

Municipality of Jasper
Committee of the Whole Meeting Agenda
June 26, 2018 | 9:30 a.m.
Council Chambers, Jasper Library & Cultural Centre

1. Call to Order (Deputy Mayor Wilson to chair meeting)

2. Additions to Agenda

3. Approval of Agenda

3.1 June 26, 2018 attachment

4. Approval of Minutes

4.1 June 12, 2018 attachment

6. Business Arising from Minutes

7. Brief Updates

7.1 Cannabis Sale and Use in Jasper Public Survey Results attachment

7.2 Seniors' Bus – standing discussion item verbal

7.3 Construction of a Fire Flow Supplement System at Old Fort Point attachment

7.4 Proclamations, Letters of Support and Flag Raising Request Policy attachment

7.5 Jasper/Hakone Sister City Relationship discussion verbal

8. Correspondence for information, consideration or action

9. Other new business

10. Council representation on various boards, upcoming meetings

12. Upcoming Events

June 26: Cannabis info session, Chaba Theatre, 1:30-3 pm (public), 3:30-5 pm (JPCC members)

July 1: Canada Day festivities, throughout town, starting at 8:30 am

13. Adjournment

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

Municipality of Jasper
Committee of the Whole Meeting Minutes
Tuesday, June 12, 2018 | 9:30 a.m.
Council Chambers, Jasper Library & Cultural Centre

Present	Mayor Richard Ireland, Deputy Mayor Scott Wilson, Councillors Jenna McGrath, Helen Kelleher-Empey, Bert Journault, Paul Butler and Rico Damota
Also present	Mark Fercho, Chief Administrative Officer Christine Nadon, Legislative Services Manager Kayla Byrne, Legislative Services Coordinator Greg Van Tighem, Director of Protective Services Michelle Deschene, Finance & Administration assistant Glenda Cornforth, Jasper Seniors Society Steve Young, Parks Canada Communications Officer Craig Gilbert, the Fitzhugh Bob Covey, The Jasper Local Marie-France Miron Two observers
Call to order	Deputy Mayor Wilson called the meeting to order at 9:30 a.m.
Approval of agenda	MOTION by Councillor Kelleher-Empey to approve the agenda for June 12, 2018 as presented. CARRIED
Approval of minutes	MOTION by Mayor Ireland to approve the minutes of the May 22, 2018 meeting as presented. CARRIED
Councillor Damota	Councillor Damota arrived at the meeting at 9:31 a.m.
Business arising from the minutes	Council inquired about the status of signage for the Library and Cultural Centre. Mr. Fercho confirmed that signage will be installed sometime this summer. Council requested to have a discussion on Jasper and Hakone's sister city relationship at the next committee of the whole meeting.
Brief updates: Seniors' Bus	Council directed administration to get quotes from the private sector for the price of a driver to operate the seniors' bus four times a month. Council also discussed creating an ad hoc committee to meet with bus users and potential bus users to discuss possible recommendations. A request for decision and waiver to create the committee will be brought forward at the next regular council meeting. Transit options outlined in the Transportation Master Plan will also be explored.
Regional ARB bylaw discussion	Council directed administration to create a clause that would allow for the amending of the joint bylaw and discussed the importance of having political disputes and amendments return to council for approval as opposed to being handled by CAOs of the

partner municipalities – as currently outlined in section 15.1 of the bylaw. Council would also like more clarity on who makes a recommendation on the selection of a board chair, the rotation of chairs, who appoints members to the LARBs and CARBs, and the appointment of a member should a vacancy occur. These edits will be presented to the partner municipalities and return for discussion at a future meeting.

Proclamation
Policy discussion

Council indicated its preference for a policy similar to the City of Airdrie's proclamation policy. It was noted Jasper's policy should include clauses for proclamations, letters of support, and flag raising. Council would also like a catchall clause which would allow for the rejection of any request for any reason deemed sufficient by Council. This will return for discussion at the next committee of the whole meeting.

Correspondence:
Wildfire threat

Resident Marie-France Miron addressed Council, reiterating concerns outlined in her letter which was included in the agenda package. Council noted its confidence in the municipality's emergency management plan and communications and noted the numerous provincial and federal partnerships the municipality has in regards to potential emergencies. Ms. Miron said she also has confidence in the municipality's emergency management preparedness, but would like another public information session to help comfort residents. Council agreed it was in support of another public information session, but noted not all the representatives Ms. Miron requested would be appropriate or available for the panel. Council also suggested recording the future information session and uploading it to the web for residents who are unable to attend.

Recess

Deputy Mayor Wilson called a recess from 11:27 a.m. to 11:32 a.m.

New business

Mayor Ireland, Deputy Mayor Wilson and Councillor Kelleher-Empey attended a lunch meeting hosted by CN at the FCM conference. Permit issues regarding fire smarting were discussed and quickly resolved. CN also committed to paint the Jasper underpass, however, a date for work has not been set.

Mayor Ireland, Deputy Mayor Wilson and Councillor Kelleher-Empey also attended various information sessions at the FCM conference, including sessions on affordable housing and the legalization of cannabis.

Councillor reports

Councillor Kelleher-Empey attended the Alberta/Japan Twinned Communities Association conference, and proposed hosting the 2020 conference in Jasper. This item will be discussed further at the next committee of the whole meeting. Councillor Kelleher-Empey also reminded Council the Community Futures AGM is June 21 in Grande Cache. Deputy Mayor Wilson is unable to attend this AGM, but Councillor Butler will attend in his place.

Deputy Mayor Wilson will attend a Culture and Recreation Board meeting and a West Yellowhead Waste Management Authority meeting.

Councillor McGrath will attend a Communities in Bloom meeting and a Community Action Team meeting.

Councillor Butler attended a Jasper Partnership meeting and a semi-annual strategic planning meeting for the Evergreens Foundation.

Events	Council received a list of upcoming events.
In camera	MOTION by Mayor Ireland that Council move in camera at 11:57 a.m. to discuss agenda item 12.1 Intergovernmental Matter – FOIP, S.21. CARRIED
Revert to public meeting	MOTION by Councillor Kelleher-Empey that Council revert to public meeting at 12:50 p.m. CARRIED
Adjournment	MOTION by Councillor McGrath that, there being no further business, the meeting of June 12, 2018 be adjourned at 12:50 p.m. CARRIED



REQUEST FOR DIRECTION

Subject: Cannabis Sale and Use in Jasper, Public Survey Results

Prepared by: Mark Fercho, CAO, and the Cannabis Working Group

Reviewed by: Christine Nadon, Legislative Services Manager
Nicole Veerman, Communications Specialist

Date – Discussion: June 26, 2018 (*Cannabis Working Group to attend*)

Recommendation:

1. Council review results of the the Cannabis Sale and Smoking/Vaping survey to understand the community opinion (consult in the IAP2 spectrum), and;
2. Council review the options presented by the Cannabis Working Group with respect to the development of municipal bylaws and policies for both the sale and smoking/vaping of cannabis Jasper, and;
3. Direct Administration on next steps.

Background:

Federal and Provincial legislation is being introduced for legalization of cannabis sale and smoking/vaping, and there are some decisions that are left to be set at the local level in each community.

The Cannabis Working Group in Jasper, a collaboration of the RCMP, Parks Canada, and the Municipality of Jasper, developed a Cannabis Sale and Smoking/Vaping in Jasper survey. Council edited and approved the survey on May 15. The survey was open from May 15th to June 8th and a record 460 surveys were completed. Comments from residents in Jasper, through the survey, could help to inform decisions by the Municipality and Parks Canada as bylaws, policies and regulations are created for the sale and smoking/vaping of cannabis in Jasper.

The following table gives an overview of jurisdictional responsibilities with regards to the legalization of cannabis:

Federal	Provincial/Territorial	Municipal (and Parks)
Cannabis production	Wholesale and retail distribution of cannabis	Zoning, density and location of Retail operations
Cannabis possession limits	Retail distribution model	Business Licensing Sign permits
Trafficking	Setting minimum retailer distances from provincial facilities	Smoking restrictions and regulations around public consumption, nuisance and odours
Advertising/product packaging	Workplace safety	Municipal workplace safety
Minimum age limits (18)	Discretion to set more restrictive limits for: -minimum age for consumption -possession amount	Enforcement, and municipal cost considerations related to enforcement
Oversight of medical Cannabis regime, including personal cultivation registration		

Legalization of cannabis is new to Canada and, as such, it will be a learning process for municipalities. As regulations, bylaws and policies are created based on experience and knowledge, there are likely to be changes.

CANNABIS RETAIL STORES IN JASPER

Federal and Provincial regulations on cannabis retail stores will only allow the sale of cannabis. Consumption of cannabis is prohibited within the retail space, as is the sale of any other products at this time. Co-location of cannabis products will not be permitted with pharmaceuticals, tobacco or alcohol. The Province of Alberta has set minimum distances for cannabis retail at 100 meters from health care facilities and schools, but exemptions may be granted. In the case of Jasper, given the limited commercial space and proximity of these facilities to the C1 district, an exemption is likely to be granted.

Decision points on cannabis retail stores for Council that were asked in the survey are:

- 1. To allow any cannabis retail stores in Jasper, or not**
- 2. If there should be a maximum number of cannabis retail stores in Jasper**
- 3. Maximum operating hours for cannabis stores in Jasper**

Jasper has a small commercial district (C1) that permits retail shops. The Cannabis Working Group is recommending that all C1 zoned properties in Jasper (shown on the attached map) have potential for cannabis retail, as they currently do for liquor retail. The closest cannabis outlet to a school within the provincially prescribed distance of 100 metres is actually the provincial dispensary, that is, the post office through mail order. The other potential restriction is distances between cannabis retail stores or between cannabis and liquor stores, however, given our small downtown, the distance restriction would arbitrarily bar some businesses from retail simply because a licence was issued to another operator, and this would significantly limit the total number of stores.

The two decision points possible for Council could be (but not recommended by Cannabis Working Group):

- 4. Agree to or expand provincial minimum distances between cannabis retail stores and schools or hospitals**
- 5. Set a minimum distance between cannabis retail stores or cannabis stores and liquor stores**

In Jasper, street level stores are where retail for visitors and residents mainly occurs; second story and below grade (basement) commercial spaces are set aside in the Jasper Community Sustainability Plan for commercial operations deemed to be Resident Oriented Services or grandfathered services. However, amendments for this unanticipated use of cannabis retail can be considered by Parks Canada through applications to PDAC. Council could also formally make a recommendation to PDAC on the following question:

- 6. Should cannabis stores in Jasper's downtown be permitted in commercial spaces on the:**
 - a) street level only**
 - b) second story**
 - c) below grade (basement)**

CANNABIS SMOKING AND VAPING IN JASPER

Canadian Provinces have chosen different models for the smoking and vaping of cannabis once it is legalized, following either liquor laws or smoking laws. In Alberta, the province chose to follow the rules for smoking. Survey results in Jasper and many communities show that people prefer to treat cannabis use more similarly to alcohol than smoking. In Canada, 8 of the 13 provinces and territories have set rules around the consumption of cannabis similar to alcohol, banning its public use, thereby effectively restricting it to private residences and properties. Therefore, in many municipalities in Canada, discussions on consumption in public places will not be necessary. Unless further restricted by local jurisdictions, Albertans will be allowed to smoke and vape cannabis in their homes and in public spaces where smoking tobacco is allowed; cannabis smoking and vaping will be banned in motor vehicles.

