

Municipality of Jasper
Committee of the Whole Meeting Agenda
July 28, 2020 | 9:30 am
Quorum Room, Jasper Library & Cultural Centre

Notice: Public viewing and public participation during Council meetings will continue to be through Zoom live-streaming. Council meetings are also archived on YouTube for viewing anytime.

To live-stream this meeting starting at **9:30 am**, use the following Zoom link: <https://zoom.us/j/492811970>

Following an in camera (closed to the public) session, observers can tune back in through this Zoom link: <https://zoom.us/j/856033479>

To be notified of when Council is reconvening after its closed session, send an email to kbyrne@town.jasper.ab.ca.

Please note: An in camera session could take several minutes or hours. Council typically comes out of an in camera session and adjourns right away. It is rare for anything to be discussed or decided upon after an in camera session.

1. Call to order (Deputy Mayor Journault to chair meeting)

2. Additions to agenda

3. Approval of agenda

3.1 July 28, 2020 Committee of the Whole agenda attachment

4. Approval of minutes

4.1 July 14, 2020 Committee of the Whole minutes attachment

5. Business arising from minutes

6. Policy and Governance

6.1 Public health update and concerns, Council discussion verbal

6.2 [Council Strategic Priorities update](#), Council discussion verbal

6.3 Direction on Follow-up Action List, Council discussion verbal

7. Brief updates – Policy and Governance

7.1 Reopening of the Activity Centre attachment

7.2 Draft Council Correspondence Policy attachment

8. Correspondence for information, consideration or action

8.1 Domestic Animal Bylaw – Eva-Maria Rudolph attachment

8.2 Fitness Centre – Nick Pozarski attachment

8.3 Mandatory Masks – Susan, Dwayne & Nathan D’Heer attachment

9. Other new business

10. Council representation on various boards, upcoming meetings

11. Upcoming events

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12. Adjournment

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

Municipality of Jasper

Strategic Priorities 2018-2022

Council's aspiration is the continued enhancement of Community Health within the framework of the effective, efficient and fiscally responsible provision of municipal services.

To achieve that aspiration, Council has identified six priority areas on which to focus its efforts during the next four years.

Council's Mission

Council's mission is to advance the community's vision and interests by:

- fostering positive relationships;
- responsibly managing municipal finances and assets (through committed adherence to the municipal Asset Management Plan); and
- delivering municipal service levels effectively, efficiently and affordably.



Municipality of Jasper
Committee of the Whole Meeting Minutes

Tuesday, July 14, 2020 | 9:30 am

Electronic meeting	The July 14, 2020 regular meeting was conducted virtually through Zoom. All meeting attendees participated or observed by electronic means.
Present	Mayor Richard Ireland, Deputy Mayor Bert Journault, Councillors Paul Butler, Helen Kelleher-Empey, Scott Wilson and Rico Damota
Absent	Councillor Jenna McGrath
Also present	Mark Fercho, Chief Administrative Officer Christine Nadon, Legislative Services Manager Kayla Byrne, Legislative Services Coordinator Joanne McQuarrie, Fitzhugh 18 staff members and observers
Call to Order	Deputy Mayor Journault called the meeting to order at 9:30 am.
Additions to the Agenda	Council agreed to defer agenda item 11.1 Personnel Matter: Municipal reorganization – FOIP, S.24 and to add a new in camera item – a Human Resources matter.
Approval of Agenda	MOTION by Councillor Kelleher-Empey to approve the agenda for July 14, 2020 as amended. CARRIED
Approval of Minutes	MOTION by Councillor Wilson to approve the minutes of the March 24, 2020 meeting as presented. CARRIED
Legislative Matters – Correspondence, and Agenda Committee	<p>In response to a request for direction from Administration regarding correspondence items and a possible agenda committee, councillors noted the importance of residents having the ability to provide feedback on public agendas. Councillors suggested correspondence items meet the requirements of a respectful workplace; and suggested broadening a future policy to include public attendance and participation.</p> <p>Councillors discussed the benefits of having a committee to help set the weekly agenda, however, it was also noted the timing of agenda publications --Friday afternoons— could lead to timing conflicts for committee members. It was also noted councillors have the ability to request agenda items prior to publication.</p> <p>Councillors also requested an opportunity on committee of the whole agendas to discuss Council’s strategic priorities; and that the Follow-up Action List return to agenda packages.</p>
In Town Paid Parking	Council discussed various policy and governance considerations regarding the possibility of paid parking in town.

