

Municipality of Jasper
Committee of the Whole Meeting Agenda
March 24, 2020 | 9:30 am
Quorum Room, Jasper Library & Cultural Centre

Due to the COVID-19 outbreak, we're encouraging residents, who are interested in following our public Council meetings, to do so electronically. The March 24, 2020 committee of the whole meeting will be live-streamed starting at 9:30 am. To tune in simply click this link:

<https://zoom.us/j/986594348>

1. Call to Order (Deputy Mayor Kelleher-Empey to chair meeting)

2. Additions to Agenda

3. Approval of Agenda

3.1 March 24, 2020 Committee of the Whole Agenda attachment

4. Approval of Minutes

4.1 March 10, 2020 Committee of the Whole Minutes attachment

5. Presentations

5.1 MOJ Assessment Highlights – *Troy Birtles, Accurate Assessment Group Ltd.* attachment

6. Business Arising from Minutes

7. Information reports

7.1 COVID-19 and Cost Reductions Information Update attachment

8. Brief Updates

8.1 Operating Budget 2020 attachment

8.2 Municipal Property Tax Deferrals attachment

8.3 Business Licensing Extension attachment

8.4 2019-2020 Restricted Funds Transfers attachment

8.5 Electronic Meetings and Electronic Participation Policy & Procedures attachment

9. Correspondence for information, consideration or action

9.1 Municipal Governance During Covid-19 – *Municipal Affairs* attachment

10. Other new business

10.1 Municipal Communications regarding Covid-19 Pandemic

11. Council representation on various boards, upcoming meetings

12. Upcoming Events

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13. In Camera

13.1 Human Resources Matter – FOIP, S. 24

14. Adjournment

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

Municipality of Jasper

Strategic Priorities 2018-2022

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

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

Council's Mission

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

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



Municipality of Jasper
Committee of the Whole Meeting Minutes
Tuesday, March 10, 2020 | 9:30 am
Quorum Room, Jasper Library & Cultural Centre

Present	Mayor Richard Ireland, Deputy Mayor Helen Kelleher-Empey, Councillors Paul Butler, Jenna McGrath, Scott Wilson, Rico Damota and Bert Journault
Also Present	Mark Fercho, Chief Administrative Officer Kayla Byrne, Legislative Services Coordinator Kathleen Waxer, Director of Community and Family Services Gord Hutton, Buildings and Asset Manager Laurent Bolduc, Operation Services Manager Fuchsia Dragon, Fitzhugh Nancy Li, ATCO Evan Koebel, Tesla Iain Myrans, Tesla Nancy Robbins, Community Futures West Yellowhead One observer
Call to Order	Deputy Mayor Kelleher-Empey called the meeting to order at 9:36 am.
Additions to the Agenda	Council agreed to add the following item to today's agenda: -12.2 In Camera: Advice from Officials – FOIP, S.24
Approval of Agenda	MOTION by Councillor McGrath to approve the agenda for March 10, 2020 as amended. CARRIED
Approval of Minutes	MOTION by Councillor Wilson to approve the minutes of the February 25, 2020 meeting as presented. CARRIED
Jasper EV Charging Project – ATCO	Council received a presentation from Nancy Li of ATCO regarding a proposed electric vehicle charging project for Jasper, which would be housed on municipal lands and require municipal funding, but would be operated by ATCO. Councillors asked clarifying questions about Level 2 electrical vehicle chargers versus Level 3 chargers, user fees and universal connectors.
EV Charging Infrastructure Investment Proposal – Tesla	Councillors received a presentation from Evan Koebel and Iain Myrans of Tesla regarding a proposal to install up to 12 Level 3 electric vehicle chargers and up to 12 Level 2 chargers on municipal lands at no cost to the Municipality. Councillors asked clarifying questions and inquired about the development process for this proposal in regards to permits, licences and commercial use of public space.
Recess	Deputy Mayor Kelleher-Empey called a recess at 11:31 am until 11:43 am.
Community Futures West	Council received a presentation from Nancy Robbins of Community Futures West Yellowhead regarding the organization's highlights and updates from the past year; and upcoming events and initiatives.

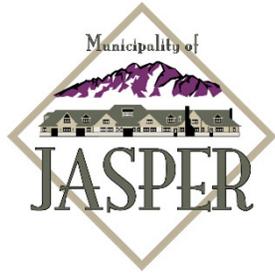
Yellowhead Update	Councillors asked clarifying questions.	
Business Arising from the Minutes	Councillor McGrath inquired about the status of the toy vending machine in the lobby of the Jasper Activity Centre. This will be discussed further in the future.	
CFS Operating Budget	Administration noted adjustments to the CFS operating budget and inquired if Council needed any more information prior to making a decision on the overall operating budget. Councillors inquired about external funding sources and Emergency Social Services planning and funding.	
Councillor Wilson	Councillor Wilson left the meeting at 12:35 pm.	
Tree Removal Project	Administration requested direction regarding a fruit tree removal project and a pine beetle tree removal project. Parks Canada sent an endorsement for the removal of all fruit trees from municipal properties. Councillors indicated they would like to further discuss the removal of fruit trees before taking any action; Council will write a response to Parks Canada regarding this item. Councillors indicated their support, in principle, for a plan to remove pine beetle killed trees.	
Support for Tesla Chargers on Public Lands	The Electric Vehicle Association of Alberta and Tesla Owners Club of Alberta (TOCA) wrote in support of Tesla's proposal to install Tesla superchargers on public land in Jasper.	
Other New Business	An update on the water slide at the Jasper Fitness and Aquatic Centre was requested. Administration confirmed the opening of the slide has been delayed due to a manufacturing error. Councillors requested a breakdown of costs once the slide project is complete.	
	An inquiry was made regarding maintenance of the Patricia Circle rink. Administration confirmed this is not the responsibility of the Municipality of Jasper.	
Councillor Reports	Mayor Ireland will attend a Jasper Yellowhead Museum and Archives board meeting.	
	Councillor Butler noted there will be a meet the assessor event on March 23.	
Upcoming Events	Council received a list of upcoming events.	
Meeting Extension	MOTION by Mayor Ireland to extend today's meeting beyond four hours.	CARRIED
In Camera	MOTION by Councillor Butler to move in camera at 1:21 pm to discuss agenda items 12.1 Human Resources: Staffing – FOIP, S. 29 and 12.2 Advice from Officials – FOIP, S.24.	CARRIED
Councillor Wilson	Councillor Wilson returned to the meeting.	
Revert to Open Meeting	MOTION by Councillor Wilson to revert to open meeting at 2:42 pm.	CARRIED

CFS: Family Resource Network	Council requested that Mrs. Waxer bring forward new information and relevant requests for decisions pertaining to the Family Resource Network application.	
In Camera	MOTION by Councillor Damota to move back in camera at 2:43 pm to discuss 12.2 Advice from Officials – FOIP, S.24.	CARRIED
Revert to Open Meeting	MOTION by Councillor Damota to revert to open meeting at 4:32 pm.	CARRIED
Adjournment	MOTION by Councillor McGrath that, there being no further business, the meeting of March 10, 2020 be adjourned at 4:33 pm.	CARRIED

