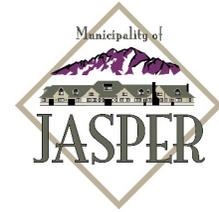


MUNICIPALITY OF JASPER  
**REGULAR COUNCIL MEETING AGENDA**

July 20, 2021 | 9:30 am  
Quorum Room



**Notice:** While Mayor and Council are back in chambers, presentations and public attendance at meetings will continue to be online until further notice. 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, July 20, 2021 attachment
- 3 APPROVAL OF MINUTES**  
3.1 Regular meeting minutes, July 6, 2021 attachment
- 4 PRESENTATIONS**
- 5 BUSINESS ARISING FROM PREVIOUS MINUTES**
- 6 DEPARTMENT REPORTS**  
6.1 Finance and Administration attachment
- 7 REQUESTS FOR DECISION**  
7.1 AUMA Distinguished Service Award nomination verbal  
7.2 Policy Development and Review Policy attachment  
7.3 Utility Rate Model attachment
- 8 BYLAWS**  
8.1 Bylaw Summary attachment
- 9 CORRESPONDENCE FOR INFORMATION, CONSIDERATION OR ACTION**  
9.1 Letter to Mayor from Minister of Indigenous Relations attachment
- 10 OTHER NEW BUSINESS**
- 11 COUNCILLOR REPORTS**  
[11.1 Council's appointments to boards and committees](#)
- 12 UPCOMING EVENTS**
- 13 ADJOURNMENT**

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

Municipality of Jasper  
**Regular Council Meeting Minutes**  
Tuesday, July 6, 2021 | 9:30 am  
Conducted virtually through Zoom

Virtual viewing and participation      This meeting was conducted virtually through Zoom. Public viewing and public participation during Council meetings is through Zoom livestreaming.

Present      Mayor Richard Ireland, Deputy Mayor Bert Journault, Councillors Paul Butler, Jenna McGrath, Scott Wilson, Helen Kelleher-Empey and Rico Damota

Also present      Bill Given, Chief Administrative Officer  
Christine Nadon, Legislative Services Manager  
Natasha Malenchak, Director of Finance and Administration  
Kayla Byrne, Legislative Services Coordinator  
John Greathead, Director of Operations  
Yvonne McNabb, Director of Culture and Recreation  
Mike Roma, RC Strategies  
Stephen Slawuta, RC Strategies  
17 observers

Call to order      Mayor Ireland called the meeting to order at 9:31am.

Approval of agenda #292/21      MOTION by Councillor Kelleher-Empey – BE IT RESOLVED that Council approve the agenda for the July 6, 2021 meeting as presented.

FOR	AGAINST	
7 Councillors	0 Councillors	<b>CARRIED</b>

Approval of regular minutes #293/21      MOTION by Councillor Wilson – BE IT RESOLVED that Council approve the minutes of the June 15, 2021 regular meeting as presented.

FOR	AGAINST	
7 Councillors	0 Councillors	<b>CARRIED</b>

Development of a Traditional Land Acknowledgement #294/21      MOTION by Councillor McGrath – BE IT RESOLVED that Council approve the development of a traditional land acknowledgement for use by the Municipality of Jasper;

And that Council direct administration to develop a land acknowledgement policy for review at a future Committee of the Whole meeting.

FOR	AGAINST	
7 Councillors	0 Councillors	<b>CARRIED</b>

Equity, Diversity and Inclusion Policy #295/21      MOTION by Councillor McGrath – BE IT RESOLVED that Council approve the Equity, Diversity and Inclusion policy as presented;

And that Council direct administration to return to Committee with a plan for policy implementation at a future Committee of the Whole meeting.

	FOR 7 Councillors	AGAINST 0 Councillors	<b>CARRIED</b>
Culture and Recreation Services Review #296/21	<p>Mike Roma and Stephen Slawuta of RC Strategies summarized the review of the Culture and Recreation Services Review in a presentation. The presentation slides from the July 6 presentation is available on the <a href="#">municipal website</a>.</p> <p>MOTION by Councillor McGrath – BE IT RESOLVED that Council adopt the Culture and Recreation Services and Facilities Review as presented.</p>		
	FOR 7 Councillors	AGAINST 0 Councillors	<b>CARRIED</b>
	<p>The review document will be a source of reference and guidance for Administration to use to present future improvements or proposals.</p>		
Covid Relief Restricted Reserve – Transportation Service #297/21	<p>As an employee of SunDog Tour (the transportation company that proposed the transportation pilot project), Councillor Kelleher-Empy declared a conflict of interest and left the meeting at 10:49am.</p> <p>MOTION by Councillor Butler – BE IT RESOLVED that Council approve a maximum of up to \$24,000 to be funded from the Covid Relief Reserve to support a public transportation service pilot project for the summer season of 2021.</p>		
	FOR 6 Councillors	AGAINST 0 Councillors	<b>CARRIED</b>
Recess	<p>Mayor Ireland called a recess at 11:02am – 11:13am. Councillor Kelleher-Empy returned to the meeting at 11:13am.</p>		
Jasper Connaught Offsite Services (JCOS) #298/21	<p>MOTION by Councillor Butler – BE IT RESOLVED that Council approve the changes in scope for the Connaught Drive utility installation and approve the revised project budget of \$7,150,000; and that Council approve the award of the contract for the Connaught Drive utility installation to GS Construction in the amount of \$5,798,435.</p>		
	FOR 5 Councillors	AGAINST 2 Councillors (Councillors Journault & Damota)	<b>CARRIED</b>
Meeting extension #299/21	<p>MOTION by Councillor Damota – BE IT RESOLVED that Council extend the July 6, 2021 meeting beyond four hours.</p>		
	FOR 7 Councillors	AGAINST 0 Councillors	<b>CARRIED</b>
Bylaw Summary	<p>Council received a summary of bylaws currently in force and those in various stages of readings.</p>		

