

Municipality of Jasper
Committee of the Whole Meeting Agenda

April 27, 2021 | 9:30 am

Place: Conducted virtually through Zoom

Notice: Public viewing and public participation during Council meetings will continue to be through Zoom live-streaming. Council meetings are also archived on YouTube for viewing anytime.

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 Kelleher-Empey to chair meeting)

2. Additions to agenda

3. Approval of agenda

3.1 April 27, 2021 Committee of the Whole agenda attachment

4. Approval of minutes

4.1 April 13, 2021 Committee of the Whole minutes attachment

5. Presentations

5.1 Bike Park – Manu Loir-Mongazon, Jasper Park Cycling Association attachment

6. Business arising from minutes

7. Director Reports

7.1 Community and Family Services attachment

8. Policy and Governance

8.1 [Council Strategic Priorities update](#), Council discussion verbal
[2020 – 2022 Business Plan](#)

9. New business

9.1 Emergency Management Authority attachment

9.2 Jasper Connaught Offsite Services attachment

9.3 Skatepark Public Engagement attachment

9.4 Culture & Recreation Services and Facility Review Public Engagement attachment

9.5 Code of Conduct for Elected Officials Bylaw attachment

10. Correspondence

10.1 Daycare Funding - The Friends of Jasper Childcare Board attachment

11. Motion Action List

attachment

Municipality of Jasper
Committee of the Whole Meeting Agenda

April 27, 2021 | 9:30 am

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12. Council representation on various boards, upcoming meetings

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

13. Upcoming events

May 4: Intergovernmental meeting, 1:30 pm, virtual meeting

May 6: JPCC general meeting, 9am, Zoom

14. In camera

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

14.2 Deliberative Matter: Intergovernmental agenda list discussions – FOIP, S. 21

15. 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, April 13, 2021 | 9:30 am

Conducted virtually through Zoom

Virtual viewing and participation	This meeting was conducted virtually through Zoom. Public viewing and public participation during Council meetings is through Zoom livestreaming.		
Present	Mayor Richard Ireland, Deputy Mayor Helen Kelleher-Empey, Councillors Scott Wilson, Jenna McGrath, Rico Damota, Paul Butler and Bert Journault		
Also present	Bill Given, Chief Administrative Officer Christine Nadon, Legislative Services Manager John Greathead, Director of Operations Kayla Byrne, Legislative Services Coordinator Natasha Malenchak, Director of Finance and Administration Bob Covey, Jasper Local newspaper Peter Shokeir, Fitzhugh newspaper 11 observers		
Call to Order	Deputy Mayor Kelleher-Empey called the meeting to order at 9:30 am.		
Additions to the agenda	Without objection from Council, the following item was added to the April 13, 2021 Committee of the Whole agenda: <ul style="list-style-type: none">8.6 Municipal Utility Expenses		
Approval of agenda #134/21	MOTION by Councillor Journault to approve the agenda for the April 13, 2021 Committee of the Whole meeting as amended.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Approval of March 23, 2021 minutes #135/21	MOTION by Councillor McGrath to approve the minutes of the March 23, 2021 Committee of the Whole meeting as presented.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Approval of March 24, 2021 minutes #136/21	MOTION by Councillor Butler to approve the minutes of the March 24, 2021 Committee of the Whole budget discussion meeting as presented.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Approval of March 31, 2021 minutes #137/21	MOTION by Councillor McGrath to approve the minutes of the March 31, 2021 Committee of the Whole budget discussion meeting as presented.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED

Paid Parking Revised Scope #138/21	<p>MOTION by Councillor Butler that Committee of the Whole recommend Council approve that the 2021 Paid Parking Project be implemented under the following terms:</p> <ul style="list-style-type: none"> • That the program run from May 3, 2021 to October 12, 2021; • In the area currently subject to two hour parking and for the same posted hours; • And with a parking permit system for residents in areas of adjacent residential housing.
	<p>FOR 6 Councillors</p> <p>AGAINST 1 Councillor (Councillor McGrath)</p> <p>CARRIED</p>
Property Tax Receivable #139/21	<p>MOTION by Councillor McGrath that Committee of the Whole recommend that Council direct Administration write off Property Tax receivable for Roll 500000 (Provincial Building) in the amount of \$22,743.92.</p>
	<p>FOR 7 Councillors</p> <p>AGAINST 0 Councillors</p> <p>CARRIED</p>
2020 Utilities Receivable #140/21	<p>MOTION by Councillor Damota that Committee of the Whole recommend that Council direct Administration to write off of Utilities receivable for Account (01123.01) in the amount of \$44,092.99.</p>
	<p>FOR 7 Councillors</p> <p>AGAINST 0 Councillors</p> <p>CARRIED</p>
	<p>Council provided various edits to the draft Code of Conduct Bylaw.</p>
Recess	<p>Deputy Mayor Kelleher-Empey called a recess from 11:44am – 11:54am.</p>
Council Code of Conduct Bylaw #141/21	<p>MOTION by Councillor McGrath that Committee of the Whole direct Administration to revise the Code of Conduct Bylaw and return with a new draft at the April 27, 2021 Committee of the Whole meeting.</p>
	<p>FOR 7 Councillors</p> <p>AGAINST 0 Councillors</p> <p>CARRIED</p>
Councillor Wilson	<p>Councillor Wilson left the meeting at 12:43pm.</p>
Policy Development and Review #142/21	<p>Councillors discussed implementing a framework for how and when municipal policies are reviewed.</p> <p>MOTION by Councillor Butler that Committee of the Whole direct Administration to make recommendations for review of the Policy Development Policy to provide a framework for regular and ongoing review of existing policies at a future Committee of the Whole meeting.</p>
	<p>FOR 6 Councillors</p> <p>AGAINST 0 Councillors</p> <p>CARRIED</p>

Municipal Utility Expenses #143/21	With respect to municipal utility expenses, Councillor McGrath presented the following motion: MOTION by Councillor McGrath that Committee of the Whole direct Administration to bring forward recommendations to reduce utility costs in municipal facilities.			
	FOR 6 Councillors	AGAINST 0 Councillors		CARRIED
Other New Business: Communicating COVID-19	Councillors inquired about communication initiatives with respect to COVID-19 in the community. Administration confirmed that the Emergency Coordination Centre (ECC) is no longer holding formal meetings, however, municipal staff continue to have internal and external conversations on the situation. The Chief Administrative Officer suggested providing Council with municipal activities as they arise related to COVID and that staff and Council should continue to refer the public to Alberta Health Services and the Government of Alberta for timely and accurate information.			
	Mayor Ireland will also join Edmonton Mayor, Don Iveson, and a number of other mayors from across the province to produce a video message, encouraging all Albertans to follow public health guidelines.			
	Councillors also discussed creating Council messaging in regards to hope and unity for the community as the pandemic continues.			
Community Garden Expansion – Jasper Local Food Society #144/21	With respect to a request from the Jasper Local Food Society to expand the current Community Garden and develop a greenhouse where the AMA building sits, Councillor McGrath made the following motion: MOTION by Councillor McGrath that Committee of the Whole receive the Jasper Local Food Society's letter for information and direct Administration to bring forward recommendations on the request at a future Committee of the Whole meeting.			
	FOR 6 Councillors	AGAINST 0 Councillors		CARRIED
Seniors' Week 2021 – Government of Alberta #145/21	MOTION by Councillor Journault that Committee of the Whole direct Administration to bring the Seniors' Week Declaration back to the April 20, 2021 regular Council meeting.			
	FOR 6 Councillors	AGAINST 0 Councillors		CARRIED
Motion Action List #146/21	MOTION by Councillor McGrath that Committee of the Whole update the Motion Action List with the following changes: <ul style="list-style-type: none">• Remove Utilities Rates Model• Remove Paid Parking Pilot Project• Remove the Code of Conduct Bylaw			

- Update the list with any new items that arose at the April 13, 2021 Committee of the Whole meeting

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Council representation on various boards, upcoming meetings

Councillor McGrath continues to attend the weekly Community Conversations, will attend a Jasper Municipal Library Board meeting and will attend the 2021 Spring Municipal Leaders' Caucus.

