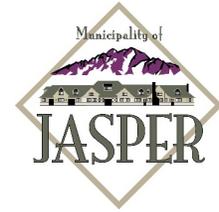


MUNICIPALITY OF JASPER
REGULAR COUNCIL MEETING AGENDA
Date: September 1, 2020 | Time: 1:30 pm
Quorum Room, Jasper Library & Cultural Centre



Notice: Public viewing and public participation during Council meetings will continue to be through Zoom live-streaming. Council meetings are also archived on YouTube for viewing anytime.

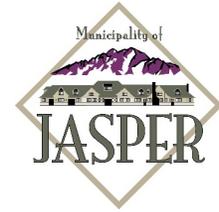
To live-stream this meeting starting at **1:30 pm**, use the following Zoom link: <https://zoom.us/j/492811970>

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

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

- 1 CALL TO ORDER**
- 2 APPROVAL OF AGENDA**
 - 2.1 Regular meeting agenda, September 1, 2020 attachment
- 3 APPROVAL OF MINUTES**
 - 3.1 Regular meeting minutes, August 18, 2020 attachment
- 4 PRESENTATIONS**
- 5 BUSINESS ARISING FROM PREVIOUS MINUTES**
- 6 DEPARTMENT REPORTS**
 - 6.1 Protective Services attachment
- 7 INFORMATION REPORT**
 - 7.1 Investing in Canada Infrastructure Program (ICIP) Update attachment
- 8 BYLAWS**
 - 8.1 Bylaw Summary attachment
 - 8.2 CMHC Borrowing Bylaw – 3rd reading attachment
- 9 REQUESTS FOR DECISION**
 - 9.1 RFD: Commercial Cardboard attachment
 - 9.2 RFD: Reopening of the Fitness Centre attachment
 - 9.3 RFD: Reopening of the Activity Centre attachment
 - 9.4 RFD: Custodial Services for Reopening of the Library – waiver requested attachment
 - 9.5 RFD: Communications Coordinator attachment
 - 9.6 RFD: Jasper Day Proclamation attachment
 - 9.7 Notice: JCHC Succession Plan attachment

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



10 CORRESPONDENCE FOR INFORMATION, CONSIDERATION OR ACTION

10.1 Distribution Revenue Forecast for 2021 Franchise Fee – ATCO Electric

10.2 ATCO Gas and Pipelines Ltd. Franchise Agreement Clause 5 – ATCO Natural Gas

attachment

attachment

11 OTHER NEW BUSINES

12 COUNCILLOR REPORTS

13 UPCOMING EVENTS

Sept. 21: Community Futures Business Walk, time TBC

Sept. 23 – 25: Virtual AUMA Convention

14 ADJOURNMENT

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

Municipality of Jasper

Strategic Priorities 2018-2022

Council's aspiration is the continued enhancement of Community Health within the framework of the effective, efficient and fiscally responsible provision of municipal services.

To achieve that aspiration, Council has identified six priority areas on which to focus its efforts during the next four years.

Council's Mission

Council's mission is to advance the community's vision and interests by:

- fostering positive relationships;
- responsibly managing municipal finances and assets (through committed adherence to the municipal Asset Management Plan); and
- delivering municipal service levels effectively, efficiently and affordably.



Municipality of Jasper
Regular Council Meeting Minutes
 Tuesday, August 18, 2020 | 1:30 pm
 Quorum Room, Jasper Library and Cultural Centre

Virtual viewing and participation Public viewing and public participation during Council meetings is through Zoom livestreaming.

Present Mayor Richard Ireland, Deputy Mayor Bert Journault, Councillors Paul Butler, Helen Kelleher-Empey, Jenna McGrath (attended through Zoom) and Rico Damota

Absent Councillor Scott Wilson

Also present Mark Fercho, Chief Administrative Officer
 Kayla Byrne, Legislative Services Coordinator
 Christine Nadon, Legislative Services Manager
All others participated or observed through Zoom:
 Natasha Malenchak, Director of Finance and Administration
 John Greathead, Director of Operations
 Joanne McQuarrie, Fitzhugh
 Six staff members and observers

Call to order Mayor Ireland called the meeting to order at 1:30 pm.

Approval of agenda #223/20 MOTION by Councillor Journault – BE IT RESOLVED that Council approve the agenda for the regular meeting of August 18, 2020 as presented.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Approval of regular minutes #224/20 MOTION by Councillor Kelleher-Empey – BE IT RESOLVED that Council approve the minutes of the August 4, 2020 regular Council meeting as presented.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

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

CMHC Borrowing Bylaw – 1st reading #225/20 MOTION by Councillor Butler – BE IT RESOLVED that Council read for the first time Bylaw #229, CMHC Borrowing Bylaw 2020, being a bylaw of the Municipality of Jasper in the province of Alberta to authorize the Council of the Municipality to incur indebtedness to the Canada Mortgage and Housing Corporation (CMHC) seed loan in the amount of \$100,000 for the purpose of construction of 80 affordable housing units and to authorize Council to repay the indebtedness in either annual or semi-annual installments.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

CMHC Borrowing Bylaw – 2nd reading #226/20

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

FOR 6 Councillors AGAINST 0 Councillors CARRIED

Reopening the Activity Centre

Council deferred making a decision on this item.

Council voted to move in camera to discuss the implications of staff recalls for the Activity Centre – a topic deemed to be exempt from public discussion under the FOIP Act.

In Camera #227/20

MOTION by Councillor Damota – BE IT RESOLVED that Council move in camera at 2:04 pm to discuss staffing related to the reopening of the Activity Centre.

FOR 6 Councillors AGAINST 0 Councillors CARRIED

Revert to open meeting #228/20

MOTION by Councillor Damota – BE IT RESOLVED that Council revert to open meeting at 2:38 pm.

FOR 6 Councillors AGAINST 0 Councillors CARRIED

Reopening the Activity Centre

Council requested that this item return at the next regular meeting as a redrafted request for decision, removing any reference to the October 4, 2020 date noted in today’s report – the date when the CUPE union agreement for laid off staff expires and the Municipality must consider severance pay. Councillors also indicated they would like to explore other ways the facility could be available for community-use without fully reopening.

