

Municipality of Jasper
Committee of the Whole Meeting Agenda
September 13, 2022 | 9:30 am
Jasper Library & Cultural Centre – Quorum Room

Notice: Council members and a limited number of staff are in Council chambers for meetings. Members of the public can attend meetings in person; view meetings through the Zoom livestream; or view archived Council meetings on YouTube at any time. 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 Deputy Mayor Damota to chair meeting

2. Additions to agenda

3. Approval of agenda

3.1 September 13, 2022 Committee of the Whole agenda attachment

4. August 23, 2022 Committee of the Whole minutes attachment

4.1 Business arising from minutes

5. Delegations

5.1 UpLift! Jasper Mural Festival verbal

6. Correspondence

7. New business

7.1 Emergency Advisory Committee Update	verbal
7.2 Municipal Energy Manager Update	attachment
7.3 Public Transportation	attachment
7.4 Alberta / Japan Twinning Municipalities Association	attachment
7.5 Parcel GB Development information	verbal

8. Motion Action List

9. Councillor upcoming meetings

[9.1 Council appointments to boards and committees](#)

10. Upcoming events

Jasper Park Chamber of Commerce General Meeting – September 14, 8:30am, Zoom

NETMA – September 21, Fairmont Jasper Park Lodge, 5-7pm

Alberta Municipalities Convention & Tradeshow – September 21-23, Calgary Telus Convention Centre

30th Annual Duck Race – Sunday, September 25

National Day for Truth & Reconciliation – Friday, September 30

11. Adjournment

Municipality of Jasper
Committee of the Whole Meeting Minutes
Tuesday, August 23, 2022 | 9:30am
Jasper Library and Cultural Centre, Quorum Room

Virtual viewing and participation	Council attendance is in Council chambers at the Jasper Library and Cultural Centre. This meeting was also conducted virtually and available for public livestreaming through Zoom. Public viewing and participation during Council meetings is through Zoom livestreaming and in person attendance.		
Present	Mayor Richard Ireland, Deputy Mayor Ralph Melnyk, Councillors Wendy Hall, Scott Wilson, and Kathleen Waxer		
Absent	Councillors Helen Kelleher-Empey and Rico Damota		
Also present	John Greathead, Director of Operations, Acting Chief Administrative Officer Christine Nadon, Director of Protective & Legislative Services Christopher Read, Director of Community Development Lisa Riddell, Community Development Manager Amanda Stevens, Communications Manager Emma Acorn, Legislative Services Coordinator Jason Stockfish, The Fitzhugh 7 observers		
Call to Order	Deputy Mayor Melnyk called the August 23, 2022 Committee of the Whole meeting to order at 9:32am and began with a Traditional Land Acknowledgement .		
Additions to the agenda #360/22	MOTION by Mayor Ireland to add the following item to the agenda: <ul style="list-style-type: none">7.8 Fruit Trees on Municipal Properties		
	FOR 5 Councillors	AGAINST 0 Councillor	CARRIED
Approval of agenda #361/22	MOTION by Councillor Waxer to approve the agenda for the August 23, 2022 Committee of the Whole meeting as amended.		
	FOR 5 Councillors	AGAINST 0 Councillor	CARRIED
Business arising from minutes	There was no business arising from the minutes of the August 9, 2022 Committee of the Whole meeting which were attached to today's agenda for information. They were approved at the August 16, 2022 regular meeting.		
Delegations	none		
Correspondence – RCMP Quarterly Report	Council received a quarterly report from the Jasper RCMP. Director of Protective & Legislative Services, Christine Nadon, shared that she had the opportunity to speak with sergeant Rick Bidaisee during this past week. He hopes to attend a Council meeting in the fall to give an in person update. Council provided Ms. Nadon with questions to forward along to assist in preparation.		

#362/22	MOTION by Mayor Ireland to receive the RCMP quarterly report for information.			
	FOR	AGAINST		
	5 Councillors	0 Councillor		CARRIED
Correspondence – Parks Canada	Council received correspondence from Parks Canada inviting the Municipality to submit input, recommendations or concerns on the Town of Jasper Land Use Policy related to Private Home Accommodations.			
#363/22	MOTION by Councillor Wilson that Committee receive the correspondence for information and the correspondence return on the next meeting agenda.			
	FOR	AGAINST		
	5 Councillors	0 Councillor		CARRIED
RFD – Alberta Labour Project Update #364/22	Lisa Riddell, Community Development Manager, provided Council with an update on the two year project funded by Alberta Labour and Immigration which began on April 1, 2022. The broad goal of the project is to promote successful newcomer integration in Jasper by enhancing the inclusivity of digital spaces.			
	MOTION by Mayor Ireland that Committee receive the Alberta Labour Project Update for information.			
	FOR	AGAINST		
	5 Councillors	0 Councillor		CARRIED
RFD – Report on Jasper Crisis Team #365/22	Director of Community Development, Christopher Read, reported to Council regarding the closing of the Jasper Victim Services unit. The Jasper Community Team Society is working to create a crisis team solution for Jasper. The Municipality's Community Outreach Services has been and continues to be called on to respond and provide service in crisis situations as they arise. Community Outreach Services has seen a significant increase in crisis support services needed and has started tracking those services.			
	MOTION by Councillor Waxer that Committee receive the report on the Jasper Crisis Team for information.			
	FOR	AGAINST		
	5 Councillors	0 Councillor		CARRIED
RFD – Welcoming Week Proclamation #366/22	Mr. Read presented a proclamation request to recognize Welcoming Week from Jasper's Local Immigration Partnership Coordinator within the department of Community Development.			
	MOTION by Councillor Waxer that Committee recommend Council proclaim September 9-18, 2022 Welcoming Week in Jasper and that administration return with a revised proclamation at the next regular meeting.			