<p>Connaught Utilities Borrowing Bylaw 2021 – 1<sup>st</sup> reading #300/21</p>	<p>Councillors suggested some edits to Bylaw #239.</p> <p>MOTION by Councillor Wilson – BE IT RESOLVED that Council read for the first time, Bylaw #239: Connaught Utilities Borrowing Bylaw 2021, being a bylaw of the Municipality of Jasper in the province of Alberta to authorize the Council of the Municipality to incur indebtedness by the issuance of debenture in the amount of \$7,150,000 for the purpose of servicing Parcels GB and GC in the Municipality of Jasper.</p> <p>FOR 6 Councillors</p> <p>AGAINST 1 Councillor (Councillor Damota)</p> <p style="text-align: right;"><b>CARRIED</b></p>
<p>Connaught Utilities Local Improvement Levy Bylaw 2021 – 1st reading #301/21</p>	<p>Councillors suggested some edits to Bylaw #240.</p> <p>MOTION by Councillor Wilson – BE IT RESOLVED that Council read for the first time, Bylaw #240: Connaught Utilities Local Improvement Levy Bylaw 2021, being a bylaw of the Municipality of Jasper in the province of Alberta to impose a local improvement tax in respect of lands that directly benefit from the Connaught utilities local improvement project.</p> <p>FOR 6 Councillors</p> <p>AGAINST 1 Councillor (Councillor Damota)</p> <p style="text-align: right;"><b>CARRIED</b></p>
<p>Correspondence: Alberta Provincial Police Services</p>	<p>In June, Council sent a letter to the Government of Alberta in support of continuation of RCMP services in Alberta. The Justice and Solicitor General sent a response, which was included in the July 6, 2021 agenda package.</p>
<p>Other new business</p>	<p>Council requested that Administration consider options for resuming in-person meetings.</p>
<p>Council reports</p>	<p>Councillor Wilson will attend a West Yellowhead Waste Management Authority meeting.</p> <p>Councillor Kelleher-Empey attended Community Future West Yellowhead’s annual general meeting and a strategic planning meeting. Following the AGM, Councillor Kelleher-Empey is no longer the chair for CFWY; the MD of Greenview has taken on the role of chair this term.</p> <p>Councillor McGrath will attend a Municipal Inclusion Committee meeting. Councillor McGrath will attend in-person Council meetings via Zoom throughout the summer.</p> <p>Mayor Ireland delivered a speech at the Jasper Junior Senior High School graduation ceremony and produced a video for Canada Day.</p>
<p>Upcoming events</p>	<p>NETMA is scheduled to resume on July 14 at Kumama Bistro.</p>

Adjournment  
#302/21

MOTION by Councillor Wilson – BE IT RESOLVED that, there being no further business, the regular meeting of July 6, 2021 be adjourned at 1:50pm.

FOR  
7 Councillors

AGAINST  
0 Councillors

**CARRIED**

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Mayor

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Chief Administrative Officer

**AGENDA ITEM 6.1**



**MUNICIPALITY OF JASPER  
2021 Operating Budget**

**Summary of All Units**

For the Six Months Ending Wednesday, June 30, 2021

	<b>YTD 2021</b>	<b>Budget</b>	<b>Variance</b>	<b>% of Budget</b>
Revenues:				
Finance & Administration - Revenues	14,199,754	16,272,824	2,073,070	87.%
Emergency Services - Revenues	631,161	1,276,136	644,975	49.%
Operations - Revenues	1,432,294	6,856,787	5,424,493	21.%
CFS - Revenues	1,495,132	2,376,956	881,824	63.%
Culture and Recreation - Revenues	92,646	1,326,491	1,233,845	7.%
<b>Total Revenues</b>	<b>17,850,987</b>	<b>28,109,194</b>	<b>10,258,208</b>	<b>64.%</b>

**MUNICIPALITY OF JASPER  
2021 Operating Budget**

**Summary of All Units**

For the Six Months Ending Wednesday, June 30, 2021

	<b>YTD 2021</b>	<b>Budget</b>	<b>Variance</b>	<b>% of Budget</b>
Expenditures:				
Finance & Administration - Expenditures	2,947,246	9,187,736	6,240,491	32.%
Emergency Services - Expenditures	868,376	2,199,859	1,331,483	39.%
Operations - Expenditures	2,471,927	9,684,742	7,212,815	26.%
CFS - Expenditures	1,388,878	2,885,837	1,496,959	48.%
Culture and Recreation - Expenditures	958,314	4,151,020	3,192,706	23.%
<b>Total Expenditures</b>	<b>8,634,741</b>	<b>28,109,195</b>	<b>19,474,453</b>	<b>31.%</b>



**MUNICIPALITY OF JASPER**  
**2020 Operating Budget**

**Summary of All Units**

For the Six Months Ending Tuesday, June 30, 2020

	<b>YTD 2020</b>	<b>Budget</b>	<b>Variance</b>	<b>% of Budget</b>
Revenues:				
Finance & Administration - Revenues	12,805,059	13,496,563	691,504	95.%
Emergency Services - Revenues	837,946	1,221,228	383,282	69.%
Operations - Revenues	1,894,407	7,529,737	5,635,330	25.%
CFS - Revenues	1,508,139	2,197,858	689,719	69.%
Culture and Recreation - Revenues	136,756	575,628	438,872	24.%
<b>Total Revenues</b>	<b>17,182,306</b>	<b>25,021,013</b>	<b>7,838,707</b>	<b>69.%</b>

**MUNICIPALITY OF JASPER**  
**2020 Operating Budget**

**Summary of All Units**

For the Six Months Ending Tuesday, June 30, 2020

	<b>YTD 2020</b>	<b>Budget</b>	<b>Variance</b>	<b>% of Budget</b>
Expenditures:				
Finance & Administration - Expenditures	2,566,420	8,141,457	5,575,037	32.%
Emergency Services - Expenditures	875,575	1,870,307	994,732	47.%
Operations - Expenditures	2,625,434	9,770,184	7,144,749	27.%
CFS - Expenditures	1,518,888	2,539,138	1,020,250	60.%
Culture and Recreation - Expenditures	1,106,375	2,699,930	1,593,555	41.%
<b>Total Expenditures</b>	<b>8,692,692</b>	<b>25,021,015</b>	<b>16,328,323</b>	<b>35.%</b>



