

Municipality of Jasper
Committee of the Whole Meeting Agenda
June 28, 2022 | 9:30 am
Jasper Library and Cultural Centre – Quorum Room

Notice: Council members and a limited number of staff are in Council chambers for meetings. Members of the public can attend meetings in person; view meetings through the Zoom livestream; or view archived Council meetings on YouTube at any time. 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 Waxer to chair meeting

2. Additions to agenda

3. Approval of agenda

3.1 June 28, 2022 Committee of the Whole agenda attachment

4. June 14, 2022 Committee of the Whole minutes attachment

4.1 Business arising from minutes

5. Presentations

5.1 Community Futures West Yellowhead attachment

5.2 Jasper Local Food Society attachment

6. Department Report

6.1 Municipal Energy Manager attachment

7. New business

7.1 Robson and Lion's Park Planning attachment

7.2 Jasper Food Bank attachment

7.3 Activity Centre Renovation Project Update attachment

7.4 Policy Review Priority List attachment

7.5 Appointments to Commercial Use of Public Space Taskforce attachment

8. Correspondence

8.1 Jasper Home Accommodation Association attachment

9. Motion Action List attachment

10. Council representation on various boards, upcoming meetings [10.1 Council appointments to boards and committees](#)

All regular and committee meetings of Council are video-recorded and archived on YouTube.

Municipality of Jasper
Committee of the Whole Meeting Agenda
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11. Upcoming events

Jasper Park Chamber of Commerce AGM – June 29, 5:00pm, The Crimson Hotel, Registration required
Canada Day Pancake Breakfast & Celebrations – Friday, July 1, Commemoration Park
Summer break – no Council meeting July 26 or August 2

12. In camera

12.1 Advice From Officials: RCMP detachment site development – FOIP, S. 24(1)(c)
12.2 Personnel matter: CAO performance feedback – FOIP, S. 17(4)(f)

13. Adjournment

Municipality of Jasper
Committee of the Whole Meeting Minutes
Tuesday, June 14, 2022 | 9:30am
Jasper Library and Cultural Centre, Quorum Room

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|--|--|
| Virtual viewing and participation | Council attendance is in Council chambers at the Jasper Library and Cultural Centre. This meeting was also conducted virtually and available for public livestreaming through Zoom. Public viewing and participation during Council meetings is through Zoom livestreaming and in person attendance. |
| Present | Mayor Richard Ireland, Deputy Mayor Kathleen Waxer, Councillors Helen Kelleher-Empy, Wendy Hall, Scott Wilson, Ralph Melnyk, and Rico Damota |
| Also present | Bill Given, Chief Administrative Officer Natasha Malenchak, Director of Finance & Administration Christine Nadon, Director of Protective & Legislative Services Christopher Read, Director of Community Development Amanda Stevens, Communications Manager Emma Acorn, Legislative Services Coordinator Jeff Alliston, Metrix Group Bonita Craig, Colliers Project Leaders Peter Shokeir, The Fitzhugh Bob Covey, The Jasper Local 4 observers |
| Call to Order | Deputy Mayor Waxer called the June 14, 2022 Committee of the Whole meeting to order at 9:33am and read a Traditional Land Acknowledgement . |
| Approval of agenda #258/22 | MOTION by Councillor Wilson to approve the agenda for the June 14, 2022 Committee of the Whole meeting as presented. FOR 7 Councillors AGAINST 0 Councillor CARRIED |
| Committee of the Whole Minutes #259/22 | MOTION by Councillor Kelleher-Empy to accept the May 24, 2022 Committee of the Whole minutes as information. FOR 7 Councillors AGAINST 0 Councillor CARRIED |
| Business arising | none |
| Presentations – 2021 Audit #260/22 | Council received the 2021 Audit presentation from Jeff Alliston of Metrix Group and were given the opportunity to ask questions in both the public and in-camera setting. MOTION by Councillor Damota that Committee move in-camera to discuss item: 5.1.1 In-camera with Auditor – FOIP, S. 26(a) FOR 7 Councillors AGAINST 0 Councillor CARRIED |

| | | | | |
|--|--|--------------|--|---------|
| #261/22 | MOTION by Mayor Ireland that Committee revert back to an open meeting. | | | |
| | FOR | AGAINST | | |
| | 7 Councillors | 0 Councillor | | CARRIED |
| Recess | Deputy Mayor Waxer called a recess from 11:01 to 11:08am. | | | |
| Presentations – JCHC Governance Review | Council received a presentation on the Jasper Community Housing Corporation (JCHC) Governance Review from Bonita Craig of Colliers Project Leaders. Ms. Craig encouraged Council to reach out to her for further clarification in the future due to the complexity and depth of the review. | | | |
| 2021 Audited Consolidated Financial Statements #262/22 | MOTION by Mayor Ireland that Committee recommend Council accept the 2021 Audit Report presented today as information; and | | | |
| | That Committee recommend Council accept and approve of the Audited Financial Statements of the Municipality of Jasper as presented for the year ended December 31, 2021. | | | |
| | FOR | AGAINST | | |
| | 7 Councillors | 0 Councillor | | CARRIED |
| Appointments to Regional Assessment Review Board #263/22 | MOTION by Councillor Wilson that Committee recommend Council appoint Trisha Papke as the Designated Clerk for the Regional Assessment Review Board for West Yellowhead for a one-year term starting July 1, 2022; and | | | |
| | That Committee recommend Council appoint Paul Butler as the Designated Chair for the Regional Assessment Review Board for West Yellowhead for a one-year term starting July 1, 2022. | | | |
| | FOR | AGAINST | | |
| | 7 Councillors | 0 Councillor | | CARRIED |
| Recess | Deputy Mayor Waxer called a recess from 12:15 to 1:00pm. | | | |
| Emergency Services Building Boiler Replacement #264/22 | MOTION by Councillor Wilson that Committee recommend Council approve an updated project budget of \$190,000 for the replacement of the boiler and domestic hot water system replacement at the Emergency Services Building, to be funded from the Protective Services Restricted Reserves; and | | | |
| | That Committee recommend Council award the Emergency Services Boiler Replacement contract to Magnum Mechanical Systems Ltd. in the amount of \$177,470.00. | | | |
| | FOR | AGAINST | | |
| | 7 Councillors | 0 Councillor | | CARRIED |

