

MUNICIPALITY OF JASPER  
**REGULAR COUNCIL MEETING AGENDA**  
July 19, 2022 | 1:30 pm  
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 1:30 pm, use the following Zoom link:**  
<https://us02web.zoom.us/j/87657457538>

- 1 CALL TO ORDER**
- 2 APPROVAL OF AGENDA**
  - 2.1 Regular meeting agenda, July 19, 2022 attachment
- 3 APPROVAL OF MINUTES**
  - 3.1 Legislative Committee meeting minutes, July 5, 2022 attachment
  - 3.2 Regular meeting minutes, July 5, 2022 attachment
  - 3.3 Committee meeting minutes, July 12, 2022 attachment
- 4 BUSINESS ARISING FROM PREVIOUS MINUTES**
- 5 BYLAWS**
  - 5.1 Bylaw Summary attachment
- 6 REQUESTS FOR DECISION**
  - 6.1 Activity Centre Renovation Construction Management RFP attachment
  - 6.2 Food Security Program Update attachment
  - 6.3 Public Transportation System RFP Award attachment
  - 6.4 Legislative Committee – Procedure Bylaw #190 – Agenda Structure attachment
  - 6.5 Council Strategic Priorities attachment
  - 6.6 Land Use Planning Formal Request attachment
- 7 CORRESPONDENCE FOR INFORMATION, CONSIDERATION OR ACTION**
- 8 OTHER NEW BUSINESS**
- 9 MOTION ACTION LIST** attachment
- 10 COUNCILLOR REPORTS**
  - [10.1 Council's appointments to boards and committees](#)
- 11 UPCOMING EVENTS**

Summer break – no Committee meeting on July 26, 2022 or Regular Council meeting on August 2, 2022
- 12 ADJOURNMENT**

*Please note: All regular and committee meetings of Council are video recorded and archived on YouTube.*

# Legislative Committee Minutes

Tuesday, July 5, 2022

Quorum Room, Jasper Municipal Library & Cultural Centre



## In attendance:

Mayor Richard Ireland, Councillor Wendy Hall, Bill Given (CAO), and Emma Acorn (Legislative Services Coordinator and recorder)

**Absent:** Councillor Rico Damota

## 1. Call to order – Chair Wendy Hall

- The meeting was called to order at 10:30am
- MOTION to approve agenda – Mayor Ireland – CARRIED

## 2. Procedure Bylaw – Section 1.3

The Committee reviewed two sample agendas with alternate structures and their various components including the addition of ‘in-line’ motions, notice of motion, delegations, Councillor reports (at regular meetings), Councillor upcoming meetings (at committee meetings), and their order of appearance.

- MOTION by Mayor Ireland that Committee recommend that council approve the suspension of item Section 1.3 in Schedule 2 of the Procedure Bylaw #190 until December 31, 2022 pursuant of section 3.4 of the bylaw. – CARRIED

## 3. Adjournment

- MOTION to adjourn – Mayor Ireland – CARRIED
- The meeting was adjourned at 11:48pm.
- The next meeting is scheduled for September 6, 2022 at 10:30am.

Municipality of Jasper  
**Regular Council Meeting Minutes**  
 Tuesday, July 5, 2022 | 1:30 pm  
 Jasper Library and Cultural Centre, Quorum Room

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 both Zoom livestreaming and in-person attendance.						
Present	Mayor Richard Ireland, Deputy Mayor Ralph Melnyk, Councillors Helen Kelleher-Empey, Kathleen Waxer, Wendy Hall, and Scott Wilson						
Absent	Councillor Rico Damota						
Also present	Bill Given, Chief Administrative Officer Christine Nadon, Director of Protective & Legislative Services Christopher Read, Director of Community Development John Greathead, Director of Operations Amanda Stevens, Communications Manager Emma Acorn, Legislative Services Coordinator Jason Stockfish, The Fitzhugh Bob Covey, The Local 5 observers						
Call to order	Mayor Ireland called the July 5, 2022 regular meeting to order at 1:30pm and began the meeting by acknowledging the 50th anniversary on July 4, 2022, of the sister city relationship between Jasper and Hakone, Japan.						
Approval of agenda #305/22	MOTION by Councillor Kelleher-Empey – BE IT RESOLVED that Council approve the agenda for the July 5, 2022 regular meeting as presented.						
	<table border="0" style="width: 100%;"> <tr> <td style="text-align: left;">FOR</td> <td style="text-align: left;">AGAINST</td> <td></td> </tr> <tr> <td style="text-align: left;">6 Councillors</td> <td style="text-align: left;">0 Councillors</td> <td style="text-align: right;">CARRIED</td> </tr> </table>	FOR	AGAINST		6 Councillors	0 Councillors	CARRIED
FOR	AGAINST						
6 Councillors	0 Councillors	CARRIED					
Approval of Regular minutes #306/22	MOTION by Councillor Waxer – BE IT RESOLVED that Council approve the minutes of the June 21, 2022 regular meeting as presented.						
	<table border="0" style="width: 100%;"> <tr> <td style="text-align: left;">FOR</td> <td style="text-align: left;">AGAINST</td> <td></td> </tr> <tr> <td style="text-align: left;">6 Councillors</td> <td style="text-align: left;">0 Councillors</td> <td style="text-align: right;">CARRIED</td> </tr> </table>	FOR	AGAINST		6 Councillors	0 Councillors	CARRIED
FOR	AGAINST						
6 Councillors	0 Councillors	CARRIED					
Approval of Committee of the Whole minutes #307/22	MOTION by Councillor Wilson – BE IT RESOLVED that Council approve the minutes of the June 28, 2022 committee meeting with the corrected (12:58pm) time of adjournment.						
	<table border="0" style="width: 100%;"> <tr> <td style="text-align: left;">FOR</td> <td style="text-align: left;">AGAINST</td> <td></td> </tr> <tr> <td style="text-align: left;">6 Councillors</td> <td style="text-align: left;">0 Councillors</td> <td style="text-align: right;">CARRIED</td> </tr> </table>	FOR	AGAINST		6 Councillors	0 Councillors	CARRIED
FOR	AGAINST						
6 Councillors	0 Councillors	CARRIED					
Business arising from previous minutes	none						
Bylaw Summary	Council received a summary of bylaws currently in force.						
Presentation - Trans Mountain Project Update	Kent Taylor and Kate Stebbings of Trans Mountain presented Council with an update on the construction progress of the Jasper to Mount Robson Reactivation portion of the project.						
Community Futures West Yellowhead Business Triage Program #308/22	MOTION by Councillor Waxer – BE IT RESOLVED that Council provide \$8,720 to support the Community Futures West Yellowhead Triage Business Retention and Expansion Program, and;  That the funding for the contribution be allocated from Council’s budget for ‘Contributions to Other Groups’.						
	<table border="0" style="width: 100%;"> <tr> <td style="text-align: left;">FOR</td> <td style="text-align: left;">AGAINST</td> <td></td> </tr> </table>	FOR	AGAINST				
FOR	AGAINST						

