

MUNICIPALITY OF JASPER
REGULAR COUNCIL MEETING AGENDA
Date: August 18, 2020 | Time: 1:30 pm
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 **1:30 pm**, use the following Zoom link: <https://zoom.us/j/492811970>

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

To be notified of when Council is reconvening after its closed session, send an email to kbyrne@town.jasper.ab.ca. **Please note:** An in camera session could take several minutes or hours. Council typically comes out of an in camera session and adjourns right away. It is rare for anything to be discussed or decided upon after an in camera session.

- 1 CALL TO ORDER**
- 2 APPROVAL OF AGENDA**
 - 2.1 Regular meeting agenda, August 18, 2020 attachment
- 3 APPROVAL OF MINUTES**
 - 3.1 Regular meeting minutes, August 4, 2020 attachment
- 4 PRESENTATIONS**
- 5 BUSINESS ARISING FROM PREVIOUS MINUTES**
- 6 DEPARTMENT REPORTS**
- 7 BYLAWS**
 - 7.1 Bylaw Summary attachment
 - 7.2 CMHC Borrowing Bylaw – 1st and 2nd reading
- 8 REQUESTS FOR DECISION**
 - 8.1 RFD: Reopening the Activity Centre attachment
 - 8.2 RFD: S-Block Paid Parking Fee Structure attachment
 - 8.3 RFD: Reallocation of Capital Funds attachment
 - 8.4 Notice Commercial Cardboard attachment
 - 8.5 RFD: Council Correspondence Policy attachment
 - 8.6 Notice: Communications Coordinator attachment
 - 8.7 Notice: Jasper Day Proclamation attachment
- 9 CORRESPONDENCE FOR INFORMATION, CONSIDERATION OR ACTION**
 - 9.1 Feedback on compulsory face coverings attachments
- 10 OTHER NEW BUSINESS**
- 11 COUNCILLOR REPORTS**

MUNICIPALITY OF JASPER
REGULAR COUNCIL MEETING AGENDA
Date: August 18, 2020 | Time: 1:30 pm
Quorum Room, Jasper Library & Cultural Centre



12 UPCOMING EVENTS

Aug. 24: JPCC luncheon, Sawridge, 11:30 am

13 ADJOURNMENT

Please note: All regular and committee meetings of Council are 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, August 4, 2020 | 1:30 pm
 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, Scott Wilson, Helen Kelleher-Empey, Jenna McGrath (attended through Zoom) and Rico Damota						
Also present	Mark Fercho, Chief Administrative Officer Kayla Byrne, Legislative Services Coordinator Christine Nadon, Legislative Services Manager <i>All others participated or observed through Zoom:</i> Natasha Malenchak, Director of Finance and Administration Angella Franklin, Acting Director of Culture and Recreation Neil Jones, Licensing and Enforcement Manager John Greathead, Director of Operations Joanne McQuarrie, Fitzhugh 15 staff members and observers						
Call to order	Mayor Ireland called the meeting to order at 1:30 pm.						
Additions to the agenda #209/20	MOTION by Councillor Journault – BE IT RESOLVED that Council add the following item to today’s agenda: - 13.1 In Camera: Enforcement provisions of Temporary Compulsory Face Coverings Bylaw						
	<table border="0" style="width: 100%;"> <tr> <td style="text-align: left;">FOR</td> <td style="text-align: left;">AGAINST</td> <td></td> </tr> <tr> <td style="text-align: left;">7 Councillors</td> <td style="text-align: left;">0 Councillors</td> <td style="text-align: right;">CARRIED</td> </tr> </table>	FOR	AGAINST		7 Councillors	0 Councillors	CARRIED
FOR	AGAINST						
7 Councillors	0 Councillors	CARRIED					
Approval of agenda #210/20	MOTION by Councillor Kelleher-Empey – BE IT RESOLVED that Council approve the agenda for the regular meeting of August 4, 2020 as amended.						
	<table border="0" style="width: 100%;"> <tr> <td style="text-align: left;">FOR</td> <td style="text-align: left;">AGAINST</td> <td></td> </tr> <tr> <td style="text-align: left;">7 Councillors</td> <td style="text-align: left;">0 Councillors</td> <td style="text-align: right;">CARRIED</td> </tr> </table>	FOR	AGAINST		7 Councillors	0 Councillors	CARRIED
FOR	AGAINST						
7 Councillors	0 Councillors	CARRIED					
Approval of regular minutes #211/20	MOTION by Councillor Journault – BE IT RESOLVED that Council approve the minutes of the July 21, 2020 regular Council meeting as presented.						
	<table border="0" style="width: 100%;"> <tr> <td style="text-align: left;">FOR</td> <td style="text-align: left;">AGAINST</td> <td></td> </tr> <tr> <td style="text-align: left;">7 Councillors</td> <td style="text-align: left;">0 Councillors</td> <td style="text-align: right;">CARRIED</td> </tr> </table>	FOR	AGAINST		7 Councillors	0 Councillors	CARRIED
FOR	AGAINST						
7 Councillors	0 Councillors	CARRIED					
Compulsory face covering options	Council considered options with respect to implementing compulsory face coverings in public places. Discussions included the possibility of strengthening the current Conduct in Public Places Bylaw and a temporary Compulsory Face Covering Bylaw.						

