

Municipality of Jasper
Committee of the Whole Meeting Agenda
September 28th, 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 Damota to chair meeting

2. Additions to agenda

3. Approval of agenda

3.1 September 28, 2021 Committee of the Whole agenda attachment

4. Approval of minutes

4.1 September 14, 2021 Committee of the Whole minutes attachment

5. Presentations

6. Business arising from minutes

7. New business

7.1 Land Acknowledgement Policy attachment

7.2 Community Garden Expansion Request attachment

7.3 COVID Relief Reserve – Tax Penalty Program attachment

7.4 Skate Park Relocation Noise Level Research attachment

7.5 Policy Development and Review – Internal Fiscal Controls and Reporting attachment

7.6 Speed Limits – Councillor Wilson & Deputy Mayor Damota verbal

7.7 Municipal Staff Housing – Deputy Mayor Damota verbal

8. Correspondence

8.1 Dark Sky Festival - Venue Rental Fees Request from Tourism Jasper attachment

9. Motion Action List attachment

10. Council representation on various boards, upcoming meetings

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

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11. Upcoming events

Intergovernmental Meeting hosted by Parks – September 29th – being held virtually 1:30pm – 4pm
Municipal Mayoral Candidates Forum – October 4th – being held virtually 6:30pm – 9:30pm
Municipal Council Candidates Forum – October 5th – being held virtually 6:30pm – 9:30pm
Advance Votes for Municipal Election – October 6th & October 13th Activity Centre, 3pm – 8pm
Institutional Vote – October 13th Seton Hospital, Pine Grove Manor, Alpine Summit Seniors' Home
Municipal Election Day – October 18th Activity Centre, 10am – 8pm
Annual Ambassador/Business Awards – October 20 – being held virtually
AUMA Conference – November 17th – 19th, Edmonton Convention Centre

12. In camera

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

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, September 14th, 2021 | 9:30am
 Conducted virtually through Zoom

Virtual viewing and participation	This meeting was conducted virtually through Zoom. Public viewing and participation during Council meetings is through Zoom livestreaming.		
Present	Mayor Richard Ireland, Deputy Mayor Rico Damota, Councillors Helen Kelleher-Empey, Jenna McGrath, Bert Journault, Scott Wilson and Paul Butler		
Absent	none		
Also present	Bill Given, Chief Administrative Officer Natasha Melanchak, Director of Finance & Administration Christine Nadon, Director of Protective & Legislative Services Yvonne McNabb, Director of Culture & Recreation Kathleen Waxer, Director of Community & Family Services Lisa Riddell, Community Development Manager Emma Acorn, Legislative Services Coordinator 16 observers		
Call to Order	Deputy Mayor Damota called the meeting to order at 9:31am.		
Additions to the agenda	none		
Approval of agenda #382/21	MOTION by Councillor McGrath to approve the agenda for the September 14, 2021 Committee of the Whole meeting as presented.		
	FOR 7 Councillors	AGAINST 0 Councillor	CARRIED
Approval of Minutes #383/21	MOTION by Councillor Kelleher-Empey to approve the minutes of the August 24, 2021 Committee of the Whole meeting with the following two amendments: <ul style="list-style-type: none"> • Amend date to August 10th in Motion #365/21 • Add the word “net” in front of revenue in the Paid Parking Pilot Project section 		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Presentation	none		
Business arising from minutes	none		
Paid Parking Pilot Project Update	Administration provided Council with an update on the Paid Parking Pilot Project, which included an attachment to be added to the meeting’s official minutes. Data provided included parking passes issued (174 Senior Passes, 239 Resident Passes) and the amount		

of net revenue, payments made, warnings issued and tickets given. For exact numbers please see the attached document.

#384/21

MOTION by Councillor Butler that Committee acknowledge receipt of the Paid Parking Pilot Project Update.

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

Councillors discussed usage of S-Block municipal parking lot.

#385/21

MOTION by Mayor Ireland that Committee direct Administration to return to a future Committee of the Whole meeting with a policy level discussion regarding the use of the S-block parking lot.

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

Recess

Deputy Mayor Damota called a recess from 10:46 to 10:55am.

Relationship with JCTS & Friends of Jasper Culture & Recreation

Administration provided a report summarizing the relationship between the Jasper Community Team Society (JCTS) and the Municipality of Jasper. Administration noted an amendment to the first recommendation in the report to remove the phrase "and Friends of Jasper Culture and Recreation" as Policy F-004 does not, in fact, cover this topic. Clarity was provided with respect that the Municipality of Jasper, the JCTS and Friends of Jasper Culture & Recreation all operate as separate entities. It was also noted that both the JCTS and Friends of Jasper Culture & Recreation are independently constituted under the Alberta Societies Act, with the JCTS also being a registered federal charity organization.

#386/21

MOTION by Councillor McGrath that Committee direct Administration to bring forward recommendations on how to enhance the relationship between the Municipality and local non-profit organizations including the Jasper Community Team Society and Friends of Jasper Culture and Recreation.

FOR	AGAINST	
5 Councillors	0 Councillors	CARRIED

Councillors Wilson and Kelleher-Empey were absent for the vote.

Recess

Deputy Mayor Damota called a recess from 12:06 – 12:40pm.

Community Conversations Policy #387/21

MOTION by Councillor McGrath that Committee recommend Council approve the Community Conversations Policy with the following amendments:

- In item 3 remove the word "professional" from the second line
- On page 2 add "minimum of" three reports to Council per year

FOR	AGAINST	
5 Councillors	0 Councillors	CARRIED

Councillors Wilson and Journault were absent for the vote.

Vaccination Social Norms Campaign	Following a Council motion, Administration developed a Social Norms Campaign to encourage COVID-19 vaccination uptake in Jasper. The campaign included social media posts targeting segments of the population who may be indecisive, with a light hearted approach through the use local wildlife imagery. The campaign also focused on an opportunity to get vaccinated through the Vaccination. Council thanked administration for their work and the community for their positive vaccination response.
2021 Budget Clarification, Reserve Contributions	In response to a request made by Councillor Butler at the September 7, 2021 regular meeting, Administration provided a report on the allocation of reserve contributions, which is attached to today's minutes.
Draft Letter to Premier Kenney	In response to rising COVID-19 numbers in the province of Alberta, Council discussed the Municipality's responsibility to consider a vaccine requirement policy for the town's facilities.
#388/21	MOTION by Mayor Ireland that Committee direct the Mayor to write to Premier Kenney in support of provincial implementation of a proof of vaccination policy.
	FOR 7 Councillors
	AGAINST 0 Councillors
	CARRIED
#389/21	MOTION by Mayor Ireland that Committee direct Administration to return to Committee of the Whole with either a draft policy on proof of vaccination or a report on the ramifications of such policy.
	FOR 7 Councillors
	AGAINST 0 Councillors
	CARRIED
Municipal Staff Housing #390/21	Deputy Mayor Damota relinquished the chair to Mayor Ireland in order to bring forward the following motion: MOTION by Councillor Damota that Committee direct Administration to bring forward a draft policy to address all aspects of Municipal Staff Housing to a future Committee of the Whole meeting.
	FOR 6 Councillors
	AGAINST 0 Councillors
	CARRIED
	Councillor Wilson was absent for the vote. Deputy Mayor Damota resumed chairing the meeting.
Jasper Air Quality Monitoring	Council discussed the air quality monitoring situation in Alberta, specifically with respect to the recent wildfires in British Columbia and resulting smoke levels in Jasper.

