

Municipality of Jasper
Committee of the Whole Meeting Agenda
March 28, 2023 | 9:30 am
Jasper Library & Cultural Centre – Quorum Room

Notice: Council members and a limited number of staff are in Council chambers for meetings. Members of the public can attend meetings in person; view meetings through the Zoom livestream; or view archived Council meetings on YouTube at any time. 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 Councillor Hall to chair meeting

2. Additions to agenda

3. Approval of agenda

3.1 March 28, 2023 Committee of the Whole agenda attachment

4. March 14, 2023 Committee of the Whole minutes – approved March 21, 2023 attachment

4.1 Business arising from minutes

5. Delegations

5.1 West Yellowhead Trail Society – Mark Storie & Bernie Kreiner attachment

6. Correspondence

6.1 Minister of Seniors, Community & Social Services – Jeremy Nixon attachment

7. New business

7.1 Alberta Trade, Immigration and Multiculturalism Project Update attachment

7.2 2022 Annual Employee Housing Report attachment

7.3 Membership with West Central Airshed Society attachment

7.4 Traffic Advisory Committee Terms of Reference attachment

7.5 UpLift! Sponsorship Funding attachment

8. Motion Action List attachment

9. Councillor upcoming meetings

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

10. Upcoming events

Jasper Park Chamber of Commerce General Meeting – 7:30-9:30am, April 12, Forest Park Hotel

Jasper Pride & Ski Festival – April 14-23

Discuss Recycling Industry & Waste Reduction with the West Yellowhead Regional Waste Management Authority and the Municipality of Jasper – 10am-4:30pm, April 27, Lobstick Lodge, Skyline Room

11. 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, March 14, 2023 | 9:30am
Jasper Library and Cultural Centre, Quorum Room

Virtual viewing and participation	Council attendance is in Council chambers at the Jasper Library and Cultural Centre. This meeting was also conducted virtually and available for public livestreaming through Zoom. Public viewing and participation during Council meetings is through Zoom livestreaming and in person attendance.		
Present	Mayor Richard Ireland, Deputy Mayor Ralph Melnyk, Councillors Rico Damota, Scott Wilson, Wendy Hall, and Helen Kelleher-Empey		
Absent	Councillor Kathleen Waxer		
Also present	Bill Given, Chief Administrative Officer Christine Nadon, Director of Protective & Legislative Services Natasha Malenchak, Director of Finance & Administration Faraz Khan, Municipal Energy manager Emma Acorn, Legislative Services Coordinator Amanda Stevens, Communications Manager Jake Dean & Chetak Shah, Colliers Project Leaders Bob Covey, The Jasper Local Peter Shokeir, The Fitzhugh 7 observers		
Call to Order	Deputy Mayor Melnyk called the March 14, 2023 Committee of the Whole meeting to order at 9:31am and began with a Traditional Land Acknowledgement .		
Additions/deletions to the agenda	Deputy Mayor Melnyk received requests from Councillors to amend the order of items under new business and received information that could affect quorum of the March 28 Committee of the Whole meeting. The following re-order was suggested along with one new item: 7.1 Paid Parking 2023 7.2 S-Block Parking 2023 7.3 Climate Resiliency Capacity Building Project 7.4 Alberta Living Wage Network 7.5 Joint Use and Planning Agreement Authority to Negotiate 7.6 Motions for AB Munis 7.7 March 28 Committee of the Whole Meeting Quorum & Chair		
Approval of agenda #104/23	MOTION by Councillor Kelleher-Empey that Committee approve the agenda for the March 14, 2023 Committee of the Whole meeting as amended.		
	FOR 6 Councillors	AGAINST 0 Councillor	CARRIED
Business arising from February 28, 2023 minutes	none		

Delegations – Jasper Community Housing Corporation (JCHC) Business Plans with Colliers #105/23	Chetak Shah and Jake Dean with Colliers Project Leaders presented to Council regarding the development of a JCHC Business Plan and discussed background information, proposed methodology, the project schedule and next steps.			
	MOTION by Councillor Damota that Committee receive the Jasper Community Housing Corporation Business Plan prepared by Colliers for information.			
	FOR 6 Councillors	AGAINST 0 Councillor		CARRIED
Correspondence	none			
Paid Parking 2023	Director of Protective & Legislative Services, Christine Nadon, presented a report detailing the 2022 Paid Parking program and recommendations from Administration for 2023. Director of Finance & Administration, Natasha Malenchak, was also present to assist with financial questions.			
	Mayor Ireland left the meeting at 10:32am			
Recess	Deputy Mayor Melnyk called a recess from 11:02-11:13am.			
Paid Parking 2023 continued #106/23	MOTION by Councillor HALL that Committee direct Administration to modify the resident permit program to a one-time registration process (no on-street action required).			
	FOR 5 Councillors	AGAINST 0 Councillor		CARRIED
#107/23	MOTION by Councillor Damota that Committee recommend Council to expand paid parking into the ghost zone on Connaught Drive between Hazel Avenue and residential.			
	FOR 5 Councillors	AGAINST 0 Councillor		CARRIED
#108/23	MOTION by Councillor Kelleher-Empey that Committee recommend Council convert the upper McCready Centre parking lot to resident parking only.			
	FOR 3 Councillors	AGAINST 2 Councillors (Councillors Hall & Wilson)		CARRIED
#109/23	MOTION by Councillor Wilson that Committee recommend Council keep the rates the same for the 2023 season.			
	FOR 1 Councillor (Councillor Wilson)	AGAINST 4 Councillors		DEFEATED

