

MUNICIPALITY OF JASPER  
**REGULAR COUNCIL MEETING AGENDA**  
March 7, 2023 | 1:30 pm  
Jasper Library & Cultural Centre – Quorum Room  
[Municipality of Jasper Strategic Priorities 2022-2026](#)



**Notice:** Council members and staff are at the Jasper Library and Cultural Centre. 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 this Zoom link: <https://us02web.zoom.us/j/87657457538>**

**1 CALL TO ORDER**

**2 APPROVAL OF AGENDA**

2.1 Regular meeting agenda, March 7, 2023 attachment

*Recommendation: That Council approve the agenda for the regular meeting of March 7, 2023 as presented.*

**3 APPROVAL OF MINUTES**

3.1 Legislative Committee meeting minutes, February 7, 2023 attachment

*Recommendation: That Council approve the minutes of the February 7, 2023 Legislative Committee meeting as presented.*

3.2 Regular meeting minutes, February 21, 2023 attachment

*Recommendation: That Council approve the minutes of the February 21, 2023 Regular Council meeting as presented.*

3.3 Committee of the Whole meeting minutes, February 28, 2023 attachment

*Recommendation: That Council approve the minutes of the February 28, 2023 Committee of the Whole meeting as presented.*

**4 CORRESPONDENCE**

4.1 Parks Canada Annual Land Use Planning & Development Report attachment

*Recommendation: That Council receive the Parks Canada Annual Land Use Planning & Development Report for information.*

**5 DELEGATIONS**

**6 NEW BUSINESS**

6.1 Director's Report – Protective & Legislative Services attachment

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*Recommendation: That Council accept the Director of Protective & Legislative Services' report for information.*

6.2 Capital Budget Carry Forward to 2023 attachment

*Recommendation: That Council approve the carry forward capital list of incomplete 2022 projects to the 2023 capital budget as presented.*

6.3 Alberta Francophonie Month Proclamation Request attachment

*Recommendation: That Council proclaim March as the annual Mois de la francophonie albertaine (Alberta Francophonie Month).*

**7 NOTICES OF MOTION**

**8 COUNCILLOR REPORTS**

[8.1 Council's appointments to boards and committees](#)

**9 UPCOMING EVENTS**

International Women's Day with Settlement Services – 9:30am-12pm, March 8, Lobstick Lodge  
Jasper Park Chamber of Commerce General Meeting – 8-9:30am, March 15, Wicked Cup  
Parks Canada Information Session - Land Use Planning & Development – Two identical sessions, 1:30-3:30pm, 6-8pm, Thursday, March 16, Forest Park Hotel Ballroom  
NETMA – 5-7pm, Wednesday, March 22, Jasper Library & Cultural Centre, Quorum Room

**10 IN CAMERA**

10.1 Intergovernmental Matters, FOIP s. 21(1)

**11 ADJOURNMENT**

*Recommendation: That, there being no further business, the regular meeting of March 7, 2023 be adjourned at \_\_\_\_\_.*

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

# Legislative Committee Minutes

Tuesday, February 7, 2022

Quorum Room, Jasper Municipal Library & Cultural Centre



## In attendance:

Mayor Richard Ireland, Councillors Wendy Hall & Rico Damota, CAO Bill Given and Christine Nadon (Director of Protective & Legislative Services and recorder)

### 1. Call to order – Chair Wendy Hall

- Councillor Hall called the meeting to order at 10:34 am

### 2. Additions or deletions to the agenda

- Councillor Damota, Inclusive Policy Writing (item 6)

### 3. Approval of the agenda

- MOTION by Councillor Damota to approve agenda as amended. – CARRIED

### 4. Procedure Bylaw #190

#### 4.1 Bylaw redraft and update

- CAO Given and Director Nadon provided an update to indicate that a contractor has been hired to draft a final version of the Procedure Bylaw including edits brought forward by the Legislative Committee. A draft of the Procedure Bylaw should be available for review at the next Legislative Committee meeting.

### 5. Policy Review Update

- CAO Given provided an update on the status of various policies on the Policy Review Priority Review list as of January 2022. The Committee requested that Administration create a simple list of which bylaws Administration is currently working on, to foster a better understanding of Administration's workload in the legislative review process.

