



DATE: December 3, 2013
START TIME: 1:30 p.m.
PLACE: Emergency Services Building – Meeting Room

- 1 CALL TO ORDER
2 APPROVAL OF AGENDA
2.1 Regular meeting - December 3, 2013
3 APPROVAL OF MINUTES
3.1 Regular meeting - November 18, 2013 attachment
3.2 Special meeting – November 26, 2013 attachment
4 PRESENTATIONS/APPOINTMENTS/RECOGNITIONS
5 BUSINESS ARISING FROM PREVIOUS MINUTES
6 DEPARTMENT REPORTS
6.1 CAO report verbal
7 BYLAWS
7.1 Bylaw summary attachment
8 NOTICE OF MOTION
8.1 RFD summary attachment
8.2 Applications for Boards and Committees attachment
8.3 2014 Operating Budget attachment
9 OTHER NEW BUSINESS
10 COUNCILLOR REPORTS
11 INFORMATION ITEMS
11.1 Councillors’ Reading Files List attachment
11.2 Upcoming events
Dec 6 – Chamber of Commerce Christmas Party, Fairmont Jasper Park Lodge
Dec 9 – Budget meeting
Dec 11 – Budget meeting
Dec 12 – Regional Christmas Party, Hinton
Dec 13 – Chamber of Commerce/TJ Annual “Christmas at Home”, Robson House
Dec 13 – Firemen’s Christmas Party
Dec 20 – Community Christmas Party
12 ADJOURNMENT attachment

Minutes of regular council meeting of Monday, November 18, 2013 in the Emergency Services Building meeting room.

Present Mayor Richard Ireland Deputy Mayor Brian Nesbitt Councillor Rico Damota
 Councillor Gilbert Wall Councillor Vonna Arsenault Councillor Dwain Wacko
 Councillor Helen Kelleher-Empey

Also present Peter Waterworth, CAO
 Beryl Cahill, Administrative Officer
 Alice Lettner, Director of Finance & Admin.
 Janet Cooper, Environmental Stewardship Coordinator
 Christine Nadon, Communications & IT Manager
 Nicole Veerman, The Fitzhugh
 1 observer

Call to Order The Mayor called the meeting to order at 7:00 p.m.

Approval of MOTION by Councillor Kelleher-Empey – BE IT RESOLVED THAT Council approve the
 Agenda agenda for the regular meeting of Monday, November 18, 2013 as presented.
 #189/13 FOR AGAINST
 7 councillors 0 councillors CARRIED

Approval of MOTION by Councillor Arsenault – BE IT RESOLVED THAT Council approve the
 Minutes minutes of the regular Council meeting of November 5, 2013 as presented.
 #190/13 FOR AGAINST
 7 councillors 0 councillors CARRIED

Presentations None

Business None
 Arising

Dept Reports Council received, for information purposes, the written report of the Environmental
 Environmental Stewardship Coordinator. In her report, Janet Cooper highlighted the successful
 Stewardship beverage container programme and the money which accrues to local non-profit
 groups from the return of these containers. Also included in the report was an update on
 the SEED living building, attendance at the Greenspace Advisory Committee meeting,
 her work with the Social Norms workshop organized by the Community Team, and tours
 of environmental services with the elementary school students.

Mrs. Cooper advised that the Jasper Environmental Stewardship Society has made a
 decision to close the Re-Use It Centre due to the fact that it is losing money. It was a
 two-year pilot project and was expected to be breaking even by this time. Discussion
 took place on other sources of revenue, expenses involved, volunteers, etc.

Human Council received the written report of the Human Resources Manager for information
 Resources purposes. In her report, Martha Fleming indicated that, as a result of increased demands
 for ice time, tournaments, etc., the Arena Operator is a new part-time position which
 adds to the complement of existing staff. Also included in the report was a list of recent
 hirings throughout the Municipality.

Ms. Fleming introduced Bruce Thompson as the new Director of Operations.
 Mr. Thompson commenced his new duties on November 18, 2013.

