council approved the Tender?		If Yes proceed to Stage	5	
	Has Council held-over approval of the Tender?		Return to Step	4B	
	Has Council denied approval of the Tender?		Terminate Project or Return to Step	1A	
What is the cost for administering the Tender?					\$ -

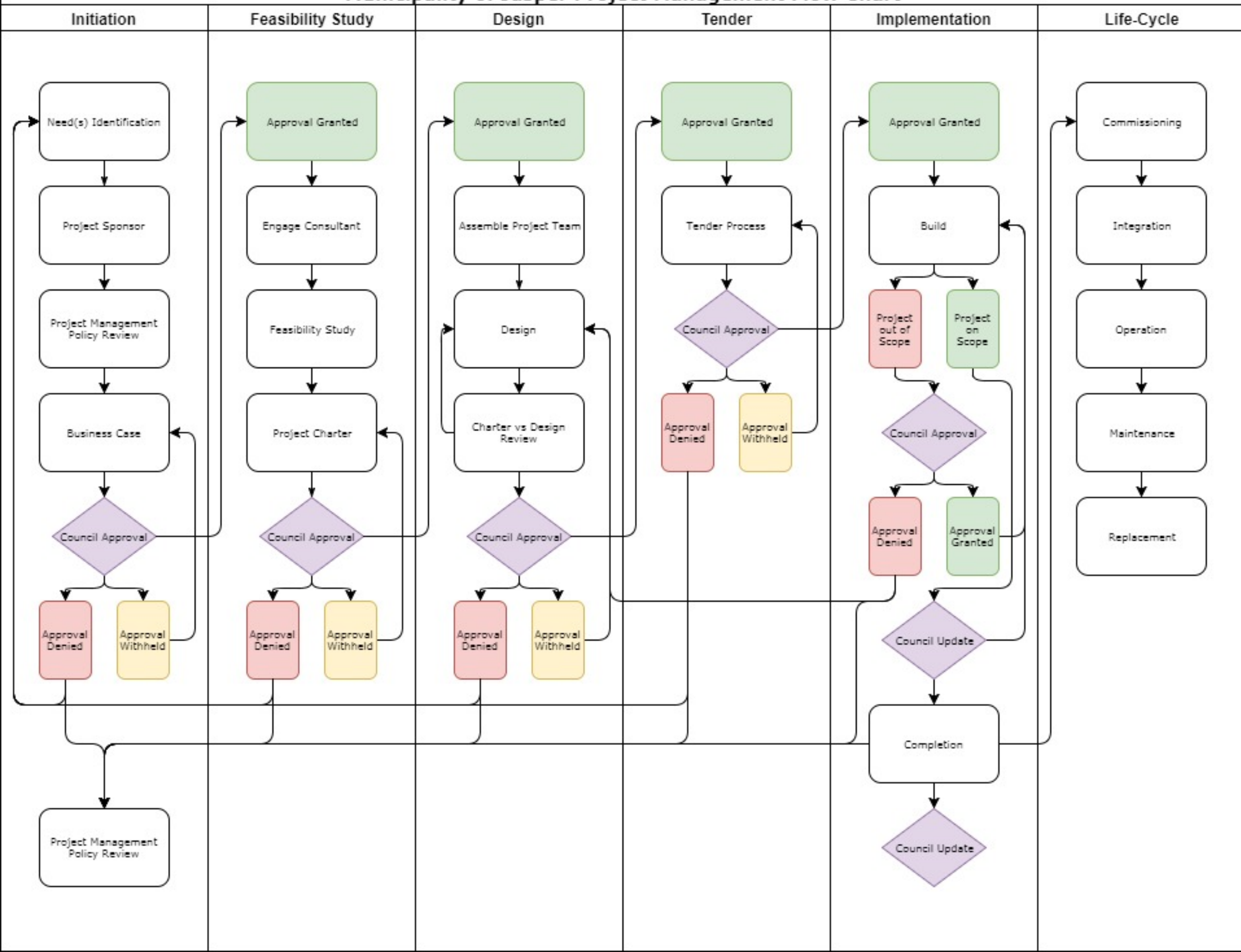
Stage 5: Implementation					
Step	Description	Response	Action	Project Costs	
5A	Has a Consultant been engaged to Manage the Project Implementation?		If Yes proceed to step	5B	
5B	Has the Project started?		If Yes proceed to step	5C	
5C	Is the Project on Scope?		If Yes proceed to step	5E	
Present Scope change to Council as a Request for Decision					
5D	Has Council approved the Scope Change?		If Yes proceed to step	5E	
	Has Council denied the Scope Change?		Terminate Project or Return to Step	3B	
5E	Is the Project complete?		If Yes proceed to step	5F	
Present Project Completion to Council					
5F	Has a Project Management Policy Review been completed?		If Yes proceed to Stage 6		
What is the Project Implementation Cost?					\$ -
What is the cost for Managing the Project Implementation?					\$ -
How many MOJ staff are on the Project Team?					0
How often will the project team meet (per week)?					0
What is the estimated project timeline (in weeks)?					0
					\$ -
How many MOJ staff will require training?					0
How many hours will each employee require for training?					0
					\$ -
How many vehicles will be required?					\$ -
How many dumpsters will be required?					\$ -
What is the estimated furniture cost?					\$ -
What is the estimated fixtures cost?					\$ -
What is the estimated computer costs?					\$ -
Other:					\$ -
Total Project Cost					\$ -

