

Municipality of Jasper  
**Committee of the Whole Meeting Agenda**  
February 9, 2021 | 9:30 am  
Place: Conducted virtually through Zoom

**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://us02web.zoom.us/j/87657457538>

**1. Call to order** (Deputy Mayor Wilson to chair meeting)

**2. Additions to agenda**

**3. Approval of agenda**

3.1 January 26, 2021 Committee of the Whole agenda attachment

**4. Approval of minutes**

4.1 January 26, 2021 Committee of the Whole minutes attachment

**5. Presentations**

5.1 Emergency Coordination Centre (ECC) Update verbal

**6. Business arising from minutes**

6.1 Outdoor Skating Surface Policy and Administrative Procedures attachment

**7. Policy and Governance**

7.1 [Council Strategic Priorities update](#), Council discussion verbal  
[2020 – 2022 Business Plan](#)

**8. Brief updates**

8.1 Measuring Municipal Inclusion Project update attachment

**9. Other new business**

**10. Correspondence**

10.1 JCHC shareholder recommendation on Parcel GC attachment

**11. Motion Action List** attachment

**12. Council representation on various boards, upcoming meetings**

12.1 [Council appointments to boards and committees](#)

**13. Upcoming events**

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**14. In Camera**

14.1 Personnel matter: CAO performance feedback – FOIP, S. 17(4)(f)

**15. Adjournment**

*All regular and committee meetings of Council are video-recorded and archived on YouTube.*

Municipality of Jasper  
**Committee of the Whole Meeting Minutes**

Tuesday, January 26, 2021 | 9:30 am

Conducted virtually through Zoom

Virtual viewing and participation	This meeting was conducted virtually through Zoom. Public viewing and public participation during Council meetings is through Zoom livestreaming.
Present	Mayor Richard Ireland, Councillors Helen Kelleher-Empy, Jenna McGrath, Rico Damota, Paul Butler and Bert Journault
Absent	Deputy Mayor Scott Wilson
Also present	Bill Given, Chief Administrative Officer Greg Van Tighem, Director of Protective Services Christine Nadon, Legislative Services Manager Natasha Malenchak, Director of Finance and Administration Kayla Byrne, Legislative Services Coordinator Lisa Riddell, Community Development Manager John Greathead, Director of Operations Darrell Savage, Jasper Skatepark Committee Nancy Robbins, Community Futures West Yellowhead Joanne McQuarrie, Fitzhugh newspaper Bob Covey, Jasper Local newspaper 12 observers
Call to Order	Mayor Ireland called the meeting to order at 9:32 am.
Approval of agenda	MOTION by Councillor Journault to approve the agenda for the January 26, 2021 Committee of the Whole meeting as presented. <span style="float: right;">CARRIED</span>
Approval of minutes	MOTION by Councillor McGrath to approve the minutes of the January 12, 2021 Committee of the Whole meeting as presented. <span style="float: right;">CARRIED</span>
Emergency Coordination Centre (ECC) update	Council received an update from the municipal Emergency Coordination Centre (ECC), which continues to meet once a week and is monitoring the pandemic within the community. Active COVID-19 cases continue to decrease throughout the province. Many staff and residents of Jasper’s healthcare and senior facilities have received their first dose of the vaccine. The ECC continues to remind people to get tested if they are experiencing any COVID-19 symptoms.
Boards and committees	MOTION by Councillor Butler that Committee of the Whole adopt the recommendation that Council direct Administration to conduct a review of the following boards and committees: o The Jasper Community Team – Community Conversations; o Environmental Responsibility; and o Culture and Recreation; And that the review provide recommendations on how to advance community engagement through greater consistency and role clarity. <span style="float: right;">CARRIED</span>

Councillors also inquired about a review to the Friends of Jasper Culture & Recreation Society.

Administration will present a report on this item at a future meeting.

Recess Mayor Ireland called a recess from 11:45 am until 11:55 am.

