

Municipality of Jasper  
**Committee of the Whole Meeting Agenda**  
July 10, 2018 | 9:30 a.m.  
Council Chambers, Jasper Library & Cultural Centre

**1. Call to Order** (Deputy Mayor Journault to chair meeting)

**2. Additions to Agenda**

**3. Approval of Agenda**

3.1 July 10, 2018

attachment

**4. Approval of Minutes**

4.1 June 26, 2018

attachment

**5. Presentations**

5.1 Alberta Rural Development Network

**6. Business Arising from Minutes**

**7. Brief Updates**

7.1 Jasper Community Housing Corporation July 2018 Decisions

attachment

7.2 Cannabis Sale and Use in Jasper, Municipal Decisions

attachment

7.3 Seniors' Bus – standing discussion item

verbal

7.3 Proclamations, Letters of Support and Flag Raising Request Policy

attachment

7.5 Community Futures West Yellowhead Request

attachment

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

**9. Other new business**

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

**11. Upcoming Events**

**July 12:** Communities in Bloom Judges Welcome Reception, Robson House, 8 am

**July 12:** Communities in Bloom Wine and Cheese Reception, Robson House, 7 pm

**12. In Camera**

12.1 Personnel matter – FOIP s. 17

**13. Adjournment**

*Please note: All regular and committee meetings of Council are audio-recorded.*

Municipality of Jasper  
**Committee of the Whole Meeting Minutes**  
Tuesday, June 26, 2018 | 9:30 a.m.  
Council Chambers, Jasper Library & Cultural Centre

Present	Deputy Mayor Scott Wilson, Councillors Jenna McGrath, Helen Kelleher-Empey, Bert Journault, Paul Butler and Rico Damota
Absent	Mayor Richard Ireland
Also present	Mark Fercho, Chief Administrative Officer Christine Nadon, Legislative Services Manager Kayla Byrne, Legislative Services Coordinator Greg Van Tighem, Director of Protective Services Bruce Thompson, Director of Operations Dave Osborne, Licensing and Enforcement Manager (Cannabis Working Group) Neil Jones, Enforcement Officer (Cannabis Working Group) Natasha Malenchak, Director of Finance and Administration Yvonne McNabb, Director of Culture and Recreation Cindy Alton, Administration Receptionist (Cannabis Working Group) Rick Bidaisee, RCMP (Cannabis Working Group) Moiria McKinnon, Parks Canada (Cannabis Working Group) Kelly Deagle, Parks Canada (Cannabis Working Group) James Jackson, Tourism Jasper (Cannabis Working Group) Craig Gilbert, the Fitzhugh One observer
Call to order	Deputy Mayor Wilson called the meeting to order at 9:30 a.m.
Additions to the agenda	MOTION by Councillor Damota to add the following in camera items to today's agenda: -12.1 Deliberative Matter -12.2 Personnel Matter CARRIED
Approval of agenda	MOTION by Councillor Kelleher-Empey to approve the agenda for June 26, 2018 as amended. CARRIED
Approval of minutes	MOTION by Councillor McGrath to approve the minutes of the June 12, 2018 meeting as presented. CARRIED
Brief updates: Cannabis Sale and Use – public survey results	The Cannabis Working Group presented the results of its public survey, which had 460 respondents – a record high for any municipal survey. Overall, respondents supported the sale of cannabis but expressed concerns around smoking in public places. Other highlights included keeping cannabis away from children; enforcement; business equity; and establishing designated smoking and vaping areas. The full results of the survey are available on the municipal website.

The working group has now expanded its membership to include representatives from Alberta Health Services, Tourism Jasper and the Jasper Park Chamber of Commerce.

Administration confirmed that an application has been submitted to the province to allow cannabis retails in all C1 properties (as some are within 100 meters of hospitals and schools). Council also discussed business licences and fees. Parks Canada representatives confirmed that the process to allow cannabis retail at all store levels (street level, second storey and basement level) would start with an application from Council to PDAC.

Council requested that the decisions to be made by Council, survey results and Cannabis Working Group recommendations be presented as a package for information.

Recess

Deputy Mayor Wilson called a recess from 10:27 a.m. to 10:36 a.m.

Seniors' Bus

A Seniors Bus Ad Hoc Committee has been established, consisting of Councillors Butler, Journault and Kelleher-Empey, representatives from the Evergreens Foundation, the Community Family Services Department and the Jasper Seniors Society. The group had its first meeting and will continue exploring transit options.

Construction of a Fire Flow Supplement System at Old Fort Point

Administration confirmed testing for this proposed project is underway and appears to be successful. Administration also noted this option, if approved, would double the town's back-up water supply in the event of a wildfire emergency.

Council inquired about other possible solutions, however, Mr. Thompson and Mr. Van Tighem reiterated their belief that the presented project is the best option for the town to secure a back-up water supply. Council also asked about potential problems should the Municipality choose to rely on a third party company during an emergency (i.e. the company is no longer in service or the company is too busy with other clients). Administration confirmed several service providers exist in the region.

The Director of Finance and Administration noted the process regarding grant funding for this item is ongoing. This item will return for decision at the next regular council meeting.

Proclamations, Letters of Support, Flag Raising Policy

Council indicated its comfort with the draft policy, but would like some of the content from the administrative procedures in the policy statement itself. This item will return to the next regular meeting for notice of request for decision.

Recess

Deputy Mayor Wilson called a recess from 11:40 am to 11:45 am.

Jasper – Hakone Sister City Relationship

Council indicated it would like to re-engage in its sister relationship with Hakone, Japan. The Hospitality and Twinned Communities Committee will meet to discuss community engagement, possible partnerships and other options to revitalize the relationship.

Councillor reports

Councillor Damota attended a JCHC meeting and indicated information from that meeting will be presented at the next regular council meeting.

Councillor McGrath also attended the JCHC meeting, a Library Board meeting and Communities in Bloom meeting. Councillor McGrath noted the Communities in Bloom

judges will be in town on July 12; there will be a welcome reception and a wine and cheese reception at Robson House on that day.

Councillors Kelleher-Empey and Butler attended the Community Futures West Yellowhead AGM. Financial statements from that meeting will be sent to council.

Events	Council received a list of upcoming events.
In camera	MOTION by Councillor Kelleher-Empey that Council move in camera at 12:15 p.m. to discuss agenda items 12.1 Deliberative Matter and 12.2 Personnel Matter. CARRIED
Revert to public meeting	MOTION by Councillor McGrath that Council revert to public meeting at 1:14 p.m. CARRIED
Adjournment	MOTION by Councillor Damota that, there being no further business, the meeting of June 26, 2018 be adjourned at 1:14 p.m. CARRIED





## REQUEST FOR DECISION

**Subject:** Jasper Community Housing Corporation (JCHC) July 2018 Decisions

**Prepared by:** Mark Fercho, CAO & JCHC Board Chair

**Report history by:** Leanne Pelletier, JCHC Administrative Officer

**Date – Notice:** July 3, 2018

**Date – Discussion:** July 10, 2018 (*ARDN webinar and JCHC to attend*)

**Date – Decision:** July 17, 2018

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### Recommendation:

1. That Council authorize the Jasper Community Housing Corporation to enter into an agreement for services with the Alberta Rural Development Network.
2. That Council approve an application from the Municipality of Jasper to Parks Canada's Planning and Development Advisory Committee (PDAC) for a request to subdivide the proposed development site at Pyramid Park (Fireman's Park) as shown on the attached map for leased lots at 208, 210 and 212 Bonhomme Street.
3. That Council approve an application from the Municipality of Jasper to Parks Canada's Planning and Development Advisory Committee (PDAC) for a request to rezone the proposed development site at Pyramid Park (Fireman's Park) as shown on the attached map from ROS (Recreational Open Space) to R3b (Multi-family Dwelling).
4. That Council rescind motion #094/16, therefore cancelling the Municipality of Jasper's request for a temporary discretionary use permit for Parcel GA for a proposed mountain bike skills park.

### Background (History):

The **Jasper Community Housing Corporation (JCHC)** was created in 2007 by Jasper Municipal Council to oversee the creation, administration and management of residential housing in Jasper. **Jasper Community Housing Corporation Ltd.** is a wholly owned subsidiary of the Municipality. The delivery of housing solutions for Jasper's residents and workforce will require a coordinated effort from the Municipality of Jasper, Parks Canada, the Jasper Community Housing Corporation, and a number of third party providers.

Much of the JCHC's early years were spent commissioning and studying development plans. Success came in 2010 with the opening of MPL Place; a 42 bed, subsidized rent apartment building aimed at seasonal workers in the tourism industry. Built in conjunction with Mountain Park Lodges, it is an example of partnering for success. Mountain Park Lodges already owned

the land, and the Municipality was able to contribute to construction costs through applying for and receiving a grant for affordable housing. Currently, the administration officer for the JCHC approves all applicants for MPL Place to ensure that they meet the requirements as set out as a condition of receiving the grant.

Then in 2014 Caribou Creek, a 64 unit housing cooperative, became another example of successful partnering and facilitating for the JCHC, in this case partners took over this development. The resulting units did not significantly change the municipal population between the 2011 population of 4,432 to the 2016 population of 4,590, when considered along with all development and change in Jasper for those 5 years. The development reduced the pressure on rental accommodation temporarily, and improved the standard of living for the residents that moved into a unit. The Municipality acted as a guarantor for the development by a third party.

Another initiative undertaken by the JCHC in 2013 was community consultation. Two Community Cafes were held, one for the general public and one for business owners focusing on staff accommodation. These public forums were an opportunity for the Board to hear what residents and business owners want and need, what they were willing to do to reach their housing goals, to explain the role of the JCHC and dispel housing myths.

Time spent discussing Jasper's housing issues with stakeholders, reviewing statistics and engaging in community consultation have produced notable standards that the Board feels are necessary for any new development. Parks Canada, the JCHC and developers will consider certain cornerstones when planning or supporting new development; density, need, mixed use, sustainability, and affordability. Participation in our community cafes would indicated that there is a desire for staff housing, small rental units (one tenant), special needs housing, affordable family homes (co-op model) and seniors housing. Mixed use housing has been discussed, and the Board recognizes the positive impacts this can have on a community. A development that has rental units, market price units, affordable units and welcomes all ages and family mixes creates neighborhoods. Segregating groups can create a "ghetto" effect.

In 2017 Council supported the JCHC in working on a three point strategy to develop housing:

1. **first**, to move forward on development on specific lands under the JCHC leadership;
2. **second**, by releasing other designated lands to private developers;
3. and **third**, to promote residential unit development by the private sector in areas already identified in past housing studies.

**JCHC three point strategy:**

**1. Move forward on development on specific lands under the JCHC leadership**

In 2016 the JCHC determined that the housing studies, the continued tight vacancy rate and the vocal business community complaints on staff housing shortages beginning to affect the business' ability to operate in Jasper required specific and focussed action. In addition, seniors were becoming more vocal on the lack of "downsizing" opportunities to stay in Jasper and sell their homes. The JCHC determined that the next housing project would have two main objectives:

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- Addressing the shortage of staff housing in our community is a high priority issue for the Jasper business community. The intent of this new housing initiative is for the housing to be owned or authorized for purchase and resale by Jasper businesses, rather than by private residents, in order to address the specific need of businesses.
- Create smaller unit opportunities to allow seniors the opportunity to downsize and put full-size homes on the market for new families. The JCHC may also work with existing landowners for possible better locations in town on their lands also.

The first step was to advertise the opportunity to participate in the planning process for businesses and seniors. An advertising campaign for seniors and businesses was completed resulting in a list created in 2016 with business participants agreeing to help fund a planning consultant, a competitive bid process was completed and a planning consultant selected.

#### **JCHC Development Sites:**

Originally two sites, Connaught and Tonquin-Turret were proposed. Due to Parks Canada's operational needs in managing the many capital projects throughout the national park, the Tonquin/Turret site advertised in JCHC ads became a future project as there was too much uncertainty on timelines for Parks relocation of staff living on-site and in removal of existing housing, therefore is not available for redevelopment at this time. This site will be revisited in the future and not in the current plan.

There became three sites for development: Phase 1: Connaught site, Bear Hill site and Phase 2: the current RCMP site. The first two are currently not occupied which would allow for faster development. The third, RCMP site, would be developed once the new RCMP station was built and the old RCMP station was removed, but planning could be completed on this site with other two sites to be "shelf ready" to go once they do move.

As a year had passed since the original participant list was created, another advertising campaign for businesses and seniors to participate was completed in 2017, and Parioplan was hired by the JCHC in partnership with the business community members that wanted to participate in the housing planning process. Those businesses cost shared the workshops and final reporting by Parioplan. This work was completed through 2017 and 2018 with final reporting to Council on May 15<sup>th</sup>, 2018.

We now have conceptual designs for development on each of these sites, the Parioplan report is available on the Municipal website in the "Housing" section: <http://www.jasper-alberta.com/2287/Housing>



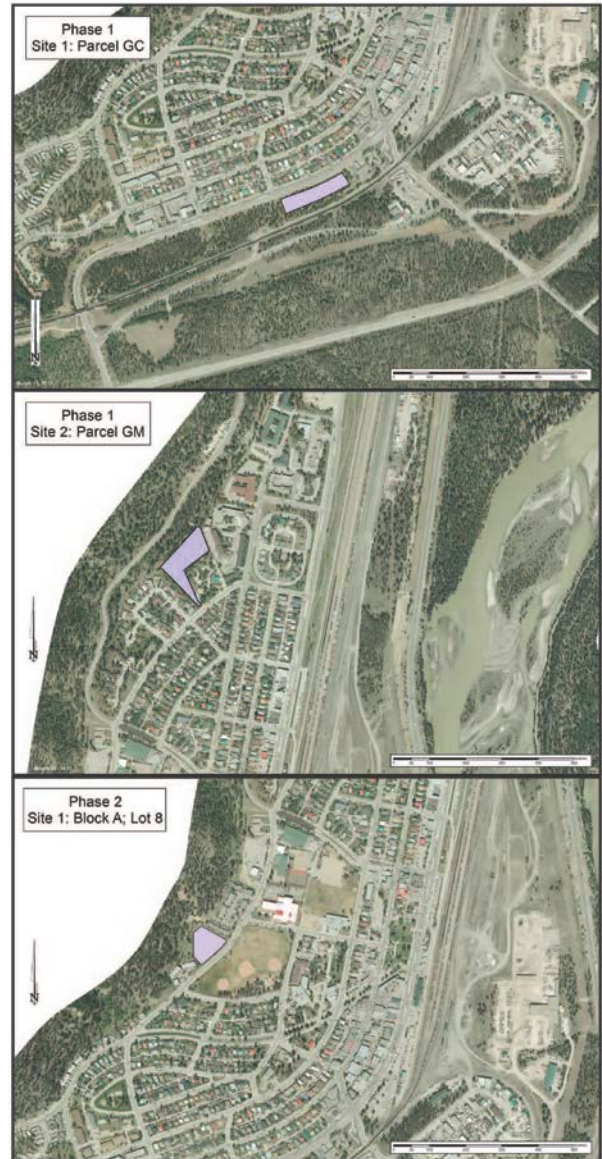
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The three JCHC development sites that Parioplan had as a scope of work were:

**Phase 1: Connaught Site and Bear Hill Lodge Site**



**Phase 2: Current RCMP Site**



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## 2. Parcel GB Release for private development

In addition to JCHC project underway, and the opportunities for private infill development, the main issue intended to be addressed by JCHC is having some type of new housing developed **as soon as possible**. The release of Parcel GB to a private developer is the second quickest path to new housing units in Jasper.

Following presentations to Council by the JCHC Council requested Parks Canada complete a land release process for Parcel GB, and provide the following parameters for the development of Parcel GB:

- under R3b Zoning develop to a minimum of 40 units with more proposal points awarded for higher density (more units are awarded more points in RFP submissions scoring)
- must be apartment style development
- affordable units preferred over luxury units
- "micro" or small single units as significant component, with mix of other types/unit sizes
- maintain continuity of Discovery Trail

The release of Parcel GB through Parks Canada has worked through the Parks Canada processes with an estimated release for developer bids in July or August of 2018.



**FYI** Parcel GB is adjacent to the proposed mountain bike park on Parcel GA. These are NOT the same parcels.



### **3. Promote residential unit development by the private sector in areas already identified in past housing studies**

The third strategy focuses on infill sites, sites identified in the 2002 housing plan and housing development opportunities identified in the Jasper Community Sustainability Plan. The JCHC would like to highlight existing opportunities, and promote private initiatives. There are opportunities for the business community to negotiate with the existing land owners for creating mutually beneficial developments in Jasper on sites that exist today. This could be the quickest path to new staff housing development through private businesses working together.

The sites the JCHC Board would like to promote to encourage discussion between the landowners and the business community that were identified in the past studies are:

- Parcel CU on Patricia Street Near Ash Street (Patricia Walkups lot), potential for 6-10 apartments
- Patricia Place infill, potential for 6-10 town homes
- Aspen Gardens infill, potential for 14-18 townhouses
- Cavell Court infill, potential for 25-30 apartments
- Second floor development in the C1 District (installing residential units above downtown businesses) potential for 70-80 apartments.

There has been a development permit issued by Parks Canada for a 21 unit development at Aspen Gardens as part of a separate sale and development agreement on that site, where infill will be within that private leasehold property, and possibly be available in a shorter timeline.

#### **JCHC Internal Operational Changes:**

The JCHC Board reviewed the operational model of the Banff Housing Corp. for possible similar focus by the JCHC given their recent successes. The JCHC has worked with a few different approaches, the latest where the development and management is handed off to the private sector as the JCHC did with Caribou creek, to a more hands on approach, where the final product would be retained and managed by the JCHC similar to MPL Place is managed today.

Banff moved towards planning the sites and development concept designs, then contracting the detailed designs and development rather than managing this part themselves, then Banff directly controls property management for both rental and sales models. This model has the potential for accessing affordable housing grant funding as has been proven with past successes, as Banff was just successful in this model for \$12M of a \$24M affordable housing project, and Jasper was successful in the past grant funding that supported MPL Place development using this model.

In order to meet changes in the Provincial funding models, and realities of Jasper resourcing for the JCHC to move forward with the JCHC projects, the JCHC Board proposes to engage the support of the Alberta Rural Development Network for assistance in somewhat following the Banff model in the proposed developments for Jasper.

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## Background (Discussion):

### **A. Governance, Moving from Planning to Development**

The JCHC has been working on options to move on next steps, that is, going from the design work to the best way to finance, build and manage the new community housing.

We have considered contracts with consulting firms as a possible support, and also have been in discussion with the ARDN (Alberta Rural Development Network). This is an organization that is in partnership with Alberta post-secondary institutions to support development in rural Alberta providing the needed expertise. The JCHC believes they can help us move forward toward development with pro-forma compilation, grant funding access, development detail to construction bidding support for the projects in Jasper. **There may be a limit where their work will be support with overall grant funding and governance, and we will still need defined consultant work on specific aspects, however, they could help us get there.**

The ARDN website is at: <https://www.ardn.ca/> , also for an overview, please watch this video about what they do as an overview:

<https://www.youtube.com/watch?v=0YPsnldfpw&feature=youtu.be>

Attached is their proposal. They are also prepared to provide Council with a brief webinar style presentation at the July 10<sup>th</sup> CotW meeting.

### **B. East Half of Pyramid Park (Fireman's Park) Proposed Seniors Appropriate Development**

The JCHC recognized seniors housing in locations proposed were not perfect, and have been working on other locations. The East half of the park is one possible location that currently is underutilized, mainly covered by a basketball court and some open space.



The first step was to work with the Jasper Volunteer Fire Brigade, as this park is leased to them, and they were working on plans for new playground equipment. We reached an agreement where the JVFB would utilize the West half of the park, leaving the East half for a possible housing project. The need for seniors appropriate housing, and housing in general, is recognized by the JVFB and they support a development in that location.

While ParioPlan was in Jasper engaged in the larger project, the JCHC worked with ParioPlan on a concept proposal for Pyramid Park.

The design concept for the proposed 14 unit development is for senior appropriate bottom floor, a separate by space or other sound proof system to then have possible family housing (stair access) above, to best utilize housing space in design.

