

Municipality of Jasper
Committee of the Whole Meeting Agenda
August 10th, 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 Journault to chair meeting)

2. Additions to agenda

3. Approval of agenda

3.1 August 10, 2021 Committee of the Whole agenda attachment

4. Approval of minutes

4.1 July 27, 2021 Committee of the Whole minutes attachment

5. Presentations

5.1 Jasper Volleyball League - Elizabeth McLachlan attachment

6. Department reports

7. Business arising from minutes

8. New business

8.1 Activity Centre Renovation Project Management Services RFP attachment

8.2 Draft Community Conversations Policy attachment

8.3 Emergency Alerts, Evacuation Protocols and Information – Councillor Damota verbal

8. Correspondence

9. Motion Action List

attachment

10. Council representation on various boards, upcoming meetings

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

11. Upcoming events

Nomination Day, 2021 municipal election – September 20, 2021 at 12:00 noon

12. In camera

12.2 Personnel matter: CAO performance feedback – FOIP, s. 17(4)(f)

Municipality of Jasper
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13. 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, July 27, 2021 | 9:30am

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, Councillors Helen Kelleher-Empey, Jenna McGrath, Rico Damota, and Paul Butler		
Absent	Deputy Mayor Bert Journault arrived at 9:57am, Councillor Scott Wilson		
Also present	Bill Given, Chief Administrative Officer Christine Nadon, Director of Protective & Legislative Services Kathleen Waxer, Director of Community & Family Services Yvonne McNabb, Director of Culture & Recreation John Greathead, Director of Operations Lisa Riddell, Community Development Manager Lisa Daniel, Childcare Services Manager Gord Hutton, Buildings and Asset Manager Emma Acorn, Legislative Services Coordinator 17 observers		
Call to Order	Mayor Ireland called the meeting to order at 9:34am.		
Additions or edits to the agenda	No additions		
Approval of agenda #323/21	MOTION by Councillor McGrath to approve the agenda for the July 27, 2021 Committee of the Whole meeting as presented.		
	FOR 5 Councillors	AGAINST 0 Councillor	CARRIED
Approval of Minutes #324/21	MOTION by Councillor Kelleher-Empey to approve the minutes of the July 13, 2021 Committee of the Whole meeting as presented.		
	FOR 5 Councillors	AGAINST 0 Councillors	CARRIED
	Deputy Mayor Journault joined the meeting at 9:57am.		
Presentation	Arts & Culture – Celina Frisson & Sabrina Doyle of Mountain Makers presented to Council an introduction to their online platform, which supports over 40 local artisans and helps them connect on issues unique to our community.		
#325/21	MOTION by Councillor McGrath that committee direct administration to come back to a future Committee of the Whole meeting with a report to follow up on the request made in the presentation today July 27, 2021.		

	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Council Strategic Priorities update #326/21	MOTION by Councillor Damota that committee recommend administration removes the Council Strategic Priorities update as a standing item on the Committee of the Whole meeting agenda.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
COVID Relief Reserve - Income-based support for daycare #327/21	MOTION by Mayor Ireland that <ul style="list-style-type: none"> Committee recommend Council approve the use of \$24,000 from that portion of the COVID Recovery Reserve previously allocated to provide subsidies to users of municipal child care services to develop a community child care strategy. Committee recommend Council undertake advocacy to encourage the province of Alberta to join the national wide Early Learning and Child Care plan as soon as possible. 		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Recess	Deputy Mayor Journault called a recess from 11:21am to 11:29am.		
Community Conversations Policy #328/21	MOTION by Councillor Butler that committee direct administration to incorporate suggestions made today and bring this item back to a future Committee of the Whole for further consideration: <ul style="list-style-type: none"> Remove review and approve applications from policy and add to administrative procedures In second paragraph of policy change 'trends' to 'needs' 		
	FOR 5 Councillors	AGAINST 0 Councillors	CARRIED
	Councillor Kelleher-Empey was absent for the vote.		
Recess	Deputy Mayor Journault called a recess from 12:35pm to 12:55pm.		
Paid Parking Pilot Project Update #329/21	MOTION by Mayor Ireland that committee direct administration to present an update on the paid parking pilot project at one Committee of the Whole meeting per month until project completion.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Meeting extension #330/21	MOTION by Councillor Damota that the July 27, 2021 Committee of the Whole meeting be extended beyond four hours if necessary.		