Mayor Ireland will attend a Jasper Yellowhead Museum and Archives meeting and will also attend the Leaders' Caucus.

Councillor Journault will attend a TransCanada Yellowhead Highway Association meeting.

Council's Human Resources Committee will meet to finalize its recommendations on remuneration for the incoming Council.

Councillor Damota will attend a Culture and Recreation Board meeting.

Councillors thanked Administration for its work on the implementation of the patio seating program.

Upcoming events

Committee of the Whole reviewed a list of upcoming events.

Adjournment #147/21

MOTION by Councillor Butler that, there being no further business, the Committee of the Whole meeting of April 13, 2021 be adjourned at 1:19pm.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED



April 27th, 2021

Jasper Park Cycling Association
Box 2554
Jasper, AB T0E 1E0

Municipality of Jasper
303 Pyramid Lake Road
Jasper, AB T0E 1E0

RE: Jasper Mountain Bike Skills Park

Dear Mayor Ireland, Jasper Town Council and Administration,

On behalf of Jasper Park Cycling Association (JPCA), I would like to present the latest development regarding the Mountain Bike Skills Park.

During this presentation, the JPCA will be requesting the redaction of an Operating Agreement between the Municipality Of Jasper (the Lessor) and Jasper Park Cycling Association (the Lessee) for the project of Bike Park on the remnant parcel west of parcel GA on Connaught Drive.

The Operating Agreement is to be part of the Proposal currently pending approval by Parks Canada.

JPCA will request in particular for Council to approve the following mentions:

- Yearly Capital Funding for major enhancement;
- Yearly Operating Funding for maintenance and repair.

We look forward to working together on providing a safe and fun bike park for our community and our visitors to enjoy.

Respectfully,

Manu Loir-Mongazon

JPCA Chair
780.931.6268
manu.loir-mongazon@jasperparkcycling.com



**COMMUNITY & FAMILY SERVICES
DIRECTOR'S REPORT**

April 20, 2021

Submitted by: Kathleen Waxer, Director

Reporting period: January and February 2021

Branch Support Services – January and February 2021

Commercial Isolation Accommodation

Knowing that Jasper has a large preponderance of people living in staff accommodation and sharing space with roommates, work was undertaken with local hotels to apply to the province's Commercial Isolation Accommodation program for approved rooms. As a result, Jasper residents now have local access to the provincial program which provides a free room, as well as meals, for those who are required to isolate due to testing positive for COVID-19 or being identified as a close contact when they are unable to do so safely in their own home. This program is being well utilized by the community.

Canada Emergency Community Support Fund

Several applications were submitted to the Canada Emergency Community Support Fund to ensure the department was well poised to assist in addressing the challenges faced by residents in the pandemic. Through the Jasper Community Team Society, funds (\$24,000) were received to address resident needs not covered by government programs: isolation space, food insecurity, respite care and personal necessities. A second grant (\$39,000) was received that provided programming support to Community Outreach Services and Community Development to enhance programming for residents disproportionately impacted by the pandemic with loneliness and isolation. A third and fourth grant were directed to Out of School Care (\$28,000) and Summer Fun (\$29,000) to assist in offsetting the additional costs of operating these programs in the pandemic context, including covering the cost of offering food to the children while in the program.

Community Development – January and February 2021

1. Community Development - Municipality of Jasper Funded

1.1 - Liaison Officer for the Emergency Coordination Centre (ECC): Attended weekly meetings. Connected with Parks Canada's Liaison Officer. Continue to work with Pursuit to organize emergency shelter when requests come in. Connected Pursuit with Kathleen, our Emergency Social Services Director, to set up a Commercial Isolation Facility.

1.2 - Economic Recovery Task Force (ERT): Participated in two ERT meetings in January and February and relayed perspectives from the Jasper Community Team to that forum. The group, initially struck in April 2020, is generating recommendations for actions Municipal Council can take to promote economic and social recovery after the pandemic.

1.3 - Emergency Social Services (ESS): In advance of spring and the onset of fire season, volunteer capacity was reviewed and the ESS volunteer database was updated. Volunteers were contacted to update their applications and confirm participation. The ESS forms database was reviewed against the ESS plan and omissions and required edits were noted. Relevant information from the provincial ESS network is added into the Municipality's ESS plan regularly. Priority areas for 2021 include: building capacity internally with key individuals who have roles within an ESS activation, reviewing and refining the content of the assembly point kits, reviewing the Pandemic Plan as it relates to the ESS and Assembly Point plans, working on a companion animal strategy to include in the ESS plan, recruiting and engaging a group of ESS community volunteers, building a neighbourhood champions program to strengthen neighbourhoods in

supporting each other in an emergency and engaging harder-to-reach populations in emergency preparedness.

1.4 - Community Ninjas Program – Family and Community Support Services (FCSS)

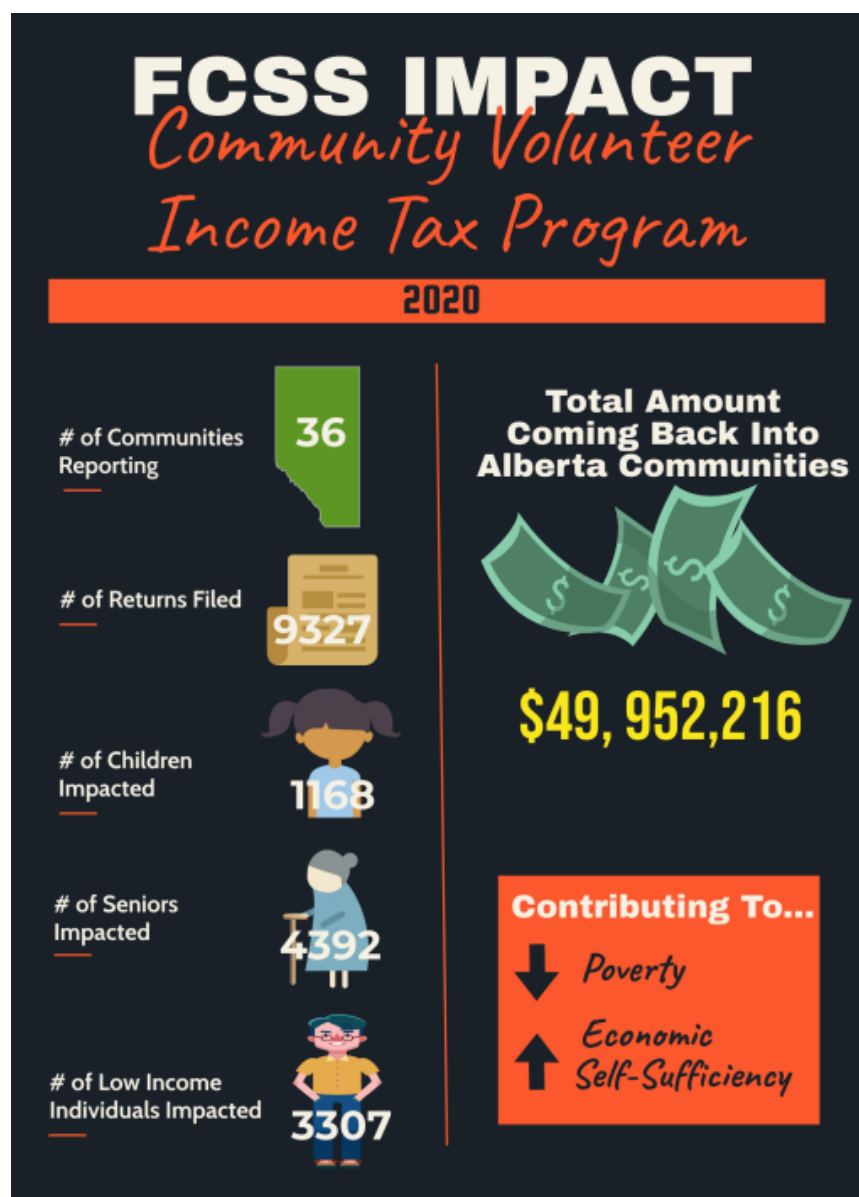
In January we rebranded the Snow Angels program to encompass a greater scope within our community. Changing from a seasonal snow removal program, to a year-round helping hands program. We have developed a volunteer onboarding checklist and orientation that we can use for all Municipal volunteers going forward.

