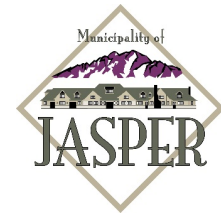


MUNICIPALITY OF JASPER  
**REGULAR COUNCIL MEETING AGENDA**

December 1, 2020 | 9:30 am  
Conducted virtually through Zoom



**Notice:** Meetings are currently being conducted virtually. Public viewing and public participation during Council meetings will continue through Zoom live-streaming. Council meetings are also archived on YouTube for viewing anytime.

To live-stream this meeting starting at **9:30 am**, use the following Zoom link: <https://us02web.zoom.us/j/87657457538>

- 1 CALL TO ORDER**
- 2 APPROVAL OF AGENDA**
  - 2.1 Regular meeting agenda, December 1, 2020 attachment
- 3 APPROVAL OF MINUTES**
  - 3.1 Regular meeting minutes, November 17, 2020 attachment
- 4 PRESENTATIONS**
  - 4.1 CFWY Business Walk report – Nancy Robbins, Community Futures West Yellowhead attachment
  - 4.2 Sidewalk seating and retail area extension renewal – Pattie Pavlov, JPCC attachment
- 5 BUSINESS ARISING FROM PREVIOUS MINUTES**
- 6 DEPARTMENT REPORTS**
- 7 BYLAWS**
  - 7.1 Bylaw Summary attachment
- 8 REQUESTS FOR DECISION**
  - 8.1 RFD: 2021 Utility Fees attachment
  - 8.2 Notice: Operating Budget 2021 attachment
  - 8.3 RFD: COVID Related Staff Increase in Operations attachment
  - 8.4 Notice: Renovations and Upgrades to 1251 Cabin Creek Drive Staff House attachment
  - 8.5 Notice: Appointments to Boards and Committees attachment
- 9 CORRESPONDENCE FOR INFORMATION, CONSIDERATION OR ACTION**
  - 9.1 Dog park feedback – Melody Gaboury attachment
- 10 OTHER NEW BUSINES**
- 11 COUNCILLOR REPORTS**
- 12 UPCOMING EVENTS**

Dec. 1: JCHC meeting, following the Dec.1 Council meeting, Zoom
- 13 ADJOURNMENT**

*Please note: All regular and committee meetings of Council are recorded and archived on YouTube.*

# Municipality of Jasper

## Strategic Priorities 2018-2022

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

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

### Council's Mission

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

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





Presentations: Sidewalk seating and retail extension program review	<p>Council heard reviews on the 2020 sidewalk seating and retail extension program from the Jasper Park Chamber of Commerce (JPCC), Brett Ireland of Bearhill Brewing and municipal Administration.</p> <p>The JPCC is still awaiting responses from some of the 113 businesses it canvassed earlier this month. As of the November 17 Council meeting, 46 businesses said they are in favour of the program, 38 are in favour provided modifications are made, and three are against the program.</p> <p>JPCC and Bearhill Brewing are recommending that Council make a decision on the renewal of the project for the 2021 season as soon as possible, allowing businesses time to make preparations for next year.</p> <p>To alleviate residents' concerns with the program, Administration is recommending that Council consider extending the program for a five-year term and that businesses construct walk-around boardwalks, which would not require the concrete barriers.</p> <p>Council discussed and made inquiries on street closures, managing smoking on sidewalks, traffic management, attractiveness of the program for retail businesses, and design.</p> <p>Council will continue to discuss the program, make changes as required and submit an application to Parks Canada's Planning and Development Advisory Committee (PDAC) for the program to continue.</p>
Recess	Mayor Ireland called a recess from 10:52 am until 11:00 am.
Business arising from the minutes	Councillors inquired if Administration is able to accommodate the World Tree organizers in the same manner as it has in previous years. Administration confirmed it is and is awaiting a formal request from the organizers.
Bylaw Summary	Council received a list of bylaws currently in force and those in various stages of readings.
Information reports: Reserves contribution	Council received an information report on annual reserve contributions.
Requests for direction: 2021 Utility Fees	<p>Council reviewed and discussed Administration's recommendations for the 2021 utility fees.</p> <p>Councillors requested an update on the balance of the Municipality's cumulative reserve account amounts.</p> <p>Councillors indicated that models 1a, 1b and 2a, as outlined in today's report, might be the most appropriate models for the 2021 utility fees.</p>

A first reading the Utility Fees bylaw is scheduled for an upcoming regular meeting.

Alberta Municipal Water/Wastewater Partnership – waiver of notice #309/20

MOTION by Councillor McGrath – BE IT RESOLVED that Council waive the two-week public notice period otherwise required to make a decision on the Alberta Municipal Water/Wastewater Partnership funding application.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Alberta Municipal Water/Wastewater Partnership #310/20

MOTION by Councillor Butler – BE IT RESOLVED that Council support a funding application to the Alberta Municipal Water/Wastewater Partnership (AMWWP) for water supply, water treatment and wastewater treatment capital projects for the Municipality of Jasper, as outlined in this report.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

ICIP grant agreement – waiver of notice #311/20

MOTION by Councillor Journault – BE IT RESOLVED that Council waive the two-week public notice period otherwise required to make a decision on the ICIP grant agreement.

FOR	AGAINST	
4 Councillors	2 Councillors (Councillors Wilson and Butler)	CARRIED

ICIP grant agreement #312/20

MOTION by Councillor Kelleher-Empey – BE IT RESOLVED that Council authorize the Mayor and CAO to sign and enter into the Investing in Canada Infrastructure Program Rural and Northern Communities Infrastructure Grant Agreement.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Administration will now work with a grant advisor to amend the scope of work outlined in the grant agreement to better address Council’s strategic priorities. Discussions on exactly how the funding will be used will continue at a future Council meeting.

Councillors requested that possible grant applications be reviewed by Council before submission.

Notice: COVID Related Staff Increase in Operations

Council gave notice that it may make a decision on a COVID-related staff increase in the Operations Department at its next regular meeting.

This item is scheduled to be discussed further at the next Committee of the Whole meeting.

Correspondence: Council received feedback on the sidewalk seating and retail extension program.  
Sidewalk seating Mayor Ireland has also received several letters on this topic; these letters will be shared with Council once permission from the authors is granted.

Pilot gardening Without objection from Council, staff will work with the Jasper Municipal Library  
project and the Jasper Local Food Society to turn some of the grounds at the Jasper Library and Cultural Centre into a space for education and programming.

Other new Administration confirmed progress continues on the ice at the curling rink and the  
business arena. The new anticipated opening date is December 19, a few weeks later than originally anticipated. The delayed opening date is mostly due to the time that was required to let the concrete cure, which took longer than expected.

Councillor reports Mayor Ireland attended the No Stone Left alone ceremony and the outdoor  
Remembrance Day service.

Upcoming events Council received a list of upcoming events

In camera MOTION by Councillor Kelleher-Empey – BE IT RESOLVED that Council move in  
#313/20 camera at 1:01 pm to discuss agenda items 15.1 Personnel Matter, FOIP, S. 17 and 15.2 Personnel Matter.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Revert to open MOTION by Councillor Kelleher-Empey to revert to open meeting at 2:59 pm.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Adjournment MOTION by Councillor Butler – BE IT RESOLVED that, there being no further  
#315/20 business, the regular meeting of November 17, 2020 be adjourned at 2:59 pm.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

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Mayor

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Chief Administrative Officer

## **Community Business Visitations Survey results**

**Fall 2020**

On September 21<sup>st</sup>, 22<sup>nd</sup>, 29<sup>th</sup> and October 1<sup>st</sup> and 30<sup>th</sup>, 2020 Community Futures West Yellowhead (CFWY) staff, its Board of Directors, and with various partnerships within its member municipalities, held business visitation walks in the Municipality of Jasper, Towns of Edson and Hinton, the Hamlet of Grande Cache in the MD of Greenview and the east side of Yellowhead County (Peers, Niton Junction, Wildwood, Evansburg).

### **Purpose**

The purpose of these walks was to visit local businesses and to have a casual conversation about the local economy with business owners. They could communicate their successes, challenges, and opportunities during the economic challenges of COVID-19 and any impacts it was having on their business.

