

Municipality of Jasper
Committee of the Whole Meeting Agenda

February 22, 2022 | 9:30 am

Place: Conducted virtually through Zoom

Notice: Council members and a limited number of staff are returning to Council chambers for meetings beginning March 1, 2022. Public viewing and public participation during Council meetings will continue to be online until further notice. Council meetings are also archived on YouTube for viewing anytime.

To live-stream this meeting starting at 9:30 am, use the following Zoom link:

<https://us02web.zoom.us/j/87657457538>

1. Call to order Deputy Mayor Hall to chair meeting

2. Additions to agenda

3. Approval of agenda

3.1 February 22, 2022 Committee of the Whole agenda attachment

4. Approval of minutes

4.1 February 8, 2022 Committee of the Whole minutes attachment

5. Business arising from minutes

6. New business

6.1 Activity Centre Renovation Report attachment

6.2 Information Report – Emergency Management attachment

6.3 Legislative Committee Terms of Reference attachment

7. Correspondence

8. Motion Action List attachment

9. Council representation on various boards, upcoming meetings

9.1 [Council appointments to boards and committees](#)

10. Upcoming events

Emergency Management Training – Monday, February 28, 8:30am, Activity Centre Multipurpose Hall

Strategic Planning Sessions – Monday, April 4 – Wednesday April 6, Banff

Intergovernmental Meeting – Tuesday, May 17, 9:30am, Hosted by Parks Canada

11. In camera

11.1 Personnel matter: CAO performance feedback – FOIP, S. 17(4)(f)

12. Adjournment

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

Municipality of Jasper
Committee of the Whole Meeting Minutes

Tuesday, February 8, 2022 | 9:30am

Conducted virtually through Zoom

Virtual viewing and participation	This meeting was conducted virtually through Zoom. Public viewing and participation during Council meetings is through Zoom livestreaming.
Present	Mayor Richard Ireland, Deputy Mayor Wendy Hall, Councillors Ralph Melnyk, Helen Kelleher-Empey, Kathleen Waxer and Rico Damota
Absent	Councillor Scott Wilson
Also present	Bill Given, Chief Administrative Officer Christine Nadon, Director of Protective & Legislative Services Lisa Riddell, Community Development Manager John Greathead, Director of Operations Christopher Read, Director of Community Development Emma Acorn, Legislative Services Coordinator Nancy Robbins, Community Futures West Yellowhead Pattie Pavlov, Jasper Park Chamber of Commerce Jason Stockfish, The Fitzhugh Bob Covey, The Local 16 observers
Call to Order	Deputy Mayor Hall called the February 8, 2022 Committee of the Whole meeting to order at 9:31am and began with a Traditional Land Acknowledgement .
Additions to the agenda	none
Approval of agenda #61/22	MOTION by Councillor Waxer to approve the agenda for the February 8, 2022 Committee of the Whole meeting as presented. FOR 6 Councillors AGAINST 0 Councillor CARRIED
Approval of minutes #62/22	MOTION by Councillor Kelleher-Empey to approve the minutes of the January 25, 2022 Committee of the Whole meeting as presented. FOR 6 Councillors AGAINST 0 Councillors CARRIED
Presentation Community Futures West Yellowhead (CFWY)	Council received a presentation from Nancy Robbins of Community Futures West Yellowhead. Ms. Robbins gave a review of the wide range of small business services offered by CFWY including financing, coaching, and more. Their current focus is on helping small businesses with pandemic recovery and loan management.

Business arising from minutes

At the January 25, 2022 Committee of the Whole meeting Council inquired if Administration would be able to provide an update on reviewing the 2018-2022 Council Strategic Plan. Administration has begun the process and will provide a report at an upcoming committee meeting.

Administration took an opportunity to welcome and introduce Christopher Read, the new Director of Community Development for the Municipality of Jasper.

Sidewalk Seating and Retail Area Extension Program

Council received a report from Administration detailing the progress to date on the Sidewalk Seating and Retail Area Extension Program, including a 2021 program review. Administration presented recommendations and alternatives, and asked Council for direction.

Pattie Pavlov of the Jasper Park Chamber of Commerce provided recommendations and the results of a business engagement survey.

#63/22

MOTION by Mayor Ireland that Committee direct Administration to bring back changes to the sidewalk seating and retail area extension program as follows:

- That applications that are consistent with Parks Canada’s architectural design and motif be given multi-year approvals for up to three years;
- That legacy installations that are not consistent with Parks Canada’s architectural design and motif guidelines be granted approval for the 2022 operating season;
- That the process to renew existing applications where no change to the previously approved configuration is proposed be streamlined.
- That Committee direct Administration to work with Parks Canada to ensure an avenue of appeal for any applicant who is denied as a result of the application of the Parks Canada architectural design and motif guidelines.

FOR	AGAINST	
5 Councillors	1 Councillor (Councillor Damota)	CARRIED

#64/22

MOTION by Councillor Melnyk that Committee direct Administration to add the following change to the sidewalk seating and retail area extension program:

- that for 2022 the \$1650 per stall fee be discounted by 50% and in 2023 the discount be removed.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Paid Parking Resident Exemption Program #65/22

Council debated the recommendations and alternatives provided by Administration regarding a Paid Parking Resident Exemption Program.

MOTION by Councillor Damota that Committee recommend Council approve a resident exemption from paid parking for up to two hours per parking session, for any resident registered in the system.

FOR	AGAINST
-----	---------

3 Councillors 3 Councillors DEFEATED
(Mayor Ireland, Councillors Hall and Kelleher-Empey)

Recess Deputy Mayor Hall called for a recess from 12:22pm – 1:01pm

Meeting Extension MOTION by Councillor Melnyk that the February 8, 2022 Committee of the Whole
#66/22 meeting be extended beyond four hours if necessary.

FOR AGAINST
6 Councillors 0 Councillors CARRIED

Paid Parking MOTION by Councillor Melnyk that Committee recommend that Council approve a
Resident resident exemption program with preloaded credits for any resident registered in the
Exemption system to a maximum of 500 credits (500 hours) per year; and, that Committee direct
Program administration to assist individuals with mobility or technology issues separately from the
Continued preloaded credit program.
#67/22

FOR AGAINST
5 Councillors 1 Councillor CARRIED
(Councillor Damota)

Equity, Diversity Council received a second draft of the Equity, Diversity and Inclusion Master Plan for
and Inclusion 2022-2026. As directed by Council on October 12, the Community Development team
Master Plan RFD refined the plan and engaged Inclusion Committee members in the work of reviewing and
#68/22 fine tuning the content.

MOTION by Councillor Waxer that Committee recommend Council adopt the Municipality
of Jasper’s 2022-2026 Equity, Diversity and Inclusion Master Plan.

FOR AGAINST
6 Councillors 0 Councillors CARRIED

World Tree MOTION by Councillor Kelleher-Empey that Committee direct Administration to assist the
#69/22 World Tree Team in obtaining and planting a permanent world tree in Robson Park to be
planted in the location of the existing world tree (directly across the street of the
entrance to the Library and Cultural Centre).

FOR AGAINST
6 Councillors 0 Councillors CARRIED

Garage Suites Council received recommendations and alternatives from Administration regarding the
Feedback development of garage suites in Jasper and ongoing communications with Parks Canada
#70/22 on the topic.

MOTION by Mayor Ireland that Committee recommend Council endorse the concept of
Garage Suites subject to their exclusive use as residential accommodation; and,
that Committee direct Administration to return to a future Committee meeting with
options to address the following issues:

- Emergency access
- User access
- Water, waste water, solid waste, and recycling capacity
- Parking and enforcement

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Engagement
Invitation for
Alberta Provincial
Police Service
(APPS) Transition
Study
#71/22

Councillors Melnyk and Waxer requested an endorsement from Council to attend an engagement session put on by the provincial government on March 31 in Edson. The invitation from the Solicitor General and registration instructions are included in the agenda.

MOTION by Mayor Ireland that Committee recommend that Council approve the attendance of both Councillor Melnyk and Councillor Waxer at the described session.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Mayor Ireland left the meeting at 2:23pm

Correspondence -
Parks Canada
2021 Land Use
Planning and
Development
Report
#72/22

Council received the 2021 Land Use Planning and Development Report from Parks Canada. Administration covered highlights such as the land rent amount, compliance inspections, payment in lieu of taxes and development permits.

