

Municipality of Jasper  
**Committee of the Whole Meeting Agenda**  
March 23, 2021 | 9:30 am  
Place: Conducted virtually through Zoom

**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 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 March 23, 2021 Committee of the Whole agenda attachment

**4. Approval of minutes**

4.1 March 9, 2021 Committee of the Whole minutes attachment

**5. Presentations**

**6. Business arising from minutes**

**7. Policy and Governance**

7.1 [Council Strategic Priorities update](#), Council discussion verbal  
[2020 – 2022 Business Plan](#)

**8. New business**

8.1 Supporting Newcomer Integration in Jasper attachment

8.2 Skatepark Relocation attachment

8.3 Traffic Control Measures attachment

8.4 Paid Parking Alternative Scope Options attachment

8.5 Commercial Use of Public Space Bylaw - Sidewalk Seating Fee Amendment attachment

8.6 Policy Development and Review – Councillor Butler attachment

**9. Correspondence**

9.1 Volunteer Appreciation Week Support – JEEC attachment

**10. Motion Action List** attachment

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

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

**12. Upcoming events**

**March 23:** Inclusive Leadership Training, 1-3:30pm, virtual session

Municipality of Jasper  
**Committee of the Whole Meeting Agenda**

March 23, 2021 | 9:30 am

Place: Conducted virtually through Zoom

**March 24:** Budget COTW meeting, 9:30am, Zoom

**April 6:** Council workshop: 2019 ADU & PHA report, 1:30pm, Zoom

**April 8:** JPCC general meeting, 9am, Zoom

**April 13:** Strategic Priorities Committee meeting, 1:30pm, Zoom

**April 14-16:** AUMA Municipal Leaders' Caucus, virtual session

**May 4:** Intergovernmental meeting, 1:30 pm, virtual meeting

**13. In camera**

13.1 Personnel matter: CAO performance feedback – FOIP, S. 17(4)(f)

**14. 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, March 9, 2021 | 9:30 am

Conducted virtually through Zoom

Virtual viewing and participation	This meeting was conducted virtually through Zoom. Public viewing and public participation during Council meetings is through Zoom livestreaming.		
Present	Mayor Richard Ireland, Councillors Scott Wilson, Jenna McGrath, Rico Damota, Paul Butler and Bert Journault		
Absent	Deputy Mayor Helen Kelleher-Empey		
Also present	Bill Given, Chief Administrative Officer Christine Nadon, Legislative Services Manager Natasha Malenchak, Director of Finance and Administration Kayla Byrne, Legislative Services Coordinator Yvonne McNabb, Director of Culture and Recreation Joanne McQuarrie, Fitzhugh newspaper Bob Covey, Jasper Local newspaper 10 observers		
Call to Order	Mayor Ireland called the meeting to order at 9:32 am.		
Approval of agenda #73/21	MOTION by Councillor Wilson to approve the agenda for the March 9, 2021 Committee of the Whole meeting as presented.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Approval of minutes #74/21	MOTION by Councillor McGrath to approve the minutes of the February 23, 2021 Committee of the Whole meeting as presented.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Emergency Coordination Centre (ECC) update	The ECC continues to meet weekly to monitor COVID-19 within the community. As of the March 9 Committee of the Whole meeting, there is only one active case in Jasper. The ECC is also assessing how the provincial relaunch plan is effecting the community. Bylaw officers continue to patrol the downtown core to observe compliance with compulsory face coverings. As the situation stabilizes, the group will start reassessing the need to meet as an ECC.		
Paid Parking Public Engagement & Implementation Plans #75/21	Councillors inquired about implementation, paid parking locations, stakeholder engagement and public engagement. Councillors also discussed the possibility of utilizing the S-Block parking lot for residential parking.		
	MOTION by Councillor Journault that Committee of the Whole direct Administration to return to Council with a revised implementation plan for a pilot project for paid parking primarily focused on impacts on the downtown core and Connaught Drive.		



FOR  
6 Councillors

AGAINST  
0 Councillors

CARRIED

Council representation on various boards, upcoming meetings

Mayor Ireland will attend a Jasper Museum and Archives board meeting.

Councillor McGrath continues to attend weekly Community Conversations and will attend an upcoming Municipal Inclusion Committee meeting.

Councillor Damota will attend a Culture and Recreation Board meeting.

Councillor Butler attended a small ceremony in celebration of the new seniors' bus. Councillor Butler will attend an Evergreens Foundation board meeting, where the annual budget will be discussed.