1.5 - Cultural Kitchens – Municipality of Jasper (in lieu of Community Dinners)

Community Development and Settlement Services collaborate on this program. The first Cultural Kitchens program took place in February. 35 people watched the show live and more than 900 have viewed the video since then. Cultural Kitchens will run monthly until June 2021.

1.6 - Community Volunteer Income Tax Program – Family and Community Support Services (FCSS)

Worked on setting up intake procedures, getting volunteers registered and ready to go, connecting local volunteers with training offered through the Canada Revenue Agency and educating the public on how to access the program.



2. Community Development – External Grant Funding

2.1 - Community Consultation - The Jasper Community Team/Community Conversations

**Collaboratively funded by Family and Community Support Services, the Civil Forfeiture Grant, Alberta Health Services – Better Together, and Alberta Health Services – Healthy Communities.*

During January and February, eight Community Conversations took place. An average of nine individuals participated at each conversation. Starting in January 2021, community members were invited to formally sign up to be a member of the Jasper Community Team. There are currently 54 members from the education, health, tourism/destination, business and social services sectors. There are also a number of members who participate as individual community members.

Social trends to note:

- Businesses continue to struggle with scheduling staff for what has been a boom-and-bust pattern of business this winter (busy weekends, quiet weekdays). Staff who are working are feeling the burn-out from this pattern.
- Fire season is around the corner and community members have emergency preparedness on their minds.
- Residents are craving in-person socialization and recreation opportunities.
- Loneliness and isolation continue to impact residents of all ages.
- Some children have been isolated from other children for a year and socio-emotional challenges are emerging.
- Community members who have experienced developmental/situational trauma are having a harder time with the pandemic in general.
- There is a need for specialized supports for children with complex needs. Not having these supports in place means families whose children require additional support cannot access childcare and cannot return to work.
- There are concerns about tax time for folks who have received benefits and didn't set money aside in advance.
- All levels of government are moving towards the preferred receipt of electronic applications – a challenge for folks who don't have a device or struggle with digital literacy.
- Vulnerable individuals and families continue to struggle to meet basic needs.

As a result of the trends identified above, the following items have been recognized as steps JCT members and community stakeholders can take to boost protective factors and promote recovery from the pandemic:

- Understanding the impact of trauma on the brain will be helpful as the community recovers from the pandemic. Trauma-Informed Care can be taught by any of the 10 individuals CFS trained as trainers in 2020.
- JCT members have identified the important role arts, culture and recreational programming will have in spurring recovery from the pandemic.
- Bringing in training to qualify potential respite caregivers and inclusive education workers, as well as providing housing for qualified respite caregivers, will help children succeed in school, early learning, out of school care and will allow parents to return to the workforce and receive some respite.
- Opportunities to connect neighbours to each other and increase COVID-safe social connections will assist in dealing with prolonged isolation from others.
- COVID emergency funding is still needed in the community. There are funds accessible through COS that can pay for emergent needs including, but not limited to: food, medication, shelter, childcare, and counselling.

2.2 - Covid-19 Emergency Funding – Funding through the Rural Development Network – June 2021

Community Development is monitoring the usage of funds – roughly \$22,000 so far – that have gone to individuals and families in Jasper who are facing a risk of or imminent homelessness during the pandemic. We work closely with Community Outreach Services to ensure that the tracking tools we developed are working and that we are utilizing funds in line with the eligible expenditures. We are preparing to write the final report due in April.

2.3 - Measuring Municipal Inclusion – Alberta Urban Municipalities Association (AUMA) - December 2021

With approval from Council, CFS submitted an application to the AUMA to take part in a project to measure our Municipality's level of inclusivity and develop an action plan to address areas for improvement. We are currently mid-project and implementing that action plan. On Feb. 9, an Information Report was presented to Council, outlining the project's progress. Draft recommendations informed by the activities in this project will be presented by September.

2.4 - Local Immigration Partnership - Immigration, Refugees and Citizenship Canada - March 31, 2025

- **Jasper Immigration Coalition:** Two meetings took place during January and February and four new members were recruited. The meeting focus was on reviewing the settlement strategy and striking working groups to tackle different priority areas in the strategy including: education, language, health, welcoming and inclusive, media and housing. The www.newtojasper.ca website was developed in January and February. The Jasper Immigration Coalition is currently working on: a community art installation, recreational programming for newcomers, a collaboration with the Chamber of Commerce to provide an information session to employers and participation in the IRCC sponsored #immigrationmatters campaign.
- **Newcomer Network:** The Newcomer Network is a group of individuals in the community who themselves are immigrants or refugees. The group shares information on programs and supports. Members of this group have informed the creation and content of a the New to Jasper website. Text, videos and resources have been written, updated and sourced and continue to be added to the website on an ongoing basis. Work on the website is almost complete, and promotion of the site will begin in April.

2.5 - Family Resource Network Hub - Children's Services Ministry - March 31, 2021

During January and February, Community Development engaged regional partners in two meetings where partners finalized and signed the spoke partner agreement. Community Development also launched a West Yellowhead FRN front-line staff meeting which will meet for the first time in March.

2.6 - Crime Prevention Initiatives & Services – Alberta Justice's Civil Forfeiture Grant - June 2021

During Community Conversations, several trends were noted that are related to crime, crime prevention or risk factors for crime. In January and February, JCT members noted the increase in vulnerability for those living with a history of trauma and the impact that has on how a person experiences a global event like this pandemic. Part of the goal of this grant is to identify crime-related trends through the JCT and then draft action plans related to addressing those trends.

2.7 - Alberta Health Services – Healthy Communities Initiative – Grant ending March 31, 2022

Community Development met with a representative from the Alberta Health Services – Healthy Communities initiative and reviewed the results from the Healthy Places Action Tool (done in December 2020). We will implement the Community Capacity Assessment Tool in April 2021, which will then lead to an application to use up to \$20,000 on initiatives in the community that promote health and work towards cancer and chronic disease prevention.

2.8 - Alberta Health Services – Better Together – Grant ending March 31, 2021

We hosted a session led by Behaviour Consultant Aynsley Graham on supporting children and youth in coping with change. During the reporting period, we also received word that our application for another year of funding was successful and that Community Development will receive funding to host 15 focus-group style Community Conversations in 2021. The grant will also pay for more training for JCT and community members.

