

MUNICIPALITY OF JASPER
REGULAR COUNCIL MEETING AGENDA
July 5, 2022 | 1:30 pm
Jasper Library & Cultural Centre – Quorum Room



Notice: Council members and a limited number of staff are in Council chambers at the Jasper Library and Cultural Centre 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 5, 2022 attachment
- 3 APPROVAL OF MINUTES**
 - 3.1 Regular meeting minutes, June 21, 2022 attachment
 - 3.2 Committee of the Whole meeting minutes, June 28, 2022 attachment
- 4 BUSINESS ARISING FROM PREVIOUS MINUTES**
- 5 PRESENTATIONS**
 - 5.1 Trans Mountain Update
- 6 BYLAWS**
 - 6.1 Bylaw Summary attachment
- 7 REQUESTS FOR DECISION**
 - 7.1 Community Futures West Yellowhead attachment
 - 7.2 Jasper Food Bank Service Request attachment
 - 7.3 Policy Review Priority List attachment
 - 7.4 Appointments to Commercial Use of Public Space Taskforce attachment
 - 7.5 Appointments to Emergency Advisory Committee attachment
 - 7.6 Council's 2022-2026 Strategic Plan attachment
- 8 CORRESPONDENCE FOR INFORMATION, CONSIDERATION OR ACTION**
- 9 OTHER NEW BUSINESS**
- 10 MOTION ACTION LIST** attachment
- 11 COUNCILLOR REPORTS**
 - [11.1 Council's appointments to boards and committees](#)
- 12 UPCOMING EVENTS**

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

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

Municipality of Jasper
Regular Council Meeting Minutes
 Tuesday, June 21, 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	Deputy Mayor Kathleen Waxer, Councillors Helen Kelleher-Empy, Ralph Melnyk, Wendy Hall, Rico Damota and Scott Wilson		
Absent	Mayor Richard Ireland		
Also present	Bill Given, Chief Administrative Officer Amanda Stevens, Communications Manager Emma Acorn, Legislative Services Coordinator Peter Shokeir, The Fitzhugh Bob Covey, The Local 2 observers		
Call to order	Deputy Mayor Waxer called the Regular Council meeting of June 21, 2022 to order at 1:30pm and read a Traditional Land Acknowledgement . Deputy Mayor Waxer chaired the meeting today as Mayor Ireland attended a local ceremony to honor National Indigenous Peoples Day.		
Approval of agenda #276/22	MOTION by Councillor Melnyk – BE IT RESOLVED that Council approve the agenda for the June 21, 2022 regular meeting as presented.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Approval of Legislative Committee minutes #277/22	MOTION by Councillor Hall – BE IT RESOLVED that Council approve the minutes of the June 7, 2022 Legislative Committee meeting as presented.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Approval of Regular minutes #278/22	MOTION by Councillor Kelleher-Empy – BE IT RESOLVED that Council approve the minutes of the June 7, 2022 regular meeting as presented.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Approval of Committee of the Whole minutes #279/22	MOTION by Councillor Wilson – BE IT RESOLVED that Council approve the minutes of the June 14, 2022 committee meeting as presented.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Business arising from previous minutes	none		
Bylaw Summary	Council received a summary of bylaws currently in force.		
2021 Audited Consolidated Financial Statements #280/22	MOTION by Councillor Kelleher-Empy – BE IT RESOLVED that Council accept the 2021 Audit Report presented on June 14, 2022 as information; and, that Council accept and approve of the Audited Financial Statements of the Municipality of Jasper as presented for the year ended December 31, 2021.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED

Appointments to Regional Assessment Review Board #281/22	MOTION by Councillor Wilson – BE IT RESOLVED that 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 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 6 Councillors	AGAINST 0 Councillors	CARRIED
Emergency Services Building Boiler Replacement #282/22	MOTION by Councillor Kelleher-Empey – BE IT RESOLVED that 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 Council award the Emergency Services Boiler Replacement contract to Magnum Mechanical Systems Ltd. in the amount of \$177,470.	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Jasper Community Housing Corporation (JCHC) Governance Review #283/22	Administration reviewed the recommendations made by Committee of the Whole at the June 14, 2022 meeting with respect to the JCHC Governance Review and Housing Gap Analysis. Three of the four recommendations have been added to the motion action list with the fourth being addressed today. MOTION by Councillor Wilson – BE IT RESOLVED that 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 6 Councillors	AGAINST 0 Councillors	CARRIED
Commercial Use of Public Space Taskforce Terms of Reference #284/22	MOTION by Councillor Damota – BE IT RESOLVED that Council approve the Commercial Use of Public Space Taskforce Terms of Reference as presented.	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Legislative Committee Terms of Reference #285/22	MOTION by Councillor Hall – BE IT RESOLVED that Council approve the updated Legislative Committee Terms of Reference as presented.	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Correspondence – Paula Ferguson #286/22	MOTION by Councillor Melnyk – BE IT RESOLVED that Council receive the letter from Paula Ferguson for information; and, that Council direct Administration to provide a response to the resident.	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Correspondence – Parks Canada #287/22	Council received a response to an inquiry sent to Parks Canada regarding the moratorium, which currently remains in force, on new Private Home Accommodations in Jasper. MOTION by Councillor Wilson – BE IT RESOLVED that Council receive the correspondence from Parks Canada for information.	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Other new business	none			
Council reports	Councillors Wilson (acting as alternate for Councillor Kelleher-Empey) and Damota will be at the Community Futures West Yellowhead annual general			

meeting on June 23 in Brule.

Councillor Kelleher-Empey will be at the Evergreens Foundation board meeting this Thursday. She also reported Mayor Ireland, Councillor Damota, and herself participated in Lemonade Day on June 18.

Mayor Ireland, Councillors Kelleher-Empey, Waxer, Wilson, and Damota attended the 'Every Child Matters' flag raising ceremony at the Jasper Fire Hall yesterday.

Upcoming events Council received a list of upcoming events for information.

Adjournment #288/22 MOTION by Councillor Wilson – BE IT RESOLVED that, there being no further business, the regular meeting of June 21, 2022 be adjourned at 2:18pm.

FOR
6 Councillors

AGAINST
0 Councillors

CARRIED

Mayor

Chief Administrative Officer

Municipality of Jasper
Committee of the Whole Meeting Minutes
Tuesday, June 28, 2022 | 9:30am
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 Zoom livestreaming and in person attendance.		
Present	Mayor Richard Ireland, Deputy Mayor Kathleen Waxer, Councillors Helen Kelleher-Empy, Wendy Hall, and Scott Wilson		
Absent	Councillors Ralph Melnyk and Rico Damota		
Also present	Bill Given, Chief Administrative Officer John Greathead, Director of Operations Christine Nadon, Director of Protective & Legislative Services Christopher Read, Director of Community Development Amanda Stevens, Communications Manager Emma Acorn, Legislative Services Coordinator Faraz Khan, Municipal Energy Manager Nancy Robbins, Community Futures West Yellowhead Sasha Galitzki, Beth McLachlan, Willow Ellevsen & Ryan Esch, Jasper Local Food Society Erin Toop & Rob McDonnell, WSP Peter Shokeir, The Fitzhugh Bob Covey, The Jasper Local 6 observers		
Call to Order	Deputy Mayor Waxer called the June 28, 2022 Committee of the Whole meeting to order at 9:30am and read a Traditional Land Acknowledgement .		
Additions to the Agenda	Administration requested the following item be added to the agenda: 7.6 Appointments to Emergency Advisory Committee		
Approval of agenda #289/22	MOTION by Councillor Kelleher-Empy to approve the agenda for the June 28, 2022 Committee of the Whole meeting as amended.		
	FOR 5 Councillors	AGAINST 0 Councillor	CARRIED
Committee of the Whole Minutes #290/22	MOTION by Councillor Wilson to accept the June 14, 2022 Committee of the Whole minutes as information.		
	FOR 5 Councillors	AGAINST 0 Councillor	CARRIED
Business arising	none		

