

Municipality of Jasper  
**Regular Council Meeting Minutes**  
Tuesday, November 19, 2019 | 1:30 p.m.  
Quorum Room, Jasper Library and Cultural Centre

Present	Mayor Ireland, Deputy Mayor Paul Butler, Councillors Scott Wilson, Helen Kelleher-Empey, Jenna McGrath, 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 John Greathead, Director of Operations Joanne Layh, Fitzhugh One observer		
Call to order	Mayor Ireland called the meeting to order at 1:33 pm.		
Additions to agenda #237/19	MOTION by Councillor Journault – BE IT RESOLVED that council add item 8.6 Community Futures West Yellowhead Support to today’s agenda and remove agenda item 13.1 In Camera: Legal Matter.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Approval of agenda #238/19	MOTION by Councillor McGrath – BE IT RESOLVED that council approve the agenda for the regular meeting of November 19, 2019 as amended.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Approval of regular minutes #239/19	MOTION by Councillor Damota – BE IT RESOLVED that council approve the minutes of the November 5, 2019 regular council meeting as presented.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Approval of special regular minutes #240/19	MOTION by Councillor Butler – BE IT RESOLVED that council approve the minutes of the November 12, 2019 special regular meeting as presented.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Finance and Administration	The Director of Finance and Administration presented financial reports from the past 10 months, ending on October 31; and included, for comparison, the 2018 financial reports from the same time period.		
	Mrs. Malenchak and Mr. Fercho answered questions from councillors.		

Bylaw Summary	Council received a list of bylaws currently in force and those in various stages of readings.		
Bylaw #221 – TAC Repeal Bylaw #241/19	MOTION by Councillor Kelleher-Empey – BE IT RESOLVED that Council read for the third and final time Bylaw #221, the Traffic Advisory Committee Repeal Bylaw, being a bylaw of the Municipality of Jasper in the province of Alberta to repeal a bylaw establishing the Jasper Traffic Advisory Committee.	FOR 7 Councillors	AGAINST 0 Councillors
			CARRIED
Records Management Bylaw #242/19	MOTION by Councillor Wilson – BE IT RESOLVED that Council read for the first time Bylaw #222, the Records Management Bylaw, being a bylaw to establish regulations and procedures for the retention and disposal of records in the care and control of the Specialized Municipality of Jasper, in the province of Alberta.	FOR 7 Councillors	AGAINST 0 Councillors
			CARRIED
2019 Debenture Expense Funds transfer to C&R (1 of 2) #243/19	MOTION by Councillor Journault – BE IT RESOLVED that Council approve the transfer of 2019 budgeted debenture principal and interest expense funds to the Culture and Recreation Restricted Reserve Fund in the amount of \$280,584 (\$96,335 interest payment + \$184,250 principal payment, calculated in 2018).	FOR 7 Councillors	AGAINST 0 Councillors
			CARRIED
2019 Debenture Expense Funds transfer to C&R (2 of 2) #244/19	MOTION by Councillor McGrath – BE IT RESOLVED that Council approve the transfer from the reserve account in 2020 to offset payments to be made in the 2020 operating year (will be part of 2020 operating budget presented on November 26 and 27, 2019).	FOR 7 Councillors	AGAINST 0 Councillors
			CARRIED
2019 Debenture Expense Funds transfer to Utility (1 of 2) #245/19	MOTION by Councillor Damota – BE IT RESOLVED that Council approve the transfer of 2019 budgeted debenture principal and interest expense funds to the Utility Restricted Reserve Fund in the amount of \$131,794.16 (\$56,773.13 interest payment + \$75,021.03 principal payment, calculated in 2018).	FOR 7 Councillors	AGAINST 0 Councillors
			CARRIED
2019 Debenture Expense Funds transfer to Utility (2 of 2)	MOTION by Councillor Butler – BE IT RESOLVED that Council approve the transfer from the reserve account in 2020 to offset payments to be made in the 2020 operating year (will be part of 2020 operating budget presented on November 26 and 27, 2019).		

