

Municipality of Jasper
Committee of the Whole Meeting Agenda
August 8, 2023 | 9:30 am
Jasper Library & Cultural Centre – Quorum Room

Notice: Council members and a limited number of staff are in Council chambers for meetings. Members of the public can attend meetings in person; view meetings through the Zoom livestream; or view archived Council meetings on YouTube at any time. To live-stream this meeting starting at 9:30 am, use the following Zoom link:
<https://us02web.zoom.us/j/87657457538>

1. Call to order Deputy Mayor Kelleher-Empey to chair meeting

2. Additions to agenda

3. Approval of agenda

3.1 August 8, 2023 Committee of the Whole agenda attachment

4. July 11, 2023 Committee of the Whole minutes (approved on July 18, 2023) attachment

4.1 Business arising from minutes

5. Delegations

6. Correspondence

7. New business

7.1 Procurement Policy Update – Local Notice attachment

7.2 Global Covenant of Mayors for Climate & Energy attachment

7.3 Policy Review, Mission Statement and Respect and Dignity attachment

8. Motion Action List attachment

9. Councillor upcoming meetings

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

10. Upcoming events

Public Hearing, Municipally Controlled Corporation – 1:30pm, August 15, Quorum Room, Jasper Library

Jasper Yellowhead Historical Society Homecoming 2023 – August 27-29

Jasper Park Chamber of Commerce AGM – 5:30pm, August 31, Pyramid Lake Lodge

Jasper Crisis Team Fundraising Golf Tournament – September 8, Fairmont Jasper Park Lodge

Jasper Folk Music Festival – September 8-9, Commemoration Park

Alberta Tourism Advocacy Summit, September 25, Calgary Telus Convention Centre

Alberta Municipalities' Convention & Trade Show – September 27-29, Edmonton Convention Centre

11. Adjournment

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

Municipality of Jasper
Committee of the Whole Meeting Minutes
Tuesday, July 11, 2023 | 9:30am
Jasper Library and Cultural Centre, Quorum Room

Virtual viewing and participation	Council attendance is in Council chambers at the Jasper Library and Cultural Centre. This meeting was also conducted virtually and available for public livestreaming through Zoom. Public viewing and participation during Council meetings is through Zoom livestreaming and in person attendance.		
Present	Mayor Richard Ireland, Deputy Mayor Helen Kelleher-Empey, Councillors Kathleen Waxer, Wendy Hall, Scott Wilson, Rico Damota, and Ralph Melnyk		
Absent	none		
Also present	Bill Given, Chief Administrative Officer Christine Nadon, Director of Protective & Legislative Services Natasha Malenchak, Director of Finance & Administration John Greathead, Director of Operations & Utilities Lisa Riddell, Community Development Manager Amanda Stevens, Communications Manager Emma Acorn, Legislative Services Coordinator Pattie Pavlov, Jasper Park Chamber of Commerce Bob Covey, The Jasper Local Scott Hayes, The Fitzhugh 5 observers		
Call to Order	Deputy Mayor Kelleher-Empey called the July 11, 2023 Committee of the Whole meeting to order at 9:31am and began with a Traditional Land Acknowledgement .		
Additions/ deletions to the agenda	Administration requested to add the following item to the agenda: <ul style="list-style-type: none">• 7.6 Activity Centre Renovation Update		
Approval of agenda #309/23	MOTION by Councillor Melnyk that Committee approve the agenda for the July 11, 2023 Committee of the Whole meeting as amended.		
	FOR 6 Councillors	AGAINST 0 Councillor	CARRIED
Business arising from June 27, 2023 minutes	none		
Delegations – Jasper Park Chamber of Commerce & RCMP	Council received a presentation from Pattie Pavlov of the Jasper Park Chamber of Commerce regarding the RCMP Musical Ride which was scheduled for June 19, 2023. She shared many thanks to the Municipality of Jasper for the resources and the staff who helped with the event which faced challenges due to a surprise heavy snowfall. Financial statements are forthcoming as invoices and payments are wrapped up.		

