

Municipality of Jasper  
**Committee of the Whole Meeting Agenda**  
July 11, 2023 | 9:30 am  
Jasper Library & Cultural Centre – Quorum Room

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

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

**2. Additions to agenda**

**3. Approval of agenda**

3.1 July 11, 2023 Committee of the Whole agenda attachment

**4. June 27, 2023 Committee of the Whole minutes (approved on July 4, 2023)** attachment

4.1 Business arising from minutes

**5. Delegations**

5.1 Jasper Park Chamber of Commerce & RCMP, Musical Ride wrap up verbal

**6. Correspondence**

**7. New business**

7.1 Community Conversations Interim Report, 2023 attachment

7.2 Appointment to UpLift! Jasper Mural Festival Advisory Board attachment

7.3 Recreation Renovation (Phase 2) & WWTP Renovation Borrowing Bylaws attachment

7.4 Public Transit Contract attachment

7.5 Connaught Crosswalks – Councillor Waxer verbal

**8. Motion Action List** attachment

**9. Councillor upcoming meetings**

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

**10. Upcoming events**

Summer Break – no Council meetings July 25 or August 1

Public Hearing – 1:30pm, August 15, Quorum Room, Jasper Library & Cultural Centre

Jasper Yellowhead Historical Society Homecoming 2023 – August 27-29

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

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

**11. Adjournment**

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

Municipality of Jasper  
**Committee of the Whole Meeting Minutes**  
Tuesday, June 27, 2023 | 9:30am  
Jasper Library and Cultural Centre, Quorum Room

Virtual viewing and participation	Council attendance is in Council chambers at the Jasper Library and Cultural Centre. This meeting was also conducted virtually and available for public livestreaming through Zoom. Public viewing and participation during Council meetings is through Zoom livestreaming and in person attendance.		
Present	Mayor Richard Ireland, Deputy Mayor Kathleen Waxer, Councillors Wendy Hall, Scott Wilson, Rico Damota, Helen Kelleher-Empey and Ralph Melnyk		
Absent	none		
Also present	Bill Given, Chief Administrative Officer Christine Nadon, Director of Protective & Legislative Services John Greathead, Director of Operations & Utilities Amanda Stevens, Communications Manager Peter Shokeir, The Fitzhugh Jake Dean & Chetak Shah, Colliers Project Leaders John McDonnell, Brownlee Law 5 observers		
Call to Order	Deputy Mayor Waxer called the June 27, 2023 Committee of the Whole meeting to order at 9:30am and began with a <a href="#">Traditional Land Acknowledgement</a> .		
Additions/deletions to the agenda	Mayor Ireland requested the addition of a Legal Matter to be added as 11.2 under In Camera Session.		
Approval of agenda #292/23	MOTION by Councillor Kelleher-Empey that Committee approve the agenda for the June 27, 2023 Committee of the Whole meeting as amended.		
	FOR 6 Councillors	AGAINST 0 Councillor	CARRIED
Business arising	none		
Delegations	none		
Correspondence	none		
	Councillor Wilson joined the meeting at 9:40am.		
Municipally Controlled Corporation	CAO Given introduced the Municipally Controlled Corporation Governance and Business Plan agenda item with a focus on the request before Council today, which is to determine the level of readiness of the proposal, namely support for launching a formal public hearing process. Chetak Shah and Jake Dean from Colliers Project Leaders presented the draft business plan to Council, supported by John McDonnell from Brownlee Law.		

Councillors inquired about the municipal financial contribution; the relationship between municipal subsidy and liability; organizational structure; borrowing or mortgaging ability of shareholders against corporation shares; rent affordability; general benefits of changing the governance structure to a municipally controlled corporation; details of the public consultation process; and asset ownership versus management.

#293/23

MOTION by Councillor Damota:

- That Committee direct Administration to initiate the Public Hearing process as required by the Municipal Government Act, for Council to consider the establishment of a Municipally Controlled Corporation for the purposes of developing community housing; and
- That Committee recommend Council establish August 15, 2023 at 1:30pm at the Quorum Room as the date time and location of the public hearing.

FOR

AGAINST

7 Councillors

0 Councillors

CARRIED

Recess

Deputy Mayor Waxer called a recess from 11:35am to 11:45am.

Extended  
Producer  
Responsibility

Committee received a report from Director Greathead on upcoming changes to Extended Producer Responsibility, and proposed actions recommended by Administration to prepare for separating residential recycling streams from industrial, commercial and institutional recycling streams.

#294/23

MOTION by Mayor Ireland that Committee approve the Extended Producer Responsibility preparation plan as proposed including:

- the purchase of a dedicated residential plastics recycling trailer;
- the conversion of the Activity Centre Parking Lot Recycling Depot to residential use only; and
- the conversion of the S-Block Recycling Depot to Industrial, Commercial, and Institutional use only.

FOR

AGAINST

7 Councillors

0 Councillor

CARRIED

Motion Action List

Administration reviewed the Motion Action List.

