



# MUNICIPALITY OF JASPER REGULAR MEETING AGENDA

**DATE:** July 5, 2016  
**START TIME:** 1:30 p.m.  
**PLACE:** Emergency Services Building – Meeting Room

- 1 CALL TO ORDER**
- 2 APPROVAL OF AGENDA**
  - 2.1 Regular meeting – July 5, 2016
- 3 APPROVAL OF MINUTES**
  - 3.1 Regular meeting – June 21, 2016 attachment
- 4 PRESENTATIONS**
- 5 BUSINESS ARISING FROM PREVIOUS MINUTES**
- 6 DEPARTMENT REPORTS**
- 7 BYLAWS**
  - 7.1 Bylaw Summary attachment
- 8 REQUESTS FOR DECISION**
  - 8.1 Councillor absence from regular meetings attachment
  - 8.2 Notice – JAG and IOTAD Request for Lease Fee Exemption attachment
  - 8.3 Notice – Jasper Library and Cultural Centre Naming attachment
- 9 CORRESPONDENCE FOR CONSIDERATION OR ACTION**
- 10 OTHER NEW BUSINESS**
- 11 COUNCILLOR REPORTS**
- 12 INFORMATION ITEMS - Upcoming Events:**
  - July 1 – Canada Day pancake breakfast
  - July 13 – Communities in Bloom judges will tour the town
  - July 19 – 15<sup>th</sup> year Anniversary of Municipality of Jasper
- 13 ADJOURNMENT**

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

Minutes	Of the regular meeting of Council of the Municipality of Jasper held Tuesday, June 21, 2016 in the meeting room of the Emergency Services Building.		
Present	Mayor Richard Ireland Councillor Vonna Arsenault Councillor Rico Damota	Deputy Mayor Helen Kelleher-Empy Councillor Dwain Wacko Councillor Gilbert Wall	
Absent	Councillor Brian Nesbitt		
Also present	Mark Fercho, CAO Christine Nadon, Comms Manager Claude Boocock, JAG	Yvonne McNabb, Culture & Rec. Director Paul Clarke, the Fitzhugh Marianne Garrah, IOTAD	
Call to Order	The Mayor called the meeting to order at 1:30 p.m.		
Additions to Agenda	Mr. Fercho requested to add the signature of JAG and IOTAD leases as part of item 6.1 – Library report.		
Approval of Agenda #090/16	MOTION by Councillor Arsenault – BE IT RESOLVED THAT Council approve the agenda for the regular meeting of Tuesday, June 21, 2016 as amended.		
	FOR 6 councillors	AGAINST 0 councillors	Carried
Approval of Minutes #091/16	MOTION by Deputy Mayor Kelleher-Empy – BE IT RESOLVED THAT Council approve the minutes for the June 7, 2016 regular Council meeting as presented.		
	FOR 6 councillors	AGAINST 0 councillors	Carried
Business Arising from Minutes	Councillor Damota thanked Mr. Fercho for his work on Mayor and Council remuneration. This item will be back on Council's agenda in August.		
Department Reports – Library	<p>The Municipality has received the occupancy permit for the library and cultural centre from Parks Canada. Tenants are moving in, and the library portion of the building will open to the public on June 29, while IOTAD and JAG will open on July 1, 2016. The first regular Council meeting in the new building will take place on July 19. A soft opening event for locals will take place on August 4, with the Grand Opening Gala scheduled for September 30.</p> <p>Councillor Wacko declared his pecuniary interest and left the meeting at 1:38 p.m.</p> <p>Council discussed additional changes in wording to the JAG lease around membership requirements.</p> <p>Mayor Ireland called a recess at 1:44 p.m. and called to order a meeting of the Jasper Municipal Leasehold Assets Society. Leases were signed by all parties on location.</p> <p>Mayor Ireland reconvened the regular Council meeting at 1:49 p.m., and Councillor Wacko returned to the meeting.</p>		
Culture & Recreation Report	Council received the written report from the Director of Culture & Recreation for information purposes. In her report, Director Yvonne McNabb highlighted the Edmonton Oilers prospect camp coming to the Jasper Arena from July 4 to 7; improvements to the Zamboni room and water filtering system; staffing challenges; and power outages affecting facility systems. A copy of the report is available for viewing in the agenda package for this meeting which can be located on the Municipality's website – <a href="http://www.jasper-alberta.com">www.jasper-alberta.com</a> .		
Protective Services Report	Council received the written report from the Director of Protective Services for information purposes. Director Greg Van Tighem was absent at the meeting. A copy of the report is available for viewing in the agenda package for this meeting which can be located on the Municipality's website – <a href="http://www.jasper-alberta.com">www.jasper-alberta.com</a> .		
Bylaw Summary	Council received, for information purposes, a summary of bylaws currently in force in the Municipality, and those in their various stages of readings.		
Skate Park #092/16	MOTION by Councillor Damota – BE IT RESOLVED THAT Council approve a joint application from the Municipality of Jasper and the Jasper Skate Park Committee to the Parks Canada-Parks Development Advisory Committee (PDAC) for a discretionary use permit for the proposed Jasper Skate Park as shown on the attached map.		
	FOR 6 councillors	AGAINST 0 councillors	Carried

