

Municipality of Jasper
Committee of the Whole Meeting Agenda
January 15, 2019 | 9:30 a.m.
Council Chambers, Jasper Library & Cultural Centre

1. Call to Order (Deputy Mayor McGrath to chair meeting)

2. Additions to Agenda

3. Approval of Agenda

3.1 January 15, 2019 Committee of the Whole Agenda attachment

4. Approval of Minutes

4.1 December 11, 2018 Committee of the Whole Minutes attachment

5. Presentations

6. Business Arising from Minutes

7. Brief Updates

7.1 Policy E-007: Local Authorities Pension Plan Update attachment

7.2 Culture and Recreation Services and Facilities Review, RFP Scope of Work attachment

7.3 Policy F-012: Proclamation, Letter of Support, Flag Raising Request Update attachment

8. Correspondence for information, consideration or action

9. Other new business

10. Council representation on various boards, upcoming meetings

11. Upcoming Events

Jan. 16: NETMA, Jasper Brewing Company, 5-7 pm

Jan. 17: Official Signing of CUPE Collective 2018-2020 Agreement, Kim Chi House, 12 pm

Jan. 23: Community Conversations, CFS Board Room, 9 am-3 pm

12. In camera

12.1 Deliberative Matter: Alberta Assoc. of Community Peace Officers – FOIP, S.24

12.2 Personnel Matter: Policy E-010 Exempt Staff Compensation – FOIP, S. 16

12.3 Deliberative Matter: Seniors' Bus – FOIP, S. 16

12.4 Land Negotiations: Parks Canada Land Use Policy – FOIP, S. 21

12.5 Deliberative Matter: Strategic Planning Session – FOIP, S. 29

13. Adjournment

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

Municipality of Jasper
Committee of the Whole Meeting Minutes
Tuesday, December 11, 2018 | 9:30 a.m.
Council Chambers, Jasper Library & Cultural Centre

Present	Mayor Richard Ireland, Deputy Mayor Paul Butler, Councillors Helen Kelleher-Empy, Scott Wilson, Rico Damota, Bert Journault and Jenna McGrath
Also present	Mark Fercho, Chief Administrative Officer Christine Nadon, Legislative Services Manager Kayla Byrne, Legislative Services Coordinator Kathleen Waxer, Director of Community and Family Services Yvonne McNabb, Director of Culture and Recreation Natasha Malenchak, Director of Finance and Administration Gord Hutton, Acting Director of Operations Jeremy Todgham, Fitness and Aquatic Centre Manager Greg Van Tighem, Director of Protective Services Fuchsia Dragon, the Fitzhugh Grant Potter, Jasper Curling Club Manager
Call to order	Deputy Mayor Butler called the meeting to order at 9:30 am.
Approval of agenda	MOTION by Councillor McGrath to approve the agenda for December 11, 2018 as presented. <p style="text-align: right;">CARRIED</p>
Approval of minutes	MOTION by Councillor Kelleher-Empy to approve the minutes of the November 27, 2018 meeting as presented. <p style="text-align: right;">CARRIED</p>
Director Reports: Community and Family Services	Council received a report from the Director of Community and Family Services, which highlighted Mrs. Waxer's attendance at the recent Alberta Emergency Management Agency Summit, where emergency social services was discussed; the successful sales of <i>Cinnamon Bear Comes to Town</i> ; and updates on the department's settlement services program.
Brief updates: Updated Proposed Budget 2019 Summary & Interim Operating Budget 2019	Mr. Fercho reiterated that passing an interim budget does not bind council to any increases or expenditures. Requested increases and external requests will be discussed in the New Year. Administration highlighted changes to the proposed budget summary, which includes external requests and an adjustment to the arena, aquatic and activity centre debenture request. The updated summary also highlighted a change to the 2019 rate funded utility services.
Recess	Deputy Mayor Butler called a recess from 10:41 am to 10:50 am.
Utility Rates Bylaw 2019	Council discussed removing expenses associated with the Environmental Stewardship Program from the 2019 rate funded utility services. Administration suggested reviewing

the roles and duties of the Environmental Stewardship Coordinator during 2019 and perhaps revisiting the request to have the program and position funded through utility fees in 2020, allowing time to understand what the position will entail now that 50 per cent of the program is no longer funded by Parks Canada.

