

MUNICIPALITY OF JASPER  
**REGULAR COUNCIL MEETING AGENDA**

Date: February 20, 2018 | Time: 1:30 p.m.

Place: Jasper Library and Cultural Centre, Council Chambers



**1 CALL TO ORDER**

**2 APPROVAL OF AGENDA**

2.1 Regular meeting agenda, February 20, 2018

attachment

**3 APPROVAL OF MINUTES**

3.1 Regular meeting minutes, February 6, 2018

attachment

**4 PRESENTATIONS**

**5 BUSINESS ARISING FROM PREVIOUS MINUTES**

**6 DEPARTMENT REPORTS**

6.1 Culture and Recreation

attachment

6.2 Operations

attachment

**7 BYLAWS**

7.1 Bylaw summary

attachment

**8 REQUESTS FOR DECISION**

8.1 RFD – Aquatic Centre steel column repair – waiver of notice requested

attachment

8.2 RFD – 2018 Capital budget parking lot items (Department of Operations)

attachment

8.3 RFD – Sleepy Hollow Road encroachment request

attachment

8.4 RFD – Municipal Assets Naming Policy

attachment

**9 CORRESPONDENCE FOR INFORMATION, CONSIDERATION OR ACTION**

**10 OTHER NEW BUSINESS**

**11 COUNCILLOR REPORTS**

**12 INFORMATION ITEMS**

**13 UPCOMING EVENTS**

**Feb. 28:** Dinner with City of Grande Prairie Council, location & time TBD

**March 1:** ACFA flag raising ceremony, JJSHS, Deputy Mayor McGrath to speak, 11:15 a.m.

**March 13:** Vision and Mission Statement review, Council Chambers, 1:30 p.m.

**14 IN CAMERA**

14.1 Deliberative Matter – testing and audits – FOIP, S. 26

14.2 Deliberative Matter – lease audit – FOIP, S. 26

**15 ADJOURNMENT**

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

Present	Mayor Richard Ireland, Deputy Mayor Jenna McGrath, Councillors Rico Damota, Helen Kelleher-Empey, Paul Butler, Bert Journault and Scott Wilson
Also present	Mark Fercho, Chief Administrative Officer Christine Nadon, Legislative Services Manager Kayla Byrne, Legislative Services Coordinator Natasha Malenchak, Director of Finance and Administration Yvonne McNabb, Director of Culture and Recreation Kathleen Waxer, Director of Community and Family Services Troy Birtles, Accurate Assessment Group Verle Blazek, Sr. Assessment Auditor Barrie Hosack, Detail Audits Manager Evan Matthews, the Fitzhugh
Call to order	Mayor Ireland called the meeting to order at 1:31 p.m.
Additions to the agenda	None.
Approval of agenda #22/18	MOTION by Councillor Butler – BE IT RESOLVED THAT Council approve the agenda for the regular meeting of Tuesday, February 6, 2018 as presented. FOR 7 Councillors AGAINST 0 Councillors CARRIED
Approval of minutes #23/18	MOTION by Councillor Kelleher-Empey – BE IT RESOLVED THAT Council approve the minutes of the January 16, 2018 regular Council meeting as presented. FOR 7 Councillors AGAINST 0 Councillors CARRIED
Presentations : Assessment Summary	Troy Birtles of Accurate Assessment Group presented a summary of the Municipality of Jasper’s assessments for 2017, noting the assessed value of hotels and apartment buildings has increased.
Recess	Mayor Ireland called a recess from 2:14 p.m. to 2:18 p.m.
Detail assessment audit	Verle Blazek, a Sr. Assessment Auditor for Alberta Municipal Affairs, presented information regarding the detail audit process and his findings from the Municipality of Jasper’s detail assessment audit. The audit found the Municipality’s 2017 assessment roll to meet the legislated standards for residential and non-residential property types. It was recommended the Municipality develop a formal MGA section 299/300 request form. Mr. Blazek noted the municipality’s audit was selected randomly, as is common practice.

Business arising from the minutes	None.						
Dept. Reports: Community and Family Services	Council received the report of the Director of Community and Family Services, which highlighted past and ongoing projects, and childcare services enrolment numbers.						
Finance and Administration	Council received the report of the Director of Finance and Administration, which highlighted the ongoing budget process, upcoming events, and funding updates.						
Bylaw summary	Council received a summary of bylaws currently in force and those in various stages of readings in the municipality.						
Supplementary Assessment of Improvements 2018 – 3 <sup>rd</sup> reading #24/18	<p>MOTION by Councillor Wilson – BE IT RESOLVED THAT Council read, for the third and final time, Bylaw #206, being a bylaw of the Specialized Municipality of Jasper in the province of Alberta to authorize the supplementary assessment of improvements for the taxation year 2018.</p> <table><tr><td>FOR</td><td>AGAINST</td><td></td></tr><tr><td>7 Councillors</td><td>0 Councillors</td><td>CARRIED</td></tr></table>	FOR	AGAINST		7 Councillors	0 Councillors	CARRIED
FOR	AGAINST						
7 Councillors	0 Councillors	CARRIED					
Supplementary Tax 2018 – 3 <sup>rd</sup> reading #25/18	<p>MOTION by Councillor Damota – BE IT RESOLVED THAT Council read, for the third and final time, Bylaw #207, being a bylaw of the Specialized Municipality of Jasper in the province of Alberta to authorize the imposition of a supplementary tax for the taxation year 2018.</p> <table><tr><td>FOR</td><td>AGAINST</td><td></td></tr><tr><td>7 Councillors</td><td>0 Councillors</td><td>CARRIED</td></tr></table>	FOR	AGAINST		7 Councillors	0 Councillors	CARRIED
FOR	AGAINST						
7 Councillors	0 Councillors	CARRIED					
RFD – Arena operator/custodian full-time position #26/18	<p>MOTION by Councillor McGrath – BE IT RESOLVED THAT Council approve the creation of a full-time arena operator/custodian for a one-year period and the expenditure of \$25,000 as identified in the 2018 approved interim operating budget.</p> <table><tr><td>FOR</td><td>AGAINST</td><td></td></tr><tr><td>6 Councillors</td><td>1 Councillor (Councillor Journault)</td><td>CARRIED</td></tr></table>	FOR	AGAINST		6 Councillors	1 Councillor (Councillor Journault)	CARRIED
FOR	AGAINST						
6 Councillors	1 Councillor (Councillor Journault)	CARRIED					
RFD – Arena flooring replacement #27/18	<p>MOTION by Councillor Butler – BE IT RESOLVED THAT Council approve \$62,700 for the Arena flooring replacement in the 2018 Culture and Recreation capital budget.</p> <table><tr><td>FOR</td><td>AGAINST</td><td></td></tr><tr><td>3 Councillors McGrath and Damota)</td><td>4 Councillors (Councillors Journault, Kelleher-Empey,</td><td>DEFEATED</td></tr></table>	FOR	AGAINST		3 Councillors McGrath and Damota)	4 Councillors (Councillors Journault, Kelleher-Empey,	DEFEATED
FOR	AGAINST						
3 Councillors McGrath and Damota)	4 Councillors (Councillors Journault, Kelleher-Empey,	DEFEATED					