	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
WYRWMA Governance Model #331/21	MOTION by Mayor Ireland that Committee recommend Council approve in principle the intent of the WYRWMA board to move to a commission.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
	MOTION by Mayor Ireland that Committee recommend Council support in principle the WYRWMA model with two conditions: <ul style="list-style-type: none"> • Ability of constituent Councils to approve the business plan • Length of appointment to members of the commission 		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Motion Action List #332/21	MOTION by Councillor McGrath that Committee of the Whole update the Motion Action List with the following changes: <ul style="list-style-type: none"> • Revised date (from July to September) for Bike Skills Park • Remove bullet under COVID Relief Restricted Reserve regarding the income-based support for daycare • Remove Targeted Boards and Committees Review • Update Paid Parking Pilot Project item to reflect the request for updates at one Committee of the Whole meeting per month until completion of project. 		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Council representation on various boards, upcoming meetings	Mayor Ireland and Councillor McGrath will be attending a Reconciliation for Municipalities workshop organized by the AUMA which was cancelled last week but rescheduled.		
Upcoming events	No upcoming events		
In Camera #333/21	MOTION by Councillor Kelleher-Empey to move in camera at 2:15pm to discuss agenda items: <ul style="list-style-type: none"> • 13.1 CUPE contract negotiations update – FOIP, s. 24(1)(c) • 13.2 Personnel matter: CAO performance feedback – FOIP, S. 17(4)(f). 		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
	Mr. Given, Mr. Hutton, and Ms. Daniel also attended the in camera session.		

Revert to open
meeting
#334/21

MOTION by Mayor Ireland that Committee of the Whole revert to open meeting at 3:01pm.

FOR

6 Councillors

AGAINST

0 Councillors

CARRIED

Adjournment
#335/21

MOTION by Councillor McGrath that, there being no further business, the Committee of the Whole meeting of July 27, 2021 be adjourned at 3:11pm.

FOR

6 Councillors

AGAINST

0 Councillors

CARRIED

July 23, 2021

AGENDA ITEM 5.1

His Worship Richard Ireland

Mayor, Town of Jasper

500 Robson Street

Jasper, AB T0E 1E0

Your Worship and Municipal Council,

In 2019, the Jasper Volleyball League started with a handful of players. Today, July 23rd, 2021, we have 293 members in our “JVL Active Players” Facebook group and are averaging 18 players every Tuesday and Sunday evening in 2020, with new players joining us daily. Our players include local highschool students, new adult residents to Jasper, long-time locals and even Hinton residents. In 2019, we successfully held two outdoor tournaments with 40+ players attending each event. In the winter season, we average 40 players per night, twice a week and we use all 3 indoor volleyball courts in the Jasper JR/SR Highschool gym. The Jasper Volleyball League is currently working towards obtaining society status so we can apply for government funding to grow our league, attend out of town tournaments and purchase new equipment as needed. Our future goals include hosting indoor and outdoor local tournaments, starting local volleyball camps for adults and teens, as well as continuing to expand and improve our volleyball community in Jasper.

On behalf of the Jasper Volleyball League, I, Elizabeth McLachlan, would like to request municipal funding and propose an upgrade and extension to the 2nd outdoor sand volleyball court currently located at the Jasper Fitness & Aquatic Centre, 303 Bonhomme St. Please see attached photos, proposed design and work quotes.

Currently, court #2 is below the standard average playing area for recreational beach volleyball. I would like to propose to extend the court area and replace the old sand where court #2 is currently located. In my attached design proposal, court #2 would be adjusted to fit a 30ft x 60ft playing area in the same playing direction as court #1. To achieve this, a portion of unused fencing will need to be removed from the area. Additionally, there are 2 trees that may need to be removed or trimmed. Tree removal is pending an audit of the area and tree roots, as well as any other underground plumbing or wiring in the area. We are aware of an abandoned manhole that would need to be filled in. The old sand in court #2 is hard to play on, full of rocks, and continually grows weeds due to the old filter cloth below the sand being aged and needing replacement. Each season, numerous volunteers within the Jasper Volleyball League work hard to pull out weeds and request rototilling of the area. We maintain the area as best we can on our own, but the second court is not up to par for playing on and is only used as a last resort when we have an overflow of players. The ground is hard and players have voiced the old sand as a safety hazard when playing as we continue to unearth and find rocks and other random objects. The area as it stands is too small to set up the standard recreational boundary playing lines of 30ft x 60ft. Extending the court area and adjusting the placement of the net poles will allow us to fit a second full length court in that spot with a 5ft clearance between and around the courts (A 10ft space is suggested but we do not have enough space to accommodate that - See “Additional Information”). There is a large desire to use this second court and upgrade the area in general. In addition, the cement area adjacent to the courts is cracked in many spots and presents a potential safety risk not only to all players, but staff, spectators and pool/“sun deck” users alike. I have attached a quote for all labour, equipment, sand and demolition from EarthX Contracting Ltd. This quote does NOT include replacing or fixing of the cement area.