#295/23

MOTION by Councillor Kelleher-Empey that Committee approve the Motion Action List with date changes for the following items:

- Fruit Trees
- S-Block
- Hakone, Japan initiatives 2023

And the removal of the following items:

- JCHC Governance
- Extended Producer Responsibility

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

Councillor  
upcoming  
meetings

Councillor Melnyk attended a Community Futures West Yellowhead meeting via Zoom.

Upcoming Events

Council reviewed a list of upcoming events. Councillor Hall highlighted the events taking place for Canada Day, including the pancake breakfast, flag raising ceremony, parade, and party in the park.

In Camera  
#296/23

MOTION by Councillor Kelleher-Empey to move in camera at 12:36pm.

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

Out of Camera  
#297/23

MOTION by Mayor Ireland to return to open meeting at 2:14pm.

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

Adjournment  
#298/23

MOTION by Councillor Kelleher-Empey that, there being no further business, the Committee of the Whole meeting of June 27, 2023 be adjourned at 2:15pm.

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

## AGENDA ITEM 7.1

### REQUEST FOR DECISION

**Subject:** Community Conversations Interim Report, 2023  
**From:** Bill Given, Chief Administrative Officer  
**Prepared by:** Lisa Riddell, Community Development Manager  
**Reviewed by:** Emma Acorn, Legislative Services Manager  
**Date:** July 11, 2023



#### Recommendation:

- That Committee receive the Community Conversations Interim Report for January to June 2023 for information.

#### Alternatives:

- That Committee direct Administration to bring forward additional information on any items of interest to a future committee meeting.

#### Background:

On September 21, 2021 Council approved the Community Conversations Policy (A-105) which outlines Council's commitment to meaningful resident engagement to ensure that municipal services and programs remain responsive to changing community needs. In February 2023, a revised Policy A-105 was adopted by Council, directing administration to narrow the scope to remove the ones on Environment, Recreation and Arts/Culture. The attendance at the January and February arts, culture and environment conversations remained very low at 3-4 people per conversation. All participants were invited to participate in the life-stage conversations.

From January to June 2023, 19 life-stage focused Community Conversations took place (4 in January, 3 in every other month). In January, the Early Childhood and the School Age Conversation participants decided to combine their conversations starting in February. Instead of two separate conversations per month, they took part in one.

Here is a breakdown of attendance so far in 2023 compared to 2022 numbers.

	Year	Breakdown by quarter and type of participant								
		Jan to March			April to June			Sept. to Nov. 2023		
		Staff	Public	Total	Staff	Public	Total	Staff	Public	Total
Adults	2022	16	23	39	11	22	33	8	15	23
	2023	9	17	26	10	20	30			
Seniors	2022	13	14	27	11	12	23	5	16	21
	2023	8	24	32	14	25	39			
Early Childhood & School Age										
	2023	17	13	30	16	11	27			

*\*Municipal attendance at the Early Childhood & School Age Conversation is high because we offer many services for this age group: daycare, out of school care, 3 x Outreach Workers, 1 x Settlement Worker.*

## Discussion:

At Community Conversations, participants identify the changing needs of residents. They also identify opportunities to take action in response to those needs. A review of all trends and opportunities identified throughout the first six months of 2023 reveals a few thematic areas under which the majority of trends and opportunities identified can be grouped. These have remained similar to 2022 but not exactly the same. In random order:

- **Internet & Technology:** A lack of Internet access and low digital literacy can create barriers for folks to access supports, systems, coursework and processes that have largely shifted to on-line since the pandemic. Woven into this same theme is the increased time in front of screens for many children and youth and associated concerns.
- **Financial Stress:** Residents of all ages continue to grapple with rising cost of groceries, rent and utilities. This is evident with increase in requests for relief funding, use of the food bank, food recovery etc. Local businesses are also experiencing prolonged financial stress after having endured multiple unexpected business interruptions.
- **Diversity, Inclusion and Connection:** Organizations continue to see elevated levels of interest in and participation in programming, events and initiatives that bring people together. There is particular demand for low-cost, accessible programming that helps people of all ages try new activities, arts or cultural experiences. The desire for in-person programs and events has never been higher.
- **Crisis Response:** The need for crisis response services (one-on-one support as well as financial relief) for folks involved in non-criminal trauma (outside of the Victim Services' scope), remains high.
- **Transportation:** The need for accessible, affordable transportation options in town continues to be raised – specifically around getting seasonal staff connected with programs within the park, itself.
- **Mental Health:** There are more complex mental health situations arising for all ages as we start to see the impact of: isolation associated with the pandemic, influx of newcomers due to the war in Ukraine. There is also less access to in-person, local supports. There is more access to on-line virtual supports. Mental health is also being impacted by concerns regarding recent wildfires.
- **Housing:** Limited access to affordable, stable housing continues to cause stress for Jasperites across all ages. Seniors are looking to downsize, families need adequate housing, staff need stable accommodation to bridge them between seasonal jobs. Unpredictable rent increases such as the one at Cavell Court is still causing significant stress and precarious housing situations for residents.