Deputy Mayor Journault assumed chairing responsibilities for the meeting, which allowed Mayor Ireland to make the following motion:

#212/20 MOTION by Mayor Ireland – BE IT RESOLVED that Council direct Administration, that for the purposes of section of 3.6 of the Conduct in Public Places Bylaw, commencing August 5, 2020 and until further motion of Council, failing to wear a face covering on the public sidewalk on the west side of Connaught, between Aspen Avenue and Hazel Avenue and on any public sidewalks on Patricia Street between Pyramid Lake Road and Hazel Avenue and on all connecting sidewalks at any time or elsewhere in public places in the town of Jasper when two metres of physical distance cannot be maintained shall be deemed to be an action or behaviour which endangers or detracts from the comfort, repose, health, peace or safety of persons within the limits of the town; and shall be an offence and shall be subject to the penalties specified herein.

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

Mayor Ireland resumed the role of meeting chair.

Signage and enforcement related to this item will be further discussed with Administration.

Bylaw summary Council received a list of bylaws currently in force and those in various stages of readings.

Temporary Compulsory Face Covering Bylaw 1st & 2nd reading #213/20 MOTION by Councillor Damota – BE IT RESOLVED that Council read for the first time Bylaw #228, the Temporary Compulsory Face Covering Bylaw, being a bylaw of the Specialized Municipality of Jasper in the province of Alberta to make compulsory the wearing of face coverings in indoor public places in the town of Jasper.

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

#214/20 MOTION by Councillor Kelleher-Empy – BE IT RESOLVED that Council read for the second time Bylaw #228, the Temporary Compulsory Face Covering Bylaw, being a bylaw of the Specialized Municipality of Jasper in the province of Alberta to make compulsory the wearing of face coverings in indoor public places in the town of Jasper.

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

Recess Mayor Ireland called a recess from 2:56 pm until 3:07 pm.

S-Block Paid Parking Fee Structure	<p>Council did not make a decision on this item.</p> <p>Councillors discussed the possibility of working with Administration to determine a reasonable fee structure for paid parking for community members in the new S-Block parking lot. Councillors also discussed the possibility of various fees for different sized lots.</p> <p>This item will return for discussion at the next Committee of the Whole meeting.</p>						
Reallocation of Capital Funds	<p>Council gave notice that it may make a decision on a reallocation of capital funds for the Operations Department at the next regular meeting.</p>						
Reopening the Activity Centre	<p>Following discussions on public health, use of the facility and fiscal responsibility, Council deferred making a decision on the reopening of the Activity Centre until August 18.</p> <p>Council directed Administration to survey all user groups and tenants of the Activity Centre to help determine a reopening date. This item will also be further discussed at the next Committee of the Whole meeting.</p>						
Temporary Compulsory Face Covering Bylaw – 3 rd reading #215/20	<p>Certification from Parks Canada for Bylaw #228 was obtained during the meeting.</p> <p>MOTION by Councillor Butler – BE IT RESOLVED that Council proceed with a third reading of Bylaw #228 at today’s meeting.</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>7 Councillors</td> <td>0 Councillors</td> <td style="text-align: right;">CARRIED</td> </tr> </table>	FOR	AGAINST		7 Councillors	0 Councillors	CARRIED
FOR	AGAINST						
7 Councillors	0 Councillors	CARRIED					
#216/20	<p>MOTION by Councillor Damota – BE IT RESOLVED that Council read for the third and final time Bylaw #228, the Temporary Compulsory Face Covering Bylaw, being a bylaw of the Specialized Municipality of Jasper in the province of Alberta to make compulsory the wearing of face coverings in indoor public places in the town of Jasper.</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>7 Councillors</td> <td>0 Councillors</td> <td style="text-align: right;">CARRIED</td> </tr> </table> <p>Signage related to this bylaw will be further discussed with Administration.</p>	FOR	AGAINST		7 Councillors	0 Councillors	CARRIED
FOR	AGAINST						
7 Councillors	0 Councillors	CARRIED					
Councillor Butler	<p>Councillor Butler left the meeting at 4:40 pm.</p>						
Increased custodial hours – waiver of notice #217/20	<p>MOTION by Councillor Wilson – BE IT RESOLVED that waive the otherwise necessary notice required to make a decision on additional custodial hours.</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>6 Councillors</td> <td>0 Councillors</td> <td style="text-align: right;">CARRIED</td> </tr> </table>	FOR	AGAINST		6 Councillors	0 Councillors	CARRIED
FOR	AGAINST						
6 Councillors	0 Councillors	CARRIED					

Increased custodial hours #218/20 MOTION by Councillor Kelleher-Empey – BE IT RESOLVED that Council approve an additional net deficit of \$9,000 to provide additional hours for custodial services for the Connaught washrooms and the Log Cabin washrooms.

