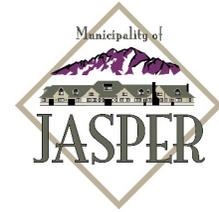


MUNICIPALITY OF JASPER
SPECIAL REGULAR COUNCIL MEETING AGENDA

Date: March 31, 2020 | Time: 1:30 p.m.
Place: Quorum Room, Jasper Library and Cultural Centre



Due to the COVID-19 outbreak, all councillors, required municipal staff and the public are encouraged, in the strongest possible terms, to attend remotely. To watch the meeting at 1:30 pm, click [here](https://zoom.us/j/567973120) or copy and paste the following link into your browser: <https://zoom.us/j/567973120>

1 CALL TO ORDER

2 APPROVAL OF AGENDA

2.1 Special Regular Meeting Agenda, March 31, 2020 attachment

3 NEW BUSINESS

3.1 Municipal Property Tax Deferrals attachment

3.2 Municipal Utility Payment Deferrals attachment

3.3 COVID-19 Response and Operating Budget 2020 attachment

3.4 Interim Electronic Meetings and Electronic Participation Policy and Procedures attachment

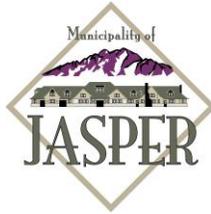
3.5 Letter to Jasper Businesses regarding COVID-19 support verbal

4 IN CAMERA

4.1 Human Resources Matter - FOIP s.24

5 ADJOURNMENT

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



REQUEST FOR DIRECTION

Subject: Municipal Property Tax Deferrals

Prepared by: Natasha Malenchak, Director of Finance and Administration

Reviewed by: Mark Fercho, Chief Administrative Officer
Christine Nadon, Legislative Services Manager

Date – Discussion: March 24, 2020 & March 31, 2020

Recommendation:

- That Council consider parameters to be implemented for the purpose of property tax and provide direction to Administration to start preparing the necessary legislative documents to enact a property tax deferral program.

Background:

In response to the COVID-19 outbreak, Council is looking to implement property tax deferral measures to ease the financial burden on municipal property owners. Below are considerations that were brought for Council to explore in order to give direction to Administration to start preparing the necessary legislative documents to enact a deferral program. It is important that the deferral program can function effectively for taxpayers while still meeting the funding needs for municipal operations for 2020. The topics below are provided for discussion; Council may have additional considerations to add to the list.

Eligibility Criteria

- Will property tax deferrals apply to residential properties, commercial properties, or both?
Administration heard “both” at the March 24, 2020 COTW meeting
- Will applicants need to “apply” to the Municipality to be able to defer payments? Will specific criteria for eligibility be developed?
 - Developing an application process and eligibility criteria may prevent unforeseen cash flow issues for the Municipality of Jasper; if every property owner elects to defer payments, municipal revenue could be significantly affected and have an impact on day-to-day operations.
 - For example, commercial property owners could be eligible for a property tax deferral with the condition that they pass on the deferral to their commercial tenants, unless they occupy the building for their own business.
 - Any application process and eligibility criteria should be manageable (i.e. not too complex) for property owners and municipal staff to administer. Administration heard at the March 24, 2020 COTW meeting “that Council believed an application process might be too onerous for staff to be able to manage on top of current duties”.

Term

- How long will payments be deferred for?
 - o Two Months? Three Months? Six Months? Year end? Full calendar year? Two years?
- Will interest penalties still apply? Will interest amounts still be same as current 2% on utilities?
- Should a provision for repayment be developed?

Advocacy

- Should Council consider advocating for Alberta School Foundation property tax deferrals to the Government of Alberta?
 - o School taxes represent approximately 50% of residential property taxes.
 - o Update – Below*
- Should Council consider advocating for deferral on Land Rent and Planning from the Federal Government?

Further Updates

- Evergreen Foundation has indicated they will defer operating requisition until July 2020 and the capital requisition until end of 2020
- *Alberta School Foundation – Minister of Municipal Affairs has indicated that to help maintain liquidity, they are deferring education property tax for businesses (Non-Residential) for six months. This will help keep more businesses viable, able to meet payroll obligations and to employ as many Albertans as possible.
To free cash flow and help businesses retain and pay workers, government will defer six months' worth of the education portion of non-residential property tax. Only 50 per cent of the non-residential education taxes will be due in 2020. We will work with municipalities to develop flexible repayment plans. Businesses capable of paying their taxes in full are strongly encouraged to do so. Commercial landlords are strongly encouraged to pass on these savings to their tenants through reduced or deferred payments.
- Alberta Capital Finance Authority (ACFA)/Government of Alberta Financing – Financing can still be applied for under ACFA as they have not completely dissolved to the Government of Alberta. They will forward on application to the government.
- Parks Canada Land Rent and Planning-Terms of Payment, Due 30 days after invoice is received.
Due Aug 1, 2020.