RFD – Climbing wall mats #28/18	MOTION by Councillor Wilson – BE IT RESOLVED THAT Council approve \$35,000 for the climbing wall mats in the 2018 Culture and Recreation capital budget.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
RFD – Reception desk replacement #29/18	MOTION by Councillor Kelleher-Empey – BE IT RESOLVED THAT Council approve \$25,000 for the reception desk replacement in the 2018 Culture and Recreation capital budget.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
RFD – Waterslide and stairs #30/18	MOTION by Councillor Damota – BE IT RESOLVED THAT Council approve \$600,000 for the waterslide and stairs replacement in the 2018 Culture and Recreation capital budget.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
RFD – Dehumidifier in curling rink #31/18	MOTION by Councillor Butler – BE IT RESOLVED THAT Council approve \$28,840 for the dehumidifier in the curling rink in the 2018 Culture and Recreation capital budget.		
	FOR 5 Councillors	AGAINST 2 Councillors (Councillors Journault and Wilson)	CARRIED
RFD – Account receivable write offs (1 of 3) #32/18	MOTION by Councillor Journault – BE RESOLVED THAT Council approve the write off of outstanding utility receivables and penalty charges from 2015 to 2017 for accounts 00698.03 and 00705.01 for \$18,519.27.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
RFD – Account receivable write offs (2 of 3) #33/18	MOTION by Councillor Damota – BE IT RESOLVED THAT Council approve the write off of the accrued outstanding utility receivables and penalty charges to the end of 2017 for account 00873.01 for \$2,918.28.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Account receivable write offs (3 of 3)	Regarding outstanding utility receivables and penalty charges from 2015 to 2017 for accounts 00325.03 and 01229.03, Council directed administration to conduct more research on the outstanding receivables.		

Notice – encroachment request	Council gave notice that a request for decision regarding the Sleepy Hollow Road encroachment will return for decision at the next regular Council meeting.
Notice – Municipal Assets Naming Policy	Council gave notice that a request for decision regarding the Municipal Assets Naming Policy will return for decision at the next regular Council meeting.
Recess	Mayor Ireland called a recess from 5:05 p.m. to 5:11 p.m.
Correspondence:	None.
Other new bus.	None.
Councillor reports	<p>Without objection from Council, Councillors Kelleher-Empey and Wilson will sign the edited Articles of Association for Community Futures West Yellowhead.</p> <p>Councillor Butler attended an Evergreens Foundation meeting and a Jasper Partnership Initiative meeting.</p> <p>Mayor Ireland and Councillor Wilson attended a WYRWMA meeting, where continued endorsement of the authority was discussed. Mayor Ireland also spoke at the Jasper in January closing ceremony, and met with GPRC representatives to discuss the college’s culinary school plans.</p>
Vision and Mission Statement	Council will meet during the afternoon of March 13 to commence reviewing its vision and mission statements.
MOJ Continued support for WYRWMA	Regarding the Municipality of Jasper’s continued endorsement of the West Yellowhead Regional Waste Management Authority, Council directed administration to search for the authority’s original memorandum of agreement. The matter will return for discussion at a future meeting.
Councillor attendance at governance course	Council was invited to a two-day governance workshop in Drayton Valley. Councillor Journault indicated an interest in attending. In accordance with policy B-003 Council Member Development Opportunities, Councillors require approval by Council motion to attend seminars, workshops, conferences or other developmental activities. However, Councillor Journault resolved that he would not attend the workshop.
Upcoming events	Council received a list of upcoming events.
Meeting extension #34/18	MOTION by Councillor Damota – BE IT RESOLVED THAT Council extend the regular meeting of February 6, 2018 to complete discussion on the items presented on today’s agenda.

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

In camera  
#35/18

MOTION by Councillor Butler – BE IT RESOLVED THAT Council move in camera to discuss agenda items 14.1 Deliberative Matter – CARB decision – FOIP, S. 16 and 14.2 Personnel Matter – FOIP, S. 17 at 5:36 p.m.

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

Mark Fercho was present for both in camera items. Christine Nadon was present for item 14.1.

Revert to open  
meeting  
#36/18

MOTION by Councillor McGrath – BE IT RESOLVED THAT Council revert to open meeting at 7:01 p.m.

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

Adjournment  
#37/18

MOTION by Councillor McGrath – BE IT RESOLVED THAT, there being no further business, the regular meeting of February 6, 2018 be adjourned at 7:02 p.m.

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

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Mayor

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Chief Administrative Officer

## **Culture and Recreation February 2018 Report**

### **Facilities/Equipment:**

- I met with Myriam about the Dark Sky Festival. We have provided the option of using the left side of the Activity Centre Parking lot, keeping the right side open for arena and church parking. We will trial additional temporary angle parking along Pyramid lake road, and additional hotel shuttles will be provided by the Dark Sky Festival.
- A draft of the new field use policy has been sent to user groups for their review and comments. The draft policy will come forward to Council in March.
- Asbestos testing is complete in the Activity Centre, Arena, and Aquatic Centre. An Asbestos Management Plan will now be formulated and some staff will be trained in the management/minor repairs/cleanup of the asbestos in our facilities. 30 employees attended an Asbestos/Mold Awareness course held here in Jasper. Feedback from staff has indicated they have a much better understanding of asbestos and the safety measures and training required to deal with it effectively. Special thanks to Gord Hutton and Peter Bridge who have been spending a fair amount of time and energy on these issues.
- The administration roof replacement is under way. Core samples for asbestos were taken on the roof prior to the start of the project. All samples came back negative for asbestos.
- Presently working on updating safe work practices and training logs for the arena and activity centre. If the new document works well we share it with all other departments so they can use it as part of their training program.
- We have not yet received any information from the Curling Club or the Friends of Jasper Culture and Recreation on the CFEP grants for the curling rink slab or the water slide. Information on these grants should be received by the end of March at the latest.
- I continue to work on the Activity Centre Renovation project, timing, costs, phases and how it will impact revenue and services including capital budget requests.
- The controls for the score clock in the arena are wearing out and unfortunately the company that supplies them is no longer in business, so we are in the process of having the controls rebuilt through a company out of Manitoba. Peter has been able to hook up our very old control panel which will hopefully get us through the season.

