

Municipality of Jasper  
**Committee of the Whole Meeting Agenda**  
August 11, 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](mailto: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. Presentations**

**7. Policy and Governance**

6.1 Public health update and concerns, Council discussion verbal

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

**8. Brief updates**

8.1 Reopening of the Activity Centre attachment

8.2 S-Block Paid Parking Fee Structure attachment

8.3 Commercial Cardboard attachment

8.4 Covid-19 Tax and Utility Deferral Update attachment

8.5 Municipal Stimulus Program (MSP) Update attachment

8.5 Draft Council Correspondence Policy attachment

8.6 Communications Coordinator attachment

8.7 Jasper Day Proclamation – Council item attachment

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**9. Correspondence for information, consideration or action**

9.1 Mandatory Masks – *These items were received after the deadline for the Aug. 4 agenda*

- |                       |            |
|-----------------------|------------|
| - Louise Jarry        | attachment |
| - Connie Tiesenhausen | attachment |
| - Betsy DeClercq      | attachment |

**10. Other new business**

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

**12. Upcoming events**

**Aug.18:** Council Strat Plan Committee meeting, Quorum Room, 9:30 am

**13. In Camera**

13.1 HR Matter: staffing – FOIP, S 24

**14. 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 28, 2020 | 9:30 am  
Quorum Room, Jasper Library and Cultural Centre

Virtual viewing and participation	Public viewing and public participation during Council meetings is through Zoom livestreaming.
Present	Mayor Richard Ireland, Deputy Mayor Bert Journault, Councillors Paul Butler, Helen Kelleher-Empey, Jenna McGrath and Rico Damota
Absent	Councillor Scott Wilson
Also present	Natasha Malenchak, Acting Chief Administrative Officer Christine Nadon, Legislative Services Manager Kayla Byrne, Legislative Services Coordinator Joanne McQuarrie, Fitzhugh 12 staff members and observers
Call to Order	Deputy Mayor Journault called the meeting to order at 9:30 am.
Approval of Agenda	MOTION by Councillor Kelleher-Empey to approve the agenda for July 28, 2020 as presented. <div>CARRIED</div>
Approval of Minutes	MOTION by Mayor Ireland to approve the minutes of the July 14, 2020 meeting as presented. <div>CARRIED</div>
Business arising	The S-Block parking fee structure is scheduled to return for decision at the August 4 meeting.
Public health update and concerns	Council discussed the current public health campaign, which is strongly recommending mask wearing in public places when keeping a two metre distance from others is not possible. Council indicated it would like Administration to research compulsory face covering options, including starting work on a draft bylaw for masks in outdoor public spaces.  Administration also noted a request for decision to increase custodial hours at public washrooms is scheduled for the August 4 meeting.
Council Strategic Priorities update	Council is scheduled to meet on August 18 to discuss its strategic priorities. It was also noted adding a 'strategic priorities' item on future committee of the whole agendas will allow Council to continue discussing this item without strategic priorities meetings. It was suggested councillors request that specific strategic priority items be added to agendas ahead of a meeting, allowing councillors time to prepare for discussions.
Direction on Follow-up Action List	Administration requested direction on the follow-up action list. It was suggested the meeting's chair should formally, without objection from Council, request that an item be added to the list. It was also suggested the list could be used for administration to seek

clarity from Council on items. Councillors inquired about the status of the Take the Pledge campaign, which was approved by Council to encourage mask wearing when physical distancing is difficult. Administration confirmed the campaign should be live in the next few days.

**Reopening of the Activity Centre** Councillors discussed a request to approve an additional net deficit of \$70,000 to reopen the Activity Centre starting September 21, 2020 with reduced hours. Councillors discussed alternative reopening dates, including a reopening date in alignment with the reopening of ice surfaces on November 1.

This item is scheduled for decision at the next regular meeting.

**Draft Council Correspondence Policy** Councillors suggested edits to the draft correspondence policy. Edits included adding a respectful workplace clause to the policy statement and a clause stating that correspondence items will be considered for the agenda package if the criteria in the policy is met. Councillors also suggested options for accepting correspondence, including accepting correspondence items by motion at regular meetings; Administration will research the legislation regarding this suggestion.

This item will return for notice at the next regular meeting.

**Correspondence: Domestic Animal Bylaw** Council received a letter regarding the Domestic Animal Bylaw.

**Fitness Centre** Council received a letter regarding the reopening of the Fitness Centre.

**Mandatory Masks** Council received a letter regarding mandatory mask wearing.

**Other new business** Councillors inquired about the possibility of continuing the extended sidewalk seating and retail area program for future seasons. Councillors noted a review of the program should be conducted in October, when the program concludes for the 2020 season.

Councillors also discussed current bylaws and enforcement pertaining to the use of sandwich boards on sidewalks. Councillors have received feedback from residents that physical distancing in the downtown core can be challenging due to obstacles like sandwich boards.

**Councillor Reports** Councillor Journault attended the Trans-Canada Yellowhead Highway Association's AGM.

Mayor Ireland is scheduled for a courtesy call with Philippine Consul General Zaldy Patron.