### 6. Inclusive Policy Writing

- Councillor Damota raised the importance of drafting municipal legislation with an inclusive approach, specifically with regards to the use of pronouns. Gender neutral wording should be used whenever possible. Policy E-115 provides a framework and guidance for inclusive language.

### 7. Adjournment

- Next meeting: Tuesday, March 7, 2023 at 10:30 am
- Councillor Hall adjourned the meeting at 11:51 am

Municipality of Jasper  
**Regular Council Meeting Minutes**  
 Tuesday, February 21, 2023 | 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 Scott Wilson, Councillors Kathleen Waxer, Ralph Melnyk, Helen Kelleher-Empy, Rico Damota and Wendy Hall		
Absent	none		
Also present	Christopher Read, Director of Community Development Christine Nadon, Director of Protective & Legislative Services John Greathead, Director of Operations & Utilities Amanda Stevens, Communications Manager Emma Acorn, Legislative Services Coordinator Bob Covey, The Local 3 observers		
Call to order	Mayor Ireland called the February 21, 2023 regular meeting to order at 1:30pm.		
Additions to agenda #72/23	MOTION by Councillor Waxer – BE IT RESOLVED that Council add the following items to the February 21, 2023 meeting agenda: <ul style="list-style-type: none"> <li>• 6.6 Elected Officials Education Program</li> <li>• 7.1 Notice of Motion</li> </ul>		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Approval of agenda #73/23	MOTION by Councillor Damota – BE IT RESOLVED that Council approve the agenda for the February 21, 2023 regular meeting as amended.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Approval of Regular minutes #74/23	MOTION by Councillor Melnyk – BE IT RESOLVED that Council approve the minutes of the February 7, 2023 Regular Council meeting as presented.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Approval of Committee of the Whole minutes #75/23	MOTION by Councillor Kelleher-Empy – BE IT RESOLVED that Council approve the minutes of the February 14, 2023 Committee of the Whole meeting as presented.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Correspondence	none		
Delegations	none		
Director of Operations and Utilities Report #76/23	Director of Operations and Utilities, John Greathead, presented a report to Council reviewing recent capital purchases and projects; staffing and service updates; and news in communications and engagement within the department.		
	MOTION by Councillor Hall – BE IT RESOLVED that Council accept the Director of Operations and Utilities’ report for information.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED

Permanent Continuous Position Request – Community Development #77/23	<p>MOTION by Councillor Waxer – BE IT RESOLVED that Council approve the conversion of the following positions to “permanent continuous” within the municipality’s staff establishment chart:</p> <ul style="list-style-type: none"> <li>• (1) Client Services Coordinator</li> <li>• (2) Settlement Workers</li> <li>• (1) Community Development Coordinator</li> </ul>						
	<table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">FOR</td> <td style="width: 33%;">AGAINST</td> <td style="width: 33%;"></td> </tr> <tr> <td>7 Councillors</td> <td>0 Councillors</td> <td style="text-align: right;">CARRIED</td> </tr> </table>	FOR	AGAINST		7 Councillors	0 Councillors	CARRIED
FOR	AGAINST						
7 Councillors	0 Councillors	CARRIED					
Community Conversations Policy #78/23	<p>Mayor Ireland relinquished the chair to Deputy Mayor Wilson in order to make the following motion.</p> <p>MOTION by Mayor Ireland – BE IT RESOLVED that Council make the following amendments to the draft Community Conversations Policy:</p> <ul style="list-style-type: none"> <li>• In the Councillor roles section add “or their alternates” to the first line</li> <li>• In the Councillor roles section change “Council will receive a report” to read “Administration will present a report”</li> <li>• Add the word “capacity” before and whenever the phrase “scope, authority, and budget” is found in the document</li> </ul>						
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FOR	AGAINST						
7 Councillors	0 Councillors	CARRIED					
#79/23	<p>Deputy Mayor Wilson returned chairing duties back to Mayor Ireland for the remainder of the meeting.</p> <p>MOTION by Councillor Damota – BE IT RESOLVED that Council approve the Community Conversations Policy A-105 as amended.</p>						
	<table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">FOR</td> <td style="width: 33%;">AGAINST</td> <td style="width: 33%;"></td> </tr> <tr> <td>7 Councillors</td> <td>0 Councillors</td> <td style="text-align: right;">CARRIED</td> </tr> </table>	FOR	AGAINST		7 Councillors	0 Councillors	CARRIED
FOR	AGAINST						
7 Councillors	0 Councillors	CARRIED					
Jasper Municipal Library Board Appointment #80/23	<p>MOTION by Councillor Hall – BE IT RESOLVED that Council appoint Joanne Sommers to the Jasper Municipal Library Board for a term commencing February 21, 2023 and concluding December 31, 2025.</p>						
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FOR	AGAINST						
7 Councillors	0 Councillors	CARRIED					
February 28, 2023 Committee of the Whole Meeting Attendance	<p>Council confirmed the expectation for Quorum to be met at the February 28, 2023 Committee of the Whole meeting. Mayor Ireland, Deputy Mayor Wilson, and Councillor Hall will not be in attendance.</p>						
Elected Officials Education Program #81/23	<p>MOTION by Councillor Hall – BE IT RESOLVED that Council approve the attendance of Councillor Hall at the Elected Officials Education Program “Council’s Role in Service Delivery” in Edmonton this March.</p>						
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FOR	AGAINST						
7 Councillors	0 Councillors	CARRIED					
Notices of Motion	<p>Mayor Ireland gave a notice of motion for the upcoming February 28, 2023 Committee of the Whole meeting. He will be sharing materials with Councillors on the “Alberta Living Wage Network” and asked that the item be added to the upcoming Committee meeting for discussion.</p>						
Councillor Reports	<p>Councillor Melnyk attended the Jasper Park Chamber of Commerce meeting last Wednesday, the Museum’s monthly meeting last Tuesday, as well as an Arts &amp; Culture Community Conversation.</p> <p>Councillor Waxer attended the Environmental Responsibility Community Conversation as a community member last week.</p>						

Mayor and Councillor were present for the February 16 staff appreciation event and Impact Awards held at the Lobstick Lodge. Former Mayor of Calgary Naheed Nenshi was a guest speaker for this first time event.

Mayor Ireland had dinner with the resource group working on the pipeline project on February 13; lunch with CAO Bill Given and representatives of Parks Canada, CAO and President Ron Hallman, Andrew Campbell, and Michaela Kent on February 15; attended the weekly meeting with consultants and counterparts in Canmore and Banff on the resort status initiative on February 17; and also attended a formal event in Calgary on February 17 with the Consulate General of Japan celebrating the Emperor of Japan's birthday.

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

Adjournment #82/23 MOTION by Councillor Wilson – BE IT RESOLVED that, there being no further business, the regular meeting of February 21, 2023 be adjourned at 2:24pm.

FOR  
7 Councillors

AGAINST  
0 Councillors

CARRIED

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

DRAFT

Municipality of Jasper  
**Committee of the Whole Meeting Minutes**  
Tuesday, February 28, 2023 | 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	Councillors Rico Damota, Ralph Melnyk, Helen Kelleher-Empy, and Kathleen Waxer		
Absent	Mayor Richard Ireland, Deputy Mayor Scott Wilson and Councillor Wendy Hall		
Also present	Christine Nadon, Director of Protective & Legislative Services Natasha Malenchak, Director of Finance & Administration Christopher Read, Director of Community Development John Greathead, Director of Operations & Utilities Emma Acorn, Legislative Services Coordinator Amanda Stevens, Communications Manager Bob Covey, The Jasper Local Peter Shokeir, The Fitzhugh 5 observers		
Call to Order	Councillor Damota called the February 28, 2023 Committee of the Whole meeting to order at 9:31am and began with a <a href="#">Traditional Land Acknowledgement</a> .		
Additions to the agenda	none		
Approval of agenda #83/23	MOTION by Councillor Kelleher-Empy that Committee approve the agenda for the February 28, 2023 Committee of the Whole meeting as presented.		
	FOR 4 Councillors	AGAINST 0 Councillor	CARRIED
Business arising from February 14, 2023 minutes	none		
Delegations	none		
Correspondence	none		
Paid Parking 2023	Director of Protective & Legislative Services, Christine Nadon, presented a report detailing the 2022 Paid Parking program and recommendations from Administration for 2023. Director of Finance & Administration, Natasha Malenchak, was also present to assist with financial questions.		

