

Municipality of Jasper
Committee of the Whole Meeting Minutes
Tuesday, November 27, 2018 | 9:30 a.m.
Council Chambers, Jasper Library & Cultural Centre

Present	Mayor Richard Ireland, Deputy Mayor Paul Butler, Councillors Helen Kelleher-Empey, 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 Natasha Malenchak, Director of Finance & Administration Marianne Garrah, Habitat for the Arts Dave Baker, Habitat for the Arts Angie Thom, Director of Library Services Dale Karpluk, Jasper Municipal Library Board Sandy Cox, Jasper Municipal Library Board Herb Robinson, Treasurer of the Jasper Yellowhead Museum & Archives Board Six representatives from the Jasper Yellowhead Museum & Archives Board Paul Schmidt, Jasper Victim Services Coordinator Craig Gilbert, the Fitzhugh
Call to order	Deputy Mayor Butler called the meeting to order at 9:30 am.
Approval of agenda	MOTION by Councillor Kelleher-Empey to approve the agenda for November 27, 2018 as presented. <p style="text-align: right;">CARRIED</p>
Approval of minutes	MOTION by Councillor Journault to approve the minutes of the November 13, 2018 meeting as presented. <p style="text-align: right;">CARRIED</p>
Presentations: Jasper Yellowhead Museum & Archives	Council received a presentation from the Museum Board Treasurer, which highlighted the museum's recent successes and challenges. The museum is requesting a municipal grant of \$99,000, an increase of \$50,000 from last year's request. According to Mr. Robinson the additional funding will be used to aid with cataloguing and sponsorship opportunities. It was also noted grant opportunities for museums have decreased. Council inquired if the additional \$50,000 will be a reoccurring ask. The board hopes that this is a one-time ask.
Recess	Deputy Mayor Butler called a recess from 10:15 am to 10:17 am.
Jasper Victim Services	Council received a presentation from the Jasper Victim Services Coordinator, which highlighted the history and services of Jasper Victim Services. The organization is requesting a municipal grant of \$11,838. Mr. Schmidt noted he has met with Parks Canada again this year in attempts to secure funding from the Agency. It was also noted that about 60 per cent of Jasper Victim Services' clients are Jasper residents.
Recess	Deputy Mayor Butler called a recess from 11:07 am to 11:12 am.

Jasper Municipal Library Board	Council received a presentation from Director of Library Services Angie Thom and board members Dale Karpluk and Sandy Cox. The presentation highlighted projects, usage, partnerships, challenges in 2018, and plans for 2019. The library is requesting a municipal grant of \$206,000 – a \$16,000 increase from last year’s request. It was noted the increase is due to salary increases and a summer student position. In its revenue forecast the library expects its annual ask of the municipality will continue to increase.
Recess	Deputy Mayor Butler called a recess from 11:44 am to 11:46 am.
Habitat for the Arts	Marianne Garrah and Dave Baker of Habitat for the Arts reiterated their grant request of \$35,000 a year and rent forgiveness for its space in the Jasper Municipal Library and Cultural Centre. Council requested Habitat’s budget projections for 2019.
Council representation	Councillor Journault will participate in the Trans-Canada Yellowhead Highway Association’s quarterly meeting. Councillors Wilson and Kelleher-Empey will attend the Community Futures Christmas party and the board’s strategic planning session.
In Camera	MOTION by Mayor Ireland that council move in camera at 10:52 am to discuss agenda item 12.1 – Personnel Matter. CARRIED
Revert to Open Meeting	MOTION by Councillor Journault to revert to open meeting at 1:46 pm. CARRIED
Recess	Mayor Ireland called a recess at 1:48 pm.
Budget presentations	Mayor Ireland called the meeting back to order at 6 pm for the scheduled budget presentations.
Present	Mayor Richard Ireland, Deputy Mayor Paul Butler, Councillors Helen Kelleher-Empey, Scott Wilson, Rico Damota and Bert Journault
Absent	Councillor Jenna McGrath
Also present	Mark Fercho, Chief Administrative Officer Christine Nadon, Legislative Services Manager Kayla Byrne, Legislative Services Coordinator Natasha Malenchak, Director of Finance & Administration Kathleen Waxer, Director of Community and Family Services Greg Van Tighem, Director of Protective Services Lisa Daniel, Childcare Services Manager Martha Fleming, Human Resources Manager Michelle Deschene, Administrative Assistant Joe Campbell, IT Coordinator Neil Jones, Licensing and Enforcement Manager Fuchsia Dragon, the Fitzhugh Three observers

Other new business MOTION by Deputy Mayor Butler to add the following items as other new business:
5.5 Budget presentation by Natasha Malenchak, Director of Finance and Administration and Mark Fercho, Chief Administrative Officer
5.6 Budget presentation by Kathleen Waxer, Director Community and Family Services
5.7 Budget presentation by Greg Van Tighem, Director of Protective Services
5.8 Budget introductions by Natasha Malenchak, Director of Finance and Administration and Mark Fercho, Chief Administrative Officer
5.9 Budget presentation by Janet Cooper, Environmental Stewardship Coordinator
5.10 Budget presentation by Gord Hutton, Acting Director of Operations
5.11 Budget presentation by Yvonne McNabb, Director of Culture and Recreation

CARRIED

Finance and Administration The Director of Finance and Administration began the 2019 budget discussions by presenting municipal challenges (which includes the 2.5 million visitors Jasper hosts each year), the importance of asset management, and budget highlights – including proposed budget increases for each department.