Discussions focused on cost-recovery, fee structures, parking for businesses, impacts on tourism and how paid parking in the business sector could affect parking in residential areas.

Council also discussed utilizing the Transportation Master Plan and another previously conducted internal report on paid parking to help with decisions and deliberations.

Administration suggested inviting consultants to present various options for paid parking in Jasper.

This item will return for further discussion at a future meeting. Councillors also suggested this item be discussed with the Jasper Partnership Initiative.

Recess

Deputy Mayor Journault called a recess from 10:58 am until 11:05 am.

S-Block Paid
Parking

Council discussed various policy and governance considerations regarding the possibility of paid parking for community members in the new S-Block parking lot.

Discussions focused on fee structures and what should and shouldn't be stored in the parking lot – industrial equipment and vehicles versus RVs and trailers.

Councillors also discussed how to best implement enforcement strategies for keeping commercial vehicles off residential streets; and discussed the importance of signage conveying the S-Block lot as designated parking.

This item will be discussed further at a future meeting.

Correspondence:
Reopening of the
Fitness and
Aquatic Centre

Councillors received two letters encouraging the reopening of the Fitness and Aquatic Centre.

Other new
business

Councillors thanked the Canada Day Committee for planning socially distanced Canada Day events.

Councillor Reports

Councillor Kelleher-Empey attended an IRC meeting for Community Futures. In response to the pandemic, Community Futures has been administering loans to regional businesses.

Councillor Journault will attend Trans-Canada Yellowhead Highway Association's AGM later in July.

In Camera

MOTION by Councillor Kelleher-Empey to move in camera at 11:39 am to discuss agenda items 11.1 Deliberative Matter: Intergovernmental discussions – FOIP, S. 21 and 11.2 Human Resources Matter.

CARRIED

Revert to Open Meeting

MOTION by Councillor Damota to revert to open meeting at 12:34 pm.

CARRIED

Adjournment

MOTION by Councillor Kelleher-Empey that, there being no further business, the meeting of July 14, 2020 be adjourned at 12:42 pm.

CARRIED



REQUEST FOR DECISION

Subject: Reopening of the Activity Centre

From: Mark Fercho, Chief Administrative Officer

Prepared by: Yvonne McNabb, Director of Culture and Recreation
Natasha Malenchak, Director of Finance and Administration
Christine Nadon, Legislative Services Manager

Date – Notice: July 7, 2020

Date – Discussion: July 21, 2020 regular meeting; July 28, 2020 committee meeting

Date – Decision: August 4, 2020

Recommendation:

- That Council approve an additional net deficit of \$70,000 to reopen the Activity Centre starting September 21, 2020 with reduced hours, as outlined in this report (pending staff availability and training).

Please note that the cost estimates brought forward for notice of decision on July 7 were based on a September 1, 2020 opening date at an additional net deficit of \$76,000 for the Activity Centre. The recommendation above was adjusted to reflect Council discussions on this matter.

Options:

- Direct Administration to prepare cost estimates for other specific reopening dates for the facility;
- Defer making a decision until more information is available from a public health perspective; or
- Deny the request to reopen the facility.

COVID-19 Relaunch Strategy and Framework:

Provincial relaunch plan

- As announced on June 9 recreation facilities (including pools, arenas, fitness centres and community halls) are permitted to reopen in Stage 2, subject to provincial health and sanitation guidelines.

Safety mitigations

- Staff have reviewed the Alberta Health Services guidelines and determined that municipal facilities could reopen with restricted numbers, additional safety precautions in place for staff and users, and increased cleanliness standards. The cost of reopening the facilities presented in this report reflects this increase in operating standards.