To protect children and limit second-hand exposure, public smoking or vaping of cannabis in Alberta will be prohibited from any place where smoking tobacco is restricted in the Tobacco and Smoking Reduction [Act](#) and [Regulation](#). Under section 3(d) of the Tobacco and Smoking Reduction Act, smoking is prohibited within a prescribed distance from a doorway, window or air intake of a public place or workshop. According to the Tobacco and Smoking Reduction Regulation, "prescribed distance" is defined as the distance from a doorway, window or air intake of a workplace or public place (includes restaurants, apartments, etc.) and is set to five metres. The act and regulation also prohibit smoking in places such as stores, restaurants and recreation centres.

In addition, cannabis smoking and vaping will be prohibited:

- on any hospital property, school property or child care facility property;
- in any motor vehicle, (except when being used as temporary accommodation such as an RV)
- and within a prescribed distance from: a playground, sports or playing field, and skateboard or bicycle parks, among other areas.

The Municipality of Jasper can choose to restrict cannabis smoking beyond the province's existing smoking laws, and also the municipal smoking bylaws.

The possible range of options for Council to consider for cannabis smoking in Jasper is from allowing cannabis smoking anywhere smoking is allowed now, to a full restriction of no cannabis smoking or vaping in any public space. Some municipalities will not allow cannabis smoking in any public spaces. The restrictive rule applies only to recreational cannabis; prescription cannabis is exempt.

The following is a decision required by Council:

7. Should Jasper prohibit recreational cannabis smoking/vaping in every public space within the Municipality of Jasper?

In addition to the smoking restrictions in the provincial Tobacco and Smoking Reduction Act and Regulation, the Municipality of Jasper Smoking Control Bylaw has additional restrictions. See bylaw: <http://www.jasper-alberta.com/DocumentCenter/View/137>

If further restrictions are placed on smoking and vaping cannabis in public, Council is asked to consider where to restrict this activity:

8. The Municipality of Jasper should prohibit cannabis smoking/vaping:

- on municipal sidewalks
- in municipal picnic areas
- on town trails
- in all town parks and greenspaces
- in the downtown central business district (CBD)
- in alleys and lanes
- on streets and roadways
- in all public places

Managing the smoking/vaping of cannabis in the municipality will require enforcement. At this time, the Federal and Provincial governments have not offered to support municipalities with funding from cannabis taxation. Enforcement costs would be paid by local property taxation and business licensing, and reallocation of enforcement time from other municipal enforcement.

9. Should the Municipality of Jasper dedicate the resources to enforce cannabis smoking/vaping regulations and bylaws, even if it means hiring an additional bylaw enforcement officer?

DISCUSSION:

Points for consideration in Jasper, given its unique characteristics:

- Best practice approaches in terms of how other jurisdictions have legalized
- Some jurisdictions are considering banning all cannabis smoking and vaping in public areas
- Consider creating: “designated cannabis smoking areas”, public areas people can go to smoke
- Public health considerations
- Tourism and visitor experience, Jasper is an international destination representing Canada to the world
- Enforcement challenges (i.e. distance and specific area rules vs one community-wide rule)
- Signage needs depending on approach taken
- Public opinion – survey responses
- Focus of the legislation is tied to smoking or vaping; there are other methods of consumption available that may be legalized in the future

FUTURE DISCUSSION:

If Council approves cannabis retail in Jasper, the details and cost of business licensing (which is proposed to be significantly higher than a regular business licence in many municipalities) will need to be determined by Council. This may be due to new costs and no new revenue for this program.

With the Province of Alberta choosing to follow the rules for smoking rather than alcohol, much of the law making and enforcement costs are the responsibility of municipalities, whereas, if the province had followed alcohol laws, cannabis use would then be provincially regulated and enforced by the RCMP, placing more of the cost burden on the Provincial and Federal governments. At this time there is no revenue sharing agreement for local governments to share tax revenues received by Provincial and Federal governments. This is a significant issue for local governments, developing...

The Jasper Cannabis Working Group members are:

RCMP

- Cst. Danielle Lohmann
- Sgt. Rick Bidasee

Parks Canada (zoning, permitting, business licencing, enforcement)

- Moira McKinnon
- Kelly Deagle
- Dave Kreizenbeck

Municipality of Jasper (business licening, enforcement, bylaws)

- Cindy Alton
- Kayla Byrne
- Madison Bath
- Dave Osborne
- Neil Jones
- Mark Fercho

The Cannabis Working Group membership will expand in July to include:

- Alberta Health Services
- Tourism Jasper
- Jasper Park Chamber of Commerce

Relevant Legislation:

- Municipality of Jasper Bylaw #061: Smoking Control Bylaw
- Government of Alberta Tobacco and Smoking Reduction Act and Regulation
- Government of Alberta Bill 26: An Act to Control and Regulate Cannabis
- Government of Canada Bill C-45 Cannabis Act

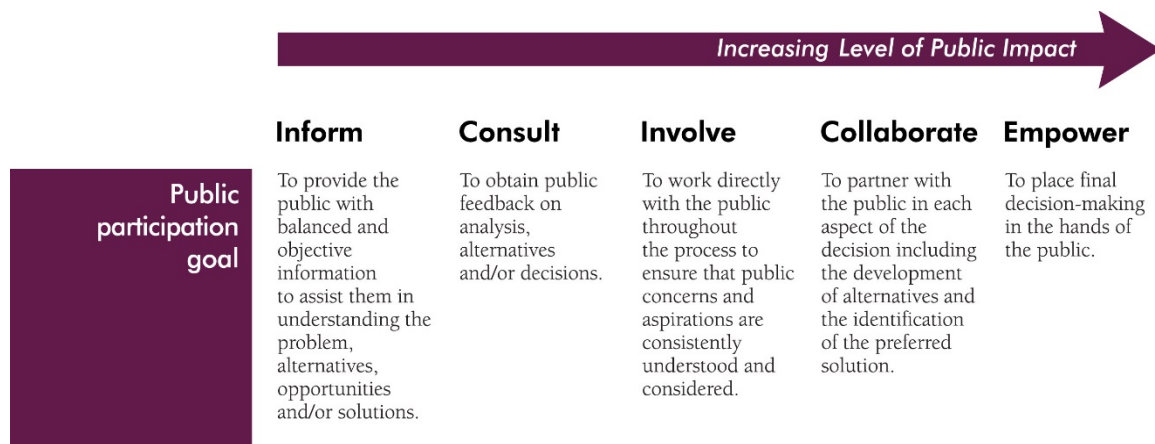
Public Engagement Analysis:

Municipal engagement initiatives are meant to provide honest, meaningful and accessible engagement opportunities for residents and stakeholders while promoting understanding of local issues, informed decision making and best possible solutions to local issues.

Level of Public Engagement

The proposed level of engagement is *Consult*, or to obtain public feedback on analysis, alternatives and/or decisions.

Feedback obtained through this process would not bind Council to any particular position or decision, but rather present a commitment to *keep participants informed; listen to and acknowledge concerns and aspirations; and provide feedback on how public input influenced the decision* (from IAP2's Public Participation Spectrum).



Decision Oriented

Effective engagement requires a clear definition of the decision to be made or the opportunity to be explored. The Cannabis Working Group is recommending engaging the community at the “consult” level.

Under the proposed *Consult* public engagement level, Council, through the cannabis working group, requested public input on those decisions with the goal of obtaining feedback from the public, without committing to any particular outcome. This is a public engagement level of *Involve* and up.

Values based

Council may wish to consider, as a decision maker, which values underpin this engagement and decision making process. Residents and stakeholder values should become clearer as the process unfolds; identifying, researching and analyzing them to support Council’s decision making should be the outcome of this public engagement process.

Possible additional engagement techniques

- Comment form – provide objective and factual information in writing, followed by unstructured opportunity to provide feedback (also in writing);
- Host a public open house to share information with residents and stakeholder, followed by either a comment form or survey to gather input in writing;
- Conduct one-on-one interviews with stakeholders to gain information and further refine the issues and values at hand;
- Hold focus groups with small groups of residents and stakeholders to gain information and further refine the issues and values at hand;
- Hire a professional facilitator to glean information from residents and stakeholders.

Please note that any and all of the engagement techniques above come with their own advantages, pitfalls and opportunities. Time, budget and desired outcomes should be considered carefully before selecting a technique.

Attachments:

- Cannabis Sale and Smoking/Vaping in Jasper Survey Results
- C1 Zone Map
- AHS Best Practices for Local government



Municipality of Jasper

Recreational Cannabis Sale, Smoking and Vaping Survey

Public Engagement Report – June 2018

In May and June of 2018, the Municipality of Jasper and Parks Canada invited Jasper residents to complete an online survey on recreational cannabis sale, smoking and vaping ahead of recreational cannabis legalization in Canada later this year.

A total of 460 individuals completed the survey, which is a record number for the Municipality of Jasper. Respondents were also younger than usual, with 18 to 44 year-olds representing 65% of respondents, as opposed to 45% in the 2016 Resident Satisfaction Survey.

Following the principles of the municipal Public Engagement policy, this initiative was designed to help Council identify community values and make local decisions around recreational cannabis sale, smoking and vaping. This topic evoked rather polarized views from respondents, highlighting the need for values that bring the community together as we transition into this new area of municipal legislation.

While useful and insightful, the open-ended comments should be considered with prudence as they may not represent the views of respondents as a whole. Please keep in mind that not all open-ended comments can be categorized. When in doubt with regards to whether a comment fit a category or not, it was left out of the count.

A full copy of the 888 individual comments received as part of the survey are available to the public on the municipal website at jasper-alberta.com/cannabis.