Municipality of



JASPER



Agenda



Introduction to Accurate Assessment Group



Highlights of the Municipality's assessment summary for this past year



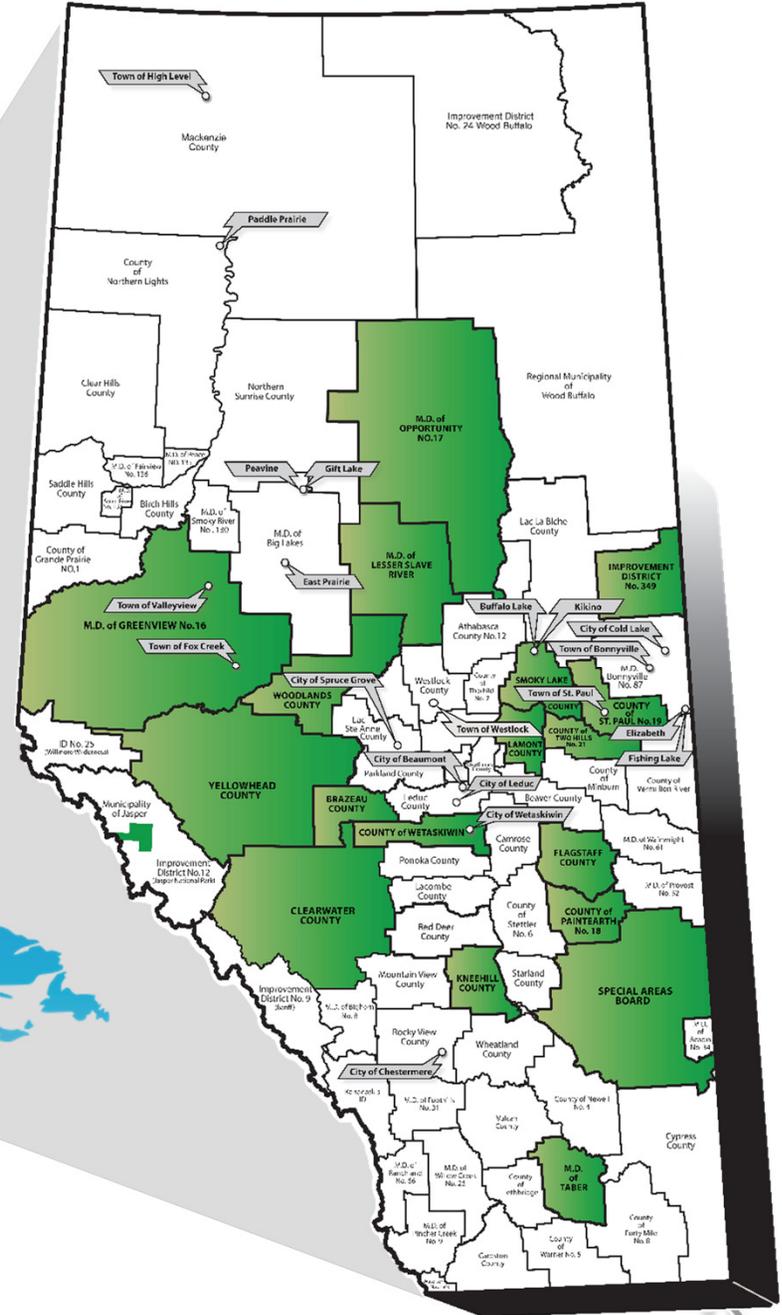
What's Next

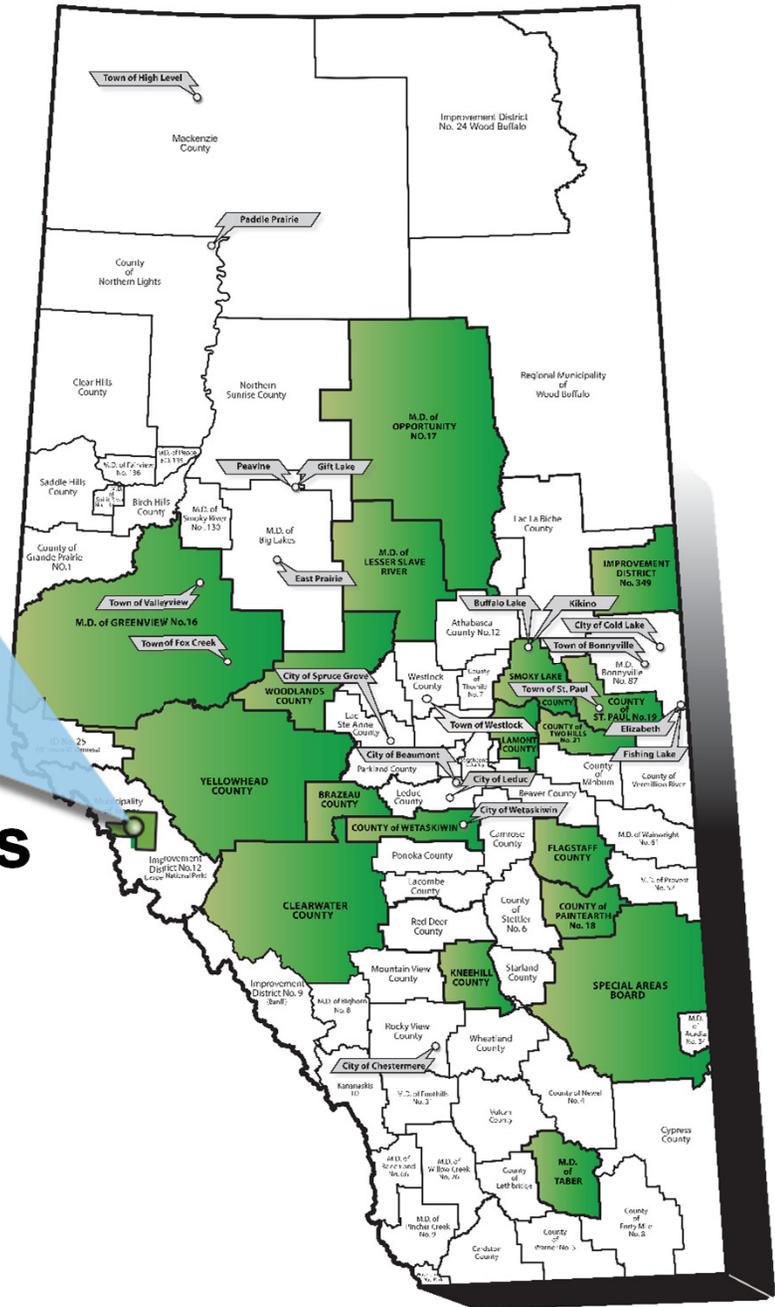


ACCURATE

ASSESSMENT GROUP LTD.

FOUNDED IN 1997





AAG's Client Partners

20 Rural Municipalities

6 Cities

6 Towns

8 Metis Settlements

Trusted **Advisors**



At AAG, our purpose is to continuously seek improvement
and earn the role of Trusted Advisor.



TEAM DEPTH



Specializing in all aspects of Municipal Property Assessment
300+ Years of Combined Experience



COMMUNICATION



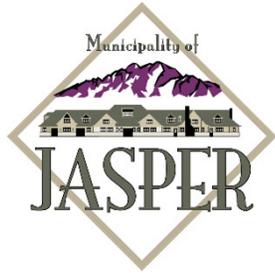
We connect with Rate Payers successfully
We communicate with Council, CAO's and Administration



DATA INTEGRITY



Our technology drives best practices for assessment operations.
Leaders in quality control through technology and experience



Residential



Non-Residential



Farmland

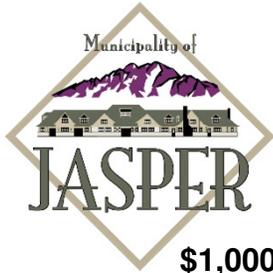
Troy Birtles, AMAA	Assessment Coordinator
Kris Meadows, AMAA	Residential Assessor
Josh McMillan	Residential Assessor
Bob Daudelin, AMAA	Assessment Specialist
Alison Reid, AMAA	Senior Assessor
Jesse Nelson	Residential Assessor
Cory Allen	Residential Assessor
Sean Cosens	Farmland Assessment Specialist

**** 19 Assessment Staff in total ****

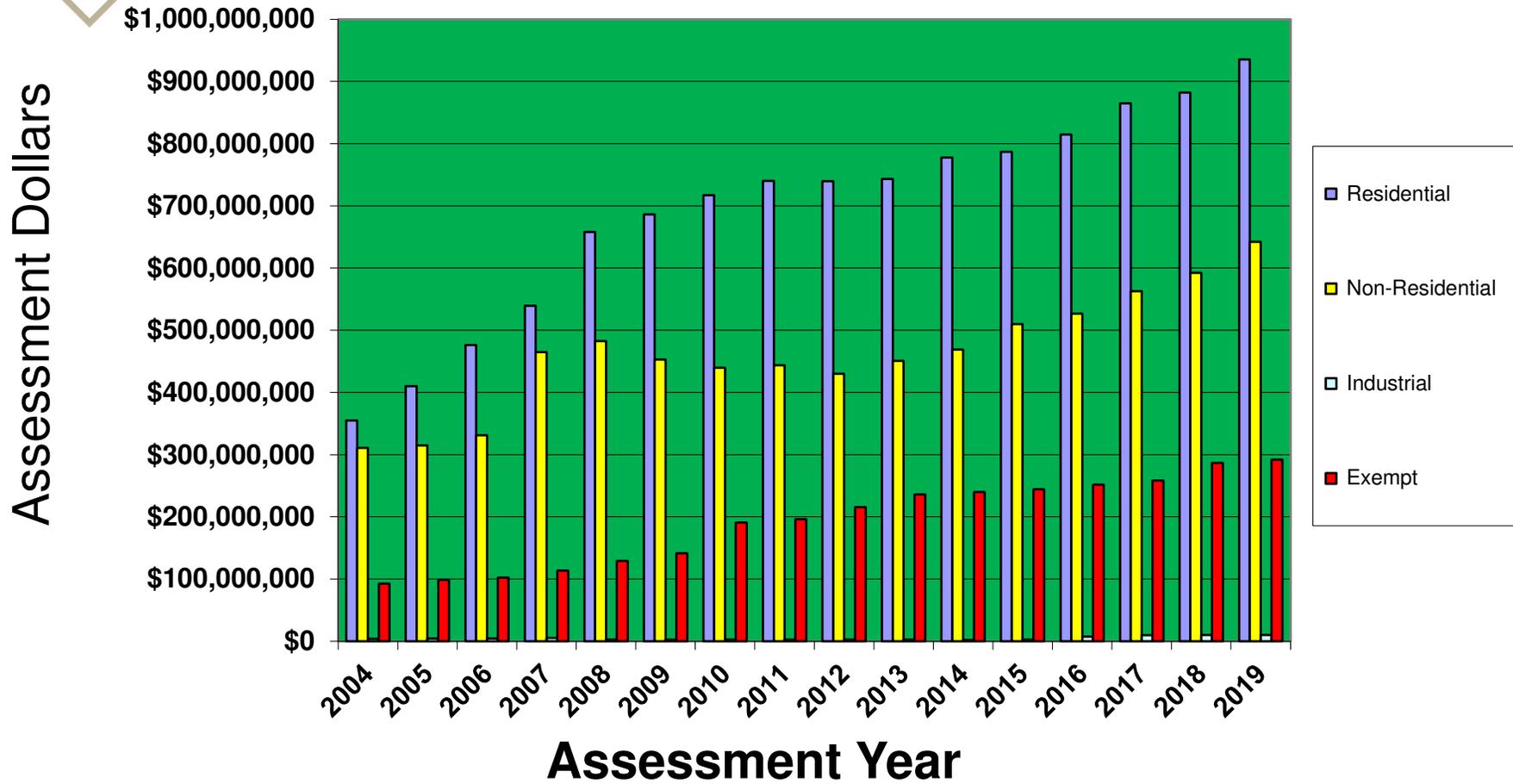


2018 Compared to 2019 Assessment

	2018	2019	Difference	
	Totals	Totals	\$	%
Residential	\$881,967,290	\$935,234,640	\$53,267,350	106%
Non-Residential	\$592,277,800	\$642,072,590	\$49,794,790	108%
Industrial	\$9,968,900	\$10,003,900	\$35,000	100%
Exempt	\$286,571,310	\$292,034,370	\$5,463,060	102%
Grand Total:	\$1,770,785,300	\$1,879,310,500	\$108,560,200	106%

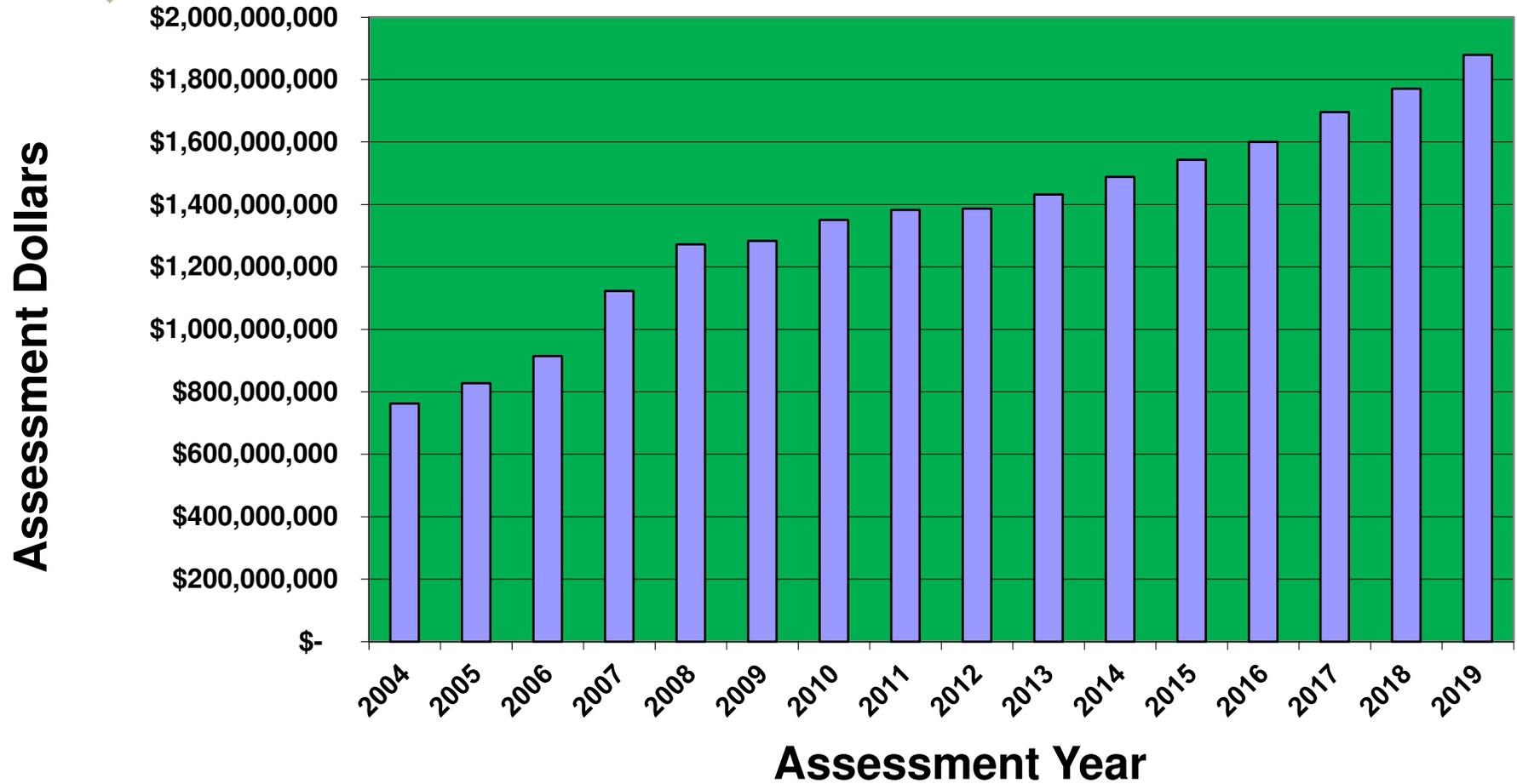


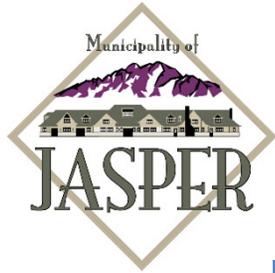
Municipality of Jasper Assessment History Comparison





