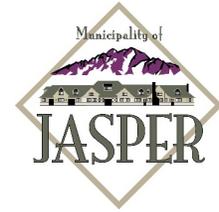


MUNICIPALITY OF JASPER  
**REGULAR COUNCIL MEETING AGENDA**  
Date: March 17, 2020 | Time: 1:30 p.m.  
Place: Quorum Room, Jasper Library and Cultural Centre



- 1 CALL TO ORDER**
- 2 APPROVAL OF AGENDA**  
2.1 Regular meeting agenda, March 17, 2020 attachment
- 3 APPROVAL OF MINUTES**  
3.1 Regular meeting minutes, March 3, 2020 attachment
- 4 PRESENTATIONS**  
4.1 Alberta Bilingual Municipalities Association – *Étienne Alary* attachment
- 5 BUSINESS ARISING FROM PREVIOUS MINUTES**
- 6 DEPARTMENT REPORTS**  
6.1 Culture and Recreation attachment
- 7 BYLAWS**  
7.1 Bylaw Summary attachment
- 8 REQUESTS FOR DECISION**  
8.1 Notice: 2020 Operating budget attachment  
8.2 RFD: Intermunicipal Collaboration Framework (ICF) – waiver of notice attachment
- 9 INFORMATION UPDATES**  
9.1 Coronavirus (COVID-19) information for Jasper attachment
- 10 CORRESPONDENCE FOR INFORMATION, CONSIDERATION OR ACTION**  
10.1 Covid-19 – *Niki Wilson* attachment  
10.2 Invitation to Parks Canada: Discussion on Private Home Accommodations attachment
- 11 OTHER NEW BUSINESS**
- 12 COUNCILLOR REPORTS**
- 13 UPCOMING EVENTS**  
March 17: Strategic Priorities meeting, Council meeting room, 9:30 am  
March 18: NETMA, Ember’s, 5-7 pm  
March 23: Meet with the Assessor, Jasper Activity Centre, 12-2 pm or 4-6 pm  
April 7: JNP Annual Public Forum, Sawridge, 7 pm
- 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  
**Regular Council Meeting Minutes**  
Tuesday, March 3, 2020 | 1:30 p.m.  
Quorum Room, Jasper Library and Cultural Centre

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

Absent Councillors Jenna McGrath and Rico Damota

Also present Christine Nadon, Legislative Services Manager  
Kayla Byrne, Legislative Services Coordinator  
Natasha Malenchak, Director of Finance and Administration  
John Greathead, Director of Operations / Acting CAO  
Greg Van Tighem, Director of Protective Services  
Beth LeBlanc, Community Outreach Services Manager  
Kathleen Waxer, Director of Community and Family Services  
Lisa Daniel, Childcare Services Manager  
Marianne Garrah, Habitat for the Arts  
Pattie Pavlov, Jasper Park Chamber of Commerce  
Fuchsia Dragon, Fitzhugh

Call to order Mayor Ireland called the meeting to order at 1:30 pm.

Additions & Deletions to the Agenda #53/20 MOTION by Councillor Wilson – BE IT RESOLVED that Council delete item 9.3 Property Tax Receivable from today’s agenda and add item 13.1 In Camera: Legal Matter.

FOR	AGAINST	
5 Councillors	0 Councillors	CARRIED

Approval of agenda #54/20 MOTION by Councillor Butler – BE IT RESOLVED that Council approve the agenda for the regular meeting of March 3, 2020 as amended.

FOR	AGAINST	
5 Councillors	0 Councillors	CARRIED

Approval of regular minutes #55/20 MOTION by Councillor Journault – BE IT RESOLVED that Council approve the minutes of the February 18, 2020 regular Council meeting as presented.

FOR	AGAINST	
5 Councillors	0 Councillors	CARRIED

Habitat for the Arts Budget Request Follow-up Ms. Garrah presented information on Habitat for the Arts’ 2019 programs, finances and future initiatives. The organization is requesting \$35,000 to help pay its outstanding rent debts.

Councillors asked clarifying questions.

Protective Services Report	<p>The Director of Protective Services presented a departmental report, highlighting department responses, fire inspections and recent meetings. Mr. Van Tighem also noted he is working with the CFS department to update the town’s emergency, evacuation and pandemic plans.</p> <p>Councillors indicated they would like to see updates from bylaw services included in the Protective Services department reports.</p>						
Operations Report	<p>The Director of Operations presented a departmental report, highlighting department updates and ongoing and completed capital projects.</p> <p>Councillors asked clarifying questions and requested that Administration work on developing a funding model and a plan for utilities reserves, to be discussed at a future meeting.</p>						
Request for Direction: CFS 2020 Operating Budget	<p>Administration noted adjustments to the CFS operating budget and inquired if Council needs any more information prior to making a decision on the overall 2020 operating budget.</p> <p>Councillors asked clarifying questions regarding Emergency Social Services and decreases and increases to CFS funding from external resources.</p>						
Bylaw Summary	<p>Council received a list of bylaws currently in force and those in various stages of readings.</p>						
Recess	<p>Mayor Ireland called a recess from 3:13 pm until 3:21 pm.</p>						
RFD: Operations Services review #56/20	<p>MOTION by Councillor Butler – BE IT RESOLVED that Council approve, in principle, the addition of the Operations Services Review to the 2020 capital budget for a total maximum budgeted expenditure of \$120,000, subject to Administration returning with an RFP for discussion and no expenditure of funds without further Council approval.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">FOR</td> <td style="width: 33%;">AGAINST</td> <td style="width: 33%;"></td> </tr> <tr> <td>5 Councillors</td> <td>0 Councillors</td> <td style="text-align: right;">CARRIED</td> </tr> </table>	FOR	AGAINST		5 Councillors	0 Councillors	CARRIED
FOR	AGAINST						
5 Councillors	0 Councillors	CARRIED					
RFD: Aerway aerator #57/20	<p>MOTION by Councillor Butler – BE IT RESOLVED that Council approve the addition of an aerway aerator to the 2020 capital budget for a total budgeted expenditure of \$13,000.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">FOR</td> <td style="width: 33%;">AGAINST</td> <td style="width: 33%;"></td> </tr> <tr> <td>5 Councillors</td> <td>0 Councillors</td> <td style="text-align: right;">CARRIED</td> </tr> </table>	FOR	AGAINST		5 Councillors	0 Councillors	CARRIED
FOR	AGAINST						
5 Councillors	0 Councillors	CARRIED					
RFD: Over seeder #58/20	<p>MOTION by Councillor Wilson – BE IT RESOLVED that Council approve the addition of an over seeder to the 2020 capital budget for a total budgeted expenditure of \$8,200.</p>						

	FOR 5 Councillors	AGAINST 0 Councillors	CARRIED
RFD: Pick-up truck #59/20	MOTION by Councillor Journault – BE IT RESOLVED that Council approve the addition of a pick-up truck to the 2020 capital budget for a total budgeted expenditure of \$60,000.		
	FOR 5 Councillors	AGAINST 0 Councillors	CARRIED
RFD: Disposal of Asset (Gravel) #60/20	MOTION by Councillor Kelleher-Empy – BE IT RESOLVED that Council direct Administration to write off an asset value of \$40,133.31 pertaining to the gravel stock pile at the Marmot Pit.		
	FOR 5 Councillors	AGAINST 0 Councillors	CARRIED
Correspondence: 2020 Provincial Budget	Council received highlights regarding the 2020 provincial budget.		
Requests for Consideration	The Jasper Park Chamber of Commerce (JPCC) requested updates on various municipal matters. Mrs. Pavlov noted many updates were provided at today's meeting, but requested more information on taxi service operations and requested Council representation at an upcoming JPCC event.		
New Business	Councillor Kelleher-Empy requested that the Human Resources Committee meet in the near future.		
	Councillor Wilson requested that Administration invite representatives from Parks Canada to discuss updated interpretations of private home accommodation regulations. This will return for further discussion at a committee of the whole meeting.		
Councillor Reports	Mayor Ireland and Councillor Wilson attended a West Yellowhead Waste Management Authority meeting.		
	Mayor Ireland gave opening remarks at the 2020 Alberta and Northwest Territories Lifeguard Emergency Response Championships.		
Upcoming Events	Council received a list of upcoming events.		
In Camera #61/20	MOTION by Councillor Kelleher-Empy – BE IT RESOLVED that Council move in camera at 4:58 pm.		
	FOR 5 Councillors	AGAINST 0 Councillors	CARRIED

Councillor Wilson Councillor Wilson left the meeting at 4:58 pm.

Revert to public meeting #63/20 MOTION by Councillor Kelleher-Empey – BE IT RESOLVED that Council move out of camera at 5:25 pm.

FOR	AGAINST	
4 Councillors	0 Councillors	CARRIED

Adjournment #64/20 MOTION by Councillor Butler – BE IT RESOLVED that, there being no further business, the regular meeting of March 3, 2020 be adjourned at 5:26 pm.

FOR	AGAINST	
4 Councillors	0 Councillors	CARRIED

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Mayor

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Chief Administrative Officer

**ALBERTA  
BILINGUAL  
MUNICIPALITIES  
ASSOCIATION**



**ASSOCIATION  
BILINGUE DES  
MUNICIPALITÉS DE  
L'ALBERTA**



# Vision and Mission

- To **unite municipalities** that have or are interested in promoting their **economic prosperity through bilingualism** (official languages of ABMA).
- Foster collaboration among member municipalities around common goals for **economic growth** in their respective regions.

