

Municipality of Jasper  
**Committee of the Whole Meeting Agenda**  
April 23, 2019 | 9:30 am  
Quorum Room, Jasper Library & Cultural Centre

**1. Call to Order** (Deputy Mayor Kelleher-Empey to chair meeting)

**2. Additions to Agenda**

**3. Approval of Agenda**

3.1 April 23, 2019 Committee of the Whole Agenda attachment

**4. Approval of Minutes**

4.1 April 9, 2019 Committee of the Whole Minutes attachment

**5. Presentations**

**6. Business Arising from Minutes**

**7. Brief Updates**

7.1 Wildflowers Childcare Play Space Redevelopment attachment

7.2 Letter of Support – Local Immigration Partnership attachment

7.3 Blanket Exercise Initiative attachment

**8. Correspondence for information, consideration or action**

**9. Other new business**

**10. Council representation on various boards, upcoming meetings**

**11. Upcoming Events**

April 25: Jasper Pride Flag Raising, Emergency Services Building, 12 pm

April 30: D-Day Commemoration Ceremony, Via Rail Station, 11:45 am

April 30: Emergency Management Training for Councillors, Quorum Room, 1:30pm

May 7: JPCC General Meeting (State of the Municipality Address), Cassio's, 6 pm

May 14: Intergovernmental Meeting, Parks Canada lower board room, 1:30 pm

**12. Adjournment**

*Please note: All regular and committee meetings of Council are audio-recorded.*

Municipality of Jasper  
**Committee of the Whole Meeting Minutes**  
Tuesday, April 9, 2019 | 9:30 am  
Quorum Room, Jasper Library & Cultural Centre

Present	Mayor Richard Ireland, Deputy Mayor Kelleher-Empy, Councillors Jenna McGrath, Scott Wilson and Paul Butler
Absent	Councillors Bert Journault and Rico Damota
Also Present	Mark Fercho, Chief Administrative Officer Christine Nadon, Legislative Services Manager Kayla Byrne, Legislative Services Coordinator Natasha Malenchak, Director of Finance and Administration Neil Jones, Licensing and Enforcement Manager Fuchsia Dragon, The Fitzhugh Mike Merilovich, local business owner Two observers
Call to Order	Deputy Mayor Kelleher-Empy called the meeting to order at 9:31 am.
Additions	Council added the following item to today's agenda: - 11.1 In camera: Legal Matter  Mr. Fercho also noted there will be a meeting of the Jasper Municipal Leasehold Assets Society following today's committee of the whole meeting. There will also be a meeting of the Culture and Recreation Services and Facilities Review Scoring Team following today's committee of the whole meeting.
Approval of Agenda	MOTION by Councillor Wilson to approve the agenda for April 9, 2019 as amended. <span style="float: right;">CARRIED</span>
Approval of Minutes	MOTION by Councillor McGrath to approve the minutes of the March 26, 2019 meeting as presented. <span style="float: right;">CARRIED</span>
Brief Updates: TAC Recommendation	Mr. Jones presented the Traffic Advisory Committee's recommendations pertaining to the recommendations outlined in the Transportation Master Plan. Councillors noted they are in favour of focusing on speed limit reductions at this time and will review other possible edits to the Traffic Safety Bylaw later this year.  An updated Traffic Safety Bylaw, focusing on reduced speed limits, is scheduled for first and second reading at the next regular meeting.  Mr. Merilovich inquired about the enforcement of the proposed speed limits. Mr. Jones confirmed the RCMP that enforce speed limits.
Public Engagement on the Single-Use	Administration presented a public engagement process for the Single-Use Item Regulation Bylaw. Councillors noted the importance of reaching all Jasper businesses and not just members of the Jasper Park Chamber of Commerce.