FOR 6 Councillors AGAINST 0 Councillors CARRIED

Council Correspondence Policy Council gave notice that it may make a decision on a Council Correspondence Policy at the next regular meeting. Council discussed adding more details regarding respectful workplace practices. Administration will implement edits and return with an updated policy at the next Committee of the Whole meeting.

Correspondence: Masks Council received several letters encouraging the Municipality of Jasper to implement compulsory masking.

Other new business Councillor Damota inquired about the possibility of Council proclaiming Jasper Day.

Coucillors inquired about the status of deferred tax payments for the municipal tax roll. Administration indicated an update on this item will return for discussion at the next Committee of the Whole meeting.

Councillor reports Councillor Damota will participate in an elected officials’ public engagement course.

Mayor Ireland met with the Mayor of Drumheller and discussed the reality of being a popular tourism community and the expenses associated with serving a visitor population.

Mayor Ireland also had a courtesy meeting with Philippine Consul General Zaldy Patron.

Mayor Ireland also attended a tourism roundtable with Premier Kenney, Minister Fir, MLA Long and various other industry representatives. Discussions focused on numerous recommendations including a recommendation that the Minister of Economic Development, Trade and Tourism be appointed as the minister responsible for the engagement of national park issues and advocacy.

In camera #219/20 MOTION by Councillor Journault – BE IT RESOLVED that Council move in camera at 4:04 pm to discuss agenda item 13.1 In Camera: Enforcement provisions of Temporary Compulsory Face Coverings Bylaw at 5:01 pm.

FOR 6 Councillors AGAINST 0 Councillors CARRIED

Meeting extension #220/20

MOTION by Councillor Wilson – BE IT RESOLVED that Council extend today’s meeting beyond four hours.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Revert to open meeting #221/20

MOTION by Councillor Wilson – BE IT RESOLVED that Council revert to open meeting at 6:00 pm.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Adjournment #222/20

MOTION by Councillor Kelleher-Empey – BE IT RESOLVED that, there being no further business, the regular meeting of August 4, 2020 be adjourned at 6:02 pm.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Mayor

Chief Administrative Officer

Municipality of Jasper Bylaw Summary

Updated: 8/14/2020

	Bylaw	Date Repealed	Repeals Bylaw	Replaced by Bylaw	Scheduled date for next reading			Date Forwarded	Date Certified
					First Reading	Second Reading	Third Reading & Approval		
229	CMHC Borrowing Bylaw 2020				2020-Aug-18	2020-Aug-18			
228	Temporary Compulsory Face Covering Bylaw				2020-Aug-04	2020-Aug-04	2020-Aug-04	2020-Aug-04	2020-Aug-04
227	Tax Rates Bylaw 2020		217		2020-May-19	2020-May-19	2020-May-26	2020-May-19	2020-May-20
226	Utility Fees Levy and Collection Bylaw 2020 A		223		2020-Apr-07	2020-Apr-07	2020-Apr-14	2020-Apr-07	2020-Apr-08
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 Hostelling 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	227	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

**MUNICIPALITY OF JASPER
BYLAW #229**

BEING A BYLAW OF THE MUNICIPALITY OF JASPER IN THE PROVINCE OF ALBERTA TO AUTHORIZE THE COUNCIL OF THE MUNICIPALITY TO INCUR INDEBTEDNESS TO THE CANADA MORTGAGE AND HOUSING CORPORATION (CMHC) SEED LOAN IN THE AMOUNT OF \$100,000 FOR THE PURPOSE OF CONSTRUCTION OF 80 AFFORDABLE HOUSING UNITS AND TO AUTHORIZE COUNCIL TO REPAY THE INDEBTEDNESS IN EITHER ANNUAL OR SEMI-ANNUAL INSTALLMENTS.

WHEREAS the Municipality of Jasper owns and operates the Jasper Community Housing Corporation (JCHC);

AND WHEREAS Council of the Municipality of Jasper has approved a Capital Budget which includes the expenditure of funds for intended JCHC Housing Project (the "Project");

AND WHEREAS initial budget has been prepared for the Project which estimate the total cost of the Project to be \$22,188,120;

AND WHEREAS the Municipality estimates the following grants and contributions will be applied to the project:

Other CMHC Capital Contributions (grants)	2,042,374
Jasper Municipal Equity Investment (future bylaw)	3,500,000
CMHC Mortgage or other Financing (future bylaw)	12,937,564
Jasper Business Community Non-Equity Lease Payments	3,608,182
CMHC Debenture (Bylaw #229)	<u>\$100,000</u>
Total Cost	\$22,188,120

AND WHEREAS in order to initiate the project it will be necessary for the Municipality to borrow the sum of \$100,000 for a period not to exceed FIVE (5) years from the CMHC, by the issuance of debentures and on the terms and conditions referred to in this bylaw;

AND WHEREAS the estimated lifetime of the project financed under this bylaw is equal to, or in excess of FIVE (5) years;

AND WHEREAS the amount of existing debenture indebtedness of the Municipality of Jasper at August 1st, 2020 is \$7,111,562, none of which is in arrears;

AND WHEREAS all required approvals for the project have been obtained and the project is in compliance with all acts and regulations of the Government of Canada and the Province of Alberta;

NOW THEREFORE the Council of the Municipality of Jasper in the Province of Alberta, duly assembled and having determined to issue a bylaw pursuant to section 258 of the *Municipal Government Act* to authorize borrowing to finance the undertaking of said Project, enacts:

1. CITATION

- 1.1 This Bylaw may be cited as Municipality of Jasper Bylaw #229, the "CMHC Borrowing Bylaw 2020".