| | | | |
|---|---|--------------------------|---------|
| JCHC Governance Review | Administration returned to the JCHC Governance Review to discuss recommendations and clarify information with Council. | | |
| #265/22 | MOTION by Councillor Melnyk that Committee direct Administration to review corporate structures that would enable JCHC to assume debt independent of the Municipality while also being able to provide some manner of equity in return for capital contributions. | | |
| | FOR 7 Councillors | AGAINST 0 Councillors | CARRIED |
| #266/22 | MOTION by Councillor Melnyk that Committee direct Administration identify the resources required to produce a strategy to address the 2021 gap and return to Committee prior to the 2023 budget discussions. | | |
| | FOR 7 Councillors | AGAINST 0 Councillors | CARRIED |
| #267/22 | MOTION by Councillor Melnyk that Committee recommend Council receive the JCHC Governance Review for information and acknowledge 687 units as reflective of a reasonable estimate of Jasper's 2021 housing gap. | | |
| | FOR 7 Councillors | AGAINST 0 Councillors | CARRIED |
| #268/22 | MOTION by Mayor Ireland that Committee direct Administration to coordinate a workshop with Colliers Project Leaders, the JCHC and Council to further review the report. | | |
| | FOR 7 Councillors | AGAINST 0 Councillors | CARRIED |
| Meeting Extension #269/22 | MOTION by Mayor Ireland to extend the meeting beyond four hours. | | |
| | FOR 7 Councillors | AGAINST 0 Councillors | CARRIED |
| | Councillor Kelleher-Empy left the meeting at 2:50pm. | | |
| Commercial Use of Public Space Taskforce Terms of Reference #270/22 | Council received a first draft of a Terms of Reference for a Commercial Use of Public Space Taskforce in response to direction to administration given at the May 17, 2022 Regular Council meeting. | | |
| | MOTION by Councillor Melnyk that Committee recommend Council approve the Commercial Use of Public Space Taskforce Terms of Reference as amended. | | |
| | FOR 6 Councillors | AGAINST 0 Councillors | CARRIED |

Alberta / Japan
Twinning
Municipalities
Association
#271/22

MOTION by Mayor Ireland that Committee receive the Alberta / Japan Twinning Municipalities Association 2021 Conference report for information; and

That Committee direct administration to follow items 1, 2, 4, and 5 in the recommendations and refer item 3 to a future committee of the whole meeting

1. Update the MOJ's profile on the A/JTMA website
2. Send the A/JTMA an updated flag to be flown at future conferences
3. Consider hosting a future A/JTMA conference
4. Profile the MOJ's twinning relationship on the new MOJ website
5. Prepare/Develop a video from the community of Jasper to send to Hakone to acknowledge the 50th anniversary of the twinning relationship

FOR

AGAINST

6 Councillors

0 Councillors

CARRIED

Motion Action List

Administration reviewed the Motion Action List, which included the removal of items which were addressed today and updates on items in progress.

#272/22

MOTION by Councillor Melnyk that Committee approve the updated Motion Action List.

FOR

AGAINST

6 Councillors

0 Councillors

CARRIED

Councillor reports

Councillor Hall attended a library board meeting last Wednesday.

Councillors Hall, Melnyk, and Waxer met as the HR Committee for the first time last Thursday. Councillor Waxer was appointed as chair and the committee began with the development of a work plan.

Mayor Ireland will be at an Arts & Culture Community Conversation tomorrow.

Mayor Ireland and Mr. Given will be attending a tourism master plan steering committee meeting later this week.

Mayor Ireland and Councillors will be attending a focus group on June 16 at 1:00pm for the Jasper Early Learning and Child Care Strategy.

On Monday, June 20 at 11:45am, Mayor will speak at the "Every Child Matters" flag raising ceremony at the Emergency Services Building. On June 21 at 1:00pm, Mayor Ireland will be attending an event at Robson Park to mark National Indigenous Peoples Day. Everyone is welcome.

Councillors Wilson and Damota will be attending the Community Futures West Yellowhead annual general meeting in Brule on June 23 at 2:00pm.

Councillor Melnyk will be attending the monthly Museum board meeting tonight. Tomorrow is the flag raising to begin events to welcome Ukrainian newcomers to Jasper.

There is also a Recreation Community Conversation at 3:30pm at the Activity Centre tomorrow.

Upcoming Events Council reviewed a list of upcoming events.

In Camera MOTION by Wilson to move in camera at 3:16pm to discuss agenda item:
#273/22 12.1 Strategic Plan Review – FOIP, S. 29(1)(b)

| | | |
|---------------|---------------|---------|
| FOR | AGAINST | |
| 6 Councillors | 0 Councillors | CARRIED |

Mr. Given also attended the in camera session.

Councillor Damota left the meeting at 3:55pm.

Revert to open meeting MOTION by Mayor Ireland that Committee of the Whole revert to open meeting at
#274/22 4:15pm.

| | | |
|---------------|---------------|---------|
| FOR | AGAINST | |
| 5 Councillors | 0 Councillors | CARRIED |

Adjournment MOTION by Councillor Wilson, there being no further business, the Committee of the
#275/22 Whole meeting of June 14, 2022 be adjourned at 4:15pm.

| | | |
|---------------|---------------|---------|
| FOR | AGAINST | |
| 5 Councillors | 0 Councillors | CARRIED |



AGENDA ITEM 5.1

Attn: Municipality of Jasper

RE: West Yellowhead Triage Business Retention and Expansion (BR&E) Project

Community Futures West Yellowhead (CFWY) is proposing to undertake a Triage Business Retention and Expansion Project in the West Yellowhead communities of Jasper, Hinton, Edson, Grande Cache and Yellowhead County.

What is a Triage BR&E?

Business Retention and Expansion (BR&E) projects are a staple in municipal economic development and have been underway in the West Yellowhead region by CFWY for several years. BR&E aims to identify the supports and issues needed from a specific municipality to help local businesses succeed and plan for future development. BR&E projects are targeted to the active businesses in a community and are structured in that all businesses are asked the same questions to gather data to identify current issues and concerns in the business community.

A triage BR&E is used at times of change such as the shift that we are presently experiencing in the economy as we struggle in our communities to recover from the COVID-19 global pandemic. Using a consultant (Deloitte is contracted to do the work), CFWY will work to gather robust, local data that helps municipalities and economic development organizations understand the opportunities for growth (called green flags) or challenges that may hinder growth or lead to decline (called red flags) for businesses in real time. It is another way for us to find data to address the major concerns of a business community and plan for economic recovery in the future.

How is a Triage BR&E conducted?

CFWY has contracted with Deloitte to develop a project plan for each community in the West Yellowhead to ensure that a solid, methodologically sound project is designed and developed to ensure consistency in data collection. For Jasper, it is estimated that a random sample of 50 to 70 businesses will be contacted through telephone interviews on a series of questions to determine the primary issues of importance to the business community.

Deloitte uses a derived importance model that is a quantitative technique that is used to establish priorities. The Triage BR&E will measure the degree of importance that business owners place on issues and their thoughts on local performance and then combines these two elements to rank priorities in the business community.

The main deliverables will be a report and presentation that summarize the data with preliminary recommendations and actions to improve the current business environment. This data will be statistically sound based on the number of businesses in the community and the random sampling techniques.