Mountain Bike Skills Park #093/16	<p>MOTION by Councillor Wacko – BE IT RESOLVED THAT Council approve a joint application from the Municipality of Jasper and the Jasper Park Cycling Association to the Parks Canada-Parks Development Advisory Committee (PDAC) for a request to rezone Section A of the proposed Jasper Mountain Bike Skills Park as shown on the attached map (the parkland portion); from Natural Open Space to Recreation Open Space zoning.</p> <p style="text-align: center;">FOR 6 councillors</p> <p style="text-align: center;">AGAINST 0 councillors</p> <p style="text-align: right;">Carried</p>
Mountain Bike Skills Park #094/16	<p>MOTION by Councillor Wall – BE IT RESOLVED THAT Council approve a joint application from the Municipality of Jasper and the Jasper Park Cycling Association to the Parks Canada-Parks Development Advisory Committee (PDAC) for a temporary discretionary use permit for the proposed Jasper Mountain Bike Skills Park as shown on the attached map (the future residential land portion).</p> <p style="text-align: center;">FOR 6 councillors</p> <p style="text-align: center;">AGAINST 0 councillors</p> <p style="text-align: right;">Carried</p>
Busking Pilot Project #095/16	<p>MOTION by Councillor Arsenault – BE IT RESOLVED THAT Council approve a Busking Permit to Habitat for the Arts for the 2016 Busking Pilot Project, for June 22, 2016 to October 30, 2016.</p> <p style="text-align: center;">FOR 6 councillors</p> <p style="text-align: center;">AGAINST 0 councillors</p> <p style="text-align: right;">Carried</p>
Recess	Mayor Ireland called for a five minute recess at 2:26 p.m.
Community & Economic Development Fund Requests	<p>Councillor Wacko declared his pecuniary interest and left the meeting from 2:55 p.m. to 3:13 p.m. while Council discussed the Jasper Artists Guild application.</p> <p>Council discussed the applications and expressed concerns with the fund becoming an ongoing source of funding for some groups, applicants not meeting the funding requirements, and requested that a policy review discussion be added to the next Committee-of-the-Whole meeting agenda.</p>
#096/16	<p>MOTION by Councillor Wall – BE IT RESOLVED THAT Council sever all applications to be dealt with individually.</p> <p style="text-align: center;">FOR 6 councillors</p> <p style="text-align: center;">AGAINST 0 councillors</p> <p style="text-align: right;">Carried</p>
#097/16	<p>MOTION by Councillor Damota – BE IT RESOLVED THAT Council approve request for funding from the Economic Development Fund to the Jasper Curling Club for \$3000.00.</p> <p style="text-align: center;">FOR 6 councillors</p> <p style="text-align: center;">AGAINST 0 councillors</p> <p style="text-align: right;">Carried</p>
#098/16	<p>MOTION by Councillor Damota – BE IT RESOLVED THAT Council approve funding from the Community &amp; Economic Development Fund to the Jasper Heritage Rodeo Association to the sum of \$4750.00.</p> <p style="text-align: center;">FOR 4 councillors</p> <p style="text-align: center;">AGAINST 2 councillors</p> <p style="text-align: right;">Carried</p>
#099/16	<p>MOTION by Councillor Wacko – BE IT RESOLVED THAT Council approve from the Community &amp; Economic Development Fund support to the Jasper Heritage Folk &amp; Blues Society of \$4750.00.</p> <p style="text-align: center;">FOR 5 councillors</p> <p style="text-align: center;">AGAINST 1 councillor</p> <p style="text-align: right;">Carried</p>
Notice – Councillor Absence	Council gave notice that, at the July 5, 2016 regular meeting, Council will receive a request for decision to approve Councillor Wall's absence from all regular Council meetings during July, August and September 2016.
Correspondence	None
Other New Business	In response to a question from Councillor Wall, Mr. Fercho indicated that information on the multipurpose green space project is available on the municipal website.
Councillor reports	<ul style="list-style-type: none"> <li>• Councillor Arsenault - library board meeting, West Yellowhead Regional Waste Management Authority meeting</li> <li>• Deputy Mayor Kelleher-Empey – Alberta-Japan Twinned Municipalities conference</li> <li>• Councillor Wacko – public address at Aboriginal Day</li> <li>• Councillor Wall – West Yellowhead Regional Waste Management Authority meeting, Community Futures West Yellowhead AGM</li> <li>• Mayor Ireland – Mayors' Caucus in Olds</li> </ul>
Upcoming Events	July 13 – Communities in Bloom Judging Day