2019-2023 Capital Budget Following a request from council to prioritize capital requests, the Culture and Recreation Department proposed only addressing its most critical items. These items were identified in the new proposed 2019 capital list attached to the report. Administration also proposed a full recreation services program review with public and council consultations in 2019, which would aid with council decisions related to what recreational services should be provided within the Municipality and what capital projects are required to provide those services.

Council inquired about the necessity of the brine lines and curling rink slab in the updated capital list. It was explained this item remains on the list because it is partially grant funded. Council asked Mr. Potter, the Jasper Curling Club Manager, if the club has any of the original agreements between the club and the school district (prior to the establishment of the Municipality). Mr. Potter will continue to search for any related documents.

Recess Deputy Mayor Butler called a recess for lunch at 12:28 pm. The meeting was called back to order at 1:43 pm. Councillor Damota did not return to the meeting following the recess.

Council inquired about the necessity of the multi-purpose hall floor replacement and the fire spray of the lower level of the Activity Centre.

Council indicated it would like to see the Aquatic Centre's universal and accessible rooms moved from the 2020 capital request list to the 2019 list, with the intent that work on the change rooms could be conducted during the pool shutdown for the installation of the new waterslide in 2019.

Meeting Extension MOTION by Councillor McGrath to extend today's meeting at 3:07 pm. **CARRIED**

Council also inquired about the ability to reuse kick plates in the future if new ones are installed before the arena slab and board replacement.

Recess Deputy Mayor Butler called a recess from 3:22 pm to 3:28 pm.

Council Representation Deputy Mayor Butler attended an Evergreen's Foundation meeting.

Councillor Journault noted the Trans-Canada Yellowhead Highway Association is a good committee to be a part of. Recently the committee had lost some members, but Councillor Journault noted new members are joining.

Mayor Ireland reminded councillors this agenda item is a good opportunity to seek advice from council before taking a position on behalf of the Municipality at various board and committee meetings.

Councillor McGrath inquired about an invitation she received to attend the Alberta Rural Education Symposium in March. As the symposium is not directly related to any of Councillor McGrath's committee commitments, this request will require approval from council.

Upcoming Events	Council received a list of upcoming events	
In Camera	MOTION by Councillor Kelleher-Empey that council move in camera at 3:33 pm to discuss agenda items 13.1 and 13.2.	CARRIED
Revert to Open Meeting	MOTION by Councillor Journault to revert to open meeting at 4:10 pm.	CARRIED
Adjournment	MOTION by Councillor Wilson that, there being no further business, the meeting of December 11, 2018 be adjourned at 4:11 pm.	CARRIED



REQUEST FOR DECISION

Subject: Policy E-007: Local Authorities Pension Plan

Prepared by: Martha Fleming, Human Resources Manager

Reviewed by: Christine Nadon, Legislative Services Manager

Date – Notice: January 8, 2019

Date – Discussion: January 15, 2018

Date – Decision: January 22, 2019

Recommendation:

- That Council approve Policy E-007: Local Authorities Pension Plan to reflect changes in the 2018-2020 Collective Agreement between CUPE Local 1458 and the Municipality of Jasper.

Options:

- Request additional information or changes to the policy; or
- Defer the decision date.

Background:

The 2018-2020 Collective Agreement between CUPE Local 1458 and the Municipality of Jasper requires that, starting in 2019, all eligible municipal employees be included in the Local Authorities Pension Plan (LAPP). Municipal policy E-007: Local Authorities Pension Plan must be updated to reflect that change.

Local Authorities Pension Plan eligibility is restricted to employees in defined classes (as per LAPP guidelines). Following the official signing of the new collective agreement, the Alberta Pensions Services Corporation agreed to remove the Municipality of Jasper's grandfathered participating classes and open LAPP participation to all eligible employees. Eligibility rules (currently outlined in the administrative procedures) are set out by the Alberta Pensions Services Corporation.

Council approved the memorandum of agreement signed by the members of CUPE Local 1458 and the Municipality of Jasper negotiating committees on August 21, 2018 for 2018-2020.

Relevant Legislation:

- *Public Sector Pension Plans Act* (RSA 2000, c-P-41)
- Policy E-007: Local Authorities Pension Plan and Administrative Procedures
- Collective Agreement between the Municipality of Jasper and CUPE Local 1458

Strategic Relevance:

- Fiscal Health – Negotiate a new collective agreement
- Governance – Update bylaws, policies and procedures systematically

Financial:

- Financial implications of including all eligible staff in the Local Authorities Pension Plan was calculated as part of the collective agreement negotiations and reflected in the proposed 2019 Operating Budget.

