

Municipality of Jasper
Committee of the Whole Meeting Agenda
August 22, 2017 | 9:30 a.m.
Council Chambers, Jasper Library & Cultural Centre

1. Call to Order (Councillor Wacko to chair meeting)

2. Additions to Agenda

3. Approval of Agenda

3.1 August 22, 2017 attachment

4. Approval of Minutes

4.1 August 8, 2017 attachment

5. Presentations

6. Business Arising from Minutes

7. Brief Updates

7.1 Non-Standard Crosswalk Policy attachment

7.2 Naming the Exchange Lands attachment

7.3 Project Management Policy attachment

7.4 In Memory Project Ideas for Councillor Vonna Arsenaault

7.5 Council Orientation Discussion – Boards and Committees, and Directors’ Reports attachment

8. Correspondence for information, consideration or action

9. Other new business

10. Council representation on various boards, upcoming meetings

11. Information Items and Upcoming Events

September 1: Stage 1 – Tour of Alberta, Jasper, Start line and festival at Robson Park

September 9: COS movie night, Info Centre Lawn, evening

September 12: Jasper Park Chamber of Commerce AGM, JPL golf course club house, 6 p.m.

September 18: Nomination Day, 10 a.m. – 12 p.m.

12. Nomination for chairing next Committee of the Whole Meeting

13. Adjournment

Municipality of Jasper
Committee of the Whole Meeting Minutes
Tuesday, August 8, 2017 | 9:30 a.m.
Council Chambers, Jasper Library & Cultural Centre

Present	Mayor Richard Ireland, Deputy Mayor Rico Damota, Councillors Helen Kelleher-Empey Gilbert Wall and Dwain Wacko
Also Present	Mark Fercho, Chief Administrative Officer Christine Nadon, Legislative Services Manager Kayla Byrne, Legislative Services Coordinator Warren Waxer, President of the Jasper Yellowhead Historical Society Dave Osborne, Licensing and Enforcement Manager Pattie Pavlov, General Manager, Jasper Park Chamber of Commerce Paul Clarke, the Fitzhugh Four observers
Call to Order	Councillor Wall called the meeting to order at 9:33 a.m.
Additions to Agenda	None
Approval of Agenda	MOTION by Councillor Kelleher-Empey to approve the agenda for August 8, 2017 as presented. CARRIED
Approval of Minutes	MOTION by Mayor Ireland that the minutes of the July 25, 2017 meeting be approved as presented. CARRIED
Presentations: Jasper-Yellowhead Museum & Archives	Adhering to a request made by Council during budget deliberations, Jasper Yellowhead Historical Society President Warren Waxer presented the society's 2016 financial statements, noting a deficit of \$39,541. Council discussed the transfer of restricted funds, grants and grant applications. Council commended Mr. Waxer on his presentation. The matter will return at the next regular Council meeting on August 15.
Jasper Bylaw	Licensing and Enforcement Manager Dave Osborne discussed various Bylaw Department statistics from 2014 to 2017, which included municipal and provincial tickets, calls for service, warnings, letters of complaint, pet licences and business licences. Council discussed illegal camping tickets and warnings. For a future report, Council suggested a breakdown of what types of tickets are issued.
Recess	Deputy Mayor Damota called a recess from 10:28 a.m. until 10:34 a.m.
Bus. arising from minutes	Councillor Nesbitt inquired about the wording of a section of Council's Strategic Priorities Progress Report update. Mr. Nesbitt would like to see "Maintain existing and proposed infrastructure, buildings and fleet vehicles" replace the current wording of "Maintain existing infrastructure, buildings and fleet vehicles".

Deputy Mayor Damota inquired about the release of Parcel GB, which was approved at the last regular council meeting. Mr. Fercho confirmed a certified resolution has been sent to Parks Canada, and it is now an internal process of the Agency. Deputy Mayor Damota also inquired about the Natural Gas purchase, which was also approved at the last regular Council meeting. Mr. Fercho replied that the Director of Finance and Administration is waiting for the most favourable time to enter a contract.

