

Municipality of Jasper  
**Committee of the Whole Meeting Agenda**  
January 9, 2024 | 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 Wilson to chair meeting

**2. Additions to agenda**

**3. Approval of agenda**

3.1 January 9, 2024 Committee of the Whole agenda attachment

**4. December 12, 2023 Committee of the Whole - approved December 19, 2023** attachment

4.1 Business arising from minutes

**5. Delegations**

**6. Correspondence**

**7. New business**

7.1 Global Covenant of Mayors for Climate & Energy attachment

7.2 2023 Community Conversations Annual Report attachment

7.3 Alberta Tourism Advocacy Summit – Mayor Ireland verbal

**8. Motion Action List** attachment

**9. Councillor upcoming meetings**

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

**10. Upcoming events**

Intergovernmental Meeting – 9:30am, January 16, Jasper Library & Cultural Centre

Jasper Park Chamber of Commerce General Meeting – 9:00am, January 17, Zoom

[Jasper in January](#) – January 12 to 28

NETMA – January 24, Location TBA

[Coldest Night of the Year](#) – 4:00-7:00pm, February 24, Jasper Activity Centre

Strategic Priorities Review – February 29 to March 1, Pyramid Lake Lodge

**11. Adjournment**

*All regular and committee meetings of Council are video-recorded and archived on YouTube.*

Municipality of Jasper  
**Committee of the Whole Meeting Minutes**  
 Tuesday, December 12, 2023 | 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 Wendy Hall, Councillors Kathleen Waxer, Helen Kelleher-Empey, Scott Wilson and Ralph Melnyk   |                          |         |
| Absent  | Councillor Rico Damota  |                          |         |
| Also present  | Bill Given, Chief Administrative Officer<br>Christine Nadon, Director of Protective & Legislative Services<br>Natasha Malenchak, Director of Finance & Administration<br>Christopher Read, Director of Community Development<br>Lisa Riddell, Community Development Manager<br>Emma Acorn, Legislative Services Coordinator<br>Bob Covey, The Jasper Local<br>6 observers |                          |         |
| Call to Order   | Deputy Mayor Hall called the December 12, 2023 Committee of the Whole meeting to order at 9:30am and began with a <a href="#">Traditional Land Acknowledgement</a> .  |                          |         |
| Additions/<br>deletions to the<br>agenda              | none  |                          |         |
| Approval of<br>agenda<br>#581/23                      | MOTION by Councillor Kelleher-Empey that Committee approve the agenda for the December 12, 2023 Committee of the Whole meeting as presented.  |                          |         |
|   | FOR<br>6 Councillors  | AGAINST<br>0 Councillors | CARRIED |
| Business arising<br>from November<br>28, 2023 minutes | none  |                          |         |
| Delegations   | none  |                          |         |
| Correspondence  | none  |                          |         |
| Director’s Report<br>– Community<br>Development       | Director of Community Development, Christopher Read, presented a report to Committee highlighting recent work in the department including an update on the renovation of the Jasper Activity Centre; staffing updates; service trends; and projects in communications   |                          |         |

and engagement.

#582/23

MOTION by Councillor Waxer that Committee receive the report for information.

FOR

AGAINST

6 Councillors

0 Councillors

CARRIED

Behaviour in  
Municipal  
Facilities Policy  
#583/23

Council received a draft Behaviour in Municipal Facilities Policy. Administration also reviewed draft procedures to accompany the policy.

MOTION by Councillor Waxer that Committee recommend Council approve the Behaviour in Municipal Facilities Policy with the following amendment:

- Responsibilities Section: Add "Ensure the public is aware of the policy"

FOR

AGAINST

6 Councillors

0 Councillors

CARRIED

Motion Action List

Administration reviewed the Motion Action List.

#584/23

MOTION by Councillor Kelleher-Empy that Committee approve the updated Motion Action List with the removal of the following items:

- Behaviour in Municipal Facilities Policy
- Hakone, Japan Initiatives - first part
- Carpool Vehicles

And date changes for the following items:

- Paid Parking Correspondence
- Global Covenant of Mayors for Climate & Energy
- Forest Park Hotel Parking
- Hakone, Japan Initiatives - second part

FOR

AGAINST

6 Councillors

0 Councillors

CARRIED

Councillor  
upcoming  
meetings

Councillor Melnyk will be attending the last 2023 meeting of the Jasper Yellowhead Historical Society this evening.

Upcoming Events

Council reviewed a list of upcoming events.