#391/21	MOTION by Councillor McGrath that Committee direct Administration to apply for a Purple Air Monitor through the West Central Airshed Society for the Municipality of Jasper.	FOR 5 Councillors	AGAINST 0 Councillors	CARRIED
	Councillors Journault and Wilson were absent for the vote.			
Correspondence	Mayor Ireland introduced a piece of correspondence from the Ginette Marcoux, the Executive Director of the Jasper Employment & Education Centre (JEEC), requesting a letter of support from Mayor & Council to support JEEC in its efforts to continue providing employment supports and job placements to persons with disabilities in Jasper.			
#392/21	MOTION by Councillor Butler that Committee direct Mayor Ireland to write a letter of support to JEEC in response to their request.	FOR 5 Councillors	AGAINST 0 Councillors	CARRIED
	Councillors Journault and Wilson were absent for the vote.			
Motion Action List #393/21	MOTION by Councillor McGrath that Committee update the Motion Action List with the following changes: <ul style="list-style-type: none"> • Remove the Community Conversations Policy Item • Remove the Vaccination Social Norms Campaign Item 	FOR 5 Councillors	AGAINST 0 Councillors	CARRIED
	Councillors Journault and Wilson were absent for the vote.			
Meeting Extension #394/21	MOTION by Mayor Ireland at 2:24pm that the September 14, 2021 Committee of the Whole meeting be extended beyond four hours if necessary.	FOR 5 Councillors	AGAINST 0 Councillors	CARRIED
	Councillors Journault and Wilson were absent for the vote.			
Council representation on various boards, upcoming meetings	none			
Upcoming events	Council reviewed a list of upcoming events including an extensive list of events for both the federal election and municipal election.			

Christine Nadon, the Returning Officer for the upcoming municipal election, provided updates on election dates, locations, the special ballots process and changes to regular proceedings due to COVID considerations.

In Camera
#395/21

MOTION by Councillor Butler to move in camera at 2:34pm to discuss agenda item:

- 12.1 Franchise Fees – FOIP, S. 24(1)(g), S.25(1)(b)

FOR	AGAINST	
5 Councillors	0 Councillors	CARRIED

Councillors Journault and Wilson were absent for the vote. Mr. Given also attended the in camera session.

Agenda item 12.2 Personnel matter: CAO performance feedback – FOIP, S. 17(4)(f) was postponed to the next Committee of the Whole meeting.

Revert to open
meeting
#396/21

MOTION by Councillor Butler that Committee revert to open meeting at 3:34pm.

FOR	AGAINST	
4 Councillors	0 Councillors	CARRIED

Councillors Journault, Kelleher-Empey and Wilson were absent for the vote.

Franchise Fees
#397/21

MOTION by Councillor McGrath that Administration present a report on Franchise Fees at the next Regular Council meeting.

FOR	AGAINST	
4 Councillors	0 Councillors	CARRIED

Councillors Wilson, Journault, and Kelleher-Empey were absent for vote.

Adjournment
#398/21

MOTION by Mayor Ireland that, there being no further business, the Committee of the Whole meeting of September 14, 2021 be adjourned at 3:40pm.

FOR	AGAINST	
4 Councillors	0 Councillors	CARRIED

Councillors Wilson, Journault, and Kelleher-Empey were absent for vote.

Paid Parking Update

For the period of July 21st to September 13th

Payments

- 18,946 tap payments
- 56 paid at admin office

Passes

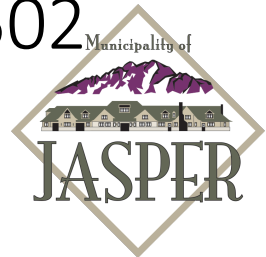
- 174 Senior Passes
- 239 Resident Passes

Enforcement

- 2021 warnings
- 23 tickets
(only after previously receiving a warning)

Revenue

Net Revenue to MoJ \$35,502



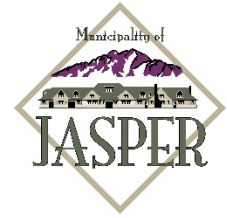
Transfer to Reserves 2020 vs 2021		2020	2021	Difference from 2020	Motion #
2-00-00-00-762	Transfer to Restricted Funds	0	140,000	140,000	
2-11-02-00-762	Leg-Transfer to Reserve-Assessment Board	3,000	3,060	60	
2-11-01-00-762	Leg-Transfer to Restricted Computer Council	0	4,667	4,667	
2-11-01-00-763	Leg-Transfer to Restricted General	0	40,000	40,000	159
2-12-01-00-762	Adm-Transfer to Restricted Legal	0	21,000	21,000	
2-12-03-00-762	IT-Transfer to Restricted	0	7,500	7,500	
2-51-01-00-762	CFS-Transfer to Restricted Funds	0	0	0	
2-78-08-00-764	C&R-Transfer to Restricted Funds	156,945	250,000	93,055	156*
2-51-05-00-764	ESS -Reserve	0	25,000	25,000	158
2-54-01-00-762	ComDev-Transfer to Restricted Funds	0	2,000	2,000	
2-53-01-00-762	JCC-Transfer to Reserves	0	34,000	34,000	157*
2-53-02-00-762	OOSC-Transfer to Restricted	0	5,000	5,000	
2-55-01-00-762	COS-Adm-Transfer to Restricted Funds	0	2,148	2,148	
2-26-01-00-762	Bylaw-Transfer to Restricted	0	2,500	2,500	
2-26-01-00-763	Bylaw-Contribution to Cap Auto	0	10,750	10,750	
2-23-01-00-764	Fire-Transfer To Restricted Funds	192,425	263,949	71,524	155*
2-23-01-01-764	EmergMan-reserve	0	66,911	66,911	155*
2-69-03-00-762	Library-Transfer to Restricted	38,250	55,000	16,750	
2-67-12-00-764	1251 Cabin Cr-Transfer To Restricted Funds	1,296	8,145	6,849	160*
2-67-14-00-764	Cottage Medical-Transfer To Restricted Funds	4,664	21,879	17,215	160*
2-67-15-01-764	895 Bonhomme Side A&B-Transfer To Restricted Funds	25,000	36,195	11,195	160*
2-31-31-00-764	PublicWorks-Transfer to Restricted	94,000	94,000	0	
2-69-08-00-762	ConnaughtWashrooms-Transfer to Restricted	30,600	35,000	4,400	
2-59-01-00-762	Cemetery-Transfer to Reserves	8,160	8,323	163	
2-32-01-00-762	Roads-Transfer to Restricted Funds	245,350	250,000	4,650	
2-41-01-00-762	Water-Transfer To Restricted Funds - Utilities	307,556	307,556	0	
2-41-01-00-763	Water-Contribution to Cap-Auto	10,529	10,529	0	
2-42-01-00-762	Sani-Transfer to Restricted Funds (Utilities)	60,872	60,872	0	
2-43-01-00-762	Garbage-Transfer to Restricted Funds Utilities	153,989	153,989	0	
2-44-01-00-762	Recycling-Transfer to Restricted	26,426	26,426	0	
		1,359,063	1,946,400	587,338	

* more than motion since there was already an amount tied to the reserve prior to motion adding more.

