

Municipality of Jasper
Committee of the Whole Meeting Agenda
February 26, 2019 | 9:30 am
Council Chambers, Jasper Library & Cultural Centre

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

2. Additions to Agenda

3. Approval of Agenda

3.1 February 26, 2019 Committee of the Whole Agenda attachment

4. Approval of Minutes

4.1 February 12, 2019 Committee of the Whole Minutes attachment

5. Presentations

6. Business Arising from Minutes

7. Brief Updates

7.1 Proposed Budget 2019 Summary attachment

7.2 Habitat for the Arts Budget Request attachment

7.3 Single-use Item Reduction Strategy for Jasper attachment

8. Correspondence for information, consideration or action

8.1 Fireworks in Jasper – Jasper Environmental Association attachment

9. Other new business

10. Council representation on various boards, upcoming meetings

11. Upcoming Events

Feb. 26: Jasper Community Housing Update, Council Chambers, 6-9 pm

12. In camera

12.1 Deliberative Matter: Intergovernmental Matter – FOIP, S. 21

13. Adjournment

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

Municipality of Jasper
Committee of the Whole Meeting Minutes
Tuesday, February 12, 2019 | 9:30 am
Council Chambers, Jasper Library & Cultural Centre

Present	Mayor Richard Ireland, Deputy Mayor Jenna McGrath, Councillors Helen Kelleher-Empey, Scott Wilson, Bert Journault, Rico Damota and Paul Butler
Also Present	Mark Fercho, Chief Administrative Officer Kayla Byrne, Legislative Services Coordinator Natasha Malenchak, Director of Finance and Administration Greg Van Tighem, Director of Protective Services Lisa Riddell, Community Development Specialist Neil Jones, Licensing and Enforcement Manager
Call to Order	Deputy Mayor McGrath called the meeting to order at 9:32 am.
Approval of Agenda	MOTION by Councillor Kelleher-Empey to approve the agenda for February 12, 2019 as presented. <p style="text-align: right;">CARRIED</p>
Approval of Minutes	MOTION by Councillor Journault to approve the minutes of the January 29, 2019 meeting as presented. <p style="text-align: right;">CARRIED</p>
Brief Updates: C&R Services & Facilities Review	Administration presented edits to the proposed RFP scope of work for the culture and recreation services and facilities review and answered councillors' questions. Councillors suggested further edits and additions to the proposed RFP scope of work. Administration will edit the document and distribute the RFP, through appropriate platforms, for submissions. Mr. Fercho inquired if councillors would like to partake in the review of submissions.
Councillor Damota	Councillor Damota joined the meeting at 9:41 am.
2018 Debenture Expense Funds	Administration recommended that council approve a transfer of 2018 budgeted debenture principal and interest expense funds to the Culture and Recreation Restricted Reserve Fund. This item will return for decision at the next regular council meeting.
Protective Services Operating Budget Discussion	The Director of Protective Services presented highlights of the department's proposed operating budget for 2019 and provided answers to councillors' questions.
Finance and Administration Operating Budget	The Director of Finance and Administration presented highlights of the department's proposed operating budget for 2019 and provided answers to councillors' questions. Mayor Ireland inquired about the possibility of a council development fund, which would fund annual opportunities to attend events such as the AUMA and FCM conferences. Councillors noted the policy associated with these opportunities, Policy B-003 Council Member Development Opportunities, may be outdated and should return to a committee of the whole meeting for discussion. Administration noted council's attendance at the

above-mentioned events are currently coded to council's travel and subsistence budget line item, but could be renamed as the "council development fund".

Recess

Deputy Mayor McGrath called a recess from 10:55 am to 11:05 am.

Correspondence

Councillors discussed an email they received from Ron White, Commissioner of the Western States Hockey League, regarding a facility agreement in order to implement a Junior A Hockey team in Jasper. This email will be included on the next council agenda.

It was reiterated no decisions by council have been made on this item.

Other New Business

Councillors requested that Policy B-003 Council Member Development Opportunities be discussed at a committee of the whole meeting.

Councillor Wilson noted he would like to attend the 2019 FCM Conference. In accordance with Policy B-003, Councillor Wilson's request will need to be approved by council.

Council Representation

Councillor Journault will attend a Culture and Recreation Board meeting.

Mayor Ireland is unable to attend an upcoming Jasper Yellowhead Museum and Archives Board meeting.

Deputy Mayor McGrath will attend a Jasper Municipal Library sub-committee meeting with the ACFA and will attend a Jasper Community Team meeting.

Councillors Kelleher-Empey and Journault will attend a Community Futures Board meeting, where the board's Articles of Association will be discussed and representatives from the MD of Greenview will be appointed to the committee.

Councillor Butler attended an Evergreens Foundation meeting, where the 2019 requisition was discussed. The requisition will be announced next month.

Councillor Butler also attended the CAO Training and Information Session hosted by the Alberta Association of Community Peace Officers.

Councillor Butler has been invited to a meeting to discuss the Jasper Culinary Arts and Hospitality Program. Prior to the meeting, Councillor Butler would like to discuss council's stance on this item.

Councillor Kelleher-Empey will be absent from the February 19 regular council meeting.

Upcoming Events

Council received a list of upcoming events.

In Camera

MOTION by Councillor Damota to move in camera at 11:42 am to discuss agenda item 12.1.

CARRIED

Revert to open meeting

MOTION by Mayor Ireland to revert to open meeting at 1:09 pm.

CARRIED

Adjournment

MOTION by Councillor Journault that, there being no further business, the meeting of February 12, 2019 be adjourned at 1:10 pm.