Demand for service

- Assessing demand for the Culture and Recreation facilities services is difficult without formally requesting input from users through a survey or other more formalized data collection. Staff have been documenting service requests since June 24, but unlike Daycare where users must register to use the service, recreation facilities have more a drop-in and spontaneous usage, which is hard to document.
- Staff are still fielding requests for services on a daily basis. Programs that could resume if the Activity Centre reopens include dance (70 to 100 users), gymnastics (approx. 140 users), martial arts, and usage by Daycare, which are all authorized to resume during Stage 2 of the provincial relaunch strategy.
- Glenda the Great could be open to provide catering, and food service for contractors, children's programs, small weddings, funerals, etc.
- Reopening the Activity Centre in September would allow for fall programming to begin and would support the physical and mental health of Jasper residents as we approach the fall and winter months.

Fiscal responsibility

- Policy considerations for Council on this item include:
 - The budget estimates are based on a worse case scenario given the unpredictability of revenue to be generated for the rest of 2020.
 - Revenue generation is based on gymnastics rentals, dance lease, Glenda the Great lease, drop in/pass use for the racquet courts, and facility bookings for events.
 - Revenue estimates for when the arena reopens (mid-October to early November) are provided below, based on last year's bookings.

Background:

Answers to Council questions from July 21, 2020 meeting

1. *Is there revenue potential to opening the Activity Centre from now until the end of the year (including ice surfaces)?*

Yes, there is revenue potential however to what extent is unknown. Requests have been received for small weddings, funerals, and Habitat for the Arts Culture Days events, to name a few. Revenue potential for the arena based on last year's bookings (Oct 15 to Dec 31) was \$80,109. We do not yet know the full impact of how tournaments will be operated for the upcoming season due to COVID, but we do know that hockey has been authorized to resume in stage two.

2. *What opportunities for revenue may be available from reopening of the Activity Centre? Are any of those activities likely to generate revenue for the community along with the Municipality?*

The potential for community revenue generation is likely. Weddings, funerals, meetings, entertainment, and tournaments all bring in visitors to Jasper. Once a date is set for reopening, we will be able to book any potential community revenue generators.

Administration is recommending that Council provide a decision on reopening the Activity Centre at the next regular meeting (August 4). This decision date is requested to allow enough time to send out recall notices to Activity Centre employees. If there are employees who decide not to return to work, positions would have to be posted and filled, which takes additional time.

Policy Title: COUNCIL CORRESPONDENCE POLICY

Policy #: F-013

Effective Date:

Date adopted by Council:



POLICY

The Municipality of Jasper is committed to providing a clear, consistent and transparent process for members of the public to submit correspondence items to Council.

In order to be included in the Council agenda for information, consideration or action, correspondence items must:

- Be addressed to Mayor and Council;
- Include the sender's full name and contact information; and
- Be sent to the Mayor's Office or be sent to all individual Council members.

PURPOSE

To establish protocols and a formalized process to ensure Council correspondence items are addressed in a consistent and timely manner.

RESPONSIBILITY

The Chief Administrative Officer and the Legislative Services Manager are responsible for the implementation and periodical review of this policy.

DRAFT

Policy Title: COUNCIL CORRESPONDENCE POLICY

Policy #: F-013

ADMINISTRATIVE PROCEDURES

Effective Date:

Date approved by the CAO:



SCOPE

These procedures apply to all correspondence addressed to Mayor and Council, including emails, correspondence received by mail, hand-delivered correspondence and faxes. This does not include correspondence items sent to individual Council members, or sent to some but not all Council members, unless that item was also sent or forwarded to the Mayor's Office for response.

ROLES AND RESPONSIBILITIES

Mayor and Councillors

- Confirm with the sender whether individually received correspondence items should be forwarded to the Mayor's Office for corporate response, and potential inclusion in an upcoming Council meeting agenda.
- Respond to correspondence addressed to an individual Council member or several but not all Council members, sharing the decision of the collective Council, and/or explaining that an alternate opinion provided is that of the individual Council member.
- Individual members of Council shall not express opinions on behalf of Council.

Chief Administrative Officer (CAO)

- Determine routing of correspondence to staff, Council agendas, Council calendars or other.