Municipality of Jasper Assessment Total History Compare

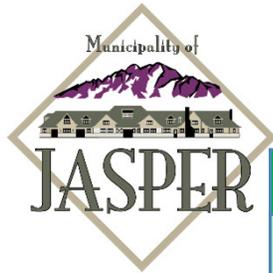




Taxable Assessment Change Compare by %

Range	Properties	%
-25% to -100%	1	0.1
-10% to -25%	1	0.1
-1% to -10%	95	6.8
No Change	176	12.5
1% to 10%	907	64.5
10% to 25%	134	9.5
25% to 100%	25	1.8
Over 100%	0	0.0
New Roll #'s	66	4.7
Inactive Roll #'s	1	0.1
Total Properties	1,406	100

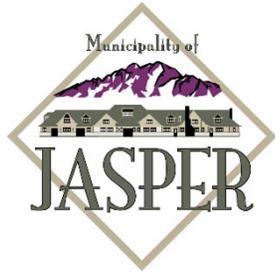
93.3%



Taxable Assessment Change Compare by \$

Range	Properties	%
Over - \$1,000,000	2	0.1
-\$100,000 to -\$999,999	2	0.1
-\$25,000 to -\$99,999	9	0.6
-\$10,000 to -\$24,999	9	0.6
-\$1,000 to -\$9,999	94	6.7
-\$999 to \$999	77	5.5
\$1,000 to \$9,999	158	11.2
\$10,000 to \$24,999	420	29.9
\$25,000 to \$99,999	460	32.7
\$100,000 to \$999,999	101	7.2
Over \$1,000,000	9	0.6
New Roll #'s	66	4.7
Inactive Roll #'s	1	0.1
Total Properties	1,406	100

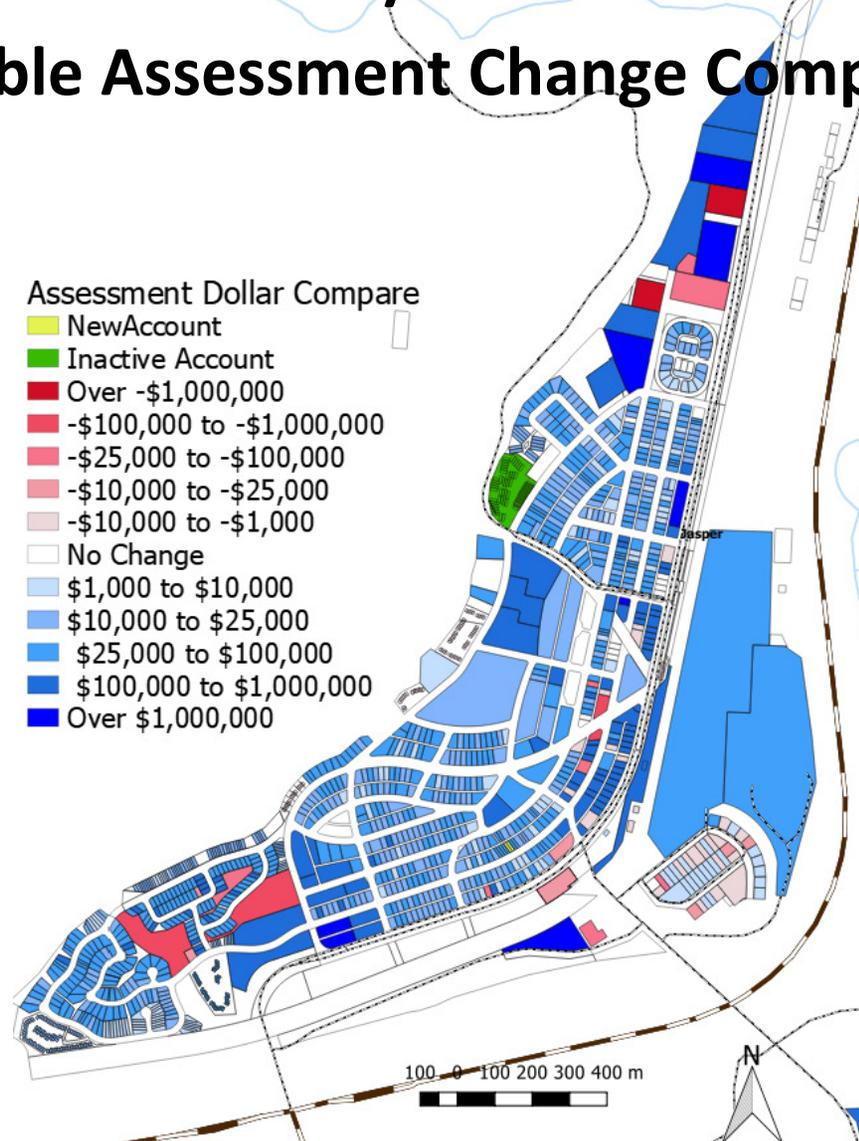
93.2%

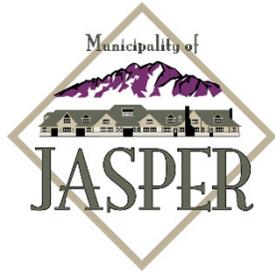


Residential / Non-Residential Taxable Assessment Change Compare by \$

Assessment Dollar Compare

- NewAccount
- Inactive Account
- Over -\$1,000,000
- -\$100,000 to -\$1,000,000
- -\$25,000 to -\$100,000
- -\$10,000 to -\$25,000
- -\$10,000 to -\$1,000
- No Change
- \$1,000 to \$10,000
- \$10,000 to \$25,000
- \$25,000 to \$100,000
- \$100,000 to \$1,000,000
- Over \$1,000,000





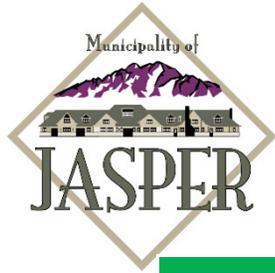
New Roll #'s & Permit Comparison

New Roll #'s Summary

	2015	2016	2017	2018	2019
Residential/Non-Res	2	8	4	1	66

Development Permit

	2015	2016	2017	2018	2019
Development Permits	81	92	105	177	164



Overview

(NOT including Industrial or Linear)

Assessment Change by Area - Includes new construction and market inflation

Residential Town site	102%
Cabin Creek	104%
Stone Mountain	105%
Mountain Co-ops	102%
MH Subdivision	118%
Commercial Areas	108%
Lake Edith	100%
Rural Properties	108%
Overall Changes	106%

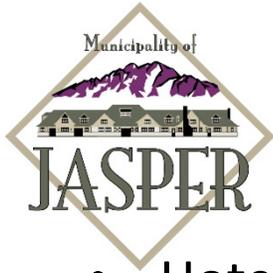


Overview

(NOT including Industrial or Linear)

Sale comparison by area

Area	Number of Sales	Median ASR (Current Assessment)	Median ASR (Previous Assessment)	Median ASR (Sales after July 2019)
Residential Town site	19 Sales	97.5%	95%	18 Sales – 96.2%
Cabin Creek	5 Sales	102.4%	98%	5 Sales – 97.4%
Stone Mountain	1 Sales	98.3%	93%	3 Sales – 91.2%
Mountain Co-ops	1 Sales	97.1%	95%	5 Sales – 98.3%
MH Subdivision	6 Sales	97.0%	82%	4 Sales – 103%
Commercial Areas	8 Sales	102.1%	94%	4 Sales – 97.7%
Lake Edith	1 Sales	100%	100%	2 Sales – 93.1%
Rural Properties	4 Sales	100%	92%	1 Sale – 92.2%
Overall		97.5%	95%	42 Sales – 97%



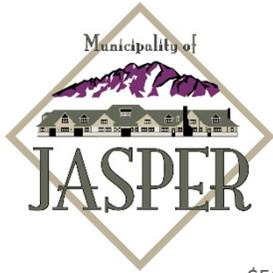
Notable Changes

- Hotels are assessed based on the income approach. The income approach to value is: $VALUE = NOI / \text{Cap Rate}$.
- Recent years in the hotel industry, income levels in Jasper have increased substantially. This is causing assessed values to increase.
- For years, to mitigate large increases or decreases to assessments, weighted averages over a three year period have been used – this is still in use on the current assessment.
- Overall, the hotel sector has increased by 9.5% as compared to the total non residential increase of 8%.
- Current assessment levels are confirmed with the recent MPL hotel sales.
- Approx. \$33,000,000 increase to assessment code 202 and 206 from hotel assessment increases.