	FOR 5 Councillors	AGAINST 0 Councillor	CARRIED
Recess	Deputy Mayor Melnyk called a recess from 10:25 to 10:33am.		
RFD – Community Conversations, April - June 2022 Report	Ms. Riddell presented a report on Community Conversations covering April – June 2022. Administration reported on the first quarter of Community Conversations in April 2022. In April, May and June of 2022, Community Development hosted 21 Community Conversations. There was a total of 63 unique participants recorded as attending an average of 2.4 conversations during the three-month period. Ms. Riddell identified success to date, opportunities to improve and unanticipated outcomes.		
#367/22	MOTION by Councillor Hall that Committee direct Administration to explore opportunities for town wide internet access.		
	FOR 5 Councillors	AGAINST 0 Councillors	CARRIED
#368/22	MOTION by Councillor Hall that Committee direct administration to investigate systems that would improve the sound quality of Council meetings.		
	FOR 5 Councillors	AGAINST 0 Councillors	CARRIED
#369/22	MOTION by Councillor Hall that Committee direct administration to arrange an Indigenous education session for Council prior to September 30, 2022, National Day for Truth & Reconciliation as per Call to Action #57.		
	FOR 5 Councillors	AGAINST 0 Councillors	CARRIED
#370/22	MOTION by Councillor Waxer that Committee direct Administration to explore capacity to undertake the work identified by the Environmental Responsibility Community Conversation; and, if there is insufficient current capacity, to explore expanding capacity prior to budget 2023 discussions.		
	FOR 5 Councillors	AGAINST 0 Councillors	CARRIED
#371/22	MOTION by Councillor Hall that Committee receive the Community Conversations, April - June 2022 report for information.		
	FOR 5 Councillors	AGAINST 0 Councillors	CARRIED
September Meeting Schedule	Four Councillors have enrolled in Elected Officials Education Program courses on September 20, 2022, a day prior to the beginning of the Alberta Municipalities		

Convention & Tradeshow in Calgary. This would affect quorum for the regular meeting scheduled for the third Tuesday of the month.

#372/22

MOTION by Councillor Wilson that Committee recommend Council cancel the September 20, 2022 regular meeting.

FOR

AGAINST

5 Councillors

0 Councillors

CARRIED

Cabin Creek
Traffic

Councillor Waxer reported being approached by many residents with concerns about the speed of traffic in Cabin Creek and dangers in trying to cross the street.

#373/22

MOTION by Councillor Waxer that Committee direct Administration to address the safety concerns identified in Cabin Creek, and implement the recommendations based on consultation with the RCMP and the Bylaw Department.

FOR

AGAINST

5 Councillors

0 Councillors

CARRIED

Representation on
stakeholder
committee
proposed by
Jasper
Employment &
Education Centre
(JEEC)

At the August 16, 2022 Council approved municipal representation on a stakeholder committee proposed by the JEEC regarding the Rural Renewal Stream Initiative.

MOTION by Mayor Ireland that Committee appoint a Council member to the proposed stakeholder committee for the Rural Renewal Stream Initiative.

FOR

AGAINST

5 Councillors

0 Councillors

CARRIED

#374/22

Mayor Ireland appointed Councillor Waxer to the proposed stakeholder committee for the Rural Renewal Stream Initiative.

Fruit Trees on
Municipal
Property
#375/22

Director of Operations, John Greathead, reported to Council in regards to fruit trees on municipal property. Parks Canada has been responding to many wildlife encounters as bears are attracted to fruit with an especially active area in Cabin Creek. Operations is working in collaboration with Parks Canada to identify attractants immediately and take necessary measures to help keep residents and wildlife safe.

MOTION by Councillor Waxer that Committee receive the verbal report for information; and,

That Committee direct administration to return to a future committee of the whole meeting with proposed alternatives on how to deal with remaining fruit trees on municipal land.

FOR

AGAINST

5 Councillors

0 Councillors

CARRIED

Motion Action List

Administration reviewed the Motion Action List, which included updated target dates.

#376/22	MOTION by Mayor Ireland that Committee approve the updated Motion Action List.		
	FOR	AGAINST	
	5 Councillors	0 Councillors	CARRIED
Councillor reports	none		
Upcoming Events	Council reviewed a list of upcoming events.		
Adjournment #377/22	MOTION by Councillor Wilson, there being no further business, the Committee of the Whole meeting of August 23, 2022 be adjourned at 12:51pm.		
	FOR	AGAINST	
	5 Councillors	0 Councillors	CARRIED

AGENDA ITEM 7.2

REQUEST FOR DECISION

Subject: Energy management assessment report
From: Bill Given, Chief Administrative Officer
Prepared by: Faraz Khan, Municipal Energy Manager
Reviewed by: Bill Given, Chief Administrative Officer
Date: September 13, 2022



Recommendation:

The committee accept the Energy Management Assessment (EMA) report for information.

Background:

The Municipality of Jasper in partnership with the Town of Hinton received a grant from the Municipal Climate Change Action Centre (MCCAC) to support a Municipal Energy Manager position. One of the deliverables required by the MCCAC is the development of an Energy Management Assessment Report.

The EMA for the Municipality of Jasper was conducted on July 14, 2022. The session was attended by the CAO, communications manager, and by the directors of finance & administration, community development, and operations department. The session was facilitated by CLEAResult, who are the technical support for the MCCAC program.

Discussion:

EMA is a process where we evaluate the municipality's current energy management practices and discuss the opportunities to improve them. It is designed to help in evaluating the current state of our energy management program, identify gaps and opportunities for improvement and establish what activities are needed to reach a desired future state. This is accomplished through interactive discussion and self-rating around 12 management areas.