Main Objectives:

- Remove unused fence next to court #2 while still leaving enough room for the emergency exit for the Daycare
- Remove and replace old sand and grass on court #2 and replace with new sand, to match court #1 layout
- Remove current poles in court #2 and adjust to new area requirements/direction
- Removal of 2 trees and grass area
- Fill in and correct abandoned manhole behind courts as needed

Additional Objectives:

- Replacement and fixing of cement area "Sun Deck"
- Fixing fences/gates
- Adding outdoor lighting

Funding Needed: Approximately \$9,345 - Please see attached Quote from EarthX Contracting

Additional Funding: Approximately \$250 - 2 new standard sized volleyball nets with pole attachment accessories

Total Funding Request: \$9,600

Local Contracting: Darcy Ruddy, EarthX Contracting Ltd., Jasper, AB (780) 852-1390

Sand and Delivery: Owen Torgerson, Spiral Contracting Ltd., Valemount, BC (250) 566-4688

Additonal Information:

"Recreational Play Court Requirements: The recommended beach volleyball court dimensions for recreational play is 60' by 30'. This allows for four on four or six on six play. Posts should be placed 1m (3'-4") from each side line, 36'-8" from each other. A recommended free or clearance zone of at least 10 ft is recommended. It is recommended that the depth of sand is 18 inches on the court and 12 inches in the free zone.
(<https://www.sportsimports.com/beach-volleyball/court-dimensions/>)"

Thank you for your time and consideration of our proposal and requests.

Sincerely,



Elizabeth McLachlan
Jasper Volleyball League

@jaspervolleyballleague
elmclachlan87@gmail.com
416-458-8733



QUOTE

Box 1630 Jasper AB toe 1E0
780 852 1390
earthexcontracting@gmail.com

Lot 55 Stan wright industrial yard

Attn: Elizabeth McLachlan

Jasper Volleyball League
1 416 458 8733

2021-07-15

Project name: Jasper Volley ball cort revamp

Project Description; transport equipment, remove Fence and trees. Remove old sand and grass to extend cort. Move volley ball posts. Repair torn filter cloth. Spread new sand level. Sand to come from Valemount.

Description	Quantity	Unit Price	Cost
Total cost demolition, removal, equipment and labor			\$ 5,400.00
Sand from Torgeson pit Valemount and delivery			\$ 3,500.00
		Subtotal	\$ 8,900.00
	Tax	5.00%	\$ 445.00
		Total	\$ 9,345.00