2.9. Fund Development

**Collaboratively funded by Family and Community Support Services, the Civil Forfeiture Grant, Alberta Health Services – Better Together and Alberta Health Services – Healthy Communities*

- **Alberta Labour and Immigration's Newcomer Settlement and Integration Grant** (application submitted January 31, 2021) to enhance newcomer Integration in Jasper through the review of the municipal website, addition of a community calendar and development of a mobile app.
- **Rural Development Network, COVID-19 Emergency funding** – Applied for an extension in February and heard that the application was successful and we now have that funding to use until June 2021.

Community Outreach Services: January and February 2021

One-on-One Supports: Community Outreach Services has five lifestage-focused Outreach Workers. Since the global COVID-19 pandemic was called, there have been increased phone calls to the main Community Outreach Services phone line, as well as increased calls to the Outreach Workers' direct lines.

- Trends: An on-going trend that COS is noticing is the long wait times to connect clients with federal and provincial government agencies. For example, Alberta Works/Supports moved to a centralized intake system and now wait-times can be more than two hours long before clients can receive assistance. This increases the workload for Outreach staff and frustration levels for clients who need crisis support. As well, the number of applications for federal financial supports have increased substantially in the past year, bringing many new clients to COS. Outreach Workers help clients to navigate these complex government systems, which themselves are struggling to keep up with the increased demands.
- Top three presenting issues in January and February:
 - mental health, including loneliness and isolation
 - economic/financial concerns
 - living with a disease or disability
- Number of unique individuals served: Because COS is funded by numerous different agencies, clients are tracked based on funding streams.
 - Alberta Health Services: Adult clients facing mental health or addictions challenges
 - January: 41 unique clients
 - February: 53 unique clients
 - Grande Yellowhead Public School Division: Support for students and families
 - Jasper Elementary School: 13 students/families
 - Jasper Junior/Senior High School: 13 students/families
 - Family Resource Network:
 - Information and Referrals
 - January: 54
 - February 62
 - Family-Based Services
 - January: 16 families served
 - February: 18 families served
 - Persons with Developmental Disabilities (PDD)
 - 5 ongoing individuals and their families

Circle of Security: Outreach Workers Maggie McDowell and Carla Gallop are running virtual Circle of Security training on Saturdays. It is a full class with seven parents, representing nine children in total. Participants have said that they feel the Circle of Security program is helping them cope during this very difficult and stressful time of isolation. This eight-week session will wrap up in April. In a survey, one participant wrote: "I really loved this course. Not only is it a course that can apply to my life with my children, but also in my relationship and at work. To validate and make sure that I am emotionally available for my peers, husband and children has already improved my relationships. I now know the importance of being present and labeling my children's emotions whether in good moments or harder ones. I can also listen and be attentive to my husband and peers. Just being there has been a very strong tool to ensure they are being cared for and heard."

Family Day: COS created a Family Day Scavenger Hunt for Jasper families to participate in over the long weekend. Many families took part, searching the town for different landmarks and participating in different activities together at home. Families who submitted photos to show that they completed all of the tasks, were then entered into a draw to win a pizza dinner for four.

Take It and Make It Craft Kits: Because we can't gather and host programs and events, Outreach Workers have been creating craft kits for families to pick up and complete at home. These kits are filled with all of the supplies you need to make a craft with your child, as well as instructions and resources about how crafting with your children can help them develop important skills. In February, a Valentine's Day craft kit was given out to 20+ families in our community. These kits are created and given out on a monthly basis.

KAOS: Middle Childhood Outreach Worker Carla Gallop coordinates activities for KAOS: Kids Adventures of the School-Year (a program for 10-12-year olds who are too old to be in Out of School Care, but too young to be home alone while their parents are working). During the school year, the program takes place on non-school days to ensure that youth 10-12 have a safe, fun place to go. This has been difficult to do during the pandemic, however Carla is always coming up with creative ways to keep the children engaged. On the non-student day in February, COS hosted an afternoon Scavenger Hunt at Centennial Park with limited numbers and COVID-19 protocols in place.



Pink Shirt Day: This year instead of just wearing pink shirts, all students in Jasper Elementary School, Ecole Desrochers and the home school program were given a pink mask to personalize with anti-bullying messages. COS collaborated with the schools and Community Development to make this possible. Pink Shirt Day is a day to speak up and stand together against bullying. It began in 2007 when a student in Nova Scotia was bullied for wearing a pink shirt to school. The day has since been recognized worldwide and has been marked each year at Jasper's schools.

Youth Community Helpers: Youth Community Helpers continues to meet online on Monday evenings. The group has been learning the helping skill and how to support their peers going through stressful situations. In honour of Pink Shirt Day, a day to stand up against bullying, the YCH group partnered with the Settlement Worker in Schools program to offer messages of kindness in multiple languages.



Rec Room: Jasper's weekly teen hangout continues to attract large numbers of teens. Some highlights from January and February include baking Valentine's Day cookies with Lynn Wannop, skating at JPL, an online murder mystery and paint night with Karly Ireland. This program continues to get rave reviews from parents and teens and is consistently seeing 20+ youth per week. In a survey, one parents said: "Rec Room has given [my son] opportunities to be independent (cooking) and have fun in a safe way with his friends outside the classroom (skating and scavenger hunts)." Another parent said: "Rec Room provides fun, safe social gathering when outdoors and learning opportunities at home. Anna & Tor are amazing with all of the events they plan, prepare for & host. A HUGE thank you to them."

Community Helpers–Adults: Community Helpers training, led by Outreach Worker Ian Goodge, was coordinated and promoted for February and there was so much interest that another set of dates had to be added to accommodate the additional participants. This training provides participants with the skills and knowledge they need to support friends, colleagues and neighbours during tough times. Ordinarily, Community Helpers would be offered as a one-day in-person training opportunity, but because of COVID restrictions, it is now offered virtually over the course of two evenings.

Settlement Services: Jasper Settlement Services is IRCC-funded direct client services for permanent residents in Canada. The Settlement Worker engages directly with newcomer clients to assess their settlement needs, refer them to the appropriate services in the community, orient them to life in Canada, assist in the development of social and professional connections in the community and assist with navigating complex systems (e.g. the school system). As well as providing one-on-one support, Settlement Worker Sandra Campbell offered numerous information sessions and programs, including sessions about sponsoring loved ones and changes to IRCC programs.

Cultural Kitchens: Settlement Services and Community Development have created a new program to engage our community while we are unable to offer the Community Dinner program. Promoting diversity and inclusiveness in our community, Cultural Kitchens was developed. Monthly, we offer an online cooking show that allows participants to cook alongside a Jasper resident, learning about that person and what they bring to our community. The first Cultural Kitchens program took place in February. 35 people watched the show live and more than 900 have viewed the video since then. Cultural Kitchens will run monthly until June 2021.

Coffee at Pine Grove: Adult Outreach Worker Alisen Charlten has started hosting a weekly two-hour program at Pine Grove Manor where she visits with residents to talk about issues in our community that impact seniors. This forum is informal and allows seniors to connect with COS without having to make the trip into town. A plexiglass barrier has been installed to ensure AHS safety measures and best practices are being followed.

Childcare Services: January and February 2021

Wildflowers Childcare Waitlist

	Total Waitlist
December 2020	104
January 2021	105
February 2021	105

Waitlist: 22 families have declined their first offer of space. This can be attributed to COVID-19 and the return of regular fees due to the ELCC Grant ending. Most families are waiting for care in the future ranging from 6-24 months away.

Daycare

The daycare currently has two cohorts and each can have a maximum of 30 people (children and educators). Maximum enrollment may not always be met due to this restriction and ratio requirements.

	Total Enrollment	Breakdown by cohort	
December 2020	37	15 children, 4 educators	22 children, 6 educators
January 2021	40	17 children, 4 educators	23 children, 6 educators
February 2021	41	18 children, 4 educators	24 children, 6 educators

Drop-in care: Drop-in care was available and used in January (5 days) & February (8 days).