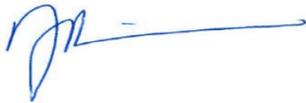
Support requested from the Municipality of Jasper

To complete the Jasper portion of this project, CFWY is requesting both in kind and financial support from the Municipality of Jasper. The financial support is in covering the cost of the Triage BR&E in the amount of \$8,720 plus HST. In kind support is requested in a designated staff member to work with CFWY throughout the project to ensure that the project deliverables are met.

The cost includes the following from Deloitte:

- Questionnaire design, community outreach planning, CATI programming, the indicated number of completed telephone interviews, data management and coding, data analysis including derived importance, identified red / green flag businesses, PowerPoint summary report, and priority matrix.

Thank you for considering our proposal and we look forward to discussing this project with you on June 28th at council.



Sincerely,
Nancy Robbins
General Manager
CFWY

Jasper Local Food Society – Presentation to Council

June 21, 2022

Dear Mayor and Council,

The Jasper Local Food Society would like to present at the Committee of the Whole meeting on June 28th on behalf of multiple stakeholders concerned about food security in Jasper. The need for heightened awareness and support for food security was formally discussed at a focused discussion on Monday, June 13th, where 12 passionate professionals and residents gathered to identify community assets, challenges, and opportunities to increase food security and enhance resilient food systems in Jasper.

Jasper is a technical food desert with high costs of living relative to neighbouring communities. The group identified that residents' ongoing and heightened food insecurity is leading to the consistent and dependent use of the Food Bank and the Food Recovery program. Both programs are operated entirely by volunteer capacity which risks the eventual burnout of these powerful initiatives if they do not receive the support needed to sustain their efforts. The group also identified multiple avenues to address food insecurity through enabling increased local production and distribution through infrastructure mobilization, especially in regards to existing spaces that could be used to increase food security in Jasper.

The Jasper Local Food Society would like to present a few clear solutions and actionable first steps that require support from Council at the Committee of the Whole meeting on June 28th.

We will gladly prepare and send more details and information about our proposed presentation if needed.

Sincerely,

Jasper Local Food Society

FOOD SECURITY

Jasper Local Food Society





COMMUNITY
FOOD SECURITY
CONVERSATION
[JUNE 13TH]

CHALLENGES



FINANCIAL
STRESS &
DEPENDENT
USE OF FOOD
BANK AND
FOOD
RECOVERY



LACK OF
FUNCTIONING
COMPOST



VOLUNTEER
BURN OUT



LACK OF
LOCAL FOOD
PRODUCTION
OPPORTUNITIES

Opportunities for Council

Explore opportunities for Municipality to support coordination, administration, and mobilization of food security focused groups.

Invest in compost infrastructure and operation, and community education.

Increase opportunities for Jasperites to produce their own food.

- Enable JLFS to expand community gardens in unused spaces.
- Share the Master Plan for Robson Park and engage JLFS in opportunities to increase food growing opportunities.
- Transfer the Municipal flower budget into a seed budget for food production.

AGENDA ITEM 6.1

REQUEST FOR DECISION

Subject: Municipal Energy Manager update
From: Bill Given, Chief Administrative Officer
Prepared by: Faraz Khan, Municipal Energy Manager
Reviewed by: Bill Given, Chief Administrative Officer
Date: June 28, 2022



Recommendation:

The committee accept the Municipal Energy Manager update for information.

Background:

On April 1st, 2022, Faraz Khan joined the Municipality of Jasper and Town of Hinton as a shared resource for the position of Municipal Energy Manager (MEM). This was made possible through grant funding by Alberta's Municipal Climate Change Action Center (MCCAC).

Discussion:

This update is beneficial to the Council members and the community of Jasper in order to stay informed with the progress being made by the Municipal Energy Manager.

In the first few weeks, Faraz has got himself acquainted with the staff and stakeholders at The Municipality of Jasper. He has started collecting energy consumption data for benchmarking studies and conducted an energy scan of the Jasper Activity Center.

Going forward, Council can expect quarterly reports and additional progress updates from the MEM on the year-one deliverables. Where appropriate, recommendations from the MEM will be incorporated in municipal operations or capital projects and/or presented to council for approval.

Deliverables for year-one include:

- Conducting energy management assessments
- Development of energy management plan
- Identifying incentive funding available to the municipality
- Conducting energy audits on highest-consuming municipal buildings
- Initiating greenhouse gas emissions reduction activities

Financial:

The Municipal Energy Manager position is a 12-month fixed contract where the grant funding by MCCAC supports 80% of the cost and the balance is shared equally between The Municipality of Jasper and The Town of Hinton.

Attachments:

- Council update - June 28, 2022.pdf

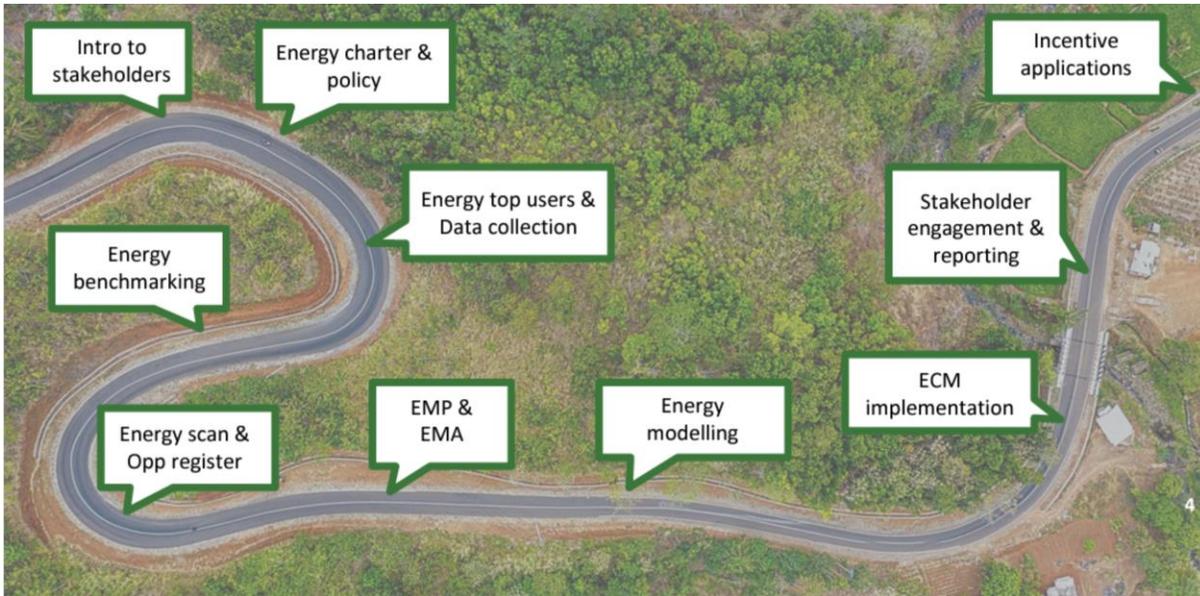


Municipal Energy Manager Program

Municipality of Jasper – MEM progress update

Date: June 28, 2022

Journey of a Municipal Energy Manager



First 90 days for the MEM

DAYS 0-15

- Get oriented in your new role by learning how things work.
- Introduce yourself to colleagues, managers and vendors.

