

Municipality of Jasper
Committee-of-the-Whole Meeting Agenda
March 28, 2017 | 9:30 a.m.
Council Chambers, Jasper Library & Cultural Centre

1. Call to Order (Mayor Ireland to chair meeting)

2. Additions

3. Approval of Agenda

3.1 March 28, 2017 attachment

4. Approval of Minutes

4.1 March 14, 2017 attachment

5. Presentations

6. Business Arising from Minutes

7. Brief Updates

7.1 400 Block Patricia Street Parking Lot Expansion attachment

7.2 Appointment to Environmental Stewardship Advisory Committee attachment

8. Correspondence/information items

8.1 Canada Day Committee request for support attachment

9. Other new business

10. Council representation on various boards, upcoming meetings

11. Information items-Upcoming Events

April 4: Zamboni testing at the arena

April 5: Jasper Partnership Initiative meeting, 1:15 p.m., Robson House

April 9: Council hosts Community Dinner

April 11: Chamber of Commerce meeting, 8 a.m., Wicked Cup

April 19: Arts conference, time to be confirmed (a.m.), member of council to speak

April 20: Volunteer Celebration Banquet, Deputy Mayor to speak, 6 p.m., Multi-purpose Hall

May 9: Chamber of Commerce meeting, State of the Muni address, Mayor to speak, 6 p.m., Cassio's

12. Nomination for chairing next Committee-of-the-Whole Meeting

13. In Camera

13.1 Legal Opinion and Advice (FOIP)

13.2 Deliberative Matter (FOIP)

14. Adjournment

Municipality of Jasper
Committee-of-the-Whole Meeting Minutes
 Tuesday, March 14, 2017 | 9:30 a.m.
 Council Chambers, Jasper Library & Cultural Centre

Present	Mayor Richard Ireland, Deputy Mayor Rico Damota, Councillors Brian Nesbitt, Helen Kelleher-Empey, Dwain Wacko and Gilbert Wall
Absent	Councillor Vonna Arsenault
Also Present	Yvonne McNabb, Christine Nadon, Kayla Byrne, Martha Fleming, Kathleen Waxer, Doug Olthof and Paul Clarke (The Fitzhugh)
Call to Order	Councillor Wacko called the meeting to order at 9:30 a.m.
Additions to Agenda	Information items—8.2 Parking in commercial core Information items—8.3 JYMA financial year-end report Information items—8.4 Budget parking lot item: Communities in Bloom Move 7.3 (Proclamation Policy discussion) to 7.1
Approval of Agenda	MOTION by Councillor Kelleher-Empey to approve today’s agenda as amended. CARRIED
Approval of Minutes	MOTION by Councillor Wall that the minutes of the February 28, 2017 meeting be approved as presented. CARRIED
Presentations	None
Bus. arising from minutes	Elected Mayor versus appointed: Council would like to know what the timelines would be to add this item as a plebiscite question in conjunction with the October municipal election.
Brief Updates: Proclamation Policy Discussion	While the Municipality of Jasper does not have guidelines for proclamations, Council indicated that defining some parameters would be beneficial. Administration will return to Council with more information at an upcoming meeting, including examples from other communities.
Welcoming and Inclusive Jasper Proclamation	Council discussed the wording of the proclamation extensively, expressing support for the initiative and reservations around inclusivity without limits. This item will return to Council for approval on March 21. Council also suggested adding “inclusivity” to the Jasper Town Vision Statement, when the opportunity arises.
Community and Economic Development Fund	Council is satisfied with the Fund Policy as it stands, as long as it is applied rigorously. Council may modify the budget allocation for the Fund through the upcoming budget approval process. Administration will modify the administrative procedures to extend the application deadlines by a month for each intake to better align with the operating budget approval timelines.