S-Block Paid Parking Fee Structure #229/20

Whereas the Municipality of Jasper is providing a new service;

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

MOTION by Councillor Kelleher-Empy – BE IT RESOLVED that Council direct Administration to apply parking fees to the new S-Block parking lot using Bylaw #140 – the Rates and Fees Bylaw.

FOR 6 Councillors AGAINST 0 Councillors CARRIED

Following questions from councillors about the on-street parking stalls adjacent to the parking lot, Administration indicated it could start charging fees for the internal parking sites prior to charging for the on-street sites. The possibility of fee exemptions for the on-street parking stalls will be further discussed at a future meeting.

Councillors also noted further discussion on parking enforcement and unregulated parking should be had at a future meeting.

Reallocation of
Capital Funds
#230/20

MOTION by Councillor Butler – BE IT RESOLVED that Council rescind the capital budget allocation to the Bio-solids Disposal project for a total amount of \$50,000;

That Council reduce the hydrant rebuilds project budget by \$12,000, from an initial \$55,000, for a new total project budget of \$43,000;

That Council approve a capital budget allocation to increase the budget for the security system at the Operations Building project by \$8,500 for a total project cost of \$28,500;

That Council approve a capital budget allocation to increase the budget for the reservoir cleaning project by \$3,500 for a total project cost of \$13,500 and;

That Council approve a capital budget allocation to increase the budget for the fleet replacement (a truck for Utilities) by \$50,000 for a total project cost of \$90,000.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Commercial
Cardboard

Council gave notice that it may make a decision on changes to commercial cardboard service standards at the next regular meeting.

Councillors noted the importance of clearly communicating any changes and to continue communicating current expectations (i.e. flattening cardboard.)

Recess

Mayor Ireland called a recess from 3:47 pm until 3:55 pm.

Council
Correspondence
Policy
#231/20

Council requested the policy statement be amended to include the following: “be relevant to an issue within Council's jurisdiction”.

MOTION by Councillor Butler – BE IT RESOLVED that Council approve the Council Correspondence Policy as presented and amended at today's meeting.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Communications
Coordinator

Council gave notice that it could make a decision on a communications coordinator position at the next regular meeting. Councillors discussed options to

support the full-time continuous position without committing Council to 2021 budget funds. This item will return for further discussion at the next committee of the whole meeting.

Jasper Day Proclamation Councillor Damota presented a draft Jasper Day proclamation, which proposes that Council proclaim the third Saturday in September, annually, as Jasper Day. Council will further discuss this item at the next committee of the whole meeting.

Correspondence: Feedback on compulsory face coverings Council received two letters in appreciation of temporary face covering regulations within the Municipality. Councillors thanked Bylaw and RCMP for helping educate the public about the new regulations.

Councillor reports Councillor Kelleher-Empey noted Community Futures West Yellowhead (CFWY) is offering a Jasper National Park Rent Relief Loan; and requested this information be shared on the municipal website. CFWY will also host a business walk-around on September 21. The intent of the walk-around is to check in with businesses about the summer and inquire about projections for the upcoming winter season.

Councillor McGrath attended the first meeting of the Municipal Inclusion Committee; and thanked residents, staff and businesses for participating in Communities in Bloom's weekly Tidy up Tuesday.

Councillor Damota may attend an Economic Task Force Recovery meeting on behalf of Mayor Ireland.

Adjournment #232/20 MOTION by Councillor Damota – BE IT RESOLVED that, there being no further business, the regular meeting of August 18, 2020 be adjourned at 5:05 pm.

FOR
6 Councillors

AGAINST
0 Councillors

CARRIED

Mayor

Chief Administrative Officer

Protective Services Report to Council

June 30th 2020 – August 25th 2020

Emergency Responses:

There has been a total of 23 emergency responses for this period:

6 command only calls and 17 full fire department responses.

Command Only Response (6):

Town/MOJ:

- 6 calls were alarm calls with no fire such as accidental or device malfunction

Park:

- None

BC:

- None

Full Department Response (17):

Town/MOJ:

Vehicle Incidents:

- Highway 16 & Cottonwood Road- 3 vehicle collision

Fires

- Highway 16 & 93A- Semi fire
- Wapiti Campground- Ash pit fire

Assist Police/EMS

- 4 calls to assist RCMP, EMS

Alarm Calls

- 3 calls for alarms; detector activated or malfunction

Park:

Vehicle Incidents:

- Highway 16 East; near Talbot Lake- Tractor Trailer and car incident
- Highway 93- near skywalk- Single vehicle incident
- Highway 93- Athabasca Glacier- Snow-coach MCI incident

Assist Police/EMS

- 2 calls to assist police, EMS

BC:

Fire

- Highway 16 West- just past Lucerne- passenger vehicle fire

Banff:

Vehicle Incidents:

- Highway 93; near Nigel Creek- 2 vehicle collision; requested by Lake Louise FD

Fire Prevention Inspections:

Completed 11 fire inspections for businesses within town. We have also 4 occupancy load calculations for businesses working on their sidewalk seating option.

Meetings, trainings, events etc.:

- Regular FD training schedule has resumed, within a smaller group setting using our 3 platoons.
- 8 firefighters recently complete their S 215 course; Fire Operations in the Wildland/Urban Interface.
- 3 Platoons have completed the annual Physical fitness testing.
- Participated in a hi volume pump and hose Wildland fire demonstration with Parks Canada and Safety Boss ltd
- Participated in Alberta Critical Incident Provincial; Network, on-line CISM refresher
- Attended FRIAA mandatory grant application Zoom Meeting
- FireSmart/Fuel Reduction Planning meetings with Parks Canada x 2
- Attended Fire & Flood Emergency Services High Volume Sprinkler demonstration with Parks Canada
- Completed the neighborhood FireSmart resource package for local distribution, including a new video produced by Assistant Chief West.

Finance:

All finances are in line with forecasts at this time.

Please contact me if you have any questions or concerns.

Thank you very much,

Yours sincerely,

Greg Van Tighem
Director



INFORMATION REPORT

Subject: Investing in Canada Infrastructure Program (ICIP) Update

Presented by: Mark Fercho, Chief Administrative Officer

Prepared by: Natasha Malenchak, Director of Finance and Administration

Reviewed by: Christine Nadon, Legislative Services Manager

Date – Discussion: September 1, 2020

Recommendation:

- That Council review and consider the information presented in this report on the ICIP grant.

