

MUNICIPALITY OF JASPER
REGULAR COUNCIL MEETING AGENDA

Date: April 28, 2020 | Time: 9:30 am

Due to the COVID-19 outbreak, this meeting will be conducted electronically. To watch the meeting at 9:30 am, click or copy and paste the following link into your browser:

<https://zoom.us/j/492811970>



Following an in camera (closed to the public) session, observers can tune back in using the following link:

<https://zoom.us/j/856033479>

*To be notified of when Council is reconvening after its closed session, **send an email to kbyrne@town.jasper.ab.ca**. Please note that an in camera session could take several minutes or hours.*

- 1 CALL TO ORDER**
- 2 APPROVAL OF AGENDA**
2.1 Regular meeting agenda, April 28, 2020 attachment
- 3 APPROVAL OF MINUTES**
3.1 Regular meeting minutes, April 21, 2020 attachment
- 4 PRESENTATIONS**
4.1 ECC Update verbal
- 5 BUSINESS ARISING FROM PREVIOUS MINUTES**
- 6 DEPARTMENT REPORTS**
- 7 BYLAWS**
7.1 Bylaw Summary attachment
- 8 REQUESTS FOR DECISION**
8.1 RFD: COVID-19 Economic Recovery Task Force Terms of Reference *Presented at meeting*
8.2 RFD: COVID-19 Budget Reductions and Required Service Reductions *Presented at meeting*
- 9 CORRESPONDENCE FOR INFORMATION, CONSIDERATION OR ACTION**
9.1 Provincial Extensions – *Municipal Affairs* attachment
- 10 OTHER NEW BUSINESS**
- 11 COUNCILLOR REPORTS**
- 12 UPCOMING EVENTS**
April 29: COVID-19 JCT weekly conversation, Zoom, 1 pm
- 13 ADJOURNMENT**

Please note: All regular and committee meetings of Council are audio-recorded.

Municipality of Jasper

Strategic Priorities 2018-2022

Council's aspiration is the continued enhancement of Community Health within the framework of the effective, efficient and fiscally responsible provision of municipal services.

To achieve that aspiration, Council has identified six priority areas on which to focus its efforts during the next four years.

Council's Mission

Council's mission is to advance the community's vision and interests by:

- fostering positive relationships;
- responsibly managing municipal finances and assets (through committed adherence to the municipal Asset Management Plan); and
- delivering municipal service levels effectively, efficiently and affordably.



Municipality of Jasper
Regular Council Meeting Minutes
Tuesday, April 21, 2020 | 9:30 am

Electronic Meeting	The April 21, 2020 regular meeting was conducted virtually through Zoom. All meeting attendees participated or observed by electronic means.		
Present	Mayor Richard Ireland, Deputy Mayor Helen Kelleher-Empey, Councillors Paul Butler, Bert Journault, Scott Wilson, Jenna McGrath and Rico Damota		
Also present	Mark Fercho, Chief Administrative Officer Christine Nadon, Legislative Services Manager Natasha Malenchak, Director of Finance and Administration Kayla Byrne, Legislative Services Coordinator Greg Van Tighem, Director of Protective Services Gordon Hutton, Buildings and Asset Manager John Greathead, Director of Operations Yvonne McNabb, Director of Culture and Recreation Lorna Chisholm, Seton Healthcare Centre Site Manager Sgt. Rick Bidaisee, Jasper RCMP Fuchsia Dragon, Fitzhugh 32 staff members and observers		
Call to order	Mayor Ireland called the meeting to order at 9:33 am.		
Additions to the Agenda #113/20	MOTION by Councillor Kelleher-Empey – BE IT RESOLVED that Council add the following items to today’s agenda: <ul style="list-style-type: none">• 8.2 Activity Centre Leases and Rent• 11.1 Intergovernmental Revenue Opportunities		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Approval of agenda #114/20	MOTION by Councillor McGrath – BE IT RESOLVED that Council approve the agenda for the regular meeting of April 21, 2020 as amended.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Approval of regular minutes #115/20	MOTION by Councillor McGrath – BE IT RESOLVED that Council approve the minutes of the April 14, 2020 regular Council meeting as presented.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
ECC Update	The Director of Emergency Management, Greg Van Tighem, reiterated the ECC and municipal management staff remain focused on safe municipal operations, essential services, public works, public safety and any tactical response required to assist Alberta Health Services (AHS) and the community.		