<p>Presentation – Community Futures West Yellowhead (CFWY) #291/22</p>	<p>Council received a presentation from Nancy Robbins of CFWY regarding a proposal to undertake a Triage Business Retention and Expansion Project in the West Yellowhead communities of Jasper, Hinton, Edson, Grande Cache and Yellowhead County.</p>			
	<p>MOTION by Councillor Wilson that Committee recommend Council support CFWY with both financial and in kind support for Triage Business Retention and Expansion Project and direct Administration to identify appropriate funding sources for consideration by Council at the meeting next week.</p>			
	<table border="0"> <tr> <td data-bbox="399 516 553 579"> <p>FOR 5 Councillors</p> </td> <td data-bbox="683 516 829 579"> <p>AGAINST 0 Councillor</p> </td> <td data-bbox="1360 548 1471 579" style="text-align: right;"> <p>CARRIED</p> </td> </tr> </table>	<p>FOR 5 Councillors</p>	<p>AGAINST 0 Councillor</p>	<p>CARRIED</p>
<p>FOR 5 Councillors</p>	<p>AGAINST 0 Councillor</p>	<p>CARRIED</p>		
<p>Presentation – Jasper Local Food Society #292/22</p>	<p>Council received a presentation from members of the Jasper Local Food Society - Sasha Galitzki, Beth McLachlan, Willow Ellevsen, and Ryan Esch. Topics included food security, community gardens, composting, food bank services, volunteer burnout and more.</p>			
	<p>MOTION by Mayor Ireland that Committee direct 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.</p>			
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<p>FOR 5 Councillors</p>	<p>AGAINST 0 Councillor</p>	<p>CARRIED</p>		
<p>Department Report - Municipal Energy Manager #293/22</p>	<p>Municipal Energy Manager Faraz Khan presented an update to Council on his progress since joining the Municipality in April of 2022.</p>			
	<p>MOTION by Councillor Kelleher-Empey that Committee accept the Energy Manager Update for information.</p>			
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<p>FOR 5 Councillors</p>	<p>AGAINST 0 Councillor</p>	<p>CARRIED</p>		
<p>Robson and Lion’s Park Planning #294/22</p>	<p>Council received a presentation from Erin Toop and Rob McDonnell of WSP on the Robson and Lion’s Park Planning Project.</p>			
	<p>MOTION by Councillor Wilson that Committee receive WSP presentation on Robson and Lion’s Park Planning for information; and</p>			
	<p>That Committee direct conceptual plans be developed in a scale reflective of today’s Committee of the Whole discussion.</p>			
	<table border="0"> <tr> <td data-bbox="399 1638 553 1701"> <p>FOR 5 Councillors</p> </td> <td data-bbox="683 1638 829 1701"> <p>AGAINST 0 Councillor</p> </td> <td data-bbox="1360 1680 1471 1701" style="text-align: right;"> <p>CARRIED</p> </td> </tr> </table>	<p>FOR 5 Councillors</p>	<p>AGAINST 0 Councillor</p>	<p>CARRIED</p>
<p>FOR 5 Councillors</p>	<p>AGAINST 0 Councillor</p>	<p>CARRIED</p>		
<p>Recess</p>	<p>Deputy Mayor Waxer called a recess from 11:40 to 11:50am.</p>			
<p>Jasper Food Bank #295/22</p>	<p>MOTION by Councillor Wilson that Committee recommend Council approve the request from the Jasper Food Bank to pick up cardboard on-site, and direct Administration to</p>			

provide this service at no cost.

FOR	AGAINST	
5 Councillors	0 Councillor	CARRIED

Activity Centre Renovation Project Update #296/22

MOTION by Councillor Wilson that Committee receive the June 2022 Activity Centre Renovation Progress Update for information.

FOR	AGAINST	
5 Councillors	0 Councillors	CARRIED

Policy Review Priority List #297/22

MOTION by Councillor Kelleher-Empy that Committee recommend Council approve the Policy Review Priority List as presented.

FOR	AGAINST	
5 Councillors	0 Councillor	CARRIED

Appointments to Commercial Use of Public Space Taskforce #298/22

MOTION by Councillor Kelleher-Empy 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.

FOR	AGAINST	
5 Councillors	0 Councillor	CARRIED

Appointments to Emergency Advisory Committee #299/22

MOTION by Councillor Wilson that Committee recommend Council appoint members of Council, as recommended by the Mayor, to the Emergency Advisory Committee.

FOR	AGAINST	
5 Councillors	0 Councillors	CARRIED

Correspondence – Jasper Home Accommodation Association (JHAA) #300/22

MOTION by Councillor Kelleher-Empy that Committee receive the correspondence from the JHAA for information.

FOR	AGAINST	
5 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.

#301/22

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

FOR	AGAINST	
5 Councillors	0 Councillors	CARRIED

Councillor reports

Councillor Kelleher-Empy attended an Evergreens Foundation meeting last Wednesday.

Councillors Wilson and Damota attended the annual general meeting of Community Futures West Yellowhead on June 23.

Councillor Waxer spoke on behalf of Mayor and Council at the 2022 graduation ceremony for École Desrochers.