Background:

November 16, 2017

Written agreement between the Jasper Curling Club and the Municipality that the Curling Club would donate the CFEP funds in the amount of **\$296,095** for the Jasper Curling Rink Slab Replacement on premise that the Municipality of Jasper would manage the project, financial accountability and matching funds to the project.

April 5, 2018

The Jasper Curling Club received confirmation of approval.

July 25, 2018

The Jasper Curling Club received a letter stating the funds must be reported by November 14, 2020.

Late fall 2018 to early 2019

Finance and Administration and Culture and Recreation Directors worked alongside a contracted grant writer to apply an Expression of Interest (EOI) to ICIP.

Through the Community, Culture and Recreation Infrastructure stream, the Government is investing in projects that:

- Improve cultural infrastructure, like museums and Indigenous heritage centres;
- Support upgrades to recreational facilities, like arenas and both indoor and outdoor recreational spaces; and
- Improve community infrastructure, like community centres and libraries.

February 21, 2019

Finance and Administration submitted the EOI to the Government of Alberta who then was responsible for identifying and submitting projects to the Government of Canada for the ICIP. The EOI was the first stage in the application process.

August 8, 2019

Finance and Administration submitted a revised EOI based on projects commenced during the initial time frame which would not be considered for funding.

August 19, 2019

Finance and Administration applied to Municipal Sustainability Initiative (MSIC) in the amount of **\$3,053,515**

for the Jasper Recreation Complex Renovation. A cost share from the province at a minimum of 33.33% was required on Municipal Projects.

November 7, 2019

MSIC approved the project in the amount requested.

Jan 29, 2020

Administration received a letter indicating our project had been endorsed by the Government of Alberta in condition of submitting a federal application by March 31, 2020.

Feb 7-19, 2020

Finance and Administration along with contracted grant writer worked on the Project Application to the federal government.

Mar 6, 2020

Submitted Project Application.

July 31, 2020

Municipality of Jasper received notice that the funding application for the Jasper Recreation Facilities Renovations and Upgrade was approved in the amount of **\$3,664,584 (40%)** from the ICIP.

The Municipality must contribute the other 26.67% of project costs.

Key work to occur with the Jasper Recreation Facilities Renovations and Upgrades include:

Arena and Curling Rink upgrades ~ **5.6M**

- Slab, boards, refrigeration and Brine lines
- Universal and Accessible changerooms
- Seating, stairs, and emergency access exits
- Dehumidifier and HVAC and all associated electrical

Activity Centre upgrades ~ **2.5M**

- Building ventilation and HVAC
- Multi-purpose hall updates
- Entrance upgrades including paving and betterment of entrance(s)/emergency exits(s)
- Basement upgrade, increased accessibility,
- Fire suppression systems, lighting, and sound system and all associated electrical

Aquatic Center upgrades ~ **875k**

- Universal and Accessible Changerooms
- Locker replacement
- Sound system, LED lighting and Chemical Feed System(s) and all associated electrical

Centennial Log Cabin upgrades ~ **200K**

- Roof and washrooms

Total ~ 9.2M

Follow up:

The Ministry of Municipal Affairs is to reach out to discuss next steps related to the development of the grant agreement and any other federal requirements.

Communications:

Attachments

ICIP Approval Letter

Federal Announcement



ALBERTA
INFRASTRUCTURE

*Office of the Minister
MLA, Calgary-Edgemont*

AR 50167

JUL 31 2020

Yvonne McNabb
Director, Culture and Recreation
Municipality of Jasper
PO Box 520
Jasper, AB T0E 1E0

Dear Yvonne McNabb:

I am pleased to inform you that the funding for your project, Jasper Recreation Facilities Renovation and Upgrade, is approved by Infrastructure Canada through the Investing in Canada Infrastructure Program's (ICIP) Rural and Northern Communities stream.

The maximum federal funding for the project under ICIP is 40 per cent of total eligible costs, up to \$3,664,584.

The attached list of approved projects outlines federal requirements, as governed by the terms and conditions of the Canada-Alberta Integrated Bilateral Agreement for ICIP.

ICIP is a claims-based program, with funding flowing from the Government of Canada to the Government of Alberta. A grant agreement will need to be signed between the Government of Alberta and the Municipality of Jasper in order for the funding to flow for this project.

The Ministry of Municipal Affairs will reach out to your staff to discuss next steps related to the development of the grant agreement and any federal requirements listed in the attachment. In order for the Government of Canada to pay eligible costs for the approved project, all requirements outlined in the attachment must be met. To be considered eligible, costs must be incurred and contracts must be signed on or after July 20, 2020, except for costs associated with completing Climate Lens assessments.

.../2

Yvonne McNabb
Page Two

For projects with federal environmental and/or impact assessment requirements or Indigenous consultation requirements, conditions must be met before construction starts, including site preparation and vegetation removal. Infrastructure Canada will communicate directly with you on the specifics of these requirements.

I would remind you that until the official Government of Canada announcement, no announcements in the media, including social media, should be made about the project.

Should you have any further questions, please do not hesitate to contact program staff at alberta.icip@gov.ab.ca. I look forward to following the development of this project and wish you the best of luck going forward.

Sincerely,



Prasad Panda
Minister

Attachment: List of Approved Projects – Jasper Recreation Facilities Renovation and Upgrade

cc: Honourable Kaycee Madu
Minister of Municipal Affairs

Martin Long
MLA, West Yellowhead

His Worship Richard Ireland
Mayor, Municipality of Jasper



Gerald Soroka, MP
Yellowhead

PRESS RELEASE

FOR IMMEDIATE RELEASE

August 25th, 2020

Infrastructure Canada Announces Federal Grants in the Riding of Yellowhead

OTTAWA: Member of Parliament for Yellowhead, Gerald Soroka is pleased to inform constituents that Infrastructure Canada has announced \$97,117,480 in infrastructure grants within the riding of Yellowhead. These investments will create jobs and help the economy grow and recover from COVID. See below for a breakdown of the grants.