### **Business Identification and Criteria**

There are numerous ventures and businesses within CFWY boundaries, ranging from small mom and pop shops to larger hotel chains. Visiting everyone on these lists in one day was challenging, so we focused on small, locally owned storefront business (approximately 10 or less employees). Homebased business, financial institutions and accommodations were not included in this visitation.

CFWY recognizes that each member community is unique in their needs and as such, the criteria for each community's planned walk varied slightly. Discretion was used when evaluating businesses based on location and needs. As such, there may be several survey participants that while they may have differed between each community's criteria, were valuable contributors to the overall results.

While there are numerous businesses in each community that may have benefited from our visits, CFWY staff felt that while all business deserve our attention, we realized that it could be the smaller business who may be suffering more from the immediate impacts of the current economic crisis and who could use our help and guidance in the immediate short term.

### **Visitation Locations**

Overall, CFWY staff identified 372 businesses within Jasper, Hinton, Edson, Grande Cache and Yellowhead County that fit within the above criteria.

### **Volunteers**

Our volunteers consisted of small groups comprised of CFWY staff, municipal Councilors, EDO's, Jasper Employment and Education Center, Parks Canada, Alberta Labour and Immigration, Jasper, Hinton and Edson Chambers of Commerce, ATB, and MLA.

Volunteers were encouraged to practice distancing, wear face masks, use sanitizer as well as follow additional and/or specific business measures also in place.

## **Community Business Visitations Survey results**

**Fall 2020**

### **Survey Participation**

Our overall participation rates in the five (5) business visitations was 63% of the total of identified businesses. This rate of participation may be contributed to several factors.

- COVID-19 has created higher than normal financial strains on the business.
- COVID-19 has created strains on employee retentions/hiring and owners are now having a more physical presence in their business.
- COVID-19 has created higher personal stress for business owners, and many are rethinking their options should a potential second wave hit and /or a lockdown situation again.
- Owners had more time to speak to us as the usual busy fall experiences such as back to school and fundraising opportunities/events were either cancelled or were considered very low key this year. Many of these events moved to a virtual presence.
- CFWY did these community walks as a one-day event and found that this did not provide us with enough time to visit all businesses. These walks provided the CFWY staff with a learning opportunity and we have already debriefed and discussed ways of improving our future events.

### **Results**

A total of 372 businesses (Jasper- 99, Hinton- 90, Grand Cache- 37, Edson- 99 and Yellowhead County- 47) were initially identified on the visitation lists using previously identified criteria.

- Two hundred and thirty-five (235) businesses participated in the survey. (Jasper- 51, Hinton- 59, Grande Cache- 32, Edson- 58 and Yellowhead County- 35)
- One hundred and ten (110) businesses were not available to speak to us during our visit. This includes those that were determined to be permanent closures, had reduced hours due to COVID-19 and were not open at the time of a visit, or those that it was a regularly scheduled closure day for this business.
- Twenty-seven (27) businesses did not participate in the survey. This includes the appropriate person (i.e. owner and/or manager) was not available currently, or they did not wish to participate in our survey currently.

### **Overall Themes**

During the informal conversations with businesses, our volunteers asked three questions:

1. How have you adapted your business under COVID-19 measures?
2. What do you feel your business needs to move forward?
3. What types of support does your business need to succeed within the next six months?

## **Community Business Visitations Survey results**

**Fall 2020**

Not surprisingly, many of the comments and discussions throughout the region had very similar undertones. Common statements revolved around financial implications of closure, shop local initiatives, financial assistance, and various marketing strategies. Many businesses were struggling prior to the pandemic with the economic uncertainty that has plagued our region in recent years, and the pandemic is now adding another layer to that uncertainty. Businesses are wondering how to keep their doors open and what efforts that will take.

To simplify survey statements, we broke them down into the most common themes. Because questions two and three were similar in nature, respondents answered both quite similarly. Therefore, we have combined these questions in the overall themes. Business may have indicated one or more of the following themes.

### **Business adaptations to COVID-19 since pandemic began in March 2020**

2020 has been a difficult year for our local economies. Perhaps the hardest hits in the CFWY boundaries have been felt in the energy sectors and tourism industries. These hits have trickled down to our local businesses. While businesses have been affected in similar ways, not all have been affected to the same degree. Decreases in revenue and a yearning for the local economy to improve was echoed throughout all surveys.

Some of the businesses surveyed were deemed as essential, therefore stayed open and adapted with several factors such as enhanced cleaning measures and appointment only visits. Others reduced their operational hours and/or laid off staff to offset the reduction in sales/business.

Other businesses were deemed as non-essential and were forced to close in March 2020 as the province called for a mandatory shutdown. We noticed that a portion of these businesses adapted in several ways, with the most common adaptations being curbside pickup/take away orders, and/or enhanced cleaning. Some of the businesses created and/or increased their social media presence; using this to communicate more effectively with their customers. Some of the SME's took this time to revisit their business plans and discovered how to pivot their operations.

Within both groups of business (essential and non-essential), there were observations regarding difficulty in finding up-to-date information regarding guidelines, financial aid qualifications, and PPE requirements.

Business visitations indicated many had felt effects of the pandemic and as such were required to deal with layoffs and/or shortened operational hours. While various businesses were successful in obtaining financial aid through Government of Canada programs such as the Canadian Emergency Wage Subsidy (CEWS), Canadian Emergency Business Assistance (CEBA) or through the rent subsidy in conjunction with their landlords; many others did not qualify for any type of assistance.

## **Community Business Visitations Survey results**

**Fall 2020**

### **Success in the short term**

Answers varied amongst the businesses on what was most needed for their business to survive. However, despite each community's unique economic situations and drivers, locations and services, several common themes were prevalent during our conversations.

The first common theme across communities was the need of a shop local initiative. This support not only involved the creation of and awareness to local consumers for their everyday needs, but also included business supporting business, and for corporations/projects to support local procurements.

The second common theme revolved around advertising and marketing assistance. This subject tied in with the shop local campaign ideas. For some, this meant the creation and/or increased use of their social media accounts to adapt with curbside pick-up. While the majority of the surveys indicated this adaptation increased during the initial days of the pandemic, all communities had businesses where this was implemented.

The third common theme was financial assistance. This support was varied amongst business and included financial programs for the self employed, increased financial support through the wage and rent subsidies.

Other noteworthy supports mentioned during our business visitations (in all communities) included labour force attraction and retention, and municipal supports such as standardized healthcare guidelines and bylaws, lower taxes, customer parking issues (lack of), and in the case of Jasper, sidewalk open seating.

Community Futures West Yellowhead also offered individual follow up on specific topics if the business was interested. The majority indicated their interests were in marketing, financial, HR related topics, and business planning and networking.

### **Additional Observations**

While all member community businesses expressed similar concerns, we recognize that each community is distinctive in their needs, and the identified common themes may be more/less prevalent within each business group and community.

All surveys revealed that having a shop local campaign and an improved marketing strategy would have a greater contribution towards their businesses' revenue. As small businesses get back on their feet and continue with new safety measures in place, consumers can lend a hand by supporting local companies and jobs. Having a strong marketing presence supporting this initiative will increase consumer traffic and thus increase small business viability.

In Jasper we found the leading concern amongst business was related to financial assistance, specifically related to rent relief. Additionally, municipal support for sidewalk open seating and the mask by laws were frequently brought up in discussion with business owners. It is important to note that the Municipality of Jasper's economy, more so than our other member communities, is reliant on international tourists and the revenue tourism brings to the town.



## ***Community Business Visitations Survey results***

***Fall 2020***

### **Next Steps**

At Community Futures West Yellowhead our mission is to help small business grow and to connect them with the skills, financing, and resources they need to succeed. We will continue to offer our business community with financing options, training courses, personal coaching and networking opportunities.

The West Yellowhead Shop Local initiative is in the concept stages, with a goal to roll out to our member communities in early 2021.



November 24, 2020

## Report:

### Renewal - Extended Patio Seating - 2021

YES IN FAVOUR:	NO NOT IN	YES WITH VALUES APPLIED:
63	3	*47

Questions as posed to each of 135 businesses located on Connaught Drive and/or Patricia Street 400 - 600 blocks inclusive\*

Are you aware of the proposal to renew extended patio seating for the 2021 season? (yes=82, no=15, assumed/expected/read about it=6)

Are you in favour of the renewal? Yes or No - why?