Attachments:

- DRAFT – Policy E-007: Local Authorities Pension Plan and Administrative Procedures

Policy Title: LOCAL AUTHORITIES PENSION PLAN

Policy # E-007

Effective Date:

Date adopted by Council:



POLICY

Council acknowledges the value and service of municipal employees and recognizes the importance of retirement planning for the future.

The Municipality of Jasper shall partner with the Local Authorities Pension Plan (LAPP) to provide a pension plan to all eligible employees through the Local Authorities Pension Plan (LAPP).

SCOPE

This policy shall apply to all municipal employees.

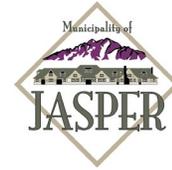
RESPONSIBILITY

Administration of this policy shall be the responsibility of the Manager of Human Resources and the Director of Finance and Administration, in accordance with the Alberta Pensions Services Corporation regulatory framework.

Draft

Policy Title: LOCAL AUTHORITIES PENSION PLAN

Policy #: E-007



ADMINISTRATIVE PROCEDURES

Effective Date:

Date adopted by Chief Administration Officer:

DEFINITIONS

"LAPP" means the Local Authorities Pension Plan.

"Full-time continuous employee" is deemed to be one who works 37.50 or 40 hours per week, and is hired on a continuous basis and whose employment has no pre-determined end date other than normal retirement.

"Part-time continuous employee" is deemed to be one who works a minimum of fourteen (14) hours per week, and is hired on a continuous basis whose employment has no pre-determined end date other than normal retirement.

"Term employee" is an employee whose employment has a pre-determined end date other than normal retirement.

ELIGIBILITY

Mandatory Participation

- Full Time Continuous Employees must join the LAPP.
- Part Time Continuous Employees working thirty (30) or more hours a week must join the LAPP.
- Employees whose participation is mandatory have up to one year from the beginning of their employment to enroll, but may not enroll prior to the conclusion of their employment probation period.

Optional Participation

- Part Time Continuous Employees who work a minimum of fourteen (14) but fewer than thirty (30) hours per week may join the LAPP.
- Employees whose participation is optional have up to one year from the beginning of their employment to enroll, but may not enroll prior to the conclusion of their employment probation period.
- Employees who choose not to enroll cannot change their participation after the maximum one year period.
- **Employees who choose to enroll cannot change their participation.**

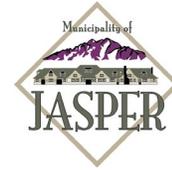
A term employee cannot join the LAPP.

CONTRIBUTION

The Municipality shall contribute to the LAPP on behalf of eligible employees as per the contribution rates established annually by the Local Authorities Pension Plan.

Policy Title: LOCAL AUTHORITIES PENSION PLAN

Policy #: E-007



ADMINISTRATIVE PROCEDURES

Effective Date:

Date adopted by Chief Administration Officer:

PENSIONABLE SERVICE

- A normal working year is no longer than a calendar year.
- The full time equivalent base is 1950 or 2080 hours per annum for 1.0000 year of service.
- The part time equivalent base is prorated, i.e. 30 hours/week is 1560 hours per annum for .8000 year of service.

SALARY

Pensionable earnings are:

- ✓ Regular earnings
- ✓ Vacation earnings
- ✓ General Holiday pay earnings

Pensionable earnings do not include:

- × Shift differentials
- × Overtime or banked overtime paid
- × Vacation paid out as a lump sum
- × Additional hours worked paid out as a lump sum

LEAVE WITHOUT SALARY

- Members may continue paying contributions while on leave without salary (contributory) or defer payments until the leave ends (non-contributory).



REQUEST FOR DIRECTION

Subject: Culture and Recreation Services and Facilities Review, RFP Scope of Work

Prepared by: Mark Fercho, Yvonne McNabb, Lisa Riddell, Jeremy Todgham, Peter Bridge, Kathleen Waxer, Christine Nadon, and other staff

Date – Discussion: January 15, 2019

Recommendation:

- That Council review and discuss the proposed methodology and scope of work for a Culture and Recreation Services and Facilities Review.
- That Council provide direction to Administration on next steps to finalize and approve a scope of work that is satisfactory to Council, prior to the Request for Proposals being posted publicly.

