MUNICIPALITY OF JASPER

REGULAR COUNCIL MEETING AGENDA

Date: March 6, 2018 | Time: 1:30 p.m.

Place: Jasper Library and Cultural Centre, Council Chambers

1 CALL TO ORDER

2 APPROVAL OF AGENDA

2.1 Regular meeting agenda, March 6, 2018 — attachment

3 APPROVAL OF MINUTES

3.1 Regular meeting minutes, February 20, 2018 — attachment

4 PRESENTATIONS

5 BUSINESS ARISING FROM PREVIOUS MINUTES

6 DEPARTMENT REPORTS

6.1 Human Resources — attachment

6.2 Environmental Stewardship — attachment

7 INFORMATION ITEMS

7.1 2017 Restricted funds transfers — attachment

7.2 Community Dinner volunteer shifts — attachment

8 BYLAWS

8.1 Bylaw summary — attachment

9 REQUESTS FOR DECISION

9.1 Notice – Busking pilot project #4, for 2018 — attachment

9.2 Notice – Capital budget carry forward to 2018 — attachment

9.3 Notice – Sewer system for hostel and other parcels preliminary design — attachment

9.4 Notice – Assessment Review Board members appointment — attachment

9.5 RFD – Assessment Review Board training – waiver requested — attachment

9.6 Notice – Budget and Policy Standing Committee and Cannabis Working Group — attachment

10 CORRESPONDENCE FOR INFORMATION, CONSIDERATION OR ACTION

10.1 Fireworks display – Jasper Environmental Association — attachment

11 OTHER NEW BUSINESS

12 COUNCILLOR REPORTS

13 UPCOMING EVENTS

March 13: Vision and Mission Statement review, Council Chambers, 1:30 p.m.

March 13: Jasper National Park annual public forum, Sawridge, 6:45 p.m.

March 18: Community Dinner hosted by Council and MOJ, Activity Centre, 4:30 p.m.

March 20: Intergovernmental meeting, Rotary Room, 9 a.m.

April 25: Tourism Entrepreneurship Start-up Seminar (TESS), Sawridge, 8 a.m. – 5 p.m.

14 IN CAMERA

14.1 Legal Matter – CARB discussions – FOIP, S. 16
14.2 Deliberative Matter – the Exchange Lands – FOIP, S. 29

15 ADJOURNMENT

Municipality of Jasper

Regular Council Meeting Minutes

Tuesday, February 20, 2018 | 1:30 p.m.

Council Chambers, Jasper Library & Cultural Centre

Present	Deputy Mayor Jenna McGrath, Councillors Rico Damota, Helen Kelleher-Empey, Paul Butler, Bert Journault and Scott Wilson
Absent	Mayor Richard Ireland
Also present	Mark Fercho, Chief Administrative Officer Christine Nadon, Legislative Services Manager Kayla Byrne, Legislative Services Coordinator Natasha Malenchak, Director of Finance and Administration Yvonne McNabb, Director of Culture and Recreation Bruce Thompson, Director of Operations Pattie Pavlov, Jasper Park Chamber of Commerce General Manager Kevin Henderson, Mountain Park Lodges General Manager Evan Matthews, the Fitzhugh
Call to order	Deputy Mayor McGrath called the meeting to order at 1:30 p.m.
Approval of agenda #38/18	MOTION by Councillor Kelleher-Empey – BE IT RESOLVED THAT Council approve the agenda for the regular meeting of Tuesday, February 20, 2018 as presented. FOR: 6 Councillors; AGAINST: 0 Councillors; CARRIED
Approval of minutes #39/18	MOTION by Councillor Damota – BE IT RESOLVED THAT Council approve the minutes of the February 6, 2018 regular Council meeting as presented. FOR: 6 Councillors; AGAINST: 0 Councillors; CARRIED
Presentations	None.
Business arising from the minutes	Councillor Journault inquired about the capital request approval for the waterslide and stairs replacement. Council confirmed the information provided regarding this item was sufficient and reiterated its satisfaction with the decision.
Culture and Recreation	Council received the report of the Director of Culture and Recreation, which highlighted ongoing projects including the location of the 2018 Dark Sky Festival, Jasper Activity Centre asbestos testing, and the progress of the Administration Office roof replacement.
Operations	Council received the report of the Director of Operations, which highlighted ongoing and upcoming projects including snow maintenance and wayfinding signs for the Jasper Library and Cultural Centre.

Bylaw summary	Council received a summary of bylaws currently in force in the Municipality.		
Waiver of notice – Aquatic Centre steel column repair	MOTION by Councillor Wilson – BE IT RESOLVED THAT Council waive the two-week notice period to make a decision on the Aquatic Centre steel column repair request.		
#40/18	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
RFD – Aquatic Centre steel column repair #41/18	MOTION by Councillor Butler – BE IT RESOLVED THAT Council approve the expenditure of $58,687 from the Recreation restricted fund for steel column repairs at the Aquatic Centre.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
RFD – Baseball diamond netting	Council deferred making a decision on this item, leaving it in the parking lot.		
RFD – Water well generator #42/18	MOTION by Councillor Wilson – BE IT RESOLVED THAT Council approve $150,000 for the water well generator in the 2018 Operations Department capital budget.		
	FOR 4 Councillors	AGAINST 2 Councillors (Councillors Butler and Kelleher-Empey)	CARRIED
RFD – Fleet replacement HydroVac #43/18	MOTION by Councillor Kelleher-Empey – BE IT RESOLVED THAT Council approve $700,000 for the fleet replacement HydroVac in the 2018 Operations Department capital budget.		
	FOR 5 Councillors	AGAINST 1 Councillor (Councillor Damota)	CARRIED
RFD – Waste water treatment plant annual capital requirement #44/18	MOTION by Councillor Journault – BE IT RESOLVED THAT Council approve $175,000 for the waste water treatment plant annual capital requirement in the 2018 Operations Department capital budget.		
	FOR 5 Councillors	AGAINST 1 Councillor (Councillor Damota)	CARRIED
Recess	Deputy Mayor McGrath called a recess from 2:39 p.m. until 2:49 p.m.		
RFD – Sleepy Hollow Road encroachment request	Council discussed the request by Hosteling International for an encroachment on municipal land. The request was not supported.		

RFD – Municipal Assets Naming Policy	MOTION by Councillor Wilson – BE IT RESOLVED THAT Council approve policy D-013 – Municipal Assets Naming Policy.		
#45/18	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Correspondence:	None.		
Other new bus.	Councillor Damota inquired about the creation of a specific Council committee to review budget requests.		
Councillor reports	Councillor Journault inquired about training for potential Assessment Review Board members. Ms. Nadon will provide more information at an upcoming Council meeting. Councilllor McGrath will attend a Community Action Team meeting and a Communities in Bloom meeting.		
Upcoming events	Council received a list of upcoming events.		
In camera #46/18	MOTION by Councillor Butler – BE IT RESOLVED THAT Council close the meeting to the public at 3:21 p.m. for agenda items 14.1 Deliberative Matter – testing and audits – FOIP, S. 26 and 14.2 Deliberative Matter – lease audit – FOIP, Sec. 26.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
	Mr. Fercho and Ms. Nadon were present for both in camera items.		
Revert to open meeting #47/18	MOTION by Councillor Kelleher-Empey – BE IT RESOLVED THAT Council revert to open meeting at 4:48 p.m.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Adjournment #48/18	MOTION by Councillor Wilson – BE IT RESOLVED THAT, there being no further business, the regular meeting of February 20, 2018 be adjourned at 4:49 p.m.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED

_____
Mayor

_____
Chief Administrative Officer

Human Resources Manager's Report March 2018

For the reporting period January - February 2018

Recruitment & Hiring Activities

There have been 10 job postings to date in 2018

Summary

Childcare Services

#18.001 Childcare Teacher Part Time Continuous - Out of School Care Program: In progress
#18.003 Childcare Teacher Full Time Extended Term - Wildflowers Children's Centre Full Time: Carly Gordon appointed.
#18.007 Childcare Teacher/Special Needs Full Time Continuous – Wildflowers Children's Centre: In progress

(Employee resignations)

Operations

#18.002 Administrative Assistant – Purpose of establishing casual list: Open until further notice
#18.005 Recycling Operator/Solid Waste Driver Groundskeeper – Term: Sam Coyne appointed (Backfill for a Worker's Compensation Leave)

Fitness & Aquatic Centre

#18.009 Lifeguard/Instructor I/II – Summer Terms: In progress

Culture & Recreation

#18.004 Custodian I – Purpose of establishing casual list: Open until further notice
#18.011 Junior Arena Operator Full Time Continuous: In progress

Community & Family Services

#18.006 General Outreach Worker Term: Denise Benison appointed

Finance & Administration

#18.008 Receptionis/Financial Clerk – Purpose of establishing casual list: Open until further notice

Leaves

Lesleigh Campbell	July 2017 – November 2018
Amy Olsen	July 2017 – July 2018
Nilfa Dhunca	October 2017 – October 2018

Activities

- Spring is around the corner! Seasonal recall letters have been sent to five seasonal grounds staff for 2018 and there is an open posting for Term Lifeguards for additional summer programming at the Aquatice Centre,
- Work is complete on payroll year-end, Workers Compensation and LAPP Pension year. Work is ongoing for audit,
- Labour relations,
- Policy update,
- Personnel matters,
- Administrative responsibilities.

Submitted by:

M. Fleming

Martha Fleming
Human Resources Manager

Environmental Stewardship Report

January - February 2018

2017 Annual Report

The environmental stewardship annual report for 2017 is available on the town website *(Home/Town Services//Municipal Departments/Operations/ Environmental Stewardship/ Annual Reports).* The report summarizes the environmental stewardship program including management, program priorities, highlights from the past year and budget information. Waste diversion statistics are summarized showing trends from the past three years.

2018 Workplan

The draft 2018 work plan for the environmental stewardship program has been submitted to the town CAO and Parks Canada Realty Manager. Next step will be to meet, discuss and finalize the plan.