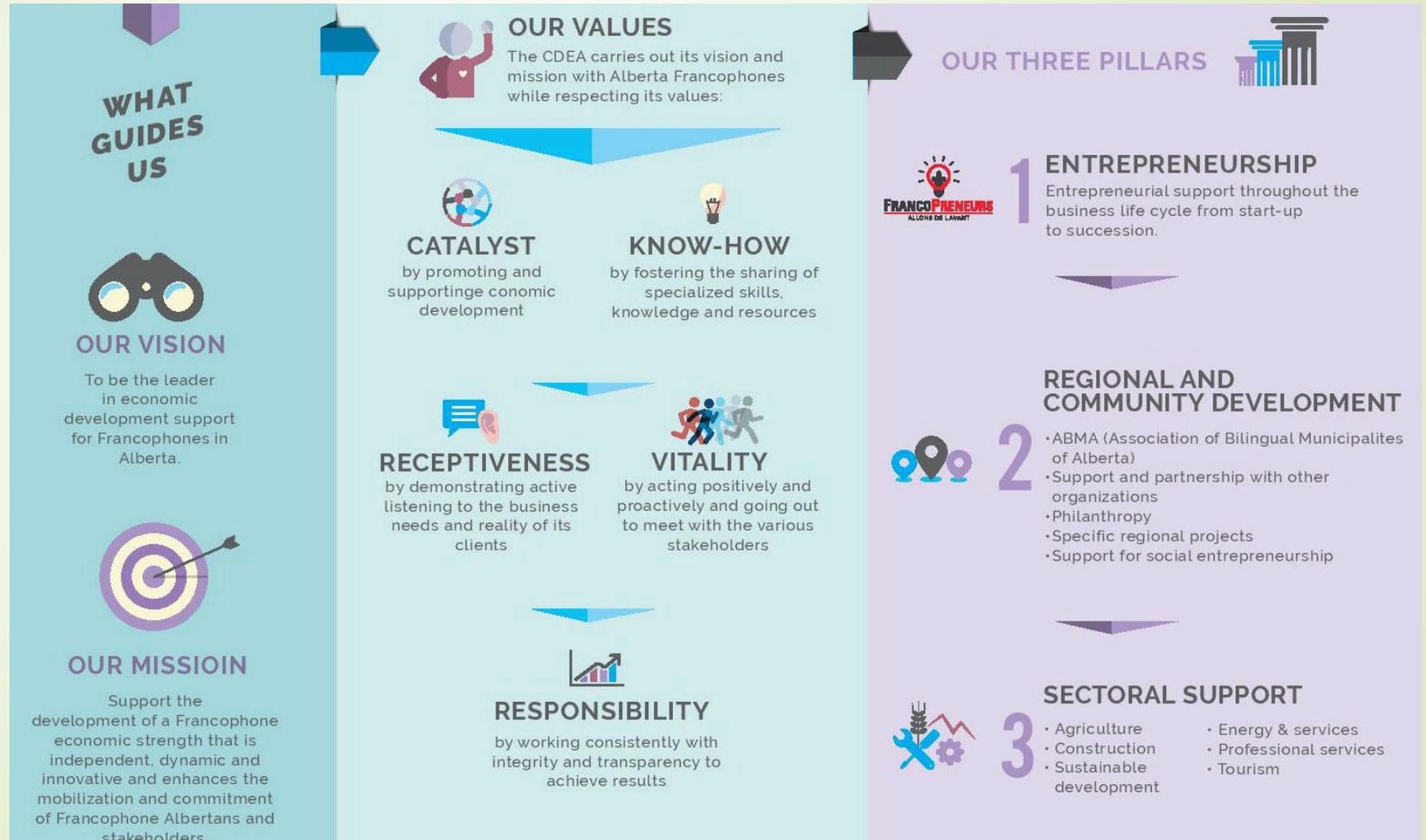
*The term « bilingual » is used here to describe those municipalities who acknowledge the Francophone presence in their community and who will seek to reap the economic and social benefits associated with that presence.*

- 
- Created in 2010, the ABMA **is run by** the CDÉA
  - Brings together 13 municipalities that highlight the **added value of bilingualism** for sustainable economic development
  - Extends the economic, social and cultural reach of member communities
  - Membership **Free of charge**

## **Members**

Beaumont, Bonnyville, Donnely, Falher, Grande Prairie, Girouxville, Lac la Biche, Legal, McLellan, Morinville, Plamondon, St. Paul, Smoky River

# What is CDÉA?



# What is CDÉA?

The CDÉA provides **entrepreneurial support** throughout a company's life cycle, from start-up to succession.





# What is CDÉA?

CDÉA is a partner in several **projects** and **initiatives**, including:

## 1) **Child care**

An Alberta working group was formed with the Fédération des parents francophones de l'Alberta (FPFA) and the Centre collégial de l'Alberta (CCA).

## 2) **ACFA of Grande Prairie** (Jasper could be next)

Identify and list all companies that can serve **French service** in the region and make them aware of the CDÉA's services.

Organize a "**bilingual**" **business event**.

## 3) **Espace Franco** (New Calgary Francophone Community Centre Project)

# Lauriers de la PME 2020

Alberta Francophone entrepreneurial excellence awards.

## 2020 Categories

- **Alberta Tourism Award**  
Any touristic business.
- **Immigrant Entrepreneur**  
Established in Canada for less than 5 years.
- **Business of the year**  
The five winners from each category will be nominated in the category.
- **Young entrepreneur**  
Any entrepreneur under 35 years of age.
- **Professional of business service**  
Sales activity to consumers or businesses.
- **Woman entrepreneur**  
Any female entrepreneur.



2020 Alberta Tourism Award is : Jasper Food Tours inc.



# ABMA COMPONENTS

## Tourism Development

- ▶ We are promoting each of the members to our target audiences, namely Francophones outside of the province and francophone countries.
- ▶ We are currently initiating the project « Northern Alberta Bilingual Tourism Network ». The future vision of this project is to bring the Network across the entire province.

## Recruitment and Employability

- ▶ Alberta continues to face real needs for qualified labor. We are working with our partners to facilitate the provision of qualified bilingual people to try to meet the real needs in terms of recruiting.



# ABMA COMPONENTS

## **Attraction of Francophone/Bilingual Business Investors**

- ▶ Alberta's economic vitality and the strength of its market have propelled it into an advantageous position for investors. We do our utmost, firstly, to facilitate and keep these investors informed of the potential of network members, and secondly, of the opportunities offered by other municipalities.

## **Sustainable Development and Green Energy Project**

- ▶ In the face of energy challenges and climate change, supporting network municipality members and their businesses in taking the green path is of utmost importance in maintaining the sustainability of communities and businesses.



# What ABMA brings to it's member...

- ▶ A municipality also took advantage of its connection with ABMA to conduct a waste management analysis (\$490,000).
- ▶ Hemp Alberta Northern Advantage (HANA) : manufacture of hemp-fibre products (\$200,000)
- ▶ Four municipalities took advantage of their connection with ABMA to apply as a group to FCM Climate Change Staff program and received \$108,000.
- ▶ The ABMA provided translation to french for the websites, or section of it, of all municipalities members. **The same opportunity is available to all new members.**
- ▶ We are currently initiating the project « Northern Alberta Bilingual Tourism Network », for which we received \$130,000 from Western Economic Development.



# BENEFITS FOR MEMBERS



INCREASES THE  
**COMPETITIVENESS**  
OF THE  
MUNICIPALITY  
COMPARED TO  
UNILINGUAL  
MUNICIPALITIES



INCREASES THE  
REGIONS'  
**ATTRACTIVENESS**  
**TO INVESTMENT** BY  
DEMONSTRATING  
OPENNESS TO  
COLLABORATIVE  
VENTURES



GREATER ACCESS  
TO **FRANCOPHONE**  
**AND BILINGUAL**  
ENTREPRENEURS  
(BUSINESS  
COMMUNITY)



