MUNICIPALITY OF JASPER

REGULAR COUNCIL MEETING AGENDA

February 21, 2023 | 1:30 pm

Jasper Library & Cultural Centre – Quorum Room

Municipality of Jasper Strategic Priorities 2022-2026



<u>Notice:</u> Council members and staff are at the Jasper Library and Cultural Centre. 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 1:30 pm, use this Zoom link: https://us02web.zoom.us/j/87657457538

1 CALL TO ORDER

2 APPROVAL OF AGENDA

2.1 Regular meeting agenda, February 21, 2023

attachment

Recommendation: That Council approve the agenda for the regular meeting of February 21, 2023 as presented.

3 APPROVAL OF MINUTES

3.1 Regular meeting minutes, February 7, 2023

attachment

Recommendation: That Council approve the minutes of the February 7, 2023 Regular Council meeting as presented.

3.2 Committee of the Whole meeting minutes, February 14, 2023

attachment

Recommendation: That Council approve the minutes of the February 14, 2023 Committee of the Whole meeting as presented.

4 CORRESPONDENCE

5 DELEGATIONS

6 NEW BUSINESS

6.1 Director of Operations and Utilities Report

attachment

Recommendation: That Council accept the Director of Operations and Utilities' report for information.

6.2 Permanent Continuous Position Request – Community Development

Recommendation: That Council approve the conversion of the following positions to "permanent continuous" within the municipality's staff establishment chart:

- (1) Client Services Coordinator
- (2) Settlement Workers
- (1) Community Development Coordinator

MUNICIPALITY OF JASPER REGULAR COUNCIL MEETING AGENDA

February 21, 2023 | 1:30 pm Jasper Library & Cultural Centre – Quorum Room Municipality of Jasper Strategic Priorities 2022-2026

6.3 Community Conversations Policy

attachment

Recommendation: That Council approve the revised Community Conversations Policy A-105 as presented.

6.4 Jasper Municipal Library Board Appointment

attachment

Recommendation: That Council appoint Joanne Sommers to the Jasper Municipal Library Board for a term commencing February 21, 2023 and concluding December 31, 2025.

6.5 February 28, 2023 Committee of the Whole Meeting Attendance

verbal

7 NOTICES OF MOTION

8 COUNCILLOR REPORTS

8.1 Council's appointments to boards and committees

9 UPCOMING EVENTS

NETMA – 5-7pm, Wednesday, February 22, Downstream Restaurant & Lounge Pink Shirt Day / Anti-bullying Day – February 22 Coldest Night of the Year Fundraiser/Family Walk – February 25 Tourism Industry of Alberta Conference – February 27 & 28, Edmonton

10 ADJOURNMENT

Recommendation	: That,	there being i	no further	business,	the regular	meeting of	February 21	., 2023 be
adjourned at								

Please note: All regular and committee meetings of Council are video recorded and archived on YouTube.

Municipality of Jasper

Regular Council Meeting Minutes

Tuesday, February 7, 2023 | 1:30 pm 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 both Zoom livestreaming and in-person attendance.

Present Mayor Richard Ireland, Deputy Mayor Scott Wilson, Councillors Kathleen Waxer,

Ralph Melnyk, Rico Damota and Wendy Hall

Absent Councillor Helen Kelleher-Empey

Also present Bill Given, Chief Administrative Officer

Christine Nadon, Director of Protective & Legislative Services

Sgt. Rick Bidaisee, Jasper RCMP

Gary Raymond – Executive Director, West Central Airshed Society (WCAS)

Yvonne Barker – Community Engagement Coordinator, WCAS

Pattie Pavlov, Jasper Park Chamber of Commerce Stephen Pavlov, RCMP Musical Ride delegate

Christopher Read, Director of Community Development

Amanda Stevens, Communications Manager

Peter Shokier, The Fitzhugh (media) Scott Hayes, The Fitzhugh (media) Bob Covey, The Local (media)

2 observers

Call to order Mayor Ireland called the February 7, 2023 regular meeting to order at 1:30pm.