### **Programs/ Services/Culture:**

- January 2-4 we hosted the annual Jasper Skating Camp, this camp was well attended by locals.
- National Lifeguard recertification training was held on Feb 5/18
- A Bronze Medallion course ran on Feb 3&4 with 7 participants. The best part is that some of the participants that attended this course have worked their way through the JR Lifeguard program and are now getting their training to become lifeguards.
- A First-Aid course ran on January 29 & 30 with 7 participants, most of the participants were from out of town.
- Aquafit drop in numbers have been very steady, presently running with between 13-18 participants.
- The last set of swimming lessons ran with 42 participants enrolled.
- School use for both the swimming pool and climbing wall has increased this month due to the gym being closed. This programming would fall under the joint use agreement.

### **Gifts in Kind for the month:**

Aquatic Centre= \$ N/A

Year to date =\$ 11348.42

Activity Centre = \$N/A

Year to date = \$7256.3

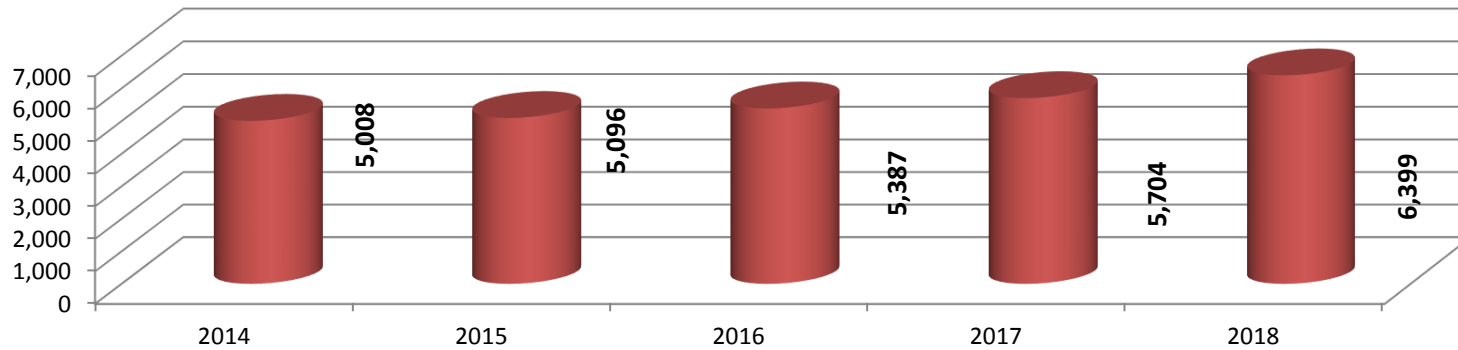
**Submitted by Yvonne McNabb, Culture and Recreation Director, February 20, 2018**

# AQUATIC CENTRE GIFTS IN KIND INFORMATION 2018

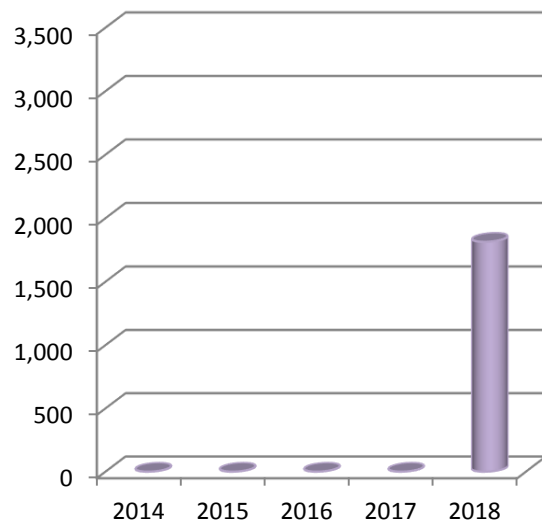
Monthly Total	Date	School Passes	Staff / Council Passes	Gifts in Kind	Joint Use visits (Hours)
\$ 11,348.42	Jan-18	\$ 972.16	\$ 6,427.90	\$ 1,504.70	\$ 2,443.66
\$ -	Feb-18	\$ -	\$ -	\$ -	\$ -
\$ -	Mar-18	\$ -	\$ -	\$ -	\$ -
\$ -	Apr-18	\$ -	\$ -	\$ -	\$ -
\$ -	May-18	\$ -	\$ -	\$ -	\$ -
\$ -	Jun-18	\$ -	\$ -	\$ -	\$ -
\$ -	Jul-18	\$ -	\$ -	\$ -	\$ -
\$ -	Aug-18	\$ -	\$ -	\$ -	\$ -
\$ -	Sep-18	\$ -	\$ -	\$ -	\$ -
\$ -	Oct-18	\$ -	\$ -	\$ -	\$ -
\$ -	Nov-18	\$ -	\$ -	\$ -	\$ -
\$ -	Dec-18	\$ -	\$ -	\$ -	\$ -
\$ 11,348.42		\$ 972.16	\$ 6,427.90	\$ 1,504.70	\$ 2,443.66



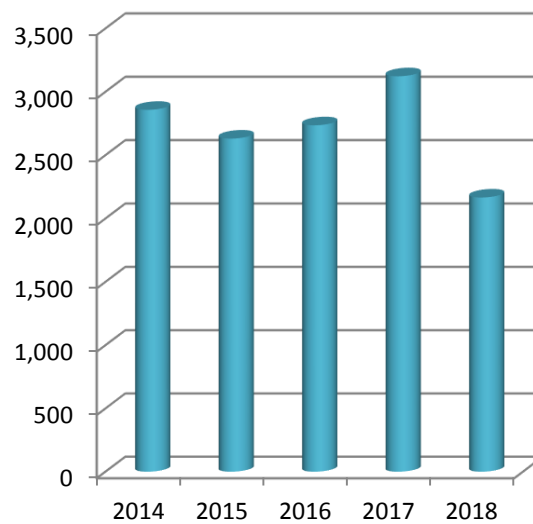
## Monthly Attendance January 2014-2018



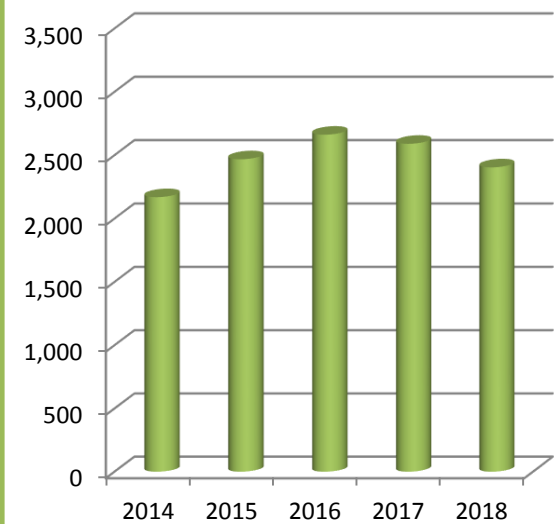
## All Access Attendance January 2014-2018