#310/23	MOTION by Councillor Melnyk that Committee receive the presentation for information.		
	FOR 6 Councillors	AGAINST 0 Councillor	CARRIED
Correspondence	none		
Community Conversations Interim Report, 2023	<p>Committee received the Community Conversations Interim Report from Community Development Manager, Lisa Riddell. The report shared details on attendance, topics discussed, and staff activities.</p> <p>Councillor Hall joined the meeting at 10:04am.</p>		
#311/23	MOTION by Councillor Waxer that Committee receive the Community Conversations Interim Report for January to June 2023 for information.		
	FOR 7 Councillors	AGAINST 0 Councillor	CARRIED
Appointment to UpLift! Jasper Mural Festival Advisory Board #312/23	<p>Mayor Ireland declared a conflict of interest and excused himself until the next agenda item. The Mayor is a close relation, father, to one of the festival organizers.</p> <p>MOTION by Councillor Melnyk that Committee recommend Council appoint Councillor Wilson on an interim basis to the UpLift! Jasper Mural Festival Advisory Board.</p>		
	FOR 6 Councillors	AGAINST 0 Councillor	CARRIED
Recess	<p>Deputy Mayor Kelleher-Empey called a recess from 10:43-10:55am.</p> <p>Mayor Ireland rejoined the meeting after the recess.</p>		
Recreation Renovation (Phase 2) & WWTP Renovation Borrowing Bylaws	Committee received a report from Director of Finance & Administration, Natasha Malenchak, regarding upcoming borrowing bylaws and direction needed on the length of terms. Committee requested additional information from Administration on numbers for different length of terms.		
Recess	Deputy Mayor Kelleher-Empey called for a recess from 12:00-1:00pm		
#313/23	<p>MOTION by Councillor Damota that Committee direct Administration to return to the July 18, 2023 Regular Meeting with the following for 1st reading:</p> <p>- Recreation Renovation (Phase 2) Borrowing Bylaw (TERM of 20 years)</p>		
	FOR 6 Councillors	AGAINST 1 Councillor (Mayor Ireland)	CARRIED

#314/23	<p>MOTION by Councillor Damota that Committee direct Administration to return to the July 18, 2023 Regular Meeting with the following for 1st reading:</p> <ul style="list-style-type: none"> - WWTP Renovation & Bulk Water Sani Dump Control Building Borrowing Bylaw (TERM of 15 years). 		
	<p>FOR 5 Councillors</p>	<p>AGAINST 2 Councillors (Mayor Ireland, Councillor Waxer)</p>	CARRIED
Meeting Extension #315/23	<p>MOTION by Councillor Wilson that the July 11, 2023 Committee of the Whole meeting be extended beyond four hours if necessary.</p>		
	<p>FOR 7 Councillors</p>	<p>AGAINST 0 Councillors</p>	CARRIED
Public Transit Contract	<p>Committee received recommendations from Administration regarding the public transit contract. CAO Bill Given reviewed the contract details and the process which has been followed to this point including work with the school division. Committee discussed the schedule, potential partners, financial implications, liability, and more.</p>		
Recess	<p>Deputy Mayor Kelleher-Empey called a recess from 3:33-3:40pm.</p>		
In-camera #316/23	<p>MOTION by Councillor Wilson that Committee move in-camera at 3:41pm to discuss the following item:</p> <ul style="list-style-type: none"> - Third Party Contractual Matters FOIP s.17(2)(f) 		
	<p>FOR 7 Councillors</p>	<p>AGAINST 0 Councillors</p>	CARRIED
Move out of camera #317/23	<p>MOTION by Councillor Hall to move out of camera at 4:21pm</p>		
	<p>FOR 7 Councillors</p>	<p>AGAINST 0 Councillors</p>	CARRIED
#318/23	<p>MOTION by Mayor Ireland that Committee direct Administration to revise identified contract provisions including:</p> <ul style="list-style-type: none"> • To ensure that there is alignment between any funding agreements between the Municipality and Grande Yellowhead Public School Division and the service contract with the service provider • To consider different classes of default • Decrease the amount of time required for a notice of convenience to 90 days and complete the contract with PWTransit Canada. 		
	<p>FOR 4 Councillors</p>	<p>AGAINST 3 Councillors (Councillors Melnyk, Damota, and Kelleher-Empey)</p>	CARRIED

