

MUNICIPALITY OF JASPER  
**REGULAR COUNCIL MEETING AGENDA**  
November 1, 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, November 1, 2022 attachment

*Recommendation: That Council approve the agenda for the regular meeting of November 1, 2022 as presented.*

**3 APPROVAL OF MINUTES**

3.1 Regular meeting minutes, October 18, 2022 attachment

*Recommendation: That Council approve the minutes of the October 18, 2022 Regular Council meeting as presented.*

3.2 Committee of the Whole meeting minutes, October 25, 2022 attachment

*Recommendation: That Council approve the minutes of the October 25, 2022 Committee of the Whole meeting as presented.*

3.3 Organizational meeting minutes, October 25, 2022 attachment

*Recommendation: That Council approve the minutes of the October 25, 2022 Organizational meeting as presented.*

**4 CORRESPONDENCE**

4.1 Parks Canada – Ron Hallman attachment

**5 DELEGATIONS**

**6 NEW BUSINESS**

6.1 West Yellowhead Regional Waste Management Authority Amending Agreement attachment

*Recommendation: That Council approve admitting the MD of Greenview to the West Yellowhead Waste Management Authority; and*

*That Council approve the West Yellowhead Regional Waste Management Authority Amending Agreement as presented.*

MUNICIPALITY OF JASPER  
**REGULAR COUNCIL MEETING AGENDA**  
November 1, 2022 | 1:30 pm  
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[Municipality of Jasper Strategic Priorities 2022-2026](#)

6.2 Continuation of Municipal Services

*Recommendation: That Council approve maintaining current services for the Jasper Anglican Church, Jasper United Church, Tourism Jasper, Jasper Park Chamber of Commerce and Canada Post for the 2022-2023 winter season.*

**7 NOTICES OF MOTION**

**8 COUNCILLOR REPORTS**

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

**9 UPCOMING EVENTS**

Ambassador & Business Awards Gala – November 4, Forest Park Hotel, 6pm

No Stone Left Alone – November 7, Jasper Cemetery, 10:30am

Remembrance Day – November 11, Jasper Activity Centre, 10:30am

3<sup>rd</sup> Annual Jasper Legion Mess Gala Dinner – November 12, Jasper Royal Canadian Legion, 5pm

Budget Presentations – November 15 & 16, Jasper Library & Cultural Centre, 9:30am

Jasper Park Chamber of Commerce General Meeting – November 16, Pyramid Lake Resort,

7:30am NETMA – November 23, Marmot Basin

Community Christmas Party – December 16, Jasper Activity Centre, 6pm

**10 ADJOURNMENT**

*Recommendation: That, there being no further business, the regular meeting of November 1, 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 18, 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 Christopher Read, Director of Community Development John Greathead, Director of Operations Amanda Stevens, Communications Manager Emma Acorn, Legislative Services Coordinator 2 observers						
Call to order	Mayor Ireland called the October 18, 2022 regular meeting to order at 1:30pm.						
Additions to agenda #437/22	MOTION by Councillor Waxer to add the following item to the agenda: <ul style="list-style-type: none"> <li>• 6.2 Municipal Cemetery Bylaw</li> </ul> <table border="0" style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 30%;">FOR</td> <td style="width: 30%;">AGAINST</td> <td style="width: 40%;"></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 agenda #438/22	MOTION by Councillor Kelleher-Empey – BE IT RESOLVED that Council approve the agenda for the October 18, 2022 regular meeting as amended. <table border="0" style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 30%;">FOR</td> <td style="width: 30%;">AGAINST</td> <td style="width: 40%;"></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 Regular minutes #439/22	MOTION by Councillor Wilson – BE IT RESOLVED that Council approve the minutes of the October 4, 2022 regular meeting as presented. <table border="0" style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 30%;">FOR</td> <td style="width: 30%;">AGAINST</td> <td style="width: 40%;"></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 #440/22	Councillor Melnyk asked that the minutes reflect that he acted as an alternate for Councillor Waxer when attending the Seniors Community Conversation noted in Council’s reports, not Councillor Kelleher-Empey. <p>MOTION by Councillor Hall – BE IT RESOLVED that Council approve the minutes of the October 11, 2022 Committee of the Whole meeting with one amendment.</p> <table border="0" style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 30%;">FOR</td> <td style="width: 30%;">AGAINST</td> <td style="width: 40%;"></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					
Correspondence	none						
Delegations	none						
Outdoor Recreation Facilities Policy #441/22	Director of Community Development, Christopher Read, reviewed the draft Outdoor Recreation Facilities Policy which had first been presented at the October 11, 2022 Committee of the Whole meeting. <p>MOTION by Councillor Waxer – BE IT RESOLVED that Council direct Administration to amend Article 3 – ‘Standards’ of the draft policy be amended to reflect the following wording:</p> <p><del>“To outline procedures to be followed to ensure</del> 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, <i>with standards to be established prior to making facilities available for</i></p>						

*public use .”*

FOR 6 Councillors	AGAINST 1 Councillor (Councillor Wilson)	CARRIED
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#442/22 MOTION by Councillor Waxer – BE IT RESOLVED 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 amended.

FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
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Municipal Cemetery Bylaw The annual Jasper Municipal Cemetery clean-up is scheduled for October 31, 2022 as per the Municipal Cemetery Bylaw which was put in place in 2006. Director of Operations, John Greathead, was available to answer Council’s questions regarding this year’s clean-up and offered to give Council a tour of the cemetery grounds as soon as could be arranged to help address questions raised by concerned residents.