In response to the topics of discussion at Community Conversations, municipal staff take action if it's possible within existing scope, authority, capacity and budget. Here are a couple of examples:

- We reviewed and re-organized the '[Doing Business in Jasper](#)' section of the website. We also developed a [business continuity guidebook](#) and [workbook](#) to support businesses in planning for unexpected interruptions to their operations. We are currently in the process of having these resources translated into multiple languages to serve our diverse business community.
- We did an in-depth look at our Crisis Response capacity compared to the needs we are seeing in the community, the results of which were shared with Council.

There are many organizations, businesses and agency representatives at Community Conversations who also take action in response to what they've heard at Community Conversations.

Here are a couple of examples of initiatives lead by other organizations but inspired by Community Conversations:

- The *Tween Takeover* program offered by the [Jasper Municipal Library](#) was largely informed by discussions at Community Conversations about the need for programming for 6-10 year olds. The program was extremely well attended and received very positive feedback in the community.
- The [Seniors' Resume Bank](#) now offered by the Jasper Employment and Education Centre was largely informed by discussions at Community Conversations about connecting local seniors with meaningful local employment and supporting local businesses in the process.

Participants from Community Conversations have not been surveyed between January to June 2023. But anecdotally, participants are relaying positive input about the narrowed focus on life-stage conversations. Participants at the Early Childhood and School Age Combined Conversation have also noted that they prefer the single, combined discussion. Community Conversations do continue to promote cross departmental collaboration on projects/initiatives. They also offer increased interaction between Council, Municipal staff and members of the public

#### **Relevant Legislation:**

- [Policy A-105: Community Conversations Policy](#)

#### **Strategic Relevance:**

##### Relationships

- Communicate and engage with residents.
- Welcome the expertise, innovation, creativity and commitment of community members, groups, associations and businesses.
- Entrust our staff to develop healthy relationships with the people they serve.
- Nurture our most important relationships which are those within our organization

#### **Financial:**

The costs to implement the Community Conversations Policy are within the 2023 Operating Budget.

#### **Attachments:**

The notes for each individual conversation can be found on the [Municipality of Jasper website](#).

## AGENDA ITEM 7.2

### REQUEST FOR DECISION

**Subject:** Appointment to UpLift! Jasper Mural Festival Advisory Board  
**From:** Bill Given, Chief Administrative Officer  
**Prepared by:** Christine Nadon, Director of Protective & Legislative Services  
**Reviewed by:** Emma Acorn, Legislative Services Coordinator  
**Date:** July 11, 2023

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#### Recommendation:

- That Committee recommend Council appoint Councillor \_\_\_\_\_ to the UpLift! Jasper Mural Festival Advisory Board.

#### Alternatives:

- That Committee defer a discussion on appointing a board member to a future Committee of the Whole meeting; or
- That Committee receive the report for information.

#### Background:

At the July 4, 2023 regular Council meeting, following a presentation and a request from UpLift! Jasper Mural Festival representatives, Committee directed Administration to return to the next Committee of the Whole meeting with a recommendation regarding the invitation to sit on the UpLift! Jasper Mural Festival advisory board. As presented by festival organizers, the advisory board will be presented with high level decisions and strategy plans on which they will be asked for advice. The commitment level requested is for six meetings per year, more heavily weighted towards the ramp up of the festival.

In support of the second year of the mural festival, Council approved funding in the amount of \$25,000 in 2023 to sponsor the painting of a large wall on the Jasper Activity Centre by the tennis courts. At the July 4, 2023 regular Council meeting, Council also referred a request for funding for the upcoming year by festival organizers to the 2024 budget discussions.

#### Discussion:

Administration is recommending that a member of Council be appointed to the UpLift! Jasper Mural Festival advisory board as the work of the group will be subjective in nature, and as elected representatives of the community, councillors are best positioned to act in this capacity.

#### Strategic Relevance:

- Community Health
  - Promote and enhance recreational and cultural opportunities and spaces
  - Enable and facilitate events that provide opportunities to increase community connections
  - Embrace our growing diversity
  - Leverage and create opportunities for greater inclusion
  - Recognize the fundamental importance of our tourism economy



- Relationships
  - Welcome the expertise, innovation, creativity and commitment of community members, groups, associations and businesses

**Relevant Legislation:**

- [Policy F-104: Relationship with External Groups](#)

**Financial:**

Remuneration for a council member attending advisory board meetings is the only projected operating cost related to appointing an elected official as an advisory board member. The funding request for the mural festival itself has been referred to the 2024 budget discussions.

## AGENDA ITEM 7.3

### REQUEST FOR DECISION

**Subject:** Recreation Renovation (Phase 2) & WWTP Renovation  
Borrowing Bylaws

**From:** Bill Given, Chief Administrative Officer

**Prepared by:** Natasha Malenchak, Director of Finance & Administration

**Reviewed by:** Christine Nadon, Director of Protective and Legislative Services

**Date:** July 11, 2023



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#### Recommendation:

Committee direct Administration return to the July 18, 2023, Regular Meeting with the following for 1<sup>st</sup> reading:

- Recreation Renovation (Phase 2) Borrowing Bylaw (TERM of 20 years), and;
- WWTP Renovation & Bulk Water Sani Dump Control Building Borrowing Bylaw (TERM of 20 years).