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Attached is a map of the greenspace in the Pyramid Park area of town before and after, a proposed housing plan for this site, and some quick facts below on this site for development:

Greenspace:

Taking into account the areas of the townsite, green spaces appearing on the map, including the new off-lease area, there's actually a net gain of 4730 sq. m. of green space to the townsite after this site is developed:

- Old off-lease area = 12218 sq. m.
- New Commemoration Park = 12182 sq. m.
- New off-lease area = 6594 sq. m.
- New proposed Pyramid Park housing development = 1828 sq. m.

Basketball Courts:

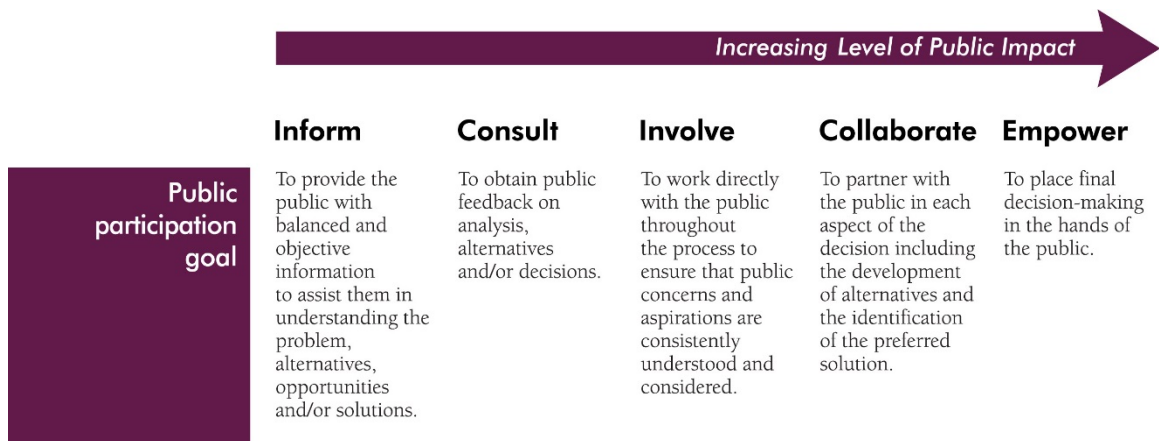
- Lion's Park has two courts
- Schools have portable basketball nets

**Possible public engagement by the Municipality** (*the Parks Canada PDAC process, if this initiative is approved by Council, has a public consultation requirement in addition to anything the municipality may do prior to PDAC*): Municipal engagement initiatives are meant to provide honest, meaningful and accessible engagement opportunities for residents and stakeholders while promoting understanding of local issues, informed decision making and best possible solutions to local issues.

Level of Public Engagement

The proposed level of engagement is *Consult*, or to obtain public feedback on analysis, alternatives and/or decisions.

Feedback obtained through this process would not bind Council to any particular position or decision, but rather present a commitment to *keep participants informed; listen to and acknowledge concerns and aspirations; and provide feedback on how public input influenced the decision* (from IAP2's Public Participation Spectrum).



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#### Possible additional engagement techniques

- Comment form – provide objective and factual information in writing, followed by unstructured opportunity to provide feedback (also in writing);
- Host a public open house to share information with residents and stakeholder, followed by either a comment form or survey to gather input in writing;
- Conduct one-on-one interviews with stakeholders to gain information and further refine the issues and values at hand;
- Hold focus groups with small groups of residents and stakeholders to gain information and further refine the issues and values at hand;
- Hire a professional facilitator to glean information from residents and stakeholders.

Please note that any and all of the engagement techniques above come with their own advantages, pitfalls and opportunities. Time, budget and desired outcomes should be considered carefully before selecting a technique.

#### **C. Parcel GA, Proposed Extension of Mountain Bike Park, Rescind Proposed Lease**

During the ParioPlan project, the Bear Hill Site was determined to be potentially difficult to develop, and other more easily developable locations were to be sought as well. One discussion to follow was with the Jasper Park Cycling Association on locations for the bike park, and plans for the future development. The JPCA is still planning a bike park development, except with a reduced scale.

On June 21, 2016 Council approved two resolutions:

1. Council approved a joint application from the Municipality of Jasper and with the Jasper Park Cycling Association to the Parks Canada-Parks Development Advisory Committee (PDAC) for a request to rezone **Section A** of the proposed Jasper Mountain Bike Skills Park as shown on the attached map (the parkland portion); from Natural Open Space zoning to Recreation Open Space zoning.
2. Council approved a joint application from the Municipality of Jasper and with the Jasper Park Cycling Association to the Parks Canada-Parks Development Advisory Committee (PDAC) for a temporary discretionary use permit for **Section B** of the proposed Jasper Mountain Bike Skills Park as shown on the attached map (the future residential land portion).

The Jasper Park Cycling Association has since determined the bike park development be focussed on the park portion (section A) as that section will not require any bike features developed to then be removed for housing development, and they no longer plan to develop the future residential area (section B). See attached letter from the JPCA. This allows Parcel GA to be open for development without any encumbrances immediately.

The JCHC request is for Council to rescind the motion for a Parks Canada 10 year Licence of Occupation for Parcel GA (section B of the map) for the purposes of a bike park, as the lease is prepared but has not yet been executed until the bike park was ready to proceed with construction of the bike park.

Administration would continue to work with the JPCA on the bike park development for the park lands portion of the bike park as shown in Section A below:



**D. Servicing of Parcels GA, GB, GC, Hostel and Other Sites:**

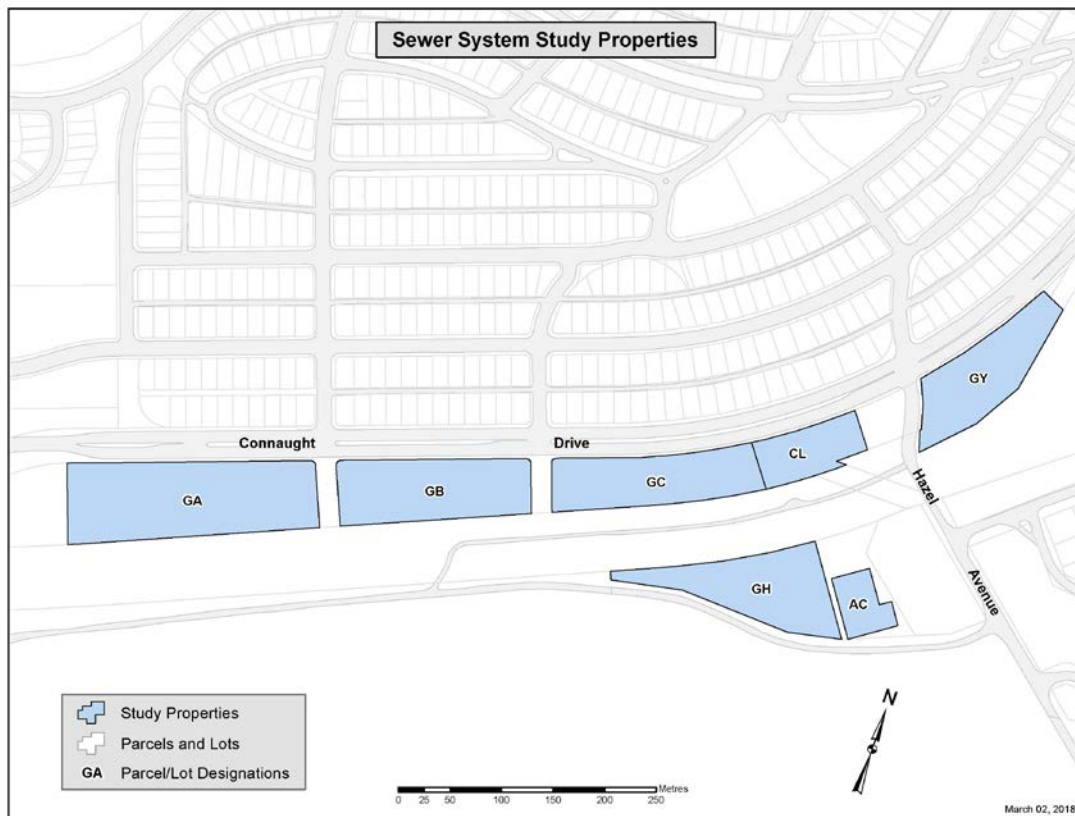
For Council information, Administration is working with Parks Canada on a plan for servicing the lots as shown in the below attached maps, with some technical issues regarding the sewer services that will require specific development funding as identified in the 2018 Municipal Capital Budget.

On March 20, 2018 Council approved \$5389.66 of municipal funding of a total project cost of \$85,808.00 for the sewer system preliminary design engineering, with the other funds paid by Hostelling International and Parks Canada. As this design work is being completed, Administration is working on how to fund the construction of services for these parcels for Council consideration through a Local Improvement Levy Bylaw. Much more on this will be provided to Council in the near future, however, it is connected to this JCHC housing report to service some of the proposed JCHC developments.

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### Strategic Relevance:

- Housing in Jasper is a priority of Council and within the developing Council strategic plan priorities

### Financial:

- Funding for the ARDN consulting is as proposed in the attached ARDN proposal
- Project work for this year is within existing JCHC budgets
- Project work for other proposed projects in this report will be determined and requested to Council as separate decisions at a later date

### Attachments:

- Alberta Rural Development Network Proposal to Work with the JCHC
- Alberta Rural Development Network Profile
- Pyramid Park (Fireman's Park) Design Concept (by ParioPlan)
- Pyramid Park (Fireman's Park) Greenspace Map
- Letter to Council from the Jasper Park Cycling Association: Parcel GA

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## Jasper Proposal (Basic—Two Pager)

June 27th 2018

Submitted By:

Alberta Rural Development Network (ARDN)



# THE “WE” APPROACH

**ARDN’s goal** is to provide consultation services to review and evaluate the possibility of affordable housing units in Jasper. A detailed Needs Assessment will be composed by looking at the primary and secondary data from a statistical point. Following that, based on the outcome a potential project will be outlined. Financial Models will be developed to prove the viability of the potential project. Following that, a detailed Business Case will be developed to analyze the option and provide a conclusion with recommendations.

The Needs Assessment and recommendations will be in accordance with the National Housing Strategy and the Jasper Community Housing Corporation’s (JCHC) objectives. ARDN will work in consultation with Town of Jasper to learn from what they know, identify the needs and provide them with the information relevant to their needs.

In addition, the ARDN will be conducting up to three community consultations throughout the project. Documentation of these sessions will be provided to ensure adequate community feedback is considered throughout the process.

## **Value Add / Innovation:**

ARDN, as a value added service will provide potential funding streams for the project and help access funding to develop the project in the future. ARDN has received considerable funding from the federal government in the past and is expecting to receive more in the future. With the objective of retaining the federal investment within the province ARDN is hoping to provide relevant funding to this project as well.



# METHODOLOGY

Our process is collaborative and sufficiently open ended to gather knowledge that translates into solutions that truly represent your needs and aspirations. Key to the success of your projects is a thorough exploration of the viable options for the existing facilities during the Pre-Development Phase. Together, we will evaluate all the potential options and provide recommendations that will work best for the Town of Jasper.

Through the completion of a Need and Demand Assessment, Business Case, Financial Feasibility Study, and Project-Specific Affordable Housing Strategy the ARDN will build a viable case for the Town of Jasper to apply for funding to finance their project.

Early into your project, ARDN will establish the appropriate amount of stakeholder/user group engagement to ensure that all spatial and functional space requirements are thoroughly reviewed and identified – all of which will be tied into the viable development to be analyzed within the Business Case.

As an additional option (at an added cost), ARDN can engage an Architectural design firm to analyze various options and develop a process, which would aim to engage the JCHC project team, explore and visualize a range of possibilities with a view to provide solid recommendations for the future of the community.

The Options Analysis phase would produce the following results:

- › Variations of high-level preliminary elevations and floor plans for the chosen option;
- › Variations of high-level preliminary renderings for the chosen option; and

- › Preliminary project scope, costs and timelines for chosen option.

Finalized conceptual design recommendations would then be incorporated into the final Business Case.

# PROPOSED WORK PROGRAM

*Sample Proposed Work Program			
Description	Primary Role	Start Date	Finish Date
Award date and contract signing	JCHC, ASHC		
Finalize work program	JCHC, ARDN		
<b>Meeting:</b> Kick-off, discussion and coordination — overall review; discuss potential development (background), outline communication parameters, receive documents, understand breakdown approach, issues, and possible interim strategies	JCHC, ARDN		
<b>Needs Assessment Development — Briefly on each community:</b> <ul style="list-style-type: none"> <li>&gt; Housing Supply &amp; Demand Analysis</li> <li>&gt; Current, emerging and anticipated supply and demand</li> <li>&gt; Gap Analysis</li> </ul>	ARDN		
Community Consultations and different points in time	JCHC, ARDN		
Financial Model Development	ARDN		
Final Business Case development	ARDN		
<b>Meeting:</b> Presentation of the draft Business Case	JCHC, ARDN		
Incorporate feedback and revise Business Case	JCHC, ARDN		
Final Business Case submitted	ARDN		
Biweekly Meetings	JCHC, ARDN		

Fee	
Affordable Housing Project Strategy Needs Assessment Financial Model Business Case Three Community Consultations	CAD 28,000.00*
<b>Total Cost of the Project</b>	<b>CAD 28,000.00*</b>

\*The above fee is inclusive of GST and is designed specifically for the proposed work program.

\*Disbursements to travel to Jasper will be in addition to the above quote. They will be invoiced separately, on a cost recovery basis, for up to three members of ARDN. Disbursements will be approved in writing by JCHC prior to being incurred.



## ARDN'S PROFILE

2ND MAY 2018

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Alberta Rural Development Network

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Edmonton, Alberta

T6N 1J3

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[www.ardn.ca](http://www.ardn.ca)





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# 1. PROFILE

## ARDN: A SMALL NOT-FOR-PROFIT WITH BIG INSTITUTIONAL RESOURCES

The ARDN is a not-for-profit organization whose membership is comprised of nine public universities and colleges:

- › Athabasca University
- › Grande Prairie Regional College
- › Keyano College
- › Lethbridge College
- › Medicine Hat College
- › Northern Lakes College
- › Portage College
- › University of Calgary
- › University of Lethbridge

### ARDN supports rural communities that want to help themselves by:

- › Providing a resource to help communities develop capacity, identify community needs and follow through on opportunities to build stronger futures in rural Alberta.
- › Facilitating strategic research on economic, environmental and social issues affecting the well-being of people in rural communities.
- › Expanding access to training and education in rural communities.
- › Providing a proactive source for up-to-date information, knowledge and models of best practice in rural development.

ARDN creates mechanisms where rural stakeholders can identify common areas of interest, link to resources, and build a shared base of expertise and knowledge from which communities can draw. The goal of the ARDN is to seed strategic initiatives and mobilize the expertise of member institutions without creating ongoing dependencies.





ARDN has three key pillars:

- › Vulnerable populations
- › Workforce development
- › Municipal sustainability

ARDN works to fill gaps and facilitate access to services in rural communities. It helps achieve this by coordinating and integrating stakeholders and services to build capacity.

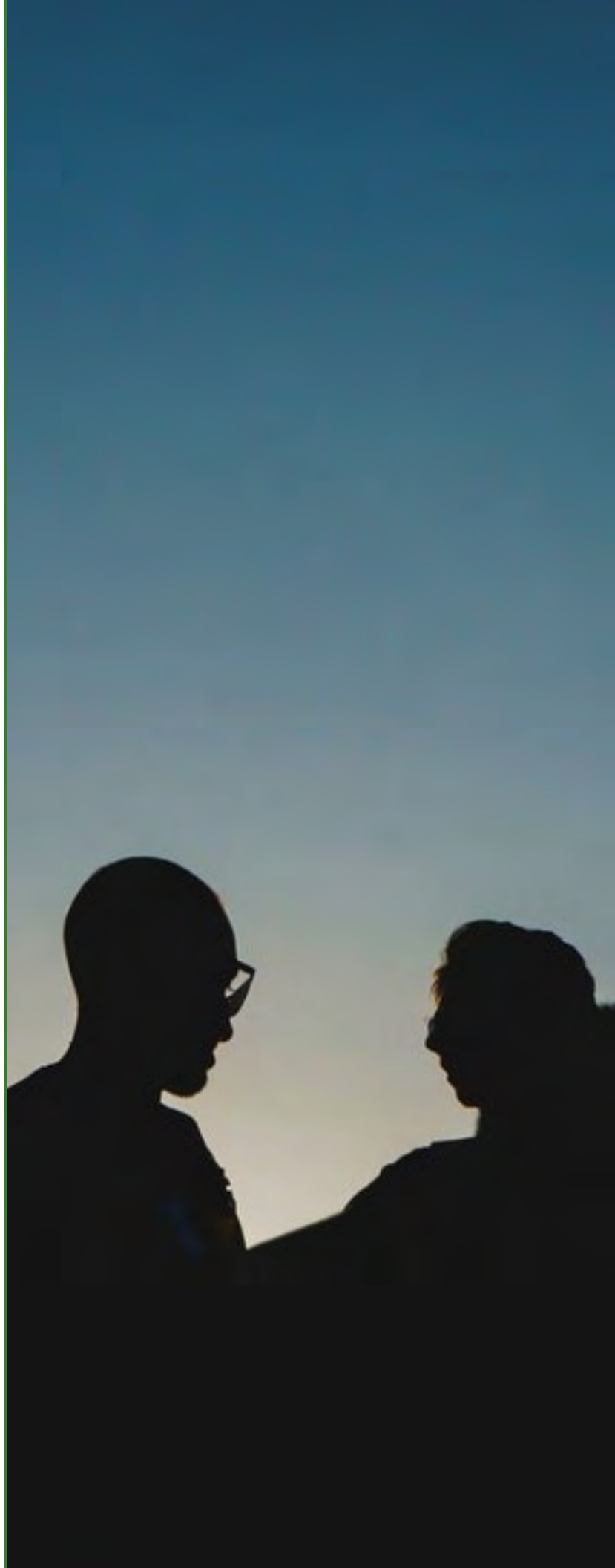
The Alberta Rural Development Network possesses a wealth of experience in diverse settings. Led by a very capable board of directors comprised of post-secondary presidents, vice-presidents, deans, and professors, the ARDN is a small but dynamic group of business-minded professionals.

**Founders:**

- › Alberta College of Art + Design
- › Athabasca University
- › Banff Centre, The
- › Bow Valley College
- › Grande Prairie Regional College
- › Keyano College
- › Lakeland College
- › Lethbridge College
- › MacEwan University
- › Medicine Hat College
- › Mount Royal College
- › NAIT
- › NorQuest College
- › Northern Lakes College
- › Olds College
- › Portage College
- › Red Deer College
- › SAIT Polytechnic
- › University of Alberta
- › University of Calgary
- › University of Lethbridge

## Board of Directors:

- › Chair: **Trent Keough**  
(President & CEO, Portage College)
- › Vice Chair: **Dietmar Kennepohl**  
(Professor of Chemistry, Athabasca University)
- › Treasurer: **Ann Everatt**  
(President & CEO, Northern Lakes College)
- › Director: **Susan Bangsgrove**  
(Vice President of Academics and Research,  
GPRC)
- › Director: **Erasmus Okine**  
(Vice President of Research, University of  
Lethbridge)
- › Director: **Baljit Singh**  
(Dean of Faculty of Veterinary Medicine,  
University of Calgary)











## Strategic Direction

The ARDN is a unique not-for-profit and is one of a kind in Canada. It has developed relationships throughout Alberta's public post-secondary institutions (PSIs), municipalities, community-based organizations, and industries. ARDN's core focus is to identify needs and develop solutions for rural communities and stakeholders. When issues common to multiple communities are identified, ARDN leads an action-based approach to address the problem and build a sustainable solution—from research to implementation.

### ARDN's key strengths:

#### Networking

ARDN's network includes PSIs, rural Alberta municipalities, industries and community-based organizations active in rural and remote Alberta.

#### Building Teams & Breaking Barriers

ARDN understands that collaboration is essential to succeed in today's highly competitive and innovative environment. ARDN works to build and maintain strong relationships across various industries and regions (urban and rural) to successfully address issues experienced by rural communities in an effective manner.

#### Project & Program Management

ARDN leads projects and programs that address issues identified by multiple stakeholders. From finding experts, to project and roadmap development, to sharing information and enabling implementation of projects, ARDN optimizes the value of its many different projects.