Report submitted by:

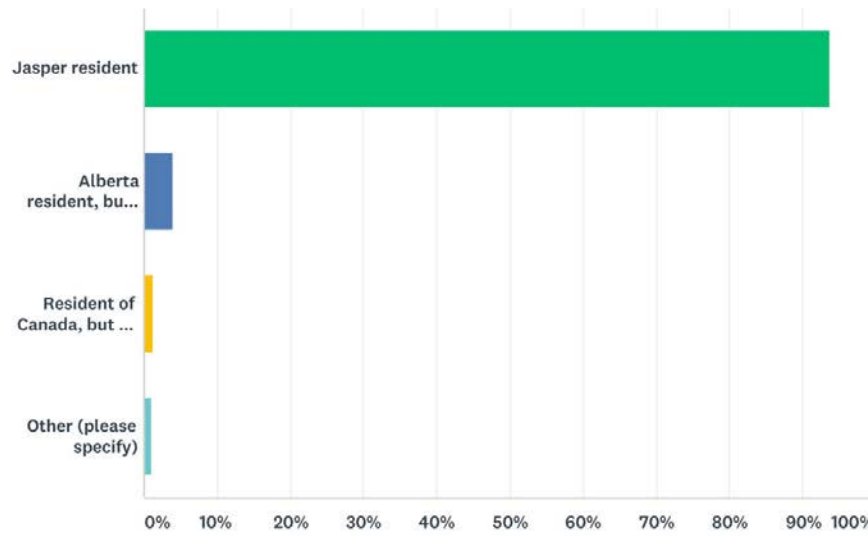
Christine Nadon

Legislative Services Manager

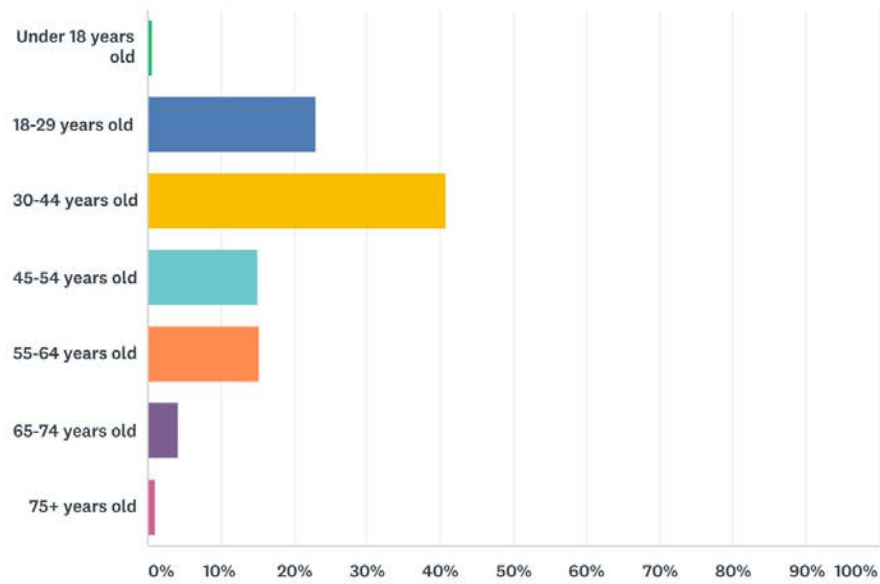
Municipality of Jasper

June 22, 2018

Q1. You are a

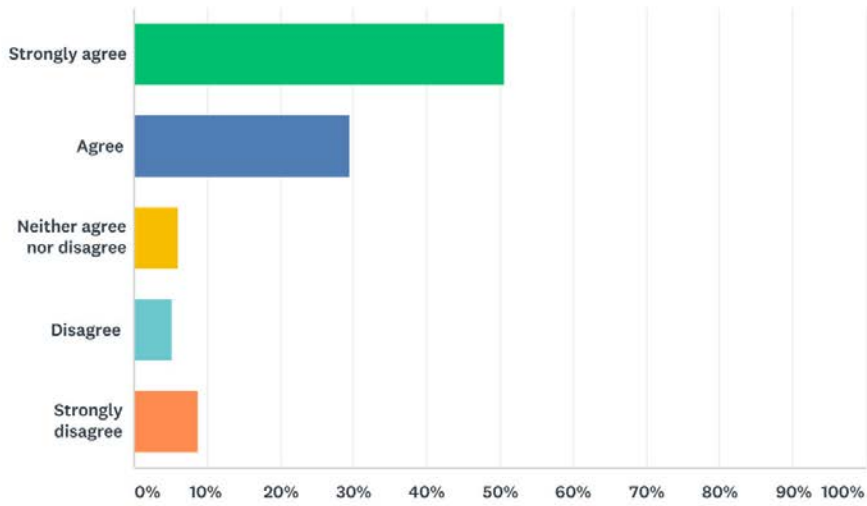


ANSWER CHOICES	RESPONSES	
Jasper resident	93.65%	428
Alberta resident, but not a resident of Jasper	3.94%	18
Resident of Canada, but not a resident of Alberta	1.31%	6
Other (please specify)	1.09%	5
TOTAL		457

Q2. Your age

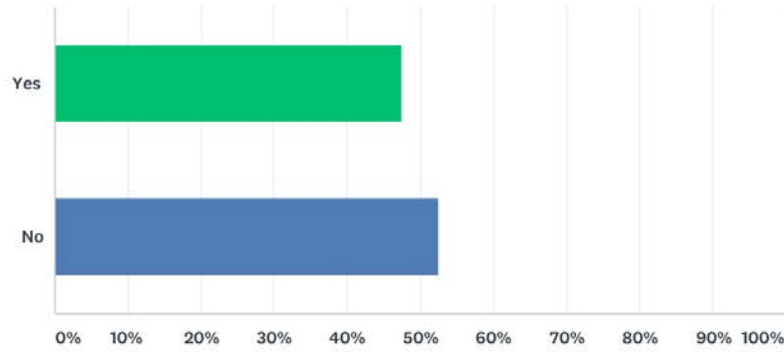
ANSWER CHOICES	RESPONSES	
Under 18 years old	0.65%	3
18-29 years old	23.04%	106
30-44 years old	40.87%	188
45-54 years old	15.00%	69
55-64 years old	15.22%	70
65-74 years old	4.13%	19
75+ years old	1.09%	5
TOTAL		460

Q3. Cannabis retail stores should be allowed in Jasper.



ANSWER CHOICES	RESPONSES	
Strongly agree	50.54%	232
Agree	29.41%	135
Neither agree nor disagree	6.10%	28
Disagree	5.23%	24
Strongly disagree	8.71%	40
TOTAL		459

Q4. If cannabis retail stores are permitted, should there be a limit on the number of stores in Jasper?

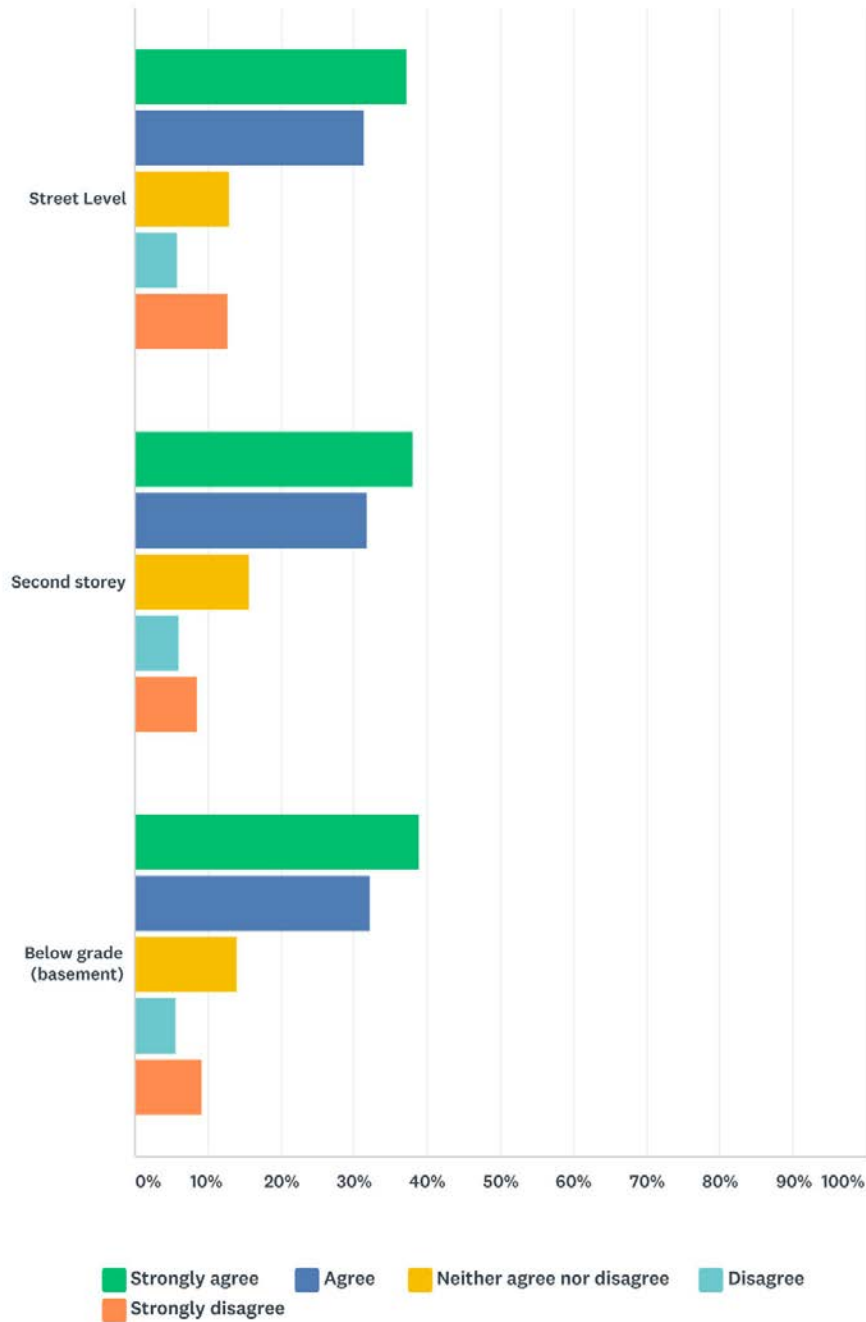


ANSWER CHOICES	RESPONSES	
Yes	47.48%	217
No	52.52%	240
TOTAL		457

If yes, how many? (209 answers)

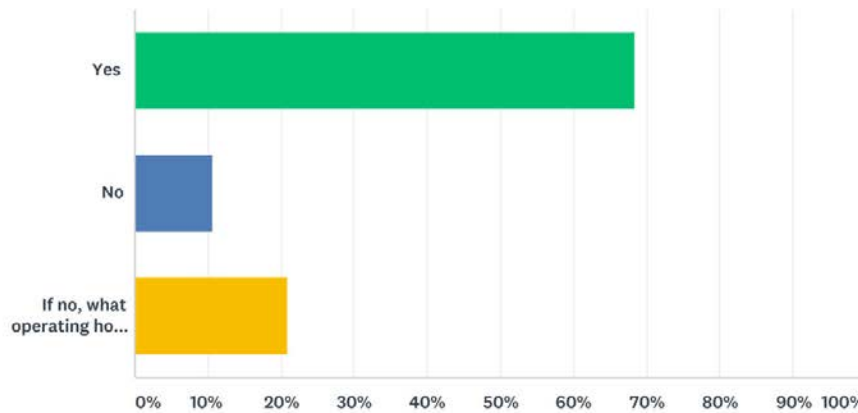
Answer	#
Zero	12
One	45
Two	57
Three	41
Four	15
Five	8
Six	2
Same as liquor stores	12
Free market	9

Q5. Cannabis retail stores in Jasper's downtown should be permitted in the following commercial spaces:



	STRONGLY AGREE	AGREE	NEITHER AGREE NOR DISAGREE	DISAGREE	STRONGLY DISAGREE	TOTAL
Street Level	37.14% 166	31.32% 140	12.98% 58	5.82% 26	12.75% 57	447
Second storey	38.07% 166	31.88% 139	15.60% 68	5.96% 26	8.49% 37	436
Below grade (basement)	38.90% 170	32.27% 141	13.96% 61	5.72% 25	9.15% 40	437

Q6. Do you think the maximum hours of operation for cannabis stores in Jasper should be the same as liquor stores, from 10 a.m. to 2 a.m.?