MOTION by Councillor Waxer that Committee receive the report for information.

FOR	AGAINST	
5 Councillors	0 Councillors	CARRIED

Motion Action List
#73/22

Administration reviewed the Motion Action List with Council which included new proposed timelines for projects.

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

FOR	AGAINST	
5 Councillors	0 Councillors	CARRIED

Councillor reports

Councillor Melnyk will be attending a Jasper Yellowhead Historical Society meeting this evening.

Councillor Hall attended the Adult Community Conversation last Wednesday and will be taking the Community Helpers training tomorrow.

Upcoming Events

Council reviewed a list of upcoming events.

Adjournment
#74/22

MOTION by Councillor Kelleher-Empey that, there being no further business, the Committee of the Whole meeting of February 8, 2022 be adjourned at 2:31pm.

FOR
5 Councillors

AGAINST
0 Councillors

CARRIED

AGENDA ITEM 6.1

REQUEST FOR DECISION

Subject: Activity Centre Renovation Report
From: Bill Given, Chief Administrative Officer
Reviewed by: Emma Acorn, Legislative Services Coordinator
Date: February 22, 2022



Recommendation:

That Committee direct administration advance the Activity Centre Renovation Project design inclusive of the recommended scope items;

And, return with a final costing for approval at a future committee of the whole meeting.

Alternatives:

That Committee direct administration advance the Activity Centre Renovation Project design inclusive of the 'Recommended Scope' items *AND* the following 'Additional Scope' items:

- *List item one*
- *List item two*
- ...

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 2019 the Municipality of Jasper secured approximately \$6,950,000 in grant and municipal tax funding towards a major renovation of the facilities. 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. Across the 2022/23 capital budget Council approved a total of approximately \$11,000,000 for projects related to the scope of the proposed Activity Centre renovation.

On December 7, 2022 council selected GEC Architecture as the prime consultant for the renovation project.

Discussion:

The project has arrived a point where administration and the design team require council's guidance to refine the project scope. Following a review of the facility the GEC project team has assessed and evaluated all of the potential project items and categorized them in to two categories: Recommend Scope and Additional Scope.

Recommended Scope

Items in the "Recommended Scope" category include those related to building code and life safety deficiencies; accessibility improvements; and lifecycle renewal and maintenance. While this scope of items provides important upgrades to the building systems that will extend the operational life of the facility and improve the

accessibility it only provides a handful of meaningful “front of house” improvements that would be appreciated by the public. Administration is recommending that the items in this category be the primary focus of the project.

Additional Scope

Items in “Additional Scope” include those related to operational improvements and building functional improvements. These items are largely “front of house” that would offer additional benefits to the public or operational benefits and are more directly aligned to the findings reported in the Culture and Recreation Services and Facilities Review. Highlights in this category include:

- **Arena Change Rooms**
 - Key Decision: Expand building footprint for change rooms vs. redevelop within existing building footprint.
- **Squash Court Conversion**
 - Key Decision: Convert (one or both) courts to multipurpose spaces, or leave as is.
- **Arena Viewing Lounge**
 - Key Decision: Create a new second floor viewing lounge into the arena above the existing ice plant, or not.
- **Rationalization of the Senior’s Centre and Administration Spaces**
 - Key Decision: Relocate seniors lounge adjacent to the activity centre lobby and consolidate administrative spaces or leave as is.
- **Conversion of offices adjacent to lobby into multipurpose space**
 - Key Decision: reconfigure existing offices into multipurpose space or leave as is.
- **Full Renovation of basement washrooms for accessibility**
 - Key Decision: Renovate activity centre basement washrooms to meet accessibility standards, or leave as is.
- **Full Renovation of both men’s and women’s changerooms**
 - Key Decision: Conduct a full renovation of both, or complete the partial renovation of just the men’s that is contained in the recommended scope.

The GEC team and administration will be prepared to discuss the additional scope items with council during the meeting to provide additional context and justification for council’s consideration.

Strategic Relevance:

The *Culture and Recreation Services and Facilities Review* adopted by Council in 2021 provides significant insight and direction coming from the community’s desires related to recreation facilities.

The review as adopted by Council included a prioritized list of twelve (12) infrastructure projects that were identified to guide future capital investment. The prioritized projects focus on re-investment into existing facilities in order to ensure their sustainability. The renovation project as proposed addresses the following five of the twelve of items identified as top priorities:

1. Re-investment into the Activity Centre to ensure safety and sustainability

- Replacement of the entryway, canopy, and lighting
- Upgrade of the main electrical distribution system
- Fire coating for basement

2. Re-investment into the Fitness & Aquatics Centre to ensure safety and sustainability

- Upgrade of pool lighting and related components to meet Life Saving Society of Canada requirements

3. Re-investment into the Jasper Arena to ensure safety and sustainability

9. Re-investment into the Fitness & Aquatics Centre to modernize and improve user experience

- Change room upgrades to enhance user experience, accessibility, and align with evolving societal trends
- Aesthetic and functionality upgrades to common spaces and the pool area
- Upgrade of the filtration system

12. Program room and support space upgrades

- Enhancement of program rooms and support spaces such as storage rooms.

Financial:

Across the 2022/23 capital budget Council approved a total of approximately \$11,000,000 for projects related to the scope of the proposed Activity Centre renovation. Some of this total exists in the 2023 year and has not been formally approved by council while other portions of the total reflect projects which are not part of the recommended scope items.

Attachments:

GEC architecture – Activity Centre Renovation Council Presentation



February 22, 2021

Municipality of Jasper **Activity Centre Renovation**

COUNCIL PRESENTATION



Contents

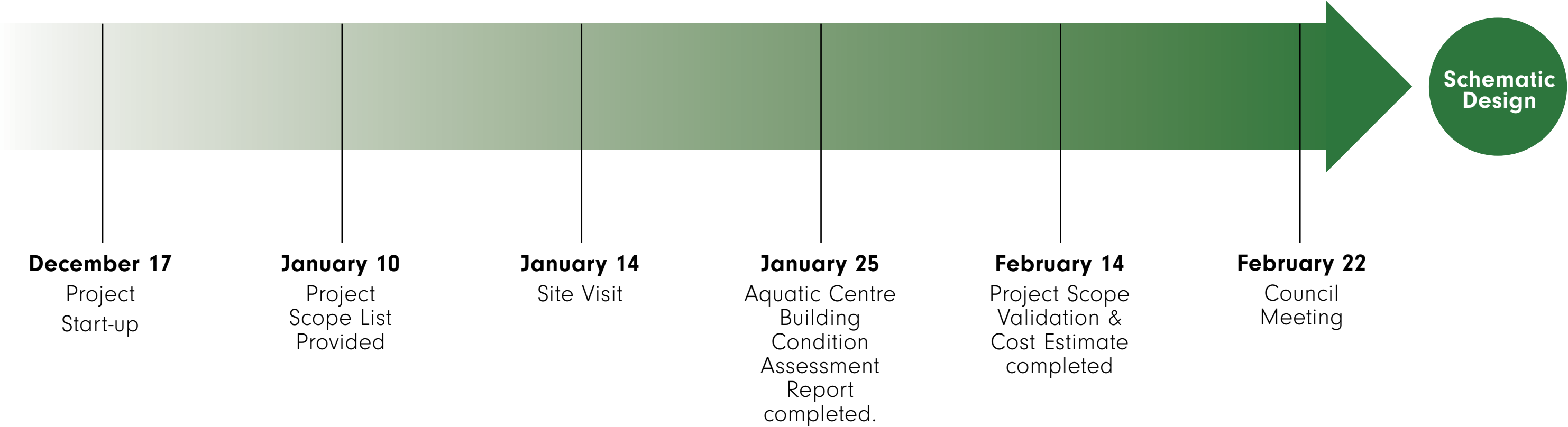
1.0 Project Schedule

2.0 Project Scope

- 2.1 Scope Category Classification System
- 2.2 Class D Cost Estimate
- 2.3 Recommended Project Scope
- 2.4 Additional Scope

gec

1.0 Project Schedule



2.1 Scope Category Classification System

Recommended Scope

- 1 - Building code and life safety deficiencies
- 2 - Accessibility improvements
- 3 - Life cycle renewal and maintenance

