

Municipality of Jasper
Committee of the Whole Meeting Minutes
Tuesday, September 12, 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 Rico Damota, Councillors Scott Wilson, Helen Kelleher-Empey, Kathleen Waxer, Wendy Hall, 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 Lisa Riddell, Community Development Manager Lisa Daniel, Childcare Services Manager Emma Acorn, Legislative Services Coordinator Peter Shokeir, The Fitzhugh Bob Covey, The Local James Jackson & Tyler Riopel, Tourism Jasper Flo Willis, Jasper resident 12 observers		
Call to Order	Deputy Mayor Damota called the September 12, 2023 Committee of the Whole meeting to order at 9:32am and began with a Land Acknowledgement.		
Additions/deletions to the agenda	Councillor Hall requested that the following item be added to today's agenda: <ul style="list-style-type: none">7.8 Land Acknowledgement Policy		
Approval of agenda #390/23	MOTION by Mayor Ireland that Committee approve the agenda for the September 12, 2023 Committee of the Whole meeting as amended: <ul style="list-style-type: none">Added item 7.8 Land Acknowledgement Policy		
	FOR 7 Councillors	AGAINST 0 Councillor	CARRIED
Business arising from August 22, 2023 minutes	None		
Delegations – Flo Willis	Council received resident Flo Willis as a delegation who wished to share concerns regarding the intersection of Hazel Avenue and Geikie Street.		

#391/23	MOTION by Councillor Melnyk that Committee refer the matter of a three way stop sign at the intersection of Geikie Street and Hazel Avenue to Administration for a report at a future Committee of the Whole meeting.		
	FOR 7 Councillors	AGAINST 0 Councillor	CARRIED
Tourism Jasper	Council received Tourism Jasper representatives James Jackson and Tyler Riopel as a delegation regarding hockey tournaments for the 2023/2024 winter season. The presentation materials for the late addition item are attached to today’s minutes.		
#392/23	MOTION by Mayor Ireland that Committee receive the presentation from Tourism Jasper for information, and;		
	That Committee direct Administration to continue to pursue a collaboration with Tourism Jasper for the refinement and implementation of an operational plan to enhance the local hockey experience including the hosting of tournaments for the 2023/2024 hockey season.		
	FOR 7 Councillors	AGAINST 0 Councillor	CARRIED
Correspondence	none		
Recess	Deputy Mayor Damota called a recess from 10:39am-10:50am.		
	Item 7.1 was deferred to later in the meeting due to scheduling challenges.		
Active Transportation Feasibility Study	Committee received a report from Administration, with Lisa Riddell, Community Development Manager, reviewing the past application process for a Feasibility Study of an on-street bicycle network for Jasper. The Municipality’s application was successful and in 2023, Administration used the grant funding to contract Associated Engineering (AE) to complete the study. The final report: Promoting Active Transportation in Jasper – Feasibility Study shows the process used to assess the feasibility of active transportation infrastructure for Jasper.		
#393/23	MOTION by Councillor Wilson that Committee receive the Active Transportation Feasibility Study for information, and;		
	That Committee direct Administration to use the study as a reference document in the update of the Transportation Master Plan.		
	FOR 7 Councillors	AGAINST 0 Councillor	CARRIED
#394/23	MOTION by Mayor Ireland that Committee direct Administration to identify the resources required to update the Transportation Master Plan in the 2024 budget, and to include the cost of additional bike racks.		

FOR	AGAINST	
7 Councillors	0 Councillor	CARRIED

Recreation Access Policy Committee received a draft Recreation Access Policy from Administration. The policy was drafted in response to a request made by Council at the April 18, 2023 Committee of the Whole meeting.