#### Building a Culture of Innovation

ARDN knows that innovation is essential to success. This culture of innovation is evident in almost all the projects in the organization, including: working to create affordable housing, collecting data on homelessness, enhancing access to justice, providing remote gambling treatments, and tackling the opioid crisis; all these projects are using unique and innovative approaches. The ways networks are built, investment is leveraged, and knowledge is transferred across the organization and its stakeholders highlight ARDN's innovative culture.

#### Leveraging Investment

ARDN actively encourages and supports its employees, members and clients to pursue all relevant opportunities. This also means that our team consists of individuals motivated by the causes they are passionate about. ARDN's success in serving its members, clients and stakeholders has enabled it to become completely self sufficient. We expect to continue to increase our capacity and grow to become a larger organization.

#### Knowledge Transfer

Whenever possible, information and results of ARDN projects and programs, as well as complete project reports, are shared by ARDN directly and through its website. Information is also showcased at ARDN's annual conference, external conferences and through e-newsletters and topic specific workshops.

#### Support the Government of Alberta's (GoA) Ministerial Priorities

All projects that ARDN works on are aligned with the GoA's mandate, priorities, and strategies.

ARDN has identified specific strategies that have greatly contributed to its success. These strategies are continually re-evaluated and improved. They help guide ARDN's ability to make a strong impact on projects. These include the following:

- › Projects and issues have been identified by rural communities or community-based organizations (preferably several) and led by ARDN.
- › Each project's focus is narrowed to a specific, targeted theme.
- › Projects are developed to deliver on GoA goals.
- › Keeping the big picture in mind, by developing partnerships and linking to strategies being developed by others, including nationally.

ARDN has a strategic advantage as an organization in developing and moving projects forward.

**Because ARDN is an independent not-for-profit organization, it has no vested interest in advocating any project.**

Before pursuing project funding options, ARDN provides an opportunity for proponents to vet ideas. The depth and breadth of its province-wide network brings together relevant parties efficiently and effectively. Additionally, research results are moved forward through the creation of strategic partnerships, project planning and implementation, and the building of project roadmaps. Project roadmaps provide communities with the processes to implement solutions to benefit and strengthen their communities. ARDN may help manage those projects to ensure that the solutions are implemented successfully.

Specific project themes that have been identified as significant across multiple rural communities include:

- › Health (e.g., people with disabilities, access to health services, mental health, and FASD)
- › Vulnerable populations (e.g., rural and remote homelessness)
- › Workforce development (e.g., Indigenous and rural youth employment, education and skill development)
- › Business and economic development in rural Alberta (e.g., business retention and expansion,

and Municipal Sustainability Plans)

In addition to grant funding from all levels of government, ARDN accesses revenue from many sources, by:

- › Partnering with industries looking to secure and move projects forward.
- › Leveraging funding from communities for projects on a case-by-case basis.
- › Soliciting corporate sponsorship for community projects.
- › Hosting conferences and events.



## 2. SUSTAINABLE HOUSING INITIATIVE

The core purpose of the Sustainable Housing Initiative (SHI) team at ARDN is to implement and demonstrate a multi-stakeholder approach to building innovative and cost-effective sustainable housing in rural communities. It promotes construction of high quality housing that is energy efficient, with design elements intended to improve mental and physical health and wellness. The project also promotes the sharing of knowledge and best practices amongst rural communities which will result in the creation of a toolkit that future groups can implement on their own. Thanks to SHI, in 2018 ARDN received the ROOPH award (Recognizing Outstanding Organizations and People in Housing) by Homeward Trust in Edmonton.

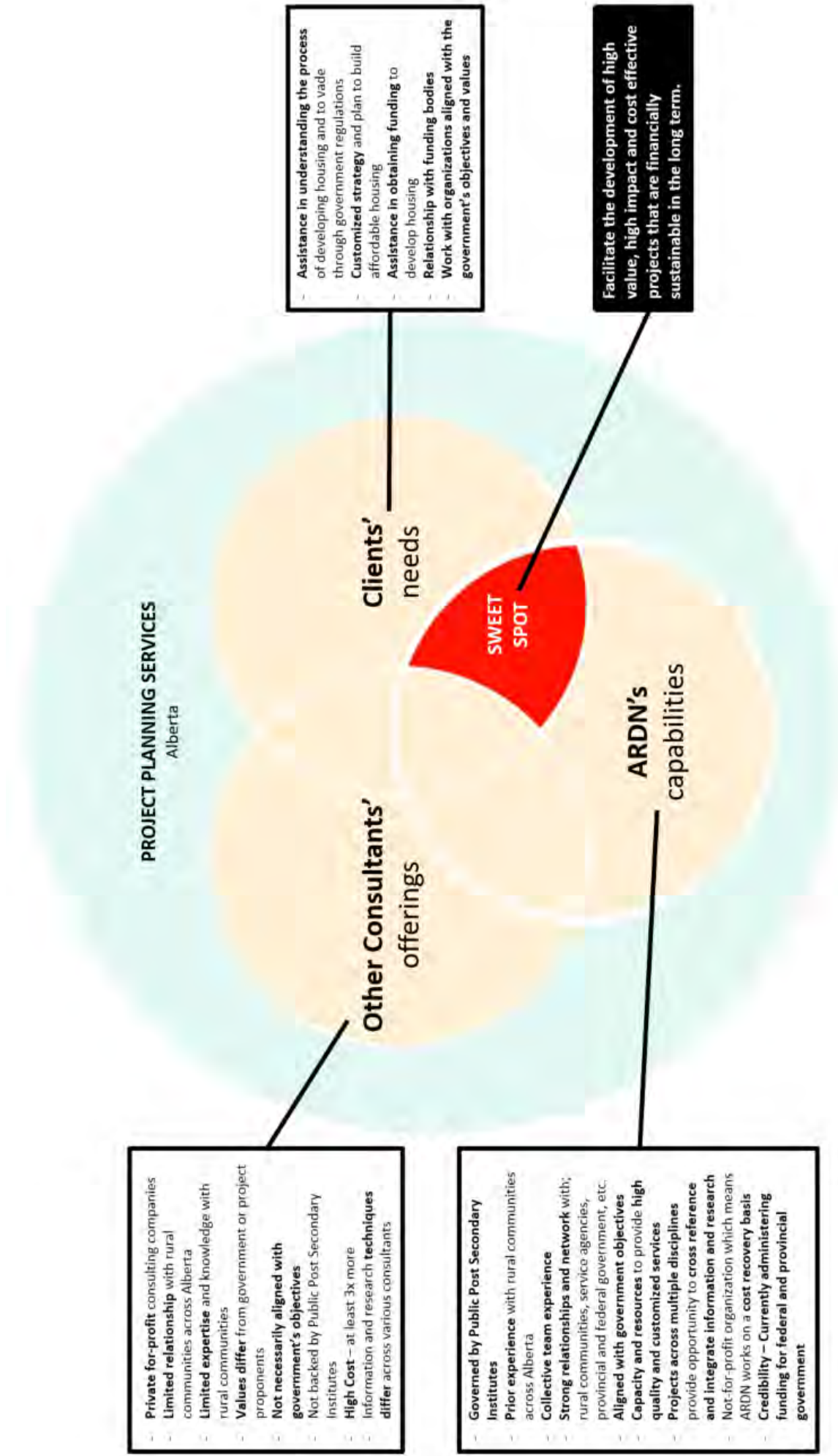
### WHY WE STARTED SHI

Due to a lack of resources and capacity, Alberta's rural communities are unable to address gaps in the housing continuum. Rural Canada has a critical shortage of affordable housing options for various demographics, including seniors, single parents, youth, etc. However, this issue has not received the same attention as it has in urban centres. Without affordable housing, many small communities cannot address the homelessness issue, or help people move through the housing continuum. This negatively impacts the affected individuals, who may become chronic users of emergency shelters, or be relocated to larger centres, effectively removing them from their families, familiar environment and any support system they might have. Moreover, if these people migrate to larger centres in search of services, they discover that due to waiting lists, it may take more than a year before they are entitled to access support services, meaning they can easily become victims or turn to crime in the interim. Furthermore, this removal of people from the local population negatively impacts the community and its ability to grow. The lack of affordable housing negatively impacts individuals such as business owners who offer lower wage jobs, seniors transitioning to supportive care, young families, disenfranchised youth, and people with mental health issues and addictions.



Located in the ARDN office, this mural by Edmonton street artist AJA Loudon was inspired by ARDN's work on affordable housing and homelessness.

### 3. ARDN'S STRATEGIC SWEET SPOT





## 4. PROJECT TEAM



### **Dee Ann Benard, Executive Director**

Dee Ann joined the ARDN as executive director in April 2009. After earning her B.Sc. (Biology) and M.Sc. (Plant Pathology) from Simon Fraser University, Dee Ann moved to Edmonton in 1994 to work with Alberta Agriculture. In 1998, she joined private industry to manage the Alberta operation of Integrated Crop Management Services (ICMS), Inc. In 2000, she moved to the Alberta Research Council in Vegreville where she worked first as a plant pathologist, and later in business development. In 2004, she joined the newly formed Agricultural Research and Extension Council of Alberta (ARECA) as executive director, a position she held for over five years.

Dee Ann served as a member of the Agriculture and Food Council for several years, where she held roles such as Chair of Advancing Canadian Agriculture and Agri-Food and Treasurer.



### **Joshua Bénard, Program Director, Housing**

Joshua is the program director of the Sustainable Housing Initiative (SHI). His work experience has been diverse: from sales, estimating and project coordinating for a manufacturer of exterior building envelopes, to project managing residential, commercial, institutional, and industrial construction projects. Joshua received a scholarship to George Brown College and was involved on the Program Advisory Board of the technology department.

He has also worked as a subject matter expert through the Department of Applied Research and Innovation at Red Deer College on a contract basis to help develop emergency and transitional shelters.



### **Zain Abedin, Research & Strategy Manager**

Zain joined the ARDN as a Research and Strategy Manager, to manage research, develop financial strategies and business cases to raise funding for various affordable housing projects across rural Alberta. He wrote the award winning first ever guide to estimating homelessness in rural communities for ARDN, which is being successfully applied across Canada. He has four years of international sales and account management experience in a B2B environment, and has significant experience in developing major customer accounts in the Oil & Gas industry. Zain also owns and runs a boutique consulting firm to fuel his interest in design and technology.

Zain's research and writing skills have enabled him to raise funding for a local start-up in the social entrepreneurship space. Zain is personally motivated to work in this space with an attitude of "making things happen for the greater good". His skills include developing strategies and leading a diverse team to execution. He has an undergraduate degree in Finance / Management from the American University of Sharjah and an MBA in Innovation and Entrepreneurship from the University of Alberta.



### **Lisa Bélanger, Program Manager, Housing**

Lisa graduated with a Bachelor of Commerce from the University of Alberta on the Dean's List. During her four years at the U of A, Lisa received three scholarships & two awards acknowledging her excellence in academics. While in school, Lisa Co-Chaired the Alberta Energy Challenge International Case Competition, working with Cenovus Energy to bring innovative solutions to the energy industry. She has worked with PCL Construction and Kleinfelder Hood Engineering before she developed an interest in working to solve the deficit of affordable housing.

Lisa worked on the development of international emergency and transitional shelters before she joined ARDN.



### **Shadi Merhej, Research & Business Analyst**

Shadi is the Research and Business Analyst with the Sustainable Housing Initiative at ARDN. He was born and raised in Edmonton, Alberta, and graduated from the University of Alberta with a Bachelor of Science in Mathematics and Economics. Throughout his degree, Shadi was actively involved with the Students' Union, helping to coordinate the UofA Students' Orientation program, as well as administer Students' Union Awards. He was also involved with many collaborative research projects, including a supervised study in machine learning involving the segmentation of feet pressure maps.

Shadi possesses a strong background in modeling, statistical analysis, data mining, and research methodology.



### **Asad Bhatti, Research & Financial Analyst**

Asad joined the ARDN as a Research and Financial Analyst for the Sustainable Housing Initiative (SHI). He graduated from the University of Alberta with a Bachelor of Commerce with a major in Finance. He achieved the Dean's List in the 4th year of his studies and graduated with distinction. During his time at University Asad completed several case studies of major businesses such as Intel, Corning, TRX, the Cable industry etc. In his 4th year he collaborated to write an economic paper regarding the effects of various factors on the value of the Canadian dollar.

As a Business Analyst, Asad is responsible for research and compiling reports based on that research for various rural communities. He is also responsible for creating and updating financial models used in SHI, as well as creating new models for potential upcoming programs.





## Hannah Brown, Community Engagement Coordinator, Housing

Hannah works as a Community Engagement Coordinator to initiate and manage contacts with rural communities in need of affordable housing.

She is currently working towards her BSc degree with a major in mathematics and a minor in biology at the University of Alberta. Throughout her degree, she has done mathematical research, helped to develop curriculum for a first-year science course, tutored in various levels of math, attended and presented at several mathematical conferences, and she escaped the winter of 2018 to volunteer as an English teacher in Thailand.

Hannah brings an open minded, positive, energetic approach to everything she does. Her diverse skills make her able to communicate with a large variety of people and adapt to many situations.

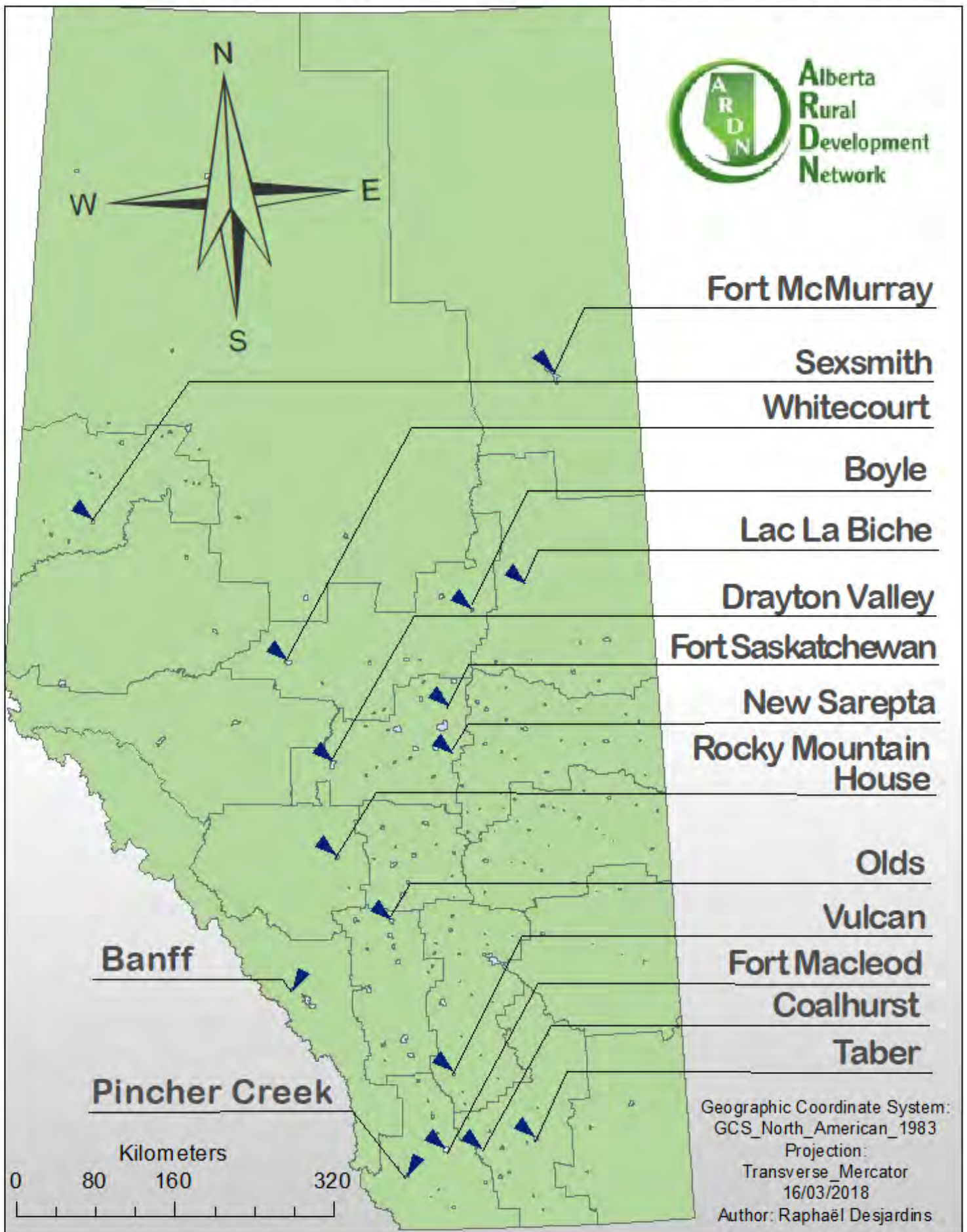


# 5. COMPLETED & ON-GOING PROJECTS

Projects	Affordable Housing or Project Strategy	Need & Demand Assessment	Community Consultation Session	Financial Viability	Business Case	Capital Plan Submission
Whitecourt	✓	✓	✓	✓	✓	✓
Fort McMurray	✓	✓	✓	✓	✓	✓
Taber	✓	✓	✓	✓	✓	
Coalhurst		✓	✓			✓
Olds	✓	✓	✓	✓	✓	
New Sarepta		✓	✓	✓	✓	✓
Rocky Mountain House				✓	✓	
Sexsmith		✓		✓	✓	✓
Lac La Biche		✓		✓	✓	✓
Boyle		✓	✓	✓	✓	✓
Vulcan		✓	✓	✓	✓	✓
Banff		✓	✓	✓		✓
Drayton Valley		✓	✓	✓	✓	✓
Edmonton				✓		✓
Fort Macleod		✓	✓	✓	✓	✓
Pincher Creek	✓	✓	✓	✓	✓	✓
Canmore				✓		✓
Cochrane				✓		✓
Fort. Saskatchewan				✓		✓
Fort. McKay				✓	✓	
Ontario				✓		

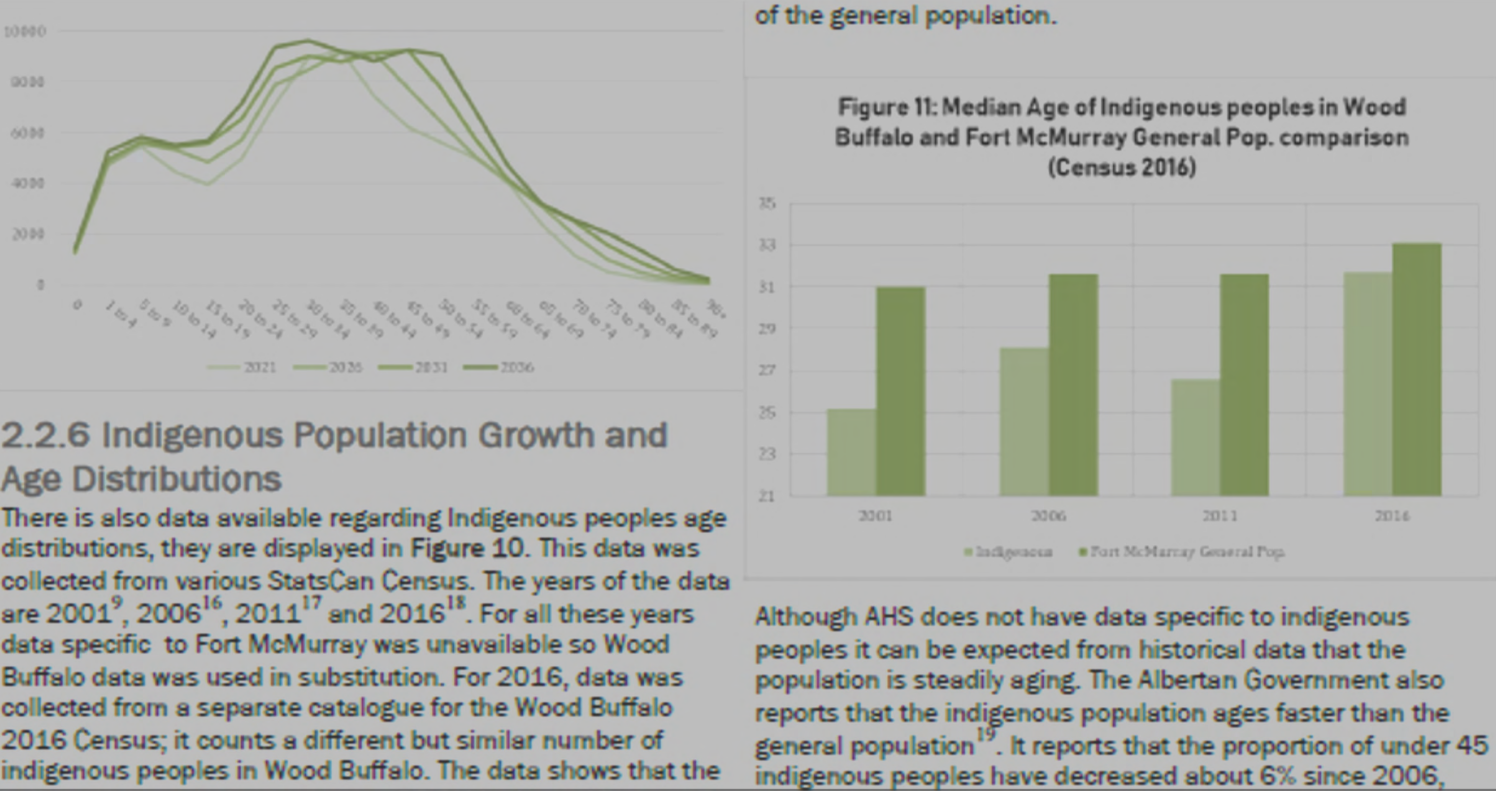






# 6. ARDN'S WORK SAMPLE

Strong analytical reporting: community needs assessments that adhere to funding guide-lines and best practices, giving communities the most up-to-date and relevant information for their projects.