Mayor Ireland will be speaking at the Jasper Junior Senior High School graduation ceremony tomorrow afternoon. He also has a Zoom meeting Thursday morning with the CAOs and Mayors of Banff, Canmore, and Jasper and a consultant to discuss provincial advocacy on obtaining tourism community status.

All Councillors are invited to a Teams meeting scheduled for Monday with Minister Shandro, primarily to discuss policing services.

Upcoming Events Council reviewed a list of upcoming events.

In Camera
#302/22

MOTION by Councillor Kelleher-Empy to move in camera at 12:24pm to discuss agenda items:
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)

FOR	AGAINST	
5 Councillors	0 Councillors	CARRIED

Mr. Given and Ms. Acorn also attended the in camera session.

Revert to open meeting
#303/22

MOTION by Councillor Kelleher-Empy that Committee of the Whole revert to open meeting at 12:57pm.

FOR	AGAINST	
5 Councillors	0 Councillors	CARRIED

Adjournment
#304/22

MOTION by Councillor Hall, there being no further business, the Committee of the Whole meeting of June 28, 2022 be adjourned at 12:38pm.

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 7.1

REQUEST FOR DECISION

Subject: Community Futures West Yellowhead Business Triage Program
From: Bill Given, Chief Administrative Officer
Prepared by: Bill Given, Chief Administrative Officer
Reviewed by: Emma Acorn, Legislative Services Coordinator
Date: July 5, 2022



Recommendation:

That Council provide \$8720 to support the Community Futures West Yellowhead Triage Business Retention and Expansion, and;

That the funding for the contribution be allocated from Council's budget for 'Contributions to Other Groups'.

Alternatives:

- That Council direct administration identify alternate funding sources and return to a future committee meeting.
- That Council receive this report for information and take no further action.

Background:

On June 28, 2022 committee received correspondence and a presentation from Community Futures West Yellowhead (CFWY) requesting support for their Triage Business Retention and Expansion Project in the amount of \$8720. At the committee meeting the following motion was passed:

That Committee recommend Council support CFWY with both financial and in kind support for Triage Business Retention and Expansion Project and direct administration to find an appropriate funding source to present to Council at the meeting next week.

Discussion:

This request is within the scope of items considered within the recently adopted Relationship with External Groups Policy (F-104). The request is for financial support greater than \$2,000 for a one time activity. According to policy F-104 (row 'D') this arrangement requires both; Council approval, and a funding agreement.

Relevant Legislation:

- [Relationship with External Groups Policy \(#F-104\)](#)

Financial:

The 2022 budget included a \$10,000 item to enable municipal support for external requests that might arise during the year. To-date \$500 has been spent from this source to sponsor the CFYW Young Entrepreneur Lemonade Stand project. The contribution of \$8720 toward the Triage Business Retention and Expansion Project would leave this funding source with a balance of \$780.00 for the rest of 2022.

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: July 5, 2022



Committee Recommendation:

- 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.

Alternatives:

- That Council approve the request from the Jasper Food Bank to pick up cardboard on-site, and establish a fee to provide this service.
- That Council 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. This request was first received and discussed at the June 28 Committee of the Whole meeting.

Discussion:

The Jasper Food Bank operates out of the Anglican 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 Anglican 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: Policy Review Priority List
From: Bill Given, Chief Administrative Officer
Reviewed by: Emma Acorn, Legislative Services Coordinator
Date: July 5, 2022

Committee Recommendation:

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

Alternatives:

- That Council approve the Policy Review Priority List with the following amendments:
 - (...)
- That Council 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 was presented for committee's consideration at the June 28 meeting.

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 Council 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 7.4

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: July 5, 2022



Committee Recommendation:

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

Alternatives:

- That Council appoint (Title and Name) and (Title and Name) as Council representatives on the Commercial Use of Public Space Taskforce.
- That 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

AGENDA ITEM 7.5

REQUEST FOR DECISION

Subject: Appointments to Emergency Advisory Committee
From: Bill Given, Chief Administrative Officer
Prepared by: Christine Nadon, Director of Protective & Legislative Services
Date: July 5, 2022



Committee Recommendation:

That Council appoint members of council, as recommended by the Mayor, to the Emergency Advisory Committee.

Alternatives:

- That Council appoint (Title and Name) and (Title and Name) on the Emergency Advisory Committee.