Additional Scope

- 4 - Operational Improvements
- 5 - Building Functional Program Improvements

2.2 Class D Cost Estimate

Recommended & Additional Scope

RECOMMENDED & ADDITIONAL SCOPE		
	SCOPE CATEGORY	TOTAL COST
1	BUILDING CODE AND LIFE SAFETY DEFICIENCIES	\$4,068,677
2	ACCESSIBILITY IMPROVEMENTS	\$1,395,772
3	LIFE CYCLE RENEWAL AND MAINTENANCE	\$5,007,983
4	OPERATIONAL IMPROVEMENTS	\$1,757,343
5	BUILDING FUNCTIONAL IMPROVEMENTS	\$3,787,885

 RECOMMENDED PROJECT SCOPE

 ADDITIONAL PROJECT SCOPE

2.2 Class D Cost Estimate

Recommended Scope

RECOMMENDED SCOPE		
	SCOPE CATEGORY	TOTAL COST
1	BUILDING CODE AND LIFE SAFETY DEFICIENCIES	\$4,068,677
2	ACCESSIBILITY IMPROVEMENTS	\$1,395,772
3	LIFE CYCLE RENEWAL AND MAINTENANCE	\$5,007,983
	TOTAL PROJECT CONSTRUCTION COST	\$10,472,432

2.2 Class D Cost Estimate

Additional Scope

ADDITIONAL SCOPE		
	SCOPE CATEGORY	TOTAL COST
4	OPERATIONAL IMPROVEMENTS	\$1,757,343
5	BUILDING FUNCTIONAL IMPROVEMENTS	\$3,787,885
	TOTAL PROJECT CONSTRUCTION COST	\$5,545,228

2.3 Recommended Project Scope

Building code and life safety deficiencies, accessibility improvements and life cycle renewal and maintenance scope

Arena

- Ventilation system upgrades and CO2 sensors
- Reconfiguration of the dressing rooms to be larger and improve accessibility
- Improve exiting & life safety of the bleachers

Activity Centre

- Re-grading the west and east sides of the building and enhancing the front entry, including new benches, lighting, landscaping and paving. This includes new power operated universally accessible doors
- Upgrades to the ventilation and dehumidification in the curling rink and kitchen exhaust
- A 2500lb elevator to connect all the floors of the activity centre
- New universal washroom in the basement
- Address missing fire separations
- Upgrade the electrical systems
- Upgrades to life safety systems, including exit lighting
- Upgrades to communications systems
- Repairs to the exterior walls around the curling rink

Aquatic Centre

- Relocation of universal change rooms and partial renovation of men's change room
- Replacement of pool aquatic systems, including chemical feed system, sand filters and heat exchangers
- New water treatment room
- New air handling units, boilers, domestic hot water tanks, filters and heater exchangers
- Upgrades to the electrical systems, including distribution panels, branch circuiting and lighting
- Upgrades to life safety systems, including exit lighting
- Replacement of corroded steel and copper piping
- Pool electrical bonding
- Structural repairs to footings, column bases, cathodic protection
- Replacement of the incoming water main

2.4 Additional Project Scope

Operational improvements and functional building program improvements

Arena

- Replace dehumidification in the arena
- Upgrade the sound system
- Keyless entry access
- Expand Zamboni room
- Second floor lounge above existing Ice Plant Room
- Expansion of the footprint of arena to make larger dressing rooms

Activity Centre

- Connection of solar panels to building electrical system
- Replacement of interior and exterior lighting
- Upgrade the emergency power system and generator
- Upgrade the security system including new keyless entry access
- Upgrade AV system
- Electrical system upgrades, including replacement of electrical branch circuits
- Upgrade Fire alarm system
- Expansion of curling rink lounge (upper floor) and new storage room (main floor)
- Conversion of handball courts into four multi-purpose rooms on basement & main floor
- Relocation of Senior's Centre and reconfiguration of Administration Office
- Conversion of offices in lobby into multi-purpose meeting spaces
- Full renovation of the basement washrooms to improve accessibility

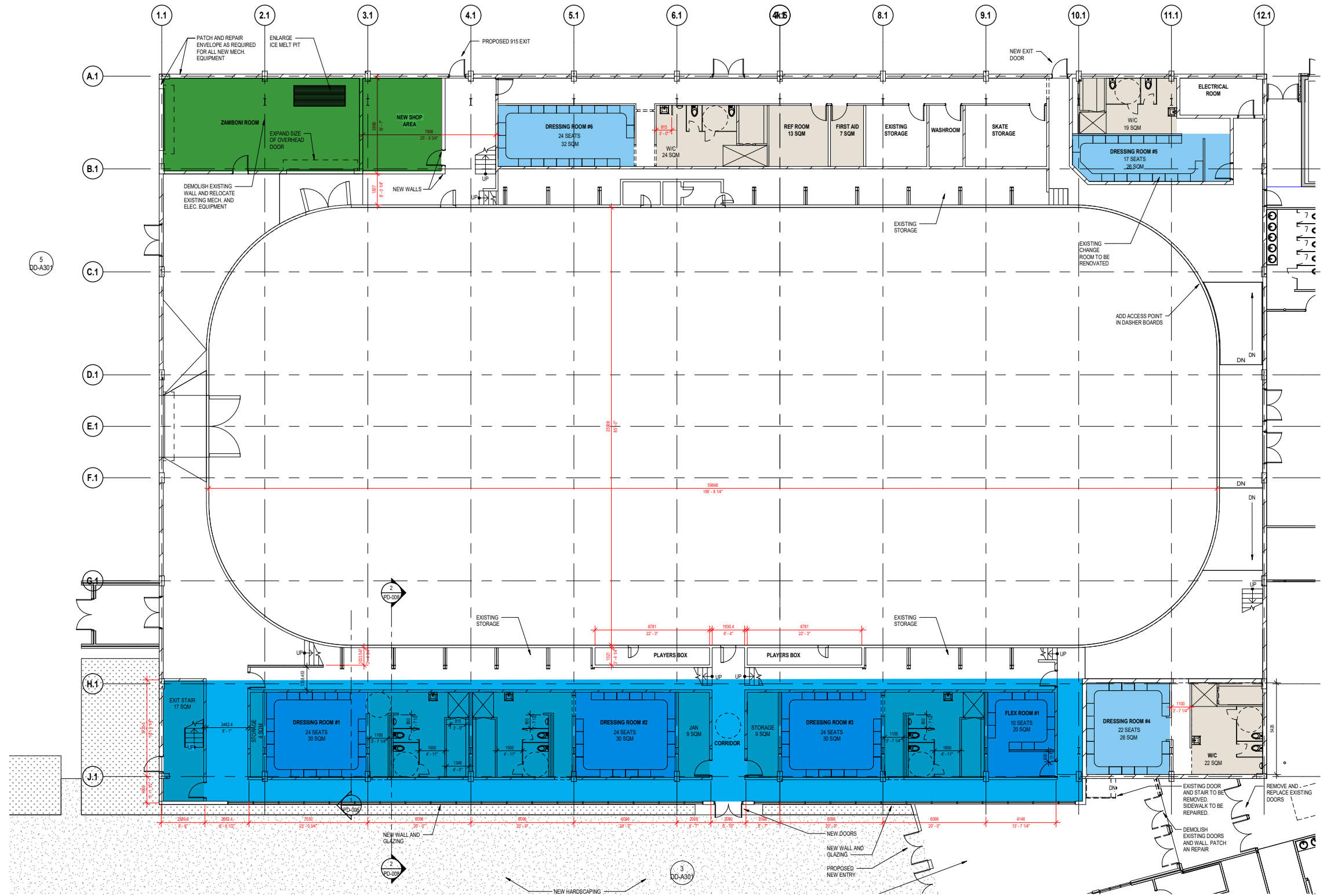
Aquatic Centre

- Upgrade the security system including new keyless entry access
- Upgrade AV system
- Fire alarm system upgrades
- Full renovation of both the men's and women's change room