INCREASES THE  
REGIONS' SCOPE  
OF **INFLUENCE** AT  
THE PROVINCIAL  
AND FEDERAL  
LEVELS



ENCOURAGES  
BUSINESS  
**START-UPS**  
**AND GROWTH**

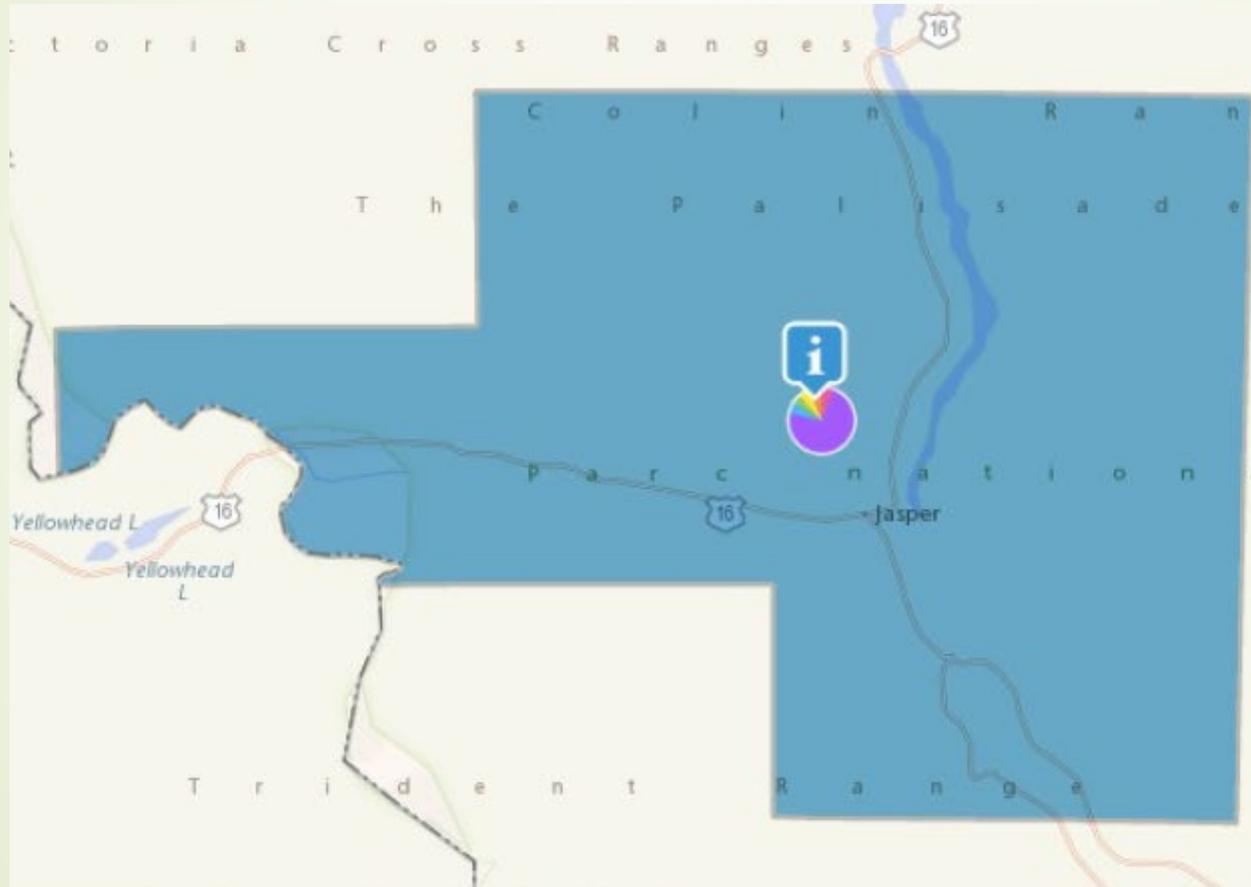


SUPPORTS THE  
CREATION AND  
CONSOLIDATION  
OF **COMMUNITY**  
**PROJECTS**



INCREASES THE  
**ECONOMIC**  
**GROWTH**

# Why Jasper?



**Municipalité :** Jasper

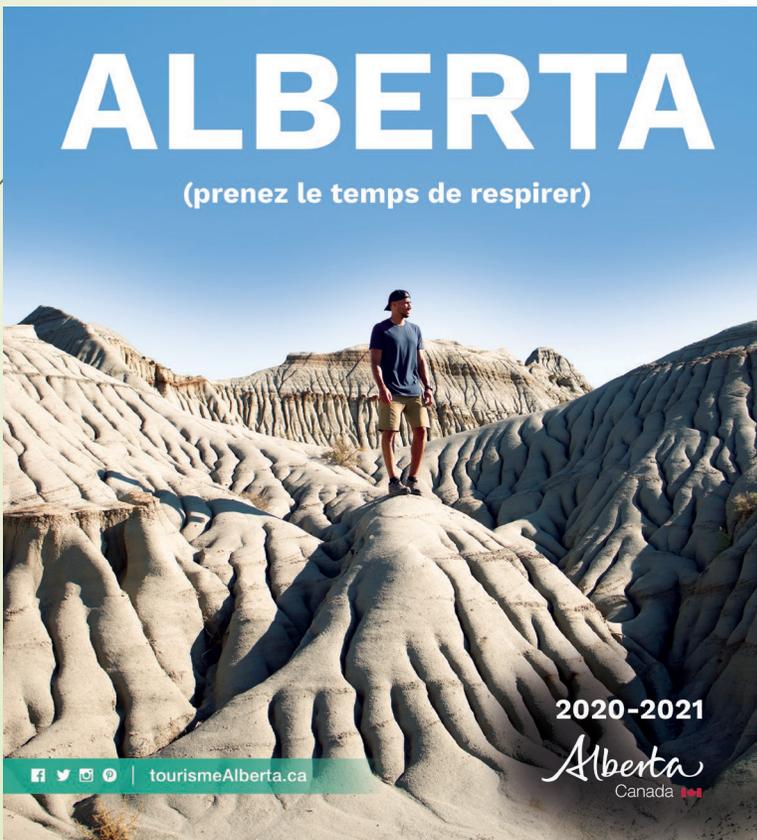
**Population en 2016 :** 4 590 individu(s)

**Français langue maternelle** 255 individu(s)  
**Pourcentage :** 5,61 %

**0 à 4 ans :** 15 individu(s)  
**5 à 9 ans :** 15 individu(s)  
**10 à 14 ans :** 10 individu(s)  
**15 à 19 ans :** 15 individu(s)  
**0 à 19 ans :** 55 individu(s)  
**20 à 64 ans :** 185 individu(s)  
**65 ans et plus :** 15 individu(s)

**Connaissance du français**  
1 005 individu(s)  
**Pourcentage :** 22,11 %

# Why Jasper?



## ALBERTA

(prenez le temps de respirer)

2020-2021

Alberta  
Canada

tourismeAlberta.ca

## Les 7 meilleures activités hivernales du parc national Jasper



### 01 PROMENADE SUR LA GLACE AU CANYON MALIGNE

En hiver, le canyon le plus profond des Rocheuses se transforme en un spectacle extraordinaire. Aventurez-vous dans le canyon Maligne accompagné d'un guide pour trouver des grottes cachées et contempler des formations de glace captivantes. Les glaciéristes pourront escalader des cascades d'eau gelées de 50 m de hauteur, pour ensuite se rassasier au restaurant fumoir qui se trouve tout près.



### 02 MARCHÉ HIVERNALE ET RAQUETTE

Respirez l'air frais dans un décor hivernal resplendissant tout en explorant le vaste réseau de sentiers du parc Jasper. Profitez des grands espaces paisibles en solo, ou faites-vous accompagner d'un guide local pour explorer et apprendre.



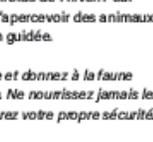
### 03 LAC PYRAMID

Ski, raquette, vélo d'hiver, marche et patinage – toutes ces activités sortent au programme dans ce magnifique endroit ensoleillé qui vous donne accès à des panoramas splendides, à seulement 6 km de la ville.



### 04 SKI DE FOND AU CARREFOUR HIVERNAL WHIRLPOOL

Le carrefour hivernal Whirlpool représente le camp de base par excellence pour les amateurs d'aventures hivernales. Les fondeurs de tous les niveaux y ont accès à près de 20 km de pistes damées.



### 05 SKI ALPIN ET PLANCHE À NEIGE À LA STATION DE SKI MARMOT BASIN

Favorisée par la poudreuse la plus légère des environs et de courtes files d'attente aux remontées-pentes, la station de ski Marmot Basin est une destination qui inspire des souvenirs durables. Ce magnifique panorama de montagne offre aux amateurs d'émotions fortes de tous les niveaux un accès à 91 pentes disséminées sur un domaine skiable de 696 ha.

Le camping Whirlpools est fermé en 2020. Soyez prévoyant et réservez.

Toute cette activité hivernale ne manquera pas de vous creuser l'appétit! Explorez la gastronomie variée de Jasper, depuis de copieux petits-déjeuners des montagnes et des cafés charmants jusqu'à délectants soupers alpins et des brasseries à l'atmosphère chaleureuse. Votre palais en redemandera!

Pas d'équipement, pas de problèmes! Tout le matériel qu'il vous faut pour votre aventure hivernale peut être loué en ville.

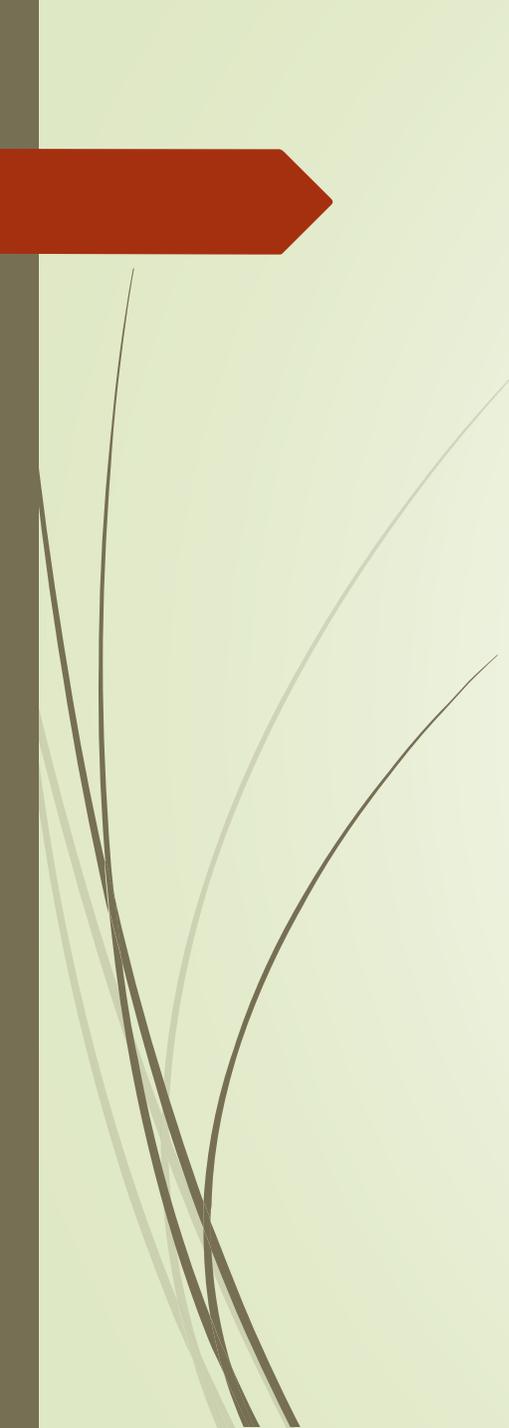
Restez dans votre véhicule et donnez à la faune l'espace dont elle a besoin. Ne nourrissez jamais les animaux sauvages et assurez votre propre sécurité.