#84/23	MOTION by Councillor Melnyk that Committee receive this report for information;  That Committee direct Administration to add Paid Parking to the March 14, 2023 Committee of the Whole agenda for further discussion; and  That Committee direct Administration to present proposed fee increases for S-Block parking for 2023 at the March 14, 2023 Committee of the Whole meeting.	FOR 4 Councillors	AGAINST 0 Councillor	CARRIED
Communities in Bloom Committee	Director of Community Development, Christopher Read, and Director of Operations & Utilities, John Greathead, presented recommendations and alternatives to Committee regarding the Communities in Bloom Committee.			
Recess	Councillor Damota called a recess from 10:36 to 10:45am.			
Communities in Bloom Committee #85/23	MOTION by Councillor Waxer that Committee direct Administration to return to a future Committee of the Whole meeting with information on how membership in Communities in Bloom could be incorporated into our Operations department, without a separate external committee, drawing instead on the Community Conversations and the Jasper Partnership for community input.	FOR 4 Councillors	AGAINST 0 Councillor	CARRIED
Local Service Level Impacts for Victims of Non-Criminal Trauma	Council received a report from Director Read detailing the recent changes to supports available for victims of crime in the Municipality of Jasper and other areas in the province of Alberta. Director Read referenced a letter that was received from the Honourable Mike Ellis, Minister of Public Safety & Emergency Services which is attached to the agenda.			
#86/23	MOTION by Councillor Waxer that Committee receive this report for information and request that Administration return to a future Committee of the Whole meeting with a report on crisis intervention needs in Jasper.	FOR 4 Councillors	AGAINST 0 Councillor	CARRIED
#87/23	MOTION by Councillor Kelleher-Empy that Committee direct Administration to add the following item to the next Committee of the Whole meeting agenda: <ul style="list-style-type: none"> <li>• Alberta Municipalities Association 2023 –Topics for Resolutions</li> </ul>	FOR 4 Councillors	AGAINST 0 Councillor	CARRIED
Senior Recreation All Access Pass	At the January 24, 2023 Committee of the Whole meeting Council received correspondence from the Jasper Seniors' Society requesting consideration for seniors			

over the age of 75 to receive free memberships for the Jasper Fitness & Aquatic Centre and the Jasper Activity Centre. Director Read presented a report detailing membership numbers, financials and more.

#88/23

MOTION by Councillor Melnyk that Committee direct Administration to bring forward a report providing options to granting free passes for seniors 75+ to begin in 2023.

FOR

AGAINST

4 Councillors

0 Councillor

CARRIED

Capital Budget  
Carry Forward to  
2023

Committee received a report from Director of Finance & Administration, Natasha Malenchak, in regards to incomplete 2022 projects. This process had been previously discussed at the 2023 budget presentations.

#89/23

MOTION by Councillor Kelleher-Empy that Committee recommend Council approve the carry forward capital list of incomplete 2022 projects to the 2023 capital budget as presented.

FOR

AGAINST

4 Councillors

0 Councillor

CARRIED

Motion Action List  
#90/23

Administration reviewed the Motion Action List.

MOTION by Councillor Kelleher-Empy that Committee approve the following updates to the Motion Action List:

- Change the target date for the 'Early Learning and Child Care Strategy' item to April 2023
- Remove 'Communities in Bloom Draft Terms of Reference' and add the new motion from today's meeting
- Remove 'Victim Services Changes' item and add the new motion from today
- Remove 'Jasper Seniors' Society Request' and add the new motion from today
- Change remaining target dates currently marked as February to March

FOR

AGAINST

4 Councillors

0 Councillors

CARRIED

Councillor reports

Last Friday Councillor Kelleher-Empy attended a meeting for the Rural Renewal Initiative.

Councillor Waxer attended the Jasper Community Team Society meeting yesterday, on behalf of Mayor Ireland.

Councillor Melnyk will be attending an Alberta Municipalities budget webinar tomorrow

Councillors Melnyk and Damota will attend a Community Futures West Yellowhead meeting in Hinton on Thursday.