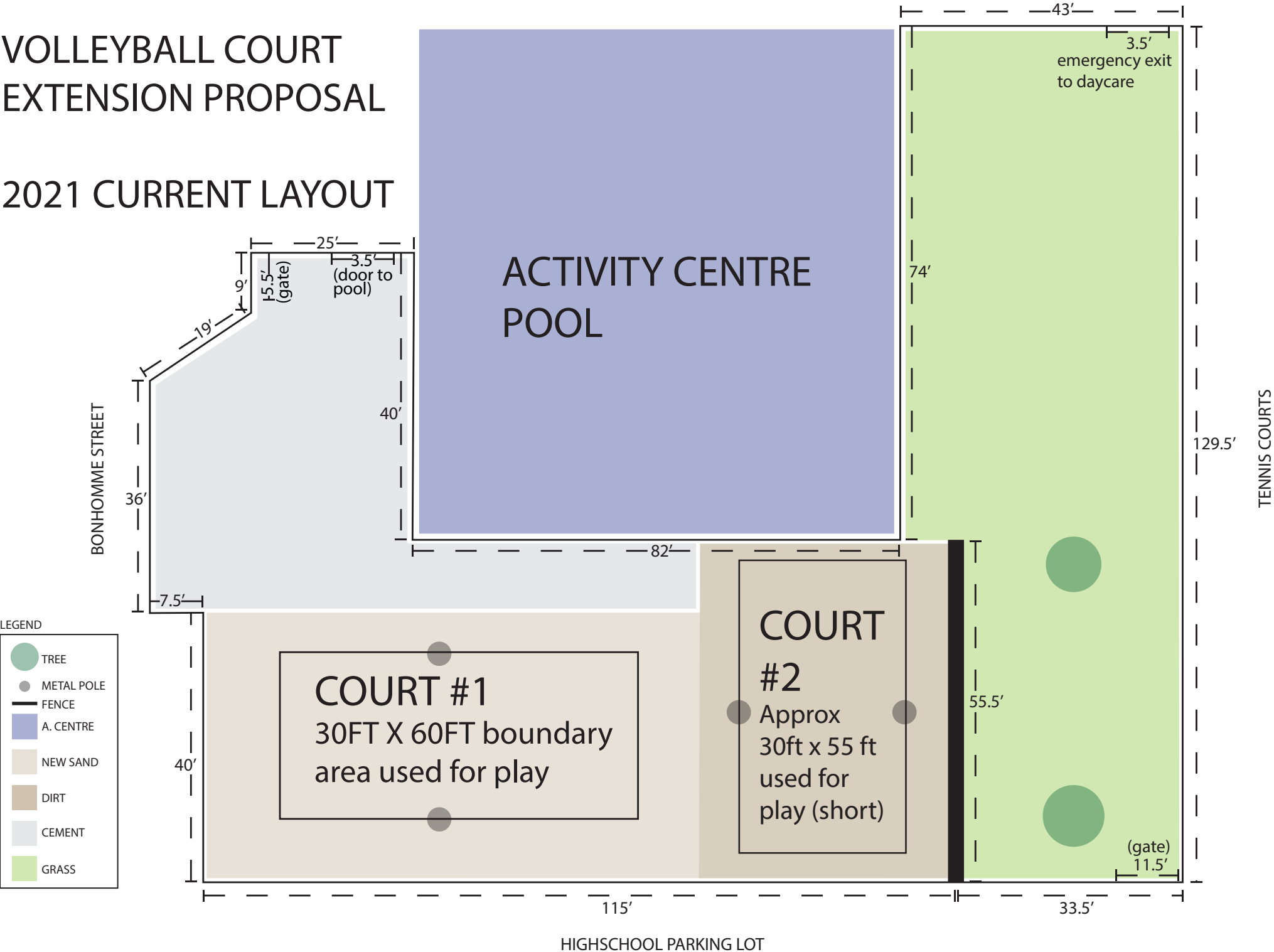
Any unforeseen ground conditions will come at an extra to the property owner Eg: bed rock, large rock, hazards material, Parks Canada and historical evidence.