	6 Councillors	0 Councillors	CARRIED
Municipal Support Request - Jasper Food Bank Cardboard #309/22	MOTION by Councillor Wilson – BE IT RESOLVED that 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.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Policy Review Priority List #310/22	MOTION by Councillor Kelleher-Empey – BE IT RESOLVED that Council approve the Policy Review Priority List as presented.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Appointments to Commercial Use of Public Space Taskforce #311/22	Mayor Ireland recommended Councillors Damota and Wilson be appointed to the Commercial Use of Public Space Taskforce.		
	MOTION by Councillor Wilson – BE IT RESOLVED that Council appoint members of council, as recommended by the Mayor, to represent the Municipality on the Commercial Use of Public Space Taskforce.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Appointments to Emergency Advisory Committee #312/22	Mayor Ireland recommended Councillors Melnyk and Waxer be appointed to the Emergency Advisory Committee.		
	MOTION by Councillor Kelleher-Empey – BE IT RESOLVED that Council appoint members of council, as recommended by the Mayor, to the Emergency Advisory Committee.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Council's 2022-2026 Strategic Plan #313/22	MOTION by Councillor Hall – BE IT RESOLVED that Council refer the 2022-2026 Strategic Priorities to a future Committee of the Whole meeting for further refinement.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Other new business	none		
Council reports	Councillor Kelleher-Empey will be attending the TransCanada Yellowhead Highway Association annual general meeting this Friday in Edmonton acting as alternate for Councillor Melnyk.		
	Mayor Ireland reported attendance at many events over the last few weeks including Lemonade Day, the Rotary Club's Welcome to Ukrainian Newcomers dinner, and the Jasper Junior Senior High School Graduation.		
	On June 20, 2022 the 'Every Child Matters' flag was raised at the Jasper Fire Hall and on June 21, 2022 the Municipality of Jasper continued to honor National Indigenous Peoples Day with the Mayor in attendance on both days for ceremonies.		
	Mayor and Council had a meeting with Minister Shandro on Monday, July 4, primarily to discuss policing matters.		
Upcoming events	Council received a list of upcoming events for information.		

Adjournment  
#314/22

MOTION by Councillor Kelleher-Empey – BE IT RESOLVED that, there being no further business, the regular meeting of July 5, 2022 be adjourned at 2:49pm.

FOR  
6 Councillors

AGAINST  
0 Councillors

CARRIED

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Mayor

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Chief Administrative Officer



MOTION by Mayor Ireland that Committee accept the Hydraulic Modelling Report for information, and;

That committee direct administration to employ the Hydraulic Modelling Report to help inform the development of a Utilities Master Plan in 2023.

FOR	AGAINST	
7 Councillors	0 Councillor	CARRIED

Recess Deputy Mayor Melnyk called a recess from 10:58 to 11:08am.

Activity Centre Renovation Construction Management RFP #317/22 MOTION by Councillor Wilson that Committee recommend Council award the RFP for the Activity Centre Renovation Construction Manager to Carlson Construction with fees as follows:

- Pre-Construction Services of \$15,000; and
- Construction CM Fee, Staffing and General Requirement to be included in the total cost of construction budget previously approved by council.

FOR	AGAINST	
7 Councillors	0 Councillor	CARRIED

Food Security Program Update #318/22 Council received a draft Terms of Reference for a Food Security Working Group from Director of Community Development, Christopher Read. Amendments were discussed including adding a definition for food security in Jasper.

MOTION by Councillor Hall that committee recommend Council approve the draft Terms of Reference for a Food Security Working Group, with the amendments made today, and;

That committee recommend Council appoint a member of Council to the Food Security Working Group.

FOR	AGAINST	
7 Councillors	0 Councillor	CARRIED

Paid Parking Program Update #319/22 Director of Protective & Legislative Services, Christine Nadon, presented Council with an update on the Paid Parking Program including permit numbers, the addition of two kiosks, challenges encountered and financial details.

MOTION by Councillor Wilson that Committee receive the Paid Parking Program Update for information.

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

Recess Deputy Mayor Melnyk called for a recess from 12:52pm to 1:44pm.

Councillors Kelleher-Empey and Damota did not return to the meeting after the recess.

Meeting Extension #320/22	MOTION by Councillor Hall to extend the meeting beyond four hours.	FOR 5 Councillors	AGAINST 0 Councillors	CARRIED	
Developing a Municipal Position on Private Home Accommodations #321/22	Administration and Council discussed the challenges with respect to the development of a municipal position on Private Home Accommodations due to jurisdiction and land use issues.		MOTION by Mayor Ireland that Committee direct administration to prepare a draft position on PHAs including a review of any new PHAs proposal issued by Parks Canada, and;	That committee direct administration to present the draft Municipal opinion to Committee of the Whole in a closed session at a future meeting.	
FOR 5 Councillors	AGAINST 0 Councillors	CARRIED	Mr. Given reviewed the process including the Municipality's application for a planning grant under the Federal Rural Transit Solutions Fund program. In early 2022, the Municipality secured the \$50,000 grant towards a planning study for public transportation. On May 24, Committee directed Administration issue to a Request for Proposals for a public transportation system feasibility study.		
Public Transportation System RFP Award #322/22	MOTION by Mayor Ireland that Committee recommend Council award the Public Transportation Feasibility Study to WSP in the amount of \$50,650 exclusive of GST, and;	That the required municipal contribution be funded through the existing approved operating budget.	FOR 5 Councillors	AGAINST 0 Councillors	CARRIED
Legislative Committee – Procedure Bylaw #190 – Agenda Structure #323/22	The Legislative Committee is currently reviewing the Procedure Bylaw and had suggested changes to the order of meeting agendas.	MOTION by Councillor Hall that Council approve the suspension of item Section 1.3 in Schedule 2 of the Procedure Bylaw #190 until December 31, 2022 pursuant of section 3.4 of the bylaw.	FOR 5 Councillors	AGAINST 0 Councillors	CARRIED
Correspondence	none				

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

#324/22 MOTION by Councillor Waxer that Committee approve the updated Motion Action List.

FOR	AGAINST	
5 Councillors	0 Councillors	CARRIED

Councillor reports none

Upcoming Events Council reviewed a list of upcoming events.

Adjournment #325/22 MOTION by Councillor Waxer, there being no further business, the Committee of the Whole meeting of July 12, 2022 be adjourned at 2:51pm.

FOR	AGAINST	
5 Councillors	0 Councillors	CARRIED

# Municipality of Jasper Bylaw Summary

Updated: 6/16/2022

	Bylaw	Date Repealed	Repeals Bylaw	Replaced by Bylaw	Scheduled date for next reading			Date Forwarded	Date Certified
					First Reading	Second Reading	Third Reading & Approval		
248	Taxation Rates Bylaw 2022		236		2022-May-17	2022-May-17	2022-June-7	2022-May-18	2022-May-19
247	Emergency Management Bylaw		162		2022-May-17	2022-May-17	2022-June-7	2022-May-18	2022-May-19
246	Commercial Use of Public Space		193		2022-May-03	2022-May-17	2022-June-7	2022-May-18	2022-May-19
245	Regional Assessment Review Board Bylaw 2022		210		2022-April-19	2022-April-19	2022-May-03	2022-April-20	2022-April 21
244	Traffic Safety Bylaw		195		2022-March-15	2022-March-15	2022-May-03	2022-Mar-17	2022-Mar-25
243	Utilities Fees Levy and Collection Bylaw 2022		232		2022-Jan-18	2022-Jan-18	2022-Feb-01	2022-Jan-20	2022-Jan-21
242	Supplementary Tax Bylaw 2022		234		2022-Jan-18	2022-Jan-18	2022-Feb-01	2022-Jan-20	2022-Jan-21
241	Supplementary Assessment of Improvements Bylaw 2022		233		2022-Jan-18	2022-Jan-18	2022-Feb-01	2022-Jan-20	2022-Jan-21
240	Connaught Utilities Local Improvement Tax Bylaw				2021-July-6	2021-Aug-17	2021-Aug-17	2021-Aug-3	2021-Aug-4
239	Connaught Utilities Borrowing Bylaw				2021-July-6	2021-Aug-17	2021-Aug-17	2021-Aug-3	2021-Aug-4
238	Temporary Compulsory Face Covering Repeal Bylaw		228, 230 & 231		2021-Jun-15	2021-Jun-15	2021-Jun-15	2021-Jun-10	2021-Jun-11
237	Rotation of Ballots Bylaw 2021		204		2021-Jun-01	2021-Jun-01	2021-Jun-15	2021-May-26	2021-May-28
236	Taxation Rates Bylaw 2021		227	248	2021-May-18	2021-Jun-01	2021-Jun-01	2021-May-26	2021-May-28
235	Code of Conduct for Elected Officials Bylaw				2021-May-18	2021-Jun-01	2021-Jun-15	2021-May-26	2021-May-28
234	Supplementary Tax Bylaw 2021		225	242	2021-Jan-19	2021-Jan-19	2021-Feb-02	2021-Jan-20	2021-Jan-22
233	Supplementary Assessment of Improvements 2021		224	241	2021-Jan-19	2021-Jan-19	2021-Feb-02	2021-Jan-20	2021-Jan-22
232	Utility Fees Levy and Collection Bylaw 2021		226	243	2021-Jan-05	2021-Jan-05	2021-Jan-05	2020-Dec-24	2020-Dec-24
231	Temporary Compulsory Face Covering Amending Bylaw #2			238	2020-Dec-08	2020-Dec-08	2021-Jan-05	2020-Dec-09	2020-Dec-10