Notices of Motion none

Councillor Reports Councillor Kelleher-Empey was in Edson for an Evergreens Foundation meeting yesterday and also attended the open house for Community Futures West Yellowhead this past week at Robson House.

Councillor Wilson attended the West Yellowhead Regional Waste Management Authority meeting last Thursday.

Councillor Damota acted as an alternate for Councillor Kelleher-Empey and attended the Early Childhood Community Conversation on Wednesday.

Councillor Melnyk will be attending Jasper Yellowhead Museum & Historical Society meeting later today.

Mayor Ireland and Councillor Hall were present at a meet and greet last week, organized by Mr. Read in collaboration with Parks Canada, with Indigenous Partners as part of ongoing reconciliation efforts.

Mayor Ireland and CAO Bill Given met with counterparts in Banff and Canmore as part of the ongoing initiative for tourism based communities. There are now weekly zoom meetings scheduled with this group.

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

Adjournment #443/22 MOTION by Councillor Wilson – BE IT RESOLVED that, there being no further business, the regular meeting of October 18, 2022 be adjourned at 2:51pm.

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 25, 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, Scott Wilson, Helen Kelleher-Empey and Kathleen Waxer
Also present	Bill Given, Chief Administrative Officer John Greathead, Director of Operations Christopher Read, Director of Community Development Amanda Stevens, Communications Manager Emma Acorn, Legislative Services Coordinator Bob Covey, The Jasper Local Peter Shokeir, The Fitzhugh Sasha Galitzki, Melody Gaboury, Ryan Esh & Monica Rodriguez, Food Security Working Group Rob Olson, Earls Restaurant 7 observers
Call to Order	Deputy Mayor Damota called the October 25, 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 to add the following item to the agenda: <ul style="list-style-type: none"><li>7.9 Review of Community Conversations Policy</li></ul>
Approval of agenda #444/22	MOTION by Councillor Kelleher-Empey that Committee approve the agenda for the October 25, 2022 Committee of the Whole meeting with the following addition: <ul style="list-style-type: none"><li>7.9 Review of Community Conversations Policy</li></ul>
	FOR 7 Councillors
	AGAINST 0 Councillor
	CARRIED
Business arising	none
Delegations – Food Security Working Group	Council received a presentation from the Food Security Working Group highlighting work in background planning and coordination; administration and coordination; facilities and assets; education and capacity building. Sasha Galitzki, Melody Gaboury, Ryan Esh & Monica Rodriguez were present to answer Council’s questions and provide further details.
Delegations – Rob Olson	Rob Olson shared information with Council in regards to an outdoor ice rink and sports pad. Mr. Olson acquired the budget proposal from Custom Ice Inc. which included options and estimates.

#445/22	MOTION by Councillor Wilson that Committee receive the presentation for information.			
	FOR	AGAINST		
	7 Councillors	0 Councillor		CARRIED
#446/22	MOTION by Mayor Ireland that Committee direct Administration to work with the proponent, Rob Olson, to acquire additional contact information and return to a future Committee of the Whole meeting.			
	FOR	AGAINST		
	7 Councillors	0 Councillor		CARRIED
Correspondence	Mayor Ireland acknowledged a message from Parks Canada Superintendent Alan Fehr commending the collaborative work between the Municipality of Jasper and Parks Canada during the Chetamon Wildfire, and expressed Mr. Fehr's and his own thanks to all staff involved.			
Food Security Working Group	Director of Community Development, Christopher Read, presented recommendations to Council from the Food Security Working Group; background information on the membership and purpose of the group; and a history of the tasks undertaken.			
#447/22	MOTION by Councillor Waxer that Committee receive the recommendations from the Food Security Working Group for information; and			
	That Committee refer the recommendations to the 2023 budget discussions.			
	FOR	AGAINST		
	7 Councillors	0 Councillor		CARRIED
Recess	Deputy Mayor Damota called a recess from 10:56 – 11:08am.			
Parcel CH (Future RCMP Site) Housing Opportunity #448/22	Council received a report from CAO Bill Given detailing a potential housing opportunity on Parcel CH, the site of the future RCMP detachment.			
	MOTION by MAYOR IRELAND that Committee refer the Parcel CH site servicing project to the 2023 capital budget discussion.			
	FOR	AGAINST		
	7 Councillors	0 Councillor		CARRIED
Housing Strategy Resources	Council received a report from Administration regarding the Municipality's current Housing Strategy Resources. Administration will present a new Community Housing Manager role, detailed in the report, as a new position request during the 2023 budget presentation.			
#449/22	MOTION by Councillor Wilson that Committee receive the Housing Strategies Resources report for information.			