2. DEFINITIONS

- 2.1 In this Bylaw:

2.1.1 "Council" shall mean the Council of the Municipality of Jasper;

2.1.2 "Municipality" and "Municipality of Jasper" shall mean the Municipality of Jasper in Jasper National Park in the Province of Alberta;

2.1.3 "Canada Mortgage and Housing Corporation" shall mean a Crown corporation governed by a Board and responsible to Parliament through a Minister.

2.1.4 "Jasper Community Housing Corporation" shall mean a wholly owned not-for-profit corporation of the Municipality of Jasper.

3. BORROWING

- 3.1 This bylaw authorizes borrowing, for the purpose of initiating the JCHC Housing Project for 80 affordable units in the Town of Jasper, the sum of ONE HUNDRED THOUSAND DOLLARS (\$100,000) from the Canada Mortgage and Housing Corporation by way of debenture on the credit and security of the Municipality at large, of which amount the full sum of ONE HUNDRED THOUSAND DOLLARS (\$100,000) is to be repaid by the Municipality at large.

- 3.2 The indebtedness shall be contracted on the credit and security of the Municipality.

- 3.3 The net amount borrowed under this bylaw shall be applied only to the project specified by this bylaw.

4. DEBENTURES

- 4.1 The proper officers of the Municipality of Jasper are hereby authorized to issue debenture(s) on behalf of the Municipality for the amount and purpose authorized by this bylaw, namely the JCHC 80 affordable housing unit project.

- 4.2 The debentures to be issued under this Bylaw may be in any denomination not exceeding the amount authorized by this Bylaw and shall be dated having regard to the date of the borrowing but shall in no event be dated later than 31 December 2020.

5. REPAYMENT

- 5.1 The Municipality shall repay the indebtedness according to the repayment structure in effect, namely semi-annual or annual equal payments of combined principal and interest instalments over a period not to exceed FIVE (5) years calculated at a rate not exceeding the interest rate fixed by the Canada Mortgage and Housing Corporation the date of the borrowing, and not to exceed EIGHT (8) percent.

5.2 The Municipality shall levy and raise funds in each year municipal taxes sufficient to pay the indebtedness.

6. SEVERANCE

6.1 If any provision herein is adjudged by a Court of competent jurisdiction to be invalid for any reason, then that provision shall be severed from the remainder of this Bylaw and all other provisions of this Bylaw shall remain valid and enforceable.

7. COMING INTO EFFECT

7.1 This Bylaw shall come into force and effect on the final day of passing thereof.

7.2 If any provision herein is adjudged to be repugnant to any federal regulation or legislation, this Bylaw shall continue in full force and effect but any such repugnant provision shall be of no force or effect until such time as the repugnancy is removed by repeal or amendment of the federal legislation or regulation.

GIVEN FIRST READING THIS ___ DAY OF AUGUST, 2020

GIVEN SECOND READING THIS ___ DAY OF AUGUST, 2020

GIVEN THIRD AND FINAL READING THIS ___ DAY OF SEPTEMBER, 2020

Mayor

Chief Administrative Officer



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

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).

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

Options:

- Direct Administration to prepare cost estimates for reopening the Activity Centre for October 4, 2020;
- Direct Administration to prepare cost estimates for reopening the Activity Centre for September 21 or October 4, 2020 with full operating hours to promote physical distancing;
- Consider the fiscal implications of recalling staff after October 4, 2020 (i.e. severance pay);
- Defer making a decision on this item; or
- Deny the request to reopen the facility in 2020.

Previous Council motions on reopening Culture and Recreation facilities:

July 7, 2020 – Fitness Centre

MOTION by Councillor Journault – BE IT RESOLVED that the Fitness Centre and climbing wall plan for reopening for September 21 with a confirming decision to be made by Council on September 1.

FOR AGAINST
5 Councillors 2 Councillors (Mayor Ireland & Councillor Wilson) CARRIED

July 21, 2020 – Aquatic Centre

That Council approve an additional net deficit of \$115,000 to reopen the Aquatic Centre starting September 21, 2020 with reduced hours, as outlined in this report (pending staff availability and training).

FOR AGAINST
6 Councillors 1 Councillor (Mayor Ireland) CARRIED

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.

A decision on August 18 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: August 4, 2020; previously discussed on July 28 and July 14, 2020; July 9 and July 16, 2019; and June 25, 2018

Date – Decision: August 18, 2020

Recommendation:

Whereas the Municipality of Jasper is providing a new service;

Whereas the Municipality of Jasper has an existing [Rates and Fees Bylaw](#);

- That Council direct Administration to apply parking fees to the new S-Block parking lot using Bylaw #140 – the Rates and Fees Bylaw.