Additions to agenda

#45/23

MOTION by Councillor Damota – BE IT RESOLVED that Council add the following

items to the agenda:7.1 Institutional Use of Private Space

FOR AGAINST

6 Councillors 0 Councillors CARRIED

Approval of agenda #46/23

MOTION by Councillor Hall – BE IT RESOLVED that Council approve the agenda for the February 7, 2023 regular meeting as amended.

FOR AGAINST

6 Councillors 0 Councillors CARRIED

Approval of Regular minutes #47/23 MOTION by Councillor Waxer – BE IT RESOLVED that Council approve the minutes of the January 17, 2023 Regular Council meeting as presented.

FOR AGAINST

6 Councillors 0 Councillors CARRIED

Approval of Committee of the Whole minutes #48/23 Councillor Damota noted an error in the meeting adjournment time, which should read "11:50am" instead of "11:50pm".

MOTION by Councillor Melnyk – BE IT RESOLVED that Council approve the

minutes of the January 24, 2023 Committee of the Whole meeting as amended.

FOR AGAINST

6 Councillors 0 Councillors CARRIED

MOTION by Councillor Waxer – BE IT RESOLVED that Council receive the RCMP

Correspondence – RCMP Quarterly

Quarterly Report for information.

Report

#49/23

FOR AGAINST

6 Councillors 0 Councillors CARRIED

Delegations – West Central Airshed Council received a presentation from Gary Redmond, Executive Director for the

West Central Airshed Society.

Central Airshed Society #50/23

MOTION by Councillor Waxer – BE IT RESOLVED that Council receive the presentation by the West Central Airshed Society for information, and request that Administration prepare a report on the benefits to the Municipality of Jasper of membership in the West Central Airshed Society.

FOR AGAINST

6 Councillors 0 Councillors CARRIED

Jasper RCMP Musical Ride 2023 Proposal Response #51/23 MOTION by Councillor Wilson – BE IT RESOLVED That Council support the Jasper Park Chamber of Commerce (JPCC) in hosting the RCMP Musical Ride in Jasper in June 2023, and direct Administration to provide support to the JPCC as described in the attached partnership proposal, as per policy F-104.

FOR AGAINST

6 Councillors 0 Councillors CARRIED

Supplementary Assessment of Improvements Bylaw #52/23 MOTION by Councillor Wilson – BE IT RESOLVED that Council read for the third time, Bylaw #249, being a bylaw of the Specialized Municipality of Jasper in the province of Alberta to authorize the supplementary assessment of improvements for the taxation year 2023.

FOR AGAINST

6 Councillors 0 Councillors CARRIED

Supplementary Tax Bylaw

#53/23

MOTION by Councillor Waxer – BE IT RESOLVED that Council read for the third time, Bylaw #250, being a bylaw of the Specialized Municipality of Jasper in the province of Alberta to authorize the imposition of a supplementary tax for the taxation year 2023.

FOR AGAINST

6 Councillors 0 Councillors CARRIED

Utilities Fees Levy and Collection Bylaw 2023 #54/23 MOTION by Councillor Hall – BE IT RESOLVED that Council read for the third time, Bylaw #251, being a bylaw of the Specialized Municipality of Jasper in the province of Alberta to provide for the levying and collection of fees for the provision of water, sewer, solid waste, and recycling services in 2023.

FOR AGAINST

6 Councillors 0 Councillors CARRIED

2022 Debenture Payment to Reserve Transfers #55/23 MOTION by Councillor Damota – BE IT RESOLVED that Council approve the following transfers of 2022 budgeted debenture expense funds to reserves as follows:

o \$297,766 to the Utility Operating Reserve o \$337,617 to the Financial Stabilization Reserve

FOR AGAINST 6 Councillors 0 Councillors

CARRIED

2022 Property Tax Receivable/Write-Off Request #56/23 MOTION by Councillor Melnyk – BE IT RESOLVED that Council direct Administration to write off Property Tax receivable for Roll 500000 (Provincial Building) for half of the amount levied in the amount of \$29,161.84.