Finance & Council received the written report of the Director of Finance and Administration.
 Admin. In her report, Alice Lettner highlighted council member expenses, upcoming budget
 meetings with the public which will be conducted over two evenings, the finalizing of the
 emergency services agreement with Parks Canada, the natural gas agreement.

challenges being experienced with the new water meter reading equipment, and the financial statement of the year to date.

Bylaw Summary Council received, for information purposes, a summary of bylaws currently in force in the Municipality, and those in their various stages of readings.

Requests for Decision Summary Council received, for information purposes, a summary of requests for decision completed, and those currently in progress.

Mayor's Awards The Mayor's Awards are awarded, upon receipt of nomination, each year to recognize excellence in fine and performing arts, athletics, distinguished voluntary service, and the Mayor's Special Award for exceptional service to the community. This year, Arts Jasper was nominated By Linda Szkorupa and Angeline Lemire for the fine and performing arts award.

Waiver of #191/13 A waiver of the two-week public notice period was requested in order to comply with the policy timelines.

MOTION by Councillor Wacko – BE IT RESOLVED THAT Council agree to waive the two-week public notice period in order to award the Mayor's Award for Fine and Performing Arts to Arts Jasper.

| | | |
|---------------|--------------|---------|
| FOR | AGAINST | |
| 6 councillors | 1 councillor | CARRIED |

Mayor's Award Arts Jasper #192/13 MOTION by Councillor Wacko – BE IT RESOLVED THAT Council award the Mayor's Fine and Performing Arts award for 2013 to Arts Jasper.

| | | |
|---------------|---------------|---------|
| FOR | AGAINST | |
| 7 councillors | 0 councillors | CARRIED |

Councillor Reports Councillors reported on various meetings, workshops, and conferences they had taken part in during the past few weeks, including Community Team, TransCanada Yellowhead Highway Association (TCYHA), upcoming retreats, Culture and Recreation Board meeting, Housing Committee, Museum Board meeting, and the upcoming Alberta Urban Municipalities Association conference in Calgary which all councillors will attend.

Also included in the reports were the No Stone Left Alone ceremony which took place November 8th, the meeting of the Association of Mountain Parks Protection and Enjoyment in Banff, Jasper Remembrance Day, and Council's meeting with Banff Council November 9th.

Information Items Mayor Ireland advised that a letter is being forwarded to the FCM Rail Safety working group, recommending Deputy Mayor Brian Nesbitt, a former railway employee with excellent credentials, to the working group in view of the fact that Jasper is very much connected to the railway and is vitally interested in rail safety.

Adjournment #193/13 MOTION by Councillor Wall – BE IT RESOLVED THAT, there being no further business, the meeting be adjourned at 8:32 p.m.

| | | |
|---------------|---------------|---------|
| FOR | AGAINST | |
| 7 councillors | 0 councillors | CARRIED |

Mayor

Minutes of the special meeting of Council of the Municipality of Jasper held November 26, 2013 in the ESB meeting room.

Present Deputy Mayor Brian Nesbitt Councillor Vonna Arsenault
 Councillor Rico Damota Councillor Helen Kelleher-Empey
 Councillor Dwain Wacko Councillor Gilbert Wall

Absent Mayor Richard Ireland

Call to Order The meeting was called to order by the Deputy Mayor at 1:32 p.m.

Agenda Tourism Communities – Funding Gap

Approval of Agenda #194/13 MOTION by Councillor Damota – BE IT RESOLVED THAT Council approve the agenda for the special meeting of Tuesday, November 26, 2013 in order for council to discuss and approve a Tourism Communities Funding Gap grant in conjunction with the Towns of Banff and Canmore.

FOR 6 councillors AGAINST 0 councillors CARRIED

Waiver of Notice Tourism Communities Funding Gap CAO Peter Waterworth provided some background on the Tourism Communities Funding Gap grant, indicating that a waiver of notice is being requested in order to comply with the funding deadline of November 30, 2013. A request for decision was also available in the agenda package providing further details of the grant.