**MUNICIPALITY OF JASPER**  
**2021 Operating Budget**  
**Council**

For the Six Months Ending Wednesday, June 30, 2021

	YTD 2021	Budget	Variance	% of Budget
Expenditures:				
2-11-17-00-210 Leg-All Travel & Subsistance (Council)	226	600	374	38.%
2-11-18-00-110 Leg-Salaries R. Ireland Honorarium and meetings	40,976	80,172	39,196	51.%
2-11-18-00-130 Leg-Benefits R. Ireland	4,301	8,160	3,859	53.%
2-11-22-00-110 Leg-Salaries H. Kelleher-Empey Honorarium and meet	10,641	21,567	10,926	49.%
2-11-22-00-130 Leg-Benefits H. Kelleher-Empey	2,648	5,446	2,798	49.%
2-11-23-00-110 Leg-Salaries P. Butler Honorarim and meetings	11,690	21,567	9,877	54.%
2-11-23-00-130 Leg-Benefits P. Butler	2,705	5,446	2,741	50.%
2-11-25-00-110 Leg-Salaries S. Wilson Honorarium and meetings	10,095	21,567	11,472	47.%
2-11-25-00-130 Leg-Benefits S. Wilson	2,618	5,446	2,828	48.%
2-11-26-00-110 Leg-Salaries J. McGrath Honorarium and meetings	15,217	21,567	6,350	71.%
2-11-26-00-130 Leg-Benefits J. McGrath	2,897	5,446	2,549	53.%
2-11-27-00-110 Leg-Salaries R. Damota	10,179	21,567	11,388	47.%
2-11-27-00-130 Leg-Benefits R.Damota	2,623	5,446	2,823	48.%
2-11-28-00-110 Leg-Salaries B. Journault Honorarium and meetings	9,423	21,567	12,144	44.%
2-11-28-00-130 Leg-Benefits B. Journault	882	5,446	4,564	16.%
2-11-01-00-242 Leg-Council-Major Projects	500	5,000	4,500	10.%
2-11-17-00-213 Leg- Council- Training	0.00	5,000	5,000	0.0%
2-11-23-00-210 Leg-Council - Council Projects	0.00	7,500	7,500	0.0%
2-11-01-00-290 Leg-Councillor Child Care Expense	0.00	1,000	1,000	0.0%
2-11-01-00-762 Leg-Transfer to Restricted Computer Council	0.00	4,667	4,667	0.0%
2-11-01-00-763 Leg- Transfer to Restricted General	0.00	40,000	40,000	0.0%
<b>Total Expenditures</b>	<b>127,620</b>	<b>314,177</b>	<b>186,557</b>	<b>41.0%</b>

**MUNICIPALITY OF JASPER**  
**2020 Operating Budget**  
**Council**

For the Six Months Ending Tuesday, June 30, 2020

	YTD 2020	Budget	Variance	% of Budget
Expenditures:				
2-11-17-00-210 Leg-All Travel & Subsistance (Council)	2,842	5,000	2,158	57.%
2-11-18-00-110 Leg-Salaries R. Ireland Honorarium and meetings	37,670	78,600	40,930	48.%
2-11-18-00-130 Leg-Benefits R. Ireland	3,986	7,000	3,014	57.%
2-11-22-00-110 Leg-Salaries H. Kelleher-Empey Honorarium and meet	9,406	20,730	11,324	45.%
2-11-22-00-130 Leg-Benefits H. Kelleher-Empey	2,503	5,339	2,836	47.%
2-11-23-00-110 Leg-Salaries P. Butler Honorarim and meetings	11,169	20,730	9,561	54.%
2-11-23-00-130 Leg-Benefits P. Butler	2,595	5,339	2,745	49.%
2-11-25-00-110 Leg-Salaries S. Wilson Honorarium and meetings	8,444	20,730	12,286	41.%
2-11-25-00-130 Leg-Benefits S. Wilson	2,451	5,339	2,888	46.%
2-11-26-00-110 Leg-Salaries J. McGrath Honorarium and meetings	14,206	20,730	6,524	69.%
2-11-26-00-130 Leg-Benefits J. McGrath	2,754	5,339	2,585	52.%
2-11-27-00-110 Leg-Salaries R. Damota	8,697	20,730	12,033	42.%
2-11-27-00-130 Leg-Benefits R.Damota	2,465	5,339	2,875	46.%
2-11-28-00-110 Leg-Salaries B. Journault Honorarium and meetings	8,444	20,730	12,286	41.%
2-11-28-00-130 Leg-Benefits B. Journault	855	5,339	4,484	16.%
2-11-01-00-149 Leg-Computer Allowance Expense	500	0.00	(500)	0.0%
<b>Total Expenditures</b>	<b>118,986</b>	<b>247,015</b>	<b>128,029</b>	<b>48.0%</b>