Mayor Ireland noted the AUMA has published draft regulations as part of the Municipal Government Act (MGA) Review. The draft regulations can be found on the Province of Alberta's website.

Brief Updates: Non-standard crosswalk policy	Council discussed the scope of the policy, accompanying policies, the responsibility for approval of non-standardized crosswalk requests, and the possibility of commercial non-standard crosswalks. Council also reviewed and suggested edits to the policy's proposed administrative procedures, which included eligibility, a time limit, safety impacts and locations. The matter will return for decision at the next regular Council meeting on August 15.
Recess	Deputy Mayor Damota called a recess from 11:54 a.m. until 12:04 p.m.
Council Remuneration	Council discussed the estimated bump in Council and Mayor remuneration due to Federal Budget announcements made earlier this year; per diem amounts; travel costs; a proposed computer allowance and a proposed childcare allowance. Changes to the Mayor's remuneration and administrative support for the Mayor were also discussed. The matter will come back to Council at a future meeting.
Naming the Exchange Lands	Following Council's direction, a naming contest for the Exchange Lands was held in July 2017, through which approximately 25 individual submissions were received and presented to Council. Council gave direction to Administration to pick three names and bring them back to Council for decision at a future meeting.
In memory project ideas for Councillor Arsenault	Council discussed memorial project ideas to celebrate the life of Councillor Vonna Arsenault. The matter will come back for further discussion at the next committee of the whole meeting on August 22.
Corr.	Council received a letter from Tony Hall regarding the exclusion of Monika Schaefer from Habitat for the Arts' busking pilot project.
Other new bus.	Councillor Wacko inquired about the Caribou Creek Loan Guarantee Bylaw. Mr. Fercho replied that all obligations stated in the bylaw have been resolved.
Council Rep. on Boards, Meetings	Councillor Kelleher-Empy will attend a Trans-Canada Yellowhead Highway Association strategic priorities meeting on August 18 in Edmonton. Mayor Ireland will attend AUMA meetings on August 10 and 11 in Edmonton.
Events	Council received a list of upcoming events.

Nomination of next Chair Councillor Wacko was nominated as the chairperson for the next committee of the whole meeting.

Adjournment MOTION by Councillor Kelleher-Empey that, there being no further business, the meeting be adjourned at 1:28 p.m. CARRIED



REPORT FOR DECISION

Subject: Non-Standard Crosswalk Policy and Procedures
Prepared by: Mark Fercho, CAO
Date – Discussion: July 25, 2017, August 8, 2017, August 15, 2017, August 22, 2017
Date – Notice: August 1, 2017
Date – Decision: September 5, 2017

Recommendation:

1. That Council approve the attached Non-Standard Crosswalk Policy

Background:

Jasper is a welcoming and inclusive community, and has been a supporter of Pride.

Jasper is very supportive of Pride, including support for the annual Jasper Pride weekend, raising the rainbow flag, hanging pride banners all along our main street (Connaught) and supporting International Day Against Homophobia and Transphobia.

Discussion:

OUT Jasper raised money and requested Council approval to have a rainbow colored crosswalk installed in Jasper. Their fundraising has raised over \$5000 and is above the cost estimate for the crosswalk paint and labor costs, the crosswalk can be installed at no cost to the taxpayer. They also have funds for “maintenance” as the paint will require repair and refresh.

Council did not support the request, however, Council requested administration return for a policy discussion on this subject for guiding policy for relevant decisions on non-standard crosswalks in public spaces, which occurred on July 25, 2017. Council narrowed down a broad range of policy and procedure options at the August 1, August 8 and August 15, 2017 meetings.

The resulting proposed policy is attached to this report, should Council wish to consider non-standard crosswalks in Jasper. Also attached are the proposed procedures and application form, including the start of a possible checklist if required, which would be reflective of the policy direction and provide guidance to the process of applying, approving and installing Non Standard Crosswalks in Jasper.