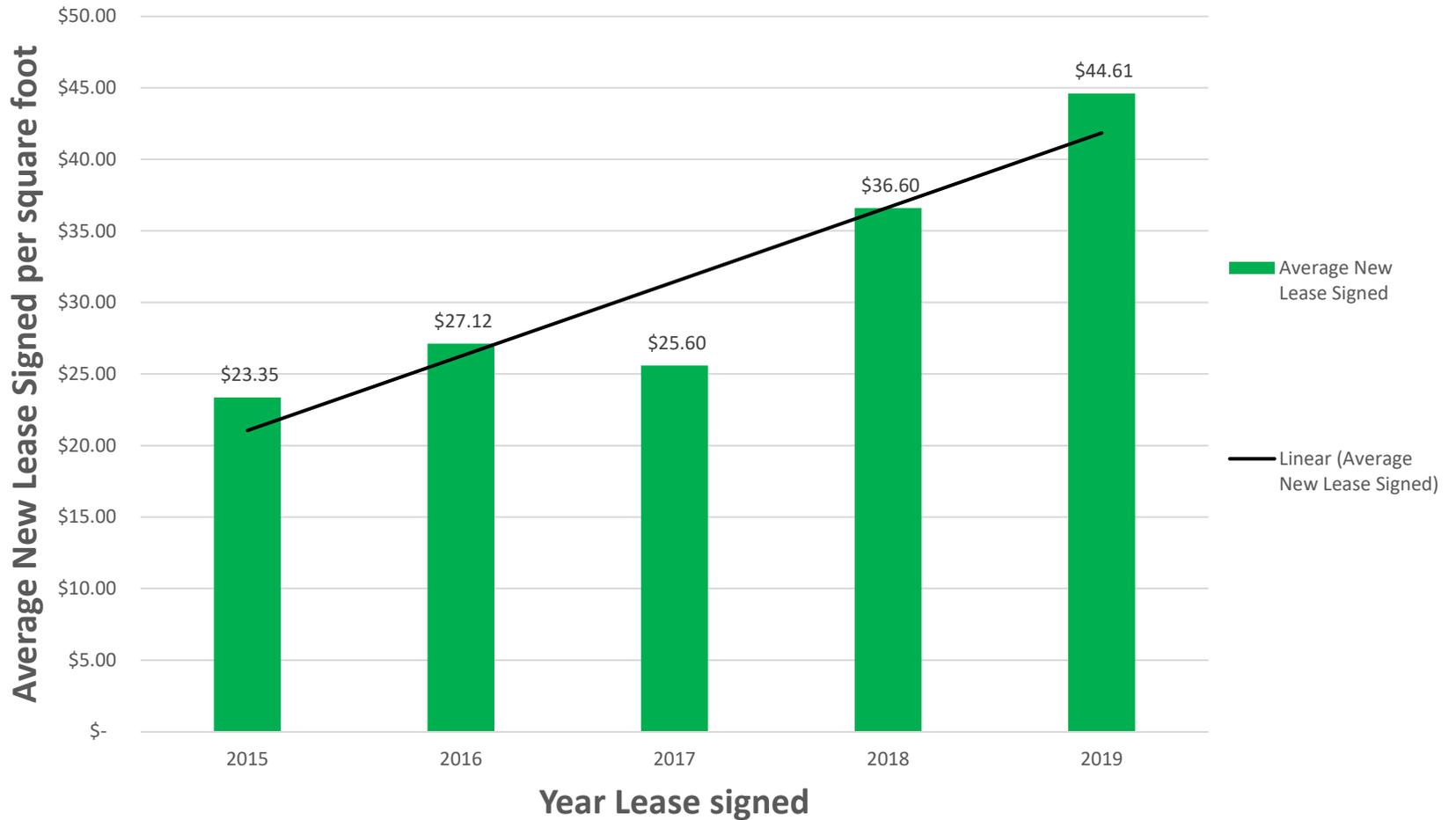


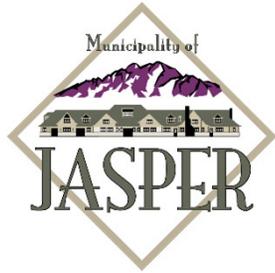
Notable Changes

- Retail and office buildings are assessed based on the income approach. The income approach to value is: $VALUE = NOI/Cap\ Rate$.
- Recent rental rates are higher than the applied rental rates from the previous assessment. As a result, the increase in the applied rental rate is causing assessed values to increase.
- Overall, the retail/office/restaurants and other commercial excluding hotels and resort locations has increased by 7% as compared to the total non residential increase of 8%.
- Approx. \$15,000,000 increase to the commercial assessment codes excluding the hotel portion.
- See the following chart that displays the increase in average new lease rates signed by year.

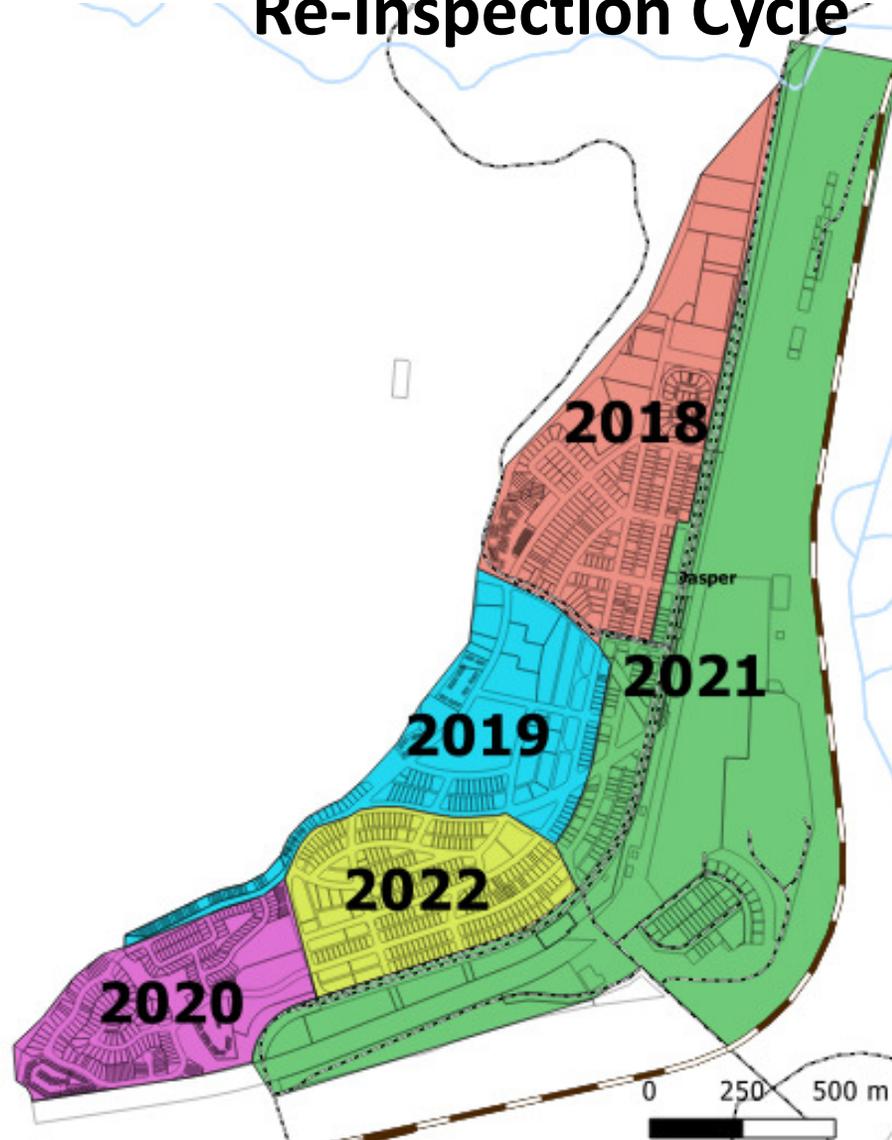


Average New Lease Signed by Year





Re-Inspection Cycle





Moving Forward and Next Steps



- **Attended Assessment Open House – was scheduled for March 23rd, but due to the COVID-19 pandemic, extended hours will be available to discuss assessment related inquiries via phone.**



- **Council presentation today**

- **Reinspection cycle to concentrate on the Cabin Creek area**

- **Review all new permits and uncompleted permits from Parks Canada**



- **Monitor real estate values on a moving forward basis**

- **Monitor income producing properties for changes**



THANK YOU





INFORMATION REPORT

Subject: COVID and Cost Reductions Information Update

Prepared by: Mark Fercho, CAO

Date – Discussion: March 24, 2020

Recommendation:

- That Council review and consider the information presented in this report.

Background:

Following the discussion at the February 4th Council meeting, Council requested that Administration review all expenditures and make cost reductions for 2020 where possible, and for service removal or reductions that are not operational (or reactionary to COVID required changes), that Administration present options to Council.

Council was requested to also consider what services that Council would like to see reduced or eliminated and discuss ideas with Administration at the March 24th Committee of the Whole Meeting.

Administration updates:

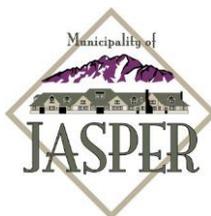
- Capital Projects: Delay to a future year or cut all previously approved and not yet approved capital projects and purchases with Council agreement, a list to be presented to Council
- Operational budget purchases and projects: wherever possible purchases and projects are on hold
- Events that have been cancelled such as the volunteer banquet are also removed from the budget for 2020 to save costs, remember that events others had purchased and cancelled are now lost revenue
- Reduce all costs to deliver existing services wherever possible to the lowest possible cost
- Recommend to Council service reductions in service (in departments that can, recommend specific service to reduce)
- Recommend to Council the complete removal of an existing service (in departments that can, recommend specific service to cut entirely)
- Not hire any new staff in any vacant positions except where required to deliver essential services
- Move staff from closed services, to areas of need within municipal operations such as Operations Department and ESS functions, as skills and abilities allow
- Staff in C&R from now closed services are painting and doing repairs at Activity Centre, fire hall, day care, Aquatic/fitness family changerooms, etc
- Staff with contract supported positions that conclude may also have employment conclude in some cases
- Cut all non-essential travel and training
- Not hire annual positions for term summer staff in bylaw and operations
- Turn down heat in all buildings not used, water temp in pool, and remove ice and cost to keep frozen, however we also lose the revenue from users so there isn't total savings to be realized

Possible Service Reductions:

- Removing the recycle trailer and receive plastics at the Ops yard (recycling may be temporarily suspended in its entirety to prevent staff from handling materials that have potential virus transfer
 - 4 hours person and truck per week ~\$15k
- Removing all compost bins
 - 2 hours person and truck per week ~\$50k
- Accepting cardboard only at the Ops Yard
 - 6 hours person and truck per day ~\$280k
- Grass Cutting of Public Spaces (not sports fields)
 - 80 hours person truck and tools per week, seasonally ~\$228k
- Sidewalks repair work could be deferred 1 year (2-32-01-00-253) \$26k

Some of the tasks we are considering for transplanted staff include:

- Grout removal at the pool (very time-consuming work, low skill level needed)
- Flower bed care
- Clean up of Connaught
- Fire smarting around facilities ie install pea gravel around water reservoir and pump houses
- Cleaning and painting garbage bins, hydrants, facilities
- Minor maintenance on equipment
- Inventory of assets
- And many other tasks.



REQUEST FOR DECISION

Subject: Operating Budget 2020

Prepared by: Natasha Malenchak

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

Date – Discussion: External Municipal Requests, November 5,12 and December 3, 2019
Public Budget Presentations, November 26 and 27, 2019

Date – Notice: December 3, 2019 (Interim), **March 17, 2020 (Final)**

Date – Additional Discussion: December 10 & 17, 2018 (Interim), January 21, February 4, 11, 18, 26, March 3, 10 and 24, 2020

Date – Decision: **April 7, 2020**

Recommendation:

- That Council support the base 2020 Operating Budget as presented, including municipal service provision (contract and policy), debenture principal and interest payments, insurance rate premium and utility increase **(2.90%), less assessment growth (-0.21%) = (2.69%).**

Options:

- That Council support the base 2020 Operating Budget as presented, including municipal service provision (contract and policy), debenture principal and interest payments, insurance rate premium and utility increase **(1.07%), less estimated assessment growth (-0.21%) = (0.86%)**
- Modify or not approve the base 2020 Operating Budget as presented.
- Approve, modify or not approve the additional asks as separate additions to the base Operating Budget as presented:
 - ~~Administration – Legislative position (\$37,500=0.47%)~~
 - ~~Operations – Position request (\$61,500=0.77%)~~
 - CFS– ESS Position request (\$24,600=0.31%)

(0.31%-1.55%)

-
- Approve, modify or not approve the additional asks as separate additions to the base Operating Budget as presented:
 - Jasper Yellowhead Museum and Archives Request – (2019 approved amount \$49,000 + additional \$16,000=0.20%)
 - Jasper Municipal Library – (2019 approved amount \$195,700 + additional \$3,914=0.05%)
 - Habitat for the Arts – (2019 approved amount \$35,000 + additional \$20,000=0.25%)
 - Jasper Victim Services – (2019 approved amount \$11,838 + \$0 =0%)
 - Jasper Artist Guild – (2019 approved amount \$0 + additional \$15,000=0.19%)

(0.69%)

Notes:

- Salaries and benefits reduced by \$10,500 in Community and Family Services by removing 0.5 to 0.8 position increase request.
- ~~Contracted services reduced by \$25,000 to offset some of new Legislative position.~~
- Salaries and benefits reduced by \$9,400 in bylaw for certification level increase possibility.
- Salaries and benefits further reduced in bylaw by \$23,500 with hiring new staff at level A of CUPE Grid.