Background:

Council approved \$80,000 for a Culture and Recreation Services and Facilities Review as part of the 2019 capital budget. Possible steps for this project include:

1. Develop the Request for Proposals (RFP) wording internally for a Culture and Recreation Services and Facilities Review by a consultant;
2. Council approval of the final scope of work for the project, followed by the RFP being posted to the Alberta Purchasing Connection website;
3. Competitive process to select the consultant; and
4. Consultant to engage with the community, Council, staff and user groups to develop the review.

The purpose of this project is to help determine which Culture and Recreation services Council and the community want, and which facilities are required to provide them, before expending capital funds on municipal recreation facilities.

Rather than direct deliver a broad range of culture and recreation soft services, there are many small, grassroots recreation groups in Jasper. CFS hosted a recreation fair last year that reached out to around 80 groups. The most common feedback from the recreation fair was that it was really positive to become aware of so many lesser-known groups and opportunities for recreation in Jasper. Recreation groups themselves were happy with the opportunity to share information and connect with potential participants. The proposed services and facilities review will also assist with an operational review and funding, organizational decisions on programs, and levels of support internally and externally for culture and recreation in Jasper in all its forms.

A draft of the proposed RFP terms was circulated to staff for input, which has been beneficial in developing this scope of work. Next step is a discussion with Council.

Jeremy Todgham and Lisa Riddell put together a draft spreadsheet of potential areas for the consultant to be aware of. It will be projected on the screen at the CotW meeting for discussion. The spreadsheet shows information on facilities (amenities and desired amenities); internal programming/events; and user groups.

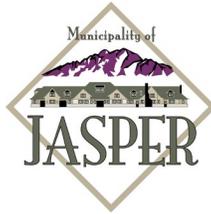


Below is a preliminary draft of the RFP wording, or “what we want the consultant to do”, for Council and staff review and comments:

Proposed Methodology

The following phases of work would likely apply.

- **Project Initiation** – including clarification of scope and schedule and the extent of Council and public engagement, determine responsibilities for consultant and municipal staff.
- **Background Review** – which would include collection of a great deal of background information on demographics, inventories of services and spaces, use of spaces, technical requirements for space and local planning context. The consultant would be required to understand the state of the existing facilities, and be familiar with the recently completed facility condition review and proposed capital renovations report from Group 2, posted at: <http://jasper-alberta.com/DocumentCenter/View/1500/Recreation-Facility-Assessment-2017-PDF?bidId=>
- **User Group and Local Service Group Provider Review** – Listing of local organizations that provide the culture and recreation services in Jasper, listing of local user groups, listing of out-of-town user group, that access and utilize culture and recreation services in Jasper for consultations
- **Needs Assessment** – This involves a great deal of Council, local provider, user group and public engagement and vision and results in a list of service needs. This may take a few public events, and perhaps some focused by activity public consultation events. The consultant would also need to be able to speak to the public in those meetings about the Group 2 recreation facility assessment review report and related required repairs, in general.
- **Facility Requirements** – Translate needs for service into adjustments in space requirements including what new might be required, what should be phased out, and what needs to be retrofitted or expanded. The review would include local user groups, but in cases such as the arena, would also include out of town groups such as hockey organizations that travel to Jasper and make up a large component of the facility use.
- **Recreation Program Profiles** – Develop a program by program profile of what each recreational program requires in terms of capital infrastructure or facility, and ongoing operational costs, for Jasper where information is available, or from the consultant’s expertise for similar programs in other municipalities. This includes involvement of all known culture and recreation program delivery organizations in Jasper. There is also a 2013 Services and Structure Review that would be made available to the consultant for services described in that report.
- **Prioritization Process** – Developing a process to prioritize needed projects and apply the process to the needs list.
- **Cost Comparisons** – Once culture and recreation services for Jasper have been considered in a draft list, a cost comparison on the service delivery with a few other comparable communities delivering the service internally and externally would be required.
- **Document the Plan** – Summarize and document the entire Plan and proceed through another round of public engagement at draft report stage before finalizing and presenting to Council.



The final Culture and Recreation Services and Facilities Review would answer the following questions.

- What general directions does the community need to take in terms of shifts in culture and recreation services?
- Focusing on the residents of the community, what are the outstanding culture and recreation needs currently that are not being met?
- What changes are anticipated to that list over the foreseeable future?
- What spaces and projects to create or maintain those spaces would be required to meet the identified culture and recreation needs, now and in the future?
- With respect to the projects above, what are the priorities currently, and in the longer term?
- For each of the highest priority projects above, what are the projects required to update/renovate the existing space? For new spaces required, how much space would be required, where should it be located, what would the capital costs be, what the operating projections look like and how might it be financed?
- How should the Municipality proceed with some of those high priority projects?
- Suggestions on how the Municipality be best organized for delivery of the proposed culture and recreation services, both internally and externally.