Relevant Legislation:

- [Jasper Municipal Tax Penalties Bylaw \(#040\)](#)
 - o Section 3, penalties, could be removed or changed from this bylaw, and re-enacted at a future date determined by Council

Attachments:

- Other community direction/considerations
- March 2019-2020 interest rates

Other Community Direction/Considerations

Taxes			
City/Town		Deferred until Aug 31, 2020	Considering Deferrals
Fort Saskatchewan		Yes until Sept 1/2020	Yes
City of Chestermere		Yes	
Banff			Yes
Edmonton		Mailed out in May due Aug 31/2020	
Calgary			
Hinton			Yes
Edson			Yes

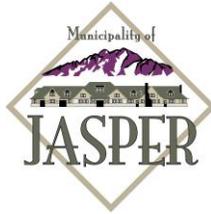
Provincial Government Statement

The government is deferring education property tax for businesses for six months. Businesses capable of paying their taxes in full are strongly encouraged to do so. Commercial landlords are strongly encouraged to pass on these savings to their tenants through reduced or deferred payments.

Alberta Capital Fiance Authority
Indicative Interest Rates

As of	3 Year	5 Year	10 Year	15 Year	20 Year	25 Year	30 Year
*15-Mar-20	1.16%	1.27%	1.73%	1.96%	2.13%	2.07%	N/A
1-Mar-20	1.57%	1.66%	1.95%	2.16%	2.31%	2.40%	2.44%
15-Feb-20	1.88%	1.93%	2.16%	2.33%	2.45%	2.52%	2.55%
1-Feb-20	1.83%	1.88%	2.05%	2.21%	2.33%	2.39%	2.43%
15-Jan-20	2.05%	2.14%	2.35%	2.51%	2.62%	2.69%	2.72%
3-Jan-20	2.06%	2.13%	2.31%	2.47%	2.58%	2.65%	2.67%
*15-Dec-19	2.07%	2.16%	2.40%	2.55%	2.68%	2.69%	2.71%
1-Dec-19	2.02%	2.10%	2.32%	2.48%	2.59%	2.65%	2.68%
15-Nov-19	2.00%	2.08%	2.29%	2.47%	2.60%	2.67%	2.70%
1-Nov-19	1.99%	2.07%	2.30%	2.49%	2.62%	2.69%	2.72%
15-Oct-19	2.09%	2.18%	2.38%	2.54%	2.65%	2.71%	2.73%
1-Oct-19	1.97%	2.00%	2.18%	2.34%	2.47%	2.54%	2.58%
*15-Sep-19	1.83%	1.86%	2.00%	2.30%	2.46%	2.42%	2.47%
1-Sep-19	1.82%	1.85%	2.01%	2.19%	2.33%	2.42%	2.46%
15-Aug-19	1.80%	1.82%	1.98%	2.13%	2.26%	2.34%	2.38%
1-Aug-19	2.12%	2.08%	2.26%	2.43%	2.55%	2.62%	2.66%
15-Jul-19	2.02%	2.10%	2.34%	2.53%	2.65%	2.73%	2.77%
1-Jul-19	1.89%	1.96%	2.24%	2.45%	2.59%	2.68%	2.73%
*15-Jun-19	1.83%	1.91%	2.21%	2.44%	2.61%	2.72%	2.73%
1-Jun-19	1.91%	1.99%	2.26%	2.47%	2.61%	2.71%	2.76%
15-May-19	2.06%	2.16%	2.44%	2.65%	2.79%	2.87%	2.91%
1-May-19	2.04%	2.13%	2.43%	2.66%	2.82%	2.91%	2.96%
15-Apr-19	2.10%	2.21%	2.52%	2.75%	2.90%	3.00%	3.05%
1-Apr-19	2.14%	2.29%	2.60%	2.83%	2.99%	3.07%	3.12%
*15-Mar-19	2.10%	2.23%	2.56%	2.87%	2.93%	3.13%	3.19%
Average	1.93%	2.01%	2.25%	2.45%	2.58%	2.65%	2.60%

NOTE: The financial markets are volatile due to the impact of COVID-19. These rates are not transactional and only an indication. A live market quote would be required at the time of application.