Highlights for the past two months included: lots of outdoor play in the snow, sledding, forest play, spreading kindness in the community, Valentine cards made for the Grandmas & Grandpas, dress up days, walks around the community and many art explorations in our rooms.

Out of School Care

OOSC currently has two cohorts, one cohort can have 15 children with current staff and the other can have 25 children. Maximum enrollment may not always be met due to cohort restrictions and ratio/space requirements.

	Total Enrollment	Breakdown by cohort	
December 2020	32	15 children, 2 educators	17 children, 2 educators
January 2021	30	15 children, 2 educators	15 children, 2 educators
February 2021	30	15 children, 2 educators	15 children, 2 educators

Winter holidays: OOSC was open for full days January 4-8 when the school was closed.

Highlights for the past two months included: snowshoeing, sledding, forest play, making slime, learning about kindness and ways to show it, creating a giant milk carton village and learning about printmaking. Stop motion animation was introduced and the children created their very own mini movies with items from our class.



REQUEST FOR DECISION

Subject: Emergency Management Authority
From: Bill Given, Chief Administrative Officer
Prepared by: Greg Van Tighem, Director of Protective Services
Reviewed by: Christine Nadon, Legislative Services Manager
Date – Discussion: April 27, 2021
Date – Decision: May 4, 2021

Recommendation:

That Committee direct administration to:

1. Establish an immediate short-term solution to enable the Municipality of Jasper to operate under the Alberta Emergency Management Act (EMA), and;
2. Work in collaboration with Parks Canada to develop a permanent solution to enable the application of the Emergency Management Act within the boundaries of the Municipality of Jasper on an ongoing basis.

Options:

- That Council not direct administration to establish solutions to enable the Municipality to operate under the EMA

Background:

The Alberta Emergency Management Act grants certain powers to municipalities, including the authority to make a declaration of a state of local emergency (SOLE) and the requirement to have a Municipal Emergency Management Bylaw. Under the Municipal Emergency Management Bylaw local authorities are responsible for the direction and control of their municipal emergency management programming.

New Local Authority Emergency Management Regulations (LAEMR) which came into force January 1, 2020 deals with the powers, duties and functions of local authorities under the Act. It sets out requirements with respect to municipal emergency management responsibilities. The Act defines a local authority to include the council of a municipality, additionally, in a national park there are provisions under the legislation for the Park Superintendent to be the local authority.

In 2019, after reviewing challenges from the town of Waterton Wildland Fire Evacuation (September 2017 Kenow Fire), the Alberta Emergency Management Agency discovered that Banff and Jasper did not have the

necessary municipal authorities they thought they had, including the legal authorities in the event of a major emergency.

Both Banff and Jasper have a Land Transfer Agreement that speaks to municipal authorities, however, it was discovered that Emergency Management was not included in these foundational documents. Furthermore, the National Parks Act does not specifically address Emergency Management.

The Municipality of Jasper has always been under the impression that, as a municipality in Alberta, we met all requirements and were covered under the Act. In reality, we do not. Parks Canada has the authority and would have to assume all liability and accountability in the event of a major emergency. Parks Canada does not wish to maintain this authority and is in agreement that Emergency Management authority for the Town of Jasper should reside with the Municipality of Jasper.

In 2019, the Municipality of Jasper and Parks Canada began working on an interim agreement to provide joint delegation of legal authority in the event of a major emergency. A one-year agreement was put in place by the Superintendent in May 2020.

Recently and as a result of our annual Emergency Management audit by the AEMA (which was based on the new Local Authority Emergency Management Regulations, LAEMR), it came to our attention that AEMA does not consider our temporary agreement as valid. Therefore, what is required is to have Parks Canada update the current governance agreement or enact a new agreement that will enable the application of the Emergency Management Act within the boundaries of the Municipality of Jasper or to delegate specific responsibilities and authorities to the Municipality of Jasper under the National Parks Act or some other federal legislation.

Discussion:

It is the impression of AEMA that the current interim agreement does not properly enable the Municipality of Jasper to apply the Emergency Management Act. Representatives for the AEMA have stated that because of this, Parks Canada presently holds jurisdiction over the Municipality of Jasper for all major emergency management matters. AEMA has suggested there are three options with number one being most desirable.

1. Enable the application of the EMA within the boundaries of the Municipality of Jasper; or
2. Delegate specific responsibilities and authorities to the Council under the National Parks Act or some other federal legislation; or
3. Contract with and fund the Municipality of Jasper to maintain an EM program, while authority for decision-making (as will liability and accountability) rests with Parks Canada

Relevant Legislation:

- [Municipality of Jasper Bylaw # 162 – Emergency Management Bylaw](#)
- Municipal Government Act
- Emergency Management Act, RSA 2000, Chapter E-6.8
- Local Authority Emergency Management Regulations, January 2020

Strategic Relevance:

Strategic priority: Public and Community Safety

- Work with government and corporate partners to continually maintain, update and improve the comprehensive Municipal Emergency Management Plan and to develop a disaster recovery framework

Financial:

- Successful implementation of an agreement would allow for provincial emergency funding and resources in the event of a major emergency.
- Without the authority and benefits under the Emergency Management Act and legislation there is potential for significant financial impact in the event of a major community emergency.
- Administration can undertake the work proposed in the recommendation within existing budgets.



REQUEST FOR DECISION

Subject: Jasper Connaught Offsite Services
From: Bill Given, Chief Administrative Officer
Prepared by: John Greathead, Director of Operations
Date – Discussion: April 27, 2021
Date – Decision: May 4, 2021

Recommendation:

That Council direct Administration to enter into agreement with WSP for the detailed design and project management for the installation of Water and Sewer services with a contract value of \$244,800.

Background:

Parcels GA, GB, and GC are not currently serviced to allow for further development and growth of Jasper. Council received a presentation on February 16, 2021 discussing the feasibility of the servicing of these lots and this item was further discussed on February 23. In March 2021, Council directed Administration to continue developing this project with an up-front budget for project costs of \$350,250.

Also at the March 2, 2021 meeting, Council directed Administration to develop a borrowing bylaw for the total project cost of servicing these lots in the amount of \$3.647 million.

Colliers Project Leaders and municipal staff developed an RFP for the Detailed Design and Project Management for the construction of the utilities. The RFP closed on April 19, 2021.

All responses were evaluated by a committee comprised of municipal staff and Colliers Project leaders. A two-envelope approach was used where the submissions were first evaluated on technical components such as their understanding of the project, corporate qualifications, their team and approach to project delivery. After the technical evaluations were scored the pricing envelope was opened and added to establish overall scoring of the submissions.

Criteria	Proponents		
	WSP	Al-Terra	Beairsto
Project Understanding (20%)	-	-	-
Corporate Qualifications (15%)	-	-	-
Proponent's Team (20%)	-	-	-
Project Delivery (25%)	-	-	-
Price (20%)	\$ 244,800.00	\$ 256,500.00	\$ 222,900.00
Total Score	75.94	72.02	64.69

The results of the evaluation are shown above.

The highest evaluated submission was for WSP and Administration is confident the firm has the capacity, skill and knowledge of Jasper's unique context to complete the project.

Timely awarding of the engineering services is key to the over-all project timeline and achieving the goal of completing installation in 2021.

Strategic Relevance: This project is foundational to making progress on Council's goals related improved housing availability and affordability.

Financial: The cost of this work is included in the 2021 budget.