The EMA session also helps us assess the municipality on various project management areas such as planning and budgeting, employee engagement, trainings, data collection, etc. The assessment allows us to concentrate on people and processes more than individual energy projects and integrate the two.

This update is intended to inform the Council members and the community of Jasper on the current state of energy management practices at the Municipality of Jasper and the goals the administration is targeting to achieve in year one.

The recommendations provided in the report will assist the municipality in continuing to develop a robust energy management system in the upcoming years.

Key findings and conclusions:

- Municipality of Jasper rated itself at 57%, a median score for participants in year one of the Municipal Energy Manager program. This score demonstrates that the Municipality of Jasper is embracing growth and is motivated to achieve its goals in energy management.
- There is a strong inclination towards energy management supported by administration.
- Two LEED certified buildings.
- Based on the discussions during the EMA session, 21 actions items were recommended by CLEAResult to reach 100% of our goals for year one.
- Opportunity to increase employee engagement through communication and sharing wins.

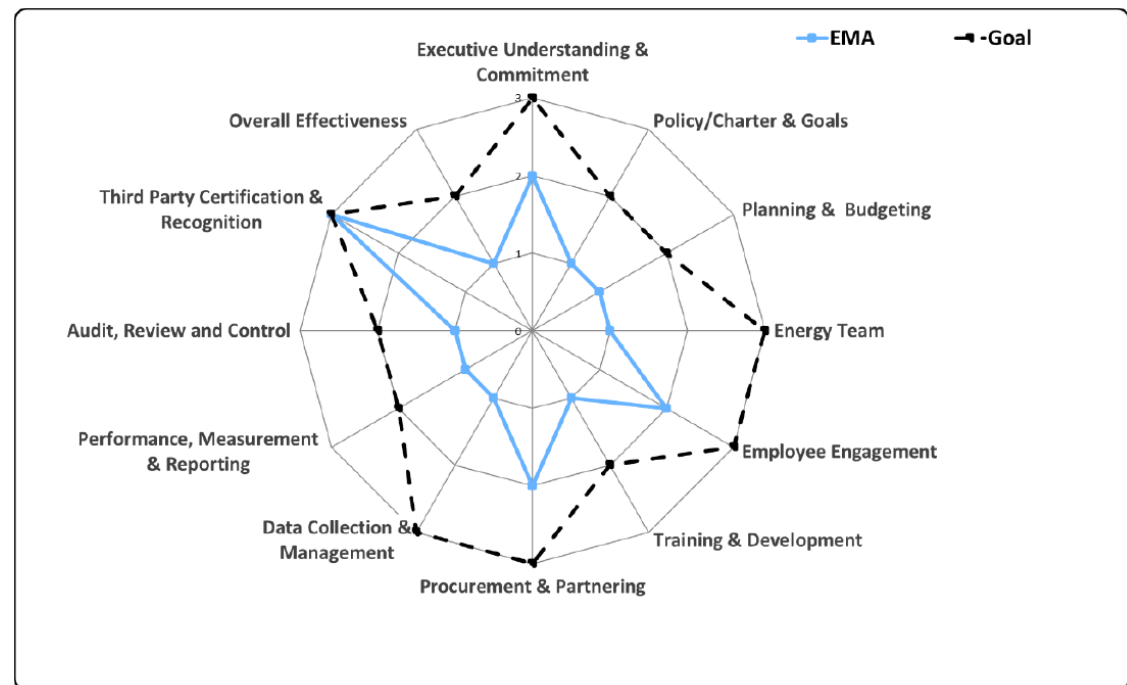
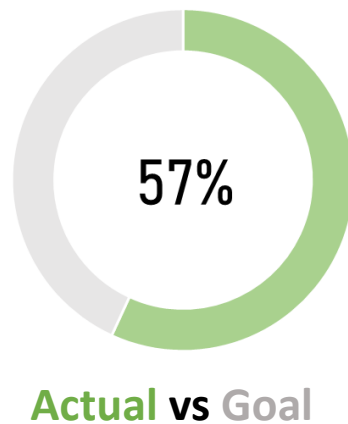


Figure 1: Energy Management Assessment analysis for the Municipality of Jasper

Attachments:

- MCCAC MEM_Y1 EMA Report_Municipality of Jasper_Aug 2022.pdf

Energy Management Assessment

Presented to : Municipality of Jasper

303 Pyramid Lake Road, Box 520
Jasper, AB
T0E 1E0, Canada

Date Conducted : Thursday, July 14, 2022

Provided by : Prashant Patel

1015 4 St SW,
Suite 330, Calgary
AB T2R 0C5
Canada

Sponsored by : Municipal Climate Change Action Centre



Disclaimer:

In no event will CLEAResult Consulting Inc. be liable for (i) the failure of the customer to achieve an energy management system or any other estimated benefits included herein, or (ii) for any damages to customer's site, including but not limited to any incidental or consequential damages of any kind, in connection with this report or the installation of any identified energy efficiency measures.

The intent of this assessment is to provide actions and comments agreed upon in the assessment session associated with recommended energy management practices. This report is not intended to serve as a detailed business management design document; any description of proposed improvements that may be diagrammatic in nature are for the purpose of documenting the basis of need for improvement for managing potential energy efficiencies only. Detailed design efforts may be required by participant in order to implement potential measure actions reviewed as part of this energy analysis.

Energy Management Assessment

Introduction

The Energy Management Assessment (EMA) is designed to help a municipality evaluate the current state of their energy management program, identify gaps and opportunities for improvement and establish what activities are needed to reach a desired future state. This is accomplished through interactive discussion and self-rating around 12 management areas.