#110/23	MOTION by Councillor Kelleher-Empey that Committee recommend Council increase parking lot rates to \$2.50 per hour and on street parking to \$3.50 per hour.		
	FOR 4 Councillors	AGAINST 1 Councillor (Councillor Wilson)	CARRIED
#111/23	MOTION by Councillor Hall that Committee recommend Council approve an increase to the parking lot daily rate to \$15.		
	FOR 4 Councillors	AGAINST 1 Councillor (Councillor Wilson)	CARRIED
#112/23	MOTION by Councillor Damota that Committee direct Administration to develop a bulk purchase program for hotels with limited onsite parking.		
	FOR 5 Councillors	AGAINST 0 Councillor	CARRIED
#113/23	MOTION by Councillor Damota that Committee direct Administration to return to Council with a paid parking expanded program including the east off-street lot and on-street parking on Connaught.		
	FOR 5 Councillors	AGAINST 0 Councillor	CARRIED
S-Block Parking 2023	Committee received recommendations and alternatives from Administration in regards to the S-Block commercial parking lot for 2023. Ms. Nadon provided details on the history of the services provided, costs, and more.		
#114/23	MOTION by Councillor Wilson that Committee direct Administration to revise the Storage Lots Bylaw to increase rental fees to \$450 annually, including a provision to provide a \$30 annual discount for electronic payments, and return to a regular meeting for first reading.		
	FOR 5 Councillors	AGAINST 0 Councillor	CARRIED
#115/23	MOTION by Councillor Kelleher-Empey that Committee direct Administration to develop a program for the S-Block parking lot where unused commercial stalls are made available to residents for winter seasonal vehicle storage, and summer seasonal and overnight paid parking.		
	FOR 5 Councillors	AGAINST 0 Councillor	CARRIED

#116/23	MOTION by Councillor Damota that Committee direct Administration to work towards standardizing practices in storage lots, including: - o renewing leases with Parks Canada, - o developing a maintenance plan with the Operations Department, and - o bringing forward recommendations for capital upgrades in 2024						
	<table><tr><td>FOR</td><td>AGAINST</td><td></td></tr><tr><td>5 Councillors</td><td>0 Councillor</td><td>CARRIED</td></tr></table>	FOR	AGAINST		5 Councillors	0 Councillor	CARRIED
FOR	AGAINST						
5 Councillors	0 Councillor	CARRIED					
Climate Resilience Capacity Building Project	Council received a report from Municipal Energy Manager, Faraz Kahn, detailing the Climate Resilience Capacity Building Project and its aims to support communities in Alberta to assess and address the impacts of climate change on their local environment, infrastructure, economy, and health.						
#117/23	MOTION by Councillor Wilson that Committee direct Administration to proceed with the proposed Climate Resilience Capacity Building Project.						
	<table><tr><td>FOR</td><td>AGAINST</td><td></td></tr><tr><td>5 Councillors</td><td>0 Councillor</td><td>CARRIED</td></tr></table>	FOR	AGAINST		5 Councillors	0 Councillor	CARRIED
FOR	AGAINST						
5 Councillors	0 Councillor	CARRIED					
Recess	Deputy Mayor Melnyk called a recess from 12:00-1:03pm.						
Alberta Living Wage Network	In the absence of Mayor Ireland who had requested the item be added to the agenda, CAO Bill Given reviewed the provided information, which is attached to today's agenda.						
#118/23	MOTION by Councillor Damota that Committee recommend Council approve the Municipality of Jasper joining the Alberta Living Wage Network.						
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FOR	AGAINST						
5 Councillors	0 Councillor	CARRIED					
Joint Use and Planning Agreement Authority to Negotiate	Mr. Given presented recommendations to Committee regarding the joint use agreement between the MoJ and the Grande Yellowhead Public School Division.						
#119/23	MOTION by Councillor Kelleher-Empey that Committee direct Administration to enter into negotiations with the School Boards based on the attached Draft Joint Use and Planning Agreement (JUPA).						
	<table><tr><td>FOR</td><td>AGAINST</td><td></td></tr><tr><td>5 Councillors</td><td>0 Councillor</td><td>CARRIED</td></tr></table>	FOR	AGAINST		5 Councillors	0 Councillor	CARRIED
FOR	AGAINST						
5 Councillors	0 Councillor	CARRIED					
Motions for AB Munis	MOTION by Councillor Kelleher-Empey that Committee direct Administration to draft resolutions on the following items for the 2023 AB Munis to present at the next Legislative Committee meeting: • Victims of crime/trauma services • Rent control in Alberta						
#120/23	<table><tr><td>FOR</td><td>AGAINST</td><td></td></tr></table>	FOR	AGAINST				
FOR	AGAINST						