Connaught Crosswalks #319/23	MOTION by Councillor Waxer that Committee refer the matter of safety concerns at Connaught Drive crosswalk locations to Administration for a report back at a future Committee of the Whole meeting.			
	FOR 7 Councillors	AGAINST 0 Councillors		CARRIED
Activity Centre Renovation Update	Committee received an update from Administration on the construction schedule for the Activity Centre Renovation Update. The contractor will be on site July 17 th and the west entrance of the Activity Centre will be closed as work begins in that area. Access to the building and Wildflowers Daycare will be located at the Commemoration Park side entrance. The top priority in services during construction will be to ensure access to local youth.			
Motion Action List	Administration reviewed the Motion Action List.			
#320/23	MOTION by Councillor Wilson that Committee approve the Motion Action List with date changes for the following items: <ul style="list-style-type: none"> • Clean Energy Improvement Program • Early Learning and Child Care Strategy <p>And the removal of the following items:</p> <ul style="list-style-type: none"> • UpLift! Jasper Mural Festival Advisory Board • Public Transit RFP Award (first portion) 			
	FOR 7 Councillors	AGAINST 0 Councillors		CARRIED
Councillor upcoming meetings	Councillor Melnyk has a Jasper Yellowhead Historical Society meeting this evening. Councillor Kelleher-Empey has an Evergreens Foundation Zoom meeting on August 9 th .			
Upcoming Events	Council reviewed a list of upcoming events.			
Adjournment #321/23	MOTION by Councillor Wilson that, there being no further business, the Committee of the Whole meeting of July 11, 2023 be adjourned at 5:14pm.			
	FOR 7 Councillors	AGAINST 0 Councillors		CARRIED

AGENDA ITEM 7.1

REQUEST FOR DECISION

Subject: Procurement Policy Update – Local Notice
From: Bill Given, Chief Administrative Officer
Reviewed by: Christine Nadon, Director of Protective & Legislative Services
Date: August 8, 2023



Recommendation:

- That Committee recommend Council approve *Policy B-120: Procurement Policy* as presented.

Alternatives:

- That Committee recommend Council approve *Policy B-120: Procurement Policy* as amended, or;
- That Committee receive this report for information.

Background:

On May 16th Council directed Administration to return to a future Committee of the Whole meeting with proposed revisions to [Policy B-020](#) to require the advertisement of Municipality of Jasper RFPs on the municipal website and in local media in addition to legislated sites including the Alberta Purchasing Connection.

Discussion:

The Municipality's procurement policy underwent significant revision in 2019. The revision process included the use of external contract and resources, and delivered a policy, which met all requirements imposed on the municipality by provincial and federal trade agreements, and associated legislation.

Council has identified a desire to increase awareness of procurement opportunities among the local Jasper business community. Improving local businesses awareness of opportunities to work with the municipality has the potential to help the local economy and improves public services. It gives businesses a chance to grow and be more stable. When businesses get government contracts, it helps the government too by increasing revenue through taxes. It also promotes competition and innovation. In the end, it benefits both the community and the government.

While the benefits noted above are worthwhile the municipality must ensure that increased awareness does not trend toward preferential treatment of local businesses. Giving preferential treatment to local businesses is specifically prohibited under the trade legislation that applies to the municipality of Jasper. More broadly, local government should avoid favoring local businesses in government contracts to ensure fairness, competition, and better value for the community. Preferential treatment can limit opportunities for others, leading to higher costs and lower quality. It may also raise legal concerns and harm the government's reputation. Treating all businesses equally fosters a healthy, competitive business environment and that ultimately benefits taxpayers.

The proposed changes shown in the attached draft policy, do not provide increased local preference in the determination of "who to award a project to". Rather they go the extra mile to ensure local businesses have every opportunity to be aware of procurements issued by the municipality of Jasper.

Strategic Relevance:

- Relationships
 - Communicate and engage with residents
 - Welcome the expertise, innovation, creativity and commitment of community members, groups, associations and businesses.
- Organizational Excellence
 - Entrust our staff to develop healthy relationships with the people they serve.
 - Ensure residents receive quality service that provides strong value for dollar.

Relevant Legislation:

- [Policy A-101: Policy Development and Review](#)

Attachments:

- Draft *Policy B-120: Procurement Policy (redline markup)*

Policy Title: Procurement Policy

Policy # B-120

Effective Date: INSERT DATE

Date adopted by Council: INSERT DATE



1. POLICY STATEMENT

- 1.1. The Municipality of Jasper (MOJ) fosters open, transparent, and accountable procurement practices that comply with provincial legislation and relevant agreements such as Canadian Free Trade Agreement (CFTA) and the New West Partnership Trade Agreement (NWPTA).

2. PURPOSE

- 2.1. The purpose of this policy and procedures is to establish the practices under which the Municipality of Jasper conducts procurement activities.