CARRIED

2019 Budget Discussion and Decision Schedule

*Subject to Change

Itinerary	Details
October 2, 2018 Regular Meeting	Request for <u>Direction</u> on Budget Process
November 20, 2018 (9-12pm)	Capital Field Visit/Presentations (NEW this year)
November 27, 2018 Committee of the Whole	Presentations by Jasper Municipal Library, Museum and Jasper Victim Services Society & Habitat for the Arts
November 27, 2018 Public Presentation (6-9pm)	Finance, Community Family Services and Protective Services
November 28, 2018 Public Presentation (6-9pm)	Culture & Recreation and Operations
December 4, 2018 Regular Meeting	Request for <u>Decision (Notice)</u> 2019-2023 Interim Operating Budget Request for <u>Decision (Notice)</u> 2019-2023 Capital Budget Request for <u>Decision (Notice)</u> 2019 Utility Rates
December 11, 2018 Committee of the Whole	Request for Discussion and Direction on External Requests
December 18, 2018 Regular Meeting	Request for <u>Decision</u> 2019-2023 Interim Operating Budget Request for <u>Decision</u> 2019-2023 Capital Budget Request for <u>Decision</u> 2019 Utility Rates 1 st and 2 nd Reading of 2019 Utility Rate Bylaw
January 8, 2019 Regular Meeting	3 rd Reading of 2019 Utility Rate Bylaw
January 15, 2019 Committee of the Whole	TBD
January 22, 2019 Regular Meeting	Community and Family Services Operating Budget Discussion
January 29, 2019 Committee of the Whole	Operations Operating and Capital Budget Discussion
February 5, 2019 Regular meeting	Culture and Recreation Operating and Capital Budget Discussion
February 12, 2019 Committee of the Whole	Protective Services and Administration Operating Discussion and Capital Budget update
February 19, 2019 Regular Meeting	Jasper Yellowhead Museum & Archives, Jasper Municipal Library
February 26, 2019 Committee of the Whole	Habitat for the Arts
March 5, 2019 Regular Meeting	<u>Request for Decision</u> Culture and Recreation Capital Budget Items
March 12, 2019 Committee of the Whole	TBD
April 2, 2019 Regular Meeting	Request for <u>Decision</u> 2019 Operating Budget
May 1, 2018 Regular Meeting	2019 Tax Rate Bylaw – 1 st and 2 nd reading request
May 15, 2018 Regular Meeting	2019 Tax Rate Bylaw – 3 rd reading request

A little history

In 2009 it was discovered that the Jasper Courthouse had become vacant. It sat empty for a year until it was sought out as a great place for engaging in the arts.

With support from Parks and the Municipality the doors to the Habitat for the Arts opened in late 2010. In 2011 these community programs were seen to be of value* and shortly after that Habitat was invited to be part of a conversation to potentially open the same program in the soon to be renovated Jasper Library. They expanded that renovation to include both the Habitat and the Artists Guild onto the end of the building. In 2012 Habitat shared a floor plan and wiring, internet and technical needs with the architects and it became a reality that we would soon be moving.

To ensure that we were ready for such a huge move we closed the doors at Habitat One and started the fundraising and grant seeking that would bring this new home to life.**

Since the doors opened on July 1st 2016 we have:

- 4800+ Visitors
- 270+ events
- Programs in collaboration with COS, Library, Museum, Local Businesses and the Legion - at venues throughout the town (approx. 59) as well as at the Habitat (210+)
- Many of these programs are now series programs...the Multicultural Nights, the PaintNights, Monday morning art dropins, Wednesday afternoon films, Open Mic Nights, NaturArts
- Many of the programs we run are designed for all ages
- Logged over 2200+ volunteer hours
- Had musicians record in the sound room
- Had filmmakers create animation shorts and films in the media room (Habitat is home to the Jasper Short Film Festival and Jaspers link to Canadian Film Day)
- Entertained films from around the country in the big room, filmmakers in attendance
- Hosted musicians from around Canada
- Built a pottery club
- Offered access to community members who show a need for the wellness arts provide...like first responders and youth
- Built a theatre hub for all ages(Habitat is a link to Theatre Alberta and hosts an annual Dinner Theatre Show)
- Enhanced everything from Canada Day to Jasper in January, Dark Sky Festival to Parks Day with ways to engage and experience art

Every event requires the creation of a poster, the monitoring of social media for promotion, the seeking of a sponsor or funding partners, the creation of a registration list, the registering of participants, preparing the space with tables and chairs or screens and microphones, finding volunteers to open the

doors and welcome guests, set up membership information at each event, organizing the food or catering, cleaning the space and removing recycling what is necessary, keep track of number of attendees, build on the user information for each event, ensure our sponsors feel connected, file that information...averaging 10-20 hours per event depending on the size of the event. Averaging out to approx. 20hours a week.

We don't expect fewer hours in year three. We have refined the events from one offs to series, as more weekly/monthly series evolve that will mean more hours spent changing the space from a theatre to a classroom. And more cleaning.

To the Future

We still welcome all of our neighbours in the building to use the spaces...Jasper Life and COS have found the space useful, Parks Canada and the Chamber's NETMA have found the big room. Webinars and films work well with our super wifi and 14 foot screen as the Dark Sky Festival allowed us to demonstrate.

Five weeks of Summer Creative Camps are planned for 2019, Theatre, Dance, Music, Culinary, and Visual arts. These camps are designed for ages 10-15, include the usual meals and dorms and have been opened to all educators in Alberta education to share with AB youth.

With 91% of our users being from the community we are asking for your support to continue offering and creating innovative and connected programs to sustain this grassroots endeavor. As a community focused entity that provides a public service 365 days a year to all community members we ask for your consideration in two ways.

The considerations we seek include the waiving of rent* to a community service provider and the provision of a yearly budget to offer these services. At this point in time IOTAD has provided its administrators with approximately \$3700 in honorariums for program production. At 20+ hours a week we seek \$35,000 a year to continue the process of developing Habitat programs.

Thank you for the opportunity to share these things and for your considerations at this budget time.
Marianne Garrah
David Baker

**In 2011 the Habitat negotiated with the Minister of Culture (Hon. Heather Klimchuk) in regards to the value arts services provide to a community. They were equated to be of the same value as other community services and the rent for the building was removed from Habitat expenses.*

***Of interest perhaps for decision making purposes we offer these numbers.*

<i>INCOME</i>	<i>March 2014</i>	<i>\$30,334</i>
	<i>March 2015</i>	<i>\$14,206</i>
	<i>March 2016</i>	<i>\$11,481</i>
	<i>March 2017</i>	<i>\$16,000</i>
	<i>March 2018</i>	<i>\$22,000</i>

BELOW are the budget projections sent to council by EXCEL in late 2018

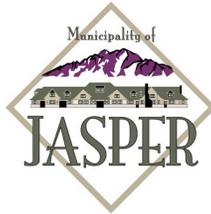
A few changes have been made to reflect grant responses to date.