Remuneration for elected officials, Mayor full/part-time	Council requested that Administration create a draft policy incorporating all of Mr. Kreiner's recommendations for Council's review. As for a full or part-time Mayor, Council agreed it was difficult to monitor weekly hours; a Mayor is always a Mayor regardless of what duties they are performing.
Correspondence/Info. Items	<p>With no objections, Mayor Ireland will sign a letter of support for the Jasper Park Chamber of Commerce as they pursue an F-18 fly by for Canada Day.</p> <p>Deputy Mayor Damota expressed concerns around the two-hour parking limit not being enforced downtown, mostly along Patricia Street.</p> <p>Councillor Nesbitt noted the Jasper Yellowhead Museum and Archives will host their Annual General Meeting on March 23. Year-end financial reports will be presented to Council at an upcoming meeting.</p> <p>Councillor Wacko inquired about a new budget parking lot item (Communities in Bloom). Councillor Wacko would like more information on the benefits of participating in the program.</p>
Council Rep. on Boards, Meetings	<p>Councillor Kelleher-Empey will attend an Economic Development conference in Banff on March 21-24, representing Community Futures West Yellowhead.</p> <p>Councillor Wall inquired whether another member of Council would be available to attend an Evergreens Foundation meeting on March 17.</p> <p>Following the March 14 JPCC meeting, Mayor Ireland suggested that municipal staff in front line positions attend a training session hosted by HIV West-Yellowhead on how to administer Naloxone, to be used in the event of a fentanyl overdose. Free kits and training are currently available.</p>
Upcoming Events	<p>April 4: Zamboni testing at the arena</p> <p>April 9: Council hosts Community Dinner</p> <p>April 20: Volunteer Banquet, Deputy Mayor to speak</p>
Nomination of Next Chair	Mayor Ireland was nominated as the chairperson for the next Committee-of-the-Whole meeting.
In Camera	MOTION by Councillor Kelleher-Empey that council move in camera at 11:46 a.m. CARRIED
Revert to open meeting	MOTION by Mayor Ireland that Council revert to open meeting at 12:24 p.m. CARRIED
Adjournment	Motion by Councillor Nesbitt that, there being no further business, the meeting be adjourned at 12:25 p.m. CARRIED



(DRAFT) REQUEST FOR DECISION

Subject: 400 Block Patricia Street Parking Lot Expansion
Prepared by: Mark Fercho, CAO
Date – Discussion: March 28, 2017
Date – Notice: April 4, 2017
Date – Decision April 18, 2017

DRAFT Recommendations (for discussion at CotW):

1. That Council approve the expansion, improved traffic flow and realignment of the parking lot as shown in the attached plan drawing;
2. And that Council approve the expenditure of \$210,620 in capital funds from the Parking Authority Restricted Reserve;
3. And that Council approve the designation of three parking stalls for the Jasper Downtown Hostel, for a determined period of time (propose proponent (current lessee) pays a premium to have designated spots, and stay that way for at least as long as the current lessee is operating the business, or for ____ years, whichever is longer) for the purchase price of \$30,000.

Background:

The purpose of the Jasper Parking Authority Bylaw #196 is to provide a funding mechanism for the approval of developments in Jasper, whereby Parks Canada may waive or set aside the on-site parking requirement for the development and the developer can pay into the parking authority. The intent is the fund would then be used to develop parking stalls within the municipality. This fund has now grown to \$251,697.77, with the last parking stalls created with this fund being in the RV parking lot near the hardware store. Parking is at a premium during summer months and more parking is required.

Administration has attached a plan drawing and estimate for the proposed expansion of the 400 block of Patricia parking lot between the old fire hall and Source for Sports expansion. The expansion would improve the traffic flow pattern and improve the alignment of parking, along with adding 12 to 14 new parking stalls.

The Jasper Downtown Hostel expansion has paid into the general parking fund for parking development within Jasper, as have many other developments. The Downtown Hostel also has on-site parking requirements due to congestion in that neighborhood that require additional consideration. In order to provide parking specifically designated for the Hostel in that area of town, the Hostel and Council could enter into an agreement for the purchase of three designated parking stalls for a determined period of time (propose proponent (current lessee) pays a premium to have designated spots, and stay that way for at least as long as the current lessee is operating the business, or for ____ years, whichever is longer). The proposed price for these three designated stalls is \$30,000.