**MUNICIPALITY OF JASPER**  
**Capital Reporting**

For the Six Months Ending Wednesday, June 30, 2021

	YTD 2021	2021 Budget	Variance
<b>Administration</b>			
6-12-01-21-201 Admin- Staff Phishing/Security Audit		15,000.00	15,000.00
6-12-01-21-202 Admin- Budget Review		20,000.00	20,000.00
6-12-01-21-630 Admin- Virtual City Hall		40,000.00	40,000.00
6-12-01-21-631 Admin- Asset Management Software		25,000.00	25,000.00
6-12-01-21-632 Admin- Roof access, Fall protection, Key system		22,500.00	22,500.00
6-12-01-21-633 Admin- Network Infrastructure Upgrades		10,000.00	10,000.00
6-12-01-21-634 Admin- Records Management Capital		25,000.00	25,000.00
<b>Housing</b>			
6-12-01-21-110 Housing-JCOS Utilit Dev- Parcel Ser GC Salaries	7,168.15	60,000.00	52,831.85
6-12-01-21-203 Housing- Affordable Housing Initiative	29,182.50	250,000.00	220,817.50
6-12-01-21-204 Housing-JCOS Utilit Dev- Parcel Ser GC- Cont Serv	6,812.50	50,000.00	43,187.50
6-12-01-21-205 Housing-JCOS Utilit Dev- Parcel Ser GA GB Cont Ser	6,812.50	10,000.00	3,187.50
6-12-01-21-611 Housing- JCOS Utility Dev- Parcel Servicing GC	57,133.97	1,476,200.00	1,419,066.03
6-12-01-21-612 Housing-JCOS Utilit Dev- Parcel Servicing GA GB	86,440.45	1,970,500.00	1,884,059.55
6-12-02-21-110 Housing-JCOS Util Dev- Parcel GA&GB Salaries	8,685.36	15,000.00	6,314.64
6-12-01-21-130 Housing-JCOS Utilit Dev- Parcel Ser GC Benefits		13,800.00	13,800.00
6-12-02-21-130 Housing-JCOS Util Dev- Parcel GA&GB Benefits		4,500.00	4,500.00
<b>Protective Services</b>			
6-23-01-00-653 Fire - Rescue Vehicle (Phase 2)	222,096.11	375,000.00	152,903.89
6-23-01-21-620 Fire- Training Room Reno	28,323.60	50,000.00	21,676.40
6-23-01-21-635 Fire- AED's	10,024.00	10,000.00	(24.00)
6-23-01-21-201 Fire- BMS Software Consolidation		29,583.00	29,583.00
6-23-01-21-610 Fire- Replace front sidewalk/parking plugs		50,000.00	50,000.00
6-23-01-21-621 Fire- Fire Bay Laundry Improvements		20,000.00	20,000.00
6-23-01-21-632 Fire- Roof access, fall protection, key system		22,500.00	22,500.00
6-23-01-21-634 Fire- Live Fire Training Props		56,824.00	56,824.00
6-23-01-21-636 Fire- ESB Biler and DHW Replacement		150,000.00	150,000.00
6-26-01-21-620 Bylaw- Replace flooring in Bylaw offices		10,000.00	10,000.00
<b>Operations</b>			
6-31-01-21-630 Maintenance- Roof Access improvements		12,500.00	12,500.00
6-31-01-21-631 Maintenance- Lock out tag our panel for buildings		5,000.00	5,000.00
6-31-01-21-632 Maintenance- Roof Safety Fall Restraint Protection		5,000.00	5,000.00
6-31-31-21-630 Ops- Operation Building key system	28,500.00	30,000.00	1,500.00
6-31-31-21-631 Ops- Used Oil and Filter storage		25,000.00	25,000.00
<b>Roads</b>			
6-32-02-21-630 Roads- Pedestrian Road safety	2,786.17	32,000.00	29,213.83
6-32-03-00-201 Wayfinding Signage	40,045.20	73,409.00	33,363.80
6-32-02-21-201 Roads- Wayfinding		30,000.00	30,000.00
6-32-02-21-202 Roads- Operations Service Review		10,000.00	10,000.00
6-32-02-21-203 Roads- Streetscape Study		80,000.00	80,000.00
6-32-02-21-610 Roads- Boardwalks		20,000.00	20,000.00
6-32-02-21-611 Roads- Sidewalk		60,000.00	60,000.00
6-32-02-21-612 Roads- Storm Drainage		4,809.00	4,809.00
6-32-02-21-613 Roads- 800 block Geikie from Larch to Pine		200,000.00	200,000.00
6-32-02-21-614 Road Repair		200,000.00	200,000.00
<b>Water</b>			
6-41-01-21-630 Water- Annual Valve Replacement	25,459.50	150,000.00	124,540.50
6-41-01-21-631 Water- Hydrant rebuilds	2,253.38	55,000.00	52,746.62
6-41-01-21-633 Water- Hydraulic modelling	6,591.46	100,000.00	93,408.54
6-41-01-21-202 Water- Operations Service Review		30,000.00	30,000.00
6-41-01-21-632 Water- SCADA maintenance replacement		90,000.00	90,000.00
6-41-01-21-635 Water- Commercial Water Meter Replacement		250,000.00	250,000.00