2.4 Additional Project Scope

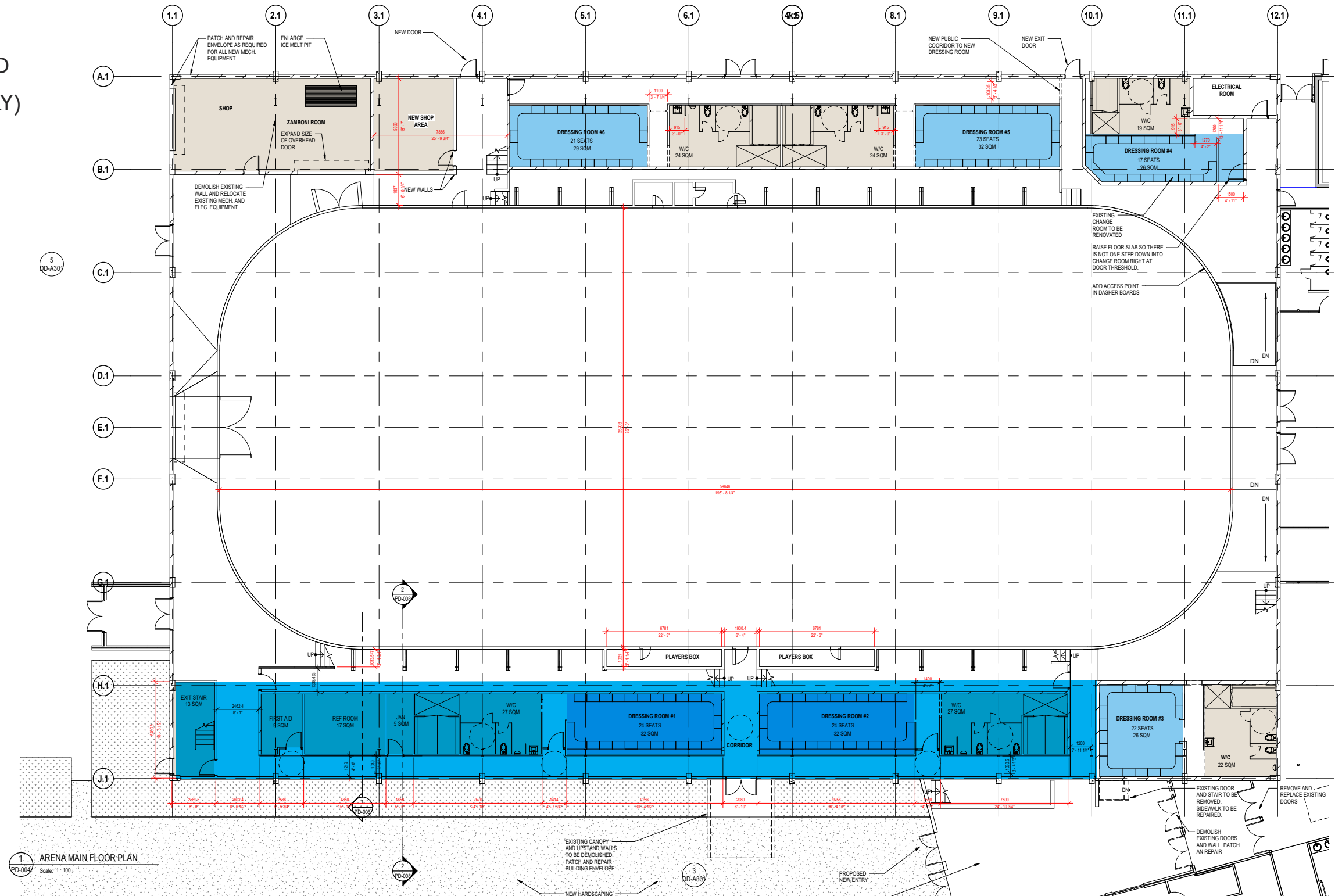
EXPANSION OF EXISTING ARENA TO THE SOUTH TO MAKE DRESSING ROOMS LARGER

EXPANSION OF EXISTING ZAMBONI ROOM



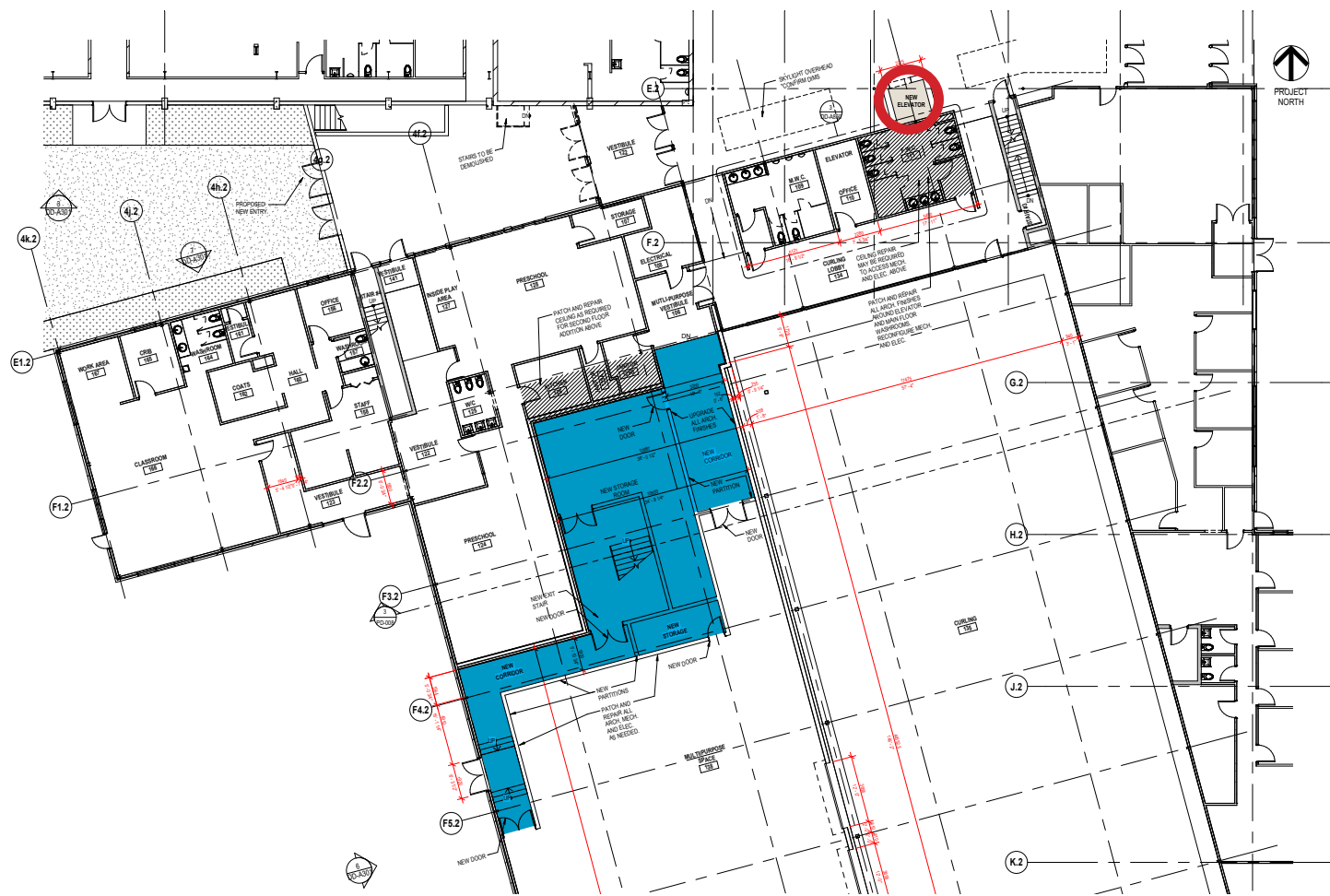
2.4 Additional Project Scope

NO EXPANSION OF ARENA
INCLUDED IN RECOMMENDED
SCOPE (FOR REFERENCE ONLY)