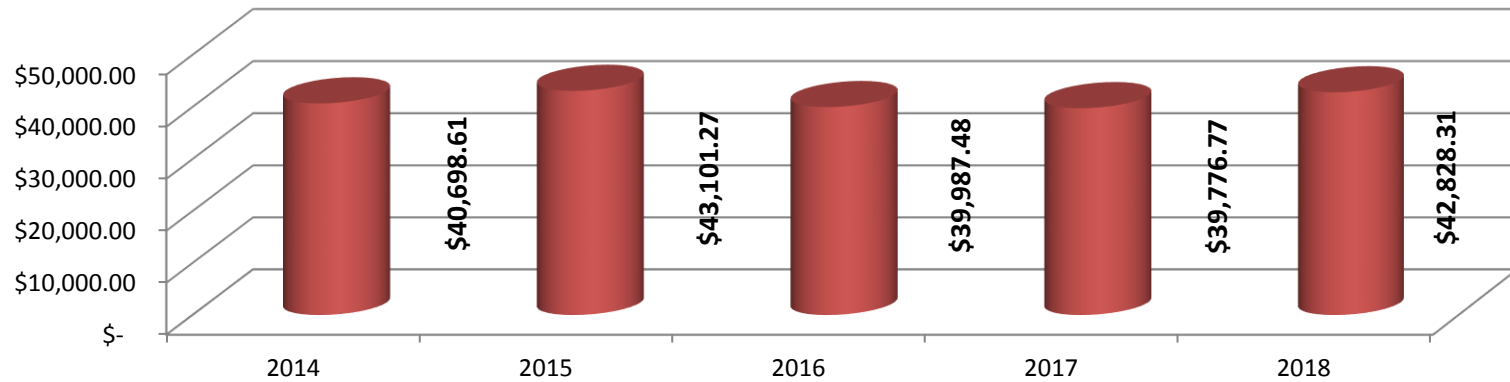
## Aquatic Attendance January 2014-2018



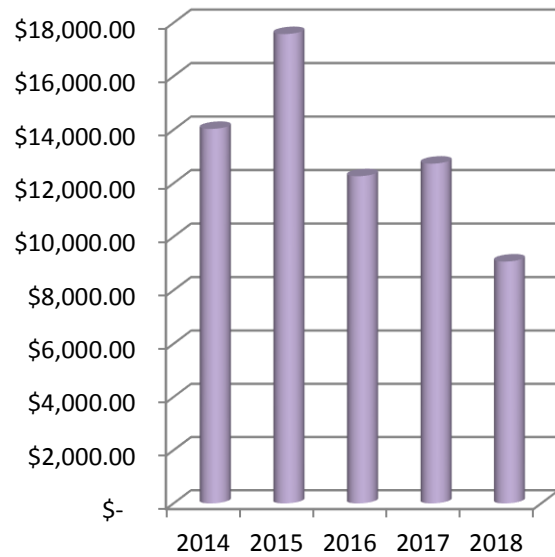
## Fitness Attendance 2014-2018



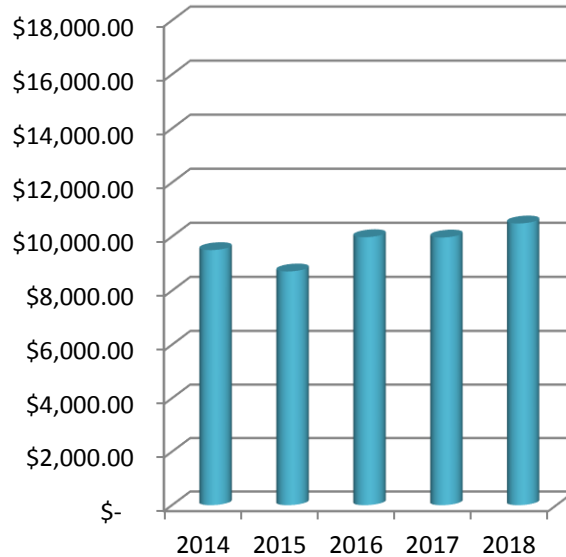
**Monthly Revenue January 2014-2018**



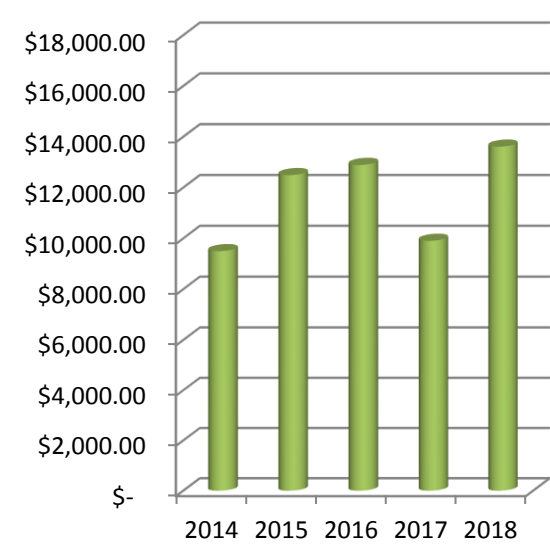
**All Access Revenue  
January 2014-2018**



**Aquatic Revenue January  
2014-2018**



**Fitness Revenue  
January 2014-2018**





## OPERATIONS - Department Report

February 20, 2018

### *Operation notes:*

- Winter maintenance including snow plowing and ice control:
  - Two events have taken us to our threshold for snow plowing and removal, having us move back to Priority One routes and then carry through to cleanup following the second snowfall.
  - First event included rain and we experienced challenges with ice control.
  - Roads were made passable and cleanup was completed within policy.
- 2018 budget process underway.
- Pyramid toboggan hill reopened with snow fall.
- Water main leak repaired and road opened on the corner of Aspen Crescent and Bonhomme Street.