	5 Councillors	0 Councillor	CARRIED
March 28 Committee of the Whole meeting chair and quorum	Deputy Mayor Melnyk shared that two Councillors expect to be away for the March 28 Committee of the Whole meeting which will be chaired by Councillor Hall.		
Motion Action List #121/23	Administration reviewed the Motion Action List.		
	MOTION by Councillor Hall that Committee approve the following update to the Motion Action List:		
	Remove the S-Block item and add motions from today		
	FOR	AGAINST	
	5 Councillors	0 Councillors	CARRIED
Councillor reports	Councillor Kelleher-Empey attended a TransCanada Yellowhead Highway Association meeting last week. She will be attending an Evergreens Foundation budget meeting this Thursday.		
	Councillor Hall attended an Early Childhood and School Age Community Conversation last Wednesday.		
	Councillor Melnyk will be attending a Jasper Yellowhead Historical Society monthly meeting tonight and the annual general meeting this Monday.		
Upcoming Events	Council reviewed a list of upcoming events.		
Adjournment #122/23	MOTION by Councillor Damota that, there being no further business, the Committee of the Whole meeting of March 14, 2023 be adjourned at 1:37pm.		
	FOR	AGAINST	
	5 Councillors	0 Councillors	CARRIED

PATHWAY TO THE PARK

Presentation to Jasper stakeholders, March 28, 2023

By Mark Storie and Bernie Kreiner-Board members of

WEST YELLOWHEAD TRAIL SOCIETY (incorporated June 14, 2021.)

Pathway to the Park www.pathwaytothepark.com



CORE MESSAGES

- THE PATHWAY TO THE PARK PROJECT IS A BOLD NEW INITIATIVE THAT PROVIDES MULTIPLE BENEFITS TO THE RESIDENTS, VISITORS AND BUSINESSES IN WEST YELLOWHEAD AREA.
- THE WEST YELLOWHEAD TRAIL SOCIETY WAS FORMED IN 2021 AND IS LED BY A DYNAMIC, EXPERIENCED VOLUNTEER BOARD, WITH STRONG PARTNER SUPPORT IN THE ECOMMUNITY INCLUDING WEST FRASER AND WOLVERINE INTEGRATED PROJECT MANAGEMENT.
- OUR BOARD BELIEVES THE TRAIL CONCEPT SHOULD BE CONSIDERED AN OPPORTUNITY WITHIN JASPER NATIONAL PARK, WE'LL SHARE WHAT WE LEARN PLANNING AND BUILDING OUR PROJECT.
- FORMAL APPLICATION FOR APPROVAL OF PHASE 1 (HINTON-WILDHORSE/KINKY HAS BEEN MADE TO PROVINCE AS PRIMARY LAND-OWNER.

PROJECT VISION

TO CREATE AN ACCESSIBLE, UNFORGETTABLE
CANADIAN NORTHERN ROCKIES TRAIL
EXPERIENCE THAT FEEDS YOUR SOUL;
ONLY THE VIEWS WILL LEAVE YOU BREATHLESS
WITH BECKONING MOUNTAIN VISTAS, PRISTINE
LAKES AND BOREAL FORESTS.
YOUR ADVENTURE IS CALLING!!

PROJECT MISSION

ENABLE OUTDOOR ENTHUSIASTS OF ALL AGES
AND ABILITIES TO EXPERIENCE ALBERTA'S
CULTURE AND WILD NATURE ON A UNIQUE,
PAVED, NON-MOTORIZED TRAIL FROM HINTON
TO JASPER NATIONAL PARK EAST BOUNDARY

Project Description

A scenic, paved multi-use trail from Hinton to the Jasper Park east gate for non-motorized users.
(done in 2 Phases)



Project Description — some specifics

- 30 +/- Km one way from west Hinton to Jasper National Park east gate through scenic areas.
- A 3-meter wide, paved multi-use trail, 6 meter cleared area.
- Designed for all non-motorized uses including bike riding, e-biking, walking, jogging, roller blading, roller skiing and non-maintained winter uses like cross country skiing and fat biking.
- Scenic rest stops with picnic tables, viewpoints and interpretive signage along the way.
- Designated parking at 4 locations, providing multiple entry points

2-Phase Proposed Trail Right of Way



Five Strategic Initiatives of West Yellowhead Trail Society

1. Trail plan, design and build.
2. Communications plan.
3. Marketing plan.
4. Resourcing (Fund-raising, in-kind).
5. Transition and Sustainability

- Note—Goals , deliverable have been set for all five initiative areas.

Project Successes / Challenges in 2022

SUCSESSES:

- Funds raised (over \$200,000) for planning stage.
- +150 founding memberships sold in 60 days.
- Finalized a trail alignment suitable to most parties.
- Open houses held in May 2022.
- Relationships built with Right of Way companies in trail area.
- Hired a project management company.
- Great support from FMA holder West Fraser, Town of Hinton etc.
- Communications via Facebook and Website established.

Project Successes / Challenges in 2022

CHALLENGES:

- Obtaining O&M agreement from municipalities.
- Land grazing leasee resistance (not in my backyard response)
- Responsive interface with Provincial agencies

Project next steps...

Early 2023:

- Submit Professional survey report for government approvals.
- Establish fund development committee.
- Obtain decisions on ownership, operations and maintenance responsibility.
- Identify specific components required to build phase 1, update cost estimates.