Location	Project Name	Federal Funding
Drayton Valley	Sewage Lagoon (Cell No. 6) Replacement Project	\$1,700,000
Drayton Valley	Net Zero Aquatic Facility	\$7,584,956
Edson; Yellowhead County	Recreational Multi- Use Facility	\$20,000,000
Jasper	Recreation Facilities Renovation and Upgrade	\$3,664,584
Lac Ste. Anne County	Darwell Wastewater Transition Line Phase B	\$4,720,000
Rocky Mountain House	Regional Wastewater Treatment Facility	\$10,889,200

Municipality of Jasper Bylaw Summary

Updated: 8/14/2020

	Bylaw	Date Repealed	Repeals Bylaw	Replaced by Bylaw	Scheduled date for next reading			Date Forwarded	Date Certified
					First Reading	Second Reading	Third Reading & Approval		
229	CMHC Borrowing Bylaw 2020				2020-Aug-18	2020-Aug-18			
228	Temporary Compulsory Face Covering Bylaw				2020-Aug-04	2020-Aug-04	2020-Aug-04	2020-Aug-04	2020-Aug-04
227	Tax Rates Bylaw 2020		217		2020-May-19	2020-May-19	2020-May-26	2020-May-19	2020-May-20
226	Utility Fees Levy and Collection Bylaw 2020 A		223		2020-Apr-07	2020-Apr-07	2020-Apr-14	2020-Apr-07	2020-Apr-08
225	Supplementary Tax Bylaw 2020		214		2020-Jan-21	2020-Jan-21	2020-Feb-04	20-Jan-22	20-Jan-23
224	Supplementary Assessment of Improvements 2020		213		20-Jan-21	2020-Jan-21	2020-Feb-04	20-Jan-22	20-Jan-23
223	Utility Fees Levy and Collection Bylaw 2020		212		19-Dec-17	19-Dec-17	20-Jan-07	19-Dec-19	19-Dec-23
222	Records Management Bylaw				19-Nov-19				
221	Traffic Advisory Committee Repeal Bylaw		111		19-Oct-15	19-Nov-05	19-Nov-19		
220	Waste Water Treatment Plant Borrowing Bylaw				19-Aug-20	19-Oct-01	19-Oct-15		
219	Jasper Recreation Complex Renovation Phase 1 Borrowing Bylaw 2019				19-Aug-20	19-Oct-01	19-Oct-15		
218	Taxation of Hostelling International Property Bylaw 2019				19-Jul-16	19-Aug-13	19-Aug-20	19-Aug-14	19-Aug-15
217	Taxation Rates Bylaw 2019		209	227	19-May-21	19-May-21	19-Jun-04	19-May-27	19-May-27
216	Traffic Safety Bylaw 2019		195		19-Apr-16				
215	Waste Reduction Regulation Bylaw				19-Apr-02	19-May-21	19-Jun-04	19-May-27	19-May-27
214	Supplementary Tax Bylaw 2019		207		19-Jan-22	19-Jan-22	19-Feb-05	19-Jan-23	19-Jan-24
213	Supplementary Assessment of Improvements 2019		206		19-Jan-22	19-Jan-22	19-Feb-05	19-Jan-23	19-Jan-24
212	Jasper Levy and Collection of Utility Fees Bylaw 2019		205		18-Dec-18	18-Dec-18	8-Jan-19	18-Dec-18	19-Dec-18



**Certification of Municipality of Jasper
Bylaw #229
CMHC BORROWING BYLAW 2020**

I, Alan Fehr, Field Unit Superintendent of Jasper National Park of Canada, pursuant to Article 4.4 of the Agreement for the Establishment of Local Government in the Town of Jasper (“Local Government Agreement”) have reviewed the Municipality of Jasper Bylaw # 229, which received first reading on the 18th day of August, 2020 and second reading on the 18th day of August, 2020 by the Council of the Municipality hereby certify with respect to Bylaw #229 that:

- 1) there are no impacts on the environment, or that any environmental impacts can be appropriately mitigated; and
- 2) there is no encroachment on Canada’s authority in the areas of land use planning and development.

Dated at the Town of Jasper, in the Province of Alberta, this 19th day of August, 2020.

Alan Fehr
Field Unit Superintendent of
Jasper National Park of Canada



**MUNICIPALITY OF JASPER
BYLAW #229**

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

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

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

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

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

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

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

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

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

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

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

1. CITATION

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

2. DEFINITIONS

- 2.1 In this Bylaw:

- 2.1.1 "*Council*" shall mean the Council of the Municipality of Jasper;
- 2.1.2 "*Municipality*" and "*Municipality of Jasper*" shall mean the Municipality of Jasper in Jasper National Park in the Province of Alberta;
- 2.1.3 "*Canada Mortgage and Housing Corporation*" shall mean a Crown corporation governed by a Board and responsible to Parliament through a Minister.
- 2.1.4 "*Jasper Community Housing Corporation*" shall mean a wholly owned not-for-profit corporation of the Municipality of Jasper.

3. BORROWING

- 3.1 This bylaw authorizes borrowing, for the purpose of initiating the JCHC Housing Project for 80 affordable units in the Town of Jasper, the sum of ONE HUNDRED THOUSAND DOLLARS (\$100,000) from the Canada Mortgage and Housing Corporation by way of debenture on the credit and security of the Municipality at large, of which amount the full sum of ONE HUNDRED THOUSAND DOLLARS (\$100,000) is to be repaid by the Municipality at large.
- 3.2 The indebtedness shall be contracted on the credit and security of the Municipality.
- 3.3 The net amount borrowed under this bylaw shall be applied only to the project specified by this bylaw.

4. DEBENTURES

- 4.1 The proper officers of the Municipality of Jasper are hereby authorized to issue debenture(s) on behalf of the Municipality for the amount and purpose authorized by this bylaw, namely the JCHC 80 affordable housing unit project.
- 4.2 The debentures to be issued under this Bylaw may be in any denomination not exceeding the amount authorized by this Bylaw and shall be dated having regard to the date of the borrowing but shall in no event be dated later than 31 December 2020.

5. REPAYMENT

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

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

6. SEVERANCE

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

7. COMING INTO EFFECT

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

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

GIVEN FIRST READING THIS 18th DAY OF AUGUST, 2020

GIVEN SECOND READING THIS 18th DAY OF AUGUST, 2020

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

Mayor

Chief Administrative Officer



REQUEST FOR DECISION

Subject: Commercial Cardboard

Presented by: Mark Fercho, CAO

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

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

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

Date – Notice: August 18, 2020

Date – Decision: September 1, 2020

Recommendation:

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



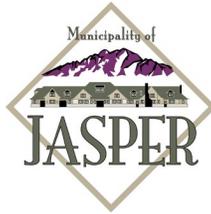
Options:

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

Background:

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

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



August 11, 2020 report information:

The Commercial Cardboard pick up service has reached a point where the Operations Department is requiring some changes to this program.