Examples taken directly from ARDN's work.  
Top: Needs Assessment Bottom: Business Case

The ARDN has experience in providing needs assessments, business cases, project overviews, managed conceptual development studies, detailed financial modeling and feasibility, as well as providing community consultation and facilitation services.

## Construction Funding Breakdown

Total Project Cost including land	\$ 14,077,021
Less: Land Value @ 14.83% of total cost	\$ 2,150,000
Proposed Prov. And Fed. Gov. Invest. @ 42.19% of total cost	\$ 5,391,440
Financing @ 20.15% of total cost	\$ 2,810,527

The following table highlights the sources of rental revenue from the transitional shelters and the affordable units. The transitional units are discounted 45% from the market rate, and the affordable units are discounted 25% from the market rates.



Our main offering to Calgary Heritage Housing is our complete detailed business case, which will include:

- › A detailed analysis of the current community demographics, housing stock, and economic climate of the region, adhering to best practice standards.
- › The community consultation and open houses, offering an essential public voice aspect to our analysis.
- › Complete audit services, from architectural, engineering and environmental standpoints.
- › The implementation strategy, with options analysis to provide the direction and next steps.
- › Potential options to raise capital funding to develop the project as a value added service.

## 4.1 RENTS, VACANCY, AND HOUSING STOCK

Using the Core Need Income Thresholds (CNITs) as defined by the Government of Alberta, we can establish theoretical affordability thresholds for Whitecourt. Created in partnership with the CMHC, the CNITs establish the maximum income levels that a household may earn and still be eligible for a rent subsidy, relative to local confounding factors. The following table are the CNITs for Whitecourt, published in 2016.

Using the unit rental rates established in the 2016 Alberta Vacancy and Rental Cost Survey (AVS 2016), we can roughly estimate the number of units available within CNIT ranges. We want to estimate the total amount of units the fall within CNIT thresholds. Comparing those values to the amount of tenants who report paying over 30% of their income in rent can afford us an approximate demand for more affordable housing in the community.

Theoretical Affordability			
	Bachelor	1-bedroom	2-bed
CNIT	\$31,000.00	\$40,000.00	\$ 46,500.00
30%	\$9,300.00	\$12,000.00	\$ 13,950.00
Monthly	\$ 775.00	\$1000.00	\$ 1,162.50

Theoretical Number of Su		
	Bachelor	1-bedroom
HES	*9	*85
LES	**11	**133
AS	**11	*85
Mean	10	101
*indicates potential under-estimation		
**indicates potential over-estimation		

Households in	
Whitecourt (#)	
Spending less than 30% of in- come on housing	31
Spending 30% or more of in- come on housing	6





# 7. REFERENCES

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**Chief Administrative Officer**

Taber and District Housing Foundation

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403.223.2767 Ext 7

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**Director of Operations**

YWCA Banff

stephen@ywcabanff.ca

403.760.3214



[www.ardn.ca](http://www.ardn.ca)

May 2018



# MUNICIPALITY OF JASPER

Housing Development  
Pyramid Park Design Concept

Prepared by:  
ParioPlan & Brian Allsopp Architect Ltd.



April 6, 2018

Prepared for: Municipality of Jasper



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# 1. INTRODUCTION

The intent of this report is to provide a preliminary prospective development opportunity for the property located on the Jasper Fire Department Pyramid Park site. The investigation relates to providing a “seniors appropriate” development on the ground floor and multi-family units or suites on the upper floors. The outcome of this report is meant to describe achievable densities given the constraints of the Pyramid Park site.

The site is currently zoned *Public Open Space District (0)* and is comprised of three lots -- Block 35, Lot 3 (980 m<sup>2</sup>), Block 35 Lot 4 (1354 m<sup>2</sup>), and Block 35, Lot 5 (1361 m<sup>2</sup>). We have visited the site and understand the sensitivities regarding receiving public support for the rezoning and park split approval which would preserve the existing playground located on Lot 5. We understand the total area available for the project to be approximately 1,828 m<sup>2</sup>.

The scope of this phase of the project is limited to producing initial ideas to develop the site according to the proposed target market (seniors and families), which will be depicted graphically in the form of illustrations and diagrams for further discussions with stakeholders.



Figure 1: Pyramid Park looking South

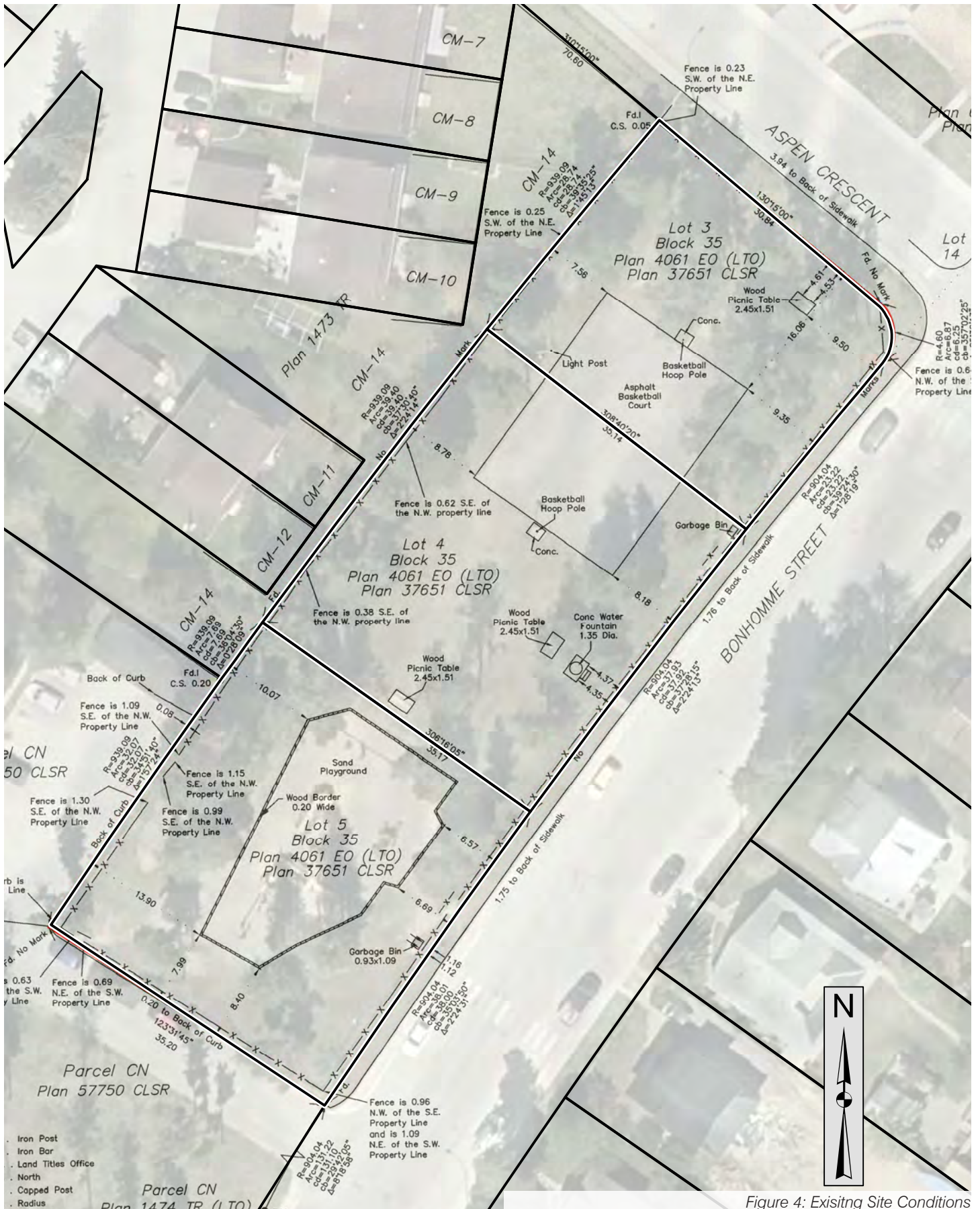


Figure 2: Pyramid Park looking East



Figure 3: Pyramid Park looking North

## 2. EXISTING CONDITIONS





### 3. PROPOSED PROPERTY BOUNDARY



Figure 5: Proposed Property Boundary

## 4. ZONING REQUIREMENTS

### **MULTI-UNIT DWELLING DISTRICT (R3b)**

#### **Permitted Uses**

- 19.(4) In an R3b District the following uses shall be permitted
- (a) apartment buildings;
  - (c) row-houses; and

#### **Development Requirements**

- 19.(6) (a) In an R3b District
- (i) the minimum site width is 24.5 m; and
  - (ii) the minimum site area is 743 m<sup>2</sup>.
- (b) In an R3b District
- (i) the maximum site coverage of the primary building is 40% of the site area;
  - (ii) for apartment building developments the site area shall contain a minimum of 90 m<sup>2</sup> for each dwelling unit; and
  - (iii) for row house developments the site area shall contain a minimum of 180 m<sup>2</sup> for each dwelling unit.
- (c) With regard to building height
- (i) the maximum overall building height to the ridge line as measured from grade is 13.7m with a maximum eaveline of 6.6 m above grade at all four sides of the building; and
  - (ii) the finished main floor elevation shall be no more than 1.2 m above grade.
- (d) With regard to a building roof the primary roof slope shall fall within a plane that slopes inwards at a 45 degree angle from the maximum eaveline on all four sides of the building.
- (e) With regard to building setbacks
- (i) for apartment building developments
    - (A) the front setback is 3.6 m;
    - (B) the side setback abutting a street is 4.5 m;
    - (C) the side yard setback not abutting a street is 5.4 m if the wall contains a

window to a habitable room or 3.6 m if the wall does not contain a window to a habitable room; and

- (D) the rear setback is 4.5 m; and
- (ii) for row-housing dwelling developments
  - (A) the front setback is 6.0 m;
  - (B) the side setback is 1.8 m;
  - (C) the side setback abutting a street is 4.5 m; and
  - (D) the rear setback is 4.5 m.

- (h) In addition to the above the following are required
- (i) the primary entrance to each dwelling unit in a row-house shall be clearly visible from the front street. The location of the primary entrance in an apartment building shall be clearly marked at the street by an entry portico, lamp post or gate with address;
  - (ii) a corner site may have a primary entrance on the facade facing a side street;
  - (iii) no more than one household shall reside in each unit of an R3b dwelling development;
  - (iv) each apartment dwelling unit in an apartment building shall have a minimum outdoor amenity area of 3.0 m<sup>2</sup> per bedroom, and each dwelling unit in a row-house shall have a minimum outdoor amenity area of 10 m<sup>2</sup>;
  - (v) the maximum number of bedrooms permitted in an dwelling unit in an apartment building shall be 3; and
  - (vi) the maximum number of bedrooms permitted in a dwelling unit in a row-house shall be 4.

*For a One-Unit Dwelling District, Two-Unit Dwelling District, or Multi-Unit Dwelling District, at least one space per dwelling unit must be supplied for off-street parking.*



## 5. SITE ANALYSIS

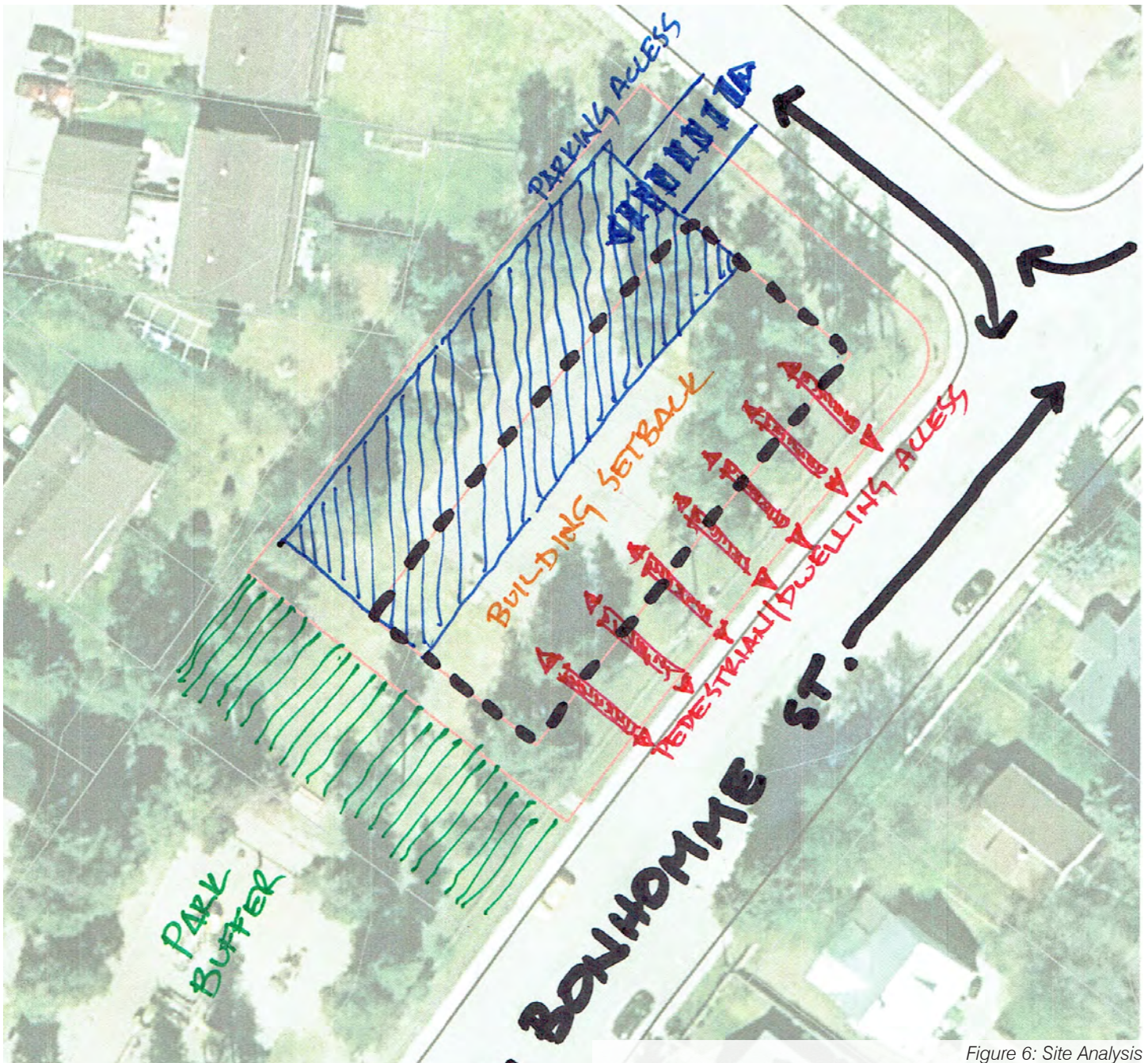


Figure 6: Site Analysis

### Site Analysis:

Building Setbacks: 3.6 m side setback, 6 m front setback  
10.6 m rear setback.

Access to parking: lane off Aspen Cres.

Proposed Parking Stalls: Approx. 15

Access to units: Sidewalk access off Bonhomme St.

Max height: 13.7 m or 3 storeys (2 storeys proposed for  
sensitivity to neighbours).

Lot size meets minimum requirements for R3b zoning.

## 6. PRELIMINARY DESIGN CONCEPTS

### Concept Option Statistics

#### Massing Option:

Two-bedroom units (pink) stacked two storeys in height.  
Units are approximately 55' x 20' (1100 ft<sup>2</sup>) each.

Total of 14 units on site.

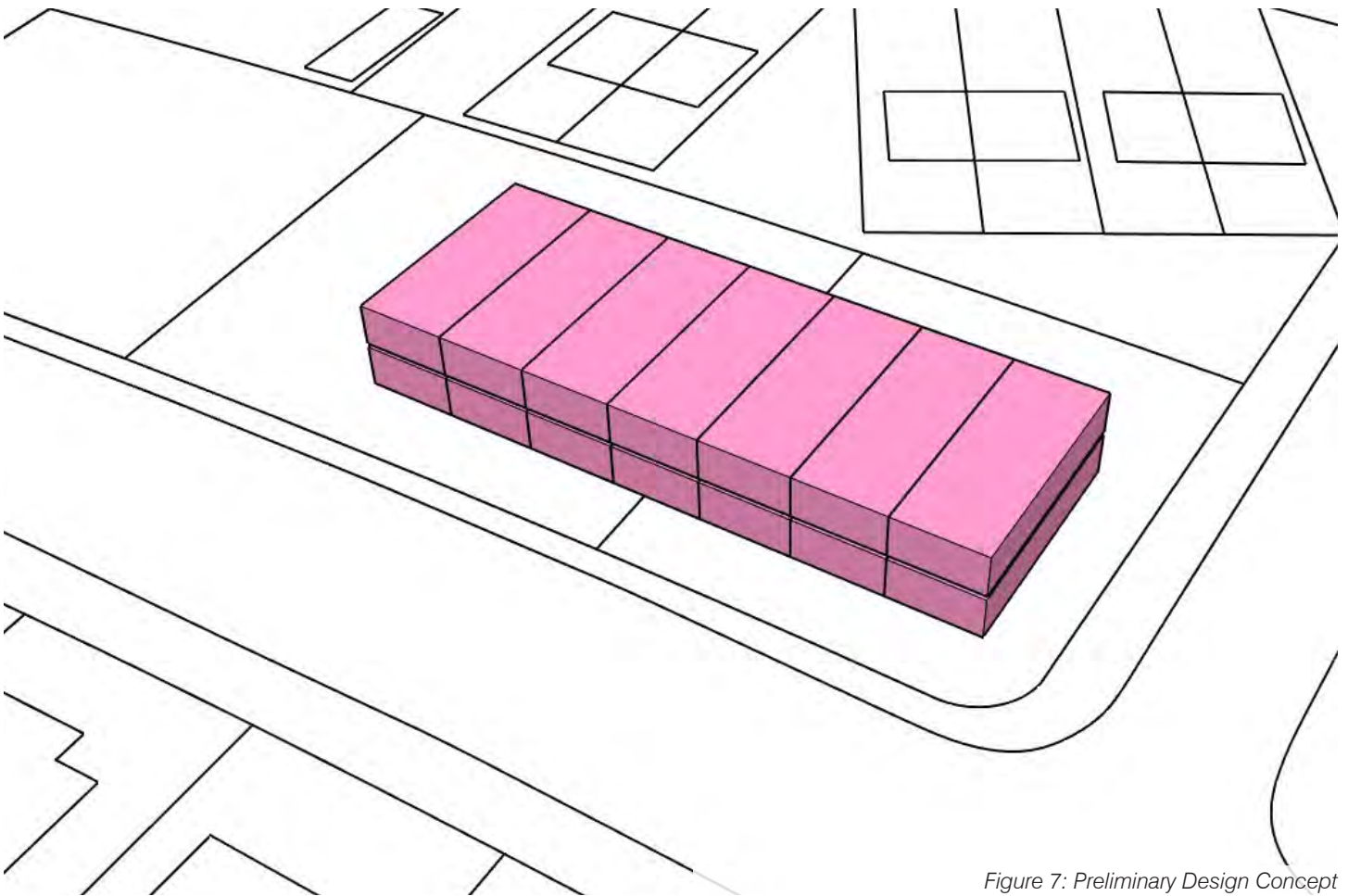


Figure 7: Preliminary Design Concept



## 7. DESIGN CONCEPT MASSINGS



Figure 8: Design Concept Angle 1



Figure 9: Design Concept Angle 2

### Conceptual Massing:

For the conceptual massing, the above images reflect a potential design direction. Main floor dwellings have direct access at grade, while the second storey dwellings are accessed via stair above the parking area on site. A car port allows for approximately 15 parking spots on site, and also provides an exterior amenity space for the units on the second floor facing northwest.