Stage 6: Life-Cycle



What is the estimated Project Life-Cycle?		0	
<b>Annual Contractor Costs</b>			
IT support contract	\$	-	
Elevator monitoring contract	\$	-	
Elevator maintenance contract	\$	-	
Fire alarm monitoring contract	\$	-	
Security alarm monitoring contract	\$	-	
BMS monitoring Contract	\$	-	
Cleaning contract	\$	-	
Other:	\$	-	\$ -
<b>Annual Manpower Costs</b>			
How many FTE maintenance workers will be required?		0.00	
How many FTE janitorial staff will be required?		0.00	
How many FTE administration staff will be required?		0.00	
How many FTE solid waste workers will be required?		0.00	
How many FTE programming staff will be required?		0.00	
How many FTE facility staff will be required?		0.00	
How many FTE Directors will be required?		0.00	
How many FTE Managers will be required?		0.00	
How many FTE utility staff will be required?		0.00	
How many other FTE staff will be required?		0.00	
	\$	-	\$ -
<b>Annual Utility Costs</b>			
What is the estimated annual electricity cost?	\$	-	
What is the estimated annual gas cost?	\$	-	
What is the estimated annual water cost?	\$	-	
What is the estimated annual tax cost?	\$	-	
What is the estimated annual telephone cost?	\$	-	
What is the estimated annual internet cost?	\$	-	
What is the estimated annual insurance cost?	\$	-	
	\$	-	\$ -
<b>Annual Maintenance Costs</b>			
Total Project Cost?	\$	-	
Project Life-Cycle?		0	
	\$	-	\$ -
<b>Total Annual Costs</b>			
			\$ -
<b>Life-Cycle Replacement Costs</b>			
Total Project Cost?	\$	-	
Project Life-Cycle?		0	
Estimated Inflation Rate		3%	
Transfer to reserves after 5 Years	\$	-	\$ -
Transfer to reserves after 10 Years	\$	-	\$ -
Transfer to reserves throughout Life-Cycle	\$	-	\$ -

# Municipality of Jasper Project Management Flow Chart





## REQUEST FOR DECISION

Subject: Administration Office Roof Covering Replacement  
Prepared by: Natasha Malenchak, Director of Finance & Administration  
Reviewed by: Mark Fercho, CAO  
Yvonne McNabb, Director of Culture & Recreation  
Christine Nadon, Legislative Services Manager  
Date – Discussion: September 26, 2017  
Date – Notice: Waiver of Notice Requested  
Date – Decision: October 3, 2017

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**Recommendation:**

1. That Council waive notice for this decision; and
2. That Council approve the allocation of an additional \$144,872 from the Culture & Recreation restricted reserves to fund the replacement of the administration office roof covering.

**Options:** Not approve; replacement will not be completed this year.

**Background:** Approval of the total project budget is required for the project to go forward on the timeframe provided by the contractor. Council has already approved \$146,000 from the Culture & Recreation restricted reserves through the 2017 Capital Budget for this project.

An additional \$144,872 needs to be transferred from the Culture & Recreation restricted reserves to cover project cost. This amount includes a contingency of \$20,000. The bids for the project came in higher than estimated, between \$255,347 and \$272,200, with starting dates between October 23 (taking 8 weeks) and November 15 (taking 10 weeks). There is sufficient funding available in restricted reserves.

**Relevant Policy:** Policy B-009: Fiscal and Financial Control Policy  
Policy B-012: Debt Reserve Limits

**Strategic Relevance:** Governance – Maintain existing infrastructure, buildings and fleet vehicles to accepted standards.