## AGENDA ITEM 6.1

### REQUEST FOR DECISION

**Subject:** Activity Centre Renovation Construction Management RFP  
**From:** Bill Given, Chief Administrative Officer  
**Prepared by:** Michelle Morissette, Sr. Project Manager WSP  
Bill Given, Chief Administrative Officer  
**Reviewed by:** Christopher Read, Director of Community Development  
**Date:** July 19, 2022



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#### Committee Recommendation:

- That Council award the RFP for the Activity Centre Renovation Construction Manager to Carlson Construction with fees as follows:
  - Pre-Construction Services of \$15,000 in addition to the Cost of Construction; and
  - Construction CM Fee, Staffing and General Requirement to be included in the total cost of construction budget previously approved by council.

#### Alternatives:

- That Council direct administration to proceed with out a construction manager.
- That Council direct administration revise and reissue the RFP for construction management services.

#### Background:

The Jasper Activity Centre is a collection of municipally owned facilities located on a single block within the Town Site of Jasper. There are two separate buildings on the site – the Jasper Fitness and Aquatic Centre and the Jasper Activity Centre/Arena which also contains the municipal administration offices and a multipurpose hall (the facilities). The first of the facilities to be constructed was an outdoor pool originally built in the 1950s. Since that time various additions and renovations have taken place over the years.

In 2021, Council has 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.

On August of 2021 Council approved engaging WSP to provide project management services for the renovation and in December 2021 Council awarded Prime Consultant services to GEC Architecture.

Council approved the project scope and a corresponding over all project budget of \$14,001,550 in April 2022.

#### Discussion:

An important part of the project team is the Construction Manager. The key function of the Construction Manager will be to provide cost estimates, forecast on escalations and phasing, provide constructability reviews, and recommend product selection or alternate details to maintain alignment with the cost of construction. Additionally the Construction Manager will be responsible for the safety of the workers and subtrades along

with safety of the facility stakeholders be it MoJ team member or the general public. The Construction manager will also be responsible for planning and coordination with MoJ staff to minimize impacts to the users of the facility during construction.

RFP for Construction Manager was initially issued in November 2021 but unfortunately no responses were received. The view of administration is that this may have been a reflection of the high levels of uncertainty due to the relatively undefined project scope at the time.

Once the accepted increased budget was accepted and approved by Council in April, it was decided to re-issue the Construction Manager RFP with the more detailed scope in hopes of a better response from the market. The revised Construction Manager RFP was posted to Alberta Purchasing Connection on May 19, 2022, with a closing date of June 9, 2022.

One (1) valid submission was received by the RFP deadline. Evaluation of the single proposal was still done to ensure the recommendation to move forward with the single submission was the best value for the Municipality.

Carlson Construction is celebrating their 95th year as a locally owned Alberta based construction management team. Over the past nine decades they have been fortunate to lead many successful crossing management projects similar to the Jasper activity centre project. Examples of similar projects include the Royal Glenora Club, the Derrick Golf and Winter Club, and the Leduc Golf and Country Club. These projects were all conducted under construction management profile or construction management reverted to a stipulated price. All four projects listed above were expansion renovations to active facilities during the construction.

Carlson construction's work with these recreation facilities included large building infrastructure upgrades interior exterior renovations and new building additions. Carlson excels with the challenges that are often found in these facilities including inactive and congested areas that require detailed logistics planning tight schedules and extended work hours and night shifts the need for phase implementation to reduce disruptions and maintain uninterrupted working environments for building occupants and stakeholders.

Carlson Construction proposed an amount of \$15,000 for the fixed Pre-Construction fee and 22.9% of the cost of construction for the Construction CM Fee, Staffing and General Requirement.

Carlson will assist in establishing the number and scope of the tender packages based on the best value for the Municipality and reducing impacts to the user experience.

In validating costs and material/product selection of the design Carlson Construction will use their inhouse estimators along with major trade partners such as concrete, cladding, roofing, mechanical and electrical to obtain current costs. Monthly accurate reporting of the costs including forecasts will allow the Municipality the ability to look for adjustments or enhancements within the assigned budget.

Product/material availability along with addressing long lead items as part of early procurement will be an activity throughout the duration of the Construction.

WSP has met with Carlson to discuss the assumptions incorporated in their fees, and it was determined that Carlson has identified that there is a potential to reduce the 22.9% once they can begin actively working on the project to find synergies and begin to identify savings for the work.

## **Discussion of Alternatives**

While council could choose to *either* proceed with out a Construction Manager *or* to revise and reissue the RFP back in to the market each of these alternatives present significant risks to the project:

### **Proceeding without a Construction Manager**

- Single Tender Package with a single General Contractor will increase the schedule 6-9 months for completion. Cost control is diminished with a fixed price / General Contractor relationship, no incentive to reduce costs to realign with Project Budgets; and
- Lack of constructability reviews to assist the design team with alternate methods prior to the issuance of tender. Changes in scope post close od tender are typically not a full cost/credit back to the project; and
- Multiple Tenders and Multiple Contractors. Increased schedule impacts along with addition Prime Consulting and Project Management fee as project would be split into multiple projects to maintain schedule. Cost control is diminished with a fixed price / General Contractor relationship, no incentive to reduce costs to realign with Project Budgets, Multiple Contractors will also increase the General Requirements/Profit.

### **Re-Issuing a new RFP**

- Reputation of the Municipality of Jasper will be impacted with a third attempt at procurement of Construction Manager. High probability the valid Construction Management submission will not resubmit if retendered, and
- Schedule impacts, engaging the Construction Manager at the time of this recommendation will allow early work within the facility to prepare for the final work. Delays in the process will delay the start of construction and potentially expose the project to additional escalation costs with tender packages pushed out further. Schedule impact will also impact consulting fees for extension of schedule.

Administration is confident that the bench strength demonstrated of the proposed team and the reference projects illustrate that Carlson Construction is a capable and credible proponent that will provide significant value to the project.

### **Strategic Relevance:**

The project as proposed is aligned with the recommendations of the Culture and Recreation Services and Facilities Review adopted by Council in 2021 and the following items from Council's draft 2022-2026 Strategic Priorities:

- Proactively plan for and invest in the maintenance and management of our natural assets and built infrastructure
- Ensure residents receive quality service that provides strong value for dollar.
- Promote and enhance recreational and cultural opportunities and spaces

### **Financial:**

The recommended amount of \$15,000.00 for pre-construction services and the percentage based Construction CM Fee, Staffing and General Requirement are already included in the council approved project budget. Percentage based fees will not exceed 22.9% of the cost of construction.