ANSWER CHOICES	RESPONSES	
Yes	68.34%	313
No	10.70%	49
If no, what operating hours do you suggest?	20.96%	96
TOTAL		458

If no, what operating hours do you suggest? (96 answers)

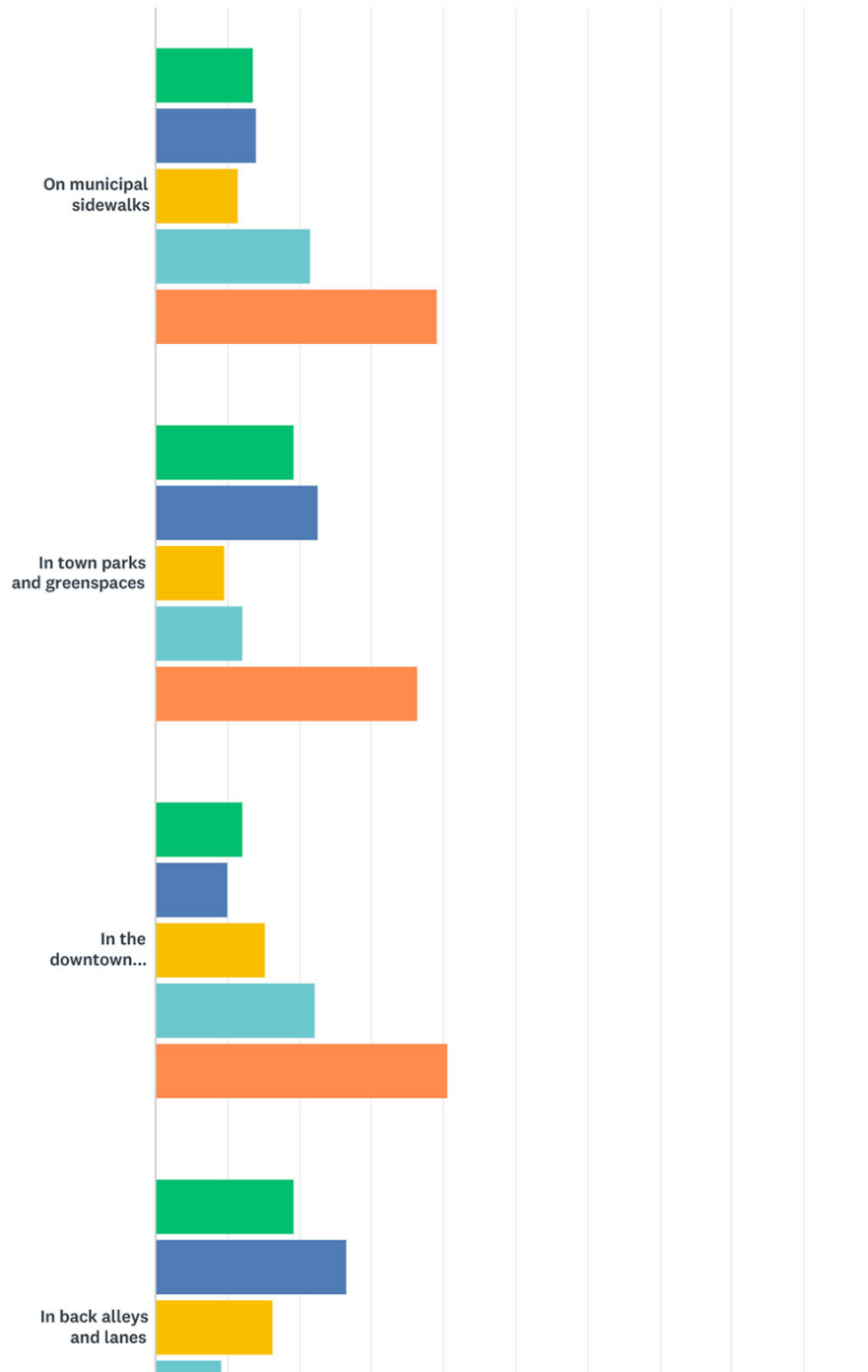
- Midnight, 10 p.m. and other “typical retail hours” were suggested.
- As a definitive majority of respondents selected “yes”, or hours of operation should be the same as liquor stores, further analysis was not completed on this set of open-ended answers.

Q7. Do you have any other comments regarding the sale of recreational cannabis in Jasper?

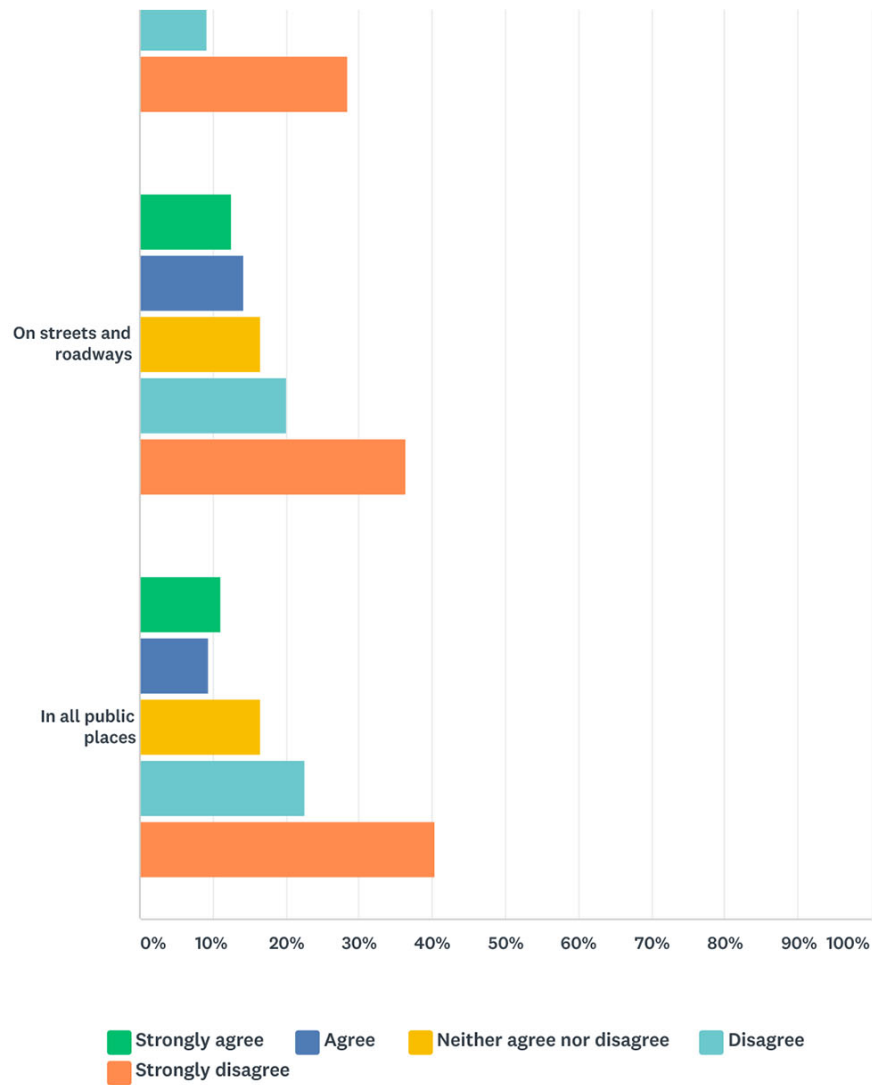
(149 answers provided, of which 95 were related to retail. Another 20 answers were included in Q12 results as they related to consumption. The rest were uncategorized.)

- **Business equity** (20 answers)
 - o “All other business in Jasper have no restrictions why should this business once it is legal be any different”; “Let the free market dictate the operation of cannabis stores”; “I don’t think cannabis retail shops need to be anymore regulated than a liquor store”; “The market should be allowed to dictate how many stores operate”.
- **Do not allow retail stores** (14 answers)
- **Business license fee / taxation** (7 answers)
 - o “There should be a high business license fee in Jasper for cannabis retailers”; “The license fee to operate a cannabis store should cover extra policing needed to enforce the new rules”.
- **Advertising and signage** (6 answers)
 - o “Hoping that advertisements are limited”; “Maybe limit signage?”; “Appropriate and clean signs with minimum graphics”.
 - *Please note that this item is not within municipal jurisdiction.*
- **Limit exposure to kids** (5 answers)
 - o “Keep mostly out of sight of children and teens”; “Well trained staff, no kids allowed in the store”; “It should be street level, so as not to be sold to under age kids. If it is out of sight, this is a very good possibility”; “(...) make it less visible to minors”.