Are you be in favour of renewal with values applied?

Are you in favour of a 'standardized motif' for all patios?

Are you in favour of Municipality of Jasper 'investment' in the program (street scape enhancement/tax incentives to offset infrasture cost to business?)

Are you in favour of businesses accessing parking spots with a square footage fee attached?

- 107 businesses surveyed include hospitality, retail, service and 3 non-profit organization and 2 government agencies (reduced from original 113 reported in draft due to seasonal/permanent closures (6))
- In all cases, upper floor, lower floor and non-immediate street access surveyed

\* 15 businesses/organizations did not respond to the survey or were not reached at the time the final report was prepared. Those non-responses are not included in the data in any yes/no/neutral responses, anecdotes or suggestions.

The data collection took place over 7 regular business days, 1 Statutory Holiday and 1 weekend day. Messages were left with each business whenever possible noting the o/s responses are from initial calls/messages beginning Thursday, November 8, 2020 and will remain in the queue for response until close of business Monday, 23 November, 2020.

Common Values assigned to each question:

Are you aware of the proposal to renew extended patio seating for the 2021 season?

- Many responded they were generally aware
  - Unsure of the exact nature of the renewal (same as last year)
  - Unsure of the time frame (seasonal May-October) or year round
  - Unsure of the renewal time frame (one year or ongoing)

Are you in favour of the renewal? Yes or No - why?

- The responses were varied with emphatic yes or no being expressed as shown in the initial number reporting
- Recurring comments are in bold type

Yes:

- Businesses with limited seating due to Covid can maximize their short season
- **Creates warm/welcoming atmosphere in the downtown core**
- Canmore's approach was fantastic!
- It meant the difference between survival and closure
- **People are looking for more outdoor options**
- Feedback around town from residents/visitors was very positive
- **Added significantly to the Jasper 'vibe'**
- Really hopeful it happens - great all around
- **Done quite well considering the short time frame to get set up and operating**
- 100% absolute necessity for Jasper's economic survival
- Safety is the number 1 priority for residents and guests
- **Go a step further and close Patricia Street access on the 600 block to all vehicle traffic to TGP**
- **Great attraction to the downtown core**
- All for it!
- Loved, loved, loved the boardwalk installed by one business!
- Install paid parking to encourage people to 'move along' or pay for the privilege of accessing parking in the immediate or closely located parking lotsa
- **Additional bike parking**
- **Willing to adapt for the greater good**
- 100% in support - can a plebiscite be used to decide definitively?
- **Exclude 400 block of Patricia to accommodate post office and ease of 'displaced' parking in the 500/600 blocks**
- Easy access to parking on west and east side of Patricia in the 400/500 blocks
- **Lower speed zone helps! (30km/hr)**
- Maintain current designated pick-up drop off location by the Jasper Adventure Centre
- **Businesses wanting to partake should pay all associated costs**
- **Boardwalks are a great ideal Consider that as an aesthetic option**
- Allow more roof-top patios
- 100% in favour - much of business comes from pedestrian traffic
- My tune has been changed! I saw an uptick in pedestrian traffic and business!

November 17, 2020

- Created buzz in the downtown core
- The 2020 pilot proved it can work and does improve business' economic recovery from Covid
- Made those outdoor spaces lively - can we do it through winter too? Please?
- Welcoming 'vibe' so characteristic of Jasper was enhanced
- Would love to see more merchants participate
- Created a hub of activity in the core - didn't miss the 2 parking stalls at all!
- **Didn't do it in 2020 but will definitely pursue it in 2021**
- Every business should have the opportunity to participate
- Comparatively Connaught business 'outshone' Patricia Street efforts
- Re-opening of Whistler Campground will require restaurants to have more seating capacity
- It was awesome to see businesses sharing their patio space with other businesses - kept the patios going all day long!

No:

- Struggle to move about with wheelchairs, strollers, walkers etc
- **Servers clearly struggled to walk through the pedestrian traffic to serve tables**
- Better signage opportunities
- **If to maintain or stop the spread of Covid was the reason for the extensions - it failed miserably!**
- Taxpayers must not be expected to pay for any required barriers (cones etc)
- **Damage to merchandise (wind/rain/fading) remains an issue - not likely to reconsider a retail expansion to sidewalk**
- My business will not survive another summer with no immediate parking - any person with mobility challenges needs access to the service offered

Respondents in the yes with values applied were in favour of considering the following as common examples of 'compromise' being used often:

- **Addition of additional parking being designated to mobility challenged or disabilities**
- **Definitely consider standardization motif - appeared 'too random' almost who could be the most garish**
- **In favour of renewal but absolutely it must be more eye appealing - many patios were circus like**
- **Standardize the tent policies - must be applied to all patios whatever the decision is**
- **Municipality needs to invest in street scaping (planters etc) it was sorely missed this passed summer!**
- **Wholeheartedly support patios but those businesses need to pay for the space they are adding to their overall square footage**
- Give a financial break for 2021 if Covid remains a factor - beyond that business should pay for their space(s)
- If this is to go beyond 2021 business needs to pay for the space they use BUT cost to apply standard policies/motif must also be considered - it is considerably more expensive than plopping Jersey barriers and applying paint
- **Enforced parking regulations by By-law for all designated parking spaces (15 minute, 2 hour)**
- **Boardwalk concept must be put in place - servers need to be able to do their jobs without maneuvering through pedestrians to street seating using the side walk**
- **With some more strict aesthetic tweaking it should be tried for at least another year**

November 17, 2020

- **No real benefit to particular business but understands the idea**
- **Garbage being left behind was a problem - businesses with patios (especially) should be responsible for making sure their areas are kept litter free**
- Involvement cannot be mandatory for any operation in the proposed blocks
- OK to close Patricia Street but not Connaught Drive
- **Definitely tilted toward hospitality operations and during Covid times, more than acceptable**
- **Either way a decision needs to be asap!**
- **In favour BUT make it aesthetically pleasing please!!!**
- **Whatever decision is made, needs to happen very quickly to give notice to those who will have to make adjustments**
- Cut red tape in the application process if it goes forward - approve or request amendments to applications quickly
- Businesses will need to be able to accommodate additional foot traffic/access to their business with Whistler Campground re-opening (Groceries, Liquor Stores, Banks, Pharmacies, retail)
- **Standardization should still allow for 'branding'**
- **Set a clear and unmovable date for the patios to close and remove their set-up**
- Double the number of flashing speed signs!
- Summer of 2021 will see Covid issues (no international travel/bus tours etc) so the look of a 'normal' summer may result in further reviews of the extended seating and lost parking stalls
- MoJ should consider contracting a designer to develop a motif that can be adopted by all patios
- A contractor to do all the construction work meeting MoJ standards, material requirements, motif would ensure there are no deviants
- As an owner/operator, my business is happy to conform to MoJ requests for standardized motif
- Tourism Jasper needs to assist with marketing the Jasper vibe - including patio opportunities! Visuals are the best option
- Covid assisted regional travellers - couldn't get accommodation in the past due to International travellers and open air spaces were affordable and Covid responsible - definitely rediscovered Jasper!
- **Love the idea but physical location is prohibitive to adding a patio option - an opportunity to work with MoJ operations/by-law is really needed to develop options**
- The individuality of this year's patios is what Jasper is all about!
- Boardwalk look is great BUT consider the notion that it can be too small - people stopped to chat etc on the boardwalk requiring others to walk on the street to get around - not a safe option!
- All in favour of patios and extended retail space but it MUST require a covering - not just for rain related issues but to protect from pigeon droppings!
- Hastily designed patios were an eye-sore (reminiscent of a travelling road show)

Summary of contact:

No opinion 4 (non-profit or government agency)