Adjournment  
#100/16

MOTION by Deputy Mayor Kelleher-Empey – BE IT RESOLVED THAT, there being no further business, the meeting of June 21, 2016 be adjourned at 4:01 p.m.

FOR	AGAINST	
6 councillors	0 councillors	Carried

\_\_\_\_\_  
Mayor

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

**Municipality of Jasper Bylaw Summary**

**Updated: 6/29/2016**

	Bylaw	Date Repealed	Repeals Bylaw	Replaced by Bylaw	Scheduled date for next reading			Certification by Parks	
					First Reading	Second Reading	Third Reading & Approval	Date Forwarded	Date Certified
194	Tax Rates 2016		188		17-May-16	24-May-16	7-Jun-16	25-May-16	25-May-16
193	Commercial Use of Public Spaces				5-Apr-16	5-Apr-16	19-Apr-16	6-Apr-16	6-Apr-16
192	Imposition of Supplementary Tax		185		2-Feb-16	16-Feb-16	1-Mar-16	17-Feb-16	19-Feb-16
191	Supplementary Assessment of Improvements		184		2-Feb-16	16-Feb-16	1-Mar-16	17-Feb-16	19-Feb-16
190	Procedure Bylaw Amendment		166		15-Dec-15	5-Jan-16	19-Jan-16	6-Jan-16	8-Jan-16
189	Jasper Fire Dept 2015		085		21-Jul-15	4-Aug-15	18-Aug-15	6-Aug-15	17-Aug-15
188	Tax Rates 2015		180		19-May-15	19-May-15	2-Jun-15	19-May-15	20-May-15
187	Offsite Levies 2015		182		17-Mar-15	7-Apr-15	21-Apr-15	8-Apr-15	9-Apr-15
186	Parking Authority 2015		181		17-Mar-15	7-Apr-15	21-Apr-15	8-Apr-15	9-Apr-15
185	Supplementary Imposition of Tax 2015		176		3-Mar-15	17-Mar-15	7-Apr-15	17-Mar-15	18-Mar-15
184	Supplementary Assessment of Improvements 2015		175		3-Mar-15	17-Mar-15	7-Apr-15	17-Mar-15	18-Mar-15
183	Utility Fees 2015		179		2-Dec-14	2-Dec-14	16-Dec-14	3-Dec-14	4-Dec-14
182	Offsite Levies 2014		171		2-Sep-14	2-Sep-14	16-Sep-14	4-Sep-14	11-Sep-14
181	Parking Authority 2014		170		2-Sep-14	2-Sep-14	16-Sep-14	4-Sep-14	11-Sep-14
180	Tax Rates 2014		172		1-Apr-14	15-Apr-14	20-May-14	23-Apr-14	24-Apr-14
179	Levying & Collection of Utility Fees 2014) revised		177		18-Mar-14	18-Mar-14	1-Apr-14	18-Mar-14	19-Mar-14
178	Water Service		015		18-Feb-14	4-Mar-14	18-Mar-14	5-Mar-14	5-Mar-14