Originally, the intent of the Commercial Cardboard service was that businesses could deliver their cardboard to the Environmental Services Building during work hours, and that material would be baled, stored and then shipped out for recycling processing. Since the inception of the program the expectations have increased to include pick up, and business support has drastically decreased whereas almost none of the businesses are flattening the cardboard.

Our Operators are now required to attend these businesses to pick up the cardboard, breaking down the boxes so the trucks can carry a reasonable amount, then drop off the load to be baled. Our trucks do not have built in compactors, therefore the efficiency of this program is very minimal.

There are numerous concerns with program in its current state including:

- Many staff hours are spent providing this service, but Commercial users pay the same rate as residential customers. Each piece of material has to be hand-picked by municipal staff.
- The accumulation in alleyways IS a fire hazard, has been a point of concern for the Fire Department, and is against all FireSmart Principles.
- Operators may spend more than 15 minutes collecting and flattening cardboard per business.
- Cardboard recycling is not cost recoverable given the current trends and markets.
- Cardboard is often heaped against a garbage bin, requiring staff involvement and delay to move cardboard before tipping the garbage bin.
- Loose material often becomes windborne and scatters through the community.

Strategic Relevance:

- Effective, efficient and fiscally responsible provision of municipal services.
- Governance and Social Equity
 - Allocate expenses equitably among and between taxpayers, service users and visitors
- Economic Health and Fiscal Equity
 - Pursue equitable allocation of costs between the community and visitors and among community rate-payers by:
 - Expanding user fees where feasible; and
 - Maintaining a focus on visitor experience.
 - Where appropriate, improve equitable distribution of municipal service costs and ease the tax burden through implementation of user fees, including:
 - Utility fees.
- Mission – deliver municipal service levels effectively, efficiently and affordably
- Environmental Responsibility – Review municipal operations, services and facilities to identify and integrate, where feasible, best environmental stewardship values and practices.



REQUEST FOR DECISION

Subject: Reopening of the Fitness Centre

From: Mark Fercho, Chief Administrative Officer

Prepared by: Yvonne McNabb, Director of Culture and Recreation
Natasha Malenchak, Director of Finance and Administration
Christine Nadon, Legislative Services Manager

Date – Notice: June 30, 2020

Date – Discussion: July 7 and July 21, 2020

Date – Decision: September 1, 2020

Recommendation:

- That Council approve an additional net deficit of \$97,000 to reopen the Fitness Centre starting September 21, 2020 with reduced hours (pending staff availability and training).

Options:

- Direct Administration to provide cost estimates for a different opening date;
- Defer making a decision on this item; or
- Deny the request to reopen the Fitness Centre in 2020;

All of the options above would affect the Aquatic Centre reopening approved budget (details provided under Background below).

Previous Council motions on reopening Culture and Recreation facilities:

July 7, 2020 – Fitness Centre

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

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

July 21, 2020 – Aquatic Centre

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

FOR	AGAINST	
6 Councillors	1 Councillor (Mayor Ireland)	CARRIED

COVID-19 Relaunch Strategy and Framework:

Provincial relaunch plan

- As announced on June 9 recreation facilities (including pools, arenas, fitness centres and community halls) are permitted to reopen in Stage 2, subject to provincial health and sanitation guidelines.

Safety mitigations

- Staff have reviewed the Alberta Health Services guidelines and determined that municipal facilities could reopen with restricted numbers, additional safety precautions in place for staff and users, and increased cleanliness standards. The cost of reopening the facilities presented in this report reflects this increase in operating standards.

Demand for service

- Staff are still fielding requests for services on a daily basis. Since we started recording in June 2020 we have answered 178 calls representing 590 users that have requested access to our facilities.
- Previous letters to council for the Fitness Centre reopening have been submitted in previous agendas.

Fiscal responsibility

- Policy considerations for Council on this item include:
 - The budget estimates are based on a worst-case scenario given the unpredictability of revenue to be generated for the rest of 2020.
 - Revenue generation is based on pass sales and drop in revenue.

Background:

This request for decision comes before council with a focus on the municipal relaunch strategy and framework to resume services during the COVID-19 pandemic. As outlined in the recommendation above, the cost to reopen the facility with reduced hours until the end of 2020 is estimated at and increase to the net deficit in the amount of \$97,000, and would require a Council resolution to authorize.

The previous request for decision on reopening the Fitness Centre (dated June 30, 2020) was proposed as the first step to reopening the facility (Fitness and Aquatic Centre) and included funding for manager, clerking and custodial hours. On July 21, Council approved the reopening of the Aquatic Centre; the approved amount (\$115,000) was based on the Fitness Centre being already open. Therefore, if the request to reopen the Fitness Centre at the same time as the Aquatic Centre (September 21, 2020) is denied, additional funding will be required to cover the clerking and custodial expenses to reopen the Aquatic Centre. These additional clerking and custodial expenses do amount to the funding required to reopen the Fitness Centre, as outlined in the recommendation (\$97,000).

Employee call back for the Aquatic Centre have resulted in two valued employees (one full time and one part time) declining the recall due to reduced hours and/or alternative shifts. Changes in staffing will require additional postings, hiring and training time.



REQUEST FOR DECISION

Subject: Reopening of the Activity Centre

From: Mark Fercho, Chief Administrative Officer

Prepared by: Yvonne McNabb, Director of Culture and Recreation
Natasha Malenchak, Director of Finance and Administration
Christine Nadon, Legislative Services Manager

Date – Notice: July 7, 2020

Date – Discussion: July 21; July 28; August 4; August 11; August 18; and August 25, 2020

Date – Decision: September 1, 2020

Recommendation:

- That Council approve an additional net deficit of \$30,000 to reopen the Activity Centre starting September 21, 2020 for local use with reduced hours, as outlined in this report (pending staff availability and training).

Hours of operation would be 12:00 noon to 8:00 pm, Monday to Friday, and 7 hours per day on weekends.