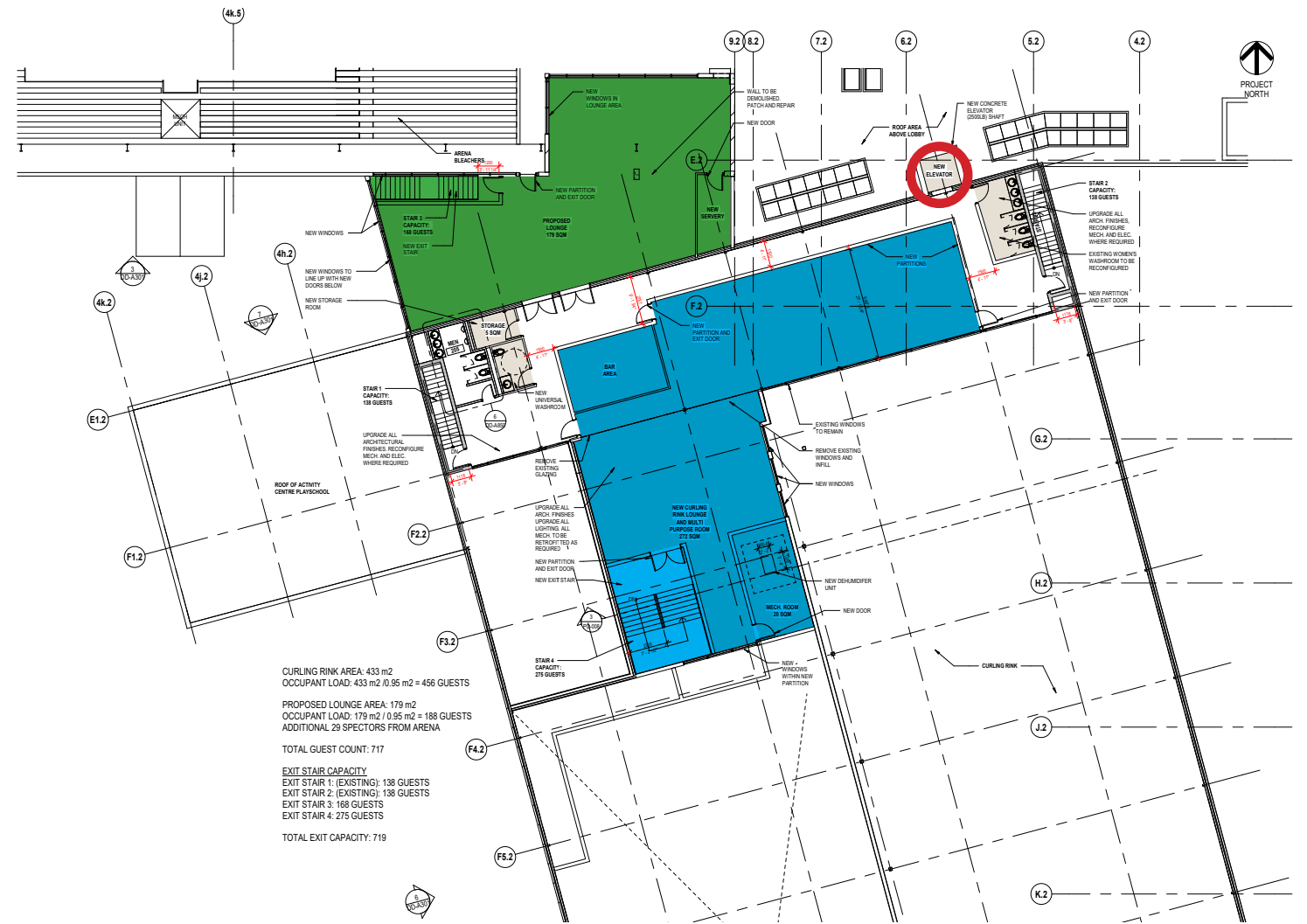


2.4 Additional Project Scope

- NEW SECOND FLOOR LOUNGE IN ARENA
- EXPANSION OF CURLING RINK LOUNGE & NEW STORAGE ROOM
- ELEVATOR



ACTIVITY CENTRE & ARENA / MAIN FLOOR



ACTIVITY CENTRE & ARENA / SECOND FLOOR

2.4 Additional Project Scope

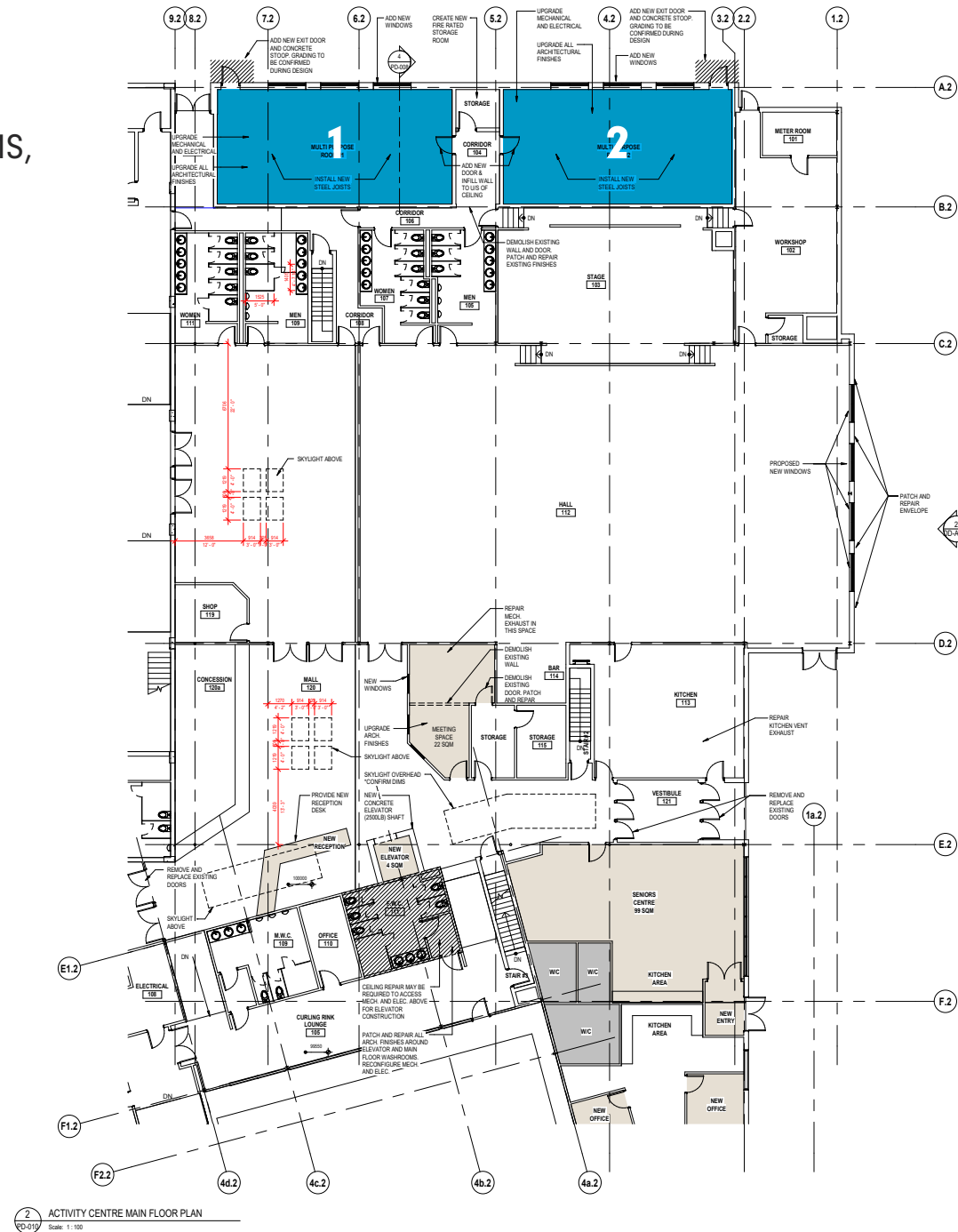
- NEW RELOCATED ADMINISTRATION OFFICE
- NEW RELOCATED SENIOR'S CENTRE



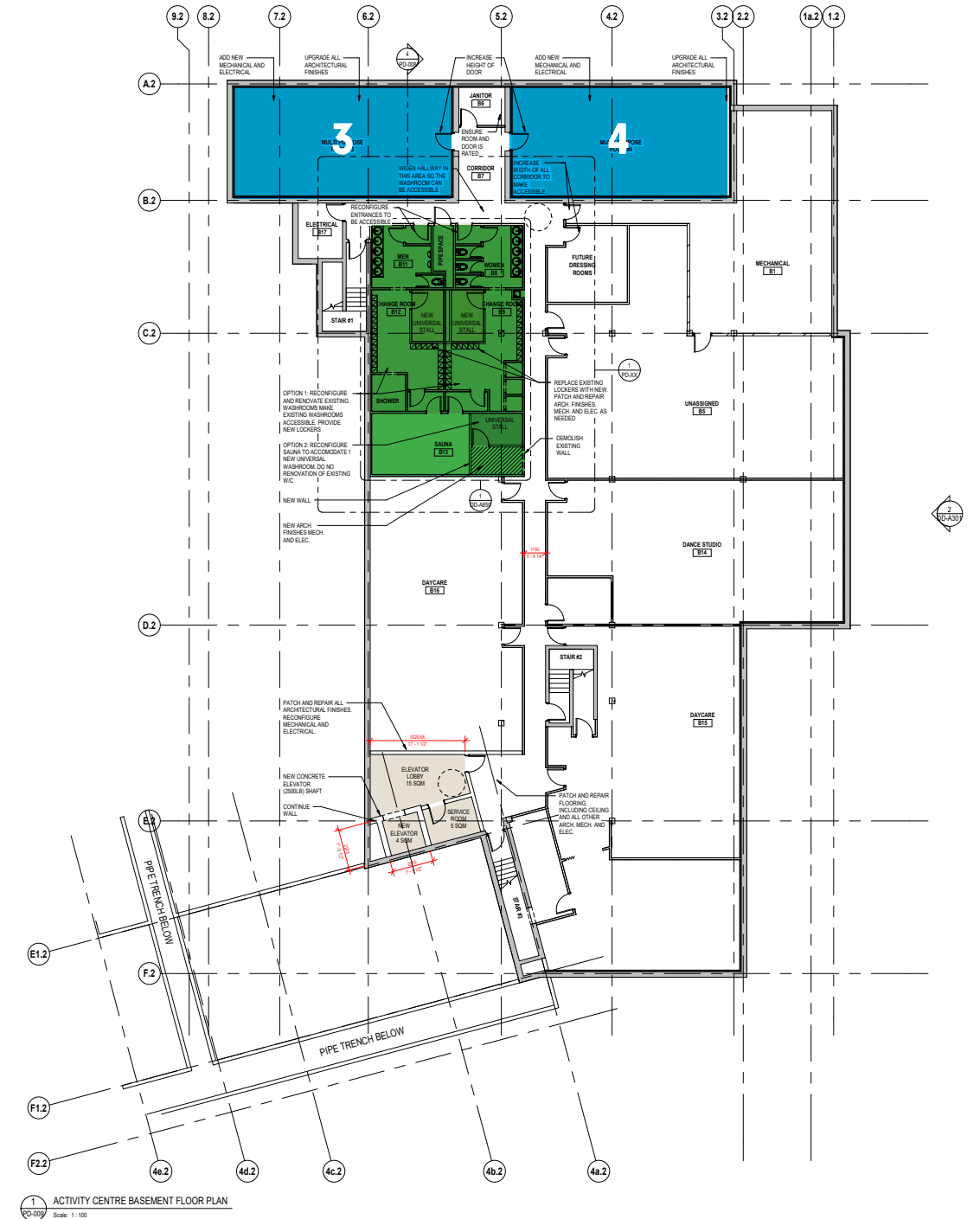
ACTIVITY CENTRE / SENIOR'S CENTRE & ADMINISTRATION SPACE

2.4 Additional Project Scope

- CONVERSION OF EXISTING HANDBALL COURTS INTO FOUR MULTI-PURPOSE ROOMS, SECOND & MAIN FLOOR
- BASEMENT WASHROOMS RENOVATIONS



