

Municipality of Jasper
Committee of the Whole Meeting Agenda
October 25, 2022 | 9:30 am
Jasper Library & Cultural Centre – Quorum Room

Notice: Council members and a limited number of staff are in Council chambers for meetings. Members of the public can attend meetings in person; view meetings through the Zoom livestream; or view archived Council meetings on YouTube at any time. To live-stream this meeting starting at 9:30 am, use the following Zoom link: <https://us02web.zoom.us/j/87657457538>

1. Call to order Deputy Mayor Damota to chair meeting

2. Additions to agenda

3. Approval of agenda

3.1 October 25, 2022 Committee of the Whole agenda attachment

4. October 11, 2022 Committee of the Whole minutes attachment

4.1 Business arising from minutes

5. Delegations

5.1 Food Security Working Group attachment

5.2 Outdoor Ice Rink Proposal – Rob Olson attachment

6. Correspondence

7. New business

7.1 Food Security Working Group Recommendations attachment

7.2 Parcel CH (Future RCMP Site) Housing Opportunity attachment

7.3 Housing Strategy Resources attachment

7.4 Environmental Responsibility Resources attachment

7.5 Community and Economic Development Fund attachment

7.6 Continuation of Municipal Services attachment

7.7 WYRWMA Inclusion of MD of Greenview attachment

7.8 Clean Energy Improvement Program – Councillor Wilson verbal

8. Motion Action List attachment

9. Councillor upcoming meetings

[9.1 Council appointments to boards and committees](#)

10. Upcoming events

Intergovernmental meeting – October 27, 2pm

Alberta Recreation & Parks Association Conference – October 27-29, Fairmont Jasper Park Lodge

Ambassador & Business Awards Gala – November 4, Forest Park Hotel, 6pm

No Stone Left Alone – November 7, Jasper Cemetery, time TBD

Municipality of Jasper
Committee of the Whole Meeting Agenda
October 25, 2022 | 9:30 am
Jasper Library & Cultural Centre – Quorum Room

Remembrance Day – November 11

3rd Annual Jasper Legion Mess Gala Dinner – November 12, 5pm, Jasper Royal Canadian Legion

Budget Presentations – November 15 & 16, Jasper Library & Cultural Centre, 9:30am

Jasper Park Chamber of Commerce General Meeting – November 16, Pyramid Lake Resort, 7:30am

NETMA – November 23, Marmot Basin

11. In camera

11.1 Personnel matter: CAO performance feedback – FOIP, S. 17(4)(f)

12. Adjournment

Municipality of Jasper
Committee of the Whole Meeting Minutes
Tuesday, October 11, 2022 | 9:30am
Jasper Library and Cultural Centre, Quorum Room

Virtual viewing and participation	Council attendance is in Council chambers at the Jasper Library and Cultural Centre. This meeting was also conducted virtually and available for public livestreaming through Zoom. Public viewing and participation during Council meetings is through Zoom livestreaming and in person attendance.		
Present	Mayor Richard Ireland, Deputy Mayor Rico Damota, Councillors Wendy Hall, Ralph Melnyk, and Kathleen Waxer		
Absent	Councillors Scott Wilson and Helen Kelleher-Empey		
Also present	Christine Nadon, Director of Protective & Legislative Services Christopher Read, Director of Community Development Natasha Malenchak, Director of Finance & Administration Amanda Stevens, Communications Manager Emma Acorn, Legislative Services Coordinator Bob Covey, The Jasper Local Peter Shokeir, The Fitzhugh 3 observers		
Call to Order	Deputy Mayor Damota called the October 11, 2022 Committee of the Whole meeting to order at 9:30am and began with a Traditional Land Acknowledgement .		
Additions to the agenda	Mayor Ireland requested an addition be made to the agenda: <ul style="list-style-type: none">6.1 Correspondence		
Approval of agenda #429/22	MOTION by Councillor Hall to approve the agenda for the October 11, 2022 Committee of the Whole meeting with the following addition: <ul style="list-style-type: none">6.1 Correspondence		
	FOR 5 Councillors	AGAINST 0 Councillor	CARRIED
Business arising from minutes of Sept. 27 meeting	Mayor Ireland noted that Motion #404/22 could have read "Committee recommend Council" as opposed to "Committee direct Council" to follow proper procedure.		
Delegations – Community Futures West Yellowhead	Council received a presentation from Nancy Robbins of Community Futures West Yellowhead (CFWY). Ms. Robbins began by thanking Councillor Kelleher-Empey for her nine years of service on the CFWY board and her mentorship through the pandemic. The presentation highlighted the work done to help businesses in the West Yellowhead region through the pandemic and the 2020-2023 pandemic recovery initiatives.		
Correspondence	Mayor Ireland received a phone call on Friday from a resident with a number of questions about property assessments, specifically the Request for Information mailed to some property owners. Director of Finance & Administration, Natasha Malenchak, provided		

information on the legislative framework and assured Council the information requested was in line with provincial assessment legislation. Mayor Ireland noted that the residents may be better served by contacting their MLA regarding this matter.

S-Block Parking	Council received recommendations and alternatives on S-Block parking from the Director of Protective & Legislative Services, Christine Nadon.		
#430/22	MOTION by Councillor Melnyk that Committee direct Administration to develop a revised parking program for stalls in the S-Block parking lot, and report back at an upcoming Committee of the Whole meeting; and That Committee direct Administration to propose a fee increase to the Storage Lots Bylaw (#208), and report back at an upcoming Committee of the Whole meeting.		
	FOR 5 Councillors	AGAINST 0 Councillor	CARRIED
#431/22	MOTION by Mayor Ireland that Committee recommend that Council add the topic of the 'Commercial Cap' to the next Intergovernmental meeting.		
	FOR 5 Councillors	AGAINST 0 Councillor	CARRIED
Recess	Deputy Mayor Damota called a recess from 10:51 – 11:00am.		
Outdoor Recreation Facilities Policy #432/22	Director of Community Development, Christopher Read, presented recommendations and alternatives to Council with respect to a draft Outdoor Recreation Facilities Policy. MOTION by Mayor Ireland that Committee recommend Council rescind Policy D-014: Municipal Field Use Policy and Policy D-015: Outdoor Skating Surface Policy, and adopt the draft Outdoor Recreation Facilities Policy with amendments as discussed at the October 11, 2022 Committee of the Whole meeting.		
	FOR 5 Councillors	AGAINST 0 Councillor	CARRIED
Utility Rate Model Outcomes Review #433/22	Council received a report from Director of Finance & Administration, Natasha Malenchak, detailing information collected following four billing cycles under the new utility rate model. MOTION by Mayor Ireland that Committee receive the report for information; and That Committee direct Administration to organize and prepare for a workshop for Council and key staff to have further discussion of the Utility Rate Bylaw.		
	FOR 5 Councillors	AGAINST 0 Councillor	CARRIED

Recess	Deputy Mayor Damota called a recess from 12:00 – 12:09pm.								
Reserve Policy #434/22	<p>Council received a draft Reserve Policy (B-112) from Administration. The policy would only be forwarded to Council for final approval once Committee is satisfied that both the policy and the reserve descriptions are appropriate. Discussion of debt limits, as contained in the existing policy B-012, would be addressed through a separate policy to be developed in 2023.</p> <p>MOTION by Councillor Hall that Committee receive the draft Reserve Policy (B-112) as amended as discussed at the October 11, 2022 Committee of the Whole meeting; and</p> <p>That Committee direct Administration to return to a future committee of the whole with Schedule A: Reserve Descriptions.</p> <table><tr><td>FOR</td><td>AGAINST</td><td></td></tr><tr><td>5 Councillors</td><td>0 Councillors</td><td>CARRIED</td></tr></table>			FOR	AGAINST		5 Councillors	0 Councillors	CARRIED
FOR	AGAINST								
5 Councillors	0 Councillors	CARRIED							
Clean Energy Improvement Program	<p>Councillor Wilson had requested this item be added to the agenda. Committee agreed to refer this item to the October 25, 2022 Committee of the Whole meeting as Councillor Wilson was unable to attend today’s meeting.</p>								
Motion Action List #435/22	<p>Administration reviewed the Motion Action List.</p> <p>MOTION by Councillor Waxer that Committee approve the Motion Action List with the removal of the items addressed today including:</p> <ul style="list-style-type: none">• S-Block Parking• Recreational Use of Municipal Outdoor Facilities Policy• Utility Model Review Outcomes <table><tr><td>FOR</td><td>AGAINST</td><td></td></tr><tr><td>5 Councillors</td><td>0 Councillors</td><td>CARRIED</td></tr></table>			FOR	AGAINST		5 Councillors	0 Councillors	CARRIED
FOR	AGAINST								
5 Councillors	0 Councillors	CARRIED							
Councillor reports	<p>Mayor Ireland advised Committee there is a meeting of the West Yellowhead Waste Management Authority this Thursday that he will be unable to attend.</p> <p>The Organizational meeting is scheduled for October 25, 2022. Mayor Ireland requested all Councillors consider assignments and prepare motions for any changes to boards, committees, schedules, or structure changes.</p> <p>Councillor Damota will be acting as an alternate and attending the Early Childhood Community Conversation tomorrow.</p> <p>Councillor Melnyk attended the Seniors Community Conversation last week as an alternate for Councillor Waxer.</p> <p>Councillor Hall attended the Adult Community Conversation last Wednesday.</p> <p>Last Friday Councillor Waxer attended a meeting of the Food Security Working Group.</p>								

Upcoming Events Council reviewed a list of upcoming events.

Adjournment MOTION by Councillor Waxer, there being no further business, the Committee of the
#436/22 Whole meeting of October 11, 2022 be adjourned at 12:47pm.

FOR

5 Councillors

AGAINST

0 Councillors

CARRIED

Food Security Working Group

RECOMMENDATIONS TO MUNICIPAL COUNCIL

Membership & Process

Members consisted of one representative each from

- Jasper Food Bank – Monica Rodriguez
- Jasper Food Recovery Program – Stephanie Lettner
- Jasper Local Food Society – ryAn, Sasha
- Municipal Council – Councillor Waxer

Process: The Food Security Working Group met 3 times

Meeting 1 – Definition of food security in Jasper context. Vision for food security in Jasper within 1 and 4 years (this Council's term)

Meeting 2 – Determining the actions we need to take to get there, refining and grouping actions.

Meeting 3 – Refining recommendations to Council with subject matter expertise considered

Food Security Definition

Food Security means that all people at all times have physical & economic access to adequate amounts of nutritious, safe, and culturally appropriate foods, which are produced in an environmentally sustainable and socially just manner, and that people are able to make informed decisions about their food choices.

