

**MUNICIPALITY OF JASPER  
COMMITTEE-OF-THE-WHOLE MEETING**

DATE: Tuesday, March 11, 2014  
PLACE: **ESB meeting room**  
TIME: 9:30 a.m.

**A G E N D A**

- 1.0 Call to Order
- 2.0 Additions to Agenda
- 3.0 Approval of Agenda
  - 3.1 March 11, 2014
- 4.0 Approval of Minutes
  - 4.1 February 25, 2014 .. .. . attachment
- 5.0 Business arising from previous meeting
- 6.0 Brief Updates
  - 6.1 Jasper Local Food Society request .. .. . discussion
  - 6.2 Signage .. .. . Councillor Arsenault
- 7.0 In Camera Session
  - 7.1 Cottage Medical Clinic .. .. . CAO
  - 7.2 CAO recruitment .. .. . no attachment
- 8.0 Upcoming Events
  - March 11 – Chamber AGM – Cassio’s Restaurant 6 pm
  - March 19 – Library tour, 12:30 p.m.
  - March 21 – Women Mean Business luncheon, JPL
  - March 21 – Jasper Pride Festival, Lobstick
  - March 27 – Council meeting with Minister Campbell 12 noon to 2 pm
  - March 30 – Council to prepare Community Dinner

Adjournment

## Committee of the Whole Meeting

Tuesday, February 25, 2014

- Present Mayor Richard Ireland, Deputy Mayor Brian Nesbitt, Councillor Rico Damota, Councillor Helen Kelleher-Empy, Councillor Vonna Arsenault, Councillor Dwain Wacko, Peter Waterworth, Alice Lettner, Christine Nadon, Bob Covey (The Jasper Local)
- Absent Councillor Gilbert Wall
- Call to Order The Mayor called the meeting to order at 9:35 a.m.
- Additions & Approval of Agenda 6.9 Finance update  
6.10 CAO recruitment  
Motion by Councillor Nesbitt that the agenda, with additions, be approved. CARRIED
- Approval of Minutes Motion by Councillor Kelleher-Empy that the minutes of the February 11, 2014 committee meeting be approved as presented. CARRIED
- Business Arising Councillor Damota inquired whether the museum had provided a sustainability or business plan to Council following the yearly allocation of funds. Council discussed the need for some form of criteria or standards for groups receiving public funding; if municipal departments are expected to provide business plans, external organizations should be bound by similar accountability mechanisms. Council requested that Administration present draft criteria for discussion at a future committee meeting.  
  
Mayor Ireland requested that Director of Finance & Administration Alice Lettner work with the Administrative Officer to clarify the 2014 operating budget motion passed at the February 18 regular meeting. The draft minutes should reflect the amendments to the budget, in addition of stating that the budget was approved.
- Boards and Committees Council reviewed the request for decision for upcoming appointments to boards and committees.
- Twinning Conference Council discussed the financial implications of hosting the Alberta/Japan Twinned Municipalities Conference in Jasper in 2015, and requested that Administration provide more information about which policies apply to funding twinning-related activities.
- Exchanged Lands Councillor Wacko suggested that Council start working on a process to find a meaningful purpose for the exchange lands. The Municipality anticipates getting the old high school site towards the end of 2015, at the standard established in the land exchange agreement (grassed, irrigated parkland). Given the multiple stakeholders, interests and possibilities for the land parcel, Mayor Ireland suggested that the municipal public engagement process be applied, and that a comprehensive list of stakeholders, interests and obligations be assembled to begin the first stages of the discussion.

Policy B-017: Community and Economic Dev. Funds      Following the creation of restricted funds for these areas in the 2014 operating budget, Council discussed the need to review policy B-017: Community and Economic Development Funds. A budget commitment for cultural initiatives needs to be integrated in the policy, and the broader issue of providing guidelines for gifts in kind should also be explored as part of this process. Council discussed the complexity of accommodating requests from groups of varying sizes and levels of organization, and the need for an inclusive approach to criteria development.

Council requested that Administration explore the possibilities for updating the policy, including responsibility for approving funding requests, setting eligibility criteria and seeking public engagement during the policy review process. A motion to release money from the restricted funds will also be required to accommodate the upcoming CDF and EDF applications.

Cavell Nurses' Trust      Council received correspondence from the Cavell Nurses' Trust on their centenary celebration in 2015. Mayor Ireland suggested sharing the information with the Jasper Partnership and with local nurses to find out if they are interested in participating in the celebration.

Jasper Local Food Society Request      Council reviewed a request from the Jasper Local Food Society (JLFS) to use the McCready Centre's parking lot for seasonal Farmers' Markets. This would require the Municipality to issue a licence to conduct business on public lands, which goes against the Business Licensing Bylaw (#110). The group's request to increase the size of the Community Garden can be addressed as a separate item.