REQUEST FOR DECISION

Subject: Skatepark Public Engagement

From: Bill Given, Chief Administrative Officer

Prepared by: Christine Nadon, Legislative Services Manager

Reviewed by: Amanda Stevens, Communications Officer
Kayla Byrne, Legislative Services Coordinator

Date – Discussion: March 23, 2021; April 27, 2021

Recommendation:

- That Committee of the Whole direct Administration to proceed with public engagement on the new proposed location for the skatepark as presented.

Background:

At the March 23, 2021 committee of the whole meeting, Council directed Administration to return with a public engagement plan for the new proposed skatepark location no later than June 1, 2021.

After engaging with the Jasper Skatepark Committee and Newline Skatepark in recent weeks on the relocation proposal, Administration is now in a position to release information on the project for public consideration. An outline of the proposal and updated site plan could be posted on the municipal website, including an overview of the key considerations identified by the working group (municipal administration, skatepark committee, and Newline Skatepark). This first step would meet the “inform” level of public engagement on the IAP2 spectrum, “to provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions”.

In addition to publishing up-to-date information, Administration is proposing to engage the public at the “consult” level, with a goal “to obtain public feedback on analysis, alternatives and/or decisions”. This would take place in the form of a brief online survey presented with the project information outlined above. This engagement opportunity would be promoted on municipal channels online as well as through media relations with local newspapers, and some paid advertising.

Administration is also recommending that the skatepark engagement efforts be aligned and coordinated with engaging the public on the Culture & Recreation Services and Facilities Review document. Information and feedback opportunities for both opportunities would be separate, but the communications efforts to promote both engagement initiatives would benefit from being completed concurrently. Subject to Council support for the proposed engagement approach outlined in this report, the engagement period could span from early to mid-May.

**Financial:**

- The Legislative Services department Communications budget includes funding to support Council engagement initiatives, and could cover the cost of the proposed newspaper and social media ads.
- Staff time to develop information materials, surveys and analysis.

Communications:

- Creation of a webpage featuring current project information.
- Development of a brief online survey to collect feedback from interested parties.
- A communication campaign promoting the engagement initiative would be launched on the municipal website, social media, and local newspapers.

Relevant Legislation:

- [Policy A-004: Public Engagement](#)
- [Policy A-004: Public Engagement – Administrative Procedures](#)



REQUEST FOR DECISION

Subject: Culture & Recreation Services and Facility Review Public Engagement

From: Bill Given, Chief Administrative Officer

Prepared by: Christine Nadon, Legislative Services Manager

Reviewed by: Amanda Stevens, Communications Officer
Kayla Byrne, Legislative Services Coordinator

Date – Discussion: February 23, 2021; April 27, 2021

Recommendation:

- That Committee of the Whole direct Administration to proceed with public engagement on the Culture & Recreation Services and Facility Review as presented.

Background:

At the February 23, 2021 committee of the whole meeting, Council directed Administration to solicit external stakeholder input on the draft Culture & Recreation Services and Facility Review before bringing the report back to committee of the whole for final review.

Administration has recently received a final draft of this report from the project consultants in a format that is suitable for public review. While Council did not direct Administration to return with an engagement plan on this item, Administration is recommending that the skatepark engagement efforts be aligned and coordinated with engaging the public on the Culture & Recreation review document.

In line with the engagement proposal for the skatepark project, Administration is proposing the creation of a dedicated web page to present project information available to date, including a copy of the most recent draft of the Culture & Recreation Services and Facility Review. This first step would meet the “inform” level of public engagement on the IAP2 spectrum, “to provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions”.

In addition to publishing current information, Administration is proposing to engage the public at the “consult” level, with a goal “to obtain public feedback on analysis, alternatives and/or decisions”. This would take place in the form of a brief online survey presented with the project information outlined above. This engagement opportunity would be promoted on municipal channels online as well as through media relations with local newspapers, and some paid advertising.

Subject to Council support for the proposed engagement approach outlined in this report, the engagement period could span from early to mid-May.

**Financial:**

- The Legislative Services department Communications budget includes funding to support Council engagement initiatives, and could cover the cost of the proposed newspaper and social media ads.
- Staff time to develop information materials, surveys and analysis.

Communications:

- Creation of a webpage including current project information.
- Development of a brief online survey to collect feedback from interested parties.
- A communication campaign promoting the engagement initiative would be launched on the municipal website, social media, and local newspapers.

Relevant Legislation:

- [Policy A-004: Public Engagement](#)
- [Policy A-004: Public Engagement – Administrative Procedures](#)



REQUEST FOR DECISION

Subject: Code of Conduct Bylaw

From: Bill Given, Chief Administrative Officer

Prepared by: Christine Nadon, Legislative Services Manager
Kayla Byrne, Legislative Services Coordinator

Date – Discussion: March 9, 2021; April 13, 2021; April 27, 2021

Date – Decision: To be determined; potentially May 4, 2021 for first and second reading

Recommendation:

- That Committee of the Whole provide direction to Administration on additional edits to the draft *Code of Conduct Bylaw*, in accordance with current provincial legislation, to prepare and bring back to the next regular meeting for first reading.

Background:

The modernized *Municipal Government Act* requires municipalities to establish a code of conduct bylaw that governs the conduct of elected officials. Prior to this amendment, councillor conduct was addressed locally and no municipal code of conduct was required.

At the March 9, 2021 committee of the whole meeting, Council directed Administration to develop a draft code of conduct bylaw in accordance with provincial legislation to present at a future meeting. Following discussions on which matters to include in the bylaw at the April 13 committee of the whole meeting, Administration is now presenting an updated version of the bylaw for Council consideration. Areas of interest are highlighted in yellow in the attached bylaw, including:

- The addition of a new “whereas” to capture the spirit and intent of the previous Council Code of Conduct included in the current Procedure Bylaw;
- The addition of a subsection repealing the previous Council Code of Conduct;
- Modification of the “in camera” terminology to reflect current best practice (“closed”);
- The merging of election campaign information (previously in s. 13) into the s. 12 provisions; and
- The need to determine a dollar limit for councillors accepting gifts and hospitality, including a possible requirement for disclosure for items exceeding that amount.

Administration is seeking additional input and comments from Council on the items noted above, or any other matters of interest, before bringing the bylaw back for first reading. Council can also expect minor formatting items to come forward, namely the integration of numbers (as opposed to letters) to identify subsections, as per



current Municipality of Jasper practice.

Relevant Legislation:

- *Municipal Government Act* (RSA 2000, cM-26), s. 146 and s. 153
- *Municipal Government Act* – [*Code of Conduct for Elected Officials Regulation*](#) (AR 200/2017)
- Municipality of Jasper Bylaw #190 – *Procedure Bylaw*

Attachments:

- Draft Code of Conduct Bylaw

MUNICIPALITY OF JASPER BYLAW #235

BEING A BYLAW OF THE SPECIALIZED MUNICIPALITY OF JASPER IN THE PROVINCE OF ALBERTA TO ESTABLISH A CODE OF CONDUCT FOR MEMBERS OF COUNCIL.

WHEREAS, pursuant to section 146.1(1) of the Municipal Government Act, a council must, by bylaw, establish a code of conduct governing the conduct of councillors;

AND WHEREAS, pursuant to section 153 of the Municipal Government Act, councillors have a duty to adhere to the code of conduct established by council;

AND WHEREAS the public is entitled to expect the highest standards of conduct from the members that it elects to council for the Municipality of Jasper;

AND WHEREAS the establishment of a code of conduct for members of council is consistent with the principles of transparent and accountable government;

AND WHEREAS a code of conduct ensures that members of council share a common understanding of acceptable conduct extending beyond the legislative provisions governing the conduct of councillors;

AND WHEREAS the Council of the Municipality of Jasper wishes to promote respect for individuals and each other; honesty and integrity; openness; willingness to listen; willingness to participate; commitment to task at hand; receptive to new ideas; dedication to preparation; mutual support through positive feedback; and speak with one voice;

NOW THEREFORE the Council of the Municipality of Jasper, in the Province of Alberta, duly assembled, enacts as follows:

1. Citation

1.1 This Bylaw may be referred to as the "Council Code of Conduct Bylaw".

1.2 The Code of Conduct for Members of Council and Council Committees set out in Schedule 1 of the Municipality of Jasper Bylaw #190 "Procedure Bylaw" is hereby repealed.