ACTIVITY CENTRE / MAIN FLOOR

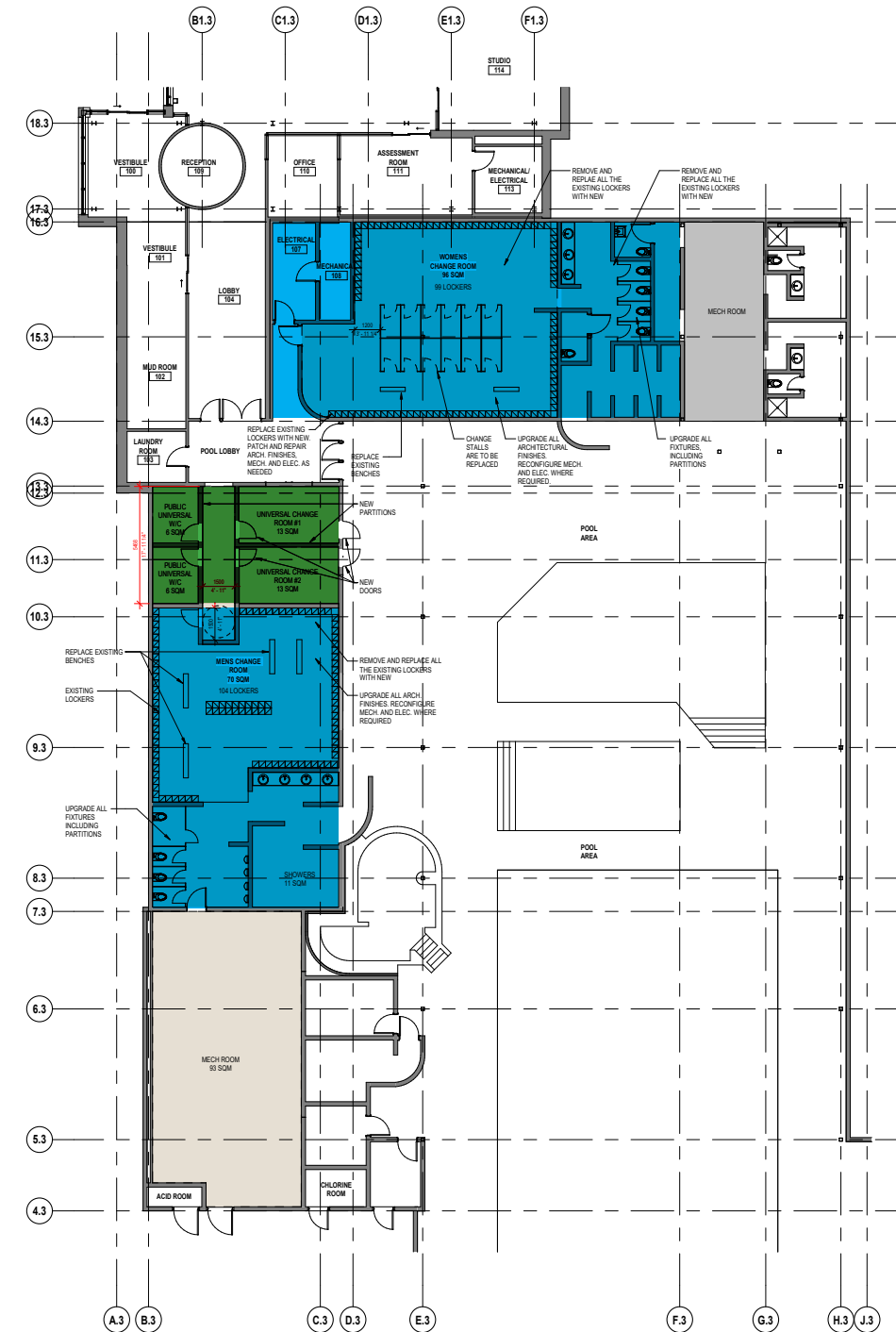


ACTIVITY CENTRE / SECOND FLOOR

2.4 Additional Project Scope

■ FULL RENOVATION OF MEN'S & WOMEN'S CHANGE ROOM

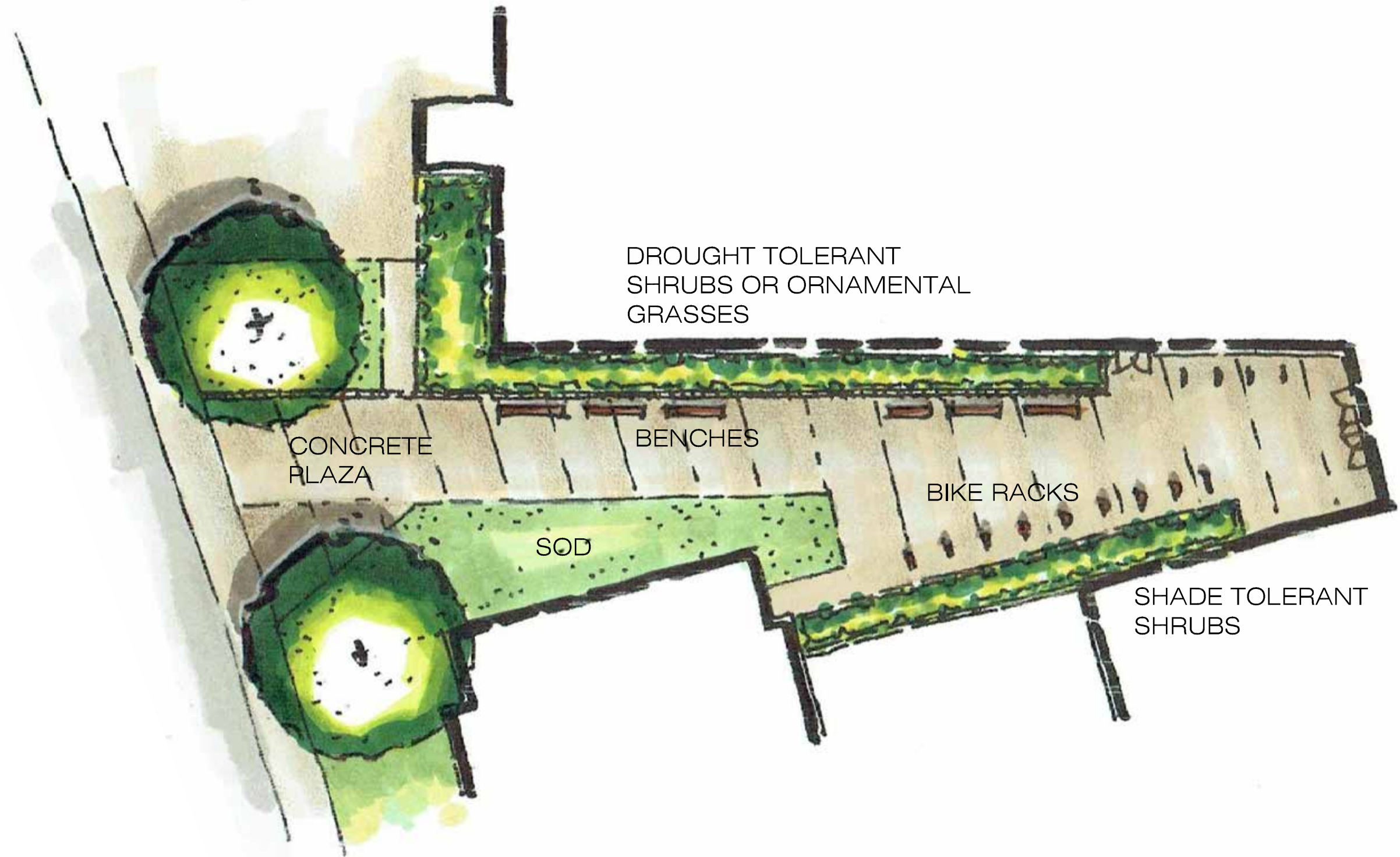
■ UNIVERSAL ACCESSIBLE WASHROOMS & CHANGE ROOM. INCLUDED IN RECOMMENDED SCOPE



1 AQUATIC CENTRE MAIN FLOOR PLAN
Scale: 1:100

AQUATIC CENTRE / MAIN FLOOR

PROPOSED FRONT ENTRY ENHANCEMENTS. INCLUDED IN RECOMMENDED SCOPE. (FOR REFERENCE ONLY)



CONCEPT 'B'

EDMONTON

Suite 310, 14055 West Block NW
Edmonton, AB T5N 1L8
T: 780.421.8060

CALGARY

Suite 300, 2207 4th Street SW
Calgary, AB T2S 1X1
T: 403.283.7796

TORONTO

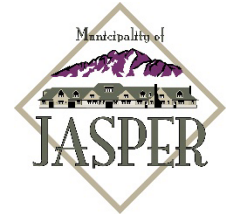
#403, 179 John Street
Toronto, ON M5T 1X4
T: 647.749.3388



AGENDA ITEM 6.2

INFORMATION REPORT

Subject: Emergency Management
From: Christine Nadon, Director of Protective and Legislative Services
Reviewed by: Mathew Conte, Fire Chief
Date: February 22, 2022



Recommendation:

- That Committee receive this report for information.

Preamble

The Protective and Legislative Services department is responsible for municipal Emergency Management, which is an essential function with respect to public safety in our community, and is legislated by the Province of Alberta. The *Emergency Management Act* and the *Local Authorities Emergency Management Regulation* set out the legislative framework and requirements for Alberta municipalities.

Recent natural disasters, including the Fort McMurray and Slave Lake wildfires, and the Calgary and High River floods, have demonstrated the need for municipalities to be prepared to respond to community emergencies. One of the greatest risks to the Municipality of Jasper is a wildfire.

Structure and Leadership

The appointed Director of Emergency Management (DEM) for the Municipality of Jasper is the Fire Chief, Mathew Conte, with the Director of Protective and Legislative Services, Christine Nadon, currently appointed as the Deputy DEM. These designations could change depending on staff qualifications and job descriptions. The current structure, however, appears to be serving the organization well and capitalizes on strengths and knowledge from two key leadership positions in the department (Director and Fire Chief).

Municipal Emergency Plan, Organizational Chart and Training

Over the past several months, Fire Chief Conte has been reviewing and updating the Municipal Emergency Plan, which is mandated to be reviewed and updated annually as per provincial legislation. Part of this work includes the identification of key municipal personnel who would get deployed to support any incident that would require an emergency management activation, and ensuring that these individuals are trained and prepared to assume various roles in an Incident Command System (ICS) structure. The Municipality of Jasper has seen several changes in staffing in senior leadership positions, and throughout the organization more generally, in the last 18 months, which highlights the need for a robust training and development plan to ensure community preparedness as we head into the 2022 hazards season.