Date Conducted:	Thursday, July 14, 2022	Municipality Name:	Municipality of Jasper
Sponsor	MCCAC	Site Address	303 Pyramid Lake Road, Box 520
		City, Province	Jasper, AB T0E 1E0
Program/Cohort:	MEM Program	EMA Scope:	All facilities under municipality's jurisdiction
EMA Facilitator	Prashant Patel	MEM	Sarfaraz Khan
Other facilitators	Ken Heng See	Executive Sponsor	Bill Given
		Other Attendee	John Greathead, Natasha Malenchak
			Amanda Stevens, Angella Franklin
			Christopher Read

Summary of Findings

The Municipality of Jasper has begun a structure journey through the Municipal Energy Manager program and will be using the principles of Strategic Energy Management to establish a strong foundation. The Energy team is very enthusiastic to work on energy efficiency related projects as well as striving to improve organizational practices to create a culture of energy management. Top management provides necessary support to ensure energy management is prioritized, which aligns with the environmentally conscious mindset of Jasper residents. The municipality has opportunities to improve in nearly all energy management areas. The team rated themselves at 57%, a median score for MEM participants in Year 1. This score demonstrates that they embrace growth and are motivated to achieve their goals.

The findings in this EMA can help move the team in the right direction:

- Overall, the Municipality of Jasper has a strong inclination towards the energy management. They are supported by management and enthusiastic team members to continue energy efficiency efforts.
- The municipality is fully implemented in the Third-Party Certification with two LEED certified buildings but has action items to work on in the remaining energy management areas with particularly ambitious targets in Energy Team and Data, Collection, & Management.
- Some key action items include; update council members on energy-related wins to promote sustainability and engage employees through employee engagement initiatives and information sharing.
- Initiate regular energy team meetings to strengthen the foundation of the MEM program.

Based on the discussion during the EMA session and our understanding of current energy management practices, the recommendation listed in the action items from the Plan, Do, Check, and Act sections have been designed to assist the Municipality of Jasper in continuing to develop a robust energy management system in the upcoming years.

Conclusions

Municipality of Jasper is on the path of implementing a well-structured and policy-driven environment for incorporating Strategic Energy Management. The team should focus on implementing energy conservation measures, creating awareness through employee engagement activities, creating policies and goals, and other activities as identified in the EMA. Celebrating the success and recognizing the efforts could go long way in cultivating the energy management culture. The Municipality of Jasper should continue to work on the identified action items, listed on page 4 and 5 of this report, to support the elements within the Plan, Do, Check, and Act components of this EMA over the next one year.

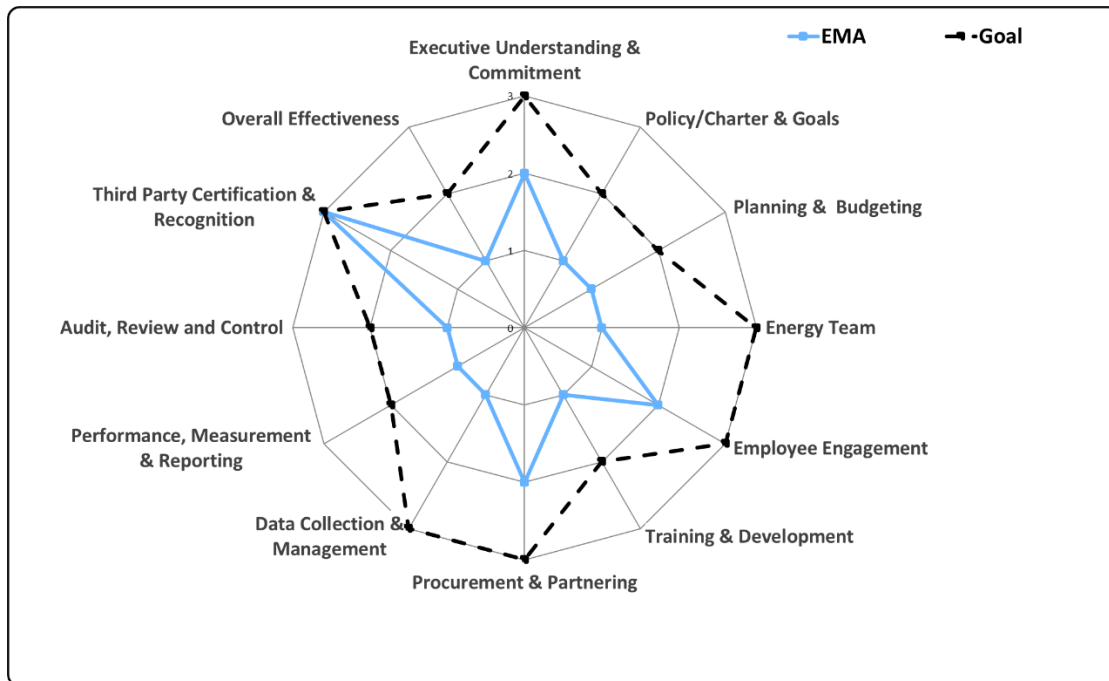


Figure 1: Energy Management Assessment analysis for the Municipality of Jasper

SURVEY RESULTS

	Management Area	EMA	Goal
Plan	Executive Understanding & Commitment	2	3
	Policy/Charter & Goals	1	2
	Planning & Budgeting	1	2
Do	Energy Team	1	3
	Employee Engagement	2	3
	Training & Development	1	2
	Procurement & Partnering	2	3
Check	Data Collection & Management	1	3
	Performance, Measurement & Reporting	1	2
Act	Audit, Review and Control	1	2
	Third Party Certification & Recognition	3	3
	Overall Effectiveness	1	2
TOTALS		17	30
% Actual versus Goal		57%	