#453/22	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Clean Energy Improvement Program #454/22	MOTION by Councillor Wilson that Committee direct Administration to return to a future Committee of the Whole meeting with a report on the Clean Energy Improvement Program and the Property Assessed Clean Energy (PACE) legislation.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Review of Policy A-005 Community Conversations #455/22	MOTION by Mayor Ireland that Committee direct Administration to perform a review of Policy A-005 Community Conversations and report back to a future Committee of the Whole meeting.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Motion Action List	Administration reviewed the Motion Action List.		
#456/22	MOTION by Councillor Melnyk that Committee approve the Motion Action List with updates to the timeline and the removal of the items addressed today including: <ul style="list-style-type: none"> <li>• Policy B-017 Community &amp; Economic Development Fund</li> <li>• JCHC Governance Review - 2</li> <li>• Jasper Museum Storage Container</li> <li>• Sledding at Snape's Hill</li> <li>• Community Conversations – Environmental Responsibility</li> <li>• Petro Canada</li> <li>• Utility Rate Model Outcomes Review</li> </ul>		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Councillor reports	Mayor Ireland will be leaving town early Wednesday morning and requested assistance from the Deputy Mayor to chair the Intergovernmental meeting scheduled for Thursday at 2:00pm.		
	Councillor Hall will be delivering welcoming remarks at the Alberta Foster & Kinship Association Conference at the Forest Park Hotel this Thursday on behalf of the Mayor.		
Upcoming Events	Council reviewed a list of upcoming events.		
Adjournment #457/22	MOTION by Councillor Keller-Empey that, there being no further business, the Committee of the Whole meeting of October 25, 2022 be adjourned at 1:00pm and Council reconvene for the Organizational meeting at 2:00pm.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED

Municipality of Jasper  
**Organizational Meeting Minutes**  
Tuesday, October 25, 2022

Place: Jasper Library & 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, Councillors Ralph Melnyk, Helen Kelleher-Empy, Rico Damota, Wendy Hall, Scott Wilson and Kathleen Waxer
Also Present	Bill Given, Chief Administrative Officer Amanda Stevens, Communications Manager Emma Acorn, Legislative Services Coordinator
Call to Order	Mayor Ireland called the meeting to order at 2:00pm and began with a <a href="#">Traditional Land Acknowledgement</a> .
Approval of Agenda #458/22	MOTION by Councillor Melnyk – BE IT RESOLVED THAT Council approve the agenda for the organizational meeting of October 25, 2022 as presented.  FOR 7 Councillors                      AGAINST 0 Councillors                      CARRIED
Set date, time, place of regular council meetings motion #459/22	MOTION by Councillor Kelleher-Empy – BE IT RESOLVED that Council set the following dates, times and locations for the regular Council meetings for the 2023 year: The first and third Tuesday of each month at 1:30pm in the Quorum Room at the Jasper Library and Cultural Centre.  FOR 7 Councillors                      AGAINST 0 Councillors                      CARRIED
Set date, time, place of Committee of the Whole meetings #460/22	MOTION by Councillor Wilson – BE IT RESOLVED THAT Council set the following dates, times and locations for committee of the whole meetings for the 2023 year: The second and fourth Tuesday of each month at 9:30 am in the Quorum Room at the Jasper Library and Cultural Centre.  FOR 7 Councillors                      AGAINST 0 Councillors                      CARRIED
	The 2023 Council calendar is attached to today’s minutes and available on the municipal website.
Deputy Mayor and Alternate Deputy Mayor Schedule	MOTION by Councillor Hall – BE IT RESOLVED THAT Council approve a Deputy Mayor and Alternate Deputy Mayor schedule rotating on two-month terms commencing November 1, 2022 as discussed.

#461/22 FOR 7 Councillors AGAINST 0 Councillors CARRIED

The full Deputy Mayor and Alternate Deputy Mayor schedule is attached as part of today's minutes and available on the municipal website.

List of committees & boards #462/22 MOTION by Councillor Damota – BE IT RESOLVED that Council direct Administration to develop a draft Terms of Reference for a Traffic Advisory Committee and return to a future committee of the whole meeting.  
FOR 7 Councillors AGAINST 0 Councillors CARRIED

#463/22 MOTION by Councillor Waxer – BE IT RESOLVED that Council direct Administration to develop a draft Terms of Reference for the Communities in Bloom Committee and the Human Resources Committee and return to a future committee of the whole meeting.  
FOR 7 Councillors AGAINST 0 Councillors CARRIED

#464/22 MOTION by Councillor Kelleher-Empey – BE IT RESOLVED that Council approve the list and structure of committees and boards for 2022 – 2023 as presented.  
FOR 7 Councillors AGAINST 0 Councillors CARRIED

Appointment to committees & boards #465/22 MOTION by Councillor Damota – BE IT RESOLVED that Council appoint the following Councillors to the following committees and boards as presented.  
FOR 7 Councillors AGAINST 0 Councillors CARRIED

The full list of Council appointments is attached as part of today's minutes and is available on the Municipal website.

Strategic Priorities #466/22 MOTION by Councillor Wilson – BE IT RESOLVED that Council confirm the Strategic Priorities for 2022-2026 term as presented.  
FOR 7 Councillors AGAINST 0 Councillors CARRIED

#467/22 MOTION by Councillor Kelleher-Empey – BE IT RESOLVED that Council change the dates of the Strategic Priorities Review to January 25-26, 2023.  
FOR 7 Councillors AGAINST 0 Councillors CARRIED

Adjournment  
#468/22

MOTION by Wilson – BE IT RESOLVED that, there being no further business, the organizational meeting of October 25, 2022 be adjourned at 2:56pm.

FOR  
7 Councillors

AGAINST  
0 Councillors

CARRIED

\_\_\_\_\_  
Mayor

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



# Municipality of Jasper 2023 Council Meeting Calendar

Regular meetings are scheduled for 1:30 pm and Committee meetings for 9:30am at the Jasper Library & Cultural Centre, downstairs, 500 Robson Street, Jasper, AB.