The ECC continues to be in frequent contact with the local Alberta Health Director and the AHS North Zone Operations Centre; and continues updating ECC objectives as necessary.

Council also received updates from local AHS and RCMP representatives.

Seton Healthcare Centre Site Manager, Lorna Chisholm, noted staff is prepared and will continue to prepare for the possibility of a COVID-19 peak in Jasper. As of April 21, there have been eight confirmed cases of the virus in Jasper. One case is active and one person has died.

For people experiencing COVID-19 symptoms, daily curbside swab testing is still being conducted at Seton Healthcare Centre. Emergency Services also remains open, at all hours, for anyone requiring immediate medical assistance.

Ms. Chisholm also said no COVID-19 cases have been reported at any of Jasper's seniors' facilities.

Jasper RCMP Sergeant Rick Bidaisee noted local officers have increased patrolling to ensure people are practicing physical distancing outdoors. Bidaisee said for the most part people are doing their part to help prevent the spread in Jasper.

Finance and
Administration

The Director of Finance presented a financial report, summarizing month-end figures from the operating budget. Council should expect to receive the 2019 financial statements in May.

Bylaw Summary

Council received a list of bylaws currently in force and those in various stages of readings.

C&R Capital
project updates

Council received updates on the following Culture and Recreation capital projects:

Waterslide and stair replacement: Administration reiterated manufacturing and delivery delays for waterslide parts have delayed this project. A revised completion date is not yet known.

Arena ice slab, dasher boards and curling ice slab replacement: The tender period, which was advertised on the Alberta Purchasing Connection, closed on April 20, 2020, but has not yet been awarded. It was noted all bids came in over budget.

Ice plant replacement and relocation: A protracted planning and design phase has placed the project behind schedule; the hired contractor has also indicated this project won't be finished by its original completion date of October 2020.

Councillors expressed frustrations with delayed timelines and discussed how to best proceed with projects in a way that has the lowest impact to facility users. Administration reiterated it has been having issues with some contractors, but is working to resolve those issues.

Ongoing capital projects will be further discussed at a future meeting.

Recess

Mayor Ireland called a recess from 11:25 am until 11:32 am.

Municipal
Tenants and
Leases
#116/20

MOTION by Councillor McGrath – BE IT RESOLVED that Council waive rent for tenants in all municipal facilities, which are closed due to COVID-19, from the date of the facility closure until the facility re-opens.

FOR
7 Councillors

AGAINST
0 Councillors

CARRIED

RFD: COVID-19
Economic
Recovery Task
Force
#117/20

MOTION by Councillor Kelleher-Empey – BE IT RESOLVED that Council approve the establishment of a Task Force (provisionally titled the COVID 19 Economic Recovery Task Force) to study and report on strategies and actions to be adopted by Council to help position the community, and its public, private, social and residential sectors to spur economic and social recovery following the COVID 19 pandemic.

FOR
7 Councillors

AGAINST
0 Councillors

CARRIED

Council noted terms of reference for the task force will have to be created prior to inviting other organizations to join.

RFD: COVID-19
Budget
Reductions and
Required Service
Reductions
#118/20

MOTION by Councillor Butler – BE IT RESOLVED that Council strike an ad hoc Budget Review committee, composed of all Council members, to determine the service cuts required to decrease the municipal budget by \$982,000 and that the committee come back to Council for public debate as early as possible.

