

**MUNICIPALITY OF JASPER
COMMITTEE-OF-THE-WHOLE MEETING**

DATE: Tuesday, January 12, 2016
PLACE: ESB meeting room
TIME: 9:30 a.m.

AGENDA

- 1.0 Call to Order
- 2.0 Additions to Agenda
- 3.0 Approval of Agenda
 - 3.1 January 12, 2016
- 4.0 Approval of Minutes
 - 4.1 December 8, 2015 attachment
- 5.0 Business Arising from Minutes
- 6.0 Budget
 - 6.1 Museum request – Museum Manager Andy Klimach to attend
 - 6.2 Capital Budget – Protective Services attachment
 - 6.3 Capital Budget - Operations attachment
- 7.0 Brief Updates
 - 7.1 Library Cultural Centre. Update attachment
 - 7.2 Evergreens discussion
- 8.0 Correspondence/Information items
 - 8.1 Request from Jasper Farmers Market attachment
- 9.0 Council Representation on Various Boards, upcoming meetings
- 10.0 Upcoming Events:
 - Jan 12 – Chamber meeting, Wicked Cup 8 am
 - Jan 16-31 – Jasper in January
 - Jan 19 – Intergovernmental meeting with Parks Canada officials
 - Jan 20 – Council/Management Training
 - Jan 21 - NETMA
- 11.0 Adjournment

Committee of the Whole Meeting
 Tuesday, December 8, 2015
 Emergency Services Building Meeting Room

- Present Mayor Richard Ireland, Councillors Brian Nesbitt, Helen Kelleher-Empey, Vonna Arsenault, Rico Damota, Dwain Wacko
- Absent Councillor Gilbert Wall
- Also present Mark Fercho, Beryl Cahill, Christine Nadon, Yvonne McNabb, Bruce Thompson, Kathleen Waxer, Greg Van Tighem, Nicole Veerman (The Fitzhugh)
- Call to Order The Mayor called the meeting to order at 9:30 a.m.
- Approval of Agenda Motion by Councillor Wacko that the agenda for today's committee meeting be approved as presented. Carried
- Approval of Minutes Motion by Councillor Arsenault that the minutes of the November 24, 2015 committee meeting be approved as presented. Carried
- Business Arising No business arose from the November 24, 2016 minutes.
- 2016 Op. & Capital Budgets Council requested clarification on a number of budget proposals including an additional Deputy Fire Chief position, an additional Payables clerk position, new maintenance worker, increases to Arena operations, succession planning, and the possibility of a three-year budget, the Asset Management Plan, and restricted reserves.
- Recess The Mayor called for a recess at 11:08 am.
- Brief Updates Library The CAO provided Council with an updated report on progress being made on the Library/Cultural Centre which indicated that three items are holding up progress at this time. A copy of the CAO's report can be downloaded from the Municipality's website – www.jasper-alberta.com.
- Strategic Plan The CAO advised that the current Strategic Priorities plan can be downloaded from the Municipality's website and will come forward to Council at the December 15, 2015 meeting by way of notice of motion.
- Bylaw #190 Amendments To Procedure Bylaw A number of revisions are being proposed to the Municipality's Procedure bylaw; the main change being to remove the CFS Board from Council's list of Committees, plus some housekeeping items. The first reading of the revised bylaw will be requested at the December 15 meeting of Council.
- Meeting with GYPSD Strategy GYPSD has requested to meet with Council Dec 15 as part of its intent to meet with all Councils in the surrounding area. A brief discussion on strategy was held. The meeting will be held in the ESB meeting room at 10:30 am, Dec 15.