Council's Human Resources Committee continues to meet to discuss remuneration for the incoming 2021 Council.

Motion Action List #81/21

MOTION by Councillor Damota that Committee of the Whole accept the Motion Action List.

FOR  
5 Councillors

AGAINST  
0 Councillors

CARRIED

Due to technical difficulties, Councillor Butler was not present for the vote on the Motion Action List.

In camera #82/21

MOTION by Councillor McGrath to move in camera at 12:47 pm to discuss agenda item 13.1 Personnel matter: CAO performance feedback – FOIP, S. 17(4)(f).

FOR  
5 Councillors

AGAINST  
0 Councillors

CARRIED

Due to technical difficulties, Councillor Butler was not present for the vote to move in camera.

Mr. Given was present for the in camera session.

Councillor Butler

Councillor Butler left the meeting at 2:39 pm.

Revert to open meeting #83/21

MOTION by Councillor Journault to move out of camera at 2:52 pm.

FOR  
5 Councillors

AGAINST  
0 Councillors

CARRIED

Adjournment  
#84/21

MOTION by Councillor Journault that, there being no further business, the Committee of the Whole meeting of March 9, 2021 be adjourned at 2:53 pm.

FOR  
5 Councillors

AGAINST  
0 Councillors

CARRIED



## INFORMATION REPORT

**Subject:** Supporting Newcomer Integration in Jasper

**Prepared by:** Lisa Riddell, Community Development Manager

**Reviewed by:** Bill Given, Chief Administrative Officer, Kathleen Waxer, Director of Community and Family Services, Christine Nadon, Legislative services Manager

**Date – Discussion:** March 9, 2021

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### Recommendation:

- That committee receive the information presented on the new grant funded project: *Supporting Newcomer Integration in Jasper*.

### Background:

Community Development submitted an application to Alberta Labour and Immigration's 2020-2021 Community Capacity Call for Proposals entitled "*Supporting Newcomer Integration in Jasper*" on January 31, 2021. The application was submitted on behalf of the Municipality of Jasper to undertake a 2-year project. Here is a summary of that project and key deliverables:

#### Project Summary:

The Municipality of Jasper's proposed *Newcomer Integration in Jasper* project seeks to enhance the capacity of businesses, organizations and service providers to connect newcomers with easy to use and welcoming information about their community by enhancing the Municipality's website, starting a community calendar and by developing an app for use on mobile devices. This information delivered through accessible platforms will be instrumental in facilitating successful settlement and will sow the seeds for a deep and enduring connection to community life so that newcomers feel encouraged and supported in contributing to the social and economic vitality of the community.

This project is the latest in a number of inclusion-focused projects the Municipality has undertaken or is currently undertaking including:

- The Measuring Municipal Inclusion Grant and associated inclusion project;
- The Immigration, Refugees and Citizenship Canada (IRCC) funded Jasper Immigration Coalition, Newcomer Network and associated project including the [hellojasper.ca](http://hellojasper.ca) website;
- The Municipality of Jasper and IRCC funded Cultural Kitchens program; and
- The Diverse, Inclusive, Together video and Diversity Projects.

Key activities and associated deliverables:

The project centres around enhancing the channels through which we as a community share information with newcomers about what is happening in the community and how they can engage with their local government.

Here is a summary of the workplan which will take place over the 2-year project period:

1. Undertake a comprehensive review of the existing municipal website – identify ways to make it more user friendly, easy to understand and navigate.
2. Research and implement a Community Calendar feature on the website.
3. Have an app developed for apple/android which links to the web content and provides users with easy, touch-based access to all of the web content.
4. Translate key documents for use on the home page of the website and app.
5. Develop and implement an engagement plan to drive app downloads and web page visits.
6. Embed systems into existing municipal functions to sustain project outputs.
7. Measure the impact to target beneficiaries

Project partners:

Internally, partners are: Inclusion Committee members and Legislative Services department staff. Community partners include: Jasper Community Team, Jasper Immigration Coalition and Newcomer Network members.

**The funding period:** This project will run from April 1, 2021 to March 31, 2023.

**Relevant Legislation:**

**Strategic Relevance:**

- *Community Vision* (Jasper Community Sustainability Plan, 09/11 - Strategic Priorities 2018-2022 – Municipality of Jasper, pg. 3) “Jasper offers accessible services and cultural amenities, lifelong learning opportunities affordable housing and a safe and supportive living environment for all residents.”
- Governance and Social Equity. Specifically, “Develop and nurture mutually beneficial relationships and partnerships at the federal, provincial, local and international level to enhance community health and address issues and opportunities...”
- *Jasper’s Municipal Mission* (Strategic Priorities 2018-2022 – Municipality of Jasper, pg. 12) “Council has proclaimed Jasper to be a Welcoming and Inclusive Community and has committed to making decisions through the lens of inclusion, keeping the interests of the community as a whole in mind, and advancing basic respect, truth and human dignity.”