Electric Vehicle Charger

Works continues with ATCO Electric on a project to install electric vehicle chargers in the townsite. Potential sites have been chosen and ATCO engineers are working on cost estimates for hardware and infrastructure installation for both Level 2 and Level 3 chargers. Natural Resources Canada is currently offering a funding program – the Electric Vehicle and Alternative Fuel Infrastructure Deployment Initiative. The purpose of this program is to increase the capacity for people to use lower carbon transportation options – one of which is electric vehicles. This will result in reduced greenhouse gas emissions from the transportation sector, contributing to Canada's climate change and clean growth strategies. The grant application will be submitted by March 22. If successful, fifty percent of the cost of a Supercharger (Level 3 charger) could be covered – up to $50,000.

Commercial Cardboard Collection

There is a renewed communication effort to advise our customers what we expect of them in order to provide the most efficient service for commercial cardboard collection for recycling. Commercial operators are expected to break down and neatly stack cardboard for recycling by commercial waste bins. Print ads have been placed in the local papers and information will also appear in the utility bill newsletter mailout. Piles of loose cardboard boxes, often with plastic and Styrofoam packing material still inside, make pick-up by our operators very inefficient. Also, messy piles invite the addition of regular bagged waste, creating wildlife attractants.

Canada Day Pancake Breakfast

Attended the first meeting of the Canada Day Committee on February 27. My role will be organizing the Pancake Breakfast. This is the town's largest 'Towards Zero Waste' event. It provides the opportunity to showcase how waste can be greatly reduced with planning at large public events.

Change for Climate – Community Series

Attended the Change for Climate presentations in Edmonton on March 6 -7. This free community series, hosted by the City of Edmonton and EPCOR, delivered presentations on the current state of climate science, showcasing existing and emerging solutions and the role of municipalities. Made-in-Alberta solutions were featured.

Rockies Institute

The Rockies Institute was advised in January that they were not a successful candidate for the FCM Climate Adaptation Grant. The Rockies Institute is a charitable organization based out of Canmore with a mandate to help communities and businesses develop resilience to climate change. They applied for this grant with a proposal to work with five mountain communities to help them adapt to climate change. On Sept. 19, 2017 Council approved support for the Municipality of Jasper to participate along with Banff, Canmore, Field and Waterton. The end result was to be a climate change adaptation plan specific to our community.

Jasper Solid Waste bylaw

The Jasper Solid Waste bylaw is being reviewed and edited to better reflect the current operation. It could be renamed the 'Recyclables and Waste Disposal Bylaw'.

INFORMATION REPORT

Subject:	2017 Restricted Funds Transfers
Prepared by:	Natasha Malenchak, Director of Finance and Administration
Reviewed by:	Mark Fercho, Chief Administrative Officer Christine Nadon, Legislative Services Manager
Date:	March 6, 2018

Recommendation:

- That Council receive, for information, an update on the restricted reserves transfers for the 2017 fiscal year.

Background:

- Transfers to and from restricted reserves are established and approved in the annual operating budget process. This report presents actual figures with the reserve transfers, which are completed in preparation for the 2017 annual financial statements.

Relevant Legislation:

- Policy B-012: Debt Reserve Limits

Strategic Relevance:

- Governance – Provide open, accountable and accessible government
- Fiscal Health – Enhance the municipal budget process

Attachment:

- 2017 Transfer of Restricted Reserves

Municipality of Jasper
Restricted Reverve Continuity
31-Dec-17
DETAILED TRIAL BALANCE FOR 2017

01/01/2017 31/12/2017

Account:	4-00-00-00-711		Restricted Funds-Recreation	Beginning Balance:	-$502,946.96	
Trx Date	Jrnl No.	Orig. Audit Trail	Orig. Master Number		Debit	Credit
12/07/2017	177,631	GLTRX00049706	Transfer from Operating			$406,470.00
31/12/2017	185,283	GLTRX00051288	Restricted Reserve Transfer to Capital 2017		$280,372.74	
				Ending Balance		-$629,044.22

Account:	4-00-00-00-712		Restricted Funds - Staff Development	Beginning Balance:	-$3,565.54	
Trx Date	Jrnl No.	Orig. Audit Trail			Debit	Credit
			No transactions for this account			
				Ending Balance		-$3,565.54

Account:	4-00-00-00-713		Restricted Funds -Fire	Beginning Balance:	-$359,231.47	
Trx Date	Jrnl No.	Orig. Audit Trail			Debit	Credit
12/07/2017	177,631	GLTRX00049706	Transfer from Operating			$93,786.96
17/10/2017	181,286	GLTRX00050439	Transfer from Operating			$10,160.00
31/12/2017	185,283	GLTRX00051288	Restricted Reserve Transfer to Capital 2017		$98,877.69	
				Ending Balance		-$364,300.74

Account:	4-00-00-00-714		Restricted Funds - Administration	Beginning Balance:	-$1,194,520.46	
Trx Date	Jrnl No.	Orig. Audit Trail			Debit	Credit
12/07/2017	177,631	GLTRX00049706	Transfer from Operating			$95,611.00
10/11/2017	182,413	GLTRX00050663	Legislative Transfer for CN Rail Contribution		$35,725.00	
31/12/2017	185,283	GLTRX00051288	Restricted Reserve Transfer to Capital 2017		$4,921.44	
				Ending Balance		-$1,249,485.02

Account:	4-00-00-00-716		Restricted funds - Public Housing	Beginning Balance:	-$199,326.81	
Trx Date	Jrnl No.	Orig. Audit Trail			Debit	Credit
12/07/2017	177,631	GLTRX00049706	Transfer from Operating			$26,814.28
31/12/2017	183,928	GLTRX00051077	Restricted Reserve Transfer to Capital 2017		$20,000.00	
				Ending Balance		-$206,141.09

Account:	4-00-00-00-717		Restricted funds-Utilities	Beginning Balance:	-$783,866.68	
Trx Date	Jrnl No.	Orig. Audit Trail			Debit	Credit
12/07/2017	177,631	GLTRX00049706	Transfer from Operating			$385,913.38
31/12/2017	185,283	GLTRX00051288	Restricted Reserve Transfer to Capital 2017		$143,448.88	
				Ending Balance		-$1,026,331.18

Account:	4-00-00-00-718		Restricted funds - CFS	Beginning Balance:	-$25,000.00	
Trx Date	Jrnl No.	Orig. Audit Trail			Debit	Credit
12/07/2017	177,631	GLTRX00049706	Transfer from Operating			$10,064.00
				Ending Balance		-$35,064.00

Account:	4-00-00-00-719		Restricted Funds - Winter Road Mtn	Beginning Balance:	-$50,000.00	
Trx Date	Jrnl No.	Orig. Audit Trail			Debit	Credit
			No transactions for this account			
				Ending Balance		-$50,000.00

Account:	4-00-00-00-720		Restricted Funds-Library Construction	Beginning Balance:	-$75,244.07		
Trx Date	Jrnl No.	Orig. Audit Trail				Debit	Credit
12/07/2017	177,631	GLTRX00049706	Transfer from Operating				$45,720.00
31/12/2017	185,283	GLTRX00051288	Restricted Reserve Transfer to Capital 2017			$9,052.50	
				Ending Balance			-$111,911.57

Account:	4-00-00-00-722		Restricted Fund - Community & Economic Development	Beginning Balance:	$0.00		
Trx Date	Jrnl No.	Orig. Audit Trail				Debit	Credit
12/07/2017	177,631	GLTRX00049706	Transfer from Operating				$25,000.00
06/10/2017	180,919	GLTRX00050331	Restricted Reserve Transfer for Com & Eco Dev			$12,500.00	
				Ending Balance			-$12,500.00

Account:	4-00-00-00-723		Restricted Funds - Cultural Support	Beginning Balance:	-$14,000.00		
Trx Date	Jrnl No.	Orig. Audit Trail				Debit	Credit
				Ending Balance			-$14,000.00

Account:	4-00-00-00-725		Restricted funds - Legal	Beginning Balance:	-$19,637.43		
Trx Date	Jrnl No.	Orig. Audit Trail				Debit	Credit
31/12/2017	183,932	GLTRX00051081	Transfer to Operating to cover legal expense			$19,637.43	
				Ending Balance			$0.00

Account:	4-00-00-00-728		Restricted funds-Parking Authority	Beginning Balance:	-$251,679.77		
Trx Date	Jrnl No.	Orig. Audit Trail				Debit	Credit
31/12/2017	184,383	GLTRX00051130	Parking Authority Revenue to Restricted Reserve				$61,593.36
				Ending Balance			-$313,273.13

Account:	4-00-00-00-729		Restricted Funds-Health and Safety (WCB)	Beginning Balance:	-$33,168.87		
Trx Date	Jrnl No.	Orig. Audit Trail				Debit	Credit
31/12/2017	185,483	GLTRX00051332	H&S Training Expense			$1,900.00	
				Ending Balance			-$31,268.87

Account:	4-00-00-00-749		EnvSer-Environmental Stewardship Restricted Funds	Beginning Balance:	-$154,931.61		
Trx Date	Jrnl No.	Orig. Audit Trail				Debit	Credit
21/12/2017	183,524	GLTRX00050964	Campground recycling program transfer			$16,036.26	
31/12/2017	185,502	GLTRX00051351	Transfer to restricted from operating (YE surplus)				$37,240.00
				Ending Balance			-$176,135.35

Account:	4-00-00-00-750		Restricted funds Enviromental	Beginning Balance:	-$544,034.34		
Trx Date	Jrnl No.	Orig. Audit Trail				Debit	Credit
12/07/2017	177,631	GLTRX00049706	Transfer from Operating				$127,894.08
20/10/2017	181,525	GLTRX00050482	Transfer from Operating				$10,160.00
31/12/2017	185,283	GLTRX00051288	Restricted Reserve Transfer to Capital 2017			$424,008.29	
				Ending Balance			-258,080.13

		Debit	Credit
Beginning Balance:	-$4,211,154.01	$1,066,480.23	$1,336,427.06
		Ending Balance	-$4,481,100.84

Jasper Community Team

Community Dinner - 2018

GROUP Council & Municipality **DATE** 18-Mar-18

Weather _____ Temp _____

Contact Person: Kayla Byrne
Phone Number:
Email:

Menu:

Main: Corned Beef & Cabbage, Soda Bread, & Roasted carrots & potatoes

Salad: Irish salad

Dessert: Apple Crisp

Coffee, Tea, Cream, Lemon &/or Orange

12:00 Shift - meal prep	1	Rico Damota	4	Kathleen Waxer
	2	Helen Kelleher-Empey	5	Oonagh Neilan
	3	Kayla Byrne	6	Jerry Empey
3:30 Shift - set up	1	Rico Damota		
	2	Kayla Byrne		
	3			
4:30 Shift - dishes	1	Christine Nadon	4	
	2	Kayla Byrne	5	
	3		6	
4:30 Shift - service	1	Jenna McGrath		
	2	Paul Butler		
	3	Richard Ireland		
	4	Rico Damota		
	5	Helen Kelleher-Empey		
	6	Bert Journault		
	7			
4:30 Shift - coffee/tea	1	Keith Marsh (?)		
4:30 Shift - tally counter	1	Linda Shore (?)		
			3	Angella Franklin
5:00 Shift - table bussing	1	Janet Cooper	4	Lisa Daniel (?)
	2	Cindy Alton	5	

To keep track of the number of volunteers it takes to put on the Community Dinner Program, we ask you bring this form and have your volunteers sign in upon arrival.