### *2017 budget reconciliation*

- Tree assessments, removals & replanting – significant number of trees were removed – contracted and professional service operating budget is over-expended.
- Playground maintenance – significant amount of work and materials required to renew facilities to code – contracted and professional service operating budget is over-expended.
- Winter maintenance standards are being updated. Presentation to Council in early 2018.
- Library Wayfinding signage will commence with contract award this week.

R. Bruce Thompson, Director - Operations

# Municipality of Jasper Bylaw Summary

Updated: 2/16/2018

	Bylaw	Date Repealed	Repeals Bylaw	Replaced by Bylaw	Scheduled date for next reading			Certification by Parks	
					First Reading	Second Reading	Third Reading & Approval	Date Forwarded	Date Certified
207	Supplementary Tax Bylaw 2018		200		16-Jan-18	16-Jan-18	6-Feb-18	17-Jan-18	17-Jan-18
206	Supplementary Assessment of Improvements 2018		199		16-Jan-18	16-Jan-18	6-Feb-18	17-Jan-18	17-Jan-18
205	Jasper Levy and Collection of Utility Fees		197		5-Dec-17	19-Dec-17	2-Jan-18	20-Dec-17	20-Dec-17
204	Jasper Rotation of Ballots 2017		169		4-Jul-17	4-Jul-17	18-Jul-17	5-Jul-17	6-Jul-17
203	Tax Rates 2017		202		4-Jul-17	4-Jul-17	18-Jul-17	5-Jul-17	6-Jul-17
202	Tax Rates 2017		194		16-May-17	16-May-17	30-May-17	16-May-17	19-May-17
201	Inter-Municipal Assessment Review Board				2-May-17	2-May-17	16-May-17	9-May-17	11-May-17
200	Imposition of Suppl. Taxx		185		7-Feb-17	7-Feb-17	21-Feb-17	8-Feb-17	9-Feb-17
199	Suppl. Assess. of Improv.		184		7-Feb-17	7-Feb-17	21-Feb-17	8-Feb-17	9-Feb-17
198	ATCO 10 year agreement				20-Dec-16	21-Feb-17	7-Mar-17	27-Feb-17	28-Feb-17
197	Utilities Fees 2017		183		6-Dec-16	6-Dec-16	20-Dec-16	7-Dec-16	12-Dec-16
196	Parking Authority 2017		186		6-Dec-16	6-Dec-16	20-Dec-16	7-Dec-16	12-Dec-16
195	Traffic Safety Bylaw		104		2-Aug-16	2-Aug-16	16-Aug-16	3-Aug-16	8-Aug-16
194	Tax Rates 2016		188	202	17-May-16	24-May-16	7-Jun-16	25-May-16	25-May-16
193	Commercial Use of Public Spaces				5-Apr-16	5-Apr-16	19-Apr-16	6-Apr-16	6-Apr-16
192	Imposition of Supplementary Tax		185		2-Feb-16	16-Feb-16	1-Mar-16	17-Feb-16	19-Feb-16
191	Supplementary Assessment of Improvements		184		2-Feb-16	16-Feb-16	1-Mar-16	17-Feb-16	19-Feb-16
190	Procedure Bylaw Amendment		166		15-Dec-15	5-Jan-16	19-Jan-16	6-Jan-16	8-Jan-16
189	Jasper Fire Dept 2015		085		21-Jul-15	4-Aug-15	18-Aug-15	6-Aug-15	17-Aug-15



## REQUEST FOR DECISION

**Subject:** Aquatic Centre Steel Column Repair

**Prepared by:** Yvonne McNabb, Director of Culture and Recreation

**Reviewed by:** Mark Fercho, CAO  
Natasha Malenchak, Director of Finance and Administration

**Date – Discussion:** February 13, 2018, committee of the whole meeting

**Date – Notice:** Waiver requested – February 20, 2018 regular meeting

**Date – Decision:** February 20, 2018, regular meeting

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### Recommendation:

That Council approve the expenditure of \$58,687 from the Recreation restricted fund for steel column repairs at the Aquatic Centre.

### Options:

- Not approve project funding.

### Background:

- Administration is requesting funding to repair the steel columns at the Jasper Aquatic Centre. This item was identified as a health and safety concern in the Recreation Facility Assessment presented to Council in 2017 and a formal engineering report recommends that remediation work should take place in 2018.
- Waiver of notice will be requested at the February 20 meeting in order to confirm the tender award and schedule the contractor to perform the work as part of the annual aquatic centre shutdown.
- News of funding from the Municipal Sustainability Initiative Capital (MSIC) came in early January for a different project (rooftop units, proposed carry-forward from 2017), which will reduce the total capital budget amount required from the restricted reserves. Funding for the steel column repairs would come from the Culture and Recreation restricted reserves.

### Relevant Legislation:

- Policy B-009: Fiscal and Financial Control Policy

### Strategic Relevance:

- Governance – Provide quality municipal services to the community
- Fiscal Health – Enhance the municipal budget process

### Financial:

- Reserve funding set aside for roof top units would be applied to the steel column work.



## REQUEST FOR DECISION

**Subject:** 2018 Capital budget parking lot items (Operations)

**Prepared by:** Natasha Malenchak, Director of Finance and Administration

**Reviewed by:** Mark Fercho, CAO  
Bruce Thompson, Director of Operations

**Date – Notice:** December 5, 2017, regular meeting

**Date – Discussion:** February 13, 2018, committee of the whole meeting

**Date – Decision:** February 20, 2018, regular meeting

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### Recommendation:

That Council approve or not approve the following items, in the 2018 Operations capital budget parking lot, by separate Council resolution:

- Baseball diamond netting - \$40,000
- Water well generator - \$150,000
- Fleet replacement HydroVac - \$700,000
- Waste water treatment plant annual capital requirement - \$175,000

### Options:

That Council request further information regarding the aforementioned items in order to make a decision.

### Background:

At the December 19, 2017 regular meeting, Council approved the 2018 to 2022 capital budget as presented, with exception of several items that have been earmarked for further discussion. Council requested these earmarked items come back for approval by separate Council resolutions.

With regards to the Operations capital budget, please note that Snape's Hill toboggan area (\$34,000), S-Block parking (\$775,000) and Lift station construction – hostel (\$625,000) will return to council at a future meeting. Administration is still gathering information on these items and a decision is not required right away.

Capital project request forms are attached for each project. Bruce Thompson, Director of Operations, will be in attendance at the meeting to answer questions.