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 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.

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



REQUEST FOR DECISION

Subject:	Reallocation of Capital Funds
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
Date – Notice:	August 4, 2020
Date – Decision:	August 18, 2020

Recommendation:

- That Council authorize Administration to adjust the Capital Budget as presented and complete the listed initiatives prior to the year end.

Background:

In light of the difficulties encountered during the COVID Pandemic, many of the capital projects have been impacted by schedule delays or cost increases, or both. Operations staff is endeavouring to complete the list of tasks, but some projects may not be completed by the end of the year.

Off the Capital Budget/Work Plan for 2020, the \$50,000 allocated for Bio-Solids Disposal (6-42-01-00-640), is unlikely to be completed. A comprehensive plan is still being developed by the WWTP Operator, EPCOR. Options are being evaluated for the existing stock of bio solids as well as the feasibility of continuing to handle the bio solids as we have been doing. The results of the study on the bio solids should be complete later this year, however, it is not anticipated that this line item will be spent. This study is anticipated to be completed in the near future, as part of the Operating Contract with the WWTP.

The Capital Project for the Hydrant rebuilds will be under budget for 2020 and administration would like to transfer \$12,000 from this project (6-41-01-00-632).

Operations is seeking to reallocate the above listed funds to support some other projects, based on need, feasibility of completion in 2020, and to improve the efficiency of the department.

A budgetary request was made for \$20,000 to install a security system for the Operations Building. A Request for Proposals was issued earlier in 2020 with several proponents responding. After assessing the multitude of options, Administration has determined the best way to go forward with building security is to have an all-encompassing solution that can be applied to all facilities. The best approach would be to have a hub, or admin portal that would control all the various entry points throughout all Municipal owned buildings using a swipe



card or key fob system. These fobs would be assigned to all necessary staff, and access to facilities and zones can be granted per user. Our initial estimate was somewhat low, and Operations is requesting to top up this amount by \$8,500. This portion of the project will include secure entrances for the Ops Building, as well as hosting the server for the entire municipal system.

Another Capital Project that was insufficiently funded was the reservoir cleaning project. Operations had requested \$10,000 for this project and would have been an adequate amount in a pre-COVID world. Once the pandemic hit, service providers had to review their Health and Safety protocols, which drastically changed the previous quotes for this work. Operations had to send out for renewed quotes, and the originally selected proponent was not awarded the work. Operations is requesting to move \$3,500 to cover the cost of this additional expense.

The Utilities section of Operations has in the past year been striving to take more work in-house, improve our internal skill-set and reduce the Municipality's reliance on outside contractors. One of the greatest improvements for this department would be a properly outfitted Service Vehicle, which would enhance our ability to complete work ourselves, without having to source out a contractor for this work and wait for their availability.

As an example, when replacing a hydrant, we rent a picker truck at \$250/hr, and sometimes the replacement can take anywhere from 4 -10 hours depending on site and weather conditions. Another benefit would be servicing the sewage lift stations. Best practices would be a minimum service of pulling the pumps monthly for cleaning and inspection. We have 8 lift stations with 2 pumps each which suggests we should be lifting these pumps at least 192 times per year, which we are not currently doing as we are dependent on contractors and the costs are prohibitive. There is a line item in the Capital Budget for \$40,000 for a new truck for utilities, and Operations is requesting to increase this budget line by another \$50,000 for this purpose.

Reallocation of funds:

Remove \$50,000 from 6-42-01-00-640 (Bio Solids Removal)

Remove \$12,000 from 6-41-01-00-632 (Hydrant Rebuids)

\$62,000

Add \$8,500 to 6-31-31-00-630 (Operations Building Key System)

Add \$3,500 to 6-41-01-00-201 (Reservoir Cleaning)

Add \$50,000 to 6-41-01-01-651 (Fleet Replacement)

\$62,000

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:

- The bottom line of the Capital Budget would not be impacted.



Attachments:

- Approved 2020 Capital and Enhancement List

APPROVED 2020 CAPITAL & ENHANCEMENT

Department	Project Name	Budget	GL Number
Recreation:			
<i>Arena</i>	Design,permits,tender and contingency, ice plant	280,058	6-76-07-04-620
	Arena - Ice Plant & Condenser Move & Rebuild	3,712,551	6-76-07-04-622
	Stand Heating Units	16,022	6-76-07-04-633
	Arena/Curling Rink-Transfer to operating function	17,000	6-76-07-04-761
	Arena Lobby Roof Replacement	270,000	6-76-06-00-620
	Replacement of slab and boards (incl contnigency)	1,470,000	6-76-06-00-622
	Floor Cleaner	5,000	6-76-07-04-635
	Tractor/Floor Machine for Ice Removal	30,000	6-76-07-00-631
Fitness & Aquatic Centre			
	Replace water slide stairs and water slide	253,653	6-77-08-00-621
	C&R - Roof Beams (Sealed and Watershield)	38,300	6-77-08-00-623
Activity Centre			
	C&R - Recreation Program & Service Review	25,125	6-72-06-00-625
	C&R - Multi Purpose Hall updates	70,357	6-72-06-00-626
	Parking Lot (remove large planters, add parking) (now 10k was 30k)	10,000	6-72-06-01-610
	Capital Project Manager/Contract (.5 FTE)	60,000	6-72-06-00-201
	Retile Basement Showers	50,000	6-72-06-00-624
	Automatic Door Openers	15,000	6-72-06-00-639
Curling Rink			
	Curling Rink Slab and Brine Lines (2018 approved dehumidifier \$28,840 on hold with this item)	600,000	6-72-16-00-630
Sub-total Culture and Recreation		6,923,065	
Protective Services:			
<i>Fire</i>	Old Fort Fire Supression	9,078	6-23-01-00-610
	Rescue Vehicle (Phase 2)	375,000	6-23-01-00-653
	Turnout Gear	16,000	6-23-01-00-639
Sub-total Protective Services		400,078	
Operations:			
<i>General</i>	Ops - BMS Software Consolidation	100,000	6-31-01-00-630
	Operations building key system	20,000	6-31-31-00-630
Roads			
	Ops-Asphalt Repairs	106,896	6-32-01-00-616
	Wayfinding Signage	244,228	6-32-03-00-201
	S-Block Parking	740,385	6-32-01-00-640
Grounds			
	Jim Vena Stage Project, Commeration Park	36,891	6-72-10-00-643
	Small Equipment	5,000	6-72-10-00-633
Sub-total Ops/Roads/Grounds		1,253,401	

Utilities:			
<i>Water</i>			
	Fire Supression System for Reservoir Building	8,923	6-41-01-00-639
	Water Well #3 Pump #1&2	47,685	6-41-01-00-610
	Hydrant rebuilds	27,962	6-41-01-01-631
	Pickup Truck	40,000	6-41-01-01-651
	Valve Replacement Program	50,000	6-41-01-00-631
	Hydrant rebuilds - 12 units per year - on-going annual BMP program	55,000	6-41-01-00-632
	Reservoir Cleaning	10,000	6-41-01-00-201
	Bulk water portion of S Block Sani/Water station	125,000	6-41-01-00-633

<i>Sewer</i>			
	WWTP Annual Capital Requirement	1,324,817	6-42-01-00-201
	Bio-Solids Disposal	50,000	6-42-01-00-640
	WWTP Facility and Op Review	300,000	6-42-01-00-202

<i>Garbage & Recycling</i>			
	Garbage Bin Replacement	45,000	6-43-01-00-630
	Garbage Bin Replacement	60,000	6-43-01-00-630
	Camera System for Solid Waste Vehicles	7,500	6-43-01-00-632
Sub-total Utilities		2,151,887	

Administration:			
	JCHC Housing (Program Development)	13,726	6-12-02-00-622
	Exchange Upgrade (email system)	20,000	6-12-01-00-201
	Replace MDJHost1 Server at AC	30,000	6-12-01-00-639
	Diamond Software Upgrade	8,000	6-12-01-02-630
	JCHC Housing Project	245,000	6-12-01-00-622
Sub-total Administration		316,726	
		11,045,157	

	Restricted Reserves or Funding	1,575,654
	Grant Funding and Donations	3,656,619
	Debt C&R (15 years at 2.538%)	1,516,894
	Secured Debt from 2019	4,295,990



REQUEST FOR DECISION

Subject: Commercial Cardboard

Presented by: Mark Fercho, CAO

Prepared by: John Greathead, Director of Operations
Christine Nadon, Legislative Services Manager

Reviewed by: Natasha Malenchak Director of Finance and Administration
Operations Managers: Gordon Hutton, Vidal Michaud, Laurent Bolduc
Neil Jones, Licensing and Enforcement Manager

Date – Discussion: August 11, 2020, potentially August 25, 2020

Date – Notice: August 18, 2020

Date – Decision: September 1, 2020

Recommendation:

- That Council give notice that a decision will be made on commercial cardboard service standards at the September 1, 2020 regular meeting.
 - Administration’s recommendation on this item are:
 - That Council deem that commercial cardboard placed in storage areas for municipal pick-up must be flattened, or it will be considered Untidy or Unsightly under the [Nuisance Bylaw \(#046\)](#) and may be subject to fines, as defined in the bylaw;
 - That Council deem that commercial cardboard storage areas for municipal pick-up must be kept in reasonable condition, or they may be deemed Untidy or Unsightly under the [Nuisance Bylaw \(#046\)](#) and may be subject to fines, as defined in the bylaw.
 - Fines under the [Solid Waste Bylaw \(#020\)](#) may apply to any Owner of a business establishment who fails to deposit garbage in an Approved Receptacle (section 3.5) or to a Person who leaves garbage of any kind accessible to wildlife (section 3.8).
 - All recommendations above would be subject to education, communication and compliance first, followed by enforcement (i.e. tickets and fines) where necessary.
- That Council continue to discuss service levels, policy and cost implications of the commercial cardboard program and narrow down options before directing Administration to collect business feedback on future changes to the program. Such changes would likely impact the 2021 operating budget, and be considered as part of that process.