Support for Jasper Skate Park MOTION by Councillor Kelleher-Empey that Committee of the Whole recommend that Council approve up to \$300,000 in matching funding for a new Skate Park, subject to matching funds being secured from external sources; and to consider a portion of the land commonly known as "Diamond A" in Centennial Park for construction of the Skate Park in the future. CARRIED

Mr. Savage confirmed the CFEP deadline for a funding commitment is June 15, 2021.

Council's Committee of the Whole recommendation is expected to return for further consideration and a possible decision at the February 2, 2021 regular meeting.

Outdoor skating options Municipal staff identified at least three viable sites for an outdoor skating rink in the community, which included Firemen's Park, Lion's Park and Robson Park. Administration has been in contact with the municipal insurance provider regarding outdoor rinks. Future work on this item may include a Council policy and administrative procedures. Administration recommended Robson Park as the preferred location for this year's outdoor rink.

Some councillors expressed concerns about creating a gathering space during the pandemic. Administration ensured that all provincial health orders and other appropriate signage will be posted on site.

Without objection from Council, staff will move forward with plans for an outdoor skating rink on Robson Park for this winter season.

Letters of support: Community Futures West Yellowhead request In the absence of objection from Council, Mayor Ireland will provide a letter of support to Community Futures West Yellowhead for its grant application to the Community Futures Pan West Rural Opportunities Fund.

Other new business Council's Human Resources Committee will present, at a future meeting, a recommendation to review Council's Remuneration and Benefits Policy and administrative procedures.

Council representation on various boards, upcoming meetings Community Futures West Yellowhead is offering business coaching and various training opportunities.

Council will meet with Parks Canada for an intergovernmental meeting following the January 26 Committee of the Whole meeting.

In camera                    MOTION by Councillor Kelleher-Empey to move in camera at 12:36 pm to discuss agenda item 14.1 Personnel matter: CAO performance feedback – FOIP, S. 17(4)(f).                    CARRIED

Mr. Given was present for the in camera discussion.

Revert to open meeting                    MOTION by Councillor Butler to move out of camera at 12:55 pm.                    CARRIED

Adjournment                    MOTION by Councillor McGrath that, there being no further business, the meeting of January 26, 2021 be adjourned at 12:56 pm.                    CARRIED



## REQUEST FOR DECISION

**Subject:** Outdoor Skating Surface Policy and Administrative Procedures

**From:** Bill Given, Chief Administrative Officer

**Prepared by:** Bill Given, Chief Administrative Officer  
Yvonne McNabb, Director of Culture and Recreation

**Reviewed by:** Kayla Byrne, Legislative Services Coordinator

**Date – Discussion:** February 6, 2021

**Date – Decision:** February 16, 2021

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### Recommendation:

That Committee of the Whole recommend that Council:

- Approve the Outdoor Skating Surface Policy as presented.

### Options:

- Amend the proposed policy
- Not approve the policy

### Background:

At the January 26, 2021 Committee of the Whole meeting, the Committee provided support for municipal staff to move forward with an outdoor skating rink on Robson Park for this winter season. On recommendation from the Municipality of Jasper's insurance provider, Administration has drafted the Outdoor Skating Surface Policy and Administrative Procedures. The purpose of the policy is to outline procedures to be followed to ensure that municipal outdoor skating surfaces are maintained in a reasonably safe condition both for the protection for the public and to mitigate liability to the municipality to the extent possible.

### Strategic Relevance:

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

### Financial:

There are not any new costs associated with enacting the policy.

### Attachments:

Outdoor Skating Surface Policy and Administrative Procedures.

**Policy Title: OUTDOOR SKATING SURFACE POLICY**

**Policy #: D-015**

**Effective Date:**

**Date adopted by Council:**



## **POLICY**

The Municipality of Jasper is committed to providing safe and affordable winter recreation opportunities through the use of temporary outdoor ice skating surfaces on municipal property.

## **PURPOSE**

To outline procedure to be followed to ensure that municipal outdoor skating surfaces are maintained in a reasonably safe condition both for the protection for the public and mitigate liability to the municipality to the extent possible.