A recommendation of planters for vegetation or other forms of screening at the perimeter of the rear balconies would help provide privacy from neighbours, as there is a limited landscape buffer between the subject site and the properties to the rear.



Figure 10: Design Concept Angle 3



Figure 11: Design Concept Angle 4

#### Conceptual Massing (continued):

There are opportunities to vary the roof line to incorporate mountain-themed forms, as well as providing outdoor amenity space for both main and second-floor dwellings.

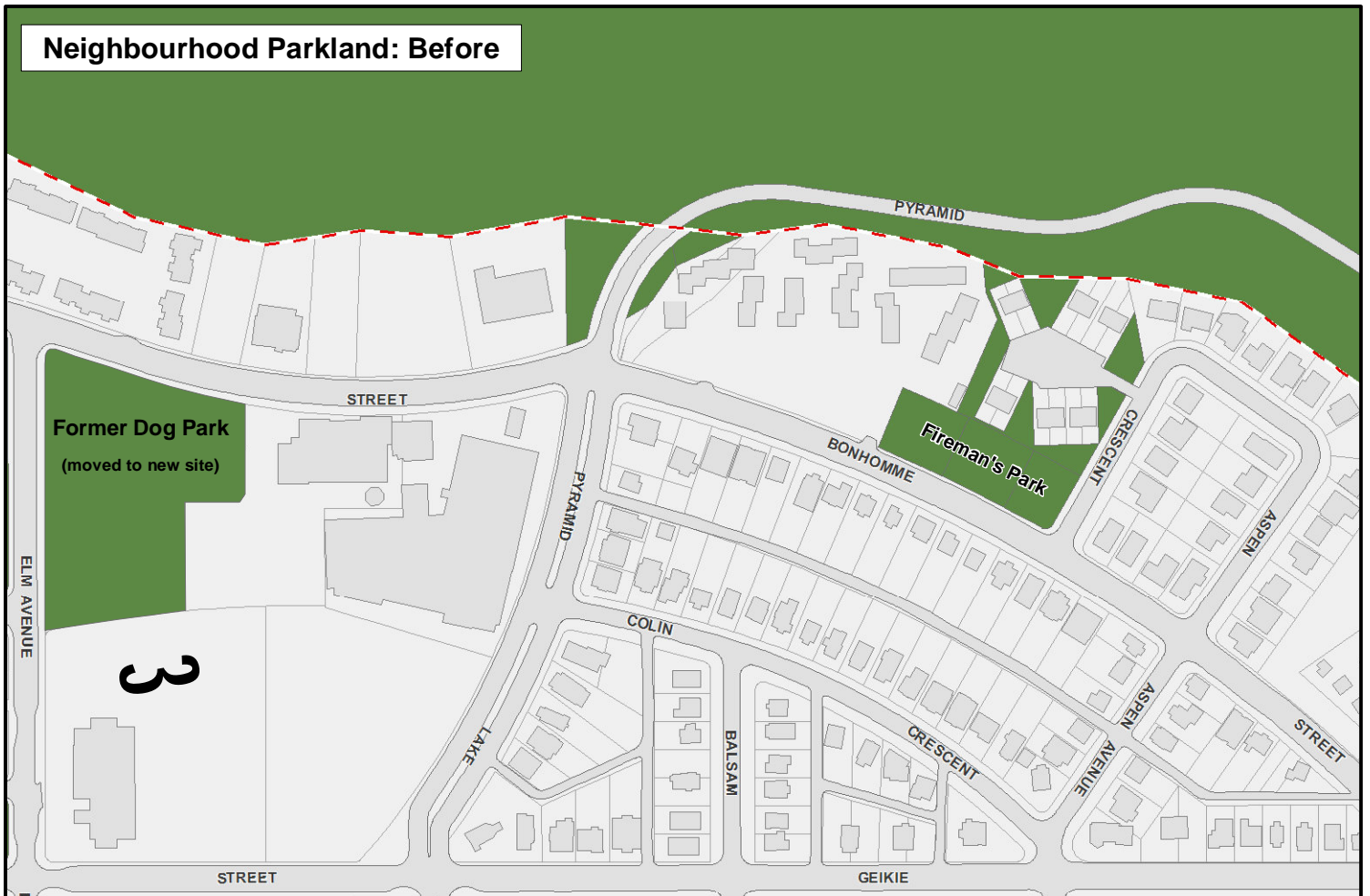
Main floor access directly to Bonhomme Street activates the streetscape, and may encourage community interactions between inhabitants and their neighbours.

Robust and durable exterior materials should be selected to withstand a mountain climate. Considerations should be made for low maintenance and overall lifecycle, while complementing adjacent properties.

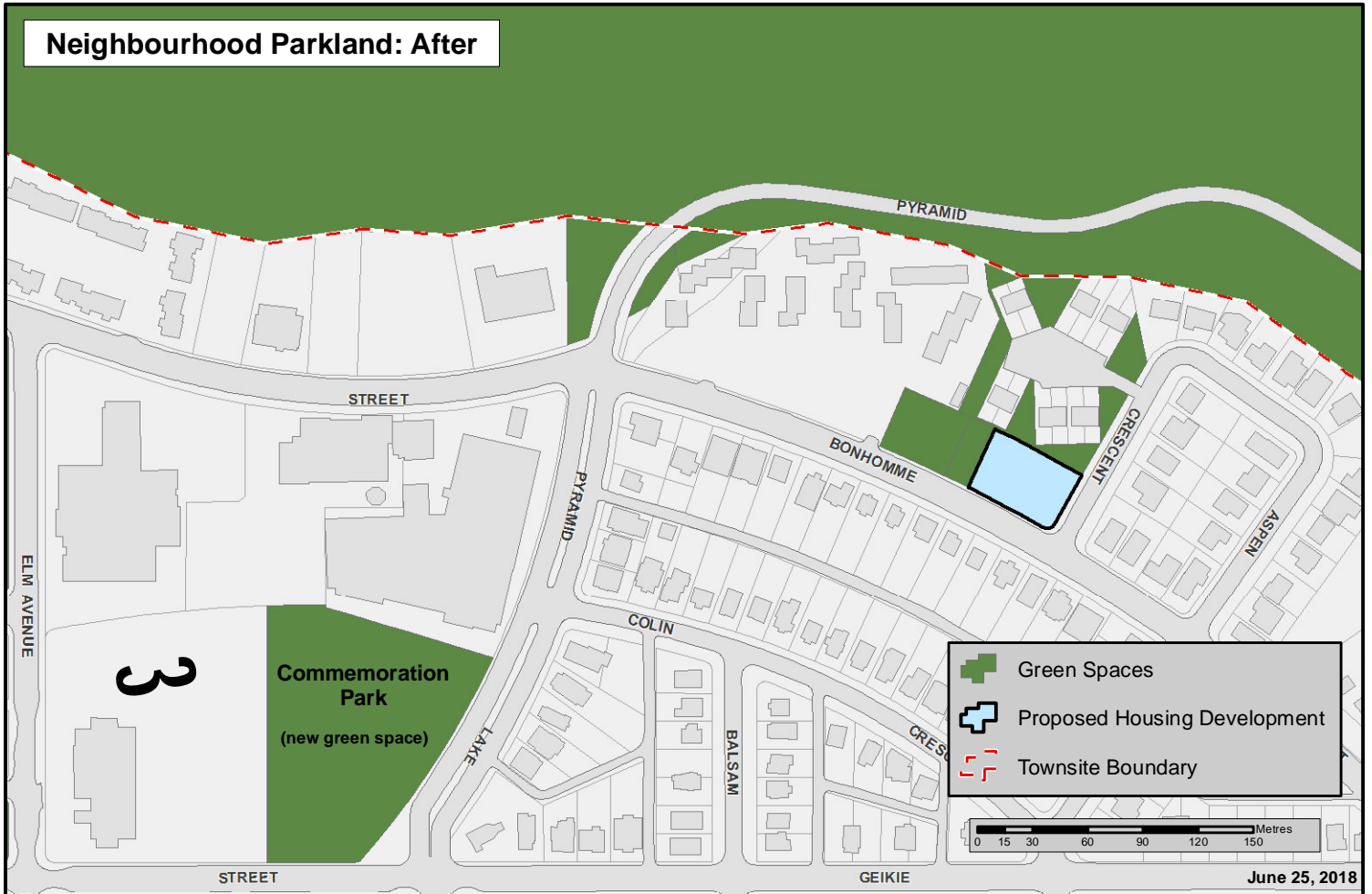
Acoustic consideration of flooring between suites on the main and second floors is critical. Floor assembly and finishing materials should be considered to meet or exceed the Alberta Building Code and minimize sound transference through the floor.



## Neighbourhood Parkland: Before



## Neighbourhood Parkland: After





To: M. Mayor and Members of Town Council  
Municipality of Jasper  
Box 520, Jasper, AB, T0E 1E0

Jasper, AB  
June 26<sup>th</sup> 2018

Dear M. Mayor and Members of Town Council,

The Jasper Park Cycling Association (JPCA) would like to amend its Proposed Lease documents regarding the construction of a Mountain Bike Park in Jasper.

The amount of funds raised so far by JPCA to build this Park doesn't allow us to guarantee the completion of the project on the Parcel GA in the next 5 to 10 years.

For this reason, we, JPCA, wish to withdraw the section B of our proposal, relative to the Parcel GA. We will then be able to focus on the rapid completion of the small park originally proposed as the Unit A, and shown as Section A on the map, adjacent on the West side of the Parcel GA.

We are seeking any help and support the Municipality of Jasper would be able to provide.

Best Regards,

Manu Loir-Mongazon

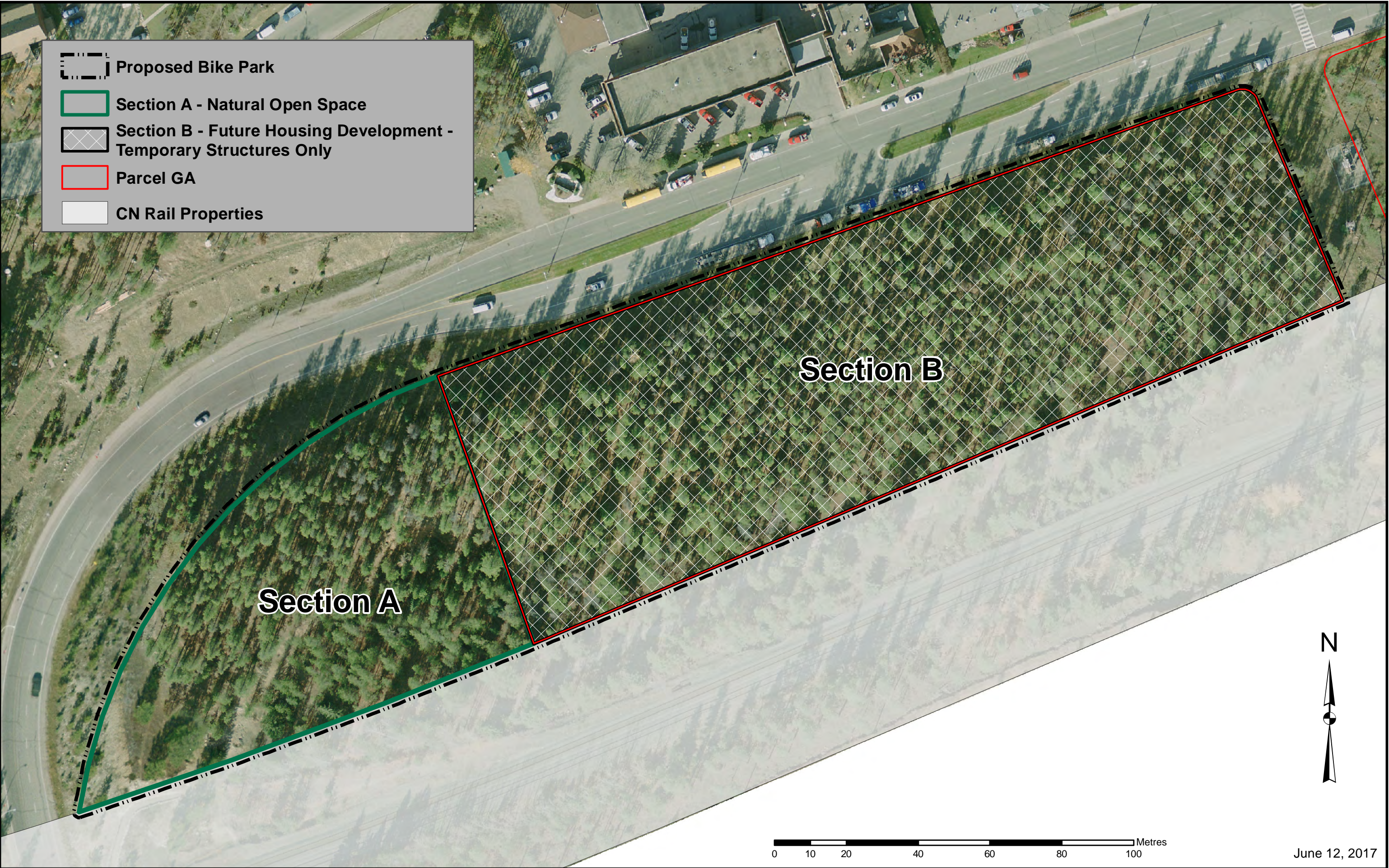
JPCA, Chair

PO Box 2554, Jasper, AB T0E1E0

[manu.loir-mongazon@jasperparkcycling.com](mailto:manu.loir-mongazon@jasperparkcycling.com)

(780) 931 6268





-  Proposed Bike Park
-  Section A - Natural Open Space
-  Section B - Future Housing Development - Temporary Structures Only
-  Parcel GA
-  CN Rail Properties

Section A

Section B

0 10 20 40 60 80 100 Metres



June 12, 2017





## REQUEST FOR DIRECTION

**Subject:** Cannabis Sale and Use in Jasper, Municipal Decisions

**Prepared by:** Cannabis Working Group  
Mark Fercho, CAO  
Christine Nadon, Legislative Services Manager  
Nicole Veerman, Communications Specialist

**Date – Notice:** TBD

**Date – Discussion:** June 26, 2018 and July 10, 2018

**Date – Decision:** TBD

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### Recommendation:

1. That Council review results of the Recreational Cannabis Sale, Smoking and Vaping survey to understand community opinion (*consult* in the IAP2 spectrum); and also review the options presented by the Cannabis Working Group with respect to the development of municipal bylaws and policies for both the sale and smoking and vaping of cannabis in Jasper; and
2. That Council provide Administration with direction on the format for a formal Request for Decision report to return to Council to make these decisions.
3. That Council consider providing direction on the sale of cannabis as a priority over smoking/vaping in Council debate as the time for Council resolutions, then PDAC applications, and then Parks and muni business licencing, for prospective businesses, is extensive.

### Background:

Federal and Provincial legislation is being introduced for legalization of cannabis sale, smoking and vaping, and there are some decisions that are left to be set at the local level in each community.

The Cannabis Working Group in Jasper, a collaboration between the RCMP, Parks Canada, and the Municipality of Jasper developed a Recreational Cannabis Sale, Smoking and Vaping in Jasper survey. Council edited and approved the survey on May 15. The survey was open from May 15 to June 8 and a record 460 surveys were completed. Comments from residents in Jasper, through the survey, could help to inform decisions by the Municipality and Parks Canada as bylaws, policies and regulations are created for the sale, smoking and vaping of cannabis in Jasper.

**Legalization of cannabis is new to Canada and, as such, it will be a learning process for municipalities. As regulations, bylaws and policies are created based on experience, there are likely to be changes.**



General discussion items for consideration in Jasper, given its unique characteristics:

- The Province of Alberta deems smoking/vaping of cannabis as acceptable anywhere that smoking/vaping of tobacco is acceptable (with some additional provincial restrictions), unless further restricted by a local authority. Alberta is one of the minority of provinces or territories in Canada that considers smoking/vaping cannabis similar to smoking/vaping tobacco and does not consider it the same as alcohol, the majority have regulated it similar to alcohol.
- Philosophy in Alberta (as per the Provincial government): cannabis is like tobacco, not alcohol.
- Keep up with best practice approaches in terms of how other jurisdictions have legalized.
- Visitor experience: Jasper is an international destination representing Canada to the world.
- For tourists to Jasper, bylaws and policies must be easy to understand as they will arrive in Canada where cannabis is legal, and be in Jasper visiting thinking it is legal, so this will need to be considered in whatever is determined.
- If a community allows sale, but not use, this is a mixed message.
- If a community makes public consumption illegal, only homeowners can consume, not some renters, nor visitors (with no-smoking rules set by landlords in apartments, hotel owners, etc). Calgary was for no smoking or vaping in any public areas, and now may consider having some designated areas open. More will come on that issue as it is not “equitable” or fair to non-homeowners, visitors. Banff banned all smoking and vaping of cannabis in public areas also.
- Some jurisdictions are considering banning all smoking and vaping in public areas (not just cannabis), as smoking and vaping anything is “smoking and vaping” (eg. City of Lloydminster).
- Consider use at festivals and events—cannabis tents or open to use areas (like beer gardens are now)—as a permit process or part of an event permit.
- Public health considerations, including youth exposure and the health of non-smokers.
- The focus of the legislation is currently tied to smoking or vaping, however there are other methods of consumption available that may be legalized in the future.
- Any rules Council designates may need specific bylaws and enforcement, which should be considered prior to designation and implementation, (eg. how to do it and costs to enforce).
- A concept of legal cannabis is to compete with the black market, to put black market/crime networks out of business and to provide a safe supply of the product from a verified source, also if it is not sold locally, people will have to travel to buy it legally elsewhere or buy it from the black market. Considerations for sale, and also licensing costs.

## **CANNABIS RETAIL STORES IN JASPER**

Federal and Provincial regulations on cannabis retail stores will only allow the sale of cannabis. Consumption of cannabis is prohibited within the retail space, as is the sale of any other products at this time. Co-location of cannabis products will not be permitted with pharmaceuticals, tobacco or alcohol. The Province of Alberta has set minimum distances for cannabis retail at 100 metres from healthcare facilities and schools, but exemptions may be granted. In the case of Jasper, given the limited commercial space available and the proximity of these facilities to the C1 district, an exemption is likely to be granted.

**Council decisions on recreational cannabis retail stores are:**

**1. Whether to allow any cannabis retail stores in Jasper**

- Survey results:
  - 80% agree or strongly agree
  - 14% disagree or strongly disagree
- Cannabis Working Group recommendation:
  - Allow retail stores

**2. Whether there should be a maximum number of cannabis retail stores in Jasper**

- Survey results:
  - 52% against restricting the number of stores
  - 47% for restricting the number of stores
- Cannabis Working Group recommendation:
  - No restriction on number of stores

**3. Whether cannabis retail stores in Jasper's downtown should be permitted in commercial spaces on the street level only, second story or below grade (basement)**

- Survey results:
  - 68% agree or strongly agree with street level retail (19% disagree or strongly disagree)
  - 70% agree or strongly agree with second story retail (14% disagree or strongly disagree)
  - 71% agree or strongly agree with below grade retail (15% disagree or strongly disagree)
- Cannabis Working Group recommendation:
  - Allow on all three levels and that Council recommend this to PDAC

**4. Maximum operating hours for cannabis stores in Jasper**

- Survey results:
  - 68% for following current liquor retail hours (10 a.m. to 2 a.m.)
  - 11% against following current liquor retail hours (10 a.m. to 2 a.m.)
- Cannabis Working Group recommendation:
  - Restrict operating hours to: 10 a.m. to midnight

There are two other decisions Council could make regarding recreational cannabis retail. The Cannabis Working Group recommends that Council not make decisions on these items. They were also left out of the public survey.