Background:

As per the Municipal Government Act, section 242, Council must adopt an operating budget for each calendar year. Alberta municipalities are required to adopt operating (s. 242) and capital (s. 245) budgets for each calendar year and can adopt an interim operating budget for part of a calendar year. The proposed operating budget should be adopted by March 30 to allow sufficient time for the preparation of the tax rates bylaw and related documents, including tax notices to residents.

Relevant Legislation:

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

Strategic Relevance:

- Council's Mission - to advance the community's vision and interests by: responsibly managing municipal finances and assets (through committed adherence to the municipal Asset Management Plan
- Municipality of Jasper Mission Statement - To provide open, honest and accountable government to the residents of Jasper.
- Economic Health and Fiscal Equity - Maintain a commitment to asset management and the Asset Management Plan.
- Governance – Provide open, accountable and accessible government
- Fiscal Health – Enhance the municipal budget process

Financial:

Approval of the operating budget will allow the Finance department to input the 2020 budget values in the municipal accounting software and ensure business continuity into 2020.

Attachments:

- Proposed Budget 2020 Summary (March 20, 2020 revision)
- 2020 Budget Discussion and Decision Schedule (March 20, 2020 revision)
- 2020 Approved and "Parking Lot" Capital (March 20, 2020 revision)
- Capital Carry Forward (March 20, 202 revision)

Note – Councilors have electronic copies of the proposed budget, which is also available on the municipal website.



2020 Tax Funded Services by Department (including external requests)

Does not include utility fees (water, sewer, garbage and recycling)

Municipal Service Provision	\$231,263	2.90%
Municipal Service Provision	\$85,661	1.07%
Operations	Fleet, Roads & Sidewalks (Snow Removal, Traffic Signs) Building Maintenance, Grounds, Cemetery	
Culture and Recreation	Fitness & Aquatic Centre (local enjoyment and tourist attraction), Arena (large economic impact to the town), Curling Rink, Activity Centre, Playgrounds, Parks (town events), Sports Fields, Racquet Sports, Skate Park, Connaught Washrooms (commercial need for tourists), Library and Cultural Centre (Library, Jasper Artists Guild, Habitat for the Arts, meeting space), Health & Safety Program	
Protective Services	Fire Department, Bylaw Department (business Licensing, bylaw education and enforcement), Emergency Management	
Administration and Council	Budget, Taxes, Assessments, Council, Legislative Services, HR, Accounts Payable and Receivable, Utility Invoicing, Payroll, Audits and Reporting, IT Services	
Community and Family Services	Daycare, Out of School Care, Community Outreach Services (worker, administration and programs), Community Dinners, Parent Link, Local Immigration Partnership, Settlement Services, Community Development and Family and Community Support Services (FCSS). Projected grant funding for 2019 \$2.8M.	
Land Rent, Use and Planning	Mandatory federal payment for land rent, use and planning	
Other	General Capital, Jasper Housing Corporation, External Contributions	
New Municipal Service Provision with Administration Cuts	\$85,661	1.07%
Estimated New Assessment Growth		-0.21%
Subtotal (New requested increase)		0.86%
Legislative Staff Request	\$37,500	0.47%
Operations Staff Request	\$61,500	0.77%
ESS position	\$24,600	0.31%
Covid-19 Revenue Loss	\$60,000	0.75%
Total	\$170,261	1.92%

Additional Requests from External Groups

Habitat for the Arts (IOTAD)	20,000	0.25%
Jasper Yellowhead Museum and Archives	16,000	0.20%
Victim Services	0	0.00%
Jasper Municipal Library	3,914	0.05%
Jasper Skatepark Committee	2021 Capital Support Request	0.00%
Jasper Artist Guild	15,000	0.19%
Subtotal	Alternatives-Municipal Operation or rent equal to JAG profits annually	0.69%
Total	54,914	2.61%

Proposed 2020-2024 Budget Discussion and Decision Schedule

Updated March 20, 2020

*Subject to change

Itinerary	
November 5, 2019 Regular Meeting	<u>Municipal Requests</u> – Jasper Yellowhead Museum & Archives and Habitat for the Arts
November 12, 2019 Committee of Whole	<u>Municipal Requests</u> – Jasper Municipal Library Board, Jasper Victim Services Society and Jasper Skatepark Committee
November 19, 2019 Morning (9:30-11:30)	Capital Field Visit/Presentations
November 26, 2019 Special Public Meeting 6:00pm	Presentations by Finance and Administration, Community and Family Services and Culture and Recreation (Operating and Capital)
November 27, 2019 Special Public Meeting 6:00pm	Presentations by Operations and Protective Services (Operating and Capital)
December 3, 2019 Regular Meeting	<u>Municipal Requests</u> – Jasper Artist Guild <u>Request for Decision - Notice (Interim Operating and Capital Budget)</u> Request for <u>Direction Utility Rate Bylaw</u>
December 10, 2019 Committee of the Whole	<u>Request for Decision - Discussion</u>
December 17, 2019 Regular Meeting	Request for <u>Decision 2020-2024 Interim Operating Budget</u> Request for <u>Decision 2020-2024 Capital Budget</u> 1 st and 2 nd Reading request of 2020 Utility Rate Bylaw
January 7, 2020 Regular Meeting	3 rd reading request of 2020 Utility Rate Bylaw
January 21, 2020 Regular Meeting	Protective Services & Culture and Recreation Operating Budget Discussion and Capital Budget RFD Notice
February 4, 2020 Regular Meeting	Culture and Recreation Capital Budget RFD Decision Operations & Finance and Administration Operating Budget <u>Discussion</u> and Capital Budget RFD <u>Notice</u>
February 11, 2020 Committee of the Whole	External Contributions Operating Requests Discussion Operations Capital Budget RFD <u>Discussion</u>
February 18, 2020 Regular Meeting	Operations Capital Budget RFD Decision 2019 Capital Carry Forward Request for <u>Decision</u> – (Waive of Notice Request)
March 3, 2020 Regular Meeting	Community and Family Services Operating Budget <u>Discussion</u>
March 10, 2020 Committee of the Whole	Community and Family Services Operating Budget <u>Discussion</u>

Itinerary

March 17, 2020 Regular Meeting	FINAL Operating Budget 2020 Request for Decision <u>Notice</u>
March 24, 2020 Committee of the Whole	FINAL Operating Budget 2020 Discussion
Regular Meeting April 7, 2020	FINAL Operating Budget 2020 Request for <u>Decision</u>
Regular Meeting April 21, 2020	1 st and 2 nd reading request of 2020 Tax Rate Bylaw
Regular Meeting May 5, 2020	3 rd reading request of 2020 Tax Rate Bylaw

APPROVED 2020 CAPITAL & ENHANCEMENT (with Approval Date)				
Approval Date	Department	Project Name	Budget	Funding Source
17-Dec-19		Capital Project Manager/Contract (.5 FTE)	60,000	Op RR RMR Transfer
	Recreation:			
	Arena	Arena Lobby Roof Replacement	270,000	Debt/ICIP/MSIC
17-Dec-19		Replacement of slab and boards (incl contingency)	1,470,000	Debt/ICIP/MSIC
07-Jan-20		Floor Cleaner	5,000	Debt/ICIP/MSIC
21-Jan-20		Tractor/Floor Machine for Ice Removal	30,000	Debt/ICIP/MSIC
	Activity Centre			
21-Jan-20		Retile Basement Showers	50,000	Debt/ICIP/MSIC
21-Jan-20		Storage Room in New Multi-Purpose Space	60,000	Debt/ICIP/MSIC
17-Dec-19		Exit Signs	15,000	Debt/ICIP/MSIC
17-Dec-19		Automatic Door Openers	15,000	RR
04-Feb-20		Main entrance Demolition	75,000	Debt/ICIP/MSIC
21-Jan-20	Curling Rink	Curling Rink Slab and Brine Lines (2018 approved dehumidifier \$28,840 on hold with this item) (subject to recommendations of Rec Prog and Serv Review)	600,000	300k Donation 300k Debt
	Sub-total Culture and Recreation		2,640,000	
	Protective Services:			
	Fire	Rescue Vehicle (Phase 2)	375,000	MSIC
17-Dec-19		Turnout Gear	16,000	Op RR RMR Transfer
17-Dec-19		Replace front sidewalk/parking plugs	20,000	RR
21-Jan-20		Training Room Reno	30,000	RR
	Sub-total Protective Services		441,000	
	Operations:			
	Roads	Missing sidewalk linkages with the town site TBD (100 meters/year)	50,000	RR
17-Dec-19		Operations Service Review (Split Roads, Grounds, Water, Sewer, Rec and Garb)	40,000	Op RR RMR Transfer
03-Mar-20				
	Grounds	AMA Demo & Rehab Grounds	50,000	Op RR Transfer
17-Dec-19		Memorial bench replacements @ 5 per year (backlog) transfer from Reserves	15,000	RR
17-Dec-19		Irrigation box/vault replacement	20,000	RR
17-Dec-19		Small Equipment	10,000	Op RR RMR Transfer
03-Mar-20		Aerway aerator	13,000	RR
03-Mar-20		Over seeder	8,200	RR
03-Mar-20		Operations Service Review (Split Roads, Water, Sewer, Rec and Garb)	10,000	Op RR RMR Transfer
	Sub-total Ops/Roads/Grounds		186,200	
	Utilities:			
	Water	Operations Service Review (Split Roads, Water, Sewer, Rec and Garb)	30,000	Op RR RMR Transfer
03-Mar-20		Pickup Truck (Used-Reduced from \$60,000)	40,000	RR
03-Mar-20		Valve Replacement Program	50,000	RR
17-Dec-19		Hydrant rebuilds - 12 units per year - on-going annual BMP program	55,000	Op RR RMR Transfer
17-Dec-19		Reservoir Cleaning	10,000	Op RR RMR Transfer
17-Dec-19		Valve Actuator Upgrades	25,000	RR
17-Dec-19		Bulk water portion of S Block Sani/Water station	125,000	RR
18-Feb-20				
03-Mar-20	Sewer	Operations Service Review (Split Roads, Grounds, Water, Sewer, Rec and Garb)	30,000	Op RR RMR Transfer
17-Dec-19		WWTP Facility and Op Review	300,000	RR
17-Dec-19		Abandon Trailer Park Manholes	30,000	Op RR Transfer
17-Dec-19		David Arm Upgrades	10,000	RR
03-Mar-20		Operations Service Review (Split Roads, Grounds, Water, Sewer, Rec and Garb)	40,000	Op RR RMR Transfer
17-Dec-19	Garbage & Recycling	Garbage Bin Replacement	60,000	RR
17-Dec-19		Camera System for Solid Waste Vehicles	7,500	RR
17-Dec-19			812,500	
	Sub-total Utilities		812,500	
	Administration:			
17-Dec-19		Exchange Upgrade (email system)	20,000	Op RR RMR Transfer
17-Dec-19		Replace MDJHost1 Server at AC	30,000	RR
17-Dec-19		Diamond Software Upgrade	8,000	RR
17-Dec-19		JCHC Housing Project	245,000	Op RR RMR Transfer
	Sub-total Administration		303,000	
			4,382,700	
			-415,000	
			3,967,700	