- Food Security also means that the people who produce our food are able to earn a decent, living wage growing, catching, producing, processing, transporting, retailing, and serving food.
- At the core of food security is access to healthy food and optimal nutrition for all. Food access is closely linked to food supply, so food security is dependent on a healthy and sustainable food system.
- The food system includes the production, processing, distribution, marketing, acquisition, and consumption of food.

Source: <https://www.resilience.org/stories/2015-01-09/what-is-food-security/>

Recommendations

Recommendations from the Food Security Working Group were divided into 4 broad categories:

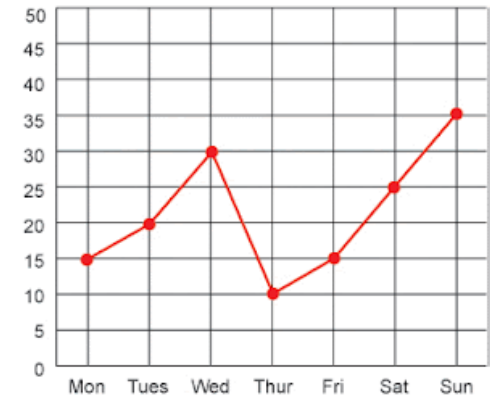
- **Background Planning/Research**
- **Administration/Coordination**
- **Facilities/Assets**
- **Education/Capacity Building**



1). Background Planning and Coordination

- local data and a scan of what other small, rural remote communities are doing to tackle food insecurity would provide a strong foundation for further work in this area.
- From there a Food Charter could be developed that outlines the mission, values and goals of a cross-sector group of food security focused agencies, organizations and individuals – a sort of Food Hub or Food Alliance.

The Food Security Working Group recommends that Council consider funding the development of a Food Security Strategy for Jasper so that future planning can be grounded in local realities and research done within Jasper for the community of Jasper specifically.



2). Administration and Coordination

- Paid administrative/coordinator support for food-focused organizations in the community could go a long way to enhance collaboration and seize opportunities for grant funding to enhance services and programs available to residents.

The Food Security Working Group recommends that Council consider funding a position to support food-focused non-profit groups in town.



3). Facilities/Assets



- What are the spaces we have in town and what spaces could we use for food production, preservation, storage and dissemination?
- What expertise do we have in Jasper around advancing the use of said facilities for food security purposes (for example permaculture experts, builders, gardeners etc.)

The Food Security Working Group recommends that Council direct Administration to map out and catalog the resources and assets in Jasper related to food security (places, spaces, expertise, etc) as part of the development of the Food Security Strategy.

4). Education/Capacity Building

- Peoples' understanding of where their food comes from is lacking. How can we improve that so that Jasperites are active participants in advancing food security within their own homes, neighbourhoods and together within the community?

The Food Security Working Group recommends that Council direct Administration to explore education/capacity building opportunities that arise within the Food Security Strategy for Jasper and take action to support their development and delivery in the community.



CUSTOM ICE INC.

Rink Design Build

Rob Olson
Ice Rink Proposal



3375 North Service Road Unit C2
Burlington, Ontario, Canada L7N 3G2
P: (905) 632-8840 F: (905) 632-6723
www.customicerinks.com

BUDGET PROPOSAL

September 12, 2022

5 Pages

Rob Olson
Jasper, AB
T0E 1E0
1-780-931-6152

Email: rolson@earls.ca

RE: Custom Ice Rink and Sports Pad

Custom Ice is pleased to offer the following budget proposal for a 50' wide x 110' long refrigerated permanent concrete sports pad suitable for winter ice skating and summer sports activities or events for your community in Jasper, AB.

Custom Ice proposes to provide a fully operational refrigerated ice rink floor and refrigeration system to create a 50' x 110' permanent outdoor ice skating rink in a 52' x 114' concrete pad suitable for up to 4-5 months of outdoor ice under typical weather conditions of 8-10°C (45-50°F) or less. The rink configuration includes a new prefabricated ice rink floor piping system embedded in a permanent concrete slab and four (4) new RinkMate™ 10-ton, air cooled packaged refrigeration units and external pump skid.

Other optional accessories have also been included at the end of the budget proposal.

Our budget proposal includes the following Main Components:

1. Main Components:

A. Ice Rink Floor and Sports Pad: Custom Ice will supply and install:

- 12.5 prefabricated piping rolls each 4' wide x 110' long and consisting of 5/8" tubes spaced at 2.0" c/c.
- 4" supply and return polyethylene header pipes welded and encased in concrete.
- 2 layers of 1" rigid floor insulation with taped seams.
- One (1) 6 mil poly liner slip sheet.
- 2" high steel chairs spaced at 24" c/c to elevate the components in the floor.
- 2 layers of reinforcing steel, tied with 24" overlapped seams.
- **BY OTHERS** - Supply all concrete for rink floor including 5000 psi concrete, superplasticizer, air entrainment and premium aggregate.
- **BY OTHERS** - Form, place and finish concrete for rink floor including all labor, concrete pump and all required equipment.
- **BY OTHERS** - Provide minimum 28 day wet felt curing of concrete.

Custom Ice will supply all materials and labor for installation of components above. Custom Ice will also level the stone screenings noted below.

****Customer (or his landscaper) shall be responsible for site excavation and compacting, if required, supply and placement of 4"-6" @ 3/4 stone and 3"-4" of stone screenings. Site and**

preparation details will be provided by Custom Ice Inc. upon receipt of signed contract and deposit.

****Custom Ice will level the screenings to +/- 1/4" prior to installing components above.**

****Any landscaping, retaining wall, site access provision, trenching (for pipe, water and electrical) are by others.**

B. Ice Rink Refrigeration System: Custom Ice will supply and install:

- Four (4) new RinkMate™ refrigeration chiller units capable of approximately 40 tons of refrigeration using R404a at design conditions.
- This refrigeration capacity is suitable for up to 4-5 months of outdoor ice operation in typical weather conditions of up to 8-10°C (45-50° F).
- Refrigeration units will be controlled by an automatic ice temperature control system which will start and stop the chillers to maintain the desired ice temperature (ex. 23° F).
- Units shall be connected to ice rink piping using 4" PVC pipe to underground mains.
- Refrigeration units will be placed on a 15' x 28' (minimum), 4" concrete pad (By others).
- Units require 3' of clearance on all sides for service access and air flow.
- Refrigeration system includes one (2) glycol circulation pumps mounted to a steel frame, a glycol expansion tank, electrical control panel and all required valves, fittings, gauges and PVC connections with a complete charge of ethylene glycol.
- Refrigeration system requires four (4) 100 amp breakers for the chillers and two (2) 50 amp breaker for the pump, 230 vac, 1 ph, 60 hz.
- 3 phase power option available

Please Note: Electrical service and connections to refrigeration unit are by others.

C. Main Piping: Custom Ice will supply and install:

- 4" HDPE DR11 main piping from the refrigeration unit to the ice rink floor.
- Refrigeration unit can be located up to 20' away with standard rink design.
- Piping will be insulated and buried underground.

Please Note: Trenching, excavation and backfilling are by others. Backfilling will require min 8" deep 3/4" stone to cover pipes over their entire length.

D. Ice Making and Maintenance: Custom Ice will supply only:

- Complete Operations and Maintenance Manual
- Training for seasonal set up, chiller operation, rink maintenance and ice making (**full ice making is by others**).
- One (1) manual ice resurfacer 4' wide complete with flow control valve, towel bar and towel
- This resurfacer connects to any common garden hose and can easily be passed around the ice to maintain a high quality ice surface.

BUDGET Supply and Install Price.....\$ 293,000.00
(CDN Funds, Freight is included, Applicable taxes are extra)

OPTIONAL PORTABLE SYSTEM BUDGET Supply and Install Price.....\$ 226,000.00 (CDN Funds, Freight is included, Applicable taxes are extra)
--

****Pricing is subject to change upon completion of a site review by Custom Ice engineering staff****

Please feel free to contact us if you have any questions at (905) 632-8840.

Sincerely,

Glenn Winder
Custom Ice Inc.

OPTIONS: (CDN Funds, Freight is included, Applicable taxes are extra)

- 1. Custom Ice Rink Hockey Boards:** Custom Ice Inc. will supply and install a complete portable Custom Ice dasher board system to create a 50' X 110' X 12' radii ice hockey rink.
 - Boards will be composed of :
 - 3" thick X 42" high aluminum frame.
 - 0.5" white rink board facing.
 - 0.5" colored cap rail.
 - 0.5" colored kick strip.
 - The boards will be fastened together and securely anchored to the concrete pad.
 - Includes 2 @ 36" access gates.
 - Includes 1 @ 8' machine gate.
 - Boards are suitable for seasonal takedown and storage or relocation.

Supply and Install Price.....\$ 73,803.00
- 2. Rink Lighting** - Custom Ice will supply and install 400 W equivalent LED rink/court flood lights. Each light includes an 18' high black light post, anchoring base assembly installed in a concrete sonotube.
****All electrical connections are by others.****
Installed Price per light.....\$ 5,295.00/ea
- 3. Protective Netting** - Custom Ice will supply and install black nylon netting extending 7' high from the top of the boards to protect errant pucks from exiting the playing surface. Netting will be supported with 1" steel posts attached to the boards/brackets with a tight cable edge finish to the netting.
Supply and Install Price.....\$ 40.00/lnft
- 4. Custom Ice White Roll Court Coloring** – 5' wide, reusable perforated white vinyl material to keep ice looking white all season and blocks up to 75% of solar heat, extending your ice season. Installation is not included but training will be provided.
Price per square foot.....\$ 0.75/sqft
- 5. ProSlam System Basketball Net** – Custom Ice will supply and install one (1) professional style basketball net in concrete footings. Net comes complete with 6" black powder coated main post and padded glass backboard, hoop and mesh net adjustable from 7' to 10' in height. Back board can be removed or adjusted out of the way for winter use of the rink.
****Augured holes for sonotubes by site preparation contractor****
Supply and Install Price Per Net.....\$ 5,625.00
- 6. Multi-Sport Tennis Net System:** Custom Ice will supply and install two (2) black steel net posts, complete with:
 - Sonotubes & required rebar to support / frame them in the concrete
 - Steel sleeves to be installed into the concrete for removal during the ice season
 - Nets, connection hardware and covers for the off season
 - ****Augured holes for sonotubes by site preparation contractor****

Supply and Install Price.....\$ 3,995.00
- 7. Ice Scraper** - Heavy weight steel scraper with comfort handle and with 12" blade for quick and easy scraping of imperfections on your ice surface.
12" Blade Price.....\$ 375.00