DAYS 15-30

- Start identifying large energy users, facilities, and evaluate possible energy management opportunities

DAYS 30-60

- Communicate opportunities and complete EMA and EMP session
- Implement quick wins (continued)
- Become familiar with available incentive programs (including those provided by MCCAC)

DAYS 60-90

- Getting stakeholder buy in and strategic planning
- Plan for the short and long term

What's done

- Introduced to stakeholders and municipality staff. Had conversations to understand potential opportunities at the municipality
- Electricity and natural gas data collection for all municipality buildings and facilities
- Identified top energy users
- Conducted an energy scan of Jasper Activity Center along with stakeholders – Identified 45 opportunities

What's ongoing

- Preparing electricity and natural gas data for benchmarking studies
- Organizing prioritization meeting with stakeholders for opportunities identified at the activity center
- Drafting proposal for energy team (team charters) and energy policies

What's next

- Q1 report
- Conducting an Energy Management Assessment of the municipality
- Energy Management Plan sessions
- Identify quick wins from opportunity register
- Energy modelling

AGENDA ITEM 7.1

REQUEST FOR DECISION

Subject: Robson and Lion's Park Planning
From: Bill Given, Chief Administrative Officer
Prepared by: Bill Given, Chief Administrative Officer
Reviewed by: Emma Acorn, Legislative Services Coordinator
Date: June 28, 2022



Recommendations:

That Committee receive the presentation on the Robson & Lions Parks planning process for information, and;

That Committee direct conceptual plans be developed in a scale reflective of Funding Scenario 3.

Alternatives:

- That Committee direct that conceptual plans be developed in a scale reflective of one of the alternate Funding Scenarios or a different funding scenario.

Background:

In the 2022 capital budget council approved a total of \$20,000 toward developing refurbishment plans for Robson and Lion's Parks. Administration has engaged WSP to conduct the planning exercise.

Discussion:

Robson and Lion's Parks are important and well used community amenities. Aside from new playground structures added to Lion's Park over two years ago neither space has seen significant reinvestment recently.

The Municipality requires a long-term vision and concept plan for each of Robson Park and Lions Park, to inform ongoing ideas and requests from the community about uses for these spaces. The focus of the concept plans will be to inform capital investments in each park over the next 5 to 10 years. The intention of the plans is not to develop detailed construction plans but to establish a vision for their future use, concept plans and capital program will reflect the unique opportunities for programming in each location.

Today Council is being asked to provide its perspective on the high-level project scope of the project, the functional use priorities and main purpose of each park. This direction will be used to inform the development of conceptual plans that will be the basis of discussion with both targeted stakeholders and the broader community.

In order to ensure the project concepts are developed at a realistic scale the attached presentation from WSP outlines four potential funding scenarios. Administration and the project team are requesting guidance from council on which of the four scenarios most closely aligns with Council's general expectations. The four scenarios are:

- A total investment of \$250,000 over 10 years, made up strictly municipal contributions.
- A total investment of \$500,000 over 10 years, made up strictly municipal contributions.
- A total investment of \$750,000 over 10 years, inclusive of \$250,000 in fundraising or grants.
- A total investment of \$1,000,000 over 10 years, inclusive of \$500,000 in fundraising or grants.

The deadline for completion of the planning process will be early fall 2022 so that the results can inform the 2023 Municipal Budget that will be considered by council later in the year.

Financial:

The recommendation can be carried out within the existing approved budget and no additional resources are needed at this time. Any future financial considerations will be presented to Council at the conclusion of the planning process and as a part of the 2023 budget presentation.

Attachments:

- WSP Lions and Robson Parks Planning Project Update for Council



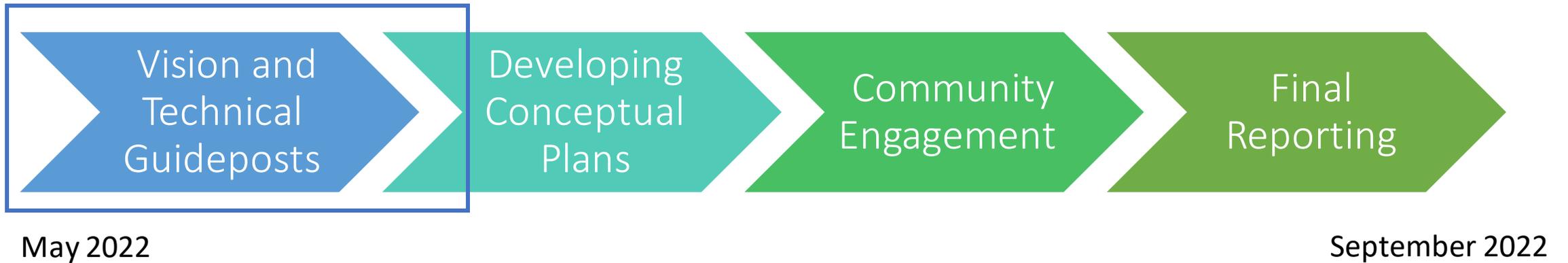
Lions and Robson Parks Planning Project Update for Council

June 28, 2022

Agenda

- Project Process and Timing
- Robson Park
 - Site overview, opportunities, constraints
- Lions Park
 - Site overview, opportunities, constraints
- Budget and Cost Expectations
- Next Steps

Project Process



Robson Park Overview

Existing users/uses

- Mix of residents and visitors, mix of ages
- Local events and informal gatherings (ex. World Tree, group rides)
- School and Library amenity