Restricted Reserves or Funding	1,447,700	1,172,700
Grant Funding and Donations	1,328,268	1,281,606
Debt C&R (15 years at 2.538%)	1,606,732	1,513,394

PROPOSED 2020 CAPITAL & ENHANCEMENT for futher Discussion in 2020		
Department	Project Name	Budget
Recreation:		
Arena	Engineering and Architecture for 2021 construction plans, Arena universal and accessible changerooms	540,000
Activity Centre	Office/Meeting Space Design & Construction	250,000
	Parking lot paving and drains	250,000
	Fire spray downstairs (subject to recommendations of Rec Prog and Serv Review, Council direction camps)	100,000
Sub-total Culture and Recreation		1,140,000
Operations:		
Roads	Level 3 electric vehicle charger	400,000
Grounds	Jasper Stage Heaters and Retractable Walls	158,500
Sub-total Ops/Roads/Grounds		258,500
Administration:		
Sub-total Administration	Office/Meeting Space Design & Construction (adm portion)	150,000
		150,000
		1,548,500
		-1,448,500
		100,000

Restricted Reserves or Funding	408,500	
Grant Funding and Donations	379,962	33,330
Debt C&R (15 years at 2.538%)	760,038	66,670

Funding Source Legend

Op RR RMR Transfer	Operating Restricted Reserve Repair/Maintain/Replace Transfer
Debt	Debtenture
ICIP	Investing in Canada Infrastructure Program
MSIC	Municipal Sustainability Initiative Capital Funding
RR	Restricted Reserves

Project Name	Year	CF Budget	Status
Administration			
JCHC Housing (Program Development)	2019 CF	\$13,726.00	WIP
Protective Services			
Old Fort Fire Suppression	2018 CF	\$9,078.04	WIP
Operations			
Ops - BMS Software Consolidation	2019 CF	\$100,000.00	
Operations building key system	2018 CF	\$20,000.00	
Municipal Housing Repairs	2017 CF	\$4,241.08	WIP
Roads and Walks			
Roads - Storm Drainage issues (laneways)	2018 CF	\$4,809.25	WIP
Christmas Decoration Replacement Program	2018 CF	\$12,500.00	
Robson Park Master Plan	2017 CF	\$20,000.00	
Ops-Asphalt Repairs	2019 CF	\$106,896.36	
Wayfinding Signage	2015 CF	\$244,228.00	WIP
S-Block Parking	2019 CF	\$740,385.49	WIP
Grounds			
Operations yard: reservoir yard; WWTP lands S Bloc	2018 CF	\$70,333.50	WIP
Jim Vena Stage Project, Commeration Park	2019 CF	\$36,891.06	WIP
C&R - Planter Replacement Centennial Park	2019 CF	13000.00	
Utilities			
<i>Water</i>			
Fire Suppression System for Reservoir Building	2019 CF	\$8,922.94	WIP
Water Well #3 Pump #1&2	2016 CF	\$47,684.82	
Hydrant rebuilds	2019 CF	\$27,962.31	WIP
<i>Sewer</i>			
WWTP Annual Capital Requirement	2018 CF	\$1,324,816.68	WIP
Sani-Dump Station Rehabilitation	2017 CF	\$11,412.00	WIP
Bio-Solids Disposal	2019 CF	\$50,000.00	
Lift Station - Sleepy Hollow	2018 CF	\$365,022.38	Place Holder
<i>Waste & Recycling</i>			
Garbage Bin Replacement Program	2018 CF	\$45,000.00	
<small>Can reduce from \$97,807 to \$45,000</small>			
Culture & Recreation			
<i>Activity Centre</i>			
C&R - Recreation Program & Service Review	2019 CF	\$25,125.00	WIP
C&R - Multi Purpose Hall updates	2019 CF	\$70,356.73	WIP
Parking Lot (remove large planters, add parking)	2018 CF	\$10,000.00	
<small>Can reduce from \$30,000 to \$10,000-Staff to do work</small>			
Kitchen make up air unit	2016 CF	\$71,750.00	Place Holder
Rooftop Unit #5	2017 CF	\$48,000.00	Place Holder
Roof Top Heating Units (2015/2016)	2017 CF	\$27,641.00	Place Holder
Kitchen Rooftop Unit	2017 CF	\$20,000.00	Place Holder
<i>Arena & Ice Plant</i>			
Design, permits, tender and contingency, ice plant	2018 CF	\$280,057.75	WIP
Arena - Ice Plant & Condenser Move & Rebuild	2019 CF	\$3,712,551.00	WIP
Stand Heating Units	2017 CF	\$16,021.52	WIP
Arena/Curling Rink-Transfer to operating function	2019 CF	\$17,000.00	
<i>Fitness & Aquatic Centre</i>			
Motor Control Centre replacement	2018 CF	\$113,041.69	Place Holder
Replace water slide stairs and water slide	2018 CF	\$253,653.07	WIP
C&R - Roof Beams (Sealed and Watershield)	2019 CF	\$38,300.00	WIP
C&R - Universal & Accessible Change Rooms-Design	2019 CF	\$16,600.00	

Legend

Carry Forward amount reduced since request put forward
Cancelled or amount changed



REQUEST FOR DIRECTION

Subject: Municipal Property Tax Deferrals

Prepared by: Christine Nadon, Legislative Services Manager

Reviewed by: Mark Fercho, Chief Administrative Officer
Natasha Malenchak, Director of Finance and Administration

Date – Discussion: March 24, 2020

Recommendation:

- That Council consider parameters to be implemented for the purpose of property tax deferrals, and provide direction to Administration to start preparing the necessary legislative documents to enact a property tax deferral program.

Background:

In response to the COVID-19 outbreak, Council is looking to implement property tax deferral measures to ease the financial burden on municipal property owners. Below are considerations for Council to explore in order to give direction to Administration to modify existing bylaws and ensure the tax deferral program can function effectively for taxpayers while still meeting the funding needs for municipal operations for 2020. The topics below are provided for discussion; Council may have additional considerations to add to the list.

Eligibility Criteria

- Will property tax deferrals apply to residential properties, commercial properties, or both?
- Will applicants need to “apply” to the Municipality to be able to defer payments? Will specific criteria for eligibility be developed?
 - Developing an application process and eligibility criteria may prevent unforeseen cash flow issues for the Municipality of Jasper; if every property owner elects to defer payments, municipal revenue could be significantly affected and have an impact on day-to-day operations.
 - For example, commercial property owners could be eligible for a property tax deferral with the condition that they pass on the deferral to their commercial tenants, unless they occupy the building for their own business.
 - Any application process and eligibility criteria should be manageable (i.e. not too complex) for property owners and municipal staff to administer.

Term

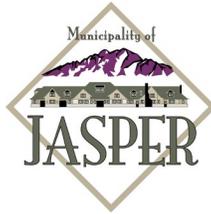
- How long will payments be deferred for?
 - Year end? Full calendar year? Two years?
- Should a provision for installments be developed?

Advocacy

- Should Council consider advocating for Alberta School Foundation property tax deferrals to the Government of Alberta?
 - o School taxes represent approximately 50% of residential property taxes.

Relevant Legislation:

- [Jasper Municipal Tax Penalties Bylaw \(#040\)](#)
 - o Section 3, penalties, could be removed from this bylaw, and re-enacted at a future date determined by Council



REQUEST FOR DECISION

Subject: Business Licensing Extension

Prepared by: Christine Nadon, Legislative Services Manager

Reviewed by: Mark Fercho, Chief Administrative Officer
Natasha Malenchak, Director of Finance and Administration
Neil Jones, Licensing and Enforcement Manager

Date – Discussion: March 24, 2020

Date – Notice: April 7, 2020 – waiver requested

Date – Decision: April 7, 2020

Recommendation:

- That Council approve the extension of the 2019-2020 business licences to April 30, 2020, to give business owners more time to renew their licence due to the COVID-19 pandemic.

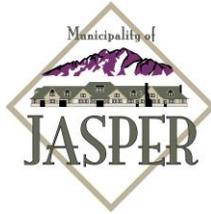
Background:

As set out in the Municipality of Jasper [Business Licensing Bylaw \(#110\)](#), municipal business licences expire on March 31 of each year. Due to the unprecedented disruptions caused by the novel coronavirus, COVID-19, Administration is requesting that Council pass a motion to enable current licences to continue to have force and effect after the March 31 deadline, which is specified in the bylaw. Administration is proposing to extend the deadline to April 30, 2020.

As this is a one-time request, and the intent is not to modify the annual business licensing cycle permanently, Administration's recommendation is for Council to pass a motion to authorize a variation from the bylaw provisions. If a permanent modification was required, changing the provisions of the bylaw itself would be required.

Relevant Legislation:

- [Business Licensing Bylaw \(#110\)](#)



INFORMATION REPORT

Subject: 2019-2020 Restricted Funds Transfers

Prepared by: Natasha Malenchak

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

Date: March 24, 2020

Recommendation:

- That Council receive, for information, an update on the restricted reserves transfers for the 2019 fiscal year, and 2020 projections should the budget be approved.

Background:

- Transfers to and from restricted reserves are established and approved in the annual operating budget process. This report presents actual figures with the reserve transfers at year end.

Relevant Legislation:

- Policy B-012: Debt Reserve Limits

Strategic Relevance:

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

Attachment:

- 2019 Transfer of Restricted Reserves with 2020 projections

**Municipality of Jasper
Restricted Reserves**

		1/1/2019	12/31/2019		
Restricted Funds-Recreation(C)		Beginning Balance: \$559,741.73		2019	
		Debit	Credit	Ending Balance	2020 CR
Transfer to Reserve & Debenture Payments RFD			\$394,861.00		\$156,945.00
Reception desk replacement		\$27,353.46			
BOILER ADD RFD		\$43,525.00			
Stand Heating Units		\$13,978.48			
Computer		\$4,408.72			
Service Review		\$54,875.00			
Roof Beams		\$14,700.00			
Dressing Room Recoated		\$25,740.50			
Wade Pool Resurfacing		\$10,000.00			
		\$194,581.16	\$394,861.00	\$760,021.57	\$156,945.00
Restricted Funds-Staff Development (O)		Beginning Balance: \$3,565.54			
		Debit	Credit		
<i>*No transactions for this account*</i>					
				\$3,565.54	\$0.00
Restricted Funds-Fire (C)		Beginning Balance: \$515,973.09			
		Debit	Credit		
Transfer to Reserve			\$260,860.00		\$266,078.00
Commercial Washer/Dryer		\$11,465.00			
Breathing Air Fill Station Replacement		\$16,684.00			
Building upkeep		\$2,380.00			
Old Fort fire suppression		\$11,346.39			
		\$41,875.39	\$260,860.00	\$734,957.70	\$266,078.00
Restricted Funds-Administration (O)		Beginning Balance: \$1,358,042.14			
		Debit	Credit		
Transfer to Reserve Canada Day			\$3,452.00		
Transfer to Reserve			\$140,000.00		\$142,800.00
MDJES2 Server Upgrade		\$18,572.90			
Management software		\$745.00			
Upgrade to windows		\$4,141.64			
Improve Offsite Backup		\$4,604.00			
MDJES2 Server Upgrade (add\$5)		\$5.00			
Management software (\$5) and Windows Upr (\$5)		\$10.00			
		\$28,078.54	\$143,452.00	\$1,473,415.60	\$142,800.00
Restricted Funds-Computer Council (O)		Beginning Balance: \$12,408.83			
		Debit	Credit		
Transfer to Operating Computer offset		\$2,322.00			\$4,667.00
		\$2,322.00		\$10,086.83	\$4,667.00
Restricted funds-Public Housing (C)		Beginning Balance: \$212,113.68			
		Debit	Credit		
Transfer from Operating			\$30,960.00		\$30,960.00
Housing renovations		\$8,924.93			
		\$8,924.93	\$30,960.00	\$234,148.75	\$30,960.00