8. **NHL Style Hockey Goal Frames** – Welded NHL style goal frame 40” deep with rounded back and constructed of 2” steel pipe, red color and complete with pre-strung NHL style heavy white knotless netting and NHL padding and stainless steel breakaway posts.
Price Per Each Net\$ 1,249.00
9. **Practice Hockey Goal Frames** – Practice goal frame 28” deep with squared back and constructed of 2” steel pipe, red color and complete with pre-strung heavy duty white knotless netting and stainless steel breakaway posts.
Price Per Each Net.....\$ 999.00
10. **Pond Hockey Goal Frames** – Pond goal frame 12” tall and 72” wide constructed with steel pipe, red in color and comes complete with pre-strung white netting.
Price Per Each Net.....\$ 490.00
11. **EnerShield Outdoor Ice Cover** - Reflective and insulating ice cover in 4' wide sections to lengthen ice season and save in refrigeration energy costs.
Price per square foot.....\$ 0.85/sqft
12. **Rubber Flooring** – Black rubber flooring to protect skate blades. Flooring can be cut to size on site for custom fit if necessary. Each mat is 4' x 6' x 1/2” thick.
Price per sheet.....\$ 95.00
13. **Vinyl Line Kit** – Reusable vinyl mesh hockey line kit available in custom sizes for natural or refrigerated rinks. Installation is not included but training will be provided. Standard kit includes:
 - 1 x 12” wide Red Center Line
 - 2 x 2” wide Red Goal Lines
 - 1 x 12” Blue Face Off Circles**Price per kit.....\$ 295.00**
14. **Vinyl Goal Crease** – Reusable NHL regulation style blue vinyl mesh goal crease. Installation is not included but training will be provided.
Price per pair.....\$ 410.00

Exclusions (Items which may be required but not supplied by Custom Ice Inc.)

1. Building permit, electrical permit, any required licenses or fees
2. Any traffic control, flagmen or permits for unloading trucks if required
3. Electrical service and all wiring and connections to refrigeration unit and lights
4. Trenching and backfilling for power and pipe lines
5. Excavation, supply of stone and leveling of rink sub base to Custom Ice specifications
6. Fencing or walls to secure refrigeration equipment if required
7. Water supply and hot water heating for ice making and resurfacing
8. Any retaining wall or landscaping if required
9. Any special work required for drainage design may be extra
10. Any specific work required for access to site
11. Any ice making & installing vinyl lines & creases (Training will be provided by Custom Ice)
12. Seasonal takedown, set up and/or storage of equipment
13. Regular ice maintenance; including flooding, resurfacing and removal of snow, ice and debris
14. Zamboni, Olympia or other ice resurfacers
15. Chiller Pad
16. Concrete supply, place and finish

Warranty:

All equipment included in this proposal is guaranteed for one (1) year from date of completion of the original installation and payment of contract in full. Any item that is defective, under normal working conditions, during this time period will be repaired or replaced, at our option.

Terms & Conditions:

- All pricing in CDN Funds
- 8-10 weeks lead time required from receipt of approved customer drawings
- ***All scheduling is subject to constraints imposed by Covid-19 including isolation requirements, border restrictions, material availability or other related delays.***
- Applicable taxes are extra
- Proposal is budgetary only and subject to final design
- Pricing is valid for **30 days** from above noted date
- **Local permits or licensing are not included and are the responsibility of the buyer**

Payment Schedule:

- 50% Deposit with signed contract
- 20% 1 week prior to shipping of rink floor materials
- 20% 1 week prior to shipping of chiller
- 10% Balance upon substantial completion prior to startup and training
- Dasher Boards are billed under similar payment schedule
- Other accessories are billed with invoice prior to shipment

AGENDA ITEM 7.1

REQUEST FOR DECISION

Subject: Food Security Working Group
From: Bill Given, Chief Administrative Officer
Prepared by: Lisa Riddell, Community Development Manager
Reviewed by: Christopher Read, Community Development Director
Date: October 25, 2022



Recommendation:

- That committee receive the recommendations from the Food Security Working Group for information; and
- That committee refer the recommendations to the 2023 budget discussions.

Background:

On June 28th, Committee heard from the Jasper Local Food Society about the state of food security in Jasper as well as what the Municipality of Jasper could consider doing to support food security in Jasper. In motion #292/22, Committee directed administration to explore opportunities for the Municipality of Jasper to support food security efforts in Jasper and report back to a future Committee of the Whole meeting. On July 12, 2022, Council struck a Food Security Working Group, adopted the draft terms of reference presented and appointed Councillor Waxer to sit on the working group as a member of Council.

The purpose of the Food Security Working Group per the Terms of Reference is to clarify and define what food security means in the Jasper context as well as draft recommendations specific to advancing food security in Jasper for consideration in the 2023 budget.

The Food Security Working Group was made up of a member of Council and one member each from the Jasper Food Bank, the Jasper Local Food Society and the Jasper Food Recovery Program. Each individual in the working group also engaged their organizations more broadly to fine tune the recommendations you see here.

The Food Security Working Group met four times over the months of September and October 2022 with support from the Community Development Department. The resulting broader definition of food security in the Jasper context as well as recommendations for committee's consideration are contained in the presentation delivered by the delegation today.

The timeline and tasks of the working group was:

Step	Date	Focus	Location
1	September 2 from 2-3pm LR lead.	What does Food Security mean for Jasper? What does food security look like? What would the dream situation look like in Jasper – 1 and 4 years from now (this Council's term).	627 Patricia St. Upstairs
2	Week of Sep 9 LR lead.	What are the steps...actions...we need to take to get us there? Survey Monkey didn't work so we also did this on the 23 rd .	Done via Survey Monkey (no meeting)

3	September 23 from 2-3 pm CR lead.	Generated action steps to get us there together - What, out of these actions, have municipal relevance. How urgent are these actions, how 'doable' are they? Place in thematic categories.	627 Patricia St. Upstairs
4	October 7 from 2-3 pm CR lead.	Review draft presentation to Council and refine recommended actions for Council's consideration in 2023 budget. Glean broader input from groups.	627 Patricia St. Upstairs
6	October 25	Members of FSWG present to committee.	Quorum Room

Discussion:

A key point of discussion is what role Council wishes to see the Municipality take in advancing food security in Jasper.

The Food Security Working Group recommends that Council:

1. Consider funding the development of a Food Security Strategy for Jasper so that future planning can be grounded in local realities and research done within Jasper for the community of Jasper specifically.
2. Consider funding a position to support food-focused non-profit groups in town.
3. Direct Administration to map out and catalog the resources and assets in Jasper related to food security (places, spaces, expertise, etc.) as part of the development of the Food Security Strategy.
4. Direct Administration to explore education/capacity building opportunities that arise within the Food Security Strategy for Jasper and take action to support their development and delivery in the community.

Strategic Relevance:

- Community Health – Take proactive steps to reduce the risk of people becoming vulnerable and respond when they are vulnerable.
- Relationships – Communicate and engage with residents.
- Relationships – Welcome the expertise, innovation, creativity and commitment of community members, groups and associations.

Financial:

The costs associated with the recommendations have not been incorporated into the 2023 budget.

Attachments:

- Food Security Working Group Terms of Reference.
- Presentation from the Food Security Working Group including definition and recommendations.

Food Security Working Group Terms of Reference

1. Purpose

The Food Security Working Group is a time-limited group, struck in response to the need articulated by the Jasper Local Food Society at the June 28 Committee of the Whole Meeting. The role of the working group is to clarify and define what “food security” means in the Jasper context, and draft recommendations specific to advancing food security in Jasper for consideration in the 2023 budget. In keeping with our organizational commitment to take proactive steps to reduce the risk of people becoming vulnerable and to respond when they are vulnerable, the Food Security Working Group will receive support from the Municipality's Community Development department to fulfill its purpose.

For Reference: According to the United Nations' [Committee on World Food Security](#), “food security” is defined as meaning that all people, at all times, have physical, social, and economic access to sufficient, safe, and nutritious food that meets their food preferences and dietary needs for an active and healthy life.

2. Membership & Structure

At a minimum, the working group will be comprised of delegates with equal voting rights from each of the below groups. Should any other related stakeholders become known, the working group can add members by majority vote. Municipal staff with subject matter expertise (from Community Development, Operations etc.) may be invited to attend by majority vote.

Group	# of Members
Member of Municipal Council	1
Jasper Food Bank	1
Jasper Local Food Society	1
Jasper Food Recovery Program	1

a. Posting Committee Membership

The working group shall post and maintain a current listing of members on the municipal website.

b. Length of Term

Appointments shall be for the term of August to December of 2022.

If a member is not able to fulfill the entire term, the working group will vote to accept an alternate member who will assume their role immediately.

3. Meetings

a. Frequency, Date & Time

The working group will meet a minimum of 3 times.

Meeting times may change to meet the dynamic needs of members.

b. Duration

Meetings will be scheduled for 1 hour and may be extended past 1 hour with a simple majority vote of members present at the meeting.

c. Standard Agenda

Food Security Working Group Terms of Reference

The format for each working group meeting shall be as follows:

1. Call to order
2. Approval of Agenda
3. Approval of minutes
4. Business arising from minutes (this includes tabled items, action items and old business)
5. Reports
6. New business
7. Information items
8. Adjournment

d. **Agenda Setting and Meeting Minutes**

- The agenda and any other required documentation shall be prepared by Community Development and distributed to the working group members before the meeting. Whenever possible, the agenda should be emailed three days in advance of the meeting;
- A summary report of the meeting shall be prepared as soon as possible after the meeting and shall be made available to working group members;
- A copy of the summary report of each meeting will be shared with the Chief Administrative Officer.

3. Quorum

A quorum is required for a decision made by the Committee to be valid and where a quorum is not present, the meeting is not considered valid. A quorum is one-half of the members.

4. Roles & Responsibilities

A. Community Development will support the working group in carrying out its function by:

- Maintaining a master list of members and contact information.
- Compiling an agenda and circulating it to members.
- Reviewing previous meeting reports and material prior to the meetings.
- Ensuring all necessary documents, correspondence and information are available for the meetings.
- Reviewing previous meeting reports and material prior to the meetings.
- Issuing updates to meeting times and locations, if necessary, as soon as they are known.
- Facilitating the meetings
- Encouraging participation of all members.
- Involving members in problem solving and developing recommendations.
- Inviting special guests to attend meetings when appropriate.
- Ensuring all discussion items end with an actionable decision
- Managing the preparation and distribution of meeting minutes.
- Disseminating information to members.
- Retaining records and meeting minutes.
- Preparing recommendation(s) and forwarding them to the CAO and Council with supporting documentation.