**Financial:**

The total amount of external funding to support this project is \$262,006. The Municipality’s main contribution to this project is through in-kind support in the following ways: time spent across departments in reviewing website content, participation on the internal project team by the Legislative Services Manager and Communications Officer, and office space for the Community Development Coordinator assigned to this project.

**Communications:**

- The Community Development Manager will oversee the project including document preparation, evaluation and reporting for this project and will engage Municipal staff across departments in the project activities.



## Information Report

**Subject:** Skatepark Relocation

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

**Prepared by:** John Greathead, Director of Operations

**Reviewed by:** Vidal Michaud, Utilities Manager  
Gordon Hutton, Fleet and Facilities manager

**Date – Discussion:** March 23, 2021

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### Diamond A - Preliminary Site Investigation

Upon receiving direction from Council to consider the relocation of the skatepark to Diamond A, Administration provided maps, GIS info including topographical maps, a basic site plan, utility locations and geo-technical information to Newline Skateparks staff and engineers to consider a test fit of the location.

On March 04, 2021 Administration met with Trevor Morgan of Newline Skateparks and Darrell Savage of the Jasper Skateboard Park Committee on site at Diamond A to discuss the feasibility of construction at this site while considering the merits and concerns of a potential relocation.



**Considerations:**

In the opinion of the consultant and the Skatepark Committee representative overall site conditions appear to make it a suitable location for the skatepark. There were no significant obstacles or barriers identified and it was noted that having this location in an already established park with existing amenities is also beneficial.

There was discussion of using natural elements such as local stone as features in the skatepark design in order to reflect the spirit of our community. The skatepark would be completely accessible and welcoming. No significant challenges were noted in adapting the current design to the Diamond A location. This has become the preferred location by the Skatepark Committee and Newline Skateparks.

One concern discussed was the proximity to the seniors' home directly across the street. Newline said they had experienced similar concerns within a number of other communities, and their experience has been that over a short timespan these skateparks were welcomed. Their observation was that adding activity to the site was generally appreciated by residents of seniors' facilities. Newline offered to provide examples.

**Next Steps:**

The next steps in this process could include Council directing Administration to continue the design of the park at the Diamond A site; begin community engagement, including the expertise from Newline Skateparks, in a format suggested by Council; and continuing to support Mr. Savage on his fundraising efforts to fully utilize this opportunity.



## REQUEST FOR DECISION

**Subject:** Traffic Control Measures

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

**Prepared by:** John Greathead, Director of Operations

**Reviewed by:** Laurent Bolduc, Public Works Manager  
Neil Jones, Bylaw Services Manager

**Date – Discussion:** March 23, 2021

**Date – Decision:** March 23, 2021

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### Recommendation:

That Committee of the Whole refer \$32,000 for pedestrian safety improvements to the 2021 budget discussion.

### Background:

Numerous requests have been received to improve pedestrian safety and introduce traffic calming measures to two particular areas within the Jasper town site. One is at the schools as traffic congestion and pedestrian flow has raised concern by the school administration and parents. The other improvement sought by community members is the area of Bonhomme St. and Willow Ave., where pedestrian flow naturally changes direction.

### Discussion:

After discussion with Bylaw and RCMP, who are often asked to attend the school zone in the mornings to lend a presence to encourage safer driving habits, it was felt that the best and most consistent method to increase safety would be to install a three-way stop at the location indicated in the attached picture (top, right) as a permanent traffic calming measure. Signs, posts and stop lines would need to be installed at an approximate cost of \$800.



Upon investigating the request for a pedestrian crosswalk on Bonhomme St., indicated in the attached picture (bottom, right), there are further concerns with this area including the higher rate of speed vehicles naturally travel in this stretch, odd street geometry affecting sight lines, as well as parking on both sides which obstructs driver visibility of this area.



If a crosswalk was to be installed here it should be protected with a Rectangular Rapidly Flashing Beacon (RRFB) system to enhance safety. Painted lines and signage alone only are effective 18-28% of the time when a pedestrian is standing at the edge of the roadway.

Installing RRFBs have been proven to increase driver yield rate up to 96% and reduce collisions by 47%. Installing painted marking (zebra stripes), curb cuts, and RRFB would cost ~\$31,000.