#395/23 MOTION by Councillor Waxer that Committee recommend Council adopt the draft Recreation Access Policy with the following amendments:

- Change title to “Recreation Facility Access Policy”
- Remove “*Adults need to be connected to” and add “Adults must be referred by Community Outreach Services”
- One sentence in Section 3 should be amended to read “The Municipality may also enter into agreements with external groups to offer reduced cost or no cost access to recreation facilities on a case by case basis.”
- In Section 4 remove “expected to follow the” and replace with “subject to the”

FOR	AGAINST	
7 Councillors	0 Councillor	CARRIED

Behaviour in Municipal Facilities Policy Committee received a draft Behaviour in Municipal Facilities Policy. The policy was drafted after discussion at the August 22, 2023 Committee of the Whole meeting and correspondence received in March 2023 regarding Jasper Hockey League conduct. Community Development Manager, Lisa Riddell, shared the policy’s purpose, application, and use of plain language to further awareness. Committee discussed changes to the name, scope, and the potential related procedures.

#396/23 MOTION by Mayor Ireland that Committee direct Administration to return to a future Committee of the Whole meeting with a draft Behaviour in Municipal Facilities Policy and the proposed administrative procedures.

FOR	AGAINST	
7 Councillors	0 Councillor	CARRIED

Recess Deputy Mayor Damota called a recess from 12:03pm – 1:00pm.

Early Learning and Child Care Strategy Committee received an Early Learning and Child Care Strategy from Administration for consideration. Childcare Services Manager, Lisa Daniel, reviewed the process for development of the strategy and the action items which could be incorporated in to future business plans and financial considerations.

#397/23 MOTION by Councillor Waxer that Committee recommend Council write a letter to the Provincial Government requesting a current timeline on the implementation of the Federal/Provincial Early Learning and Child Care bilateral agreements.

FOR	AGAINST	
7 Councillors	0 Councillor	CARRIED

#398/23	MOTION by Councillor Waxer that Committee direct Administration to bring back the Early Learning and Child Care Strategy with the amendments discussed today to a future Committee of the Whole meeting.			
	FOR 7 Councillors	AGAINST 0 Councillor		CARRIED
Meeting Extension #399/23	MOTION by Councillor Melnyk at 2:14pm that Committee of the Whole extend the September 12, 2023 meeting beyond four hours.			
	FOR 7 Councillors	AGAINST 0 Councillor		CARRIED
Alberta Municipalities Resolutions 2024	Administration reviewed the process which will take place during the 2023 Alberta Municipalities Tradeshow and Conference in Edmonton this September as Council is set to present the "Protection for Vulnerable Residential Tenants" resolution for consideration.			
Recess	Deputy Mayor Damota called a recess from 2:30pm-2:40pm.			
2022 Year End Surplus Reserve Transfers #400/23	<p>Director of Finance & Administration, Natasha Malenchak, presented recommendations to Committee regarding the 2022 year end surplus transfers.</p> <p>MOTION by Mayor Ireland that Committee recommend that Council approve that the 2022 year end tax supported surplus of \$147,544 be allocated to Reserves as per Policy B-112 in the following amounts:</p> <ul style="list-style-type: none"> • \$73,772 (50%) to Fixed Assets Reserve • \$14,754 (10%) to Community Housing Reserve • \$59,017 (40%) to Financial Stabilization Reserve 			
	FOR 7 Councillors	AGAINST 0 Councillor		CARRIED
#401/23	<p>MOTION by Mayor Ireland that Committee recommend Council approve that the 2022 year end utility supported surplus of \$534,685 be allocated to Reserves as per Policy B-112 in the following amount:</p> <ul style="list-style-type: none"> • \$534,685 (100%) to Utility Operating Reserve. 			
	FOR 7 Councillors	AGAINST 0 Councillor		CARRIED
S-Block Parking 2023, Winter Seasonal Service #402/23	<p>Committee received a report from Director of Protective & Legislative Services, Christine Nadon, reviewing current practices and proposed usage of the S-Block parking lot.</p> <p>MOTION by Councillor Melnyk that Committee recommend Council approve the winter seasonal service pilot project proposal for the 2023/24 season of S-Block Parking Lot with a report to come back to a Committee of the Whole meeting in the spring.</p>			