Adjournment  
#585/23

MOTION by Councillor Kelleher-Empy that, there being no further business, the Committee of the Whole meeting of December 12, 2023 be adjourned at 10:50am.

FOR

AGAINST

6 Councillors

0 Councillors

CARRIED

## AGENDA ITEM 7.1

### REQUEST FOR DECISION

**Subject:** Global Covenant of Mayors for Climate & Energy  
**From:** Bill Given, Chief Administrative Officer  
**Reviewed by:** Emma Acorn, Legislative Services Coordinator  
**Date:** January 9, 2024

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#### **Recommendation:**

That Committee recommends Council postpone the consideration of joining the "Global Covenant of Mayors for Climate & Energy" until July 2024.

#### **Alternatives:**

- That Committee directs Administration to proceed with the application process for joining the covenant immediately.
- That Committee receives the report for information and takes no further action at this time.

#### **Background:**

The Global Covenant of Mayors for Climate & Energy (GCoM) is an international alliance of cities and local governments committed to addressing climate change. The initiative was launched in 2016, and it brings together over 10,000 cities worldwide, representing a significant global climate action network. The primary goal of GCoM is to enhance the local response to climate change by promoting collaboration, knowledge sharing, and the implementation of ambitious climate action plans. There are currently 47 Global Covenant of Mayors cities and communities in Canada, only two of which are in Alberta: Edmonton and Canmore.

Members are expected to:

- Develop a greenhouse gas (GHG) emissions inventory
- Assess climate risks and vulnerabilities of your city
- Define ambitious climate mitigation, resilience and energy targets
- Create full climate action plans

On August 8, 2023 Committee referred the matter of joining the Global Covenant of Mayors for Climate & Energy to a committee meeting following the 2024 budget discussions.

At budget Council approved the creation of 0.5 FTE Energy and Environment position for a two-year term beginning in 2024.

#### **Discussion:**

Joining the "Global Covenant of Mayors for Climate & Energy" is a significant commitment, and it requires careful consideration, especially in the context of our newly established Energy and Environment Manager position. The primary reason for recommending a postponement until July 2024 is to allow sufficient time for this position to be filled and onboarded effectively.

The Energy and Environment Manager will play a pivotal role in driving our environmental initiatives forward. Many of the position's responsibilities will overlap with the responsibilities that municipality would assume

under membership in the GCoM. However, with this role being part-time, there is a need to assess whether the manager will have enough capacity to take on the additional workload that comes with our participation in the covenant.

Administration intends to complete recruitment for the position by the end of the first quarter of 2024. By postponing the decision until July, we ensure that we have gathered sufficient data and insights into the demands of the Energy and Environment position. This will enable Council to make an informed choice about our commitment to the covenant, avoiding potential strain on our limited resources and ensuring the success of our environmental initiatives.

In summary, delaying our consideration of joining the "Global Covenant of Mayors for Climate & Energy" aligns with our strategic priorities in the Environment and Organizational Excellence categories. It also demonstrates responsible fiscal management and allows us to make a more informed decision once we have a clear understanding of our internal capacity.

**Strategic Relevance:**

- Focus on prevention, mitigation, and preparation for natural disasters.
- Proactively plan for and invest in the maintenance and management of our natural assets and built infrastructure.

**Inclusion Considerations:**

The Municipal Inclusion Assessment Tool has been applied to this recommendation.

**Relevant Legislation:**

NA

**Financial:**

The recommendation can be carried out within the existing approved budget.

## AGENDA ITEM 7.2

### REQUEST FOR DECISION

**Subject:** 2023 Community Conversations Annual Report  
**From:** Bill Given, Chief Administrative Officer  
**Prepared by:** Lisa Riddell, Community Development Manager  
**Reviewed by:** Christopher Read, Director of Community Development  
Emma Acorn, Legislative Services Manager  
**Date:** January 9, 2024



#### Recommendation:

That Committee receive the Community Conversations Annual Report for January to December 2023 for information.

#### Options:

That Committee direct Administration to bring forward additional information on any items of interest in the Community Conversations report to a future Committee meeting.

#### Background:

On September 21, 2021 Council approved the [Community Conversations Policy \(A-105\)](#) which outlines Council's commitment to meaningful resident engagement to ensure that municipal services and programs remain responsive to changing community needs. In February 2023, a revised Policy A-105 was adopted by Council, directing Administration to narrow the scope of conversations to focus on the life-stage focused conversations.