Darcy Ruddy

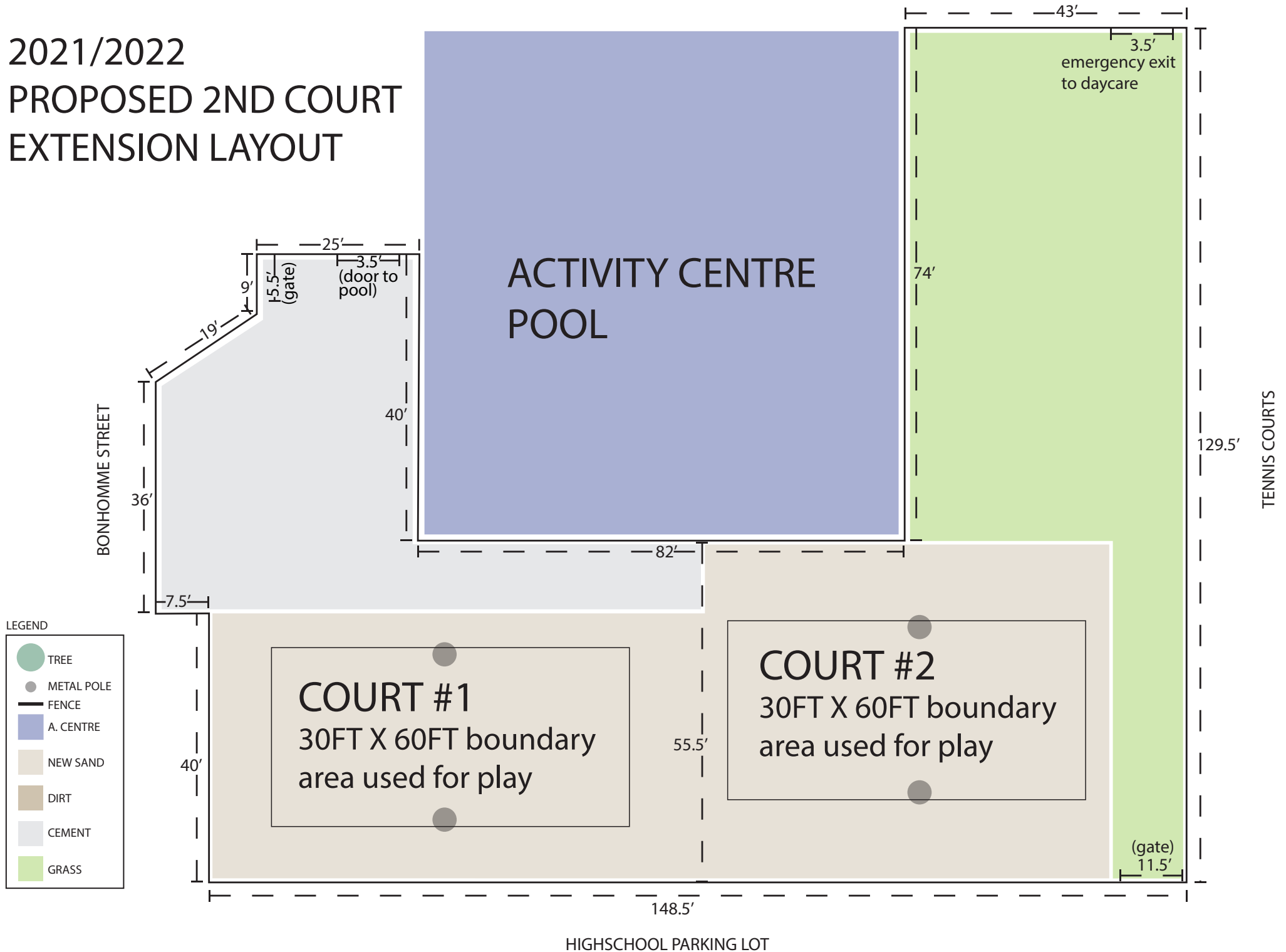
EarthEx Contracting Ltd.

VOLLEYBALL COURT EXTENSION PROPOSAL

2021 CURRENT LAYOUT



2021/2022 PROPOSED 2ND COURT EXTENSION LAYOUT



AGENDA ITEM 8.1



REQUEST FOR DECISION

Subject: Activity Centre Renovation Project Management Services RFP

From: Bill Given, Chief Administrative Officer

Reviewed by: John Greathead, Yvonne McNabb

Date - Discussion: August 10th, 2021

Recommendation:

That Committee recommend Council award the RFP for Activity Centre Project Management Services to WSP in the amount of \$98,790.00.

Background:

The Jasper Activity Centre is a collection of Town owned facilities located on a single block within the Town Site of Jasper. There are two separate buildings on the site – the Jasper Fitness and Aquatic Facility and the Jasper Activity Centre/Arena which also contains the municipal administration offices and a multipurpose community hall (the facilities). The construction history of the facilities is:

- **Fitness and Aquatics** – 1950 (pool enclosed and divided in to three tanks in 1989, Fitness centre added in 2011)
- **Ice Arena** – 1961 (Partially renovated in 2020/21 with new board and arena slab and in 2021/2022 with relocated ice plant.)
- **Multi-purpose Hall/Activity Centre** – 1977 (Partially renovated in 2011 with minor foyer renovations and the addition of 4 new administration offices.)
- **Curling Centre** – 1979 (Partially renovated in 2007 to demise curling area and separate 8 sheets to 4 sheets of ice to create gymnastics space and 2011 to add additional daycare space.)