REQUEST FOR DECISION

Subject: Municipal Utility Payment Deferrals

Prepared by: Natasha Malenchak, Director of Finance and Administration

Reviewed by: Mark Fercho, Chief Administrative Officer
Christine Nadon, Legislative Services Manager

Date – Notice: March 31, 2020

Date – Decision: **Final Bylaw reading - April 7, 2020**

Recommendation: That Council defer utility payments due for three (3) months (March 15 – June 15, 2020) without penalty and;

- That Council read, for the first and second time, a new version of the Utility Fees Bylaw to begin enacting changes to the utility's payment and penalties process.

Options:

- That council defer utility payments due for three (3) months (March 15 – June 15, 2020) with reduced penalty (_%) and read bylaw for 1st and 2nd reading, or;
- That council defer utility payments due for six (6) months (March 15 – September 15, 2020) and current penalties in Bylaw #223 shall remain in force. [Utility Fees Levy and Collection Bylaw 2020](#)

Background:

- In response to the COVID-19 outbreak, Council is looking to implement utility payment deferral measures to ease the financial burden on municipal property owners. Below are considerations that were brought for Council to explore in order to give direction to Administration to start preparing the necessary legislative documents to enact a deferral program. It is important that the deferral program can function effectively for taxpayers while still meeting the funding needs for municipal operations for 2020. The topics below are provided for discussion; Council may have additional considerations to add to the list.

Eligibility Criteria

- Will property utility payment deferrals apply to residential properties, commercial properties, or both? Administration heard "both" at the March 24, 2020 COTW meeting
- Will applicants need to "apply" to the Municipality to be able to defer payments? Will specific criteria for eligibility be developed?

- Developing an application process and eligibility criteria may prevent unforeseen cash flow issues for the Municipality of Jasper; if every property owner elects to defer payments, municipal revenue could be significantly affected and have an impact on day-to-day operations.
- For example, commercial property owners could be eligible for a utility payment deferral with the condition that they pass on the deferral to their commercial tenants, unless they occupy the building for their own business.
- Any application process and eligibility criteria should be manageable (i.e. not too complex) for property owners and municipal staff to administer. Administration heard at the March 24, 2020 COTW meeting “that Council believed an application process might be too onerous for staff to be able to manage on top on current duties”.

Term

- How long will payments be deferred for?
 - Two Months? Three Months? Six Months? Year end? Full calendar year? Two years?
- Will interest penalties still apply? Will interest amounts still be same as current 2% on utilities?
- Should a provision for repayment be developed?

Relevant Legislation:

Utility Fees Levy and Collection Bylaw 2020

Section 12, penalties, could be removed or changed from this bylaw, and re-enacted at a future date determined by Council

Attachments:

- Other community direction
- Bylaw #XXX Utility Fees Levy and Collection Bylaw 2020 A

Other Community Direction/Considerations

Utilities			
City/Town		Deferred 3 months with no penalties or interest	Considering Deferrals
Fort Saskatchewan		Yes	
City of Chestermere			Yes
Banff			Yes
Edmonton		Yes, with application	
Calgary		Yes	
Hinton			Yes
Edson			Yes

Provincial Government Statement

In an effort to support those financially impacted by the COVID-19 pandemic, the Provincial Government announced on March 19, 2020 that residents customers can now defer their electricity and natural gas payment for 90 days, without incurring any of the associated fees and penalties. The Provincial Government also recommend that municipalities extend the same opportunity to municipal utility account holders (water, sewer and waste collection).

**MUNICIPALITY OF JASPER
BYLAW #XXX**

BEING A BYLAW OF THE SPECIALIZED MUNICIPALITY OF JASPER IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE LEVYING AND COLLECTION OF FEES FOR THE PROVISION OF WATER, SEWER, SOLID WASTE AND RECYCLING SERVICES IN 2020.

WHEREAS the Municipal Government Act (R.S.A. 2000, cM-26) authorizes a municipality to operate a water system as a public utility for the purpose of supplying and distributing water to customers in the Municipality and, subject to Council approval, to customers outside the Municipal boundaries;

AND WHEREAS the Municipal Government Act authorizes a municipality to pass a bylaw respecting public utilities and services provided by the municipality;

NOW THEREFORE the Council of the Specialized Municipality of Jasper, in the province of Alberta, duly assembled, enacts:

1.0 Citation

- 1.1 This bylaw may be cited as the "Utility Fees Levy and Collection Bylaw 2020 A".
- 1.2 This bylaw rescinds Bylaw #223 "Utility Fees Levy and Collection Bylaw 2020".