Item Regulation Bylaw	Written submissions pertaining to the bylaw will be accepted until May 9 and included in a future report to council.
Council Budget Process Review	<p>Administration sought feedback with regards to the annual budget process.</p> <p>Councillors noted residents have requested that the public budget meetings be held earlier than late November. Councillors also indicated external and capital requests could be presented earlier, and that the process used to approve operating budget items encouraged healthy debate among Council and should be used again next year.</p>
Ad Hoc Legislative Committee	<p>Administration inquired if Council would be interested in establishing an ad hoc Legislative Committee to support the review and development of policies and bylaws for consideration by Council. Council indicated it was in favour of establishing this ad hoc committee.</p> <p>This item, including a waiver of notice, is scheduled to return for decision at the next regular meeting.</p>
Governance Training with Gord McIntosh – Scheduling	<p>Administration proposed several dates for governance training. Council indicated it would prefer July 16 or August 20 for the training.</p> <p>Administration will confirm with Parks Canada that the next intergovernmental meeting will be scheduled for the afternoon of May 14.</p> <p>Administration also proposed several dates for media training for emergencies. From the proposed dates, council indicated June 19 would work best for this training.</p> <p>Councillors also indicated they are in favour of creating a shared calendar to help with future scheduling. Administration suggested council could inform Ms. Byrne of any upcoming events or absences.</p>
Seniors’ Bus Update – Councillor Butler	Councillor Butler, Council’s appointed member to the Seniors’ Bus Ad Hoc Committee, recommended that the committee be dissolved at the next regular council meeting as the Evergreens Foundation has agreed to take over ownership and operation of the seniors’ bus from the Jasper Seniors Society, starting July 1.
Correspondence: Retailers left holding the bag – Mike Merilovich	Mike Merilovich, a local business owners, expressed concerns pertaining to the Single-Use Item Regulation Bylaw.
Seniors housing – Jasper Community Team	The Jasper Community Team noted that older adults in Jasper are seeking options to downsize from their larger family homes in order to age in place. At a recent Community Conversations, Councillor McGrath noted the Jasper Community Housing Corporation is working on this issue.

Council Representation on Various Boards	<p>Deputy Mayor Kelleher-Empey, on behalf of Councillor Journault, attended the Trans Canada Yellowhead Highway Association's Annual General Meeting, where several resolutions were passed including one submitted by the Municipality of Jasper pertaining to electric vehicle chargers. Other resolutions passed included increasing cell phone reception between Valemount and Jasper; adding more pullouts and passing lanes on Highway 16 West; and adding more rest stops along Highway 16.</p> <p>Councillor McGrath attended a Jasper Municipal Library Board meeting and a Communities in Bloom meeting.</p> <p>Councillor Butler will be absent from the next meeting as he will attend an Alberta Seniors Communities and Housing Association conference as an Evergreens Foundation board member.</p>
Upcoming Events	Council received a list of upcoming events.
In Camera	<p>MOTION by Councillor McGrath to move in camera at 11:29 am to discuss agenda item 11.1. <span style="float: right;">CARRIED</span></p> <p>Mr. Fercho attended the in camera session to provide administrative support.</p>
Revert to open meeting	<p>MOTION by Councillor Butler to revert to open meeting at 12:24 pm. <span style="float: right;">CARRIED</span></p>
Adjournment	<p>MOTION by Councillor Wilson that, there being no further business, the meeting of April 9, 2019 be adjourned at 12:25 pm. <span style="float: right;">CARRIED</span></p>



## REQUEST FOR DECISION

<b>Subject:</b>	Wildflowers Childcare Play Space Redevelopment
<b>Prepared by:</b>	Lisa Daniel, Childcare Services Manager
<b>Reviewed by:</b>	Natasha Malenchak, Director of Finance & Administration Kathleen Waxer, Director of Community & Family Services Mark Fercho, Chief Administrative Officer Christine Nadon, Legislative Services Manager
<b>Date – Discussion:</b>	April 23, 2019
<b>Date – Notice:</b>	May 7, 2019 (waiver requested)
<b>Date – Decision:</b>	May 7, 2019

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### Recommendation:

- That Council approve the expenditure of an additional \$21,267 from the Community and Family Services restricted reserves for the redevelopment of the Wildflowers Childcare play space.
- That Council approve an amended project budget of \$117,661 for the redevelopment of the Wildflowers Childcare play space.

### Options:

- Direct Administration to fund this project in a different way.
- Decline the request.

### Background:

Wildflowers Childcare provides high quality care and early childhood education, including outdoor education, which has been shown to improve children's mental health and physical wellbeing. It is critical that childcare centres show leadership in encouraging outdoor and active play. By teaching children from a young age to appreciate and enjoy the natural world that surrounds them, Wildflowers is encouraging healthy activity and lifestyle choices that children can carry through to adulthood.