## **RESPONSIBILITY**

The Chief Administrative Officer and the Legislative Services Manager are responsible for the implementation and periodical review of this policy. The Chief Administrative Officer and the Directors of Culture and Recreation and Operations are responsible for the implementation of the associated Administrative Procedure.

DRAFT

**Policy Title: OUTDOOR SKATING SURFACE POLICY**

**Policy #: D-015**

**ADMINISTRATIVE PROCEDURES**

**Effective Date:**

**Date approved by the CAO:**



**SCOPE**

This procedure shall apply to all outdoor skating surfaces installed on municipal lands within the Municipality of Jasper.

**PROCEDURE**

1. Staff will inspect the ice surface and surroundings twice a week when outdoor skating surfaces are in use.
  - a) Facility conditions shall be recorded in the Outdoor Skating Surface Inspection Log maintained by the municipality.
2. If the ice surface contains deficiencies such as ruts and holes, staff will take appropriate steps to ensure the surface can be safely used by the public.

For minor maintenance concerns staff shall:

- a) Note the deficiencies or concerns in the Outdoor Skating Surface Inspection Log and report the deficiencies or concerns to their immediate supervisor;
- b) Address any deficiencies or concerns by conducting appropriate maintenance or repairs if possible; or
- c) Schedule the maintenance or repairs to address the deficiencies or concerns as soon as practicable.

For significant maintenance or safety concerns staff shall:

- d) Note the deficiencies or concerns in the Outdoor Skating Surface Inspection Log and report the deficiencies or concerns to their immediate supervisor;
  - e) Address any deficiencies or concerns by conducting appropriate maintenance or repairs if possible; or
  - f) Close the facility until such time as deficiencies or concerns can appropriately be addressed.
3. Staff will decide if the ice is safe for use. If the ice is deemed to be unsafe for any reason, skating will be cancelled after consultation with the supervisor.
  4. When the skating surface is closed it on site signage shall be posted indicating "No Skating... Dangerous Ice Conditions"



## INFORMATION REPORT

**Subject:** Measuring Municipal Inclusion Project update  
**From:** Bill Given, Chief Administrative Officer  
**Prepared by:** Lisa Riddell, Community Development Manager  
**Reviewed by:** Bill Given, Chief Administrative Officer,  
Kathleen Waxer, Director of Community and Family Services  
**Date – Discussion:** February 9, 2021

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### Recommendation:

- That committee receive the Measuring Municipal Inclusion Project update for information.

### Background:

This project is funded through the Alberta Urban Municipalities Association's (AUMA) Measuring Municipal Inclusion Grant (MMIG). The Municipality of Jasper is a recipient of this grant and the project presently ongoing.

Jasper's Measuring Municipal Inclusion project is one of many grant-funded projects Community and Family Services has implemented in the last 7 years as part of its ongoing efforts to engage community members in creating the conditions in Jasper where individuals and families from all walks of life, backgrounds, abilities and orientations can achieve optimal wellbeing and contribute to the social and economic fabric of the community. Although CFS started inclusion projects before the Black Lives Matter (BLM) movement, this work takes on added importance in the context of the post-BLM environment.

- Past grant-funded projects include: The Diversity Project, the Diverse, Inclusive, Together video and Welcoming and Inclusive Jasper web pages.
- Current grant funded projects in addition to this project include: The Jasper Immigration Coalition, Newcomer Network and Cultural Kitchens program.

Unlike some of CFS' other projects focused on diversity and inclusion; the MMIG-funded project is the first that focuses inward at the organization as opposed to outward at the community as a whole.

**The funding period:** Originally, the funding period was to end February 1, 2021. The request for timeline extension due to COVID-19 was accepted and the funding period now extends to December 31, 2021.

The Measuring Municipal Inclusion project involves 3 phases.

**Phase 1** of the project involved engaging Council and administration across all departments in a survey-style assessment of our own organizational level of inclusion. On January 28, 2020, Community Development presented the survey to Council and answered questions about the project.

There were 11 areas of focus within that survey (Leadership, Commitment of Resources, Planning Implementation and Measurement, Human Resource Policies and Practices, Employee Engagement and Education, Infrastructure and Land Use, Municipal Social Services, Resident Engagement, Economic Development, Emergency and Protective Services and Housing). 42 surveys were completed and the results from the survey informed phase 2 of the project.