WWW.PARCSCANADA.GC.CA  
WWW.JASPER.TRAVEL  
(en anglais seulement)



Parcs Canada Parks Canada





# Réseau des villes francophones et francophiles d'Amérique (RVFFA)

The RVFFA (Francophone and Francophile Cities Network) held a work session in Grande Prairie last September. We took the opportunity to sign a collaborative agreement and:

- Explore the plan to develop francophone tourist routes and circuits in Alberta;
- Create a collaborative table with partner and development organizations (tourism, economy, culture, heritage and youth), to ensure synergistic, harmonious and dynamic development of tourist routes and circuits;
- Develop an action and financing plan for the pilot project in Alberta.
- Promote ABMA's participation in national meetings.
- <http://villesfrancoamerique.com/villes/edmonton/index.php>

### Portraits des villes membres





# Next steps

- Secure funding (federal level) to achieve our goals with the help of FCM Francophone Network.
- In the spring of 2020, the ABMA will be hosting a strategic planning session where we will determine the next stages; and the possibilities to help our bilingual municipalities and community leaders to better innovate, compete, and grow.
- In June 2020, we will be attending FCM and continue our lobbying efforts for the recognition of francophone and bilingual municipalities in Alberta.
- Fall 2020 : Coordinate the Alberta delegation for the RVFFA meeting in Winnipeg
- Continue to promote ABMA to potentials members (Canmore, Hinton, Edmonton, Red Deer, Wood Buffalo)

## Culture and Recreation March Report

### Facilities/Equipment:

- The Aquatic Centre slide opening is delayed due to the construction of the slide stair landings. The stair product arrived but does not fit the landings and Chandos is not able to adjust the product because it is too small. Chandos sent a “Notice of Concern” to Fibregrate. They have been asked to come up with a solution and fast. The wade pool is open at this time and will be closed when the final work on the slide is to be completed. Anti-Entrapment grates will also be installed prior to opening. The required Anti Entrapment plan has been submitted to Alberta Health Services, during the investigation for this plan it was identified that the suction cover outlets for the Spa did not take into consideration the flow for the hydro jets. Until this is remedied, the Hydro jets have been locked out. Drawings for the pool schematics will also need to be updated by an engineer due to minor changes that have occurred over the years that are not recognized in the drawings.



- The parts for the Aquatic Centre boilers arrived on Jan 7, the system is operational and is keeping everything at its desired temperatures.
- 2 alarms were attended to over the past month, one was for Check Mate (working alone), and other was for an Activity Centre alarm, no issues resulted with either alarm.
- The order was placed for the moveable wall in the Multi-Purpose Hall, the Engineers report was forwarded to the company so they can go ahead with manufacturing the wall. The track has been shipped to Edmonton; we are waiting to hear when installation will occur.
- Design of the new compressor room is complete. We are awaiting final budget numbers for this project to confirm that it falls within our existing budget numbers.
- The new Polaris Ranger Electric vehicle for the Arena has been ordered. We expect a pickup date of March 11. This vehicle will be used for such things as arena/curling rink ice removal, snow clearing around the Activity Centre, and garbage runs. Peter has applied for the EV grant which if successful will provide 25% towards the cost of the baseline vehicle.
- The natural gas compressor used to fill the Zamboni broke down a few weeks ago. Life cycle on the compressor system is 4000-5000 hours, ours had 5500

hours on it but was seized up solid. Atco Gas had it replaced in a day with no disruption to the Arena. This is something that will need to be budgeted for replacement every 3 seasons.

- The compressors in the arena continue to shut down due to power fluctuations with our power.

**Programs/ Services/Culture:**

- The Facility & Services Review is almost complete. Council reviewed with RC Strategies the framework for the decision-making model. Council has provided feedback to RC Strategies on the draft report and it is now in the hands of RC Strategies, estimated return date back to Council is sometime in March and then we should be finalizing the product and delivery date.
- The Aquatic Centre hosted the Provincial Lifeguard Emergency Response Competition on February 29<sup>th</sup>. 34 volunteers helped with the event and/or preparation and 16 people competed in the event. Yellowhead County won the event.
- 11 extra groups called ahead to use the Aquatic Centre this past month, resulting in an extra 330 participants.
- Tile repairs in the steam room took place the week of March 9. The repairs were required due to a section of tiles that popped and needed replacing.
- Started working on the Joint Use Agreement with Grand Yellowhead Public School division, Lisa Daniels and Angella Franklin. The public-school board is presently looking at changes for all communities in their division.
- The volunteer appreciation banquet has been cancelled as a precautionary measure for COVID-19.

**Gifts in Kind for the month:**

Aquatic Centre= \$ 25966.93

Year to date =\$50803.89

Activity Centre = \$5998.73

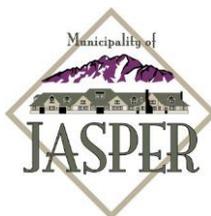
Year to date = \$12983.00

**Submitted by Yvonne McNabb, Culture and Recreation Director, March 10, 2020.**

**Municipality of Jasper Bylaw Summary**

**Updated: 3/13/2020**

	Bylaw	Date Repealed	Repeals Bylaw	Replaced by Bylaw	Scheduled date for next reading			Date Forwarded	Date Certified
					First Reading	Second Reading	Third Reading & Approval		
225	Supplementary Tax Bylaw 2020		214		2020-Jan-21	2020-Jan-21	2020-Feb-04	20-Jan-22	20-Jan-23
224	Supplementary Assessment of Improvements 2020		213		20-Jan-21	2020-Jan-21	2020-Feb-04	20-Jan-22	20-Jan-23
223	Utility Fees Levy and Collection Bylaw 2020		212		19-Dec-17	19-Dec-17	20-Jan-07	19-Dec-19	19-Dec-23
222	Records Management Bylaw				19-Nov-19				
221	Traffic Advisory Committee Repeal Bylaw		111		19-Oct-15	19-Nov-05	19-Nov-19		
220	Waste Water Treatment Plant Borrowing Bylaw				19-Aug-20	19-Oct-01	19-Oct-15		
219	Jasper Recreation Complex Renovation Phase 1 Borrowing Bylaw 2019				19-Aug-20	19-Oct-01	19-Oct-15		
218	Taxation of Homestelling International Property Bylaw 2019				19-Jul-16	19-Aug-13	19-Aug-20	19-Aug-14	19-Aug-15
217	Taxation Rates Bylaw 2019		209		19-May-21	19-May-21	19-Jun-04	19-May-27	19-May-27
216	Traffic Safety Bylaw 2019		195		19-Apr-16				
215	Waste Reduction Regulation Bylaw				19-Apr-02	19-May-21	19-Jun-04	19-May-27	19-May-27
214	Supplementary Tax Bylaw 2019		207		19-Jan-22	19-Jan-22	19-Feb-05	19-Jan-23	19-Jan-24
213	Supplementary Assessment of Improvements 2019		206		19-Jan-22	19-Jan-22	19-Feb-05	19-Jan-23	19-Jan-24
212	Jasper Levy and Collection of Utility Fees Bylaw 2019		205		18-Dec-18	18-Dec-18	8-Jan-19	18-Dec-18	19-Dec-18
211	Cannabis Consumption Bylaw				18-Sep-18	18-Sep-18	2-Oct-18	19-Sep-18	20-Sep-18
210	Regional Assessment Review Board Bylaw		201		5-Jun-18	19-Jun-18	3-Jul-18	25-Jun-18	26-Jun-18
209	Tax Rate Bylaw 2018		203		15-May-18	15-May-18	5-Jun-18	25-Jun-18	17-May-18
208	Jasper Municipal Storage Lot Bylaw 2018		136		3-April-18	5-Jun-18	19-Jun-18	6-Jun-18	7-Jun-18
207	Supplementary Tax Bylaw 2018		200	214	16-Jan-18	16-Jan-18	6-Feb-18	17-Jan-18	17-Jan-18



## REQUEST FOR DECISION

**Subject:** Operating Budget 2020

**Prepared by:** Natasha Malenchak

**Reviewed by:** Mark Fercho, CAO  
Christine Nadon, Legislative Services Manager

**Date – Discussion:** External Municipal Requests, November 5,12 and December 3, 2019  
Public Budget Presentations, November 26 and 27, 2019

**Date – Notice:** December 3, 2019 (Interim), **March 17, 2020 (Final)**

**Date – Additional Discussion:** December 10 & 17, 2018 (Interim), January 21, February 4, 11, 18, 26, March 3 and 10, 2020

**Date – Decision:** **April 7, 2020**

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### Recommendation:

- That Council support the base 2020 Operating Budget as presented, including municipal service provision (contract and policy), debenture principal and interest payments, insurance rate premium and utility increase **(2.90%)**.