AGENDA ITEM 7.1

REQUEST FOR DECISION

Subject:	Land Acknowledgement Policy
Prepared by:	Lisa Riddell, Community Development Manager
Reviewed by:	Bill Given, Chief Administrative Officer Municipality of Jasper Inclusion Committee
Date – Discussion:	September 28, 2021
Date – Decision:	October 5, 2021



Recommendation:

- That committee recommend Council adopt the draft Land Acknowledgement policy for use by the Municipality of Jasper; and
- That committee refer the matter of regular, ongoing reconciliation efforts to the 2022 strategic planning session.

Background:

The 57th Call to Action in the Truth and Reconciliation Commission's 94 Calls to Action reads:

"Professional Development and Training for Public Servants: We call upon federal, provincial, territorial, and municipal governments to provide education to public servants on the history of Aboriginal peoples, including the history and legacy of residential schools, the United Nations Declaration on the Rights of Indigenous Peoples, Treaties and Aboriginal rights, Indigenous law, and Aboriginal–Crown relations."

At the July 6 regular meeting, Council approved the development of a traditional Land Acknowledgement for use by the Municipality of Jasper; and directed administration to develop a land acknowledgement policy for review at a future Committee of the Whole meeting.

The attached policy includes both an approved statement of territorial acknowledgement for use by the organization and also the background information that strives to promote understanding of the meaning and significance of using that territorial acknowledgement.

The first part of the draft statement describes the Territories on which Jasper National Park and the Jasper town site sit. The second part of the draft statement details the reasons why the organization is making the Land Acknowledgement and how the statement is significant in a number of ways.

"Jasper National Park and the Municipality of Jasper are on Treaty 6 and 8 Territories as well as Métis Region 4. This land is the Traditional Territory, meeting ground, gathering place, travelling route and home for the Dane-zaa (Beaver), Nêhiyawak (Cree), Anishinaabe (Ojibway), Secwépemc (Shuswap), Stoney Nakoda and Métis. The Municipality of Jasper acknowledges the land and these Territories:

- to honour the relationship Indigenous Peoples have with this land;
- to remind us of our responsibility and obligations to this place and to Indigenous peoples; and
- to affirm our accountability to address the ongoing impacts of colonization that continue to affect Indigenous Peoples."

Through the use of a Land Acknowledgement, the Municipality of Jasper can support reconciliation by regularly educating staff about the history of Indigenous Peoples in this area, the relationship Indigenous Peoples continue to have with this area and how that impacts relations between Indigenous and non-Indigenous people today.

Discussion:

The Municipality of Jasper is learning about the rich and complex histories of Indigenous Peoples in this area and is continuously working to refine how the organization can best acknowledge these histories and present-day realities in a truthful and authentic way. The Territorial Acknowledgement and policy document will be reviewed and updated as needed in ongoing consultation with Indigenous community members as well as those whose Traditional Territory the Municipality of Jasper occupies.

Another important consideration is in how this step fits within the bigger picture of reconciliation. The Truth and Reconciliation Commission of Canada refers to reconciliation as: “An ongoing process of establishing and maintaining respectful relationships. A critical part of this process involves repairing damaged trust by making apologies, providing individual and collective reparations, and following through with concrete actions that demonstrate real societal change.”

Call to Action 45.iii in the Truth and Reconciliation Commission’s 94 Calls to Action reads:

“Renew or establish Treaty relationships based on principles of mutual recognition, mutual respect, and shared responsibility for maintaining those relationships into the future.” Municipal governments can build relationships with local and regional Indigenous organizations and individuals through regular, ongoing conversation on issues of mutual interest. Administration therefore recommends that, in addition to adopting the draft statement and policy, that committee also refer the matter of regular, ongoing reconciliation efforts to the 2022 strategic planning session so that the new Council can discuss how they might wish to engage in reconciliation through the next term.

Strategic Relevance:

- *Community Vision* (Jasper Community Sustainability Plan, 09/11 - Strategic Priorities 2018-2022 – Municipality of Jasper, pg. 3) “Jasper offers accessible services and cultural amenities, lifelong learning opportunities affordable housing and a safe and supportive living environment for all residents.”
- Governance and Social Equity. Specifically, “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...”
- *Jasper’s Municipal Mission* (Strategic Priorities 2018-2022 – Municipality of Jasper, pg. 12) “Council has proclaimed Jasper to be a Welcoming and Inclusive Community and has committed to making decisions through the lens of inclusion, keeping the interests of the community as a whole in mind, and advancing basic respect, truth and human dignity.”

Financial: Outside of staff time, administration does not foresee any additional costs associated with the recommendations contained in this report.

Policy #

Effective Date:

Date adopted by Council: _____

1. POLICY STATEMENT

The Municipality of Jasper respects and acknowledges that the present-day Municipality of Jasper sits on the ancestral and Traditional Territories of Indigenous Peoples. Through the use of a territorial acknowledgement, the Municipality of Jasper:

- honours the relationship between this land and the Indigenous Peoples that were present and thrived in this area since time immemorial;
- acknowledges the past and ongoing impacts of the colonization of Indigenous Peoples and lands;
- recognizes the present-day relationship Indigenous Peoples have with this area; and
- commits to ongoing reconciliation efforts in partnership with those whose Traditional Territory the Municipality of Jasper occupies.

2. PURPOSE

“Land Acknowledgements recognize the present-day and historical relationships to land and help build relationships towards a more positive future.” – *The Good Relations Toolkit, Indigenous Tourism Alberta*

The purpose of this policy is to outline an approved approach to the utilization of a Land Acknowledgement within the organization by providing Municipality of Jasper elected officials, staff, volunteers and committee members with:

- a collaboratively developed and approved statement of territorial acknowledgement;
- a guide for understanding the background, meaning and usage of the statement; and
- a guide for putting the statement into practice within the bigger picture of reconciliation.

3. OBJECTIVES

All employees and representatives of the Municipality of Jasper are expected to be familiar with the Land Acknowledgement Policy and Administrative Procedures and to incorporate the territorial acknowledgement into practice, where appropriate, so as to:

- pay respect to ancestral, traditional and continuing connections to the Territories on which the Municipality of Jasper operates;
- acknowledge the ongoing impacts of colonialization on Indigenous Peoples;
- recognize our role in the Truth and Reconciliation Commission’s 94 calls to action;
- remain mindful of our collective role as caretakers of this land;
- promote understanding of Indigenous history in this area; and
- build awareness of present-day Indigenous relationships with this area as well as Indigenous culture within the community.

4. TERRITORIAL ACKNOWLEDGEMENT

For a territorial acknowledgment to be meaningful, it is important that it is delivered within a bigger picture commitment to reconciliation, with a sense of purpose, meaning and authenticity. It is important

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to understand that we are all Treaty people and that the signatories to Treaty 6 and Treaty 8 were both Indigenous and non-Indigenous.