Upcoming Events

Council reviewed a list of upcoming events and requested Administration add the following events to upcoming agendas:

- Parks Canada Information Session on Land Use Planning & Development – Two identical sessions, 1:30 to 3:30pm, or 6 to 8pm, Thursday, March 16, Forest Park Hotel Ballroom
- Celebrate International Women’s Day with Settlement Services – 9:30am to 12pm, March 8, Lobstick Lodge

Adjournment  
#91/23

MOTION by Councillor Waxer that, there being no further business, the Committee of the Whole meeting of February 28, 2023 be adjourned at 11:53am.

FOR  
4 Councillors

AGAINST  
0 Councillors

CARRIED

DRAFT

## AGENDA ITEM 4.1

### Report to Mayor and Council 2022 Land Use Planning and Development in Jasper

Prepared by Moira McKinnon, Realty and Municipal Services Manager  
Jasper Field Unit, Parks Canada  
February 2023

#### **Background**

The Agreement for Establishment of Local Government in the Town of Jasper (Incorporation Agreement) states that “with respect to local governance in the Municipality of Jasper, the Minister shall solely exercise authority in relation to land use planning and development” and establishes a payment plan for land agreements between the Minister and the Municipality of Jasper. The amount of \$475,000 payable to Parks Canada was established at the time of incorporation, and has been subject to Consumer Price Index adjustments each year starting in 2003. Municipal Land Rent for 2022 was \$724,086.

#### **Number of permits issued**

In 2022, 384 permits were issued in the Town of Jasper during the calendar year, compared with 362 permits in 2021. In 2022, 128 development permits, 23 building permits, 123 Occupancy Permits, and 110 Completion Certificates were issued. In addition, 188 compliance inspections took place. There were no stop work orders issued in 2022.

<b>Development Statistics</b>			
	<b>2020</b>	<b>2021</b>	<b>2022</b>
Development Permits	156	173	128
Building Permits	61	91	23
Occupancy Permits	18	16	123
Completion Certificates	99	82	110
Compliance Inspections	66	263	188
Stop Work Orders	4	0	0
Development Expense	\$390,000	\$471,000	\$490,000
Development Revenue	\$40,710	\$162,601	\$158,813

#### **Revenue generated**

\$158,813 was generated in 2022 in building permit fees, down slightly from \$162,601 in 2021.

## **Land Use and Development Personnel Wages**

For the 2022 year, the total cost of the Realty and Municipal services department for land use planning and development is:

Realty and Municipal Services Manager, 50% of time and wages  
Development Officer, 75% of time and wages  
Development Officer, 30% of time and wages  
Realty/Development Officer 30% of time and wages  
Junior Development Officer 85% of time and wages  
Senior Realty and Development Advisor, 65% of time and wages  
Compliance Officer, 75% of time and wages  
Administrative Assistant, 60% of time and wages  
GIS Technician, 10% of time and wages

In addition to wages, 27% has been added to the calculations to include benefits, making the total spent on wages and benefits for land use planning and development for the year of 2022, \$430,000. Support provided by National Office architects, cultural resource advisors and other professionals is estimated at approximately an additional \$60,000 per year on average, meaning that overall costs amounted to \$490,000. Associated goods and services budgets for office space and supplies, electronic equipment, as well as training, travel and other associated costs have been excluded from these calculations. Step increases and a change in classification account for increases over 2021.

The Parks Canada collective agreement has expired and these costs are expected to be retroactively higher.

## **PILT**

Each year, Parks Canada pays the Municipality of Jasper Payment in Lieu of Taxes (PILT) for all Parks Canada lands within the Municipality of Jasper, including vacant lands reserved for the Jasper Community Housing Corporation. The total amount paid to the Municipality in 2022 was \$835,473, up significantly from the \$662,849 paid in 2021.