On February 11, 2020, Community Development presented the results from phase 1 of this project and a summary of the action plan which would form phase 2 of the project to Council.

**Phase 2:** Notice of approval of the Municipality's proposed action plan was received on March 24, 2020. Due to the pandemic, the start of phase 2 of the project was delayed until June 30, when Council received a status update on the Measuring Municipal Inclusion Grant. Phase 2 of the project involves all departments of the Municipality and after that Information Update to Council, the Chief Administrative Officer at the time gave the go-ahead for Community Development to engage Municipal staff in phase 2.

Phase 2 involves carrying out an action plan that focuses on areas for improvement identified through the phase 1 survey results.

Here is a very brief summary of what the Municipality of Jasper's phase 2 action plan entails. There are four main objectives:

1. Establish a Municipal Inclusion Committee with 6 members from across the organization. Coordinate 9 meetings over the funding period and come up with a system to receive and review input from employees regarding instances of racism or discrimination.

**UPDATE:** The Internal Municipal Inclusion Committee has met 6 times thus far and has engaged 14 members from across the organization (2 elected officials, 3 from the senior leadership team, 3 from the management level, one bringing the CUPE perspective and 6 front-line staff). The average number of members at each meeting is 8. So far, the committee has reviewed the system to receive and review input from employees regarding instances of racism or discrimination, drafted three policies that would complement the existing Respectful Workplaces policy, drafted a brochure and poster to complement the policies, drafted an inclusion statement for use on website, job postings and in staff rooms and drafted two revised job posting formats.

2. Coordinate and offer inclusion training for elected officials, directors, management, front-line staff and committee members.

**UPDATE:** Community Development has connected members with two free training opportunities: Gender Based Analysis + training and the webinars through The Centre for Race and Culture in Edmonton. Through the grant funds, Community Development has also paid for members to take *Inclusion at Work* through Norquest College as well as to attend training on Strategies for Improving Work Culture Using an Equity Mindset.

**COMING UP:** Community Development is currently setting up a 2-hr training session for this Spring on Inclusive Leadership as well as Bias and Racism/Anti-Racism for Municipal Council, The Management Team and Inclusion Committee members.

3. Conduct an accessibility/inclusion audit on municipal facilities and draft a plan to improve 5 areas with particular regard to signage.

**UPDATE:** The accessibility audit was performed by Apex Access Consultants and was completed in November 2020. Community Development is now reviewing the final report, identifying areas for improvement and bringing smaller sections of the report to committee members for input. 5 areas with regards to signage are being identified and an action plan drafted.

4. Draft broad recommendations to be shared with Council and administration for ways to embed inclusion more permanently into systems and policies utilized by the organization.

**UPDATE:** The intent of the project is to affect lasting change beyond the funding period. In order to do so, it will take the time and commitment from Municipal staff and elected officials. Community Development is compiling a set of draft documents and broad recommendations informed by the activities in this project. Unless otherwise directed, Council can expect to hear recommendations in September 2021 which will allow a few months to review or gather more information should that be required, before the project comes to an end in December 2021.

**Phase 3:** Council can expect to be asked to fill in the same survey as was used in phase 1 of the project in November of 2021. Results from this survey will be compared to the results from the survey conducted at the start of this project. Once those results have been entered, Council can expect to hear the results from the project as a whole.

**Preliminary Observations:**

- This project's outcomes thus far, despite the challenge of limited resources and an inability to meet in person, is a reflection of the interest and commitment from inclusion committee members.
- This kind of organizational learning and adjusting – making changes to systems and processes to achieve more equity on a systemic level, is only possible because many participants from all levels of the Municipality have committed to examining the ways in which we each contribute to the perpetuation of discrimination in our social and professional environments.
- This is one of the first projects we have undertaken with a component going towards FTE time. Having capacity within Community Development to take all the ideas and input from Inclusion Committee members and then research and generate draft documents for review has been invaluable.