# Municipality of Jasper Bylaw Summary

Updated: 2020-10-02

	Bylaw	Date Repealed	Repeals Bylaw	Replaced by Bylaw	Scheduled date for next reading			Date Forwarded	Date Certified
					First Reading	Second Reading	Third Reading & Approval		
230	Jasper Temporary Compulsory Face Covering Bylaw Amending Bylaw				2020-Sept-08	2020-Sept-08	2020-Sept-15	2020-Sept-08	2020-Sept-10
229	CMHC Borrowing Bylaw 2020				2020-Aug-18	2020-Aug-18	2020-Sept-01	2020-Aug-18	2020-Aug-19
228	Temporary Compulsory Face Covering Bylaw				2020-Aug-04	2020-Aug-04	2020-Aug-04	2020-Aug-04	2020-Aug-04
227	Tax Rates Bylaw 2020		217		2020-May-19	2020-May-19	2020-May-26	2020-May-19	2020-May-20
226	Utility Fees Levy and Collection Bylaw 2020 A		223		2020-Apr-07	2020-Apr-07	2020-Apr-14	2020-Apr-07	2020-Apr-08
225	Supplementary Tax Bylaw 2020		214		2020-Jan-21	2020-Jan-21	2020-Feb-04	20-Jan-22	20-Jan-23
224	Supplementary Assessment of Improvements 2020		213		20-Jan-21	2020-Jan-21	2020-Feb-04	20-Jan-22	20-Jan-23
223	Utility Fees Levy and Collection Bylaw 2020		212		19-Dec-17	19-Dec-17	20-Jan-07	19-Dec-19	19-Dec-23
222	Records Management Bylaw				19-Nov-19				
221	Traffic Advisory Committee Repeal Bylaw		111		19-Oct-15	19-Nov-05	19-Nov-19		
220	Waste Water Treatment Plant Borrowing Bylaw				19-Aug-20	19-Oct-01	19-Oct-15		
219	Jasper Recreation Complex Renovation Phase 1 Borrowing Bylaw 2019				19-Aug-20	19-Oct-01	19-Oct-15		
218	Taxation of Hostelling International Property Bylaw 2019				19-Jul-16	19-Aug-13	19-Aug-20	19-Aug-14	19-Aug-15
217	Taxation Rates Bylaw 2019		209	227	19-May-21	19-May-21	19-Jun-04	19-May-27	19-May-27
216	Traffic Safety Bylaw 2019		195		19-Apr-16				
215	Waste Reduction Regulation Bylaw				19-Apr-02	19-May-21	19-Jun-04	19-May-27	19-May-27
214	Supplementary Tax Bylaw 2019		207		19-Jan-22	19-Jan-22	19-Feb-05	19-Jan-23	19-Jan-24
213	Supplementary Assessment of Improvements 2019		206		19-Jan-22	19-Jan-22	19-Feb-05	19-Jan-23	19-Jan-24



## REQUEST FOR DECISION

**Subject:** 2021 Utility Fees

**From:** John Greathead, Interim Chief Administrative Officer

**Prepared by:** Natasha Malenchak, Director of Finance & Administration  
Christine Nadon, Legislative Services Manager

**Reviewed by:** Vidal Michaud, Utilities Manager  
Janet Schmidt, Utility and Receivable Clerk

**Date – Discussion:** October 27, November 10, and November 17, 2020  
Public budget meeting (Operations), November 25, 2020

**Date – Decision:** December 1, 2020 (final direction required to support bylaw preparation)

**Date – Decision:** December 15, 2020 – first and second reading of the bylaw  
January 5, 2021 – third reading of the bylaw

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### Recommendations:

- That Council direct Administration to use a \_\_\_\_\_ consumption rate for the development of the proposed 2021 Utility Fees Bylaw
- That Administration use an amount of \$\_\_\_\_\_ additional revenue per annum for the development of the 2021 Utility Fees Bylaw.

Administration's recommendations for the motions above are to set a "tiered" consumption rate, and to set the additional revenue per annum amount to \$1,013,879.93.

### Options:

- Set a "flat" consumption rate; and
- Select a different amount for additional revenue per annum.

*The financial estimates attached to this report are based on actual consumption data from different property types. Residential users would typically fall under the first base rate (5/8" or 3/4" meter size) and consumption in the two lowest average cubic meters (m<sup>3</sup>). Commercial properties, depending on their meter size and consumption, would fall in the progressively higher estimate categories.*

### Background:

The water, sewer, garbage and recycling services provided by the Municipality of Jasper are funded through user fees, which are set under the Utility Fees Bylaw. This process is separate from the property tax funded portion of the budget, but is directly linked to the service levels and capital expenses related to operating the services.

For several years, Council and Administration have been discussing changes to the water and sewer rate model to better distribute the costs of providing services between users, and support increased transfers to reserves. Part of the proposal for 2021 is to implement a fixed rate plus consumption cost model, as well as a tiered rates based on meter size and user types.

Jasper has a groundwater system (i.e. water wells), where the costs associated with producing water itself is very low in comparison to the overall cost of the installation, maintenance and replacement of the infrastructure required to provide the service. Jasper's water and wastewater system is also designed to accommodate a large visitor population in comparison to the number of permanent residents, making the cost of infrastructure difficult to fund adequately.

The model proposed by Administration is a Water Conservation model, which is designed to discourage users from consuming large amounts of water (rates increase as usage increases). This approach supports environmental stewardship, but is also critical for Jasper as we have limited sewage flow capacity, or very little insight or information on what the sewage system can handle.

### Water and Sewer Base Rate

The implementation of a base rate would allow the Municipality of Jasper to guarantee that the costs of operating the system (staff and infrastructure, namely) are covered, regardless of consumption. This model is commonplace across a variety of utility service providers as it provides greater revenue stability and predictability than a purely consumption-based model. It is also particularly relevant to Jasper due to the seasonal variations in usage based on visitation.

The most common base rates models are:

- Based on meter size (most common and accepted practice in North America)
- Tiered based on consumption (i.e. heavy users are charged a higher base rate)
- User based (i.e. split into types of users)

**Administration is proposing a base rate determined by meter size as it offers the best representation of the infrastructure required to support the services.**

The proposed base rates should include:

- Salaries and benefits for the Utilities Manager, utilities staff and a portion of the Utilities and Receivable Clerk;
- Costs associated to meter readings, billing, fire protection (hydrants), etc.; and
- Transfers to reserves for capital improvements.

Administration's proposal at this time is to present the dollar amount allocated to transfers to reserves as a separate line item on utility bills. This is theoretically part of the base rate, but would appear separately on bills to help users understand where their dollars are being spent.

### Water and Sewer Unit Rate

The second part of the rate model is the unit rate, or cost per cubic meter (m<sup>3</sup>).

The most common unit rate models are:

- Water conservation (reward those who conserve, with higher rates for heavy users)
- Flat (flat fee per cubic meter, current Jasper model)
- Bulk sale (discounts are applied as consumption goes up)

Administration's recommendation is to move towards a water conservation model, with unit rates tiered to charge higher fees to heavy users and reward those who conserve. For example, the first 35 m<sup>3</sup> would be charged at a certain rate, with the next bracket (36 to 100 m<sup>3</sup>) would be charged at a slightly higher rate, and so on and so forth.

#### Asset Management and Utilities Reserves

An Asset Management Study completed in 2017 suggests that the Municipality of Jasper should be reinvesting \$7.02M annually to ensure long-term strategic/conventional long-range sustainability of our infrastructure. At the time, the historical budget allocation towards restricted reserves was approximately \$1.5M and average capital budget allocations was \$2.54M (reserve and grants contributions).

According to the same report, to ensure the long term sustainability of the system, the annual water and wastewater transfers to reserves should be around \$1.67M, starting in 2017.