Expenses	2018	2019	2020 our 10th birthday	
Alberta Public Art Conference	\$ 825.11	\$ -	\$ -	a one off conference
Printing	\$ 548.26	\$ 560.00	\$ 1,200.00	
Volunteers	\$ 991.82	\$ 1,100.00	\$ 2,000.00	
PaintNights	\$ 3,467.94	\$ 3,500.00	\$ 3,700.00	
Instructors	\$ 970.00	\$ 1,000.00	\$ 2,000.00	
Summer Camps	\$ -	\$ 4,500.00	\$ 6,000.00	
Media Room	\$ 350.00	\$ 1,200.00	\$ 1,500.00	upgrading of outdated tools
Postal/shipping	\$ 64.26	\$ 75.00	\$ 150.00	
Musicians/artists	\$ 2,141.96	\$ 2,400.00	\$ 3,000.00	
Workshop supplies	\$ 665.57	\$ 800.00	\$ 1,500.00	
Office	\$ 1,521.32	\$ 1,600.00	\$ 1,700.00	
Film Room	\$ 565.00	\$ 600.00	\$ 700.00	
Room costs	\$ 109.65	\$ -	\$ -	recategorized from just room to what room
Shareholders	\$ 4,078.05	\$ 1,500.00	\$ 1,500.00	educational/travel/personal vehicle use - with a contracted program developer these expenses should dropoff
Finance fees	\$ 13.19	\$ 15.00	\$ 25.00	
Venues other than habitat	\$ 373.57	\$ 400.00	\$ 500.00	
Honorariums	\$ 1,105.00	\$ 1,200.00	\$ 1,500.00	Honorariums for assistants to habitat programs / running cameras or equipment for events
Gift Shop	\$ 508.23	\$ 500.00	\$ 500.00	
Memberships	\$ 534.62	\$ 550.00	\$ 600.00	Chamber / Theatre Alberta / AMAAS etc
Cleaning	\$ 50.00	\$ 600.00	\$ 700.00	In 2019 we will be covering the cleaning of 2nd floor entrances / \$50 a month
Event expenses	\$ 12.00	\$ -	\$ -	stray item will be recategorized to what event
Theatre	\$ 5,070.72	\$ 5,000.00	\$ 7,500.00	
Music Room	\$ 165.25	\$ 500.00	\$ 250.00	No grant in 2019
Catering	\$ 866.75	\$ 900.00	\$ 2,000.00	
Insurances	\$ 1,195.44	\$ 1,200.00	\$ 1,500.00	
ClayRoom	\$ 5,846.01	\$ 2,000.00	\$ 2,200.00	
Culture Days	\$ 2,625.60	\$ 2,750.00	\$ 5,000.00	birthday celebrations
Button Making	\$ 95.00	\$ 100.00	\$ 100.00	

Vehicle	\$ 88.60	\$ -	\$ -	will be incorporated into shareholders / stray item
Outreach/Education	\$ 703.71	\$ 1,000.00	\$ 2,500.00	keeping relationships and educational opportunities accessible is important to growth
Poetry Fest	\$ 71.95	\$ 150.00	\$ 1,500.00	
Bowls with Soul	\$ 1,645.00	\$ 400.00	\$ 400.00	we can now make our own bowls
Film Festival	\$ -	\$ 1,500.00	\$ 2,500.00	
Exhibits	\$ 240.00	\$ -	\$ -	Exhibits will be incorporated into other expense lines like events / festivals / culture days
Birthday Celebrations	\$ -	\$ -	\$ 15,000.00	2020 we celebrate 10 years
Contracted Program Developer(s)	\$ -	\$ 35,000.00	\$ 40,000.00	
	\$ 37,509.58	\$ 72,600.00	\$ 109,225.00	

INCOME	2018	2019	2020	
Grants		\$ 10,000.00	\$ 25,000.00	We have a \$10,000 grant in process for AFA Summer Camps.
Stakeholders		\$ 5,000.00	\$ 5,000.00	2020 Canadian Heritage and Canada Council for the Arts has grant streams we can access for our anniversary with matching dollars
Hab Events	\$ 21,935.00	\$ 22,000.00	\$ 25,000.00	2019 Canadian League of Poets has grants for poetry festival
Memberships		\$ 1,000.00	\$ 1,500.00	
Municipality		\$ 35,000.00	\$ 30,000.00	Development Funds: for the process of growing / developing habitat programs
Sponsorships		\$ 7,000.00	\$ 10,000.00	ArtsVest Canada Sponsorship program has us working on sponsorships
Casino	\$ -	\$ -	\$ 10,000.00	We do not have a confirmation yet on a casino for our 10th birthday
	\$ 21,935.00	\$ 80,000.00	\$ 106,500.00	
				ANYTHING IN GREEN IS Pending for 2019, the grant dollars are specific to the programs they fund.
				Summer Camp monies cannot be spent on a theatre production. Poetry dollars cannot be spent on summer camps.
				Our programs have proven to run themselves...paintnight income covers paintnight costs. Poetry Festival costs are covered by participants.
				What is lacking is the funds to have dedicated program developers on site more often. Someone to write grant proposals and reports...
				Any surplus will be put into contingency funds for future needs. Which include the return of any surplus development funds to the Municipality.

Development funds allow Habitat to build on the valuable investments made to date while allowing the Municipality to maximize use of their cultural resources for the community of Jasper by way of Habitat's dedicated cultural amateurs, experienced personnel and unique creation/delivery of programs.



REQUEST FOR DIRECTION

Subject: Single-use Item Reduction Strategy for Jasper

Prepared by: Janet Cooper, Environmental Stewardship Coordinator

Reviewed by: John Greathead, Director of Operations
Mark Fercho, Chief Administrative Officer
Christine Nadon, Legislative Services Manager

Date – Discussion: February 26, 2019

Recommendation:

- That Council provide direction to Administration on the proposed *Single-use Item Reduction Strategy* for Jasper.

Options:

- Provide feedback to staff on the proposed public engagement plan, including a determination on the scope, timeline and level of public engagement;
- Direct staff to draft a *Single-use Item Reduction Strategy* that would address single-use plastic checkout bags, and phase-in reduction plans for other single-use items (including straws and utensils, take-out food containers, polystyrene foam cups and containers, drink cups and flushables) with proposed implementation dates;
- Provide direction to staff on next steps, including proceeding with public engagement or not; the scope and timeline for drafting a bylaw to address specific items (i.e. plastic checkout bags) or to address single-use items as a whole; or any other direction Council would like to provide to staff at this time.