Food Security Working Group Terms of Reference

B. Working Group Members

All members are responsible for participating in the working group. Working Group members are responsible for:

- Attending and actively participating in all meetings.
- Participating in the identification of opportunities to advance food security in Jasper.
- Monitoring and following-up on reports and recommend action.
- Ensuring the maintenance and monitoring of records related to working group meetings.
- With an unbiased viewpoint, actively participating in making recommendations to the CAO and Council regarding ways to advance food security in Jasper.
- Arranging to have an alternate member to attend meetings in their place, when they are unavailable to attend
- Always maintaining confidentiality.

C. Working Group Members Not Fulfilling Duties

If a situation should arise of a committee member not fulfilling their duties the Working Group will make a recommendation to address this issue.

5. Record Keeping

The Working Group shall keep accurate records of all items discussed, and shall keep minutes of its meetings. The minutes shall be available for viewing upon request.

6. Reports and Recommendations

Reports and recommendations of the Working Group shall be freely accessible to the public.

7. Making Recommendation(s)

Recommendations to Council will be in written format and will be related to food security, material (important, relevant, essential) and doable (reasonably capable of being done by the municipality).

8. Funding and Budgeting

Funding for the support of the Food Security Working Group can be incorporated into the existing 2022 Community Development budget; specifically, the budget to support emerging trends that arise out of Community Conversations.

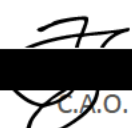
9. Review and Amendments

The Terms of Reference of the working group will be reviewed and adopted by Council prior to the first meeting of the Food Security Working Group.

10. Limitation of Liability

Members of the working group shall not be held personally liable for anything done or not done, provided they have acted in good faith while carrying out their duties as members.

Signed: _____



C.A.O.

Date: _____

AGENDA ITEM 7.2

REQUEST FOR DECISION

Subject: Parcel CH (Future RCMP Site) Housing Opportunity
From: Bill Given, Chief Administrative Officer
Prepared by: Bill Given, Chief Administrative Officer
Reviewed by: John Greathead, Director of Operations and Utilities
Date: October 25, 2022



Recommendation:

That Committee refer the Parcel CH site servicing project to the 2023 capital budget discussion.

Alternatives:

- That Committee receive the report for information and take no further action.

Background:

In June of 2022 Council received the 2021 Jasper Community Housing Governance Review which indicated that the community has a current short fall of approximately 687 units of housing. The review further suggested that the housing deficit would continue to grow to 980 units by 2042

Parks Canada has granted permission to the RCMP to use Parcel CH (adjacent to the Forest Park Hotel - shown below) for the purpose of constructing a new RCMP Detachment. Parcel CH is not currently by municipal services such as water and waste water, and is much larger than the RCMP require for the detachment itself.

Discussion:

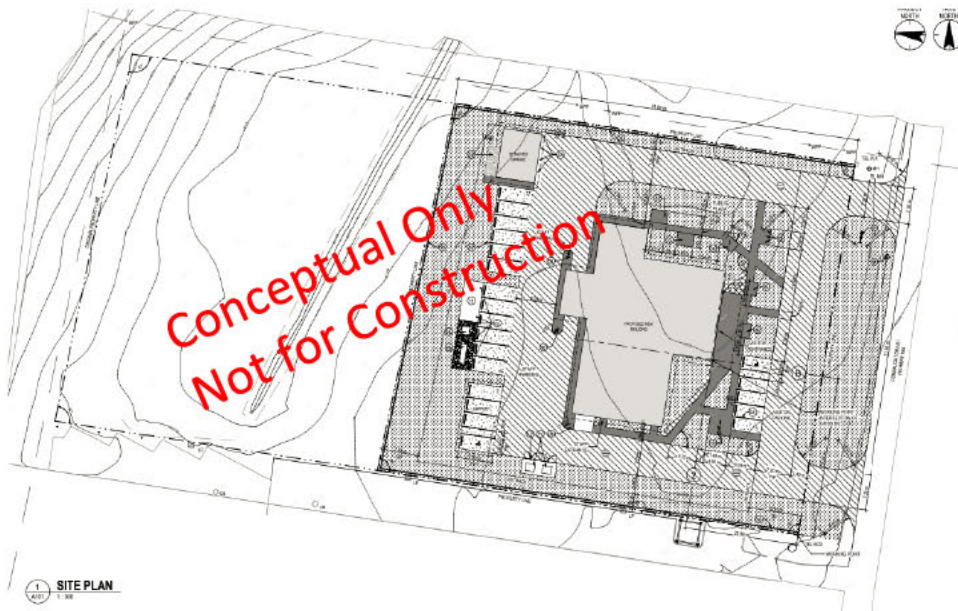
It has been long understood that the RCMP would require a new detachment to replace the current facility located on Bonhomme Street west of Centennial Park. The 2018 Planning and Design for Staff and Seniors' Housing (ParioPlan) document highlighted the redevelopment of the existing site as an opportunity for future seniors housing but does not appear to have considered any potential to leverage the new detachment development to advance housing.

For a variety of reasons, the development of the new detachment had stalled during Covid but in early 2022 administration met with the RCMP's new project team to discuss opportunities to advance the project. At that time it was clear that both RCMP and the Municipality had a shared interest in supporting the development of new community housing within the townsite to the benefit of both RCMP members and the general community.

Specifically both parties saw an opportunity to advance housing by subdividing parcel CH to create a new parcel at the rear that would be appropriate for future residential development.

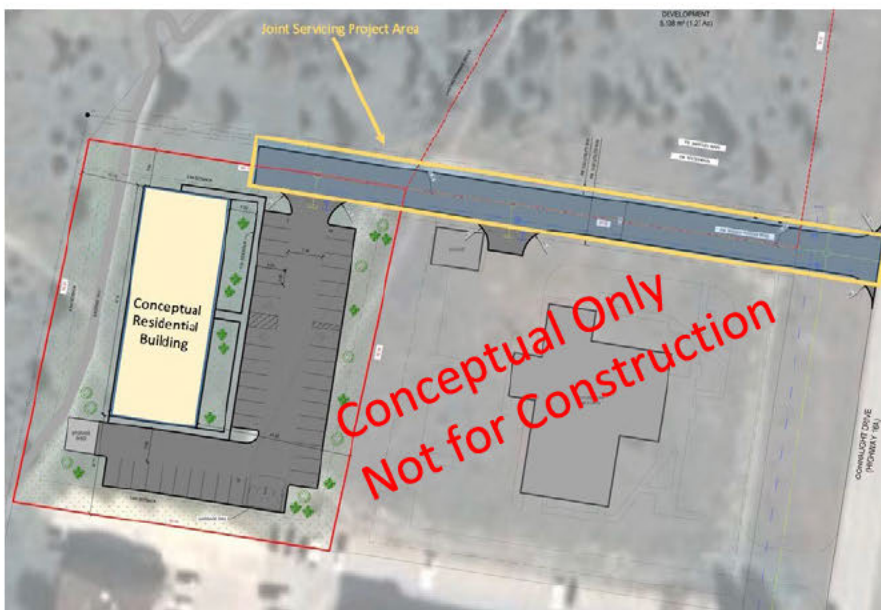
Independent RCMP Site Concept

Prior to early 2022 the RCMP had been working with Parks and the Municipality to develop the site exclusively for RCMP use. The concept would have seen the detachment developed at the front of the site, with two direct accesses off of Connaught. There was some consideration of the RCMP potentially building staff accommodation on the site adjacent to the north, or on the rear of the site, in the form of a couple of duplex, or potentially 4-plex, units.



Collaborative Servicing Concept

All parties agreed that there was value in considering collaborative approaches and municipal administration developed an alternative site concept. In this concept a new public road straddles the north property line and provides access to all three lots and brings municipal services such as water and waste water to each parcel. At a conceptual level, the area at the back could support a new residential building of approximately 25 to 30 units.



Strategic Relevance:

- Collaborate with other municipalities, orders of government, indigenous partners and advocacy associations.
- Invest in infrastructure to support housing.
- Pursue alternative revenue sources and equitable distribution of costs.

Financial:

The estimated cost of constructing the public access road and installing the associated municipal utilities is \$1,806,000. The over-all project cost would be debt funded by the municipality but the debenture payments can recovered through a local improvement levy (LIL) rather than from the general tax base.

The RCMP have indicated willingness to pay their portion of the LIL (approximately 1/3rd) upon completion of the construction project. This would reduce the amount total borrowing required and impact on the municipal debt limit.

Another 1/3rd of the costs will be borne by the federal government in the form of LIL payments covered under a Payment in Lieu of Taxes on parcel GD to the north and the final 1/3rd would be attributable to the new residential parcel.

Attachments:

- None

AGENDA ITEM 7.3

REQUEST FOR DECISION

Subject: Housing Strategy Resources
From: Bill Given, Chief Administrative Officer
Reviewed by: Christopher Read, Director of Community Development
Leanne Pelletier, Community Development Coordinator
Date: October 25, 2022



Recommendation:

Committee receive this report for information.

Background:

On June 14, 2022 Committee received a presentation on Jasper's Housing Gap. In addition to direction related to the structure of the Jasper Community Housing Corporation Committee passed the following motion:

That Committee direct Administration identify the resources required to produce a strategy to address the 2021 gap and return to Committee prior to the 2023 budget discussions.

At this time the only ongoing municipal resource dedicated to housing is 0.3 Full-Time Equivalent (FTE) position that generally acts in an administrative support capacity. All other effort on housing matters is led by the Chief Administrative Officer.

Discussion:

Housing availability and affordability are and will continue to be some of the largest issues facing Jasper.

During the 2023 budget presentation administration will provide council with an option to establish a new Community Housing Manager position. The role would be a 1.0 FTE dedicated to addressing the housing gap and advancing all housing related matters. This would include supporting the JCHC in its current form, working with the CAO to explore and potentially transition the JCHC to a Municipally Controlled corporation, managing the municipality's relationship with MPL Place, evaluating, improving and delivering processes related to the provision of municipal staff accommodations. Most importantly, the position will be responsible for establishing and implementing a plan to address Jasper's Housing Gap with the assistance of the CAO.

Strategic Relevance:

- Build our internal capacity to advance our housing priorities.
- Invest in developing community focused housing units.
- Facilitate others in developing diverse housing options.
- Explore increasing the number of units available for municipal staff accommodation.