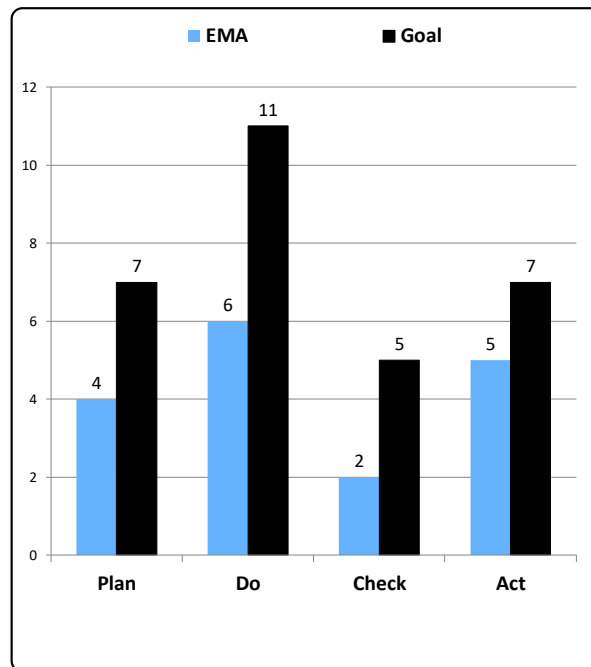


Figure 2: Survey scoring and PDCA versus goal chart for the Municipality of Jasper

Action Plan			
Topic	Action	Due Date	Owner
Plan			
Executive Involvement	Share energy management program progress through KPIs with management, employees, and council members. Engage employees to participate in energy efficiency and sustainability.	Q4 2022	Bill, Faraz
	Promote success stories and formalize a recognition process through Executive Sponsor for the energy team members and employees who contribute to energy efficiency improvements. Use monthly management meetings (once a month) as a venue for recognition.	Q1 2023	Bill, John, Chris,
Policy/Charter & Goals	Create an energy policy and circulate amongst the employees. Feel free to use the template provided by CLEAResult or refer to policies created by other municipalities of Alberta. Connect with MEM Coach to learn more.	Q2 2023	Faraz
	Work on defining an energy goal and formalize the goals in the form of a policy, by considering the new constructions, retrofits, and fleet replacement in the municipality of Jasper. Then, the policy should be shared with staff and stakeholders.	Q2 2023	Faraz
Planning & Budgeting	Create the opportunity register and 5-year long capital project implementation plan for the in-scope facilities. Formalize the planning process by including projects in a strategic plan.	Q4 2022	Faraz, Energy Team
	Formalize the budgeting process for Energy Management by identifying short, mid, and long-term projects for inclusion in budget planning. Include life cycle costing to make a strong business case for energy projects during budget review with the council.	Q1 2023	Faraz, Natasha
	Review setup of Environmental Reserve Fund for the municipality. Prashant to share information on Town of Banff's reserve fund.	Q1 2023	Faraz, Finance
Do			
Energy Team	Complete the energy team charter and share with all the stakeholders. Formalize the energy team meetings with a target of awareness and engagement across the board.	Q3 2022	Faraz
	Assign responsibility to team members on either writing content in a newsletter or driving an engagement campaign to create awareness on energy efficiency. Rotate the responsibility every month or as appropriate.	Q4 2022	Faraz
Tenant Engagement	Set up a physical or virtual suggestion box that can be used to collect energy savings ideas. Recognize (a gift card, special mention, etc.) a person/department for submitting the ideas and/or when any idea is adopted.	Q1 2023	Faraz, Amanda
	Consider using newsletters from other municipalities as an example to share program progress, results, and success stories. Create tools such as emails, bulletins, social media platforms, and paystubs as a communication media.	Q1 2023	Amanda, Faraz

Training & Development	Encourage employees to attend internal/external trainings. Consider promoting energy efficiency training by keeping an updated list of conferences or energy trainings that can add value.	Q1 2023	Faraz
	Consider conducting lunch & learn sessions to talk on energy-related topics such as how to read a utility bill, vehicle electrification, solar, etc. Spark fun throughout with quizzes and prizes. Connect with MEM Coach for potential topics.	Q1 2023	Faraz
Procurement & Partnering	Re-examine existing utility rate structures, usage practices, and any inactive meters. Connect with other MEMs for any direction, if needed.	Q2 2023	Faraz, Finance / Procurement, John
Check			
Data Collection & Management	Continue to assess needs for granular electricity data and consider using MCCAC data loggers for submetering purposes. If the results are found valuable, consider availing FCM's funding to install submetering in any community building.	Q1 2023	Faraz, Gord, John
	Work with utilities to get an online access to utility data. Once access is gained, share with affected internal stakeholder(s) such as finance for future reference.	Q3 2022	Faraz, Finance
Performance, Management & Reporting	Understand and analyze the parameters impacting energy use. Create energy performance models for the in-scope facilities.	Q3 2022	Faraz
Act			
Audit, Review & Control	Continue to use the maintenance management system to create work orders. Review additional software used by other municipalities.	Q1 2023	Faraz, Nick, Gord
	Formalize the facility start-up, shutdown, and maintenance processes through either maintenance management software or checklists created by CLEAResult. Ensure accountability by signing off completed work.	Q2 2023	Faraz, Nick, Gord
Overall effectiveness	Invest time and resources in both capital and low/no-cost projects to strengthen the energy efficiency practices.	Q2 2023	Faraz, Energy Team

Suggestions for future improvements	
Act	
Third Party Certification & Recognition	Continue to identify which facilities would be good candidates for third-party certification in next 3-5 years. Evaluate which certification would be the best fit for them.