The Municipality of Jasper has secured approximately \$6,950,000 million in grant and municipal tax funding towards a major renovation of the facilities. From these monies, Council has budgeted \$1,056,228 for Design and Engineering related to the facilities in 2021.

Additionally, Council has budgeted \$200,000 for a Structural Review of the Fitness and Aquatics Centre in 2021.

The RFP for Project Management services was posted to Alberta Purchasing Connection on July 16th, with a closing date of July 30th.

Ten (10) valid submission were received by the RFP submission deadline and a Selection Committee was struck to review and evaluate the proposals submitted by Proponents. The selection committee included the CAO, Director of Operations and the Director of Culture and Recreation

Discussion:

Given the scale and complexity of the project the municipality requires dedicated project management resources who can provide expert support for an integrated modernization and renovation of the facilities, from start up through to final construction completion. These services are distinct from other professional services that will be required for the project such as those of architectural or engineering firms and construction contractors.

Specifically, support is required in the following areas:

- Rationalization of the various capital projects in to a comprehensive program that is logical and actionable.
- Engagement of other professional services such as design or engineering firms and construction contractors through standard public procurement processes as needed.
- Ongoing project oversight, monitoring and reporting throughout the project as required.
- Coordination of internal Municipality of Jasper resources as required.
- Coordination with Parks Canada, as required.

It is anticipated that the project will run from fall 2021 through to construction completion in late 2023.

Scoring Components & Evaluation

Proposals were evaluated in the categories shown below with each reviewer independently scoring each proposal. Scores from the three reviewers were then averaged to establish a final score for each submission.

The information provided by through the RFP process resulted in the following consolidated scoring for the top five submissions:

Evaluation categories

Overview	5 points
Work Program	25 points
Project Team	25 points
Sustainability	5 points
Quality Control	10 points
Workplace Safety	5 points
Fee	25 points

Proponent	Final Score
WSP	85.00
JLL	80.83
Stantec	77.17
mexsig inc.	72.50
Altus Management	71.33

Strategic Relevance:

Organizational Health: ...improve the organizational health of the Municipality of Jasper by ... enhancing operational effectiveness, efficiency, responsiveness and adaptability,...

Financial:

The project will be funded through the approved 2021 budget and through grant monies received for the capital renovation project.

AGENDA ITEM 8.2

REQUEST FOR DECISION



Subject: Draft Community Conversations Policy

From: Bill Given, Chief Administrative Officer

Prepared by: Christine Nadon, Legislative Services Manager
Lisa Riddell, Community Development Manager

Date – Discussion: July 13, 2021; July 27, 2021; August 10, 2021

Recommendation:

- That committee recommend Council approve the Community Conversations policy as presented; and
- That committee direct Administration to present the resources required to start the new Community Conversations focus areas in 2022, at the 2022 budget presentation.

Alternatives:

- Direct Administration to make changes to the draft policy and bring this matter back to an upcoming Committee of the Whole meeting; or
- Maintain the current boards and committees approach and not approve the draft policy.

Background:

At the July 13, 2021 Committee of the Whole, Council directed Administration to draft a Community Conversations policy to support the development of a more effective and consistent approach to engaging the community on specific areas of interest. Edits approved by Council at the July 27, 2021 Committee of the Whole meeting are reflected in the attached draft policy.

The Community and Family Services department currently uses Community Conversations as a structured but somewhat informal process to engage the public on issues in the social realm. The formalization of Community Conversations through policy would reduce ambiguity, reduce inconsistency, define clear mandates and areas of focus, and improve the flow of information between Council, Administration and participating community members. A policy would also offer Council more flexibility around targeting the mandated areas of focus, as well as support the development, review and ongoing refinement of clear administrative procedures.

Discussion:

The draft Community Conversations policy attached to this report presents information on role clarity; format; areas of focus; membership; and information flow for the proposed engagement model. The areas of focus presented reflect the current trends and observations gathered from current Community Conversations as well as the areas of interest identified by Council in the context of a targeted boards and committees review.

Resource allocation

Implementation of the draft policy would require additional resource allocation to support the process. Based on the current Community Conversations model, duties associated with the new areas of focus would include:

- Marketing, receiving participant applications, revising the schedule, keeping web content current;
- Facilitating the conversation;

- Taking and distributing notes to participants;
- Information gathering on relevant trends and opportunities;
- Synthesizing recommendations to Council; and
- Presenting reports to and answering any questions from Council.