FOR AGAINST

6 Councillors 0 Councillors CARRIED

Institutional Use of Private Space #57/23

MOTION by Councillor Damota – BE IT RESOLVED that Council direct Administration add Institutional Use of Private Space to the next Committee of the Whole agenda.

FOR AGAINST 6 Councillors 0 Councillors

0 Councillors CARRIED

Councillor Reports

Councillor Waxer attended a Coffee & Community Conversations session hosted by the Jasper RCMP last week.

Councillor Damota attended the Adult Community Conversation on Wednesday, February 1.

Mayor Ireland has been attending weekly meetings with the communities of Jasper, Banff and Canmore, including meeting on January 27, February 1, and February 8. The group continues to pursue a tourism-based communities designation from the Government of Alberta.

Mayor Ireland also attended the Seniors Community Conversation on February 1, and attended The Buzz event at the Jasper Artists Guild on Friday, February 3.

Upcoming events

Council received a list of upcoming events for information, and noted the following additional events:

- Tourism Industry of Alberta Conference, February 27 & 28 in Edmonton
- Tales from Jasper Storytellers, a fundraiser for the Friends of Jasper Childcare, February 21 at the Downstream

Adjournment #58/23

MOTION by Councillor Wilson – BE IT RESOLVED that, there being no further business, the regular meeting of February 7, 2023 be adjourned at 3:00pm.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED
	Mayor	r

Chief Administrative Officer

Municipality of Jasper

Committee of the Whole Meeting Minutes

Tuesday, February 14, 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 Scott Wilson, Councillors Wendy Hall, Ralph

Melnyk, Helen Kelleher-Empey, Rico Damota and Kathleen Waxer

Absent none

Also present Bill Given, Chief Administrative Officer

Christopher Read, Director of Community Development

John Greathead, Director of Operations

Christine Nadon, Director of Protective & Legislative Services

Emma Acorn, Legislative Services Coordinator Amanda Stevens, Communications Manager

Erin Toop, WSP

Bob Covey, The Jasper Local (media) Jason Stockfish, The Fitzhugh (media)

5 observers

Call to Order Deputy Mayor Wilson called the February 14, 2023 Committee of the Whole meeting to

order at 9:31am.

Additions to the

agenda

none

Approval of agenda

2023 Committee of the Whole meeting as presented.

#59/23

FOR AGAINST

7 Councillors 0 Councillor CARRIED

MOTION by Councillor Melnyk that Committee approve the agenda for the February 14,

Business arising

Study and Action

from Jan. 24

COTW

none

Delegations none

Correspondence none

Public

Council received a presentation from Erin Toop by WSP and CAO Given on the Public

Transportation Transportation Study and Action Plan.

Plan

#60/23

MOTION by Mayor Ireland that Committee recommend Council receive the Transportation Strategy & Action Plan, excluding the appendices, for information, and;

That Committee direct Administration begin the next steps identified in the Action Plan with a focus on:

- Establishing a Fixed-Route Bus Service beginning in 2023
- Conducting a E-Bike Sharing Pilot Project in 2023

FOR AGAINST

7 Councillors 0 Councillor CARRIED

Activity Centre Renovation Project Update #61/23 MOTION by Councillor Hall that Committee receive the December 2022 Activity Centre Renovation Progress Update for information.

FOR AGAINST

7 Councillors 0 Councillor CARRIED

Community Conversations Policy A-005 Review #62/23 MOTION by Mayor Ireland that Committee recommend Council adopt the revised Community Conversations Policy with the following changes:

- In the membership section change the word "application" to "registration" and "apply" to "register"
- In the administration section change the third sentence to read, "When relevant opportunities identified are aligned with council's strategic priorities and fall within administration's capacity, scope, authority and budget administration may incorporate the input received at Community Conversations into their work."

FOR AGAINST

7 Councillor CARRIED

#63/23

MOTION by Mayor Ireland that Committee recommend Council adopt the revised Community Conversations Policy as amended.

FOR AGAINST

7 Councillors 0 Councillor CARRIED

Recess Deputy Mayor Wilson called for a recess from 10:30-10:42am.