Should council choose to proceed, work could be completed in June 2021.

**Strategic Relevance:** Public and Community Safety

**Financial:**

Funding of these two items would be through the 2021 capital budget.





## REQUEST FOR DECISION

**Subject:** Paid Parking Alternative Scope Options

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

**Reviewed by:** Natasha Malenchak, Director of Finance and Administration  
Neil Jones, Licensing and Enforcement Manager  
Christine Nadon, Legislative Services Manager

**Date – Discussion:** March 9 and March 23, 2021

**Date – Decision:** March 23, 2021

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### Recommendation:

- That Committee of the Whole direct Administration to carry out the 2021 Paid Parking Pilot Project as described in Alternative 1 (Hazel RV / Connaught-west off street lots) with increased focus on monitoring of on street parking).

### Alternatives:

- Direct Administration carry out the 2021 Paid Parking Pilot Project as described in Alternative 2 (Paid Parking for on-street stalls).
- Direct Administration carry out the 2021 Paid Parking Pilot Project as described in Alternative 3 (Hazel RV / Connaught-west off street lots, with increased regulation)

### Background:

The concept of paid parking has a long history of discussion in the community. On January 19th Council provided approval for moving forward with a Paid Parking Pilot project in 2021 while also directing administration to present Public Engagement & Implementation prior to initiating the project.

On March 9th administration presented the Public Engagement & Implementation plans to Council Committee of the Whole. After discussion, Committee of the Whole directed Administration to return to Council with a revised implementation plan for a pilot project for paid parking primarily focused on impacts on the downtown core and Connaught Drive.

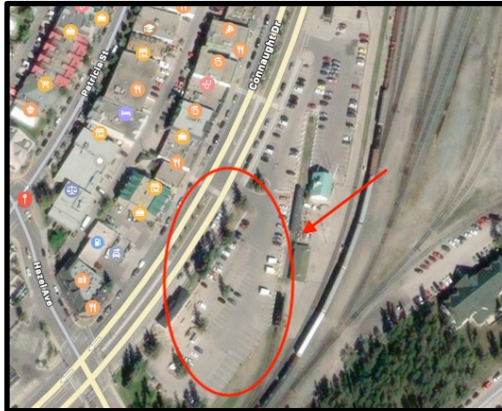
### Discussion:

The intent of a pilot project is to reduce the risk or impact of unintended consequences and to enable both robust community involvement and the development of objective data which can inform future council decision making.

There are 449 stalls in defined parking lots on municipal property across the community, and an additional 365 on-street spaces located in the central business district.

**Alternative 1**

Implement paid parking from May 3<sup>rd</sup> to September 30<sup>th</sup> in the Connaught-West and Hazel RV lots. Together these two lots contain a total of 126 regular stalls, 61 RV stalls and 2 disabled stalls.



Connaught-West Lot



Hazel RV Lot

Based on an \$1/HR for regular stalls (\$2/HR for RV stalls) and assuming each stall is used for 5 hours per day over the 150 days of the program (a 42% utilization rate) the 189 stalls have the potential to generate \$187,500 in revenue. As a result of discussion at committee administration would propose to alter the project by increasing monitoring of on street parking, without changing current regulations. This could be managed within the scope of the current project.

$((\text{Number of Stalls} \times \text{Rate Per HR}) \times \text{Hours Per Day}) \times \text{Number of Days} = \text{total revenue}$

Expenses associated with this approach include Bylaw Compliance Summer Staff, Supplies & Equipment, transaction fees and installation of limited signage in the two locations.

**Revenue Forecast**

$$(128 \times \$1 \times 5 \times 150) + (61 \times \$2 \times 5 \times 150) = \$187,500$$

Regular Stalls      RV Stalls

**Expense Forecast**

$$\begin{matrix} \$30,500 & + & \$10,000 & + & \$5,500 & + & \$10,000 & = & \$56,000 \\ \text{Staff} & & \text{Supplies} & & \text{Fees} & & \text{Signage} & & \text{Expenses} \end{matrix}$$

The overall potential return after expenses for Alternative 1 would be \$131,500.

**Alternative 2**

Implement paid parking from May 3<sup>rd</sup> to September 30<sup>th</sup> the most congested area of downtown core, including both Patricia Street and Connaught Drive between from Hazel to Miette (highlighted in red). This area contains a total of 132 regular stalls, and 2 disabled stalls.