Background:

On June 21, 2022 Council approved the Emergency Management Bylaw (#247), which establishes the bodies, processes and mechanisms that guide and support the development of the Municipal Emergency Plan; sets out elected officials' roles and responsibilities; and specifies the parameters of the delegation of authority to specific staff members to enact plans and manage community emergencies.

The Emergency Advisory Committee (EAC) is one of the bodies established in the bylaw. The duties of the committee are set out in the bylaw, and include the following roles and responsibilities:

- When no Disaster or Emergency exists, the EAC shall:
 - on an annual basis, review and advise the Municipality about the MEP and related programs;
 - on an annual basis, approve the MEP;
 - assess the hazards, Risks, and mitigation strategies affecting the Local Authority; and
 - review and recommend to Council the level of Emergency Management resourcing for the Municipality.
- During an Emergency or Disaster, the EAC:
 - shall maintain regular Council member duties, to the extent possible;
 - shall advise Council with respect to political, financial and resourcing support to the EMA; and
 - may be required to declare a SOLE.

As per section 3.3 of the bylaw, "the Mayor and two councillors shall be appointed as members of the Emergency Advisory Committee". This represents a change from the previous bylaw, where all councillors were appointed to the committee.

Discussion:

While the Mayor is appointed to the Emergency Advisory Committee by bylaw, the "councillors shall be appointed to the EAC at Council's organizational meeting, or by Council resolution shall the need arise to appoint EAC members at a different time".

Relevant Legislation:

- [Emergency Management Bylaw \(#247\)](#)
- Emergency Management Act (RSA 2000, cE-6.8)
- Local Authorities Emergency Management Regulation (AR 203/2018)

Financial:

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

Attachments:

- none

AGENDA ITEM 7.6

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 5, 2022



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 two subsequent working sessions.

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



ABOUT JASPER

Jasper is an intimate community that originated as a railway town that just happens to be in the middle of some of the most gorgeous, protected wilderness in the world.

Before the Yellowhead Highway and Icefields Parkway started transporting people from around the world into the heart of the Canadian Rockies, before our beloved mountain town had even been dubbed 'Jasper,' this beautiful corner of the world was little more than a trading post surrounded by wilderness.

Located along the Athabasca River (the primary highway of the day), this post was established and managed by two of Canada's fur trading heavyweights: Hudson's Bay Company and North West Company. The town and park would eventually get their name from one of the post's managers and voyageur, Jasper Haws.

In 1907, the government protected the area as Jasper Forest Park, just as Canada's second transcontinental rail line was set to pass through and foster the hamlet of Fitzhugh. The town grew, was renamed Jasper, and soon began welcoming tourists seeking adventure and beauty among the mountains.