Correspondence	None	
Councillors' Reports	<p>Councillor Arsenault reported that she had attended a library meeting on December 7, but will not be available for some of the upcoming meetings in the next two weeks.</p> <p>Councillor Kelleher-Empey will attend a Museum Board meeting on Dec 8.</p> <p>Mayor Ireland reported that he has been re-appointed to the AUMA's committee on the Municipal Government Act.</p>	
Upcoming Events	<p>Dec 9 – Trinus presentation on the security of systems and IT issues.</p> <p>Dec 10 – Wayfinding meeting</p> <p>Dec 11 – Firemen's Christmas Party</p> <p>Dec 17 – Meeting with Telus officials (Mayor to attend)</p> <p>Dec 18 – Community Christmas Party</p>	
In Camera Deliberative (FOIP)	Motion by Councillor Empey that Council move in camera at 12:00 noon.	Carried
Council Reverts to Open Mtg	Motion by Councillor Kelleher-Empey that Council revert to open meeting at 1:20 pm.	Carried
Adjournment	Motion by Councillor Nesbitt that, there being no further business, the meeting be adjourned at 1:21 pm.	

Fire Department 3rd Position:

Backgrounder:

In order to more effectively address Council Priorities and thus maintain the necessary level of community emergency services a second Deputy Fire Chief is required. The Fire Department initially proposed a 3rd full time position in its 2012 business plan, with 2016 being the inception year.

Deputy Fire Chief – \$65,000 in salaries and benefits for remainder of 2016 (assuming hiring in February) \$73,000 in 2017.

This position will help increase department productivity by improving delivery of key Fire Department functions; operations (response), firefighter training, fire prevention and inspection program delivery, strategic planning and administrative and supervisory duties. Furthermore this third position will assist with the operational requirements of the 24-hour Duty Officer which currently overtaxes the two staff members providing the services. The many hours of standby causes burnout, and also results in additional hours of in-lieu time that reduces office time.

If approved this new position would share the duties of the Fire Chief and existing Deputy Chief with a stronger focus on departmental training. The model we are favouring is a 4-on 4-off alternating 9.5 hour shift with the 24 hr duty officer responsibility covered while on shift.

Operations: The day to day functions of the Department; operational readiness, maintenance of equipment and apparatus, emergency response etc. Operations are unpredictable, the more incidents that occur, the more time must be spent in administration, documentation, cleanup, repairs, preparedness etc.

Training: Minimum training standards are mandated; training plans must be continually developed and implemented. Training topics must be evaluated, selected and implemented. Our staffing level has increased to 35 members in the last year and we foresee more turn-over in the next few years. To be effective training exercises must be split up into smaller groups, doubling or tripling the workload.

Prevention/Inspection: Involves the annual inspection program, code and construction reviews, complaint investigations, calculating and administering

occupancy loads, managing the schedules for all occupancy types, etc. Inspections and investigations are mandated by legislation and can be very time consuming. The workload has increased so that we are often behind schedule or miss an inspection cycle.

Planning: Includes strategic planning, fire prevention pre-planning program, resource infrastructure planning and emergency planning. A fire prevention pre-plan program is necessary but ours is not complete or up to date.

Administration: Budgeting, human resources, supervisory recruitment and retention, discipline, coaching, invoicing and documentation etc. Administrative duties must be completed in order to function legally, effectively and efficiently. Requirements for documentations are ever increasing. eg. Recent changes to the Transportation Compliance rules by Alberta Infrastructure and Transportation require a full Vehicle Safety Program with complicated documentation requirements. Annual performance reviews are not consistently completed, as a result proper feedback and developmental coaching is not consistent etc.

Council Priorities:

- **Provide quality municipal services to the community**
- **Ensure Jasper is a safe and healthy community**
- **Develop cross jurisdictional relationships in Jasper**

The Fire Department is committed to using the resources provided to maintain the highest level of emergency services possible. Our mandate is to maintain positive working relationships with all of our stakeholders to ensure the highest level of public safety by gaining compliance through cooperation and community engagement.