Jasper Community Team

Municipality of Jasper Bylaw Summary

Updated: 3/2/2018

	Bylaw	Date Repealed	Repeals Bylaw	Replaced by Bylaw	Scheduled date for next reading			*Certification by Parks*	
					First Reading	Second Reading	Third Reading & Approval	*Date Forwarded*	Date Certified
207	Supplementary Tax Bylaw 2018		200		16-Jan-18	16-Jan-18	6-Feb-18	*17-Jan-18*	17-Jan-18
206	Supplementary Assessment of Improvements 2018		199		16-Jan-18	16-Jan-18	6-Feb-18	*17-Jan-18*	17-Jan-18
205	Jasper Levy and Collection of Utility Fees		197		5-Dec-17	19-Dec-17	2-Jan-18	*20-Dec-17*	20-Dec-17
204	Jasper Rotation of Ballots 2017		169		4-Jul-17	4-Jul-17	18-Jul-17	*5-Jul-17*	6-Jul-17
203	Tax Rates 2017		202		4-Jul-17	4-Jul-17	18-Jul-17	*5-Jul-17*	6-Jul-17
202	Tax Rates 2017		194		16-May-17	16-May-17	30-May-17	*16-May-17*	19-May-17
201	Inter-Municipal Assessment Review Board				2-May-17	2-May-17	16-May-17	*9-May-17*	11-May-17
200	Imposition of Suppl. Taxx		185		7-Feb-17	7-Feb-17	21-Feb-17	*8-Feb-17*	9-Feb-17
199	Suppl. Assess. of Improv.		184		7-Feb-17	7-Feb-17	21-Feb-17	*8-Feb-17*	9-Feb-17
198	ATCO 10 year agreement				20-Dec-16	21-Feb-17	7-Mar-17	*27-Feb-17*	28-Feb-17
197	Utilities Fees 2017		183		6-Dec-16	6-Dec-16	20-Dec-16	*7-Dec-16*	12-Dec-16
196	Parking Authority 2017		186		6-Dec-16	6-Dec-16	20-Dec-16	*7-Dec-16*	12-Dec-16
195	Traffic Safety Bylaw		104		2-Aug-16	2-Aug-16	16-Aug-16	*3-Aug-16*	8-Aug-16
194	Tax Rates 2016		188	202	17-May-16	24-May-16	7-Jun-16	*25-May-16*	25-May-16
193	Commercial Use of Public Spaces				5-Apr-16	5-Apr-16	19-Apr-16	*6-Apr-16*	6-Apr-16
192	Imposition of Supplementary Tax		185		2-Feb-16	16-Feb-16	1-Mar-16	*17-Feb-16*	19-Feb-16
191	Supplementary Assessment of Improvements		184		2-Feb-16	16-Feb-16	1-Mar-16	*17-Feb-16*	19-Feb-16
190	Procedure Bylaw Amendment		166		15-Dec-15	5-Jan-16	19-Jan-16	*6-Jan-16*	8-Jan-16
189	Jasper Fire Dept 2015		085		21-Jul-15	4-Aug-15	18-Aug-15	*6-Aug-15*	17-Aug-15

REQUEST FOR DECISION

Subject:	Busking Pilot Project #4 for 2018
Prepared by:	Mark Fercho, Chief Administrative Officer
Date – Notice:	March 6, 2018
Date – Discussion:	March 13, 2018
Date – Decision:	March 20, 2018

Recommendation:

1. That Council approve a Busking Permit to Habitat for the Arts for the 2018 Busking Pilot Project #4, prior to determining the future of busking in Jasper;
   OR
2. That Council discontinue the Busking Pilot Project for 2018.

Options:

- That Council request more information regarding the 2018 Busking Pilot Project.

Background:

Pilot Projects are used to trial new programs or initiatives in the Municipality to determine whether the project is well received, if the project should be stopped or if there are changes required, without any expectation of longevity beyond the stated dates of the Pilot Project.

If successful or made successful, Council may consider permanent bylaws and permits. If unsuccessful despite changes there are no requirements to continue.

The 2018 proposal from Habitat for the Arts is to follow the Banff busking model, with Habitat issuing the permits (in Banff the municipal Bylaw Department issues permits).

On August 20, 2015 Council received a letter from Habitat for the Arts requesting permission for busking for the 2015 fall Culture Days. In addition to the information in the letter, the Culture Days festival offered an opportunity to run a controlled pilot project.

Council discussed the busking pilot project on August 25; a report was on notice for September 1; and the busking trial for 2015 was approved on September 15, 2015. On September 26 and 27, the Municipality of Jasper issued a temporary busking permit to Habitat for the Arts for the 2015 Alberta Culture Days. Between the hours of 1 p.m. and 5 p.m., pre-registered buskers were allowed to perform in specific locations in the downtown core. Jasper Community Habitat for the Arts issued individual permissions to buskers for locations approved in the permit during the specified time period in the permit. Buskers were required to have identification as approved to participate in this program under the permit.

Residents, visitors and businesses were encouraged to submit feedback on the project to help the Municipality determine how busking may be regulated in the future. An assessment of the 2015 pilot project weekend was completed shortly after the event.

Busking is another area in development for the "commercial use of public space" in Jasper. Council approved a one year event permit to pilot the Farmer's Market location for summer 2014, and the Farmer's Market applied for a second permit for 2015. On December 2, 2014 Council also directed Administration to research options for commercial use of public space in Jasper such as sidewalk cafés, busking, farmer's markets, street festivals, vendors, etc.

Council also approved a pilot project for Sidewalk Seating for 2015 that had 19 restaurants participating. The results of the program were assessed through public surveys and reporting by the participating businesses prior to bylaw development. Council approved the "Commercial Use of Public Space Bylaw" that included farmer's markets and sidewalk seating, however, because Council felt that not enough of a pilot trial of busking was completed in 2015 with only a two-day period, Council did not include busking in the bylaw and required a second year of pilot project busking in 2016 for assessment.

Marianne Garrah and Dave Baker of Habitat for the Arts presented to Council a proposal for Dave to develop a busking pilot project as part of a course he was taking. Council supported this idea and worked with Bylaw to ensure all municipal considerations were included. The result was incorporated in 2016, and the reporting at season end was the "Feedback on 2016 Busking Pilot Project" from the Jasper Community Habitat for the Arts.

Habitat for the Arts requested another Pilot Project for busking in 2017. The year-end summary of that program and recommendations are attached.

This report requests a discussion at Committee of the Whole regarding the deletion of the busker selection panel process in favour of following Banff's model (see: https://www.banff.ca/index.aspx?NID=675), in which a busker permit would simply be given to buskers that come into Habitat for the Arts and request a permit.

2015, 2016 and 2017 Busking Trial Permit Conditions (and discussion on 2018 conditions):

- (new for 2018) discontinue the busker selection panel and audition process
- (new for 2018) prospective buskers are issued a permit by the Jasper Community Habitat for the Arts upon filling out application and paying fees, similar to Banff model
- (new for 2018) discontinue the requirement that each performing busker must stay in the locations designated in this special permit and within the time parameters.
- The performers will not interfere or impede with the movement of pedestrian traffic in the Municipality of Jasper where the busking artists are performing.
- The performers will not interfere or impede with the movement of customer traffic going into, entering and / or exiting businesses in the designated areas where the busking artists are performing.
- Each performing busker must wear and openly display an identification badge issued to them under the auspices of Jasper Community Habitat for the Arts.
- The performing buskers are licensed under the Jasper Community Habitat for the Arts business license under the terms of this temporary license.

- The Jasper Community Habitat for the Arts must maintain a list of the busking performers for the Municipality of Jasper Licensing and Enforcement Manager or his designate to be aware of the performing artists participating in this trial Busking Event.
- Buskers must perform as approved at time of application, or amended approved application. Buskers that conduct performances that do not match applications will result in termination of individual busker's permits.
- Buskers must agree with and sign a busking permit, then abide by conditions set out in the busking permit.

Enforcement would be primarily for Habitat for the Arts to monitor, and remove permits for non-compliance. Complaints and issues beyond what Habitat for the Arts can manage would be dealt with through Bylaw Services. This is how we have managed past pilot projects, and it has worked well and was recommended again by Bylaw.

The motion approving the 2017 busking trial pilot project was on May 2, 2017 with this motion:

MOTION by Councillor Nesbitt – BE IT RESOLVED THAT Council approve a Busking Permit to Habitat for the Arts for the 2017 Busking Pilot Project #3, prior to determining the future of busking in Jasper, on the express understanding that Council may, upon any time, upon motion, determine by resolution to terminate the pilot project and revoke all permits issued.