Background:

Since 2018, Council received presentations and correspondence from local groups advocating for a reduction strategy for single-use plastic bags. While researching options and conducting preliminary stakeholder engagement on the issue, the idea of a broader, more encompassing *Single-use Item Reduction Strategy* was identified as an option for Council to consider as part of deliberations on the plastic bags issue. The first part of this report focuses on plastic bags, before presenting the broader reduction strategy in more detail. The purpose of this request for direction is to share current findings with Council and formalize the next steps.

Preamble on Single-use Plastic Bags:

Globally, eight million metric tonnes of plastic waste enter the oceans each year. Most of this waste originates from the land, either from lack of collection or escape post waste management. The practice of distributing free single-use items has increased exponentially in the past few decades contributing to

over-consumption and increased waste and litter. Disposable single-use items include plastic bags, disposable cups and utensils, take-out food containers, foam containers and plastic straws. Single-use items that are disposed of down toilets or sinks create issues with sewer lines and the waste water treatment plant.

Diverting waste from landfills means recycling, composting or reusing items instead of throwing them away. By reducing materials that end up in the landfill, natural resources are conserved and the landfills last longer. In Jasper the recycling programs are constricted by location, changing end markets and volumes generated. Most single-use plastic items are not included in Jasper's recycling programs. Single-use items contaminate accepted recycling collections, the kitchen organics collection and, even when disposed of in collection bins, can end up windborne at the Jasper Transfer Station.

There has been momentum in Jasper from grassroots groups advocating for regulatory solutions to address the waste and litter issue created by single-use plastic items. Jurisdictions around the world and in Canada have developed strategies to reduce waste from single-use items. They range from campaigns encouraging consumers to choose products made sustainably, to programs asking businesses to develop their own reduction strategies, to regulated fees on plastic bags and bag bans. In November 2018 Council directed staff to convene discussions with key stakeholders and, based on this feedback, develop a reduction strategy for plastic bags in Jasper.

Summary of Stakeholder Engagement on Single-use Plastic Bags:

Stakeholder engagement meetings to discuss the issue of plastic bags and options for waste reduction have been held with representatives from:

- Robinson's Foods and The Grocery People (TGP)
- Tourism Jasper
- Jasper Park Chamber of Commerce
- Recycling Council of Alberta
- Municipality of Jasper (Bylaw and Licensing, Operations, Legislative Services)
- Environmental Stewardship Advisory Committee
- Advocacy Groups: Saving Mountains of Plastic and Creating Change.

The option to proceed with a proposed plan to ban plastic bags in Jasper rather than impose regulated plastic bag fees came from stakeholder feedback. Although plastic bag fees can be effective, the perception with this strategy was that resident behaviour would change and result in the increased use of reusable bags but the same would not happen for visitors who would most likely just pay the fee for a plastic bag. Because of the number of visitors to Jasper the goal of reducing consumption of plastic bags would not be achieved. Significant revenue could be generated by plastic bag fees in the grocery stores. If the stores retained the revenue, it could be perceived negatively.

Banning plastic bags would:

- achieve an immediate reduction in plastic bag consumption;
- make a strong statement about Jasper taking positive action on avoidable waste and litter;
- reduce wasteful norms, create sustainable behaviour change and improve social awareness; and
- address contamination issues with other recycling collections in Jasper.

Jasper Reusable Bag

There is an opportunity to create a community-wide 'Jasper Reusable Bag':

- The Jasper Park Chamber of Commerce, Tourism Jasper and other partners are interested in the development of a reusable Jasper bag;
- The bag would be a great marketing tool for Jasper;
- There would be an opportunity for sustainable messaging;
- Bags could be purchased in bulk through a local wholesaler, making the price point reasonable;
- Every retailer would have access to a supply of reusable bags.

Stakeholder engagement with the Jasper Park Chamber of Commerce (JPCC)

The JPCC General Manager posed a series of questions to twelve businesses to capture input from a range of business types. In summary:

- All of the businesses would support a regulatory approach to reduce single-use carrier bags. Half preferred a ban; the other half bag fees. Cost effectiveness was a major consideration;
- An effective communication campaign is needed to reduce the burden on cashiers having to explain the policy at the till;
- Time would be needed to use up bag inventories and to develop individual strategies before implementation;
- There is overall support for the development of a community-wide Jasper reusable bag;
- Customers asking for double-bagging is an issue;
- Some businesses are opposed to fees for alternative bags because of the cost to their customers; and
- Businesses ask for:
 - The opportunity to be consulted and provide input on the decision separate from a resident-based session;
 - Time between the decision and implementation; and
 - Consideration of exceptions based on specific privacy or health requirements.

Review of Regulatory Approaches in Canada (see Table 1)

After reviewing policies, program development and extensive public and stakeholder engagement in other jurisdictions, an equally strong argument could be made for the effectiveness of regulatory fees on plastic bags or a plastic bag ban. Fees on plastic bags are effective and result in decreased consumption. The best example is in the Northwest Territories where a 25¢ fee was implemented on plastic bags in 2011 and a 70% reduction in the number of bags distributed has been reported. As the fee was implemented territorially through the NWT Waste Reduction and Recovery Act, the fees go into the Environment Fund to cover administrative costs and to fund new waste reductions and recycling initiatives.

The City of Victoria, the Regional Municipality of Wood Buffalo, Wetaskiwin, Montreal, and the Province of PEI have opted for the regulatory approach of a ban. The Montreal and Wetaskiwin bag bylaws do not regulate fees for alternative bags; Victoria and the RM of Wood Buffalo's do.

The City of Vancouver, who have developed the most comprehensive Single-use Item Reduction Strategy, has decided to let businesses develop their own plan on how to reduce bag usage. Businesses

will be required to track and report on bags they distribute. If, in two years, reductions are not achieved a ban will be implemented.

Plastic Checkout Bags Reduction in Jasper:

As part of a *Single-use Item Reduction Strategy*, regulating plastic checkout bags would reduce the creation of waste and associated municipal costs, and promote responsible and sustainable business practices.

Highlights of the proposed plan to ban single-use plastic bags (through a municipal bylaw):

- No business could sell or provide for free a plastic bag to their customers;
- The bylaw would not specify minimum thickness and would apply to all retail businesses in Jasper;
- The bylaw would not regulate fees for paper bags or reusable bags;
- Businesses could choose to charge a fee for a reusable bag or paper bag;
- The bylaw would include exemptions for practical purposes;
- An eight or nine-month period from passing of a bylaw to implementation would allow sufficient time for retailers to prepare for the change, to use up existing stock, and for the Municipality to implement an education and communication campaign;
- Implementation of a ban is proposed for January 1, 2020 with an option of voluntary compliance on July 1, 2019;
- The bylaw would include a twelve-month period from implementation to the enforcement of fines. Compliance would be the goal as opposed to penalties and enforcement.