Mayor's Poetry Challenge      Council received correspondence on the Mayor's Poetry City Challenge, requesting Council to have a local poet read a poem at the opening of a regular Council meeting in March or April. Councillors expressed interest in participating in the challenge.

Community Capacity Building Initiative      Council received correspondence from the Jasper Adult Learning Centre on the Becoming a Community Builder program. Councillor Kelleher-Empey indicated the Learning Centre is planning to submit a Community Development Fund application for the initiative; Councillor Kelleher-Empey will report to Council on what a partnership would entail after meeting with the Learning Council's executive director.

Finance Update      Director of Finance and Administration Alice Lettner informed Council that Michael Epp from Hawkings Epp Dumont will be in Jasper on April 1, 2014 for an audit presentation. Mrs. Lettner also requested that Council pick a date for capital budget planning, and informed councillors that the Utilities Rates Bylaw will return to Council for approval to rectify an error in the posted rates.

CAO Search      Council discussed the importance of starting the CAO recruitment process as soon as possible, and set a meeting for Tuesday, March 4, 2014 to start discussing the process. CAO Peter Waterworth and Human Resources Manager Martha Fleming will also be present.

Adjournment      There being no further business, the Mayor adjourned the meeting at 11:39 a.m.

February 18, 2014

To: Beryl Cahill, Administrative Officer, Municipality of Jasper  
Re: Municipality of Jasper Town Council Meeting Agenda, March 4, 2014

The Jasper Local Food Society requests to be on the agenda for the March 4<sup>th</sup> town council meeting, to discuss the following:

- 1) The Jasper Local Food Society (JLFS) is asking for council's permission to use the upper parking lot at the McCready's Centre as a venue for the weekly Farmers' Markets during June to September, 2014.
- 2) The JLFS is asking council for permission to expand the community gardens along the north fence at the current location, to allow for construction of more garden plots.

1. Background: Farmers' Market Location

Since 2010, the Jasper Local Food Society has been using the Legion parking lot to host weekly Farmers' Markets during the summers. As the success of the market grows, the number of vendors has been increasing each year, and we are running out of space. We have also received a number of comments that the Legion is difficult for both tourists and new locals to find, and less accessible for some seniors or residents with lower mobility.

In 2013, we hosted one market at the McCready's Centre upper parking lot, due a rodeo-related event at the Legion that displaced us from our usual location. Following this change in venue, we received a lot of positive feedback about the location from vendors, Jasper residents, and tourists. There are several advantages of the McCready's Centre upper parking lot over the Legion parking lot, including:

- More space for vendors,
- Potential for an indoor venue if it rains and during shoulder seasons,
- The central location attracts more customers; it is more visible from downtown,
- Proximity to downtown means easier access for seniors (closer to Seniors' homes) and other pedestrians, and Jasper residents on lunch breaks,
- The location is easy to find,
- The McCready's Centre parking lot is cleaner (e.g. no cigarette butts or broken glass),
- There is green space for picnickers, shady patches, and it is generally more scenic,
- It's safer for children as it is surrounded on three sides by green space instead of street,
- The market adds to the atmosphere of downtown during the summer,

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- During the summer of 2013, the closure of Super A might result in more customers looking for produce at the markets.

In the fall of 2013, a member of the JLFS requested permission to use the upper McCready's parking lot for the 2014 markets. We received verbal permission from Dave Osbourne, and were told he would send e-mail confirmation as written permission. However, when we requested written permission, we were informed that they could not grant a permit for the use of this parking lot, as the parking lot is a publicly accessed parking lot owned by the Municipality. Last year's permit had been granted for a one-time event only.

A number of other Farmers' Markets use publicly owned land, including public parks and parking lots in Banff, Canmore, Edmonton, Golden, Revelstoke, Whistler, Sylvan Lake, Lethbridge. We believe that the upper parking lot at the McCready's is mainly used by the United Church and the McCready's centre. Representatives from the United Church/McCready's Centre are in favour of having the markets at this parking lot, and it does not conflict with their usage time. Therefore, it does not appear that it would be a major inconvenience, and we request council's permission to use the upper parking lot at the McCready's Centre as a venue for 10-12 Farmers' Markets during June to September, 2014.

## 2. Background: Community Garden expansion

The community gardens were established at their current location on Connaught Avenue in 2011. Interest for the garden plots has expanded each year. There is a waiting list for plots, as well as families who could use more than one plot. We request permission to extend the garden area and fence northward approximately 10m to accommodate six more garden plots.