### Relevant Legislation:

Policy B-009: Fiscal and Financial Control Policy – 1. Responsibilities: 1.1 Municipal Council

- To review and adopt annual operating and capital budgets

### Strategic Relevance:

- Governance – Provide quality municipal services to the community



- Governance – Provide open, accountable and accessible government
- Fiscal Health – Enhance the municipal budget process
- Communications – Improve communication with residents
- Communications – Increase opportunities for public engagement

**Communications:**

- Residents were invited to attend two public budget presentations held on November 28 and 29, 2017. Prior to, the public budget presentations were advertised in the Fitzhugh and the Jasper Local newspapers. Each municipal director presented their respective budgets, followed by questions from both Council and residents in attendance.

**Follow Up Actions:**

Once approved these items can be placed in the accounting software and directors can begin to secure contractors to complete the items.

**Attachments:**

- Capital project request forms
- Budget process calendar

## MEMORANDUM

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**Date:** February 7, 2018  
**To:** Town of Jasper Council  
**From:** Alistair McLean, CEO  
**RE:** 708 Sleepy Hollow Road Encroachment Request

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Further to the February 07, 2018 email from your CAO, Mark Fercho I am writing to respond to Council's further questions following your February 05, 2018 meeting.

• **What is the plan if this request for encroachment isn't approved?**

- There would be a concrete pathway over the current swale only. If the request is denied I would suggest that this may cause potential traffic issues as I would think that there would be a tendency from first time visitors to the hostel to stop in front on the road edge and check in and then park. Thus, the purpose of the two car pullover to reduce this potential traffic issue.

• **If layby becomes a traffic issue in the future, can it be removed or reconfigured?**

- We do not have any problem in addressing any traffic issue in the future. If we find there are still cars pulling over on to the side of the road because the pullover is full instead of going into the parking lot I would see as a possible solution increasing the length of the pullover to handle up to two additional vehicles. I do not see the pullover causing traffic issues but solving them by moving the vehicles off the road for other vehicles, cyclists and pedestrians walking by.

If you require further information please do not hesitate to contact me. I look forward to a positive outcome at your February 20, 2018 Council meeting as we look anxiously to build this facility that we know will help promote Jasper and solve some of the short-term housing issues prior to high seasons.







January 30, 2018

Jasper Town Council  
Mark Fercho, CAO  
Municipality of Jasper  
Jasper, Alberta  
T0E 1E0

Re: New HI Jasper Hostel 708 Sleepy Hollow Road Encroachment Request

I am writing, in regards to our request for an encroachment of 66 meters squared on lands leased to the municipality by Parks Canada in front of the new proposed hostel on Sleepy Hollow Road, Parcel GH.

As per the attached diagram the pullover would accommodate two vehicles or one bus.

For any cyclists riding down Sleepy Hollow road there would not be any change from the current situation except now there is an additional pullout of a vehicle similar to a car pulling out of a driveway or a recessed parking stall. The parked vehicles will not be encroaching onto the current roadway and thus would not interfere with the cyclists or change the experience they have now from people pulling out of the Home Hardware driveway next door.

For individuals walking along Sleepy Hollow Road, it would be a similar effect. Currently there are no sidewalks anywhere along Sleepy Hollow Road however with the pullover the individual would be able to step off the road and onto our walkway/entrance and pass by the two vehicles and step back onto Sleepy Hollow Road, if they felt safer and there were vehicles there. Please note currently on that side of the road (north side) there is a swale for drainage in front of the property and beyond and thus pedestrians if walking on the north side have to walk on the road. Most people from our current observations if walking along Sleepy Hollow Road walk on the south side as there is a shoulder there rather than a swale (see photos attached).

We do not foresee vehicles in these pullover spaces on an ongoing basis. A good portion of those arriving will enter directly into the parking lot.

Sincerely,

A handwritten signature in black ink, appearing to read "Alistair McLean", with a stylized flourish at the end.