FOR AGAINST 6 Councillors 0 Councillors CARRIED

Strategic Relevance:

This initiative could support the overall community health objective in Council's Strategic Priorities through enhancing the social fabric of the community, communications through consultation, updating bylaws in Governance, and also ensuring we are providing the best possible services to residents and businesses.

Communications:

The proposed fourth pilot busking project, if approved, would be advertised through our website, through IOTAD – Habitat for the Arts advertising and in the newspaper.

Attachments:

- Habitat for the Arts, 2018 Busking Program Proposal Report and Application
- 2017 busker application and permit, attached for reference only
- 2017 busking audition panel and process, attached for reference only
- 2017 MAP of busking locations, attached for reference only

Previously considered attachments NOT attached to this report – Attachments to the February 14, 2017 busking report, and on the public agenda:

- Feedback on 2016 Busking Pilot Project – IOTAD's Jasper Community Habitat for the Arts
- Chamber of Commerce emailed a survey link on busking created for business, to businesses: Return is attached as the JPCC Businesses 2017 Busking Survey Results
- Resident Satisfaction Survey 2016, Excerpt only on the Busking Pilot Project of 2016
- 2015 Busking Trial Community Survey Results
- Winnipeg "The Forks" Busking Information Package and Busk Stop Sign

BUSKING in JASPER Habitat for the Arts Report March 1, 2018

In 2017 the Habitat licensed 5 local buskers and approximately 4 out of town buskers. The local buskers purchased seasonal licenses, the visiting buskers and one local busker chose to pay by the day. To receive a license in 2017 buskers were required to submit a sound file for a panel of 5 community members to listen to to gauge skill and proficiency: one from Habitat for the Arts, one from the Municipality of Jasper, one with music skills, and one from the Downtown Business community. The process took between 24 -72 hours to approve licenses.
Buskers had hours and locations to adhere to, as well as size of their band. Out of the 8 locations the ones near the post office and Tim Horton' s were used most often.

2017 concerns
The time required to have 5 people listen to a sound file in the busy summer season did not always get responses as quickly as hoped.
Out of town buskers could not easily find a way to purchase a license and would simply busk, unaware of the hours or size of group allowed. While there were no complaints brought to our attention about the talent on the street, allowing visiting buskers to not register was not fair to those who did. On one occasion we licensed an artist as they were playing, were being enjoyed and bylaw was concerned they had no license.

FINDINGs when speaking to Victoria February 2018
They have a two tier program. High traffic areas are applied for, low traffic areas are day by day – simple apply and receive licenses. For 2019 it might be interesting to have people apply in the spring for access during the summer at the highest traffic areas. At this time on line pdf applications were too expensive to administer – so pdfs are downloadable and then can be scanned and returned.

2018 suggestions
Some kind of signage at the most popular site for busking that would tell buskers the hours and length of acceptable playing, size of acceptable band, and **where** to get a license would make the busking process much smoother. A sandwich board at the most central and most used site could be erected with this info, one board would be possible to be put out and removed daily. Another option would be to attach plaques to poles at busking sites stating that, yes Jasper allows busking - at this site, and here is how you can acquire a license.

In 2017 there were 8 locations approved for busking by Parks and Municipality, while not all of them were used it is good to have that many possibilities. We dont see a need to change the locations or the number of locations. It does offer an opportunity to have 8 buskers on the streets during festival seasons or Culture Days.

The ability for buskers to purchase a license on-line would be a good recommendation moving forward. (Interestingly, pdf applications online were not affordable for Victoria – we will look into an affordable option) For bylaw purposes they would be as large and colourful as the 2017 licenses with regulations on the back so artists are aware of hours and locations at all times.

As for the panel of 5 to gauge proficiency, we feel that simply following the process that works in Banff could be implemented in Jasper, letting the public's response to the artist ultimately represent desirability.

FROM BANFF edited for Jasper

The permit holder agrees to comply with the following conditions:
1) Busking is permitted only in areas identified on the Town of Jasper Busking Locations Map.

2) Busking is not permitted:
a) So close to another performer so as to interfere with the other's performance;
b) At sites that have already been booked for events or festivals;
c) Where the performer and/or the audience gathered to view the performer blocks pedestrian flow or business entrances;
d) In tree/garden beds.

3) Buskers may perform only between noon and 8pm, for 1.5 hour maximum at a time per location. Repertoire must have enough content that the same song is not played more than twice in a session.

4) Once a time limit described in section 3 has expired, buskers must move to a different location and may not return to that location for the remainder of the day.

5) No amplification may be used.

6) High risk or unsafe performances which may put the public and/or the performer at risk are not permitted.

7) All performances must be suitable for a general family audience.

8) Buskers will have a neat and clean appearance.

9) Buskers will respect the right of merchants and residents to operate without undue disturbance outside their premises.

10) Buskers may not use drugs, alcohol or tobacco or appear intoxicated.

11) Buskers are not permitted to sell CDs or other merchandise.

12) Signs, banners or displays are not permitted.

13) Buskers must have their Busker Permit visible to the public at all times.

14) Buskers must demonstrate a reasonable degree of proficiency in their performances.

15) Buskers may receive donations for their performances, but must not charge a minimum or set fee for performances. Aggressive or persistent solicitation of donations is not permitted.

16) Buskers under the age of 16 must be accompanied by the adult guardian, named on the application, at all times.

17) Buskers must ensure that they have obtained all clearances, licenses, and performances rights to material presented.

18) The busker agrees to indemnify and save harmless the Town of Jasper and the Parks Canada agency, and Her Majesty the Queen in right of Canada, from all costs, loss damages, proceedings, actions, claims, demands and expenses incurred by the busker and sustained or caused by, or arising out of, the busker's performance and behaviour in the town of Jasper.

The Town of Jasper reserves the right to:
1) Determine the standard of proficiency and suspend a Busking Permit if a busker is receiving complaints and/or is unable to consistently maintain a satisfactory standard.
2) Restrict the locations and times available for busking. The Town of Jasper will provide reasonable notice of restrictions when possible.
3) Halt performances that restrict or disrupt the safety or enjoyment of residents and visitors.
4) Remove any sign, banner, or display that obstructs or interferes with pedestrian or traffic circulation, interferes with normal business activities or obstructs view of other signs.
5) Suspend or revoke a Busking Permit if a busker contravenes any of the Busking Permit conditions or any Town of Jasper bylaw.

Please note that some types of instruments such as drums, horns, bagpipes tend to create a greater volume and in some cases may result in complaints. In these cases we reserve the right to restrict times and areas where the busking may occur as well as the right to revoke or place additional conditions on a permit if an issue cannot be resolved.

As with 2017: Enforcement of the buskers themselves busking as per permit would be primarily Habitat for the Arts to monitor, and remove permits for non-compliance. Complaints and issues beyond what Habitat for the Arts can manage would be dealt with by Bylaw Services. This is how we have managed in the past pilot projects and has worked well, and was recommended again by Bylaw in 2017.

Marianne Garrah
David Baker
IOTAD, Habitat for the Arts
Feb 26 2018

Jasper Community Habitat for the Arts

2017 Busking Pilot Project Permit Conditions

Thank you for applying for a permit to busk within the Municipality of Jasper as part of the Habitat for the Arts 2017 Busking Pilot Project. PILOT PROJECTS ARE INTENDED TO TEST A SYSTEM. THIS IS A ONE-SEASON PILOT PROJECT FOR 2017 ONLY. YOUR FEEDBACK IS APPRECATED.

Before we collect any of your personal information and proceed with the application process, you must read, understand, and sign off on the following conditions.

The permit holder agrees to comply with the following conditions:

1) Buskers must perform as approved at the time of application. Buskers that conduct performances that do not match their application will result in the termination of individual busker's permits.
2) Busking is permitted only in designated busking areas as assigned by Habitat for the Arts.
3) Busking is not permitted in any other location.
4) The performers will not interfere or impede with the movement of pedestrians, or customer traffic going into, entering and/or exiting businesses in the designated areas where the busking artists are performing.
5) Buskers may perform only between the following hours: Between 1 p.m. to 8 p.m., in a time assigned by Habitat for the Arts. Buskers are to perform for up to 1 hour maximum in one location including set up and take down time.
6) Once a time limit described in section 5 has expired, buskers may not return to that location for the remainder of the day. Buskers may be assigned to a different location in the same day.
7) No amplification may be used.
8) High risk or unsafe performances which may put the public and/or the performer at risk are not permitted.
9) All performances must be suitable for a general family audience.
10) Buskers will have a neat and clean appearance.
11) Buskers will respect the right of merchants and residents to operate without undue disturbance outside their premises.
12) Buskers may not use drugs, alcohol or tobacco, or appear intoxicated.
13) Buskers **are** permitted to sell their CDs; **no other** merchandise may be sold.
14) Signs, banners, written materials or displays are not permitted.
15) Each performing busker must wear or openly display an identification badge issued to them under the auspices of "Jasper Community Habitat for the Arts".
16) Buskers may receive donations for their performances, but must not charge a minimum or set fee for performances. Aggressive or persistent solicitation of donations is not permitted.
17) Buskers under the age of 16 must be accompanied by the adult guardian, named on the application, at all times.

18) Buskers must ensure that they have obtained all clearances, licenses, and performance rights to materials presented.

19) The busker agrees to indemnify and save harmless the Municipality of Jasper and the Parks Canada agency, and Her Majesty the Queen in right of Canada, from all costs, loss damages, proceedings, actions, claims, demands and expenses incurred by the busker and sustained or caused by, or arising out of, the busker's performance and behavior in the Municipality of Jasper.

Habitat for the Arts and the Municipality of Jasper reserves the right to:

1) Determine the standard of proficiency and suspend a Busking Permit if a busker is the subject of complaints and/or is unable to consistently maintain a satisfactory standard.
2) Restrict the locations and times available for busking. The Municipality of Jasper will provide reasonable notice of restrictions when possible.
3) Halt performances that restrict or disrupt the safety or enjoyment of residents and visitors.
4) Remove any sign, banner, or display that obstructs or interferes with pedestrian or traffic circulation, interferes with normal business activities or obstructs view of other signs.
5) Suspend or revoke a Busking Permit if a busker contravenes any of the Busking Permit conditions or any Municipality of Jasper bylaw.
6) Council may, by resolution, revoke or terminate this busking pilot project at any time, and revoke all busking permits issued.