Financial:

Administration will present the new Community Housing Manager role as a new position request during the 2023 budget presentation. The approximate incremental cost of the position (including benefits) would be \$68,000 in 2023 and \$95,000 per year in future years.

AGENDA ITEM 7.4

REQUEST FOR DECISION

Subject: Environmental Responsibility Resources
From: John Greathead, Director of Operations
Reviewed by: Christopher Read, Director of Community Development
Date: October 25, 2022



Recommendation:

Committee receive this report for information.

Background:

On August 23, 2022 Committee received a regular update from Community Conversations which highlighted a number of environmental themes identified by the community. Committee passed the following motion:

That Committee direct Administration to explore capacity to undertake the work identified by the Environmental Responsibility Community Conversation; and, if there is insufficient current capacity, to explore expanding capacity prior to budget 2023 discussions.

Discussion:

Administration has reviewed the opportunities identified and categorized them into three general categories: Those which are routine in nature and required little additional resources, those that can be incorporated in to future work plans with existing resources and finally, ones which are more significant/complex and would require additional administrative resources for research, program development and implementation, ongoing coordination and promotion. Attachment A shows administration's full assessment. Another observation is that the opportunities likely involve a number of different departments and a dedicated focus will likely be required to lead cross-departmental collaboration and ensure meaningful progress.

During the 2023 budget presentation administration will provide council with an option to evolve the Municipal Energy Manager position into a "Municipal Energy and Environment Manager" to act as a lead on all environmental matters.

Strategic Relevance:

- Include an environmental lens into our decision making and operational plans.
- Examine and adjust our services to ensure they are providing the expected environmental benefits.

Relevant Legislation:

- [Jasper Community Sustainability Plan](#)

Financial:

Administration will present full details on the expansion of the Energy Manager role as a new position request during the 2023 budget presentation. The approximate incremental cost of the position (including benefits) would be \$70,000 in 2023 and \$109,000 per year in future years.

Attachments:

- Admin Assessment of Opportunities Identified from Environmental Community Conversation

Opportunities Identified from Environmental Community Conversation:

Further Opportunity Identified	Municipal Relevance	Current Capacity	Department Lead
Consider the previous role of the environmental stewardship coordinator and whether that type of a role would bring value to this work again.	Yes	No capacity to cover what would be covered by a coordinator. Capacity to consider the role exists in the context of position review/budget considerations.	Previously located in operations. But could be in Community Development as well
Revisit/update the community's sustainability plan (2011).	Yes	No capacity to fully revise the plan at this time.	Operations or Community Development.
Consider a single use plastic and Styrofoam ban in the community.	Yes	No capacity to assess the potential elements of a plastic and Styrofoam ban in Jasper. Plastic Bag and single use plastic ban does exist, but isn't enforced.	Council/Operations/Bylaw
Consider a waste/plastic free model for the town.	Yes	Related to the above	Related to the above.
Develop a zero-waste policy for Jasper.	Yes	Related to the above	Related to the above.
Encourage residents to shop locally and bring their own take-out containers.	Yes	Some work on this has taken place at the Community Conversation. But capacity to oversee a robust campaign is limited.	Communications (Leg/Protec), Community development
Encourage people to continue to use modes of active transportation and explore opportunities for shared transportation (like a shuttle service).	Yes	Some action taken – Transportation plan RFD on agenda Sep 27. Active Transport grant received – feasibility of an on-street bicycle network for Jasper to be completed in 2023.	Community Development, Operations.
Create rebates for solar panels. Town of Banff offers \$750/kW up to 20kW	Yes	No action taken	Council/Finance/Administration
Create rebates for small energy efficiency upgrades for homes (i.e., windows, insulation, appliances).	Yes	No action taken	Council/Finance/Administration
Support the production of food locally – to create connections between people and the food they consume. Support food recovery efforts to divert edible food from the landfill.	Yes	Some action taken through Food Security Working group. Recommendations to come to Council October 25.	Community Development Operations
Support the creation of an engagement/communications plan regarding environmental responsibility.	Yes	Comms would be able to support this but the lead and budget would need to be coming from operations (per AS).	Operations
Host clean up events and other opportunities for residents (including children and youth) to get involved with environmental initiatives.	Yes	One event, FireSmart Day, takes place annually. Additional events would need to come with additional resources/budget	Operations
Create a sustainability map that is interactive for residents and visitors to use.	Yes	Capacity within CD to glean from CC participants what needs to be on this map. Fits within scope of GIS Coordinator but not sure of capacity as it's a shared position.	ComDev/GIS Coordinator
Create a social media channel all about environmental responsibility for Jasper.	Yes	Comms would be able to support this but the drive behind it (and budget) would need to be coming from operations (per AS).	Operations
Consider the creation of a positive ticket system or some sort of reward that incentivizes positive environmental practices.	Yes	Community Development is currently looking into this – budget secured through grant funding. Draft 'ticket' available for us to replicate. Awaiting approval from Leg/Protec Services	Community Development to build program. Leg/Protec to implement program.
Ensure that the recommendations from the environmental responsibility Community Conversation are delivered to Municipal Council regularly.	Yes	Done. In scope/budget for CD Manager	Comm Dev.

AGENDA ITEM 7.5

REQUEST FOR DECISION

Subject: Community and Economic Development Fund
From: Bill Given, Chief Administrative Officer
Prepared by: Christopher Read, Community Development Director
Reviewed by: Lisa Riddell, Community Development Manager
Date: October 25, 2022



Recommendation:

- That committee recommend Council adopt the updates to Policy B-017 Community and Economic Development Fund.

Alternatives:

- That committee direct administration to make changes to the draft policy and return to a future Committee of the Whole meeting.
- That committee refer additional funds for the Community and Economic Development fund to the 2023 budget discussion.

Background:

On July 20, 2021 Council approved [A-001 Policy Development and Review Policy](#). Policy A-001 establishes that: *the Municipality of Jasper will operate a standardized system of developing, recording, approving, distributing and reviewing policies and procedures; policies and procedures will be maintained centrally and will be easily accessible; and, policies and accompanying administrative procedures will be reviewed every four years from the date adopted by Council unless there is a legislative requirement for a policy to be reviewed earlier.*

On May 24, 2022, Committee directed administration to conduct a review of the [administrative procedures for Policy B-017 Community & Economic Development Fund](#) and present recommendations at a future Committee meeting. Committee also referred the matter of funding the Community Economic development Fund to the 2023 budget discussion.

Discussion:

Administration has reviewed the policy and administrative procedures for Policy B-017 Community and Economic Development Fund and has developed a draft, updated policy for review. The draft updated policy includes key information on what the Community and Economic Development Fund does; the scope of the fund; the standards; the responsibilities of Council and administration; as well as key definitions to ensure that the policy can be understood. The standards section of the policy sets out the high-level parameters under which all requests for funding must adhere. The level of funding Council wishes to allocate to this fund can be determined by Council and detailed in the standards section.

Strategic Relevance:

- Promote and enhance recreational and cultural opportunities and spaces
- Enable and facilitate events that provide opportunities to increase community connections.
- Embrace our growing diversity
- Leverage and create opportunities for greater inclusion.
- Communicate and engage with residents
- Welcome the expertise, innovation, creativity and commitment of community members, groups, and associations

Relevant Legislation:

- Policy [F-104](#) - Relationships with External Groups
- Policy [A-001](#) - Policy Development and Review
- Policy [E-015](#) - Equity, Diversity and Inclusion Policy
- [Jasper Community Sustainability Plan](#)

Financial:

The \$10,000 referenced in the policy can be funded within the existing budget. Any greater amount should be referred to budget discussions.

During the 2023 budget presentation, administration will present Council with an option to add a position focused on Fund Development. That position could also help administer and support projects that the MOJ chooses to fund via the Community and Economic Development Fund.

Attachments:

- Draft update to policy B-017

Policy Title: **COMMUNITY & ECONOMIC DEVELOPMENT FUND**

Policy #: **xx-xx**

Effective Date: **yy – mm - dd**

Date adopted by Council: **yy – mm - dd**



1. POLICY STATEMENT

The Municipality of Jasper is committed to providing funding support to projects that help build community capacity.

The Municipality of Jasper's Community & Economic Development (CED) Funding Program provides financial support to selected projects that aim to:

- Build community connection
- Improve community health
- Advance environmental stewardship
- Develop entrepreneurial skills
- Develop employment skills
- Increase jobs or businesses

All projects must demonstrate how they have helped remove barriers to their project for marginalized groups (lower income, youth, older adults, immigrants, visible minorities, individuals with diverse abilities, etc.). and how their project is designed to prioritize inclusivity for populations that are under-represented in the mainstream economy.

2. SCOPE

The policy applies to projects that occur within the townsite of the Municipality of Jasper. Projects will need to demonstrate sustainability planning to help build community capacity to support the project objectives extending beyond the funding period.

3. STANDARDS

The CED Fund awards a total of up to \$10,000 per year.

Applications will be accepted on an ongoing basis and considered on a "first come-first served basis".

All funding requests will be presented to Committee of the Whole and require a motion of Council for final approval.

Project funding requests may range from \$500 to a maximum of \$2,500

All funding will be aligned with Council Policy F-104 'Relationships with External Groups'

APPLICANTS

- Funding will only be granted to organizations that meet these requirements and follow these practices:
- Registered as a non-profit organization
- Operated in a non-discriminatory manner, as set out by the Municipality's Equity, Diversity and Inclusion policy and the Alberta Human Rights Act
- Governed by a democratically elected Board of Directors
- Efficient, effective and fiscally responsible
- In good financial standing with the Municipality of Jasper

The following types of organizations/programs are *ineligible* for funding:

- For-profit organizations or ventures
- Non-profit organizations sponsoring for-profit organizations
- Organizations with a political affiliation, or which participate in political activities
- Organizations which act primarily as a funding source for other groups
- Faith-based organizations where the services/activities include the promotion and/or required adherence to a specific faith
- Organizations whose programs fall within the legislated mandate of other governments or municipal departments
- Provincial/national organizations, unless a local chapter/branch exists that serves the residents of the Municipality of Jasper specifically

PROJECT ELIGIBILITY

A proposed project must promote community and/or economic development in the Municipality of Jasper while demonstrating cultural and/or social benefits. The project must deliver sustainable community and/or economic benefits and must demonstrate how benefits will continue after project funding has ended. Projects that can show additional funding sources, and/or in-kind contributions from other groups, will receive more favourable consideration in their evaluation.

4. RESPONSIBILITIES

Council

Review and approve any revisions to this Policy.

CAO

Review and approve any procedures related to this Policy.

Directors and Managers

Carry out the policy based on established procedures.