#### Alternatives:

Committee direct Administration return to the July 18, 2023, Regular Meeting with the following for 1<sup>st</sup> reading:

- Recreation Renovation (Phase 2) Borrowing Bylaw (TERM of 15 years), and;
- WWTP Renovation & Bulk Water Sani Dump Control Building Borrowing Bylaw (TERM of 15 years).

#### Background:

- The 2023 operating and capital budgets were approved at the December 6, 2022, regular meeting of council.
- For the purpose of calculating payment for the 2023 operating budget, it was presented:
  - that \$5,168,958 would go to debenture for 20 years for the Recreation Complex Renovation (Phase 2) within the approval of the operating (tax based) budget, and;
  - that \$4,185,000 would go to debenture for 20 years for the Wastewater Treatment Plant Capital Requirements (utility-based budget).
- With new information coming to light for both projects mid 2023 the new recommendations for debenture are the following:
  - \$11,500,000 would go to debenture for 20 years for the Recreation Complex Renovation (Phase 2) within the operating (tax based) budget, and;
  - \$2,650,000 would go to debenture for 20 years for the Wastewater Treatment Plant Capital Requirements (utility-based budget).
- In order to receive debenture funds this year the following timeline will need to occur:
  - 1st reading of bylaw(s) - July 18, 2023
  - 2nd reading of bylaw(s) - September 5, 2023
  - 3rd reading of bylaw(s) - September 19, 2023

- In between 1st reading and 2nd reading there will be an advertisement submitted to the newspaper to be a public notice. This notice must be advertised twice (July 27<sup>th</sup> and August 3rd).
- A vote may be demanded in the Municipality of Jasper by electors equal in number to at least in the case of a municipality other than a summer village, by electors of the municipality equal in number to at least 10% of the population, and;
- The petition for a vote must be received by the Chief Administrative Officer within 15 days of the last publication of this notice and shall contain on each page “an accurate and identical statement of the purpose of the petition”. (Further requirements of the petition are provided in Section 224 of the Municipal Government Act.)
- The bylaw must be valid for 30 days prior to application being submitted.
- The Application would then be submitted on October 31, 2023, to receive funds by December 15, 2023 (loan issue date).

### Discussion:

The 2023 budget Principal and Interest payments were calculated at

- Recreation - \$387,592
- WWTP - \$220,948

Because the loan will be secured in December 2023, the first payment due will not be until 2024. Therefore, considering a move of prior year payment plan to 2024, 1<sup>st</sup> year payments will be adjusted as presented in table below.

A request for decision will come forward to council to allocate the 2023 payments to the 2024 budget.

Project	Amount	Term	Rate	Annual repayment	Budgeted Payment 2023	2024 Adjusted Payment	Interest Payable over Term
Recreation	\$11,500,000.00	20	5.13%	\$924,740.26	\$387,592.34	\$537,147.92	\$6,994,805.20
		15	5.03%	\$1,101,818.22		\$714,225.88	\$5,027,273.30
WWTP	\$2,650,000.00	20	5.13%	\$209,422.38	\$220,948.46	<b>-\$11,526.08</b>	\$1,588,447.60
		15	5.03%	\$248,940.90		\$27,992.44	\$1,134,113.50

\*The calculations are estimates only based on current date and are subject to change as market changes closer to budget presentation date and should council decide on another term.

**The above information will allow COTW to give direction to administration on the term to apply to the borrowing bylaws being prepared for the next Council Regular meeting.**

### Strategic Relevance:

- Communicate and engage with residents,
- Proactively plan for and invest in the maintenance and management of our natural assets and built infrastructure,
- Ensure residents receive quality service that provides strong value for dollar, and;
- Pursue alternative revenue sources and equitable distribution of costs.

**Inclusion Considerations:**

- The Municipal Inclusion Assessment Tool has been applied to this recommendation.

**Relevant Legislation:**

- As at December 31, 2022 Debt Limits:

Section 276(2) of the Municipal Government Act requires that debt and debt limits, as defined by Alberta Regulation 255/2000, for the Municipality be disclosed as follows:

	<b>*Adjusted 2022</b>	<b>Audited 2022</b>	<b>Actual 2021</b>
Total Debt Limit	\$ 31,677,551	<b>\$ 39,619,911</b>	\$ 26,447,007
Total Debt	<u>\$(11,072,827)</u>	<b><u>\$(11,072,827)</u></b>	<u>\$(12,028,869)</u>
Amount of Debt limit unused	<u>\$ 20,604,724</u>	<b><u>\$ 28,547,084</u></b>	<u>\$ 14,418,138</u>
Service on Debt Limit	\$ 5,279,592	<b>\$ 6,603,319</b>	\$ 4,407,835
Service on Debt	<u>\$ (1,044,568)</u>	<b><u>\$ (1,044,568)</u></b>	<u>\$ (1,333,522)</u>
Amount of Service on Debt limit unused	<u>\$ 4,235,024</u>	<b><u>\$ 5,558,751</u></b>	<u>\$ 3,074,313</u>

\*adjusted to remove Local Improvement Levy accrued revenue

The debt limit is calculated at 1.5 times revenue of the Municipality (as defined in Alberta Regulation 255/2000) and the debt service limit is calculated at 0.25 times such revenue. Incurring debt beyond these limits requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities which could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the Municipality. Rather, the consolidated financial statements must be interpreted as a whole.