<b>Payment in Lieu of Taxes</b>			
	<b>2020</b>	<b>2021</b>	<b>2022</b>
Payment in Lieu of Taxes	\$491,705	\$662,849	\$835,473



## DIRECTOR'S REPORT

Christine Nadon,

Director of Protective & Legislative Services

January 1 to February 28, 2023

### Major Projects

- Capital projects for 2023 are all underway. The team has secured at least one command unit (i.e. pick-up truck), which is currently being outfitted for Fire Department purposes and should be in service in Jasper this spring. The Wildfire Tactical Plan project is underway, and new pumps were purchased for our Structural Protection Units (trailers) to protect structures within the town site in the event of a wildfire. Additional equipment will be purchased to meet the updated requirements of the Wildfire Tactical Plan once it is completed.
- The Protective Services team is concerned about the increasing costs of capital projects, namely vehicles. We have some confidence that 2023 budget allocations will be sufficient, but future fire truck replacements will exceed the cost estimates provided previously, namely for the Aerial truck, which is scheduled to begin (multi-year process) in 2024. The initial estimates proposed \$800,000 a year over two years, which will be insufficient.
- The Emergency Management Agency continues to work on the Chetamon Wildfire After Action items in preparation for the upcoming hazards season. Work on the Municipal Emergency Plan is ongoing. The Emergency Advisory Committee will meet this spring to review and approve the updated plan.
- In coming weeks and months, Protective Services will be consolidating its offices at the Fire Hall to bring the team together, increase productivity, and improve our readiness in the event of an incident requiring the activation of an Emergency Coordination Centre (ECC) or Incident Command Post. This move will also allow the Community Development Department to consolidate its staff at the Jasper Activity Centre.

### Staffing

- Kelly Dawson is the Jasper Fire Department's new Captain of Training and Prevention. Captain Dawson has worked diligently to develop the skills and obtain the certifications necessary for the role, and brings forward passion and dedication for the profession that will benefit the Fire Department and the Municipality of Jasper.
- Captain Dawson's previous position of Administrative Assistant for the Fire Department has been re-scoped as Protective Services Coordinator. The new position will provide support and coordination to the Fire Department, Bylaw Enforcement Service and Emergency Management functions. This job opportunity will be posted shortly.
- Four new recruits joined the Fire Department in November, and are expected to complete their training by mid-March. There are currently 27 active members in the department. Three members have left the department since the summer to relocate to other communities. Another recruitment competition is planned for September.
- Troy Jackson, currently in the position of Bylaw Enforcement Officer, will be attending the Community Peace Officer (CPO) Induction Program in Lac La Biche this spring to work towards a provincial CPO designation.

### Service Trends

- The 2023 Sidewalk Seating program applications and updated terms and conditions were released at the end of January. The Bylaw team has received some inquiries but no completed applications for the program so far. Some businesses received three-year approvals in 2022, and therefore are not required to apply in 2023.
- Planning and preparation for the 2023 Paid Parking program is underway.

### Communications & Engagement

- Emergency Preparedness communications will be ramping up as we approach wildfire season. The team is discussing joint initiatives with Parks Canada staff, and focusing on stakeholder identification and engagement strategies to improve emergency preparedness in the community.

## AGENDA ITEM 6.2

### REQUEST FOR DECISION

**Subject:** Capital Budget Carry Forward to 2023  
**From:** Bill Given, Chief Administrative Officer  
**Prepared by:** Natasha Malenchak, Director of Finance and Administration  
**Reviewed by:** Christine Nadon, Director of Protective and Legislative Services  
**Date:** March 7, 2023



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#### Recommendation:

That Council approve the carry forward capital list of incomplete 2022 projects to the 2023 capital budget as presented.

#### Alternatives:

- That Council direct Administration to revise the capital carry forward list (by item(s) discussed) and return to a future committee meeting.

#### Background:

Council approved the 2023 Operating and Capital Budgets on December 6, 2023. During budget presentations, Administration informed Council that any incomplete 2022 projects would come back to Council as a separate Request for Decision at a later date.

#### Discussion:

The carry forward process is to ensure that all capital project that have begun in the prior year can continue, and that any projects that did not commence but are still required can be initiated in the current fiscal year.

To determine that the projects listed should carry forward Administration has:

- Given vendors time to submit 2022 invoicing and;
- Deleted some of the 2022 capital projects that no longer need to occur or that were complete in 2022.