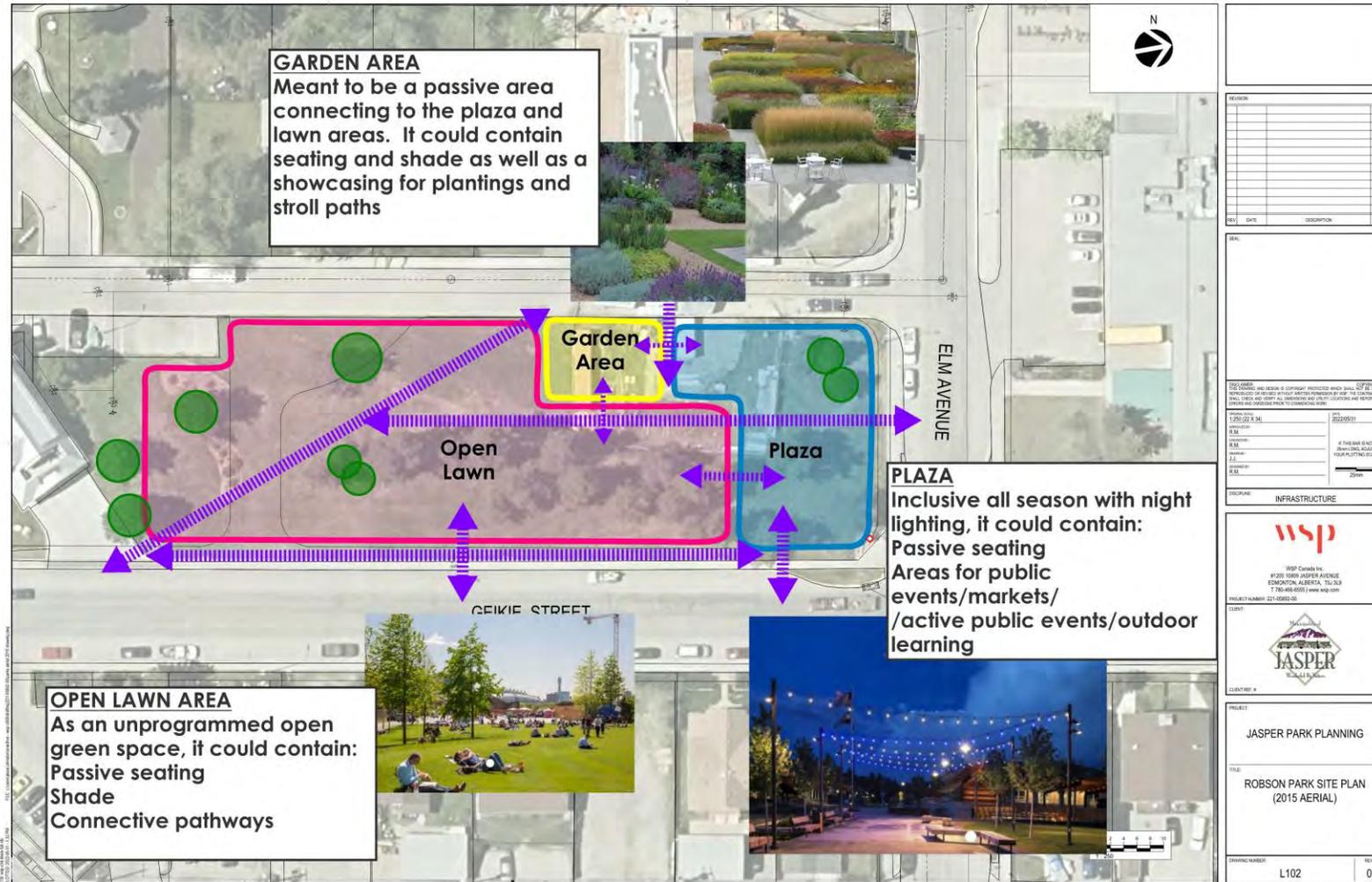
Opportunities

- Central location
- Relatively flat site with minimal hard infrastructure
- Unfenced and relatively accessible

Constraints

- Minimal infrastructure

Robson Park – Spatial Relationships Plan



Lions Park Overview

Existing Users/Uses

- Majority local families, unprogrammed play
- Younger children (playground) and older children (basketball)
- Low-density residential on Tonquin and Pine sides, high-density residential on Turret side

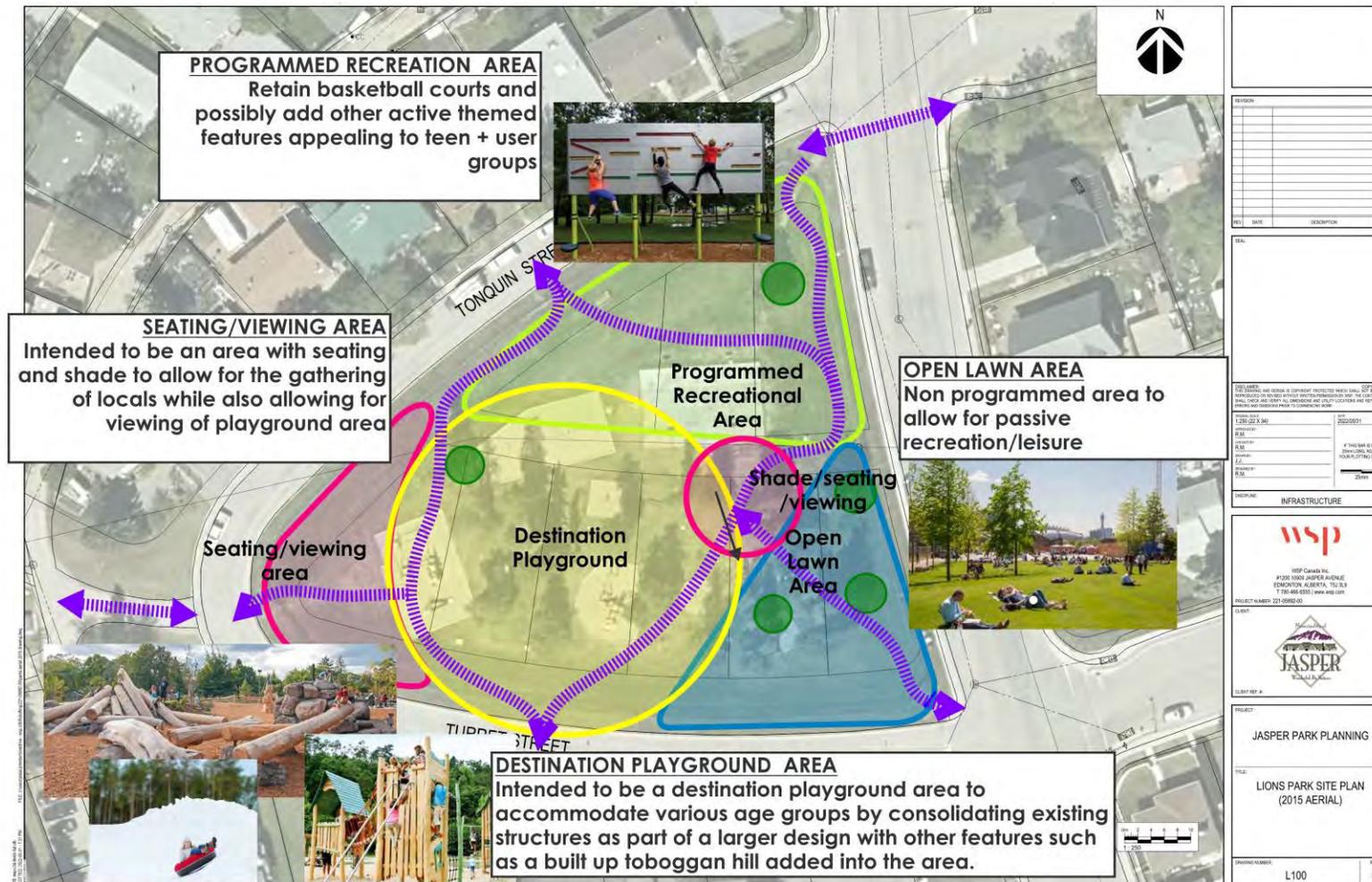
Opportunities:

- Existing playground equipment
- Existing servicing
- Topography

Constraints:

- Topography can be a barrier to accessibility
- Playground equipment styles vary

Lions Park – Spatial Relationships Plan



Budget and Cost Expectations

To inform the scope and scale of conceptual plans



Example Funding Scenarios

Municipal Contributions
+ \$250,000 over 10 years



Municipal Contributions
+ \$500,000 over 10 years



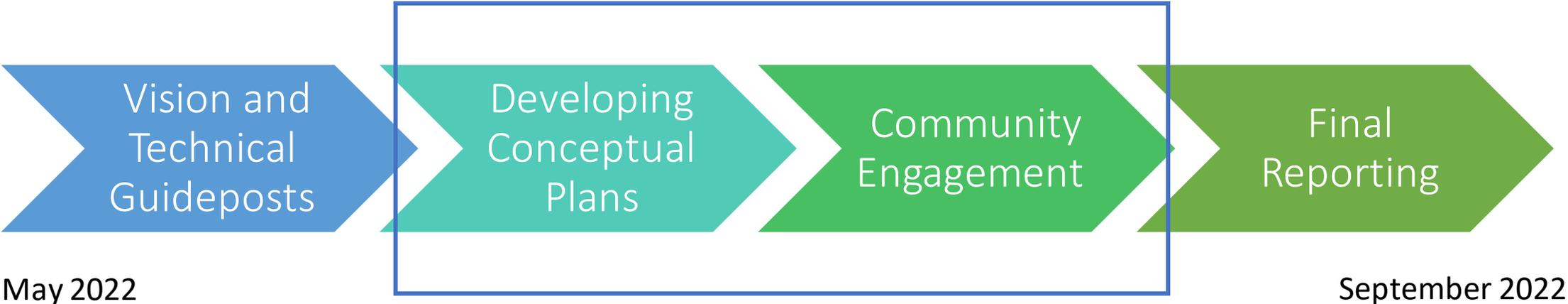
Municipal Contributions
+ \$500,000 over 10 years
+ \$250,000 in fundraising or grants



Municipal Contributions
+ \$500,000 over 10 years
+ \$500,000 in fundraising or grants



Next Steps



AGENDA ITEM 7.2

REQUEST FOR DECISION

Subject: Municipal Support Request – Jasper Food Bank Cardboard
From: Bill Given, Chief Administrative Officer
Prepared by: John Greathead, Director of Operations and Utilities
Reviewed by: Emma Acorn, Legislative Services Coordinator
Date: June 28, 2022



Recommendation:

- That Committee recommend Council approve the request from the Jasper Food Bank to pick up cardboard on-site, and direct Administration to provide this service at no cost.

Alternatives:

- That Committee recommend Council approve the request from the Jasper Food Bank to pick up cardboard on-site, and establish a fee to provide this service.
- That Committee receive the report for information, and direct administration to advise the Jasper Food Bank to bring its cardboard waste to a community recycling bin.

Background:

On May 3, 2022 Council received a letter from the Jasper Food Bank requesting that cardboard from its operations be collected by the municipality at no charge.

Discussion:

The Jasper Food Bank operates out of the United Church using volunteer support. While the Food Bank operates out of the church they are a separate entity from the church and do not have a utility account with the municipality. The United Church does have a utility account and currently pays utility fees including solid waste and recycling fees. Currently the Municipality does not collect cardboard at this site.

This service could be accommodated if the operators of the Food Bank breakdown the cardboard and have the material neatly placed where our operators can easily access and remove the cardboard. It is estimated that this work will require 10 – 20 minutes per week.

This request is within the scope of items considered within the recently adopted Relationship with External Groups Policy (F-104). The request is for non-financial support in the form of staff labour, for an ongoing activity. According to policy F-104 (row 'B') this arrangement can be an informal agreement but requires both; Council approval of the relationship, and that roles of each party be established in writing.

Should Council approve the request administration would provide the Food Bank with written documentation outlining the expected roles and responsibilities of each party.

Relevant Legislation:

- [Relationship with External Groups Policy \(#F-104\)](#)
- [Utility Fees Levy and Collection Bylaw 2022 \(Bylaw #243\)](#)

Financial:

Administration estimates that value of staff and equipment required to accommodate this request would be approximately \$1700.00 per year.

Attachments:

- none

AGENDA ITEM 7.3

REQUEST FOR DECISION

Subject: Activity Centre Renovation Progress Update
From: Bill Given, Chief Administrative Officer
Prepared by: Christopher Read, Director of Community Development
Reviewed by: Emma Acorn, Legislative Services Coordinator
Date: June 28, 2022



Recommendation:

- That Committee receive the June 2022 Activity Centre Renovation Progress Update for information.

Alternatives:

- That committee direct administration return to a future meeting with additional details.

Background:

In 2019 the Municipality of Jasper secured provincial and federal grant funding grant towards a major renovation of the Activity Centre, Arena and Fitness and Aquatics Centre facilities. In 2021, Council budgeted \$1,056,228 for Design and Engineering related to the facilities and an additional \$200,000 for a Structural Review of the Fitness and Aquatics Centre.

In August 2021 Council awarded Project Management services on the renovation to WSP and in December 2022 Council selected GEC Architecture as the prime consultant. On May 3rd Council approved the project scope which included a total of approximately \$14 million in items.

Discussion:

Administration is committed to ensuring Council and the community are provided with regular updates about its progress. These updates are particularly important given the scale of the project, and its public facing nature. In addition to any other updates, or Council decisions that may be required Administration intends to bring forward updates of this nature on a quarterly basis.

The attached update summary provides an overview of recently completed actions, items currently underway and a long-range forecast. The next significant item that will require a Council decision will be the engagement of a Construction Manager and, as shown in the update, this is expected to come to Council in early July.

Administration is confident that the project is on track and is available to provide additional detail or answer Council questions.

Financial:

The project is currently within the approved budget.