3. PURCHASING AUTHORIZATION

- 3.1. The Chief Administrative Officer, directors, managers, and supervisors authorized by the Director of Finance and Administration, are authorized to approve expenditures within the capital and operating budgets approved by council for their department.
- 3.2. An expenditure not included in the approved operating or capital budget must be approved by council before the expenditure is made, in accordance with the MGA s. 248, unless the purchase is due to an emergency.
- 3.3. In the event of an emergency, the Chief Administrative Officer is authorized to make expenditures not included in the approved operating or capital budget to ensure continuous delivery of the MOJ's essential services.

4. LOCAL NOTICE

- 4.1. In addition to meeting all advertising requirements of provincial legislation and relevant trade agreements, the municipality shall also endeavor to provide the local Jasper market with reasonable notice of procurement opportunities issued through Alberta Purchasing Connection.
- 4.2. Local notice shall be accomplished through the following means:
- a) Posting links to all procurement opportunities issued through Alberta Purchasing Connection on the municipal website, and;
 - b) Emailing notification of procurement opportunities issued through Alberta Purchasing Connection to; all members of Council and; the Jasper Park Chamber of Commerce.

Policy Title: Procurement Policy

Policy # B-120

Effective Date: INSERT DATE

Date adopted by Council: INSERT DATE



5. RESPONSIBILITIES

5.1. The Chief Administrative Officer and Director of Finance and Administration must ensure that:

- a) all employees are aware of and understand this policy and procedures;
- b) all employees comply with this policy and procedures; and
- c) the policy and procedures are reviewed at least once every five years, or when a practice changes.

5.2. Any employee engaged in procurement for the MOJ must ensure that:

- a) all purchases are performed in accordance with this policy and procedures;
- b) all service providers are given the same information and equal opportunity;
- c) the selection process is carried out honestly and impartially; and
- d) they are able to account for all their procurement decisions and can provide evidence that this policy was followed.

6. VISION ALIGNMENT

6.1. This policy:

- a) reflects strong leadership from council by placing controls and responsibilities on staff authority in carrying out procurement activities;
- b) encourages a positive long-term impact on the MOJ's fiscal health; and
- c) fosters a sense of public trust and confidence in the MOJ's decision-making process.

7. RELATED DOCUMENTS

7.1. *Municipal Government Act* ([MGA](#))

7.2. *Freedom of Information and Protection of Privacy Act* ([FOIP Act](#))

7.3. New West Partnership Trade Agreement ([NWPTA](#))

7.4. Canadian Free Trade Agreement ([CFTA](#))

Policy Title: Procurement Policy

Policy # B-120

Effective Date: INSERT DATE

Date adopted by Council: INSERT DATE



8. SIGNING AUTHORITY MATRIX

The I-R-S coding of the legend in this matrix applies to the procurement policy only.

Legend

Code	Action	Description
I	Initiate	To initiate an action and prepare supporting documents
R	Review	To review, monitor and support the action, contract or decision
S	Sign/Approve	To approve of the action or decision, and to signify acknowledgement and acceptance.

Procurement Value	Chief Administrative Officer (CAO)	Director of Finance	Department Director	Department Manager	Department Supervisor
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1. Goods and Services \$4,999 or less					
Contract					I,R,S
Invoices					R,S
Procurement Process <ul style="list-style-type: none">a. no competitive quote is required; andb. where more than one supplier has been considered, the employee making the purchase must record the reason for their selection.					

2. Goods and Services \$5,000 to \$9,999					
Contract				R,S	I
Invoices				S	R
Procurement Process <ul style="list-style-type: none">a. no competitive quote is required; andb. where more than one supplier has been considered, the employee making the purchase must record the reason for their selection.					

3. Goods and Services \$10,000 to \$74,999 Construction \$74,999 or less					
Contract			S	R	I
Invoices			S	R	
Procurement Process <ul style="list-style-type: none">a. a request for quotations or request for proposals may be issued and posted on the MOJ website or the Alberta Purchasing Connection; andb. a minimum of three written quotations or proposals must be received.					

Policy Title: Procurement Policy

Policy # B-120

Effective Date: INSERT DATE

Date adopted by Council: INSERT DATE



Procurement Value	Chief Administrative Officer (CAO)	Director of Finance	Department Director	Department Manager	Department Supervisor
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4. Construction \$75,000 to \$199,999					
Contract* *Department Director, and Director of Finance or CAO may sign	S	S	R,S	I	
Invoices* *Department Director, and Director of Finance or CAO may sign	S	S	S	R	
Procurement Process <ul style="list-style-type: none">a. a request for quotations or request for proposals may be issued and posted on the MOJ website or the Alberta Purchasing Connection; andb. a minimum of three written quotations or proposals must be received.					