Q8. The Municipality of Jasper should allow cannabis smoking and vaping in the following public places:



Recreational Cannabis Sale, Smoking and Vaping Survey Results



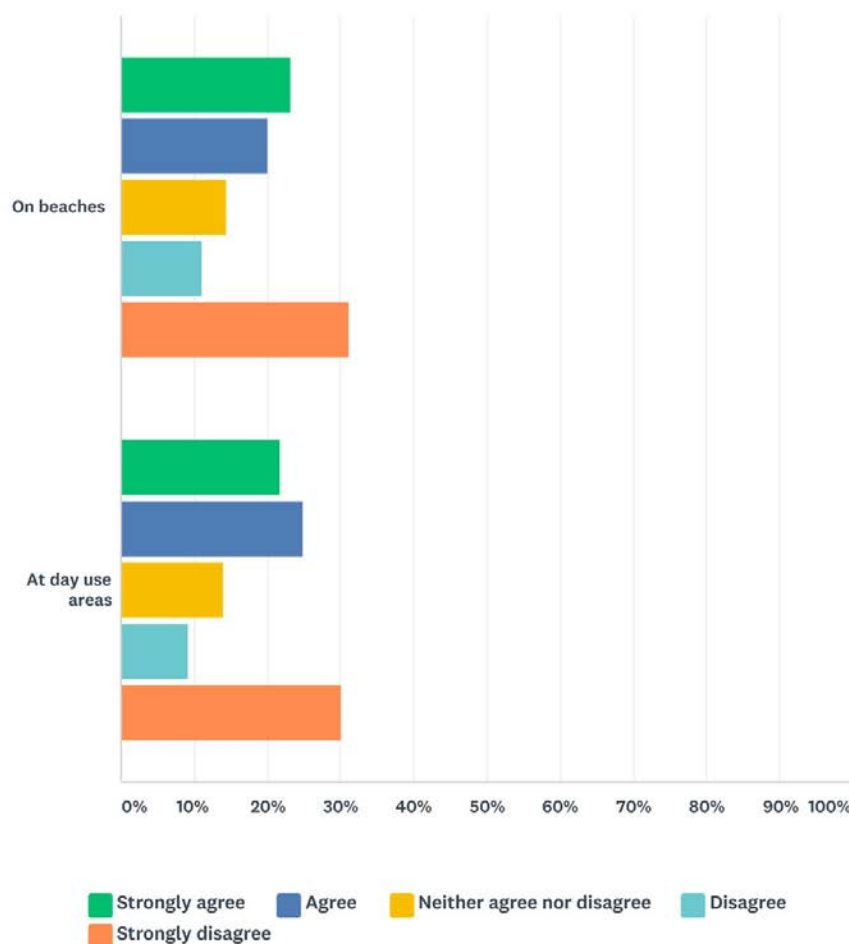
	STRONGLY AGREE	AGREE	NEITHER AGREE NOR DISAGREE	DISAGREE	STRONGLY DISAGREE	TOTAL
On municipal sidewalks	13.66% 62	14.10% 64	11.45% 52	21.59% 98	39.21% 178	454
In town parks and greenspaces	19.16% 87	22.69% 103	9.69% 44	12.11% 55	36.34% 165	454
In the downtown central business district (CBD)	12.17% 55	9.96% 45	15.27% 69	22.12% 100	40.49% 183	452
In back alleys and lanes	19.25% 87	26.55% 120	16.37% 74	9.29% 42	28.54% 129	452
On streets and roadways	12.64% 57	14.19% 64	16.63% 75	20.18% 91	36.36% 164	451
In all public places	11.04% 50	9.49% 43	16.56% 75	22.52% 102	40.40% 183	453

Q8. The Municipality of Jasper should allow cannabis smoking and vaping in the following public places (continued):

Other (please specify): (131 answers)

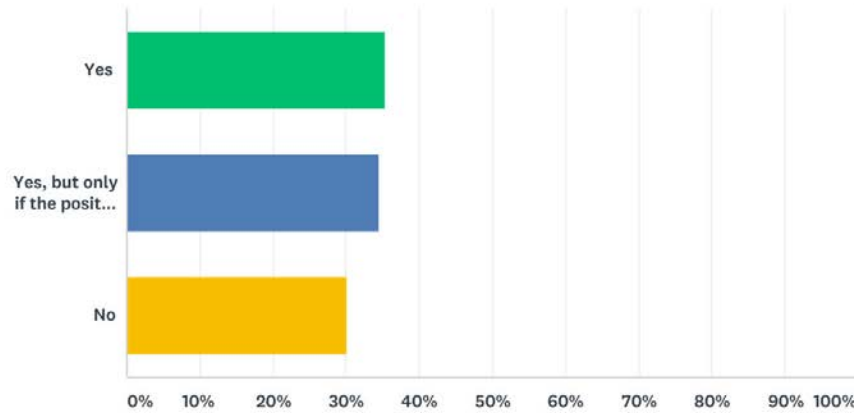
Answer	#
Private homes only	28
Follow the alcohol model	22
Follow the tobacco model	18
Away from children	17
Designated smoking areas	14
No public smoking	8

Q9. Parks Canada should allow cannabis smoking and vaping in the following places:



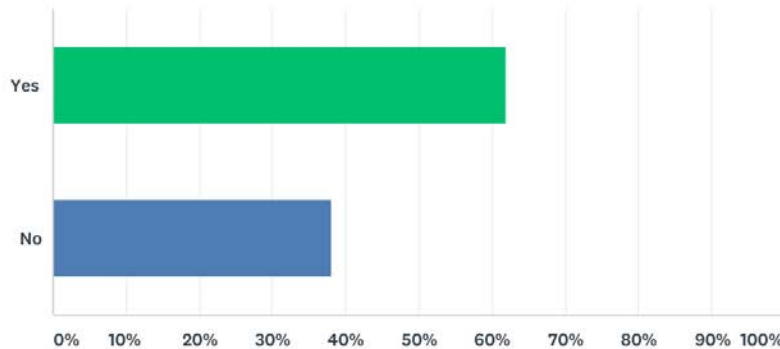
	STRONGLY AGREE	AGREE	NEITHER AGREE NOR DISAGREE	DISAGREE	STRONGLY DISAGREE	TOTAL
On beaches	23.23% 102	20.05% 88	14.35% 63	11.16% 49	31.21% 137	439
At day use areas	21.71% 99	25.00% 114	14.04% 64	9.21% 42	30.04% 137	456

Q10. Do you think it is important that the Municipality of Jasper has the resources to enforce cannabis smoking and vaping rules, even if it means hiring an additional bylaw officer?



ANSWER CHOICES	RESPONSES	
Yes	35.37%	162
Yes, but only if the position is paid for by cannabis-related revenue	34.50%	158
No	30.13%	138
TOTAL		458

Q11. Do you think it is important that the RCMP has the resources to enforce cannabis smoking and vaping rules, even if it means hiring an additional RCMP officer?



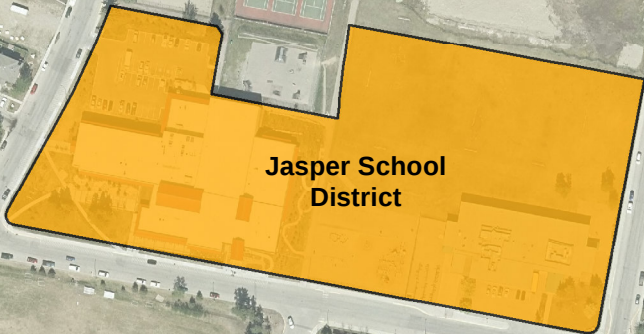
ANSWER CHOICES	RESPONSES	
Yes	61.89%	281
No	38.11%	173
TOTAL		454

Q12. Do you have any other comments regarding recreational cannabis smoking and vaping in Jasper? (162 responses + 20 from Q7)

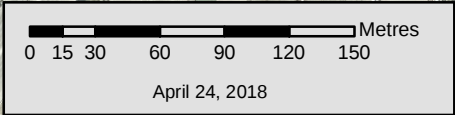
- **Against public smoking and vaping** (47 answers)
 - o "I think people should continue smoking it like they do now, discreetly and away from busy areas because not everyone wants to smell that"; "It's bad enough to walk downtown with cigarette smokers and vaporizers being used but to add pot to that is just a disaster!"; "No smoking in indoor or outdoor public places."
- **Public consumption should follow liquor rules** (36 answers)
 - o Essentially same as "against public smoking and vaping" bullet above, but with specific reference to current liquor rules
 - o "Cannabis should not be considered like cigarettes, the use should be limited to private properties like alcohol"; "You cannot drink beer in public spaces. Same for smoking weed."; "Rules should be the same as for open liquor. The province has got it wrong."
- **Enforcement** (33 answers)
 - o 21 respondents indicated no additional enforcement should be necessary/considered
 - "We do not need to over police this. Stop being closed minded. Pot smokers are not dangerous"; "The culture is not going to change with legalization. You do not need additional enforcement"; "Should be an RCMP issue. Bylaw shouldn't be involved."
 - o 6 respondents were for more enforcement
 - "Would also like to see tobacco smoking be more restrictive"; "(...) Please have strict enforcement of any bylaw so that people know it's not a joke";
 - o 5 respondents were concerned about the cost of enforcement
 - "The cost of the business license should reflect the additional resource costs for enforcement. These costs should not be borne by the tax payers"; "To each their own so to speak. However, I don't want to be affected by it at all. I don't want to smell it or see intoxicated/stoned people around town. I especially don't want my taxes to go up any further regarding cannabis enforcement!!!"
- **Expressing concerns for youth** (24 answers)
 - o "(...) I am especially concerned about the effects on youth. Normalizing marijuana use in Jasper will do no good for the youth of Jasper"; "Should not be allowed around children so I strongly disagree with it in public places"; "Jasper is a family oriented community. Please consider our children when making a decision on this issue."
- **Public consumption should follow tobacco rules** (16 answers)
 - o "If you can smoke ciggys there you should be able to smoke weed there"; "Recreational cannabis smoking should be treated the same as smoking cigarettes (...)" ; "Treat it like tobacco."

- **For designated smoking and vaping areas** (8 answers)
 - o “Like alcohol... not in public – designated areas”; “I don’t think people should be walking down the street smoking a joint. But I’m not opposed to ‘smoking sections’ that are away from children at beaches and parks. And vaping is different. It’s hard to distinguish pot vape from nicotine vape. Neither are worth regulating.”

Commercial Zone C1 Properties



-  School Parcels
-  Provincial Medical Services Parcels
-  Commercial Parcels (C1 Zone)



AHS Recommendations on Cannabis Regulations for Alberta Municipalities

Prepared on behalf of AHS by: Dr. Gerry Predy, Senior Medical Officer of Health/Senior Medical Director – Population, Public and Indigenous Health

The following includes information and recommendations that will help municipalities make cannabis policy decisions that promote and protect the health of its citizens. Alberta Health Services (AHS) supports an evidence-informed public health approach (Chief Medical Officers of Health of Canada, 2016) that considers health and social outcomes in the development of municipal cannabis policies and bylaws. Lessons learned from tobacco and alcohol have also been used to inform these positions.

SUMMARY OF RECOMMENDATIONS

Overall

Where evidence is incomplete or inconclusive, AHS is advising that a precautionary approach be taken to minimize unintended consequences. This approach is consistent with the recommendations of Federal Taskforce on the Legalization and Regulation of Cannabis (Government of Canada, 2016).

Business Regulation & Retail

- Limit the number of cannabis stores, and implement density and distance controls to prevent stores from clustering, while also keeping buffer zones around well-defined areas where children and youth frequent.
- Consider requirements for cannabis education and community engagement as part of the business licensing approval process.
- Limit hours of operation to limit availability late at night and early morning hours.
- Restrict signage and advertising to minimize visibility to youth.