Regular Meeting
Statutory Holiday
Committee of the Whole
Special Meeting Dates

2023	JANUARY							FEBRUARY							MARCH							
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
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	22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25	
	29	30	31					26	27	28					26	27	28	29	30	31		
	APRIL							MAY							JUNE							
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30																						
JULY							AUGUST							SEPTEMBER								
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16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23		
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OCTOBER							NOVEMBER							DECEMBER								
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29	30	31					26	27	28	29	30			24	25	26	27	28	29	30		
														31								

Jan 25-26	Council Strategic Planning Session
May 25-28	TBC: Federation of Canadian Municipalities Conference: May 25-28, Toronto, ON
July 25	Summer break
August 1	Summer break
Sept 27-29	TBC: ABMunis Tradeshow & Convention - Edmonton
Oct 24	TBC: Organizational meeting, following 9:30am COTW
Nov 21-22	TBC: Budget presentations
Dec 15	TBC: Community Christmas Party
Dec 26	Holiday break

Municipality of Jasper  
**Deputy and Alternate Deputy Mayor**  
November 2022 – October 2023



<b>Dates</b>	<b>Deputy Mayor</b>	<b>Alternate Deputy Mayor</b>
Nov. 1 – Dec. 31, 2022	Hall	Damota
Jan. 1 – Feb. 28, 2023	Wilson	Hall
March 1 – April 30, 2023	Melnyk	Wilson
May 1 – June 30, 2023	Waxer	Melnyk
July 1 – Aug. 31, 2023	Kelleher-Empey	Waxer
Sept. 1 – Oct. 31, 2023	Damota	Kelleher-Empey

**Council Appointments to Boards & Committees**

October 2022

**Council Boards and Committees**

Board or Committee Name	Appointed Councillor(s)	Alternate
Emergency Advisory	Ireland, Melnyk, Waxer	
Hospitality and Twinned Communities	Ireland, Waxer	
Human Resources	Damota, Hall, Waxer	
Jasper Municipal Library	Hall	
Legislative	Ireland, Damota, Hall	
Regional Assessment Review Board	Wilson	

**Community Conversations**

Community Conversation Name	Appointed Councillor(s)	Alternate
Early Childhood	Kelleher-Empey	Hall
School Age	Hall	Damota
Adults	Damota	Ireland
Seniors	Ireland	Melnyk
Arts and Culture	Melnyk	Kelleher-Empey
Recreation	Waxer	Wilson
Environmental Responsibility	Wilson	Waxer

**Corporations**

Corporation Name	Appointed Councillor(s)	Alternate
Jasper Community Housing Corporation	Wilson, Melnyk	Damota, Hall
Jasper Community Housing Corporation Chairperson	Wilson	

**External Boards and Committees**

Board or Committee Name	Appointed Councillor(s)	Alternate
Communities in Bloom	Waxer	
Evergreens Foundation Board	Kelleher-Empey	
Jasper Partnership Initiative	Damota	Ireland
Jasper Yellowhead Museum and Archives	Melnyk	
TransCanada Yellowhead Highway Association	Kelleher-Empey	Melnyk
West Yellowhead Community Futures	Damota, Melnyk	Waxer
West Yellowhead Waste Management Authority	Ireland, Wilson	
Yellowhead Regional Library	Hall	Kelleher-Empey
Rural Renewal Initiative Stream	Kelleher-Empey	



Parks  
Canada

President &  
Chief Executive Officer

30 Victoria Street  
Gatineau QC J8X 0B3

Parcs  
Canada

Président et  
directeur général

30, rue Victoria  
Gatineau (Québec) J8X 0B3



October 28, 2022

His Worship Richard Ireland  
Mayor  
Municipality of Jasper  
rireland@jasper-alberta.ca

Dear Mayor Ireland:

Thank you for your correspondence of July 27, 2022, proposing that Land Use Planning and Development Approval Authority be transferred from Parks Canada to the Municipality of Jasper.

Further to our previous telephone discussion and subsequent meetings between our respective representatives, Parks Canada is open to considering the possibility of such a transfer and discussions between our respective representatives on this topic are ongoing.

It goes without saying that this is a multi-faceted matter, requiring a thoughtful approach and careful planning. I trust that we share a commitment to ensuring that all relevant aspects of a potential transfer of authorities are examined, including the interests of both the town of Jasper and Jasper National Park, in order to better inform our respective decision making responsibilities in this matter.

I am pleased to take this opportunity to acknowledge the many ongoing collaborations between the Municipality of Jasper and the Jasper Field Unit and I appreciate your ongoing leadership and support of Parks Canada's mandate in the service of Canadians.

Sincerely,

Ron Hallman

c.c.: Mr. Alan Fehr, Jasper Field Unit Superintendent, Parks Canada

Canada

**AMENDING AGREEMENT** made this \_\_\_\_ day of \_\_\_\_\_ 2022

**BETWEEN:**

**YELLOWHEAD COUNTY**  
of 2716 – 1<sup>st</sup> Avenue, Edson, AB T7E 1 N9  
(hereinafter referred to as "Yellowhead")

-and-

**TOWN OF HINTON**  
of 131 Civic Center Road, Hinton, AB T7V 2E5  
(hereinafter referred to as "Hinton")

-and-

**TOWN OF EDSON**  
of 605 - 50 Street, Edson, AB T7E 1T7  
(hereinafter referred to as "Edson")

-and-

**MUNICIPALITY OF JASPER**  
of Box 520, Jasper, AB T0E 1E0  
(hereinafter referred to as "Jasper")

-and-

**M.D. OF GREENVIEW**  
of Box 1079, Valleyview AB T0H 3N0  
(hereinafter Referred to as "Greenview")

WHEREAS Yellowhead, Hinton, Edson, and Jasper (collectively, the "Municipalities") entered into an Agreement dated 1 May 2022 (the "2022 Agreement") to create the West Yellowhead Regional Waste Management Authority;

AND WHEREAS the Municipalities wish to amend the 2022 Agreement;

AND WHEREAS Section 50 of the 2022 Agreement states the Municipalities may agree at any time by majority vote to admit a new member of the Authority on terms acceptable to the Authority.