Waiver of Notice #196/13 MOTION by Councillor Kelleher-Empey – BE IT RESOLVED THAT Council agree to waive the two-week public notice to authorize the Municipality of Jasper to participate in an application for the Tourism Communities Funding Gap Project, submitted by the Town of Jasper under the Province’s Regional Collaboration Programme, and further, that the Municipality of Jasper agree to abide by the terms of the Conditional Grant Agreement governing the purpose and use of the grant funds.

FOR 6 councillors AGAINST 0 councillors CARRIED

Tourism Communities Funding Gap 197/13 MOTION by Councillor Wacko – BE IT RESOLVED THAT Council authorize the Municipality of Jasper to participate in an application for the Tourism Communities Funding Gap project, submitted by the Town of Jasper under the Province’s Regional Collaboration Programme, and further,

THAT the Municipality of Jasper agree to abide by the terms of the Conditional Grant Agreement governing the purpose and use of the grant funds.

FOR 6 councillors AGAINST 0 councillors CARRIED

Adjournment 198/13 MOTION by Councillor Arsenault – BE IT RESOLVED THAT, there being no further business, the meeting be adjourned at 2:04 p.m.

FOR 6 councillors AGAINST 0 councillors CARRIED

Deputy Mayor

Chief Administrative Officer

Agenda Item: 3.2

Municipality of Jasper Bylaw Summary

Updated: 29/11/2013

| | Bylaw | Date Repealed | Repeals Bylaw | Replaced by Bylaw | Scheduled date for next reading | | | Certification |
|-----|---|---------------|--------------------|-------------------|---------------------------------|----------------|--------------------------|---------------------------|
| | | | | | First Reading | Second Reading | Third Reading & Approval | Date Forwarded |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| 173 | Jasper Community Vision Amending Bylaw | | 001 | | 24-Sep-13 | 24-Sep-13 | 01-Oct-13 | 25-Sep-13 |
| 172 | Tax Rate Bylaw 2013 | | | | 16-Apr-13 | 16-Apr-13 | 07-May-13 | 17-Apr-13 |
| 171 | Offsite Levies 2013 | | 154 | | 06-Aug-13 | 20-Aug-13 | 10-Sep-13 | 20-Aug-13 |
| 170 | Parking Authority 2013 | | 156 | | 19-Feb-13 | 5-Mar-13 | 19-Mar-13 | 06-Mar-13 |
| 169 | Rotation of Ballots bylaw 2013 | | | | 19-Feb-13 | 5-Mar-13 | 19-Mar-13 | 06-Mar-13 |
| 168 | Encroachment repeal bylaw | | 044 | | 16-Jul-13 | 6-Aug-13 | 10-Sep-13 | 18-Aug-13 |
| 167 | CAO Bylaw | | 075 | | 15-Jan-13 | 5-Feb-13 | 05-Mar-13 | 05-Feb-13 |
| 166 | Procedure Bylaw | | 027, 028, 034, 148 | | 15-Jan-13 | 19-Mar-13 | 21-May-13 | 14-Apr-13 |
| 165 | Imposition of Supplementary Tax 2013 | | 155 | | 15-Jan-13 | 5-Feb-13 | 19-Feb-13 | 05-Feb-13 |
| 164 | Supplementary Assessment 2013 | | 153 | | 15-Jan-13 | 5-Feb-13 | 19-Feb-13 | 05-Feb-13 |
| 163 | Levying and Collection of utility Fees 2013 | | 152 | | 18-Dec-12 | 5-Feb-13 | 19-Feb-13 | 05-Feb-13 |
| 162 | Emergency Management Bylaw | | 24 | | 18-Sep-12 | 4-Dec-12 | 21-May-13 | with Parks as of Mar 5/13 |
| 161 | Freedom of Information & Protection of Privacy - Head of FOIP | | 127 | | 17-Jul-12 | 7-Aug-12 | 21-Aug-12 | 08-Aug-12 |