Both statements have been approved for use by the Municipality of Jasper:

Version A:

"I would like to begin by acknowledging that Jasper National Park and the Municipality of Jasper are on Treaty 6 and 8 Territories as well as Métis Region 4. This land is the Traditional Territory, meeting ground, gathering place, travelling route and home for the Dane-zaa (Beaver), Nêhiyawak (Cree), Anishinaabe (Ojibway), Secwépemc (Shuswap), Stoney Nakoda and Métis. The Municipality of Jasper acknowledges the land and these Territories:

- to honour the relationship Indigenous Peoples have with this land;
- to remind us of our responsibility and obligations to this place and to Indigenous peoples; and
- to affirm our accountability to address the ongoing impacts of colonization that continue to affect Indigenous Peoples."

Version B:

The Municipality of Jasper respectfully acknowledges that Jasper National Park and the Municipality of Jasper are on Treaty 6 and 8 Territories as well as Métis Region 4. This land is the traditional territory, meeting ground, gathering place, travelling route and home for the Dane-zaa (Beaver), Nêhiyawak (Cree), Anishinaabe (Ojibway), Secwépemc (Shuswap), Stoney Nakoda and Métis.

5. SCOPE AND USE

A territorial acknowledgement does not need to be done at every meeting and gathering at the Municipality of Jasper. But it should be done when it is meaningful and appropriate.

The acknowledgement is recommended for use at the start of public meetings of Council and at Municipal celebrations and other official events that are either hosted and/or supported by the Municipality. The acknowledgement may appear in email signatures, be printed, spoken, projected, or posted on the Municipality of Jasper website.

A host or emcee of a Municipal event, program or meeting is the person who would do the Land Acknowledgement. A guest may also be asked to do a Land Acknowledgement. It is not expected that any other speaker or presenter would also do one. However, an Indigenous speaker may choose to, if they wish.

6. IMPORTANT CONSIDERATIONS

Indigenous Worldviews: this document, in its written form, does not speak to the largely oral worldview of many Indigenous Peoples. It is important to remember that in the building of collaborative relationships, regular, ongoing spoken interactions will carry much more meaning.

Terms: The Municipality of Jasper recognizes that various terms may be preferred over others, and that preferred terms can change over time. The Municipality's practice will be to honour Indigenous Peoples utilizing the terms they wish to be identified with.

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Continuous Improvement: The Municipality of Jasper is learning about the rich and complex histories of Indigenous Peoples in this area and is continuously working to refine how the organization can best acknowledge these histories and present-day realities in a truthful and authentic way. It is understood that this is a living document that will continue to evolve over time as the Municipality is engaged in ongoing learning and education about reconciliation.

7. DEFINITIONS

Colonization: The action or process of settling among and establishing control over the Indigenous people of an area. Settler colonialism in Canada is this process and the consequences of the colonization of the lands of the Indigenous people already present at first contact. As colonization progressed in Canada, the Indigenous peoples went through forced displacement, genocide as well as assimilation.

Indigenous Peoples: Indigenous Peoples are defined in international or national legislation as having a specific set of rights based on their historical ties to a particular territory, and their cultural or historical distinctiveness from other populations that are often politically and culturally dominant. Across the lands that are now occupied by the nation we call Canada, Indigenous Peoples are defined to include First Nations, Métis and Inuit Peoples.

Reconciliation: Reconciliation is about addressing past and present wrongs committed against Indigenous Peoples, making amends, and improving relationships between Indigenous and non-Indigenous people to create a better future for all.

Territorial Acknowledgement: Acknowledging territory means presenting a verbal or written statement that communicates recognition and respect for Indigenous Peoples, their histories and their distinct and unique connections to the land. It is recognition of their presence both in the past and in the present. It may reflect a Treaty or may be expressed as “unceded” where no Treaty exists.

Traditional Territory: the geographic area identified by Indigenous Peoples as the area of land to which they currently have a connection and/or to which their ancestors traditionally cared for, travelled through, utilized, protected and/or valued. A Traditional Territory is often illustrated on a map but can also be described orally through story or language.

Treaties: Treaties are agreements made between the Government of Canada or the Crown, Indigenous groups and often provinces and territories that define ongoing rights and obligations on all sides.

These agreements set out continuing treaty rights and benefits for each group. Treaty rights and Aboriginal rights (commonly referred to as Indigenous rights) are recognized and affirmed in Section 35 of the Constitution Act, 1982 and are also a key part of the United Nations Declaration on the Rights of Indigenous Peoples which the Government of Canada has committed to adopt (Government of Canada, 2020). Treaties can include both historic and modern treaties and comprehensive land claim agreements with Indigenous groups.

8. STYLE GUIDE AND PRONOUNCIATION

When in written form, capitalize **Indigenous Peoples**, **Traditional Territory(ies)** and **Treaty**. **Indigenous Peoples** is plural to reflect an understanding of the diversity of Indigenous Peoples.

Policy Title: Land Acknowledgement Policy

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Indigenous name	Pronunciation	English name
Dane-zaa	<u>dane</u> -zah	Beaver
Nêhiyawak	nee- <u>hay</u> -ah-wuk	Cree
Anishinaabe	ah-nish- <u>nah</u> -bay	Ojibway
Secwépemc	Say- <u>kwep</u> -emk	Shuswap
Stoney Nakoda	stow-nee-na- <u>koh</u> -da	Stoney Nakoda
Métis	may- <u>tee</u>	Métis

Pronunciation: Empower yourself to ask questions for clarity on how to pronounce local nation names. When you ask questions, you create space for dialogue and relationship building. <https://www.firstvoices.com/> is an online space for Indigenous communities to share and promote language, oral culture and linguistic history.

Asking Questions: When you ask an Indigenous community member a question, do it with kindness and openness, and offer something in return for their help – tobacco, a coffee/tea or a gift.

9. RESPONSIBILITIES

All Staff

- Read and understand the Land Acknowledgement Policy and administrative procedures.

Directors and Managers

- Ensure that all staff read and are oriented to the Land Acknowledgement Policy and Administrative Procedures.
- Make a shared commitment to role-model purposeful and authentic reconciliation efforts for the rest of the organization.
- Support and promote opportunities for staff to engage in training on reconciliation.

CAO

- Ensure that the Senior Leadership Team read, sign off on and are oriented to and utilizing the Land Acknowledgement Policy and Administrative Procedures.
- Support and promote opportunities for the Senior Leadership Team to engage in training on reconciliation.

Council

- Include the Land Acknowledgement policy and administrative procedures in elected official orientations and training.
- Ensure that Municipality of Jasper senior leadership team are utilizing the Land Acknowledgement policy and procedures in organizational functions and objectives.
- Support and promote opportunities for the CAO and Senior Leadership Team to engage in training on reconciliation.
- Review the policy and approve changes as required.

10. ACKNOWLEDGEMENTS

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This policy and Land Acknowledgement have been developed in consultation with community and Indigenous partners including: Parks Canada – Indigenous Relations, Indigenous Tourism Alberta, members of the Indigenous Peoples’ Circle of Jasper, local Indigenous entrepreneurs and those who identify a historical and ongoing connection to this area. The Municipality of Jasper is thankful for their willingness to share their knowledge.

DRAFT

AGENDA ITEM 7.2

REQUEST FOR DECISION



Subject: Community Garden Expansion
From: Bill Given, Chief Administrative Officer
Prepared by: John Greathead, Director of Operations
Date: 28 September, 2021

Recommendation:

- That Committee recommend Council approve the expansion of the Community Garden to allow for additional garden plots and a shed.