Greg Van Tighem
Director of Protective Services
Fire Chief
Municipality of Jasper

Additional Full-time Staff

Operations Department Reorganization

In conjunction with a department reorganization, the Operations Department is proposing the addition of two new staff positions to support the development of the Asset Management Plan, allocate adequate resources to capital project planning and management, and shift municipal operations from reactive to proactive maintenance programming.

The positions described below will help achieve the following Council strategic priorities:

- Ensure maximum service life of existing infrastructure (Governance)
 - Develop long-term Asset Management Plans using lifecycle assessment
 - Maintain existing infrastructure, buildings and fleet vehicles to accepted standards
- Provide open, honest and accountable government (Governance)
 - Develop a policy and procedure for “best practices” for contract management
- Provide quality municipal services to the community (Governance)
- Complete capital projects (Organizational Health)
- Ensure a strong and accountable staff team (Organizational Health)
- Ensure Jasper is a safe and healthy community
- Establish fiscal principles, goals and actions to support community health

Utilities (Water & Sewer) Manager – \$102,098 including benefits

In conjunction with the department reorganization, this position will:

- Allow the existing Facilities and Fleet Manager to perform contract management and better manage major capital projects and fleet purchases for the Municipality;
- Focus on water and sewer operations: development of best practices, operational profiles, and OH&S requirements;
- Provide support for the development of the asset assessment management plan and future implementation for utilities; and
- **Support the departmental shift from reactive to proactive maintenance programming.**

This position reports to the Director of Operations.

Maintenance Worker – \$69,394 including benefits

- Provide the resources required to perform ongoing regular maintenance of the aging facilities and infrastructure;
- Assist with the development of best practices and maintenance schedules; and
- **Support the departmental shift from reactive to proactive maintenance programming.**

The current crew of two workers is not able to keep pace with the demands of corrective maintenance work orders. This interferes with their regular maintenance duties, daily rounds and proactive maintenance.

This position reports to the Fleet & Maintenance Manager.

Submitted by:

Bruce Thompson, Director of Operations

January 7, 2016

CAO REPORT

Subject: Library Project Update for November 2015
Prepared by: Mark Fercho, CAO
Date: January 12, 2016



The Municipality, the architects, the engineers, and the contractor developed a clear project plan to complete the construction of the Jasper Library and Cultural Centre project in the fall of 2014.

The plan to completion created does not increase the project cost or decrease the project scope for the completion.

The Municipality of Jasper shared the project schedule with the community in December 2014, as everyone is invited to be aware of the goals we will be monitoring through to project completion and opening of the facility. **Project updates have been provided every month since starting in December 2014.** All parties are working together to produce a quality building for the community.

The Library building is **almost completed**, there are **three groups of items that are yet to be done before construction is considered completed** to where we can begin the commissioning and start-up of the building, and training municipal staff to operate the building systems.

Work quality and completion of minor items causing delays continue to frustrate the final project completion. The municipality is working closely with the architects and contractors on every delay item to move project through to completion.

1. Wood flooring at entrance:

The small wood floor area in the entrance (heritage building) installation was delayed until new design and installation was approved for warranty, which has been done. Flooring installation is underway and about half completed, one faux door installation is required before flooring can be completed.

2. Stair treads and railings:

The stair structures (the metal staircase stringers) were removed, new stringers installed (when crane was visible on site in September). These new metal staircase stringers have passed inspection. The first two shipments of individual stair treads (concrete top, metal bottom) arrived on site and passed inspection, then were installed. The third and final shipment was rejected and sent back, new replacement stair treads have arrived on site through the holidays. A new railing contractor has been hired and railings are being manufactured.

3. Glass Vestibule (Bendheim Wall):

The glass vestibule in the front (where long tarps beside entrance are) has been re-installed, it will require some adjustments prior to final acceptance as completed.