5. Goods and Services \$75,000 or greater Construction \$200,000 or greater					
Contract* *Department Director, and Director of Finance or CAO may sign	S	S	R,S	I	
Invoices* *Department Director, and Director of Finance or CAO may sign	S	S	S	R	
Procurement Process <ul style="list-style-type: none">a. a request for quotations, request for proposals or tender must be issued, advertised and posted through an electronic tendering system such as the Alberta Purchasing Connection, in accordance with NWPTA and CFTA;b. a minimum of three written quotations or proposals must be received;c. in accordance with the requirements of articles 516 and 517 of the CFTA, a detailed public disclosure of the contract award, including the name of the supplier and the value of the contract, be made;d. contracts of \$500,000 or more require approval by Council resolution; ande. contracts less than \$500,000 may be brought to Council for approval at the discretion of the CAO.					

AGENDA ITEM 7.2

REQUEST FOR DECISION

Subject: Global Covenant of Mayors for Climate & Energy
From: Bill Given, Chief Administrative Officer
Reviewed by: Emma Acorn, Legislative Services Coordinator
Date: August 8, 2023



Recommendation:

Committee refer the matter of joining the Global Covenant of Mayors for Climate & Energy, to a committee meeting following the 2024 budget discussions.

Alternatives:

- Committee recommend that Council approve joining the Global Covenant of Mayors for Climate & Energy.
- That committee receive the report for information and take no further action.

Background:

On June 13th Committee directed administration to:

Investigate the costs and benefits associated with Jasper applying/agreeing to become a member of the "Global Covenant of Mayors for Climate Action" and return with a report to a future Committee of the Whole meeting.

The Global Covenant of Mayors for Climate & Energy (GCoM) is an international alliance of cities and local governments committed to addressing climate change. The initiative was launched in 2016, and it brings together over 10,000 cities worldwide, representing a significant global climate action network. The primary goal of GCoM is to enhance the local response to climate change by promoting collaboration, knowledge sharing, and the implementation of ambitious climate action plans. There are currently 47 Global Covenant of Mayors cities and communities in Canada, only two of which are in Alberta: Edmonton and Canmore.

Members are expected to:

- Develop a greenhouse gas (GHG) emissions inventory
- Assess climate risks and vulnerabilities of your city
- Define ambitious climate mitigation, resilience and energy targets
- Create full climate action plans

Discussion:

Joining the GCoM Action presents several potential costs and benefits. The primary advantages of becoming a member are as follows:

Access to Resources and Expertise:

As a member of the GCoM, Jasper gains access to an extensive network of cities actively working on climate issues worldwide. This resource pool allows the Town to tap into a wealth of shared knowledge, best practices, and innovative solutions to address local climate challenges. The collective expertise of fellow members can

guide Jasper's climate action endeavors towards greater effectiveness and impact.

Capacity Building:

Membership in the Global Covenant of Mayors for Climate & Energy opens doors to training and capacity-building opportunities. Through potential access to specialized workshops, webinars, and collaborative initiatives, Jasper can enhance its local capacity to develop and implement effective climate action plans.

Visibility and Collaboration:

By aligning with the GCoM, Jasper will be recognized as a committed actor in the global fight against climate change. This affiliation offers a unique platform to showcase the Town's dedication to climate leadership and its commitment to taking meaningful action. Being part of a global alliance of cities working collectively to combat climate change elevates Jasper's reputation and strengthens its influence on the global stage.

Participation in the GCoM does create some expectations of the municipality:

- **Key data and plans (above) will be made publicly available.** The member should demonstrate how it intends to implement the commitments on climate mitigation, adaptation, resilience and/or access to sustainable energy.
- Cities and local governments should strive to set targets that are at least as ambitious, and preferably more ambitious, than their respective government's Nationally Determined Contribution (NDC) under the Paris Agreement. Further, they need to be in line with National Adaptation Plans (where these exist) and **be consistent with the principles around energy access and urban sustainability embodied in the Sustainable Development Goals (SDGs).**
- Member municipalities will have to **report progress against established commitments on a regular basis.**
- Municipalities **making new commitments** to the Global Covenant of Mayors will have at least two years from initial commitment to submit a plan.
- Members need to establish a target covering the territory of the local authority for **GHG emissions reductions**, make a commitment to tackle climate change adaptation and resilience, and increase access to clean and affordable energy.