5. DEFINITIONS

Barrier – an obstacle that prevents someone from movement or access. There are different types of barriers (physical, geographical, technological, motivational, language etc.)

Community connection – a sense of belonging to something bigger than oneself. Social connection between and among community members strengthens community connection.

Community health – the physical, mental, emotional wellbeing of people in a specific geographic region.

Employment skills – including things like communication, motivation and initiative, leadership, dependability, teamwork, patience, adaptability, language or technical training.

Entrepreneurial skills – various skillsets such as leadership, business management, time management, creative thinking, problem solving

Environmental stewardship – the responsible use and protection of the natural environment through active participation in conservation efforts.

Inclusivity – providing equal access to opportunities and resources for people who might otherwise be excluded.

Jobs or businesses – refers to new positions, new types of work or new ventures entirely.

Mainstream – refers to what's viewed by most people as 'normal'. In the context of the economy, it would be the common or accepted direction of economic activity or influence.

Marginalized groups – groups and communities that experience discrimination and/or social, political or economic exclusion because of unequal power.

AGENDA ITEM 7.6

REQUEST FOR DECISION

Subject: Continuation of Municipal Services
From: Bill Given, Chief Administrative Officer
Prepared by: John Greathead, Director of Operations and Utilities
Date: October 21, 2022



Recommendation:

- That Committee recommends Council to direct Administration to charge for continued winter sidewalk maintenance service at the United Church, the Anglican Church, Jasper Tourism Office and the Jasper Park Chamber of Commerce.
- That Committee recommends Council to direct Administration to charge for the continued grounds and flower maintenance service at Jasper Park Chamber of Commerce.
- That Committee recommends Council to direct Administration to charge for the continued collection of mixed paper at the Canada Post office.

Alternatives:

- That committee recommends to Council that Administration discontinue these services in whole or in part.
- That Committee recommends to Council to provide winter sidewalk maintenance to the Jasper Yellowhead Museum with an estimated value of \$1500 per year.
- That Committee recommends to Council that current services be maintained for Jasper Anglican Church, Jasper United Church, Tourism Jasper, Jasper Park Chamber of Commerce and the Canada Post, and enters into signed agreements as required by Policy F-104.

Background:

To ensure that Administration is complying with [Policy F-104: relationship with External Groups](#), Council needs to approve the following services that have historically been provided by the Municipality which include:

We provide winter sidewalk maintenance to:

Jasper Tourism - winter sidewalk maintenance - estimated value of \$1000 per year

United Church - winter sidewalk maintenance - estimated value of \$2500 per year.

Anglican Church - winter sidewalk maintenance - estimated value of \$3500 per year.

Jasper Park Chamber of Commerce - winter sidewalk maintenance - estimated value of \$1000 per year.

Jasper Park Chamber of Commerce - summer grounds maintenance and flowers \$8500 per year.

Canada Post pick up of mixed paper - estimated value of 1500\$ per year.

Discussion:

Anecdotally, Administration understands that the winter sidewalk maintenance provided to the Churches began as an agreement with Parks Canada in compensation for the construction of the lower parking lot.

Administration has not been able to find and confirm this agreement. There was concern from residents at Pine Manor traversing the sidewalks along that stretch of road that inconsistent maintenance was being provided and our Municipal service crept to include this section many years ago.

This service provision along with others listed in this RFD require Administration to enter into signed agreements due to their value and long standing nature.

Alternative:

Any option that Committee sees fit.

Financial:

There is a combined estimate of \$19,500 of value for this service provision that directly impacts the Municipal Operating Budget.

AGENDA ITEM 7.7

REQUEST FOR DECISION

Subject: West Yellowhead Regional Waste Management Authority
Amending Agreement

From: Bill Given, Chief Administrative Officer

Reviewed by: John Greathead, Director of Operations & Utilities

Date: October 25, 2022



Recommendation:

That Committee recommend Council approves admitting the MD of Greenview to the authority, and;

That Committee recommend Council approve the West Yellowhead Regional Waste Management Authority Amending Agreement as presented.

Alternatives:

- That Committee recommend Council reject WYRWMA Board's recommendation to admit a 5th partner and direct administration inform the WYRWMA of Jasper's position.

Background:

The West Yellowhead Regional Waste Management Authority (the Authority) is a long-standing inter-municipal partnership. It operates a municipal solid waste disposal system on lands located west and adjacent to the Town of Hinton.

The Authority membership consists of Yellowhead County, Town of Hinton, Town of Edson and Municipality of Jasper, with two council appointees from each municipality forming the authority board. This board and its functions are established by an inter-municipal agreement.

Early in 2022 Jasper Council supported updating and modernizing the Authority Agreement.

Discussion:

The WYRWMA Board has been in discussions since early 2021 to admit the MD of Greenview to the Authority. At their September 15, 2022 meeting, the Board clarified the requirements to accept the MD of Greenview as a 5th partner to the authority and made the following motion:

That the WYRWMA board forwards to each respective Council for approval that the MD of Greenview be admitted to the authority with the following conditions:

- *That the MD of Greenview representatives participate in WYRWMA Board upon signing the agreement, with voting rights added upon Commission creation or within 1 year of signing, whichever happens, sooner.*
- *That a one time fee of \$270,000 be paid in 2022.*
- *That the MD of Greenview pay a waste disposal fee of \$4/tonne for the first 4650 tonnes of waste hauled from Grande Cache following when they sign the agreement to join the Authority/Commission*

- *and that the new voting percentage for each municipality would change to 20% with the admittance of the MD of Greenview.*

Administration has attached the existing Authority Agreement as well as the draft Amending Agreement for Council's perusal and is requesting approval for the admittance of the MD of Greenview to the authority as a 5th partner as recommended by the WYRWMA board on the above conditions and approval of the attached amending agreement.

This request has been reviewed and approved by all other member municipalities.

Strategic Relevance:

- Collaborate with other municipalities, orders of government, indigenous partners and advocacy associations.
- Welcome the expertise, innovation, creativity and commitment of community members, groups, associations and businesses.
- Include an environmental lens into our decision making and operational plans.
- Ensure residents receive quality service that provides strong value for dollar.

Attachments:

- Yellowhead Regional Waste Management Authority Agreement 2022
- Amending Agreement 2022 v4

AMENDING AGREEMENT made this ____ day of _____ 2022

BETWEEN:

YELLOWHEAD COUNTY
of 2716 – 1st Avenue, Edson, AB T7E 1 N9
(hereinafter referred to as "Yellowhead")

-and-

TOWN OF HINTON
of 131 Civic Center Road, Hinton, AB T7V 2E5
(hereinafter referred to as "Hinton")

-and-

TOWN OF EDSON
of 605 - 50 Street, Edson, AB T7E 1T7
(hereinafter referred to as "Edson")

-and-

MUNICIPALITY OF JASPER
of Box 520, Jasper, AB T0E 1E0)
(hereinafter referred to as "Jasper")

-and-

M.D. OF GREENVIEW
of Box 1079, Valleyview AB T0H 3N0
(hereinafter Referred to as "Greenview")

WHEREAS Yellowhead, Hinton, Edson, and Jasper (collectively, the "Municipalities") entered into an Agreement dated 1 May 2022 (the "2022 Agreement") to create the West Yellowhead Regional Waste Management Authority;

AND WHEREAS the Municipalities wish to amend the 2022 Agreement;

AND WHEREAS Section 50 of the 2022 Agreement states the Municipalities may agree at any time by majority vote to admit a new member of the Authority on terms acceptable to the Authority.

AND WHEREAS the Municipalities wish to add Greenview as a party to the 2022 Agreement subject to specific terms and conditions outlined herein.

AND WHEREAS Greenview is desirous of entering into an agreement with the Authority.

NOW THEREFORE, in consideration of the terms of the 2022 Agreement and the provisions contained herein, the Municipalities agree to amend the 2022 Agreement as follows:

1. GREENVIEW TRANSITIONAL PERIOD FEES

- 1.1. Greenview shall provide the Authority with a one-time fee to join the Authority in the sum of two hundred and seventy thousand dollars (\$270,000.00) to be paid on or before December 31, 2022 which will be kept in a capital reserve fund to be used for future system upgrades to meet the system's regulatory, closure, and post-closure requirements.

- 1.2. This amending agreement applies to waste generated and collected from within the municipal boundaries of Greenview at Grande Cache hamlet transfer station and not to waste generated or accepted outside the border.
- 1.3. Greenview shall pay the applicable municipal rate plus a surcharge of four dollars (\$4.00) per tonne for the first 4,650 tonnes of waste delivered from Grande Cache hamlet transfer station for disposal of municipal waste starting January 1, 2023. These monies will be used for future operating and capital budgets
- 1.4. Greenview representatives may participate in West Yellowhead Regional Waste Management Authority Board upon signing the amending agreement, with voting rights added upon commission creation or within one year of signing, whichever happens, sooner.
- 1.5. That the new voting percentage for each municipality would change to 20% with the admittance of the MD of Greenview.
- 1.6. Greenview shall be subject to all other terms and conditions as outlined in the 2022 Agreement.
- 1.7. Each Municipality shall have the equal right to haul and deposit its municipal solid waste to the System for disposal except as may be restricted by operational or regulatory requirements.
- 1.8. Except as modified herein, all the terms and conditions of the 2022 Agreement dated 1 May 2022, shall continue in full force and effect.
- 1.9. This Amending Agreement shall come into effect upon endorsement.

IN WITNESS WHEREOF, the parties hereto have signed and sealed this Amending Agreement on the day first above written.

YELLOWHEAD COUNTY

Per: _____
(corporate seal)

Per: _____

TOWN OF HINTON

Per: _____
(corporate seal)

Per: _____

TOWN OF EDSON

Per: _____
(corporate seal)

Per: _____

MUNICIPALITY OF JASPER

Per: _____
(corporate seal)

Per: _____

M.D. OF GREENVIEW

Per: _____
(corporate seal)

Per: _____

Agreement made this 1st day of May 2022.