Alternatives:

- That Committee receive this report for information and take no further action.

Background:

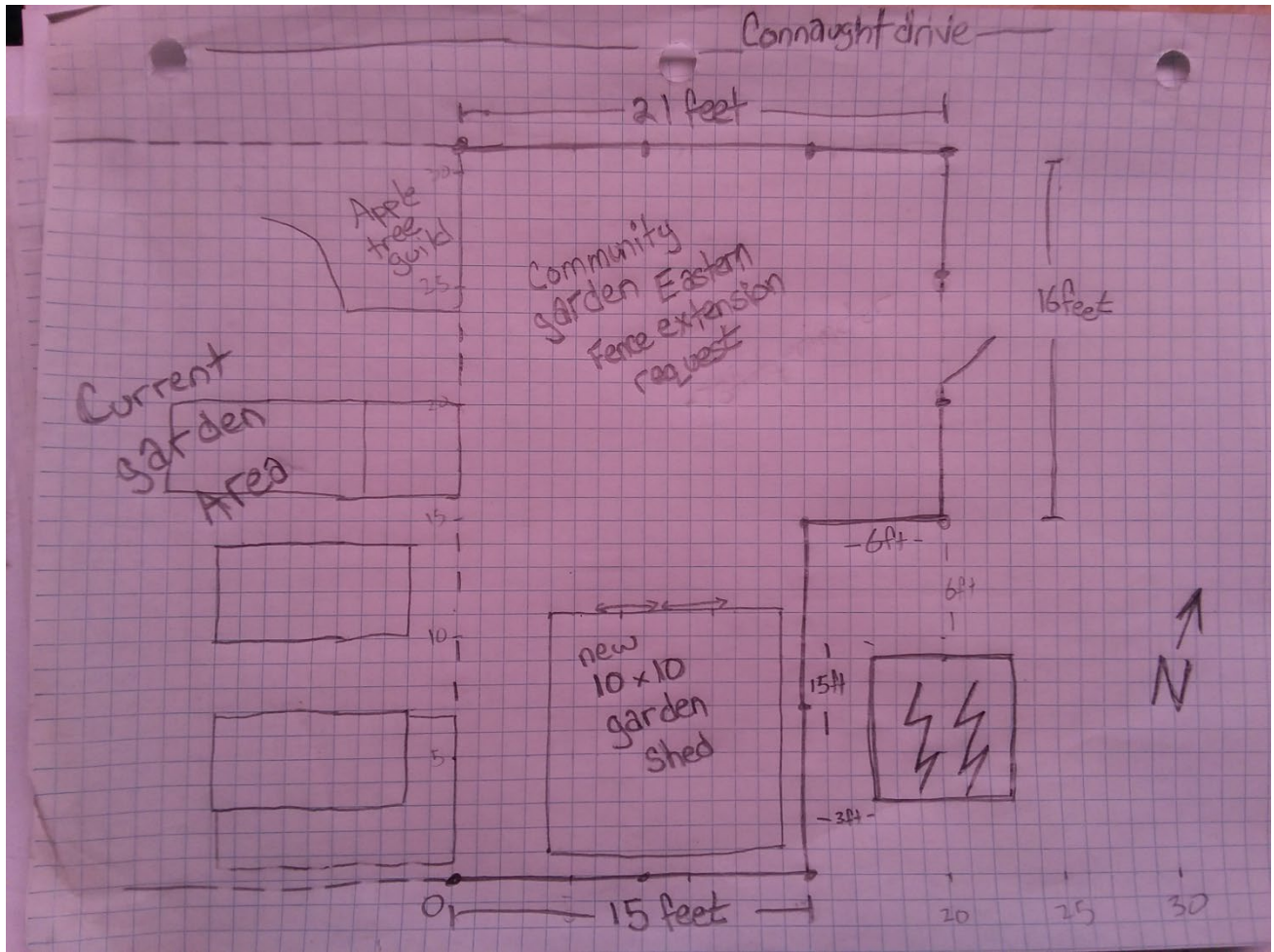
Council was approached earlier this year with a request to expand the Community Garden on Connaught Drive. Administration met a few times with the group to discuss this request as well as consider other potential sites for Community Garden plots. At this time the request from the group only consists of the expansion of the current location, as outlined in the attached drawing. ATCO Electric was also involved in this discussion to consider the necessary offset of the fencing from the newly installed transformer for the Tesla Supercharger project.

Attachment:

- Sketch illustrating the proposed expansion to this site

Strategic Relevance:

- Governance and Social Equity
- Environmental Responsibility



AGENDA ITEM 7.3

REQUEST FOR DECISION



Subject: COVID Relief-Property Tax Penalty Rebate

Prepared by: Bill Given, Chief Administrative Officer

Reviewed by: Natasha Malenchak, Director of Finance and Administration
Christine Nadon, Director of Protective and Legislative Services

Date: September 28, 2021

Recommendation:

That committee receive this report for information.

Alternatives:

- That committee recommend council approve deferring collection of all past due property tax accounts until January 1, 2022 and waiving all property tax penalties on past due accounts until December 31, 2021.
- That committee recommend council approve waiving all property tax penalties on past due accounts until December 31, 2021.

Background:

To address the significant economic impacts of the pandemic council has taken a number of actions including applying \$1,000,000 as a one-time tax rebate for all property owners in the 2021 tax season and established a COVID Recovery Reserve in the amount of \$1,171,712. Following receipt of the Economic Recovery Taskforce's recommendations, at the June 22nd meeting council made the following allocations:

- Up to \$24,000 towards a public transportation pilot project,
- \$24,000 to support the development of a Community Child Care Strategy,
- \$20,000 to support advocacy toward the elimination of land rent payable to the federal government, and;
- Up to \$30,000 to partner with Tourism Jasper in the creation of a destination development strategy.

At that time council also directed administration to prepare program proposals for an income-based utility rebate program and a tax deferral program.

The Municipality of Jasper offers a number of ways to pay property taxes including a lump sum at or before the tax payment deadline or through a Preauthorized Property Tax Payment Plan. Additionally, property owners may choose to make arrangements with their mortgage holder to include property tax in their mortgage payments.

On January 2nd of each year, penalties are applied on all past due taxes and penalties from the prior year at an interest rate of 18%. No further penalties are applied from February until the New Year's taxes are due (typically July). Once the New Year's taxes are levied, a penalty of 3% is applied to all past due amounts each month from July to December.

Section 347 of the Municipal Government Act provides council the authority to "cancel or reduce tax arrears" if council "consider it equitable to do so".

Discussion:

Each year the municipality sees some amount of taxes not paid at the property tax payment deadline. As shown in the table below, the total amount of property taxes outstanding varies from year to year.

Total Taxes Levied	Past Due as at	Total Past Due	%
\$13,068,936	Jul 16, 2019	\$1,250,958	9.57%
\$12,419,226	Sept 2, 2020	\$652,190	5.25%
\$13,877,578	Jul 16, 2021	\$1,848,960	13.32%

2020 saw approximately \$600,000 *less* unpaid taxes when compared to 2019, while 2021 saw just under \$200,000 *more* unpaid taxes than 2019. As of September 23rd, the total amount of past due taxes has declined to ~\$278,000, or 2% of the total tax levy.