- The implications of the borrowing for these two projects will reduce the unused debt limit by \$14,100,000.

**Financial:**

Loan issue date – December 15, 2023, therefore no payments to principal and interest in 2023 as planned therefore there will be a separate Request of Decision brought forward to deal with the 2023 allocations of principal and interest. The planned expenditure in 2023 will offset 1<sup>st</sup> year payments in 2024.

**Communications:**

Advertisement to appear:

- Local Newspaper - July 27<sup>th</sup> and August 3<sup>rd</sup>; and,
- Municipality of Jasper Website – July 27 to August 10, 2023.

## AGENDA ITEM 7.4

### REQUEST FOR DECISION

**Subject:** Public Transit Contract  
**From:** Bill Given, Chief Administrative Officer  
**Reviewed by:** Christopher Read, Director Community Development  
Christine Nadon, Director Protective & Legislative Services  
**Date:** July 11, 2023

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#### Recommendation:

- That Committee direct Administration to complete the three-year transit system operation contract with PWTransit Canada as proposed.

#### Alternatives:

- That Committee direct Administration revise identified contract provisions and complete the contract; or
- That Committee receive the report for information and take no further action on establishing a public transit service.

#### Background:

The 2011 Jasper Community Sustainability Plan and the 2018 Transportation Master Plan include recommendations to explore the opportunity of future internal and regional transit connections for the town.

In February of 2023, Council was presented with the Public Transportation Strategy and Action Plan (the Action Plan) and directed administration to begin the next steps identified in the Action Plan with a focus on establishing a Fixed-Route Bus Service that would support the needs of both visitors and locals, including the specific need for student transportation.

On May 16, 2023, Administration presented the results of a public procurement process and recommended that Council award the RFP for Jasper Public Transportation (Transit) System to PWTransit Canada. At that time Council passed motions to award the RFP to PWTransit Canada and amend the budget to include additional funding to support service in 2023. Council also passed motions directing administration to:

*Return to a future Council meeting with the outlines of a satisfactory contract negotiated with PWTransit for Council approval, and; pursue partner contributions to offset the cost of public transportation and return to a future Council meeting with a report.*

#### Discussion:

The Grande Yellowhead Public School Division has identified that under new provincial funding guidelines for student transportation, approximately 100 students from Kindergarten through to Grade 12 will be eligible for bussing in the upcoming school year. This total includes approximately 36 students who currently reside at Jasper Park Lodge and 75 newly eligible students who live in the Jasper townsite. The district has been working closely with administration to develop an approach to integrating school service in to the transit system.

As a part of this work, at the end of this school year the district asked parents provide information on the

number of students that might use busing. The district required this information for their own purposes and it will help inform operations of a municipal system that serves the schools. Data from this preregistration is expect toward the end of July.

Administration and the board have agreed that the service should use dedicated school service which would be for the exclusive use of children. The school service would essentially consist of two loops; the first picking up at JLP the proceeding through the north/east townsite and dropping off at the school and then; the second departing the school and looping through the south/west of the townsite to serve out to Stone Mountain before coming back to the school. Exact stopping locations are still to be determined but proposed timing at major points is shown at right.

AM Student Service	
Jasper Park Lodge	7:50
School D/O 1 of 2	8:03
Cabin Creek & Patricia	8:07
School D/O 2 of 2	8:11
PM Student Service	
School P/U 1 of 2	15:05
Cabin Creek & Patricia	15:09
School P/U 2 of 2	15:13
Jasper Park Lodge	15:26

Administratively the school district has agreed to provide \$115,000 per year toward the service. It should be acknowledged that the school district’s ability to provide this funding is subject to ongoing support from the provincial government and that if the province changed its funding model it would impact (positively or negatively) the district’s ability to provide this funding.

**PWTransit Canada Contract Overview**

PWTransit Canada (PWT) is a subsidiary of the largest privately-held bus company in Canada, Pacific Western Transportation and has provided custom, paratransit, on demand and conventional transit services to municipalities including currently operating public transit include the Cities of St. Albert, Leduc, Airdrie (AB), Prince George (BC) and Milton (ON).

Administration has been working closely with PWTransit to plan the service and negotiate acceptable contract terms. Details of the service and major contract terms are discussed below.

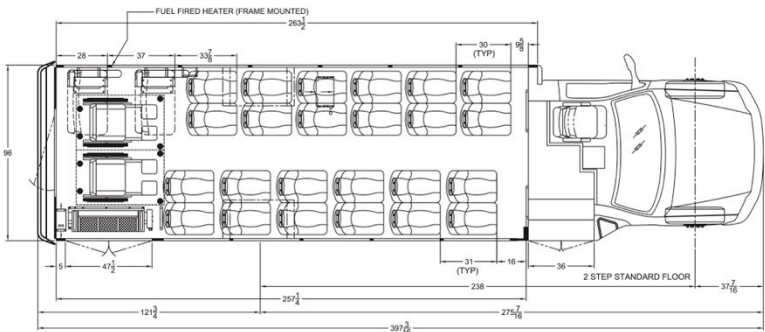
**Contract**

**General Provisions** - the Contractor must adhere to all applicable laws and regulations, including health and safety regulations. Additionally, the Contractor assumes responsibility for all employee compensation, benefits, and indemnifying the Municipality.