Director _____

CAO _____

Agenda Item _____

The cost estimate of this parking lot project is \$210,620. If the proposed Hostel Parking stall purchase agreement is created, the project cost impact on the Parking Authority reserve would be reduced by \$30,000, to \$180,620.

The expansion of the parking lot will gain 12 to 14 parking stalls. While that doesn't sound like many new stalls in a parking lot, it is a significant number of on-street parking stalls in that area. That many on-street parking stalls on Patricia Street covers over half a block – 14 cars parked on-street would extend from Tourism Jasper, past the Chamber of Commerce, all the way to Tags. For another example on Patricia, that amount of on-street parking would extend on one side of Patricia from Coco's to Earls.

Strategic Relevance:

This initiative encourages more downtown parking and visitor access to downtown merchants as part of Council's priority to improve community fiscal health, and for business and economic development opportunities to meet Council's objective to enhance relationships with the business community.

Financial Implications

The Parking Authority Restricted Reserve fund balance is \$251,697.77 at the start of 2017 and will grow with new developments if no expenditures are made in 2017. The cost estimate of this parking lot project is \$210,620. If the proposed Hostel Parking stall purchase agreement is created, the project cost impact on the Parking Authority reserve would be reduced by \$30,000 to \$180,620.

Communication

The new parking lot expansion would be planned to be completed along with other paving work to be completed in the fall under the same contract with the paving contract going out to public tender, after the busy summer season begins to subside. Communications would include the neighborhood for any disruptions in parking to be planned and mitigated well in advance of construction.

Attachments:

- Expansion, Improved Traffic Flow and Parking Realignment Plan Drawing
- \$210,620 Parking Lot Expansion Cost Estimate