| Request for Decision | Date of Notice of Motion | Proj Date of Dec. | Status |
|-------------------------------------|--------------------------|-------------------|-------------|
| Env. St/ship Reserve Fund | Feb 5 2013 | Feb 19 2013 | completed |
| Cancellation of Cmtee Mtgs | Feb 5 2013 | Feb 19 2013 | completed |
| Notice-Mun. Election | Feb 19 2013 | Mar 5 2013 | completed |
| Applications for C/R Board | Request to Waive Notice | Feb 19 2013 | completed |
| 2013 Operating Budget | Mar 19 2013 | Apr 2 2013 | completed |
| Notice - Auditor's Report | Apr 2 2013 | Apr 16 2013 | completed |
| Notice - SEED Env. S/ship Reserves | Apr 2 2013 | | withdrawn |
| Notice - Restricted Funds Transfer | Apr 2 2013 | Apr 16 2013 | completed |
| Appt to Env. St./Ship Cmtee | Request to Waive Notice | Apr 16 2013 | completed |
| Old Fire Hall Roof Repairs | April 16 2013 | May 7 2013 | completed |
| Jasper Rodeo Gift In Kind Funding | April 16 2013 | May 7 2013 | completed |
| Folk Festival | May 7 2013 | June 4 2013 | completed |
| Capital Budget & Plan | May 7 2013 | June 4 2013 | completed |
| Seniors Week Proclamation | May 7 2013 | May 7 2013 | completed |
| Int.'l Day Against Homophobia | May 7 2013 | May 7 2013 | completed |
| YRL Master Agreement | May 21 2013 | June 4 2013 | completed |
| Jasper Partnership | June 4 2013 | July 2 2013 | completed |
| No Stone Left Alone | June 18 2013 | July 2 2013 | completed |
| Policy A-003 Communications | July 16 2013 | Aug 6 2013 | completed |
| Policy A-004 Public Engagement | July 16 2013 | Aug 6 2013 | completed |
| Policy F-008 Encroachments | July 16 2013 | Sept 10 2013 | completed |
| Exempt Staff Review | Aug 6 2013 | Aug 20 2013 | completed |
| Sept. Meeting Date Changes | Request to Waive Notice | Aug 20 2013 | completed |
| W/Y Waste Mgmt Authority | Aug 20 2013 | Sept 10 2013 | completed |
| Library/Cultural Centre | Sept 10 2013 | Sept 24 2013 | completed |
| Council Compensat Rev./Ratification | Oct 15 2013 | Nov 5 2013 | completed |
| Signing Authorities | Waive notice | Nov 5 2013 | completed |
| Mayor's Award | Waive notice | Nov 18 2013 | completed |
| Appts to boards/cmtees | Dec 3 2013 | Dec 17 2013 | in progress |
| 2014 operating budget | Dec 3 2013 | unknown | in progress |



REQUEST FOR DECISION

Subject: Appointments to Boards and Committees
 Prepared by: Beryl Cahill
 Reviewed by: HR Committee
 Date – Notice: December 3, 2013
 Date – Decision: December 17, 2013

Recommendation: That Council give notice of motion that, on December 17, 2013, Council will be requested to make appointments to community boards and committees.

| Applicants: | Name of Board/Committee | # positions vacant | Applicant |
|-------------|------------------------------------|---------------------------|------------------------|
| | <i>Environmental St/ship Cmtee</i> | 4 | <i>Vanessa Martin</i> |
| | " " " " | | <i>Paula Klassen</i> |
| | <i>CFS Board</i> | 5 | <i>no applicants</i> |
| | <i>Cult/Rec Board</i> | 3 | <i>Jack Templeton</i> |
| | " " | | <i>Greg Van Tighem</i> |
| | " " | | <i>Ryan Gardiner</i> |
| | <i>Greenspace Cmtee</i> | 2 | <i>no applicants</i> |
| | <i>Library Board</i> | 2 | <i>Dale Karpluk</i> |
| | " " | | <i>Gloria Kongsrud</i> |
| | " " | | <i>Jack Templeton</i> |

CAO Comments: While welcoming the civic mindedness of these citizens, Council should be aware that gaps are opening in a number of committees and it is becoming increasingly difficult to fill positions. The reappointment provisions in the Procedure Bylaw provide a stopgap, but not the long-term solution.