**5. Provincial minimum distances between cannabis retail stores and schools or hospitals**

- In order to allow retail in the C1 district in its entirety (Cannabis Working Group recommendation), a variance to the minimum provincial recommended distances has already been requested to the Province. This would remove the arbitrary prohibition of certain retail locations that are physically farther from schools or hospitals than permitted locations which are closer, given the layout of Jasper's downtown and how the distances are measured. Online sales of recreational cannabis by the Province would require the Post Office as a pickup location, which is closer to schools than any C1 property.

#### **6. Minimum distance between cannabis retail stores and liquor stores**

- The Cannabis Working Group does not recommend implementing further restrictions on this item. Jasper has a small downtown, and permitting one business then restricting others based on an issued permit would eliminate most retail locations arbitrarily.

### **CANNABIS SMOKING AND VAPING IN JASPER**

Canadian provinces have chosen different models for the smoking and vaping of recreational cannabis once it is legalized, following either liquor laws or smoking laws. In Alberta, the province chose to follow the rules for smoking. Survey results in Jasper and many communities show that people prefer to treat recreational cannabis use more similarly to alcohol than smoking. In Canada, 8 of the 13 provinces and territories have set rules around the consumption of cannabis similar to alcohol, banning its public use, thereby effectively restricting it to private residences and properties. Therefore, in many municipalities in Canada, discussions on consumption in public places will not be necessary. Unless further restricted by local jurisdictions, Albertans will be allowed to smoke and vape cannabis in their homes and in public spaces where smoking tobacco is allowed currently. Cannabis smoking and vaping will be banned in motor vehicles.

To protect children and limit second-hand exposure, public smoking or vaping of cannabis in Alberta will be prohibited from any place where smoking tobacco is restricted in the Tobacco and Smoking Reduction [Act](#) and [Regulation](#). Under section 3(d) of the Tobacco and Smoking Reduction Act, smoking is prohibited within a prescribed distance from a doorway, window or air intake of a public place or workshop. According to the Tobacco and Smoking Reduction Regulation, the "prescribed distance" is defined as the distance from a doorway, window or air intake of a workplace or public place (includes restaurants, apartments, etc.) and is set to five metres. The act and regulation also prohibit smoking in places such as stores, restaurants and recreation centres.

In addition, cannabis smoking and vaping will be prohibited:

- on any hospital property, school property or child care facility property;
- in any motor vehicle, (except when being used as temporary accommodation, eg. an RV); and
- within a prescribed distance from a playground, sports or playing field, and skateboard or bicycle parks, among other areas.

The Municipality of Jasper can choose to restrict cannabis smoking beyond the province's existing smoking laws, and also the municipal smoking bylaw.

The possible range of options for Council to consider for cannabis smoking in Jasper is from allowing cannabis smoking anywhere smoking is allowed now, to a full restriction of no cannabis smoking or vaping in any public space. Some municipalities will not allow cannabis smoking in any public spaces. The restrictive rule applies only to recreational cannabis; medicinal cannabis is exempt. In addition to the smoking restrictions in the provincial Tobacco and Smoking Reduction Act and Regulation, the Municipality of Jasper Smoking Control Bylaw has additional restrictions. See bylaw: <http://www.jasper-alberta.com/DocumentCenter/View/137>



**The following are decisions required from Council:**

**7. Should Jasper allow recreational cannabis smoking and vaping in public places within the Municipality of Jasper?**

- The answer to this question will influence subsequent decisions Council has to make. Options to consider include:
  - Full ban on cannabis smoking and vaping in public places;
  - Partial ban on cannabis smoking and vaping in public places, which would require a decision on question 8 (below);
  - No ban on cannabis smoking and vaping in public places, following the tobacco model
  - Establishing designated cannabis smoking and vaping areas (in combination with either of the three options above);
- Cannabis Working Group recommendation:
  - Ban smoking and vaping of cannabis in all public places in Jasper, with the exception of some locations to be determined that would not be subject to the municipal ban.
  - NOTE 1: The working group recommends that there be places that allow smoking and vaping for residents that are not homeowners and visitors to have a place to smoke or vape in that location
  - NOTE 2: Rather than the municipality “designating” a cannabis vaping and smoking location, which then may attract responsibility and liability, the Province of Alberta chose to allow it where smoking is allowed, so simply have some areas not covered by the municipal prohibition is recommended by the Cannabis Working Group.

**If a partial ban is placed on smoking and vaping cannabis in public, Council is asked to consider where to restrict this activity:**

**8. The Municipality of Jasper should allow cannabis smoking and vaping:**

- Survey results:
  - On municipal sidewalks
    - 28% agree or strongly agree; 61% disagree or strongly disagree
  - In town parks and greenspaces
    - 23% agree or strongly agree; 48% disagree or strongly disagree
  - In the downtown central business district (CBD)
    - 22% agree or strongly agree; 63% disagree or strongly disagree
  - In back alleys and lanes
    - 46% agree or strongly agree; 38% disagree or strongly disagree
  - On streets and roadways
    - 27% agree or strongly agree; 57% disagree or strongly disagree
  - In all public places
    - 21% agree or strongly agree; 63% disagree or strongly disagree
- Cannabis Working Group recommendation:
  - See Cannabis Working Group recommendation for #7 above. Perhaps some areas South and East of Connaught Drive would not be covered by the municipal ban.

Managing the smoking and vaping of cannabis in the municipality will require enforcement. At this time, the Federal and Provincial governments have not offered to support municipalities with funding from cannabis taxation. Enforcement costs would be paid by local property taxation and business licensing, and reallocation of enforcement time from other municipal enforcement.

**9. Should the Municipality of Jasper dedicate the resources to enforce cannabis smoking/vaping regulations and bylaws, even if it means hiring an additional bylaw enforcement officer?**

- Survey results:
  - 35% said yes
  - 35% said yes, but only if the position is paid for by cannabis-related revenue
  - 30% said no
- Cannabis Working Group recommendation:
  - No additional officers at this time
  - Provide resources for training to bylaw officers and municipal staff specific to this issue
  - Provide resources to aid in enforcement, like signage for public and retailer education, in order to manage cannabis smoking with Jasper's high visitor population requiring ongoing information as new people arrive in Jasper

**Future Discussion:**

If Council approves cannabis retail in Jasper, the details and cost of business licensing will need to be determined by Council. ***(This would be a separate report to council with many considerations not included in this report).***

With the Province of Alberta choosing to follow the rules for smoking rather than alcohol, much of the law making and enforcement costs are the responsibility of municipalities, whereas, if the province had followed alcohol laws, cannabis use would then be provincially regulated and enforced by the RCMP, placing more of the cost burden on the Provincial and Federal governments.

At this time there is no revenue sharing agreement for local governments to share tax revenues received by Provincial and Federal governments. Some local governments are using business licensing as one avenue to recover this shortfall. The lack of funding to accompany the downloaded responsibility is a significant issue for local governments. This area of concern for municipalities from the Provincial and Federal governments is being represented through the AUMA and FCM, however no progress has been reported to date.

The Jasper Cannabis Working Group members are:

**RCMP**

- Cst. Danielle Lohmann
- Sgt. Rick Bidaisee

**Parks Canada (zoning, permitting, business licensing, enforcement)**

- Moira McKinnon
- Kelly Deagle
- Dave Kreizenbeck

Municipality of Jasper (business licensing, enforcement, bylaws)

- Cindy Alton
- Kayla Byrne
- Madison Bath
- Dave Osborne
- Neil Jones
- Mark Fercho
- Nicole Veerman (editing)

The Cannabis Working Group membership as of July 2018 includes:

- Alberta Health Services – Ryan Verge
- Tourism Jasper – James Jackson
- Jasper Park Chamber of Commerce – Pattie Pavlov

**Relevant Legislation:**

- Municipality of Jasper Bylaw #061: Smoking Control Bylaw
- Government of Alberta Tobacco and Smoking Reduction Act and Regulation
- Government of Alberta Bill 26: An Act to Control and Regulate Cannabis
- Government of Canada Bill C-45 Cannabis Act

**Attachments:**

- Cannabis Sale and Smoking/Vaping in Jasper Survey Results
- C1 Zone Map
- AHS Best Practices for local government





Municipality of Jasper

# Recreational Cannabis Sale, Smoking and Vaping Survey

## Public Engagement Report – June 2018

In May and June of 2018, the Municipality of Jasper and Parks Canada invited Jasper residents to complete an online survey on recreational cannabis sale, smoking and vaping ahead of recreational cannabis legalization in Canada later this year.

A total of 460 individuals completed the survey, which is a record number for the Municipality of Jasper. Respondents were also younger than usual, with 18 to 44 year-olds representing 65% of respondents, as opposed to 45% in the 2016 Resident Satisfaction Survey.

Following the principles of the municipal Public Engagement policy, this initiative was designed to help Council identify community values and make local decisions around recreational cannabis sale, smoking and vaping. This topic evoked rather polarized views from respondents, highlighting the need for values that bring the community together as we transition into this new area of municipal legislation.

While useful and insightful, the open-ended comments should be considered with prudence as they may not represent the views of respondents as a whole. Please keep in mind that not all open-ended comments can be categorized. When in doubt with regards to whether a comment fit a category or not, it was left out of the count.

A full copy of the 888 individual comments received as part of the survey are available to the public on the municipal website at [jasper-alberta.com/cannabis](http://jasper-alberta.com/cannabis).

Report submitted by:

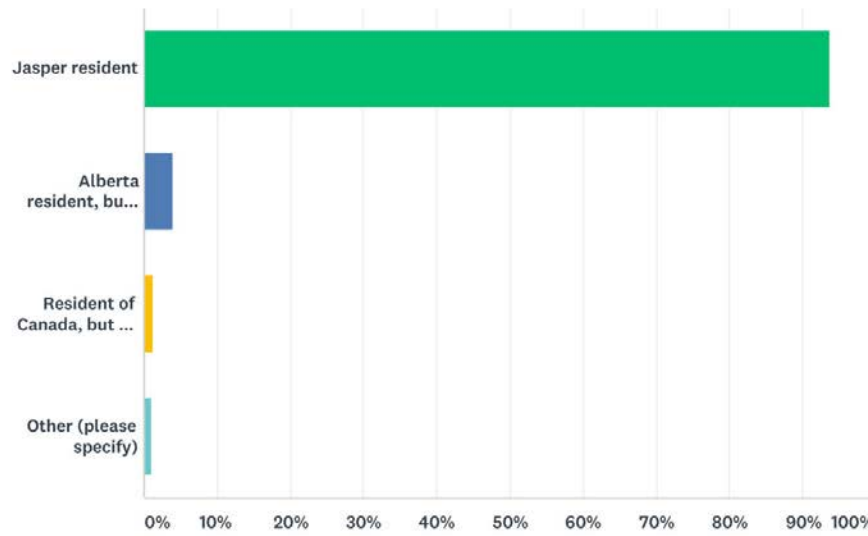
Christine Nadon

Legislative Services Manager

Municipality of Jasper

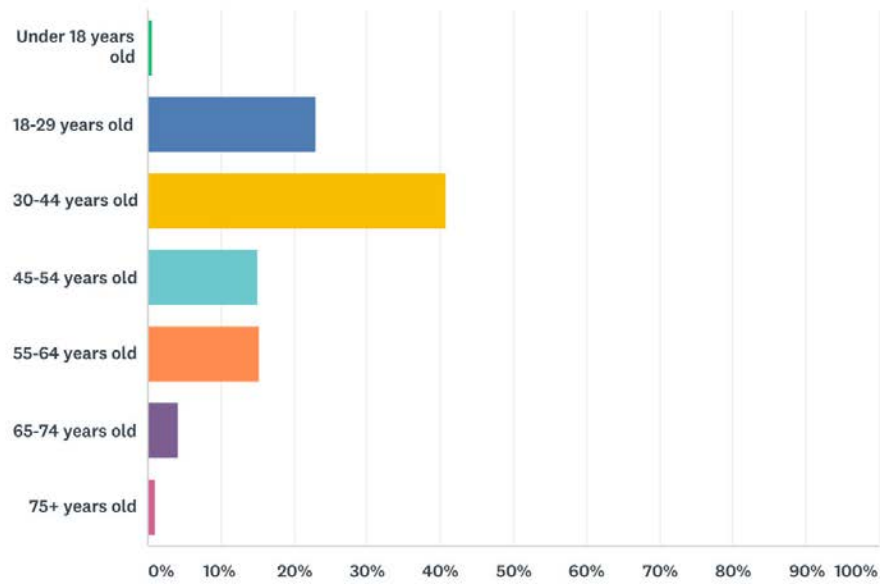
June 22, 2018

**Q1. You are a**



ANSWER CHOICES	RESPONSES	
Jasper resident	93.65%	428
Alberta resident, but not a resident of Jasper	3.94%	18
Resident of Canada, but not a resident of Alberta	1.31%	6
Other (please specify)	1.09%	5
TOTAL		457

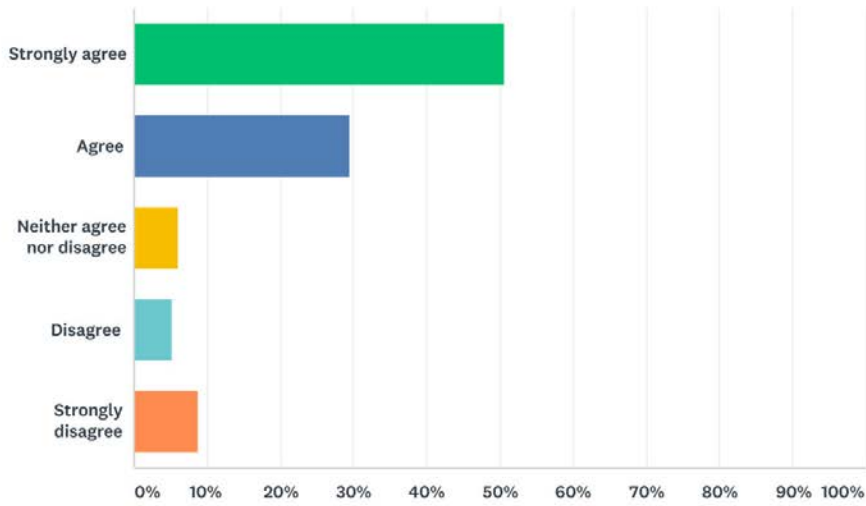
## Q2. Your age



ANSWER CHOICES	RESPONSES	
Under 18 years old	0.65%	3
18-29 years old	23.04%	106
30-44 years old	40.87%	188
45-54 years old	15.00%	69
55-64 years old	15.22%	70
65-74 years old	4.13%	19
75+ years old	1.09%	5
TOTAL		460

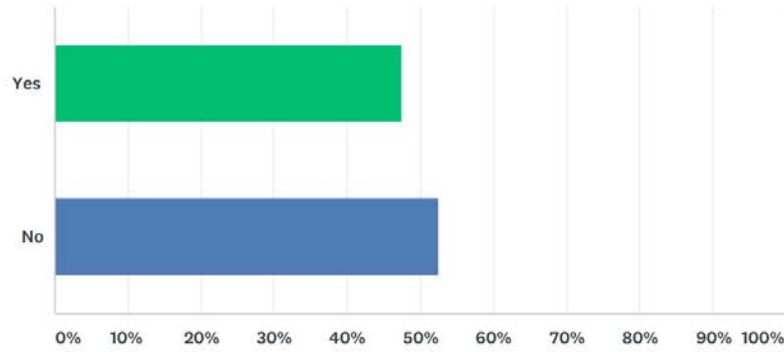


**Q3. Cannabis retail stores should be allowed in Jasper.**



ANSWER CHOICES	RESPONSES	
Strongly agree	50.54%	232
Agree	29.41%	135
Neither agree nor disagree	6.10%	28
Disagree	5.23%	24
Strongly disagree	8.71%	40
TOTAL		459

**Q4. If cannabis retail stores are permitted, should there be a limit on the number of stores in Jasper?**

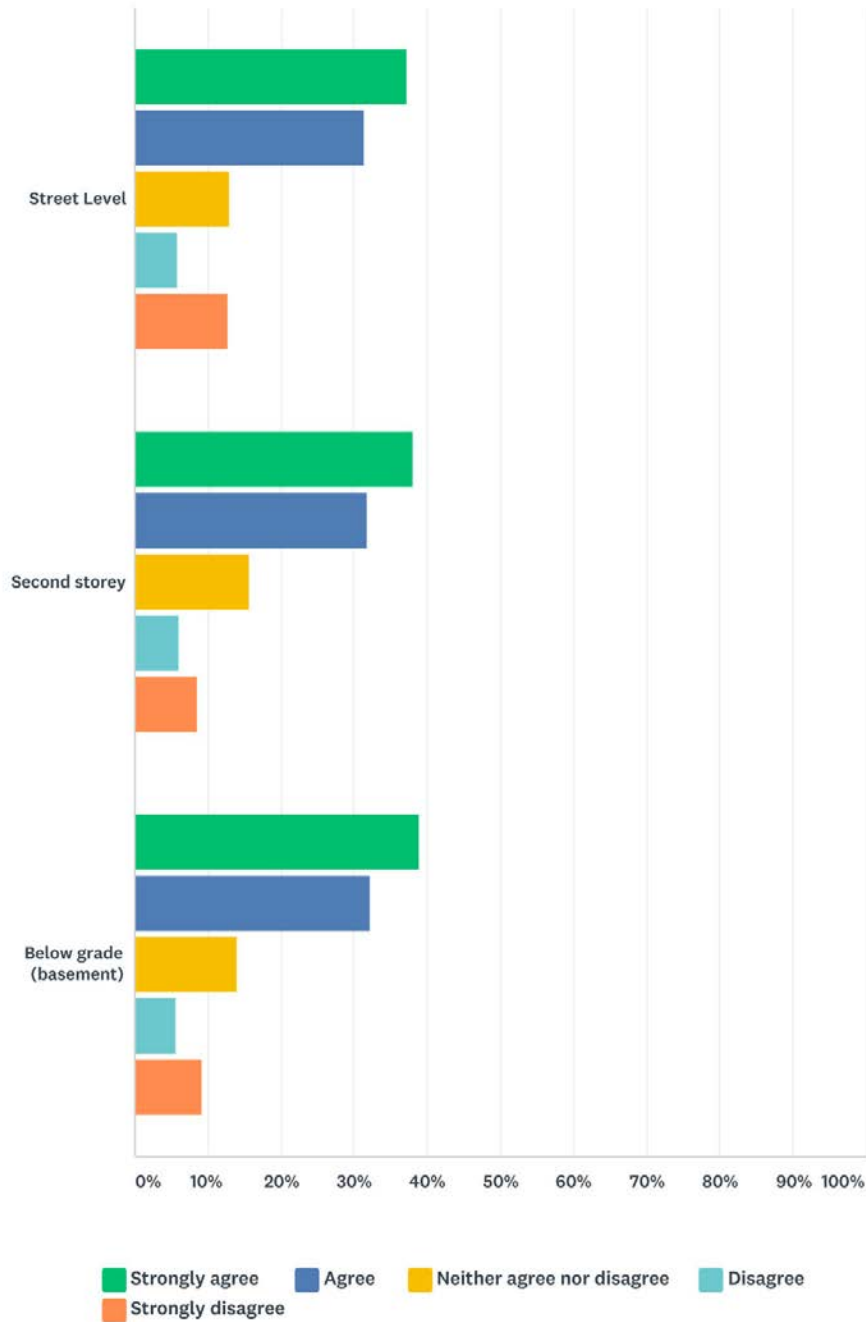


ANSWER CHOICES	RESPONSES	
Yes	47.48%	217
No	52.52%	240
TOTAL		457

If yes, how many? (209 answers)

Answer	#
Zero	12
One	45
Two	57
Three	41
Four	15
Five	8
Six	2
Same as liquor stores	12
Free market	9