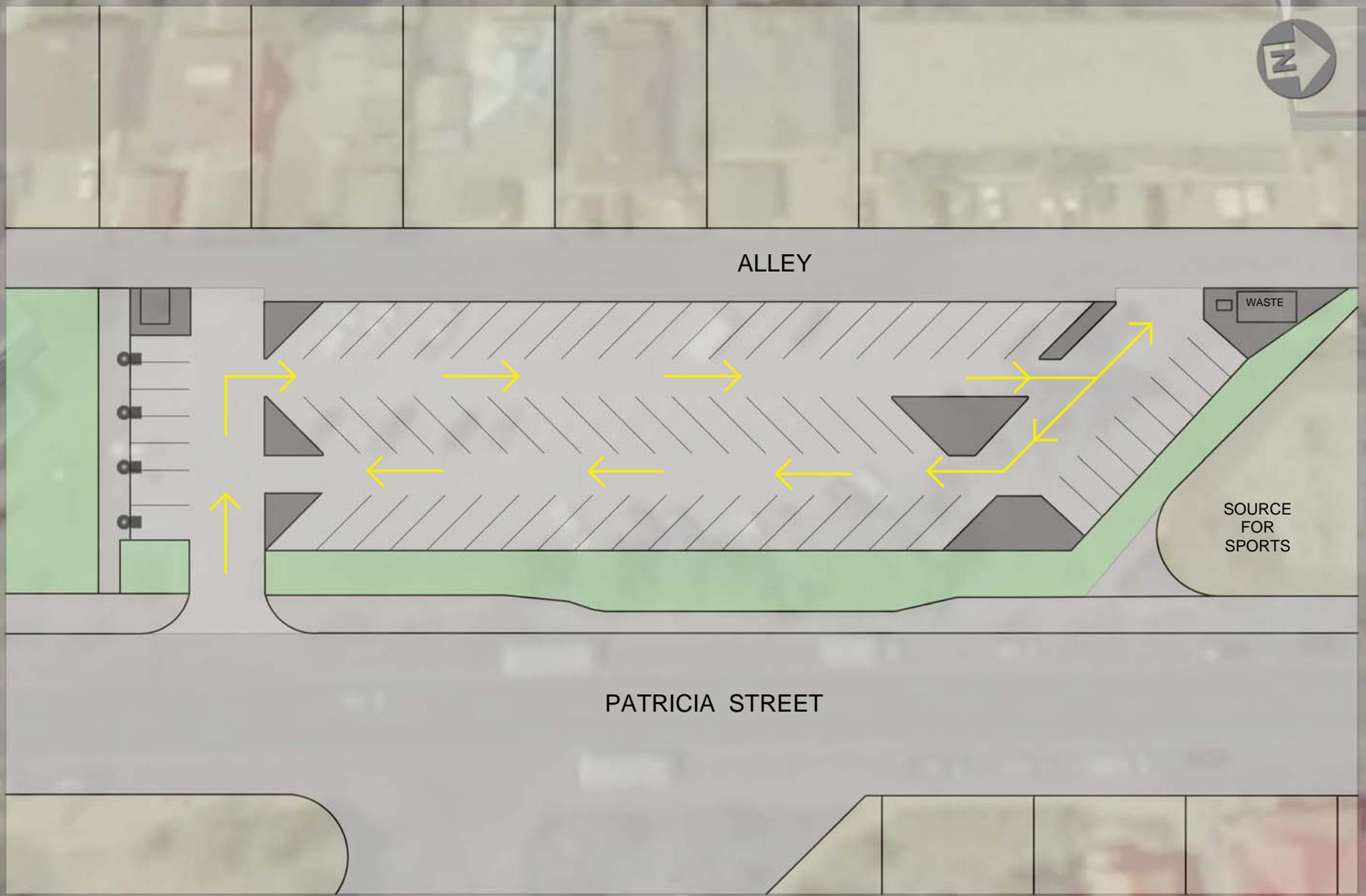


ALLEY

WASTE

SOURCE
FOR
SPORTS

PATRICIA STREET





Municipality of Jasper
Contract
Patricia Street Parking Lot
Roadworks, Curb, Gutter, Base, ACP and Other Work
Cost Estimate
Concept No. 1

2/1/2017

Item	Item Description	Unit	Design Quantity	Estimated Quantity	Unit Price	Estimated Cost
1	Mobilization/Demobilization	L.S.	1	1	\$ 12,000.00	\$12,000.00
2	Common Excavation	m3	475	500	\$ 35.00	\$17,500.00
3	Landscaping	m2	108	125	\$ 20.00	\$2,500.00
4	Concrete Removal and Disposal	m2	14	20	\$ 100.00	\$2,000.00
5	ACP Removal and Disposal	m2	35	40	\$ 30.00	\$1,200.00
6	Granular Base Course Des 2 Class 25(250mm Thick)	m2	900	950	\$ 30.00	\$28,500.00
7	Asphalt Concrete Pavement (100mm thick)	m2	864	900	\$ 80.00	\$72,000.00
8	Standard Curb and Gutter	m	54	60	\$ 250.00	\$15,000.00
9	Concrete Sidewalk	m2	0	0	\$ 300.00	\$0.00
10	Pavement Markings	m2	176	200	\$ 30.00	\$6,000.00
11	Tree Removal	L.S.	1	1	\$ 7,500.00	\$7,500.00
SUBTOTAL						\$164,200.00

SUMMARY	
Modified Contract	\$164,200.00
10% Contingency	\$ 16,420.00
Site Occupancy	\$ -
Engineering	\$ 20,000.00
Utilities (Fortis, Atco Gas)	\$ 10,000.00
TOTAL	\$ 210,620.00



REQUEST FOR DECISION

Subject: Appointment to Environmental Stewardship Advisory Committee

Prepared by: Christine Nadon, Legislative Services Manager

Reviewed by: Kayla Byrne, Legislative Services Coordinator

Date – Discussion: March 28, 2017

Date – Notice: April 4, 2017

Date – Decision: April 4, 2017

Recommendation: That Council appoint Susan Roberts to the Environmental Stewardship Advisory Committee (ESAC).