The initial estimate of carry forward items included their full budgeted 2022 amounts (\$19,550,013) and the actual recommended carry forward budget has been adjusted to the remaining budget post-2022 expenses incurred (\$15,772,179).

90% of recommended carry forward items are Work in Progress (WIP), the other 10% have not commenced however 6% of this figure is the skatepark.

The 2022 approved capital budget was \$26,130,694 and \$5,415,644 was expensed.

#### Strategic Relevance:

Relationships:

- Communicate and engage with residents.

**Organizational Excellence:**

- Proactively plan for and invest in the maintenance and management of our natural assets and built infrastructure.

**Inclusion Considerations:**

- The Municipal Inclusion Assessment Tool has been applied to this recommendation.

**Relevant Legislation:**

Policy B-109 Fiscal Control and Financial Reporting:

- 5. CAPITAL BUDGET AUTHORITY
  - 5.1 The Capital Budget approved by Council establishes the scope, funding and spending authority for each Capital Project listed in the Capital Budget document for the identified period.

**Financial:**

If approved, the amounts and projects will be added to the 2023 Capital Budget within the financial software. The recommendation can be carried out within the existing approved budget and no additional resources are needed.

**Attachments:**

- 2022 Capital Carry Forward to 2023 Budget Listing



# Carry Forward Capital Plan Request

Department/Area	Project Name	2022 Estimated	2022 to 2023 Request
<b>Community Development</b>			
<b>Activity Centre</b>			
	Activity Centre Portion of Renovations Design and Eng.	300,000	99,619
	Activity Centre Portion of Renovations (Construction)	2,857,294	2,847,007
Carry Forward From Prior Year(s)	Activity Centre Portion of Renovations	3,157,294	2,946,626
<b>Grounds</b>			
	Log Cabin portion of renovations	200,000	200,000
	Ball diamond bleachers (x2)	27,000	0
Carry Forward From Prior Year(s)	Log Cabin portion of renovations	227,000	200,000
<b>Arena</b>			
	Design,permits,tender and contingency, ice plant	150,000	129,677
	Arena - Ice Plant & Condenser Move & Rebuild	3,712,551	2,587,691
	Arena portion of Renovations Design and Eng.	450,000	290,752
	Arena portion of Renovations (Construction)	2,837,262	2,837,262
	Glass Lift	10,000	0
	Sound System components	12,000	11,407
Carry Forward From Prior Year(s)	Arena portion of Renovations	7,171,813	5,856,789
<b>Aquatic</b>			
	Structure Review	200,000	148,561
	Aquatic portion of Renovations Design and Eng.	208,990	129,948
	Aquatic Portions of Renovations Construction	1,495,416	1,495,416
	Valve Exercise program	18,000	18,000
	Domestic hot water tanks x 2	48,000	48,000
	Sump Pump replacement for backwashes	20,000	20,000
	Washers & Dryers x 2 each	10,000	10,000
	Weight Room benches	12,000	0
	Non Cardio fitness equipment	25,000	0
Carry Forward From Prior Year(s)	Aquatic Portions of Renovations	2,037,406	1,869,925
<b>Skatepark</b>			
	Skatepark	927,500	927,500
Carry Forward From Prior Year(s)		927,500	927,500
<b>Daycare</b>			
	Daycare interior and exterior windows	20,000	20,000
Carry Forward From Prior Year(s)		20,000	20,000
<b>Department/Area</b>			
<b>Protective Services</b>			
<b>Fire</b>			
	20% of roof access and fall protection, building key system	22,500	22,500
	ESB Boiler and DHW Replacement	150,000	8,730
	Command Fleet	100,000	89,212
	Engine 2 Replacement	350,000	271,582
	Keyless Entry System	30,000	0
	Gear storage lockers	13,000	0
Carry Forward From Prior Year(s)		665,500	392,024
<b>Ops Build Mtn</b>			
<b>General Maintenance</b>			
	Used Oil and Filter Storage	25,000	5,966
	Lock out tag out panel for all buildings (20,000 split 4 depts)	5,000	2,072
Carry Forward From Prior Year(s)		30,000	8,037