**Contract Duration** - the proposed term is three years, commencing on September 1, 2023. The Municipality retains the option to extend the contract for two additional one-year terms, subject to satisfactory performance and rate negotiation.

**Fleet** - The fleet would consist of three units. The contractor has begun procurement for two new units (right). This configuration would provide for 28 fixed seat passengers or; 24 fixed-seat passengers and 2 wheelchair spaces. These units would be expected to arrive in early 2024.

On an interim basis to start the service the fleet would consist of two 2022 model year, 24 fixed-seat capacity units. Administration and the contractor are discussing the merits of the third unit being a dedicated school service bus that would have higher seating capacity.



**Level of Service** - The total annualized number of service hours to support the proposed schedule (Attachment A) is 3,710 which matches the 2023 Council approved Strategy. The municipality retains the right to adjust service levels up or down.

**Changes to Service** - If the Municipality directs any change in service resulting in a projected increase of service hours in excess of twenty percent (20%), the Municipality may request the Contractor to *reduce* the Hourly Rate. Within thirty (30) days of receipt of the request from the Municipality, the Contractor shall submit a proposal setting out the proposed new Hourly Rate.

If the Municipality directs any change in service resulting in a projected decrease of hours in excess of twenty percent (20%), the Contractor may request the Municipality to *increase* the Hourly Rate and may submit a proposal to the Municipality setting out the proposed new Hourly Rate. *The burden is on the Contractor to prove that a reduction in Base Revenue Hours has materially impacted its fixed costs to justify an increase to the Hourly Rate.*

**Cancellation for Default** - In the event of default by the Contractor, the Municipality will issue written notice and grant a ten-day period for remediation. If the default persists, the Municipality reserves the right to terminate the contract. The Contractor would be held accountable for any resulting damages and costs.

**Cancellation for Convenience** - The Municipality retains the right to terminate the contract for any reason (“for convenience”) with 180 days' notice. The Contractor’s right to consideration shall be limited to payment for services performed, as set out in the Notice of Termination for Convenience, plus one-time fleet demobilization/transfer costs of five thousand dollars (\$5,000).

**Costs** - The cost per hour of service and total annual (Sept to August) costs are shown below. (Note that these costs are exclusive of fuel, as the municipality will purchase fuel directly. Fuel costs are discussed in the financial section of the report)

	Hours	Cost/Hour	Annual Cost
Year 1: Sept 2023 – Aug 2024	3,710	\$134.86	\$500,330.60
Year 2: Sept 2024 – Aug 2025	3,710	\$138.23	\$512,833.30
Year 3: Sept 2025 – Aug 2026	3,710	\$141.69	\$525,669.90

Should Council choose to delay the start of public transit services until 2024 Grande Yellowhead School Division would have to determine how they will provide service for students in the 2023/24 school year.

**Strategic Relevance:**

- Community Health
  - Take proactive steps to reduce the risk of people becoming vulnerable and respond when they are vulnerable.
  - Leverage and create opportunities for greater inclusion.
  - Recognize the fundamental importance of our tourism economy.
- Environment
  - Value the unique opportunities and responsibilities arising from our location inside a National Park and World Heritage Site.
  - Increase opportunities for active transportation and transportation alternatives.

- Organizational Excellence
  - Ensure residents receive quality service that provides strong value for dollar.

### **Inclusion Considerations:**

The provision of public transit services will support greater social inclusion by providing equitable access to essential services, reducing transportation costs, and increasing opportunities for social engagement.

### **Relevant Legislation:**

- Jasper Community Sustainability Plan
- Town of Jasper - Jasper National Park Transportation Services Memorandum of Understanding

### **Financial:**

The projected net cost of the service for 2023 is shown below. Note that this cost is on a “calendar year” basis – that is until December 31, 2023. The contract costs shown in the discussion section above are represented on a “contract year” basis – from September to August 31, 2024.

Expenses	
Contracted Service Cost	\$146,478.86
Fuel	\$19,800.00
	\$166,278.86

#### **Notes**

Based on approximately 1132 service hours Sept 1 to Dec 31

Confirmed External Revenues	
Grande Yellowhead	-\$57,500
Net Cost	\$108,778

50% of \$115,000 ... balance applied in 2024.

Additional costs such as advertising and promotion can be accommodated within the approved 2023 budget.

The approved 2023 operational budget contained \$70,000 in funding for public transit, of which approximately \$20,000 has been used in transit consulting and procurement support.

In future years additional portions of the cost could be off-set through ridership fares, advertising or partnership/sponsorships. Administration can provide council an update on potential partnership discussions during an in-camera session.

The Public Transportation and Parking Reserve had a 2022 year-end balance of \$451,859.