From January to December 2023, 37 life-stage focused Community Conversations took place (4 in January, 3 in every other month). In February of 2023, the Early Childhood and the School Age Conversation participants wanted to try combining their previously separated conversations. So, instead of two separate 1-hr conversations per month, they took part in one, 1.5hour conversation all together each month from February onwards.

Here is a breakdown of attendance in 2023 compared to 2022 numbers.

|                              | Year | Breakdown by quarter and type of participant |         |       |                    |         |       |                    |         |       |
|------------------------------|------|--|---------|-------|--------------------|---------|-------|--------------------|---------|-------|
|                              |      | Jan. to March 2023                           |         |       | April to June 2023 |         |       | Sept. to Nov. 2023 |         |       |
|                              |      | MOJ  | Non MOJ | Total | MOJ                | Non MOJ | Total | MOJ                | Non MOJ | Total |
| Adults                       | 2022 | 16   | 23      | 39    | 11                 | 22      | 33    | 8                  | 15      | 23    |
|                              | 2023 | 9  | 17      | 26    | 10                 | 20      | 30    | 9                  | 23      | 32    |
| Seniors                      | 2022 | 13   | 14      | 27    | 11                 | 12      | 23    | 5                  | 16      | 21    |
|                              | 2023 | 8  | 24      | 32    | 14                 | 25      | 39    | 10                 | 25      | 35    |
| Early Childhood & School Age | 2023 | 17   | 13      | 30    | 16                 | 11      | 27    | 16                 | 12      | 28    |

*\*Municipal attendance at the Early Childhood & School Age Conversation is high because the Municipality of Jasper offers many services for this age group: daycare, out of school care, 3 x Outreach Workers, 1 x Settlement Worker.*

Here is a list of organizations/groups who have signed up to participate in Community Conversations. Those in *italics* attend regularly (2/3 of the time). The rest attend periodically (3 times per year):

- *Alberta Health Services - Addictions and Mental Health*
- Alberta Health Services - Homecare
- Alberta Health Services - Physical Therapy
- *Alberta Health Services - Public Health*
- *Alpine Summit Seniors' Lodge*
- *CN Wellness Committee*
- *Community Development*
- *Community Futures West Yellowhead*
- *Community Outreach Services*
- *Ecole Jasper Elementary School*
- *Ecole Desrochers*
- *Friends of Jasper National Park*
- *Grande Yellowhead Public School Division*
- Government of Alberta - Alberta Supports
- Hinton Friendship Centre
- *Hinton Victim Services*
- *Jasper Activity Centre*
- *Jasper Artist's Guild*
- *Jasper Aquatic Centre*
- *Jasper Community Habitat for The Arts*
- *Jasper Employment Centre*
- *Jasper Library*
- Jasper Minor Sports
- *Jasper Museum*
- Jasper Real Estate
- *Jasper Seniors' Society*
- Jasper Seniors' Housing Society
- Jasper Tour Company
- Mens' Shed Group
- Mettra Pharmacy
- Mountain Makers
- *Municipal Council*
- *Municipal Operations Department*
- Parks Canada - Wellness Committee
- Parks Canada - Indigenous Relations
- Pine Grove Manor
- *Pursuit Jasper Banff Collection*
- Royal Canadian Mounted Police (RCMP) - Jasper Detachment
- *Settlement Services*
- *Tourism Jasper*
- Uplift Mural Festival
- Yellowhead Emergency Shelter for Women

Here is a list of organizations Community Development hopes to increase participation from in 2024:

- Fairmont Jasper Park Lodge
- Local Small Businesses
- Individuals
- Via Rail/Rocky Mountaineer
- Jasper Park Chamber of Commerce
- Jasper Crisis Team Society
- Supporting increased attendance from periodic attendees

### **Discussion:**

At Community Conversations, participants identify the changing needs of residents as well as opportunities to take action in response to those needs. A review of all trends and opportunities identified across all Community Conversations throughout 2023 reveals a few thematic areas under which the majority of trends and opportunities identified could be grouped. These have remained similar to 2022 but not exactly the same. In random order:

- **Diversity, Inclusion and Connection:** Organizations continue to see elevated levels of participation in programming, events and initiatives that bring people together – especially those with a diversity, cultural, inclusive theme. The desire for in-person connection has never been higher.