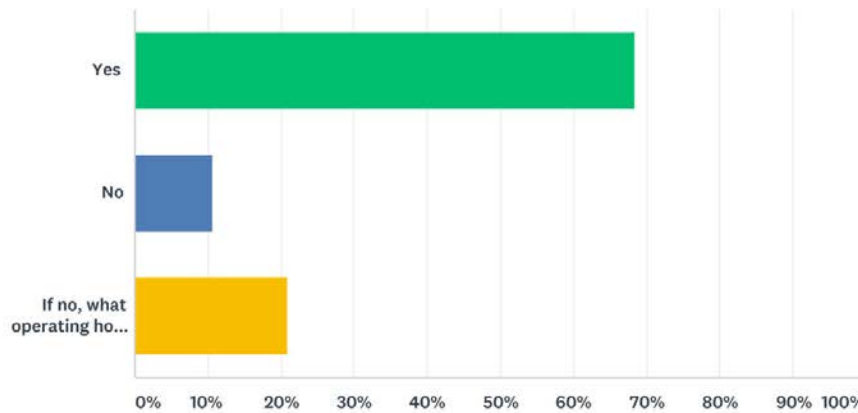
**Q5. Cannabis retail stores in Jasper's downtown should be permitted in the following commercial spaces:**



	STRONGLY AGREE	AGREE	NEITHER AGREE NOR DISAGREE	DISAGREE	STRONGLY DISAGREE	TOTAL
Street Level	37.14% 166	31.32% 140	12.98% 58	5.82% 26	12.75% 57	447
Second storey	38.07% 166	31.88% 139	15.60% 68	5.96% 26	8.49% 37	436
Below grade (basement)	38.90% 170	32.27% 141	13.96% 61	5.72% 25	9.15% 40	437



**Q6. Do you think the maximum hours of operation for cannabis stores in Jasper should be the same as liquor stores, from 10 a.m. to 2 a.m.?**



ANSWER CHOICES	RESPONSES	
Yes	68.34%	313
No	10.70%	49
If no, what operating hours do you suggest?	20.96%	96
TOTAL		458

If no, what operating hours do you suggest? (96 answers)

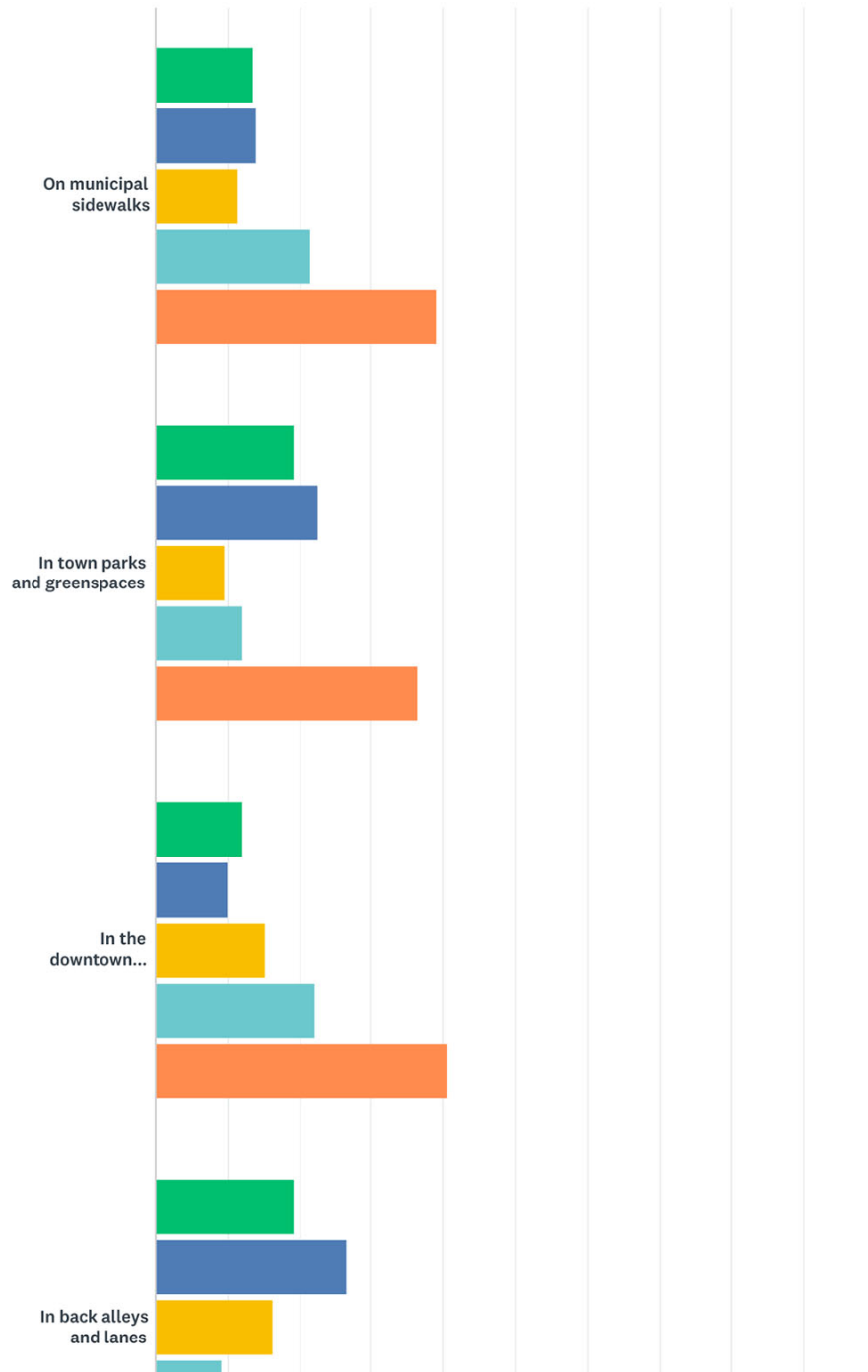
- Midnight, 10 p.m. and other “typical retail hours” were suggested.
- As a definitive majority of respondents selected “yes”, or hours of operation should be the same as liquor stores, further analysis was not completed on this set of open-ended answers.

**Q7. Do you have any other comments regarding the sale of recreational cannabis in Jasper?**

*(149 answers provided, of which 95 were related to retail. Another 20 answers were included in Q12 results as they related to consumption. The rest were uncategorized.)*

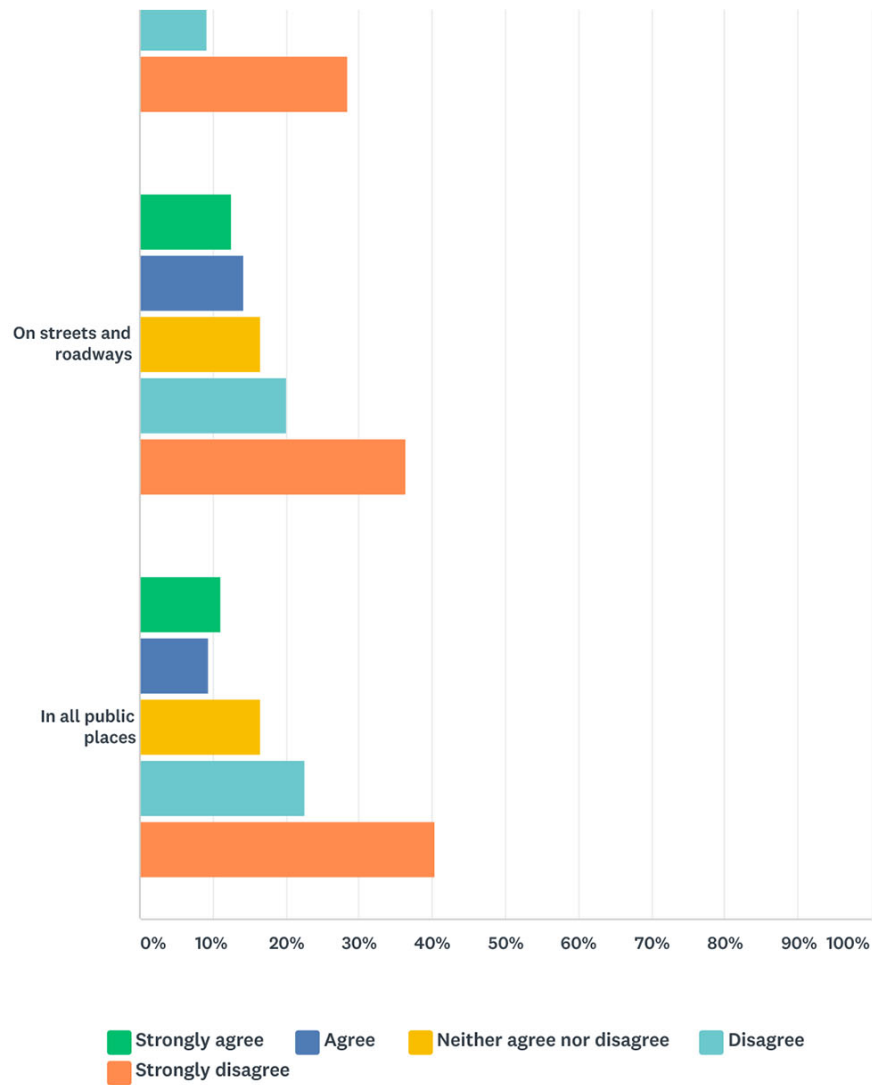
- **Business equity** (20 answers)
  - “All other business in Jasper have no restrictions why should this business once it is legal be any different”; “Let the free market dictate the operation of cannabis stores”; “I don’t think cannabis retail shops need to be anymore regulated than a liquor store”; “The market should be allowed to dictate how many stores operate”.
- **Do not allow retail stores** (14 answers)
- **Business license fee / taxation** (7 answers)
  - “There should be a high business license fee in Jasper for cannabis retailers”; “The license fee to operate a cannabis store should cover extra policing needed to enforce the new rules”.
- **Advertising and signage** (6 answers)
  - “Hoping that advertisements are limited”; “Maybe limit signage?”; “Appropriate and clean signs with minimum graphics”.
    - *Please note that this item is not within municipal jurisdiction.*
- **Limit exposure to kids** (5 answers)
  - “Keep mostly out of sight of children and teens”; “Well trained staff, no kids allowed in the store”; “It should be street level, so as not to be sold to under age kids. If it is out of sight, this is a very good possibility”; “(...) make it less visible to minors”.

**Q8. The Municipality of Jasper should allow cannabis smoking and vaping in the following public places:**





## Recreational Cannabis Sale, Smoking and Vaping Survey Results



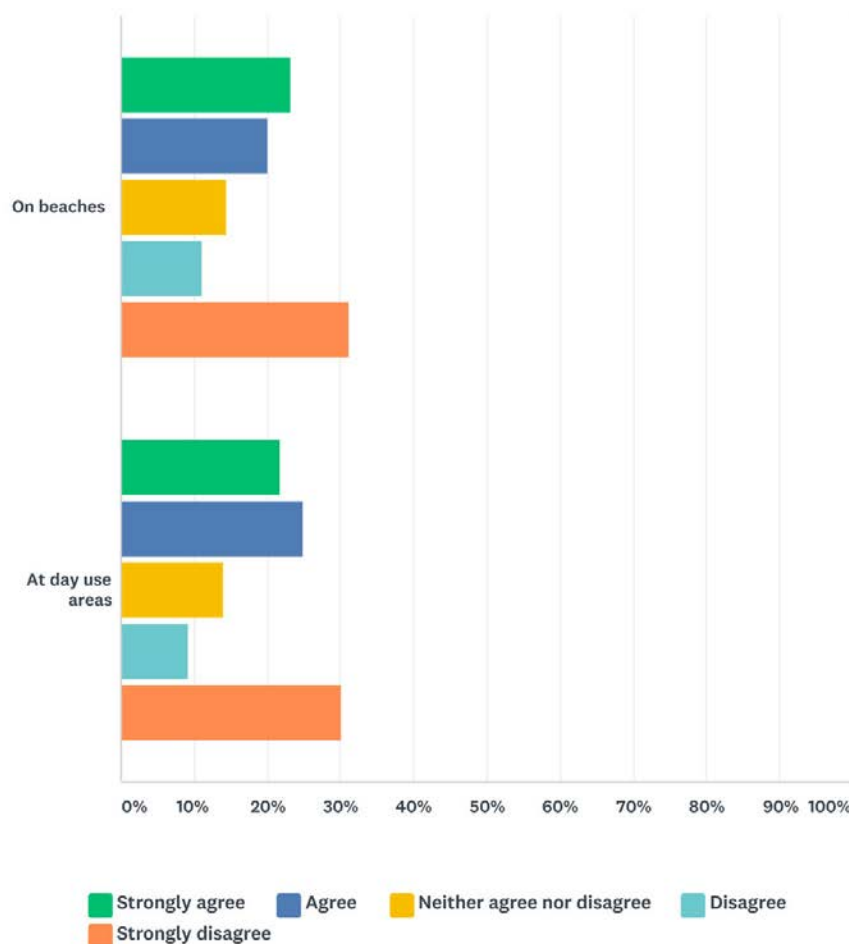
	STRONGLY AGREE	AGREE	NEITHER AGREE NOR DISAGREE	DISAGREE	STRONGLY DISAGREE	TOTAL
On municipal sidewalks	13.66% 62	14.10% 64	11.45% 52	21.59% 98	39.21% 178	454
In town parks and greenspaces	19.16% 87	22.69% 103	9.69% 44	12.11% 55	36.34% 165	454
In the downtown central business district (CBD)	12.17% 55	9.96% 45	15.27% 69	22.12% 100	40.49% 183	452
In back alleys and lanes	19.25% 87	26.55% 120	16.37% 74	9.29% 42	28.54% 129	452
On streets and roadways	12.64% 57	14.19% 64	16.63% 75	20.18% 91	36.36% 164	451
In all public places	11.04% 50	9.49% 43	16.56% 75	22.52% 102	40.40% 183	453

**Q8. The Municipality of Jasper should allow cannabis smoking and vaping in the following public places (continued):**

Other (please specify): (131 answers)

Answer	#
Private homes only	28
Follow the alcohol model	22
Follow the tobacco model	18
Away from children	17
Designated smoking areas	14
No public smoking	8

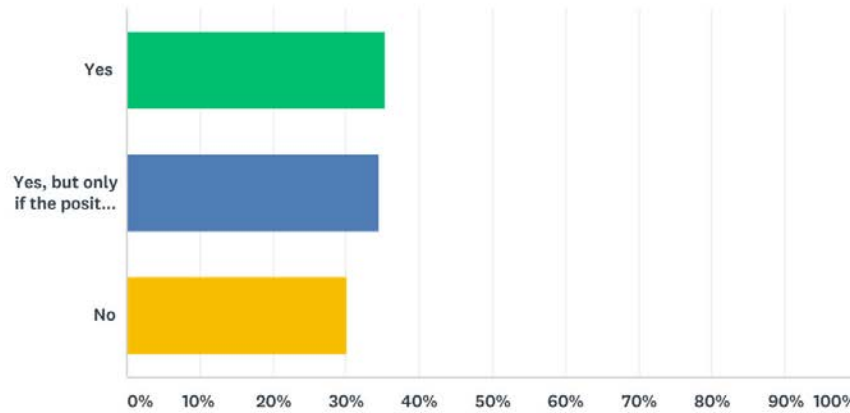
**Q9. Parks Canada should allow cannabis smoking and vaping in the following places:**



	STRONGLY AGREE	AGREE	NEITHER AGREE NOR DISAGREE	DISAGREE	STRONGLY DISAGREE	TOTAL
On beaches	23.23% 102	20.05% 88	14.35% 63	11.16% 49	31.21% 137	439
At day use areas	21.71% 99	25.00% 114	14.04% 64	9.21% 42	30.04% 137	456

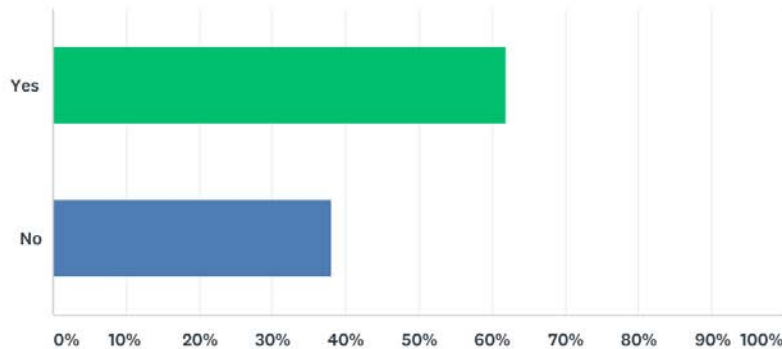


**Q10. Do you think it is important that the Municipality of Jasper has the resources to enforce cannabis smoking and vaping rules, even if it means hiring an additional bylaw officer?**



ANSWER CHOICES	RESPONSES	
Yes	35.37%	162
Yes, but only if the position is paid for by cannabis-related revenue	34.50%	158
No	30.13%	138
TOTAL		458

**Q11. Do you think it is important that the RCMP has the resources to enforce cannabis smoking and vaping rules, even if it means hiring an additional RCMP officer?**



ANSWER CHOICES	RESPONSES	
Yes	61.89%	281
No	38.11%	173
TOTAL		454

**Q12. Do you have any other comments regarding recreational cannabis smoking and vaping in Jasper?** (162 responses + 20 from Q7)

- **Against public smoking and vaping** (47 answers)
  - “I think people should continue smoking it like they do now, discreetly and away from busy areas because not everyone wants to smell that”; “It’s bad enough to walk downtown with cigarette smokers and vaporizers being used but to add pot to that is just a disaster!”; “No smoking in indoor or outdoor public places.”
- **Public consumption should follow liquor rules** (36 answers)
  - Essentially same as “against public smoking and vaping” bullet above, but with specific reference to current liquor rules
  - “Cannabis should not be considered like cigarettes, the use should be limited to private properties like alcohol”; “You cannot drink beer in public spaces. Same for smoking weed.”; “Rules should be the same as for open liquor. The province has got it wrong.”
- **Enforcement** (33 answers)
  - 21 respondents indicated no additional enforcement should be necessary/considered
    - “We do not need to over police this. Stop being closed minded. Pot smokers are not dangerous”; “The culture is not going to change with legalization. You do not need additional enforcement”; “Should be an RCMP issue. Bylaw shouldn’t be involved.”
  - 6 respondents were for more enforcement
    - “Would also like to see tobacco smoking be more restrictive”; “(...) Please have strict enforcement of any bylaw so that people know it’s not a joke”;
  - 5 respondents were concerned about the cost of enforcement
    - “The cost of the business license should reflect the additional resource costs for enforcement. These costs should not be borne by the tax payers”; “To each their own so to speak. However, I don’t want to be affected by it at all. I don’t want to smell it or see intoxicated/stoned people around town. I especially don’t want my taxes to go up any further regarding cannabis enforcement!!!”
- **Expressing concerns for youth** (24 answers)
  - “(...) I am especially concerned about the effects on youth. Normalizing marijuana use in Jasper will do no good for the youth of Jasper”; “Should not be allowed around children so I strongly disagree with it in public places”; “Jasper is a family oriented community. Please consider our children when making a decision on this issue.”
- **Public consumption should follow tobacco rules** (16 answers)
  - “If you can smoke ciggys there you should be able to smoke weed there”; “Recreational cannabis smoking should be treated the same as smoking cigarettes (...)”; “Treat it like tobacco.”

- **For designated smoking and vaping areas** (8 answers)
  - o “Like alcohol... not in public – designated areas”; “I don’t think people should be walking down the street smoking a joint. But I’m not opposed to ‘smoking sections’ that are away from children at beaches and parks. And vaping is different. It’s hard to distinguish pot vape from nicotine vape. Neither are worth regulating.”






3

Commercial Zone C1 Properties

Jasper School District

Seton General Hospital

-  School Parcels
-  Provincial Medical Services Parcels
-  Commercial Parcels (C1 Zone)

0 15 30 60 90 120 150 Metres

April 24, 2018



## AHS Recommendations on Cannabis Regulations for Alberta Municipalities

Prepared on behalf of AHS by: Dr. Gerry Predy, Senior Medical Officer of Health/Senior Medical Director – Population, Public and Indigenous Health

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The following includes information and recommendations that will help municipalities make cannabis policy decisions that promote and protect the health of its citizens. Alberta Health Services (AHS) supports an evidence-informed public health approach (Chief Medical Officers of Health of Canada, 2016) that considers health and social outcomes in the development of municipal cannabis policies and bylaws. Lessons learned from tobacco and alcohol have also been used to inform these positions.

### SUMMARY OF RECOMMENDATIONS

#### Overall

Where evidence is incomplete or inconclusive, AHS is advising that a precautionary approach be taken to minimize unintended consequences. This approach is consistent with the recommendations of Federal Taskforce on the Legalization and Regulation of Cannabis (Government of Canada, 2016).