In unusual circumstances administration can and has worked with property owners who are significantly in arrears to make arrangements for payment. Administration will send the property owner a notice by registered mail to advise them that they have option to contact us to make appropriate arrangements. Some prefer to work through their mortgage holder, others choose to continue to pay penalties and a small number (just two in recent history) make arrangements directly with municipal administration.

Since nearly all property taxes for the 2021 year have been paid there appears to be little benefit to offering a broad tax deferral program.

As an alternative, council could choose to offer those taxpayers with amounts past due for 2021 (~\$278,000) an opportunity to defer their payments to a later date, while waiving any penalties owing. The \$278,000 would be collected by the municipality at some future date determined by council. The current cost of waiving all penalties owing on the 2021 levies past due until January 1, 2022, could be up to ~\$78,700. If only future penalties (October, November and December) are waived the amount would be ~\$18,000. The lost tax penalty revenue could be drawn from the Covid Recovery Reserve.

Administration does not recommend council pursue this approach because it does not appear to be “equitable” to the nearly 98% of taxpayers who have paid their taxes to date.

Should council determine that a deferral of payment and waiver of penalties is desired, administration would suggest that the most “equitable” approach would be to do so for all the properties that are currently past due, rather than attempting to establish some criteria to determine or rank the need from taxpayer to the next. This approach would also be significantly less resource intensive to administer and implement.

Relevant Policy:

[Bylaw #236 Taxation Rates Bylaw 2021](#)

Albert Municipal Government Act – Section 347 Cancellation, reduction, refund or deferral of taxes

Strategic Relevance:

Economic Health and Fiscal Equity

Where appropriate, improve equitable distribution of municipal service costs and ease the tax burden...

Organizational Health

Improve the organizational health of the Municipality of Jasper by ...enhancing operational effectiveness, efficiency, responsiveness, and adaptability

Financial:

The COVID Relief reserve is flexible and may be used in any year.

Attachments:

[Property Tax Preauthorized Payment Plan](#)

Municipality of Jasper Tax Preauthorized Payment Plan

The Municipality of Jasper is offering you a simple way to pay your taxes through the *Tax Preauthorized Payment Plan*. This option ensures payment is made automatically from your bank account on the payment due date.

How do I enrol in the Plan?

- Complete and sign the application form at the bottom of this sheet.
- Attach a blank personalized cheque marked VOID.
- Ensure application form is mailed or handed in to the Municipal office at least a week before payment is to be withdrawn from your bank account.

Can I still appeal my assessment and taxes?

- Yes. Your assessment and tax notice will still be mailed to you and will include instructions for appeal.

If you move, change banks or decide to cancel your enrolment.

- Notify the tax office in writing of your intentions at least a week (7 days) prior to the bank withdrawal date.

Tax Preauthorized Payment Option Plans

- Monthly Option Plan – *no penalty*
 - > For the first six (6) months of the current year you pay a monthly payment equivalent to one-twelfth (1/12) of the previous year levy.
 - > For the last six (6) months of the current year you pay a monthly payment equivalent to one sixth (1/6) of the current year levy less the amount paid to date.
 - > The enrolment will continue year to year until you advise the Municipality that you wish to withdraw.
- July 15th Payment in Full Option Plan – *no penalty*
 - > The full amount of the current year levy will be withdrawn on the due date of July 15th.

The personal information on this form is collected in order to process your application for the tax preauthorized payment of your tax levy. It is collected in accordance with Bylaw #040 and is protected by the "Freedom of Information and Protection Act". For any enquiries regarding collection of this information please contact the Municipality of Jasper at (780) 852-6505.

TAX PREAUTHORIZED PAYMENT PLAN APPLICATION FORM

I/we authorize the **Municipality of Jasper** to automatically withdraw for payment of my/our tax levy from the bank account number identified on the attached cheque. This authority is to remain in effect until there is such notification from the taxpayer stating otherwise.

Taxpayer's Name _____

Tax Roll # _____

Lot _____; **Block** _____; **Plan** _____

I/we have chosen the following option with respect to the date payment for paying out tax levy:

_____ Monthly Option Plan – *no penalty*

_____ July 15th Payment in Full Option Plan – *no penalty*

Authorized Signature (s) _____

Terms and Conditions

I (We) acknowledge that this authorization is provided for the benefit of the Municipality of Jasper and myself (ourselves) and is provided in consideration of my (our) bank agreeing to process debits against my account.

I (We) confirm that all persons whose signatures are required to sign on this account have signed the *Tax Preauthorized Payment Application Form*.

I (We) hereby authorized the Municipality of Jasper to draw on my (our) account number – with the branch of the financial institution I (we) maintain an account and for which a VOIDED cheque is included with my (our) application.

This authorization may be cancelled at any time upon notice in writing by me (us) or the Municipality of Jasper. I (We) acknowledge that in order to revoke this authorization, notice of revocation must be provided to the Municipality. In the case of insufficient funds, where 3 consecutive withdrawals have been attempted, the Municipality will no longer accept payment by way of Preauthorized Debit (PAD) and an *insufficient fund fee* will be charged for each attempt.

I (We) acknowledge that provision and delivery of this authorization to the Municipality constitutes delivery by me (us) to my (our) bank. Any delivery of this authorization to the Municipality constitutes delivery by me (us).

I (We) undertake to inform the Municipality, in writing, of any change in the account information provided in this authorization at least five (5) days prior to the next due date of the PAD.

I (We) acknowledge that my (our) bank is not required to verify that a PAD has been issued in accordance with the particulars of my (our) authorization including, but not limited to, the amount.

Revocation of this authorization does not terminate any contract for goods or services that exists between me (us) and the Municipality. My (our) authorization applies to the method of payment and does not otherwise have any bearing on the contract for goods or services exchanged.

A PAD may be disputed by me (us) under the following conditions:

1. The PAD was not drawn in accordance with my (our) authorization: or
2. The authorization was revoked; or,
3. Pre-notification was not received.

I (We) acknowledge that a claim on the basis that my (our) authorization was revoked, or any other reason, is a matter to be resolved solely between the Municipality and me (us), when disputing any PAD within ninety (90) calendar days.

AGENDA ITEM 7.4

Information Report



Subject: Skate Park Relocation Noise Level
From: Bill Given, Chief Administrative Officer
Prepared by: John Greathead, Director of Operations
Date – Decision: 28 September, 2021

Recommendation:

- That Committee receive this report for information.

Alternatives:

- That committee direct administration to undertake further study and return to a future committee meeting.

Background

During the discussions Council has had with the Jasper Skate Park Society regarding the replacement of the existing facility relocation to Centennial Park has been considered. During the Public Engagement process a concern was raised with respect to the anticipated noise of the Skate park relocation due to the proximity of the Seniors Residence.

Discussion with Newline Skate parks indicates that this sort of concern is often raised as one of the first considerations and they have numerous relevant experiences where this issue is raised but ultimately these parks are widely embraced by their neighbors.

Using a calibrated sound meter I did some informal research to conduct a study on the volumes that may be experienced, as well as measuring some common sound values which are expressed in the table below.

