

MUNICIPALITY OF JASPER  
**REGULAR COUNCIL MEETING AGENDA**  
October 18, 2022 | 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, October 18, 2022 attachment

*Recommendation: That Council approve the agenda for the regular meeting of October 18, 2022 as presented.*

**3 APPROVAL OF MINUTES**

3.1 Regular meeting minutes, October 4, 2022 attachment

*Recommendation: That Council approve the minutes of the October 4, 2022 Regular Council meeting as presented.*

3.2 Committee of the Whole meeting minutes, October 11, 2022 attachment

*Recommendation: That Council approve the minutes of the October 11, 2022 Committee meeting as presented.*

**4 CORRESPONDENCE**

**5 DELEGATIONS**

**6 NEW BUSINESS**

6.1 Outdoor Recreation Facilities Policy attachment

*Recommendation: That Council rescind Policy D-014: Municipal Field Use Policy and Policy D-015: Outdoor Skating Surface Policy, and approve Policy D-114: Outdoor Recreation Facilities as presented.*

**7 NOTICES OF MOTION**

**8 COUNCILLOR REPORTS**

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

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**9 UPCOMING EVENTS**

NETMA – October 19, Wicked Cup, 5-7pm  
Organizational Meeting – October 25, following Committee of the Whole  
Intergovernmental meeting – October 27, 2pm  
Alberta Recreation & Parks Association Conference – October 27-29, Fairmont Jasper Park Lodge  
Budget Presentations – November 15 & 16

**10 ADJOURNMENT**

*Recommendation: That, there being no further business, the regular meeting of October 18, 2022 be adjourned at \_\_\_\_\_.*

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

Municipality of Jasper  
**Regular Council Meeting Minutes**  
 Tuesday, October 4, 2022 | 1:30 pm  
 Jasper Library and Cultural Centre, Quorum Room

Virtual viewing and participation	Council attendance is in Council chambers at the Jasper Library and Cultural Centre. This meeting was also conducted virtually and available for public livestreaming through Zoom. Public viewing and participation during Council meetings is through both Zoom livestreaming and in-person attendance.						
Present	Mayor Richard Ireland, Deputy Mayor Rico Damota, Councillors Kathleen Waxer, Wendy Hall, Ralph Melnyk, Helen Kelleher-Empey and Scott Wilson						
Also present	Bill Given, Chief Administrative Officer Christine Nadon, Director of Protective & Legislative Services Amanda Stevens, Communications Manager Emma Acorn, Legislative Services Coordinator Jason Stockfish, The Fitzhugh Bob Covey, The Local 6 observers						
Call to order	Mayor Ireland called the October 4, 2022 regular meeting to order at 1:30pm.						
Approval of agenda #424/22	MOTION by Councillor Melnyk – BE IT RESOLVED that Council approve the agenda for the October 4, 2022 regular meeting as presented.						
	<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					
Approval of Committee of the Whole minutes #425/22	MOTION by Councillor Damota – BE IT RESOLVED that Council approve the minutes of the September 27, 2022 Committee of the Whole meeting as presented.						
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FOR	AGAINST						
7 Councillors	0 Councillors	CARRIED					
Approval of Regular meeting minutes #426/22	MOTION by Councillor Waxer – BE IT RESOLVED that Council approve the minutes of the September 27, 2022 regular meeting as presented.						
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FOR	AGAINST						
7 Councillors	0 Councillors	CARRIED					
Correspondence – Jasper Park Chamber of Commerce (JPCC)	Council received correspondence from the JPCC which is attached to today’s agenda package and relates to item 6.1 Paid Parking.						
Delegations	none						
Paid Parking #427/22	At the September 27, 2022 Committee of the Whole meeting, Council received correspondence from local business owner Shelley Koebel requesting that Council consider an early ending to the 2022 Paid Parking Program. The request was discussed at the September 27, 2022 regular Council meeting and tabled for final decision to occur at today’s meeting.						
	MOTION by Councillor Melnyk – BE IT RESOLVED that Council approve the 2022 Paid Parking Program continue as planned and end on October 31.						
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Notices of Motion	none						
Councillor Reports	Councillor Wilson attended a Jasper Community Housing Corporation meeting last Thursday.						

Councillor Hall attended the Environmental Community Conversation last week and a Yellowhead Regional Library board meeting.

Councillor Hall and Councillor Damota extended thanks to Director of Community Development, Christopher Read, for arranging the training session which took place on Wednesday, September 28 with Roy Pogorzelski titled 'Municipal Roles in Truth and Reconciliation'.

Councillor Hall, Councillor Waxer and others thanked the Mayor for representing the Municipality and speaking at the ceremony on Friday, September 30 to acknowledge and honor National Day for Truth & Reconciliation.