All of the expectations noted above are in alignment with work already underway, but these efforts have been led by the municipal energy manager position. This partially grant funded position is shared with the Town of Hinton and has recently been vacant. The term of the position is intended to end in early 2024. Without dedicated staff resources administration already anticipates difficulty in maintaining momentum on energy and environmental initiatives, before adding the additional tasks above.

Participation in the Global Covenant of Mayors for Climate & Energy has numerous advantages, including access to resources, capacity building, enhanced collaboration, and the alignment with sustainability objectives. That said, administration does *not* recommend taking on the associated additional responsibilities until Council considers staff resources at the 2024 budget discussion.

AGENDA ITEM 7.1

Strategic Relevance:

- Take proactive steps to reduce the risk of people becoming vulnerable and respond when they are vulnerable.
- Collaborate with other municipalities, orders of government, indigenous partners and advocacy associations.
- Value the unique opportunities and responsibilities arising from our location inside a National Park and World Heritage Site.
- Focus on prevention, mitigation, and preparation for natural disasters.
- Include an environmental lens into our decision making and operational plans.

Inclusion Considerations:

The decision to join the Global Covenant of Mayors for Climate & Energy reflects Jasper's commitment to inclusivity and the importance of addressing climate change impacts for all residents and future generations. By engaging in global climate action initiatives, Jasper demonstrates its dedication to promoting equitable and sustainable development.

Relevant Legislation:

- [Jasper Community Sustainability Plan](#)

Financial:

There are no *direct* financial costs associated with joining the Global Covenant of Mayors for Climate & Energy. Cost arising would come from the staff time required to support the commitments that are expected of members and the planning activities members are expected to undertake. Administration will again present Council with an opportunity to consider a dedicated Municipal Energy & Environment position at the 2024 budget discussion.

AGENDA ITEM 7.3

REQUEST FOR DECISION

Subject: Policy Review, Mission Statement and Respect and Dignity
From: Bill Given, Chief Administrative Officer
Prepared by: Christine Nadon, Director of Protective & Legislative Services
Reviewed by: Emma Acorn, Legislative Services Coordinator
Date: August 8, 2023



Recommendation:

- That Committee recommend Council approve *Policy A-102: Mission Statement* as presented; and
- That Committee recommend Council approve the *Policy B-105: Respect and Dignity* as presented.

Alternatives:

- That Committee recommend Council approve *Policy A-102: Mission Statement* as amended;
- That Committee recommend Council approve *Policy B-105: Respect and Dignity* as amended; or
- That Committee receive this report for information.

Background:

At the June 6 and July 18, 2023 Legislative Committee meetings, the committee moved to reaffirm the Mission Statement and Respect and Dignity policies, and worked with Administration to develop updated policy drafts to bring to Committee of the Whole for review.

Discussion:

The Mission Statement policy was revised to give each new Council an opportunity to revise the mission statement at the beginning of each term of office. A purpose statement and responsibilities were added to the new proposed policy.

The Respect and Dignity policy was revised to present a stronger focus on the expected behavior from members of the public towards municipal staff in the workplace, in both physical and virtual environments. A purpose statement, scope, definition of the word “respect”, and responsibilities were added to the new proposed policy.

Strategic Relevance:

- Community Health
 - Take proactive steps to reduce the risk of people becoming vulnerable and respond when they are vulnerable
 - Embrace our growing diversity
 - Leverage and create opportunities for greater inclusion
- Relationships
 - Nurture our most important relationships which are those within our organization
 - Communicate and engage with residents
 - Continue along the path of Reconciliation
- Organizational Excellence

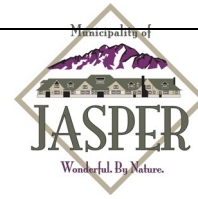
- Empower our staff by investing in the tools and training they require
- Entrust our staff to develop healthy relationships with the people they serve

Relevant Legislation:

- [Policy A-101: Policy Development and Review](#)

Attachments:

- Current *Policy A-002: Mission Statement*
- Draft *Policy A-102: Mission Statement*
- Current *Policy B-005: Respect and Dignity*
- Draft *Policy B-105: Respect and Dignity*



Policy Title: **Mission Statement**

Policy # **A-002**

Effective Date: **July 6, 2010**

Date adopted by Council: **July 6, 2010**

POLICY

The mission of the Council of the Municipality of Jasper is to provide open, honest, and accountable government to the residents of Jasper.