FOR
7 Councillors

AGAINST
0 Councillors

CARRIED

Correspondence:
Reduced budget
ask, 2020
Operating Budget

The Jasper Municipal Library Board sent a letter regarding a reduced request for the 2020 operating budget. This item was addressed at the April 14, 2020 meeting.

Other New
Business:
Intergovernmental
Revenue
Opportunities

Councillors discussed the ongoing topic of lobbying governments for fixed land rent, alternative revenue options for Jasper, and the possibility of pursuing tourism community status.

Councillor
Reports

Councillor McGrath noted Communities in Bloom has been cancelled for this year due to COVID-19; Community Conversations are now happening weekly through Zoom; and the Jasper Municipal Library Board is meeting regularly to discuss its budget.

Councillor Damota attended a Jasper Partnership Initiative meeting where the possibility of the COVID-19 Economic Recovery Task Force was discussed. Councillor Damota also commended the Jasper Park Chamber of Commerce on its ongoing updates for local businesses.

Adjournment
#119/20

MOTION by Councillor Damota – BE IT RESOLVED that, there being no further business, the regular meeting of April 21, 2020 be adjourned at 12:33 pm.

FOR
7 Councillors

AGAINST
0 Councillors

CARRIED

Mayor

Chief Administrative Officer

Municipality of Jasper Bylaw Summary

Updated: 4/9/2020

	Bylaw	Date Repealed	Repeals Bylaw	Replaced by Bylaw	Scheduled date for next reading				
					First Reading	Second Reading	Third Reading & Approval	Date Forwarded	Date Certified
226	Utility Fees Levy and Collection Bylaw 2020 A		223		2020-Apr-07	2020-Apr-07	2020-Apr-14	2020-Apr-07	2020-Apr-08
225	Supplementary Tax Bylaw 2020		214		2020-Jan-21	2020-Jan-21	2020-Feb-04	20-Jan-22	20-Jan-23
224	Supplementary Assessment of Improvements 2020		213		20-Jan-21	2020-Jan-21	2020-Feb-04	20-Jan-22	20-Jan-23
223	Utility Fees Levy and Collection Bylaw 2020		212		19-Dec-17	19-Dec-17	20-Jan-07	19-Dec-19	19-Dec-23
222	Records Management Bylaw				19-Nov-19				
221	Traffic Advisory Committee Repeal Bylaw		111		19-Oct-15	19-Nov-05	19-Nov-19		
220	Waste Water Treatment Plant Borrowing Bylaw				19-Aug-20	19-Oct-01	19-Oct-15		
219	Jasper Recreation Complex Renovation Phase 1 Borrowing Bylaw 2019				19-Aug-20	19-Oct-01	19-Oct-15		
218	Taxation of Hostelling International Property Bylaw 2019				19-Jul-16	19-Aug-13	19-Aug-20	19-Aug-14	19-Aug-15
217	Taxation Rates Bylaw 2019		209		19-May-21	19-May-21	19-Jun-04	19-May-27	19-May-27
216	Traffic Safety Bylaw 2019		195		19-Apr-16				
215	Waste Reduction Regulation Bylaw				19-Apr-02	19-May-21	19-Jun-04	19-May-27	19-May-27
214	Supplementary Tax Bylaw 2019		207		19-Jan-22	19-Jan-22	19-Feb-05	19-Jan-23	19-Jan-24
213	Supplementary Assessment of Improvements 2019		206		19-Jan-22	19-Jan-22	19-Feb-05	19-Jan-23	19-Jan-24
212	Jasper Levy and Collection of Utility Fees Bylaw 2019		205		18-Dec-18	18-Dec-18	8-Jan-19	18-Dec-18	19-Dec-18
211	Cannabis Consumption Bylaw				18-Sep-18	18-Sep-18	2-Oct-18	19-Sep-18	20-Sep-18
210	Regional Assessment Review Board Bylaw		201		5-Jun-18	19-Jun-18	3-Jul-18	25-Jun-18	26-Jun-18
209	Tax Rate Bylaw 2018		203		15-May-18	15-May-18	5-Jun-18	25-Jun-18	17-May-18