Background: Annual advertising for applicants took place in October and November, both on the Municipality's website and in the Fitzhugh. Although a few applications were received by this year's deadline of November 20th, there are more vacant positions than applicants at this time.

All terms are for two years with the exception of the Library Board where terms are for three years.

The Human Resources committee will review all applications shortly. Parks Canada has approved the two applicants for the Environmental Stewardship Advisory Committee.

Director _____

CAO 

Agenda Item 8.2

Applications will continue to be accepted until all other positions are filled.

Relevant Bylaw:

#166 Procedure

Relevance to Council
Priorities:

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


Fiscal:

There is no remuneration for sitting on these boards or committees.

Options:

Not appoint and re-advertise.

Director _____

CAO 

Agenda Item 8.2



REQUEST FOR DECISION

Subject: 2014 Operating Budget

Prepared by: Alice Lettner

Reviewed by:

Date – Notice: Dec 3, 2013

Date – Decision: To be Determined

Recommendation: That Council accept and approve the 2014 Operating Budget as presented.

CAO Comments:

Background: Council is required by the Municipal Government Act (276)1 to prepare an annual operating budget.

Bylaw-Policy: Fulfills requirements under Policy B-018

Fiscal: The Annual Operating Budget is funded by operating grants, user fees and property taxes. The adoption of the Annual budget sets the user fees for the fiscal period anticipates operating grants and will determine the level of tax support that must be generated by the annual tax levy. The operating budget must be balanced and in sufficient detail that Council has confidence that operations as directed will be sustained at the level of service set by Council through policies, bylaws and other directives

Relevance to Council Priorities: The Budget preparation process involves presentations by the various departments. Each department reviews the budget and requests a funding level to sustain current operations and fund new initiatives. These presentations are reviewed by Council and the Public is invited to attend the presentations on December 9 and 11 and will be given opportunity to ask questions and make comments.

Director AL

CAO AL

Agenda Item 8.3

The Budget is summarized and the level of required tax support determined. This level of tax support will form the basis for the annual tax levy.

Options:

1. Accept the Budget as presented.
2. Council may make any changes it deems desirable.

Attachments:

The Preliminary Operating Budget Summary shows a request for an increase in the tax envelope funding of 6.38% This is an increase in funding of \$409,402.00


Comments:

The major factor impacting the 2014 Operating Budget is an increase in Administration requests. Increases in maintenance costs have impacted the Culture and Recreation budget. The Operations Department (formerly Environmental Services) has increased expenses for Water, Sewer and Garbage resulting in an increase in fees.

Meetings with the Directors and the Public have been scheduled for Dec 9 and Dec 11. Feedback from these presentations may affect the final budget. Additions or deletions to services will also impact the final operating budget.

Water rates will rise 15.0%,
Sewage rates will rise 5.2%
Solid waste fees will increase 4.0%

Director 

CAO 

Agenda Item 8.3

PRELIMINARY OPERATING BUDGET 2014

29-Nov-13

| Purpose | Revenue | | % Increase (decrease) | \$ Increase (decrease) |
|------------------------|-------------------|-------------------|--------------------------|------------------------|
| | 2014 | 2013 | | |
| Environmental Services | 3,438,163 | 3,414,032 | 0.71% | 24,131 |
| Culture & Recreation | 1,119,800 | 1,092,001 | 2.55% | 27,799 |
| Administration | 158,100 | 206,295 | -23.36% | (48,195) |
| Franchise Revenue | 345,000 | 345,000 | 0.00% | - |
| FCS, COS, Daycare | 1,417,719 | 1,482,214 | -4.35% | (64,495) |
| Protective Services | 427,741 | 389,405 | 9.84% | 38,336 |
| Housing | 3,902 | 3,902 | 0.00% | - |
| Municipal Taxes | 6,829,037 | 6,419,635 | 6.38% | 409,402 |
| Total | 13,739,462 | 13,352,484 | 2.90% | 386,978 |