2.0 Definitions

- 2.1 In this bylaw
- 2.1.1 "apartment building" shall mean a single building comprised of three or more dwelling units, not including secondary suites with shared entrance facilities, where none of the dwelling units are rented or available for rent or occupation for periods less than 30 days;
- 2.1.2 "apartment unit" shall mean a dwelling unit in an apartment building;
- 2.1.3 "black water" shall mean de-watered or partially de-watered sludge forming a semi-liquid mass and includes accumulated settled solids deposited in holding tanks, pit latrines, sewage lagoons and septic tanks;
- 2.1.4 "bulk water" shall mean water obtained from the water system by truck, tanker or similar means, and at such times and locations as may be designated by the CAO;
- 2.1.5 "chief administrative officer" (CAO) means the chief administrative officer of the Municipality of Jasper or designate;
- 2.1.6 "dwelling unit" shall mean one or more rooms connected as a separate unit in the same structure and constituting an independent unit for residential occupancy by a household with facilities to sleep, cook and eat, and with its own sanitary facilities;
- 2.1.7 "community non-profit rate" shall mean the community non-profit rate specified in Schedule 1 which shall apply to:
- 2.1.7.1 Parcel R9, Lot 2 (Jasper United Church);
- 2.1.7.2 Parcel C (St. Mary and St. George's Anglican Church);
- 2.1.7.3 Block A, Lot 1 (Our Lady of Lourdes Catholic Church);
- 2.1.7.4 Block 18, Lot 14 (Jasper Lutheran Church);
- 2.1.7.5 Block 26, Lot 13 (Jasper Pentecostal Church);
- 2.1.7.6 Block 4, Lots 19-20 (Jasper Baptist Church);
- 2.1.7.7 Block 5, Lot 4 (Jasper Park Chamber of Commerce, Robson House);
- 2.1.7.8 Parcel A, Lots 3A and 4A (Jasper-Yellowhead Historical Society);
- 2.1.7.9 Block 36, Lots 31 and 32 (Jasper Municipal Library);
- 2.1.7.10 Athabasca Park (Parks Canada Administration Building),
- 2.1.7.11 Un-surveyed lot known as Parcel U-124 (Friends of Jasper National Park and public washroom building), and
- 2.1.7.12 Block 5, Lots 5 and 6 (Tourism Jasper Jackman House)
- 2.1.8 "grey water" shall mean the fouled water supply of residences and businesses, and includes water-carried human wastes;

- 2.1.9 "leaseholder" shall mean a grantee or a person or other legal entity holding a valid lease or licence of occupation with the federal Crown for the use or occupation of land in Jasper National Park, and shall mean Canadian National Railway in respect of lots or land parcels held by Canadian National Railway, and shall mean Jasper National Park of Canada in respect to lots or land parcels held by the Crown;
- 2.1.10 "multi-unit dwelling" means one or more single buildings designed to contain three or more dwelling units not including secondary suites where none of the dwelling units are rented or available for rent or occupation for periods of less than 30 days;
- 2.1.11 "Municipality" shall mean the Municipality of Jasper;
- 2.1.12 "sewer system" shall mean the sanitary sewer system owned and operated by the Municipality and all accessories and appurtenances thereto, and shall include the wastewater treatment plant;
- 2.1.13 "water meter" shall mean a device designated and installed by the Municipality in each water service for the purpose of measuring water volume, and
- 2.1.14 "water system" shall mean the water system owned and operated by the Municipality of Jasper and all accessories and appurtenances thereto.
- 2.1.15 "zone" shall mean a zone established by a planning regime.

3.0 Water Rate

- 3.1 Every leaseholder of a lot or land parcel in the Municipality that is connected solely to the water system shall pay a water charge calculated by multiplying the volume in cubic meters of water consumed by **\$1.41**.
- 3.2 The volume of water consumed will be measured by a water meter.

4.0 Combined Water and Sewer Rate

- 4.1 Every leaseholder of a lot or land parcel in the Municipality that is connected to both the water and sewer systems shall pay a sewage charge calculated by multiplying the volume in cubic meters of water consumed by **\$2.32**. The equivalent combined rate would be the sum of the water rate and the sewage rate.
- 4.2 The volume of sewage is calculated as being equal to the volume of water consumed by that leaseholder. The volume of water consumed will be measured by a water meter.

5.0 Sewer Rate

- 5.1 Every leaseholder of a lot or land parcel in the Municipality that is connected solely to the sewer system shall pay a sewage charge calculated as a percentage of the annual operating cost of the Jasper wastewater treatment plant equal to the volume of sewage that leaseholder contributes to the wastewater treatment plan expressed as a percentage of total flows received at the plant.
- 5.2 Every leaseholder to whom section 5.1 applies shall provide a means approved by the Municipality of measuring the volume in cubic meters of sewage entering the sewer system from the leaseholder's lot or land parcel.