Director _____

CAO 

Agenda Item 7.1

Construction Progress, Work Completed in December 2015

- Replacement precast treads received
- Subfloor completed and hardwood installation in Heritage Building ongoing.
- Operable glass walls ongoing and hardware installation/final adjustments ongoing.
- Entrance mat frame installations completed – mat installations ongoing.
- Completed remainder of marmoleum flooring in stairwells.
- Reinstallation of exterior insulated glazing system completed with minor adjustments remaining.
- Heritage stairwell and windows finish staining complete.
- Gallery glulam stair assembly including landings and treads complete.
- Hardwood Ceilings on main floor entry ongoing.
- Wood base installations throughout building ongoing.
- Millwork installations and replacements/adjustments to doors/hardware ongoing.
- Window Operators connected and fully operational.
- Accessibility lifts tested and operational including electrical modifications as needed.
- Art hanger installations ongoing in basement and main floor areas.
- Electrical, control panel, data wiring installation and connections/testing 98% complete.
- Washroom accessories and specialty installations ongoing – estimated 90% complete.
- Finish painting and touch-ups ongoing to all areas – estimated 90% complete.
- Final mechanical and plumbing fixture installation ongoing – 90% complete.
- Mechanical air handling system start-up, required inspections, and testing completed and ready to commission.
- Building cleaning in preparation for final turn overs and inspections ongoing.

Work Planned for January 2016:

- Install exterior faux door and insulated wall enclosure
- Complete hardwood flooring and trims in Heritage Building
- Complete precast tread installation/replacements
- Complete exterior insulation glazing stairwell adjustments and silicon
- Complete remaining glazing items including fasteners, clips, hardware
- Installation of main floor hardwood foyer entrance ceiling
- Inspection and certification of handicap lifts and elevator
- Complete controls installation for HVAC system and ready to commission
- Complete installation of washroom accessories and partitions
- Continue with millwork installations and adjustments/replacement items
- Complete finish painting including S2 stairwell
- Install door operators
- Install stainless corner guards throughout
- Installation of replacement exterior flashings/trims/eaves
- Installation of stainless fasteners on exterior cedar walls
- Complete glulam stair finishes
- Install fireproofing to heritage building steel beam in basement

Materials are now all on-site (with exception of railings) and Delnor is bringing additional staff resources onto this project to work through to completion.

Next report (work completed January 2016), **due to Mayor & Council: February 9, 2016**

Director _____

CAO 

Agenda Item 7.1

December 10, 2015

Attn: CAO, Mayor and Council, Municipality of Jasper

Dear Mr. Fercho, Mayor Ireland and Members of Council,

I am writing to report on the 2015 season of the Jasper Farmer's Market. It was another success, with great vendor and patron turnout. Being our second year at the McCready Centre parking lot, we were able to address some of the difficulties that we came across in 2014:

- 1) We purchased traffic cones to designate off-site parking for the tenants at the Anglican Church rental property. Their vehicles were off-site before the 10am set-up (very much appreciated) so the cones were used to improve the boundary between the street and parking lot.
- 2) A flag fence was used to improve the boundary between the public sidewalk and the Anglican Church rental property.
- 3) Wil-Dor Meats moved their generator away from the Anglican Church rental property. This put it adjacent to the picnic table and green space on the McCready Centre side but there were no complaints. In the same vein, the fruit truck has a new refrigeration unit that maintains safe temperatures for long periods. Jon was able to turn it off for most of the markets. On very hot days, when he did have to keep it on, the unit only kicked in 1-2 times between 10am-4pm.
- 4) Large signs were posted at the two entrances to (effectively) keep dogs off the site.
- 5) We stuck to the 10 outdoor markets in the parking lot rather than trying to extend the season by going onto McCready Centre property in September, as we did in 2014. This year's end-of-season markets were much better attended by both vendors and patrons.

On behalf of the Jasper Local Food Society, I thank you for extending our time at the McCready Centre parking lot. I hope and request that we are able to maintain this location for 2016 and beyond. Thanks for your time.

Sincerely,

Janeen Keelan, JLFS Market Coordinator