Please note that some types of instruments such as drums, horns and bagpipes tend to create a greater volume and in some cases may result in complaints. In these cases we reserve the right to restrict times and areas where the busking may occur as well as the right to revoke or place additional conditions on a permit if an issue cannot be resolved.

I have read and understand the Habitat for the Arts and Municipality of Jasper Busking Permit Conditions.

Print name	Signature	Date

Jasper Community Habitat for the Arts

Busking Selection Committee Guidelines and Score Sheet

- Busking applicants will be provided the Habitat for the Arts Value Statement by the panel and asked to abide by these values. Judges are accountable for the selection of buskers. Remember that buskers that are selected for performing in Jasper will be on a world-class stage!
- Entertainers will be asked to perform one song from their set list to audition for a Busking Permit for the Jasper Community Habitat for the Arts Busking Pilot Project 2017.
- Habitat for the Arts will choose a song from their set lists to perform.
  - If performer seems shaky on one song you may ask them to perform another song.
- The performance will be recorded and sent to other judges for a response within 24 hours.
- Judges are encouraged to interact with performers (but not for too long, just enough to make them feel comfortable).
- If a performer doesn't show up, move on to the next performer on the list.
- Judges must not also be "applicant buskers" in the current busking season.
- Performers should be judged on their ability to play/sing in tune.
- If a Busker has had a permit in the past that does not entitle them to one this year.
- Remember these performers will be busking in town; keep that in mind when considering them for a Busking permit. (Would you have them perform in your house?)
- Buskers are evaluated in three categories:
  - Skill and Proficiency (5 points)
  - Audience Enjoyment (5 points)
  - Stage Presence (5 points)
- Each category is from 1-5 points (1 = low, 5 = high).
- Judges score each busker independently, then provide their results to Habitat for the Arts
- Buskers must have a minimum score average of 11 to pass the audition.
- Buskers who don't pass the audition will not have to be told by you, the judges. Organizers at Habitat for the Arts will kindly let the applicants know. Your feedback on the judging sheets is a great help to encourage them to keep practicing.

Entertainers must:

<u>If playing an instrument:</u>

- Must be skilled on their instrument (sing and play in tune and in time).
- Must prove they have two 30-minute sets of different material to become a Busker.

<u>Juggling, Magic, Face Painting, Balloon Artist etc.:</u>

- Entertainers must prove they are competent in their skill.
- Note: Face Painters and Sketch Artists can do their performance during a musical performance due to time constrictions.

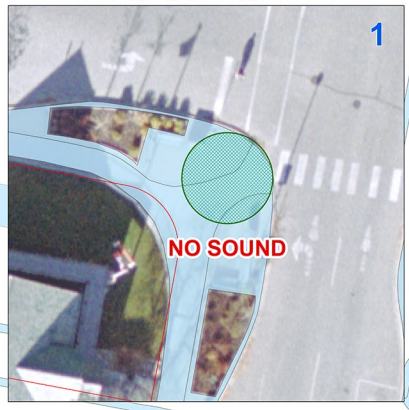
Busking Applicant: _____ Date: _____

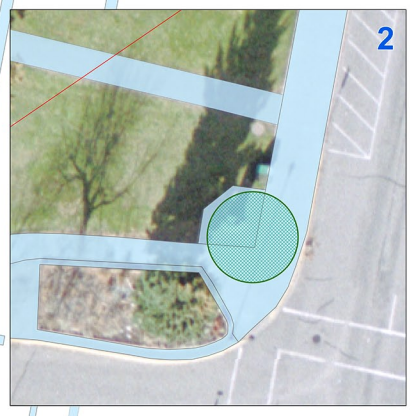
Categories	Score	Comments
Agree with Value Statement	Pass/Fail	
Skill and Proficiency (5 points)	__/5	
Audience Enjoyment (5 points)	__/5	
Stage Presence (5 points)	__/5	

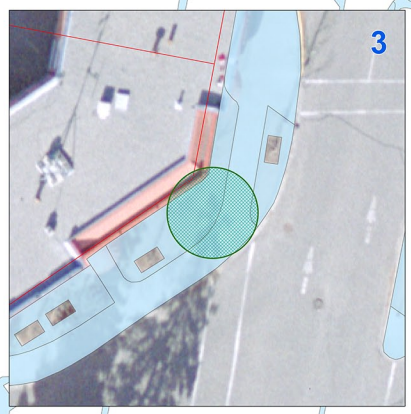
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Final score

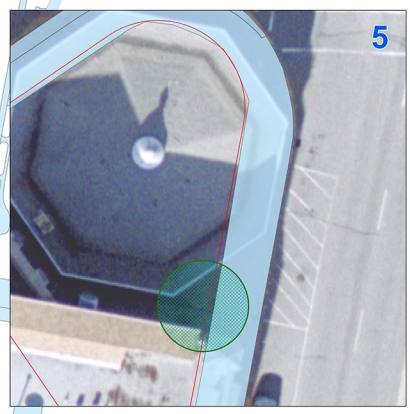
Jasper Busking Locations - Pilot 3 (2017)

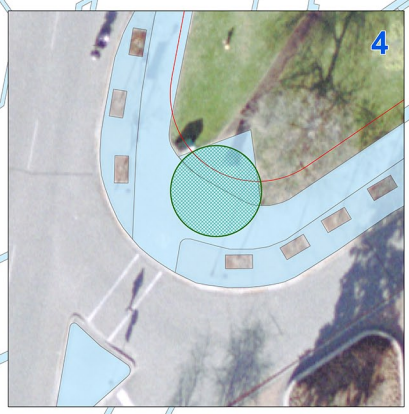
Note: Property lines appear in red

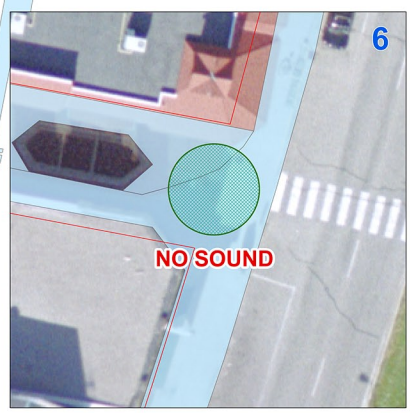


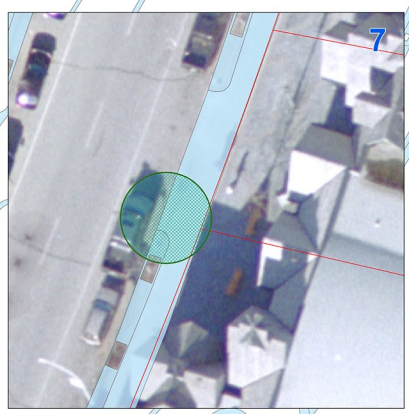


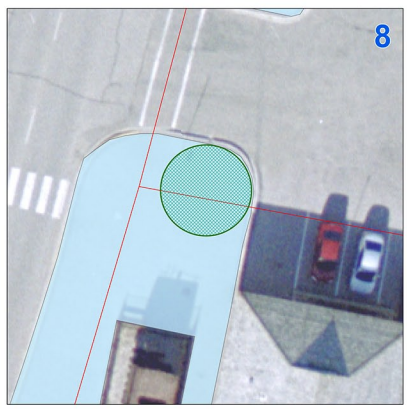












Patricia

Elm Avenue

1
NO SOUND

Connaught

2

Street

4

Avenue

3

5

Miette

Drive

Fir Avenue

6
NO SOUND

8

7

Patricia

Connaught

N

0 15 30 60 90 120 150 Metres

April 12, 2017

REQUEST FOR DECISION

Subject:	Capital Budget Carry Forward to 2018
Prepared by:	Natasha Malenchak, Director of Finance and Administration
Reviewed by:	Mark Fercho, Chief Administrative Officer Christine Nadon, Legislative Services Manager
Date – Notice:	March 6, 2018
Date – Decision:	March 20, 2018

Recommendation:

- That Council approve a capital budget carry-forward of incomplete 2017 capital items to 2018, as presented.

Options:

- Approve some items, or not approve the request.

Background:

- Administration is requesting the carry-forward of incomplete capital projects from 2017 to 2018. In order to expend the money in 2018, Administration requires a Council motion approving the expenditure of pre-approved capital funds in a different fiscal year.
- Departmental requests, outlined in the attached document, are in the amount of:
    - Protective Services: $28,069.58
    - Operations: $1,227,088.60
    - Culture and Recreation: $516,764.10
    - Finance and Administration: $40,934.00
    - Library and Cultural Centre: $40,000.00
- Some projects in the attached list have been carried forward for more than one year (see 'year' column in document).