6.0 Trucked Waste

- 6.1 Every leaseholder of a lot or land parcel in the Municipality that is not connected to either the water or the sewer system shall pay a sewage charge calculated as follows:
- 6.1.1 **\$9.29** for each cubic meter of grey water deposited in the sewer system; and
- 6.1.2 **\$14.70** for each cubic meter of black water deposited in the sewer system.
- 6.2 Every leaseholder to whom section 6.1 applies shall establish and maintain a municipal sewage account and the Municipality shall charge the service fee specified in Schedule 2 for the establishment of the account.

- 6.3 Every leaseholder to whom section 6.1 applies who deposits grey water or black water sewage into the sewer system at any time when a member of the operating staff of is not present at the plant, and whose deposit results in a circumstance requiring the presence of a member of the operating staff, the Municipality shall charge the leaseholder the wastewater treatment plant call-out fees specified in Schedule 2.

7.0 Bulk Water

- 7.1 Every hauler of bulk water shall pay bulk water fees calculated as the volume of water obtained from the water system multiplied by the water rate specified in section 3.1 except that the minimum invoice for every such hauler shall be **\$61.90** for every billing period during which such hauler purchased bulk water from the Municipality.
- 7.2 Every purchaser of bulk water not having an existing municipal bulk water account shall establish such an account and the Municipality shall charge the service fee specified in Schedule 2 for the establishment of the account.

8.0 Solid Waste

- 8.1 The Municipality shall, with respect to every leaseholder of a lot or parcel located in the Municipality, charge the fees specified in Schedule 1 for solid waste collection.
- 8.2 In the event the Parks Canada Agency increases the fees charged to the Municipality for the provision of solid waste services, the CAO may increase the fees specified in Schedule 1 to the extent necessary to recoup those increased costs. The revised fees shall be advertised by the Municipality.
- 8.3 The Municipality shall establish a daily solid-waste collection schedule ensuring that solid waste collection is normally completed no later than 1:00 p.m. of each operating day. If an extra pickup is required on any operating day it shall be subject, in addition to the fees prescribed in section 10.1 herein, to the off-schedule surcharge specified in Schedule 1.
- 8.4 Every leaseholder of an institutional lot or parcel in the Municipality shall pay solid waste fees at the commercial rate specified in Schedule 1 unless such zone or parcel:
- 8.4.1 is listed in section 2.1.7 as subject to the community non-profit rate; or
- 8.4.2 is used solely for residential purposes, in which case solid waste fees shall be levied in accordance with the character of such use; and
- 8.4.3 no water, sewer or solid waste accounts shall be levied in respect of Parcel CA.

9.0 Parks Canada Agency

- 9.1 The Parks Canada Agency shall pay water, sewer and solid waste charges on properties it uses and occupies within the Municipality as though it were a leaseholder.
- 9.2 The Municipality shall, in respect to its lots or land parcels in Jasper National Park of Canada outside the Municipality that are not connected to either the water or the sewer system, levy a sewage charge for each cubic meter of sewage deposited in the sewer system calculated at 0.8 multiplied by the per cubic meter trucked waste charge specified in section 6.1.
- 9.3 Occupants of Parks Canada Agency lands zoned "R1", "R2", "R3" or "R4" shall pay the solid waste charges specified in Schedule 1 unless the Municipality is requested in writing by the Parks Canada Agency to direct such accounts elsewhere.
- 9.4 Parcel GJ shall be exempt from solid waste fees.

10.0 Recycling Fee

- 10.1 Every leaseholder of a lot or parcel upon whom the Municipality levies fees for solid waste collection shall also be charged the recycling fee specified in Schedule 2 which fee shall be contributed to recycling operating budgets.
- 10.2 Every leaseholder referred to in section 10.1 and who is the subject of more than one solid waste account with the Municipality shall pay the recycling fee with respect to each of their solid waste accounts.