Mayor's Office (Legislative Services Department)

- Respond to enquiries that need further review and response. Ensure responses are cc'd to the Mayor, Council and CAO.
- Ensure responses are accurate and align with corporate policies and Council decisions.
- Ensure best records management practices for correspondence items.

CORRESPONDENCE

Correspondence items, addressed to 'Mayor and Council', should be submitted to the Mayor's Office by:

- emailing submissions to info@town.jasper.ab.ca;
- emailing all individual Council members; or
- submitting a Feedback Form on the municipal website (www.jasper-alberta.com/feedback).

Members of the public can also submit paper correspondence, by mail, fax or hand delivery to the Municipality of Jasper's Administration Office. Hard copies of correspondence items will be scanned and circulated to Council.

Policy Title: COUNCIL CORRESPONDENCE POLICY

Policy #: F-013

ADMINISTRATIVE PROCEDURES

Effective Date:

Date approved by the CAO:



Official correspondence does not include comments or direct messages to municipal social media accounts.

Upon receipt of correspondence addressed to Mayor and Council, the CAO may:

- Forward correspondence that is not an administrative or operational matter to Mayor and Council electronically, for information;
- Include the correspondence on an upcoming Council agenda for information, consideration or action;
- Follow up with the sender to request a clarification; or
- Refer the item to Administration for reply.

Correspondence containing inappropriate language, threats, libel, personal attacks, slander or defamatory remarks will not be acknowledged or circulated, at the discretion of the CAO.

Correspondence containing statements of facts that are deemed to be inaccurate, incomplete or misleading by the CAO will be followed up on with the sender for clarification. The sender will be encouraged to re-submit their edited correspondence for further consideration by the CAO to be included in an upcoming Council agenda.

The CAO may, at their discretion, forward correspondence that does not meet the criteria outlined in the policy statement to Council by email.

Writers who submit correspondence to Council will receive acknowledgement upon receipt, along with an indication of next steps, as deemed appropriate. Response times will vary based on the detail of response required. Responses from staff on items originally addressed to 'Mayor and Council' will be cc'd to the Mayor, Council and CAO.

Members of the public who wish to speak to a correspondence item that was added to a Council meeting agenda should refer to the Procedure Bylaw for details on that process.

RECORDS MANAGEMENT

All correspondence to Council is public and subject to the requirements under the *Freedom of Information and Protection of Privacy Act* (FOIP).

All email correspondence, paper correspondence and respective responses will be saved as corporate records for a length determined by municipal records retention best practices.

From: [Eva- Maria Rudolph](#)
To: [Kayla Byrne](#)
Subject: Speaking up for cats!
Date: Tuesday, July 21, 2020 2:46:58 PM

To the Municipality of Jasper,

I am writing this letter in support of cats, because I have the strong feeling that there has recently been a lot of loud voices speaking up for birds and as a cat owner I feel responsible to give my cat a voice!

My cat has recently recieved a ticket for 'roaming at large' sitting in front of our appartment building. As I have told the by law officer I was not aware that there is such a by law in Jasper townsite and my cat and I do have a problem with it.

Adopting my cat at a very young age gave me the opportunity to train him on a harness and leash (which is not at all possible for all cats) and make him an inside cat. He outgrew the apatment and leash at about 1 year old and it became not ethical animal welfare to restrict him to that.

I did not create or breed or buy this cat from a breeder, I simply adopted him because he was there and needed a good home, by adopting him I vouched to give him a better life and I cannot with a clear conscience break that promise.

This cat is neutered (like most adopted cats) and properly collered, wearing a reflective collar, a very audible bell, a large tag (and as soon as your office is open again I promise I'll get him a licence as well) Bottomline I can easlily hear him from a block away, if he would ever catch a bird like this I would argue that that bird would not make it through the next winter anyways.

I am aware that house cats are a non native domesticated species, but so are many birds in Jasper townsite as well. Cats generally do not venture far from there home (usually less than 200m).