Alistair McLean  
CEO

## Site Photos



Sleepy Hollow Road looking southeast



Sleepy Hollow Road looking southwest



Sleepy Hollow Road looking east, adjacent site



Sleepy Hollow Road looking north, adjacent site at right



Sleepy Hollow Road looking north



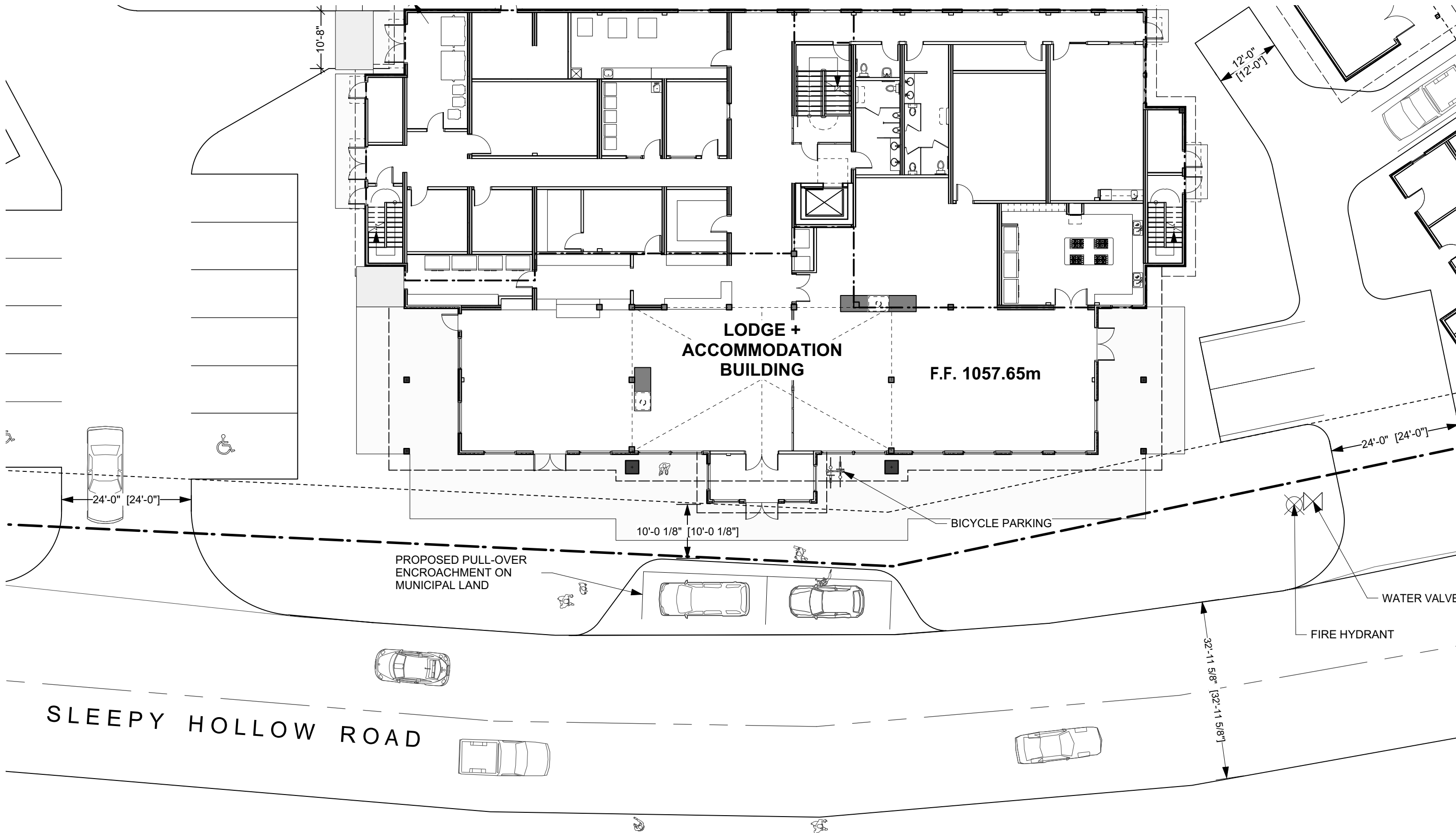
Sleepy Hollow Road looking west




Sleepy Hollow Road looking east, site at left side



Sleepy Hollow Road looking east, site on left side, adjacent site/building in background



 **PARTIAL SITE PLAN**  
Scale: 1:200

ANTHONY L. BONI Architect 3732 West Broadway, Vancouver, B.C., V6R 2C1 T: 604 688 5894 F: 604 688 5899	TITLE: ROAD PULL-OVER ENCROACHMENT AGREEMENT  PROJECT: HI-JASPER 708 SLEEPY HOLLOW RD. JASPER, AB	ISSUES:	JOB N°: 15-18	DATE: 30 JAN 2018
			SCALE: 1:200	DRAWING N°: SK1.0
			DRAWN: DD	

**Policy Title:** MUNICIPAL ASSETS NAMING POLICY

**Policy #:** D-013

**Effective Date:** DRAFT #3

**Date adopted by Council:**



## **POLICY**

Council may authorize names for municipal assets.

## **PURPOSE**

The purpose of this Policy is to provide the Municipality of Jasper with a fair, consistent and effective process for the naming and renaming of municipal assets, while respecting the need for public engagement. The final determination for naming municipal assets, including naming opportunities as a result of donations, gifts and sponsorship, will rest with Mayor and Council.

DRAFT

**Policy Title: MUNICIPAL ASSETS NAMING**

**Policy #: D-013**

**ADMINISTRATIVE PROCEDURES – DRAFT #4**

**Effective Date:**

**Date approved by the CAO:**



## **SCOPE**

This naming procedure shall apply to all municipal assets within the Municipality of Jasper.

## **Naming Categories:**

Name submissions for assets should fall into one of the following categories:

- Natural Features – reflecting prominent natural features of, or an animal indigenous to, the general area in which the asset is located;
- Geographic Location – reflecting the prominent geographic location in which the asset resides; use of a “constant” physical reference, such as a topographical feature, adjacent street or subdivision name (excluding real estate and development company names) may be considered;
- Historic Place Name – reflecting a prominent historic location within the Municipality;
- Inspirational or Aspirational – reflecting a desired future state or condition, rather than reflecting only past events or accomplishments; or
- Other unique proposals may be considered in special circumstances that do not necessarily follow the categories above (such as naming after a special use or theme the asset was designed for).

Naming for sub-units within assets, such as rooms in buildings, features in parks, etc.:

- Outstanding Resident/Group – name of municipal resident or community group, past or present, who contributed to the Municipality and/or the well-being of its residents. Submissions may include original landowners or pioneers, and individuals who have contributed to the quality of life in the community specific to the asset, through heroic actions or community involvement(s); or
- Outstanding Canadian – names honouring those who have served or given their life in public service and have ties with the community.



**Policy Title: MUNICIPAL ASSETS NAMING**

**Policy #: D-013**

**ADMINISTRATIVE PROCEDURES – DRAFT #4**

**Effective Date:**

**Date approved by the CAO:**



## **1. Naming Principles**

Municipal assets shall be named to normally include their functional use, such as "Fitness and Aquatic Centre" or "Off-Leash Park", in the name where appropriate and applicable;

- 1.1. The following principles shall guide Council when considering naming of municipal assets and portions thereof:
  - 1.1.1. names shall be unique; name duplication and similar sounding names shall be avoided;
  - 1.1.2. names shall not be discriminatory or derogatory in nature;
  - 1.1.3. names shall be mindful of emergency response considerations;
  - 1.1.4. where the name of an individual or organization is selected, approval shall be obtained from the individual (or his/her family when appropriate) or the organization for such naming; and
  - 1.1.5. if a personal name – of either a living or deceased person – is in common local use by the general public, the name may be considered for official adoption.
- 1.2. Names may be assigned to streets, avenues, cul-de-sacs, or crescents. ~~Should a name be approved by Council, both the approved name and the number shall be posted.~~
- 1.3. Council shall retain the right not to name certain facilities of broad community importance.

## **2. Donated Lands and Sponsorships**

- 2.1. The naming and acceptance of land is subject to recommendation by Administration and approval by Municipal Council. Naming rights are not guaranteed if the donation of parkland is a dedication as required by the subdivision of land.
- 2.2. Assets which are donated to the Municipality may be named by deed restriction by the donor.
- 2.3. Names that recognize an organization for a financial contribution will be considered when the activities and values of the organization are aligned with the values of the Municipality, in accordance with another municipal policy.
- 2.4. Placement of memorial plaques on items donated to the Municipality, such as trees and benches, will be completed in accordance with another municipal policy and/or operational guideline.