## REQUEST FOR DECISION

Subject: 2017 Capital Budget Update

Prepared by: Natasha Malenchak, Director of Finance and Administration

Reviewed by: Mark Fercho, CAO  
Christine Nadon, Legislative Services Manager  
Yvonne McNabb, Director of Culture and Recreation  
Greg Van Tighem, Director of Protective Services

Date – Notice: September 19, 2017

Date – Decision: October 3, 2017

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### Recommendation

- That Council approve the expenditure of \$136,500 for the AFRRCS Communication System upgrade in the Protective Services capital budget.
- That Council approve the expenditure of \$50,000 for upgrades to the Arena compressor in the Culture & Recreation capital budget.
- That Council approve a carry-forward of \$1,500 from 2016 from restricted reserves to fund sink, tile and counters at the Wildflowers Childcare Centre.

### Background

Administration is requesting changes to the 2017 capital budget to meet accounting best practices; reflect the I.D. 12 MSI Capital funding contribution; and carry-forward funding from 2016 for a daycare project. No additional funding is requested.

The intent of the first two motions (AFRRCS Communication System and Arena compressor) is to have Council approve the total project budget, as opposed to the municipal contribution only. The municipal contribution remains the same as previously approved, and the I.D. 12 MSI Capital contribution is now formally confirmed.

A similar request was brought forward at the July 18, 2017 regular meeting, where Council voted to include grant funding in the total project budget for the Centennial Park Soccer Field and Irrigation project.

The daycare sink, tile and counters project was approved in 2016 but a portion of the work remained incomplete. This carry-forward was not presented as part of the 2016 capital carry forward request and is coming forward now in the amount of \$1,500.

### Alberta First Responders Radio Communication System (AFRRCS) – Project Details

Municipal contribution: \$7,500 (from Protective Services restricted reserve)

I.D. 12 MSI Capital: \$129,000

Total project budget: \$136,500

This province-wide radio communication system will provide coverage for first responders via a network of radio towers throughout the Province. Currently, all police, emergency medical and fire services in Alberta use their own stand-alone radio systems that generally do not communicate with one another. AFRRCS will make a networked system available to emergency personnel.

### Arena Compressor Upgrade – Project Details

I.D. 12 MSI Capital: \$50,000

Total project budget: \$50,000

The Arena compressor upgrade would be added to the capital budget list in the amount of \$50,000, covered by the I.D. 12 MSI Capital funding approved by the I.D. in the spring of 2017. The upgrades would be performed to the computer control system and control activators for the main arena compressor. Parts are no longer available for the old system and therefore had to be upgraded to a new control system. Our Arena Manager, Peter Bridge, had been able to repair it over the last few years but we are now at a point of no repair.

#### **Relevant Policy**

B-012: Debt Reserve Limits Policy

B-018: Budgets Policy

F-009: Service Standards Policy, section 2.0 Fire and Emergency Services.

#### **Strategic Relevance**

Provide open, accountable and accessible government

Enhance the municipal budget process

Ensure that Jasper is a safe and healthy community

Maintain existing infrastructure, buildings and fleet vehicles to accepted standards

#### **Implications of Recommendation**

##### **Fiscal:**

The municipality shall maintain reserves of not less than \$2,000,000.

There is no additional funding requested; I.D. 12 will be provided all proof of 2017 expense along with an invoice for reimbursement at the end of the municipal fiscal year.

##### **Follow up actions:**

Director of Finance then to transfer requested item to the 2017 capital plan.

##### **Attachments:**

Signed copy of I.D.12 MSI Capital funding allocations to Arena and Protective Services.

**Policy Title:** MUNICIPAL ASSETS NAMING POLICY

**Policy #:** D-013

**Effective Date:** DRAFT #1

**Date adopted by Council:**



**POLICY**

Council may authorize names for municipal assets.

**PURPOSE**

The purpose of this Policy is to provide the Municipality of Jasper with a fair, consistent and efficient process for the naming and renaming of municipal assets, while respecting the need for public engagement. The final determination for naming municipal assets, including naming opportunities as a result of donations, gifts and sponsorship, will rest with Mayor and Council.

DRAFT

**Policy Title: MUNICIPAL ASSETS NAMING**

**Policy #: D-013**

**ADMINISTRATIVE PROCEDURES – DRAFT #2**

**Effective Date:**

**Date approved by the CAO:**



## **SCOPE**

This naming procedure shall apply to all municipal assets within the Municipality of Jasper.

### **Naming Categories:**

Name submissions for assets should fall into one of the following categories:

- Natural Features – reflecting prominent natural features of, or an animal indigenous to, the general area in which the asset is located;
- Geographic Location – reflecting the prominent geographic location in which the asset resides; use of a “constant” physical reference, such as a topographical feature, adjacent street or subdivision name (excluding real estate and development company names) may be considered;
- Historic Place Name – reflecting a prominent historic location within the Municipality;
- Inspirational or Aspirational – reflecting a desired future state or condition, rather than reflecting only past events or accomplishments
- Other unique proposals may be considered in special circumstances that do not necessarily follow the categories above (such as naming after a special use or theme the asset was designed for).