Councillor McGrath will attend an upcoming Community Conversations.

**Adjournment** MOTION by Mayor Ireland that, there being no further business, the meeting of July 28, 2020 be adjourned at 12:00 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; July 28, 2020; August 4, 2020; August 11, 2020

**Date – Decision:** August 18, 2020

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### 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. Hours of operation would be 12:00 noon to 8:00 pm, seven days a week.*

### Options:

- Direct Administration to prepare cost estimates for other specific reopening dates for the facility (figures for reopening before and after October 4, 2020 are available verbally, should council request);
- 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.

### User Group Access

As per direction from Council, given at the August 4, 2020 regular meeting, Administration contacted the Activity Centre's regular user groups to help determine a reopening date.

- The Gymnastics Club would like begin programming in October; the club would need facility access prior to starting their programming to set up equipment and establish their COVID-19 safety standards.
- Jasper Dance is aiming for October 19 to resume programming; masks will be mandatory in the studio.
- Jasper Curling Club (Dart Club) would like to start their season in mid-October, which is their typical season start time. Dart Club is not dependant on the curling ice being ready for use.
- Administration did not receive a response from Aikido.

### 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 had recommended that Council provide a decision on reopening the Activity Centre at the next August 4 regular meeting. Administration is now recommending that Council provide a decision at the August 18 regular meeting. 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.



## REQUEST FOR DECISION

**Subject:** S-Block Paid Parking Fee Structure

**From:** Mark Fercho, Chief Administrative Officer

**Prepared by:** Neil Jones, Licensing and Enforcement Manager  
Christine Nadon, Legislative Services Manager

**Date – Notice:** July 21, 2020

**Date – Discussion:** July 28, 2020; previously discussed on July 14, 2020; July 9 and July 16, 2019; and June 25, 2018

**Date – Decision:** August 4, 2020

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### Recommendation:

- That Council direct Administration to set the fee for a parking stall in the new S-Block parking lot at \$\_\_\_\_\_ per month.

### Options:

- Implement a monthly fee of \$150 for rental of a parking stall in the new S-Block parking lot, based on comparisons for similar services in other communities and to work towards cost recovery for the service (this is Administration recommendation);
- Consider a lower monthly rental fee per stall for the new S-Block parking lot if paid parking is not implemented downtown and in other municipally owned parking lots.
- Consider a higher monthly rental fee per stall for the new S-Block parking lot if paid parking is is implemented downtown and in other municipally owned parking lots.

### Background:

As presented and discussed at the July 14, 2020 committee of the whole meeting, the new S-Block municipal parking lot is nearing completion. The use for the new lot was designated by Council in July of 2019 as “designated parking for community members”. Council tasked Administration to provide a “reasonable” fee estimate for local businesses and residents to rent parking spaces in the new facility.

Administration’s recommendation at this time would be to implement a monthly fee of \$150 for users of the service, which breaks down to \$5 a day. The definition of “reasonable” is rather subjective, and must strike a balance between affordability and uptake by Jasper residents; and cost recovery for the service.

Administration compiled the following information to inform this decision:

- City of Kelowna Public Parking Lot Monthly fee: \$150
- City of Red Deer Public Parking Lot Monthly fee: \$110

- The surrounding Municipalities that posted their fees on line (Kelowna, Red Deer, Calgary & Edmonton) per hour parking lot fees: \$1.60 - \$3.50
- Municipality of Jasper Storage Lot Fees: \$306 per year, which equates to \$25 per month
- Operations Department assessment of \$450 per month to facilitate cost recovery on this facility

Administration recommends using Kelowna as a benchmark based on a model that considers both on-street parking fee structures and monthly dedicated parking. The following breakdown of cost is provided to support the reasoning behind Administration's recommendation.

- 10 hours a day, averaging the surrounding municipalities' per hour charges of \$1.60 - \$3.50 cost to \$2.55 per hour, Monday to Friday =  $(10 * \$2.55) * 5 \text{ days} = \$127.50$ ;
- Add to this the \$1 per hour for 20 hours over a weekend (standard fee in municipalities, although some do not charge for Sundays)  $\$127.50 + \$20 = \$147.50$  per week;
- This would result in a rental fee of \$639 per month, or \$7,670 per year. Going by these figures, the City of Kelowna gives a 76.53% discount for monthly block booking;
- This brings us to the Administration's recommendation of \$150 per month.

The information presented in this report is based on comparable services provided in other communities. Administration has not engaged with potential users of the service to determine whether this proposal is "reasonable" in their view.