### Options:

- Modify or not approve the base 2020 Operating Budget as presented.
- Approve, modify or not approve the additional asks as separate additions to the base Operating Budget as presented:
  - Administration – Executive Administrative Assistant position (\$37,500=0.47%)
  - Operations – Position request (\$61,500=0.77%)
  - CFS– ESS Position request (\$24,600=0.31%)

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**(1.55%)**  
**(4.45%)**
- Approve, modify or not approve the additional asks as separate additions to the base Operating Budget as presented:
  - Jasper Yellowhead Museum and Archives Request – (2019 approved amount \$49,000 + additional \$16,000=0.20%)
  - Jasper Municipal Library – (2019 approved amount \$195,700 + additional \$3,914=0.05%)
  - Habitat for the Arts – (2019 approved amount \$35,000 + additional \$20,000=0.25%)
  - Jasper Victim Services – (2019 approved amount \$11,838 + \$0 =0%)
  - Jasper Artist Guild – (2019 approved amount \$0 + additional \$15,000=0.19%)

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**(0.69%)**  
**(5.13%)**

**Notes:**

- Salaries and benefits reduced by \$10,500 in Community and Family Services by removing 0.5 to 0.8 position increase request.
- Contracted services reduced by \$25,000 to offset some of new Executive Administrative Assistant.
- Salaries and benefits reduced by \$9,400 in bylaw for certification level increase possibility.
- Salaries and benefits further reduced in bylaw by \$23,500 with hiring new staff at level A of CUPE Grid.

**Background:**

As per the Municipal Government Act, section 242, Council must adopt an operating budget for each calendar year. Alberta municipalities are required to adopt operating (s. 242) and capital (s. 245) budgets for each calendar year and can adopt an interim operating budget for part of a calendar year. The proposed operating budget should be adopted by March 30 to allow sufficient time for the preparation of the tax rates bylaw and related documents, including tax notices to residents.

**Relevant Legislation:**

- Municipal Government Act, R.S.A. 2000, c.M-26, s.242

**Strategic Relevance:**

- Council's Mission - to advance the community's vision and interests by: responsibly managing municipal finances and assets (through committed adherence to the municipal Asset Management Plan
- Municipality of Jasper Mission Statement - To provide open, honest and accountable government to the residents of Jasper.
- Economic Health and Fiscal Equity - Maintain a commitment to asset management and the Asset Management Plan.
- Governance – Provide open, accountable and accessible government
- Fiscal Health – Enhance the municipal budget process

**Financial:**

Approval of the operating budget will allow the Finance department to input the 2020 budget values in the municipal accounting software and ensure business continuity into 2020.

**Attachments:**

- Proposed Budget 2020 Summary (March 13, 2020)
- 2020 Budget Discussion and Decision Schedule
- 2020 Approved Capital
- 2020 "Parking Lot" Capital

Note – Councilors have electronic copies of the proposed budget, which is also available on the municipal website.



## 2020 Tax Funded Services by Department (including external requests)

Does not include utility fees (water, sewer, garbage and recycling)

<b>Municipal Service Provision</b>	<b>\$231,263</b>	<b>2.90%</b>
<b>Operations</b>	Fleet, Roads & Sidewalks (Snow Removal, Traffic Signs) Building Maintenance, Grounds, Cemetery	
<b>Culture and Recreation</b>	Fitness & Aquatic Centre (local enjoyment and tourist attraction), Arena (large economic impact to the town), Curling Rink, Activity Centre, Playgrounds, Parks (town events), Sports Fields, Racquet Sports, Skate Park, Connaught Washrooms (commercial need for tourists), Library and Cultural Centre (Library, Jasper Artists Guild, Habitat for the Arts, meeting space), Health & Safety Program	
<b>Protective Services</b>	Fire Department, Bylaw Department (business Licensing, bylaw education and enforcement), Emergency Management	
<b>Administration and Council</b>	Budget, Taxes, Assessments, Council, Legislative Services, HR, Accounts Payable and Receivable, Utility Invoicing, Payroll, Audits and Reporting, IT Services	
<b>Community and Family Services</b>	Daycare, Out of School Care, Community Outreach Services (worker, administration and programs), Community Dinners, Parent Link, Local Immigration Partnership, Settlement Services, Community Development and Family and Community Support Services (FCSS). Projected grant funding for 2019 \$2.8M.	
<b>Land Rent, Use and Planning</b>	Mandatory federal payment for land rent, use and planning	
<b>Other</b>	General Capital, Jasper Housing Corporation, External Contributions	
<b>Executive Adm Assistant Request</b>	<b>\$37,500</b>	<b>0.47%</b>
<b>Operations Staff Request</b>	<b>\$61,500</b>	<b>0.77%</b>
<b>ESS position</b>	<b>\$24,600</b>	<b>0.31%</b>
<b>Subtotal</b>	<b>\$354,863</b>	<b>4.45%</b>
<b>Estimated New Assessment Growth</b>		<b>-0.21%</b>
<b>Total</b>		<b>4.24%</b>

### Additional Requests from External Groups

<b>Habitat for the Arts (IOTAD)</b>	<b>20,000</b>	<b>0.25%</b>
<b>Jasper Yellowhead Museum and Archives</b>	<b>16,000</b>	<b>0.20%</b>
<b>Victim Services</b>	<b>0</b>	<b>0.00%</b>
<b>Jasper Municipal Library</b>	<b>3,914</b>	<b>0.05%</b>
<b>Jasper Skatepark Committee</b>	<b>2021 Capital Support Request</b>	<b>0.00%</b>
<b>Jasper Artist Guild</b>	<b>15,000</b>	<b>0.19%</b>
	<b>Alternatives-Municipal Operation or rent equal to JAG profits annually</b>	
<b>Subtotal</b>		<b>0.69%</b>
<b>Total</b>	<b>54,914</b>	<b>5.13%</b>

# Proposed 2020-2024 Budget Discussion and Decision Schedule

Updated March 13, 2020

\*Subject to change

Itinerary	
November 5, 2019 Regular Meeting	<b><u>Municipal Requests</u></b> – Jasper Yellowhead Museum & Archives and Habitat for the Arts
November 12, 2019 Committee of Whole	<b><u>Municipal Requests</u></b> – Jasper Municipal Library Board, Jasper Victim Services Society and Jasper Skatepark Committee
November 19, 2019 Morning (9:30-11:30)	Capital Field Visit/Presentations
November 26, 2019 Special Public Meeting 6:00pm	Presentations by Finance and Administration, Community and Family Services and Culture and Recreation (Operating and Capital)
November 27, 2019 Special Public Meeting 6:00pm	Presentations by Operations and Protective Services (Operating and Capital)
December 3, 2019 Regular Meeting	<b><u>Municipal Requests</u></b> – Jasper Artist Guild <b><u>Request for Decision - Notice (Interim Operating and Capital Budget)</u></b> Request for <b><u>Direction Utility Rate Bylaw</u></b>
December 10, 2019 Committee of the Whole	<b><u>Request for Decision - Discussion</u></b>
December 17, 2019 Regular Meeting	Request for <b><u>Decision 2020-2024 Interim Operating Budget</u></b> Request for <b><u>Decision 2020-2024 Capital Budget</u></b> 1 <sup>st</sup> and 2 <sup>nd</sup> Reading request of <b>2020 Utility Rate Bylaw</b>
January 7, 2020 Regular Meeting	3 <sup>rd</sup> reading request of <b>2020 Utility Rate Bylaw</b>
January 21, 2020 Regular Meeting	<b>Protective Services &amp; Culture and Recreation</b> Operating Budget Discussion and Capital Budget RFD Notice
February 4, 2020 Regular Meeting	<b>Culture and Recreation</b> Capital Budget RFD Decision <b>Operations &amp; Finance and Administration</b> Operating Budget <b><u>Discussion</u></b> and Capital Budget RFD <b><u>Notice</u></b>
February 11, 2020 Committee of the Whole	External Contributions Operating Requests Discussion <b>Operations</b> Capital Budget RFD <b><u>Discussion</u></b>
February 18, 2020 Regular Meeting	<b>Operations</b> Capital Budget RFD Decision <b>2019 Capital Carry Forward</b> Request for <b><u>Decision</u></b> – (Waive of Notice Request)
March 3, 2020 Regular Meeting	<b>Community and Family Services</b> Operating Budget <b><u>Discussion</u></b>
March 10, 2020 Committee of the Whole	<b>Community and Family Services</b> Operating Budget <b><u>Discussion</u></b>

## Itinerary

March 17, 2020 Regular Meeting	<b>FINAL Operating Budget 2020</b> Request for Decision <u>Notice</u>
TBD	Finance & Administration and Culture & Recreation Capital
Regular Meeting April 7, 2020	<b>FINAL Operating Budget 2020</b> Request for <u>Decision</u>
Regular Meeting April 21, 2020	1 <sup>st</sup> and 2 <sup>nd</sup> reading request of <b>2020 Tax Rate Bylaw</b>
Regular Meeting May 5, 2020	3 <sup>rd</sup> reading request of <b>2020 Tax Rate Bylaw</b>