Consumption

- Ban consumption in areas frequented by children.
- Align the cannabis smoking regulations with the *Tobacco and Smoking Reduction Act* and/or with your municipal regulations, whichever is more stringent.
- Ban smoking, vaping and water pipes in public indoor consumption venues.

Home growing

- Design a process to ensure households and properties are capable of safely supporting home growing.

Multi-Unit Housing:

- Health Canada (2017) has recommended a ban on smoking in multi-unit housing. AHS recognizes that there are potential health risks associated with second-hand smoke within multi-unit housing environments and therefore recommends municipalities consider bylaws that ban smoking in multi-unit housing.

Research and Evaluation

- Ensure mechanisms to share data across sectors and levels of government are established, and appropriate indicators are chosen to monitor the impacts of policy implementation on communities.

DETAILED RECOMMENDATIONS

The following sections provide evidence and additional details for each of the above recommendation areas.

Overall

Overall, AHS encourages municipalities to proceed with caution for two reasons. First, there is little reliable and conclusive evidence to support what safe cannabis use looks like for individuals and communities. Second, it's easier to prevent future harms, by removing regulations in the future once more knowledge exists, than it is to later add regulation. (Canadian Centre for Substance Abuse, 2015; Chief Medical Officers of Health of Canada, 2016).

Evidence shows commercialization of alcohol and tobacco has resulted in substantial population level morbidity and mortality as well as community level harms. This is of particular importance because adding cannabis use to a community adds multifactorial relationships to already existing social issues, as we know co-use or simultaneous use of cannabis, alcohol and/or tobacco, in some kind of combination is common (Barrett et al. 2006; Canadian Centre for Substance Abuse, 2007; Subbaraman et al. 2015). For example, simultaneous use of alcohol and cannabis has been found to approximately double the odds of impaired driving, social consequences, and harms to self (Subbaraman et al. 2015). According to AHS treatment data, of those using AHS Addiction Services, more than half used cannabis, and of those who use cannabis, 90% have used alcohol and 80% have used tobacco (Alberta Health Services, 2017). Further evidence indicates that legalization of cannabis may have negative impacts related to resource utilization, law enforcement and impaired driving cases, and self-reported cannabis-related risk factors and other substance use (Health Technology Assessment Unit, 2017).

Business Regulations & Retail Sales

Location and Number of Stores

Alberta Health Services recommends municipalities strengthen zoning regulations by using a combination of population and geographic based formulas to restrict the number and location of cannabis outlet licenses. In particular AHS recommends that municipalities:

- Limit the number of business licenses issued in the first phases of implementation.
- Implement a 300-500m minimum distance restriction between cannabis retail outlets
- Implement a 300m distance between cannabis stores and schools, daycares and community centers.
- Implement a 100m minimum distance from tobacco and liquor retailers, in addition to a square kilometer density restriction, adjusted for population, at the onset of legalization.
- Note: additional analysis may be needed to ensure that unintended consequences do not negatively impact existing communities (e.g., clustering, social and health harms, vulnerable populations).

Between 1993 (just before privatization) and 2016, there was a 600% increase in the number of liquor stores in Alberta (208 stores in 1993, 1,435 stores in 2016). Privatization has also resulted in drastic product proliferation, with an increase from 2,200 products in 1993 to 23,072 products in 2016 (AGLC, 2016). Without more restrictive cannabis regulations, business owners will demand and industry will deliver a greater variety of cannabis products, likely resulting in an expansion of consumption in communities across Alberta. U.S. researchers predict a doubling of consumption rates over time as a result of legalization, which means an estimated 40 billion more hours of intoxication in the US (Caulkins, 2017). A privatized system without initial restrictive regulation will likely follow similar trends in Alberta, resulting in significant health and social impacts on communities.

Density limits reduce neighbourhood impacts and youth access (Canadian Centre for Substance Abuse, 2015; Freisthler & Gruenewald, 2014). Research on alcohol and tobacco use highlights the need for stronger controls on density and minimum distances (Ammerman et al., 2015; Chen, Gruenewald & Remer, 2009; Livingston, 2011; Popova et al., 2009; Rowland et al., 2016;) For example, the physical availability of medicinal marijuana dispensaries impact current use and increase frequent use (Morrison et al., 2014). Similarly with liquor stores, higher densities are associated with high-risk consumption behaviours—especially among youth, facilitating access and possession by adolescents, as well as increased rates of violence and crime (Ammerman et al., 2015). In addition, U.S. researchers have found that medical cannabis outlets are spatially associated with market potential which points to a form of “environmental injustices in which socially disadvantaged are disproportionately exposed to problems.” Therefore, jurisdictions should ensure that communities with fewer resources (e.g., low income, unincorporated areas) are not burdened with large numbers of stores and prevent clustering among liquor, tobacco and cannabis stores (Morrison et al., 2014). Other US research shows that zoning laws for location are an effective way to prevent overpopulation of cannabis stores in undesirable areas (Thomas & Freisthler, 2016). Summary tables of some US state and city buffer zones can be found in Nementh and Ross (2014).

It is clear that locating cannabis stores away from schools, daycares and community centers is essential to protecting children from the normalization of Cannabis use (Rethinking Access to Marijuana, 2017). Therefore, municipalities should ensure that all provincially recognized types of licensed and approved childcare options are included in their regulations. For example, daycare facilities, account for 39.9% of licensed childcare spaces in the province. Pre-schools, out-of-school programs, family day-homes, innovative child care, and group family child care programs account for the remaining 60% of licensed child care in the province.² Through business licensing and zoning, municipalities have the opportunity to protect all childcare spaces by including these locations in local buffer zones. Many preschools and childcare facilities are already located in strip malls or community associations or churches adjacent to liquor outlets (bars or liquor stores). Cannabis stores should not be allowed to be located within a buffer zone of any type of childcare facility or school. AHS also suggests that municipalities include other places that children and youth frequent as part of minimum distance bylaws such as parks, churches, and recreation facilities (Canadian Centre for Substance Abuse, 2015; Rethinking Access to Marijuana, 2017).

Business/Development License Application Processes

AHS suggests that a cannabis education component and community engagement plan be added to the application processes for retail marijuana business licenses. As cannabis legalization is complex, there are many new legal implications, and potential health and community impacts. Potential business owners should demonstrate a base knowledge of cannabis safe use and health harms, as well as the new rules. It is also important to foster a healthy relationship between cannabis retailers and the community with the common goal of healthy community integration. The City of Denver has implemented a community engagement requirement where applicants must list all registered neighborhood organizations whose boundaries encompass the store location and outline their outreach plans. Applicants must also indicate how they plan to create positive impacts in the neighbourhood and implement policies/procedures to address concerns by residents and other businesses (City of Denver, 2017).

Municipalities are encouraged to require applicants to outline proper storage and disposal of chemicals, as well as proper disposal of waste products. In addition, applicants should outline how they will be managing odor control to prevent negative impacts on neighbours.

Hours of Operation

AHS recommends restricting hours of operation as a means to reduce harms to communities (Rethinking Access to Marijuana, 2017). In regards to alcohol-related harm, international evidence on availability indicates that

longer hours of sale significantly increase the amount of alcohol consumed and the rates of alcohol related harms (Griesbrecht et al., 2013). The Centre for Addiction and Mental Health suggests restricting alcohol sales to 9 business hours per day, with limited availability late at night and in the early hours of the morning (D'Amico, Miles & Tucker, 2015). Most regulations in the US legalized states limit hours of operation to 10pm or midnight (California, 2017; Oregon, 2017; State of Colorado, 2017; Washington State Liquor and Cannabis Board, 2017). AHS recommends limiting the number of and late night/early morning hours of operation for cannabis stores (Griesbrecht et al., 2013; Rethinking Access to Marijuana, 2017).

Advertising and Signage

AHS recommends that municipalities include policy/bylaw considerations to limit advertising to dampen favorable social norms toward cannabis use (D'Amico, Miles & Tucker, 2015). Further, while it is important to implement the principles of Crime Prevention through Environmental Design (i.e., the physical space should be well lit, tidy, include proper parking etc.), the physical appearance should not encourage or engage patrons. A similar policy has been implemented in Denver, Colorado. This approach is supported by a large body of evidence related to alcohol and tobacco. (Joseph, et al., 2015; Hackbarth et al., 2001; Lavack & Toth, 2006; Malone, 2012).

Consumption

AHS recommends that municipalities align their regulations with the *Tobacco and Smoking Reduction Act*. In addition, municipalities may also want to consider enacting bylaws that consider banning tobacco-like substances such as shisha.

AHS recommends that municipalities implement regulations banning consumption in public places, as well as for public intoxication (see Alberta Liquor and Gaming Act). The rationale for this is two-fold: (i) cannabis is an intoxicating substance and should therefore be treated similarly to alcohol, and (ii) harms related to second and third-hand smoke, especially for children and youth. Second-hand cannabis smoke is more mutagenic and cytotoxic than tobacco smoke, and therefore second-hand inhalation of cannabis should be considered a health risk (Cone et al., 2011; Health Technology Assessment Unit, 2017; Maertens, White, Williams & Yauk, 2013).

Special attention should be directed at banning consumption in areas frequented by children, including: all types of parks (provincial, municipal, athletic parks, baseball, urban, trails/pathways, etc.), playgrounds, school grounds, community centers, sports fields, queues, skateboard parks, amphitheaters, picnic areas and crowded outdoor events where children are present (i.e., all ages music festivals, CFL football games, rodeos, parades, Canada Day celebrations, outdoor festivals, outdoor amusement parks (private), golf courses, zoos, transit and school bus stops, ski hills, outdoor skating rinks or on any municipal owned lands) (Rethinking Access to Marijuana, 2017). Public consumption bans should also be enacted for hospitals (all points of health care, urgent care clinics, clinics, etc.), picnic areas (alcohol limits for outdoor consumption). Currently, consumption of tobacco and tobacco-like products is not permitted on any AHS property.

Venues for consumption

Until adequate evidence-based rationale can be provided, AHS does not support having specific venues for indoor consumption (smoking, vaping, water pipes) as this would expose people to second-hand smoke, promote renormalization of smoking, reverse some of the progress made with public smoking bans, and present occupational health issues (i.e., second and third hand smoke exposures, and inadvertent intoxication of staff and patrons).

Home Growing

AHS recommends households interested in personally cultivating cannabis go through a municipal approval process and that owners have access to reference educational materials related but not limited to: mitigating child safety, security, water use, electrical hazards, humidity, and odor concerns. These materials will help ensure the property is capable of safely supporting home growing and help reduce the negative impacts to surrounding properties (Rethinking Access to Marijuana, 2017).