Policy Title: Mission Statement

Policy #: A-102

Date adopted by Council: , 2023



1. POLICY STATEMENT

The mission of the Council of the Municipality of Jasper is to provide open, honest, and accountable government to the residents of Jasper.

2. PURPOSE

Council's mission statement serves as its formal commitment to the foundational principles of democracy exercised at the local level and provides a clear focus and sense of purpose to support effective governance and progress towards the Municipality's strategic direction, decision making process, and engagement with the Community.

3. RESPONSIBILITIES

Council

- Review the Mission Statement Policy within 90 days of a general municipal election; and
- Review and approve any revisions to this policy.

CAO

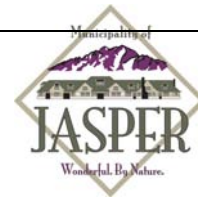
- Ensure Council is presented with an opportunity to review this policy within 90 days of a general municipal election.

Policy Title: RESPECT AND DIGNITY

Policy # B-005

Effective Date: August 3, 2010

Date adopted by Council: August 3, 2010



POLICY

It is the policy of the Municipality of Jasper that, in order to establish open, welcoming and effective workplace environments for public and staff, the Municipality will ensure that all facilities are environments of respect and dignity.

Policy Title: Respect and Dignity

Policy #: B-105

Date adopted by Council: , 2023



1. POLICY STATEMENT

In order to establish safe and effective workplace environments for staff, the Municipality will ensure that all facilities and virtual spaces are environments of respect and dignity.

2. PURPOSE

In support of all employees' right to a safe and respectful workplace, to authorize the establishment of guidelines and standards for the behaviour of the public in their interactions with municipal staff, and to establish consequences for non-compliance with such standards.

3. SCOPE

This policy applies to any physical or virtual environment where the public interacts with municipal staff.

4. DEFINITIONS

"Respect" means the fundamental principles which guide the behavior of individuals interacting with the Municipality, which includes treating municipal staff with civility, consideration and fairness.

5. RESPONSIBILITIES

Council

- Model respectful and civil behavior;
- Support and promote opportunities for the CAO and Senior Leadership Team to further the implementation of this policy across the Municipality; and
- Review this policy as per the *Policy Development and Review Policy* cycle and approve changes as required.

CAO

- Model respectful and civil behavior;
- Delegate administrative resources to support this policy; and
- Approve any procedures related to this policy.

Directors and Managers

- Model respectful and civil behavior;
- Ensure that all staff read and are oriented to the Respect and Dignity Policy;
- Monitor workplaces to ensure the principles of this policy are followed; and
- Support and promote opportunities for staff to implement this policy.

All Staff

- Read and understand the Respect and Dignity policy; and
- Perform duties in accordance with the principles set out in this policy.

MOTION ACTION LIST

SHORT TITLE	REQUESTED (DATE)	RESPONSIBLE (WHO)	COUNCIL MOTION (DESCRIPTION)	TARGET (DATE)	STATUS
Fruit Trees on Municipal Property	August 23, 2022	CAO and Director of Operations & Utilities	That Committee direct Administration to return to a future committee of the whole meeting with proposed alternatives on how to deal with fruit trees on municipal land.	August 2023	
Clean Energy Improvement Program	December 13, 2022	Director of Operations & Utilities and Director of Finance & Administration	That Committee direct Administration to work with Alberta Municipalities and develop the following and present them at a future committee of the whole meeting: • A Clean Energy Improvement Program business case for Jasper • Draft Clean Energy Improvement Tax bylaw	September 2023	
Hakone, Japan Initiatives 2023	February 14, 2023	Director of Protective & Legislative Services	1. That Committee direct Administration to re-evaluate the High School Student Exchange Program and develop recommendations for Council's consideration for 2024 and beyond. 2. That Committee direct Administration to explore alternate delivery models for managing the Twinned Municipalities and Hospitality Committee and provide a recommendation at a future meeting.	October 2023	
S-Block Parking 2023	March 14, 2023	Director of Protective & Legislative Services	That Committee direct Administration to develop a program for the S-Block parking lot where unused commercial stalls are made available to residents for winter seasonal vehicle storage, and summer seasonal and overnight paid parking. That Committee direct Administration to work	September 2023	Second item recommended to be removed; in progress.