Through strong organizational buy-in from the municipal management team and leadership from Chief Conte, we have a full roster of 24 municipal staff (including a few volunteer firefighters) scheduled to complete an ICS 200 course at the beginning of March. Provincial trainers will conduct the course in person in Jasper, and also provide the Municipal Elected Officials and Basic Emergency Management courses during the same timeframe. The ICS 200 course is a prerequisite for ICS 300 (which we hope to host in Jasper later in 2022), which is the minimum requirement to enroll in the Northern Alberta Institute of Technology (NAIT) All-Hazards Incident Management Team Academy (AHIMT), where ICS position-specific training is offered to individuals involved in

emergency management. Three municipal management team members (Mathew Conte, Don Smith and Lisa Daniel), supported with funding from our corporate emergency management training budget, have attended the AHIMT Academy on behalf of the Municipality of Jasper this February, strengthening our ICS leadership capacity and demonstrating our commitment to continuous learning and improvement.

Emergency Management Exercise

Annual emergency management exercises are also mandated by the province. While the size and scope of exercises may vary, they are an opportunity for the team to get together, put plans into practice, and identify where improvements are needed. Alberta Emergency Management Agency (AEMA) field officers are also invited to the event as observers to support, coach and develop municipal teams through their emergency management planning, training and organization.

During the second week of March, the Municipality of Jasper and Parks Canada will take part in a joint emergency management exercise where both teams will come together under Unified Command, and practice a wildfire evacuation scenario. Due to the pandemic, the last joint exercise between the two organizations dates back to 2019. There have been several staff changes in both organizations since, and this exercise will provide a venue for building relationships, identifying gaps in planning, and ensuring multi-agency principles are well established prior to the 2022 wildfire season.

Legislative Framework

Every municipality in Alberta is required (under the Act) to have an up-to-date Emergency Management Bylaw, which anchors the local authority's jurisdiction to address community emergencies within the provincial legislative framework. Key parts of the bylaw include the designation of a Director of Emergency Management (DEM); the establishment of an Emergency Advisory Committee; and the establishment of an Emergency Management Agency. Requirements under the Act are monitored through AEMA's field officers, who conduct an annual audit of Municipal Emergency Plans, bylaws and other supporting documentation.

The Protective and Legislative Services department is currently addressing items where the Municipality of Jasper may be out of compliance, and is actively working towards resolving outstanding issues identified through the annual Alberta Emergency Management Agency review process. Council can expect to receive an updated version of the Emergency Management Bylaw for review in coming weeks.