AND WHEREAS the Municipalities wish to add Greenview as a party to the 2022 Agreement subject to specific terms and conditions outlined herein.

AND WHEREAS Greenview is desirous of entering into an agreement with the Authority.

NOW THEREFORE, in consideration of the terms of the 2022 Agreement and the provisions contained herein, the Municipalities agree to amend the 2022 Agreement as follows:

#### **1. GREENVIEW TRANSITIONAL PERIOD FEES**

- 1.1. Greenview shall provide the Authority with a one-time fee to join the Authority in the sum of two hundred and seventy thousand dollars (\$270,000.00) to be paid on or before December 31, 2022 which will be kept in a capital reserve fund to be used for future system upgrades to meet the system's regulatory, closure, and post-closure requirements.

- 1.2. This amending agreement applies to waste generated and collected from within the municipal boundaries of Greenview at Grande Cache hamlet transfer station and not to waste generated or accepted outside the border.
- 1.3. Greenview shall pay the applicable municipal rate plus a surcharge of four dollars (\$4.00) per tonne for the first 4,650 tonnes of waste delivered from Grande Cache hamlet transfer station for disposal of municipal waste starting January 1, 2023. These monies will be used for future operating and capital budgets
- 1.4. Greenview representatives may participate in West Yellowhead Regional Waste Management Authority Board upon signing the amending agreement, with voting rights added upon commission creation or within one year of signing, whichever happens, sooner.
- 1.5. That the new voting percentage for each municipality would change to 20% with the admittance of the MD of Greenview.
- 1.6. Greenview shall be subject to all other terms and conditions as outlined in the 2022 Agreement.
- 1.7. Each Municipality shall have the equal right to haul and deposit its municipal solid waste to the System for disposal except as may be restricted by operational or regulatory requirements.
- 1.8. Except as modified herein, all the terms and conditions of the 2022 Agreement dated 1 May 2022, shall continue in full force and effect.
- 1.9. This Amending Agreement shall come into effect upon endorsement.

IN WITNESS WHEREOF, the parties hereto have signed and sealed this Amending Agreement on the day first above written.

YELLOWHEAD COUNTY

Per: \_\_\_\_\_  
(corporate seal)

Per: \_\_\_\_\_

TOWN OF HINTON

Per: \_\_\_\_\_  
(corporate seal)

Per: \_\_\_\_\_

TOWN OF EDSON

Per: \_\_\_\_\_  
(corporate seal)

Per: \_\_\_\_\_

MUNICIPALITY OF JASPER

Per: \_\_\_\_\_  
(corporate seal)

Per: \_\_\_\_\_

M.D. OF GREENVIEW

Per: \_\_\_\_\_  
(corporate seal)

Per: \_\_\_\_\_

Agreement made this 1<sup>st</sup> day of May 2022.

Between:

**YELLOWHEAD COUNTY**  
of 2716 – 1<sup>st</sup> Avenue, Edson, AB T7E 1 N9  
(Hereinafter referred to as "Yellowhead")

-and-

**TOWN OF HINTON**  
of 131 Civic Center Road, Hinton, AB T7V 2E5  
(hereinafter referred to as "Hinton")

-and-

**TOWN OF EDSON**  
of 605 - 50 Street, Edson, AB T7E 1T7  
(hereinafter referred to as "Edson")

-and-

**MUNICIPALITY OF JASPER**  
of Box 520, Jasper, AB T0E 1E0  
(hereinafter referred to as "Jasper")

WHEREAS Yellowhead, Hinton, Edson and Jasper (collectively, the "Municipalities") have entered into agreements to create the West Yellowhead Regional Waste Management Authority (the "Authority"), most recently reflected in an agreement between the Municipalities dated January 1, 2014 (the "2014 Agreement");

WHEREAS the Municipalities desire that the Authority continues to be responsible for managing and operating the disposal of regional solid waste through a landfill (the "Regional Landfill") located on lands legally described as

Part of NE 1/2 29-50-25-W5M; Part of SE 1/4 32-50-25-W5M; and Part of SW 1/4 33-50-25-W5M

(the "Landfill Site").

WHEREAS each of the Municipalities has authorized the making of an agreement with respect to the joint ownership, maintenance, operation and use of the Regional Landfill;

WHEREAS the Municipalities wish to set out the terms upon which the Authority will manage the Regional Landfill and other waste management services as described herein, and upon which they will manage, maintain and share responsibility for the Authority;

NOW THEREFORE, the Municipalities subject to the terms, covenants, and conditions contained herein agree to as follow:

## **General Conditions**

1. This Agreement shall replace and supersede the 2014 Agreement.
2. The Municipalities agree to the establishment and continuation of the West Yellowhead Regional Waste Management Authority for the purpose of jointly owning, managing, maintaining and operating the Regional Landfill and such other solid waste management activities as may be agreed upon from time to time by the Municipalities, on and subject to the terms set out herein.