Municipality of Jasper

			<p>towards standardizing practices in storage lots, including:</p> <ul style="list-style-type: none"> renewing leases with Parks Canada, developing a maintenance plan with the Operations Department, and bringing forward recommendations for capital upgrades in 2024. 		
Jasper Hockey League	March 21, 2023	Director of Community Development	That Council receive the correspondence regarding the Jasper Hockey League conduct for information; and direct Administration to come back to a future Committee meeting with recommendations.	August 2023	
Community-wide Internet Access	April 11, 2023	Director of Community Development	That Committee direct Administration to seek out and apply for opportunities for partnerships and/or grants for small scale, vulnerable population specific internet access solutions.	September 2023	
Free Recreation Access Policy	April 18, 2023	Director of Community Development	That Council direct Administration to return to a future Committee of the Whole meeting with a draft Free Recreation Access Policy.	September 2023	
Early Learning and Child Care Strategy	April 25, 2023	Director of Community Development	<p>That Committee direct Administration to return to a future Committee of the Whole meeting with a revised document (The Early Learning and Child Care Action Plan) which reflects today's discussion particularly focused on the strategic element.</p> <p>That Committee direct Administration to determine the need for 7 days a week daycare and extended hours for daycare and return to a future Committee of the Whole meeting.</p>	September 2023	
Business License Review	May 9, 2023	Director of Protective & Legislative Services	That Committee direct Administration to return to a future meeting with a recommendation for an updated fee structure for business licensing in Jasper.	September 2023	

Public Transit RFP Award	May 16, 2023	CAO	That Council direct Administration to pursue partner contributions to offset the cost of public transportation and return to a future Council meeting with a report.	July 2023	Recommended to be deferred to September 2023
B-020 Procurement Policy Revisions	May 16, 2023	CAO	That Council direct Administration to return to a future Committee of the Whole meeting with proposed revisions to Policy B-020 to require the advertisement of Municipality of Jasper RFPs on the municipal website and in local media in addition to legislated sites including the Alberta Purchasing Connection.	August 2023	
Global Covenant of Mayors for Climate Action	June 13, 2023	CAO	That Committee direct Administration to investigate the costs and benefits associated with Jasper applying/agreeing to become a member of the “Global Covenant of Mayors for Climate Action” and return with a report to a future Committee of the Whole meeting.	August 2023	
Municipally Controlled Corporation	June 27, 2023	CAO and Housing Coordinator	That Committee direct Administration to initiate the Public Hearing process as required by the Municipal Government Act, for Council to consider the establishment of a Municipally Controlled Corporation for the purposes of developing community housing	August 15, 2023	
Connaught Drive Crosswalks	July 11, 2023	Director of Operations & Utilities, and Director of Protective & Legislative	That Committee refer the matter of safety concerns at Connaught Drive crosswalk locations to Administration for a report back at a future Committee of the Whole meeting.	September 2023	
Public Transit Contract	July 11, 2023	CAO	That Committee direct Administration to revise identified contract provisions including: • To ensure that there is alignment between any funding agreements between the Municipality and Grande Yellowhead Public School Division and the service contract with the service provider	August 2023	Recommend to be deleted; provided to Council by email.

			<ul style="list-style-type: none"> • To consider different classes of default • Decrease the amount of time required for a notice of convenience to 90 days and complete the contract with PWTransit Canada. 		
Paid Parking Correspondence	July 18, 2023	Director of Protective & Legislative Services	<p>That Council receive the correspondence for information, and; that Council direct Administration to respond to the resident.</p> <p>That Council direct Administration to refer the matter of resident and paid parking along Geikie Street to a Committee of the Whole meeting following the conclusion of the 2023 Paid Parking Program.</p>	November 2023	First item recommended to be removed; completed by Administration.
Jasper Folk Music Festival 2023	July 18, 2023	Director of Community Development, Director of Protective & Legislative Services	<p>That Council sponsor the Jasper Heritage Folk & Blues Society's Jasper Folk Music Festival 2023 at the Diamond sponsor level; and</p> <p>That Council direct Administration to find ways to sponsor the 2023 festival with either \$5,000 in kind donations, or \$2,500 in cash.</p> <p>That Council defer discussion of appointing board members to societies to a future Committee of the Whole meeting, prior to the Organizational meeting in October 2023.</p>	September 2023	First two items recommended to be removed; completed by Administration.