Councillor Hall shared her appreciation for all the volunteers, musicians and others who helped make the October 1, 2022 Jasper Folk Festival a success.

Mayor Ireland, CAO Bill Given, and Councillors Damota and Hall met today for a Legislative Committee meeting to continue work on reviewing and updating the Procedure Bylaw.

Councillors Waxer, Melnyk, and Hall met as the Human Resources Committee last Wednesday.

Mayor Ireland met with MLA Martin Long on Wednesday.

Mayor Ireland gave an opening address at the Alberta Forest Products Association Annual General Meeting and Conference at Fairmont Jasper Park Lodge last week.

Mayor Ireland and Mr. Given had a Zoom call Friday morning with the consultants and the Mayor & CAO of Banff concerning the status and funding of shared initiatives.

Mayor Ireland shared his appreciation for the members of Council and staff who participated in the golf tournament which took place on Sunday in support of the Jasper Crisis Team.

Upcoming events

Council received a list of upcoming events for information.

Council also discussed the upcoming Organizational Meeting on October 25, 2022 following the Committee of the Whole Meeting that day. Mayor Ireland asked all of Council to consider any adjustments to Boards & Committees and upcoming appointments.

Adjournment  
#428/22

MOTION by Councillor Damota – BE IT RESOLVED that, there being no further business, the regular meeting of October 4, 2022 be adjourned at 2:05pm.

FOR  
7 Councillors

AGAINST  
0 Councillors

CARRIED

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Mayor

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Chief Administrative Officer

Municipality of Jasper  
**Committee of the Whole Meeting Minutes**  
Tuesday, October 11, 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 Rico Damota, Councillors Wendy Hall, Ralph Melnyk, and Kathleen Waxer		
Absent	Councillors Scott Wilson and Helen Kelleher-Empey		
Also present	Christine Nadon, Director of Protective & Legislative Services Christopher Read, Director of Community Development Natasha Malenchak, Director of Finance & Administration Amanda Stevens, Communications Manager Emma Acorn, Legislative Services Coordinator Bob Covey, The Jasper Local Peter Shokeir, The Fitzhugh 3 observers		
Call to Order	Deputy Mayor Damota called the October 11, 2022 Committee of the Whole meeting to order at 9:30am and began with a <a href="#">Traditional Land Acknowledgement</a> .		
Additions to the agenda	Mayor Ireland requested an addition be made to the agenda: <ul style="list-style-type: none"><li>6.1 Correspondence</li></ul>		
Approval of agenda #429/22	MOTION by Councillor Hall to approve the agenda for the October 11, 2022 Committee of the Whole meeting with the following addition: <ul style="list-style-type: none"><li>6.1 Correspondence</li></ul>		
	FOR 5 Councillors	AGAINST 0 Councillor	CARRIED
Business arising from minutes of Sept. 27 meeting	Mayor Ireland noted that Motion #404/22 could have read “Committee recommend Council” as opposed to “Committee direct Council” to follow proper procedure.		
Delegations – Community Futures West Yellowhead	Council received a presentation from Nancy Robbins of Community Futures West Yellowhead (CFWY). Ms. Robbins began by thanking Councillor Kelleher-Empey for her nine years of service on the CFWY board and her mentorship through the pandemic. The presentation highlighted the work done to help businesses in the West Yellowhead region through the pandemic and the 2020-2023 pandemic recovery initiatives.		
Correspondence	Mayor Ireland received a phone call on Friday from a resident with a number of questions about property assessments, specifically the Request for Information mailed to some property owners. Director of Finance & Administration, Natasha Malenchak, provided		

information on the legislative framework and assured Council the information requested was in line with provincial assessment legislation. Mayor Ireland noted that the residents may be better served by contacting their MLA regarding this matter.

S-Block Parking	Council received recommendations and alternatives on S-Block parking from the Director of Protective & Legislative Services, Christine Nadon.			
#430/22	MOTION by Councillor Melnyk that Committee direct Administration to develop a revised parking program for stalls in the S-Block parking lot, and report back at an upcoming Committee of the Whole meeting; and  That Committee direct Administration to propose a fee increase to the Storage Lots Bylaw (#208), and report back at an upcoming Committee of the Whole meeting.			
	FOR 5 Councillors	AGAINST 0 Councillor		CARRIED
#431/22	MOTION by Mayor Ireland that Committee recommend that Council add the topic of the 'Commercial Cap' to the next Intergovernmental meeting.			
	FOR 5 Councillors	AGAINST 0 Councillor		CARRIED
Recess	Deputy Mayor Damota called a recess from 10:51 – 11:00am.			
Outdoor Recreation Facilities Policy #432/22	Director of Community Development, Christopher Read, presented recommendations and alternatives to Council with respect to a draft Outdoor Recreation Facilities Policy.  MOTION by Mayor Ireland that Committee recommend Council rescind Policy D-014: Municipal Field Use Policy and Policy D-015: Outdoor Skating Surface Policy, and adopt the draft Outdoor Recreation Facilities Policy with amendments as discussed at the October 11, 2022 Committee of the Whole meeting.			
	FOR 5 Councillors	AGAINST 0 Councillor		CARRIED
Utility Rate Model Outcomes Review #433/22	Council received a report from Director of Finance & Administration, Natasha Malenchak, detailing information collected following four billing cycles under the new utility rate model.  MOTION by Mayor Ireland that Committee receive the report for information; and  That Committee direct Administration to organize and prepare for a workshop for Council and key staff to have further discussion of the Utility Rate Bylaw.			
	FOR 5 Councillors	AGAINST 0 Councillor		CARRIED