## AGENDA ITEM 6.2

### REQUEST FOR DECISION

**Subject:** Food Security Working Group  
**From:** Bill Given, Chief Administrative Officer  
**Prepared by:** Lisa Riddell, Community Development Manager  
**Reviewed by:** Christopher Read, Community Development Director  
**Date:** July 19, 2022

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#### **Committee Recommendation:**

- That Council approve the draft Terms of Reference for a Food Security Working Group; and
- That Council appoint a member of Council to the Food Security Working Group.

#### **Alternatives:**

- That Council direct administration to amend the draft Terms of Reference for a Food Security Working Group and return the amended item to Council

#### **Background:**

On June 28<sup>th</sup>, Committee heard from the Jasper Local Food Society about the state of food security in Jasper as well as what the Municipality of Jasper could consider doing to support food security in Jasper. In motion #292/22, Committee directed administration to explore opportunities for the Municipality of Jasper to support food security efforts in Jasper and report back to a future Committee of the Whole meeting.

#### **Discussion:**

Some of the opportunities listed have been noted as short term opportunities, while others are longer term considerations for Council. The first item within the Jasper Local Food Society's requests from that presentation is to "explore opportunities for the Municipality to support coordination, administration and mobilization of food security focused groups." Administration sees the formation of a time-limited Food Security Working Group as a nearer term opportunity that could support coordination and mobilization of these groups as well as inform some of the longer-term opportunities.

The second opportunity noted by the JLFS on the June 28<sup>th</sup> presentation was to "Invest in compost infrastructure and operation, and education for the community." Administration is currently reviewing the composting system and establishing more public communication to support greater understanding of composting in Jasper. Additional discussion about composting operations will come to a future Committee meeting.

The third recommendation from the JLFS' report to Committee on June 28 was to "Increase opportunities for Jasperites to produce their own food." Administration sees the formation of a time limited, Council-supported Food Security Working Group to inform the further development of these ideas in advance of the 2023 budget discussions.

Food insecurity in Jasper is a complex situation that is not just a recent trend, and the Municipality currently offers substantial immediate support to those experiencing food insecurity. Since 2020, Community Outreach Services has been disseminating Federal COVID-19 Relief Funding called "Reaching Home" and helping with

accessing food has been on top of the list of things people need help with. Community Outreach Services has also accessed the Caring Community Fund when appropriate via a long-standing partnership the Municipality has with the Jasper Community Team Society. This fund helps Jasperites overcome small but significant barriers to optimal wellbeing.

A key point of discussion is what output Council wishes to see from the time limited Food Security Working Group. Administration recommends the coordination of 3 meetings between August and October of 2022 to draft recommendations specific to advancing food security in Jasper for consideration in the 2023 budget.

**Strategic Relevance:**

\*From the draft strategic plan.

- Community Health – Take proactive steps to reduce the risk of people becoming vulnerable and respond when they are vulnerable.
- Relationships – Communicate and engage with residents.
- Relationships – Welcome the expertise, innovation, creativity and commitment of community members, groups, and associations.

**Financial:**

Administration can support the Food Security Working Group within the existing 2022 budget.

**Follow Up Actions:**

- Administration will bring a report with the results of the Food Security Working Group included as part of the response to motion #292/22

**Attachments:**

- Food Security Working Group Terms of Reference draft

# Food Security Working Group Terms of Reference

## 1. Purpose

The Food Security Working Group is a time-limited group, struck in response to the need articulated by the Jasper Local Food Society at the June 28 Committee of the Whole Meeting. The role of the working group is to clarify and define what “food security” means in the Jasper context, and draft recommendations specific to advancing food security in Jasper for consideration in the 2023 budget. In keeping with our organizational commitment to take proactive steps to reduce the risk of people becoming vulnerable and to respond when they are vulnerable, the Food Security Working Group will receive support from the Municipality's Community Development department to fulfill its purpose.

For Reference: According to the United Nations' [Committee on World Food Security](#), “food security” is defined as meaning that all people, at all times, have physical, social, and economic access to sufficient, safe, and nutritious food that meets their food preferences and dietary needs for an active and healthy life.

## 2. Membership & Structure

At a minimum, the working group will be comprised of delegates with equal voting rights from each of the below groups. Should any other related stakeholders become known, the working group can add members by majority vote. Municipal staff with subject matter expertise (from Community Development, Operations etc.) may be invited to attend by majority vote.

Group	# of Members
Member of Municipal Council	1
Jasper Food Bank	1
Jasper Local Food Society	1
Jasper Food Recovery Program	1

### a. Posting Committee Membership

The working group shall post and maintain a current listing of members on the municipal website.

### b. Length of Term

Appointments shall be for the term of August to December of 2022.

If a member is not able to fulfill the entire term, the working group will vote to accept an alternate member who will assume their role immediately.

## 3. Meetings

### a. Frequency, Date & Time

The working group will meet a minimum of 3 times.

Meeting times may change to meet the dynamic needs of members.

### b. Duration

Meetings will be scheduled for 1 hour and may be extended past 1 hour with a simple majority vote of members present at the meeting.

### c. Standard Agenda

## Food Security Working Group Terms of Reference

The format for each working group meeting shall be as follows:

1. Call to order
2. Approval of Agenda
3. Approval of minutes
4. Business arising from minutes (this includes tabled items, action items and old business)
5. Reports
6. New business
7. Information items
8. Adjournment

d. **Agenda Setting and Meeting Minutes**

- The agenda and any other required documentation shall be prepared by Community Development and distributed to the working group members before the meeting. Whenever possible, the agenda should be emailed three days in advance of the meeting;
- A summary report of the meeting shall be prepared as soon as possible after the meeting and shall be made available to working group members;
- A copy of the summary report of each meeting will be shared with the Chief Administrative Officer.

### **3. Quorum**

A quorum is required for a decision made by the Committee to be valid and where a quorum is not present, the meeting is not considered valid. A quorum is one-half of the members.

### **4. Roles & Responsibilities**

A. Community Development will support the working group in carrying out its function by:

- Maintaining a master list of members and contact information.
- Compiling an agenda and circulating it to members.
- Reviewing previous meeting reports and material prior to the meetings.
- Ensuring all necessary documents, correspondence and information are available for the meetings.
- Reviewing previous meeting reports and material prior to the meetings.
- Issuing updates to meeting times and locations, if necessary, as soon as they are known.
- Facilitating the meetings
- Encouraging participation of all members.
- Involving members in problem solving and developing recommendations.
- Inviting special guests to attend meetings when appropriate.
- Ensuring all discussion items end with an actionable decision
- Managing the preparation and distribution of meeting minutes.
- Disseminating information to members.
- Retaining records and meeting minutes.
- Preparing recommendation(s) and forwarding them to the CAO and Council with supporting documentation.

## Food Security Working Group Terms of Reference

### B. Working Group Members

All members are responsible for participating in the working group. Working Group members are responsible for:

- Attending and actively participating in all meetings.
- Participating in the identification of opportunities to advance food security in Jasper.
- Monitoring and following-up on reports and recommend action.
- Ensuring the maintenance and monitoring of records related to working group meetings.
- With an unbiased viewpoint, actively participating in making recommendations to the CAO and Council regarding ways to advance food security in Jasper.
- Arranging to have an alternate member to attend meetings in their place, when they are unavailable to attend
- Always maintaining confidentiality.

### C. Working Group Members Not Fulfilling Duties

If a situation should arise of a committee member not fulfilling their duties the Working Group will make a recommendation to address this issue.