Restricted funds-Utilities (C)		Beginning Balance: \$1,035,926.94		2019	
	Debit	Credit	Ending Balance	2020 CR	
Transfer from Operating		\$548,611.00		\$548,843.00	
Reservoir Fire Suppression	\$748.50				
GMC 1500 (lease buyout)	\$14,086.87				
GMC 1500 (lease buyout)	\$14,054.02				
Liftstation (Sleepy Hollow)	\$204,977.58				
Hydraulic Arm for Baler	\$15,000.00				
Liftstation adjustment for Hostel/Parks contribution		\$8,568.35			
Hydrant Rebuilds	\$27,037.69				
Valve Replacement Program	\$49,951.60				
WWTP	\$86,829.00				
Patricia Willow Intersection	\$175,168.26				
Patricia Willow Intersection	\$100,000.00				
	\$687,853.52	\$557,179.35	\$905,252.77	\$548,843.00	

Restricted funds - CFS		Beginning Balance: \$139,760.99			
	Debit	Credit			
Transfer from Operating		\$9,212.00		\$17,106.00	
Transfer from Operating		\$10,000.00			
ESS Salary Transfer	\$20,263.00				
Daycare Yard	\$56,521.94				
Reverse of Daycare Yard due to Holdback		\$3,641.14			
Daycare Provincial Salary	\$23,466.00				
OOSC Provincial Salary	\$15,096.00				
ESS Salary Transfer Remaining	\$4,737.00				
	\$120,083.94	\$22,853.14	\$42,530.19	\$17,106.00	

Restricted Funds-Winter Road Mtn (O)		Beginning Balance: \$50,000.00			
	Debit	Credit			
				\$0.00	
<i>*No transactions for this account*</i>					
			\$50,000.00	\$0.00	

Restricted Funds-Library (C)		Beginning Balance: \$117,153.82			
	Debit	Credit			
Transfer from Operating		\$50,000.00		\$51,000.00	
			\$50,000.00	\$167,153.82	
				\$51,000.00	

Restricted Funds-Connaught Washrooms		Beginning Balance: \$0.00			
	Debit	Credit			
Transfer from Operating		\$40,000.00		\$40,800.00	
			\$40,000.00	\$40,800.00	

Restricted Funds-Election (O)		Beginning Balance: \$16,167.00			
	Debit	Credit			
Transfer from Operating		\$3,667.00		\$0.00	
			\$3,667.00	\$19,834.00	
				\$0.00	

Restricted Funds-Cultural Support (O)		Beginning Balance: \$14,000.00			
	Debit	Credit			
				\$0.00	
<i>*No transactions for this account*</i>					
			\$14,000.00	\$0.00	

Restricted Funds-Bylaw (C)		Beginning Balance: \$0.00			
	Debit	Credit			
Transfer from Operating		\$13,029.00		\$13,029.00	
			\$13,029.00	\$13,029.00	

2019

Restricted funds-Legal (O)	Beginning Balance:	\$0.00			Ending Balance	2020 CR
			Debit	Credit		
Transfer from Operating				\$20,000.00		\$20,400.00
				\$20,000.00	\$20,000.00	\$20,400.00

Restricted funds-Parking Authority (C)	Beginning Balance:	\$405,663.17				
			Debit	Credit		
Transfer from Operating				\$30,797.68		TBD
				\$30,797.68	\$436,460.85	\$0.00

Restricted Funds-Health and Safety (WCB) (O)	Beginning Balance:	\$31,268.87				
			Debit	Credit		
No transactions for this account						\$0.00
					\$31,268.87	\$0.00

Restricted Funds-Hakone Visit (O)	Beginning Balance:	\$2,000.00				
			Debit	Credit		
Transfer from Operating				\$2,000.00		\$2,000.00
				\$2,000.00	\$4,000.00	\$2,000.00

Restricted Funds-Cemetery (C)	Beginning Balance:	\$0.00				
			Debit	Credit		
Transfer from Operating				\$8,000.00		\$8,160.00
				\$8,000.00	\$8,000.00	\$8,160.00

Restricted Funds - Environmental Stewardship	Beginning Balance:	\$201,938.35				
			Debit	Credit		
Salary Paid out			\$79,105.00			\$0.00
Studded Bike Tire Program			\$5,000.00			
Offset payout to parks expense			\$47,667.00			
Offset payout of all other 3 month expense			\$28,976.00			
EV charger			\$22,493.00			
			\$259,884.00	\$76,643.00	\$18,697.35	\$0.00

Restricted Funds-Roads/Grounds (C)	Beginning Balance:	\$324,786.63				
			Debit	Credit		
Transfer from Operating				\$240,539.00		\$245,350.00
sonar			\$536.00			
John Deer and Trailer			\$18,542.82			
Ops, WWTP, Reservoir lands design			\$4,001.50			
Portion of Tandem truck not covered by MSIC			\$48,000.00			
Toolcat			\$65,489.72			
Snowblower			\$123,395.00			
			\$259,965.04		\$64,821.59	\$245,350.00

Restricted Funds-Operations(C)	Beginning Balance:	\$0.00				
			Debit	Credit		
				\$0.00		\$94,000.00
				\$0.00	\$0.00	\$94,000.00

Restricted Funds-IT(C)	Beginning Balance:	\$0.00				
			Debit	Credit		
				\$0.00		\$5,000.00
				\$0.00	\$0.00	\$5,000.00

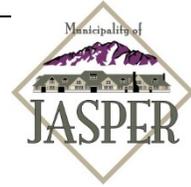
Restricted Funds-Assessment Review Board(O)	Beginning Balance:		2019	
	Debit	Credit	Ending Balance	2020 CR
		\$0.00		\$3,000.00
		\$0.00	\$0.00	\$3,000.00
	\$5,000,510.78	\$1,603,568.52	\$1,654,302.17	\$5,051,244.43
			2019 transfer	2020 transfer
			Total	Total

**Policy Title: ELECTRONIC MEETINGS AND
ELECTRONIC PARTICIPATION POLICY**

Policy #: B-021

Effective Date:

Date adopted by Council: March 17, 2020



POLICY

Council authorizes any members of Council and staff to attend regular Council meetings and committee of the whole meetings by electronic means; and authorizes public observation and attendance by electronic means.

PURPOSE

Electronic meetings or individual meeting participation and public attendance and observation through electronic means gives flexibility to Council and municipal staff to conduct business using telephone and video conferencing without compromising the rights of the public to access the decision-making process.

The Municipal Government Act and the Procedure Bylaw state Council meetings or Council committee meetings may be conducted by means of electronic or other communication facilities.

**Policy Title: ELECTRONIC MEETINGS AND
ELECTRONIC PARTICIPATION POLICY**

Policy #: B-021

ADMINISTRATIVE PROCEDURES

Effective Date:

Date approved by the CAO:



SCOPE

These procedures will apply to Municipality of Jasper regular Council meetings and committee of the whole meetings that must be held electronically or requires the electronic participation of respective Council members, staff or scheduled meeting participants; and for remote public observation and attendance of regular Council meetings and committee of the whole meetings.

ELECTRONIC MEETINGS

The Municipality of Jasper's Council will conduct their business during regularly scheduled meetings at the Quorum Room in the Jasper Library and Cultural Centre, however, Council may hold electronic meetings when it is deemed necessary by Council, through resolution or general consensus if time does not permit, that a meeting must still take place and a quorum of Council members would not be available to physically attend a meeting or it is not desirable to physically attend.

VOTING

When a vote is called at an electronic meeting, for clarity, the chair will individually ask each Council member for their vote, vocally.

RECORDS OF COUNCIL

All records of Council for electronic meetings shall be recorded in accordance with the Procedure Bylaw.

**ELECTRONIC PARTICIPATION BY COUNCIL MEMBERS, STAFF MEMBERS AND
SCHEDULED MEETING PARTICIPANTS**

Members of Council, staff or a scheduled meeting participant(s) may participate electronically in a regular meeting or committee of the whole meeting at such times that the member of Council, staff or meeting participant(s) is unable to be present at the Quorum Room for reasons pertaining to absence from the Municipality, health reasons or a reason deemed appropriate by Council through general consensus; and it has been deemed that the individual's attendance is deemed essential by either the mayor or the member of Council affected.

When a vote is called, councillors attending by means of electronic communications shall be asked to vocally state their vote, as asked by the chair.

OTHER PROCEEDINGS OF COUNCIL

Unless specifically outlined in the Electronic Meetings and Electronic Participation Policy and Procedures, all proceedings of Council and the Committees thereof will be conducted as outlined in the Procedure Bylaw.

**Policy Title: ELECTRONIC MEETINGS AND
ELECTRONIC PARTICIPATION POLICY**

Policy #: B-021

ADMINISTRATIVE PROCEDURES

Effective Date:

Date approved by the CAO:



ELECTRONIC MEETINGS AND THE PUBLIC

The Municipality of Jasper will:

- Provide 24 hour-notice of electronic meetings;
- Provide the appropriate facilities and equipment to give the public the opportunity to hear, or watch and hear, the electronic meeting or the participation of a Council member or members.

LOGISTICS

The minimum permitted electronic means will be audio.

If communication is lost to one or more electronic participants during a meeting:

- a. A brief recess will be called to try and reestablish the link(s);
- b. If after the recess a link cannot be reestablished the member(s) of Council affected will be deemed to have left the meeting;
- c. If after the recess a link cannot be reestablished and there is not a quorum of members of Council, the mayor or meeting chair will deem the meeting to be adjourned. If the mayor, deputy mayor and meeting chair has lost connection then the Chief Administrative Officer will deem the meeting to be adjourned.

COSTS

If a councillor, staff member or scheduled meeting participant incurs a cost in regards to data or related connection fees due to necessary electronic meeting participation, the cost will be paid by the Municipality of Jasper.

There will be no cost to the public to hear or watch and hear an electronic meeting.

March 20, 2020

Dear CAOs:

I'd like to personally thank you for all the efforts you are taking to keep municipal staff and residents in your community safe during this challenging time.

Attached you will find the first issue of a frequently asked questions document containing common questions we have received about maintaining municipal governance in accordance with legislation.

Rest assured that Municipal Affairs fully understands some of the legislative restrictions that make it difficult to manage and govern while still complying with the recommendations of the Chief Medical Officer of Health. In response, we are exploring a wide range of options to support you. You will be receiving additional documents when we have the instruments in place that provide you with the necessary flexibilities, modifications and extensions required to ensure your ongoing operations.

I encourage you to continue to contact our advisory support services if you have further questions regarding municipal governance. You can speak directly to a municipal advisor by calling 780-427-2225 or toll-free by first dialing 310-0000.