<b>Housing/Muni Building</b>			
	Cottage Clinic Interior and Exterior Repairs	10,000	10,000
	Municipal Housing Repairs	40,000	0
	Affordable Housing Initiative	200,000	151,587
	Cabin Creek Housing Repairs	50,000	50,000
Carry Forward From Prior Year(s)		300,000	211,587
<b>Library and Culture Centre</b>			
	Exterior Wood Refinishing	20,000	20,000
	Basement Window Concrete Lintel Repairs	15,000	15,000
	Site Drainage and Egress Improvements	20,000	20,000
Carry Forward From Prior Year(s)		55,000	55,000
<b>Department/Area</b>	<b>Project Name</b>	<b>2022</b>	
<b>Roads and Grounds</b>			
<b>Roads</b>			
	Wayfinding	30,000	30,000
	Loader	400,000	0
	Green Alley	10,000	1,305
	Parking Meters	20,000	0
	Road Repair	200,000	0
	Sidewalk Replacement/Repair	30,000	25,050
Carry Forward From Prior Year(s)		690,000	56,355
<b>Grounds</b>			
	Robson Park Refurbishment Plan	10,000	0
	Lion's Park Refurbishment Plan	10,000	0
	Memorial Bench Program	15,000	3,161
	Hazardous/fruit trees maintenance	30,000	0
Carry Forward From Prior Year(s)		65,000	3,161
<b>Department/Area</b>	<b>Project Name</b>	<b>2022</b>	
<b>Utilities</b>			
<b>Water</b>			
	Annual Valve Replacement Program	35,000	0
	Hydraulic modelling	90,000	37,383
	Service Van (Replacement)	70,000	70,000
	Water Access Control	50,000	0
	Annual Valve Replacement Program	150,000	53,088
	Annual Hydrant rebuilds - 20 units per year - on-going annual BMP program	55,000	0
Carry Forward From Prior Year(s)		450,000	160,471
<b>Sewer</b>			
	Abandon Trailer Park Manholes	30,000	17,930
	Main line camera for structural assessment	125,000	115,349
	Sanitary RV disposal portion of S Block Sani/Water station	440,000	91,456
	Sewer Flow Meter	150,000	116,075
	Sanitary Hydraulic modeling	100,000	0
	WWTP Annual Capital Requirement	2,538,500	2,538,500
	Lateral Downsize Repairs	180,000	134,512
Carry Forward From Prior Year(s)		3,563,500	3,013,822
<b>Garbage &amp; Recycling</b>			
	Ops Build Mtn Service Review (Split Raods, Grounds, Water, Sewer, Rec and Garb)	40,000	40,000
	Garbage Bin Replacement Program	60,000	10,882
Carry Forward From Prior Year(s)		100,000	50,882
<b>Department/Area</b>	<b>Project Name</b>	<b>2022</b>	
<b>Administration</b>			
<b>General</b>			
	Budget Review	20,000	0
	Paper Shredder	8,000	0
Carry Forward From Prior Year(s)		28,000	0
<b>Information Technology</b>			
	Network Accessible Storage & Server	42,000	0
	Network Infrastructure Upgrades	20,000	0
Carry Forward From Prior Year(s)		62,000	0
	<b>Carry Forward</b>	<b>\$19,550,013</b>	<b>\$15,772,179</b>

## AGENDA ITEM 6.3



# ACFA

## Régionale de Jasper

Municipality of Jasper

Jasper, AB

### **RE : Request for proclamation**

#### Alberta Francophonie Month

On March 1, 2018, the Alberta government proclaimed March as the annual Mois de la francophonie albertaine (Alberta Francophonie Month). The month of March provides an opportunity to highlight the vibrancy and energy the Francophonie brings to Alberta.

There is no better time to celebrate the diversity of Alberta's Francophonie than during March, which already attracts many events and activities as part of the national initiative, Rendez-vous de la Francophonie.

On March 2<sup>nd</sup>, 2023, The Regional ACFA, in collaboration with local organisations, will raising the Franco-Albertain flag at 10h40am at l'école Desrochers (302 Elm Street, Jasper). This flag raising ceremony is offered every year in order to celebrate Le Mois de la Francophonie in Alberta. This year will mark the 14th edition.

We thank you in advance for this consideration.

Sincerely,

Annie Arseneau

Director

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## PROCLAMATION

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