AGENDA ITEM 7.3

REQUEST FOR DECISION

Subject: Public Transportation MOU
From: Bill Given, Chief Administrative Officer
Reviewed by: Emma Acorn, Legislative Services Coordinator
Date: September 13, 2022



Recommendation:

That committee recommend Council approve the Memorandum of Understanding (MOU) for the provision of public transportation services with Parks Canada as presented.

Alternatives:

- That committee direct administration revise the Memorandum of Understanding (MOU) with Parks Canada for the provision of public transportation services and return to a future committee.
- That committee receive the report for information and take no further action.

Background:

At the May 24, 2022 Committee of the Whole Meeting, Administration presented information on a process to develop a transportation system that serves both the Jasper townsite and outlying areas.

During the May 24, 2022 meeting, Council provided the following direction to Administration:

That Committee direct Administration issue an RFP for a public transportation system feasibility study,
And;
That Committee direct Administration finalize a Memorandum of Understanding with Parks Canada for the provision of public transportation services, and return to a future Committee meeting.

Discussion:

Municipal Administration and Parks Administration had previously discussed the concept of a MOU between the two organizations as an approach dealing with interjurisdictional matters resulting from a potential transportation system, and thus was identified in the subsequent Feasibility Study Request for Proposals (RFP) as a critical path to establishing a transportation strategy and action plan. Specifically the MOU was to address the establishment of roles and responsibilities of each party, and the conceptual approval for the use of Crown lands outside the townsite for a shuttle bus transit program in Jasper National Park.

Additionally an MOU between the Municipality and Parks would deal with such matters as, the term of agreement, routes and location of stops, funding, and/or other support for the system.

Jasper Administration and Parks Canada have arrived at a draft MOU which satisfies the needs of both parties.

Fundamentally, purpose of the draft MOU is to provide Parks Canada licensing approval of the available lands required to provide municipal Public Transportation Services to those locations outside of the Jasper townsite in Jasper National Park. In addition to general legal and legislative terms, the MOU also outlines roles and

responsibilities for each party, Highlights include:

- Municipal commitments for the completion of a Transportation Feasibility Study, fair Transportation Service procurement processes, oversight of the management, administrative, and operational requirements of the Public Transportation System;
- Municipal commitments for the safe operating condition of all system components, responsible land use and applicable land issues management, green alternatives for transportation vehicles;
- Municipal management of business operations as a not-for-profit for the transportation service, including marketing and communications, fare collection, ridership data/statistics collection;
- Parks Canada contributions to transportation/transit planning and route designation, and infrastructure development (as needed, where budgets allow);
- Parks Canada commitment to seek funding to make a financial contributions where possible to the operation of the system;
- Parks Canada in-kind support for municipal grant applications both through administrative resources to support applications and letters of support to compliment municipal submissions, and
- Parks Canada public promotion of the transportation service and additional in-kind support for data collection.

The Agreement Term proposes a five-year period from April 1st, 2023 to March 31st, 2028, with a term renewal of five (5) years permitted, provided the terms and conditions remain mutually satisfactory.

Both parties share a goal of facilitating visitor and resident transportation through an affordable, accessible, greener alternative to private vehicle use, which led to the successful completion of a draft MOU.

Strategic Relevance:

From the DRAFT 2022-2026 strategic plan

Environment

- Increase opportunities for active transportation and transportation alternatives.
- Include an environmental lens into our decision making and operational plans.

Financial:

No financial commitment on behalf of the Town is explicit in the Transportation Services MOU that has not been previously approved by Council, such as the completion of the Transportation Services Feasibility Study. Any related capital and operating costs will be presented to Council for consideration as part of the 2023, or future, Municipal Budget Processes.

Attachments:

- Town of Jasper - Jasper National Park Transportation Services Memorandum of Understanding

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("Agreement") dated the ____ day of _____, 2022

BETWEEN: Her Majesty the Queen in right of Canada
As represented by the Minister of the Environment and Climate Change, Parks Canada Agency, Jasper National Park
(hereinafter referred to as "Parks Canada")

OF THE FIRST PART,

AND: The Municipality of Jasper
(hereinafter referred to as "The Municipality")

OF THE SECOND PART.

WHEREAS Her Majesty is the owner of all those certain lands and premises lying and being in Jasper National Park of Canada, in the Province of Alberta.

AND WHEREAS pursuant to Subsection 10(1) of the Canada National Parks Act, S.C. 2000, c.32, Her Majesty entered into an agreement for the Establishment of local government in the Town of Jasper between Her Majesty and the Municipality of Jasper, signed by the Minister of Canadian Heritage and the Chairperson of the Jasper Town Committee on June 13 and 25, 2001, respectively; dated the 25th day of June, 2001 ("Local Government Agreement");

AND WHEREAS pursuant to the Local Government Agreement, Her Majesty has agreed to enter into a Memorandum of Understanding with the Municipality of Jasper for the purpose of granting the Municipality the ability to deliver Public Transportation Services to locations outside of the Town of Jasper.

NOW THEREFORE THIS UNDERSTANDING WITNESSETH, that the Parties hereto mutually agree, one with the other, as follows:

ARTICLE 1.00 DEFINITIONS

1.01 In this Agreement:

- (a) "Act" means the *Canada National Parks Act*, S.C. 2000, c. 32;
- (b) "Agreement" means this Memorandum of Understanding and any attached Appendices;
- (c) "Applicable Environmental Law" means:
 - (i) all applicable statutes and regulations, and all by-laws, declarations, policies, directives, plans, approvals, requirements, guidelines, standards and orders made pursuant thereto by any competent authority concerned with any analysis of environmental impacts, protection or remediation, health, chemical use, safety or sanitation; and
 - (ii) the applicable common law.
- (d) "Contaminant" means any toxic, dangerous or hazardous substance or material as targeted by Applicable Environmental Law that, when released into an environment in concentrations exceeding in situ natural occurrence levels, poses or is likely to pose immediate or long-term hazard to human health or safety, the environment, or the normal conduct of business;
- (e) "Council" means the council of the Municipality of Jasper;