Options:

- Require all commercial cardboard to be flattened or fines under existing bylaws may apply;
- Consider the implementation of a commercial cardboard bins program, modeled after the current commercial garbage bins program, where non-residential users are responsible for the purchase of the bin and may enter into sharing agreements with other commercial users. This program could be paired with increased opportunities for drop-off at the Operations yard for businesses who may wish to opt out of a user-pay collection service;
- Reallocate savings generated by mandatory flattening of cardboard and general tidiness (savings in staff time and wear and tear on equipment) to partially subsidize the purchase of new, dedicated cardboard bins for businesses, and increase resource allocation to the Bylaw department for increased monitoring, compliance and enforcement;
- Review the [Utility Fees Levy and Collection Bylaw](#) (schedule 2) to more equitably distribute the costs of commercial cardboard recycling. The current recycling fees are the same for residential and commercial properties. The implementation of a commercial cardboard bin system would require a new fee structure under this bylaw as well (potentially modeled after Schedule 1, currently showing solid waste pick-up rates for commercial leaseholds);
- Suspend the pick-up service, and revert to original intent of only accepting delivery at the Operations yard; or
- Require or incentivize businesses to adopt a zero-waste management program before issuing a business license for 2021.

Background:

Following a discussion at the August 11 committee of the whole, Administration is proposing the implementation of measures that could take effect as early as this September to address ongoing issues with the commercial cardboard collection program. In the interest of protecting the privacy of businesses involved, images of the current issues will not be shared, but a short walk in downtown alleyways clearly demonstrates what the challenges are. If supported, the recommendation provided above would allow Administration to engage in an education campaign with businesses, on the heels of the busy summer season, with the additional “motivation” of possible fines being issued for non-compliance. Departmental staff expect that savings of as much as \$50,000 in wages and \$25,000 in wear and tear and other related costs could be realized annually if the basic rules of tidiness and cardboard flattening were followed.

Moving forward, Administrations recommends that Council consider more significant changes to the commercial cardboard recycling program as outlined in the options above. Whether through the implementation of a dedicated bin program, a revised fee structure, additional opportunities for drop-off at the Operations yard or suspending the pick-up service altogether, a more permanent and long-term solution to this issue is also required. The fire hazard caused by cardboard in commercial alleyways, in addition to tidiness and pick-up efficiency issues, must be addressed. With direction from Council, Administration could engage with the business community to determine which option would be more palatable for users.



August 11, 2020 report information:

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.

Strategic Relevance:

- Effective, efficient and fiscally responsible provision of municipal services.
- Governance and Social Equity
 - Allocate expenses equitably among and between taxpayers, service users and visitors
- Economic Health and Fiscal Equity
 - Pursue equitable allocation of costs between the community and visitors and among community rate-payers by:
 - Expanding user fees where feasible; and
 - Maintaining a focus on visitor experience.
 - Where appropriate, improve equitable distribution of municipal service costs and ease the tax burden through implementation of user fees, including:
 - Utility fees.
- 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.

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;
- Not contain misrepresentations of facts; and
- Be respectful and free of personal attacks.

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;
- emailing all individual Council members; or
- submitting a Feedback Form on the municipal website (www.jasper-alberta.com/feedback).

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

Policy Title: COUNCIL CORRESPONDENCE POLICY

Policy #: F-013

ADMINISTRATIVE PROCEDURES

Effective Date:

Date approved by the CAO:



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

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

- Forward correspondence that is not an administrative or operational matter to Mayor and Council electronically, for information;
- Include the correspondence on an upcoming Council agenda for information, consideration or action;
- Follow up with the sender to request a clarification; 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
Date – Notice:	August 18, 2020
Date – Decision:	September 1, 2020 (proposed)

Recommendation:

- That Council approve an additional net deficit of \$13,504 to create a Communications Coordinator position within the Legislative Services department for the remainder of 2020 (starting in October).
- That Council support the permanent addition of a Communications Coordinator position to the annual operating budget for 2021 and beyond, at an estimated cost of \$54,015 in salary and \$12,423 in benefits (includes employer cost of Canadian Pension Plan (CPP), Employment Insurance (EI), and health benefits), subject to applicable CUPE collective agreement increases.
 - Formal approval for funding for future years would be part of the annual operating budget for subsequent years, with the understanding that this request is for a full time continuous union position.
 - Based on the possible job outline provided below, this position would fall within the current CUPE Local 1458 pay level 16A (Communications Specialist) of \$27.70 per hour/\$54,015 a year.

Funding for this new position could come from new or existing sources. Service reductions in other areas of the organization in future years (2021 and beyond) could be redistributed to fund this request from current funding allocations.

Options:

- Reduce service levels related to communications to fit within the current 2020 operating budget allocations, potentially including:
 - Social media;
 - Graphic design;
 - Public engagement and outreach; and
 - Website maintenance and updates.



- Deny the current request and consider this matter as part of the 2021 operating budget process;
- Deny the request entirely.