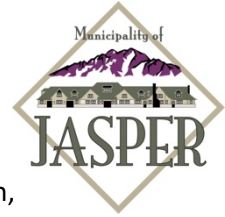
Existing metal Skate Park	68-83dB
Fox Creek concrete Skate Park	61-72dB
Centennial Park playground	52-91dB
Playoff Game Centennial Park	66-96dB
Maintenance shop ambient	57-59dB
Highway traffic	80-88dB
Ambulance/Fire Siren	~120dB
Lawn Mower	80-85dB
Normal conversation	~60dB

In conclusion, I do not feel that adding this Skate Park to the existing Municipal Park and Playground would have any adverse effects due to the noise that may be generated, nor is it expected that further noise mitigation measures would need to be taken.

Strategic Relevance:

Organizational Health

AGENDA ITEM 7.5



REQUEST FOR DECISION

Subject: Internal Fiscal Controls and Reporting Policy, Draft Bill Given,
From: Chief Administrative Officer

Reviewed by: Natasha Malenchak, Director of Finance & Administration

Date: September 28th, 2021

Recommendations:

- **That Committee recommend Council** approve the Internal Fiscal Controls and Reporting Policy as presented, and;
- **That Committee direct administration** to develop a Procurement and Purchasing policy and return to a future committee of the whole meeting.

Alternatives:

- That Committee recommend Council approve the Internal Fiscal Controls and Reporting Policy with the following amendments.... (list amendments)
- That Committee direct administration to revise the Internal Fiscal Controls and Reporting Policy based on the discussion today and return to a future committee of the whole meeting.

Background:

Policy B-009, the existing Fiscal & Financial Control policy, was adopted by council on September 7th, 2010. The policy contains

Provincial legislation requires...

Discussion:

Aside from the name, the existing policy B-009 is more focused concerns related purchasing and procurement while the concept of fiscal controls is only addressed in a limited fashion:

Fiscal controls and reporting shall be as outlined in the Administrative Procedures attached to this Policy.

A review of fiscal procedures and their implementation shall be included in the annual external audit of Council's financial operations, carried out by an independent and qualified auditor appointed by Council.

Administration suggests the municipality would be better served by a new standalone policy focused on procurement while B-009 should be refocused to speak more directly to internal fiscal controls and reporting. On that basis the attached draft has removed items related to purchasing with the expectation that a new policy will be developed to provide guidance in that area.

At a high level the draft Internal Fiscal Controls and Reporting policy is intended to provide a forum for council to describe its expectations around the internal fiscal controls that should be maintained to ensure that municipal money is well-managed, adequately controlled, and spent only as approved by council. Additionally the policy sets the standards of reporting council wishes to see on financial matters to ensure that accurate information is available for decision-making and that the risk of loss, misappropriation, or theft is minimized.

Administration is presenting the policy in draft form for council consideration. Should committee chose to Council adopt the policy, administration would follow up to develop the related procedures and present them at a future committee meeting for council's information. This process will ensure that the administration procedures are aligned with Council's policy direction.

Attachments:

Policy B-009 Fiscal and Financial Control policy (2010)

Draft Internal Fiscal Controls and Reporting policy (2020)

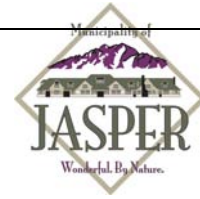
Strategic Relevance:

Governance and Social Equity – "...good governance, reflecting responsible, representative democracy at the local level, reinforcing openness, transparency and accountability.."

Organizational Health – "...improve the organizational health of the Municipality of Jasper by fostering Council-Staff relationships and enhancing operational effectiveness, efficiency, responsiveness and adaptability..."

Financial:

There are no immediate financial costs of adopting the policy.



Policy Title: Fiscal & Financial Control

Policy # B-009

Effective Date: September 7, 2010

Date adopted by Council: September 7, 2010

POLICY

Council supports decentralized decision-making with respect to purchasing with the goal of increasing efficiency without compromising effective and accepted fiscal management controls.

Council extends overall responsibility for the purchase of goods and services to the Municipal Manager, who will endeavor to ensure that the Municipality receives the best value.

The Municipality shall conduct fair and open tendering and purchasing practices in accordance with the Canadian Agreement on Internal Trade, and the North American Free Trade Agreement.

Fiscal controls and reporting shall be as outlined in the Administrative Procedures attached to this Policy.

A review of fiscal procedures and their implementation shall be included in the annual external audit of Council's financial operations, carried out by an independent and qualified auditor appointed by Council.

Policy Title: Internal Fiscal Controls and Reporting

Policy #: B-009

Effective Date: _____, 2021

Date adopted by Council: _____, 2021

1. POLICY STATEMENT

The Municipality of Jasper is committed to the sound stewardship of financial resources. To this end, the municipality will ensure that there are efficient and effective tools, processes, practices, and measures for internal fiscal controls and reporting to meet both statutory requirements under the Municipal Government Act and generally accepted accounting principles.

2. PURPOSE

Internal fiscal controls ensure that municipal money is well-managed, adequately controlled, and spent only as approved. Financial reporting also ensures that accurate information is available for decision-making and that the risk of loss, misappropriation, or theft is minimized. Together fiscal controls and reporting support the effective, appropriate, transparent, and economic use of municipal funds.

3. GUIDING PRINCIPLES

In carrying out their duties under the procedures accompanying this directive, or when acting in situations not explicitly addressed by an existing procedure, employees will be guided by the following principles:

- Due diligence will be exercised in all situations; transactions will only be approved by employees that are knowledgeable about the circumstances of the transaction;
- Expenditures must be reasonable, appropriate for the circumstance, and allowable for the funding source;
- Financial transactions must be undertaken for the benefit of the Municipality and not for personal benefit; and
- An appropriate segregation of duties must be maintained.

4. FISCAL CONTROLS

General

1. A review of fiscal procedures and their implementation shall be included in the annual external audit of Council's financial operations, carried out by an independent and qualified auditor appointed by Council.

Operating Budget Authority

1. The operating budget approved by Council establishes the spending authority for a program.
2. No Director/Manager has the authority to exceed the total approved expenditure budget for their program without Council approval.
3. Budgets may only be redeployed subject to the following approval limits and subsequent reporting to Council through the vehicle of the quarterly financial status reports.
4. Directors/Managers are responsible for managing within their existing budget. Reallocations between object codes (cost categories) within a program that do not affect the net operating budget of that specific program may be made and will be implemented on an expenditure basis only.
5. The Director of Finance and Administration upon recommendation of a Director may authorize reallocations of gross expenditures between programs at the lessor of 10% or \$150,000 provided they do not affect the net overall operating budget for the municipality.

6. The CAO may authorize gross expenditures which exceed the funding available in a Program by an amount not exceeding the lesser of 10% or \$150,000.
7. Any expenditures that would result in total gross expenditures exceeding the funding available in a program by an amount greater than the lesser of 10% or \$150,000 requires Council approval prior to a commitment being made to incur such expenditures.
8. At year-end excess revenue or unexpended funds become part of the municipal surplus.