Following opening remarks, Mrs. Malenchak presented the Department of Finance and Administration’s highlights for 2018 and a forecast for 2019, which includes a proposed budget increase of \$91,780. This proposed increase would go towards an increased transfer to restricted reserves, a request to move part-time hours into a full-time position, and an increase in salaries and benefits as per the workers’ compensation board fee increase, CUPE contract, wage grid movement and non-union staff remuneration policy.

Capital requests include new management software, a jointly-funded sustainability plan update with Parks Canada, and an upgrade to Windows 10.

Community and Family Services The Director of Community and Family Services presented highlights of 2018 and a forecast of 2019, which includes a proposed budget increase of \$45,756. The proposed increase will go towards staffing and salary and benefit increases.

Protective Services The Director of Protective Services presented highlights of 2018 and a forecast of 2019, which includes a proposed budget increase of \$53,117. The proposed increase will go towards vehicle repairs and maintenance, salary and benefit increases, and to aid with highway responses.

Capital requests include turnout gear, training props and hydraulic tools.

Questions Ms. Fleming explained that the Municipality is subject to an increase in WCB contributions due to an increase in time-lost claims over the past three years. The Municipality is actively trying to mitigate workplace injuries, with the purchase of two new garbage trucks that will help reduce slips and strains, for example.

Mayor Ireland inquired if the current business licence fee reflects the administrative time associated with the licences. Mrs. Malenchak will have this information at a future meeting.

Resident Charlie Finley inquired about the possibility of curbside waste pick-up or a way to monitor and charge for waste by weight (the more waste you have the more you pay). Mayor Ireland noted he has had discussions with other government representatives regarding an environmental levy.

Mr. Finley also noted the benefits of applying calcium to reduce dust in the alleys; and inquired about the Evergreens Foundation requisition. Deputy Mayor Butler explained that municipal requisitions by Foundation are split between participating communities, and based on assessed property values. While capital projects are funded through those requisitions, the Government of Alberta also contributes directly to the management and operation of other related facilities like the Pine Grove Seniors Manor.

- Recess MOTION by Councillor Journault to recess at 8:50 pm until 6 pm on Wednesday, November 28. CARRIED
- Call back to order Mayor Ireland called the meeting back to order at 6:01 pm on Wednesday, November 28.
- Present Mayor Richard Ireland, Deputy Mayor Paul Butler, Councillors Helen Kelleher-Empey, Scott Wilson, Rico Damota, Bert Journault and Jenna McGrath
- Also present Mark Fercho, Chief Administrative Officer
Christine Nadon, Legislative Services Manager
Natasha Malenchak, Director of Finance & Administration
Michelle Deschene, Administrative Assistant
Janet Cooper, Environmental Stewardship Coordinator
Gord Hutton, Acting Director of Operations
Yvonne McNabb, Director of Culture and Recreation
Fuchsia Dragon, the Fitzhugh
Two observers
- Opening remarks Mayor Ireland, Mrs. Malenchak and Mr. Fercho presented opening remarks.
- Environmental
Stewardship The Environmental Stewardship Coordinator presented highlights of 2018 and a forecast of 2019, which includes increasing the current ½ full-time equivalency (FTE) Environmental Stewardship Coordinator position to a full-time position. External funding from Parks Canada for the position will end on December 31, 2018.
- Operations The Acting Director of Operations presented highlights of 2018 and a forecast of 2019, which includes a proposed budget increase of \$240,105 and an increase of \$502,253 in utility fees. The proposed budget increase will go towards salaries and benefits, grounds, property, the cemetery, maintenance, roads and public works.
- Capital requests include fleet replacement, S-Block parking, signage, and garbage bin replacement.
- Recess Mayor Ireland called a recess from 7:20 pm to 7:30 pm.

Culture and
Recreation

The Director Culture and Recreation presented highlights of 2018 and a forecast of 2019, which includes a proposed budget increase of \$155,130. The proposed increase will go towards salaries and benefits, an increase in expenses due to the debenture proposed to be taken over two budget years and other decreases in expenses.

Capital requests include renovations and upgrades to the Activity Centre, Aquatic Centre and Arena.

Questions

With regards to the Environmental Stewardship Coordinator position, Mayor Ireland noted the continuous increase in funding for waste management service provision and communications related to waste diversion, with no decrease in expenses reported to date. Mayor Ireland requested a more defined proposal on the proposed full time staff position description in January.

Deputy Mayor Butler inquired, philosophically, about what the total repayment of a \$13 million dollar debenture would look like when amortized over 25 years. Mrs. Malenchak can provide that figure at a future meeting.

Councillor Journault inquired about the large increase in expenses in the Culture and Recreation department operating budget over the next five years, in relation to the small increase in revenue for the same period. Mr. Fercho explained that the debentures proposed for 2019 and 2020 account for the increase in expenses, while facility closures during the renovations will have a direct impact on revenues for the same period. The proposed upgrades would refurbish existing facilities as opposed to creating new ones, which means no new revenue sources will be created.

In response to an inquiry from Councillor Damota, Mrs. McNabb indicated that the curling rink operating budget is not separated from the arena budget, which makes it difficult to quantify the cost of operating the curling facility. Utilities are calculated separately, however. Mrs. McNabb will provide details on whether the \$83,000 for a dehumidifier in the curling rink includes installation costs or not.

Council requested a prioritized list of capital requests, ranking the most critical requests at the top of the list.

Council asked Administration to better define the term "reallocation" and provide clearer linkages between what wages are reallocated where, in reference to the reallocation of maintenance wages for each department.

Mayor Ireland inquired if there is any way to track efficiencies to help offset operational expenses.

Adjournment

MOTION by Councillor Damota that the meeting be adjourned at 9:26 pm.