	YTD 2021	2021 Budget	Variance
<b>Sewer</b>			
6-42-01-00-201 WWTP Annual Capital Requirement	318,024.32	1,233,140.81	915,116.49
6-42-01-00-202 Sani- WWTP Facility & Op Review	46,079.50	273,231.87	227,152.37
6-42-01-21-202 Sewer- Operations Review		30,000.00	30,000.00
6-42-01-21-203 Sewer- WWTP Annual Capital Requirement		2,835,000.00	2,835,000.00
6-42-01-21-610 Sewer- Abandon Trailer Park Manholes		30,000.00	30,000.00
6-42-01-21-611 Sewer- Sanitary RV disposal portin of S Block		450,000.00	450,000.00
6-42-01-21-631 Sewer- Main line camera for structural assessment		125,000.00	125,000.00
6-42-01-21-650 Sewer- WWTP Sludge Truck		150,000.00	150,000.00
6-42-01-21-651 Sewer- Service Truck with Crane		225,000.00	225,000.00
<b>Garbage</b>			
6-43-01-21-630 Garbage- Garbage Bin Replacement Program	532.16	60,000.00	59,467.84
6-43-01-21-634 Garbage- Refit old Garbage cans	8,884.86	60,000.00	51,115.14
6-43-01-21-202 Garbage- Operations Service Review		40,000.00	40,000.00
6-43-01-21-631 Garbage- Electronic Route Mgmt system		30,000.00	30,000.00
6-43-01-21-632 Garbage- Sold Waste Truck		250,000.00	250,000.00
6-43-01-21-633 Forklift (Replacement)		45,000.00	45,000.00
<b>Municipal Buildings</b>			
6-67-12-00-620 Municipal Housing Repairs	42,839.38	180,000.00	137,160.62
6-67-14-21-620 Cottage Clinic Interior and Exterior Repairs		30,000.00	30,000.00
<b>Activity Centre</b>			
6-72-06-21-201 70% of BMS Software Consolidation	66,088.40	69,027.00	2,938.60
6-72-06-00-639 C&R- Automatic Door Openers		15,000.00	15,000.00
6-72-06-01-610 Parking Lot (remove large planters, add parking)		10,000.00	10,000.00
6-72-06-21-203 Asbestos removal in MPH storage room		20,000.00	20,000.00
6-72-06-21-620 Activity Centre - Renovations Design and Eng		366,376.50	366,376.50
6-72-06-21-621 Act Ctr- Mechanical Room fire Stopping		20,000.00	20,000.00
6-72-06-21-632 Act Ctr- Roof access, Fall protection, Key system		22,500.00	22,500.00
<b>Grounds</b>			
6-72-10-21-203 Grounds- Tree Maintenance (pine and fruit)	30,570.21	40,000.00	9,429.79
6-72-10-21-633 Grounds- Small engine hand tools	8,842.88	10,000.00	1,157.12
6-72-10-21-650 Grounds- 1 Ton Landscaping Truck	88,875.78	125,000.00	36,124.22
6-72-10-21-651 Grounds- 1/4 Ton Pickup	450.40	40,000.00	39,549.60
6-72-10-21-202 Grounds- Operations Service Review		10,000.00	10,000.00
6-72-10-21-620 Grounds- AMA Demo & Rehab Grounds		50,000.00	50,000.00
6-72-10-21-621 Log Cabin portion of renovations		200,000.00	200,000.00
6-72-10-21-630 Grounds- Planter Replacement Centennial Park		13,000.00	13,000.00
6-72-10-21-631 Grounds- Memorial bench replacements@ 5 per year		30,000.00	30,000.00
6-72-10-21-632 Grounds- Irrigation box/vault replacement		20,000.00	20,000.00
6-72-10-21-634 Grounds- Screener		15,000.00	15,000.00
6-72-10-21-635 Grounds- Planters replacemen in various locations		30,000.00	30,000.00
6-72-10-21-636 Ball diamond bleachers (x2)		27,000.00	27,000.00
<b>Library and Cultural Centre</b>			
6-74-01-21-620 Library- Exterior Wood Refinishing		20,000.00	20,000.00
6-74-01-21-621 Library- Basement Window Concrete Lintel Repairs		15,000.00	15,000.00
6-74-01-21-622 Library- Site Drainage and Egress Improvements		20,000.00	20,000.00
<b>Arena</b>			
6-76-06-00-620 Arena-Lobby Roof Replacement	22,774.71	140,000.00	117,225.29
6-76-07-04-620 Design,permits,tender and contingency, ice plant		209,105.00	209,105.00
6-76-07-04-622 Arena - Ice Plant & Condenser Move & Rebuild		3,712,551.00	3,712,551.00
6-76-07-04-635 Arena- Floor Cleaner		5,000.00	5,000.00
6-76-07-21-620 Arena portion of renovations		520,861.50	520,861.50
6-76-07-21-631 Arena- Glass Lift		10,000.00	10,000.00
6-76-07-04-633 Stand Heating Units	5,060.73	9,668.49	4,607.76
<b>Curling Rink</b>			
6-76-16-00-630 Curling Rink Slab	7,668.00	10,000.00	2,332.00
<b>Aquatic Centre</b>			
6-77-08-00-621 Replace water slide stairs and water slide	3,234.50	90,000.00	86,765.50
6-77-08-21-621 F&A Main Pool Basin Refresh	29,501.00	50,000.00	20,499.00
6-77-08-21-201 F&A- Structure review		200,000.00	200,000.00
6-77-08-21-620 Aquatic portion of Renovations		168,990.00	168,990.00
6-77-08-21-630 F&A- Main Mechanical Room Boiler Design		40,000.00	40,000.00
	<b>1,247,741.68</b>	<b>18,644,577.17</b>	<b>17,396,835.49</b>



**MUNICIPALITY OF JASPER**  
**Balance Sheet**

For the Six Months Ending Wednesday, June 30, 2021

	<b>Opening Balance</b>	<b>YTD 2020</b>	<b>Closing Balance</b>
<b>Assets</b>			
Cash on Hands and Deposits	\$18,725,630.93	(\$1,635,998.78)	\$17,089,632.15
Taxes and Grants in lieu of Taxes Receivable	375,047.38	11,610,584.23	11,985,631.61
Due from other Governments	2,549,742.49	(2,117,966.31)	431,776.18
Trade and other Receivables	1,066,103.53	(949,444.60)	116,658.93
Business Licences Due		17,820.00	17,820.00
Prepaid Expenses	339,788.48	(328,035.62)	11,752.86
Investment in Trailer Park Utilites; Lane paving	18,646.14		18,646.14
Net Tangible Capital Assets	59,564,410.93		59,564,410.93
<b>Total Assets</b>	<b>82,639,369.88</b>	<b>6,596,958.92</b>	<b>89,236,328.80</b>
<b>Liabilities</b>			
Accounts payable and accrued liabilities	3,772,571.69	(1,561,578.63)	2,210,993.06
Deposit Liabilities	1,010,619.45	(94,275.14)	916,344.31
Deffered Revenue	5,969,813.98	423,659.07	6,393,473.05
Tax Overlevy	73,184.39		73,184.39
Long Term Debt	9,197,131.94		9,197,131.94
<b>Total Liabilities</b>	<b>20,023,321.45</b>	<b>(1,232,194.70)</b>	<b>18,791,126.75</b>
<b>Municipal Equity</b>			
Equity in Physical Assets	55,249,766.53		55,249,766.53
Restricted Funds	5,597,281.70	(31,135.00)	5,566,146.70
Accumulated Surplus	1,698,047.95		1,698,047.95
Current Surplus	70,952.25	7,860,288.62	7,931,240.87
<b>Total Liabilities and Municipal Equity</b>	<b>82,639,369.88</b>	<b>6,596,958.92</b>	<b>89,236,328.80</b>

## AGENDA ITEM 7.2

### REQUEST FOR DECISION



**Subject:** Policy Development and Review  
**From:** Bill Given, Chief Administrative Officer  
**Prepared by:** Christine Nadon, Legislative Services Manager  
Kayla Byrne, Legislative Services Coordinator  
**Date – Discussion:** June 22, 2021 & July 13, 2021  
**Date – Decision:** July 20, 2021

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#### **Recommendation:**

- That Council approve *Policy A-001: Policy Development and Review* as presented.

#### **Alternatives:**

- Committee direct Administration to make further edits to *Policy A-001: Development and Review* and return to an upcoming committee of the whole meeting; or
- Committee direct Administration not to take any further action on this item.