**Strategic Relevance:**

- *Community Vision* (Jasper Community Sustainability Plan, September 2011 - Strategic Priorities 2018-2022 – Municipality of Jasper, pg. 3) “Jasper offers accessible services and cultural amenities, lifelong learning opportunities affordable housing and a safe and supportive living environment for all residents.”
- Governance and Social Equity. Specifically, “Develop and nurture mutually beneficial relationships and partnerships at the federal, provincial, local and international level to enhance community health and address issues and opportunities...”
- *Jasper's Municipal Mission* (Strategic Priorities 2018-2022 – Municipality of Jasper, pg. 12) “Council has proclaimed Jasper to be a Welcoming and Inclusive Community and has committed to making decisions through the lens of inclusion, keeping the interests of the community as a whole in mind, and advancing basic respect, truth and human dignity.”

**Financial:**

- AUMA provided \$50,000 in funding to complete this 28-month project. The project is on-track financially. \$15,178.62 has been spent on FTE time. \$14,252 was spent on the accessibility audit and we will be spending roughly \$6,000 on training in the coming months.
- Community Development undertakes any of the document preparation, evaluation and reporting for this project.
- The time municipal staff have spent on pre-project evaluation, participation in the Internal Inclusion Committee, taking training and/or discussing project elements is part of the Municipality's in-kind contribution to this project.

**Communications:**

- Community Development engages all departments of the organization in working together on this project. The main contact is Lisa Riddell: 780-852-6540 [lriddell@town.jasper.ab.ca](mailto:lriddell@town.jasper.ab.ca).



The Mayor and Council  
Municipality of Jasper

Dear Mayor and Councillors

The Board of the Jasper Community Housing Corporation has been working toward developing at least one of two alternative models of affordable community housing on Parcel GC on Connaught Drive. One model would rely on co-investment by Jasper businesses to provide housing for employees of those businesses. The other model would provide subsidized (Rent Geared to Income) housing for eligible residents utilizing a grant under the Rapid Housing Initiative under the federal government's National Housing Strategy. An application for that grant has been submitted and we are expecting decision during February, 2021.

As Council is aware, there is currently no underground infrastructure servicing Parcels GA, GB and GC. Therefore, the JCHC Board recommends and requests that the Municipality of Jasper consider providing underground services to that area in 2021, in order to enable either of the above projects to proceed, as well as any other potential future housing developments on those sites.

At a meeting held on January 12, 2021, this recommendation was brought to the Shareholders of the JCHC. The Shareholders unanimously supported the following motion:

*Motion #4/21: that the JCHC Shareholders request that the Municipality of Jasper take the appropriate steps to provide municipal services to the GC Parcel in 2021.*

Accordingly, on behalf of the Jasper Community housing Corporation, I write to request that Council approve provision of underground services to the south side of Connaught Drive, specifically to Parcel GC, during 2021.

Sincerely,

Paul Butler

Chair

## MOTION ACTION LIST

SHORT TITLE	REQUESTED (DATE)	RESPONSIBLE (WHO)	COUNCIL MOTION (DESCRIPTION)	TARGET (DATE)
Paid Parking Pilot Project	Jan. 19, 2021	Bill Given	<p>That Council direct Administration to implement a paid parking pilot project in the 2021 budget year; and</p> <p>That Council direct Administration to present a project plan and public engagement plan prior to implementing the project.</p>	TBD
Targeted Boards and Committees Review	Jan. 26, 2021	Christine Nadon	<p>That Council direct Administration to conduct a review of the following boards and committees:</p> <ul style="list-style-type: none"> <li>• The Jasper Community Team – Community Conversations;</li> <li>• Environmental Responsibility; and</li> <li>• Culture and Recreation.</li> </ul>	June 2021
Support for skate park	Feb. 2, 2021		<p>That Council approve up to \$300,000 in matching funding for a new Skate Park, subject to matching funds being secured from external sources.</p> <p>That Council consider allocating a portion of the land commonly known as “Diamond A” in Centennial Park for construction of the Skate Park.</p>	June 2021