Permanent
Continuous
Position Request –

MOTION by Councillor Melnyk that Committee recommend Council approve the conversion of the following positions to "permanent continuous" within the municipality's staff establishment chart:

Community

Development

#64/23

(1) Client Services Coordinator

• (2) Settlement Workers

• (1) Community Development Coordinator

FOR AGAINST

7 Councillors 0 Councillor CARRIED

Hakone, Japan Initiatives 2023 #65/23 MOTION by Councillor Damota that Committee direct Administration to re-evaluate the High School Student Exchange Program and develop recommendations for Council's consideration for 2024 and beyond.

FOR AGAINST

7 Councillors 0 Councillor CARRIED

#66/23

MOTION by Councillor Waxer that Committee direct Administration to explore alternate delivery models for managing the Twinned Municipalities and Hospitality Committee and provide a recommendation at a future meeting.

FOR AGAINST

7 Councillors 0 Councillor CARRIED

#67/23

MOTION by Councillor Damota that Committee direct Administration to return to a future Committee of the Whole meeting with additional information on timelines, costs, and invited delegation size for a delegation to Hakone, Japan in the fall of 2023.

FOR AGAINST

7 Councillors 0 Councillor CARRIED

Institutional Use of Private Space – Councillor Damota #68/23 MOTION by Councillor Damota that Committee direct Administration to return to a future Committee of the Whole meeting with information identifying some equitable solutions for collection bins located on private property.

FOR AGAINST

7 Councillors 0 Councillor CARRIED

Extension of meeting #69/23

MOTION by Councillor Melnyk at 1:36pm that the February 14, 2023 Committee meeting be extended beyond four hours if necessary.

FOR AGAINST

7 Councillor CARRIED

Motion Action List #70/23

Administration reviewed the Motion Action List.

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

- Jasper Park Chamber of Commerce RCMP Musical Ride
- Community Conversations Policy A-005 Policy Review

FOR AGAINST

7 Councillors O Councillors CARRIED

Councillor reports

Councillor Melnyk will be attending a Jasper-Yellowhead Historical Society Board meeting tonight, an Arts & Culture Community Conversation tomorrow morning, and a course with Community Futures West Yellowhead on Thursday.

Last week Councillor Hall attended an Early Childhood Community Conversation, a School Age Community Conversation, and a Library Board meeting.

Councillor Wilson completed training last week with the Assessment Review Board.

Upcoming Events Council reviewed a list of upcoming events.

Adjournment #71/23

MOTION by Councillor Hall that, there being no further business, the Committee of the Whole meeting of February 14, 2023 be adjourned at 1:50pm.

FOR AGAINST 7 Councillors 0 Councillors

CARRIED



DIRECTOR'S REPORT

John Greathead, Director of Operations and Utilities

February 2023

Major Projects

Capital Purchases

- 2 vehicle orders made in February 2022 became unavailable at year end. Purchases carried over to 2023.
- SnowCat purchased and delivered (~\$89,000 of \$120,000 budget).
- 2 service van purchases completed, delivery by Feb 24th. One of these will be a zero emission vehicle.
- 2nd snowblower has been purchased (\$89,000 of \$150,000 budget).
- Bobcat E50 Excavator has been ordered, delivery April 2023.
- Utilities trailer and hydraulic dump trailer have been purchased and delivered.

Capital Projects

- Continued work with development of new RCMP Station.
- Ice Plant project nearing completion. Commissioning in April 2023.
- WWTP Centrifuge parts and materials have arrived, construction to begin late Mar 2023.
- Sanitary Dump/Bulk Water Station groundworks complete. Completion in summer 2023.

Staffing

- Job descriptions for new positions are being are being developed. Have begun hiring process with internal candidates being successful for 2 full time positions. Anticipated to hire 3 more positions in the next months (Mechanic, Facility Maintenance, Administrative Support).
- Reorganization of various facilities to accommodate new staff is in-progress.

Service

Utilities

- Continued sewer main cleaning and inspections of the Central Business District
- Abnormally high number of frozen services noticed this year. Frost is currently 2.6 meters deep.
- Application for WWTP Operating Approval renewal has been submitted to AEP.
- Drinking Water Safety Plan has been completed and submitted to AEP.