Background: Advertising took place in February on the Municipality's website and in the Fitzhugh to recruit a new member for the Environmental Stewardship Advisory Committee (ESAC). Only one application was received:

Applicant	Board/Cmtee	Term
Susan Roberts	Env. Stew. Cmtee	Jan 1, 2017 to Dec 31, 2018

ESAC is a joint committee of Parks Canada and the Municipality of Jasper. Members of this committee are appointed for a two-year term, as opposed to three years for other municipal boards and committees. Parks Canada approval for this appointment has been received. The application was also forwarded to Council's HR Committee for consideration.

Waiver of notice will be requested at the April 4 regular meeting to allow the new member to attend the next ESAC meeting, to be held on April 13, 2017.

Relevant Bylaw/Policy: Procedure Bylaw #166
Terms of Reference – Environmental Stewardship Advisory Committee

Strategic Relevance: Relates to Council's external relationships with residents and the general public.

Fiscal: There is no remuneration for sitting on Council's boards or committees.

Attachments: Current list of committee members on the Environmental Stewardship Advisory Committee.

ENVIRONMENTAL STEWARDSHIP COMMITTEE (ESAC)
January 1, 2016 to December 31, 2017
(Two year terms)

<u>Name</u>	<u>Original Appt Date</u>	<u>Term commencing</u>	<u>Term concluding</u>	<u>Eligible for further term</u>	
David Ireland	Jan 1/15	Jan 1/15	Dec 31/16	Yes	TERM EXPIRED
Vanessa Martin	Dec 17/13	Jan 1/16	Dec 31/17	No	
John Wilmshurst	Dec 15/15	Jan 1/16	Dec 31/17	Yes	
Geneva Lloyd	Dec 15/15	Jan 1/16	Dec 31/17	Yes	
Neil Wilson	Apr 5/16	Jan 1/16	Dec 31/17	Yes	
Councillor Brian Nesbitt	Nov 2016	Reviewed annually			



March 6, 2017

Mayor Richard Ireland and Council

Municipality of Jasper

It is amazing how quickly a year goes by! It is also amazing how much has already been done to organize the 2017 Canada Day festivities. Indeed, it is daunting to plan a party for 40,000 people (or more) and not to mention that this year the festivities centre on celebrating Canada's 150 years of being glorious and free! Did I mention 'free' admission to Jasper National Park too? The Canada Day Committee is excited about the opportunity to celebrate with so many more Canadians and visitors as a result!

The 'new' Canada Day Committee is undertaking it's 3rd Canada Day event and the Jasper Park Chamber of Commerce is proud to continue as the lead; working with partners throughout the community to provide a truly Canadian experience to all who attend any or all of the day's scheduled events. The reality is, however, our pancake breakfast, flag raising, parade, afternoon and evening events as well as our fireworks display are solely funded through generous donations from organizations, businesses and individuals. Our attempts to secure grant funding from Ottawa have thus far, been unsuccessful.

And so on behalf of the Canada Day Committee I am asking for your support by considering the Canada Day Committee for your pancake breakfast proceeds to offset some of the day's costs and contribute to the overall success of Canada Day 2017. As noted we are operating without success from the grant applications submitted and currently await the result of our most recent application – it is extremely difficult to operate an event of this magnitude without having a budgetary framework to use. Booking entertainment, staging, sound, marketing and all of the details that make it the place to be on Canada Day, take not only time and volunteers, but it also takes financial commitment to secure all of those details.

We look forward to celebrating with you this July 1st and thank you in advance for supporting Canada Day

Pattie Pavlov, Chair

Jasper Canada Day Committee

P. O. Box 8, Jasper, Alberta T0E 1E0

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