Between:

YELLOWHEAD COUNTY
of 2716 – 1st Avenue, Edson, AB T7E 1 N9
(Hereinafter referred to as "Yellowhead")

-and-

TOWN OF HINTON
of 131 Civic Center Road, Hinton, AB T7V 2E5
(hereinafter referred to as "Hinton")

-and-

TOWN OF EDSON
of 605 - 50 Street, Edson, AB T7E 1T7
(hereinafter referred to as "Edson")

-and-

MUNICIPALITY OF JASPER
of Box 520, Jasper, AB T0E 1E0
(hereinafter referred to as "Jasper")

WHEREAS Yellowhead, Hinton, Edson and Jasper (collectively, the "Municipalities") have entered into agreements to create the West Yellowhead Regional Waste Management Authority (the "Authority"), most recently reflected in an agreement between the Municipalities dated January 1, 2014 (the "2014 Agreement");

WHEREAS the Municipalities desire that the Authority continues to be responsible for managing and operating the disposal of regional solid waste through a landfill (the "Regional Landfill") located on lands legally described as

Part of NE 1/2 29-50-25-W5M; Part of SE 1/4 32-50-25-W5M; and Part of SW 1/4 33-50-25-W5M

(the "Landfill Site").

WHEREAS each of the Municipalities has authorized the making of an agreement with respect to the joint ownership, maintenance, operation and use of the Regional Landfill;

WHEREAS the Municipalities wish to set out the terms upon which the Authority will manage the Regional Landfill and other waste management services as described herein, and upon which they will manage, maintain and share responsibility for the Authority;

NOW THEREFORE, the Municipalities subject to the terms, covenants, and conditions contained herein agree to as follow:

General Conditions

1. This Agreement shall replace and supersede the 2014 Agreement.
2. The Municipalities agree to the establishment and continuation of the West Yellowhead Regional Waste Management Authority for the purpose of jointly owning, managing, maintaining and operating the Regional Landfill and such other solid waste management activities as may be agreed upon from time to time by the Municipalities, on and subject to the terms set out herein.

Representatives and Meetings of the Authority

3. Each Municipality shall appoint two (2) Council members as voting representatives and one administrative non-voting representative to the Authority (such individual members referred to in this section as "Board Members" and collectively as the "Board") to carry out the obligations of the Authority set out in this Agreement. Each Municipality may determine the length of appointment of its members to the Board, and may choose to appoint one or more Councillors to serve as alternate Board Members of that Municipality.
4. The Board Members shall elect annually from among the voting representatives, a Chairperson and a Vice-Chairperson, who will remain voting representatives of the Board. Meetings of the Board shall be held not less than twice per year for the Authority to review progress reports on the operation of the Regional Landfill.
5. The Board shall develop, establish, and maintain policy, rules and regulations for the calling of meetings governing its proceedings and generally for the transaction of business which shall include the following:
 - a. The Chairperson of the Board may call a non-regularly scheduled meeting on proper notice.
 - b. At least three (3) clear days' notice of a non-regularly scheduled meeting of the Board shall be given to each Board Member if given to the representative personally or by email to the email address each representative shall provide to the Chairperson, provided that any representative may waive notice.
 - c. Any five or more of the voting Board Members shall be a quorum at a meeting of the Board.
 - d. The Chairperson shall preside at meetings of the Board, and in the absence of the Chairperson the Vice-Chairperson shall preside, and in the absence of the Vice-Chairperson the meeting may elect a Chairperson.
 - e. A resolution in writing signed by all the voting Board Members shall be of the same force and effect as if the same had been passed by the majority of the votes cast at a fully constituted meeting of the Board.
 - f. A simple majority will be required in all votes at meetings of the Board, and a tie vote shall be defeated.

Operations of the Authority

6. The Authority shall operate, maintain, control, and manage the Regional Landfill and may enter into agreements with other parties for the operation, maintenance, control, and management of the Regional Landfill or any portion thereof.
7. The Authority shall enter into an agreement with one of the Municipalities or a third party entity agreed to by the Authority (the "Administrator") to provide administrative services and to receive, disburse and account for the funds of the Authority, in a manner consistent with the principles set out herein. It is understood by the Municipalities that the operational and administrative responsibilities of the Municipalities set out herein will be performed by the Administrator, except as otherwise agreed or set out in the Authority's agreement with the Administrator. The Authority may vote to change or replace the Administrator in a manner consistent with this Agreement and the terms of any such agreement with the Administrator.
8. The Authority shall have the responsibility to set and establish fees and/or charges to individuals and/or companies for the acceptance of refuse at the Regional Landfill.
9. The Authority may enter into agreements with the Government of the Province of Alberta, the Government of Canada or any of their respective agencies and/or private industry for capital or operational assistance. Any grant funding or other assistance shall be allocated to the costs and expenses of the Authority when determining any operating deficits in accordance with this Agreement.
10. The Authority shall have specific authority on behalf of the Municipalities to apply for and obtain any necessary regulatory permits or approvals in connection with the Regional Landfill or other operations of the Authority.
11. The Authority shall have specific authority to receive and expend funds within the annual budget approved by the Municipalities.
12. The Authority shall develop and make recommendations to the Councils of each Municipality regarding future waste management systems that extend beyond the life of the Regional Landfill, and for other potential waste management services within the Municipalities, having regard to:
 - a. Vision of the Authority: The Authority is to be the leader in regional waste reduction through collaborative efforts to reduce, reuse, recycle, recover and the effective management of waste in the West Yellowhead Region.
 - b. Mission: The purpose of the Authority is to manage waste on a regional basis through the promotion of environmental stewardship to reduce waste disposed at the Regional Landfill.
 - c. Guiding Principles: (i) The Authority is a regional body that provides an overall environmental stewardship umbrella; (ii) The Authority recognizes the individual municipality's specific needs and uniqueness of their current operations; and (iii) The Authority promotes reduce, reuse, recycle, recover and effective waste management.

Finances

13. The Municipalities shall share the annual net operating deficit of the Regional Landfill and other costs incurred by the Authority according to the ratio of tonnes hauled and deposited from the Municipalities to the Regional Landfill for disposal. The ratio is based on the tonnes of waste hauled and deposited from each Municipality over the total amount of waste hauled and deposited to the Regional Landfill, which shall be continually tracked and updated annually.
14. The Municipalities agree that the annual net operating deficit shall, for purposes of this agreement be defined as the difference between all revenues from all sources and all expenditures related to the operation of the Landfill and any other operations of the Authority, in a calendar year. For clarity, this annual net operating deficit shared on the basis of the total ratio of tonnage for the Regional Landfill described in section 13, shall also include contributions to a capital reserve fund to be used for future upgrades to the Regional Landfill to meet operational needs and regulatory requirements, and to fund closure and post-closure requirements and liabilities. Such reserve funding shall form part of the budget presented by the Administrator and for which each Municipality shall be responsible for its proportionate share in accordance with section 13.
15. The Authority shall discharge all the financial obligations of the Authority according to a budget approved by each of the Municipalities.
16. The Authority shall keep accurate and current financial records of any and all transactions related to the operation of the Regional Landfill and such records shall be made available to the Municipalities on request within a reasonable period of time.
17. On or before the first day of December in any year of the agreement the Authority shall submit to the Municipalities an interim capital and operational budget for the following year in a manner and form acceptable to the Municipalities.
18. The Municipalities shall respond in writing to the Authority in regards to content of the interim budget in a timely fashion and such response shall not be unreasonably withheld or delayed. The response may either be an approval of the interim budget or a refusal to approve the interim budget with a specific statement of the reasons why the approval of the interim budget is being refused.
19. Interim budget approval by the Municipalities shall be deemed approval to the Authority to discharge any financial obligations resulting from previous and current year's legal or statutory obligations from the first day of January of any current year until final budget approval is received.
20. On or before the first day of May in each year of this agreement the Authority shall submit to the Municipalities the finalized capital and operation budget for the current year and an audited financial statement of the previous year in a manner and form acceptable to the Municipalities.
21. The audited financial statement shall contain details of each Municipality's liability related to the Authority based on the provisions of this Agreement.
22. The Municipalities shall respond in writing to the Authority on the final budget for the current year in a timely fashion and such response shall not be unreasonably withheld or delayed.

23. In the event that one (1) or more of the Municipalities withhold approval of the Authority's final budget the dispute resolution provisions set out in this Agreement shall apply.
24. Final budget approval by the Municipalities shall be the specific authority for the expenditure of funds by the Authority to operate the Regional Landfill on behalf of the Municipalities in the year in question.
25. The Parties recognize and agree that the Authority shall have specific authority to reallocate funds within the approval budget as may be required for operational reasons provided that the total amount approved in the budget is not exceeded in the current year.
26. Specific authority is given by the Municipalities to the Authority to deal with emergency situations requiring the expenditure of funds not contained or contemplated in the approved budget.
27. The Authority will invoice each municipality monthly. The Authority shall invoice annually where there is a net operating deficit.
28. In the event that funds are required for an emergency the Authority shall, as soon as practical provide written documentation to the Municipalities detailing the emergency situation and the amount required from each Municipality to address or remedy the emergency situation. Each Municipality shall pay the require amount to the Authority within a reasonable period of time.
29. Except in an emergency situation, the Authority shall seek prior written approval from the Municipalities for the expenditure of any funds not in the approved budget.
30. The Authority shall be at liberty to invest any excess funds in short term bank deposit receipts.
31. It is recognized and understood that preparation of financial records, budgets, invoicing and management of financial matters set out in this section on behalf of the Authority shall be the responsibility of the Administrator, unless otherwise agreed upon by the Municipalities.

Liability and Indemnity

32. In addition to the direct operational costs of the Regional Landfill, the Municipalities agree that any other costs, damages, claims or losses of the Authority shall also be borne proportionately by the Municipalities on the basis of the ratio of the tonnes of waste hauled and deposited from each Municipality over the total amount of waste hauled and deposited to the Regional Landfill. Such liability shall include, without limitation:
 - a. Any costs or liabilities required by applicable laws or regulations to manage the Regional Landfill during operations, during closure, and post-closure of the Regional Landfill;
 - b. Any costs or liabilities incurred by Yellowhead or any other party acting as the Administrator or arising from actions undertaken in good faith by the Administrator in connection with its administration of the Authority;
 - c. Any costs or liabilities related to the Landfill Site (including the contamination or reclamation thereof), whether directly incurred or claimed against the Authority or Hinton as the registered owner of the Landfill Site.

33. Each Municipality hereby agrees to indemnify the other Municipalities to the extent of each Municipality's proportionate share of any and all obligations, costs (including reasonable legal costs), damages, claims and expenses of the Authority as further described in section 32 above, and such indemnity shall survive the termination of this Agreement for any reason.
34. The Municipalities agree that nothing in this Agreement is intended to relieve any Municipality from liability for its municipal waste hauled and deposited to the Regional Landfill for disposal.