MUNICIPALITY OF JASPER

**SUBJECT:** Councillor Gilbert Wall  
Absence from regular Council meetings

**RECOMMENDATION**

**BE IT RESOLVED THAT** Council approve Councillor Gilbert Wall's absence from all regular Council meetings during July, August and September, 2016.

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MOTION PROPOSED BY: \_\_\_\_\_

MEETING DATE: \_\_\_\_\_

RESOLUTION #: \_\_\_\_\_

DISPOSITION OF RESOLUTION: \_\_\_\_\_



## REQUEST FOR DECISION

Subject: JAG and IOTAD Request for Lease Fee Exemptions  
Prepared by: Mark Fercho, CAO  
Date – CoW Discussion: June 28, 2016  
Date – Notice: July 5, 2016  
Date – Decision: July 19, 2016

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### Recommendations:

1. THAT Council consider the revised on June 28, 2016 request from It Only Takes a Dream (IOTAD) for six months of lease fee exemptions for July to December of 2016, and six months of lease fee deferral with interest, for January to June 2017, repaid in installments beginning July 2017
2. THAT Council consider the attached request from the Jasper Artist Guild (JAG) for one month of lease fee exemptions

### Background:

On August 18, 2015 the Municipality of Jasper received two letters requesting lease fee exemptions respectively from IOTAD and JAG for the lease fees that will be due once the new Library and Culture Center building is completed and these groups begin to lease space..

Council's Committee of the Whole discussed the letters on August 25, 2015. The Committee discussion considered the two requests and options to meet the requests. Council received the letters as notice on September 1, 2015, and made a decision on September 15, 2015.

Council gave notice that, at the September 15, 2015 regular meeting, Council will consider a request from Jasper Artists' Guild (JAG) and Jasper Community Habitat for the Arts also known as It Only Takes a Dream (IOTAD) for lease fee exemptions respectively for the lease fees that will be due, once the new Library and Culture Centre building is completed and these groups begin to lease space.

The leases are now in place and the groups are now in preparation to begin moving in. As per Council's direction in September 2015, they have both resubmitted new lease fee exemption requests that can be considered by Council.

At the June 28, 2016 Council Committee of the Whole meeting IOTAD revised their request verbally to the request as shown in the recommendations, modified from the letter attached.

### Strategic Relevance:

In Council's Strategic Priorities is the goal to:

**Increase non-taxpayer revenues and reduce costs**

Director \_\_\_\_\_

CAO 

Agenda Item 8.2

## Financial Implications


Financial implications depend on the direction of Council as a result of this request.

Lease monthly costs include GST plus \$50.00 a month janitorial contributions:

- Cost for **Habitat for the Arts request**: \$ 1,697.01 per month x 6 months, less \$50.00 per month janitorial that would still be provided, (requested amount to be waived)=  
**\$9,882.06**
- Cost for **JAG request**: \$1,602.30 per month x 1 month (requested amount to be waived) =**\$1,602.30**

**Attachments:** JAG and IOTAD Letters

Director \_\_\_\_\_

CAO  \_\_\_\_\_

Agenda Item 8.2





June 17, 2016  
Municipality of Jasper  
Jasper, AB T0E1E0

Honourable Mayor and Municipal Council,

It is with great anticipation that the possible opening day for the new Library and Cultural Centre is now within 2 weeks of this letter. The Jasper Community Habitat for the Arts, founded in 2009, has consistently offered Jasper arts patrons and instructors a variety of ways to engage the community in programs ranging from songwriting to pottery, from theatre games to filmmaking.