Additional information and considerations regarding the Municipality of Jasper Traffic Bylaw (#195) governing parking of commercial vehicles in town:

- There are no sections in the bylaw that prohibit a normal commercial vehicle under 7.5 metres from parking in the town (unless signage otherwise states);
- Commercial vehicles over 7.5m in length (vehicle on its own or a combination of vehicle and trailer) are restricted to parking on public roads in town between 6am and 10pm (unless signage otherwise states);
- Buses can park in town between 6am – 10pm (unless signage otherwise states);
- Buses are allowed to park in the Central Business District outside of the Bus Only Zones for 10 minutes while actively loading or unloading (unless signage otherwise states);
- Un-rented rental vehicles are not allowed to park on a roadway in the town; and
- The Bylaw Enforcement Service actively monitors for unattached trailers or construction equipment parked on a public road in town in contravention of bylaws. When found, the Owner is contacted, a warning is given and they are instructed to apply for a permit or remove the equipment.

Answer to questions from the July 21, 2020 meeting:

- Definition of Commercial Vehicle (from Traffic Bylaw #195)
  - *Commercial Vehicle means a vehicle operated on a Highway by or on behalf of a person for the purpose of transporting goods or passengers, including but not limited to, transport trucks, delivery vehicles, passenger buses and taxis but does not include a private passenger vehicle;*
- What is the legislative process to implement user fees?
  - Council can set rates and fees by bylaw (e.g. utilities and storage lots) but the Municipality of Jasper also has a [Rates and Fees Bylaw](#), which authorizes the CAO to set, levy and collect rates for municipal services. The bylaw also provides Council the opportunity to set rates, which

would supersede any rates established by the CAO. Administration recommends that directing the CAO to establish fees by motion would be the most expedient and appropriate way to set fees for the new S-Block parking lot.

**Strategic Relevance:**

- Governance and Social Equity – Reinforce openness, transparency, and accountability; accountable and accessible government:
  - Seek out and pursue alternate sources of revenue; and
  - Allocate expenses equitably among and between taxpayers, service users and visitors.
- Economic Health and Fiscal Equity – Focused on sustaining community economic health and vitality, and committed to enhancing equity in fiscal management, Council will:
  - Maintain a commitment to asset management and the Asset Management Plan
  - Pursue equitable allocation of costs between the community and visitors and amount community ratepayers by expanding visitor user fees where feasible

**Relevant Legislation:**

- *Traffic Safety Act* (RSA 2000, cT-6)
- [Parking Authority Bylaw #196](#)
- [Traffic Safety Bylaw #195](#)

**Additional References:**

- Pages 10-12 of the [July 14, 2020 Committee of the Whole agenda](#), Request for Direction, S-Block Paid Parking



CONSULTANT - SUBCONSULTANT

SEAL / PERMIT:

CLIENT:

MUNICIPALITY OF JASPER

CLIENT REF.#

STAN WRIGHT PARKING LOT

[illegible]

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3	2020/06/19	CONSTRUCTION REVISION
2	2019/05/23	ISSUED FOR CONSTRUCTION
1	2019/05/01	ISSUED FOR TENDER

REVISION	DATE	DESCRIPTION
PROJECT NO: 191-04768-00		
SCALE: 1:250 (24 X 36)		
DESIGNED BY: D. LABOUCANE		
DRAWN BY: J. JOHNSTON		
CHECKED BY: M. STEFFLER		
PROJECT MANAGER: M. STEFFLER		
DISCIPLINE: <b>MUNICIPAL INFRASTRUCTURE</b>		

TITLE:

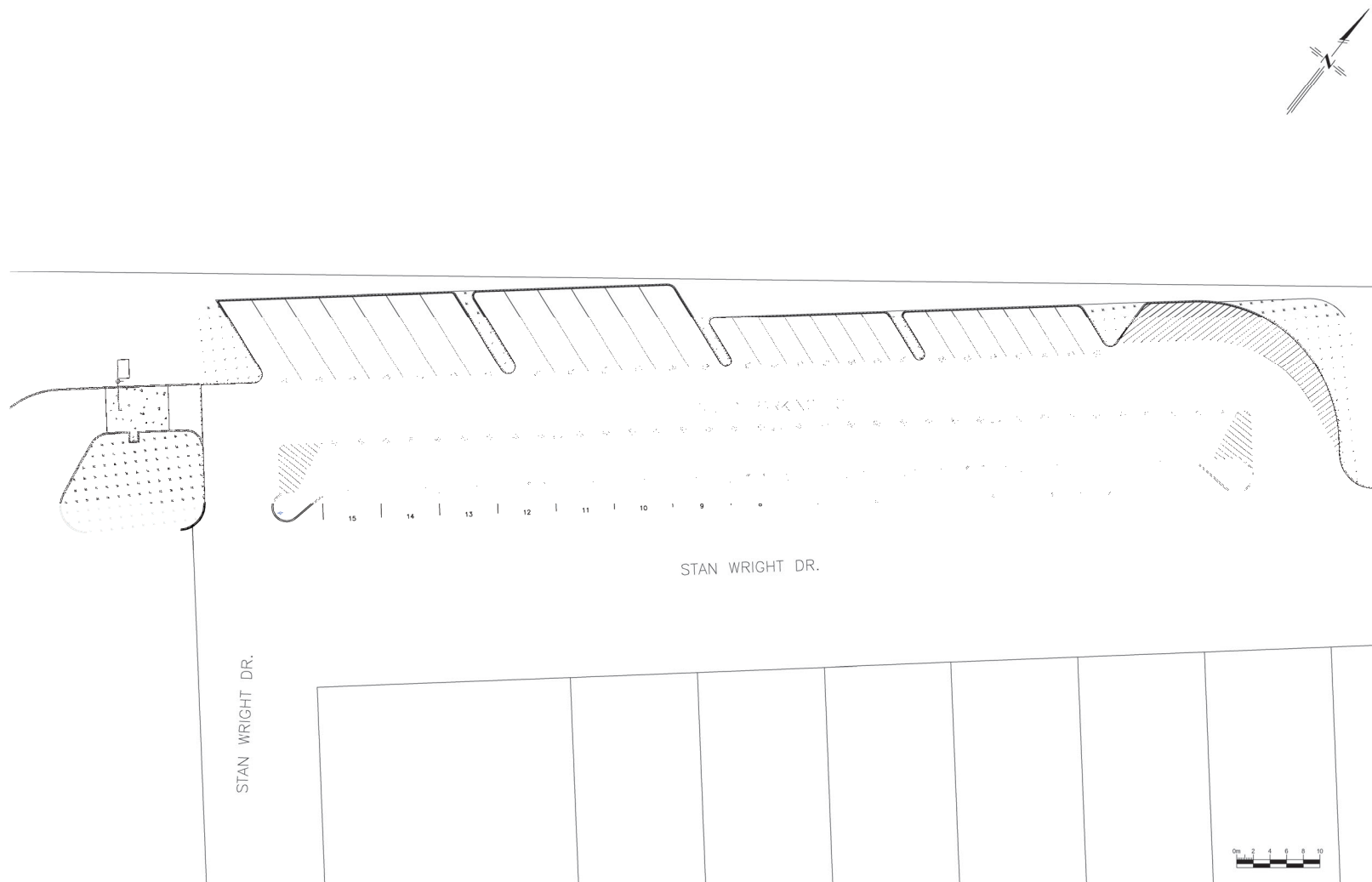
**PROPOSED PAINT LINE  
SITE PLAN**

DRAWING NO: 191-04768-00-01

SHEET NO: 01 OF 01

ISSUE: CONSTRUCTION REVISION

DATE OF: 2020/06/19





## REQUEST FOR DECISION

**Subject:** Commercial Cardboard

**Presented by:** Mark Fercho, CAO

**Prepared by:** John Greathead, Director of Operations

**Reviewed by:** Natasha Malenchak Director of Finance and Administration  
Operations Managers: Gordon Hutton, Vidal Michaud, Laurent Bolduc  
Greg Van Tighem, Director of Protective Services

**Date – Discussion:** August 11, 2020

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### Recommendation:

- That Council discuss the service levels, policy and cost implications of making changes to the Commercial Cardboard program in the Operations Department.

### Options:

- Require all commercial cardboard to be flattened or service will be refused;
- Charge full costs to businesses for pick-up and flattening of cardboard;
- Suspend the pick-up service, and revert to original intent of only accepting delivery at the Operations yard;
- Require businesses to have a Haul-All compatible cardboard bin;
- Significantly increase the Recycling Fees to businesses, as they are charged as single unit residential sites now;
- Offer a rebate or rate reduction to those businesses that have a bin or flattened baled material; and/or
- Require or incentivize businesses to adopt a zero-waste management program before issuing a business license for 2021.

### Background:

The Commercial Cardboard pick up service has reached a point where the Operations Department is requiring some changes to this program.

Originally, the intent of the Commercial Cardboard service was that businesses could deliver their cardboard to the Environmental Services Building during work hours, and that material would be baled, stored and then shipped out for recycling processing. Since the inception of the program the expectations have increased to include pick up, and business support has drastically decreased whereas almost none of the businesses are flattening the cardboard.



Our Operators are now required to attend these businesses to pick up the cardboard, breaking down the boxes so the trucks can carry a reasonable amount, then drop off the load to be baled. Our trucks do not have built in compactors, therefore the efficiency of this program is very minimal.

There are numerous concerns with program in its current state including:

- Many staff hours are spent providing this service, but Commercial users pay the same rate as residential customers. Each piece of material has to be hand-picked by municipal staff.
- The accumulation in alleyways IS a fire hazard, has been a point of concern for the Fire Department, and is against all FireSmart Principles.
- Operators may spend more than 15 minutes collecting and flattening cardboard per business.
- Cardboard recycling is not cost recoverable given the current trends and markets.
- Cardboard is often heaped against a garbage bin, requiring staff involvement and delay to move cardboard before tipping the garbage bin.
- Loose material often becomes windborne and scatters through the community.

Requiring businesses to flatten commercial cardboard and store it in a tidy manner in order to receive pick-up would be a basic first step in improving practices. We would need to inform businesses what the expectation is, and give a 14-day grace period for businesses to adapt to new requirement. Other options, as listed earlier in this report, should be considered by Council to help determine what an acceptable and fiscally responsible service level would be moving forward.