In addition to staff (or contractor) time required to perform the aforementioned duties, Council may wish to consider complementary funding to enable Administration to take action on small items as they arise, such as initiating communications campaigns (i.e. posters and ads) or hosting training sessions on specific topics arising from Community Conversations. Administration is proposing that the discussion on resource allocation be included in the 2022 operating budget discussions.

Culture and Recreation Board

If supported by Council, the new Community Conversations engagement model with focus areas in *Arts and Culture* and *Recreation* would effectively cover the scope of the current Culture and Recreation Board. Administration's recommendation on this item would be that Committee recommend Council disband the Culture and Recreation Board and work on engaging current board members under the new approach. This recommendation would not come forward until an alternative engagement method is in place, in an effort to ensure a meaningful transition for Jasper residents appointed to the existing board.

Relevant Legislation:

The establishment of boards and committees is discretionary under the *Municipal Government Act*. However, if a Council wishes to have boards and committees, they must be established by bylaw (s. 145). The current proposal is presented as an engagement strategy, and therefore would fall outside of the scope of boards and committees as defined in the *Municipal Government Act*.

Strategic Relevance:

- Governance and Social Equity.
 - ...continuing provision of good governance, reflecting responsible, representative democracy at the local level, reinforcing openness, transparency and accountability, promoting equity, inclusion and respect in municipal administration and service provision
 - Develop and nurture mutually beneficial relationships and partnerships at the federal, provincial, local and international level to enhance community health and address issues and opportunities...

Financial:

Existing *Community Conversations* in the social realm are funded through the provincial Family and Community Social Services (FCSS) funding the Municipality receives annually. While the process may evolve to meet a new municipal policy, the current resource allocation is not expected to grow significantly for this area of focus. The additional resource requirement will be dependent on the policy-level direction set by Council. While some staff time is currently dedicated to operating the Culture and Recreation Board, the implementation of the *Community Conversations* model will come with an additional need for strong facilitation, communication and reporting skills. Administration is proposing that this discussion could be held as part of the 2022 operating budget presentations.

Attachments:

- Draft *Community Conversations Policy*

Policy Title: Community Conversations Policy

Policy #:

Date adopted by Council: _____

1. POLICY STATEMENT

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

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

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

2. PURPOSE

The Municipality of Jasper will, by adopting this policy:

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

3. RELATED INFORMATION

Membership

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

Roles

Councillors appointed to *Community Conversations* are expected to attend and share information on current Council topics of discussion but should not represent themselves as expressing the opinion or position of Council unless speaking to an action approved by a majority of council members via motion. Appointed Councillors are NOT expected to report back to all of Council summarizing what was talked about at *Community Conversations*.

Administration is expected to support *Community Conversations* by recruiting participants, engaging participants, facilitating the conversations, taking notes and ensuring a smooth flow of information from residents participating in *Community Conversation* through to Council and back.

Participants in *Community Conversations* are expected to have read and understood the Municipality's *Community Conversations Policy* and administrative procedures. They are not expected to facilitate, take notes or report directly to Council. Participants may choose to assist to facilitate conversations or break-out room style conversations. Participants are not prevented from presenting to Council representing themselves as individual residents of Jasper or representing a community group or external agency but

Policy Title: Community Conversations Policy**Policy #:****Date adopted by Council:** _____

should not represent themselves as expressing an opinion on behalf of other Community Conversations participants. Participants may determine via consensus what items to include in summary reports to council, or what response to provide to a matter referred to Community Conversations by council.

Areas of Focus

Community Conversations will be structured to support dialogue in the following focus areas:

- Social Wellbeing (by life-stage)
 - Early Childhood
 - School Age
 - Adults
 - Seniors
- Arts and Culture
- Recreation
- Environmental Responsibility

Format

Area of Focus	Length of Conversation	Frequency of Conversation	# per year
Early Childhood	1hr	Monthly	9 (excl. Jul, Aug, Dec)
School Age	1hr	Monthly	9 (excl. Jul, Aug, Dec)
Adults	1hr	Monthly	9 (excl. Jul, Aug, Dec)
Seniors	1hr	Monthly	9 (excl. Jul, Aug, Dec)
Arts and Culture	1hr	Monthly	9 (excl. Jul, Aug, Dec)
Recreation	1hr	Monthly	9 (excl. Jul, Aug, Dec)
Environmental Responsibility	1hr	Monthly	9 (excl. Jul, Aug, Dec)

Information Flow**Community Conversations to Council**

Each community conversation focus area shall provide a report summarizing the trends and opportunities identified to Committee of the Whole 3 times per year. Reports shall be presented by administration using standard municipal report processes.