	FOR 7 Councillors	AGAINST 0 Councillor	CARRIED
Land Acknowledgement Policy #403/23	MOTION by Councillor Hall that Committee direct Administration to review Policy A-106, the Land Acknowledgement Policy.		
	FOR 7 Councillors	AGAINST 0 Councillor	CARRIED
Active Transportation Feasibility Study #404/23	MOTION by Councillor Waxer that Committee direct Administration to bring recommendations to enhance winter cycling options to a future Committee of the Whole meeting.		
	FOR 7 Councillors	AGAINST 0 Councillor	CARRIED
Motion Action List #405/23	Administration reviewed the Motion Action List.		
	MOTION by Councillor Wilson that Committee approve the updated Motion Action List with the removal of the following items:		
	<ul style="list-style-type: none"> • S-Block Parking 2023 • Free Recreation Access Policy • Early Learning Child Care Strategy • Code of Conduct in Municipal Facilities 		
	And date changes for the following items:		
	<ul style="list-style-type: none"> • Clean Energy Improvement Program • Community-wide Internet Access • Business License Review • Public Transit RFP Award • Connaught Drive Crosswalks • Jasper Folk Music Festival 2023 		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Councillor upcoming meetings	Councillor Melnyk will be attending a Jasper Yellowhead Historical Society meeting this evening.		
	Councillors Damota & Melnyk will be attending a monthly Community Futures West Yellowhead meeting in Hinton this week.		
	Councillor Kelleher-Empey will be attending the Early Childhood Community Conversation tomorrow morning and a TransCanada Yellowhead Highway Association meeting this Friday.		

Councillor Hall has a Library Board this meeting. She also shared her thanks for the Jasper Folk Festival organizers which was a great success this past weekend.

Upcoming Events Council reviewed a list of upcoming events.

Adjournment MOTION by Councillor Wilson that, there being no further business, the Committee of the
#406/23 Whole meeting of September 12, 2023 be adjourned at 4:04pm.

FOR

7 Councillors

AGAINST

0 Councillors

CARRIED

A serene night landscape featuring a calm lake that perfectly reflects the surrounding environment. In the background, dark, jagged mountain peaks rise against a deep blue sky filled with numerous stars and a few shooting stars. The mountains are partially covered in snow, and their reflection is clearly visible in the water. On the right side of the lake, a cluster of tall, dark evergreen trees stands on a small peninsula, also reflected in the water. The overall mood is peaceful and majestic.

HOCKEY TOURNAMENT SOLUTION

Jasper Town Council
Committee Meeting of the Whole
September 12, 2023



BACKGROUND

Situation

- Tournaments generate significant economic impact annually during need period of November to April and serve as a primary fundraising tool for local minor hockey teams
- Currently no tournaments can be hosted due to construction impacts on dressing room space.
- Municipal administration has chosen to focus its available resources on supporting local youth practices and league games.

Dressing Rooms

- Administration had been planning a temporary configuration during construction which would include the construction of 2 temporary spaces in lobby area of arena to deliver a total of 2 rotating team rooms, 1 refs room, 1 girl's room (under the bleachers)
- Hosting tournaments would require 6 dressings rooms – 4 rotating teams, 1 ref room, 1 girl's room

SOLUTION

- Tourism Jasper, alongside private business operators, proposes a plan to bring in trailers to serve as temporary dressing rooms
- Municipal administration has collaborated with Tourism Jasper to explore the concept and discuss operational considerations
- With the temporary spaces, the arena would have enough team dressing room capacity to host tournaments this season.
- Intent is to accommodate historical tournament groups from November – April (13 locally produced tournaments)
- The Municipality of Jasper would still be required to operate these temporary spaces as an extension of the existing arena infrastructure

OPPORTUNITY

- Boxx Modular is offering a mix of cash and Value-in-Kind (VIK) for 12' X 60' trailers
- Local businesses are fundraising to cover extra costs and reciprocal VIK to meet requirements of Boxx Modular proposal
- Units can be configured to allow for two (2) 12' x 30' dressing rooms per trailer
- Greg Key has agreed to project manage the permitting, logistics of the installation in partnership with the Municipality

PRIMARY CONSIDERATIONS

- Utility Connections – Standard power connection. Propane heated. Units do NOT contain plumbing (i.e. no washrooms)
- All operations, including cleaning & maintenance, remain responsibility of the Municipality
- Clearing and Maintaining Exterior Walkways is a major consideration and would be the responsibility of the Municipality
- Parking/Traffic Impacts related to temporary entrances and limitations linked to construction impacts
- Permit process will need to be expedited to achieve install timeline and be ready for November 1 tournaments
- Tournaments are not currently secured and planning is on hold pending this decision