Based on an \$1/HR for regular stalls and assuming each stall is used for 5 hours per day over the 150 days of the program (a 42% utilization rate) the 134 stalls have the potential to generate \$100,500 in revenue. This number is significantly lower because the area does not have RV stalls, which are charged at a rate of \$2/HR in Alternative 1 above.

It must be noted that it is unknown at this time how many stalls in the CBD may be used under the temporary Commercial Use of Public Space program this year. The number of stalls removed from circulation would reduce the revenue forecast accordingly. This could be addressed by making estimates based on a lower utilization rate but since it is challenging to determine information presented here maintains a 42% utilization.

Expenses associated with this approach would increase as a result of increased staffing, signage and installation costs and supplies & equipment.

**Revenue Forecast**

$(134 * \$1 * 5 * 150) = \$100,500$

Regular Stalls

**Expense Forecast**

$\$61,500 + \$20,000 + \$5,000 + \$30,000 = \$116,500$

Staff           Supplies           Fees           Signage           Expenses

At a \$1/HR rate the overall potential return after expenses for Alternative 2 would be a loss of -\$16,000. As a result, if chooses this option the rate should be \$2/HR which would increase the potential return to \$84,500.

**Alternative 3**

This alternative is a variation of Alternative 1. It would again propose to implement paid parking only in the Connaught-West and Hazel RV lots but would add a change by council reducing the maximum allowable time for on street parking in other areas from 2 hours down to 1 hour and down to 4 hours in all downtown parking lots that are not paid parking.

Under the same formula proposed in Alternative 1 above, the 189 stalls still have the potential to generate \$187,500 in revenue. Expenses associated with this approach increase significantly as a result of the need for increased staffing, and signage. Supplies & equipment and transaction fees remain static.

**Revenue Forecast**

$(128 * \$1 * 5 * 150) + (61 * \$2 * 5 * 150) = \$187,500$

Regular Stalls           RV Stalls

**Expense Forecast**

$\$30,500 + \$10,000 + \$5,500 + \$40,000 = \$86,000$

Staff           Supplies           Fees           Signage           Expenses

The overall potential return after expenses for Alternative 3 would be \$101,500.

**Analysis:**

Each of the three alternatives have their own benefits and drawbacks. The lists below attempt to quantify some of the potential “pros & cons” for discussion purposes but are likely not exhaustive, council may identify additional items.

**Alternative 1**

Pros	Cons
Low Cost	Impact to on street parking patterns is unknown
Limited number of directly adjacent businesses	Perceived lower use/lower priority areas
Limited number of directly adjacent homes	Potential for impact on users of off-leash area
Includes RV parking	Potential concerns from commercial users of the RV lot
Small well defined area is easy to monitor & collect data	
No conflict with Commercial Use of Public Space summer program	
Limited impact on resident parking.	

**Alternative 2**

Pros	Cons
Addresses area of highest congestion/need	Significant number of directly adjacent businesses
No impact to off-leash area	Increased number of directly adjacent homes
Other?	Higher Cost
	Requires a higher rate to generate similar revenue
	Does not include RV Parking
	Larger area more labour intensive to monitor and collect data
	Recruitment of additional staff may present challenges in meeting timelines.
	Increased scope may present challenges in meeting timelines for signage installation.
	Conflicts with Commercial Use of Public Space summer program
	Would require much more extensive public engagement.
	May require developing a method to address resident parking.

**Alternative 3**

Pros	Cons
Low Cost	Impact to on street parking patterns is unknown
Includes RV parking	Perceived lower use/lower priority areas
Small well defined area is easy to monitor & collect data	Increased scope may present challenges in meeting timelines for signage installation.
No conflict with Commercial Use of Public Space summer program	Recruitment of additional staff may present challenges in meeting timelines.
Other?	Larger area more labour intensive to monitor and collect data
	Higher Cost
	Potential for impact on users of off-leash area
	Impact of 4HR limit on resident off-street parking users

**Strategic Relevance:**

- Governance and Social Equity
  - Seek out and pursue alternate sources of revenue.
- Economic Health and Fiscal Equity
  - Pursue equitable allocation of costs between the community and visitors and among community rate-payers by expanding visitor user fees where feasible.
  - Where appropriate, improve equitable distribution of municipal service costs and ease the tax burden through implementation of user fees.

**Financial:**

The overall potential return after expenses for Alternative 1 would be \$131,500.

The overall potential return after expenses for Alternative 2 would be \$84,500 (at a \$2/HR rate)

The overall potential return after expenses for Alternative 3 would be \$101,500.