## **Representatives and Meetings of the Authority**

3. Each Municipality shall appoint two (2) Council members as voting representatives and one administrative non-voting representative to the Authority (such individual members referred to in this section as "Board Members" and collectively as the "Board") to carry out the obligations of the Authority set out in this Agreement. Each Municipality may determine the length of appointment of its members to the Board, and may choose to appoint one or more Councillors to serve as alternate Board Members of that Municipality.
4. The Board Members shall elect annually from among the voting representatives, a Chairperson and a Vice-Chairperson, who will remain voting representatives of the Board. Meetings of the Board shall be held not less than twice per year for the Authority to review progress reports on the operation of the Regional Landfill.
5. The Board shall develop, establish, and maintain policy, rules and regulations for the calling of meetings governing its proceedings and generally for the transaction of business which shall include the following:
  - a. The Chairperson of the Board may call a non-regularly scheduled meeting on proper notice.
  - b. At least three (3) clear days' notice of a non-regularly scheduled meeting of the Board shall be given to each Board Member if given to the representative personally or by email to the email address each representative shall provide to the Chairperson, provided that any representative may waive notice.
  - c. Any five or more of the voting Board Members shall be a quorum at a meeting of the Board.
  - d. The Chairperson shall preside at meetings of the Board, and in the absence of the Chairperson the Vice-Chairperson shall preside, and in the absence of the Vice-Chairperson the meeting may elect a Chairperson.
  - e. A resolution in writing signed by all the voting Board Members shall be of the same force and effect as if the same had been passed by the majority of the votes cast at a fully constituted meeting of the Board.
  - f. A simple majority will be required in all votes at meetings of the Board, and a tie vote shall be defeated.

## **Operations of the Authority**

6. The Authority shall operate, maintain, control, and manage the Regional Landfill and may enter into agreements with other parties for the operation, maintenance, control, and management of the Regional Landfill or any portion thereof.
7. The Authority shall enter into an agreement with one of the Municipalities or a third party entity agreed to by the Authority (the "Administrator") to provide administrative services and to receive, disburse and account for the funds of the Authority, in a manner consistent with the principles set out herein. It is understood by the Municipalities that the operational and administrative responsibilities of the Municipalities set out herein will be performed by the Administrator, except as otherwise agreed or set out in the Authority's agreement with the Administrator. The Authority may vote to change or replace the Administrator in a manner consistent with this Agreement and the terms of any such agreement with the Administrator.
8. The Authority shall have the responsibility to set and establish fees and/or charges to individuals and/or companies for the acceptance of refuse at the Regional Landfill.
9. The Authority may enter into agreements with the Government of the Province of Alberta, the Government of Canada or any of their respective agencies and/or private industry for capital or operational assistance. Any grant funding or other assistance shall be allocated to the costs and expenses of the Authority when determining any operating deficits in accordance with this Agreement.
10. The Authority shall have specific authority on behalf of the Municipalities to apply for and obtain any necessary regulatory permits or approvals in connection with the Regional Landfill or other operations of the Authority.
11. The Authority shall have specific authority to receive and expend funds within the annual budget approved by the Municipalities.
12. The Authority shall develop and make recommendations to the Councils of each Municipality regarding future waste management systems that extend beyond the life of the Regional Landfill, and for other potential waste management services within the Municipalities, having regard to:
  - a. Vision of the Authority: The Authority is to be the leader in regional waste reduction through collaborative efforts to reduce, reuse, recycle, recover and the effective management of waste in the West Yellowhead Region.
  - b. Mission: The purpose of the Authority is to manage waste on a regional basis through the promotion of environmental stewardship to reduce waste disposed at the Regional Landfill.
  - c. Guiding Principles: (i) The Authority is a regional body that provides an overall environmental stewardship umbrella; (ii) The Authority recognizes the individual municipality's specific needs and uniqueness of their current operations; and (iii) The Authority promotes reduce, reuse, recycle, recover and effective waste management.

## Finances

13. The Municipalities shall share the annual net operating deficit of the Regional Landfill and other costs incurred by the Authority according to the ratio of tonnes hauled and deposited from the Municipalities to the Regional Landfill for disposal. The ratio is based on the tonnes of waste hauled and deposited from each Municipality over the total amount of waste hauled and deposited to the Regional Landfill, which shall be continually tracked and updated annually.
14. The Municipalities agree that the annual net operating deficit shall, for purposes of this agreement be defined as the difference between all revenues from all sources and all expenditures related to the operation of the Landfill and any other operations of the Authority, in a calendar year. For clarity, this annual net operating deficit shared on the basis of the total ratio of tonnage for the Regional Landfill described in section 13, shall also include contributions to a capital reserve fund to be used for future upgrades to the Regional Landfill to meet operational needs and regulatory requirements, and to fund closure and post-closure requirements and liabilities. Such reserve funding shall form part of the budget presented by the Administrator and for which each Municipality shall be responsible for its proportionate share in accordance with section 13.
15. The Authority shall discharge all the financial obligations of the Authority according to a budget approved by each of the Municipalities.
16. The Authority shall keep accurate and current financial records of any and all transactions related to the operation of the Regional Landfill and such records shall be made available to the Municipalities on request within a reasonable period of time.
17. On or before the first day of December in any year of the agreement the Authority shall submit to the Municipalities an interim capital and operational budget for the following year in a manner and form acceptable to the Municipalities.
18. The Municipalities shall respond in writing to the Authority in regards to content of the interim budget in a timely fashion and such response shall not be unreasonably withheld or delayed. The response may either be an approval of the interim budget or a refusal to approve the interim budget with a specific statement of the reasons why the approval of the interim budget is being refused.
19. Interim budget approval by the Municipalities shall be deemed approval to the Authority to discharge any financial obligations resulting from previous and current year's legal or statutory obligations from the first day of January of any current year until final budget approval is received.
20. On or before the first day of May in each year of this agreement the Authority shall submit to the Municipalities the finalized capital and operation budget for the current year and an audited financial statement of the previous year in a manner and form acceptable to the Municipalities.
21. The audited financial statement shall contain details of each Municipality's liability related to the Authority based on the provisions of this Agreement.
22. The Municipalities shall respond in writing to the Authority on the final budget for the current year in a timely fashion and such response shall not be unreasonably withheld or delayed.