Site Option A

Pyramid Lake Road: 2 trailers

- No arena lobby space requirements
- Entrance to East Doors (proposed public doors)
- Requires lane closure on Pyramid Lake Rd & partial sidewalk closure
- Exterior modifications including ramps, matting
- No disruption to east parking lot access for other user groups



Site Option B

Pyramid Lake Road: 1 Trailer + Lobby Construction

- Lobby area construction to add 2 more temporary spaces
- Entrance to East Doors (proposed public doors)
- Requires lane closure on Pyramid Lake Rd & partial sidewalk closure
- Exterior modifications including ramps, matting
- No disruption to east parking lot access for other user groups
- Reduced exterior modifications (in relation to Option A) due to shorter outdoor walkway requirements



Site Option C

MoJ Parking Area: 1 Trailer +
Lobby Construction

- Lobby area construction to add 2 more temporary spaces
- Entrance via door near Admin offices (primary doors)
- Removes 6 parking stalls
- Travel via main public area on rec centre (matting required over tile)
- Minimal exterior modifications (ramps/walkways)
- Interior congestion in public spaces
- Least amount of outdoor maintenance requirement



RECOMMENDATION – OPTION A

- 2 trailers on Pyramid Lake Rd in right hand lane
- No effect on interior public space in lobby arena
 - May require consideration for washroom access
- Entrance via currently proposed public entrance (east doors on North wall of arena)
- Athlete travel along sidewalk, up 3 stairs into back corridor and then through hallway to arena area
- Exact placement dictated by required easement from pedestrian walkway across Pyramid Lake Rd
- 15 minute drop off area moved East up Patricia along fence line of Commemoration Park