### **Attachments:**

Attachment A – DRAFT Route Schedules



## **DRAFT Route Timetables**

### **School Service – Winter / Summer – School In Session Periods**

<b>AM Student Service</b>	
Jasper Park Lodge	7:50
School D/O 1 of 2	8:03
Cabin Creek & Patricia	8:07
School D/O 2 of 2	8:11

<b>PM Student Service</b>	
School P/U 1 of 2	15:05
Cabin Creek & Patricia	15:09
School P/U 2 of 2	15:13
Jasper Park Lodge	15:26

### **Winter Schedule (Mid-October to Mid-May)**

<b>Pyramid Lake Route</b>						
Visitor Info Centre	8:15	9:15	14:15	16:15	19:15	20:15
Pyramid Lake Lodge	8:23	9:23	14:23	16:23	19:23	20:23
Jasper Fitness/Aquatic Centre	8:31	9:31	14:31	16:31	19:31	20:31
Visitor Info Centre	8:33	9:33	14:33	16:33	19:33	20:33

<b>Southwest Town Loop</b>							
Visitor Info Centre	8:35	9:35	13:35	14:35	16:35	19:35	20:35
Cabin Creek & Patricia	8:41	9:41	13:41	14:41	16:41	19:41	20:41
Visitor Info Centre	8:46	9:46	13:46	14:46	16:46	19:46	20:46

<b>Jasper Park Lodge Route</b>								
Visitor Info Centre	8:47	9:47	13:47	-	15:47	18:47	19:47	20:47
Forest Park Hotel	8:50	9:50	13:50	-	15:50	18:50	19:50	20:50
Arr. Jasper Park Lodge	8:58	9:58	13:58	-	15:58	18:58	19:58	20:58
Dep. Jasper Park Lodge	9:00	10:00	14:00	15:30	16:00	19:00	20:00	21:00
Forest Park Hotel	9:08	10:08	14:08	15:38	16:08	19:08	20:08	21:08
Visitor Info Centre	9:15	10:15	14:15	15:45	16:15	19:15	20:15	21:15

### **Summer Schedule – School In Session (September to Mid-October; Mid-May to June)**

<b>Wapiti/Whistler Route</b>										
Visitor Info Centre	8:15	9:35	10:55	12:15	13:35	15:45	17:05	18:25	19:45	21:05
Mt. Robson Inn	8:18	9:38	10:58	12:18	13:38	15:48	17:08	18:28	19:48	21:08
Wapiti Campground	8:24	9:44	11:04	12:24	13:44	15:54	17:14	18:34	19:54	21:14
Whistlers Campground	8:28	9:48	11:08	12:28	13:48	15:58	17:18	18:38	19:58	21:18
Mt. Robson Inn	8:32	9:52	11:12	12:32	13:52	16:02	17:22	18:42	20:02	21:22
Visitor Info Centre	8:36	9:56	11:16	12:36	13:56	16:06	17:26	18:46	20:06	21:26

<b>Pyramid Lake Route</b>										
Visitor Info Centre	8:40	10:00	11:20	12:40	14:00	16:10	17:30	18:50	20:10	21:30
Pyramid Lake Lodge	8:48	10:08	11:28	12:48	14:08	16:18	17:38	18:58	20:18	21:38
Jasper Fitness/Aquatic Centre	8:56	10:16	11:36	12:56	14:16	16:26	17:46	19:06	20:26	21:46
Visitor Info Centre	8:58	10:18	11:38	12:58	14:18	16:28	17:48	19:08	20:28	21:48

Jasper Park Lodge Route										
Visitor Info Centre	9:00	10:20	11:40	13:00	14:20	-	16:30	17:50	19:10	20:30
Forest Park Hotel	9:03	10:23	11:43	13:03	14:23	-	16:33	17:53	19:13	20:33
Lake Edith/Annette	9:13	10:33	11:53	13:13	14:33		16:43	18:03	19:23	20:43
Arr. Jasper Park Lodge	9:19	10:39	11:59	13:19	14:39	-	16:49	18:09	19:29	20:49
Dep. Jasper Park Lodge	9:20	10:40	12:00	13:20	14:40	15:30	16:50	18:10	19:30	20:50
Forest Park Hotel	9:28	10:48	12:08	13:28	14:48	15:38	16:58	18:18	19:38	20:58
Visitor Info Centre	9:33	10:53	12:13	13:33	14:53	15:43	17:03	18:23	19:43	21:03

## Summer Schedule – No School (July and August)

Wapiti/Whistler Route										
Visitor Info Centre	8:15	9:35	10:55	12:15	13:35	16:15	17:35	18:55	20:15	21:35
Mt. Robson Inn	8:18	9:38	10:58	12:18	13:38	16:18	17:38	18:58	20:18	21:38
Wapiti Campground	8:24	9:44	11:04	12:24	13:44	16:24	17:44	19:04	20:24	21:44
Whistlers Campground	8:28	9:48	11:08	12:28	13:48	16:28	17:48	19:08	20:28	21:48
Mt. Robson Inn	8:32	9:52	11:12	12:32	13:52	16:32	17:52	19:12	20:32	21:52
Visitor Info Centre	8:36	9:56	11:16	12:36	13:56	16:36	17:56	19:16	20:36	21:56