Public Works

- Staff cross training on equipment is on-going.

Fleet and Facilities

- Several building affected by -40 temperatures over the Christmas Holidays.
- ESB beam repairs nearing completion. Restoration of facility complete March 2023.
- Fitness and Aquatic Centre had a frozen pipe burst. Insurance work to be complete by end of Feb 2023.

Administration

- Projects including Cemetery Improvements; Utility installations to service lot CH; Solar Feasibility Study RFP; and the Development of Utilities Master Plan RFP will be main areas of focus in the next months.

Communications & Engagement

- Presentation at Aquatera Water Week North and Banff Operators Seminar: Chetamon Wildfire Incident
- Attending Alberta Care Conference February 21-24. Expecting update on Provincial EPR program.

Policy Title: Community Conversations Policy

Policy #: A-105

Date adopted by Council:



1. POLICY STATEMENT

The Municipality of Jasper recognizes the role of meaningful resident engagement to help ensure that municipal services and programs remain responsive to changing community needs.

The Municipality of Jasper is committed to engaging residents in identifying and exploring needs impacting the community and developing locally driven solutions to address those needs, through regular, facilitated *Community Conversations*.

As an addition to other communication channels and processes, *Community Conversations* are intended to facilitate dialogue and information flow: between residents; from residents to the municipality; and from the municipality to residents.

2. PURPOSE

The Municipality of Jasper will, by adopting this policy:

- Establish role clarity for Council, Administration and Residents participating in Community Conversations,
- Set out a consistent format for Community Conversations,
- Identify areas of focus for Community Conversations,
- Describe who may participate in Community Conversations, and;
- Define the expected information flow between *Community Conversations* and the municipality.

3. RELATED INFORMATION

Membership

All residents of Jasper are welcome to participate in Community Conversations. Additionally, an individual representing an agency or organization that serves the community of Jasper is welcome to participate. This also includes anyone working on a time-limited project whose focus is on the community of Jasper. There is a short registration process and individuals can register and start participating at any time throughout the year.

Roles

Councillors appointed to Community Conversations are expected to attend and share information on current Council topics of discussion, and are invited to participate fully in any conversation they may attend, but should not represent themselves as expressing the opinion or position of Council unless speaking to an action approved by a majority of council members via motion. Appointed Councillors may report back to all of Council summarizing what was talked about at Community as they deem appropriate. Council will receive a report twice per year summarizing what was identified, what action was taken and what opportunities exist for further action. Council may then choose to direct administration to investigate any opportunity(ies) identified and present more detail and recommendations to council for consideration. It is Council's role to determine which (if any) items from the Community Conversations Report - that fall outside of existing scope, authority, and budget - to direct administration to spend additional time on.

Policy Title: Community Conversations Policy

Policy #: A-105

Date adopted by Council:



Administration is expected to support Community Conversations by seeking participants, engaging participants, facilitating the conversations, taking notes and ensuring a smooth flow of information from Community Conversations through to Council and back. Administration may attend or send staff to Community Conversations as subject matter experts from time to time or as requested. When relevant opportunities identified are aligned with council's strategic priorities and fall within administration's capacity, scope, authority and budget administration may incorporate the input received at Community Conversations into their work. When opportunities fall outside of administration's existing scope, authority or budget, administration will not take any action and the items will be listed in the Community Conversations report for Council's consideration.

Participants in Community Conversations are expected to have read and understood the Municipality's Community Conversations Policy and administrative procedures. They are not expected to facilitate, take notes or report directly to Council. Participants may choose to assist to facilitate conversations or break- out room style conversations. Participants are not prevented from presenting to Council representing themselves as individual residents of Jasper or representing a community group or external agency but should not represent themselves as expressing an opinion on behalf of other Community Conversations participants. Participants will be given the opportunity to review reports to council.