Relevant Legislation:

- Policy B-012: Debt Reserve Limits

Strategic Relevance:

- Governance – Provide open, accountable and accessible government
- Fiscal Health – Enhance the municipal budget process

Attachment:

- 2017 Requested Capital Carry Forward to 2018

Municipality of Jasper
Prior Year (s) CAPITAL Carry Forward

Administration		Amount		GRANTS		4-714
Project Name	**Year**	**CF**	**MSI (OPER)**	**MSI (CAP)**	**Other**	**Restricted**
Telecommunication System Replacement	2016 CF	27,050.00	27,050.00			0.00
Housing Study	2017 CF	13,884.00	13,884.00			0.00

Protective Services (Fire, Bylaw Enforcement)		Amount		GRANTS		4-713
Project Name		**CF**	**MSI (OPER)**	**MSI (CAP)**	**Other**	**Restricted**
ESB - Building Upkeep (Painting)	2016 CF	9,869.67				9,869.67
Hydraulic Cutters	2017 CF	8,000.00				8,000.00
Chairs, Training Room	2017 CF	5,000.00				5,000.00
AFRAC Radio Upgrade	2017 CF	5,199.91				5,199.91

Roads, Streets and Walks		Amount		GRANTS		4-750
Project Name		**CF**	**MSI (OPER)**	**MSI (CAP)**		**Restricted**
Wayfinding Signage	2015 CF	244,228.95			244,228.95	0.00
Fleet Replacement Program (Roads 2017)	2017 CF	138,270.38				138,270.38
Transportation study	2017 CF	33,826.49		33,826.49		0.00
Robson Park Master Plan	2017 CF	20,000.00				20,000.00
Sonar @ Cemetery	2017 CF	25,000.00				25,000.00
Municipal Housing Repairs	2017 CF	20,000.00				20,000.00
AMA Building Improvements	2017 CF	15,000.00				15,000.00
Pyramid Tobagan Hill	2017 CF	41,092.00				41,092.00

Water		Amount		GRANTS		4-717
Project Name		**CF**	**MSI (OPER)**	**MSI (CAP)**	**Other**	**Restricted**
Reservoir Cleaning	2016 CF	10,000.00				10,000.00
Fleet Replacement Program (Water & Garbage 2016)	2016 CF	258,467.44		258,467.44		0.00
Decommissioning/Capping Old Water System	2016 CF	17,308.05				17,308.05
Domestic Water Well Head Protective Structures	2016 CF	15,000.00				15,000.00
Water Well #3, Pump #1&2	2016 CF	50,574.39				50,574.39
Fleet Replacement Program (Water & Garbage 2017)	2017 CF	187,401.25		187,401.25		0.00
Water system bleeders - assess, remove, rehab	2017 CF	75,000.00				75,000.00
Reservoir Video Surveliance System	2017 CF	25,000.00				25,000.00
SCADA system upgrade	2017 CF	24,665.60				24,665.60

Wastewater		Amount		GRANTS		4-717
Project Name		**CF**	**MSI (OPER)**	**MSI (CAP)**	**Other**	**Restricted**
Sani-Dump Station Rehabilitation	2017 CF	11,411.50				11,411.50

Waste Collection/Disposal		Amount		GRANTS		4-717
Project Name		**CF**	**MSI (OPER)**	**MSI (CAP)**	**Other**	**Restricted**
Garbage Bin Replacement Program	2017 CF	14,842.55		14,842.55		0.00

Recreation and Parks		Amount		GRANTS		4-711
Project Name		**CF**	**MSI (OPER)**	**MSI (CAP)**	**Other**	**Restricted**
Activity Centre						
Administration Roof	2016 CF	269,100.00		269,100.00		0.00
Rooftop Heating Units (2015/2016)	2016 CF	27,641.16		27,641.16		0.00
Kitchen Rooftop Unit	2017 CF	20,000.00				20,000.00
Rooftop Unit #5	2017 CF	48,000.00		48,000.00		0.00
Automatic Door Openers	2017 CF	13,000.00				13,000.00
Fitness & Aquatic Centre						
Acutrol	2016 CF	15,000.00				15,000.00
Arena						
Chiller Gaskets	2015 CF	25,000.00				25,000.00
Stand Heating Units	2017 CF	30,000.00				30,000.00
Centenial Park Soccer Field and Irrigation	2017 CF	59,022.94				59,022.94
Centenial Park Backstop (c and b)	2017 CF	10,000.00				10,000.00

Library and Cultural Centre				GRANTS		4-720
Project Name			**MSI (OPER)**	**MSI (CAP)**	**Other**	**Restricted**
Signage	2017 CF	40,000.00				40,000.00

Totals	**1,852,856.28**	**40,934.00**	**839,278.89**	**244,228.95**	**728,414.44**

REQUEST FOR DECISION

Subject:	Sewer System for Hostel and Other Parcels Preliminary Design
Prepared by:	Mark Fercho, CAO
Reviewed by:	Bruce Thompson, Director of Operations Natasha Malenchak, Director of Finance and Administration
Date – Notice:	March 6, 2018, regular meeting
Date – Discussion:	March 13, 2018, committee of the whole meeting
Date – Decision:	March 20, 2018, regular meeting

Recommendation:

That Council approve a project budget of $85,808 for the sewer system preliminary design engineering, with a municipal contribution of $5389.66.

Background:

- This is the first stage (preliminary engineering and design work) of the 2018 capital project request. The requested funds and total project cost is for the Sewer System Design for the Hostel, parcels GA, GB and GC, Connaught Washroom, Home Hardware and Petro Canada as shown on attached map.
- Total project cost estimate is $1,203,760.79 for complete engineering and construction.
- The 2018 municipal funding capital request for this project is $625,000, with the note that approx. 70% ($585,000) of the municipal contribution could be recovered. Additional operational savings (re: Connaught public washrooms septic tank pumping) will also be realized.
- The remainder of the funding for the preliminary engineering design will be paid through agreements with Hosteling International and Parks Canada (to be recovered upon sale of parcels GA, GB and GC)

Relevant Legislation:

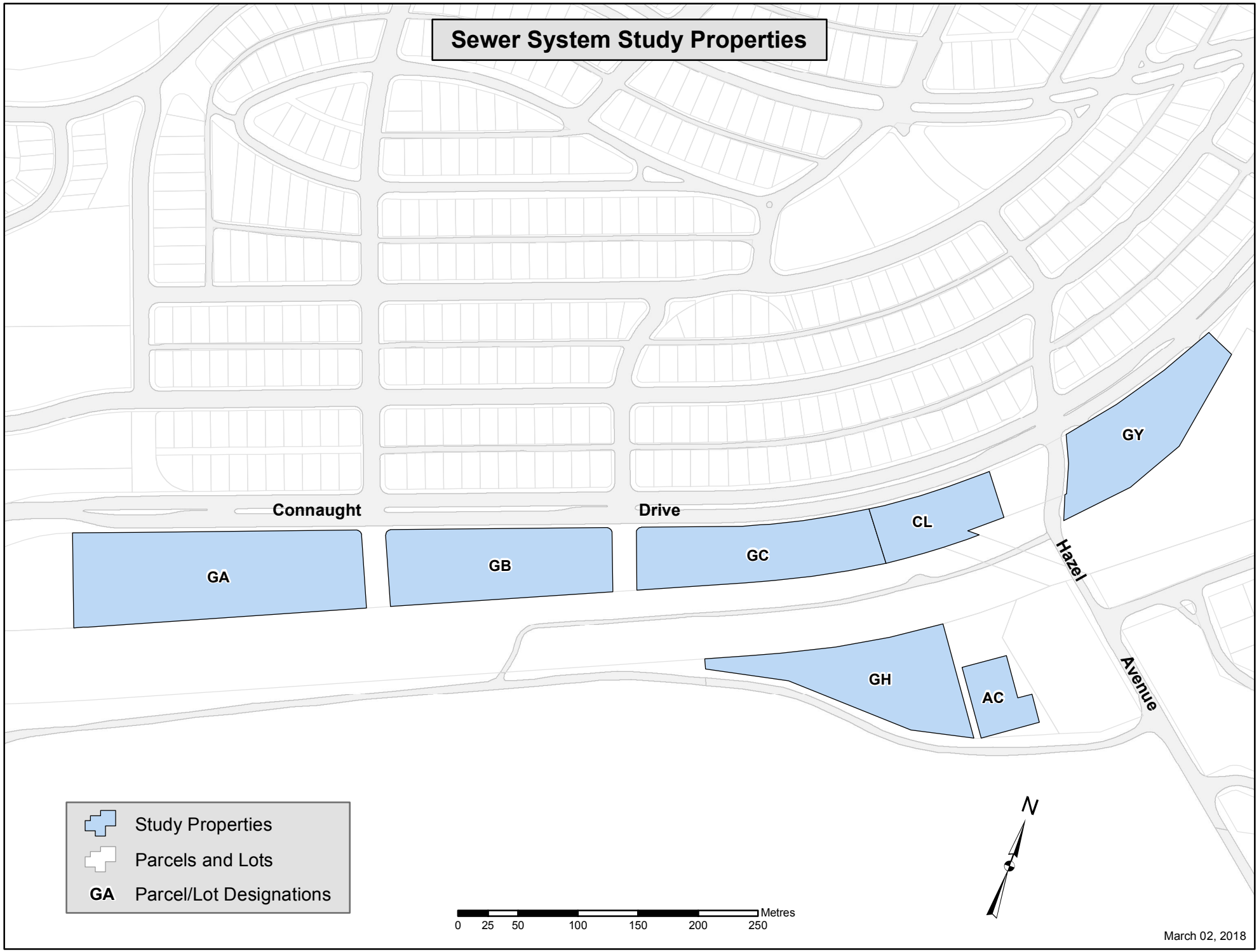
- Policy B-009: Fiscal and Financial Control Policy – 1. Responsibilities: 1.1 Municipal Council
    - To review and adopt annual operating and capital budgets

Strategic Relevance:

- Governance – Provide quality municipal services to the community
- Governance – Provide open, accountable and accessible government
- Fiscal Health – Enhance the municipal budget process

Attachment:

- Map of subject properties


Sewer System Study Properties
Connaught
Drive
Hazel
Avenue
GA
GB
GC
CL
GY
GH
AC
Study Properties
Parcels and Lots
GA Parcel/Lot Designations
N
0 25 50 100 150 200 250
Metres
March 02, 2018

REQUEST FOR DIRECTION

Subject:	Assessment Review Board Member Appointments
Prepared by:	Christine Nadon, Legislative Services Manager
Reviewed by:	Mark Fercho, Chief Administrative Officer Natasha Malenchak, Director of Finance & Administration
Date – Notice:	March 6, 2018
Date – Discussion:	March 13, 2018
Date – Decision:	March 20, 2018

Recommendation:

- That Council appoint members to the Inter-Municipal Assessment Review Board.

Options:

- As per Inter-Municipal Review Board Agreement, Council must appoint two (2) or more members to the Assessment Review Board.