#### Historical Transfer to Reserves Data

	2018	2019	2020
Water	\$283,387	\$312,054	\$318,085
Sewer	\$35,960	\$59,679	\$60,872
Garbage	\$98,064	\$150,970	\$153,989
Recycling	\$0	\$25,908	\$26,426
<b>TOTAL</b>	<b>\$417,411</b>	<b>\$548,611</b>	<b>\$559,372</b>

#### 2019 Transfers to Reserves by Community and Population

Town	Population	Total levy	Transfer to reserves
Jasper	4,664	\$2,887,915	\$371,733
Banff	8,385	\$7,422,000	\$3,186,941
Canmore	14,911	\$10,418,073	\$2,051,000

#### Historical Budget Data

	2018	2019	2020
Water	\$1,114,461	\$1,174,383	\$1,305,153
Sewer	\$1,747,781	\$1,894,144	\$3,987,923
Garbage	\$1,003,712	\$1,043,975	\$1,058,784
Recycling	\$234,837	\$267,391	\$270,266
<b>TOTAL</b>	<b>\$4,100,791</b>	<b>\$4,379,893</b>	<b>\$6,622,125</b>

Historical Levy Data

	2018	2019	2020
Water	\$1,094,970	\$1,154,502	\$1,191,912
Sewer	\$1,590,201	\$1,733,413	\$1,960,181
Garbage	\$1,003,712	\$1,043,975	\$1,058,784
Recycling	\$162,837	\$180,991	\$258,266
<b>TOTAL</b>	<b>\$3,851,720</b>	<b>\$4,112,882</b>	<b>4,469,142</b>

**Relevant Legislation:**

- Municipal Government Act
- Policy B-018: Budgets

**Strategic Relevance:**

- Governance and Social Equity – Reinforcing openness, transparency, and accountability, promoting equity, inclusion and respect in municipal administration and service provision throughout the community
- Organizational Health – Formalize a budget process strategy which may include
  - Annual budget process timelines.
  - Presentation of department business plans outlining levels of service and value for money.
  - Consistency of information between departments.
- Environmental Responsibility - Review municipal operations, services, and facilities to identify and integrate, where feasible, best environmental stewardship values and practices
  - Equity in waste management and water fees; and
  - Review of garbage, sewer, recycling, and composting programs.

**Attachments:**

- Proposed Utility Rate Model Impact on Users Data and Comparisons

**Base and Flat Rate Consumption**

**Base Rate by Meter Size**

Per 2 month billing cycle							
\$30		\$93		\$225		\$325	
Meter Size							
5/8" & 3/4"		1' & 1.5"		2"		3"	
Water Base	Sewer Base	Water Base	Sewer Base	Water Base	Sewer Base	Water Base	Sewer Base
12.50	17.50	35.00	57.50	100.00	125.00	137.50	187.50

Option 1 - B							
\$1,013,879.93							
Additional Revenue per Annum			Per 2 Month Billing Period				Annual
m3	Water	Sewer	Average m3	2020	2021	Change	
	\$1.71	\$2.62	20	\$74.60	\$116.60	\$42.00	\$252.00
			53	\$197.69	\$259.49	\$61.80	\$370.80
			210	\$783.30	\$1,001.80	\$218.17	\$1,309.02
			1543	\$5,755.39	\$6,906.19	\$1,150.80	\$6,904.80
					\$7,006.19	\$1,250.47	\$7,502.82

Base Rate by meter size and consumption on flat rate (\$1.71/m3 and \$2.62/m3)

**Base and Tiered Rate Consumption**

Option 2 -A							
\$529,230.00							
Additional Revenue per Annum			Per 2 Month Billing Period				Annual
m3	Water	Sewer	Average m3	2020	2021	Change	
0-35	\$1.41	\$2.32	20	\$74.60	\$104.60	\$30.00	\$180.00
36-100	\$1.41	\$2.32	53	\$197.69	\$227.69	\$30.00	\$180.00
101-500	\$1.41	\$2.32	210	\$783.30	\$875.80	\$92.50	\$555.00
501+	\$1.41	\$2.32	1543	\$5,755.39	\$5,980.39	\$225.00	\$1,350.00
					\$6,080.39	\$325.00	\$1,950.00

Base Rate by meter size and consumption on tiered model (\$1.41 and \$2.32/m3)

Option 2 - B							
\$1,013,879.93							
Additional Revenue per Annum			Per 2 Month Billing Period				Annual
m3	Water	Sewer	Average m3	2020	2021	Change	
0-35	\$1.71	\$2.62	20	\$74.60	\$116.60	\$42.00	\$252.00
36-100	\$1.71	\$2.62	53	\$197.69	\$259.49	\$61.80	\$370.80
101-500	\$1.71	\$2.62	210	\$783.30	\$1,001.80	\$218.17	\$1,309.02
501+	\$1.71	\$2.62	1543	\$5,755.39	\$6,906.19	\$1,150.80	\$6,904.80
					\$7,006.19	\$1,250.47	\$7,502.82

Base Rate by meter size and consumption on tiered model (\$1.71 and \$2.62/m3)



## REQUEST FOR DECISION

**Subject:** Operating Budget 2021

**From:** John Greathead, Interim Chief Administrative Officer

**Prepared by:** Natasha Malenchak, Director of Finance & Administration

**Reviewed by:** John Greathead, Interim Chief Administrative Officer  
Christine Nadon, Legislative Services Manager

**Date – Discussion:** External Municipal Requests, November 3 December 10 & 24, 2020  
Public Budget Presentations, November 23 and 25, 2020

**Date – Notice:** December 1, 2020

**Date – Additional Discussion:** December 8, 2020

**Date – Decision:** December 15, 2020

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### Recommendation:

- That Council approve the 2021 Operating Budget as presented.

### Options:

- Approve the base 2021 Interim Operating Budget to allow for continued municipal service provision into 2021, until the final 2021 Operating Budget is approved.
- As per the Municipal Government Act, section 242, Council must adopt an operating budget for each calendar year.

### Background:

Alberta municipalities are required to adopt operating (s. 242) and capital (s. 245) budgets for each calendar year and can adopt an interim operating budget for part of a calendar year. The interim operating budget allows Administration to continue with regular municipal business while Council discusses the proposed operating budget, which should be adopted by March 30 to allow sufficient time for the preparation of the tax rates bylaw and related documents, including tax notices to residents. It is understood that expenses incurred under the 2020 interim operating budget will match the 2019 approved expenditures levels until the final 2020 operating budget is adopted. More discussion on the 2020 operating budget will occur in the new year.

### Relevant Legislation:

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

### Strategic Relevance:

- Council's Mission - to advance the community's vision and interests by: responsibly managing municipal finances and assets (through committed adherence to the municipal Asset Management Plan

- Municipality of Jasper Mission Statement - To provide open, honest and accountable government to the residents of Jasper.
- Economic Health and Fiscal Equity - Maintain a commitment to asset management and the Asset Management Plan;
- Governance – Provide open, accountable and accessible government
- Fiscal Health – Enhance the municipal budget process

**Financial:**

Approval of the operating/ interim operating budget will allow the finance department to input the 2021 budget values in the municipal accounting software and ensure business continuity into 2021.

**Attachments:**

[2021-2025 Proposed Budget](#) (link to separate PDF)



## REQUEST FOR DECISION

**Subject:** COVID Related Staff Increase in Operations

**Prepared by:** Laurent Bolduc, Operations Service Manager

**Reviewed by:** Gord Hutton, Interim Director of Operations  
Vidal Michaud, Utility Manager  
John Greathead, Interim CAO  
Natasha Malenchak, Director of Finance & Administration  
Christine Nadon, Legislative Services Manager

**Date – Notice:** November 17, 2020

**Date – Discussion:** November 24, 2020

**Date – Decision:** December 1, 2020

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### Recommendation:

- That Council support, in principle, the addition of three six-month term positions in the Operations Department to ensure the delivery of essential services throughout the second wave of COVID, into 2021.

The purpose of this request is to create a cross-training program within the department to ensure adequate coverage and continued service provision. While additional casual positions are also proposed, part of this discussion will unfold through the 2021 operating budget discussions. The hiring of three six-month term positions in 2020 would affect the 2021 operating budget, hence why this request is brought forward to Council at this time.

### Options:

- Training additional casual staff. This option is less reliable. Casual staff are often unavailable on short notice due to other secured employment.
- Deny the request.

### Background:

The operations department has recorded over 300 hours of sick time in October due to COVID. We are anticipating that this will be a trend for the next few months. We currently have no backup plans to deal with an outbreak in the department. Considering that the services we provide cannot be interrupted, we need to be prepared for the very real possibility that the operations work force will be impacted by COVID over the next six months. Status quo leaves the department vulnerable and will likely result in a decrease of level of service.

**Relevant Legislation:**

- Policy F-009: Service Standard
- Policy B-009: Fiscal and Financial Control Policy

**Strategic Relevance:**

GOVERNANCE – Provide quality municipal services to the community.