### 5. Record Keeping

The Working Group shall keep accurate records of all items discussed, and shall keep minutes of its meetings. The minutes shall be available for viewing upon request.

### 6. Reports and Recommendations

Reports and recommendations of the Working Group shall be freely accessible to the public.

### 7. Making Recommendation(s)

Recommendations to Council will be in written format and will be related to food security, material (important, relevant, essential) and doable (reasonably capable of being done by the municipality).

### 8. Funding and Budgeting

Funding for the support of the Food Security Working Group can be incorporated into the existing 2022 Community Development budget; specifically, the budget to support emerging trends that arise out of Community Conversations.

### 9. Review and Amendments

The Terms of Reference of the working group will be reviewed and adopted by Council prior to the first meeting of the Food Security Working Group.

### 10. Limitation of Liability

Members of the working group shall not be held personally liable for anything done or not done, provided they have acted in good faith while carrying out their duties as members.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
C.A.O.

## AGENDA ITEM 6.3

### REQUEST FOR DECISION

**Subject:** Public Transportation System RFP Award  
**From:** Bill Given, Chief Administrative Officer  
**Prepared by:** Bill Given, Chief Administrative Officer  
**Reviewed by:** Christine Nadon, Director of Protective & Legislative Services  
Christopher Read, Director of Community Development  
**Date:** July 19, 2022

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#### **Committee Recommendation:**

That Council award the Public Transportation Feasibility Study to WSP in the amount of \$50,650 exclusive of GST; and

That the required municipal contribution be funded through the existing approved operating budget.

#### **Alternatives:**

- That Council award the Public Transportation Feasibility Study to another firm.
- That Council direct Administration to cancel the Public Transportation Feasibility Study project.

#### **Background:**

A number of documents, including the 2011 Jasper Community Sustainability Plan and the 2018 Transportation Master Plan, include recommendations to explore the opportunity of future internal and regional transit connections for the town.

In 2021, Council supported a public transportation pilot project for the summer season. The pilot project ran from July 15 to Sept 26, and saw strong average daily ridership that grew over the course of the project (July – 20.5/day, August – 48.8/day, September – 49/day).

Based on the recommendations from the previously mentioned plans, and the success of the pilot project, in the fall of 2021 Administration applied for a planning grant under the Federal Rural Transit Solutions Fund program. In early 2022, the Municipality secured the \$50,000 grant towards a planning study for public transportation.

On May 24, Committee directed Administration issue to an RFP for a public transportation system feasibility study. This RFD was then brought to the July 12, 2022 Committee of the Whole meeting for discussion.

#### **Discussion:**

The RFP was posted to Alberta Purchasing Connection on June 9 with a closing date of June 29.

Four (4) valid submissions were received by the RFP submission deadline and reviewed by administration. Proposals were evaluated in the categories shown below. All of the submissions were competent and capable of completing the project. WSP was second in points awarded for Qualifications & Experience, tied for the highest points in Proposal Quality & Completeness, and was the lowest cost proposal, while being tied for the second highest number of hours committed to the project.

**Evaluation categories**

Qualifications & Related Experience	25 points
Proposal Quality & Completeness	30 points
Project Schedule	15 points
Cost	25 points

Proponent	Final Score
DanTec Associates	79
Dillon Consulting	85
Parsons	85
WSP	89

As a part of their project proposal, WSP identifies that the first of two presentations to Council would occur approximately four weeks after beginning the project.

The study is intended to deliver the following information, some of which will be used to inform the 2023 budget discussion. :

- An analysis of the current state of public transportation in Jasper including demand, provision, perceptions and barriers.
- Provide review of existing public transportation solutions in similar mountain communities with economies largely driven by tourism.
- Identification of potential future partners in the provision of public transportation.
- Development of a recommendations for a public transportation system for Jasper including, routes, fares and operating hours and 10-year capital and operating forecasts.

**Strategic Plan Relevance:**

From the *DRAFT 2022-2026* strategic plan

Environment

- Increase opportunities for active transportation and transportation alternatives.
- Include an environmental lens into our decision making and operational plans.

**Financial:**

The proposed amount is within the project budget, the majority of which will be funded by the \$50,000 federal grant.

**Attachments:**

- none

## AGENDA ITEM 6.4

### REQUEST FOR DECISION

**Subject:** Procedure Bylaw #190 – Agenda Structure  
**Prepared by:** Bill Given, Chief Administrative Officer  
**Reviewed by:** Emma Acorn, Legislative Services Coordinator  
**Date:** July 19, 2022



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#### Committee Recommendation:

- That Council approve the suspension of item Section 1.3 in Schedule 2 of the Procedure Bylaw #190 until December 31, 2022 pursuant of section 3.4 of the bylaw.

#### Alternatives:

- That Council direct administration to maintain the existing agenda structure until a full update of Procedure Bylaw #190 is completed.
- That Council refer the matter of the agenda structure back to the Legislative Committee for further discussion.

#### Background:

Item 1.3 in Schedule 2 of the Procedure Bylaw (#190) prescribes the format of agendas for regular council meetings. This ordering of agenda items also establishes the “flow” of council meetings. The bylaw does not explicitly prescribe the format of committee of the whole agendas but as a matter of practice administration applies the same order as is used in regular council meetings.

The established format is:

- Call to Order
- Approval of Agenda
- Approval of Minutes
- Presentations/Appointments/Recognitions
- Business arising from Minutes
- Departmental Reports
- Bylaws
- RFDs
- Other New Business
- Correspondence for Consideration or Action
- Information Items – Upcoming Events
- Adjournment

The Legislative Committee met on July 5, 2022 and reviewed two samples agendas with proposed revisions to the agenda structure. This item was discussed by Committee of the Whole at the July 12, 2022 meeting.

**Discussion:**

Administration proposed two alternate concepts for discussion and consideration by the committee. Each of the versions use the same order of items (contrasted with the existing order in the table below).

Existing	Proposed - Regular	Proposed - Committee
Call to Order	Call to Order	Call to Order
Approval of Agenda	Approval of Agenda	Approval of Agenda
Approval of Minutes	Approval of Minutes	Approval of Minutes
Presentations/Appointments/Recognitions	Delegations	Delegations
Business arising from Minutes	Correspondence	Correspondence
Departmental Reports	New Business	New Business
Bylaws	Notices of Motion	Motion Action List
RFDs	Council Reports	Councillor Upcoming Meetings
Other New Business	Upcoming Events	Upcoming Events
Correspondence for Consideration or Action	Adjournment	Adjournment
Information Items – Upcoming Events		
Adjournment		

The main difference between the existing order laid out in the Procedure Bylaw and the proposed revisions are:

- The consolidation of a number of items in to the category of “New Business”
- Bringing Correspondence to follow Delegations
- The addition of motions “in-line” with Regular meeting agendas
- Slight differences in the layout of agendas for Regular and Committee of the whole meetings.

Recommendations and alternatives will also continue to be presented in their regular place in individual RFDs. The use of “in-line motions” is intended for use at regular Council meetings.

After discussion the Legislative Committee expressed an interest in trying the agenda structure with the addition of motions “in-line” for regular meetings. Members also wanted to offer the rest of Council an opportunity to test the proposed changes. As the Legislative Committee continues their review of Bylaw #190 they do anticipate further amendments will be proposed before the end of 2022.

In order to allow Council time to test a new agenda format and to allow time to gather amendments before bringing an updated bylaw for readings the Legislative Committee is recommending Council suspend item Section 1.3 in Schedule 2 of the Procedure Bylaw #190 until December 31, 2022 pursuant of section 3.4 of the bylaw.