Attachments:

- Jasper Activity Centre Project Status Report June 2022



**JASPER ACTIVITY CENTRE
COUNCIL UPDATE
PROJECT STATUS REPORT
JUNE 2022**



| BUDGET STATUS | SCHEDULE STATUS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|------------------|------|------------------|--|---------------------------------|----------|-------------------------------|----------|------------------|----------|---------------------------|--|--------------------------------|------------------|---|--|---|------------------|---|--|-----------------------------------|------------------|--|--|------------------------------|------------------|--|--|---------------------------------------|-----------------|---|--|-----------------|--|---------------------------------|-----------------|------------------------------|-----------------|---|-----------------|------------------------------|-----------------|---|-----------------|---------------------------|-----------------|-------------------------------|-----------------|-------------------------|-----------------|
| <p>Budget \$ 14,001,550</p> <p>Committed \$ 740,256</p> <p>Forecast Cost at Completion \$14,001,550</p> <p>Forecast Variance at Completion \$0</p> | <table border="1"> <thead> <tr> <th style="background-color: #008000; color: white;">Milestone</th> <th style="background-color: #008000; color: white;">Date</th> </tr> </thead> <tbody> <tr> <td colspan="2" style="background-color: #4682B4; color: white;">Completed</td> </tr> <tr> <td>Procurement of Prime Consultant</td> <td>9-Dec-21</td> </tr> <tr> <td>Building Condition Assessment</td> <td>2-Feb-22</td> </tr> <tr> <td>Scope Validation</td> <td>4-May-22</td> </tr> <tr> <td colspan="2" style="background-color: #ADD8E6;">Currently Underway</td> </tr> <tr> <td style="background-color: #008000; color: white;">Schematic Design Report</td> <td style="background-color: #008000; color: white;">29-Jun-22</td> </tr> <tr> <td colspan="2"><i>This report is the first step in translating the project program into physical drawings of space. 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| | Milestone | Date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Completed | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Procurement of Prime Consultant | 9-Dec-21 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Building Condition Assessment | 2-Feb-22 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Scope Validation | 4-May-22 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Currently Underway | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Class D Cost Estimate | 12-Jul-22 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <i>Following the Schematic Design report, the Cost Consultant will provide a Class D cost estimate to further validate the costs of the project remain within the budget as the design progresses.</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Development Permit Application | 4-Aug-22 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <i>The project team is working with Parks Canada to work within the setbacks. The Prime Consultant will prepare a set of Development Permit Drawings and prepare the application.</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Upcoming | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Start of Detailed Design | Oct 2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Class C Cost Estimate | Nov 2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Issued For Tender Documents Complete | Feb 2023 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Class A Cost Estimate | Feb 2023 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Approval to Award Subtrade Tenders | Mar 2023 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Construction Start | Mar 2023 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Substantially Complete | Jan 2024 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Completion | Feb 2024 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Legend | | |
|----------|--------------------|-----------|
| On Track | Requires Attention | Off Track |

AGENDA ITEM 7.4



REQUEST FOR DECISION

Subject: Policy Review Priority List
From: Bill Given, Chief Administrative Officer
Reviewed by: Emma Acorn, Legislative Services Coordinator
Date: June 28, 2022

Recommendation:

- That Committee recommend Council approve the Policy Review Priority List as presented.

Alternatives:

- That Committee recommend Council approve the Policy Review Priority List with the following amendments:
 - (...)
- That Committee refer the Policy Review Priority List to the Legislative Committee.

Background:

Policies are Council statements that set service priorities or standards of performance for the Municipality. A policy addresses recurring issues to provide guidelines setting out the level and manner the Municipality will perform duties imposed on itself or those imposed on the Municipality by legislation.

On July 20, 2021 Council approved the [Policy Development and Review Policy \(A-001\)](#). The policy establishes that: the Municipality of Jasper will operate a standardized system of developing, recording, approving, distributing and reviewing policies and procedures; policies and procedures will be maintained centrally and will be easily accessible; and, policies and accompanying administrative procedures will be reviewed every four years from the date adopted by Council unless there is a legislative requirement for a policy to be reviewed earlier.

On July 13, 2021 Committee directed Administration to establish a Policy Review Priority list to guide the review cycle and that the first priority be the Fiscal and Financial Control Policy which was ultimately revised and approved in March 2022.

Since that date three policies have been rescinded and one moved to the 2023 budget discussions for further review at that time. At the May 17 meeting Council directed Administration to return to a future Committee of the Whole meeting with an updated Priority Review List indicating the next steps in the review process including assessing the order of priorities for the current Council.

A revised priority list is presented below for committee's consideration.

Proposed Priority List

- [B-021 Interim Electronic Meetings and Participation - B-021 Admin Procedure](#)
- [A-004 Citizen Engagement - A-004 Admin Procedure](#)
- [B-012 Debt & Reserve Limits - B-012 Admin Procedure](#)
- [D-003 Joint Use of Municipal Facilities - D-003 Admin Procedure](#)
- [F-009 Service Standards Policy - F-009 Admin Procedure](#)
- [F-008 Encroachments](#)
- [B-018 Budgets - B-018 Admin Procedure](#)
- [D-006 Project Approvals](#)
- [E-004 Staff Recruitment - E-004 Admin Procedure](#)

Alternatively Committee may wish to refer policy discussions or the development of a priority list to the newly created Legislative Committee.

Relevant Legislation:

- [A-001 Policy Development and Review](#)

Financial:

Administration is currently using internal staff resources already funded through the operating budget, namely the Legislative Services Coordinator, to advance the policy review process. The pace of policy review will be impacted by existing administrative capacity.

AGENDA ITEM 7.5

REQUEST FOR DECISION

Subject: Appointments to Commercial Use of Public Space Taskforce
From: Bill Given, Chief Administrative Officer
Prepared by: Bill Given, Chief Administrative Officer
Reviewed by: Emma Acorn, Legislative Services Coordinator
Date: June 28, 2022



Recommendation:

That Committee recommend Council appoint members of council as recommended by the Mayor to represent the Municipality on the Commercial Use of Public Space Taskforce.

Alternatives:

- That Committee recommend Council appoint (Title and Name) and (Title and Name) as Council representatives on the Commercial Use of Public Space Taskforce.
- That Committee recommend Council appoint members of administration to represent the Municipality on the Commercial Use of Public Space Taskforce.

Background:

On June 21, 2022 Council approved the Terms of Reference for the Commercial Use of Public Space Taskforce. The terms of reference tasked the group with recommending an appropriate standard for future commercial use of public space installations by:

- Undertaking a comprehensive review of the regulatory and legislative framework that applies to commercial use of public space installations;
- Researching best practices from other municipalities;
- Considering the operational needs of businesses;
- Considering the expectations and needs of residents and visitors;
- Considering the positioning of Jasper as an international destination, within a unique National Park environment.

The taskforce is expected to deliver its recommendations to Council prior to October 1, 2022.

Discussion:

The terms of reference specify that the taskforce shall be comprised of two members from each of the following; Municipal Council, the Chamber of Commerce and Tourism Jasper.

Administration has forwarded invitations to both the Chamber and Tourism Jasper to identify their representatives. At the writing of this report Tourism Jasper has responded and identified its representatives as Mike Day (TJ Board Secretary, and Owner of Evil Dave's Tekkara Restaurants) and James Jackson (TJ President & CEO).