23. In the event that one (1) or more of the Municipalities withhold approval of the Authority's final budget the dispute resolution provisions set out in this Agreement shall apply.
24. Final budget approval by the Municipalities shall be the specific authority for the expenditure of funds by the Authority to operate the Regional Landfill on behalf of the Municipalities in the year in question.
25. The Parties recognize and agree that the Authority shall have specific authority to reallocate funds within the approval budget as may be required for operational reasons provided that the total amount approved in the budget is not exceeded in the current year.
26. Specific authority is given by the Municipalities to the Authority to deal with emergency situations requiring the expenditure of funds not contained or contemplated in the approved budget.
27. The Authority will invoice each municipality monthly. The Authority shall invoice annually where there is a net operating deficit.
28. In the event that funds are required for an emergency the Authority shall, as soon as practical provide written documentation to the Municipalities detailing the emergency situation and the amount required from each Municipality to address or remedy the emergency situation. Each Municipality shall pay the require amount to the Authority within a reasonable period of time.
29. Except in an emergency situation, the Authority shall seek prior written approval from the Municipalities for the expenditure of any funds not in the approved budget.
30. The Authority shall be at liberty to invest any excess funds in short term bank deposit receipts.
31. It is recognized and understood that preparation of financial records, budgets, invoicing and management of financial matters set out in this section on behalf of the Authority shall be the responsibility of the Administrator, unless otherwise agreed upon by the Municipalities.

#### **Liability and Indemnity**

32. In addition to the direct operational costs of the Regional Landfill, the Municipalities agree that any other costs, damages, claims or losses of the Authority shall also be borne proportionately by the Municipalities on the basis of the ratio of the tonnes of waste hauled and deposited from each Municipality over the total amount of waste hauled and deposited to the Regional Landfill. Such liability shall include, without limitation:
  - a. Any costs or liabilities required by applicable laws or regulations to manage the Regional Landfill during operations, during closure, and post-closure of the Regional Landfill;
  - b. Any costs or liabilities incurred by Yellowhead or any other party acting as the Administrator or arising from actions undertaken in good faith by the Administrator in connection with its administration of the Authority;
  - c. Any costs or liabilities related to the Landfill Site (including the contamination or reclamation thereof), whether directly incurred or claimed against the Authority or Hinton as the registered owner of the Landfill Site.

33. Each Municipality hereby agrees to indemnify the other Municipalities to the extent of each Municipality's proportionate share of any and all obligations, costs (including reasonable legal costs), damages, claims and expenses of the Authority as further described in section 32 above, and such indemnity shall survive the termination of this Agreement for any reason.
34. The Municipalities agree that nothing in this Agreement is intended to relieve any Municipality from liability for its municipal waste hauled and deposited to the Regional Landfill for disposal.

### **Insurance**

35. The Authority shall ensure that the Administrator maintains Commercial General Liability Insurance and Standard Form Automobile liability Insurance in such amounts and on such terms as determined by the Board, provided that absent further agreement by the Municipalities:
  - a. The commercial general liability insurance policy shall provide coverage for Bodily Injury, Property Damage and Personal Injury and shall include but not be limited to:
    - i. A limit of liability of not less than \$5,000,000 per occurrence with an aggregate of not less than \$5,000,000;
    - ii. The addition of the Authority as an additional insured with respect to the operations of the Named Insured;
    - iii. The inclusion of a provision for cross liability and severability of interest in respect of the Named Insured;
    - iv. Non-owned automobile coverage with a limit not less than \$2,000,000 and shall include contractual non-owned coverage (SEF 96);
    - v. Products and completed operations coverage;
    - vi. Broad Form Property Damage;
    - vii. Contractual Liability;
    - viii. Owners and Contractors Protective; and
    - ix. Hostile fire;
  - b. The Standard Form Automobile Liability Insurance shall comply with all requirements of the current legislation of the Province of Alberta, and have an inclusive limit of not less than \$5,000,000 per occurrence for Third Party Liability, in respect of the use or operation of vehicles owned, operated or leased by the Administrator.
  - c. Such policies of insurance shall provide 30 days prior notice of cancellation. To achieve the desired Automobile Liability and Commercial General Liability limits, umbrella or excess liability insurance may be used
36. As the registered owner of the Landfill Site, Hinton will provide additional insurance that the Municipalities shall deem necessary to adequately keep and save harmless the Municipalities

from any and all claims arising from the operation of the Regional Landfill. Premiums and deductible costs will be shared by the Parties as part of the annual operating expenses.