In 2012 we were invited to become part of the new cultural building and to prepare for that we closed the established site in the vacant courthouse and aggressively sought partnerships, sponsors and grants in preparation of the opening dates of 2013, then 2014. The delays of the past 2+ years have resulted in loss of momentum, weakening of many of those partnerships/sponsorships and even declining of grants.

The first incarnation of the Habitat saw sustainability within 18 months. Volunteer base was getting stronger, users were growing in number and we saw over 1500 people play, create, dance, laugh, sing, write, see films and art...in 2011. Projection of that growth would see Habitat not only create new jobs for local art and culture instructors but offer residents ways to engage in community for both recreation and health. Instead we are literally starting again when the doors open this summer. (It is worth noting that summer is not Habitat's best season as many people work several jobs and would prefer to be outside. Fall through Spring is when we excel in our programming successes.)

As a registered nonprofit with the Companies act in Alberta we have struggled to maintain the costs of both the legal and financial record keeping required for the last few years when programming was not sustainable. These costs continue despite diminished ability to conduct programming in a dedicated space. Failure to maintain the nonprofit status on paper would mean another step backwards.

We are fortunate to have strong volunteer directors who have seen this idea through to this date, constantly educating and staying connected to current trends in the cultural industry. We continue to see partnerships being nurtured. Fund applications are now going out. Funding, as you may know, also requires up to a year to be approved. And then the process of creating programs, buying tools and supplies for those programs moves forward. Much of the equipment secured for the initial 2013 opening date has become obsolete. (computer programs especially)

For these reasons, and others mentioned in the previous letter sent to the Municipality to support their grievances with the delays in construction, we ask for your consideration that the first 12 months of our lease be rent free. We do feel that we can cover internet/power and cleaning costs.

Sincerely,

Marianne Garrah

David Baker

Jasper Artists Guild  
PO Box 867  
Jasper, Alberta  
T0E 1E0

Municipality of Jasper  
PO Box 520  
Jasper, Alberta  
T0E 1E0

June 6, 2016

Dear Mayor and Council;

Subject: Rental Concession Request – Jasper Artists Guild

In anticipation of the Jasper Artists Guild's upcoming occupancy at the Jasper Library and Cultural Centre, I am resubmitting our previous request to Mayor and Council for a rental concession equivalent to one month's rental free tenancy, or \$1,602.30.

Our request is based on a number of factors resulting from four and a half years of interruption in our daily operations as we await the completion and moving-in dates of the new facility. These include;

- The disposal of many of our display fixtures, office supplies and equipment as we moved between seven temporary locations
- Inability to commit to long range exhibition and workshop opportunities due to short-term, temporary rental agreements with local businesses
- Significant expenditures in renovation and construction materials required for refurbishment of temporary premises
- Revolving closures and interruptions in daily operations as the Guild moves from space to space
- Constant moves have resulted in an inconsistency in local awareness of our whereabouts on a month to month basis

For these reasons JAG is confident in the merit of this request for a first month excusal of rental obligations and anxiously await Council to provide direction in this regard.

Sincerely,

Claude Boocock  
Vice-President  
Jasper Artists Guild



## REQUEST FOR DECISION

Subject: Jasper Library and Cultural Centre Naming  
Prepared by: Mark Fercho, CAO  
Date – CoW Discussion: June 14, 2016 and June 28, 2016  
Date – Notice: July 5, 2016  
Date – Decision: July 19, 2016

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### Recommendations:

1. THAT Council resolve to name the renovated old RCMP station and former library, and new addition; the new library building complex the "Jasper Library and Cultural Centre"

### Background:

The new building has now been completed along with renovations of the old building as part of a complete new complex for the library and cultural services. Prior to creating any permanent signage, street markings or other expenditures that include the name of the building Council discussion on naming options was required to explore possible alternatives, sponsorships with naming rights, possible policy changes, and more.

The new building name reflects the same descriptive naming of other municipal facilities. Potential naming of rooms and/sponsorship walls and other naming internal to the building will be future discussions.