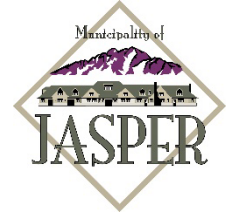
Council's Role in Emergency Management

While a local authority is responsible for the direction and control of its response to a community emergency, those powers are broadly delegated to Administration through the appointment of a Director of Emergency Management and other designated officers such as the CAO. The Emergency Advisory Committee, established through the Emergency Management Bylaw, provides the framework for elected officials to guide the development of the Municipal Emergency Plan, and consider policy level items including resource allocation. During an emergency, elected officials are expected to maintain their regular Council duties; provide political and financial support the team; and may be required to declare a State of Local Emergency.

The upcoming Municipal Elected Officials training and an up-to-date Emergency Management Bylaw should support Council members in developing a more thorough understanding of their role in municipal emergency management, namely through a renewed approach and startup of the Emergency Advisory Committee.

AGENDA ITEM 6.3

REQUEST FOR DECISION



Subject: Legislative Committee Terms of Reference
From: Bill Given, Chief Administrative Officer
Prepared by: Emma Acorn, Legislative Services Coordinator
Reviewed by: Bill Given, Chief Administrative Officer
Date: February 22, 2022

Recommendation:

Committee recommend that council approve the Legislative Committee Terms of Reference as presented.

Options:

- That committee direct administration revise the terms of reference and return to a future committee.
- That committee provide amendments via motion and then recommend council approve the amended terms of reference.
- That committee recommend council approve the discontinuation of the legislative committee.

Background:

The Legislative Committee was first formed in 2019 but does not appear to have been the result of a motion of council at a formal meeting, nor does the legislative committee have a council approved terms of reference.

On July 20, 2021 Council approved Policy A-001 Policy Development and Review. The policy states 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.

Bylaw #190, the Procedure Bylaw, is the document that states how council governs. It covers everything from meetings, motions, committees and more.

Discussion:

The procedure bylaw was originally adopted in 2016 and has not been formally reviewed or updated since that time. As it exists the bylaw has a number of inconsistencies with how council operates today, it contains a number of outdated references and schedules for committees that have ceased to exist and it may not reflect the current state of municipal best practices. Additionally there are a number of areas where provincial legislation changes or the use of technology may need to be considered.

A review of Bylaw #190 could be conducted a number of ways including administrative review, review by a dedicated committee of council or review through the existing committee of the whole structure.

The legislative committee could service as a dedicated committee of council for this purpose. In this approach the committee member's work would be focused on researching innovative best practices from other jurisdictions, reviewing current MOJ practices and providing direction to administration for desired changes to Bylaw #190. In this approach the committee would develop a draft of a new procedure bylaw and present it to

council for consideration and adoption.

As proposed in the attached draft terms of reference, the legislative committee would function as a regular committee of council, supported by administration with a regular meeting schedule.

Relevant Legislation:

- *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:

- Draft Legislative Committee Terms of Reference

Legislative Committee Terms of Reference

1. Purpose & Responsibilities of the Committee

- 1.1. To deal with matters relating to Council's governance processes and structure including;
 - 1.1.1. Undertaking a comprehensive review of bylaw #190, the Municipality of Jasper Procedure Bylaw,
 - 1.1.2. Researching, identifying and recommending governance best practices from other municipalities,
 - 1.1.3. Reviewing and discussing other policies, bylaws and matters referred to it by Council.

2. Membership

- 2.1. The Legislative Committee shall have a membership of three members of council as appointed at the organizational meeting.

3. Quorum and Voting

- 3.1. The quorum for the Legislative Committee shall be the majority of the Members appointed.
- 3.2. All Committee Members will vote on all motions.

4. Meetings & Minutes

- 4.1. The committee will meet at 9:00am on the first Tuesday of the month.
- 4.2. Meetings shall not exceed 1.5 hours in length unless the members present unanimously consent to an extension. If an extension is not approved, any remaining agenda items will be considered at the next regular meeting or at a special meeting called to complete the business.
- 4.3. Except as provided in section 17 for the Procedure Bylaw, all meetings shall be held in public.
- 4.4. Notice of all meetings shall be given to all Council members and the public.
- 4.5. Notice of meetings is deemed to be given by publication of the agenda, together with supporting documentation, on the municipal website by 4:00 p.m. on the Friday before a regular meeting.
- 4.6. Meeting minutes shall be forwarded to the next regularly scheduled council meeting for adoption.

5. Administrative Support

- 5.1. The committee shall be supported by the Chief Administrative Officer or designate and the Legislative Services Coordinator.

6. Reporting Relationship

- 6.1. The committee shall act in an advisory capacity to Council, recognizing that Council as a whole is responsible for setting policy direction;
- 6.2. The committee will recommend items to Council for approval and adoption.

7. Terms of Reference

- 7.1. The Legislative Committee’s Terms of Reference may only be approved and amended by Council at a regular meeting.

Dated at Jasper, Alberta this _____ of _____, 2022
(day) (month)

Mayor

CAO

MOTION ACTION LIST

SHORT TITLE	REQUESTED (DATE)	RESPONSIBLE (WHO)	COUNCIL MOTION (DESCRIPTION)	TARGET (DATE)
Mountain Makers Arts & Culture	July 27, 2021	Director of Community Development & CAO	That Committee direct Administration to come back to a future Committee of the Whole meeting with a report to follow up on the request made in the presentation today July 27, 2021.	March 2022 February 2022
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.	March 2022 February 2022
Relationship with JCTS & Friends of Jasper Culture & Recreation	September 14, 2021	CAO	That Committee direct Administration to bring forward recommendations on how to enhance the relationship between the municipality and local non-profit organizations including Jasper Community Team Society and Friends of Jasper Culture and Recreation.	March 2022
Municipal Staff Housing	September 14, 2021	Director of Finance & Administration	That Committee direct Administration to bring forward a draft policy to address all aspects of Municipal Staff Housing.	March 2022 February 2022
Fiscal Controls and Reporting Policy	September 28, 2021	Director of Finance & Administration	That Committee direct Administration to revise the Internal Fiscal Controls and Reporting Policy based on the discussion today and return to a future Committee of the Whole meeting.	March 2022 February 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.	April 2022 February 2022
Speed Limits	January 25, 2022	Director of Operations & Director of Protective & Legislative Services	That Committee direct Administration to draft appropriate amendments to the Traffic Bylaw to reduce speed limits within municipal boundaries to 30 km/h, as presented in Option 1, and return to committee.	March 2022 February 2022

Legislative Committee TOR	January 25, 2022	CAO	That Committee direct Administration to develop a draft terms of reference for a Legislative Committee and return to Council for approval.	March 2022
2018-2022 Council Strategic Plan	January 25, 2022	CAO	That Committee direct Administration to report back to the next Committee of the Whole as to the possibility of updating progress on the priorities outlined in the 2018-2022 Council Strategic Plan.	March 2022 February 2022
Garage Suites Feedback	February 8, 2022	CAO	That Committee direct Administration to return to a future Committee meeting with options to address the following issues: <ul style="list-style-type: none"> • Emergency access • User access • Water, waste water, solid waste, and recycling capacity • Parking and enforcement 	March 2022
Sidewalk Seating and Retail Area Extension Program	February 8, 2022	CAO & Director of Protective & Legislative Services	That Committee direct Administration to bring back changes to the sidewalk seating and retail area extension program as follows: <ul style="list-style-type: none"> • That applications that are consistent with Parks Canada’s architectural design and motif be given multi-year approvals for up to three years; • That legacy installations that <u>are not</u> consistent with Parks Canada’s architectural design and motif guidelines be granted approval for the 2022 operating season; • That the process to renew existing applications where no change to the previously approved configuration is proposed be streamlined. • That Committee direct Administration to work with Parks Canada to ensure an avenue of appeal for any applicant who is denied as a result of the application of the Parks Canada architectural design and motif guidelines. 	March 2022

			<p>That Committee direct Administration to add the following change to the sidewalk seating and retail area extension program:</p> <ul style="list-style-type: none"> that for 2022 the \$1,650 per stall fee be discounted by 50% and in 2023 the discount be removed. 	
Paid Parking Resident Exemptions	February 8, 2022	Director of Protective & Legislative Services	<p>That Committee direct Administration to develop a program to assist individuals with mobility or technology issues separately from the preloaded credit program.</p>	April 2022