Areas of Focus

Community Conversations are structured around life-stage to support dialogue in the following focus areas:

- Early Childhood
- School Age
- Adults
- Seniors

Format

Area of Focus	Frequency of Conversation	# per year
Early Childhood	Monthly	9 (excl. Jul, Aug, Dec)
School Age	Monthly	9 (excl. Jul, Aug, Dec)
Adults	Monthly	9 (excl. Jul, Aug, Dec)
Seniors	Monthly	9 (excl. Jul, Aug, Dec)

Information Flow

Community Conversations to Council

For each community conversation focus area administration shall provide a report summarizing the trends and opportunities identified to Committee of the Whole a minimum of two times per year. Reports shall be presented by administration using standard municipal report processes.

Report to Council	For the period covering		
June (first COTW)	January to May		
December (first COTW)	Annual Report		

Policy Title: Community Conversations Policy

Policy #: A-105

Date adopted by Council:



4. RESPONSIBILITIES

CAO

- Designate administrative resources, within approved budgets to support Community Conversations.
- Approve any procedures related to the policy.

Council

- Budget appropriate resources to support Community Conversations.
- Ensure that a municipal councillor is appointed to participate on each *Community Conversation*.
- Receive Community Conversations reports for information,
- Direct administration to take action and generate recommendations on any items in the Community Conversations report that council deems relevant to advancement of its strategic priorities.
- Establish by policy the areas of focus for Community Conversations.



AGENDA ITEM 6.4

REQUEST FOR DECISION

Subject: Appointments to Jasper Municipal Library Board

Prepared by: Emma Acorn, Legislative Services Coordinator

Reviewed by: Christine Nadon, Director of Protective & Legislative Services

Date – Decision: February 21, 2023

Human Resources Committee Recommendation:

That Council appoint Joanne Sommers to the Jasper Municipal Library Board for a term commencing February 21, 2023 and concluding December 31, 2025.

Alternatives:

Not to appoint applicant and re-advertise board and committee vacancy.

Background:

Annual advertising took place in November on the Municipality's website and in the Fitzhugh to fill vacancies on municipal boards and committees for the upcoming term starting in January. The only board with vacancies effective December 31, 2022 was the Jasper Municipal Library Board, with three board member positions to be filled.

The deadline for applications was November 28, 2022. As stated in the Procedure Bylaw (#190), terms on the Municipal Library Board are three years. This board has the capacity for six members-at-large. Administration received three applications for the vacant positions, all of which were appointed on December 20, 2022. On January 11, 2023 the library board received a regretful letter of resignation by a different member and the decision was made to re-advertise the position as there were no extra candidates to choose from. One application has been received and forwarded to the Human Resources Committee for their consideration.

Relevant Legislation:

• Procedure Bylaw #190

Strategic Relevance:

 Relationships – Welcome the expertise, innovation, creativity and commitment of community members, groups, associations and businesses.

Financial:

• There is no remuneration for sitting on Council's boards and committees.

Follow Up Actions:

 Applicants will be notified if they have or have not been appointed to the board or committee of their choice. Successful applicants will be put in contact with respective board and committee chairs for



further instruction.

Attachments:

• Draft list of members for 2023 Jasper Municipal Library Board

Municipality of Jasper

Boards & Committees 2023

MUNICIPALITY OF JASPER

Jasper Municipal Library Board

Member	Original appt. date	Term commencing	Term concluding	Eligible for further term	
Lorena Alonso, 2 nd term	Dec.17, 2019	Jan. 1, 2023	Dec.31, 2025	No	
Joyce Melnyk, 2 nd term	Dec.17, 2019	Jan. 1, 2023	Dec.31, 2025	No	
Diane Tremblay, 1 st term	Dec. 15, 2021	Jan. 1, 2021	Dec. 31, 2023	Yes	
Joanne Sommers, 1st term	Feb 21, 2023	Feb 21, 2023	Dec. 31, 2025	Yes	
Keslin Park, 1 st term	Dec 7, 2021	Jan 1, 2022	Dec 31, 2024	Yes	
Shawn Cardiff, 1st term	Dec 20, 2022	Jan 1, 2023	Dec 31, 2025	Yes	
Councillor Wendy Hall	Reviewed annually				