Attachments:

- Culture and Recreation Service Providers in Jasper Draft List (to be developed further)
- *(to be presented on projector)*: Spreadsheet beginning to scope out the:
 - facilities (amenities and desired amenities)
 - internal programming/events
 - user groups

	54	12	22	
Group Name	Sport	Arts	Res	notes
ACFA		1	1	French Canadian Association of Alberta
Advocates for Special Kids	1		1	Rec for children with special needs
AHS Physical Therapy	1			Strength Circuit for Seniors
Aikido	1			
Alpine Club of Canada	1			
Ashtanga Yoga School	1	1		
Billie McKee		1		Music Lessons
Boxing for Women	1			
Climbing Club	1			
Community Dinners (January to March)		1		Different cultural meals, opportunity to volunteer
Community Outreach Services	1	1	1	rec programs for all ages
Elision Florals - Workshops	1			flower arranging courses
Fencing Club	1			
Filipino Zumba Group	1			Zumba dance group
Fitness Network	1			
Friends of Jasper	1		1	natural and cultural heritage programs/ all ages
Gay Straight Alliance (High School)			1	
Girl Guides/Pathfinders	1			
Girls Breaking Trails	1			running group
Grace Kohn		1		Music Lessons
Habitat for the Arts		1		art programming all ages
Hockey - Girls Team	1			
Jam nights	1			
Jasper Activity Centre	1			sport facility rental
Jasper Artists Guild			1	being part of a group or artists
Jasper Community Band		1		
Jasper Community Choir		1		
Jasper Community Dance	1			group dancing at the legion weekly
Jasper Cougars Rugby Club	1			
Jasper Curling Club	1			
Jasper Dance Program	1			
Jasper Employment and Education Centre			1	english speaking groups, classes etc.
Jasper Environmental Association			1	part of a like-minded group
Jasper Fitness & Aquatic Centre	1			swim lessons, aquacise, life-guard prog.
Jasper Freeride Team	1			
Jasper Glaciers Football	1			
Jasper Gymnastics Club	1			
Jasper Heritage Folk and Blues Society		1	1	folk fest volunteer group
Jasper Hockey League (Adult)	1			
Jasper Lions Club	1		1	
Jasper Local Food Society/Community Garden			1	gardening, like-minded group of volunteers
Jasper Minor Sports: Baseball	1			
Jasper Minor Sports: Hockey	1			
Jasper Minor Sports: Soccer	1			
Jasper Municipal Library	1			lots of rec programming all ages
Jasper Museum & Archives	1			coffee hour seniors etc.
Jasper Park Cycling Association	1			group bike rides, crank it up etc.
Jasper Pond Hockey	1			

Jasper Pride Festival Society			1	
Jasper Rotary Club		1	1	
Jasper Seniors Society			1	
Jasper Skatepark Committee			1	
Jasper Ski Team	1			
Jasper Softball League (Adult)	1			
Jasper Sustainability Club for Youth			1	
Jasper Tennis Club	1			
Jasper Theatre Collective		1		
Jasper Trails Alliance	1		1	this is a FJNP program.
Jasper Victim Services			1	volunteering with like-minded group
Jasper Volunteer Fire Brigade			1	commaraderie, sense of belonging, etc.
Jasper Wellness Centre (Yoga)	1			
Jasper Youth Community Helpers (TEEN)			1	commaraderie, sense of belonging, etc.
JasperLIFE	1			rec for young adults
Kids Adventures of the School Year	1			rec for school age kids
Marmot Basin	1			all ages ski programs
MiniwargamingAlliance	1			commaraderie, sense of belonging, etc.
OUT Jasper			1	commaraderie, sense of belonging, etc.
Parent Link Centre	1			rec for 0-5 and families
Photography Tours	1			guided photography tours
Pure Outdoor Outfitters	1			equipment rental for outdoor adventures
Rockaboo Mountain Adventures	1			ice climbing and rock climbing
Settlement Services			1	programming for newcomers
Shaolin Temple Quanfa Institute - Hinton/Jas	1			Kung fu lessons
Sword Play Club	1			commaraderie, sense of belonging, etc.
Tai Kwon Do	1			
Tracy Garneau	1			boot camp classes
War Gaming Club	1			commaraderie, sense of belonging, etc.
Wilderness Access Program	1			adaptive rec. equipment

Policy Title: PROCLAMATION, LETTER OF SUPPORT AND
FLAG RAISING REQUEST POLICY

Policy #: F-012

Effective Date:

Date adopted by Council:



POLICY

Council may authorize requests for proclamations, letters of support and flag raisings at municipal facilities. The sponsoring agency must be an ~~not for profit~~ organization located or having a presence within the municipality.