Options:

- Approve an additional net deficit of \$28,000 to reopen the Activity Centre starting October 4, 2020 for local use with reduced hours, as outlined in this report (pending staff availability and training);
- Direct Administration to prepare cost estimates for reopening the Activity Centre for September 21 or October 4, 2020 with full operating hours to promote physical distancing;
- Defer making a decision on this item; or
- Deny the request to reopen the facility in 2020.

Previous Council motions on reopening Culture and Recreation facilities:

July 7, 2020 – Fitness Centre

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

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

July 21, 2020 – Aquatic Centre

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

FOR AGAINST
6 Councillors 1 Councillor (Mayor Ireland) CARRIED

COVID-19 Relaunch Strategy and Framework:

Provincial relaunch plan

- As announced on June 9 recreation facilities (including pools, arenas, fitness centres and community halls) are permitted to reopen in Stage 2, subject to provincial health and sanitation guidelines.

Safety mitigations

- Staff have reviewed the Alberta Health Services guidelines and determined that municipal facilities could reopen with restricted numbers, additional safety precautions in place for staff and users, and increased cleanliness standards. The cost of reopening the facilities presented in this report reflects this increase in operating standards.

Demand for service

- Update: Grande Yellowhead Public School Division has advised that the Out-of-School Care program could no longer operate out of the schools at this time due to the additional cleaning requirements and workload for custodians. It appears community use of schools is impacted across the division. The Out-of-School Care program currently operates out of the curling lounge, and requires dedicated bathrooms to meet current health protocols. The program will have to relocate once the curling club lease starts (mid-October), likely somewhere within the Activity Centre.
- Assessing demand for the Culture and Recreation facilities services is difficult without formally requesting input from users through a survey or other more formalized data collection. Staff have been documenting service requests since June 24, but unlike Daycare where users must register to use the service, recreation facilities have more a drop-in and spontaneous usage, which is hard to document.
- Staff are still fielding requests for services on a daily basis. Programs that could resume if the Activity Centre reopens include dance (70 to 100 users), gymnastics (approx. 140 users), martial arts, and usage by Daycare and Out-of-School Care, which are all authorized to resume during Stage 2 of the provincial relaunch strategy.
- Glenda the Great could be open to provide catering, and food service for contractors, children's programs, small weddings, funerals, etc.
- Reopening the Activity Centre in September would allow for fall programming to begin and would support the physical and mental health of Jasper residents as we approach the fall and winter months.

User Group Access

As per direction from Council, given at the August 4, 2020 regular meeting, Administration contacted the Activity Centre's regular user groups to help determine a reopening date.

- The Gymnastics Club would like begin programming in October; the club would need facility access prior to starting their programming to set up equipment and establish their COVID-19 safety standards.
- Jasper Dance is aiming for October 19 to resume programming; masks will be mandatory in the studio.

- Jasper Curling Club (Dart Club) would like to start their season in mid-October, which is their typical season start time. Dart Club is not dependant on the curling ice being ready for use.
- Administration did not receive a response from Aikido.
- The Out-of-School Care program will need space to operate this fall.

Fiscal responsibility

- Policy considerations for Council on this item include:
 - The budget estimates are based on a worst case scenario given the unpredictability of revenue to be generated for the rest of 2020.
 - Revenue generation is based on gymnastics rentals, dance lease, Glenda the Great lease, drop in/pass use for the racquet courts, and facility bookings for events.
 - Revenue estimates for when the arena reopens (mid-October to early November) are provided below, based on last year's bookings.



REQUEST FOR DECISION

Subject: Custodial Services for the Library and Cultural Centre

From: Mark Fercho, Chief Administrative Officer

Prepared by: Yvonne McNabb, Director of Culture and Recreation

Reviewed by: Mark Fercho, Chief Administrative Officer
Natasha Malenchak, Director of Finance and Administration
Angie Thom, Director of Library Services

Date – Discussion: August 25, 2020

Date – Notice: September 1, 2020 (waiver requested)

Date – Decision: September 1, 2020

Recommendation:

- That Council approve the expenditure of \$12,400 to provide additional custodial services for the Library and Cultural Centre starting September 2, 2020 (pending staff availability and training).

Background:

On June 16, 2020 one custodial position was funded for recall in the amount of \$35,000, which allowed for the reopening of the Connaught public washrooms and partial reopening of the Library and Cultural Center in order for the Jasper Artist Guild (JAG) to reopen. On August 4, 2020 an additional net deficit of \$9,000 was approved to accommodate additional cleaning of Connaught Washrooms and the Log Cabin.

New information has been brought forward that the Library Board approved to reopen the Library on September 2, 2020 with adjusted hours. Presently we have limited custodial hours assigned to the facility to accommodate the opening of JAG only. We are receiving lease and janitorial revenue from the Library, as already reflected in the 2020 budget. Additional custodial hours will be required for Library cleaning starting September 2, 2020, due to heightened response for pandemic cleaning protocols.

There is a demand for Library services for public computer access, printing and photocopying services, and regular library users, especially in the adult and senior age ranges, are waiting to be able to come in and browse the shelves. As school restarts there will be a demand from students for reading and resource materials. Most of the Library use is local traffic from fall to spring. Part of the strategy to open in September is to work out details and identify concerns before the higher demand for service comes in the winter.

Strategic Relevance:

- Municipal Mission statement
- Community vision – Jasper residents' value and promote quality services and affordability.
- Organizational health – Enhancing operational effectiveness, responsiveness, and adaptability
- Public and community safety – improving public safety, security, and community resiliency.



REQUEST FOR DIRECTION

Subject:	Communications Coordinator
Presented by:	Mark Fercho, CAO
Prepared by:	Christine Nadon, Legislative Services Manager Martha Fleming, Human Resources Manager
Date – Notice:	August 18, 2020
Date – Discussion:	August 11; August 25, 2020
Date – Decision:	September 1, 2020 (proposed)

Recommendation:

- That Council approve the creation of full time continuous Communications Coordinator position in the Legislative Services department, and approve an additional net deficit of \$13,504 to fund the position for the remainder of 2020 (starting in October).

The estimated annual cost of the position is \$54,015 in salary and \$12,423 in benefits (includes employer cost of Canadian Pension Plan (CPP), Employment Insurance (EI), and health benefits), subject to applicable CUPE collective agreement increases.