## REQUEST FOR DECISION

**Subject:** Commercial Use of Public Space Bylaw #193 - Sidewalk Seating Fee Amendment  
**From:** Bill Given, Chief Administrative Officer  
**Reviewed by:** Greg Van Tighem, Director of Protective Services  
**Date – Discussion:** March 23, 2021  
**Date – Decision:** April 6, 2021

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### **Recommendation:**

That Committee of the Whole recommend that Council approve the following changes to the Commercial Use of Public Space Bylaw #193 Fee Schedule:

1. Eliminate the \$100 sidewalk seating permit fee.
2. Increase the sidewalk seating per seat fee to \$50.

### **Alternatives:**

- Maintain the current fees.
- Direct Administration to raise or lower fees to a different amount.

### **Background:**

The current Commercial Use of Public Space Bylaw #193 has been in place since April 19<sup>th</sup>, 2016.

On June 9, 2020, Council approved a “trial boardwalk program for all commercial operators” as a measure to support local businesses in continuing to operate while maintaining physical distancing in the context of the pandemic. The 2020 year saw 16 food and beverage establishments participate in the Sidewalk Seating program, 9 of which elected to participate in the trail boardwalk program. There was no retail business participation in the program.

On January 21<sup>st</sup>, 2021, the Jasper Park Chamber of Commerce (JPCC) applied to the Parks Canada Development and Advisory Committee (PDAC) for a renewal of the sidewalk seating and retail area extension program for the 2021 season. The renewal was given conditional approval by PDAC with the following conditions: *“Site design should consider measures to mitigate impacts to pedestrian safety, accessibility and adjacent uses, while incorporating aesthetic elements reflective of the mountain town character and setting of Jasper.”*

### **Discussion:**

Following the PDAC decision, Administration has been meeting with JPCC representatives to refine and improve the program based on the 2020 experience. Many operators have expressed an interest in participating again this year and have shared that confirming program detail as early as possible is desirable. Changes to program details are within administration’s delegated authority, with the exception of the rate structure which is explicitly covered in the bylaw.

When assessing an appropriate value for the use of public space in Jasper there are relatively few measures to use for guidance. One measure is the Parking Authority Bylaw which placed the value of a public parking space at \$7699.17 in 2017. In general, parking stalls can range in size from 270 to 320 sqft. So, while the Parking Authority Bylaw is intended to reflect the value of removing a stall from use permanently, it does suggest that the value of a stall could be seen to be between \$24 and \$28 on a per square foot basis. (Illustrated below)

$$\$7699 \div 270\text{sqft parking stall} = \$28.52/\text{sqft}$$

$$\$7699 \div 320\text{sqft parking stall} = \$24.06/\text{sqft}$$

An online search suggests that the amount of space required per dinner may vary greatly. Estimates range from 9 to 10sqft per person (banquet style, at square tables), 12 to 15 sqft (full service restaurant) or 18 to 20sqft (fine dining). Taking the lower end of this range and applying the price per square foot shown above, it would suggest that the area consumed by a "seat" could be valued between \$216 and \$285. (Illustrated below)

$$10\text{sqft} \times \$28.52/\text{sqft} = \$285.20$$

$$9\text{sqft} \times \$24.06/\text{sqft} = \$216.54$$

Based on this analysis, Administration believes that this amendment will simplify the fee structure by removing the \$100 permit fee. This change will also assist with the cost recovery of the administration of the program and better represent the market value of the public spaces used by commercial interests.

Administration is not proposing to adjust fees related to retail use of public space for two reasons. First, the lack of participation in 2020 suggests that demand is more limited in the retail sector than in the food and beverage sector. Second, administration acknowledges that potential increases in revenue for retailers from the extra space is likely more modest than for the food and beverage sector.

**Strategic Relevance:**

- Public & Community Safety
- Economic Health & Fiscal Equity
  - Where appropriate, improve equitable distribution of municipal service costs and ease the tax burden through implementation of user fees.

**Financial:**

In 2020, \$9,680 was generated in Revenue by the Sidewalk Seating program. If the suggested changes are implemented, based on the 2020 Sidewalk Seating program participation, potential revenue generated will increase to \$15,750

**Relevant Legislation:**

- [Municipality of Jasper Commercial Use of Public Space #193](#)
- [Municipality of Jasper Traffic Bylaw #195](#)
- [Municipality of Jasper Parking Authority Bylaw 2017 #196](#)

<b>Policy Title:</b>	<b>Policy Development</b>	
<b>Policy #</b>	<b>A-001</b>	
<b>Effective Date:</b>	<b>May 18, 2010</b>	
<b>Date adopted by Council:</b>	<b>May 18, 2010</b>	

**POLICY STATEMENT**

The Municipality of Jasper will operate a standardized system of developing, recording, approving and distributing policies and procedures.