Sincerely,

Paul Wynnyk
Deputy Minister

Attachment

Municipal Governance

During the COVID-19 Outbreak

Frequently asked Questions – March 20, 2020

Municipal Government Act

The *Municipal Government Act (MGA)* governs how municipalities operate and is one of the most significant and far-reaching statutes in Alberta. While the *MGA* provides the framework for municipalities to work within, the COVID-19 outbreak presents unique operational challenges for local government operations.

In response, Alberta Municipal Affairs is currently exploring a wide range of options to support municipalities. **The topics in this document will be updated as additional flexibilities are considered or enacted to facilitate local governance requirements and procedures provided for in the *MGA*.**

Business Continuity

Under the *Emergency Management Act*, local authorities - municipalities, Metis Settlements and First Nations - are required to have an emergency management plan, which should include a business continuity plan to ensure that they are able to provide critical services in the event of a disruption.

Each local authority is best positioned to understand the unique risks and requirements for their community and they are also responsible for ensuring that each of their workplaces **follow the best practices suggested by the Chief Medical Officer of Health** to reduce or limit staff and public exposure to COVID-19. If there is a concern about exposure to COVID-19, staff should be encouraged and supported in remote work arrangements where feasible.

COVID-19 information for Albertans

Learn about the coronavirus (COVID-19) and actions being taken to protect the health of Albertans at alberta.ca

Can municipalities be ordered to close their facilities during the COVID-19 outbreak?

YES. Where an investigation confirms the presence of a communicable disease, the *Public Health Act* provides that the Chief Medical Officer of Health may take several actions, including prohibiting a person from having contact with other persons for any period. Under a stated declaration of health emergency, section 52.1 of the *Public Health Act* gives authority to suspend provisions of any enactment, including the *MGA*.



If, upon recommendations from the Minister of Health, the Lieutenant Governor in Council is satisfied that a communicable disease has become or may become epidemic or that a public health emergency exists, several actions can be taken which include, but are not limited to:

- ordering the closure of any public place; and/or
- authorizing a Minister to suspend or modify the application or operation of all or part of an enactment if the enactment may directly or indirectly hinder an action required in order to protect public health.

What obligations do municipalities have to protect employees during this crisis?

Under the *Occupational Health and Safety Act*, employers have the legislated obligation to ensure, as far as it is reasonably practicable for the employer to do so, the health and safety and welfare of their workers. Municipalities should ensure they are following their internal policies and practices in place that align with this legislative requirement.

Should municipalities be encouraging employees to work from home?

YES. If there is a concern about exposure to COVID-19, staff should be encouraged and supported in remote work arrangements where possible and feasible.

Can municipalities choose to close their offices?

YES. Until an order is issued by the province stating otherwise, councils have the authority to determine what municipal programs and services will be available to the public and how they will be delivered. Currently, a public health emergency has been declared. Of interest for municipalities is that the Chief Medical Officer has recommended that all events over 50 people be cancelled and there be no attendance at recreation centres.



Although municipalities may choose to close offices and facilities, they should have contingency plans in place to address the requirements of section 3 (c) of the *MGA* to maintain safe communities. These plans should provide for continued essential services to residents (e.g., municipal utilities, water/wastewater management and emergency response).

Chief Medical Health Officer Recommendations

Recommendations to protect the health of Albertans can be found at alberta.ca

Council Meetings

Is council permitted to close meetings to the public to practice social distancing?

NO. Section 197 of the *MGA* requires councils and council committees to conduct their meetings in public unless there is an exception to disclosure authorized through the *Freedom of Information and Protection of Privacy Act (FOIPP)*.

Section 198 of the *MGA* states that everyone has a right to be present at meetings conducted in public unless the chair expels for improper conduct.

Councils do have the option to change the date, time or place of their regularly scheduled meetings at a meeting held in public with quorum present. This change would be made at a council meeting and giving at least 24 hours' notice of the change to any councillor not present and to the public.

Given the current *MGA* requirements for meetings are restrictive, Municipal Affairs is exploring options to enable council to fulfil their duties in a manner that is consistent with recommendations of the Chief Medical Officer of Health.

Our meetings are live-streamed and available to the public through our website and/or YouTube. Does this constitute being a public meeting?

NO. Even in these extenuating circumstances and where council and council committee meetings are live-streamed and available for public viewing through the internet, the *MGA* does not permit excluding the public for reasons other than authorized through *FOIPP*.

Council does have the option to cancel meetings, or alternatively, meet through electronic means, following the provisions of section 199 of the *MGA* (see electronic meetings).

Section 196 states that notice to the public is in a manner specified by council.

We have a councillor who refuses to self-quarantine. Is council permitted to exclude this member?

NO. Section 153(c) of the *MGA* requires councillors to participate in council meetings, council committee meetings, and other bodies to which they are appointed. When a councillor is required to isolate, they may choose to participate by electronic means (e.g., telephone call broadcast on a speaker phone) in accordance with section 199 of the *MGA* (see electronic meetings).

We have no quorum due to self-quarantine. How do we proceed with cancelling/rescheduling a meeting?

Section 180 of the *MGA* states that council can only act by resolution or bylaw. Meeting schedules are established by resolution or a council procedural bylaw, dates of meetings can only be changed or cancelled if there is a resolution of council authorizing the action; therefore, council could call a special meeting, conducted by electronic means in accordance with section 199 of the *MGA* (see electronic meetings).

What are our other options for cancelling or rescheduling a meeting given the current legislation?

Options for council include:

- Using the provisions of section 199 to meet through electronic communications to enable quarantined individuals to participate.
- Calling a special council meeting pursuant to section 194 for the purposes of cancelling meetings. This meeting could be conducted electronically, following the requirements of section 199.
- Meet as scheduled, and in the absence of a quorum, the meeting would be adjourned in accordance with provisions of the procedural bylaw, but this requires the attendance of staff.

Can we cancel a meeting on the basis that council approved cancelation by an email?

NO. Even in these extenuating situations, the *MGA* does not currently permit a meeting to be changed or cancelled without a council resolution.

What happens in the absence of a procedural bylaw or if the council's procedural bylaw does not address meetings and failure to achieve quorum?

Section 145 enables council to adopt a bylaw governing the procedures for meetings. Council could outline modified meeting procedures within this bylaw to address extenuating circumstances providing the provisions are consistent with meeting requirements outlined in the *MGA*. However, adopting or amending a bylaw requires a public meeting of council with a quorum present.

The *MGA* includes provisions which address quorum requirements, voting and other meeting minimum requirements. The provisions of the *MGA* apply whether or not a procedural bylaw is in place. In the absence of a procedural bylaw, general parliamentary procedures also apply.

Electronic Meetings

What are the requirements to hold electronic meetings?

Section 199 of the *MGA* allows for council meetings or council committee meetings to be conducted through electronic or other communication facility. This includes the ability to enable the public to watch or listen to the meeting at a place specified in the notice with a designated officer in attendance at that public place.

A public place is a physical location such as an office, as opposed to a communication facility enabling skype, facebook live, live streaming, etc.



Can Council hold electronic meetings without allowing the public in to watch/hear the meeting?

NO. Even if a council wishes to hold their meetings through a communication facility (e.g., conference call, Skype, Facebook live, Go To Meeting or live streaming), the municipality is required to comply with section 199 (b) of the *MGA* and the facilities must enable the public to watch or listen to the meeting.

Public Hearings

We have some public hearings scheduled within the next few weeks. Can we hold the hearing without public being in attendance?

NO. Section 230 of the *MGA* requires public hearings to be conducted during a regular or special council meeting and council must hear persons claiming to be affected by the proposed bylaw or resolution.

Municipalities should encourage the public to submit comments on the bylaws in writing as opposed to personally attending a public hearing.

Alternatively, council could postpone the hearing to a future meeting, which would require notice to be provided again per section 606 of the *MGA*.

As public hearings must be conducted in public, what options are there for hearings scheduled within the next few weeks to comply with recommendations for social distancing?

Section 230 (4)(b) of the *MGA* requires that in the public hearing, council may hear any other person who wishes to make representations and who the council agrees to hear. If council is unable to postpone a hearing, council's procedures must be clearly communicated to all members of the public.

Chief Medical Health Officer Recommendations

Recommendations to protect the health of Albertans can be found at alberta.ca

Tax Recovery

What options do we have to address scheduled public auctions for tax recovery?

For parcels of land and Designated Manufactured Homes (DMHs) that are about to enter the stage of the tax recovery process that requires they be offered for public auction, municipalities have an entire year to conduct the auction (from April 1, 2020 until March 31, 2021). If a municipality cannot conduct the auction within this time period, they must request a Ministerial Order providing an extension of time to complete the tax recovery process.

Provisions within the Municipal Government Act (*MGA*) allow a municipality to adjourn (i.e. postpone) the holding of a public auction that has already been advertised to any date within 2 months after the advertised date. If a public auction is adjourned, the municipality must post a notice in a place that is accessible to the public during regular business hours, showing the new date on which the public auction is to be held.

Municipalities may adjourn a public auction under Part 10 Division 9 – Recovery of Taxes Not Related to Land by posting new auction notices in at least three public places in the municipality near the goods showing the new date when the auction will occur.

Municipal Affairs is reviewing legislated deadline dates and exploring options to assist with flexibility in order to help manage operational challenges municipalities are facing.

Municipal Advisory Services

Ministry staff remain available to support municipalities through this difficult and challenging time.

If you have further questions, contact us at:
780-427-2225 or toll-free by first dialing
310-0000
Or email ma.lgsmail@gov.ab.ca



Municipal Affairs Support

Will the Minister be considering any modifications to MGA requirements? Some requirements include having a CAO attend at a place for the public to observe an electronic meeting, timelines for appeals or hearings or deadlines for assessment and taxation, or setting property tax rates.

YES. Alberta Municipal Affairs recognizes the unique operational challenges local governments are facing and is currently exploring a wide range of options for supporting municipalities to navigate through the current situation. The existing legislative requirements remain in effect and municipalities are expected to abide by them until such time as provisions are modified. Any changes will be communicated to municipalities.

Is the ministry reviewing other deadlines or obligations in the MGA that cannot be met due to the COVID-19 outbreak?

YES. Alberta Municipal Affairs is reviewing legislated deadline dates that apply to all municipalities and exploring options to assist with ensuring legislative compliance with these deadlines.

If a municipality is faced with other legislated timelines initiated as a result of another action (e.g., a by-election due to a council vacancy, tax recovery public auction, response to a petition, etc.), municipalities contact the ministry to review the

options available, which could include a Ministerial Order for a time limit extension, if required.

Where would we be able to find more information regarding the financial stimulus that the Alberta government is initiating and the impact on municipalities deferral or forgiveness of water and other utilities, deferral or forgiveness of property taxes and school tax requisition?

The Province is looking at a number of mechanisms/options to assist municipalities. Further information and details will be coming out soon. At this time no decision has been made about property tax deferrals.



Further Updates

Municipal Affairs is aware of the unique operational challenges municipalities are facing at this unprecedented time. Steps are being taken to address these challenges to ensure councils can continue governing in a safe manner, which still ensuring legislative compliance.

Further information and details will be released as tools become available to municipalities.

Municipal Affairs is aware of the unique operational challenges municipalities are facing at this unprecedented time. Steps are being taken to address these challenges to ensure councils can continue governing in a safe manner, which still ensuring legislative compliance.