**Strategic Relevance:**

- Mission – deliver municipal service levels effectively, efficiently and affordably
- Environmental Responsibility – Review municipal operations, services and facilities to identify and integrate, where feasible, best environmental stewardship values and practices

**Financial:**

- To be determined.



## INFORMATION REPORT

**Subject:** COVID-19 Tax and Utility Deferral Update

**From:** Mark Fercho, Chief Administrative Officer

**Prepared by:** Natasha Malenchak, Director of Finance and Administration

**Reviewed by:** Christine Nadon, Legislative Services Manager

**Date – Discussion:** August 11, 2020

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### Recommendation:

- That Council review and consider the information presented in this report on deferred tax and utility payments and current outstanding amounts.

### Background:

#### March 24, 2020 Council Meeting

Administration requested that Council consider parameters that could be implemented for the purpose of property tax deferrals, and provide direction to Administration to start preparing the necessary legislative documents to enact a property tax deferral program. Councillors noted their interest in having tax deferrals apply to both residential and commercial properties and a deferral for the payment of utility bills; it was suggested deferrals not have an application process; and suggested a two-month deferral for taxes from the original due date with the potential of a floating interest rate.

#### March 31, 2020 Council Meeting

Municipal Property Tax Deferrals #81/20 MOTION by Councillor McGrath – BE IT RESOLVED that Council direct Administration to defer applying any penalties on both residential and nonresidential property taxes until September 1, 2020. FOR 7 Councillors, AGAINST 0 Councillors, CARRIED

This item will be further discussed as warranted.

Municipal Utility Payment Deferrals #82/20 MOTION by Councillor Butler – BE IT RESOLVED that Council direct Administration to defer applying any penalties on any service account between now and September 1, 2020. FOR 7 Councillors, AGAINST 0 Councillors, CARRIED

#### July 29, 2020 Update/2019 Comparison:

- Three (3) Residential account holders have asked for utility deferrals on pre-authorized payments. Fifteen (15) have registered for preauthorized payments since the start of COVID.
- Two (2) non-residential requests for deferral of preauthorized tax withdrawal were received. One has since re-registered and the other has indicated to return to pre-authorization for Sept 1<sup>st</sup>.
- More than 40 have since signed up for e-billing.

- Many property owners have paid the full amount of their tax bill on or just before the due date (July 15<sup>th</sup>). Since the due date for taxes has changed to September 1 for 2020, the numbers presented in the table below do not present a complete picture. Updated numbers will be presented to Council after the 2020 deadline has passed.

### Outstanding Taxes

All Taxes Levied	Outstanding as at	Outstanding \$	Outstanding %	Residential Outstanding	%	Non-Res Outstanding	%
13,068,936	29-Jul-19	2,004,184	15%	522,589	26%	1,481,595	74%
12,419,226	29-Jul-20	6,928,731	56%	1,046,411	15%	5,882,320	85%

### Outstanding Utilities

All Utilities Levied	Outstanding as at	Outstanding \$	Outstanding %
1,955,411	29-Jul-19	515,514	26%
1,779,428	29-Jul-20	458,393	26%

### Communications:

- Report update will be presented at the September 8<sup>th</sup> Regular meeting.



## INFORMATION REPORT

**Subject:** Municipal Stimulus Program (MSP) Update

**Presented by:** Mark Fercho, Chief Administrative Officer

**Prepared by:** Natasha Malenchak, Director of Finance and Administration

**Reviewed by:** Christine Nadon, Legislative Services Manager

**Date – Discussion:** August 11, 2020

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### Recommendation:

- That Council review and consider the information presented in this report on the MSP grant.

### Background:

- The Government of Alberta is providing additional capital infrastructure funding to municipalities and Metis Settlements to:
  - sustain and create local jobs
  - enhance provincial competitiveness and productivity
  - position communities to participate in future economic growth
  - reduce municipal red tape to promote job-creating private sector investment
  - Municipalities will be required to commit to taking concrete actions to reduce red tape and encourage private sector investment
- Project eligibility will be similar to the Municipal Sustainability Initiative (MSI), with modifications to ensure projects meet stimulus program objectives. Eligible project categories include:
  - Roads, bridges
  - water and wastewater systems
  - public transit, health and welfare
  - recreation, libraries, etc.
- Project applications should include sufficient information to determine project eligibility and must include an attestation that the projects would not go ahead this year or next year in the absence of support through the MSP. Municipalities must also attest that the project will not result in municipal tax increases, whether through a municipal contribution to the construction of the project or through increased operating costs associated with the resulting capital asset. Municipalities may be asked to demonstrate how they intend to fund a municipal contribution to the project, or how they will support operating expenses associated with the resulting capital asset. These must be funded through means.
- The allocated amounts represent the maximum funding available to municipalities through the MSP. Municipalities must commit their funding allocation to project(s) by October 1, 2020, or risk losing access to

their allocation. Municipalities must also spend all allocated funding on accepted project(s) by December 31, 2021.