Insurance

35. The Authority shall ensure that the Administrator maintains Commercial General Liability Insurance and Standard Form Automobile liability Insurance in such amounts and on such terms as determined by the Board, provided that absent further agreement by the Municipalities:
- a. The commercial general liability insurance policy shall provide coverage for Bodily Injury, Property Damage and Personal Injury and shall include but not be limited to:
 - i. A limit of liability of not less than \$5,000,000 per occurrence with an aggregate of not less than \$5,000,000;
 - ii. The addition of the Authority as an additional insured with respect to the operations of the Named Insured;
 - iii. The inclusion of a provision for cross liability and severability of interest in respect of the Named Insured;
 - iv. Non-owned automobile coverage with a limit not less than \$2,000,000 and shall include contractual non-owned coverage (SEF 96);
 - v. Products and completed operations coverage;
 - vi. Broad Form Property Damage;
 - vii. Contractual Liability;
 - viii. Owners and Contractors Protective; and
 - ix. Hostile fire;
 - b. The Standard Form Automobile Liability Insurance shall comply with all requirements of the current legislation of the Province of Alberta, and have an inclusive limit of not less than \$5,000,000 per occurrence for Third Party Liability, in respect of the use or operation of vehicles owned, operated or leased by the Administrator.
 - c. Such policies of insurance shall provide 30 days prior notice of cancellation. To achieve the desired Automobile Liability and Commercial General Liability limits, umbrella or excess liability insurance may be used
36. As the registered owner of the Landfill Site, Hinton will provide additional insurance that the Municipalities shall deem necessary to adequately keep and save harmless the Municipalities

from any and all claims arising from the operation of the Regional Landfill. Premiums and deductible costs will be shared by the Parties as part of the annual operating expenses.

37. The Administrator shall be responsible for recommending such further or other types or amounts of insurance to the Municipalities from time to time.

Dispute Resolution

38. The Municipalities agree that in the event of any dispute between the Municipalities under this Agreement, the Municipalities shall be entitled to receive copies of any and all documents, papers, contracts, correspondence, and all other material relevant to the dispute from the Administrator and the Municipality requesting the material shall bear the reasonable cost of providing the copies.
39. The Municipalities agree that the first step to resolve a dispute shall be to seek resolutions by negotiations between the Municipalities. Any dispute shall initially be referred to the Chief Administrative Officers of the Municipalities. Should a dispute not be resolved through discussion and negotiation between Chief Administrative Officers, the dispute may be referred for discussion between the elected Councils of each of the Municipalities, who agree to make reasonable efforts to discuss and consider such concerns.
40. The Municipalities agree any questions or differences whatsoever touching this Agreement that are not settled by negotiations between the Municipalities as set out above shall be referred to binding arbitration by serving notice on the Administrator and the Municipalities of its intention and outlining in sufficient detail the nature of the dispute and the remedy sought. Notice shall be deemed received within seven (7) clear days when sent by regular mail to the corporate office of the Municipalities and the mailing address of the Authority.
41. Such arbitration shall be heard by a single arbitrator to be agreed upon by the Municipalities hereto or failing agreement to be appointed pursuant to the provisions of the *Alberta Arbitration Act*. Such Arbitrator shall have all the powers conferred on arbitrators by the *Arbitration Act* or any statutory modification or reenactment thereof for the time being in force.
42. The decisions or awards of the appointed Arbitrator shall be final and binding on the Municipalities except on a point of law or jurisdiction which may be appealed to a Court having jurisdiction.

Withdrawal and Addition of Members or Dissolution of the Authority

43. The Municipalities agree to continue this Agreement for the operational life of the Regional Landfill or until final reclamation and release is received from the applicable regulatory authority.
44. Any Municipality may request to withdraw from the Authority by serving at least one (1) year's written notice of its intention on or before the last day of December of any given year, to be effective following the last day of December in the year following.
45. There must be unanimous agreement between the Municipalities to allow any Municipality to withdraw, and such agreement shall not be subject to appeal or any dispute resolution process provided for in this Agreement.

46. Subject to the unanimous approval of the Councils of the Municipalities, the Authority may resolve to wind up its affairs whereupon the affairs of the Authority shall be wound up as expeditiously as possible. The assets and liabilities (including any future liabilities as set out below) of the Authority shall be divided amongst the Municipalities on a basis which reflects the relative total tonnage of waste deposited in the Regional Landfill from each of the Municipalities as described in section 13.
47. The Municipalities shall, prior to dissolution, negotiate a formal agreement, provide for the winding up of the Authority's affairs and the appointment of a custodian to manage the Regional Landfill until final reclamation and release of the Regional Landfill by the applicable regulatory authority(ies).
48. In the event of a dispute over the dissolution agreement or conditions contained therein, the Municipalities shall rely on the dispute resolution process contained in this Agreement.
49. Any Municipality which is permitted to withdraw as a member of the Authority shall have no interest in or claim against any assets of the Authority from and after the said effective date of the withdrawal.
50. The Municipalities may agree at any time to admit a new member of the Authority, on terms acceptable to the Authority. The Authority may, by majority vote, recommend to the Councils of the Municipalities the addition of a new member on certain terms and conditions. Admission of the new member shall require approval by the majority of the Councils of the existing Municipalities (for clarity, a tie vote on the admission of a new member would be defeated). Upon such approval, the Municipalities shall execute an amended Agreement consistent with the terms and conditions approved by the majority of the Councils, provided that such agreement shall include:
 - a. A requirement that the new member shall pay a rate in the first year of operations which is \$4.00 above the applicable municipal rate at the time of admission; and
 - b. A requirement that the new member make a contribution to the existing capital reserves of the Authority, in an amount as determined and recommended by the Board.

Should the parties not reach such an agreement, they shall have recourse to the dispute resolution process set out in this Agreement.

Severance and Amendment

51. The Municipalities agree that if any provision of this Agreement shall be prohibited by or judged by a Court to be unlawful, void, or unenforceable such provision shall to the extent required be severed from this Agreement. The remaining provisions of this Agreement shall not as far as possible be changed or modified and all other terms and conditions not so severed shall continue in full force and effect.
52. This Agreement constitutes the entire agreement between the Municipalities hereto with respect to the subject matter herein contained.
53. This Agreement shall inure to the benefit of and be binding upon the Municipalities their successors and approved assigns

54. This Agreement may be amended at any time by mutual written agreement of all the Municipalities.

IN WITNESS WHEREOF the parties hereto affix their hands and seal on the day first above written.

YELLOWHEAD COUNTY

Per: [REDACTED]
(corporate seal)

Per: [REDACTED]

TOWN OF EDSON

Per: [REDACTED]
(corporate seal)

Per: [REDACTED]

TOWN OF HINTON

Per: [REDACTED]
(corporate seal)

Per: [REDACTED]

MUNICIPALITY OF JASPER

Per: [REDACTED]
(corporate seal)

Per: [REDACTED]

MOTION ACTION LIST

SHORT TITLE	REQUESTED (DATE)	RESPONSIBLE (WHO)	COUNCIL MOTION (DESCRIPTION)	TARGET (DATE)
Parcel GB Development Information	March 8, 2022	CAO	That Committee direct Administration to request preliminary information such as renderings and site plans for the proposed GB development and return to a future Committee of the Whole meeting.	November 2022
Policy B-017 Community & Economic Development Fund	May 24, 2022	Director of Community Development	That Committee refer the matter of funding the Community Economic Development Fund to the 2023 budget discussion. That Committee direct Administration to conduct a review of the administrative procedures for Policy B-017 Community & Economic Development Fund and present recommendations at a future Committee meeting.	October 2022
JCHC Governance Review - 1	June 14, 2022	CAO	That Committee direct Administration to review corporate structures that would enable JCHC to assume debt independent of the Municipality while also being able to provide some manner of equity in return for capital contributions.	October 2022
JCHC Governance Review - 2	June 14, 2022	CAO	That Committee direct Administration identify the resources required to produce a strategy to address the 2021 gap and return to Committee prior to the 2023 budget discussions.	October 2022
Alberta / Japan Twinning Municipalities Association	June 14, 2022	Director of Protective & Legislative Services	That Committee direct Administration to follow items 1, 2, 4, and 5 in the recommendations and refer item 3 to a future committee of the whole meeting 5-Prepare/develop a video from the community of Jasper to send to Hakone to acknowledge the 50 th anniversary of the twinning relationship	November 2022
Jasper Museum Storage Container	August 9, 2022	Director of Operations	That Committee direct Administration to work with the JYHSMA to identify locations on Municipal property for the	October 2022

Municipality of Jasper

			storage container subject to Parks Canada approval and the JYHSMIA covering any associated costs.	
Sledding at Snape's Hill	August 9, 2022	Director of Community Development	That Committee direct Administration investigate other potential sites to develop a tobogganing hill in the south end of the town site.	October 2022
Community Conversations – Town Internet Access	August 23, 2022	Director of Finance & Administration	That Committee direct Administration to explore opportunities for town wide internet access.	November 2022
Community Conversations – Communications	August 23, 2022	Director of Protective & Legislative Services	That Committee direct Administration to investigate systems that would improve the sound quality of Council meetings.	November 2022
Community Conversations – Environmental Responsibility	August 23, 2022	Director of Operations	That Committee direct Administration to explore capacity to undertake the work identified by the Environmental Responsibility Community Conversation; and, if there is insufficient current capacity, to explore expanding capacity prior to budget 2023 discussions.	October 2022
Fruit Trees on Municipal Property	August 23, 2022	CAO & Director of Operations	That Committee direct Administration to return to a future committee of the whole meeting with proposed alternatives on how to deal with fruit trees on municipal land.	November 2022
Petro-Canada	September 27, 2022	Director of Operations	That Committee receive the report for information and direct Administration to invite the proponent to provide Council with a Traffic Impact Analysis, at the sole cost of the proponent, for Council to further consider the request, with the understanding that if approved the entire project would proceed at the sole cost of the proponent.	October 2022
S-Block Parking	October 11, 2022	Director of Protective & Legislative Services	That Committee direct Administration to develop a revised parking program for stalls in the S-Block parking lot, and report back at an upcoming Committee of the Whole meeting; and That Committee direct Administration to propose a fee increase to the Storage Lots Bylaw (#208), and report back at an upcoming Committee of the Whole meeting.	November 2022
Utility Rate Model Outcomes Review	October 11, 2022	Director of Finance & Administration	That Committee direct Administration to organize and prepare for a workshop for Council and key staff to have further discussion of the Utility Rate Bylaw.	Nov

Reserve Policy	October 11, 2022	Director of Finance & Administration	<p>That Committee receive the draft Reserve Policy (B-112) as amended as discussed at the Oct 11, 2022 Committee of the Whole meeting; and</p> <p>That Committee direct Administration to return to a future committee of the whole with Schedule A: Reserve Descriptions.</p>	November 2022