Attachments:

- DRAFT: Non-Standard Crosswalk Policy
- DRAFT: Non-Standard Crosswalk Administrative Procedures
- DRAFT: Non-Standard Crosswalk Application Form
- DRAFT: Non-Standard Crosswalk Application Form Checksheet (example start)

Director _____

CAO _____

Agenda Item _____

Policy Title: NON-STANDARD CROSSWALKS

Policy # DRAFT

Effective Date:

Date adopted by Council:



POLICY

Council may authorize non-standard crosswalk applications.

PURPOSE

This policy is intended to guide Council and Administration in dealing with requests for non-standard crosswalks.

Non-standard crosswalks are intended:

1. for artwork to enhance Jasper's streetscape;
2. to promote social and cultural causes that support diversity and inclusivity in the community, and are in line with Council's strategic priorities and Council policies.

DRAFT

Policy Title: NON-STANDARD CROSSWALKS

Policy # DRAFT

ADMINISTRATIVE PROCEDURES

Effective Date:

Date approved by the CAO:



SCOPE

This procedure shall apply to all non-standard crosswalks installed on municipal lands within the Municipality of Jasper.

NON-STANDARD CROSSWALKS

1. Application Procedure

An annual application is required.

The application must be on the "non-standard crosswalk application form" available on the Municipal website or at the administration office, and be accompanied by the non-standard crosswalk design(s) provided either on paper or in electronic format.

All costs for the actual painting as well as for the temporary traffic control required, are the responsibility of the applicant. Operations will advise on the cost estimates.

2. Installation and Removal

Each non-standard crosswalk requires an annual application to Mayor and Council. Approval is for one year, and each non-standard crosswalk must be repainted each year. There is a two-year maximum time limit in any one location if there are other applicants.

The Municipality will offer the opportunity to have the non-standard crosswalk repainted by the approved applicant or the repair work funded by the applicant if required, or the Municipality will remove damaged or deteriorated non-standard crosswalks at the discretion of Mayor and Council.

Non-standard crosswalks will be installed and removed by municipal contractors and funded by the applicant, unless a proposed non-municipal installation satisfies the following conditions:

- Non-standard crosswalk design is approved;
- Paint is non-skid and approved paint for roadway;
- Workers and contractor have WCB coverage;
- Work occurs only between 7:30 am and 4:00 pm, Monday to Saturday;
- Contractor provides proper traffic control during non-standard crosswalk installation;
- Contractor has commercial general liability insurance of not less than two million dollars; and
- A commitment is in place to replace or remove the non-standard crosswalk.

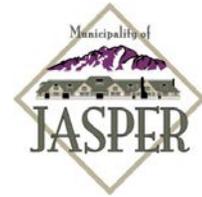
Policy Title: NON-STANDARD CROSSWALKS

Policy # DRAFT

ADMINISTRATIVE PROCEDURES

Effective Date:

Date approved by the CAO:



3. General Terms

1. All non-standard crosswalks must meet the Alberta Highway Pavement Markings Guide standards, and have unpainted areas that allow tires to be directly in contact with road when wet (motor cycles and bicycles), no completely solid crosswalk area painting.
2. Non-standard crosswalk applications will be considered as they are received. Applicants can apply for non-standard crosswalk spaces up to one year prior to the installation date.
3. The Municipality of Jasper reserves the ability to deny a non-standard crosswalk if it is determined that safety is negatively impacted.
4. The design must not promote children's activities in the non-standard crosswalk, i.e. a hopscotch or checker-board design.
5. Applications for non-standard crosswalks are recommended prior to the spring pavement marking program in Jasper each year.
6. Non-standard crosswalks may not be approved for operational reasons, or delayed until the next painting cycle (eg. for applications received in winter, road works planned, etc)
7. The Municipality of Jasper Mayor and Council reserves the right to remove the non-standard crosswalk at any time.