The increased project budget for the yard redevelopment would cover the following expenses:

- The Alberta Recycling Grant received was \$3,417 less than originally projected, causing funding shortfall;
- Jasper Concrete's cost for the project is \$79,167, representing a \$11,820 increase from the original projected cost;
- Administration is requesting an additional \$6,030 to cover the cost of more rubber matting for the project.

**Relevant Legislation:**

- Policy B-009: Fiscal and Financial Control Policy

**Strategic Relevance:**

- Governance – provide quality municipal services to the community.
- Organizational Health - enhancing operational effectiveness, responsiveness and adaptability
- Communications – promote Jasper as a “Healthy Community” in all we do
- Public & Community Safety - improving public safety and security

**Financial:**

This decision will have no impact on the Community & Family Services Operating Budget and will not change user fees. The funds are currently in the Restricted Reserve and can only be used for specific purposes as per the grant funding requirements. The funds were transferred to restricted reserves at the end of 2018 from operating surplus.

<b>Wildflowers Play Space Budget 2018</b>	
<b>Expenses:</b>	
Designer/Engineer Fees	\$ 26,546.00
Labour/Equipment	\$ 67,347.00
<b>Total Expenses</b>	<b>\$ 93,893.00</b>
<b>Revenue:</b>	
Transfer from operating	\$ 44,118.00
Restricted Reserves	\$ 16,000.00
<b>Total</b>	<b>\$ 60,118.00</b>
<b>Grant Funding Received</b>	
CFEP Grant	\$ 23,200.00
Rubber Tire Recycling Grant	\$ 8,075.00
Jasper Recycled Beverage Grant	\$ 1,000.00
Parent Board Fundraising	\$ 1,500.00
<b>Total</b>	<b>\$ 33,775.00</b>
<b>Total Revenue</b>	<b>\$ 93,893.00</b>

<b>Wildflowers Play Space Updated Budget 2019</b>	
<b>Expenses:</b>	
Designer/Engineer Fees	\$ 26,546.00
Jasper Concrete	\$ 79,167.00
Additional Resources	\$ 11,948.00
<b>Total Expenses</b>	<b>\$ 117,661.00</b>
<b>Revenue:</b>	
Transfer from Reserves	\$ 44,118.00
Restricted Reserves	\$ 37,267.00
<b>Total</b>	<b>\$ 81,385.00</b>
<b>Grant Funding Received</b>	
CFEP Grant	\$ 23,200.00
Rubber Tire Recycling Grant	\$ 4,658.00
Jasper Recycled Beverage Grant	\$ 1,000.00
Parent Board Fundraising	\$ 1,500.00
Additional Grant Funding	\$ 5,918.00
<b>Total</b>	<b>\$ 36,276.00</b>
<b>Total Revenue</b>	<b>\$ 117,661.00</b>

**Follow Up Actions:**

- If Council approves the movement of funds, administration shall amend the capital project budget and move the funds to that specific project.



## REQUEST FOR DIRECTION

**Subject:** Letter of Support – Local Immigration Partnership

**Prepared by:** Doug Olthof, Local Immigration Partnership Coordinator

**Reviewed by:** Beth LeBlanc, Acting Director of Community and Family Services  
Christine Nadon, Legislative Services Manager

**Date – Discussion:** April 23, 2019

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### Recommendation:

- That Council provide a letter of support for the Municipality of Jasper’s application to Immigration Refugees and Citizenship Canada (IRCC) for continued funding in support of the Jasper Local Immigration Partnership project, beginning in April 2020.

### Options:

- On behalf of Council, Mayor Richard Ireland can sign a letter of support for the Municipality of Jasper’s application to IRCC for continued funding of the Jasper Local Immigration Partnership for five (5) additional years beginning in April 2020.
- Council may opt not to support the continuation of the Jasper Local Immigration Partnership project after March 2019.
- As per policy F-012: Proclamation, Letter of Support and Flag Raising, “Council may direct Administration to proceed with providing a letter of support at a committee of the whole meeting or regular meeting, without passing a motion.”