- Funding will be distributed on a per capita basis with a \$50,000 minimum funding amount for municipalities with smaller populations; it is the same formula as used by Federal Gas Tax Program
- Jasper has been allocated \$545,609
- Payment allocation is based on the yearly cash flow requirement of the project.

**Follow up:**

Director of Finance to meet with Administration to put plan into action to have application(s) in place by the required deadline.

**Communications:** n/a

**Attachments:**

Jasper MSP Allocation

Municipality	Allocated MSP Funding
VULCAN COUNTY	\$473,574
WAINWRIGHT NO. 61, M.D. OF	\$532,415
WARNER NO. 5, COUNTY OF	\$469,176
WESTLOCK COUNTY	\$858,235
WETASKIWIN NO. 10, COUNTY OF	\$1,329,075
WHEATLAND COUNTY	\$1,044,622
WILLOW CREEK NO. 26, M.D. OF	\$663,884
WOODLANDS COUNTY	\$565,104
YELLOWHEAD COUNTY	\$1,306,966
I.D. NO. 04 (WATERTON)	\$60,980
I.D. NO. 09 (BANFF)	\$122,197
KANANASKIS IMPROVEMENT DISTRICT	\$50,000
SPECIAL AREAS (2, 3 AND 4)	\$497,348
<b>Specialized Municipalities</b>	
CROWSNEST PASS, MUNICIPALITY OF	\$707,064
JASPER, MUNICIPALITY OF	\$545,609
LAC LA BICHE COUNTY	\$1,145,423
MACKENZIE COUNTY	\$1,487,290
STRATHCONA COUNTY	\$11,694,461
WOOD BUFFALO, REGIONAL MUNICIPALITY OF	\$13,276,133
<b>Metis Settlements</b>	
BUFFALO LAKE	\$84,991
EAST PRAIRIE	\$69,657
ELIZABETH	\$76,552
FISHING LAKE	\$70,727
GIFT LAKE	\$106,031
KIKINO	\$121,009
PADDLE PRAIRIE	\$68,587
PEAVINE	\$71,916
<b>Redwood Meadows</b>	
REDWOOD MEADOWS	\$128,379

**Notes:**

1. MSP funding is allocated on a per capita basis, according to the 2019 Municipal Affairs Population List.

Municipalities with smaller populations are allocated a minimum allocation of \$50,000, with the exception of summer villages, which are allocated a base allocation of \$5,000, in addition to the per capita amount.

2. In accordance with the Minister's discretion, Improvement District No. 12 (Jasper National Park), Improvement District No. 13 (Elk Island), Improvement District No. 24 (Wood Buffalo), Improvement District No. 25 (Willmore Wilderness), and Improvement District No. 349 have been excluded from the MSP funding allocation model.

**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 **considered for inclusion** 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;
- Be sent to the Mayor's Office or be sent to all individual Council members;
- **Present factually accurate information; and**
- **Be respectful and polite.**

## **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.

**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](mailto:info@town.jasper.ab.ca);
- emailing all individual Council members; or
- submitting a Feedback Form on the municipal website ([www.jasper-alberta.com/feedback](http://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; and/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.



## REQUEST FOR DIRECTION

**Subject:** Communications Coordinator

**Presented by:** Mark Fercho, CAO

**Prepared by:** Christine Nadon, Legislative Services Manager  
Martha Fleming, Human Resources Manager

**Date – Discussion:** August 11, 2020

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### **Recommendation:**

- That Council discuss the service levels and resource allocation required to provide corporate communications services for the Municipality of Jasper.

### **Background:**

Since the beginning of the pandemic in March 2020, the Municipality of Jasper has become active on social media through a municipal Facebook page and generally more active in communicating with residents and visitors. This change in service level was accommodated on a temporary basis to meet the needs of the pandemic, and has changed the service levels residents now expect from the Municipality in terms of communications.

Responsibility for communications on behalf of the corporation rests with the Legislative Services department, which has limited resources to dedicate to the day-to-day tasks required to maintain service levels, mostly in relation to social media, but also in the areas of graphic design (web and print), branding, messaging and general interactions with the community. In order to meet the service demands during the pandemic, the Community and Family Services Communications Specialist has been working directly with the Legislative Services team to accomplish those tasks. This arrangement has yielded good results but has also added undue stress and workload to both the Community and Family Services and the Legislative Services teams.

In order to continue to meet the current service levels and to provide adequate resources to meet Council's strategic priorities in relation to communications, Administration is proposing the creation of a permanent, full time Communications Coordinator position in the Legislative Services department. The creation of a strategic communications plan will require resources to implement strategies. There are also several communications projects that are currently on hold for lack of resources. A dedicated communications position would also allow the Legislative Services Manager and Coordinator to attend to other key legislative duties such as Council support, policy and bylaw development, and records management.

### Possible job outline for a Communications Coordinator position (Full time continuous union position):

The Communications Coordinator is to provide communications expertise and support the development, delivery and implementation of internal and external communication strategies and initiatives for the Municipality of Jasper.