**DEFINITIONS**

*Policy statements* are principles and rules adopted by Council to reach its long-term goals. Policy statements are designed to provide high level direction and guidance, establish key principles and responsibilities, set fundamental requirements, and allocate and define the limits of authority.

Policy statements differ from bylaws in that policy is intended to establish behaviors for the Municipality and its personnel whereas bylaws are intended to establish behaviours for residents and visitors in the broader community.

*Administrative procedures and exhibits* are developed by Management and approved by the CAO, and are intended to operationalize policy. Together, policies and procedures ensure that a point of view held by the governing body of an organization is translated into steps that result in an outcome compatible with that view.

In the simplest terms, a policy defines an outcome, while a procedure defines the means to the end.

*Policy Manual:* a physical and electronic consolidation of all Municipality of Jasper policies maintained to serve as an operational guide for staff, Council and the public.

*Policy Committee:* Council of the Municipality of Jasper sitting as a Committee-of-the-Whole.

**PURPOSE**

This is a general guide for policy development, describing process, philosophy and format. The development and evolution of policy, while ultimately a Council responsibility, is a task in which all affected are expected and invited to participate and contribute.

Policies and Procedures are to be written in a manner so that the intent of each policy may be known, understood and implemented correctly and completely.

Generally, policies, administrative procedures and exhibits are for the internal operations of the Municipality, and are the mechanism by which Council provides authority, direction and guidance to staff.

The Policy Manual will be regarded as an evolving document continually adjusting to meet the needs of changing times and circumstances.

<b>Policy Title:</b>	<b>Policy Development</b>	
<b>Policy #</b>	<b>A-001</b>	
<b>Effective Date:</b>	<b>May 18, 2010</b>	
<b>Date adopted by Council:</b>	<b>May 18, 2010</b>	

**PROCESS**

- Policy proposals may originate from Council or Administration.
- All policy proposals shall be forwarded to the Administrative Officer for formatting and policy numbering.
- The Administrative Officer shall forward formatted and numbered policies to the Director of Corporate & Legislative Services for editorial review.
- The Municipal Manager shall obtain background information or supporting documentation necessary for Council to consider the policy proposal.
- The proposed policy, along with the necessary background information or supporting documentation, shall then be forwarded to the Policy Committee for consideration. The policy proposal may be re-drafted as a result of this review.
- The proposed policy shall then be placed on the Council agenda for presentation at the next regular Council meeting as Notice of Request for Decision.
- For a period of not less than two weeks prior to presentation to Council for Notice of Request of Decision, notification of proposed policies or policy amendments will be advertised in local newspapers and posted on the municipal website. Groups and individuals will be provided opportunities for input including, but not limited to, opportunities for presentations to Council.
- Administration shall then recommend proposed policies to Council for approval, modification or rejection at a subsequent regular meeting of Council.

Administrative Procedures shall be approved by the Municipal Manager and be included in the Policy Manual. The Municipal Manager will inform Council of all changes made to Administrative Procedures.

**CODING AND NUMBERING**

Policies will be categorized and numbered by the Administrative Officer using the following headings:

- Section A      Municipal Governance and Operations
- "            B      Business Administration
- "            C      Mobile Equipment and Vehicles
- "            D      Facilities and Properties
- "            E      Personnel and Employee Relations
- "            F      Municipal Services

**SEARCH CAPABILITY**

All policies shall be placed on the Municipality's website - [www.jasper-alberta.com](http://www.jasper-alberta.com) in such a manner as to enable electronic search capabilities. Council, staff and members of the public are encouraged to view policies using the search capability available.

One original hardbound copy of the Policy Manual will be maintained in the Municipal Administration Office.

Mayor and Council  
PO Box 520  
Jasper, AB  
T0E1E0

March 19, 2021

Good afternoon Mayor and Council,

This year's theme for Volunteer Week (April 18-24) is **The Value of One, The Power of Many**. It is an opportunity to reflect on the awe-inspiring acts of kindness by millions of individuals AND the magic that happens when we work towards a common purpose. This past year, we have seen people supporting family, friends, neighbours, and strangers, people standing up to systemic racism, and people sharing insights on how to create a more just and equitable society. We recognize the value of the caring and compassion that each one has shown another, and we recognize the power of people, organizations and communities working together.