Policy #####

REQUEST FOR NON-STANDARD CROSSWALK(S)

Name of Group or Applicant: _____

If non-profit organization, provide Incorporation or Society number: _____

Mailing Address of Group or Applicant: _____ **Postal Code:** _____
(Correspondence will be mailed/emailed to the address shown)

Name of Contact Person: _____ Position/Title: _____

Phone No. _____ Fax No. _____ e-mail address _____

1. Provide a brief description of the benefit to the applicant for the non-standard crosswalk: (or attach on a separate sheet)

2. Provide a brief description of benefit to the community of the non-standard crosswalk: (or attach on a separate sheet)

3. Provide a list of preferred intersections for the non-standard crosswalk: (location to be determined by Municipality)

4. Please attach a proposed design for the non-standard crosswalk(s).

5. Please carefully review the attached (procedures or create a checklist from procedures?) to ensure the application is complete.

Signature of applicant or authorized officer of group

Date

**** Is your Application complete? Did you attach the required information? ****
****See attached check sheet/procedure.**

Forward completed application form to:

Mayor and Council, Municipality of Jasper, PO Box 530, Jasper, AB TOE 1E0.

This information is being collected by the Municipality of Jasper for requests for non-standard crosswalks. It is protected by the privacy provisions of the FOIP Act. If you have any questions about the collection of this information, contact the Director of Finance & Administration, e-mail: nmalenchak@town.jasper.ab.ca or telephone 780-852-6511.

APPROVED:

REVISED: August 16, 2017

Alberta Highway Pavement Markings Guide (2003) excerpt:

C3.3.2 Crosswalk Lines

Crosswalk lines shall be solid white lines, marking both edges of the crosswalk. They shall be 200 mm in width and should be spaced not less than 2.5 m apart. In urbanized areas, the width of a crosswalk should reflect the volume of pedestrians crossing at that location at one time. Crosswalk lines shall be placed as close as possible to right angles to the roadway being crossed. Crosswalk lines should be offset from the near edge of the travel lane by 1.2 m.

C3.3.3 Zebra Crosswalk Markings

For added visibility, the area of the crosswalk may be marked with white longitudinal lines at a 90 degree angle to the line of the crosswalk to provide a Zebra crosswalk. These lines should be approximately 600 mm wide and spaced 600 mm apart. When Zebra type lines are used to mark a crosswalk the transverse crosswalk parallel lines shall be omitted. Zebra crosswalk markings should be considered in the following situations:

- At all school crosswalks.
- At crossings involving children, the elderly or handicapped (e.g. near hospitals, senior citizen homes, etc.).
- At pedestrian crossings located within high speed traffic zones (in excess of 70 km/h).
- At all mid-block pedestrian crossings.
- At crosswalks that are hidden or with the reduced sight distances on the approaches where Zebra crosswalk markings could improve the visibility of a crossing.
- At raised traffic islands (free right turns).

Care should be taken to ensure that pedestrian crosswalks marked with zebra crossings do not weaken or detract from other crosswalks where special emphasis markings are not used.



REQUEST FOR DECISION

Subject: Naming of the Exchange Lands

Prepared by: Christine Nadon, Legislative Services Manager

Reviewed by: Mark Fercho, CAO
Yvonne McNabb, Director of Culture & Recreation

Date – CotW Discussion: February 14, August 8, and August 22, 2017

Date – Notice: August 15, 2017

Date – Decision: September 5, 2017

Recommendation

That Council select one of the names suggested below, or another name of their choice, as the new name for the green space currently known as the “Exchange Lands”.

Administration’s top three name suggestions, in no particular order, are Pyramid Park; Yellowhead Park; and Traders Park. Including the additional names suggested by Council at the August 15, 2017 regular meeting, the list now includes:

- Pyramid Park
- Yellowhead Park
- Traders Park
- Confluence Park
- Victoria Cross Park
- Graduation Park
- Cenotaph Park
- Fitzhugh Park
- Exchange Lands

The purpose of the discussion at the August 22 Committee of the Whole meeting is to narrow down this list to three names, which will be presented for decision at the September 5 meeting.