#### **Background:**

At the April 13, 2021 meeting, Committee directed Administration to make recommendations for review of Policy A-001: *Policy Development* to provide a framework for regular and ongoing review of existing policies. The existing policy statement has been in force since 2010, which coincides with the last coordinated effort to reformat and review municipal policies on a broad scale.

#### **Discussion:**

##### *Framework for review*

As presented in the draft policy attached to this report, Administration is recommending the addition of a section for the ongoing review of policies and administrative procedures on a four-year cycle from the respective policy effective dates. The current policy includes provisions for policy development but provides little guidance on the review process. Administration is also recommending the policy's title be changed from *Policy Development* to the *Policy Development and Review*.

In order to address the backlog of policies and procedures in need of review, and in alignment with the proposed review cycle outlined above, Administration is recommending that a list of priorities for policy review be established. A format similar to the Motion Action List could be utilized to provide Council with updates on how revisions are progressing, taking into account that some policy revisions may require extensive work and research while others may be completed in a short timeframe. The intent is that the document would serve to establish council's priorities and track progress on an ongoing basis.

*Updating the Policy Development Policy to include staff and Council responsibilities*

Administration is also recommending revising Policy A-001 to include a responsibilities section. As the current policy reads, aside from a few duties designated to the Municipal Manager and the Administrative Officer, very little guidance is provided with respect to staff and Council responsibilities for policy development and review. The proposed changes are outlined in the draft policy attached to this report.

**Relevant Legislation:**

- *Municipal Government Act*

**Attachments:**

- Current [Policy A-001: Policy Development](#)
- Draft Policy A-001: Policy Development and Review

**Policy Title:** Policy Development and Review

**Policy #** A-001

**Effective Date:** TBD

**Date adopted by Council:** TBD



## **POLICY STATEMENT**

The Municipality of Jasper will operate a standardized system of developing, recording, approving, distributing and reviewing policies and procedures. Policies and procedures will be maintained centrally and will be easily accessible.

## **PURPOSE**

The purpose of this policy is to:

- clarify the roles and responsibilities of Council and Administration with respect to policy development, implementation, evaluation, and review of policy effectiveness; and
- to establish a consistent approach through an established format and process.

Policies and administrative procedures are to be written in a manner so that the intent of each may be known, understood and implemented correctly and completely.

## **DEFINITIONS**

*Policies* are Council statements that set **discretionary duties service priorities** or standards of performance for the Municipality. A policy addresses recurring issues to provide guidelines setting out the level and manner the Municipality will perform duties imposed on itself or those imposed on the Municipality by legislation.

*Administrative Procedures* are developed by the Municipality's Management Team and are approved by the Chief Administrative Officer (CAO), and are intended to operationalize policy. Together, policies and procedures ensure that a point of view held by the Municipality of Jasper is translated into steps that result in an outcome compatible with that view.

## **RESPONSIBILITIES**

This policy applies to Council and all Municipality of Jasper employees.

### **1. Council**

Council will:

- Consider key issues for policies and direct action to create policy recommendations;
- Ensure policies address issues within the realm of governance, such as, but not restricted to, legal liability, financial accountability, functions of Council, and the public image of the Municipality of Jasper and its Council;
- Approve new policies;
- Review existing policies at least once every four years.

**Policy Title: Policy Development and Review**

**Policy # A-001**

**Effective Date: TBD**

**Date adopted by Council: TBD**



## 2. CAO

The CAO will:

- Ensure policies and accompanying administrative procedures are reviewed every four years from the date adopted by Council;
- Approve administrative procedures which accompany policies;
- Review administrative procedures and receive feedback from those affected to ensure continued relevance and effective implementation;
- Implement or delegate the implementation of policies and administrative procedures to those best suited to undertake the implementation;
- Consider key issues for policies and prepare options and recommendations for Council to review.

## 3. Department Directors and Managers

Department Directors and Managers will:

- Implement policies;
- Review all policies and procedures, in respective areas of responsibility, to ensure they are current and prepare amendments when required;
- Conduct research on the policy issue, including initial consultation with affected groups;
- Identify the need for the creation of a policy and procedures;
- Advise Legislative Services of proposed new and amended policies;
- Submit proposed or amended policies to the CAO for submission to Council for their review and approval.

## 4. Legislative Services

The Legislative Services Department will:

- Facilitate the creation, discussion and research of policies and procedures;
- Provide initial direction, assistance and advice with regard to the policy and procedures format;
- Ensure proposed or amended policies and procedures are conforming to a common format;
- Establish, maintain and control the organization schedule and numbering;
- Ensure policies receive Council approval;
- Ensure administrative procedures receive approval from the CAO;
- Ensure all policies and administrative procedures are published, maintained and updated on the municipal website;
- Ensure copies of policies and administrative procedures are available upon request by the general public, staff and Council members.

**Policy Title:** Policy Development and Review

**Policy #** A-001

**Effective Date:** TBD

**Date adopted by Council:** TBD



## **POLICY AND ADMINISTRATIVE PROCEDURES ORGANIZATION SCHEDULE**

Policies and administrative procedures will be categorized using the following organization schedule:

- Section A: Municipal Governance
- Section B: Business Administration
- Section C: Mobile Equipment and Vehicles
- Section D: Facilities and Properties
- Section E: Personnel and Employee Relations
- Section F: Municipal Services

Policies and administrative procedures in each section will be numbered in chronological order.

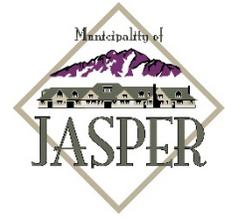
## **REVIEW OF POLICIES AND ADMINISTRATIVE PROCEDURES**

Policies and accompanying administrative procedures will be reviewed every four years from the date adopted by Council unless there is a legislative requirement for a policy to be reviewed earlier. Council or Administration may also request to review a specific policy if it is deemed to no longer be meeting or fulfilling its original purpose or intent.

The Legislative Services Department will notify departments in a timely manner when a policy is due for review, however, it is up to affected directors and/or managers to bring forward policies for review and if applicable, amendment, by Council; and administrative procedures for review and if applicable, amendment, by the CAO.

