

Municipality of Jasper  
**Committee of the Whole Meeting Minutes**  
Tuesday, March 24, 2020 | 9:30 am  
Quorum Room, Jasper Library & Cultural Centre

Present Mayor Richard Ireland, Deputy Mayor Helen Kelleher-Empey, Councillors Paul Butler, Jenna McGrath, Scott Wilson, Rico Damota and Bert Journault

Also Present Mark Fercho, Chief Administrative Officer  
Christine Nadon, Legislative Services Manager  
Kayla Byrne, Legislative Services Coordinator  
Natasha Malenchak, Director of Finance and Administration  
Greg Van Tighem, Director of Protective Services  
John Greathead, Director of Operations  
Fuchsia Dragon, Fitzhugh  
Troy Birtles, Accurate Assessment Group  
Eight staff members or observers

*\*Note: Most meeting attendees did so via electronic means (Zoom).*

Call to Order Deputy Mayor Kelleher-Empey called the meeting to order at 9:30 am.

Additions to the Agenda Council agreed to add the following item to today's agenda:  
-Notice of Procedure

Approval of Agenda MOTION by Councillor Butler to approve the agenda for March 24, 2020 as amended. CARRIED

Approval of Minutes MOTION by Councillor McGrath to approve the minutes of the March 10, 2020 meeting as presented. CARRIED

Notice of Procedure For electronic participation, it was proposed that if councillors wish to interrupt or raise a point of order they should do so by raising their hand with a pen or pencil in it.

Mayor Ireland noted Parks Canada will be sending out a communications piece regarding travel restrictions to national parks and historic sites.

MOJ Assessment Highlights Council received a presentation from Troy Birtles of the Accurate Assessment Group, regarding the Municipality's assessment summary of the past year, which included an assessment history comparison, taxable assessment changes, and other notable changes from the past year.

Councillors inquired and discussed various points, which included how assessment information is collected, equalized assessments and the fairness in taxable assessment of municipalities.

Recess Deputy Mayor Kelleher-Empey called a recess from 11:05 am until 11:15 am.

COVID-19 and Cost Reductions Administration presented an information report regarding the Municipality's plans to reduce costs in order to help with any financial impacts incurred due to the COVID-19

Information Update	<p>outbreak. Some proposed actions include a delay in numerous capital projects and a reduction in services and training that are not operational or reactionary to COVID-19.</p>
Operating Budget 2020	<p>Administration presented an operating budget with a 1.07% increase, less an estimated assessment growth of 0.21%. This updated budget included the removal of two new proposed positions. Councillors inquired and discussed various points, including budget requests from external groups, various ways to reduce expenses, and the status of ongoing projects like the ice plant and condenser project.</p> <p>Councillors directed Administration to return at the next regular meeting with a request for decision for a 0% budget.</p> <p>Following the approval of the 2020 budget, Council will further discuss essential services, possible cost reduction opportunities, capital budget items and recovery funds.</p>
Recess	<p>Deputy Mayor Kelleher-Empy called a recess from 12:57 pm until 1:30 pm.</p>
Meeting extension	<p>MOTION by Mayor Ireland to extend today's meeting beyond four hours. <span style="float: right;">CARRIED</span></p>
Municipal Property Tax Deferrals	<p>Administration requested that Council consider parameters that could be implemented for the purpose of property tax deferrals, and provide direction to Administration to start preparing the necessary legislative documents to enact a property tax deferral program.</p> <p>Councillors noted their interest in having tax deferrals apply to both residential and commercial properties and a deferral for the payment of utility bills; it was suggested deferrals not have an application process; and suggested a two-month deferral for taxes from the original due date with the potential of a floating interest rate.</p> <p>Council directed Administration to investigate what other communities and AUMA are doing regarding this item; and to return with a draft bylaw or necessary legislation to accommodate the aforementioned deferrals.</p> <p>Councillors also discussed the possibility of a municipal land rent deferral from Parks Canada. Mayor Ireland will connect with the Mayor of Banff to discuss this further; Administration will look into terms for a possible land rent deferral.</p>
Recess	<p>Councillor Kelleher-Empy called a recess from 2:42 pm until 2:44 pm.</p>
Special Meeting	<p>Without objection from Council, Mayor Ireland will call a special regular meeting for Tuesday, March 31.</p>
Business Licensing Extension	<p>Regarding the possible extension of the 2019-2020 business licences, councillors inquired about the ability to amend a bylaw by way of resolution. Councillors indicated business licence extensions could be accommodated by the chief licence inspector, who could renew licences and seek payment at a later date.</p>

2019-2020 Restricted Funds Transfers	Administration presented an update on the restricted reserves transfers for the 2019 fiscal year, and 2020 projections should the budget be approved.
Electronic Meetings and Electronic Participation Policy & Procedures	Councillors noted the administrative procedures for the Electronic Meetings and Participation Policy are sufficient for the interim, but requested more discussion and edits take place in the future.  Councillors requested the policy and procedures be clearly labelled as ‘interim’. Councillors also suggested more wording around the default nature of meetings being in-person attendance.
Municipal Governance During Covid-19 – Municipal Affairs	Council received information from Municipal Affairs regarding Municipal Governance during the COVID-19 outbreak.
Other New Business	Councillor Butler made a request to remove agenda item 10.1 Municipal Communications regarding Covid-19 Pandemic as this item was discussed at a recent Emergency Advisory Committee meeting.
Councillor Reports	Council met as the Emergency Advisory Committee to further discuss the COVID-19 pandemic and its effects on the community.
In Camera	MOTION by Councillor Wilson to move in camera at 3:45 pm to discuss agenda item 13.1 Human Resources Matter – FOIP, S. 24. <span style="float: right;">CARRIED</span>
Revert to Open Meeting	MOTION by Councillor McGrath to revert to open meeting at 5:00 pm. <span style="float: right;">CARRIED</span>
Adjournment	MOTION by Councillor Journault that, there being no further business, the meeting of March 24, 2020 be adjourned at 5:01 pm. <span style="float: right;">CARRIED</span>