Background:

- The Municipality of Jasper is part of a joint agreement for the provision or assessment review board services with the Town of Grande Cache, Town of Hinton, and Town of Edson. As per the agreement, each Council must appoint two (2) or more members to the board.
- Changes to the MGA in December 2017 will prompt a review and update of Bylaw #201 and the Inter-Municipal Assessment Review Board Agreement. Administration is working with its regional partners on this item. The request to appoint board members comes before Council at this time to allow for the process to be complete prior to the training dates in April. The Municipal Government Board, who administers the training programs, suggested that board members should be appointed prior to attending the training.
- Administration is proposing to bring the three applications from members of the public and one application from Councillor Butler to the HR committee for review, prior to a Council decision on March 20, 2018.
- The Municipality of Jasper has not met its commitment to provide trained and active members for the assessment review board since 2014. While four members exceeds the minimum requirement set in the inter-municipal agreement, Administration still recommends approving all applications to establish a sound membership basis for years to come. Expenses related to training will decrease in coming year, once members are trained and certified.

Relevant Legislation:

- Inter-Municipal Assessment Review Board Bylaw (#201) and Agreement
- Municipal Government Act; Part 11, Assessment Review Boards

Financial:

- There is a $5,000 allocation for assessment review board expenses in the 2018 operating budget. The estimated cost to send three members to training (including remuneration, travel and expenses) is $6,600. This line item is also meant to cover remuneration and expenses for hearings throughout the year. Additional funding will be required to cover those costs.
- This item will be discussed as part of the Finance and Administration operating budget discussion at the March 13 committee of the whole meeting. The proposal will address the reallocation of funding within the proposed budget envelope.

Attachments:

- Inter-Municipal Assessment Review Board Bylaw (#201) and Agreement

Municipality of Jasper

Bylaw #201

BEING A BYLAW OF THE MUNICIPALITY OF JASPER TO AUTHORIZE THE MAYOR AND CHIEF ADMINISTRATIVE OFFICER TO ESTABLISH AN INTER-MUNICIPAL ASSESSMENT REVIEW BOARD.

PURPOSE

WHEREAS by Order in Council 279/2001 dated July 20, 2001, the Minister of Municipal Affairs established the Specialized Municipality of Jasper;

AND WHEREAS, pursuant to section 456 of the *Municipal Government Act,* RSA 2000, M-26 and amendments thereto, the Specialized Municipality of Jasper has the authority to enter into an agreement among the Town of Grande Cache, the Town of Hinton, the Specialized Municipality of Jasper, and the Town of Edson (the "Municipalities") regarding an Inter-Municipal Assessment Review Board.

NOW THEREFORE, THE COUNCIL OF THE SPECIALIZED MUNICIPALITY OF JASPER IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. This Bylaw may be cited as the Inter-Municipal Assessment Review Board Bylaw #201.
2. Council hereby authorizes the Municipality of Jasper to enter into an Agreement with the Town of Grande Cache, Town of Hinton and the Town of Edson in the form and substance of the Agreement attached to this Bylaw as Schedule I.
3. This Bylaw shall come into force and effect upon final reading; all former Bylaws in relation to the establishment of the Inter-Municipal Assessment Review Board are hereby rescinded.

AND FURTHER, if any section of 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.

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

READ a first time this 2nd day of May 2017.

READ a second time this 2nd day of May 2017.

READ a third time and finally passed this 16th day of May, 2017.

_____
Mayor

_____
Chief Administrative Officer

Schedule I

INTER-MUNICIPAL ASSESSMENT REVIEW BOARD AGREEMENT

DATED THIS____DAY OF_____, 2017

BETWEEN:

THE TOWN OF GRANDE CACHE

- and -

THE TOWN OF HINTON

- and -

THE SPECIALIZED MUNICIPALITY OF JASPER

- and -

THE TOWN OF EDSON

(referred to as "the Municipalities")

THE MUNICIPALITIES AGREE AS FOLLOWS:

The above parties agree to enter into an Inter-Municipal Assessment Review Board Agreement (the "Agreement") setting out the terms for an Inter-Municipal Assessment Review Board for the purposes of sharing resources and information among the Town of Grande Cache, the Town of Hinton, the Specialized Municipality of Jasper and the Town of Edson.

1. DEFINITIONS

In this Agreement, unless the context provides otherwise, terms have the meaning given to them in the Act and the regulations passed thereto, and the following words or phrases shall have the following meanings:

a) "Act" means the *Municipal Government Act*, as amended.

b) "Bylaw" refers to the approved Inter-Municipal Assessment Review Board Bylaw established by each municipality.

c) "Clerk Coordinator" is the designated lead Clerk appointed to coordinate meetings, resources and information between the municipalities.

d) "Clerk" is the designated officer appointed by each Municipality to act as the clerk of the assessment review boards.

e) "CARB" is the Composite Assessment Review Boards established and defined by the bylaws of each municipality.

f) "LARB" is the Local Assessment Review Boards established and defined by the bylaws of each municipality.

g) "Citizen Member" means a resident of the Municipalities, and does not include a councillor, or any other person ineligible pursuant to the Act or the regulations passed pursuant to the Act.

h) "Municipality" or "Municipalities" means the Town of Grande Cache, the Town of Hinton, the Specialized Municipality of Jasper and the Town of Edson individually or collectively as the context requires.

2. FUNCTIONS AND DUTIES

a) The LARBs and CARBs established pursuant to the applicable Bylaw in this Agreement will hear and decide complaints filed under the Act for property located in each Municipality.

3. MEMBERSHIP, APPOINTMENTS AND VACANCIES

a) Each Municipality shall be responsible to appoint two (2) or more Citizen Members to the LARBs and CARBs pursuant to the applicable Bylaw. Provided the Citizen Members have taken the necessary training, the same individuals may be appointed to a LARB and CARB.

b) Each Citizen Member is appointed for a minimum of three (3) years.

c) Each Municipality shall have the right to rescind the appointment of their Citizen Member.

d) Each Municipality must rescind the appointment of a Citizen Member if the Member: (i) fails to successfully complete the training program set by the Minister, (ii) does not live up to their commitment to attend hearings, (iii) is no longer eligible pursuant to the Act and regulations passed thereto, and (iv) breaches the pecuniary interest provisions in s. 480 of the Act.

e) Vacancies shall be filled within ninety (90) days.

4. MEETINGS

a) The designated Clerk Coordinator will schedule an annual meeting for the Clerks to review the CARB and LARB roles and requirements for the year.

5. ADMINISTRATION

a) The designated Clerk Coordinator will be decided annually; the role will alternate between the Town of Grande Cache, the Town of Hinton, the Specialized Municipality of Jasper and the Town of Edson. The Clerk Coordinator will have the following duties:

- Schedule Members for hearings pursuant to the Bylaw and this Agreement;
- Obtain legal opinions and advice;
- Schedule the hearing in the Municipality in which the property under complaint is located; and
- Coordinate the hearing responsibilities with the Clerks pursuant to the Act, the regulations and the applicable Bylaw.

b) When substituting Members from one LARB or CARB pursuant to the Bylaw, the designated Clerk Coordinator will try to have a majority of Citizen Members who do not reside in the Municipality in which the property under complaint is located.

c) When selecting or substituting Members for a LARB or CARB hearing, the Clerk Coordinator may choose Citizen Members or members from the Qualified Assessment Review Board Member List issued by Municipal Affairs.

d) The Municipalities agree to share equally the costs associated with the preparation of this Agreement and the applicable Bylaw.

e) If revisions to the Agreement or Bylaw are necessary, the designated Clerk Coordinator will undertake those revisions in conjunction with the municipalities; the costs will be shared equally.

6. REMUNERATION

a) Unless otherwise determined by the Municipality which appointed the Citizen Member, Citizen Members will receive remuneration for training sessions, meetings, decision writing, reviewing draft decisions, and hearings in accordance with the meeting fees set for councillors in the Municipality which appointed the Citizen Member.

7. BOARD AND HEARING COSTS

a) The Municipality in which the property under complaint is located shall be responsible to pay the costs associated with that hearing, including:

- Remuneration for Members;
- The costs associated with the Provincial Member; and
- Any legal fees.

If more than one hearing is held in a day, then the remuneration for the Citizen Members shall be divided equally per complaint and billed to the Municipality in which the property under complaint is located.

b) Each Municipality shall provide, at their expense, adequate facilities for the hearings in that Municipality.

8. COMPLAINT FEES

a) The fees payable pursuant to section 481(1) of the Act shall be those established by each Municipality for property located in that Municipality, provided that such fees do not exceed the maximum fees in the *Matters Relating to Assessment Complaints Regulation*.

9. GENERAL

a) This Agreement will remain in effect until updates or alterations are required.

b) Should a Municipality want to withdraw from participation in this Agreement, they may do so by serving notice prior to April 1st of any given year, the withdrawal to take effect on January 1st of the following year.

c) The Schedules form part of this Agreement.

10. Dispute Resolution

a) In the event a dispute arises regarding any of the clauses of this Agreement, or over a financial matter regarding the operation of the LARBs and CARBs, the Chief Administrative Officers of the Municipalities shall meet to consider the matter.

b) The decision of the panel of Chief Administrative Officers will be final.

THIS AGREEMENT RESCINDS ALL PREVIOUS AGREEMENTS AS OF MAY 1, 2017

IN WITNESS WHEREOF the Municipalities have executed this Agreement as evidenced by the duly authorized signatures below.

TOWN OF GRANDE CACHE

Per: Mayor

Per: Chief Administrative Officer

TOWN OF HINTON

Per: Mayor

Per: Chief Administrative Officer

SPECIALIZED MUNICIPALITY OF JASPER

Per: Mayor

Per: Chief Administrative Officer

TOWN OF EDSON

Per: Mayor

Per: Chief Administrative Officer

REQUEST FOR DECISION

Subject:	Assessment Review Board Training
Prepared by:	Christine Nadon, Legislative Services Manager
Reviewed by:	Kayla Byrne, Legislative Services Coordinator
Date – Discussion:	February 23, 2018
Date – Decision:	March 6, 2018 – Waiver of notice requested

Recommendation:

That Council approve a request from Councillor Paul Butler to attend the Assessment Review Board training offered by the Municipal Government Board in April 2018.

Options:

- Propose modifications to the funding request, or not approve the request.