Recess Deputy Mayor Damota called a recess from 12:00 – 12:09pm.

Reserve Policy #434/22 Council received a draft Reserve Policy (B-112) from Administration. The policy would only be forwarded to Council for final approval once Committee is satisfied that both the policy and the reserve descriptions are appropriate. Discussion of debt limits, as contained in the existing policy B-012, would be addressed through a separate policy to be developed in 2023.

MOTION by Councillor Hall that Committee receive the draft Reserve Policy (B-112) as amended as discussed at the October 11, 2022 Committee of the Whole meeting; and

That Committee direct Administration to return to a future committee of the whole with Schedule A: Reserve Descriptions.

FOR	AGAINST	
5 Councillors	0 Councillors	CARRIED

Clean Energy Improvement Program Councillor Wilson had requested this item be added to the agenda. Committee agreed to refer this item to the October 25, 2022 Committee of the Whole meeting as Councillor Wilson was unable to attend today’s meeting.

Motion Action List Administration reviewed the Motion Action List.

#435/22 MOTION by Councillor Waxer that Committee approve the Motion Action List with the removal of the items addressed today including:

- S-Block Parking
- Recreational Use of Municipal Outdoor Facilities Policy
- Utility Model Review Outcomes

FOR	AGAINST	
5 Councillors	0 Councillors	CARRIED

Councillor reports Mayor Ireland advised Committee there is a meeting of the West Yellowhead Waste Management Authority this Thursday that he will be unable to attend.

The Organizational meeting is scheduled for October 25, 2022. Mayor Ireland requested all Councillors consider assignments and prepare motions for any changes to boards, committees, schedules, or structure changes.

Councillor Damota will be acting as an alternate and attending the Early Childhood Community Conversation tomorrow.

Councillor Melnyk attended the Seniors Community Conversation last week as an alternate for Councillor Kelleher-Empey.

Councillor Hall attended the Adult Community Conversation last Wednesday.

Last Friday Councillor Waxer attended a meeting of the Food Security Working Group.

Upcoming Events Council reviewed a list of upcoming events.

Adjournment #436/22 MOTION by Councillor Waxer, there being no further business, the Committee of the Whole meeting of October 11, 2022 be adjourned at 12:47pm.

FOR

5 Councillors

AGAINST

0 Councillors

CARRIED



**Policy Title:** OUTDOOR RECREATION FACILITIES POLICY

**Policy #:** D-114

**Effective Date:**

**Date adopted by Council:**



## **1. POLICY STATEMENT**

The Municipality of Jasper is committed to providing safe and accessible outdoor recreation opportunities through the development and operation of permanent and/or temporary outdoor facilities on municipal property. The Municipality of Jasper will strive to provide and maintain all outdoor recreation facilities in a safe condition, compliant with relevant league and sport standards, applicable industry guidelines, regulation and legislation, balancing accessible and safe, community and public use and enjoyment.

## **2. SCOPE**

The policy applies to the outdoor recreation facilities owned and operated by the Municipality of Jasper. The purpose of this policy is to encourage recreation and events on municipal outdoor recreation facilities while ensuring facilities are kept in safe and serviceable condition. This requires staff to monitor and manage the type and amount of use during both the regular and off-season, make decisions on uses or closures, and maintain the facilities to ensure continued safe and accessible enjoyment.

## **3. STANDARDS**

To outline procedures to be followed to ensure that municipal outdoor recreation facilities are maintained in a reasonably safe condition both for the protection of the public and to mitigate liability to the municipality to the extent possible.

## **4. RESPONSIBILITIES**

Council: Review and approve any revisions to this Policy.

CAO: Review and approve any procedures related to this Policy.

Directors and Managers: Carry out the policy based on established procedures.

## **5. DEFINITION**

"Outdoor Recreation Facilities" means any outdoor recreation facility owned and operated by the Municipality of Jasper including but not limited to ice surfaces, sports fields, green spaces, playgrounds, sledding hills, bike and skate parks, outdoor courts surfaces, etc.