- **Internet & Technology:** A lack of Internet access and low digital literacy can create barriers for folks to access supports, systems, coursework and processes that have largely shifted to on-line since the pandemic. Woven into this same theme is the increased time in front of screens for many children and youth. The effect of social media influencers on youth has been noted as well with reports of discriminatory or offensive behaviour towards others.
- **Mental Health:** There are more complex mental health situations arising for all ages as we see the impact of years of isolation associated with the pandemic and a steady influx of newcomers coming to Jasper to work in the tourism economy.
- **Housing:** Limited access to affordable, stable housing continues to cause stress for Jasperites across all ages. Seniors are looking to downsize, families need adequate housing, staff need stable accommodation to bridge them between seasonal work. Unpredictable rent increases are still causing significant stress. Additionally, some residents live in precarious housing tied to unstable employment.
- **Financial Stress:** Residents of all ages continue to grapple with rising cost of groceries, rent and utilities. This is evident with prolonged increase in requests for relief funding, use of the food bank, food recovery etc.
- **Crisis Response:** The need for crisis response services including one-on-one support as well as financial relief, specifically for folks involved in non-criminal trauma remains high. COS also supports a steady stream of folks coming through town who are homeless and those needs remain consistent.
- **Transportation:** The new transit system has been well received by many for which transportation was previously a barrier.

Participants from Community Conversations were surveyed in November 2023.

- 89% say Community Conversations is a valuable use of their time.
- 89% feel more connected to what's going on in town and the services available through participating in Community Conversations.
- 79% say Community Conversations results in more collaboration between the Municipality and external groups or individuals in the community.
- 84% agree Community Conversations is an effective way to document the changing priorities of residents and then report that information to municipal Council.
- 79% have told a friend about Community Conversations.

Several groups have taken action in response to social priorities raised at Community Conversations. In 2023, there were a variety of actions taken by several participants (both municipal and non-municipal). Here are some of those actions, activities or initiatives:

- **Jasper Employment and Education Centre** launched an on-line resume board for older adults looking for part time work. This initiative came out of community conversations about supporting older adults.
- **Jasper Municipal Library** started a Tween Takeover program for ages 8-11 after a gap in programming for that age group was raised at Community Conversations.
- **Jasper Municipal Council** passed a resolution at Alberta Municipalities advocating for the needs of vulnerable tenants after the rent increases around town came up at Community Conversations.

- **Alberta Health Services** supported Community Outreach Services' proposal to trial a social prescribing for older adults program in Jasper after the opportunity came up at a Community Conversation.
- **Men's Shed Group** mobilized and started making their efforts known after participants from Community Conversations urged the group to share their goals.
- **CN** started connecting their staff with key resources (like the Community Guide, Community Dinners and Santas Anonymous) in Jasper after attending a Community Conversation.
- **OSI-Can**, which offers support to first responders, was able to connect to the Jasper Crisis Team and formalize a partnership through them to offer support locally after attending Community Conversations.

**Relevant Legislation:**

- [Policy A-105: Community Conversations Policy](#)

**Strategic Relevance:**

- Communicate and engage with residents.
- Welcome the expertise, innovation, creativity and commitment of community members, groups, associations and businesses.
- Entrust our staff to develop healthy relationships with the people they serve.
- Nurture our most important relationships which are those within our organization

Activities that result from Community Conversations also advance these priorities:

- Take proactive steps to reduce the risk of people becoming vulnerable and respond when they are vulnerable.
- 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.

**Financial:**

The costs to implement the Community Conversations Policy are within the 2023 Operating Budget and included within the draft 2024 Operating Budget.

**Attachments:**

The notes for each individual conversation can be found on the [Municipality of Jasper website](#).