Background:

August 18 update - Social media considerations

Prior to the pandemic, the Municipality of Jasper was active on social media through departmental accounts, which were managed by staff within each department, with varying levels of support and expertise. Since the creation of a dedicated Municipality of Jasper Facebook page, staff have noticed a marked increase in the amount of page followers and active engagement from Jasperites and visitors. This demand for service was quantified in previous resident satisfaction surveys, and is standard practice in several other communities.

In addition to keeping residents informed on municipal issues, an established and recognized social media presence is an important tool for emergency and crisis communications, allowing the Municipality to broadcast our own message and communicate critical information with residents, visitors and the media. A reputable social media presence requires a fair amount of resources, and the workload can become exponential during a crisis, but when included in the day-to-day duties of a dedicated communications staff position, the insights and trends generated by interactions on social media can become a powerful tool to support municipal governance processes, hence the connection between the communications and legislative functions of the organization.

August 11 report information:

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 of Jasper 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 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.

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: noreply@civicplus.com
To: [info](#); [Kayla Byrne](#)
Subject: Online Form Submittal: Feedback Form
Date: Thursday, August 06, 2020 7:17:25 PM

Feedback Form

Public Information Notice

Thanks for your feedback. Feedback received by email is a public document and may be considered for publication in a Council meeting agenda package, available on the website. Completed Feedback Forms are forwarded directly to Administration. If you need to contact staff about your Feedback Form, please email info@town.jasper.ab.ca.

Your Full Name	Mark Bradley
Physical address	
Your Email Address	
Addressed to	Mayor & Council
Subject	Face Masks
Comments	Hi, I just wanted to thank you for enacting the face mask ban. Our well intentioned education efforts were clearly not enough to convince a majority of people to mask up while inside stores. Thanks again, Mark Bradley

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

From: noreply@civicplus.com
To: [info](mailto:info@town.jasper.ab.ca); [Kayla Byrne](#)
Subject: Online Form Submittal: Feedback Form
Date: Saturday, August 08, 2020 3:00:05 PM

Feedback Form

Public Information Notice

Thanks for your feedback. Feedback received by email is a public document and may be considered for publication in a Council meeting agenda package, available on the website. Completed Feedback Forms are forwarded directly to Administration. If you need to contact staff about your Feedback Form, please email info@town.jasper.ab.ca.

Your Full Name	Shay Randle
Physical address	[REDACTED]
Your Email Address	[REDACTED]
Addressed to	[REDACTED]
Subject	Thank You For Making Masks Mandatory
Comments	<p>Good afternoon,</p> <p>I would like to sincerely thank the council for the recent bylaw requiring the wearing of face masks in public areas in Jasper. As a sales associate in a gift shop, my job has me in close contact with dozens, if not hundreds, of tourists every day. Prior to the bylaw, I saw perhaps 70% of all people in town wearing a mask. The new bylaw makes me feel safer at work and out and about downtown. Thank you again for making mandatory a crucial tool to prevent the spread of COVID-19 and protect local workers and tourists alike.</p>

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

Municipality of Jasper



List of recommendations
Regular meeting, Tuesday, August 18, 2020

Additions to agenda

That council agree to add/delete the following items to today's regular meeting agenda:

Approval of agenda

That council approve the agenda for the regular meeting of Tuesday, August 18, 2020 as presented.

Approval of minutes

That council approve the minutes of the August 4, 2020 regular Council meeting as presented.

CMHC Borrowing Bylaw – 1st reading

That Council read for the first time Bylaw #229, CMHC Borrowing Bylaw 2020, being a bylaw of the Municipality of Jasper in the province of Alberta to authorize the Council of the Municipality to incur indebtedness to the Canada Mortgage and Housing Corporation (CMHC) seed loan in the amount of \$100,000 for the purpose of construction of 80 affordable housing units and to authorize Council to repay the indebtedness in either annual or semi-annual installments.

CMHC Borrowing Bylaw – 2nd reading

That Council read for the second time Bylaw #229, CMHC Borrowing Bylaw 2020, being a bylaw of the Municipality of Jasper in the province of Alberta to authorize the Council of the Municipality to incur indebtedness to the Canada Mortgage and Housing Corporation (CMHC) seed loan in the amount of \$100,000 for the purpose of construction of 80 affordable housing units and to authorize Council to repay the indebtedness in either annual or semi-annual installments.

Reopening the Activity Centre

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).

S-Block Paid Parking Fee Structure

Whereas the Municipality of Jasper is providing a new service;

Whereas the Municipality of Jasper has an existing Rates and Fees Bylaw;

That Council direct Administration to apply parking fees to the new S-Block parking lot using Bylaw #140 – the Rates and Fees Bylaw.

Reallocation of Capital Funds

That Council authorize Administration to adjust the Capital Budget as presented and complete the listed initiatives prior to the year end.

Council Correspondence Policy

That Council approve the Council Correspondence Policy as presented.

Municipality of Jasper

List of recommendations
Regular meeting, Tuesday, August 18, 2020



Adjournment

That, there being no further business, the regular meeting of Tuesday, August 18, 2020 be adjourned at

_____.

FOLLOW-UP ACTION LIST (FUAL)

Date: _____

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