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Edmonton - South West

Dear Mayors, Reeves and Councils:

Earlier this spring, Municipal Affairs put in place a Ministerial Order that extended timeframes under the Municipal Government Act for a wide variety of activities for municipalities and your residents. The intent of these extensions was to relieve pressure on municipalities and allow you to focus on supporting your communities through the current public health emergency, and to preserve the right to a meaningful appeal process at a time when it was not yet clear how or when council meetings, appeal hearings or similar proceedings could be conducted.

Unfortunately, some of the time extensions were leading to unintended consequences. As a result, today I have signed two new Ministerial Orders to replace the previous Order. A copy of each of the new Ministerial Orders is attached for your information.

Ministerial Order MAG: 014/20 deals specifically with various assessment-related timelines, and makes important changes to clarify and shorten some of the original timeline extensions.


Ministerial Order MSD: 036/20 addresses the non-assessment items from the original Ministerial Order. This Order retains some timeline extensions for things like financial reporting and other routine activities that can easily be deferred for now. However, for the most part, timelines for things like appeal processes have been returned to the standard timelines under the Municipal Government Act.

To ensure that some Albertans are not deprived of their right of appeal, this second Ministerial Order includes transitional provisions. If a legislated timeline for a particular matter either ended or started between the date of the original Ministerial Order and this one (March 25 to April 17, 2020), these transitional provisions "restart the clock" for the applicable appeal periods. This ensures that anyone who might have considered an appeal of a municipal decision, but chose to defer filing that appeal because they thought they had until October 1, will not inadvertently lose their right to appeal through a return to the normal timelines.

I want to thank key partners like the AUMA, RMA, City of Edmonton, City of Calgary, and BILD Alberta for helping us work through these issues to arrive at this solution. Working together, we have again showed our ability to collaborate to identify and solve problems quickly and efficiently.

I trust that these new Ministerial Orders will address the concerns that many of you have raised with me in recent days. As new issues and challenges arise, please do not hesitate to reach out to me and/or to ministry officials so that we can be aware of those issues and work with you to find solutions.

Sincerely,



Kaycee Madu, QC
Minister of Municipal Affairs

132 Legislature Building, 10800 - 97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-427-3744 Fax 780-422-9550



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Edmonton - South West

MINISTERIAL ORDER NO. MAG:014/20

I, Kelechi Madu, QC, Minister of Municipal Affairs, pursuant to Section 605(2) of the *Municipal Government Act* make the following order:

1. The complaint deadline pursuant to Section 284(4) of the *Municipal Government Act*, for an assessment notice with a notice of assessment date that falls on or after January 31, 2020 is extended to July 1, 2020 or 60 days from the notice of assessment date, whichever time is later.
2. The date by which a municipality must perform the actions articulated under Sections 412 and 436.03(1) of the *Municipal Government Act* is extended to June 30, 2020.
3. For properties for which a tax sale was required to be held between March 31, 2019 and March 31, 2020 pursuant to Section 418(2) of the *Municipal Government Act*, the time to complete a sale is extended to October 1, 2020.
4. The date by which municipalities, persons, or entities must perform the actions articulated under Sections 417 and 436.08(1) of the *Municipal Government Act* is extended to October 1, 2020.
5. The time set out in Section 295(4) for a person to provide information requested pursuant to Section 295(1) of the *Municipal Government Act* is extended to July 1, 2020 or within 60 days from the date of request, whichever time is later.
6. The time set out in Sections 34 and 35 of the *Matters Relating to Assessment and Taxation Regulation, 2018* for an assessor to provide information requested pursuant to Sections 299, 299.1, 300, and 300.1 of the *Municipal Government Act* is extended to July 1, 2020 or within 15 days of receiving the request, whichever time is later.
7. The time for municipalities, persons, or entities to perform the actions required under Section 364.3(1) of the *Municipal Government Act*, and Section 36(3) of the *Matters Relating to Assessment and Taxation Regulation, 2018* is extended to October 1, 2020 or within the time specified in the sections, whichever is later.