Pyramid Lake Route									
Visitor Info Centre	8:40	10:00	11:20	12:40	14:00	16:40	18:00	19:20	20:40
Pyramid Lake Lodge	8:48	10:08	11:28	12:48	14:08	16:48	18:08	19:28	20:48
Jasper Fitness/Aquatic Centre	8:56	10:16	11:36	12:56	14:16	16:56	18:16	19:36	20:56
Visitor Info Centre	8:58	10:18	11:38	12:58	14:18	16:58	18:18	19:38	20:58

Jasper Park Lodge Route												
Visitor Info Centre	-	9:00	10:20	11:40	13:00	14:20	15:40	17:00	18:20	19:40	21:00	22:00
Forest Park Hotel	-	9:03	10:23	11:43	13:03	14:23	15:43	17:03	18:23	19:43	21:03	22:03
Lake Edith/Annette		9:13	10:33	11:53	13:13	14:33	15:53	17:13	18:33	19:53	21:13	-
Arr. Jasper Park Lodge	-	9:19	10:39	11:59	13:19	14:39	15:59	17:19	18:39	19:59	21:19	22:12
Dep. Jasper Park Lodge	8:00	9:20	10:40	12:00	13:20	14:40	16:00	17:20	18:40	20:00	21:20	
Forest Park Hotel	8:08	9:28	10:48	12:08	13:28	14:48	16:08	17:28	18:48	20:08	21:28	
Visitor Info Centre	8:13	9:33	10:53	12:13	13:33	14:53	16:13	17:33	18:53	20:13	21:33	

## MOTION ACTION LIST

SHORT TITLE	REQUESTED (DATE)	RESPONSIBLE (WHO)	COUNCIL MOTION (DESCRIPTION)	TARGET (DATE)	STATUS
Fruit Trees on Municipal Property	August 23, 2022	CAO and Director of Operations & Utilities	That Committee direct Administration to return to a future committee of the whole meeting with proposed alternatives on how to deal with fruit trees on municipal land.	August 2023	
Clean Energy Improvement Program	December 13, 2022	Director of Operations & Utilities and Director of Finance & Administration	That Committee direct Administration to work with Alberta Municipalities and develop the following and present them at a future committee of the whole meeting: <ul style="list-style-type: none"> <li>• A Clean Energy Improvement Program business case for Jasper</li> <li>• Draft Clean Energy Improvement Tax bylaw</li> </ul>	July 2023	Recommended to be deferred to September 2023 due to re-hiring of MEM and AB Munis backlog
Hakone, Japan Initiatives 2023	February 14, 2023	Director of Protective & Legislative Services	1. That Committee direct Administration to re-evaluate the High School Student Exchange Program and develop recommendations for Council's consideration for 2024 and beyond. 2. That Committee direct Administration to explore alternate delivery models for managing the Twinned Municipalities and Hospitality Committee and provide a recommendation at a future meeting.	October 2023	
S-Block Parking 2023	March 14, 2023	Director of Protective & Legislative Services	That Committee direct Administration to develop a program for the S-Block parking lot where unused commercial stalls are made available to residents for winter seasonal vehicle storage, and summer seasonal and overnight paid parking.  That Committee direct Administration to work	September 2023	

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

<b>Public Transit RFP Award</b>	<b>May 16, 2023</b>	<b>CAO</b>	And; that Council direct Administration to return to a future Council meeting with the outlines of a satisfactory contract negotiated with PWTransit for Council approval, and;  That Council direct Administration to pursue partner contributions to offset the cost of public transportation and return to a future Council meeting with a report.	<b>July 2023</b>	
<b>B-020 Procurement Policy Revisions</b>	<b>May 16, 2023</b>	<b>CAO</b>	That Council direct Administration to return to a future Committee of the Whole meeting with proposed revisions to Policy B-020 to require the advertisement of Municipality of Jasper RFPs on the municipal website and in local media in addition to legislated sites including the Alberta Purchasing Connection.	<b>August 2023</b>	
<b>Global Covenant of Mayors for Climate Action</b>	<b>June 13, 2023</b>	<b>CAO</b>	That Committee direct Administration to investigate the costs and benefits associated with Jasper applying/agreeing to become a member of the “Global Covenant of Mayors for Climate Action” and return with a report to a future Committee of the Whole meeting.	<b>August 2023</b>	
<b>Municipally Controlled Corporation</b>	<b>June 27, 2023</b>	<b>CAO and Housing Coordinator</b>	That Committee direct Administration to initiate the Public Hearing process as required by the Municipal Government Act, for Council to consider the establishment of a Municipally Controlled Corporation for the purposes of developing community housing	<b>August 15, 2023</b>	
<b>UpLift! Jasper Mural Festival Advisory Board</b>	<b>July 4, 2023</b>	<b>Director of Protective &amp; Legislative Services</b>	That Council direct Administration to return to the next Committee of the Whole meeting with a recommendation regarding the invitation to sit on the UpLift! Jasper Mural Festival advisory board.	<b>July 2023</b>	