A communication and education campaign, to be executed before implementation, would include:

- facilitating workshops with retailers, developing a Retail Tool Kit, sharing best practices;
- preparation of communication material for retailers, residents and visitors;
- working with the Jasper Park Chamber of Commerce, Tourism Jasper and other partners to develop and produce a branded Jasper Reusable Bag available to all retailers; and
- working with the advocating group, Saving Mountains of Plastic, to enhance the reusable free bag share program (take a bag – leave a bag).

Legislative Authority:

- *Municipal Government Act* (RSA 200, cM-26)
 - Section 3, Municipal purposes, states that one of the purposes of a municipality is “to foster the well-being of the environment”; and
 - Section 7, General jurisdiction to pass bylaws, states that “a council may pass bylaws for municipal purposes respecting (...) businesses, business activities and persons engaged in business”.

Development of a *Single-use Item Reduction Strategy* for Jasper:

During stakeholder consultation the need was identified for a reduction strategy for other problem single-use items. The City of Vancouver recently approved a *Single-Use Item Reduction Strategy* (2018-2025). This is the first comprehensive strategy in Canada that encompasses all single-use items. Through extensive stakeholder engagement and public engagement over the past two years, a set of priority actions were developed. Some of the actions can be implemented quickly; others are more complicated and will take time. The Municipality of Jasper can benefit from the work done in the preparation of the

Vancouver strategy. Implementation deadlines that they have been determined are a ban on foam cups and containers by June 1, 2019 and a ban on plastic straws effective June 1, 2019.

Target Dates for Possible Action on Single-use Items in Jasper:

Plastic Bags

- Ban retail plastic bags
- Implementation January 1, 2020 – voluntary compliance July 1, 2019
- Enforcement January 1, 2021

Straws and Utensils

- Would include provisions to ensure access to plastic straws as an accessibility tool
- Would apply to businesses, not hospitals or health care centres
- Work with affected stakeholder to develop an implementation plan
- Restaurants could significantly reduce their plastic waste by not offering plastic straws
- Waste reduction could be achieved through a Distribution Ban or Straw-by-Request policy
- Utensil-by-Request bylaw – businesses can only provide plastic utensils if the customer asks for them
- Implementation June 1, 2020

Polystyrene Foam Cups and Containers

- Not collected in Jasper recycling collections
- Ban is recommended
- Implementation June 1, 2020

Take-out Containers

- Develop compostable and recycled paper content requirements
- Introduce a requirement for take-out containers to be recyclable or compostable
- Implementation June 1, 2020

Flushables

- Defined as single-use items that are marketed to be disposed of down toilets and drains
- Block sewer lines and damage equipment and processes at the Jasper Waste Water Treatment Plant
- Identify problem items
- Implementation June 1, 2021

Disposable Cups

- Explore opportunities to reduce the costs of collecting disposable cups in public waste bins and as litter (through deposit refund programs) and recover these costs through an appropriate mechanism from businesses that generate this waste
- Require businesses to have reduction plans for single-use cups and report on the amount of single use cups that they generate
- Develop guidelines for acceptable compostable or recyclable content

- Clear guidelines for acceptable materials that can be processed in local recycling or composting
- Implementation - TBD

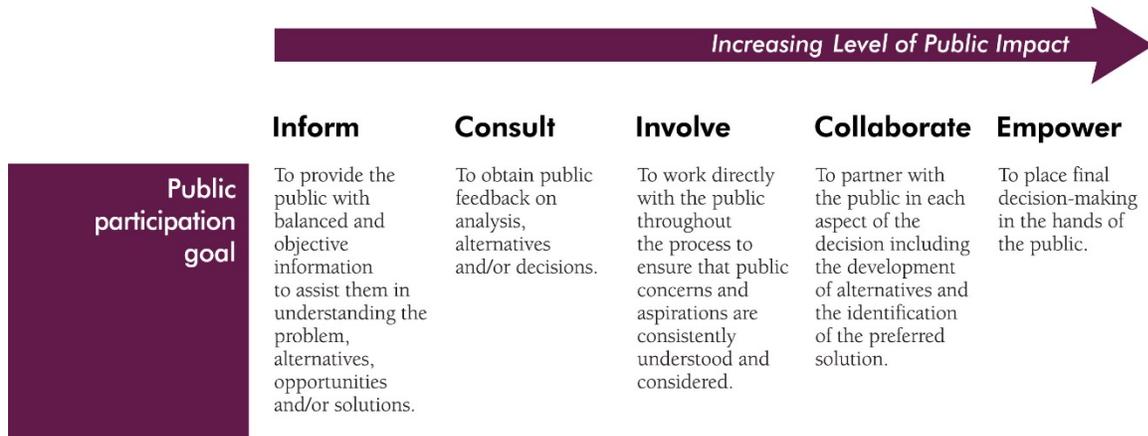
Public Engagement Analysis:

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 public 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. For single-use items reduction in Jasper, potential Council decisions include:

- Whether Council is supportive of a plan to reduce single-use checkout plastic bags in Jasper;
- Which approach (plastic bag ban or bag fee) should be implemented in Jasper;
- Whether a broader, more encompassing single-use item reduction strategy should be considered as opposed to focusing on checkout plastic bags or single-use plastic only;
- Whether a phased-in approach should be considered; and
- Whether Council is ready to make decisions and move forward on some items without additional public engagement (i.e. deem the preliminary stakeholder engagement sufficient).

If Council is ready to move forward on some items without further public engagement, this information should be communicated clearly and the engagement plan should focus on mitigating measures and items that are still up for deliberation. Clarifying these items at the outset will support a credible,

transparent process with clear rules of engagement for residents and stakeholders. Council may also decide to change the proposed level of public engagement (Consult) to a different level. Direction from Council on which decisions have to be made (and warrant public input) should dictate next steps in the engagement process.

Values based

Council should 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 the public engagement process. Some of those values can already be identified through the preliminary engagement process with stakeholders.

Possible engagement techniques

- Open house for business owners to share information on the initiative so far and solicit additional input through comment forms and in-person engagement;
- Additional focus group discussions with representatives from different sectors of the business community, in collaboration with the Jasper Park Chamber of Commerce;
- Comment form – provide objective and factual information in writing, followed by unstructured opportunity to provide feedback (also in writing, online and in paper format at municipal facilities);
- Conduct one-on-one interviews with stakeholders to gain information and further refine the issues and values at hand;

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.