Project Program for 2023

- Undertake Aboriginal consultations.
- Obtain Governmental and ROW crossing approvals.
- Complete project detail design.
- Adopt and implement a funding plan for more in kind and construction funding.
- Maintain project momentum and communications with public.
- Install Project signage at key locations.
- Desired outcome is to start site clearing winter 2024.

PROJECT BENEFITS

- Fitness and Health
- Mental Wellness
- Collaborative between tourism, economics
- Safe
- Active Lifestyles
- Sustainable
- Education
- Community inclusive

Project Conclusion for Jasper audiences:

This trail project is an opportunity....
for Jasper to consider evolving a
trail within Jasper Park from East
Gate to the Municipality of Jasper.

THANK YOU, ANY QUESTIONS?





ALBERTA

SENIORS, COMMUNITY AND SOCIAL SERVICES

Office of the Minister



MAR 15 2023

His Worship Richard Ireland
Mayor
Municipality of Jasper
PO Box 520, 520 Pyramid Lake Road
Jasper, AB T0E 1E0

Dear Mayor Ireland:

I am pleased to notify you that the Municipality of Jasper has been approved for up to \$6,517,660 in provincial capital grant funding under the Affordable Housing Partnership Program for the Jasper Connaught Affordable Housing project.

Thank you for submitting this proposal and supporting Stronger Foundations: Alberta's 10-year strategy to improve and expand affordable housing. The strategy aims to bring together partners from public, private and non-profit organizations to provide more affordable housing where it is needed most. The Government of Alberta is committed to adding 13,000 new affordable housing units to the current housing stock. We will do this by taking a renewed, people-first approach to protect vulnerable Albertans, get the best value for taxpayer dollars and increase the long-term sustainability of the housing system.

Robert Craig, Director, Capital Planning and Reporting, Seniors, Community and Social Services (SCSS), will contact you to provide more information and next steps. If you have any further questions, Robert can be reached by email at [REDACTED]. Prior to releasing any public communication or planning any future public or media events, please contact Rob Williams, Assistant Communications Director, SCSS, by phone at [REDACTED] or by email at [REDACTED].

Alberta's government is providing this funding to make this project possible. I look forward to working with you as this important project comes to fruition.

Sincerely,

[REDACTED]

Jeremy Nixon
Minister of Seniors, Community and Social Services

cc: Martin Long, MLA, West Yellowhead

227 Legislature Building, 10800 - 97 Avenue NW, Edmonton, Alberta T5K 2B6 Canada Telephone 780-643-6210 Fax 780-643-6214

AGENDA ITEM 7.1

REQUEST FOR DECISION

Subject: Alberta Trade, Immigration and Multiculturalism Project Update
From: Bill Given, Chief Administrative Officer
Prepared by: Lisa Riddell, Community Development Manager
Reviewed by: Christopher Read, Director of Community Development
Date: March 28, 2023



Recommendation:

That Committee receive the report on the Alberta Trade, Immigration and Multiculturalism project for information.

Background:

On April 1, 2022, the Municipality of Jasper started a 2-year project funded by Alberta Trade, Immigration and Multiculturalism (then called Alberta Labour and Immigration). The broad goal of the project is to promote successful newcomer integration in Jasper by enhancing the inclusivity of our digital spaces. On August 23, 2022, administration presented to Council an update of project activities in year 1. The project is coming to a close at the end of March. Here is a summary of the work completed and the new tools and resources you will notice on our website and in the community:

- In year one of the project, a comprehensive review of the website content took place. Website content was re-written and re-organized to be user-focused. Community Development engaged 30 community members in a 'Website Working Group' to help us understand where they look for information on the Municipality's website. The data from that engagement informed how the new website is organized.
- A custom-built Community Calendar was added to the website so that the community has a central place to find out what is going on other than on social media feeds. The web developer we worked with has since told us that they are using the custom calendar they designed for us with other municipalities that are looking for calendars. The calendar and new website were launched in Spring of 2022.
- In the past year, we focused on getting a third-party evaluation of the new website for plain language. We re-wrote extensive sections of the website at a grade 5-8 level to improve content accessibility.
- A content creation guide was produced to ensure that our content remains accessible.
- A printed (and digital) 'Community Guide' written and designed for maximum accessibility (using plain language and plain design principles) is being released today containing information a newcomer to Canada settling in Jasper may be looking for.
- We have engaged 100 individuals in this project. We measured employers, service providers and community members' understanding of newcomer needs, ability to support newcomers and awareness of supports available.

In October of 2022, we applied for two more years of funding. We are excited to report that we have just signed a contract for the next two years to continue our efforts supporting newcomers in Jasper. The next project's focus is on celebrating newcomer contributions. Broadly, we will be conducting research on newcomer

contributions to the workforce and creating an employer toolkit showcasing the findings of the research. We will also be creating a collection of short films that share newcomer stories. Finally, we will be enhancing our public engagement through the use of a software called *Granicus*. We hope Granicus will allow us to engage more residents, including newcomer residents, on issues that matter to them.

Discussion:

The new website contains tools and pages that can be expanded or collapsed to reflect the service levels Council wishes to see provided.