11.0 Accounts

- 11.1 Accounts shall be rendered to the leaseholder, except that:
- 11.1.1 water charge accounts shall be rendered to the tenants of rental dwelling units upon lands which are zoned R3 in respect to which:
 - 11.1.1.1 each dwelling unit is serviced by an individual water meter;
 - 11.1.1.2 not less than 10 rental dwelling units are located within a single leasehold; and
 - 11.1.1.3 the leaseholder has provided to the Municipality current postal addresses for the tenants of the rental dwelling units and has requested in writing the accounts be sent to those addressed; and
 - 11.1.1.4 the Municipality shall hold the leaseholder fully and entirely responsible for the payment of such accounts in the event the Municipality's reasonable efforts to collect such accounts prove unsuccessful.
 - 11.1.2 water charge accounts shall be rendered to the tenants of rental dwelling units upon lands which are zoned CV-2, CO, CP, or CN.
- 11.2 Accounts shall be due and payable to the Municipality when rendered. Failure to receive an account shall not affect the liability to pay the account.
- 11.3 Municipal utility service charges shall be a debt recoverable from the leaseholder by action and may be recovered by distress upon the seizure of the goods and chattel of the leaseholder, and there shall be a lien upon the property, collectable in the same manner as taxes.
- 11.4 The Municipality may terminate water services to any leaseholder when their municipal utility service charges are in arrears by 60 days or more from the rendering of the account.
- 11.5 When a new account is established the Municipality shall charge the leaseholder the service fee specified in Schedule 2 for the establishment of the account.
- 11.6 For any services requested on or after June 1, 2009, a tenant to which section 11.1.2 applies, shall pay the Municipality the non-interest-bearing deposit specified in Schedule 2. The deposit shall be:
- 11.7.1 held on deposit by the Municipality for the full period for which services are delivered to the tenant; and
 - 11.7.2 applied to any outstanding service account balance at the conclusion of the full period in which water services are delivered to the depositor or in the event no outstanding account balance exists, returned to the depositor.

12.0 Penalties

- 12.1 The penalty for late payment of service accounts shall be 2% per month (26.82% per annum) beginning on the 31st day after the rendering of the account.

13.0 Severance

- 13.1 If any section in this bylaw is found by a court of competent jurisdiction to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.

COMING INTO FORCE

This bylaw shall come into force on the date of final passing thereof.

READ a first time this day of March 2020.

Municipality of Jasper Bylaw #XXX
Utility Fees Levy and Collection Bylaw 2020 A

READ a second time this day of April 2020.

READ a third and final reading this day of April 2020.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

SCHEDULE 1**CHARGES FOR SOLID WASTE COLLECTION AND DISPOSAL SERVICES
IN THE TOWN OF JASPER**

<u>Residential Leaseholds</u>	<u>Charge</u>
Residential lot inside the Municipality on which development comprises one dwelling unit per year	\$ 339.75
Residential lot inside the Municipality on which development comprises a duplex, per unit, per year	\$ 271.77
Multi-dwelling district lot or parcel on which development comprises one or more apartment building, per apartment unit, per year	\$ 153.00
Multi-dwelling district lot or parcel on which development comprises multi-unit development, per multi-unit dwelling, per year	\$ 263.00
 <u>Commercial Leaseholds</u>	
(a) base rate for every commercial lot, and for pick-up per week of up to 8 cubic yards, per year	\$ 1,805.31
(b) for any additional pick-up of self-dumping solid waste containers, per cubic yard	\$ 20.60/cu.yd
(c) for any pick-up of solid waste not stored in solid waste containers compatible with the Haul-All collection system, per hour	\$ 128.00/hr
Commercial off-schedule surcharge per pick up	100% of fee calculated in (b) above
Storage and services lot (S-Block), per year	\$ 265.51
Community non-profit rate	\$ 339.75

SCHEDULE 2

<u>Water Service Deposit</u>	<u>Charge</u>
Water service deposit pursuant to section 11.6	\$ 248.00
<u>Recycling Fee</u>	
Annual recycling fee pursuant to section 10.1	\$ 187.00
<u>Wastewater Treatment Plan Call-out Fees pursuant to section 6.3</u>	
For the first three (3) hours or any portion thereof	\$ 258.00
For every full hour or portion thereof of a call-out exceeding three (3) hours	\$ 86.00
<u>Account Service Fee</u>	
Service Fee pursuant to sections 6.2, 7.2 and 11.5	\$ 71.70



REQUEST FOR DECISION

Subject: Operating Budget 2020

Prepared by: Natasha Malenchak

Reviewed by: Mark Fercho, CAO
Christine Nadon, Legislative Services Manager

Date – Discussion: External Municipal Requests, November 5,12 and December 3, 2019
Public Budget Presentations, November 26 and 27, 2019

Date – Notice: December 3, 2019 (Interim), **March 17, 2020 (Final)**

Date – Additional Discussion: December 10 & 17, 2018 (Interim), January 21, February 4, 11, 18, 26, March 3, 10 and 24, 2020

Date – Decision: **March 31, 2020**

Recommendation:

- That Council approve the 2020 Operating Budget at 0% increase due to Pandemic circumstances. Municipal tax to be levied will be the same as the 2019 year (\$7,982,028).