Strategic Relevance:

Jasper Vision Statement:

Jasper is a leader in sound environmental practices and sustainable tourism. Residents and visitors respect the inherent value of Jasper National Park and accept and honour their environmental responsibilities.

Jasper Community Sustainability Plan (2011)

2.1 Environmental Integrity

Foster sustainable living by reducing community resource dependency and demonstrating leadership in environmental stewardship.

- Be a leader in environmental stewardship
- Be responsible stewards of land and soil resources
- Protect Jasper's water resources and water quality

2.1.3 Services

Practice and promote responsible waste management

4. Waste Management

A waste management plan to consider:

- A comprehensive proposal to reduce the use of disposable items in the community, such as water bottles and plastic bags

2.2.2 A Green Destination, a Green Community

- Support and showcase Jasper as a green destination and a leader in environmental practices and sustainability.

Financial:

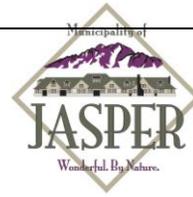
- Depending on the option Council selects, costs would be incurred for a communication and education campaign. Funds from the environmental stewardship reserve account could be directed towards the development of a branded reusable Jasper bag.

Attachments:

- Table 1: Jurisdictional Review of Regulatory Approaches to Plastic Bags in Canada
- Policy A-004: Public Engagement
- Policy A-004: Public Engagement Administrative Procedures

Table 1 Jurisdictional Review of Regulatory Approaches to Single-use Plastic Bags in Canada		
Jurisdiction	Program Description	Program Notes
Montreal, QC	<p>“Bylaw Prohibiting the Distribution of Certain Shopping Bags in Retail Stores” in effect January 2018</p> <p>Ban on traditional plastic shopping bags (less than 50 microns thick), oxo-degradable, oxo-fragmentable or biodegradable plastic bags.</p> <p>Exemptions for restaurants and bags used for hygienic purposes, dry-cleaning or bags that contain advertising material (i.e. door to door). Encourage voluntary charges for other types of bags that will be offered in stores as an alternative.</p>	<p>Promotes use of thicker plastic bags to get over threshold.</p> <p>May not necessarily reduce overall plastic consumption.</p> <p>Regulation initiated to encourage behaviour change.</p>
Wood Buffalo, AB (Fort MacMurray)	<p>“Single-Use Shopping Bag Bylaw” April 2012</p> <p>Ban on single-use bags that are made of less than 2.25 mils (.571 millimeter) thick polyethylene; and/or pulp or paper.</p> <p>Includes, but is not limited to a door hanger bag designed to hold flyers, coupons or other advertisements and intended to be left on the doors of homes; a decorative paper or plastic gift bag where such bag is being used to transport goods; a biodegradable bag composed of, in whole or part, biodegradable plastic, oxo-biodegradable plastic, PLA-starch, polylactide, or any other plastic resin composite that is intended to degrade at a faster rate than non-biodegradable plastic film.</p>	<p>Intent of the regulations was to reduce litter.</p> <p>There has been a visible improvement since the regulations were implemented.</p> <p>Implementation required one dedicated FTE in Fort MacMurray over one to two years.</p> <p>Very few retailers chose to use thicker bags.</p>
Wetaskiwin, AB	<p>“Plastic Checkout Bag Bylaw” October 2018</p> <p>Council passed bylaw October 2018. Comes into effect 9 months later. (July 2019) Purpose is to prohibit the distribution or sale of single-use plastic and biodegradable plastic (polyethylene) checkout bags less than 2 mils (0.5 millimeters) thick and to reduce the use of single-use paper checkout bags.</p> <p>Allows a Retail Establishment to provide a paper checkout bag to a customer at the customer’s request, with the paper checkout bag being composed of a minimum of 40% post-consumer recycled material.</p>	<p>After June 1, 2020 stores must charge a minimum of \$0.15 per single-use paper checkout bag.</p> <p>Fast food restaurants, food delivery, sit-down restaurants, and mobile catering businesses are exempt from the \$0.15 charge.</p>
Vancouver, BC	<p>Single-use Item Reduction Strategy approved by Council in May 2018, following an in-depth two-year consultation process.</p> <p>Forms part of the city’s long-term Zero Waste 2040 Strategic Vision. The city will prohibit businesses from serving prepared food in polystyrene foam cups and take-out containers effective Nov. 1, 2019. Plastic drinking straws will be prohibited and single-use utensils may only be offered on request. City staff will report back to Council in December 2018 with recommendations on accommodating accessibility and inclusion needs.</p> <p>Businesses will be required to submit a plan on how they will reduce plastic and paper single-use bags in their operations. This can be through not offering bags, charging a fee (retained by the business) or another approved approach (i.e. discounts or loyalty program for using reusable). The Vancouver strategy does not impose an immediate ban on plastic bags; however,</p>	<p>Gives businesses the opportunity to be innovative and develop a method that works for their type and size of business.</p> <p>Businesses will be required to track and report the number of bags they distribute, regardless of the option they choose.</p>