**Policy Title: MUNICIPAL ASSETS NAMING**

**Policy #: D-013**

**ADMINISTRATIVE PROCEDURES – DRAFT #4**

**Effective Date:**

**Date approved by the CAO:**



### **3. Renaming**

- 3.1. Critical examination will be conducted to ensure that renaming the asset will not diminish the original justification for the name or the prior contributions. Renaming will follow the same procedures as naming the asset.
- 3.2. Primarily, only assets named for a geographic location, natural feature or a subdivision should be considered for renaming. Assets that have been named by deed restriction shall not be considered for renaming.
- 3.3. Existing assets that already have been named are not to be renamed without consideration of any or any combination of the following:
  - 3.3.1. demonstrated support of the change;
  - 3.3.2. if the existing name of an asset is after an individual, the individual for whom the asset has been named supports the change, if living, or the next of kin if the individual is deceased. If the next of kin cannot be contacted, subsections 3.3.1 and 3.3.3 shall be adhered to; and
  - 3.3.3. information that the individual to be honoured has contributed in a significantly tangible way to the community.
- 3.4. Notwithstanding the foregoing, at the discretion of Council, asset name repealing and renaming may occur where the name may be associated or recognized with significant dishonour to the community, province, or nation, or if the continued use of their name would not be in the best interest of the community.
- 3.5. In the event of a proposed renaming, Administration will review the request for statutory compliance and compliance with this Policy. If compliant, a report will be submitted to Council. Council will then hear the request and determine approval.

### **4. Exclusions**

- 4.1. This Policy does not apply to:
  - 4.1.1. Municipal assets that are leased to third parties where the lease allows the lessee to name the facility for the term of the lease.

### **5. Practices to be Avoided**

- 5.1. Use of existing or similar names of assets within the Municipality are to be avoided to eliminate duplication and confusion.
- 5.2. Naming of an asset after a nearby, but not immediately adjacent, school or institution that may lead to confusion regarding their respective locations is to be discouraged.
- 5.3. Naming an asset after the developer or real estate company shall not be considered.

**Policy Title: MUNICIPAL ASSETS NAMING**

**Policy #: D-013**

**ADMINISTRATIVE PROCEDURES – DRAFT #4**

**Effective Date:**

**Date approved by the CAO:**



## **6. Definitions**

- 6.1. Within this Policy the following definitions shall apply:
  - 6.1.1. asset(s) means all real property including unimproved lands, buildings and structures owned by the Municipality, including, but not limited to: parkland, open space, recreational facilities, bridges, streets, road, operations and administrative buildings; and
  - 6.1.2. neighbourhood means a defined area within the Municipality which can be distinguished as being of a group of developments of a similar character.

## **7. Responsibilities**

- 7.1. Information considered by Council regarding the naming of an asset, which may include the option of naming or renaming after an individual or organization, shall be treated confidentially and may be discussed in-camera. Council shall treat these matters consistent with Section 17 (Disclosure harmful to personal privacy) or Section 23 (Local public body confidences) of the Freedom of Information and Protection of Privacy Act.

## **8. Public Engagement**

- 8.1. Citizen involvement in the naming process is encouraged and may be accomplished in a variety of ways throughout the naming process under the Municipality's Public Engagement Policy and Procedures, and include:
  - 8.1.1. individuals, groups and/or organizations interested in proposing a name for any existing un-named asset may do so in writing.
  - 8.1.2. a variety of means to encourage public participation to submit a name (citizen contests, recommendations from previous owners, historical review of the site, and the like). This process shall be initiated by Council for specific assets.
- 8.2. Administration shall meet to review all suggestions received, and guided by this Policy, prepare a short-list of recommended names. Recommended asset names will be submitted to Council for consideration, selection and endorsement. Council has the final authority to name assets.
- 8.3. Upon Council's approval of an asset name Administration shall:
  - 8.3.1. advise all internal departments accordingly;
  - 8.3.2. update mapping and booking system names, as required;
  - 8.3.3. arrange for production and installation of appropriate signage indicating the new asset name.

In case of any conflict between this Policy and any other Policy, the provisions of this Policy shall govern.



# Municipality of Jasper

## Motions List

Regular meeting, Tuesday, February 20, 2018



### **1. Additions to agenda**

BE IT RESOLVED THAT Council agree to add/delete the following items to today's regular meeting agenda.

### **2. Approval of agenda**

BE IT RESOLVED THAT Council approve the agenda for the regular meeting of Tuesday, February 20, 2018 as presented.

### **3. Approval of minutes**

BE IT RESOLVED THAT Council approve the minutes for the February 6, 2018 regular Council meeting as presented.

### **4. Waiver of Notice – Aquatic Centre steel column repair**

BE IT RESOLVED THAT Council waive the two-week notice period to make a decision on the Aquatic Centre steel column repair request.

### **5. RFD – Aquatic Centre steel column repair**

BE IT RESOLVED THAT Council approve the expenditure of \$58,687 from the Recreation restricted fund for steel column repairs at the Aquatic Centre.

### **6. RFD – Operations Department capital parking lot items: baseball diamond netting**

BE IT RESOLVED THAT Council approve \$40,000 for baseball diamond netting in the 2018 Operations Department capital budget.

### **7. RFD – Operations Department capital parking lot items: water well generator**

BE IT RESOLVED THAT Council approve \$150,000 for the water well generator in the 2018 Operations Department capital budget.

### **8. RFD – Operations Department capital parking lot items: fleet replacement HydroVac**

BE IT RESOLVED THAT Council approve \$700,000 for the fleet replacement HydroVac in the 2018 Operations Department capital budget.

### **9. RFD – Operations Department capital parking lot items: waste water treatment plant annual capital requirement**

BE IT RESOLVED THAT Council approve \$175,000 for the waste water treatment plant annual capital requirement in the 2018 Operations Department capital budget.

### **10. RFD – Sleepy Hollow Road encroachment request**

BE IT RESOLVED THAT Council send a letter to Parks Canada, supporting the request for an encroachment on municipal land on Sleepy Hollow Road.

# Municipality of Jasper

## Motions List

Regular meeting, Tuesday, February 20, 2018



### 11. RFD – Municipal Assets Naming Policy

BE IT RESOLVED THAT Council approve policy D-013 – Municipal Assets Naming Policy.

### 12. In camera

BE IT RESOLVED THAT Council close the meeting to the public at \_\_\_\_\_p.m. for agenda items 14.1 Deliberative Matter – testing and audits – FOIP, S. 26 and 14. 2 Deliberative Matter – lease audit – FOIP, Sec. 26.

### 13. Revert to public meeting

BE IT RESOLVED THAT Council revert to public meeting at \_\_\_\_\_ p.m.

### 14. Adjournment

BE IT RESOLVED THAT, there being no further business, the regular meeting of February 20, 2018 be adjourned at \_\_\_\_\_ p.m.