Capital Budget Authority

1. The Capital Budget approved by Council establishes the scope, funding and spending authority for each Capital Project listed in the Capital Budget document.
2. Managers do not have the authority to exceed the budget approved for a project or amend a project scope.
3. The scope of a project may not be amended without Council approval.
4. Directors upon recommendation from a Manager may authorize additional gross expenditures where costs for a capital project increase to the extent that they exceed the original funding approval for the capital project by an amount not exceeding the lesser of 10% or \$75,000. The Director of Finance and Administration must be notified of the over-expenditure and is authorized to pay such excess, provided that:
 - This policy is otherwise complied with;
 - Funding is available to fund the over-expenditure, either from under-expenditures in other capital projects within the same department or by deferral of other capital projects within the same department;
 - The Director of Finance and Administration has certified that there is sufficient appropriate financing available for the capital project; and
 - The over-expenditure and capital budget transfer must be reported to council in the next capital budget variance report.
5. Where the capital project is over committed and funds are not available from another capital project, the Director of Finance and Administration with the concurrence of the CAO, is authorized to provide the necessary funds from reserve, reserve funds or other appropriate sources provided the original scope of the project is not exceeded, and the required funds are not in excess of \$150,000. Such allocations shall be reported as part of the quarterly capital project status reports provided to Council.
6. If the costs for a capital project exceed the original funding by more than \$150,000 Council approval must be obtained to amend the capital project budget. The CAO shall recommend an appropriate funding source to council.
7. Capital projects will be closed based on any of the following criteria:
 - The capital project sponsor notifies the Director of Finance and Administration that the project is complete;
 - Capital projects having less than 5% of budget remaining and no activity for a period of 12 months will be deemed by the Director of Finance and Administration to be completed and will be closed in consultation with related staff;
 - Capital projects that have had no expenditures within 18 months of approval will be closed by the Director of Finance and Administration in consultation with related staff. These projects will have to be re-presented for council approval as in a future capital budget.
8. Except where a capital project has been financed through the issuance of debentures, any unspent funds in any capital project that is completed will be returned to the originating reserve upon closure. Any surplus funds resulting from capital projects funded by the capital levy will be returned to the general capital reserve.

5. FINANCIAL REPORTING

All of following financial reporting requirements shall be completed by administration in accordance with the timelines described in this policy:

- The financial statements of the municipality must be audited, approved by council and made available to the public before the deadline required by The Government of Alberta, Alberta Municipal Affairs.
- The financial statements of the municipality must be prepared in accordance with Public Sector Accounting Standards (PSAS) and Generally Accepted Accounting Principles (GAAP).
- Financial reports shall be presented to council on a quarterly basis and shall include a balance sheet and the revenue and expenditure statements that will include:
 - the annual approved budget;
 - the year to date actual;
 - variance from actual to approved budget;
 - statement of expenditures paid to councilors, and;
 - capital project status reports.

6. DEFINITIONS

Municipality: means the corporation of the Municipality of Jasper.

Municipal funds: means amounts budgeted, owing, collected, received, or held by any person for the benefit of the municipality, or held by the municipality in trust or for any other person.

Generally Accepted Accounting Principles: are broad principles and conventions of general application, as well as rules and procedures that determine accepted accounting practices at a particular time.

Capital Project Sponsor: means the Director or Manager responsible for a capital project or procurement.

Internal Fiscal Controls: means the processes and measures implemented to provide reasonable assurance that Municipality will achieve its objectives. Internal control includes all measures and practices that are used to mitigate exposure to risks that could potentially prevent Municipality from achieving its objectives. Internal control is not solely a procedure or policy that is performed at a certain point in time, but rather it is pervasive, embedded in the culture and continually operating at all levels within an organization. An internal control's main objective is to mitigate any risk of fraud or misstatement.

7. RESPONSIBILITIES

Directors and Managers

- Carry out the policy based on established procedures.

CAO

- Prepare and present annual operating and capital budgets.
- Prepare and present for information quarterly financial reports
- Review and approve any procedures related to this Policy.

Council

- Review and adopt annual operating and capital budgets.
- Review and receive for information quarterly financial reports
- Review and approve any revisions to this Policy.



TOURISM JASPER

Box 568
Jasper, Alberta T0E 1E0

September 9, 2021

Municipal Council
Municipality of Jasper
500 Robson Street
Jasper, AB T0E 1E0

Dear Members of Council,

Please accept this letter as Tourism Jasper's formal request for the use of Municipal facilities at a discounted rate for Jasper's annual Dark Sky Festival.

Tourism Jasper has been quoted roughly **\$9,000** in rental fees for the use of Centennial Field (rocket launches), Robson Park (warrior woman and Science Everywhere), Commemoration park (drone light show) and Multi-Purpose Hall (Speakers/lectures). All of these events will be free except for the lectures at the MPH.

Knowing this, Tourism Jasper is requesting that the Municipality waive the fees for the outdoor components of the program. We would be happy to pay in full for the use of the Multi-Purpose Hall.

Given the positive feedback we received for our activations during the Dark Sky Festival, it is my hope that Council recognizes the positive impact installations and programs like this can provide resident's wellbeing.

I hope we can come to an agreement, celebrate the Dark Sky Festival, and provide an economic stimulus, but more importantly, a much-needed recreational reprieve from the stresses of COVID-19 which we all desperately need.

Respectfully,

James Jackson
President and CEO
Tourism Jasper



IF YOU
ENCOUNTER
A GRIZZLY
BEAR

1.
Stay calm.
2.
Speak to the bear
and slowly back
away.
3.
Use your bear spray.
4.
If the bear makes
contact, play dead
and wait for the bear
to leave.

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 November 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.	September 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 October 2021

Municipality of Jasper

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).	September October 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.	November October 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.	Ongoing
Jasper Volleyball League Court #2 Expansion	August 10, 2021	Director of Culture & Recreation	That Committee direct Administration to work with Jasper Volleyball League and refer this court expansion/addition request to 2022 budget considerations including a scope of work report.	November 2021
Community Conversations Policy	August 10, 2021	Director of Community and Family Services	That Committee direct Administration to present the resources required to start the new Community Conversations focus areas in 2022, at the 2022 budget presentation.	November 2021
S-Block Parking	September 14, 2021	Director of Protective and Legislative Services	That Committee direct Administration to return to a future Committee of the Whole meeting with a policy level discussion regarding the use of S-block parking.	January 2022
Relationship with JCTS & Friends of Jasper Culture & Recreation	September 14, 2021	CAO	That Committee direct Administration to bring forward recommendations on how to enhance the relationship between the municipality and local non-profit organizations including Jasper Community Team Society and Friends of Jasper Culture and Recreation.	February 2022
Proof of Vaccine	September 14, 2021	CAO	That Committee direct Administration to return in two weeks' time with advice and recommendations regarding proof of vaccine policy.	September 2021

Municipality of Jasper

Municipal Staff Housing	September 14, 2021	Director of Finance and Administration	That Committee direct Administration to bring forward a draft policy to address all aspects of Municipal Staff Housing.	February 2022
Jasper Air Quality Monitoring	September 14, 2021	Director of Operations	That Committee direct Administration to apply for a Purple Air Monitor through West Central Air shed Society for the Municipality of Jasper.	October 2021
Franchise Fees	September 14, 2021	Director of Finance and Administration	That Committee direct Administration to present a report on Franchise Fees at the next Regular Council meeting.	September 21, 2021