	<p>the city will further evaluate the need to specify the amount of fees that businesses must charge, or introduce a ban on plastic and paper bags in 2021-2025 if reductions are not achieved.</p> <p>Hospitals and community care facilities are exempt from the strategy.</p>	
Victoria, BC	<p>“Checkout Bag Regulation Bylaw” July 2018 Ban on single-use plastic checkout bags.</p> <p>Businesses may provide:</p> <ul style="list-style-type: none"> • paper checkout bags for a minimum charge of 15 cents per bag (rising to 25 cents on July 1, 2019) • reusable checkout bags for a minimum charge of \$1 per bag (rising to \$2 in 2019). <p>These fees must be stated on customer bills. Intent of the by-law is to reduce the creation of waste and associated municipal costs, to better steward municipal property, including sewers, streets and parks, and to promote responsible and sustainable business practices that are consistent with the values of the community.</p>	<p>Fee on paper bags limits their use, but still gives a lower cost option to a reusable bag.</p> <p>Ban implemented following two years of consultation.</p> <p>Ban was challenged by the Canadian Plastic Bag Association, but was upheld in BC Supreme Court.</p>
Prince Edward Island	<p>Province wide approach, with passing of the Plastic Bag Reduction Act on June 12, 2018. Ban to take effect July 1, 2020, mandating fees and prescribing alternative bags.</p> <p>Checkout bag prohibition</p> <ul style="list-style-type: none"> • Except as provided in this Act, no business shall provide a checkout bag to a customer. • Exception: A business may provide a checkout bag to a customer only if: <ul style="list-style-type: none"> ○ the customer is first asked whether, and confirms that, ○ the customer needs a bag; ○ the bag provided is a paper bag or a reusable bag; and ○ the customer is charged a fee of not less than 15 cents for a paper bag, and \$1 for a reusable bag. 	<p>First province-wide approach.</p> <p>Levels the playing field for retailers.</p> <p>Less confusing for consumers having province-wide regulation.</p> <p>Exemptions for small paper bags and bags used to package loose items and other miscellaneous products.</p>
Northwest Territories	<p>NWT Waste Reduction & Recovery Act “Single-use Retail Bag Program” since Feb 2011</p> <p>Consumers pay 25 cents for each single-use retail bag. This money goes into the Environment Fund to cover the program’s administrative costs and create new waste reduction and recycling initiatives.</p> <p>All retailers must register to submit fees.</p> <p>Litter was the driving force behind developing the regulations, including plastic bags blowing into the Arctic Ocean.</p>	<p>Generates between \$400,000 - \$600,000 per year. Since the start of the program, 30 million bags have been kept out of Northwest Territories landfills and off the land. Requires a much higher level of administration. 70% reduction in the number of bags distributed in NWT.</p>



Policy Title: PUBLIC ENGAGEMENT
Policy # A-004
Effective Date: August 6, 2013
Date adopted by Council: August 6, 2013

POLICY STATEMENT

The Municipality of Jasper recognizes that public engagement is a vital part of local democracy. To this end, the Municipality is committed to:

- Providing honest, meaningful and accessible engagement opportunities for residents and stakeholders;
- Promoting understanding of local issues, informed decision making and best possible solutions to local issues;
- Integrating public engagement in decision-making at all levels of the organization;
- Providing sufficient timeframes and adequate resources to plan, coordinate and conduct public engagement processes.

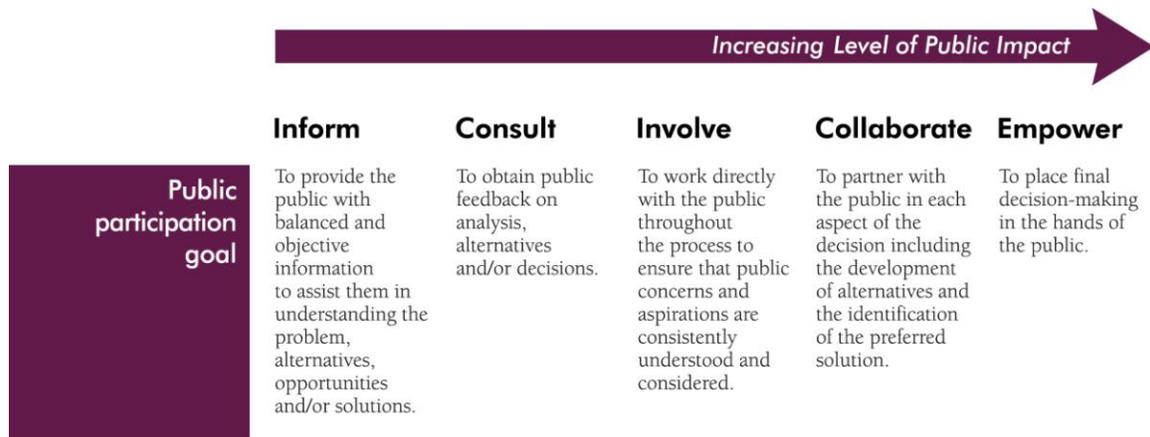
Where appropriate, this policy applies to internal as well as external projects and initiatives.

PURPOSE

The purpose of this policy is to provide decision-makers, municipal staff, residents and stakeholders with a consistent and genuine public engagement process that values input in decision making.

ADMINISTRATIVE PROCESS

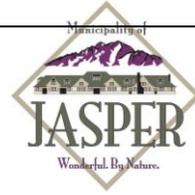
The Municipality of Jasper public engagement process is based on the International Association for Public Participation (IAP2) model:



RESPONSIBILITIES

Council to:

1. Approve by resolution this policy and any amendments;
2. Consider the allocation of resources for successful implementation of this policy in the annual budget process;
3. To deal with those matters referred to it by this policy in any manner it believes are warranted; and



Policy Title: PUBLIC ENGAGEMENT

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4. To act as a body of last resort for matters requiring variance or relaxation from this policy.

Chief Administrative Officer to:

1. Implement this policy and approve procedures; and
2. Ensure policy and procedures reviews occur and verify the implementation of policies and procedures.

Manager, Communications to:

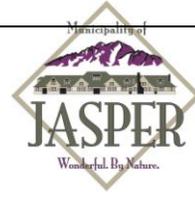
1. Ensure implementation of this policy and procedure;
2. Ensure that this policy and procedure is reviewed at a minimum every five years;
3. Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments;
4. Coordinate and lead Municipality-wide campaigns;
5. Provide support for departmental community engagement; and
6. Develop a public engagement toolkit and identify necessary training and support opportunities to ensure successful implementation.

Directors to:

1. Understand and adhere to this policy and procedures;
2. Ensure employees are aware of this policy and procedures;
3. Ensure that community engagement is considered at the appropriate stage in any project or process and that the outcome is taken into account in advising Council; and
4. Co-ordinate and seek professional advice on public engagement from communications staff.

All employees to:

1. Understand and adhere to this policy.



Policy Title: PUBLIC ENGAGEMENT

Policy # A-004

ADMINISTRATIVE PROCEDURES

Effective Date: August 6, 2013

CAO Initials: _____

SCOPE

This policy is a guideline for Council, management, employees and the public with respect to public engagement activities.

RESPONSIBILITY

Primary responsibility for the administration of this policy shall rest with the Manager, Communications.

Each Director shall be responsible for ensuring correct application of this policy with respect to public engagement initiatives.