Report to Council	For the period covering
December (first COTW)	September to November
April (first COTW)	January to March
July (first COTW)	April to June

Council to Community Conversations

Council may, via motion approved by a majority of council members at regular council or committee of the whole, choose to refer matters to a Community Conversation for feedback and community input.

4. RESPONSIBILITIES**CAO**

- Designate administrative resources, within approved budgets to support Community Conversations.

Policy Title: Community Conversations Policy

Policy #:

Date adopted by Council: _____

- Approve any procedures related to the policy.

Council

- Budget appropriate resources to support Community Conversations.
- Ensure that a municipal councillor is appointed to participate on each *Community Conversation*.
- ~~Review and approve applications to participate in *Community Conversations*.~~
- Receive information, recommendations from *Community Conversations'* participants.
- Establish by policy the areas of focus for *Community Conversations*.

DRAFT

MOTION ACTION LIST

SHORT TITLE	REQUESTED (DATE)	RESPONSIBLE (WHO)	COUNCIL MOTION (DESCRIPTION)	TARGET (DATE)
Bike Skills Park	April 27, 2021	CAO	That Committee of the Whole direct Administration to work with the JPCA to draft a recommended agreement to come back to Council and to approve, in principle, the use of the remnant site west of parcel GA for a bike skills park.	September 2021
Community Garden Expansion Request	May 11, 2021	Director of Operations	That Committee of the Whole direct Administration to look at opportunities to accommodate the Community Garden expansion request in conjunction with the removal of the building and the remediation of the AMA site.	September 2021
Community Garden Alternative Sites	May 25, 2021	Director of Operations	That Committee of the Whole direct Administration to explore additional community garden sites to satisfy the waiting list for the Jasper Local Food Society's current community garden site.	September 2021
Covid Relief Reserve	June 22, 2021	CAO	that Committee direct Administration to prepare programming proposals for: <ul style="list-style-type: none"> Income-based utility rate rebates program Tax deferral program 	September 2021
Skate park Relocation Noise Level Research	June 22, 2021	Director of Operations	That Committee direct Administration to research anticipated noise levels and to further research how public concerns around noise could be mitigated, prior to Council making a final decision on the new skate park location.	August 2021
Land Acknowledgment Policy	July 6, 2021	Community Development Manager	That Council direct Administration to develop a land acknowledgement policy for review at a future Committee of the Whole meeting.	September 2021
Equity, Diversity and Inclusion Policy Implementation Plan	July 6, 2021	Community Development Manager	That Council direct Administration to return to Committee with a plan for policy implementation at a future Committee of the Whole meeting.	September 2021

Policy Development and Review	July 13, 2021	Director of Finance & Administration	That Committee direct Administration to establish a Policy Review Priority list to guide the review cycle and that the following be the first priority: <ul style="list-style-type: none"> • B-009: Fiscal and Financial Control Policy 	September 2021
Principles for Utility Rates Bylaw	July 13, 2021	Director of Finance & Administration & Director of Operations	That Committee direct Administration to bring forward a report discussing the implications of the relative weighting between the three utility components (base system access; tiered consumption; and infrastructure replacement).	August 2021
Mountain Makers Arts & Culture	July 27, 2021	Director of Culture & Recreation & CAO	That committee direct administration to come back to a future Committee of the Whole meeting with a report to follow up on the request made in the presentation today July 27, 2021.	TBD
Community Conversations Policy	July 27, 2021	Director of Protective & Legislative Services & Community Development Manager	That committee direct administration to incorporate suggestions made today and bring this back to a future Committee of the Whole for further consideration <ul style="list-style-type: none"> • Remove review and approve applications from policy and add to administrative procedures • In second paragraph of policy change 'trends' to 'needs' 	August 2021
Paid Parking Pilot Project Update	July 27, 2021	CAO	That Committee direct Administration to present a status report and an update on the paid parking pilot project at one Committee of the Whole meeting until project completion.	August 2021, September 2021