Naming for sub-units within assets, such as rooms in buildings, features in parks, etc:

- Outstanding Resident / Group – name of Municipal resident or community group, past or present, who contributed to the Municipality and/or the well-being of its residents. Submissions may include original landowners or pioneers, and individuals who have contributed to the quality of life in the community specific to the asset, through heroic actions or community involvement(s);
- Outstanding Canadian – names honoring those who have served or given their life in public service and have ties with the community; or

**Policy Title: MUNICIPAL ASSETS NAMING**

**Policy #: D-013**

**ADMINISTRATIVE PROCEDURES – DRAFT #2**

**Effective Date:**

**Date approved by the CAO:**



## **1. Naming Principles**

Municipal assets shall be named to normally include their functional use, such as “Fitness and Aquatic Centre” or “Off-Leash Park”, in the name where appropriate and applicable;

- 1.1. The following principles shall guide Council when considering naming of municipal assets and portions thereof:
  - 1.1.1. names shall be unique; name duplication and similar sounding names shall be avoided;
  - 1.1.2. names shall not be discriminatory, derogatory or political in nature;
  - 1.1.3. names shall be mindful of emergency response considerations;
  - 1.1.4. names that recognize an organization for a financial contribution will be considered when the activities and values of the organization are aligned with the values of the Municipality;
  - 1.1.5. where the name of an individual or organization is selected, approval shall be obtained from the individual (or his/her family when appropriate) or the organization for such naming; and
  - 1.1.6. if a personal name, of either a living or deceased person – is in common local use by the general public, the name may be considered for official adoption.
- 1.2. Municipal Council may consider other ways to recognize donations or significant contributions made to the Municipal assets. Such other means may include plaques, cairns, written certificates or asset features.
- 1.3. Nothing in this Policy shall prevent the placement of memorial plaques on items donated to the Municipality, such as trees and benches, in accordance with another municipal policy.
- 1.4. Names may be assigned to streets, avenues, cul-de-sacs, or crescents. Should a name be approved by Council, both the approved name and the number shall be posted.
- 1.5. Council shall retain the right not to name certain facilities of broad community importance.

## **2. Donated Lands**

- 2.1. The naming and acceptance of land is subject to recommendation by Administration and approval by Municipal Council. Naming rights are not guaranteed if the donation of parkland is a dedication as required by the subdivision of land.
- 2.2. Assets which are donated to the Municipality may be named by deed restriction by the donor.
- 2.3. A donation for the purpose of receiving civic naming acknowledgement is not a guarantee of name perpetuity.



**Policy Title: MUNICIPAL ASSETS NAMING**

**Policy #: D-013**

**ADMINISTRATIVE PROCEDURES – DRAFT #2**

**Effective Date:**

**Date approved by the CAO:**



### **3. Renaming**

- 3.1. Critical examination will be conducted to ensure that renaming the asset will not diminish the original justification for the name or the prior contributions. Renaming will follow the same procedures as naming the asset.
- 3.2. Primarily, only assets named for a geographic location, natural feature or a subdivision should be considered for renaming. Assets that have been named by deed restriction shall not be considered for renaming.
- 3.3. Existing assets that already have been named are not to be renamed without consideration of any or any combination of the following:
  - 3.3.1. demonstrated support of the change;
  - 3.3.2. if the existing name of an asset is after an individual, the individual for whom the asset has been named supports the change, if living, or the next of kin if the individual is deceased; and
  - 3.3.3. information that the individual to be honored has contributed in a significantly tangible way to the community.
- 3.4. Notwithstanding the foregoing, at the discretion of Council, asset name repealing and renaming may occur where the name may be associated or recognized with significant dishonor to the community, province, or nation, or if the continued use of their name would not be in the best interest of the community.
- 3.5. In the event of a proposed renaming, Administration will review the request for statutory compliance and compliance with this Policy. If compliant, a report will be submitted to Council. Council will then hear the request and determine approval.

### **4. Exclusions**

- 4.1. This Policy does not apply to:
  - 4.1.1. any asset to which naming rights have been sold; or
  - 4.1.2. Municipal assets that are leased to third parties where the lease allows the lessee to name the facility for the term of the lease.
  - 4.1.3. Rooms inside buildings.