### Background:

- The Jasper Local Immigration Partnership project began in April 2017 with a three-year a funding agreement between Immigration Refugees and Citizenship Canada and the Municipality of Jasper.
- The primary objectives in the first three years of the project were to establish a governing council to guide the project, to conduct research on the settlement and integration needs of the Jasper Community, to develop a Local Settlement Strategy to engage a range of stakeholders in addressing Jasper’s settlement needs, and to develop an implementation framework for that strategy. At the close of the project’s second year, the council has been established, the research has been completed and the Local Settlement Strategy is in development.
- Continued funding for this project would facilitate continued research on Jasper’s settlement and integration needs, coordination and support for the implementation of the Local Settlement Strategy, continued engagement with community partners (including service providers, employers, government agencies, non-profit organizations and concerned citizens) around newcomer settlement issues, and continued work toward Jasper’s development as a ‘welcoming and inclusive community.’

- The proposed funding would include of 5-year grant for approximately \$600,000. This grant would cover salary and benefits costs for 1 full-time equivalent position (the Local Immigration Partnership Coordinator), professional development and travel costs, project delivery costs, publicity, capital purchases and overhead. It also includes a 10% administrative fee to offset costs associated with the administrative burden on the municipality resulting from this project.
- Jasper is the smallest community in Canada to have been awarded funding in support of a Local Immigration Partnership project. As such, Jasper has contributed to the development of new guidelines and toolkits for the successful integration of newcomers in “small centres.”
- The Jasper Local Immigration Coordinator has emerged as a leader in the national-level coordination of Local Immigration Partnership projects and has represented the 80 Local Immigration Partnerships across the country in high-level federal policy discussions on two occasions. This has helped raise Jasper’s profile as an exemplary community in the field of newcomer settlement and integration.
- This project builds on a Jasper’s strong history as a collaborative community in which agencies and individuals pull together and collaborate to develop and deliver quality human services that are often unavailable in communities of comparable size.
- Statistics Canada estimates that roughly 22% of Jasper residents were born outside of Canada. This project helps ensure that all Jasper residents can participate in social, economic, cultural and political life as full members of the community.

#### **Relevant Legislation:**

- Policy F-012: Proclamation, Letter of Support and Flag Raising

#### **Strategic Relevance:**

- Governance – Seek out and pursue alternative sources of revenue.
- Governance –Develop and nurture mutually beneficial relationships and partnerships and the local, provincial, federal and international levels to enhance community health and address issues and opportunities...

#### **Financial:**

- The proposal at hand includes funding for one (1) full-time equivalent position to coordinate the Jasper Local Immigration Partnership project. It also covers all project costs, including professional development, travel and subsistence, project delivery, publicity, capital purchases and overhead (telephone, etc.).
- The proposal includes a 10% administrative fee to cover additional administrative costs.
- The municipality of Jasper would act as the Fiscal Agent for the project, covering project costs and being reimbursed in full by IRCC on a quarterly basis.
- The Municipality would act as a financial partner in the project, providing in-kind contributions including shared office space and support from the CFS Department Communications Specialist.

#### **Communications:**

- A letter from Mayor Richard Ireland on behalf of Council indicating support for the proposal for IRCC’s continued support of the Jasper Local Immigration Project

**Follow Up Actions:**

- Make any desired changes to the draft letter and affixing the signature of Mayor Richard Ireland.

**Attachments:**

- A draft letter from Mayor Richard Ireland on behalf of Council expressing support for the Municipality of Jasper's proposal for continued funding of the Jasper Local Immigration Partnership Project over five (5) years beginning in April 2020.

MOJ LETTERHEAD

April 18, 2019

Immigration, Refugees and Citizenship Canada (IRCC)

To Whom It May Concern,

Thank you for the opportunity to re-apply for funding to continue the Jasper Local Immigration Partnership project. The Municipality of Jasper is pleased to indicate its continued support as a financial partner in this endeavour.

The municipality's contribution includes providing office space for the project, which is integrated with our Community and Family Services department. The municipality also acts as the fiscal agent for the funding, providing payroll services, and offering overarching, executive supervision. The Local Immigration Partnership Coordinator position is under the direct supervision of the Director of Community and Family Services, Kathleen Waxer.

Jasper prides itself on being a welcoming, inclusive and diverse community. As such, we highly value the work of the Jasper Local Immigration Partnership to engage community partners in developing and implementing a strategy to improve our community's capacity to settle and integrate new Canadians. This approach builds on Jasper's long-established strengths as a collaborative community that can achieve human service outcomes well beyond the capacity of any single agency.

As the Jasper Local Immigration Partnership project concludes its second year of operation, we are pleased to see a wide variety of community stakeholders poised to address issues on the basis of clear and comprehensive research. The Jasper Local Immigration Partnership is meeting a burgeoning need in our community, as our demographic changes every year to include more immigrants and refugees from all over the globe.