So I would like to make the arument that a lot of non native bird species who feed of non native plants within the townsite live here, because there is a townsite in the first place, and native to the park bird species have plenty space to roam and feed where housecats would never even get to. And if a housecat is properly collered is very little thread to the native bird population of Jasper national park.

I would also like to add that in these challenging times pets can add to the mental health of children and adults and since not every family is able to have a pet I had many children come to my front yard during lock down to visit the cat. One seven year old girl even wanting a picture with the cat for her birthdy because she couldn't have a party or see her friends. It made her day!

Sincerely
Baloo the cat and owner

From: [Nick Pozarski](#)
To: [Kayla Byrne](#)
Subject: Fitness center
Date: Thursday, July 23, 2020 10:06:05 AM

Hello Jasper Municipality,

My name is Nick Pozarski and I am a 24 year old living and working in Jasper for the last two years. I am writing this because of my frustration in regards to the decision made to not reopen the fitness centre when the alberta government has deemed it safe with extra sanitary measures in place. I have paid for a year pass both last year and this year and am an avid user of this facility using it for a lot of my daily activities like a lot of people in Jasper. My first issue is you have not made any statements regarding my pass, you are simply sitting on my money and delaying opening the fitness centre when you are allowed to. At this rate if you're so sure it's unsafe to open, give all members the option of getting a refund for their passes. You also claim that "we live in Jasper National Park, go outside." This is an ignorant response to the people who use this facility for lifting weights or feel more comfortable running on a treadmill in an air-conditioned facility then outside in the public eye where many people are walking around or bad weather will not permit even going for a run. Our gym is small and not that busy and you say your concerned about safety and reducing spread of covid yet I have witnessed on so many occasions grocery stores, restaurants and bars packed which were allowed to reopen but when it comes to our fitness center it is to dangerous. Again, our gym is not that busy, and other small gyms in other towns have managed to reopen safely and provide this pay for use service to those who need it. Working out is my passion and I know there are others who are in the same boat in Jasper and it seems that the municipality is not taking in consideration what a lot of the locals in this town want. Why did you even build a fitness centre in Jasper if this all your opinions that we can get our exercise outside? I cannot get the type of excercise I need without weights. Get some extra spray bottles of sanitizer around the gym, there are already wipes available, make restrictions on how long people can workout for, do whatever you deem is safe but please reopen the gym it is important to myself and a lot of others in this town. Thank you for your time.

Regards,
Nick Pozarski

From: [Susan D'Heer](#)
To: [Kayla Byrne](#)
Subject: from Sue and Dwayne DHeer
Date: Friday, July 24, 2020 12:59:21 PM

Dear Jasper Mayor and Council Members

Regarding the Issue of Mandating or Recommending "masks" inside buildings in Jasper.

We believe that Masks should be compulsory in Jasper inside all commercial buildings and where social distancing is NOT possible.

When the Pandemic first began in our province we were contacted by the Chamber of Commerce inquiring as to whether we were going to close for the month of May. After calling many other hotels in Jasper we understood as a member of the Jasper community we needed to "step up". We all had to make an effort to reduce Jasper's exposure to COVID-19. So along with many other hotels we closed our doors for the month of May and agreed to open June. This was at a loss of hundreds of thousands of dollars in revenue. We made a choice for the health and safety of our town and community. NOW many of us are ASKING our town council to make masks mandatory. While I understand that the town council is NOT the Alberta Health Authority, we are asking Jasper town council to work WITH AHA and mandate masks in all commercial buildings and where social distancing is not possible. IF a mask policy is NOT put in place-- no one will wear a mask. It MUST be made mandatory. For the sake of our town/communities' health, we are asking the town council to work at finding a way to protect our community and make masks mandatory. Please act in our town's best interest for the health and safety of our community, our staff, and our front line workers.

Sincerely

Susan, Dwayne and Nathan D'Heer

Patricia Lake Bungalows

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Sincerely,
Sue D'Heer
Patricia Lake Bungalows
susandh1962@gmail.com
780-883-0386

FOLLOW-UP ACTION LIST (FUAL)

Date: _____

MEETING (Date) / Item / Notes	WHO (lead)	ACTION (to/via)	TARGET (Status)