A group of community organizations have joined together to organize volunteer week celebrations for this year. The events will be virtual in nature and we hope that you will participate. We are inviting Mayor and Council to record a taped message for the residents of Jasper acknowledging the many random acts of kindness we have witnessed through the many volunteer efforts in this past year...there are so many unsung heroes in our community to be celebrated. We would require your taped message by April 16<sup>th</sup> in order to launch it for the 18<sup>th</sup>.

We are also asking for a \$500 donation to put towards the marketing and promotion of the virtual events as we will be launching the 'Jasper Volunteers' Facebook page. Advertising dollars will be used to support ads in the two local papers and some Facebook ads. In return, the Municipality of Jasper's logo will be added to all promotions as a supporter of Volunteer Week Activities for 2021.

We have included a Proclamation below and ask that Mayor and Council proclaim this important week to recognize the many contributions of volunteers in Jasper.

### **Mayoral Proclamation for Volunteer Week 2021**

WHEREAS, 12.7 million Canadian volunteers give their time to help others, contributing close to 2 billion volunteer hours per year; and

WHEREAS, volunteers in Jasper mentor our children, feed our hungry, comfort our lonely, beautify our green spaces, and fundraise for our charitable organizations; and

WHEREAS, volunteers in Jasper have stepped up during the COVID-19 pandemic to support families, friends, neighbours, and strangers, people standing up to systemic racism, and people sharing insights on how to create a more just and equitable society; and

WHEREAS, Jasper's volunteers are young, old, families, workers, retirees, men and women of all ages and backgrounds; and

WHEREAS, the collective result of the work done by our town's volunteers is that Jasper is a more desirable place to live; and

WHEREAS, organizations in Jasper that rely on volunteers include such fundamental organizations as the Jasper Yellowhead Museum, Seton General Hospital, Friends of Jasper National Park, Jasper Food Bank, Jasper Municipal Library, Jasper Employment & Education Centre; and

NOW, THEREFORE, I, Richard Ireland, Mayor of Jasper, do hereby proclaim April 18-24, 2021, as National Volunteer Week, and urge my fellow citizens to recognize the crucial role played by volunteers in our community.

Should you require any further information, please do not hesitate to contact me at [ginette@jasperemployment.com](mailto:ginette@jasperemployment.com)

Kind Regards,

Ginette Marcoux  
Member of the Volunteer Week 2021 Committee

## MOTION ACTION LIST

SHORT TITLE	REQUESTED (DATE)	RESPONSIBLE (WHO)	COUNCIL MOTION (DESCRIPTION)	TARGET (DATE)
Utility Rates Model	Dec. 22, 2020	CAO	Council will review the utility rates model at an upcoming strategic priorities committee meeting.	April 13, 2021 Strategic Priorities Committee
Paid Parking Pilot Project	Initial request: Jan. 19, 2021  Revised: March 9, 2021	Legislative Services Manager & Director of Finance and Administration	That Committee of the Whole direct Administration to return to Council with a revised implementation plan for a pilot project for paid parking primarily focused on impacts on the downtown core and Connaught Drive.	March 23, 2021
Targeted Boards and Committees Review	Jan. 26, 2021	Legislative Services Manager	That Council direct Administration to conduct a review of the following boards and committees: <ul style="list-style-type: none"> <li>• The Jasper Community Team – Community Conversations;</li> <li>• Environmental Responsibility; and</li> <li>• Culture and Recreation</li> </ul>	June 2021
Ball Diamond A for skate park	Feb. 2, 2021	CAO	That Council consider allocating a portion of the land commonly known as “Diamond A” in Centennial Park for construction of the Skate Park.  Administration will present a report recommending public engagement options	March 23, 2021
Culture and Recreation Services Review	Feb. 23, 2021	Director of Culture and Recreation	That Council direct Administration to solicit external stakeholder input on the draft Culture & Recreation Services and Facility Review before bringing the report back to Committee of the Whole for final review.	May 2021
Crosswalks	Feb. 23, 2021	Director of Operations	That Committee of the Whole direct Administration to examine the issue of crosswalks for safe pedestrian crossing	March 23, 2021

			on Bonhomme at the Bonhomme-Willow intersection; and return to Committee of the Whole with recommendations.	
<b>Code of Conduct Bylaw</b>	<b>March 9, 2021</b>	<b>Legislative Services Manager</b>	That Committee of the Whole direct Administration develop a draft Code of Conduct Bylaw in accordance with current provincial legislation, and present at a future meeting.	<b>April 13, 2021</b>