- [Municipal Government Act](#)
- [Bylaw #190 Procedure Bylaw](#)
- [Policy A-001 Policy Development and Review](#)

**Financial:** There would be no additional costs incurred as a result of this recommendation.

**Attachments:** none

## AGENDA ITEM 6.5

### REQUEST FOR DECISION

**Subject:** Council's 2022-2026 Strategic Plan  
**From:** Bill Given, Chief Administrative Officer  
**Prepared by:** Bill Given, Chief Administrative Officer  
**Reviewed by:** Emma Acorn, Legislative Services Coordinator  
**Date:** July 19, 2022



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#### **Recommendation:**

That Council adopt the 2022-2026 Strategic Priorities as presented.

#### **Alternatives:**

That Council refer the 2022-2026 Strategic Priorities to a future Committee of the Whole meeting for further refinement.

#### **Background:**

On April 4-6 Council conducted their strategic planning session during an offsite event in Banff. The session was facilitated by Tracey Lorenson from Civic Excellence and focused on identifying the strategic directions and themes that Council wished to incorporate into its Strategic Priorities for the term.

Council has reviewed and further refined the outputs from the planning session at three subsequent working sessions, including a workshop on July 12. Edits discussed at the workshop are included in the attached draft.

#### **Discussion:**

Council's plan sets forward a strategic and holistic approach to advancing the community's interests. The plan identifies thirty strategic priorities that are grouped into the following six interrelated theme areas:

- Community Health
- Housing
- Relationships
- Environment
- Organizational Excellence
- Advocacy

When the plan is formally adopted, Council's priorities will provide foundational guidance to municipal staff which will inform operational decisions and administrative recommendations as well as the development of the 2023 budget.

Following Council adoption of the plan, administration will provide final design touch-ups before posting the document to the web and producing a small number of hard copy versions.

#### **Attachments:**

- 2022-2026 Strategic Priorities



Municipality of Jasper

# STRATEGIC PRIORITIES

2022-2026

[www.jasper-alberta.ca](http://www.jasper-alberta.ca)



# About the MUNICIPALITY OF JASPER

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

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

Today, Jasper is home to just under 5,000 full-time residents who come from a wide diversity of backgrounds, abilities, and orientations. Our community typically welcomes over 2,000,000 visitors every year who come to experience the hospitality of our mountain town and its shimmering glaciers, abundant wildlife, crystal-clear lakes, thundering waterfalls, deep canyons and evergreen forest — all surrounded by towering mountains.

The Municipality of Jasper is unique because it is a town, located within a province (Alberta) and within a National Park (Jasper National Park).

The Municipality of Jasper was formed by the Province of Alberta on July 20, 2001, and is led by a locally elected Mayor and 6-member Council who provide leadership, governance and oversight of the operations of the Municipality.

About 170 people work for the Municipality, providing the day-to-day services that keep the town running to the benefit of residents and visitors alike. These services include items related to core infrastructure such as road clearing and maintenance; water treatment and supply; and managing solid waste; as well as a broad suite of human services such as recreation and culture, social supports and childcare.



# Municipality of Jasper Council



Councillor Helen Kelleher-Empey, Councillor Scott Wilson, Councillor Kathleen Waxer, Mayor Richard Ireland  
Councillor Ralph Melnyk, Councillor Wendy Hall, Councillor Rico Damota

# A message from the MAYOR

On behalf of Council, I am pleased to share our Strategic Priorities for the term 2022-2026.

Establishing Strategic Priorities is a critical step to provide foundational guidance and enhance council and administrative alignment to more effectively advance community aspirations. The 2021 election provided councillors with an unparalleled opportunity to engage with citizens and to hear, unfiltered, residents' priorities. The post-election period has allowed councillors time to distill that information, and to reflect upon and refine their individual sense of the relative weighting of multiple, sometime competing, priorities. In spring 2022, assisted by a professional facilitator, Council gathered with our CAO and key administrative staff to consolidate individual priorities into one cohesive set of Council priorities. Over the course of two intensive days, Council formulated the key concepts underlying this document. In the following weeks, Council devoted additional focused working sessions to confirm, sharpen and articulate its collective approach, such that this final document is a clear reflection of Council's Strategic Priorities for the balance of the current term and beyond.

While both individually and collectively adopting and committing to these Strategic Priorities, Council respectfully acknowledges that the underlying principles are certainly not new. Successive previous Councils have established a firm foundation upon which we

continue to build with confidence. The five pillars of sustainability as outlined in the Jasper Community Sustainability Plan - economic, social, environmental, cultural, and governance - continue to guide the development and refinement of our current Strategic Priorities. We recognize that consistency in focus and effort are critical components to successfully advancing community goals. The vision, the hopes, the dreams of the community have not altered. The recognition by previous Councils of the primacy of 'Community Health' remains intact.

Building on that established premise, Council will continue to take proactive steps to foster a healthy community. Within the broad context of Community Health, Council has confirmed the strategic importance of three recognized themes: Housing, Relationships, and the Environment; and has identified the need for two additional themes: Organizational Excellence and Advocacy.

Encompassed within this collection of themes, Council has identified 30 individual strategic actions. It is essential to recognize that just as our community is an integrated whole - and much more than the sum of its parts - this document is similarly intended to be read and understood as an integrated whole: that each identified action does not stand alone; that they work in unison, and that each may fit within and advance any number of Strategic Priorities.



**RICHARD IRELAND** Mayor

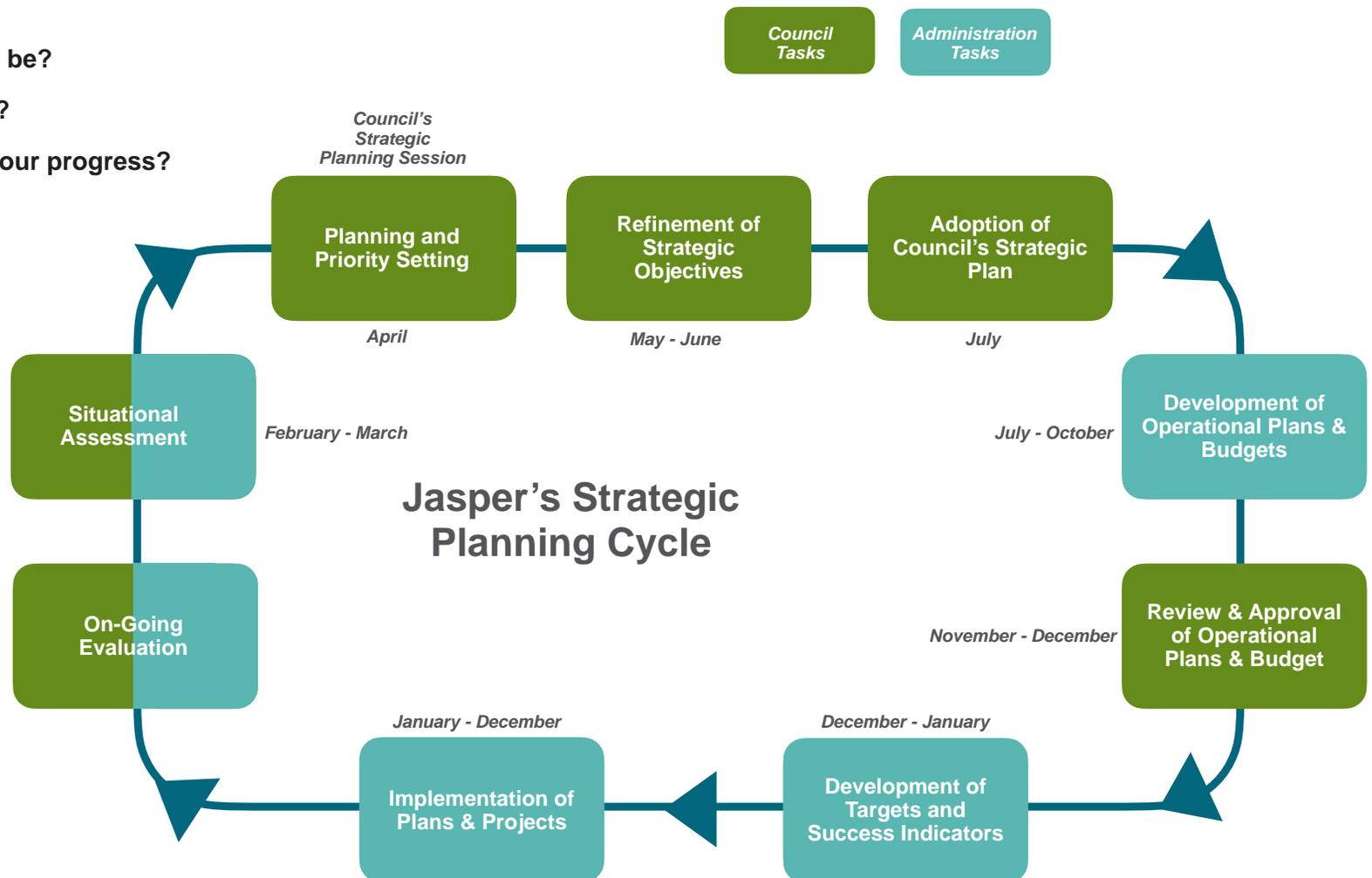
In relentless pursuit of these Strategic Priorities, Council proudly acknowledges the immeasurable contribution of our municipal staff to fostering Community Health and well-being: a continuing contribution based on their self-established values of professionalism, empathy, accountability, respect, communication, and teamwork. We recognize that our residents deserve no less, from staff, and from Council.