Tool	Core Function	Potential for Growth/Expansion
New to Jasper Page	Helps new Jasperites settle in the community and find resources.	The page can be built out as opportunities to add links and content arise.
Truth and Reconciliation Page	Outlines the Municipality's commitment to truth and reconciliation.	The page can be built out as opportunities to add links and content arise.
Community Calendar	Tells residents what's going on	Fully functional at the moment
Latest Notices Feature	Provides MOJ updates	Fully functional
Highlights	Each main section has its own landing page of highlights. Use to feature highlight or promote time limited and specific information.	The tool can be used as much or as little as needed.
Feedback Form (Service Request)	Residents can submit feedback in several categories	Currently it's service requests and connecting with Council. This could expand to include more categories.
How Do I	Allows residents to search something.	We can link multiple pages to guide users to the information they're seeking.
Business Directory	Businesses can list their information on the directory.	Currently not in use.
Meetings Tool	Organizes meeting information for staff and the public.	Currently not in use.
Emergency Alert System	Users subscribe to customized alerts that they can receive in a custom way (email, phone, cell, text).	Currently in use for emergency alerts.

Relevant Legislation:

- [Policy E-115 Equity, Diversity and Inclusion Policy](#)

Strategic Relevance:

Community Health – Embrace our growing diversity

Community Health - Leverage and create opportunities for greater inclusion.

Financial: The project has been funded by Alberta Trade, Immigration and Multiculturalism (formerly called Alberta Labour and Immigration). The project is included in the approved 2023 operating budget.

Communications: Council can expect to see advertisements for the 'New to Jasper' section of the website and the community calendar over the next several months. The advertising is within the grant-funded budget.

AGENDA ITEM 7.2

REQUEST FOR DECISION

Subject: 2022 Annual Employee Housing Report
From: Bill Given, Chief Administrative Officer
Prepared by: Leanne Pelletier, JCHC Administration Officer
Reviewed by: Natasha Malenchak, Director of Finance and Administration
Date: March 28, 2023



Recommendation:

That Committee receive the 2022 Annual Employee Housing Report for information.

Alternatives:

- That committee direct administration provide additional information related to the 2022 Annual Employee Housing Report at a future committee meeting.

Background:

Municipal Council approved [Policy D-116, the Municipal Employee Housing Policy](#) January 23, 2023. As part of the administrative procedures accompanying the Policy, an annual employee housing report is to be provided to Council, [Section 5- 5.1 Policy D-116](#).

The Annual Housing Report provides details on the occupancy, revenue, and cost to operate staff accommodation as set out in the Annual Housing Report template (Attachment D).

Discussion:

The Municipality of Jasper recognizes the importance of providing housing to aid in staff recruitment and retention, and aims to provide eligible employees with affordable, and appropriate housing.

Policy and procedure is in place to ensure rents are fair and equitable, reflecting Jasper market rental rates and that opportunities for occupancy reflect need. An Annual Employee Housing Report provides the opportunity to review costs related to providing staff accommodation and assess need.

Strategic Relevance:

- Explore increasing the number of units available for municipal staff accommodation.
- Proactively plan for and invest in the maintenance and management of our natural assets and built infrastructure.
- Nurture our most important relationships which are those within our organization, all of who share a commitment to best serve our community.
- Pursue alternative revenue sources and equitable distribution of costs.

Financial:

In 2022 the Municipal Staff Accommodation program sustained an operating loss of \$12,625.80 and additionally saw a capital investment of \$38,457.11 toward the Council approved reinvestment in the property at 1251 Cabin

Creek Drive.

Attachments:

- Annual Employee Housing Report

MUNICIPALITY OF
JASPER

Unit	Description	Rental Rate (Jan 1 to Aug 31)	Market Rental Rate (Sept 1 to Dec 31)	Rent Revenue	Persons Housed	Position of Persons Housed	Expiration Date Agreement
1251 Cabin Creek	Single Family Res.	\$1506	\$1838.34	\$15,548.04	4	Fire Chief	July 1, 2025
3 Swift Crescent	Congregate Living	\$700 per room	\$700 per room	\$25,385.00	2-6	Varies	Varies
895 A Bonhomme	Single Family Res.	\$1600	vacant	\$9,600	4	Currently vacant	NA
895 B Bonhomme	Single Family Res.	\$1600	\$1983.33	\$20,733.32	1	Dir of Operations	April 19, 2025

Unit	Description of Expenditure	Actual Amount
1251 Cabin Creek	Exterior renovations/betterments	\$38,457.11
3 Swift Crescent	NA	
895 A Bonhomme	NA	
895 B Bonhomme	NA	

Unit	Actual Amount
1251 Cabin Creek Dr	\$10,912.00
895 A & B Bonhomme	\$41,195.00

[illegible]

AGENDA ITEM 7.3

REQUEST FOR DECISION

Subject: Membership with West Central Airshed Society
From: John Greathead, Acting Chief Administrative Officer
Prepared by: John Greathead, Director of Operations & Utilities
Reviewed by: Natasha Malenchak, Director of Finance & Administration
Date: March 28, 2023



Recommendation:

- That Committee recommend that Council direct Administration to register the Municipality of Jasper as a member of the West Central Airshed Society (WCAS).

Alternatives:

- That Committee receive this report for information.