Approval for funding for future years will be part of the annual operating budget discussions, with the understanding that this request is for a full time continuous union position. Based on the possible job outline provided below, this position would fall within the current CUPE Local 1458 pay level 16A (Communications Specialist) of \$27.70 per hour/\$54,015 a year.

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

Options:

- Reduce service levels related to communications to fit within the current 2020 operating budget allocations, potentially including:
 - Social media;
 - Graphic design;
 - Public engagement and outreach; and
 - Website maintenance and updates.
- Deny the current request and consider this matter as part of the 2021 operating budget process;



- Deny the request entirely.

Background:

August 18 update - Social media considerations

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

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

August 11 report information:

Since the beginning of the pandemic in March 2020, the Municipality of Jasper has become active on social media through a municipal Facebook page and generally more active in communicating with residents and visitors. This change in service level was accommodated on a temporary basis to meet the needs of the pandemic, and has changed the service levels residents now expect from the Municipality of Jasper in terms of communications.

Responsibility for communications on behalf of the corporation rests with the Legislative Services department, which has limited resources to dedicate to the day-to-day tasks required to maintain service levels, mostly in relation to social media, but also in the areas of graphic design (web and print), branding, messaging and general interactions with the community. In order to meet the service demands during the pandemic, the Community and Family Services Communications Specialist has been working directly with the Legislative Services team to accomplish those tasks. This arrangement has yielded good results but has also added undue stress and workload to both the Community and Family Services and the Legislative Services teams.

In order to continue to meet the current service levels and to provide adequate resources to meet Council's strategic priorities in relation to communications, Administration is proposing the creation of a permanent, full time Communications Coordinator position in the Legislative Services department. The creation of a strategic communications plan will require resources to implement strategies. There are also several communications projects that are currently on hold for lack of resources. A dedicated communications position would allow the Legislative Services Manager and Coordinator to attend to other key legislative duties such as Council support, policy and bylaw development, and records management.



Possible job outline for a Communications Coordinator position (Full time continuous union position):

The Communications Coordinator is to provide communications expertise and support the development, delivery and implementation of internal and external communication strategies and initiatives for the Municipality of Jasper.

This includes media relations, social media development and production, coordination of website content and design, public relations messaging using traditional and social media, special notices, print materials, advertising and public engagement.

Through strategic messaging this person will create and maintain positive associations with the public and mass media for the organization and develop and maintain a strong presence within the community, ensuring that employees, business community and residents are well informed of our policies, programs and services.

He/she will provide proactive issues management through the identification of emerging issues and development of effective and timely responses; working with all departments and Council to realize a consistent visual identity across all programs and communications projects.

Strategic Relevance:

- Positive, collaborative relationships and clear communications;
- Governance and Social Equity
 - Improve communication and information sharing with the community through the development and implementation of a strategic communications plan.
- Organizational Health
 - Foster enhanced Council-Staff relationships by confirming mutual expectations and striving for equity in process and support between and among departments.
- Environmental Responsibility
 - Improve communication, awareness and use of municipal waste services and programs.
- Public and Community Safety
 - Continue to build a local emergency communications program.

Jasper Day Proclamation

Whereas:

The town of Jasper is a unique resort destination with a culturally and socially diverse population. Many of our residents work collaboratively together to enhance visitor experience, as well as maintain a bond for living in our prospering community.

Whereas:

Our culture grows rich through our working relationships and living together in an idyllic setting, which many visitors come from abroad to enjoy its amenities.

Whereas:

Jasper's economic strength is seasonal with much of the community's hard efforts concentrated in the summer season.

Whereas:

The end of September marks the transition from summer to autumn, creating a great opportunity for community members to celebrate our culture, diverse backgrounds, fellow residents, and our seasonal successes.

Therefore:

Be it resolved that the Municipality of Jasper commemorate our unique solidarity by proclaiming the third Saturday in September, annually, as "Jasper Day."



REQUEST FOR DECISION

Subject:	Jasper Community Housing Corporation (JCHC) Succession Plan
Prepared by:	Mark Fercho, CAO
Date – Notice:	September 1, 2020
Date – Discussion:	September 8, 2020
Date – Decision:	September 15, 2020

Recommendation:

- That Council recommend to the JCHC to amend section 24 of its Articles of Association to appoint a chairperson who is not the Municipal Manager, and;
- That Council direct Administration to issue a Request for Quotations (RFQ) for JCHC Manager services on an as-needed basis.

Background:

Administration is recommending that Council consider options to ensure continuity in the Jasper Community Housing Corporation at this important time in its history, with the development on Connaught Drive proceeding through the planning stages in preparation for construction, and the upcoming departure of the current CAO for the Municipality of Jasper.

The current CAO is the JCHC Board Chair, as appointed through the JCHC articles of incorporation. This role will need to be filled, perhaps with an elected official, until there is a permanent replacement of the CAO. In order to amend its articles of incorporation, the JCHC would have to pass a special resolution indicating the change, along the lines of “we amend s.24 of the articles of association to: (include new section text here)”, then fill out the appropriate forms and submit the change to the province. Alternatively, there is some discussion worthwhile having on a restructuring of the JCHC board based on the experiences to date and requirements of the board moving forward with the projects that are planned.

The current CAO is also the JCHC manager, responsible for coordination of the various consulting services in both the “governance and financing” of the project, and also the site preparation, servicing and construction aspects. This position also coordinates the JCHC board meetings and then the required reporting to Council for decisions on JCHC matters as approved by the board. Anticipated workload in the future would have required some contracted support in this role, however, with this upcoming change in CAO, contracted support would be recommended at this time, through a Request for Quotations (RFQ) and subsequently issuing a contract on an as-needed basis, starting immediately.

Strategic Relevance:

- Housing – Dedicated to improve and expand the supply of housing in Jasper, focussed on greatest need, affordability and health and safety. Council will turn sod on at least one Community Housing Project.



Financial:

- Funding for the contracted manager position would be through the CMCH Seed Funding Grant and Loan dedicated to ensuring this project is construction ready.