In order for the Taskforce to complete its work within the Council directed timeline it will need to begin operating soon and identifying members is a prerequisite to the Taskforce meeting.

Administration has identified the week of July 11-14 as a potential target for the first meeting of the taskforce.

It is important to note that the Taskforce has no decision making authority. Its only purpose is to study, consider, and report back to Council with recommendations. Recommendations from the Task Force will be presented at a future public Committee of the Whole meeting in the fall. At that time all Council members will have an opportunity to review the matter and inform the desired standard.

This regular Council decision making process will also allow the public to see what is recommended, and to provide comments and input to Council before decisions are finalized.

Relevant Legislation:

The following municipal policies are particularly relevant to the establishment and operation of the Taskforce.

- [Jasper Public Engagement Policy \(#A-004\)](#)
- Commercial Use of Public Space Taskforce Terms of Reference.

Financial:

The recommendation has no financial implications and the activities of the taskforce can be carried out within the existing approved budget.

Attachments:

- none



Experience Local Hospitality

Jasper Home Accommodation Association
P.O. Box 758
Jasper, AB T0E 1E0

AGENDA ITEM 8.1

June 24, 2022

Dear Mayor and Council,

I am writing to you on behalf of the Jasper Home Accommodation Association (JHAA) Board of Directors and the membership who are all residents and home-owners in the Municipality of Jasper.

Although we were informed by Parks Canada officials on May 20, 2022 that they were withdrawing the proposed amendments to the 2005 Jasper Land Use Policy relating to Private Home Accommodation and committing to further consultation, we know this issue is not going away.

We respectfully request Council's support in our efforts to ensure that PHA operators who have met the requirements to obtain a Discretionary Use Permit (DUP) for PHA be "grandfathered" and allowed to continue under the terms of those permits. We all submitted scaled floor plans showing the entire house, photographs of tourist entrances and parking, as well as building code inspection certificates to obtain our DUPs, which were issued with no expiry date.

If Parks Canada's amendments proceed to the legislative process, the vast majority of current PHAs would become non-compliant and hosts would not be granted new DUPs for PHA, and would be forced to cease operation beyond December 31, 2024. As many of us rely on this income to help offset mortgage payments and/or supplement retirement income, we feel strongly that this is overreach by Parks Canada.

Finally, we believe that these proposed changes stemmed from the false assertion that PHAs in Jasper make it more difficult for people to find rental housing and inflate the value of homes, making it even more difficult for buyers to enter the housing market.

We look forward to working collaboratively with the Municipality as we work toward a common-sense resolution to this issue which has created a great deal of anxiety amongst our membership.

Respectfully,

Rosanna Zaniol, President
Jasper Home Accommodation Association

MOTION ACTION LIST

| SHORT TITLE | REQUESTED (DATE) | RESPONSIBLE (WHO) | COUNCIL MOTION (DESCRIPTION) | TARGET (DATE) |
|-----------------------------------|--------------------|---|--|-----------------------------------|
| S-Block Parking | September 14, 2021 | Director of Protective & 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. | June 2022 July 2022 |
| Sledding at Snape's Hill | January 11, 2022 | Director of Operations | That Committee direct Administration to return to Council with a report identifying any opportunities for closure or partial closure of Willow Street and Geikie Street to accommodate sledding at Snape's hill. | June 2022 July 2022 |
| Parcel GB Development Information | March 8, 2022 | CAO | That Committee direct Administration to request preliminary information such as renderings and site plans for the proposed GB development and return to a future Committee of the Whole meeting. | June 2022 July 2022 |
| Jasper Food Bank | May 3, 2022 | Director of Operations | That Council refer the request from the Food Bank Society for a cardboard recycling bin and pick up service, to administration for a report back at a future committee of the whole meeting. | June 2022 |
| Petro Canada | May 17, 2022 | CAO and Director of Operations | That Council receive the letter for information, and; that Council direct administration to return to a future committee of the whole meeting with a report in respect to the request from Petro Canada. | July 2022 |
| Policy Review Priority List | May 17, 2022 | Director of Protective & Legislative Services | That Council direct administration to return to a future Committee of the Whole meeting with an updated Priority Review List indicating the next steps in the review process. | June 2022 |
| Public Transportation | May 24, 2022 | CAO | That Committee direct administration finalize a Memorandum of Understanding with Parks Canada for the provision of public transportation services and return to a future committee meeting. | July 2022 |

| | | | | |
|---|----------------------|--|---|-----------------------|
| Policy B-017 Community & Economic Development Fund | May 24, 2022 | Director of Community Development | <p>That Committee refer the matter of funding the Community Economic Development Fund to the 2023 budget discussion.</p> <p>That Committee direct administration to conduct a review of the administrative procedures for Policy B-017 Community & Economic Development Fund and present recommendations at a future Committee meeting.</p> | September 2022 |
| Private Home Accommodation Draft Policy | May 24, 2022 | CAO | <p>That Committee direct Administration to report back to a future Committee of the Whole meeting with options to prepare a Municipal position regarding private home accommodation.</p> | July 2022 |
| Private Home Accommodation New Licenses | June 7, 2022 | CAO | <p>That Council direct Administration to enquire of Parks Canada about the status of the moratorium on the issue of licenses for new private home accommodations.</p> | June 2022 |
| JCHC Governance Review - 1 | June 14, 2022 | CAO | <p>That Committee direct administration to review corporate structures that would enable JCHC to assume debt independent of the Municipality while also being able to provide some manner of equity in return for capital contributions.</p> | September 2022 |
| JCHC Governance Review -2 | June 14, 2022 | CAO | <p>That Committee direct administration identify the resources required to produce a strategy to address the 2021 gap and return to Committee prior to the 2023 budget discussions.</p> | September 2022 |
| JCHC Governance Review - 3 | June 14, 2022 | CAO | <p>That Committee direct administration to coordinate a workshop with Colliers, the JCHC and Council to further review the report.</p> | July 2022 |
| Alberta / Japan Twinning Municipalities Association | June 14, 2022 | Director of Protective & Legislative Services | <p>That Committee direct administration to follow items 1, 2, 4, and 5 in the recommendations and refer item 3 to a future committee of the whole meeting</p> <ol style="list-style-type: none"> 1. Update the MOJ's profile on the A/JTMA website 2. Send the A/JTMA an updated flag to be flown at future conferences 3. Consider hosting a future A/JTMA conference | September 2022 |

| | | | |
|--|--|---|--|
| | | <ul style="list-style-type: none">4. Profile the MOJ’s twinning relationship on the new MOJ website5. Prepare/develop a video from the community of Jasper to send to Hakone to acknowledge the 50th anniversary of the twinning relationship | |
| | | | |