While allowing citizens to grow cannabis plants at home may provide more options for access, there are risks to public health and safety. Further, as Bill 26 currently reads, as it pertains to personal cultivation, municipalities can expect an increase in nuisance complaints. Cannabis is also known to be a water and energy intensive crop, as such; this impacts municipalities in a number of ways (Bauer et al., 2015; Cone et al., 2011; Health Technology Assessment Unit, 2017; Mills, 2012). For example, personal cultivation brings risks related to air quality, ventilation, mold, odors, pests, chemical disposal, indoor herbicide/pesticide use, increased electrical use and fire risk, and accidental consumption. Further, all of these risks are amplified when children are present in the home and/or multi-unit dwelling.

In Colorado, it is estimated that one-third of the total cannabis supply comes from personal cultivation as permitted to medical cannabis users (Canadian Centre on Substance Abuse, 2015). As such, municipalities alongside AHS should anticipate requiring additional resources as a system cost to be able to adequately respond to public health and community nuisance complaints. Furthermore there may be additional municipal human resource needs, as well as an increase in hazards, as it relates to indoor personal cultivation, impacting departments like waste services, fire, police and bylaw services. Finally, additional building codes and safety codes may be required in order to effectively manage and address hazards pertaining to heating, ventilation and air cooling systems, as well as building electrical.

Multi-Unit Housing

Existing tools for managing the issue of cannabis consumption and personal cultivation in multi-unit housing will likely not be sufficient to manage this issue. It will be important to recognize the negative health effects of second and third-hand smoke and risks related to personal cultivation when considering municipal regulations for multi-unit housing.¹ Other changes that are needed to address both indoor consumption and personal cultivation in multi-unit housing include:

- additional building codes and safety codes to effectively manage and address hazards pertaining to heating, ventilation and air cooling systems, as well as building electrical,
- appropriate language in bylaws as they pertain to alcohol and/or public intoxication.

Health Canada (2017) has recommended a ban on smoking in multi-unit housing. AHS recognizes that there are potential health risks associated with second-hand smoke within multi-unit housing environments and therefore recommends municipalities consider bylaws that ban smoking in multi-unit housing.

Finally, as mentioned above, AHS Environmental Public Health is not currently in a position to effectively respond to the anticipated number of nuisance complaints received if smoking cannabis is allowed in multi-unit housing, both in terms of staffing, as well as in terms of enforcement. AHS encourages municipalities to plan for additional human resources if pre-emptive measures are not considered.

Additional Considerations

Education and Awareness

Evidence-informed public education and consistent messaging will be critical for promoting and protecting health of citizens. Many areas of education and awareness will be needed including: new/amended bylaws and regulations, home growing rules, and health impacts. As messages are developed it is important that municipalities, along with other stakeholders provide balanced, factual and unsensational messages about cannabis use and its impacts on communities (Canadian Centre on Substance Abuse, 2015).

Public education alone is only effective at creating awareness in a population. Comprehensive, multi-layered strategies that include social normative education, harm reduction, fact based information and targets multiple environments and populations should be used (Chief Medical Officers of Health of Canada, 2016). As municipalities move through this process it is important to note that public education should not be used as a substitute for effective policy development with strong regulations to protect communities from harms.

Capacity to Administer and Enforce

Regulatory frameworks are only successful if there is the capacity to implement them. Other jurisdictions have reported significant human resource needs to administer new regulations. For example, the City of Denver added over 37 FTEs across sectors including administration, health-related issues, public safety, and inspections (Canadian Centre on Substance Abuse, 2015).

Research and Evaluation

Moving forward, Alberta Health Services would like to strengthen their partnerships with municipalities to set up data sharing mechanisms between sectors. A key lesson learned from some US jurisdictions is to ensure mechanisms to share data across sectors are established (i.e., public health, transportation, public safety, seed-to-sale tracking, finance, law enforcement) (Freedman, 2017). This has been shown to help identify problematic trends sooner and more efficiently. Further, AHS encourages municipalities to advocate for provincial legislation to support data sharing and system integration.

Lessons learned from Washington State and Colorado indicate that baseline data was difficult to come by. Therefore, it is recommended that all levels of government and school boards review data collected and wherever possible separate variables that relate to cannabis use from other aggregate level data.² Further, monitoring impacts will be important to determine if policy goals are being met and to identify unintended consequences more quickly.

Notes

¹ (a) Health Canada has recommended a ban on smoking in multi-unit housing. (<https://www.canada.ca/en/health-canada/programs/future-tobacco-control/future-tobacco-control.html>).

(b) Real scenario: Consider a mom with 2 young children in an apartment complex. A neighbour is (legally) smoking pot in their suite. It is coming into her suite and believes it is negatively affecting her and her 2 small children. She is on a limited budget and does not have the resources to move. The landlord tells her that the neighbour is doing nothing wrong and police advise her there is nothing illegal about it. She has read the public health information and knows about the potential harms of cannabis. She then calls the municipality. Municipalities will need to have mechanisms in place to handle the potential increase in cannabis-related calls and mitigation strategies to address the complaints.

² Many preschools and childcare facilities are already located in strip malls adjacent to liquor outlets (bars or liquor stores). Cannabis stores should not be allowed to be located within a shopping complex that has any type of childcare facility.

Childcare programs in Alberta as of June 2017

Type	# of regulated spaces	% of spaces	# of programs/locations	% of programs	% of locations
Day care	47,155	39.9%	842	18.8%	33%
Day home	11,773	10.0%	67 agencies with est. 1,962 locations (Based on 6 children per home)	3%	43.8%
Pre-school	17,699	15%	686	27%	15.3%
Out of School	40,817	34.6%	958	37%	21.4%
Innovative childcare program	604	0.5%	22	1%	0.5%
Group family childcare program	40	0.03%	5	0%	0.1%
Total	118,088		4,475		

Government of Alberta, Ministry of Children's Services, Early Childhood Development Branch. (2017). *Q1 Early Childhood Development Fact Sheet, June 2017*. Retrieved October 16, 2017.



REQUEST FOR DECISION

Subject: Construction of a Fire Flow Supplement System at Old Fort Point

Prepared by: Bruce Thompson, Director of Operations

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

Date – Notice: Request to waive notice – June 19, 2018

Date – Decision: June 19, 2018

Recommendation:

- That Council waive notice to make a decision on funding the construction of a Fire Flow Supplement System at Old Fort Point.
- That Council approve the expenditure of \$175,000 from the Protective Services Restricted Fund for the construction of a Fire Flow Supplement System at Old Fort Point.
- That Council direct Administration to apply for grant funding to support the Fire Flow Supplement System at Old Fort Point project.

Options:

- Not approve and retain current fire flow capacity for structural fire protection for the Jasper Fire Department.

Background:

The Municipality of Jasper and WSP (retained engineers) have evaluated the Municipality's water distribution system to understand its limitations in the event of a wildfire emergency and subsequent structural fire protection requirements of the Jasper Fire Department. The evaluation reviewed possible alternative sources of water supply to supplement the existing system in case of such an emergency.

Fire flow in the current system via reservoir only

In event of a wildfire emergency, the Municipality could have up to 12 hydrants (approx. 25 to 30 Litres/second each) in operation simultaneously delivering a total combined flow of approximately 333 L/s. Under this scenario, the existing reservoir will only have 5 to 6 hours of capacity available, providing the reservoir is full at the outset of the event. Should the reservoir level drop to 75% capacity, the service coverage would be reduced to 4 to 5 hours.

Supplement option via Old Fort Point water line

There is an existing water supply pipeline from Old Fort Point which connects to the Municipality's water distribution system, which is no longer in operation. If testing concludes the pipeline is structurally sound, and with some significant improvements and the use of contracted temporary pumps, water

from the Athabasca River could be utilized to supplement the existing system and provide an additional flow of approximately 342 L/s.

This would then allow the Municipality to provide a total combined flow of 675 L/s for 5 to 6 hours, servicing up to 25 hydrants (approx. 25 to 30L/s each). Alternatively, used on its own, the system could supply 333 L/s for 10 to 12 hours with 12 hydrants (approx. 25 to 30L/s each) in operation.

Once storage capacity of the existing reservoir has been exhausted, the temporary pumps at Old Fort Point can continue to provide a continual supply of water at a flow of 360 L/s servicing up to 12 hydrants (approx. 25 to 30L/s each).

Essentially, this system would double the current fire flow potential and would work independently from the reservoir. Should the reservoir run empty or be destroyed, this secondary system would provide redundancy for structural fire protection for the town at a fraction of the cost of a second reservoir or constructing a new line up from the river. Further, having this system in place prior to an event would save significant time and effort to run hose lines during an emergency.

Financial:

The project cost is estimated at \$175,000. This amount may potentially be recovered through a recently announced Provincial emergency funding program.

Strategic Relevance:

- Governance – ensure that Jasper is a safe and healthy community.

Attachments:

- Attachment A – Site plan (to be handed out at Council meeting)
- Attachment B – Capital Budget Request and operational cost chart

Capital Expense Request Form

Finance & Administration



Date:	June 12, 2018	
Submitted by:	B. Thompson	
Department:	Operations	
Project Name:	Old Fort Point Fire Flow Supplement Construction	
Total Amount Requested:	\$175,000	
	Design, planning and engineering:	15%
	Construction, rehabilitation:	85%
	Purchase:	%
	Other:	%
Fiscal Year:	2018	
Project Start Date:	June 2018	
Anticipated End Date:	July 2018	
Project type:	☒ New ☐ Rehabilitation ☐ Replacement ☐ Other	
Asset Class:	☐ Building ☐ Vehicle ☐ Machinery and Equipment ☐ Intangible Capital Asset ☐ Land ☒ Engineered Structures ☐ Road ☒ Water ☐ Sewer ☐ Recycle ☐ Other Length of road (lineal meters): Length of sidewalk (lineal meters): Other dimensions (specify measurement units):	
Project Location:	Water reservoir building	
Project Description:	Supplement the available fire flow capacity of the town's water distribution system by constructing a connection to the Old Fort Point water main for use as a pumping system connection from the Athabasca River.	

Priority Assessment

Please rank your project using the following criteria.