August 26, 2020

Town of Jasper
Attn: Mark Fercho
303 Pyramid Lake Road
Jasper AB
T0E 1E0

Re: Distribution Revenue Forecast for 2021 Franchise Fee

Dear Mark Fercho,

Your Franchise Agreement allows for an annual change to the franchise fee percentage. However, specific procedures must be followed before the fee can be changed and take effect. This letter is intended to provide you with an overview of the franchise fee change procedure as follows:

1. Your Municipality must decide if a change is required and what the new fee percentage should be. ATCO Electric will provide revenue estimates to help you with this (if the new fee is greater than the pre-approved cap in your franchise, a different process is required).
2. In accordance with the Alberta Utilities Commission (AUC) Decision approving your Franchise Agreement, you must publish a public notice of the proposed change in the local newspaper with the greatest circulation. This notice must include the effect of the proposed change for the average residential customer. ATCO Electric can estimate the new charges and the impact on an average customer bill. We recommend that fee change notices be published before **October 14, 2020**.
3. Residents must have at least 14 days from the publication of the notice to make their concerns known to the Municipality and the Municipality is to respond to these concerns.
4. The Municipality will advise ATCO Electric by letter the new desired fee percentage. This letter must include a copy of the public notice with publication details (date and name of newspaper), and any comments the Municipality wants to include on the public response.
5. ATCO Electric will apply to the AUC to change the rate. Copies of the Municipality's letter and public notice will be included with the application. ATCO Electric must receive the municipality's request (complete with a copy of the notice) by **November 11, 2020** in order to obtain AUC approval and commence billing the new fee effective January 1, 2021.
6. The AUC must approve the change to ATCO Electric's rates. Provided the Commission is satisfied that proper notice was given they do not receive any objections or concerns from the public, the approval is anticipated to be issued quickly.
7. Once the rate change is approved, ATCO Electric will commence charging and remittance of the new fee.

The following information will help you decide the appropriate fee percentage for your community.

Current Fee Percentage	Current Fee Cap	Distribution Revenue Previous calendar year	Estimated 2020 Distribution Revenue	Estimated 2021 Distribution Revenue
6% of distribution revenue	20%	\$4,088,576	\$3,953,000 Estimated on first 6 months of data	\$4,170,500 Amortized (inflation index)

To estimate the franchise fee amount, multiply the Estimated Distribution Revenue by the fee percentage. When calculating your revenue requirements please remember that this fee is paid in addition to the linear taxes on the distribution system.

Estimated revenues are calculated based on best available information and are subject to change due to AUC final approved tariffs, Alberta Electric System Operator (AESO) flow-thru charges or changes in load growth.

We are available to discuss this with you in more detail if required. If you have any questions or comments, please call me at 587-516-4201.

Yours truly,

Ashley Svecla
Customer Sales Representative
ATCO Electric
587-516-4201
Ashley.Svecla@atco.com

August 20, 2020

Municipality of Jasper
Box 520
Jasper, AB
T0E 1E0

Attention: Mark Fercho / Chief Administrative Officer

RE: ATCO Gas and Pipelines Ltd. Franchise Agreement Clause 5

Pursuant to Clause 5 of our franchise agreement, the municipality has the ability to change the franchise fee percentage in 2021; this request must be received by ATCO Gas in writing prior to November 1st. If you are considering changing the franchise fee in 2021, please contact us as soon as possible to begin the process.

As you are aware, ATCO Gas pays the Municipality of Jasper a franchise fee. The franchise fee is collected from customers in the community based on a percentage of our Delivery Tariff. In the Municipality of Jasper, this percentage is 17.10%.

In 2019, our Delivery Tariff revenue in the Municipality of Jasper was \$1,143,291. Our forecast Delivery Tariff revenue for 2021 is \$1,264,558. Therefore, based on the current franchise fee percentage, the forecast 2021 franchise fee revenue would be \$216,239.

We trust you will find this information useful, and, if you have any questions or require anything further, please do not hesitate to contact me at (780) 509-2215 or Chance.Herring@atco.com.

Yours truly,



Chance Herring
Manager, Yellowhead Region
ATCO Natural Gas Division



Municipality of Jasper



List of recommendations
Regular meeting, Tuesday, September 1, 2020

Additions to agenda

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

Approval of agenda

That council approve the agenda for the regular meeting of Tuesday, September 1, 2020 as presented.

Approval of minutes

That council approve the minutes of the August 18, 2020 regular Council meeting as presented.

CMHC Borrowing Bylaw – 3rd reading

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

Commercial Cardboard

That Council deem that commercial cardboard placed in storage areas for municipal pick-up must be flattened, or it will be considered Untidy or Unsightly under the [Nuisance Bylaw \(#046\)](#) and may be subject to fines, as defined in the bylaw;

That Council deem that commercial cardboard storage areas for municipal pick-up must be kept in reasonable condition, or they may be deemed Untidy or Unsightly under the [Nuisance Bylaw \(#046\)](#) and may be subject to fines, as defined in the bylaw.

Reopening of the Fitness Centre

That Council approve an additional net deficit of \$97,000 to reopen the Fitness Centre starting September 21, 2020 with reduced hours (pending staff availability and training).

Reopening of the Activity Centre

That Council approve an additional net deficit of \$30,000 to reopen the Activity Centre starting September 21, 2020 for local use with reduced hours, as outlined in this report (pending staff availability and training).

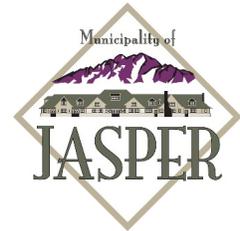
Custodial Services for Reopening of the Library – waiver of notice

That Council waive the necessary notice in order to make a decision on custodial services for the reopening of the Jasper Municipal Library.

Custodial Services for Reopening of the Library

That Council approve the expenditure of \$12,400 to provide additional custodial services for the Library and Cultural Centre starting September 2, 2020 (pending staff availability and training).

Municipality of Jasper



List of recommendations
Regular meeting, Tuesday, September 1, 2020

Communications Coordinator

That Council approve the creation of full time continuous Communications Coordinator position in the Legislative Services department, and approve an additional net deficit of \$13,504 to fund the position for the remainder of 2020 (starting in October).

Jasper Day Proclamation

That Council annually proclaim the third Saturday in September as Jasper Day.

Adjournment

That, there being no further business, the regular meeting of Tuesday, September 1, 2020 be adjourned at _____.

FOLLOW-UP ACTION LIST (FUAL)

Date: _____

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