### **5. Practices to be Avoided**

- 5.1. Use of existing or similar names of assets within the Municipality are to be avoided to eliminate duplication and confusion.
- 5.2. Naming of an asset after a nearby, but not immediately adjacent, school or institution that may lead to confusion regarding their respective locations is to be discouraged.
- 5.3. Naming an asset after the developer or real estate company shall not be considered.

**Policy Title: MUNICIPAL ASSETS NAMING**

**Policy #: D-013**

**ADMINISTRATIVE PROCEDURES – DRAFT #2**

**Effective Date:**

**Date approved by the CAO:**



## **6. Definitions**

- 6.1. Within this Policy the following definitions shall apply:
- 6.1.1. asset(s) means all real property including unimproved lands, buildings and structures owned by the Municipality, including, but not limited to, parkland, open space, recreational facilities, bridges, streets, road, operations and administrative buildings; and
  - 6.1.2. neighborhood means a defined area within the Municipality which can be distinguished as being of a group of developments of a similar character.

## **7. Responsibilities**

- 7.1. Information considered by Council regarding the naming of an asset, which may include the option of naming or renaming after an individual or organization, shall be treated confidentially and may be discussed in-camera. Council shall treat these matters consistent with Section 17 ("Disclosure harmful to personal privacy") or Section 23 ("Local public body confidences") of Freedom of Information and Protection of Privacy Act.

## **8. Public Engagement**

- 8.1. Citizen involvement in the naming process is encouraged and may be accomplished in a variety of ways throughout the naming process under the Municipality's Public Engagement Policy and Procedures, and include:
- 8.1.1. individuals, groups and/or organizations interested in proposing a name for any existing un-named asset may do so in writing.
  - 8.1.2. a variety of means to encourage public participation to submit a name (citizen contests, recommendations from previous owners, historical review of the site, and the like). This process shall be initiated by Council for specific assets.
- 8.2. Administration shall meet to review all suggestions received, and guided by this Policy, prepare a short-list of recommended names. Recommended asset names will be submitted to Council for consideration, selection and endorsement. Council has the final authority to name assets.
- 8.3. Upon Council's approval of an asset name Administration shall:
- 8.3.1. advise all internal departments accordingly;
  - 8.3.2. update mapping and booking system names, as required;
  - 8.3.3. arrange for production and installation of appropriate signage indicating the new asset name.

In case of any conflict between this Policy and any other Policy, the provisions of this Policy shall govern.

# Municipality of Jasper

## Motions List

Regular meeting, Tuesday, October 3, 2017



### **1. Additions to Agenda**

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

### **2. Approval of Agenda**

BE IT RESOLVED THAT Council approve the agenda for the regular meeting of Tuesday, October 3, 2017 as presented.

### **3. Approval of Minutes**

BE IT RESOLVED THAT Council approve the minutes for the September 19, 2017 regular Council meeting as presented.

### **4. Project Management Policy – waiver of notice**

BE IT RESOLVED THAT Council agree to waive the two-week notice period to make a decision on the Project Management Policy.

### **5. Project Management Policy**

BE IT RESOLVED THAT Council approve the Project Management Policy.

### **6. Administration Office Roof Covering Replacement – waiver of notice**

BE IT RESOLVED THAT Council agree to waive the two-week notice period to make a decision on the replacement of the administration office roof.

### **7. Administration Office Roof Covering Replacement**

BE IT RESOLVED THAT Council approve the allocation of an additional \$144,872 from the Culture and Recreation restricted reserves to fund the replacement of the administration office roof covering.

### **8. 2017 Capital Budget Update**

BE IT RESOLVED THAT Council approve the expenditure of \$136,500 for the AFRRCS Communication System upgrade in the Protective Services capital budget.

### **9. 2017 Capital Budget Update**

BE IT RESOLVED THAT Council approve the expenditure of \$50,000 for upgrades to the Arena compressor in the Culture and Recreation capital budget.

### **10. 2017 Capital Budget Update**

BE IT RESOLVED THAT Council approve a carry-forward of \$1,500 from 2016 from restricted reserves to fund sink, tile and counters at the Wildflowers Childcare Centre.

# Municipality of Jasper

## Motions List

Regular meeting, Tuesday, October 3, 2017



### **11. Municipal Assets Naming Policy – waiver of notice**

BE IT RESOLVED THAT Council agree to waive the two-week notice period to make a decision on the Municipal Assets Naming Policy.

### **12. Municipal Assets Naming Policy**

BE IT RESOLVED THAT Council approve the Municipal Assets Naming Policy.

### **13. Adjournment**

BE IT RESOLVED THAT, there being no further business, the regular meeting of October 3, 2017 be adjourned at \_\_\_\_\_ p.m.