Evaluation Criteria		Rating Scale	
☐	A. Required Service or Product Is the project required to meet legal, compliance, OH&S or regulatory mandates?	☐	1 = not required
		☒	3 = aligns with some strategies
		☐	5 = required or mandated
☒	B. Strategic Alignment To what extent is the project aligned with our organization's overall strategies?	☐	1 = does not align
		☒	3 = aligns with some strategies
		☐	5 = aligns with all strategies
☒	C. Value to Customer How much value will the outcome of this project bring to our customers? Does it align with recent Resident Satisfaction Surveys feedback?	☐	1 = little value
		☐	3 = some value
		☒	5 = high value/essential to customer
☒	D. Asset Management Plan Does the project align with the recommendations of our Asset Management Plan?	☐	1 = does not align
		☒	3 = aligns w/ some recommendations
		☐	5 = aligns w/ all recommendations
☒	E. Risk Reduction Does the project reduce risks associated to staff and/or patrons?	☐	1 = little reduction
		☐	3 = some reduction
		☒	5 = high reduction
☐	F. Generate Increased Revenue Will the project increase revenue (eg. new bookable space, increased capacity, etc.)	☐	1 = little value
		☐	3 = some value
		☐	5 = high value
☐	G. Reduce Expense Will the project decrease expenses (eg. green projects, more efficient processes, etc.)	☐	1 = little value
		☐	3 = some value
		☐	5 = high value
		19	

Project Narrative

There is an existing water supply pipeline from Old Fort Point which connects to the Municipality's water distribution system, which is no longer in operation. If testing concludes the pipeline is structurally sound, and with some significant improvements and the use of contracted temporary pumps, water from the Athabasca River could be utilized to supplement the existing system and provide an additional flow of approximately 342 L/s.

This would then allow the Municipality to provide a total combined flow of 675 L/s for 5 to 6 hours, servicing up to 25 hydrants (approx. 25 to 30L/s each). Alternatively, used on its own, the system could supply 333 L/s for 10 to 12 hours with 12 hydrants (approx. 25 to 30L/s each) in operation. Once storage capacity of the existing reservoir has been exhausted, the temporary pumps at Old Fort Point can continue to provide a continual supply of water at a flow of 360 L/s servicing up to 12 hydrants (approx. 25 to 30L/s each).

Financial Impact

Funding sources:	Restricted Reserves:	\$
	Grant funding:	
	o FGTF:	\$
	o MSIO:	\$
	o MSIC:	\$
	o CFEP:	\$
	o Other:	\$
	Debenture:	\$
Additional financial impact information: Please describe how this will affect your future operating budget, either through increased service delivery, additional utilities cost, etc. Include revenue and expenses forecasts if possible.		Operational costs associated with using this system under a local state of emergency context may be recoverable. Costs for testing and initial setup may not be eligible (see attached MC2 operation costs table)

Useful information links

Municipal Resources

- <http://www.jasper-alberta.com/2324/Sustainability-Plan>
- <http://jasper-alberta.com/2298/Strategic-Priorities>
- <http://jasper-alberta.com/2455/Asset-Management>
- <http://jasper-alberta.com/2307/Resident-Satisfaction-Surveys>
- <http://municipalaffairs.alberta.ca/materials-and-resources>

External Resources

- Federal Gas Fund (**FGTF**)
<http://municipalaffairs.alberta.ca/documents/2017%20GTF%20Guidelines.pdf>
- Municipal Sustainability Initiative Operating (**MSIO**)
[http://www.municipalaffairs.alberta.ca/documents/2017%20MSI%20Operating%20program%20Guidelines%20\(BH%20test\).pdf](http://www.municipalaffairs.alberta.ca/documents/2017%20MSI%20Operating%20program%20Guidelines%20(BH%20test).pdf)
- Municipal Sustainability Initiative Capital (**MSIC**)
<http://www.municipalaffairs.alberta.ca/documents/2017MSICapitalGuidelines.pdf>

For Finance Office Use Only

Project Name:			
Finance Office	Council		
☐ Complete	☐ Approved	Date:	
☐ Incomplete	☐ Not Approved	Date:	
☐ Deferred	☐ Deferred	Date:	
Date:			
Use of Funds:			
Asset Class Assigned:			

Asset ID Assigned:	
Follow up information:	
Carry Forward Requested?	☐ Yes
	☒ No

PROJECT COST CHART – FIRE FLOW FOR MOJ Day = 12 hours

Activity - Day	Cost/Day	Cost/Day	Cost/Day	Cost/Day	Cost/Day	Cost/Day	Cost/Day	Subtotal	Grand Total
Setup	\$6,870							\$6,870	\$6,870
Standby Day 1	\$5,370							\$5,370	\$5,370
Standby Day 2	\$5,370	\$5,370						\$10,740	
Standby Day 3	\$5,370	\$5,370	\$5,370					\$16,110	
Standby Day 4	\$5,370	\$5,370	\$5,370	\$5,370				\$21,480	
Standby Day 5	\$5,370	\$5,370	\$5,370	\$5,370	\$5,370			\$26,850	
Standby Day 6	\$5,370	\$5,370	\$5,370	\$5,370	\$5,370	\$5,370		\$32,220	
Standby Day 7	\$5,370	\$5,370	\$5,370	\$5,370	\$5,370	\$5,370	\$5,370	\$37,590	
Full Ops Day 1	\$12,090							\$12,090	\$12,090
Full Ops Day 2	\$12,090	\$12,090						\$24,180	
Full Ops Day 3	\$12,090	\$12,090	\$12,090					\$36,270	
Takedown	\$6,870							\$6,870	\$6,870
Example: Setup + Standby Day 1 + Full Ops Day 1 + Takedown =								\$31,200	
								Plus mileage =	\$250/day
								Plus extras per attached rates =	



REQUEST FOR DIRECTION

Subject: Proclamations, Letter of Support and Flag Raising Request Policy

Prepared by: Kayla Byrne, Legislative Services Coordinator

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

Date – Discussion: March 14 and May 9, 2017; June 12 and June 26, 2018

Recommendation:

- That Council provide feedback and general direction to Administration on the content of the draft municipal policy on proclamations, letters of support and requests to raise flags at municipal facilities.

Background:

The Municipality of Jasper receives requests for proclamations, letters of support and flag raisings from various organizations and agencies, including municipal departments. The Municipality does not currently have a policy to set out process and application criteria for any of the aforementioned requests.

Council had a preliminary discussion on this item at the March 14, 2017 committee of the whole meeting, where Council requested more information and examples from other communities, including policies from the Town of Banff and the City of Airdrie.

At the June 12, 2018 committee of the whole meeting, Council indicated its preference for a policy similar to the City of Airdrie's. Most of the information in the attached draft policy is based, with permission, on the City of Airdrie's *Proclamation, Letter of Support and Illumination of City Facilities Policy (#P-05/2008)*. It was noted Jasper's policy should include clauses for proclamations, letters of support, and flag raisings. Council also requested the addition of a catchall clause which would allow for the rejection of any request for any reason deemed sufficient by Council.

Communication:

- Approved proclamations will be posted on the Municipality of Jasper's website. All other advertising, publicity or media coverage is the responsibility of the organization or person requesting the proclamation.

Attachments:

- DRAFT Policy F-012: Proclamation, Letter of Support and Flag Raising Request

Policy Title: PROCLAMATION, LETTER OF SUPPORT AND
FLAG RAISING REQUEST POLICY

Policy #: F-012

Effective Date: DRAFT

Date adopted by Council: DRAFT



POLICY

Council may authorize requests for proclamations, letters of support and requests to raise flags at municipal facilities.

PURPOSE

This policy is intended to set out the application process and criteria for issuing proclamations, letters of support and raising flags at municipal facilities.

Policy Title: PROCLAMATION, LETTER OF SUPPORT AND
FLAG RAISING REQUEST POLICY

Policy #: F-012

ADMINISTRATIVE PROCEDURES

Effective Date: DRAFT

Date approved by the CAO: DRAFT



SCOPE

These procedures shall apply to all requests received by the Municipality of Jasper for proclamations, letters of support and requests to raise flags at municipal facilities.

GENERAL

Please note that regular Council meetings are held on the first and third Tuesday of each month when considering your timelines for submitting requests for proclamations and flag raisings.

All requests must indicate whether the requestor wishes to appear before Council to present their request. No person shall address Council for more than three (3) minutes, exclusive of the time required to answer questions, unless and to the extent allowed by a motion approved by Council.

PROCLAMATIONS

All requests for proclamations must be in writing and received at least six (6) days prior to the applicable regular Council meeting at which the request will go forward. Requests can be made to the Legislative Services Department. **Council must approve proclamations by motion.**

All requests for proclamations must contain a draft copy of the wording of the proclamation. The Municipality of Jasper may revise the wording of the proclamation at the request of Council.

A request for a proclamation should meet at least one of the following criteria:

- The sponsoring agency be a not-for-profit organization located or having a presence within the municipality.
- The cause be one of national significance and be brought forward and endorsed by a citizen of the Municipality of Jasper.
- The cause be one of benefit to the majority of the citizens of Jasper.
- The cause be an initiative of the Municipality of Jasper.

Requests for proclamations could be denied for any reason deemed sufficient by Council.

Organizations may only request one (1) proclamation annually.

Once approved, the proclamation will be posted on the Municipality of Jasper's website. All other advertising, publicity or media coverage is the responsibility of the organization or person requesting the proclamation.

LETTERS OF SUPPORT

All requests for letters of support must be made in writing and received at least six (6) days prior to the applicable Council meeting at which the request will go forward, and fourteen (14) days prior to the date the requestor requires the letter. The request can be made to the Legislative Services Department.

Policy Title: PROCLAMATION, LETTER OF SUPPORT AND
FLAG RAISING REQUEST POLICY

Policy #: F-012

ADMINISTRATIVE PROCEDURES

Effective Date: DRAFT

Date approved by the CAO: DRAFT



Requests for letters of support must provide details regarding the grant being applied for, the amount of the grant, contact information of who the letter should be addressed to, and background information on the organization requesting the letter. A draft copy of the letter of support should be provided to include in the Council agenda package.

Council may direct Administration to proceed with providing a letter of support at a committee of the whole meeting or regular meeting, without passing a motion. Once Council has supported the request in principle, the Mayor, Deputy Mayor or Acting Mayor must review and sign the letter of support on behalf of the Municipality of Jasper.

Once approved and signed, the letter of support will be provided to the requesting organization who is then responsible for forwarding the letter to the appropriate organization.

REQUESTS TO RAISE FLAGS AT MUNICIPAL FACILITIES

Requests to raise flags at municipal facilities must be made in writing and received at least six (6) days prior to the applicable regular Council meeting at which the request will go forward. The request can be made to the Legislative Services Department. Council must approve flag raising requests by motion.

A request to raise flags at municipal facility should meet at least one of the following criteria:

- The sponsoring agency be a not-for-profit organization located or having a presence within the municipality.
- The cause be one of national significance and be brought forward and endorsed by a citizen of the Municipality of Jasper.
- The cause be one of benefit to the majority of the citizens of Jasper.
- The cause be an initiative of the Municipality of Jasper.

Requests to raise flags at municipal facilities could be denied for any reason deemed sufficient by Council.

In the event multiple requests are received for the same day, the first request received by the Municipality of Jasper shall be considered first by Council.