Options:

- Modify or not approve the 2020 Operating Budget.
- Approve, modify or not approve the additional asks as separate additions to the base Operating Budget as presented:
 - Jasper Yellowhead Museum and Archives Request – (2019 approved amount \$49,000 + additional \$16,000=0.20%)
 - Jasper Municipal Library – (2019 approved amount \$195,700 + additional \$3,914=0.05%)
 - Habitat for the Arts – (2019 approved amount \$35,000 + additional \$20,000=0.25%)
 - Jasper Victim Services – (2019 approved amount \$11,838 + \$0 =0%)
 - Jasper Artist Guild – (2019 approved amount \$0 + additional \$15,000=0.19%)

(0.69%)

Background:

As per the Municipal Government Act, section 242, Council must adopt an operating budget for each calendar year. Alberta municipalities are required to adopt operating (s. 242) and capital (s. 245) budgets for each calendar year and can adopt an interim operating budget for part of a calendar year. The proposed operating budget should be adopted by March 30 to allow sufficient time for the preparation of the tax rates bylaw and related documents, including tax notices to residents.

Relevant Legislation:

- Municipal Government Act, R.S.A. 2000, c.M-26, s.242

Strategic Relevance:

- Council's Mission - to advance the community's vision and interests by: responsibly managing municipal finances and assets (through committed adherence to the municipal Asset Management Plan
- Municipality of Jasper Mission Statement - To provide open, honest and accountable government to the residents of Jasper.
- Economic Health and Fiscal Equity - Maintain a commitment to asset management and the Asset Management Plan.
- Governance – Provide open, accountable and accessible government
- Fiscal Health – Enhance the municipal budget process

Financial:

Approval of the operating budget will allow the Finance department to input the 2020 budget values in the municipal accounting software and ensure business continuity into 2020.

Attachments:

- JAG request for information

Note – Councilors have electronic copies of the proposed budget, which is also available on the municipal website.

JAG
JASPER ARTISTS GUILD

November 14 2019

Honourable Mayor and Municipal Councillors,

On behalf of the JAG membership, I'm writing to you to inform you of JAG's current financial situation. For your better understanding, I have enclosed our year-end financial statements for the past three years. In a nutshell, here is big picture:

When we moved into the Jasper Cultural Centre in July 2016, we had approx. \$71,000 in cash assets. We spent roughly \$11,000 on Furniture & Fixtures (sales & packaging desks, moveable walls, plinths, office furniture, cables & hooks, extra tracks), and \$3000 on street signage. Our current cash assets have dipped below \$20,000. Though our sales and income remain relatively constant, our expenditures are much greater since moving into the new facility (rent, utilities, cleaning services, wages). At this rate, we expect JAG to have exhausted its funds, earned and saved in the 16 years before moving into the new facility, by December 31, 2020.

Our main challenges are: 1. unlike Habitat for the Arts, our organization as administrators of a retail facility, qualify for only two main grants: the Alberta Foundation for the Arts administrative grant (to be cut by 50% by new Alberta Gov't), and a Summer Student grant. Our other efforts at applying for specific events' grants have always met with refusals. 2. Our location off the two main retail streets requires creative efforts to attract visitors to the gallery (where is the promised signage at the town entrances, and throughout the town to direct visitors to the facility?). 3. Our hours of operation are limited to our volunteer pool. Our 2018 Membership Campaign increased our volunteer resources by just a few members.

On the positive side: 1. we received a generous donation of a gallery lighting system worth \$20,000 from Morin Bros. Construction Ltd. 2. Our donations' campaign injected \$5500 into our pool of funds, and \$6000 in fundraising & events efforts.

If the Municipality believes that Jasper Art Gallery is a worthwhile asset to our community here are some of the solutions we propose: 1. The rent amount paid by JAG be equal only to its yearly profit, OR 2. The Municipality funds JAG \$15,000 yearly, OR 3. The Municipality takes over the administration of the Jasper Art

Gallery, retaining Jasper Artists Guild members as volunteers, and exhibiting artists.

Please consider this letter JAG's formal request for financial help from the Municipality's 2020 budget. At your convenience, we would be happy to meet with the Municipal Council.

Yours truly,

A handwritten signature in black ink, appearing to read 'Claude Boocock', with a long horizontal flourish extending to the right.