ADMINISTRATIVE PROCESS

Those involved in designing and implementing public engagement processes will demonstrate the following standards of practice:

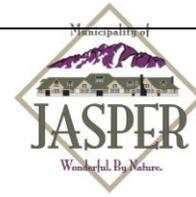
Values-based

- Effective public engagement acknowledges that all parties bring their values to the process. Individuals and groups perceive problems, opportunities and solutions based on their perception of the issue at hand. Municipal engagement processes will strive to identify, research and analyze community values and include them in the decision making process, without advocating for a specific stakeholder position.
- Values of the Municipality in the issue at hand will be clearly identified and communicated to the public to establish an honest basis for discussion.
- Public engagement initiatives will follow the process values identified in the IAP2 Core Values for the Practice of Public Participation and the IAP2 Code of Ethics.

Decision-oriented

A clear statement of the problem to be solved, the opportunity to be explored or the decision to be made is essential to meaningful public engagement. For each engagement initiative, the Municipality will:

- Clearly and accurately define the decision to be made or the potential outcome;
- Determine if and how the public can contribute to the decision; and
- If the public can be involved in the decision making, clearly define its role in the process and the level of participation (IAP2 Spectrum of Public Participation).



Policy Title: PUBLIC ENGAGEMENT

Policy # A-004

ADMINISTRATIVE PROCEDURES

Effective Date: August 6, 2013

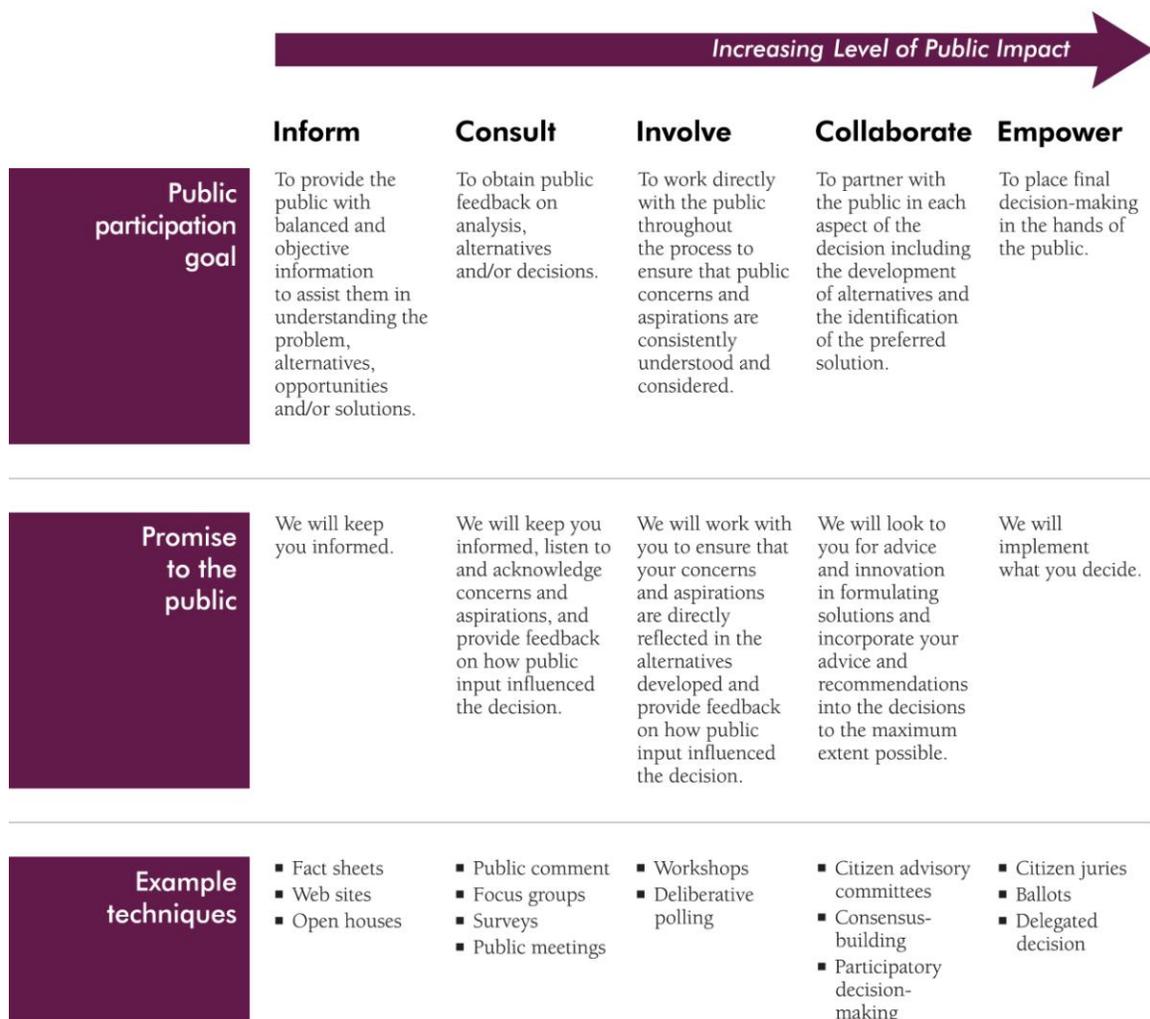
CAO Initials: _____

Goal-driven

For each public engagement initiative, a public engagement goal will be defined in relation to the level of participation selected on the IAP2 Spectrum of Public Participation. The engagement goal will drive the engagement process, and define the Municipality's commitment to the public.

IAP2's PUBLIC PARTICIPATION SPECTRUM

The Municipality of Jasper public engagement process is based on the International Association for Public Participation (IAP2) model:





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

February 15, 2019

Honourable Mayor Richard Ireland and all Municipal Council Members of Jasper

Dear Mayor Ireland and Council Members

Re: Fireworks

Please forgive the long delay in responding to your letter of October 11, 2018. The fireworks display at the end of the Jasper-in-January celebrations that went on for almost 30 minutes reminded us that your letter was still unanswered.

We understand that Council has decided against the quieter pyrotechnic displays that Banff has adopted but we are very encouraged that Council has directed administration to investigate other different finales to large events in Jasper. We feel that finding a complete alternative to the fireworks could provide a preferable solution and will send a message to our visitors that Jasper is prepared to go one step further in recognizing the importance of its location in one of Canada's premiere national parks and as part of a World Heritage Site.

We look forward very much to hearing of the next proposed steps to find a solution that will both satisfy the need for a spectacular ending to the day's celebrations while at the same time protecting the relative peace that wildlife needs in order to survive here.

If there is anything the JEA can do to help research alternative attractions please let us know.

Sincerely

Jill Seaton, Chair

Cc: Superintendent Alan Fehr, Parks Canada