#### Business Regulation & Retail

- Limit the number of cannabis stores, and implement density and distance controls to prevent stores from clustering, while also keeping buffer zones around well-defined areas where children and youth frequent.
- Consider requirements for cannabis education and community engagement as part of the business licensing approval process.
- Limit hours of operation to limit availability late at night and early morning hours.
- Restrict signage and advertising to minimize visibility to youth.

#### Consumption

- Ban consumption in areas frequented by children.
- Align the cannabis smoking regulations with the *Tobacco and Smoking Reduction Act* and/or with your municipal regulations, whichever is more stringent.
- Ban smoking, vaping and water pipes in public indoor consumption venues.

#### Home growing

- Design a process to ensure households and properties are capable of safely supporting home growing.

#### Multi-Unit Housing:

- Health Canada (2017) has recommended a ban on smoking in multi-unit housing. AHS recognizes that there are potential health risks associated with second-hand smoke within multi-unit housing environments and therefore recommends municipalities consider bylaws that ban smoking in multi-unit housing.

#### Research and Evaluation

- Ensure mechanisms to share data across sectors and levels of government are established, and appropriate indicators are chosen to monitor the impacts of policy implementation on communities.

## DETAILED RECOMMENDATIONS

The following sections provide evidence and additional details for each of the above recommendation areas.

### Overall

Overall, AHS encourages municipalities to proceed with caution for two reasons. First, there is little reliable and conclusive evidence to support what safe cannabis use looks like for individuals and communities. Second, it's easier to prevent future harms, by removing regulations in the future once more knowledge exists, than it is to later add regulation. (Canadian Centre for Substance Abuse, 2015; Chief Medical Officers of Health of Canada, 2016).

Evidence shows commercialization of alcohol and tobacco has resulted in substantial population level morbidity and mortality as well as community level harms. This is of particular importance because adding cannabis use to a community adds multifactorial relationships to already existing social issues, as we know co-use or simultaneous use of cannabis, alcohol and/or tobacco, in some kind of combination is common (Barrett et al. 2006; Canadian Centre for Substance Abuse, 2007; Subbaraman et al. 2015). For example, simultaneous use of alcohol and cannabis has been found to approximately double the odds of impaired driving, social consequences, and harms to self (Subbaraman et al. 2015). According to AHS treatment data, of those using AHS Addiction Services, more than half used cannabis, and of those who use cannabis, 90% have used alcohol and 80% have used tobacco (Alberta Health Services, 2017). Further evidence indicates that legalization of cannabis may have negative impacts related to resource utilization, law enforcement and impaired driving cases, and self-reported cannabis-related risk factors and other substance use (Health Technology Assessment Unit, 2017).

### Business Regulations & Retail Sales

#### *Location and Number of Stores*

Alberta Health Services recommends municipalities strengthen zoning regulations by using a combination of population and geographic based formulas to restrict the number and location of cannabis outlet licenses. In particular AHS recommends that municipalities:

- Limit the number of business licenses issued in the first phases of implementation.
- Implement a 300-500m minimum distance restriction between cannabis retail outlets
- Implement a 300m distance between cannabis stores and schools, daycares and community centers.
- Implement a 100m minimum distance from tobacco and liquor retailers, in addition to a square kilometer density restriction, adjusted for population, at the onset of legalization.
- Note: additional analysis may be needed to ensure that unintended consequences do not negatively impact existing communities (e.g., clustering, social and health harms, vulnerable populations).

Between 1993 (just before privatization) and 2016, there was a 600% increase in the number of liquor stores in Alberta (208 stores in 1993, 1,435 stores in 2016). Privatization has also resulted in drastic product proliferation, with an increase from 2,200 products in 1993 to 23,072 products in 2016 (AGLC, 2016). Without more restrictive cannabis regulations, business owners will demand and industry will deliver a greater variety of cannabis products, likely resulting in an expansion of consumption in communities across Alberta. U.S. researchers predict a doubling of consumption rates over time as a result of legalization, which means an estimated 40 billion more hours of intoxication in the US (Caulkins, 2017). A privatized system without initial restrictive regulation will likely follow similar trends in Alberta, resulting in significant health and social impacts on communities.

Density limits reduce neighbourhood impacts and youth access (Canadian Centre for Substance Abuse, 2015; Freisthler & Gruenewald, 2014). Research on alcohol and tobacco use highlights the need for stronger controls on density and minimum distances (Ammerman et al., 2015; Chen, Gruenewald & Remer, 2009; Livingston, 2011; Popova et al., 2009; Rowland et al., 2016;) For example, the physical availability of medicinal marijuana dispensaries impact current use and increase frequent use (Morrison et al., 2014). Similarly with liquor stores, higher densities are associated with high-risk consumption behaviours—especially among youth, facilitating access and possession by adolescents, as well as increased rates of violence and crime (Ammerman et al., 2015). In addition, U.S. researchers have found that medical cannabis outlets are spatially associated with market potential which points to a form of “environmental injustices in which socially disadvantaged are disproportionately exposed to problems.” Therefore, jurisdictions should ensure that communities with fewer resources (e.g., low income, unincorporated areas) are not burdened with large numbers of stores and prevent clustering among liquor, tobacco and cannabis stores (Morrison et al., 2014). Other US research shows that zoning laws for location are an effective way to prevent overpopulation of cannabis stores in undesirable areas (Thomas & Freisthler, 2016). Summary tables of some US state and city buffer zones can be found in Nementh and Ross (2014).

It is clear that locating cannabis stores away from schools, daycares and community centers is essential to protecting children from the normalization of Cannabis use (Rethinking Access to Marijuana, 2017). Therefore, municipalities should ensure that all provincially recognized types of licensed and approved childcare options are included in their regulations. For example, daycare facilities, account for 39.9% of licensed childcare spaces in the province. Pre-schools, out-of-school programs, family day-homes, innovative child care, and group family child care programs account for the remaining 60% of licensed child care in the province.<sup>2</sup> Through business licensing and zoning, municipalities have the opportunity to protect all childcare spaces by including these locations in local buffer zones. Many preschools and childcare facilities are already located in strip malls or community associations or churches adjacent to liquor outlets (bars or liquor stores). Cannabis stores should not be allowed to be located within a buffer zone of any type of childcare facility or school. AHS also suggests that municipalities include other places that children and youth frequent as part of minimum distance bylaws such as parks, churches, and recreation facilities (Canadian Centre for Substance Abuse, 2015; Rethinking Access to Marijuana, 2017).

### ***Business/Development License Application Processes***

AHS suggests that a cannabis education component and community engagement plan be added to the application processes for retail marijuana business licenses. As cannabis legalization is complex, there are many new legal implications, and potential health and community impacts. Potential business owners should demonstrate a base knowledge of cannabis safe use and health harms, as well as the new rules. It is also important to foster a healthy relationship between cannabis retailers and the community with the common goal of healthy community integration. The City of Denver has implemented a community engagement requirement where applicants must list all registered neighborhood organizations whose boundaries encompass the store location and outline their outreach plans. Applicants must also indicate how they plan to create positive impacts in the neighbourhood and implement policies/procedures to address concerns by residents and other businesses (City of Denver, 2017).

Municipalities are encouraged to require applicants to outline proper storage and disposal of chemicals, as well as proper disposal of waste products. In addition, applicants should outline how they will be managing odor control to prevent negative impacts on neighbours.

### ***Hours of Operation***

AHS recommends restricting hours of operation as a means to reduce harms to communities (Rethinking Access to Marijuana, 2017). In regards to alcohol-related harm, international evidence on availability indicates that

longer hours of sale significantly increase the amount of alcohol consumed and the rates of alcohol related harms (Griesbrecht et al., 2013). The Centre for Addiction and Mental Health suggests restricting alcohol sales to 9 business hours per day, with limited availability late at night and in the early hours of the morning (D'Amico, Miles & Tucker, 2015). Most regulations in the US legalized states limit hours of operation to 10pm or midnight (California, 2017; Oregon, 2017; State of Colorado, 2017; Washington State Liquor and Cannabis Board, 2017). AHS recommends limiting the number of and late night/early morning hours of operation for cannabis stores (Griesbrecht et al., 2013; Rethinking Access to Marijuana, 2017).

#### *Advertising and Signage*

AHS recommends that municipalities include policy/bylaw considerations to limit advertising to dampen favorable social norms toward cannabis use (D'Amico, Miles & Tucker, 2015). Further, while it is important to implement the principles of Crime Prevention through Environmental Design (i.e., the physical space should be well lit, tidy, include proper parking etc.), the physical appearance should not encourage or engage patrons. A similar policy has been implemented in Denver, Colorado. This approach is supported by a large body of evidence related to alcohol and tobacco. (Joseph, et al., 2015; Hackbarth et al., 2001; Lavack & Toth, 2006; Malone, 2012).

## Consumption

AHS recommends that municipalities align their regulations with the *Tobacco and Smoking Reduction Act*. In addition, municipalities may also want to consider enacting bylaws that consider banning tobacco-like substances such as shisha.

AHS recommends that municipalities implement regulations banning consumption in public places, as well as for public intoxication (see Alberta Liquor and Gaming Act). The rationale for this is two-fold: (i) cannabis is an intoxicating substance and should therefore be treated similarly to alcohol, and (ii) harms related to second and third-hand smoke, especially for children and youth. Second-hand cannabis smoke is more mutagenic and cytotoxic than tobacco smoke, and therefore second-hand inhalation of cannabis should be considered a health risk (Cone et al., 2011; Health Technology Assessment Unit, 2017; Maertens, White, Williams & Yauk, 2013).

Special attention should be directed at banning consumption in areas frequented by children, including: all types of parks (provincial, municipal, athletic parks, baseball, urban, trails/pathways, etc.), playgrounds, school grounds, community centers, sports fields, queues, skateboard parks, amphitheaters, picnic areas and crowded outdoor events where children are present (i.e., all ages music festivals, CFL football games, rodeos, parades, Canada Day celebrations, outdoor festivals, outdoor amusement parks (private), golf courses, zoos, transit and school bus stops, ski hills, outdoor skating rinks or on any municipal owned lands) (Rethinking Access to Marijuana, 2017). Public consumption bans should also be enacted for hospitals (all points of health care, urgent care clinics, clinics, etc.), picnic areas (alcohol limits for outdoor consumption). Currently, consumption of tobacco and tobacco-like products is not permitted on any AHS property.

#### *Venues for consumption*

Until adequate evidence-based rationale can be provided, AHS does not support having specific venues for indoor consumption (smoking, vaping, water pipes) as this would expose people to second-hand smoke, promote renormalization of smoking, reverse some of the progress made with public smoking bans, and present occupational health issues (i.e., second and third hand smoke exposures, and inadvertent intoxication of staff and patrons).



## Home Growing

AHS recommends households interested in personally cultivating cannabis go through a municipal approval process and that owners have access to reference educational materials related but not limited to: mitigating child safety, security, water use, electrical hazards, humidity, and odor concerns. These materials will help ensure the property is capable of safely supporting home growing and help reduce the negative impacts to surrounding properties (Rethinking Access to Marijuana, 2017).

While allowing citizens to grow cannabis plants at home may provide more options for access, there are risks to public health and safety. Further, as Bill 26 currently reads, as it pertains to personal cultivation, municipalities can expect an increase in nuisance complaints. Cannabis is also known to be a water and energy intensive crop, as such; this impacts municipalities in a number of ways (Bauer et al., 2015; Cone et al., 2011; Health Technology Assessment Unit, 2017; Mills, 2012). For example, personal cultivation brings risks related to air quality, ventilation, mold, odors, pests, chemical disposal, indoor herbicide/pesticide use, increased electrical use and fire risk, and accidental consumption. Further, all of these risks are amplified when children are present in the home and/or multi-unit dwelling.

In Colorado, it is estimated that one-third of the total cannabis supply comes from personal cultivation as permitted to medical cannabis users (Canadian Centre on Substance Abuse, 2015). As such, municipalities alongside AHS should anticipate requiring additional resources as a system cost to be able to adequately respond to public health and community nuisance complaints. Furthermore there may be additional municipal human resource needs, as well as an increase in hazards, as it relates to indoor personal cultivation, impacting departments like waste services, fire, police and bylaw services. Finally, additional building codes and safety codes may be required in order to effectively manage and address hazards pertaining to heating, ventilation and air cooling systems, as well as building electrical.

## Multi-Unit Housing

Existing tools for managing the issue of cannabis consumption and personal cultivation in multi-unit housing will likely not be sufficient to manage this issue. It will be important to recognize the negative health effects of second and third-hand smoke and risks related to personal cultivation when considering municipal regulations for multi-unit housing.<sup>1</sup> Other changes that are needed to address both indoor consumption and personal cultivation in multi-unit housing include:

- additional building codes and safety codes to effectively manage and address hazards pertaining to heating, ventilation and air cooling systems, as well as building electrical,
- appropriate language in bylaws as they pertain to alcohol and/or public intoxication.

Health Canada (2017) has recommended a ban on smoking in multi-unit housing. AHS recognizes that there are potential health risks associated with second-hand smoke within multi-unit housing environments and therefore recommends municipalities consider bylaws that ban smoking in multi-unit housing.

Finally, as mentioned above, AHS Environmental Public Health is not currently in a position to effectively respond to the anticipated number of nuisance complaints received if smoking cannabis is allowed in multi-unit housing, both in terms of staffing, as well as in terms of enforcement. AHS encourages municipalities to plan for additional human resources if pre-emptive measures are not considered.

## Additional Considerations

### *Education and Awareness*

Evidence-informed public education and consistent messaging will be critical for promoting and protecting health of citizens. Many areas of education and awareness will be needed including: new/amended bylaws and regulations, home growing rules, and health impacts. As messages are developed it is important that municipalities, along with other stakeholders provide balanced, factual and unsensational messages about cannabis use and its impacts on communities (Canadian Centre on Substance Abuse, 2015).

Public education alone is only effective at creating awareness in a population. Comprehensive, multi-layered strategies that include social normative education, harm reduction, fact based information and targets multiple environments and populations should be used (Chief Medical Officers of Health of Canada, 2016). As municipalities move through this process it is important to note that public education should not be used as a substitute for effective policy development with strong regulations to protect communities from harms.

### *Capacity to Administer and Enforce*

Regulatory frameworks are only successful if there is the capacity to implement them. Other jurisdictions have reported significant human resource needs to administer new regulations. For example, the City of Denver added over 37 FTEs across sectors including administration, health-related issues, public safety, and inspections (Canadian Centre on Substance Abuse, 2015).

### *Research and Evaluation*

Moving forward, Alberta Health Services would like to strengthen their partnerships with municipalities to set up data sharing mechanisms between sectors. A key lesson learned from some US jurisdictions is to ensure mechanisms to share data across sectors are established (i.e., public health, transportation, public safety, seed-to-sale tracking, finance, law enforcement) (Freedman, 2017). This has been shown to help identify problematic trends sooner and more efficiently. Further, AHS encourages municipalities to advocate for provincial legislation to support data sharing and system integration.

Lessons learned from Washington State and Colorado indicate that baseline data was difficult to come by. Therefore, it is recommended that all levels of government and school boards review data collected and wherever possible separate variables that relate to cannabis use from other aggregate level data.<sup>2</sup> Further, monitoring impacts will be important to determine if policy goals are being met and to identify unintended consequences more quickly.

## Notes

<sup>1</sup> (a) Health Canada has recommended a ban on smoking in multi-unit housing. (<https://www.canada.ca/en/health-canada/programs/future-tobacco-control/future-tobacco-control.html>).

(b) Real scenario: Consider a mom with 2 young children in an apartment complex. A neighbour is (legally) smoking pot in their suite. It is coming into her suite and believes it is negatively affecting her and her 2 small children. She is on a limited budget and does not have the resources to move. The landlord tells her that the neighbour is doing nothing wrong and police advise her there is nothing illegal about it. She has read the public health information and knows about the potential harms of cannabis. She then calls the municipality. Municipalities will need to have mechanisms in place to handle the potential increase in cannabis-related calls and mitigation strategies to address the complaints.

<sup>2</sup> Many preschools and childcare facilities are already located in strip malls adjacent to liquor outlets (bars or liquor stores). Cannabis stores should not be allowed to be located within a shopping complex that has any type of childcare facility.

Childcare programs in Alberta as of June 2017

Type	# of regulated spaces	% of spaces	# of programs/locations	% of programs	% of locations
Day care	47,155	39.9%	842	18.8%	33%
Day home	11,773	10.0%	67 agencies with est. 1,962 locations (Based on 6 children per home)	3%	43.8%
Pre-school	17,699	15%	686	27%	15.3%
Out of School	40,817	34.6%	958	37%	21.4%
Innovative childcare program	604	0.5%	22	1%	0.5%
Group family childcare program	40	0.03%	5	0%	0.1%
Total	118,088		4,475		

Government of Alberta, Ministry of Children's Services, Early Childhood Development Branch. (2017). *Q1 Early Childhood Development Fact Sheet, June 2017*. Retrieved October 16, 2017.

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

**Policy #:** F-012

**Effective Date:** DRAFT #3

**Date adopted by Council:** DRAFT #3



## **POLICY**

Council may authorize requests for proclamations, letters of support and requests to raise flags at municipal facilities. Requests ~~for proclamations or requests to raise flags at a municipal facility~~ should meet at least one of the following criteria:

- The sponsoring agency be a not-for-profit organization located or having a presence within the municipality.
- 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 majority of the residents of Jasper.
- The cause be an initiative of the Municipality of Jasper.

**Requests could be denied for any reason deemed sufficient by Council.**

## **PURPOSE**

This policy is intended to set out the application process and criteria for issuing proclamations, letters of support and raising flags at municipal facilities.



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FLAG RAISING REQUEST POLICY

**Policy #:** F-012

**ADMINISTRATIVE PROCEDURES**

**Effective Date:** DRAFT #3

**Date approved by the CAO:** DRAFT #3



**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.

~~Requests for proclamations could be denied for any reason deemed sufficient by 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

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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.

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.

~~Requests to raise flags at municipal facilities could be denied for any reason deemed sufficient by Council.~~

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.



221 Pembina Avenue T 780 865 1224 F 780 865 1227  
Hinton, Alberta T7V 2B3 T 800 263 1716 F 877 865 1227

May 30, 2018

Municipality of Jasper  
Attn: Mark Fercho

Dear Mr. Fercho

Community Futures West Yellowhead (CFWY) serves the communities of Jasper, Hinton, Edson, Grande Cache and Yellowhead County. Governed by a Board of Directors from each of the municipal councils in the region, CFWY is a non-profit organization funded by the Government of Canada through the department of Western Economic Diversification. Community Futures West Yellowhead offers business coaching, business training, business financing and community economic development in the West Yellowhead region.

Community Futures West Yellowhead supports the Government of Canada priority of inclusiveness in our communities and is offering this women's conference to support women in the region who wish to improve their skills and roles for further business and leadership roles in our region. This conference is scheduled for November 7 and 8, 2018 in Jasper, Alberta and is tentatively titled "Women in the West Yellowhead: Connecting and Building Capacity".

As a valued member of our regional community, Community Futures West Yellowhead, along with its project partners, is seeking support for our women's conference. We are looking for the following kinds of support:

1. Financial contributions as it is our goal to keep this conference affordable for the many non-profit organizations and individuals in the region who wish to attend. Any financial contributions, regardless of how big or small, will be recognized at the conference as follows:
  - Contributions up to \$250 will be recognized in our advertising and conference program with your logo
  - Contributions up to \$500 will be additionally recognized by including a conference ticket to a representative to your organization.
  - Contributions up to \$750 will be additionally recognized with your representative introducing a speaker in our breakout sessions.
  - Contributions up and over \$1000 will be additionally recognized with a table in our mini trade show to highlight your organization to the conference participants.
2. Conference bags will be given to each participant who is attending the conference. If you wish to contribute something to our "SWAG" bags.... Please let us know and we are happy to arrange the details with you.

Growing communities one idea at a time.

3. We are also having a silent auction at the event where half of the proceeds will go to the Yellowhead Emergency Shelter and the other half going to conference expenses.

If you or your organization can contribute, we appreciate it! If there is some way that you can contribute that is unique and we haven't thought about... let us know! Building the future leaders in the West Yellowhead is the responsibility of everyone in our communities. We want to hear from you.

Thank you for considering our request.

Sincerely,

A handwritten signature in blue ink, consisting of a stylized 'N' followed by a long horizontal line.

Nancy Robbins  
General Manager  
Community Futures West Yellowhead