Background:

- As per policy B-003: Council Member Development Opportunities, councillors require council approval to attend seminars, workshops, conferences or other departmental activities.
- Councillor Butler showed interest in taking the provincial training and becoming certified assessment review board member, which consists of four days of training and an online exam. Councillor Journault decided to step down at this time.
- The Municipality of Jasper has an Inter-Municipal Assessment Review Board Agreement with the Town of Grande Cache, Town of Hinton, and Town of Edson to share ARB information and resources.

Relevant Legislation:

- Inter-Municipal Assessment Review Board Bylaw (#201)
- Municipal Government Act; Part 11, Assessment Review Boards
- Council Member Compensation Policy and Administrative Procedures (B-003)

Financial:

- Compensation and travel expenses would come from existing Council allocations in the 2018 budget.

Attachments:

- Council Member Development Form
- Council Member Compensation Policy and Administrative Procedures (B-003)

Municipality of Jasper, Policy B-003

Council Member Development

Request for approval with financial support

Council Member	Paul Butler				
Name of Session/Activity	Assessment Review Board, new member training				
Sponsoring Organization (i.e. AUMA, etc.)	Municipal Government Board				
Nature of Session/Activity	Training course				
Location	Calgary, Alberta				
Start Date	April 17, 2018				
End Date	April 20, 2018				
A. Honorarium					
Honorarium requested	4 days	@	$240	Total:	$960
B. Expense Support					
Accommodation	4	@	$150	Total	$600
Meals	4	@	$47 per day	Total	$188
Travel	828 kms	@	$0.55/km	Total	$455.40
Registration	0	@	$	Total	$0
Other		@	$	Total	$
Total expense support (B)					$1,243.40
Total est. support (A+B)					$2,203.40

Councillor's signature: _____ Date: _____

Mayor's signature: _____ Date: _____

Conditions of approval (if any):

_____

_____

_____

This information is being collected for the purpose of reimbursement of expenses. It is protected by the privacy provision of the Freedom of Information and Protection of Privacy Act. Questions about the collection of this information can be directed to the Director of Finance, Municipality of Jasper, Box 520, Jasper, AB T0E 1E0, Telephone (780) 852-3356.

Municipality of Jasper, Policy B-003

Council Member Development

Request for approval with financial support

Kilometres – return:

Hinton	160 km
Edson	320 km
Red Deer	836 km
Edmonton	752 km
Lethbridge	1256 km
Calgary	828 km
Banff	575 km
Lake Louise	464 km
Medicine Hat	1408 km
Grande Prairie	1090 km
Valem vount	232 km

Please use discretion regarding distances driven within cities.

GUIDELINES

Accountable Expenses

1. **Accommodation**
    a. Hotel: Actual cost up to $150 per day unless conference site is in hotel charging over limit, when actual cost for regular room will be paid.
    b. Private Residence: in lieu of hotel $50 per night

2. **Subsistence only up to $47 per full day unless itemized receipts are provided.**

3. **Part-day subsistence**
    - breakfast at $10, lunch at $11, dinner at $21
    - incidentals at $5 for each day of overnight travel (no receipts required)

4. **Approved auto travel:** Kilometers at Alberta Government rate ($0.55/km) OR

5. **Public Transportation** (receipts required)

6. **Parking** (receipts required)

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Policy Title: **COUNCIL MEMBER DEVELOPMENT OPPORTUNITIES**

Policy # **B-003**

Effective Date: **August 3, 2010**

Date adopted by Council: **August 3, 2010**

POLICY

To enable council members to function more effectively, Council will support activities designed to assist council members in their efforts to improve their skills as members of a policy-making body; to expand their knowledge of trends, issues, and new ideas affecting the continued welfare of our community; and to deepen their insight into the nature of a modern democratic society.

Annual budget provisions will support council development opportunities. Council shall retain the authority to approve or reject participation in specific activities.

The following are examples of appropriate activities within this policy:

1. Participation in conferences, seminars, meetings, and conventions held by the Alberta Urban Municipalities Association, the Alberta Association of Municipal Districts and Counties, the Federation of Canadian Municipalities, Alberta Municipal Affairs and similar organizations;

2. Municipality-sponsored activities for Council members; and

3. Subscriptions to publications addressing areas of interest to Council members.

Policy Title: COUNCIL MEMBER DEVELOPMENT OPPORTUNITIES

Policy # B-003

ADMINISTRATIVE PROCEDURES

Effective Date: August 3, 2010

Date approved by Municipal Manager: August 3, 2010

Attendance at Federation of Canadian Municipalities Annual Convention

The Mayor may attend the FCM convention at Municipal expense each year in his or her term of office.

Each councilor is authorized to attend an FCM convention at Municipal expense at least once in their term of office and may attend additional conferences with Council approval.

When Council members attend conferences, workshops, or seminars, at Municipal expense, care should be taken to ensure that:

1. Workshops, seminars, conferences or other activities are relevant to the current or future role of Councilors for the Municipality of Jasper.

2. The anticipated costs fall within established budget levels unless Council has approved additional expenditures.

Approval

'Approval' means approval by a Motion of Council, or by written approval from the Mayor if time does not permit full Council consideration.

Councilors require approval to attend seminars, workshops, conferences or other developmental activities, and must complete the Councillor Development Activity Form available from the Town Administration Office. If time permits, the form shall be presented as an agenda item at a regular meeting of Council.

If time does not permit a regular meeting of Council to deal with the consideration of the request, the Councillor shall present the request form to the Mayor who may approve or reject the request. The Mayor may also impose conditions regarding costs, payment of honorarium, etc.

Following attendance at any conference, seminar, or workshop, Councilors attending shall provide either a verbal or written report at a Council meeting and shall provide informational materials presented at the Conference for inclusion in the Councilors' Reading File.

REQUEST FOR DIRECTION

Subject:	Budget and Policy Standing Committee and Cannabis Working Group
Prepared by:	Christine Nadon, Legislative Services Manager
Reviewed by:	Mark Fercho, Chief Administrative Officer
Date – Notice:	March 6, 2018
Date – Discussion:	March 13, 2018
Date – Decision:	March 20, 2018

Recommendation:

- That Council create the Budget and Policy Standing Committee.
- That Council create the Cannabis Working Group.
- That Council appoint councillors to the new standing committee and working group.

Options:

- Propose a different structure, body or format to advance the issues at hand.
- Deny the request.
- Determine how many councillors should be assigned to the standing committee and working group.

Background:

- Administration recommends the creation of the *Budget and Policy Standing Committee* to review items proposed for consideration by Council, collaborate with assigned staff and make budget and policy recommendations to Council.
    - Council policy decisions on service levels have a direct impact on the municipal budget. The committee would work on aligning budget, policy and bylaw development with Council's strategic priorities, allowing for more focused debate and discussion at the Council table.
    - The standing committee would be composed entirely of councillors (i.e. no citizen members) and staff assigned by the Chief Administrative Officer.
- Administration also recommends the creation of a *Cannabis Working Group* to research, analyze and prepare recommendations for Council consideration on the sale and use of cannabis in Jasper. Members of the working group would include councillors, municipal staff, RCMP, Parks Canada, Jasper Park Chamber of Commerce and other community partners Council may deem appropriate.

Relevant Legislation:

- Procedure Bylaw (#190)
- Municipal Government Act, s. 145 and s. 146

Jasper Environmental Association
Box 2198 Jasper, AB T0E 1E0
Tel: 780-852-4152

March 2, 2018

To the Honourable Mayor and All Municipal Council Members of Jasper

Dear Mayor Ireland and Council Members

Re: Firework Displays

The Jasper Environmental Association would like to respectfully ask the Mayor and Town Council to consider following the example of the town of Banff in ending the practice of allowing aerial firework displays at the various celebrations during the year in Jasper. http://www.rmoutlook.com/article/Banff-moves-to-quiet-fireworks-20180301

While direct research into the adverse effects of aerial fireworks on wildlife seems to be lacking, many domestic dogs suffer extreme stress during these displays so it is not hard to deduce that wildlife in the area will be suffering the same fear. Abandoned nestlings and panic flights by ungulates could lead to fatal results. The heavily wooded slope to the west of the fireworks venue is nesting habitat and shelter for numerous bird species. Elk and deer frequent the area with their young in spring and summer and cannot help but be affected by the fireworks display on July 1st. The mid-winter New Year and Jasper-in-January fireworks events come at a time when all wildlife is struggling at a negative energy balance and should not be subjected to additional stress.

Parks Canada Regulations prohibit the use of fireworks in national parks, except by permit. Should we be asking the agency to contravene a regulation that was put in place for a good reason – particularly when its mandate is the protection of ecological integrity?

There are new pyrotechnic displays now that are spectacular but are kept close to the ground and have no need for loud explosions. Maybe these could be considered this year on a trial basis?

Thank you for considering this request.

Sincerely

Jill Seaton

Chair – Jasper Environmental Association

Municipality of Jasper

Motions List
Regular meeting, Tuesday, March 6, 2018

1. Additions to agenda
BE IT RESOLVED THAT Council agree to add/delete the following items to today's regular meeting agenda.

2. Approval of agenda
BE IT RESOLVED THAT Council approve the agenda for the regular meeting of Tuesday, March 6, 2018 as presented.

3. Approval of minutes
BE IT RESOLVED THAT Council approve the minutes for the February 20, 2018 regular Council meeting as presented.

4. Waiver of Notice – Assessment Review Board training
BE IT RESOLVED THAT Council waive the two-week notice period to make a decision on Councillor Butler's request to attend the Assessment Review Board training.

5. RFD – Assessment Review Board training
BE IT RESOLVED THAT Council approve a request from Councillor Paul Butler to attend the Assessment Review Board training offered by the Municipal Government Board in April 2018.

6. In camera
BE IT RESOLVED THAT Council close the meeting to the public at _____p.m. for agenda items 14.1 Legal Matter – CARB discussions – FOIP, S. 16 and 14.2 Deliberative Matter – the Exchange Lands – FOIP, S. 29.

13. Revert to public meeting
BE IT RESOLVED THAT Council revert to public meeting at _____ p.m.

14. Adjournment
BE IT RESOLVED THAT, there being no further business, the regular meeting of March 6, 2018 be adjourned at _____ p.m.