This includes media relations, social media development and production, coordination of website content and design, public relations messaging using traditional and social media, special notices, print materials, advertising and public engagement.

Through strategic messaging this person will create and maintain positive associations with the public and mass media for the organization and develop and maintain a strong presence within the community, ensuring that employees, business community and residents are well informed of our policies, programs and services.

He/she will provide proactive issues management through the identification of emerging issues and development of effective and timely responses; working with all departments and Council to realize a consistent visual identity across all programs and communications projects.

#### **Strategic Relevance:**

- Positive, collaborative relationships and clear communications;
- Governance and Social Equity
  - Improve communication and information sharing with the community through the development and implementation of a strategic communications plan.
- Organizational Health
  - Foster enhanced Council-Staff relationships by confirming mutual expectations and striving for equity in process and support between and among departments.
- Environmental Responsibility
  - Improve communication, awareness and use of municipal waste services and programs.
- Public and Community Safety
  - Continue to build a local emergency communications program.

#### **Financial:**

- The intent of this report is to give Council the opportunity to discuss and debate the merits of creating a corporate Communications Coordinator position. Administration can provide financial information as requested by Council, in the context of limited access to funding during the pandemic and potential external funding becoming available. The creation of a new position in 2020 would require an additional net deficit to fund the position for the rest of the year, and a commitment to continue funding the position as part of the 2021 (and beyond) operating budget.

**Policy Title:** PROCLAMATION, LETTER OF SUPPORT AND  
FLAG RAISING REQUEST POLICY

**Policy #:** F-012

**Effective Date:** July 17, 2018

**Date adopted by Council:** July 17, 2018



## **POLICY**

Council may authorize requests for proclamations, letters of support and flag raisings at municipal facilities. The sponsoring agency must be a not-for-profit organization located or having a presence within the municipality.

Requests should meet at least one of the following criteria:

- The cause be one of national or international significance and be brought forward and endorsed by a citizen of the Municipality of Jasper;
- The cause be one of benefit to the community; or
- The cause be an initiative of the Municipality of Jasper.

Requests must align with Council's strategic priorities and Council policies. Requests may be denied for any reason deemed sufficient by Council.

## **PURPOSE**

This policy is intended to guide Council and provide consistency in how requests for proclamations, letters of support and flag raisings at municipal facilities are handled.

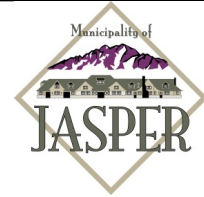
**Policy Title:** PROCLAMATION, LETTER OF SUPPORT AND  
FLAG RAISING REQUEST POLICY

**Policy #:** F-012

**ADMINISTRATIVE PROCEDURES**

**Effective Date:** July 17, 2018

**Date approved by the CAO:** July 17, 2018



**SCOPE**

These procedures shall apply to all requests received by the Municipality of Jasper for proclamations, letters of support and flag raisings at municipal facilities.

**GENERAL**

Regular Council meetings are held on the first and third Tuesday of each month.

Requestors must indicate whether they wish to appear before Council to present their request. No person shall address Council for more than three (3) minutes, exclusive of the time required to answer questions, unless and to the extent allowed by a motion approved by Council.

**PROCLAMATIONS**

Requests for proclamations must be in writing and received at least six (6) days prior to the applicable regular Council meeting at which the request will go forward. Requests can be made to the Legislative Services Department. Council must approve proclamations by motion.

All requests for proclamations must contain a draft copy of the wording of the proclamation. The Municipality of Jasper may revise the wording of the proclamation at the request of Council.

Organizations may only request one (1) proclamation annually.

Once approved, the proclamation will be posted on the Municipality of Jasper's website. All other advertising, publicity or media coverage is the responsibility of the organization or person requesting the proclamation.

**LETTERS OF SUPPORT**

All requests for letters of support must be made in writing and received at least six (6) days prior to the applicable Council meeting at which the request will go forward, and fourteen (14) days prior to the date the requestor requires the letter. The request can be made to the Legislative Services Department.

Requests for letters of support must provide details regarding the project or grant being applied for and the amount of the grant (if applicable), contact information of who the letter should be addressed to, and background information on the organization requesting the letter. A draft copy of the letter of support should be provided to include in the Council agenda package.

Council may direct Administration to proceed with providing a letter of support at a committee of the whole meeting or regular meeting, without passing a motion. Once Council has supported the request in principle, the Mayor, Deputy Mayor or Acting Mayor must review and sign the letter of support on behalf of the Municipality of Jasper.

**Policy Title:** PROCLAMATION, LETTER OF SUPPORT AND  
FLAG RAISING REQUEST POLICY

**Policy #:** F-012

**ADMINISTRATIVE PROCEDURES**

**Effective Date:** July 17, 2018

**Date approved by the CAO:** July 17, 2018



Once approved and signed, the letter of support will be provided to the requesting organization who is then responsible for forwarding the letter to the appropriate organization.