# Framework & Process

The purpose of this Strategic Plan is to articulate strategic choices and provide information on how the organization intends to achieve its priorities.

The Strategic Plan outlines priorities to be achieved over the next several years and addresses four questions:

- Where are we now?
- Where do we want to be?
- How do we get there?
- How do we measure our progress?



# Council's Strategic Priorities



**Council acknowledges and respects the values established by the employees of the Municipality:**  
*Professionalism, Empathy, Accountability, Respect, Communication, Teamwork*

# COMMUNITY HEALTH

*The health of our community is the foundation of our future.*

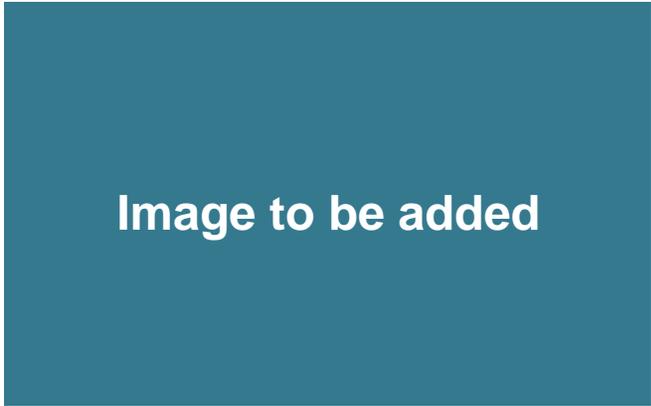


## To foster a healthy community, we....

- Take proactive steps to reduce the risk of people becoming vulnerable and respond when they are vulnerable.
- Promote and enhance recreational and cultural opportunities and spaces.
- Enable and facilitate events that provide opportunities to increase community connections.
- Embrace our growing diversity.
- Leverage and create opportunities for greater inclusion.
- We recognize the fundamental importance of our tourism economy.

# HOUSING

*Shelter is foundational for quality of life, social well-being, community stability and economic health.*



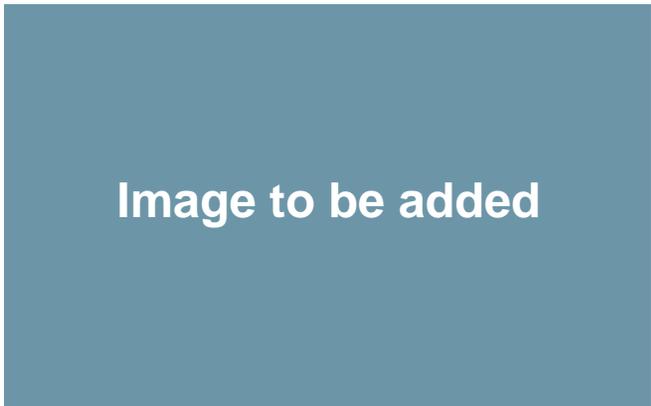
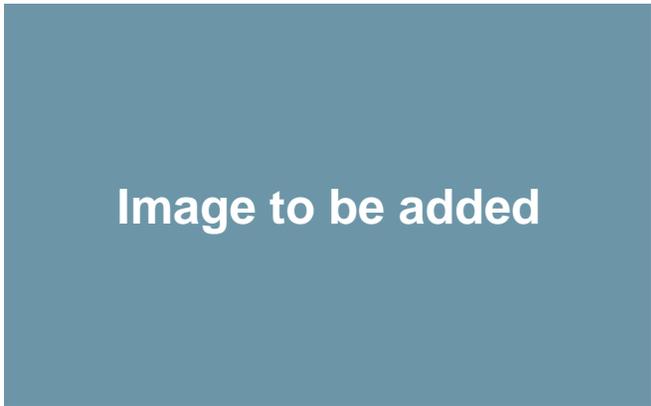
## To address housing, we...

- Build our internal capacity to advance our housing priorities.
- Invest in infrastructure to support housing.
- Invest in developing community focused housing units.
- Facilitate others in developing diverse housing options.
- Explore increasing the number of units available for municipal staff accommodation.



# RELATIONSHIPS

*We recognize that our ability to provide effective community leadership relies on the strength of our relationships, primary amongst which are our relationships within our organization.*



## To maintain strong relationships, we...

- Nurture our most important relationships which are those within our organization.
- Communicate and engage with residents.
- Collaborate with other municipalities, orders of government, indigenous partners and advocacy associations.
- Welcome the expertise, innovation, creativity and commitment of community members, groups, associations and businesses.
- Continue along the path of Reconciliation.



# ENVIRONMENT

*We will be a leader in sound environmental practices.*



## To demonstrate care for our environment we...

- Value the unique opportunities and responsibilities arising from our location inside a National Park and World Heritage Site.
- Focus on prevention, mitigation, and preparation for natural disasters.
- Increase opportunities for active transportation and transportation alternatives.
- Include an environmental lens into our decision making and operational plans.
- Examine and adjust our services to ensure they are providing the expected environmental benefits.

# ORGANIZATIONAL EXCELLENCE

*Working with our CAO, we will embed a culture of service delivery excellence and innovation throughout the organization.*



## To advance organizational excellence we....

- Empower our staff by investing in the training and tools they require.
- Entrust our staff to develop healthy relationships with the people they serve.
- Proactively plan for and invest in the maintenance and management of our natural assets and built infrastructure.
- Ensure residents receive quality service that provides strong value for dollar.
- Pursue alternative revenue sources and equitable distribution of costs.



# ADVOCACY

*We empower, facilitate and lead discussions of importance to our community.*



## To advocate with, and on behalf of, our community we...

- Strengthen our voice by partnering with those who share our interests.
- Contribute our voice to support community, industry, and partners in their advocacy efforts.
- Increase awareness and understanding of our unique conditions with other orders of government and funders.
- Pursue the acquisition of tools and authorities to enhance service delivery, equity and affordability.
- Take active and strategic steps to advance Jasper's interests, including the acquisition of land-use planning and development authority and attaining Resort Municipality Status.