## AGENDA ITEM 7.3

### REQUEST FOR DECISION



**Subject:** Principles for Utility Rates Bylaw  
**From & prepared by:** Bill Given, Chief Administrative Officer  
**Date – Discussion:** July 13, 2021  
**Date – Decision:** July 20, 2021

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#### Recommendations:

1. That Council approve a utility rate model with the following component charges as presented;
  - Base System Access,
  - Tiered Consumption and;
  - Infrastructure Replacement

#### Alternatives:

- That Committee direct Administration to present a multiyear recommendation for utility rates, based on the model, for implementation in the 2021 calendar year.
- Not consider any additional changes to the utility rate model at this time.

#### 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 more equitably distribute the costs of providing services between users, while also enabling increased capital reinvestment in maintaining the system.

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. In many areas, Jasper's water and wastewater system must be oversized to meet the demands of high volume commercial properties serving visitors. While Jasper has a regular resident population of just under 5,000, its water and waste water systems must be able to accommodate the peak demands driven by non-resident visitors that can exceed 20,000 per day.

The 2017 Asset Management Study (2017 AMS) identified that the Municipality of Jasper should be reinvesting \$7.02M annually to ensure long-term sustainability of our overall municipal infrastructure. Included in that amount, the 2017 AMS specifically recommended that the annual reinvestment into water and wastewater systems should be \$1.67M. The table below contrasts the 2017 AMS recommendation with actual transfers to reserves since that time. This suggests that the system has been underfunded by approximately \$1,300,000 per year.

#### Reinvestment in to Utilities Infrastructure

	2017 AMS Recommended Annual	Actual 2018	Actual 2019	Actual 2020	Actual 2021
<b>Water</b>	\$940,000	\$283,387	\$312,054	\$318,085	\$318,085
<b>Sewer</b>	\$730,000	\$35,960	\$59,679	\$60,872	\$60,872
<b>TOTAL</b>	<b>\$1,670,000</b>	<b>\$319,347</b>	<b>\$371,733</b>	<b>\$378,957</b>	<b>\$378,957</b>

**Discussion:**

Administration is proposing a utility rate model that incorporates charges covering three distinct components; Base System Access, Tiered Consumption, and Infrastructure Replacement.

Each of these elements are discussed below.

**Base System Access**

The implementation of a base rate would allow the Municipality of Jasper to guarantee that the costs of operating the system (staff and regular maintenance) 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.

Costs recovered through base rates would include salaries and benefits for all front line utilities staff, the Utilities Manager and 70% of the Utilities and Receivable Clerk. The base system access charge would also cover costs associated with the regular maintenance and operation of the system that is required no matter how much water is consumed.

Examples of some such items include:

- Billing and Meter Readings,
- Billing, fire protection (hydrants), etc.; and
- Hydrant inspection, testing and maintenance
- Sanitary line cleaning and manhole inspection
- Water meter repair and inspection
- Storm line cleaning

A base system access charge ensures all properties connected to the system contribute to the core costs of having a system.

**Tiered Consumption**

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

Administration’s recommendation is to move towards a model with tiered unit rates that increase as consumption increases. 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.

The tiered consumption model, is designed to discourage users from consuming large amounts of water or to take active steps to reduce consumption. This approach supports environmental stewardship, reduces

operational costs, prolongs the life of current infrastructure and can delay the need for system upgrades.

Costs recovered through consumption rates would be:

- Waste water treatment plant operational contract
- Water treatment operational costs
- Specialized equipment for system maintenance
- Goods and supplies

A tiered consumption approach is equitable in that it is not based on class of customer (residential vs. commercial). For example a residential property with a PHA that consumes a high volume of water may fall in to a higher rate category than a commercial property that consumes a small amount.

**Infrastructure Replacement Charge**

The final part of the model is the Infrastructure Replacement Charge (IRC) will apply as a contribution by ratepayers towards the capital costs of repair, replacement and upgrading of the water and waste water systems. The funds collected through the IRC will be directly related to the utilities multiyear capital plan as approved by council. This approach help users understand the infrastructure replacement needs of the system and exactly where their dollars are being spent.

Costs recovered through the infrastructure replacement charge would those reflected in the approved capital budget.

**Alignment with Council’s Strategic Priorities**

Strategic Priority	Base	Consumption	IRC
Allocate expenses equitably among and between taxpayers, service users and visitors;	X	X	X
Pursue equitable allocation of costs between the community and visitors and among community ratepayers ...	X	X	X
Where appropriate, improve equitable distribution of municipal service costs and ease the tax burden through implementation of user fees, including; <ul style="list-style-type: none"> <li>• Utility fees</li> <li>• Environmental service fees; and</li> <li>• Facility Fees</li> </ul>	X	X	X
Pursue waste management initiatives including: <ul style="list-style-type: none"> <li>• Waste reduction and diversion</li> <li>• Equity in waste management and water fees</li> <li>• Review of garbage, sewer, recycling and composting programs</li> </ul>		X	