Bonhomme St

Pyramid Lake Rd

Pyramid Lake Rd

Jasper Finance Manager

Jasper Arena

Jasper Arena and Activity Centre

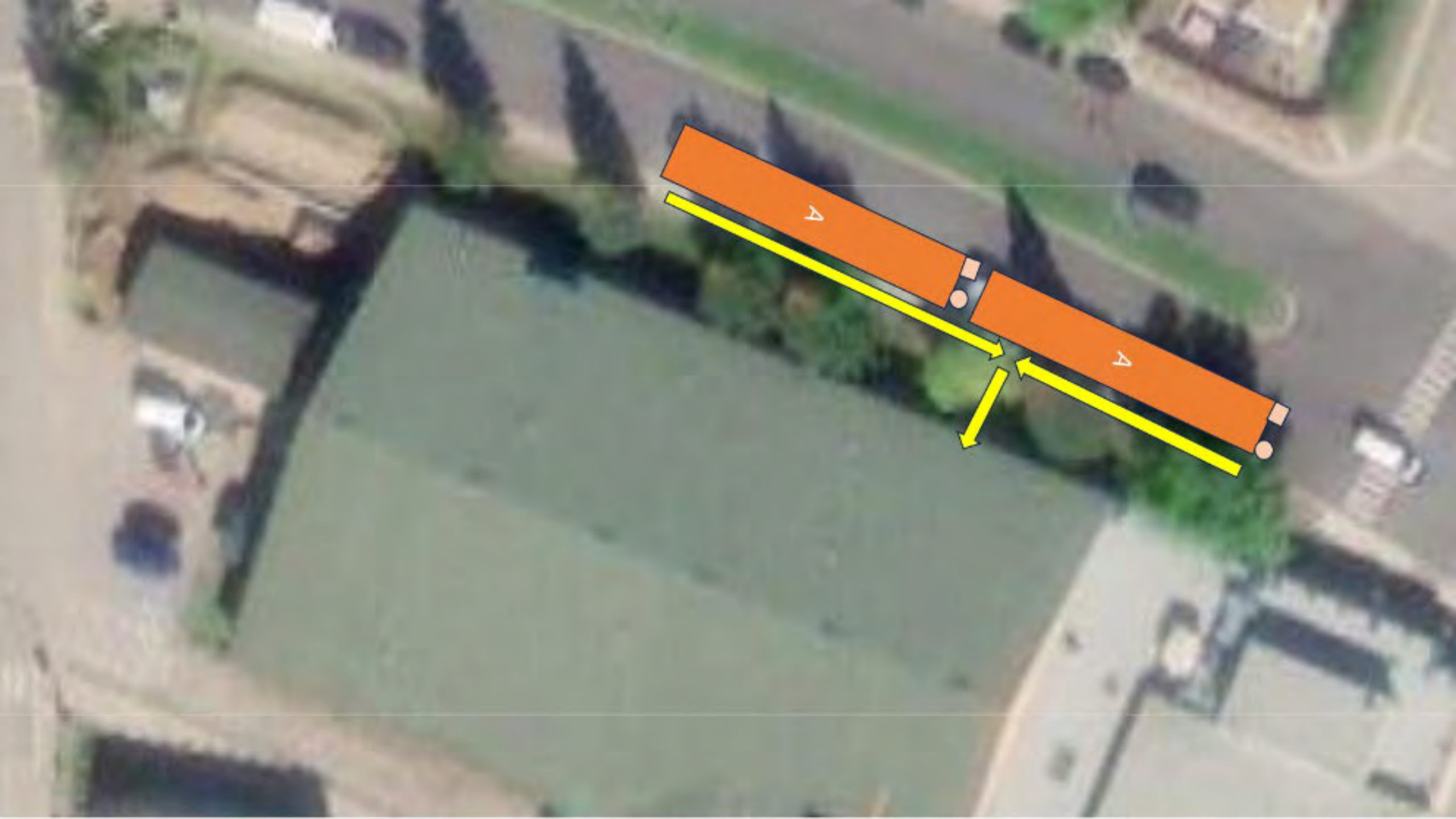
Municipality Of Jasper

Pyramid Lake Rd

15 min. zone

Pyramid Lake Rd

Current Parking



RISK ASSESSMENT

LOW

Easily Mitigated

- Traffic Control
- Exterior Lighting
- Fire Safety
- Ventilation
- Security
- Accessibility
- Medical Emergencies

MEDIUM

Requires SOPs and Planning

- Cold Temperatures
- Cleaning/Sanitation
- Negative Experiences
- Damage to & Caused by Equipment (Skate Blades)
- Traffic & Pedestrian Impacts

HIGH

Requires Monitoring & Attention

- Slippery Sidewalks Leading to Slips and Falls
- General Liability and Duty of Care for Athletes

BUDGET ESTIMATE*

Item	Budget	Note
Trailer Rental	\$0	Boxx Modular Partnership (\$18,000)
Trailer Delivery & Fees	\$15,000	Transport, Admin Fees, Return Cleaning
Propane	\$15,000	2 x 400 lbs tanks, refilled 7-10 days (@\$200/fill)
Construction	\$5,000	Ramps, matting leveling, utility connection
Maintenance	\$20,000	Cleaning, snow removal, walkway maintenance
Wayfinding Signage	\$2,000	Parking, pedestrian & traffic zones
Fixtures	\$1,000	Chairs, message boards etc
TOTAL	\$58,000	

*BASED ON 8-MONTH RENTAL (OCTOBER – APRIL)

TIMELINES & ROLES

Item	Timing	Lead
Project Approval	Sept 12	Council
Contractor Engagement	Sept 18	Greg Key, Administration
Secure Local Business Cash Contributions	Sept 18	Tourism Jasper
Secure Trailers	Oct 1	Tourism Jasper
Finalize Permits	TBC	Greg Key
Construction/Site Preparation	TBC	Greg Key, Administration
Develop SOPs, Planning Docs, Communications	Oct 1 – Oct 30	Venue Operations, Administration
Delivery & Installation	Oct 30	Greg Key, Venue Operations, Administration

NEXT STEPS

1. Council approval & direction to administration
2. Confirm revenue contributions
3. Advise tournament organizers & stakeholders
4. Begin permitting process





THANK YOU



JAMES JACKSON

James@Jasper.Travel