Claude Boocock
gboocock@telusplanet.net
780-852-4109

CC: Mark Fercho

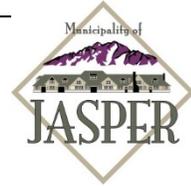
Encl.

Policy Title: INTERIM ELECTRONIC MEETINGS AND ELECTRONIC PARTICIPATION POLICY

Policy #: B-021

Effective Date:

Date adopted by Council: March 17, 2020



POLICY

Council authorizes any members of Council and staff to attend regular Council meetings and committee of the whole meetings by electronic means; and authorizes public observation and attendance by electronic means.

PURPOSE

Electronic meetings or individual meeting participation and public attendance and observation through electronic means gives flexibility to Council and municipal staff to conduct business using telephone and video conferencing without compromising the rights of the public to access the decision-making process.

The Municipal Government Act and the Procedure Bylaw state Council meetings or Council committee meetings may be conducted by means of electronic or other communication facilities.

Policy Title: INTERIM ELECTRONIC MEETINGS AND ELECTRONIC PARTICIPATION POLICY

Policy #: B-021

ADMINISTRATIVE PROCEDURES

Effective Date:

Date approved by the CAO:



SCOPE

These procedures will apply to Municipality of Jasper regular Council meetings and committee of the whole meetings that must be held electronically or requires the electronic participation of respective Council members, staff or scheduled meeting participants; and for remote public observation and attendance of regular Council meetings and committee of the whole meetings.

ELECTRONIC MEETINGS

The default nature of the Municipality of Jasper's Council meetings is in-person attendance. Council will conduct their business during regularly scheduled meetings at the Quorum Room in the Jasper Library and Cultural Centre, however, Council may hold electronic meetings when it is deemed necessary by Council, through resolution or general consensus if time does not permit, that a meeting must still take place and a quorum of Council members would not be available to physically attend a meeting or it is not desirable to physically attend.

VOTING

When a vote is called at an electronic meeting, for clarity, the chair will individually ask each Council member for their vote, vocally.

MAKING A POINT OR ADDRESSING A POINT OF ORDER

A councillor or staff member who needs to make a point or address a point of order during a discussion or debate should do so by raising a pen or pencil on screen.

RECORDS OF COUNCIL

All records of Council for electronic meetings shall be recorded in accordance with the Procedure Bylaw.

ELECTRONIC PARTICIPATION BY COUNCIL MEMBERS, STAFF MEMBERS AND SCHEDULED MEETING PARTICIPANTS

Members of Council, staff or a scheduled meeting participant(s) may participate electronically in a regular meeting or committee of the whole meeting at such times that the member of Council, staff or meeting participant(s) is unable to be present at the Quorum Room for reasons pertaining to absence from the Municipality, health reasons or a reason deemed appropriate by Council through general consensus; and it has been deemed that the individual's attendance is deemed essential by either the mayor or the member of Council affected.

When a vote is called, councillors attending by means of electronic communications shall be asked to vocally state their vote, as asked by the chair.

OTHER PROCEEDINGS OF COUNCIL

Policy Title: INTERIM ELECTRONIC MEETINGS AND ELECTRONIC PARTICIPATION POLICY

Policy #: B-021



ADMINISTRATIVE PROCEDURES

Effective Date:

Date approved by the CAO:

Unless specifically outlined in the Electronic Meetings and Electronic Participation Policy and Procedures, all proceedings of Council and the Committees thereof will be conducted as outlined in the Procedure Bylaw.

ELECTRONIC MEETINGS AND THE PUBLIC

The Municipality of Jasper will:

- Provide 24 hour-notice of electronic meetings;
- Provide the appropriate facilities and equipment to give the public the opportunity to hear, or watch and hear, the electronic meeting or the participation of a Council member or members.

LOGISTICS

The minimum permitted electronic means will be audio.

If communication is lost to one or more electronic participants during a meeting:

- a. A brief recess will be called to try and reestablish the link(s);
- b. If after the recess a link cannot be reestablished the member(s) of Council affected will be deemed to have left the meeting;
- c. If after the recess a link cannot be reestablished and there is not a quorum of members of Council, the mayor or meeting chair will deem the meeting to be adjourned. If the mayor, deputy mayor and meeting chair has lost connection then the Chief Administrative Officer will deem the meeting to be adjourned.

COSTS

If a councillor, staff member or scheduled meeting participant incurs a cost in regards to data or related connection fees due to necessary electronic meeting participation, the cost will be paid by the Municipality of Jasper.

There will be no cost to the public to hear or watch and hear an electronic meeting.