- (f) "Fixed-Infrastructure" means buildings, structures, fixtures, chattels and other improvements such as bus stops, bus shelters, and signage, which exist from time to time on or under any land licensed to the Municipality for the purpose of this Agreement;
- (g) "Municipality" means the Municipality of Jasper, a Specialized Municipality established by Order in Council dated the 24th day of July, 2001 under Sections 88 and 138 of the *Municipal Government Act* of Alberta;
- (h) "National Parks Lease and Licence of Occupation Regulations" means the *National Parks of Canada Lease and Licence of Occupation Regulations* SOR 92-25, as amended;
- (i) "Park" means Jasper National Park of Canada, in the Province of Alberta;
- (j) "Parks Canada Agency" means the Parks Canada Agency a body corporate established under section 3 of the *Parks Canada Agency Act*, S.C. 1998, c.31;
- (k) "Parties" means Parks Canada and The Municipality as described above; "Party" shall be construed accordingly;
- (l) "Public Transportation Services" means services available for public use that will allow users to travel to and from various designated locations in and out of the Town of Jasper, these services may include; conventional fixed-route programs with scheduled service, on-demand programs with designated stops, seasonal services, and/or a mixture of the foregoing;
- (m) "Superintendent" means the Superintendent of the Park or any person authorized to act on that behalf; and
- (n) "Town" means the Town of Jasper as described in Plan Number 85860 in the Canada Lands Surveys Records at Ottawa, a copy of which is on file at the Land Titles Office for the North Alberta Land Registration District, Edmonton, as Plan Number 022-1301.

ARTICLE 2.00 PURPOSE

- 2.01 The purpose is to make Parks Canada lands available to enable the Municipality to deliver Public Transportation Services to locations outside of the Town of Jasper in Jasper National Park. This Agreement will outline each Party's roles and responsibilities towards achieving this deliverable.

The goal is to provide an essential service to the public: providing visitors and residents with an affordable, accessible, and lower-carbon alternative to private vehicles in order to facilitate their movement around the Park.

ARTICLE 3.00 TERM

- 3.01 This Agreement shall be in effect for and during the term of five (5) years commencing on the 1st day of April, 2023, and ending on the 31st day of March, 2028, both days inclusive ("Term"), subject to sooner termination as provided herein.
- 3.02 The Parties may agree to renew this Agreement for one term of five (5) years on terms and conditions that are mutually satisfactory.
- 3.03 The Parties may revisit the terms and conditions of this agreement and amend them from time to time if it is mutually beneficial.

ARTICLE 4.00 TERMINATION

- 4.01 This Agreement may be terminated by either Party giving one to the other twelve (12) months written notice of such termination.

ARTICLE 5.00 USE OF LAND

- 5.01 Parks Canada agrees to license land in Jasper National Park for the purpose of the Municipality's Public Transportation Services as proposed in this Agreement.

After lands for this initiative have been designated, the use of land will be granted by way of a National Parks of Canada licence of occupation as authorized by the National Parks Lease and Licence of Occupation Regulations.

The Municipality will be subject to all covenants, terms, and conditions of the licence of occupation in the management and use of Land for this program.

ARTICLE 6.00 ROLES AND RESPONSIBILITIES

- 6.01 Subject to Council approval and funding through the Municipality's regular budget processes the Municipality makes the following commitments towards the Public Transportation System:

- (a) the Municipality shall conduct a Transit Feasibility Study prior to the delivery of any services;
- (b) the Municipality shall ensure that any procurement for contracted service providers is conducted using a fair and open competitive process;
- (c) the Municipality shall be responsible for the oversight, management, administration and operational requirements of the Public Transportation System on a day-to-day basis;
- (d) the Municipality shall ensure that any Fixed-Infrastructure required for the Public Transportation System is developed in accordance with the Jasper National Park development permitting process;
- (e) the Municipality shall be responsible for ensuring that all components of the transportation system including vehicles and Fixed-Infrastructure are kept in good condition, fully operational and safe;
- (f) the Municipality shall ensure that any lands used for this program are free of contaminants and waste and that agents of the Municipality regularly monitor, clean up, and address any issues on the lands;
- (g) the Municipality shall be responsible for the design, development and maintenance of all marketing materials related to the Public Transportation System including but not limited to maps, brochures, website, apps, and vehicle branding;
- (h) the Municipality shall design and develop a fare collection system to allow revenue to be generated from user fees;
- (i) the Municipality shall collect user data for each year of the program including, but not limited to, statistics on the number of passengers per day/month/season, pick up and drop off statistics, revenues generated, and user feedback and comments;
- (j) the Municipality shall operate the Public Transportation System as a not-for-profit; and
- (k) the Municipality shall explore green alternatives such as zero-emission or hydrogen powered vehicles.

6.02 Parks Canada makes the following commitments towards the Public Transportation System:

- (a) Parks Canada shall contribute to a transit plan for the area outside the Town of Jasper by designating a route (or routes) and identifying pick-up/drop off areas;
- (b) Parks Canada shall provide in-kind support to the Municipality's grant application process by way of support letters and administrative capacity;
- (c) Parks Canada may, in certain areas and subject to discussion and funding, develop infrastructure outside the Town of Jasper such as: widening roads for bus stops and turnaround points, permitting or installing signage and transit only gates (as needed);
- (d) Parks Canada shall advertise and otherwise actively promote the service on the Jasper National Park website, within visitor information locations and in printed materials as appropriate; and
- (e) Parks Canada shall assist the Municipality in collecting data (e.g., installing traffic counters, collecting visitation numbers at the campgrounds and at sites where there is a pick up/drop off location, etc.).