## MOTION ACTION LIST

| SHORT TITLE                                    | REQUESTED (DATE)   | RESPONSIBLE (WHO)  | COUNCIL MOTION (DESCRIPTION)  | TARGET (DATE) | STATUS |
|--|--------------------|--|---|---------------|--------|
| Clean Energy Improvement Program               | December 13, 2022  | Director of Operations & Utilities and<br>Director of Finance & Administration | That Committee direct Administration to work with Alberta Municipalities and develop the following and present them at a future committee of the whole meeting: <ul style="list-style-type: none"> <li>• A Clean Energy Improvement Program business case for Jasper</li> <li>• Draft Clean Energy Improvement Tax bylaw</li> </ul> | February 2024 |        |
| Paid Parking Correspondence                    | July 18, 2023      | Director of Protective & Legislative Services                                  | That Council direct Administration to refer the matter of resident and paid parking along Geikie Street to a Committee of the Whole meeting following the conclusion of the 2023 Paid Parking Program.  | January 2024  |        |
| Global Covenant of Mayors for Climate & Energy | August 8, 2023     | Director of Protective & Legislative Services                                  | That Committee refer the matter of joining the Global Covenant of Mayors for Climate & Energy to a committee meeting following the 2024 budget discussions.   | January 2024  |        |
| S-Block Parking 2023, Winter Seasonal Service  | September 12, 2023 | Director of Protective & Legislative   | That Committee direct Administration to report back on the 2023-24 S-Block Parking Lot winter seasonal service to a Committee of the Whole meeting in the spring.   | May 2024      |        |
| Jasper Folk Music Festival 2023                | July 18, 2023      | Director of Protective & Legislative Services                                  | That Council defer discussion of appointing board members to societies to a future Committee of the Whole meeting, prior to the Organizational meeting in October 2023.   | February 2024 |        |
| Snape's Hill Happy Little Trees                | October 3, 2023    | Director of Operations & Utilities   | That Council refer the suggestion of entering into a joint agreement with Parks Canada and Jasper Yellowhead Historical Society to a future Committee of the Whole meeting.   | March 2024    |        |

|  |                          |  |   |                      |  |
|--|--------------------------|--|---|----------------------|--|
| <b>Child Care Advocacy</b>                         | <b>October 10, 2023</b>  | <b>Director of Community Development</b>                 | That Committee refer the matter of advocacy on the bilateral agreement for child care to a future Committee of the Whole meeting.   | <b>January 2024</b>  |  |
| <b>Hakone, Japan Initiatives</b>                   | <b>October 10, 2023</b>  | <b>Director of Protective &amp; Legislative Services</b> | Develop detailed procedures for the exchange program to establish clear roles and responsibilities for the parties involved.  | <b>January 2024</b>  |  |
| <b>Forest Park Hotel Parking</b>                   | <b>November 7, 2023</b>  | <b>CAO &amp; Director of Operations &amp; Utilities</b>  | That Council direct Administration to continue discussions with the Forest Park Hotel to see whether a solution could be reached and to report back to a future Committee of the Whole meeting.                                   | <b>January 2024</b>  |  |
| <b>Habitat for the Arts</b>                        | <b>November 22, 2023</b> | <b>Director of Community Development</b>                 | That Committee direct Administration to discuss transitioning to a public board with Habitat for the Arts and return with a report in 2024.   | <b>February 2024</b> |  |
| <b>Crisis Team Jasper Society</b>                  | <b>November 22, 2023</b> | <b>Director of Community Development</b>                 | That Committee direct Administration to develop an F-104 agreement with the Crisis Team Jasper Society to be reviewed by Council.   | <b>February 2024</b> |  |
| <b>Tourism Jasper Destination Stewardship Plan</b> | <b>November 28, 2023</b> | <b>CAO</b>   | That Committee direct Administration to review the plan to identify opportunities for the Municipality of Jasper to participate in implementation and to return to a future Committee of the Whole meeting with recommendations.  | <b>February 2024</b> |  |
| <b>Labour Market Study</b>                         | <b>November 28, 2023</b> | <b>CAO</b>   | That Committee direct Administration to review the study to identify opportunities for the Municipality of Jasper to participate in implementation and to return to a future Committee of the Whole meeting with recommendations. | <b>March 2024</b>    |  |
| <b>Jasper Hotel Association</b>                    | <b>December 19, 2023</b> | <b>Director of Protective &amp; Legislative Services</b> | That Council refer the request to the Emergency Management Agency and request a status update at a future Committee of the Whole meeting.   | <b>March 2024</b>    |  |
| <b>Transit Capital Projects</b>                    | <b>December 19, 2023</b> | <b>CAO</b>   | That Council direct Administration to return to a future Council meeting for approval prior to  | <b>February 2024</b> |  |

Municipality of Jasper

|                       |                          |   |  |                   |  |
|-----------------------|--------------------------|---|--|-------------------|--|
|                       |                          |   | awarding or procuring any transit capital projects.  |                   |  |
| <b>2024 Mill Rate</b> | <b>December 19, 2023</b> | <b>Director of Finance &amp; Administration</b> | That Council direct Administration to provide a report on the potential implications of splitting the 2024 net tax increase at ratios other than 5:1 and return to a future Committee of the Whole meeting prior to establishing the 2024 mill rate. | <b>March 2024</b> |  |
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