Background:

The issue of Air Quality Monitoring has been an item of concern for Council. On September 14, 2021, Council directed Administration to apply for a “Purple Air” monitoring system through WCAS. This item was quickly installed at the operation’s building and has been active for more than a year. On February 7, 2023, Council directed Administration to prepare a report on the benefits of joining the WCAS.

Discussion:

WCAS Membership Benefits:

- The Municipal membership is \$1500/year, but the cost will be prorated at the time of enrolment.
- As a municipal member, WCAS will support the Municipality by providing air data analysis for planning, awareness/outreach and response to air quality issues
- Provide education and awareness tools (i.e. idling campaign tools)
- Currently there are 2 active Purple Air monitors within Jasper and WCAS is looking for opportunities to provide continuous monitoring.
- WCAS provides a forum to work with other stakeholders and neighbouring municipalities on air quality issues.
- Publicly recognize members on our website and through our social media channels.
- Our Executive Director, Gary Redmond, would strongly suggest to WCAS Board of Directors to invite a representative of Jasper join our Board of Directors (4 meetings per year + AGM). Meetings are always hybrid, attending on-line via Zoom is an attendance option.
- WCAS is also working on a marketing piece that would allow the Municipality to post on their website. It is still in the design phase; however, progress reports on site development can be given.

Strategic Plan Relevance:

Focus on prevention, mitigation, and preparations for natural disasters.
Strengthen our voice by partnering with those that share our interests.
Communicate and engage with our residents.

Financial:

This annual membership will fit within the current 2023 budget.

AGENDA ITEM 7.4

REQUEST FOR DECISION

Subject: Traffic Advisory Committee Terms of Reference

From: Bill Given, Chief Administrative Officer

Prepared by: Christine Nadon, Director of Protective & Legislative Services

Reviewed by: John Greathead, Director of Operations and Utilities
Neil Jones, Licensing and Enforcement Manager

Date: March 28, 2023



Recommendation:

- That Committee receive the draft Traffic Advisory Committee terms of reference for information; and
- That Committee direct Administration to formalize the Traffic Advisory Committee terms of reference through approval from the CAO.

Alternatives:

- That Committee direct Administration to present some revisions to the draft terms of reference; or
- That Committee direct Administration to discontinue work on this item and maintain current practices.

Background:

At the October 25, 2022 Organizational Meeting, in the context of the list of boards and committees discussion, Council directed Administration to return to a future Committee of the Whole with draft terms of reference for a Traffic Advisory Committee.

A Traffic Advisory Committee existed previously as a Council committee, which was established by bylaw. In 2019, Council passed the Traffic Advisory Committee Repeal Bylaw, formally disbanding the committee. The rationale for disbanding the committee in its previous form was that matters related to traffic control devices in the community are largely delegated to the CAO through the Traffic Safety Bylaw, and can be addressed administratively without requiring a formal Council committee. Although the now repealed Traffic Advisory Committee bylaw did not provide for a member of Council to sit on the committee, past practice was to appoint an elected official to the committee at organizational meeting each year.

Discussion:

Since the bylaw was formally repealed, matters relating to traffic safety in the Town of Jasper have been addressed directly through collaboration between the Operations Department and the Bylaw Enforcement Service. Items requiring approval from the CAO or from Council, as defined in the Traffic Safety Bylaw, have been advanced as such through regular approval channels.

Administration does see the benefit of formalizing terms of reference and regularizing this internal administrative group, and is presenting draft terms of reference attached to this report for information. Administration's recommendation is that this committee remain an internal committee of the Municipality of Jasper, where the CAO would be responsible for approving terms of reference. While the current informal process is working effectively, Administration recognizes that better outcomes could be achieved by formalizing the process.

Strategic Relevance:

- Environment
 - Increase opportunities for active transportation and transportation alternatives
- Organizational excellence
 - Entrust our staff to develop healthy relationships with the people they serve
 - Proactively plan and invest in the maintenance and management of our natural assets and built infrastructure
 - Ensure residents receive quality service that provides strong value for dollar
 - Pursue alternative revenue sources and equitable distribution of costs

Relevant Legislation:

- [Traffic Safety Bylaw \(#208\)](#)
- [Traffic Safety Act](#) (RSA 2000, cT-6)



DRAFT Traffic Advisory Committee Terms of Reference

1. Purpose & Responsibilities of the Committee

- 1.1. To consider matters related to traffic safety in the Town of Jasper, including:
 - 1.1.1. requests for changes, adjustments, additions or deletions to the system of traffic control devices, as may be presented for consideration from Council, to Council or through other municipal channels; and
 - 1.1.2. matters pertaining to transportation, roads and streets, traffic and pedestrian circulation, parking and other traffic and traffic regulatory issues.
- 1.2. To recommend changes or adjustments to the appropriate authority (Council or the CAO) as it considers appropriate.
- 1.3. To conduct periodic reviews of the municipal Traffic Safety Bylaw.
- 1.4. In decision-making the Committee shall consider, but is not limited to, the following:
 - 1.4.1. public safety;
 - 1.4.2. applicable federal and provincial legislation;
 - 1.4.3. applicable Municipality of Jasper bylaws;
 - 1.4.4. Council policies;
 - 1.4.5. the orderly and efficient circulation of vehicles and pedestrian in the Town; and
 - 1.4.6. the professional knowledge and experience of Committee members.