37. The Administrator shall be responsible for recommending such further or other types or amounts of insurance to the Municipalities from time to time.

### **Dispute Resolution**

38. The Municipalities agree that in the event of any dispute between the Municipalities under this Agreement, the Municipalities shall be entitled to receive copies of any and all documents, papers, contracts, correspondence, and all other material relevant to the dispute from the Administrator and the Municipality requesting the material shall bear the reasonable cost of providing the copies.
39. The Municipalities agree that the first step to resolve a dispute shall be to seek resolutions by negotiations between the Municipalities. Any dispute shall initially be referred to the Chief Administrative Officers of the Municipalities. Should a dispute not be resolved through discussion and negotiation between Chief Administrative Officers, the dispute may be referred for discussion between the elected Councils of each of the Municipalities, who agree to make reasonable efforts to discuss and consider such concerns.
40. The Municipalities agree any questions or differences whatsoever touching this Agreement that are not settled by negotiations between the Municipalities as set out above shall be referred to binding arbitration by serving notice on the Administrator and the Municipalities of its intention and outlining in sufficient detail the nature of the dispute and the remedy sought. Notice shall be deemed received within seven (7) clear days when sent by regular mail to the corporate office of the Municipalities and the mailing address of the Authority.
41. Such arbitration shall be heard by a single arbitrator to be agreed upon by the Municipalities hereto or failing agreement to be appointed pursuant to the provisions of the *Alberta Arbitration Act*. Such Arbitrator shall have all the powers conferred on arbitrators by the *Arbitration Act* or any statutory modification or reenactment thereof for the time being in force.
42. The decisions or awards of the appointed Arbitrator shall be final and binding on the Municipalities except on a point of law or jurisdiction which may be appealed to a Court having jurisdiction.

### **Withdrawal and Addition of Members or Dissolution of the Authority**

43. The Municipalities agree to continue this Agreement for the operational life of the Regional Landfill or until final reclamation and release is received from the applicable regulatory authority.
44. Any Municipality may request to withdraw from the Authority by serving at least one (1) year's written notice of its intention on or before the last day of December of any given year, to be effective following the last day of December in the year following.
45. There must be unanimous agreement between the Municipalities to allow any Municipality to withdraw, and such agreement shall not be subject to appeal or any dispute resolution process provided for in this Agreement.

46. Subject to the unanimous approval of the Councils of the Municipalities, the Authority may resolve to wind up its affairs whereupon the affairs of the Authority shall be wound up as expeditiously as possible. The assets and liabilities (including any future liabilities as set out below) of the Authority shall be divided amongst the Municipalities on a basis which reflects the relative total tonnage of waste deposited in the Regional Landfill from each of the Municipalities as described in section 13.
47. The Municipalities shall, prior to dissolution, negotiate a formal agreement, provide for the winding up of the Authority's affairs and the appointment of a custodian to manage the Regional Landfill until final reclamation and release of the Regional Landfill by the applicable regulatory authority(ies).
48. In the event of a dispute over the dissolution agreement or conditions contained therein, the Municipalities shall rely on the dispute resolution process contained in this Agreement.
49. Any Municipality which is permitted to withdraw as a member of the Authority shall have no interest in or claim against any assets of the Authority from and after the said effective date of the withdrawal.
50. The Municipalities may agree at any time to admit a new member of the Authority, on terms acceptable to the Authority. The Authority may, by majority vote, recommend to the Councils of the Municipalities the addition of a new member on certain terms and conditions. Admission of the new member shall require approval by the majority of the Councils of the existing Municipalities (for clarity, a tie vote on the admission of a new member would be defeated). Upon such approval, the Municipalities shall execute an amended Agreement consistent with the terms and conditions approved by the majority of the Councils, provided that such agreement shall include:
  - a. A requirement that the new member shall pay a rate in the first year of operations which is \$4.00 above the applicable municipal rate at the time of admission; and
  - b. A requirement that the new member make a contribution to the existing capital reserves of the Authority, in an amount as determined and recommended by the Board.

Should the parties not reach such an agreement, they shall have recourse to the dispute resolution process set out in this Agreement.

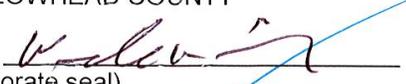
#### **Severance and Amendment**

51. The Municipalities agree that if any provision of this Agreement shall be prohibited by or judged by a Court to be unlawful, void, or unenforceable such provision shall to the extent required be severed from this Agreement. The remaining provisions of this Agreement shall not as far as possible be changed or modified and all other terms and conditions not so severed shall continue in full force and effect.
52. This Agreement constitutes the entire agreement between the Municipalities hereto with respect to the subject matter herein contained.
53. This Agreement shall inure to the benefit of and be binding upon the Municipalities their successors and approved assigns

54. This Agreement may be amended at any time by mutual written agreement of all the Municipalities.

IN WITNESS WHEREOF the parties hereto affix their hands and seal on the day first above written.

YELLOWHEAD COUNTY

Per:   
(corporate seal)

Per: \_\_\_\_\_  


TOWN OF HINTON

Per:   
(corporate seal)

Per: 

TOWN OF EDSON

Per:   
(corporate seal)

Per: 

MUNICIPALITY OF JASPER

Per:   
(corporate seal)

Per: 