## AGENDA ITEM 6.6

### REQUEST FOR DECISION

**Subject:** Request for Transfer of Land Use Planning & Development  
**From:** Bill Given, Chief Administrative Officer  
**Prepared by:** Bill Given, Chief Administrative Officer  
**Reviewed by:** Emma Acorn, Legislative Services Coordinator  
**Date:** July 19, 2022

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#### **Recommendation:**

That Council formally request that Land Use Planning and Development approval powers be transferred to the Municipality of Jasper, and;

That Council authorise the Mayor to formalize the request via correspondence to the appropriate Parks Canada representatives and relevant Federal Ministers.

#### **Background:**

The 2011 Jasper Community Sustainability Plan which was jointly developed by Municipality of Jasper and Jasper National Park of Canada, specifically contemplates increasing the role of the Municipality with respect to land use planning and development. Action 1 under Goal 2.5.1 of the Plan states that:

*“The Municipality and Parks Canada will review the Agreement for the Establishment of Local Government in the Town of Jasper. Where the parties are in agreement with respect to desired change, Parks Canada will recommend to the Minister that the Agreement be amended accordingly including, as required, legislative change to increase the role of the Municipality respecting land use planning and development.”*

#### **Discussion:**

The transfer of these authorities would enable the Municipality to better respond to the unique challenges and opportunities of sustaining a successful community within the context of our national park setting.

As recently as June of 2021 Council provided formal written input to Parks Canada requesting that the draft the Jasper National Park Management plan include a goals related to the topic. Council requested that the follow be added to the draft management plan:

*“Parks Canada and the Municipality of Jasper work toward transitioning land-use planning and development authorities in the townsite to the municipality no later than 2030.”*

Unfortunately this request was determined to be outside the scope of the JNP management plan and was not included.

Over the past year the municipality has been engaged in advocacy at the federal level with both political and administrative officials. As a result of the sustained advocacy, on May 11, 2022 Council met with Parks Canada VP of Operations Andrew Campbell and it was agreed that the parties should begin the process of reviewing the Agreement for the Establishment of Local Government in the Town of Jasper.

Council and Mr. Campbell agreed that the review would consider a broad scope of services including the potential transfer of land use planning and development approval authority within the townsite and the issue of land rent paid by the municipality, in addition to other areas where jurisdiction or service delivery may overlap.

Since that time Administration from Parks Canada and the Municipality met on May 19th and again on July 11 to begin the review process.

As a part of this ongoing process, Parks Canada has requested the municipality formalize its request. Administration supports this formal documentation via a specific council motion and correspondence.

**Relevant Legislation:**

- Canada National Parks Act
- Jasper Community Sustainability Plan
- Agreement for the Establishment of Local Government in the Town of Jasper
- Alberta Municipal Government Act

**Financial:**

There is no cost to following this recommendation. The review process and negotiations will be supported by administration. Additional outside expertise may be required and administration will bring forward a dedicated request for funding should expenses not be able to be accommodated within the scope of the approved 2022 budget.

For the 2022/2023 the Municipality will pay the federal government \$724,085.99 for land rent.

**Attachments:**

- None

## 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.	September 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.	August 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.	August 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.	August 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.	August 2022
Policy B-017 Community & Economic Development Fund	May 24, 2022	Director of Community Development	That Committee refer the matter of funding the Community Economic Development Fund to the 2023 budget discussion.  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.	September 2022
JCHC Governance Review - 1	June 14, 2022	CAO	That Committee direct administration to review corporate structures that would enable JCHC to assume debt	September 2022

			independent of the Municipality while also being able to provide some manner of equity in return for capital contributions.	
<b>JCHC Governance Review -2</b>	<b>June 14, 2022</b>	<b>CAO</b>	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.	<b>September 2022</b>
<b>JCHC Governance Review - 3</b>	<b>June 14, 2022</b>	<b>CAO</b>	That Committee direct administration to coordinate a workshop with Colliers, the JCHC and Council to further review the report.	<b>July 2022</b>
<b>Alberta / Japan Twinning Municipalities Association</b>	<b>June 14, 2022</b>	<b>Director of Protective &amp; Legislative Services</b>	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 <ol style="list-style-type: none"> <li>1. Update the MOJ's profile on the A/JTMA website</li> <li>2. Send the A/JTMA an updated flag to be flown at future conferences</li> <li>3. Consider hosting a future A/JTMA conference</li> <li>4. Profile the MOJ's twinning relationship on the new MOJ website</li> <li>5. Prepare/develop a video from the community of Jasper to send to Hakone to acknowledge the 50<sup>th</sup> anniversary of the twinning relationship</li> </ol>	<b>September 2022</b>
<b>Developing a Municipal Position on Private Home Accommodations</b>	<b>July 12, 2022</b>	<b>CAO</b>	That Committee direct administration to prepare a draft position on PHAs including a review of any new PHAs proposal issued by Parks Canada, and;  That committee direct administration to present the draft Municipal opinion to Committee of the Whole in a closed session at a future meeting.	<b>September 2022</b>
<b>Utilities Model Review</b>	<b>February 2, 2022</b>	<b>CAO &amp; Director of Finance &amp; Administration</b>	Committee directed administration to review the utilities model upon completion of four billing cycles following implementation. This was first discussed at the February 2, 2022 Regular Council meeting.	<b>September 2022</b>

# Municipality of Jasper

List of recommendations  
Regular meeting, Tuesday, July 19, 2022



## **Additions to agenda**

That Council agree to add/delete the following items to the July 19, 2022 regular meeting agenda:

## **Approval of agenda**

That Council approve the agenda for the regular meeting of July 19, 2022 as presented.

## **Approval of minutes**

That Council approve the minutes of the July 5, 2022 Legislative Committee meeting as presented.

That Council approve the minutes of the July 5, 2022 Regular Council meeting as presented.

That Council approve the minutes of the July 12, 2022 Committee of the Whole meeting as presented.

## **Activity Centre Renovation Construction Management RFP**

That Council award the RFP for the Activity Centre Renovation Construction Manager to Carlson Construction with fees as follows:

- Pre-Construction Services of \$15,000 in addition to the Cost of Construction; and
- Construction CM Fee, Staffing and General Requirement to be included in the total cost of construction budget previously approved by council.

## **Food Security Working Group**

That Council approve the draft Terms of Reference for a Food Security Working Group; and

That Council appoint a member of Council to the Food Security Working Group.

## **Public Transportation System RFP Award**

That Council award the Public Transportation Feasibility Study to WSP in the amount of \$50,650 exclusive of GST; and

That the required municipal contribution be funded through the existing approved operating budget.

## **Procedure Bylaw #190 – Agenda Structure**

That Council approve the suspension of item Section 1.3 in Schedule 2 of the Procedure Bylaw #190 until December 31, 2022 pursuant of section 3.4 of the bylaw.

## **Request for Transfer of Land Use Planning & Development**

That Council formally request that Land Use Planning and Development approval powers be transferred to the Municipality of Jasper, and;

That Council authorize the Mayor to formalize the request via correspondence to the appropriate Parks Canada representatives and relevant Federal Ministers.

# Municipality of Jasper

List of recommendations  
Regular meeting, Tuesday, July 19, 2022



## **Council's 2022-2026 Strategic Priorities**

That Council adopt the 2022-2026 Strategic Priorities as presented.

## **Adjournment**

That, there being no further business, the regular meeting of July 19, 2022 be adjourned at \_\_\_\_\_.