8. Anything that, under normal timelines pursuant to Parts 9, 10, 11, 12 of the *Municipal Government Act* and its associated regulations, would have been required to be done between the period of March 25, 2020 and the date this Order is signed, which as a result of Ministerial Order MSD 022/20 was not done, and which is not otherwise addressed in this Order, must be completed no later than May 31, 2020.

Dated at Edmonton, Alberta, this 17th day of April, 2020.



Kelechi Madu, QC
Minister of Municipal Affairs



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Edmonton - South West*

MINISTERIAL ORDER NO. MSD:036/20

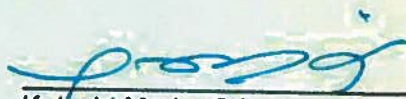
I, Kelechi Madu, QC, Minister of Municipal Affairs, pursuant to Sections 577 and 605(2) of the *Municipal Government Act*, make the following order:

1. Each municipality must complete a 2019 Statistical Information Return in accordance with the instructions prepared by Municipal Affairs.
2. The Statistical Information Return must be signed by the Chief Administrative Officer or designated officer and submitted to Municipal Affairs by October 1, 2020.
3. The time for a municipality to make publically available its financial statements or a summary of them and the auditor's report of the financial statements pursuant to Section 276(3) of the *Municipal Government Act* is extended to October 1, 2020 from May 1, 2020.
4. The time for a municipality to submit its financial information return, the auditor's report on the financial information return, its financial statements and the auditor's report on the financial statements to the Minister pursuant to Section 278 of the *Municipal Government Act* is extended to October 1, 2020 from May 1, 2020.
5. The time for a regional services commission to submit its financial information return and audited annual financial statements to the Minister and each member of the commission pursuant to Section 602.34 of the *Municipal Government Act* is extended to October 1, 2020 from May 1, 2020.
6. The time for a summer village to hold an organizational meeting under Section 192(2) of the *Municipal Government Act* is extended to October 1, 2020 from August 31, 2020.
7. The 120 day period for a growth management board to submit a report to the Minister under Section 708.09(1) of the *Municipal Government Act* is extended so that the report must be filed by October 1, 2020.

8. Where the normal timeline associated with a requirement under the sections of the *Municipal Government Act* or its associated regulations as listed in the attached Appendix either began or ended during the period between March 25, 2020 and the date this Order is signed, the timeline is hereby modified such that the timeframe for taking action is to be calculated as starting on the date this Order is signed.

9. Ministerial Order MSD: 022/20 is hereby rescinded.

Dated at Edmonton, Alberta, this 17th day of April, 2020.



Kelechi Madu, QC
Minister of Municipal Affairs

APPENDIX

s.226(1)
s.229
s.231(3)
s.231(4)
s.233(2)
s.233(3)
s.233(4)
s.233(5)
s.233(6)
s.233(7)
s.234(3)
s.235
s.531(2)
s.534
s.537
s.547(1)(a)
s.547(1)(b)
s.548(1.1)(a)
s.548(1.1)(b)
s.606(2)
s.606(5)
s.608(2)
s.610(1)
s.610(4)
s.653.1(1)
s.657(1)
s.657(5)
s.664.2(2)
s.667(1)(a)
s.678(2)
s.678(3)
s.678(5)
s.679(1)
s.679(2)
s.680(3)
s.680(4)
s.681(1)
s.681(2)
s.683.1(1)
s.684(1)
s.686(1)
s.686(2)
s.686(3)
s.687(2)
s.688(2)
s.688(2.1)
s.688(4.3)

Off-site Levies Regulation (AR 187/2017)
s.11