2. Definitions

2.1 In this Bylaw, words have the meanings set out in the Act, except that:

- a) "*Act*" means the Municipal Government Act, RSA 2000, cM-26, and associated regulations, as amended;
- b) "*Administration*" means the administrative and operational arm of the Municipality, comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the CAO;
- c) "*CAO*" means the chief administrative officer of the Municipality, or their delegate;
- d) "*FOIP*" means the Freedom of Information and Protection of Privacy Act, RSA 2000, cF-25, any associated regulations, and any amendments or successor legislation;
- e) "*Investigator*" means Council or the individual or body established by Council to investigate and report on a complaint;
- f) "*Member*" means a member of Council and includes a councillor or the Mayor;
- g) "*Municipality*" means the municipal corporation of the Municipality of Jasper.

3. Purpose and Application

3.1 The purpose of this Bylaw is to establish standards for the ethical conduct of Members relating to their roles and obligations as representatives of the Municipality and a procedure for the investigation and enforcement of those standards.

4. Representing the Municipality

4.1 Members shall:

- a) act honestly and, in good faith, serve the welfare and interests of the Municipality as a whole;
- b) perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency;
- c) conduct themselves in a professional manner with dignity and make every effort to participate diligently in the meetings of Council, committees of Council and other bodies to which they are appointed by Council; and
- d) arrange their private affairs and conduct themselves in a manner that promotes public confidence and will bear close public scrutiny.

5. Communicating on Behalf of the Municipality

- 5.1 A Member must not claim to speak on behalf of Council unless authorized to do so.
- 5.2 Unless Council directs otherwise, the Mayor is Council's official spokesperson and in the absence of the Mayor it is the Deputy Mayor. All inquiries from the media regarding the official Council position on an issue shall be referred to Council's official spokesperson.
- 5.3 A Member who is authorized to act as Council's official spokesperson must ensure that their comments accurately reflect the official position and will of Council as a whole, even if the Member personally disagrees with Council's position.
- 5.4 No Member shall make a statement when they know that statement is false.
- 5.5 No Member shall make a statement with the intent to mislead Council or members of the public.

6. Respecting the Decision-Making Process

- 6.1 Decision making authority lies with Council, and not with any individual Member. Council may only act by bylaw or resolution passed at a Council meeting held in public at which there is a quorum present. No Member shall, unless authorized by Council, attempt to bind the Municipality or give direction to employees in Administration, agents, contractors, consultants or other service providers or prospective vendors to the Municipality.
- 6.2 Members shall conduct and convey Council business and all their duties in an open and transparent manner other than for those matters which by law are authorized to be dealt with in a confidential manner in a **closed** session, and in so doing, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions.
- 6.3 Members shall accurately communicate the decisions of Council, even if they disagree with Council's decision, such that respect for the decision-making processes of Council is fostered.

7. Adherence to Policies, Procedures and Bylaws

- 7.1 Members shall uphold the law established by the Parliament of Canada and the Legislature of Alberta and the bylaws, policies and procedures adopted by Council.
- 7.2 Members shall respect the Municipality as an institution, its bylaws, policies and procedures and shall encourage public respect for the Municipality, its bylaws, policies and procedures.
- 7.3 A Member must not encourage disobedience of **any law established by the Parliament of Canada, the Legislature of Alberta and** any bylaw, policy or procedure of the Municipality in responding to a member of the public, as this undermines public confidence in the Municipality and in the rule of law.

8. Respectful Interactions with Council Members, Staff, the Public and Others

- 8.1 Members shall act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest.
- 8.2 Members shall treat one another, employees of the Municipality and members of the public with courtesy, dignity and respect and without abuse, bullying or intimidation.

- 8.3 No Member shall use indecent, abusive, or insulting words or expressions toward another Member, any employee of the Municipality or any member of the public.
- 8.4 No Member shall speak in a manner that is discriminatory to any individual based on the person's race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.
- 8.5 Members shall respect the fact that employees in Administration work for the Municipality as a corporate body and are charged with making recommendations that reflect their professional expertise and a corporate perspective and that employees are required to do so without undue influence from any Member or group of Members.
- 8.6 Members must not:
- a) involve themselves in matters of Administration, which fall within the jurisdiction of the CAO;
 - b) use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any employee of the Municipality with the intent of interfering in the employee's duties; or
 - c) maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of employees of the Municipality.

9. Confidential Information

- 9.1 Members must keep in confidence matters discussed in private at a Council or Council committee meeting until the matter is discussed at a meeting held in public.
- 9.2 Members shall refrain from disclosing or releasing any confidential information acquired by virtue of their office except when required by law or authorized by Council to do so.
- 9.3 No Member shall use confidential information for personal benefit or for the benefit of any other individual organization.

10. Conflicts of Interest

- 10.1 Members have a statutory duty to comply with the pecuniary interest provisions set out in Part 5, Division 6 of the Act and a corresponding duty to vote unless required or permitted to abstain under the Act or another enactment.
- 10.2 Members are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or otherwise.
- 10.3 Members shall approach decision-making with an open mind that is capable of persuasion.
- 10.4 It is the individual responsibility of each Member to seek independent legal advice, at the Member's sole expense, with respect to any situation that may result in a pecuniary or other conflict of interest.

11. Improper Use of Influence

- 11.1 No Member shall use the influence of the Member's office for any purpose other than for the proper exercise of the Member's official duties.
- 11.2 No Member shall act as a paid agent to advocate on behalf of any individual, organization or corporate entity before Council or a committee of Council or any other body established by Council.
- 11.3 Members shall refrain from using their positions to obtain employment with the Municipality for themselves, family members or close associates.

12. Use of Municipal Assets and Services

- 12.1 Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Member.
- 12.2 Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Member, subject to the following limited exceptions:

- a) municipal property, equipment, service, supplies and staff resources that are available to the general public may be used by a Member for personal use, including for election campaigns, upon the same terms and conditions as members of the general public, including booking and payment of any applicable fees or charges;
- b) electronic communication devices, including but not limited to desktop computers, laptops, tablets and smartphones, which are supplied by the Municipality to a Member, may be used by the Member for personal use, provided that the use is not for personal gain, offensive or inappropriate.

13. Orientation and Other Training Attendance

- 13.1 Every Member must attend the orientation training offered by the Municipality within 90 days after the Member takes the oath of office.
- 13.2 Unless excused by Council, every Member must attend any other training organized at the direction of Council for the benefit of Members throughout the Council term.
- 13.3 Members are stewards of public resources and shall avoid waste, abuse and extravagance in the use of public resources.
- 13.4 Members shall be transparent and accountable with respect to all expenditures and strictly comply with all municipal bylaws, policies and procedures regarding claims for remuneration and expenses.

14. Gifts and Hospitality

- 14.1 Members shall not accept gifts, hospitality or other benefits that would, to a reasonable member of the public, appear to be in gratitude for influence, to induce influence, or otherwise to go beyond the necessary and appropriate public functions involved.
- 14.2 Members may accept hospitality, gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation, provided that the value of the hospitality, gift or benefit does not exceed [insert dollar limit].
- 14.3 Gifts received by a Member on behalf of the Municipality as a matter of official protocol which have significance or historical value for the Municipality shall be left with the Municipality when the Member ceases to hold office.