**REQUESTS TO RAISE FLAGS AT MUNICIPAL FACILITIES**

Requests to raise flags at municipal facilities must be made in writing and received at least six (6) days prior to the applicable regular Council meeting at which the request will go forward. The request can be made to the Legislative Services Department. Council must approve flag raising requests by motion.

In the event multiple requests are received for the same day, the first request received by the Municipality of Jasper shall be considered first by Council.

**From:** [Kayla Byrne](#)  
**To:** [Kayla Byrne](#)  
**Subject:** RE: Mandatory mask covering please  
**Date:** Friday, August 07, 2020 3:40:57 PM

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**From:** Greg And Louise <[REDACTED]>  
**Date:** July 31, 2020 at 10:54:24 AM MDT  
**To:** [cnadin@town.jasper.ab.ca](mailto:cnadin@town.jasper.ab.ca)  
**Cc:** [rireland@town.jasper.ab.ca](mailto:rireland@town.jasper.ab.ca), [rdamota@town.jasper.ab.ca](mailto:rdamota@town.jasper.ab.ca)  
**Subject:** Mandatory mask covering please

Dear Mayor & Council,

We have worked hard to get where we are. Visitors coming to our town should respect us and to show it, they should wear a mask. Locals and visitors, together could prevent an outbreak and possibly a lockdown.

As a concerned resident of Jasper, I stand to support making masks mandatory in the downtown core (400-600 blocks of Patricia and Connaught street) and in all public buildings. I believe every resident and visitor to JNP has an important role to play in the prevention of covid in not just our community but every community.

Covid has impacted every aspect of our lives. It is evident that virus droplets can be spread not only by coughing and sneezing, but also by simply talking. Researchers and doctors have said that

Wearing a mask or face covering is the simplest most effective method in slowing the spread of covid. It is something that many of us can do, and in my opinion should do to protect our community. This will not only protect the health and well being of our residents but also the health and well being of our economy.

I am thankful for the efforts put forward by the residents and business owners in JNP and their hard work implementing new safety procedures to keep our employees, residents and visitors safe.

Although it is great that the majority of restaurants and stores are sanitizing equipment and trying to ensure social/physical distancing I believe more can be done.

As the summer progresses and we see more and more visitors in Jasper, we increase the number of contacts each person has with others and overall have an elevated risk to contract covid.

It is critical that we continue to take efforts to control the spread of covid and work to prevent a second outbreak of cases in Jasper.

Other communities across the country have already mandated masks or face coverings. Some of these places have chosen not to "police" compliance but denied entry or services if individuals are not wearing a mask. Let's make this our new socially acceptable standard in Jasper.

Thank you for considering our comments.  
Sincerely,

Louise Jarry

Sent from my iPhone

**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [info](#); [Kayla Byrne](#)  
**Subject:** Online Form Submittal: Feedback Form  
**Date:** Friday, July 31, 2020 2:39:21 PM

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## Feedback Form

### Public Information Notice

*Feedback received by email may be considered as a public document and could be published in a public Council meeting agenda package, available on the website.*

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Your Full Name	Connie Tiesenhausen
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Physical address	██████████
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Your Email Address	████████████████████
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Addressed to	Mayor & Council
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Subject	Mandatory Masks
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Comments	Dear Mayor and Council:
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First, I very much appreciate the decision to broadcast the council and committee meetings for residents to keep up to date on what is happening in our community. Further that they are then archived and available to watch on YouTube afterwards.

The mandatory mask question has become a topic of all recent meetings and I do understand the dilemma you are faced with by mandating them. Although the public awareness campaign has been moving forward, it has had a minimal effect on the number of masks being worn in the business sector.

I would kindly ask that you reconsider making them mandatory inside all buildings and where physical distancing is not possible such as on crowded streets and public gathering spaces.

In closing, I thank each and every one of you for the hard work and commitment to service.

Kind regards,

Connie Tiesenhausen

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Email not displaying correctly? [View it in your browser.](#)

**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [info](#); [Kayla Byrne](#)  
**Subject:** Online Form Submittal: Feedback Form  
**Date:** Wednesday, July 29, 2020 3:41:27 PM

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## Feedback Form

### Public Information Notice

*Feedback received by email may be considered as a public document and could be published in a public Council meeting agenda package, available on the website.*

Your Full Name	Betsy DeClercq
Physical address	[REDACTED]
Your Email Address	[REDACTED]
Addressed to	Mayor & Council
Subject	Mandatory Masks
Comments	<p>Thank you for encouraging our resident community and our tourists to wear masks in our downtown core. Unfortunately the tourists don't seem to be getting and/or heeding the messages. Please make mask wearing mandatory in our downtown core. It is your responsibility to protect all residents in Jasper. August will be a crucial time in our community. To continue to keep our Covid causes low, to enable a safe return to schools for our youth, to enable our community services, agencies and businesses to stay open and to alleviate the anxiety of our senior citizens please make mask wearing mandatory.</p> <p>Sincerely, Betsy DeClercq</p>

Email not displaying correctly? [View it in your browser.](#)

## FOLLOW-UP ACTION LIST (FUAL)

Date: \_\_\_\_\_

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