ORGANIZATIONAL HEALTH - Ensure a strong and accountable staff team

FISCAL HEALTH – Increase non-taxpayer revenues and reduce costs

**Financial:**

The operational budget does not allow for this increase in staff however, the nature of this expenditure fits within the MOST grant criteria for the next four months, depending on the availability of funding, which will be calculated and finalized at year-end.

**Follow Up Actions:**

We can implement the cross-training program and have the three term positions hired and trained within 30 days. The additional request (casual positions) will be presented as part of the 2021 operating budget discussions.

**Attachments:**

	Wage grid level	Rate of pay	Hours	Total Wages	Benefits	Total	MOST Dec to Mar	Potential Impact to Municipality	Budget Year Split	
									2020	2021
3 x Term Employees	12	\$25.38	3120	\$79,185.60	\$18,212.69	\$97,398.29	\$64,932.19	\$32,466.10	\$16,233.05	\$81,165.24
5 x Casual Employees	7	\$21.04	600	\$12,624.00	\$2,903.52	\$15,527.52	\$10,351.68	\$5,175.84	\$2,587.92	\$12,939.60
<b>Total request</b>						<b>\$112,925.81</b>	<b>\$75,283.87</b>	<b>\$37,641.94</b>	<b>\$18,820.97</b>	<b>\$94,104.84</b>



## REQUEST FOR DECISION

**Subject:** Renovations and Upgrades to 1251 Cabin Creek Drive Staff House

**Prepared by:** Gordon Hutton, Acting Director of Operations

**Reviewed by:** John Greathead, Interim CAO  
Christine Nadon, Legislative Services Manager

**Date – Notice:** December 1, 2020

**Date – Decision:** December 15, 2020

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### Recommendation:

- That council approve Option #1 or Option #2 with an approved spending ceiling of \$200,000.

### Options:

- Option 1: Approve all action items and delay occupancy until the work is complete.
- Option 2: Approve the Critical Life/Safety and General Maintenance Items and complete the remaining items after occupancy.
- Option 3: Approve only the Critical Life/Safety and General Maintenance Items.

### Background:

With the transition of CAO's, the Municipality owned staff house located at 1251 Cabin Creek Drive is briefly unoccupied, offering a unique opportunity to conduct a full facility assessment and conduct renovations and upgrades.

Assessment of the facility produced a list of action items to be addressed which are divided into three (3) categories: Critical Life/Safety; General Maintenance; Aesthetic Improvements and are as follows:

- Critical Life/Safety Items
  - Repair code required fire/smoke separation between the garage and the residence.
  - Repair water infiltration and mold in the living room.
  - Repair leaking dishwasher.
  - Replace the front deck which was removed due to structural failure.
  - Replace moldy and rotten walls in the master bath.
  - Repair rotten roof trusses in the living room
  - Repair rotten studs and exterior sheeting in the garage
  - Remove and replace the side deck which is collapsing.
  - Remove/repair all code deficient wiring.
  - Remove/repair all code deficient gas piping.
  - Clean and service all gas appliances.

- Remove and replace moldy, drafty, seal compromised windows.
- Remove and replace unstable/uneven front walkway.
- Remove standing water from the backyard.
- Repair fire stopping in the mechanical room.
- General Maintenance Items
  - Remove and dispose of all chattels (i.e. personal items).
  - Patch and repair all drywall.
  - Paint all walls, ceilings, doors, trim, casing, and baseboards.
  - Install window coverings.
  - Deep clean the entire house.
  - Remove encroachments in the back yard.
- Aesthetic Improvement Items
  - Remove butchering room/meat locker from the basement.
  - Replace stained/delaminating stucco siding and replace with a fire smart alternative.
  - Remove rotting/warping wood fascia and siding with a fire smart alternative.
  - Expand and replace the small outdated kitchen.
  - Remove and replace all interior doors.

Work has already started on the Critical Life/Safety and the General Maintenance Items as the residence is in uninhabitable condition at present and the available timeline to conduct repairs is relatively short. With occupancy slated for early 2021 it is not possible to complete all of the work before the scheduled occupancy. The Action Items that are achievable prior to occupancy is dependent on the permitting process. Some of the Action Items will require a Development Permit and others will also require a Building Permit. Recent experience has been Development Permits can take up to 70 days before approval is granted with Building Permits requiring additional time.

Although extensive, the Action Items represent a level of care and diligence attributable to a contentious landlord who is proud of their property and intent on providing a safe and comfortable home for their tenant. After completion of the facility assessment I carried a level of shame due to the condition of the property. For clarity, the current condition of the house is not attributable to the most recent tenant but is attributable to the condition the house was in when assumed by the most recent tenant.

A preliminary cost estimate for completing all Action Items has been set at \$200,000 with a refined budget being developed as quotes are supplied by contractors.

#### **Strategic Relevance:**

- Economic Health and Fiscal Equity:
  - Maintain a commitment to asset management and the Asset Management Plan



## REQUEST FOR DECISION

**Subject:** Appointments to Boards and Committees  
**Presented by:** John Greathead, Interim Chief Administrative Officer  
**Prepared by:** Kayla Byrne, Legislative Services Coordinator  
**Reviewed by:** Christine Nadon, Legislative Services Manager  
**Date – Notice:** December 1, 2020  
**Date – Decision:** December 15, 2020

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### **Recommendation:**

That Council appoint individuals to Council's boards and committees.

### **Options:**

Not appoint applicants and re-advertise board and committee vacancies.

### **Background:**

Annual advertising took place in November to recruit board members for the Culture and Recreation Board and the Jasper Municipal Library Board. The deadline for applications was November 23. As stated in the Procedure Bylaw #190, terms on the Culture and Recreation Board and the Municipal Library Board are three years. Both boards have the capacity for six members-at-large. As of December 31, 2020 the above mentioned boards will have the following vacancies:

Culture and Recreation	2 vacancies
Jasper Municipal Library Board	1 vacancy

Application have been forwarded Council's Human Resources Committee for review. The committee is scheduled to share its recommendations with Council before the December 15, 2020 Regular meeting.

### **Relevant Legislation:**

- Procedure Bylaw #190

### **Strategic Relevance:**

- Organizational Health: Striving to improve the organizational health of the Municipality of Jasper by fostering Council-Staff relationships and enhancing operational effectiveness, efficiency, responsiveness and adaptability

### **Financial:**

- There is no remuneration for sitting on Council's boards and committees.

**Follow Up Actions:**

- Applicants will be notified if they have or have not been appointed to the board or committee of their choice. Successful applicants will be put in contact with respective board and committee chairs for further instruction.

**Attachments:**

- Current board and committees members
- Relevant section of the Procedure Bylaw

Municipality of Jasper

# Boards & Committees 2020

## Culture and Recreation Board



Member	Original appt. date	Term commencing	Term concluding	Eligible for further term
Sandy Robinson	Jan. 2018	Jan 1, 2018	Dec. 31, 2020	Yes
Marianne Garrah	March 17, 2015	Jan. 1, 2018	Dec. 31, 2020	No
Steve Young	Dec. 18, 2018	Jan. 1, 2019	Dec. 31, 2021	Yes
Colleen Chalifoux	Dec. 17, 2019	Jan.1, 2020	Dec.31. 2022	Yes
Elizabeth McLachlan	Dec. 17, 2019	Jan.1, 2020	Dec.31. 2022	Yes
Katherine Smaltz	Dec. 17, 2019	Jan.1, 2020	Dec.31. 2022	Yes
Councillor Rico Damota	Reviewed annually			

Municipality of Jasper

# Boards & Committees 2020

## Jasper Municipal Library Board



Member	Original appt. date	Term commencing	Term concluding	Eligible for further term
Lorena Alonso	Dec.17, 2019	Jan. 1, 2020	Dec.31, 2022	Yes
Joyce Melnyk	Dec.17, 2019	Jan. 1, 2020	Dec.31, 2022	Yes
Sandy Cox	Dec.16, 2014	Jan. 1, 2018	Dec. 31, 2020	No
Angela Lemire	Dec. 15, 2015	Jan. 1, 2019	Dec. 31, 2021	No
Tiffany Toussaint	Dec. 18, 2018	Jan.1, 2019	Dec. 31, 2021	Yes
Stephen Eldred	Dec. 18, 2018	Jan., 2019	Dec. 31, 2021	Yes
Councillor Jenna McGrath	Reviewed annually			

- 21.4 Pecuniary interests for in-camera items are to be noted however, the description is not required.