<b>APPROVED 2020 CAPITAL &amp; ENHANCEMENT (with Approval Date)</b>			
<b>Approval Date</b>	<b>Department</b>	<b>Project Name</b>	<b>Budget</b>
17-Dec-19		<b>Capital Project Manager/Contract (.5 FTE)</b>	<b>60,000</b>
	<b>Recreation:</b>		
17-Dec-19	<i>Arena</i>	Arena Lobby Roof Replacement	270,000
07-Jan-20		Replacement of slab and boards (incl contnigency)	1,470,000
21-Jan-20		Floor Cleaner	5,000
21-Jan-20		Tractor/Floor Machine for Ice Removal	30,000
	<i>Activity Centre</i>		
21-Jan-20		Retile Basement Showers	50,000
21-Jan-20		Storage Room in New Multi Purpose Space	50,000
17-Dec-19		Exit Signs	15,000
17-Dec-19		Automatic Door Openers	15,000
04-Feb-20		Main entrance upgrades/doors, canopy, lighting	245,000
21-Jan-20	<i>Curling Rink</i>	Curling Rink Slab and Brine Lines (2018 approved dehumidifier \$28,840 on hold with this item) (subject to recommendations of Rec Prog and Serv Review)	600,000
	<b>Sub-total Culture and Recreation</b>		<b>2,810,000</b>
	<b>Protective Services:</b>		
	<i>Fire</i>		
17-Dec-19		Rescue Vehicle (Phase 2)	375,000
17-Dec-19		Turnout Gear	16,000
21-Jan-20		Replace front sidewalk/parking plugs	20,000
21-Jan-20		Training Room Reno	30,000
	<b>Sub-total Protective Services</b>		<b>441,000</b>
	<b>Operations:</b>		
	<i>Roads</i>		
17-Dec-19		Missing sidewalk linkages with the town site TBD (100 meters/year)	50,000
03-Mar-20		Operations Service Review (Split Roads, Grounds, Water, Sewer, Rec and Garb)	10,000
	<i>Grounds</i>		
17-Dec-19		AMA Demo & Rehab Grounds	50,000
17-Dec-19		Memorial bench replacements @ 5 per year (backlog) transfer from Reserves	15,000
17-Dec-19		Irrigation box/vault replacement	20,000
17-Dec-19		Small Equipment	10,000
03-Mar-20		Aerway aerator	13,000
03-Mar-20		Over seeder	8,200
03-Mar-20		Operations Service Review (Split Roads, Water, Sewer, Rec and Garb)	10,000
	<b>Sub-total Ops/Roads/Grounds</b>		<b>186,200</b>
	<b>Utilities:</b>		
	<i>Water</i>		
03-Mar-20		Operations Service Review (Split Roads, Water, Sewer, Rec and Garb)	30,000
03-Mar-20		Pickup Truck	60,000
17-Dec-19		Valve Replacement Program	50,000
17-Dec-19		Hydrant rebuilds - 12 units per year - on-going annual BMP program	55,000
17-Dec-19		Reservoir Cleaning	10,000
17-Dec-19		Valve Actuator Upgrades	25,000
18-Feb-20		Bulk water portion of S Block Sani/Water station	125,000
03-Mar-20	<i>Sewer</i>	Operations Service Review (Split Roads, Grounds, Water, Sewer, Rec and Garb)	30,000
17-Dec-19		WWTP Facility and Op Review	300,000
17-Dec-19		Abandon Trailer Park Manholes	30,000
17-Dec-19		Davit Arm Upgrades	10,000
03-Mar-20	<i>Garbage &amp; Recycling</i>	Operations Service Review (Split Roads, Grounds, Water, Sewer, Rec and Garb)	40,000
17-Dec-19		Garbage Bin Replacement	60,000
17-Dec-19		Camera System for Solid Waste Vehicles	7,500
	<b>Sub-total Utilities</b>		<b>832,500</b>
	<b>Administration:</b>		
17-Dec-19		Exchange Upgrade (email system)	20,000
17-Dec-19		Replace MDJHost1 Server at AC	30,000
17-Dec-19		Diamond Software Upgrade	8,000
17-Dec-19		JCHC Housing Project	245,000
	<b>Sub-total Administration</b>		<b>303,000</b>
			<b>4,572,700</b>

<b>Restricted Reserves or Funding</b>	<b>1,467,700</b>
<b>Grant Funding and Donations</b>	<b>1,384,929</b>
<b>Debt C&amp;R (15 years at 2.538%)</b>	<b>1,720,071</b>

**Funding Source Legend**

Op RR RMR Transfer	Operating Restricted Reserve Repair/Maintain/Replace Transfer
Debt	Debenture
ICIP	Investing in Canada Infrastructure Program
MSIC	Municipal Sustainability Initiative Capital Funding
RR	Restricted Reserves

## PROPOSED 2020 CAPITAL & ENHANCEMENT for futher Discussion in 2020

Department	Project Name	Budget
<b>Recreation:</b>		
<i>Arena</i>	Engineering and Architecture for 2021 construction plans, Arena universal and accessible changerooms	540,000
<i>Activity Centre</i>	Office/Meeting Space Design & Construction	250,000
	Parking lot paving and drains	250,000
	Fire spray downstairs (subject to recommendations of Rec Prog and Serv Review)	100,000
<b>Sub-total Culture and Recreation</b>		<b>1,140,000</b>
<b>Operations:</b>		
<i>Roads</i>	Level 3 electric vehicle charger	100,000
<i>Grounds</i>	Jasper Stage Heaters and Retractable Walls	158,500
<b>Sub-total Ops/Roads/Grounds</b>		<b>258,500</b>
<b>Administration:</b>		
	Office/Meeting Space Design & Construction (adm portion)	150,000
<b>Sub-total Administration</b>		<b>150,000</b>
		<b>1,548,500</b>

<b>Restricted Reserves or Funding</b>	<b>408,500</b>
<b>Grant Funding and Donations</b>	<b>379,962</b>
<b>Debt C&amp;R (15 years at 2.538%)</b>	<b>760,038</b>

### Funding Source Legend

Op RR RMR Transfer	Operating Restricted Reserve Repair/Maintain/Replace Transfer
Debt	Debenture
ICIP	Investing in Canada Infrastructure Program
MSIC	Municipal Sustainability Initiative Capital Funding
RR	Restricted Reserves



## REQUEST FOR DECISION

**Subject:** Intermunicipal Collaboration Framework (ICF)  
**Prepared by:** Christine Nadon, Legislative Services Manager  
**Date – Notice:** March 17, 2020 – waiver requested  
**Date – Decision:** March 17, 2020

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### Recommendation:

- That Council waive the two-week notice period to make a decision on the Intermunicipal Collaboration Framework between Improvement District No. 12 and the Municipality of Jasper; and
- That Council approve the Intermunicipal Collaboration Framework between Improvement District No. 12 and the Municipality of Jasper as presented.

### Background:

While the Municipal Government Act used to give the option to municipalities to engage in cooperative initiatives with neighboring municipalities, changes to the Modernized Municipal Government Act now require mandatory regional planning and service provision agreements for municipalities sharing common boundaries.

The Specialized Municipality of Jasper is located entirely within Jasper National Park, which is provincially recognized as Improvement District 12 – our only neighbor. At the February 4 regular meeting, Council confirmed its intent to apply the exemption from the Intermunicipal Development Plan (IDP) requirement. The request before Council today is to approve an Intermunicipal Collaboration Framework (ICF). While no exemptions are applicable for this process, provincial staff representing ID 12 recommended the attached Framework, which confirms that there are no shared services between the Municipality of Jasper and ID 12. The document follows a standard template used across the province by improvement districts and municipalities, and was recommended by provincial staff.

Similarly to the exemption process for IDPs, a Council resolution is required to approve the ICF. Once Council passed a resolution, provincial staff will engage in the same process with the Assistant Deputy Minister of Municipal Services for Municipal Affairs to complete the legislative process. The deadline for adopting a Framework, as prescribed in the MGA, is April 1, 2020, hence the request for waiver of notice.

### Relevant Legislation:

- *Municipal Government Act (RSA 2000, cM-26)*

### Attachments:

- Intermunicipal Collaboration Framework between Improvement District 12 and Municipality of Jasper

March 10, 2020

# Intermunicipal Collaboration Framework

Between

Improvement District No. 12

and

Municipality of Jasper

WHEREAS Improvement District No. 12 (Jasper National Park) and Municipality of Jasper share a common boundary; and

WHEREAS Improvement District No. 12 (Jasper National Park) and Municipality of Jasper have reviewed their common interests and are desirous of working together when appropriate to provide services to their residents; and

WHEREAS the *Municipal Government Act* stipulates that municipalities that have a common boundary must create an Intermunicipal Collaboration Framework with each other that describes the services to be provided under it that benefit residents in more than one of the municipalities that are parties to the framework.