We pledge to continue in our role as a financial partner and work with IRCC to provide practical supports to continue this collaborative project over the 5-year funding period outlined in this proposal. Thank you for your kind consideration of this request for ongoing financial support. We look forward to our continued partnership and the many social benefits that will be reaped as a result.

Yours sincerely,

Richard Ireland  
Mayor



## REQUEST FOR DECISION

**Subject:** Blanket Exercise Initiative

**Prepared by:** Leanne Pelletier, Community Development Coordinator  
Lisa Riddell, Community Development Manager

**Reviewed by:** Mark Fercho, CAO  
Christine Nadon, Legislative Services Manager

**Date – Discussion:** April 23, 2019

**Date – Notice:** Waiver requested, May 7, 2019 (proposed)

**Date – Decision:** May 7, 2019 (proposed)

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### Recommendation:

- That Council participate in a Blanket Exercise, an interactive session to promote and support understanding of Indigenous issues.

### Options:

- Participate in the Blanket Exercise; or
- Decline to participate at this time.

### Background:

- A Blanket Exercise is an interactive session that promotes understanding of Indigenous issues. Participants take on the roles of Indigenous peoples in Canada and explore the history and experiences of Indigenous people during the phases of pre-contact, treaty-making, colonization, and resistance. Participants are actively involved as they step onto blankets that represent the land and are guided through historical moments that determine their outcome.
- In this instance, Community and Family Services has applied for and been selected to receive funding to cover the costs of the Blanket Exercise.
- Leanne Pelletier, the Municipality of Jasper's Community Development Coordinator, has met with Mark Young, Indigenous Affairs Manager for Jasper National Park. He has expressed support for the initiative and indicated he would welcome an invitation for Parks Canada staff to participate.
- Mark Young provided information on Parks Canada's Indigenous training exercises and Indigenous protocols to be considered. Mark also offered feedback relating to his own experiences participating in the Blanket Exercise. If Council chooses to move forward with participating, Community and Family Services will work closely with Parks Canada in the planning, coordination and execution phases of this exercise.

- The Blanket Exercise Initiative is a partnership between the Alberta Urban Municipality’s Association (AUMA) and the Rural Municipality’s Association (RMA) to provide municipal governments an opportunity to increase their understanding of Indigenous history in Canada.
- The Blanket Exercise is facilitated by KAIROS, and was developed in collaboration with Indigenous Elders, knowledge keepers, and educators.
- The KAIROS Blanket Exercise was recently endorsed as a “Successful Practice and Resource” by Inspire, a national Indigenous-led registered charity that invests in the education of Indigenous people for the long-term benefit of these individuals, their families and communities, and Canada.
- To foster municipalities meeting the revised Municipal Government Act (MGA) guidelines, the AUMA and RMA is encouraging municipalities across the province to participate by offering this opportunity for elected officials and local municipal employees.
- A representative of AUMA or RMA will work with the Municipality of Jasper to guide them through the protocols of this event, in addition to being present at the session.

#### **Relevant Legislation:**

- The Blanket Exercise Initiative is one of many collaborative partnerships by AUMA and RMA to support municipalities to effectively meet the new requirements of the revised *Municipal Government Act* (MGA).
- The revised MGA includes several changes that encourage more communication and collaboration between municipal governments and Indigenous communities.

#### **Strategic Relevance:**

- Governance and Social Equity. Specifically, “Develop and nurture mutually beneficial relationships and partnerships at the federal, provincial, local and international level to enhance community health and address issues and opportunities...”
- *Jasper’s Municipal Mission* (Strategic Priorities 2018-2022 – Municipality of Jasper, pg. 12) “Council has proclaimed Jasper to be a Welcoming and Inclusive Community and has committed to making decisions through the lens of inclusion, keeping the interests of the community as a whole in mind, and advancing basic respect, truth and human dignity.”

#### **Financial:**

- This Initiative is funded by a grant that has been applied for and offered to the Municipality of Jasper through the Alberta Urban Municipalities Association.

#### **Communications:**

- The Community and Family Services department of the Municipality of Jasper will continue liaising with Mark Young, Indigenous Affairs Manger for Jasper National Park.
- If Council chooses to participate, invitations will be extended to Council, Municipal staff and Parks Canada staff.