Requests should meet at least one of the following criteria:

- The cause be one of national or international significance and be brought forward and endorsed by a citizen of the Municipality of Jasper;
- The cause be one of benefit to the community; or
- The cause be an initiative of the Municipality of Jasper.

Requests must align with Council's strategic priorities and Council policies. Requests may be denied for any reason deemed sufficient by Council.

PURPOSE

This policy is intended to guide Council and provide consistency in how requests for proclamations, letters of support and flag raisings at municipal facilities are handled.

RESPONSIBILITY

Administration of this policy shall be the responsibility of the Legislative Services Manager.

Policy Title: PROCLAMATION, LETTER OF SUPPORT AND
FLAG RAISING REQUEST POLICY

Policy #: F-012

ADMINISTRATIVE PROCEDURES

Effective Date:

Date approved by the CAO:



SCOPE

These procedures shall apply to all requests received by the Municipality of Jasper for proclamations, letters of support and flag raisings at municipal facilities.

GENERAL

Regular Council meetings are held on the first and third Tuesday of each month.

Requestors must indicate whether they wish to appear before Council to present their request. No person shall address Council for more than three (3) minutes, exclusive of the time required to answer questions, unless and to the extent allowed ~~by a motion approved~~ by Council.

PROCLAMATIONS

Requests for proclamations must be in writing and received at least six (6) days prior to the applicable regular Council meeting at which the request will go forward. Requests can be made to the Legislative Services Department. Council must approve proclamations by motion.

All requests for proclamations must contain a draft copy of the wording of the proclamation. The Municipality of Jasper may revise the wording of the proclamation at the request of Council.

Organizations may only request one (1) proclamation annually.

Once approved, the proclamation will be posted on the Municipality of Jasper's website. All other advertising, publicity or media coverage is the responsibility of the organization or person requesting the proclamation.

LETTERS OF SUPPORT

All requests for letters of support must be made in writing and received at least ~~six (6) days prior to the applicable Council meeting at which the request will go forward,~~ and fourteen (14) ~~seven (7) days~~ prior to the date the requestor requires the letter. The request can be made to the Legislative Services Department.

Requests for letters of support must provide details regarding the project or grant being applied for and the amount of the grant (if applicable), contact information of who the letter should be addressed to, and background information on the organization requesting the letter. A draft copy of the letter of support should be provided ~~to include in the Council agenda package.~~

~~Council may direct Administration to proceed with providing a letter of support at a committee of the whole meeting or regular meeting, without passing a motion. Once Council has supported the request in principle, the Mayor, Deputy Mayor or Acting Mayor must review and sign the letter of support on behalf of the Municipality of Jasper.~~

Policy Title: PROCLAMATION, LETTER OF SUPPORT AND
FLAG RAISING REQUEST POLICY

Policy #: F-012

ADMINISTRATIVE PROCEDURES

Effective Date:

Date approved by the CAO:



Requests for letters of support that fall within the criteria outlined in the policy statement will be coordinated by the Legislative Services Department, who will communicate with the Mayor, Deputy Mayor or Acting Mayor to review and sign the letter of support on behalf of the Municipality of Jasper.

Requests for letters of support that do not fall within the criteria outlined in the policy statement but could potentially be supported in principle will be forwarded to Council for consideration.

Requests for letters of support that do not fall within the criteria outlined in the policy statement and, after being reviewed by the Legislative Services Department and the Chief Administrative Officer, are deemed to be unsuitable for Council consideration, will be denied by Administration.

Once **approved and** signed, the letter of support will be provided to the requesting organization who is then responsible for forwarding the letter to the appropriate organization.

REQUESTS TO RAISE FLAGS AT MUNICIPAL FACILITIES

Requests to raise flags at municipal facilities must be made in writing and received at least six (6) days prior to the applicable regular Council meeting at which the request will go forward. The request can be made to the Legislative Services Department. Council must approve flag raising requests by motion.

In the event multiple requests are received for the same day, the first request received by the Municipality of Jasper shall be considered first by Council.