Background

After reviewing contest results, Council directed Administration to select their preferred names and submit them to Council for approval, while keeping options open to add names to the list. This process is designed to enable Council to put forward their own suggestions, and to consider any additional suggestions from the public following recent media coverage.

The proposed names are the result of an administrative brainstorming session, in an attempt to find names that present a stronger connection to cultural, historical, and geographic features of the Jasper area. Other considerations included the designation of the space as a “park” or “field”

to clearly identify the space for facility rental purposes, and how the name sounds, i.e. is there a good ring to it, and will residents and visitors actually use the name.

- Pyramid Park
 - o Logical name choice based on the park location on Pyramid Lake Road, and ties into the Pyramid Mountain vistas from the park.
- Yellowhead Park
 - o Presents a reference to Yellowhead Pass and its historical and cultural significance to Jasper, to highway 16, and to Grande Yellowhead Public School Division and the land swap through which the MoJ acquired the land.
- Traders Park
 - o Presents a reference to fur trading and the first “exchange” with indigenous peoples of the area; presents a reference to the land swap with GYPSD; and presents a symbol for sharing, friendship and community.

Naming Contest Results

Following Council's direction, a naming contest was held in July of 2017, through which approximately 25 individual submissions were received. There were no restrictions or criteria for submission. Below is a list of all the names submitted:

- Pyramid Park (x5)
- Bob Dowling Park (x2)
- Couture Park or Joe Couture Memorial Park
- Richard Ireland Park
- Shirley's Park
- P.A.P. – Pyramid Avenue Park
- New Leaf Park
- Canada 150 Park
- Graduation Park
- Jasper Friendship Park
- Tockliti
- Elizabeth
- Steeple View Park
- Wildflower Park
- Wildflower Space
- Veteran's Park
- Greeny McGreenSpace Park
- Grassy McGrassy Place
- Metawe (means 'play' in plains Cree)
- Pemetawe (means 'come and play' in plains Cree)
- Three Valley Confluence Recreational Reserve
- Wasted Opportunity Park
- Jackson Field
- Scott Field
- Exchange Lands
- Fiddler's Green
- Festival Park
- Municipal Park
- Festival Field
- Central Park
- Jasper Central Park
- Community Park
- Trade Park
- Interchange park
- Friendship Field
- Friendship Park
- Fellowship Park
- Companionship Park

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

The purpose of this policy is 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.
- Ensure projects are conducted in a disciplined, well-managed and consistent manner.
- Identify and gather required knowledge to properly plan and implement municipal projects.
- To 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."

**MUNICIPALITY OF JASPER
COMMITTEE STRUCTURE
2016-2017**

		Appointments to Boards - Committees							
		WALL	WACKO	NESBITT	KELLEHER EMPEY	IRELAND	DAMOTA	ARSENAULT	Committees
		X	A						* Evergreens Foundation
		X	A		X				* West Y/Head Cmty Futures & Investment Review Board
		X			X		A		* TransCanada Y/head Hwy. Assocr
					X			X	* West Y/head Waste Mgmt Auth.
									* Y/head Reg. Lib Bd & Jasper Lib Bd.
			X						Culture & Recreation
			X						Comm. & Family Services Board
				X					Greenspace Advisory Cmtee
							X		Communities in Bloom
				X					Jasper Y/Head Museum & Archives
			A	X					Jasper Community Team
						A	X	X	Jasper Housing corporation
				X					Env. Stewardship Adv. Committee
					X				Hospitality
						X		X	Twinned Communities Committee
			A			X			Jasper Partnerships
							X	X	Traffic Advisory
		X	X						Human Resources Committee
		4	3 + A A A A A	4	4	3	4	3	Total Committees

Note: Committee-of-the-Whole)
 Policy Committee)
 Finance Committee)
 Communications Committee (incl. Social Media))
)..... All councillors