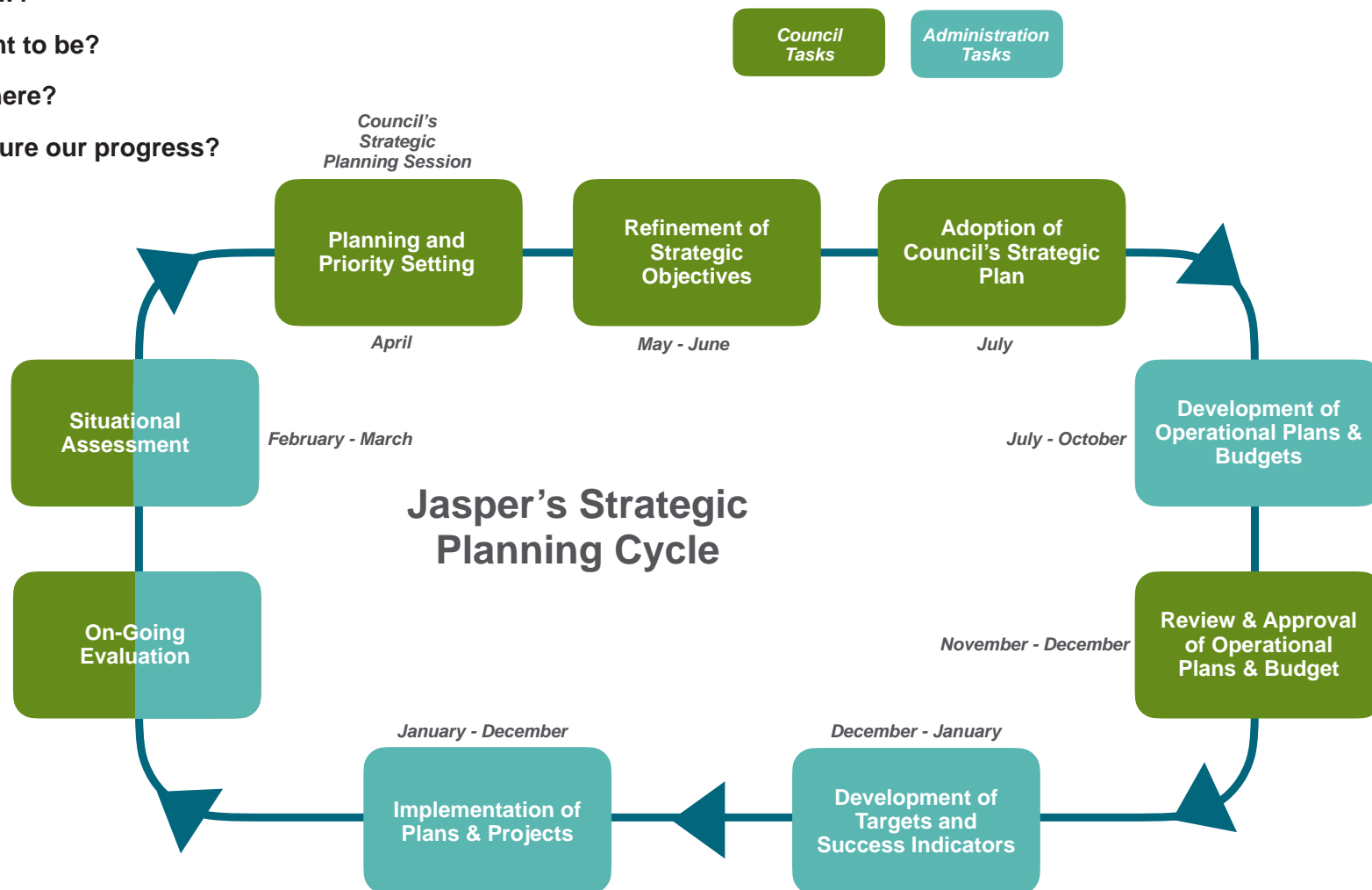


Framework & Process

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.
- Continue along the path of Reconciliation.

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.
- Engage other municipalities, orders of government and advocacy associations.
- Welcome the expertise, innovation, creativity and commitment of community members, groups, and associations.



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 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.

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.	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.	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.	July 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
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	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
Private Home Accommodation Draft Policy	May 24, 2022	CAO	That Committee direct Administration to report back to a future Committee of the Whole meeting with options to	July 2022

			prepare a Municipal position regarding private home accommodation.	
JCHC Governance Review - 1	June 14, 2022	CAO	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.	September 2022
JCHC Governance Review -2	June 14, 2022	CAO	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.	September 2022
JCHC Governance Review - 3	June 14, 2022	CAO	That Committee direct administration to coordinate a workshop with Colliers, the JCHC and Council to further review the report.	July 2022
Alberta / Japan Twinning Municipalities Association	June 14, 2022	Director of Protective & Legislative Services	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"> 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 	September 2022
Jasper Local Food Society	June 28, 2022	Directors of Operations & Community Development	That Committee direct 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.	October 2022

Municipality of Jasper

List of recommendations
Regular meeting, Tuesday, July 5, 2022



Additions to agenda

That Council agree to add/delete the following items to the July 5, 2022 regular meeting agenda:

Approval of agenda

That Council approve the agenda for the regular meeting of July 5, 2022 as presented.

Approval of minutes

That Council approve the minutes of the June 21, 2022 Regular Council meeting as presented.

That Council approve the minutes of the June 28, 2022 Committee of the Whole meeting as presented.

Presentations

That Council receive the presentation from Trans Mountain for information.

Community Futures West Yellowhead Business Triage Program

That Council provide \$8720 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'.

Municipal Support Request - Jasper Food Bank Cardboard

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.

Policy Review Priority List

That Council approve the Policy Review Priority List as presented.

Appointments to Commercial Use of Public Space Taskforce

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

Appointments to Emergency Advisory Committee

That Council appoint members of council, as recommended by the Mayor, to the Emergency Advisory Committee.

Council's 2022-2026 Strategic Plan

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

Adjournment

That, there being no further business, the regular meeting of July 5, 2022 be adjourned at _____.