**Municipality of Jasper Bylaw Summary**

**Updated: 2021-07-16**

	Bylaw	Date Repealed	Repeals Bylaw	Replaced by Bylaw	Scheduled date for next reading			Date Forwarded	Date Certified
					First Reading	Second Reading	Third Reading & Approval		
<b>240</b>	Connaught Utilities Local Improvement Levy Bylaw				2021-July-6				
<b>239</b>	Connaught Utilities Borrowing Bylaw 2021				2021-July-6				
<b>238</b>	Temporary Compulsory Face Covering Repeal Bylaw		228, 230 & 231		2021-Jun-15	2021-Jun-15	2021-Jun-15	2021-Jun-10	2021-Jun-11
<b>237</b>	Rotation of Ballots Bylaw 2021		204		2021-Jun-01	2021-Jun-01	2021-Jun-15	2021-May-26	2021-May-28
<b>236</b>	Taxation Rates Bylaw 2021		227		2021-May-18	2021-Jun-01	2021-Jun-01	2021-May-26	2021-May-28
<b>235</b>	Code of Conduct for Elected Officials Bylaw				2021-May-18	2021-Jun-01	2021-Jun-15	2021-May-26	2021-May-28
<b>234</b>	Supplementary Tax Bylaw 2021		225		2021-Jan-19	2021-Jan-19	2021-Feb-02	2021-Jan-20	2021-Jan-22
<b>233</b>	Supplementary Assessment of Improvements 2021		224		2021-Jan-19	2021-Jan-19	2021-Feb-02	2021-Jan-20	2021-Jan-22
<b>232</b>	Utility Fees Levy and Collection Bylaw 2021		226		2021-Jan-05	2021-Jan-05	2021-Jan-05	2020-Dec-24	2020-Dec-24
<b>231</b>	Temporary Compulsory Face Covering Amending Bylaw #2				2020-Dec-08	2020-Dec-08	2021-Jan-05	2020-Dec-09	2020-Dec-10
<b>230</b>	Jasper Temporary Compulsory Face Covering Bylaw Amending Bylaw				2020-Sept-08	2020-Sept-08	2020-Sept-15	2020-Sept-08	2020-Sept-10
<b>229</b>	CMHC Borrowing Bylaw 2020				2020-Aug-18	2020-Aug-18	2020-Sept-01	2020-Aug-18	2020-Aug-19
<b>228</b>	Temporary Compulsory Face Covering Bylaw				2020-Aug-04	2020-Aug-04	2020-Aug-04	2020-Aug-04	2020-Aug-04
<b>227</b>	Tax Rates Bylaw 2020		217	236	2020-May-19	2020-May-19	2020-May-26	2020-May-19	2020-May-20
<b>226</b>	Utility Fees Levy and Collection Bylaw 2020 A	2021-Jan-05	223	232	2020-Apr-07	2020-Apr-07	2020-Apr-14	2020-Apr-07	2020-Apr-08
<b>225</b>	Supplementary Tax Bylaw 2020		214		2020-Jan-21	2020-Jan-21	2020-Feb-04	20-Jan-22	20-Jan-23
<b>224</b>	Supplementary Assessment of Improvements 2020		213		20-Jan-21	2020-Jan-21	2020-Feb-04	20-Jan-22	20-Jan-23
<b>223</b>	Utility Fees Levy and Collection Bylaw 2020		212		19-Dec-17	19-Dec-17	20-Jan-07	19-Dec-19	19-Dec-23



ALBERTA  
INDIGENOUS RELATIONS  

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*Office of the Minister*

47186

July 13, 2021

His Worship Richard Ireland  
Mayor of Jasper  
Box 520  
303 Pyramid Lake Road  
Jasper, AB T0E 1E0

**Delivered via email to: [rireland@town.jasper.ab.ca](mailto:rireland@town.jasper.ab.ca)**

Dear Mayor Ireland:

Thank you for the hospitality extended to my staff and me during our meeting on June 18, 2021. I really enjoyed my visit to the town site of Jasper and I look forward to visiting soon again. I'd also like to thank you for the beautiful picture you presented to me.

I appreciated the opportunity to learn about Jasper, to hear about the unique challenges facing your community and discuss exciting opportunities, especially with Indigenous tourism in Alberta. I was pleased to share information about Alberta's Open for Summer Plan, as I recognize the COVID-19 pandemic has been particularly difficult for Jasper.

As you know, Alberta reached the 70 per cent threshold for Stage 3 of its Open for Summer Plan, which took effect on July 1. This stage lifts bans on indoor social gatherings, while keeping isolation requirements for confirmed cases of COVID-19 in place. Even though the province has commenced this stage, communities across Alberta will open up in ways that make the most sense to them.

I really liked hearing about your community's plans for Indigenous programming at the museum, and in particular about the Indigenous legend of the eight protectors located in the mountains in and around Jasper. These are the types of ideas I believe will engage and inspire visitors, and perhaps there are partnership opportunities with Indigenous tour operators and communities in the region. I believe there are exciting new developments within Indigenous Tourism, and I will ensure you are kept up-to-date on discussions of a possible Indigenous Tourism Corridor, as they develop. In the meantime, I encourage you to contact Mr. Shae Bird, Chief Executive Officer of Indigenous Tourism Alberta, by calling 780-887-6240 or by emailing [shae@indigenoustourismalberta.ca](mailto:shae@indigenoustourismalberta.ca).

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Mayor Richard Ireland  
Page Two

The recent news about the discoveries of unmarked burial sites across the country at former residential school sites are heartbreaking and sad reminders of this federally funded and church-run school system's tragic legacy. This highlights the need for awareness and action to work with Indigenous communities towards reconciliation. Alberta's government extends its condolences to all Indigenous communities and families affected by this tragedy.

Alberta's government has taken action by providing \$8 million under the Residential Schools Community Research Grant to assist First Nation and Métis community-led research for documented and undocumented deaths and burials of Indigenous children at any of the historical residential school sites that were located in Alberta. In addition, we have indefinitely waived fees for legal name changes of Indigenous people who lost their names as part of the residential school experiences and the Sixties Scoop. These are both actions called for by the Truth and Reconciliation Commission.

Alberta's government will also work with Indigenous communities to establish a permanent memorial at the Alberta Legislature grounds to remember the children lost to the residential school system, so that those who were so deeply affected by the terrible legacy of residential schools will forever be remembered

Once again, thank you for taking the time to meet with me. I look forward to working together to explore opportunities for Indigenous communities to participate in a prosperous and diverse Alberta economy.

Sincerely,



Rick Wilson  
Minister of Indigenous Relations

# Municipality of Jasper

List of recommendations  
Regular meeting, Tuesday, July 20 , 2021



## **Additions to agenda**

That Council agree to add/delete the following items to the July 20, 2021 regular meeting agenda:

## **Approval of agenda**

That Council approve the agenda for the regular meeting of July 20, 2021 as presented.

## **Approval of minutes**

That Council approve the minutes of the July 6, 2021 regular Council meeting as presented.

## **Policy Development and Review Policy**

That Council approve *Policy A-001: Policy Development and Review* as presented.

## **Utility Rate Model**

That Council approve a utility rate model with the following component charges as presented;

- Base System Access,
- Tiered Consumption and;
- Infrastructure Replacement

## **Adjournment**

That, there being no further business, the regular meeting of July 20, 2021 be adjourned at \_\_\_\_\_.