| Purpose | Expenditure | | % Increase (decrease) | \$ Increase (decrease) |
|------------------------|-------------------|-------------------|--------------------------|------------------------|
| | 2014 | 2013 | | |
| Environmental Services | 5,355,172 | 5,285,024 | 1.33% | 70,148.00 |
| Culture & Recreation | 2,792,430 | 2,676,034 | 4.35% | 116,396.00 |
| Culture Library | 172,515 | 170,513 | 1.17% | 2,002.00 |
| Culture Museum | 46,305 | 45,175 | 2.50% | 1,130.00 |
| Culture Coordinator | 5,000 | 5,000 | 0.00% | - |
| Culture Programs | 10,000 | 10,000 | 0.00% | - |
| Administration | 1,646,226 | 1,423,812 | 15.62% | 222,414.00 |
| Land Rent and Planning | 608,005 | 597,690 | 1.73% | 10,315.00 |
| General Capital | 165,000 | 165,000 | 0.00% | - |
| FCS, COS, Daycare | 1,800,533 | 1,853,429 | -2.85% | (52,896) |
| Protective Services | 1,107,001 | 1,084,882 | 2.04% | 22,119.00 |
| Housing | 31,275 | 35,925 | -12.94% | (4,650) |
| Total | 13,739,462 | 13,352,484 | | 386,978 |

| Expenditure | 2014 | 2013 | 2014 Net Tax Envelope | 2013 Net Tax Envelope | 2014 Increase (Decrease) | |
|------------------------|-------------------|-------------------|-----------------------|-----------------------|--------------------------|--------------|
| | | | | | \$ | % |
| Environmental Services | 5,355,172 | 5,285,024 | 1,917,009 | 1,870,992 | 46,017 | 2.5% |
| Culture & Recreation | 2,792,430 | 2,676,034 | 1,672,630 | 1,584,033 | 88,597 | 5.6% |
| Culture Library | 172,515 | 170,513 | 172,515 | 170,513 | 2,002 | 1.2% |
| Culture Museum | 46,305 | 45,175 | 46,305 | 45,175 | 1,130 | 2.5% |
| Culture Coordinator | 5,000 | 5,000 | 5,000 | 5,000 | - | 0.0% |
| Culture Programs | 10,000 | 10,000 | 10,000 | 10,000 | - | 0.0% |
| Administration | 1,646,226 | 1,423,812 | 1,488,126 | 1,217,517 | 270,609 | 22.2% |
| Land Rent and Planning | 608,005 | 597,690 | 608,005 | 597,690 | 10,315 | 1.7% |
| General Capital | 165,000 | 165,000 | 165,000 | 165,000 | - | 0.0% |
| Franchise Revenue | | | -345,000 | (345,000) | - | 0.0% |
| FCS, COS, Daycare | 1,800,533 | 1,853,429 | 382,814 | 371,215 | 11,599 | 3.1% |
| Protective Services | 1,107,001 | 1,084,882 | 679,260 | 695,477 | (16,217) | -2.3% |
| Housing | 31,275 | 35,925 | 27,373 | 32,023 | (4,650) | -14.5% |
| Total | 13,739,462 | 13,352,484 | 6,829,037 | 6,419,635 | 409,402 | 6.38% |

**COUNCILLORS' READING FILES LOCATED IN ADMINISTRATION OFFICE
November 2013**

* **Bold text** indicates new items since last month

- *CN publication – CN in the Community – November 2013
- Correspondence and e-mails from residents and visitors re off leash area
- Solid Waste Strategy & Implementation Work Plan
- Apartment Vacancy & Rental Cost Survey 2012
- Alberta/Japan Twinned Municipalities Association Annual General Meetings
- Jasper Community Sustainability Plan
- Evergreens Foundation - **Regular Board** and Directors' meetings
- Fire Smart project
- Economic Development - Inventory of Alberta Regional Projects
- Green Space Action Plan
- Safe Work practices manual
- Health

- Trans Canada Yellowhead Highway Assocn.
- Federation of Canadian Municipalities (FCM)
- AUMA Task Force Reports
- Northern East Slopes Sustainability Resource & Environmental Management Strategy

- F.O.I.P. Policy and Procedures manual
- Private Home Accommodation Review Committee
- Planning & Development Committee
- Housing Study
- Town of Banff Information