### **PART 3 COUNCIL COMMITTEES**

#### **22.0 Establishment**

- 22.1 Council may establish such committees as it considers necessary or advisable for the orderly and efficient handling of the affairs of the Municipality and does establish the committees set out in Schedule 3 to this bylaw;
- 22.2 When establishing a committee, Council shall by bylaw adopt terms of reference for the committee that:
- 22.2.1 names it;
- 22.2.2 establishes membership, purpose and authority;
- 22.2.3 sets the term or directs that the committee exists on an on-going basis at the pleasure of Council; and
- 22.2.4 allocates any necessary budget or other resources.
- 22.3 The CAO shall facilitate an annual review by Council of the terms of reference of all committees prior to the Council's organizational meeting and the making of committee appointments.

#### **23.0 Committee members**

- 23.1 Councillors shall be appointed as Council committee members as per section 5.3.3 at the organizational meeting or at any other time it becomes necessary or expedient to appoint a committee member. Members-at large may be appointed at any time when it is necessary or expedient. Members at large shall, at the first committee meeting following appointment, by signing, affirm the Code of Conduct set out in Schedule 1 to this Bylaw.
- 23.2 The Mayor shall be an ex-officio member of all committees to which Council has the right to appoint members, unless prohibited by statute or bylaw, and shall be counted to determine quorum and has all the rights and privileges of the other committee members including the right to make motions and vote.
- 23.3 Council Committee meetings shall be open to all members of Council, but only those members specifically appointed to that committee, or appointed ex-officio are entitled to take part in discussion and debate and vote on any matter before the committee.
- 23.4 Each member-at-large committee member's appointment shall become effective on the 1<sup>st</sup> day of January of the first year of the member's term of office and shall expire on the 31<sup>st</sup> day of December of the member's final year of office.
- 23.5 Members-at large shall be appointed for a three -year term. However, in the event of a vacancy occurring mid-term, the committee member appointed to fill such vacancy shall be appointed for the remainder of the term of the member whose absence created the vacancy.
- 23.6 Council may appoint members-at-large on its own motion or on the recommendation of a sub-committee.
- 23.7 Vacancies for memberships-at- large shall be advertised except when a vacancy occurs mid-term and there are acceptable applications remaining from the last recruitment cycle, when an appointment may be made from those applications, without advertising.
- 23.8 A member-at-large who has served two consecutive three-year terms shall be ineligible for reappointment for one calendar year after the expiry of the most recent term, unless there are no other qualified applicants, in which case the member-at-large may be reappointed three months after the expiry of their most recent term.
- 23.9 To be eligible for appointment to a committee as a member-at-large a person shall:

- 23.9.1 be sixteen years of age or older;
  - 23.9.2 have been a resident of Jasper for a period of not less than the six consecutive months prior to the date of his application; and
  - 23.9.3 apply to Council during the period in which the Municipality requests applications from the public.
- 23.10 Any committee member shall resign immediately and another member shall be appointed in his place:
- 23.10.1 when such person's residency changes to a location other than Jasper;
  - 23.10.2 when such person, appointed to the committee as a Councillor, ceases to be a member of Council;
  - 23.10.3 when a member-at-large is elected to the Council;
  - 23.10.4 when Council, having provided in writing a request and its reason or reasons for such request, asks for any reason for the resignation of a committee member.
  - 23.10.5 when required to do so by a Council committee's terms of reference
- 23.11 Any committee member may resign at any time by providing written notice to the CAO.
- 23.12 Any member-at-large absent from three consecutive regular meetings of a committee, unless such absence is authorized by resolution of the committee, will automatically forfeit their membership as of the date of the third consecutive meeting. Any member-at-large forfeiting their membership may be eligible for re-appointment but not for the unexpired portion of the term forfeited.

#### **24.0 Election of Officers**

- 24.1 At its annual organizational meeting, a committee shall elect a chair and vice-chair for a one year term from among the members unless Council designates:
- 24.1.1 the chair of a committee; or
  - 24.2.2 the manner in which the chair shall be selected.
- 24.2 A committee member may serve as chair for a maximum of two terms of office.
- 24.3 No serving Councillor shall be elected chair or vice-chair of a committee.
- 24.4 A chair of a committee may be removed from office by a vote of a majority of the members of the committee. No motion to remove the chair shall be in order unless notice of motion has been given in writing at a regular meeting of the committee held at least seven days prior to the meeting at which the motion is considered.

#### **25.0 Voting and Quorum**

- 25.1 The quorum for a committee shall be a majority of the members appointed.
- 25.2 The chair of a committee, if present, shall preside at every meeting. The vice-chair shall act in the absence of the chairperson.
- 25.3 At any regular meeting of a committee at which the chair and vice-chair are absent, the committee may, subject to the provisions of section 24.3, elect an acting chair for the duration of that meeting. The acting chair shall step down immediately upon the arrival at the meeting of either the chair or the vice-chair.
- 25.4 Subject to section 21, all members, including the chair and vice chair, shall vote on all motions.
- 25.5 In the event of a tied vote, the motion shall be defeated.

**26.0 Meeting Protocols**

- 26.1 Regular committee meetings shall be held not less than once each calendar month except during the months of July and August when a committee may determine an alternate schedule.
- 26.2 The chair may call a meeting of the committee at any time and must do so if a majority of committee members so request in writing, including a statement of purpose of the meeting. A special meeting requested by committee members must be held within 14 days after the request is received.
- 26.3 Notice of committee meetings not approved in the annual schedule, or cancellation of a previously scheduled meeting, must comply with requirements for public notice as set out in this bylaw and be filed with the Municipality a minimum of two working days prior to the meeting.
- 26.4 A committee shall conduct its meetings in public.
- 26.5 An organizational meeting of a committee shall be held each year during the month of January at which the committee shall:
- 26.5.1 elect officers pursuant to section 24;
  - 26.5.2 determine the time and place of regular meetings of the committee for that year;
- 26.6 Minutes shall be prepared for all committee meetings and must:
- 26.6.1 include all decisions and other proceedings;
  - 26.6.2 include the names of committee members present at and absent from the meeting;
  - 26.6.3 include any abstentions made under the Act by any member and the reason for abstention;
  - 26.6.4 include the signatures of the chair and the recording secretary; and
  - 26.6.5 be retained in a safe manner and be available upon request. A copy of the minutes must be filed with the CAO or his delegate within three working days of being confirmed by the committee.
- 26.7 When a committee is of the opinion that a meeting should be held in-camera, the motion passed to authorize the in-camera meeting shall include the reason for holding the meeting in-camera and the meeting shall be conducted in accordance with the Act.
- 26.8 No committee or any member has:
- 26.8.1 power to pledge the credit or course of action of the municipality or enter into any agreement on behalf of the committee or municipality;
  - 26.8.2 power to authorize any expenditure to be charged against the municipality without prior approval by Council; or
  - 26.8.3 authority to act, except as established in the terms of reference for the committee.
- 26.9 Councillors appointed to a committee by Council shall keep Council informed as to committee activities.
- 26.10 The CAO shall appoint an administrative representative to each committee who shall not be a member of the committee and may not vote on any matter. The administrative representative shall:
- 26.10.1 ensure required notice is given, and accurate minutes are kept, for all regular and special meetings of the committee; and

26.10.2 provide advice, research, information and additional support staff as required by the committee.

26.11 A committee shall report to Council as required

**COMING INTO FORCE AND REPEAL**

Bylaw #166, Procedure, is hereby repealed.

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

**READ** a first time this 15 day of December 2015

**READ** a second time this 5 day of January 2016

**READ** a third and finally passed this 19 day of January 2016

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Mayor

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Chief Administrative Officer

**SCHEDULE 3 COUNCIL COMMITTEES: TERMS OF REFERENCE****CULTURE AND RECREATION BOARD****1.0 Establishment and Membership**

- 1.1 Council hereby establishes the Municipality of Jasper Culture and Recreation Board (the Board), which shall consist of seven members to be appointed by council as follows:
- 1.1.1 six members-at-large; and
  - 1.1.2 one councillor, or their alternate.
- 1.2 No person shall be eligible for appointment to the Board as a member-at-large when that person is, in any capacity, an employee of or contractor with the Culture and Recreation department.
- 1.3 Any member-at-large who becomes in any capacity, an employee of or contractor with the Culture and Recreation department shall immediately resign.