15. Formal Complaint Process

- 15.1 Any person who has identified or witnessed conduct by a Member that the person reasonably believes, in good faith, is in contravention of this Bylaw may file a formal complaint in accordance with the following procedure:
 - a) All complaints shall be made in writing and shall be dated and signed by an identifiable individual;
 - b) All complaints shall be addressed to the Investigator;
 - c) The complaint must set out reasonable and probable grounds for the allegation that the Member has contravened this Bylaw, including a detailed description of the facts, as they are known, giving rise to the allegation;
 - d) If the facts, as reported, include the name of one or more Members who are alleged to be responsible for the breach of this Bylaw, the Member or Members concerned shall receive a copy of the complaint submitted to the Investigator;
 - e) Upon receipt of a complaint under this Bylaw, the Investigator shall review the complaint and decide whether to proceed to investigate the complaint or not. If the Investigator is of the opinion that a complaint is frivolous or vexatious or is not made in good faith, or that there are no grounds or insufficient grounds for conducting an investigation, the Investigator may choose not to investigate or, if already commenced, may terminate any investigation, or may dispose of the complaint in a summary manner. In that event, the complainant and Council, if Council is not the Investigator, shall be notified of the Investigator's decision;
 - f) If the Investigator decides to investigate the complaint, the Investigator shall take such steps as it may consider appropriate, which may include seeking legal advice. All proceedings of the Investigator regarding the investigation shall be confidential;
 - g) If the Investigator is not Council, the Investigator shall, upon conclusion of the investigation, provide the Council and the Member who is the subject of the complaint, the results of the

Investigator's investigation;

- h) A Member who is the subject of an investigation shall be afforded procedural fairness, including an opportunity to respond to the allegations before Council deliberates and makes any decision or any sanction is imposed;
- i) A Member who is the subject of an investigation is entitled to be represented by legal counsel, at the Member's sole expense.

16. Compliance and Enforcement

- 16.1 Members shall uphold **the spirit and intent** of this Bylaw.
- 16.2 Members are expected to co-operate in every way possible in securing compliance with the application and enforcement of this Bylaw.
- 16.3 No Member shall:
 - a) undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to Council or to any other person;
 - b) obstruct Council, or any other person, in carrying out the objectives or requirements of this Bylaw.
- 16.4 Sanctions that may be imposed on a Member, by Council, upon a finding that the Member has breached this Bylaw may include:
 - a) a letter of reprimand addressed to the Member;
 - b) requesting the Member to issue a letter of apology;
 - c) publication of a letter of reprimand or request for apology and the Member's response;
 - d) suspension or removal of the appointment of a Member as the chief elected official under section 150(2) of the Act;
 - e) suspension or removal of the appointment of a Member as the deputy chief elected official or acting chief elected official under section 152 of the Act;
 - f) suspension or removal of the chief elected official's presiding duties under section 154 of the Act;
 - g) suspension or removal from some or all Council committees and bodies to which council has the right to appoint members;
 - h) reduction or suspension of remuneration as defined in section 275.1 of the Act corresponding to a reduction in duties, excluding allowances for attendance at council meetings;
 - i) any other sanction Council deems reasonable and appropriate in the circumstances provided that the sanction does not prevent a Member from fulfilling the legislated duties of a councillor and the sanction is not contrary to the Act.

17. Review

- 17.1 This Bylaw shall be brought forward for review at the beginning of each term of Council, when relevant legislation is amended, and at any other time that Council considers appropriate to ensure that it remains current and continues to accurately reflect the standards of ethical conduct expected of Members.

READ a first time this ____ day of _____ 2021

READ a second time this ____ day of _____ 2021

READ a third time and finally passed this ____ day of _____ 2021

Mayor

Chief Administrative Officer

April 22, 2021

Dear Council Member,

In June 2020, Wildflowers Childcare was able to safely reopen during the pandemic because of financial support from the Jasper Municipal Council. Thank you for supporting the families who rely on Wildflowers Childcare.

We are writing to raise the continuing issue of affordable childcare in our community.

Following decisions made at the April 20, 2021 council meeting, the Friends of Jasper Childcare Board members are concerned that the Municipality of Jasper may reduce the subsidization of Wildflowers Childcare. We appreciate the municipality funding Wildflowers Childcare so the fees are kept consistent for all types of families that use its services. Increasing user fees would affect families already financially affected by the Covid-19 pandemic.

The [Alberta Childcare Subsidy](#) is available to qualifying families (total family income under \$75000 per year – combined income of both spouses). This allows lower income families in Jasper to take advantage of our wonderful daycare. The Friends of Jasper Childcare Board are concerned that raising Wildflower Daycare fees would affect the families who do not qualify for the Alberta Childcare Subsidy but are already struggling in our high cost of living community.

Having a high-quality daycare facility is of immense benefit to our community. The excellent staff of Wildflowers Childcare and the programming they offer for Jasper's children allows for your constituents to succeed in their workplaces. We can focus on our workday knowing our children are in a nurturing environment. Having a safe, inclusive, accredited and affordable daycare in Jasper therefore directly affects the Municipality of Jasper's ability to thrive.

Jasper is a wonderful place to raise a family. Having the option of Wildflowers Childcare makes it even more desirable.

Thank you for your continued support of Wildflowers Childcare.

Regards,

The Friends of Jasper Childcare Board
friendsjaspercs@gmail.com

Cc'd:

Richard Ireland, Mayor
Paul Butler, Councillor
Rico Damota, Councillor
Bert Journault, Councillor
Helen Kelleher-Empey, Councillor
Jenna McGrath, Deputy May

MOTION ACTION LIST

SHORT TITLE	REQUESTED (DATE)	RESPONSIBLE (WHO)	COUNCIL MOTION (DESCRIPTION)	TARGET (DATE)
Targeted Boards and Committees Review	Jan. 26, 2021	Legislative Services Manager	That Council direct Administration to conduct a review of the following boards and committees: <ul style="list-style-type: none"> • The Jasper Community Team – Community Conversations; • Environmental Responsibility; and • Culture and Recreation 	June 2021
Ball Diamond A for skate park	March 23, 2021	CAO	That Committee of the Whole direct Administration to return with a public engagement plan not later than June 1, 2021.	By June 1, 2021
Culture and Recreation Services Review	Feb. 23, 2021	Director of Culture and Recreation	That Council direct Administration to solicit external stakeholder input on the draft Culture & Recreation Services and Facility Review before bringing the report back to Committee of the Whole for final review.	May 2021
Speed Limits	March 23, 2021	Director of Operations	That Committee of the Whole refer to Council that speed limits on the entirety of Bonhomme Street and on Cabin Creek Drive to the Patricia Street intersection be reduced to 30 kilometres per hours.	June 1, 2021
COVID Relief Program	March 31, 2021	CAO	That Committee of the Whole direct Administration to return to a future Committee of the Whole meeting with some ideas for a COVID relief program.	May 11, 2021
Policy Development and Review	April 13, 2021	Legislative Services Manager	That Committee of the Whole direct Administration to make recommendations for review of the Policy Development Policy to provide a framework for regular and ongoing review of existing policies at a future Committee of the Whole meeting.	June 8, 2021
Municipal Utility Expenses	April 13, 2021	CAO	That Committee of the Whole direct Administration to bring forward recommendations to reduce utility costs in municipal facilities.	May 11, 2021

Community Garden Expansion Request	April 13, 2021	Directors of Operations and Culture & Recreation	That Committee of the Whole receive the Jasper Local Food Society’s letter for information and direct Administration to bring forward recommendations on the request at a future Committee of the Whole meeting.	May 11, 2021