NOW THEREFORE, by mutual covenant of the municipalities hereto it is agreed as follows:

**A. DEFINITIONS**

The following are the definition of terms used in this document:

1. “Chief Administrative Officer” or “CAO” means in the case of the Municipality of Jasper the person appointed by Council to the position of chief administrative officer or their delegate and in the case of the Improvement District No. 12 the person appointed by the Minister of Municipal Affairs to the position of chief administrative officer or their delegate.
2. “Dispute Notice” means a written notice of the matters under dispute given from one party to another.
3. “Dispute Resolution Process” means the process to manage disputes that arise regarding the ICF after the ICF has been adopted and must be resolved within one year from the date the dispute notice is given.
4. “Framework” means this ICF.
5. “ID No. 12” means Improvement District No. 12 (Jasper National Park).
6. “Initiating party” means the municipality who gives notice in the event of any dispute.
7. “Intermunicipal Collaboration Framework” or “ICF” means a document that 2 or more municipalities are required to develop under the *Municipal Government Act*, that facilitates cooperation and ensures that services are provided to residents efficiently.
8. “Intermunicipal Development Plan” or “IDP” means a statutory plan developed jointly by 2 or more neighboring municipalities to coordinate land use planning decisions for an area of land in proximity to the boundaries of the municipalities, and which meets the requirements of the *Municipal Government Act*.

9. “Mediation” means a process involving a neutral party as the mediator who assists the municipalities and any other persons brought in by them to reach mutually acceptable settlement on the matter.
10. “Mediator” means a person or persons appointed to facilitate resolution of a dispute between the municipalities.
11. “Municipalities” means ID No. 12 and Municipality of Jasper.

**B. TERM AND REVIEW**

1. In accordance with the *Municipal Government Act*, this Intermunicipal Collaboration Framework shall come into force on final adoption of matching bylaws or resolutions by each municipality, which bylaws or resolutions contain the Framework.
2. The Framework may be amended by mutual consent of both municipalities unless specified otherwise in this Framework.
3. It is agreed by the municipalities that the Municipality of Jasper Council and ID No. 12’s CAO shall review the terms and conditions of this Intermunicipal Collaboration Framework agreement at least once every five years, commencing no later than 2022.

**C. THE PRINCIPLES OF INTERMUNICIPAL COOPERATION**

1. Both ID No. 12 and Municipality of Jasper are committed to fostering intermunicipal cooperation in a non-adversarial, informal and cost-effective manner.
2. Municipality of Jasper Council and ID No. 12’s CAO shall be the bodies responsible for reviewing this Framework.
3. Municipality of Jasper’s CAO and the ID No. 12’s CAO will communicate to each other in a timely manner any items that might be of significance for intermunicipal cooperation or for this Framework.
4. The municipalities will comply with the *Municipal Government Act*, section 708.4, in aligning their bylaws with this Framework.

**D. GENERAL TERMS**

1. Both municipalities agree that in consideration of the shared services outlined in Section E, any costs in the future that require Intermunicipal agreements shall be dealt with on a case by case basis.

**E. MUNICIPAL SERVICES**

1. Both municipalities have reviewed the services that benefit the residents in more than one municipality.
2. Based on the review, the municipalities have not identified any shared services.

**F. FUTURE PROJECTS & AGREEMENTS**

1. In the event that either municipality initiates the development of a new project and/or service that may require a new cost-sharing agreement, the initiating party's Chief Administrative Officer will notify the other municipality's Chief Administrative Officer, in writing within 90 days.
2. The initial notification should include a general description of the project, estimated costs and timing of expenditure. The other municipality will advise if there are objections to cost-sharing for the project and the reasons.
3. Both municipalities recognize that the decision to participate or not to participate lies with the respective municipalities.
4. If the municipalities mutually agree to the new project or service, then a new replacement framework will be created and notify the Minister within 90 days.

**G. INTERMUNICIPAL DEVELOPMENT PLAN**

1. ID No. 12 and Municipality of Jasper are exempt from creating an Intermunicipal Development Plan by the Minister of Municipal Affairs in accordance with Ministerial Order MSL 047/18.

**H. DISPUTE RESOLUTION**

1. The municipalities are committed to resolving any disputes in a non-adversarial, informal and cost-efficient manner.
2. The municipalities shall make all reasonable efforts to resolve all disputes by negotiation and agree to provide, without prejudice, open and timely disclosure of relevant facts, information and documents to facilitate negotiations.
3. The municipalities will provide notice in writing to each other prior to any news releases related to the dispute.
4. In the event of a dispute, the municipalities agree that they shall undertake a process to promote the resolution of the dispute in the following order:
  - a. negotiation, followed by;
  - b. mediation, followed by;
  - c. binding arbitration.

5. If any dispute arises between the municipalities regarding the interpretation, implementation or application of this Framework or any contravention or alleged contravention of this Framework, the dispute will be resolved through the Dispute Resolution Process outlined herein.
6. If the Dispute Resolution Process is invoked, the municipalities shall continue to perform their obligations described in this Framework until such time as the Dispute Resolution Process is complete.

### **Notice of Dispute**

7. In the event a municipality believes there is a dispute under this Framework, that municipality shall give written notice (“Dispute Notice”).

The Dispute Note must state:

- a. The municipality wishes to engage in the Dispute Resolution Process set out in this Framework; and
  - b. the relevant information concerning the dispute.
8. The Dispute Notice must be sent to the other municipality in accordance with Part I “Correspondence” of this Framework.

### **Negotiation**

9. No later than twenty-one (21) days after receipt of the Dispute Notice, the Chief Administrative Officers, of each municipality, must appoint representatives to participate in at least one meeting, in person or by electronic means, to attempt to negotiate a resolution of the dispute (the “Negotiation Period”).
10. The Chief Administrative Officer may appoint different or additional representatives throughout the Dispute Resolution Process.
11. Each party will provide notice of the representatives selected in accordance with Part I of this Framework.
12. After each meeting between the representatives, the representatives will:
  - a. make a presentation to; and
  - b. seek direction from their respective Council.
13. Council’s decision with respect to the issues in dispute will be communicated to the other municipality in accordance with the provisions in Part I “Correspondence” of this Framework.

14. The Negotiation Period may be as long as three (3) months.
15. If the municipalities cannot resolve the dispute through negotiation or the Negotiation Period expires, the dispute will be referred to mediation.

## **Mediation**

16. The process for resolving the dispute through mediation (the “Mediation Period”) will be as follows:
  - a. Twenty-one (21) days after the end of the Negotiation Period, the municipality that sent the Dispute Notice will prepare and provide to the other municipality a Mediation Report.
  - b. This report must include:
    - i. An outline of the dispute;
    - ii. The facts agreed upon by the municipalities;
    - iii. The facts and issues that remain in dispute; and
    - iv. A proposed mediator
  - c. If the other municipality objects to the mediator proposed in the Mediation Report, the municipalities will have an additional seven (7) days to select a mutually agreed upon mediator.
  - d. The initiating party will provide the mediator with following:
    - i. a copy of the Mediation Report; and
    - ii. all records, documents and information that the mediator may reasonably request.
  - e. The municipalities’ representatives must meet with the mediator at such reasonable times as may be required.
  - f. The parties’ representatives will, through the intervention of the mediator, negotiate in good faith to resolve their dispute.
  - g. The Mediation Period will end no later than six (6) months after receipt of the Dispute Notice.

- h. The proceedings involving the mediator are without prejudice.
  - i. The mediator's fees and expenses and the cost of the facilities required for mediation shall be shared equally between the municipalities.
  - j. After the mediation, each representative will:
    - i. make a presentation to; and
    - ii. seek direction from their respective Council.
  - k. Council's decision with respect to the issues in dispute will be communicated to the other party in accordance with the provisions in Part I of this Framework.
17. In the event that:
- a. The municipalities do not agree on the appointment of a mediator within one (1) month of receipt of the Mediation Report; or
  - b. The dispute has not been resolved within 6 months after receipt of the Dispute Notice; or
  - c. Both municipalities consent.

The municipalities shall commence the process for binding arbitration.

### **Binding Arbitration**

18. The process for resolving the dispute through binding arbitration (the "Arbitration Period") shall follow the requirements of the *Arbitration Act*.

#### **I. CORRESPONDENCE**

- 1. Notice under this Framework shall be provided in writing to the mailing addresses of each respective municipality and addressed for the attention of the Chief Administrative Officer.
- 2. Notices will be sent either by courier or postal service. Regardless of the method of delivery, any notice is deemed to be received seven (7) business days after it has been sent. A party will endeavour to send courtesy copies of correspondence by electronic means to the attention of the Chief Administrative Officer, but such delivery method will not affect the calculation of days set out above.

**IN WITNESS WHEREOF** the Municipalities have hereunto executed this Framework under their respective corporate seals and by the hands of their proper officers duly authorized in that regard.

Signed this \_\_\_\_ day of \_\_\_\_\_, 2020 in \_\_\_\_\_, Alberta.

**IMPROVEMENT DISTRICT #12**

**MUNICIPALITY OF JASPER**

Per:

Per:

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Gary Sandberg  
Assistant Deputy Minister  
Municipal Services, Municipal Affairs

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Richard Ireland, Mayor

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Travis Nosko, C.A.O.

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Mark Fercho, C.A.O.



March 13, 2019

News Release

## **Coronavirus (COVID-19) information for Jasper**

On March 11, the World Health Organization declared the COVID-19 outbreak a global pandemic. Canadians are being asked to help 'flatten the curve' and take measures to slow down the spread of the virus to reduce the load on the country's healthcare system.

The Municipality of Jasper's first priority is the health and safety of its residents, visitors and staff.