**2.0 Purpose**

- 2.1 The Board shall:
- 2.1.1 with the appropriate director, complete and provide to Council for approval an annual strategic plan for culture and recreation in the Municipality, such plan to establish the Board's mission, goals and objectives, and such plan to be submitted to the CAO not later than November 30<sup>th</sup> of the year prior to the year in which the plan has effect; and
  - 2.1.2 with the director, complete and provide to Council for approval an annual budget for culture and recreation in the Municipality of Jasper, such budget to be submitted to the CAO not later than November 30<sup>th</sup> of the year prior to the year in which the budget has effect; and
  - 2.1.3 advise the director with respect to the implementation of the approved plan within the approved budget, including but not limited to:
    - 2.1.3.1 proposed amendments to approved capital budgets; and
    - 2.1.3.2 proposed amendments to approved operating budgets.
- 2.2 Notwithstanding the provisions of Section 2.1 above, the Board shall advise the director with respect to culture and recreation operations, programmes and facilities, including in respect of public playgrounds, recreation centres, and other recreation facilities owned or controlled by the Municipality on matters including:
- 2.2.1 recommendations for such rules and standards as it may deem necessary from time to time, provided always that such rules and standards are not inconsistent with this bylaw or with the policies, procedures and practices of Council and the Municipality, and provided also that such rules and standards shall be subject always to the approval of the CAO
  - 2.2.2 equipment;
  - 2.2.3 signage and marking;
  - 2.2.4 staffing;
  - 2.2.5 the development, maintenance and use of any lands or facilities owned or controlled by the Municipality and used or intended to be used for public park or public recreation purposes; and

- 2.2.6 the proposed purchase, sale or disposal of any lands or facilities owned or controlled by the Municipality and used or intended to be used for public park or public recreation purposes.
- 2.3 In fulfilling its obligations pursuant to this bylaw and in the interest of establishing and maintaining well-balanced, coordinated culture and recreation programmes, the Board shall:
  - 2.3.1 consider the development of a broad range of recreation services that will provide opportunity for people of all ages to use their leisure time in a wholesome and satisfying manner;
  - 2.3.2 co-operate with and encourage public, private, civic, social and religious organizations supporting, promoting, and working for culture and recreation in its broadest application within the Municipality; and
  - 2.3.3 hear and consider representations by any individual, organization or delegation of residents with respect to culture and recreation.
- 2.4 The CAO shall consult the Board with respect to:
  - 2.4.1 performance evaluations for the position of director, culture and recreation; and
  - 2.4.2 staffing of the position of director, culture and recreation.

## **JASPER GREENSPACE ADVISORY COMMITTEE**

### **1.0 Establishment and Membership**

- 1.1 Council hereby establishes the Municipality of Jasper Greenspace Advisory Committee (the Committee), which shall consist of five members to be appointed by Council as follows:
  - 1.1.1 four members-at-large; and
  - 1.1.2 one councillor, or their alternate.
  - 1.1.3 Notwithstanding paragraph 1.1, Council may appoint an additional committee member aged 16 to 25 years to represent Jasper youth.
- 1.2 No person shall be eligible for appointment to the Committee as a member-at-large when that person is, in any capacity, an employee of or contractor with the Municipality of Jasper Environmental Services department.
- 1.3 Any member-at-large who becomes in any capacity, an employee of or contractor with the Municipality of Jasper Environmental Services department shall immediately resign.

### **2.0 Purpose**

- 2.1 “Greenspace” means areas whether natural, cultural or archaeological that have important natural functions and/or cultural significance and/or that serve as green corridors or open space areas, or are designated Open Space in the Jasper Community Sustainability Plan or its successors;
- 2.2 The Committee shall:
  - 2.2.1 review and report annually, and not later than March 31<sup>st</sup> of each year, to Council on committee activities and more frequently when deemed necessary or desirable by the Committee or as required by Council;

- 2.2.2 provide input into policies and budgets related to greenspace designation, development, management and preservation;
  - 2.2.3 recommend implementation practices the Municipality can adopt to meet its greenspace objectives as established in the Jasper Community Sustainability Plan and the Town of Jasper - Green Space Vision Plan (2003); and
  - 2.2.4 promote public awareness of the role greenspace has in protecting and enhancing quality of life.
- 2.3 The Committee shall:
- 2.3.1 provide a forum for citizens to engage in greenspace initiatives, issues and concerns;
  - 2.3.2 advise Council with respect to the designation, development, protection, management and conservation of greenspace areas within the Municipality;
  - 2.3.3 advise Council on proposed actions that would have impacts on existing greenspace guidelines, and encourage and facilitate cooperation and coordination with allied service agencies operating within the Municipality;
  - 2.3.4 upon request of Council, investigate and provide timely advice to Council or other parties on specific topics or issues related to greenspace.

## **LIBRARY BOARD**

### **1.0 Establishment and Membership**

- 1.1 Council hereby establishes the Municipality of Jasper Library Board (the Board), which shall consist of seven members to be appointed by Council as follows:
  - 1.1.1 six (6) members-at-large; and
  - 1.1.2 one councillor, or their alternate.
- 1.2 No person shall be eligible for appointment to the Board as a member-at-large when that person is, in any capacity, an employee of, or contractor with, the Board.
- 1.3 Any member-at-large who becomes in any capacity, an employee of or contractor with the Board shall immediately resign.

### **2.0 Purpose**

- 2.1 The Board shall manage, regulate and control the municipal library.
- 2.2 The Board shall conduct its business in accordance with the Libraries Act R.S.A. 2000 c. L-11.

**From:** [Kayla Byrne](#)  
**To:** [Kayla Byrne](#)  
**Subject:** Fwd: dog park  
**Date:** November 25, 2020 2:17:21 PM

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----- Forwarded message -----

**From:** **Melody Gaboury** [REDACTED]  
**Date:** Mon, Nov 23, 2020 at 11:22 AM  
**Subject:** dog park  
**To:** Kayla Byrne [REDACTED]

Dear Mayor and Town council,

Have you recently visited our dog park? It's really unsafe - especially at night time! We were there about a week ago and I was very nervous about losing a dog as the safety gate (1st gate ) was not locked. I did inform a municipal employee the following day - and maybe that gate has been repaired.

The other issue is that the ground is not even - it's on a big slope and there's no lights. With our short days - we need a park with lighting that is safe to use! I think someone could easily be hurt. The garbage can is not inside the park and neither are the poop bags.

I thought when GYPSD and muni exchanged the land we would have a nice dog park in town. The commemoration park is underused - even in the summer.. but especially now! Maybe the dog park could be there just for the winter months? It sure would be nice for Jasper dog owners and tourists to have a beautiful park within the townsite. I agree there are many trails for people to walk their dogs - but lots of dogs need to run and with our on leash policy in the park a nice dog park would be great!

Thank you for your time and consideration on this matter!

Melody  
My Jasper Nanny

# Municipality of Jasper



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

## **Additions to agenda**

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

## **Approval of agenda**

That Council approve the agenda for the regular meeting of Tuesday, December 1, 2020 as presented.

## **Approval of minutes**

That Council approve the minutes of the November 17, 2020 regular Council meeting as presented.

## **2021 Utility Fees**

That Council direct Administration to use a \_\_\_\_\_ consumption rate for the development of the proposed 2021 Utility Fees Bylaw

That Administration use an amount of \$ \_\_\_\_\_ additional revenue per annum for the development of the 2021 Utility Fees Bylaw.

## **COVID Related Staff Increase in Operations**

That Council support, in principle, the addition of three six-month term positions in the Operations Department to ensure the delivery of essential services throughout the second wave of COVID, into 2021.

## **Adjournment**

That, there being no further business, the regular meeting of Tuesday, December 1, 2020 be adjourned at \_\_\_\_\_.