#246/19	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
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895A Bonhomme Street Staff House Maintenance Council gave notice that a decision will be made on the 895A Bonhomme Street staff house maintenance and repairs at the next regular meeting.

Jasper Delegation to Hakone in 2020 Council gave notice that a decision will be made on sending a Jasper delegation to Hakone, Japan in 2020 at the next regular meeting.

It was noted the 50<sup>th</sup> anniversary of the Jasper-Hakone sister city relationship will be in 2022.

Records Management Policy Council gave notice that a decision will be made on the Records Management Policy at the next regular meeting.

Councillors inquired about the necessity of both a records management policy and a bylaw. It was noted the procedures, which are approved by the CAO, are subject to change with best practices.

This item will also return for further discussion at the next committee of the whole meeting.

Community Futures West Yellowhead Support Community Futures West Yellowhead requested a letter of support for a grant application for its downtown revitalization project and requested financial support or an in-kind donation of staff time. Mr. Fercho noted it would be difficult to provide staff time.

#247/19 MOTION by Councillor Kelleher-Empy – BE IT RESOLVED that Council waive the two-week notice and approve the letter of support to apply for the upcoming CARES (Community and Regional Economic Support) Grant and approve a financial ask to support the project.

FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
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#248/19 MOTION by Councillor Wilson – BE IT RESOLVED that Council commit \$5,000 from the Council Projects budget to support the downtown revitalization project in partnership with Community Futures West Yellowhead and their application for the respective grant; and supply a letter of support for the project, if it meets the letter of support policy.

FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
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Recess Mayor Ireland called a recess from 3:11 pm until 3:21 pm.

Correspondence: Council received a formal request from the Jasper Artists Guild (JAG) for financial help from the Municipality's 2020 budget. Council requested a JAG representative come to a future meeting to further discuss their request.

The Fair Deal Panel Council received notice that the Government of Alberta is launching a panel to review proposed changes to Alberta municipalities. According to the received correspondence from Mainstreet Research one of the suggested changes includes "A legal requirement that public bodies, including municipalities and school boards, obtain the approval of the provincial government before they can enter into agreements with the federal government."

It was noted as a municipality in a national park, which deals with the federal government daily, this would be challenging. Council directed Mr. Fercho to contact MLA Long to discuss this matter. Council also directed Mr. Fercho to compile a list of all contracts and agreements between the Municipality of Jasper and Parks Canada.

Other New Business: MOTION by Councillor Kelleher-Empey – BE IT RESOLVED that Council waive the two-week notice period to provide ample time to the public and administration that no Council meeting will be held on December 24, 2019.

#249/19	FOR	AGAINST	
	7 Councillors	0 Councillors	CARRIED

#250/19 MOTION by Councillor Wilson – BE IT RESOLVED that Council cancel the committee of the whole meeting on December 24, 2019.

	FOR	AGAINST	
	6 Councillors	1 Councillor (Councillor Butler)	CARRIED

Environmental Responsibility Committee To help create the structure and functions of the newly created Environmental Responsibility Committee, Councillor Damota requested that the Environmental Stewardship Advisory Committee Terms of Reference be added to the next committee of the whole agenda.

Councillor Reports Mayor Ireland attended two Jasper Yellowhead Museum and Archives meetings. The Museum is contemplating engaging a consultant to create a business plan for the organization.

Mayor Ireland will be absent from the December 3 and 10 meetings.

Councillor Kelleher-Empey will be absent from the December 17 meeting.

Upcoming events Council received a list of upcoming events

Adjournment  
#251/19

MOTION by Councillor Kelleher-Empey – BE IT RESOLVED that, there being no further business, the regular meeting of November 19, 2019 be adjourned at 4:11 pm.

FOR  
7 Councillors

AGAINST  
0 Councillors

CARRIED

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Mayor

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Chief Administrative Officer