### **Community Dinners, Parent Link events and Volunteer Appreciation Banquet cancelled**

The Municipality of Jasper completed a [risk assessment for mass gatherings](#) provided by the Public Health Agency of Canada (PHAC) and has cancelled the following municipal events:

- Parent Link Stay and Play – Friday, March 13
- Parent Link Coffee and Scream – Saturday, March 14
- Community Dinner – Sunday, March 15
- Parent Link Indoor Playgroup (St. Patrick's Day Party) – Tuesday, March 17
- Parent Link Free Swim – Wednesday, March 18
- Community Dinner – Sunday, March 22
- Volunteer Appreciation Banquet – Wednesday, April 22

The risk assessment tool showed that Community Dinners pose several potential risks for the transmission of COVID-19, including the sharing of food and the gathering of people from all age groups, including those who are at a greater risk of severe illness (older adults) and those who are at greater risk of spreading the illness (young children).

### **Other organizations planning events in Jasper**

- As per the [Government of Alberta's Public Health Restrictions](#) (announced March 12), organizers must cancel any events that have more than 250 attendees. Any event that has more than 50 attendees and expects to have international participants, or involves critical infrastructure staff, seniors or other high-risk populations should also be cancelled.
- Organizations planning to host an event in Jasper should also conduct a [risk assessment for mass gatherings](#) to determine whether mitigation strategies are required, or if the event should be cancelled or postponed.



- Anyone planning on hosting an event in municipal facilities or on municipal property must demonstrate that the risk assessment was conducted and which mitigation strategies will be implemented.

### **What the Municipality of Jasper is doing**

Municipal staff and elected officials are monitoring information releases and updates from the federal and provincial governments to ensure we continue to act in the best interest of Jasper residents and visitors.

Municipal priorities in the event of an outbreak include:

- limiting exposure of staff and patrons to the virus;
- maintaining essential services (such as water treatment and distribution, waste collection); and
- maintaining emergency response capacity.

The PHAC indicates that the public health risk associated to COVID-19 is low for the general population in Canada. However, the Alberta Emergency Management Agency has identified that tourism destinations, such as Jasper, are at higher risk than other Alberta communities. To date, all cases of COVID-19 in Alberta are travel related.

Municipal staff is working closely with Alberta Health Services staff and will activate the necessary contingency plans in the event of an outbreak in Jasper. All individuals in Jasper should [sign up for emergency alerts from the Municipality of Jasper](#).

### **How to help prevent the spread**

To help protect you and your family against illnesses, including flu and COVID-19:

- Self-isolate if you're feeling sick;
- Wash your hands frequently;
- Cover coughs and sneezes;
- Avoid touching your face; and
- Clean and disinfect surfaces that are frequently used.

### **Get your information from credible sources**

- Government of Canada – [canada.ca/coronavirus](https://canada.ca/coronavirus)
- Government of Alberta – [alberta.ca/covid19](https://alberta.ca/covid19)

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For media inquiries, contact:

Christine Nadon, Legislative Services Manager  
780-852-4724, [cnadon@town.jasper.ab.ca](mailto:cnadon@town.jasper.ab.ca)

Dear Mayor Ireland and Councillors Butler, Damota, Journault, Kelleher-Empey, McGrath and Wilson,

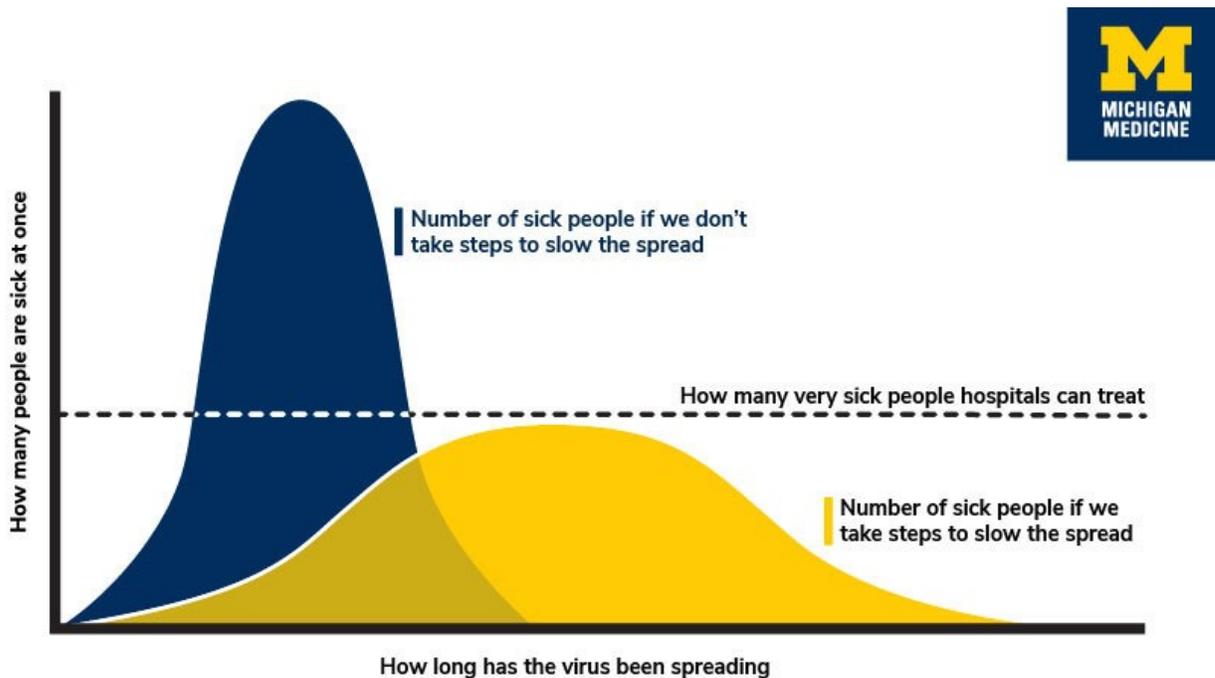
I hope this note finds you all well.

As you are all aware, many countries around the world are experiencing outbreaks of COVID-19. It has been difficult to contain, and many conversations in the health and scientific community have turned to the idea of "flattening the curve" — taking action to get out in front of the virus, slow transmission and reduce the burden on the health care system (see attached GIF). If we can do this, it will mean less illness, death and overall impact. This may also have the secondary effect of reducing the impact on our kids' education, and the economic impacts and stresses on local businesses.

I'm writing this letter in support of municipal funding actions that will promptly and adequately prepare our community for an outbreak. While the risk is currently rated as low in Alberta, a quick look around the world gives a good indication of how quickly the number of cases can multiply. Let's hope it doesn't get as bad here as some of the modelling indicates, and indeed some early predictions have been modified as more information comes in. But let's also be prepared in case it does, so we can protect our front-line workers and vulnerable populations.

Thanks for all you do. I wish you all a healthy spring!

Warm regards,  
Niki



Adapted from the CDC



March 11, 2020

Office of the Superintendent  
Jasper Field Unit  
P.O. Box 10  
Jasper, Alberta, T0E 1E0

**Attention: Alan Fehr, Field Unit Superintendent**

Dear Mr. Fehr,

Councillors have recently reported receiving numerous comments and questions regarding Parks Canada's evolving approach towards PHAs.

In order to respond appropriately and knowledgeably to the community members they represent, Councillors would benefit from a thorough understanding of Parks Canada's recent changes to either regulatory provisions or interpretation, the processing of applications and the issuance of new permits or licences, and the status of existing permits or licences.

On behalf of Council, I extend to you or to any member of your management team, an open invitation to attend either a regular meeting of Council or a Council Committee of the Whole meeting to speak with Council regarding this matter.

Council meetings are held on the first and third Tuesdays of each month, commencing at 1:30 pm in the Quorum Room of the Jasper Municipal Library and Cultural Centre. Committee of the Whole meetings are held on the second and fourth Tuesdays of each month, commencing at 9:30 am at the same location. All meetings are conducted in public; the media is typically in attendance.

If you wish to schedule an attendance please contact Kayla Byrne ([kbyrne@town.jasper.ab.ca](mailto:kbyrne@town.jasper.ab.ca); ph. 780-852-6503), however, Council would welcome and accommodate you or any member of your staff at any of the above times without notice.

Thank you for your continuing efforts on behalf of the community as we work together within our separate jurisdictional spheres, exercising our unique model of shared governance.

Sincerely,

Richard Ireland  
Mayor  
Municipality of Jasper

# Municipality of Jasper

List of recommendations  
Regular meeting, Tuesday, March 17, 2020



## **Additions to agenda**

BE IT RESOLVED that council agree to add/delete the following items to today's regular meeting agenda:

## **Approval of agenda**

BE IT RESOLVED that council approve the agenda for the regular meeting of Tuesday, March 17, 2020 as presented.

## **Approval of minutes**

BE IT RESOLVED that council approve the minutes of the March 3, 2020 regular Council meeting as presented.

## **Intermunicipal Collaboration Framework (ICF) – waiver of notice**

BE IT RESOLVED that Council waive the two-week notice period to make a decision on the Intermunicipal Collaboration Framework between Improvement District No. 12 and the Municipality of Jasper.

## **Intermunicipal Collaboration Framework (ICF)**

BE IT RESOLVED that Council approve the Intermunicipal Collaboration Framework between Improvement District No. 12 and the Municipality of Jasper as presented.

## **Adjournment**

BE IT RESOLVED that, there being no further business, the regular meeting of Tuesday, March 17, 2020 be adjourned at \_\_\_\_\_.