2. Chair

- 2.1. The chair of the Committee shall be the Director of Operations.
- 2.2. In the absence of the Director of Operations, or in the event that this position is not filled, the Director of Protective and Legislative Services shall serve as the chair of the Committee.
- 2.3. The chair shall preside during committee meetings, and shall:
 - 2.3.1. Schedule and arrange meetings;



- 2.3.2. Set and distribute agendas;
- 2.3.3. Maintain and distribute minutes;
- 2.3.4. Advance committee recommendations to the CAO or designate with respect to matters not requiring a Council decision;
- 2.3.5. Advance committee recommendations to Council on those matters requiring a Council decision.

3. Membership

- 3.1. The Traffic Advisory Committee shall have a membership as follows:
 - 3.1.1. Director of Operations, Municipality of Jasper
 - 3.1.2. Director of Protective and Legislative Services, Municipality of Jasper
 - 3.1.3. Operations Service Manager, Municipality of Jasper
 - 3.1.4. Manager of Licensing and Enforcement, Municipality of Jasper
- 3.2. The Fire Chief (Municipality of Jasper), the Commander of the Jasper Detachment of the Royal Canadian Mounted Police, and a representative from the ambulance service may serve as ex officio members of the Committee.
- 3.3. Non-members may be invited to participate in Committee deliberations, from time to time, when such person possesses a particular knowledge, skill or expertise that may assist the Committee.

4. Quorum and Voting

- 4.1. The quorum for the Traffic Advisory Committee shall be the majority of the members appointed, excluding ex officio members.
- 4.2. All Committee members will vote on all motions. Ex officio members do not have voting member privileges.

5. Meeting Frequency



5.1. At minimum, the committee will meet every three months, and may meet more frequently as required.

6. Terms of Reference

6.1. The Traffic Advisory Committee's Terms of Reference may only be approved and amended by the Chief Administrative Officer.

Dated at Jasper, Alberta this XX of XXXXX, 2023

CAO

AGENDA ITEM 7.5

REQUEST FOR DECISION

Subject: UpLIFT! Sponsorship Funding

From: Bill Given, Chief Administrative Officer

Prepared by: Christopher Read, Director of Community Development

Reviewed by: John Greathead, Director of Operations and Utilities
Natasha Malenchak, Director of Finance and Administration

Date: March 28, 2023



Recommendation:

- That Committee recommend Council approve the proposed funding for the Municipality to be a “Wall Co-Sponsor” and a “Paint Sponsor” in the amount of \$15,000.

Alternatives:

- That Committee recommend Council approve the proposed funding for the Municipality to be a “Wall Sponsor” in the amount of \$25,000; or
- That Committee recommend an amended motion that better meets Council’s vision.

Background:

In 2022 Council received a presentation from UpLIFT! mural festival asking for support of any kind for the 2023 festival. The support given in 2022 amounted to gift-in-kind support of approximately \$2,500 and was very well received by the festival organizers. In 2023, UpLIFT! has proposed a unique opportunity to work towards getting a municipally owned building mural. Administration has been working with UpLIFT! to find the best way to support this possibility, and has developed this proposal:

- A mural could be added to the large south-facing wall of the Activity Centre (facing the tennis courts);
- This would require the Municipality to enter into a “Wall Co-Sponsor” and “Paint Sponsor” arrangement, which is a \$15,000 request;
- The gift-in-kind support would repeat the same as last year.

Discussion:

Administration believes this mural opportunity meets many Council priorities and will add to the “welcoming appeal” of our facilities and our community. The funding we have sourced will ensure that the Municipality is an anchor sponsor of the event, and very likely ensure the artist chooses the Tennis Court Wall – very likely, but is dependent on total festival donations.

Council may wish to 100% guarantee the Municipality gets the Tennis Court Wall Mural that would require a larger donation of \$25,000. This would require Council to allocate the additional \$10,000 from a fund such as Council Major Project fund.

Strategic Relevance:

- Community Health:
 - Promote and enhance recreational and cultural opportunities and spaces.
 - Enable and facilitate events that provide opportunities to increase community connections.
 - Leverage and create opportunities for greater inclusion.
 - Recognize the fundamental importance of our tourism economy.
- Relationships
 - Communicate and engage with residents.
 - Welcome the expertise, innovation, creativity and commitment of community members, groups, associations, and businesses.
- Organizational Excellence
 - Ensure residents receive quality service that provides strong value for dollar.

Financial:

This level of support was not included in the final 2023 approved operating budget, however the funding model proposed would mean no change to the original budget request as these funds are in place and can be allocated in this way. Administration is proposing the following:

- reallocated as \$7,500 from the Communities in Bloom budget, which will leave enough to accomplish 2023 CIB goals, and
- reallocated \$7,500 as a Community and Economic Development grant.

Should Committee recommend a larger amount, Council will need to name the source of the additional funding.

Attachments:

- [UpLIFT! Festival sponsorship package](#)
- Artist bio and portfolio who is interested in the “tennis court wall” [Ola Volo](#).

MOTION ACTION LIST

SHORT TITLE	REQUESTED (DATE)	RESPONSIBLE (WHO)	COUNCIL MOTION (DESCRIPTION)	TARGET (DATE)
Community Conversations – Town Internet Access	August 23, 2022	Director of Finance & Administration	That Committee direct Administration to explore opportunities for town wide internet access.	March 2023
Fruit Trees on Municipal Property	August 23, 2022	CAO & Director of Operations	That Committee direct Administration to return to a future committee of the whole meeting with proposed alternatives on how to deal with fruit trees on municipal land.	March 2023
Traffic Advisory Committee Draft Terms of Reference	October 25, 2022	Director of Operations and Director of Protective & Legislative Services	That Council direct Administration to develop a draft Terms of Reference for a Traffic Advisory Committee and return to a future committee of the whole meeting.	March 2023
Provision of Services to Private Leaseholders at No Cost	November 1, 2022	Director of Operations	That Council direct Administration to bring the matter of the provision of services to private leaseholders at no cost back to the first Committee of the Whole meeting in April 2023.	April 2023
Clean Energy Improvement Program	December 13, 2022	Director of Operations and Director of Finance & Administration	That Committee direct Administration to work with Alberta Municipalities and develop the following and present them at a future committee of the whole meeting: • A Clean Energy Improvement Program business case for Jasper • Draft Clean Energy Improvement Tax bylaw	March 2023
Early Learning and Child Care Strategy	December 13, 2022	Director of Community Development	That Committee direct Administration to work with community stakeholders to develop a draft early learning and child care strategy for Jasper and return to a future Committee of the Whole meeting.	April 2023
JCHC Governance	January 10, 2023	CAO	That Committee direct Administration to begin the process of converting the Jasper Community Housing Corporation to a Municipally Controlled Corporation, by developing: 1. a draft business plan 2. a draft Unanimous Shareholder's Agreement	June 2023

West Central Airshed Society	February 7, 2023	Director of Operations	That Council receive the presentation by the West Central Airshed Society for information, and request that Administration prepare a report on the benefits to the Municipality of Jasper of membership in the West Central Airshed Society.	March 2023
Public Transportation Study and Action Plan	February 14, 2023	CAO	That Committee recommend Council receive the Transportation Strategy & Action Plan, excluding the appendices, for information, and; That Committee direct Administration begin the next steps identified in the Action Plan with a focus on: • Establishing a Fixed-Route Bus Service beginning in 2023 • Conducting a E-Bike Sharing Pilot Project in 2023	May 2023
Hakone, Japan Initiatives 2023	February 14, 2023	Director of Protective & Legislative Services	1. That Committee direct Administration to re-evaluate the High School Student Exchange Program and develop recommendations for Council's consideration for 2024 and beyond. 2. That Committee direct Administration to explore alternate delivery models for managing the Twinned Municipalities and Hospitality Committee and provide a recommendation at a future meeting. 3. That Committee direct Administration to return to a future Committee of the Whole meeting with additional information on timelines, costs, and invited delegation size for a delegation to Hakone, Japan in the fall of 2023.	April 2023
Communities in Bloom Committee	February 28, 2023	CAO & Director of Operations	Committee direct Administration to return to a future Committee of the Whole meeting with information on how membership in Communities in Bloom could be incorporated into our Operations department, without a separate external committee, drawing instead on the Community Conversations and the Jasper partnership for community input.	April 2023

Local Service Level Impacts for Victims of Non-Criminal Trauma	February 28, 2023	Director of Community Development	Committee receive this report for information and request that Administration return to a future Committee of the Whole meeting with a report on crisis intervention needs in Jasper.	September 2023
Senior Recreation All Access Pass	February 28, 2023	Director of Community Development	Committee direct Administration to bring forward a report providing options to granting free passes for seniors 75+ to begin in 2023.	April 2023
Paid Parking 2023	March 14, 2023	Director of Protective & Legislative Services and Director of Finance & Administration	That Committee direct Administration to modify the resident permit program to a one-time registration process (no on-street action required). That Committee direct Administration to develop a bulk purchase program for hotels with limited on-site parking.	March 2023
S-Block Parking 2023	March 14, 2023	Director of Protective & Legislative Services	That Committee direct Administration to revise the Storage Lots Bylaw to increase rental fees to \$450 annually, including a provision to provide a \$30 annual discount for electronic payments, and return to a regular meeting for first reading. That Committee direct Administration to develop a program for the S-Block parking lot where unused commercial stalls are made available to residents for winter seasonal vehicle storage, and summer seasonal and overnight paid parking. That Committee direct Administration to work towards standardizing practices in storage lots, including: • renewing leases with Parks Canada, • developing a maintenance plan with the Ops Department, and • bringing forward recommendations for capital upgrades in 2024.	May 2023
Resolutions for 2023 AB Munis	March 14, 2023	Director of Community Development and Director of	That Committee direct Administration to draft resolutions on the following items for the 2023 AB Munis to present at the next Legislative Committee meeting: • Victims of crime/trauma services • Rent control in Alberta	April 2023

		Protective & Legislative		
Jasper Hockey League	March 21, 2023	Director of Community Development	That Council receive the correspondence regarding the Jasper Hockey League conduct for information; and direct Administration to come back to a future Committee meeting with recommendations.	June 2023