ARTICLE 7.00 FUNDING

- 7.01 The Municipality shall be responsible for funding the Public Transportation System to fulfill its commitments in Article 6.01.
- 7.02 Parks Canada shall seek funding to make financial contributions where possible toward the operation of the Public Transportation System;

ARTICLE 8.00 INSURANCE

- 8.01 The Municipality shall obtain and maintain general liability insurance in such amounts and on such terms as a prudent operator should maintain. Such insurance will provide that Her Majesty the Queen in right of Canada is named as an additional insured and shall include coverage for bodily injury, including death, to any person, as well as loss of or damage to any property. Limits of liability shall be not less than two million dollars (\$2,000,000) per occurrence of personal injury suffered or alleged to be suffered by reason of or in the course of operations under this Agreement, whether occurring by reason of acts of omissions of the Municipality, or any sub-contractor, or both.
- 8.02 The insurance shall be issued by an insurance company or companies which would be satisfactory to the Superintendent and shall provide for a minimum of thirty (30) days notice in writing by such company or companies to the Municipality or Parks Canada of cancellation or amendment of such insurance.

ARTICLE 9.00 SUBMISSION OF PLANS AND SPECIFICATIONS

- 9.01 (a) The Municipality shall obtain all permits, licences and authorizations required under the Act, all regulations thereunder and any other applicable statutes and regulations; and
- (b) The Municipality shall submit for the approval of the Superintendent, plans and specifications for any construction, additions, or alterations to any land including Fixed-Infrastructure thereon designated for the Public Transportation System in a licence of occupation.

- (c) The plans and specifications referred to in Article 9.01 (b) shall be in accordance with but not limited to the current development review process, Park management plans, community plans, by-laws, guidelines, approvals, requirements, standards, orders, directives, policies and zoning that are applicable to the lands.

ARTICLE 10.00 APPLICABLE LAWS

10.01 The Municipality shall, in carrying out obligations under this Agreement, comply with the provisions of the Act, all regulations thereunder and all other applicable statutes and regulations, as well as all applicable laws, regulations, by-laws, and orders of all federal, provincial and municipal governments and statutory bodies.

ARTICLE 11.00 LIABILITY AND INDEMNITY

11.01 The Municipality shall at all times indemnify and save harmless Parks Canada or any of their servants, agents and all those for whom Parks Canada is responsible at law, from and against all claims, demands, losses, costs, damages, actions, suits or proceedings by whomsoever made, brought or prosecuted in any manner based upon, arising out of, related to, occasioned by or attributable to:

- (a) the Municipality's use of land under this Agreement;
- (b) any action taken or things done by any contractors, sub-contractors, in relation to this Agreement; and
- (c) any action taken or things done or maintained by virtue thereof, or the exercise in any manner of rights or fulfillment of any obligations arising hereunder.

ARTICLE 12.00 DISPUTE RESOLUTION

12.01 In the event of any dispute regarding the interpretation, or performance of this Agreement, or alleged breach of this Agreement, either Party may give written notice of the dispute to the other Party and representatives of the Municipality and Parks Canada shall meet within ten (10) business days after the notice of dispute is given. Parties shall attempt in good faith and make all reasonable efforts to resolve the matter equitably and to the satisfaction of both Parties.

If the Parties' representative(s) cannot resolve the dispute within ten (10) business days after they first meet, the dispute shall be referred to a court of competent jurisdiction.

ARTICLE 13.00 GENERAL TERMS

13.01 The Municipality shall not assign, transfer or otherwise alienate any rights, authorizations, terms, or conditions under the Agreement. Notwithstanding, nothing shall prevent the Municipality from contracting out the operation of any part of the Public Transportation System, by way of service or operating contract.

13.02 Nothing contained in this Agreement, nor any acts of the Parties, shall be deemed to constitute a partnership or joint venture, nor is any agency relationship created or intended to be created between the Municipality and Parks Canada pursuant to this Agreement.

13.03 If any provision of this Agreement or the application thereof to any circumstances shall be held to be invalid or unenforceable, then the remaining provisions of this Agreement, or the application thereof to other circumstances, shall not be affected thereby and shall be held valid and enforceable to the full extent permitted by law.

- 13.04 Time is of the essence in this Agreement and any part thereof.
- 13.05 Subject to its terms, this Agreement shall endure to the benefit of and be binding upon the Parties, their lawful heirs, executors, administrators, successors, and contractors.
- 13.06 Nothing expressed or implied in this Agreement is intended to or shall be construed to confer on or to give any person, other than the Parties hereto and their respective successors, any rights or remedies under or by reason of this Agreement.
- 13.07 This Agreement shall be interpreted in accordance with the laws of the Province of Alberta, except insofar as such laws may be inconsistent with federal Crown prerogative or any paramount federal laws and in accordance with the laws of Canada applicable therein. In the event of any inconsistency, the laws of Canada shall prevail.
- 13.08 In the event that Parks Canada is required to respond to an Access to Information Request to an inquiry with respect to this Agreement, the Municipality shall provide to Parks Canada all relevant documents and information within its care and control that are applicable to such inquiry.
- 13.09 No member of the House of Commons of Canada or the Senate of Canada shall be admitted to any share or part of the Agreement or to any benefit to arise therefrom.

ARTICLE 14.00 GENERAL NOTICE

- 14.01 All notifications associated with this Agreement must be given in writing and delivered in accordance with this section.

For Parks Canada:

Moira McKinnon
Manager, Realty and Municipal Services
Jasper National Park
P.O. Box 10
Jasper, Alberta, T0E 1E0
Moira.mckinnon@pc.gc.ca

And for the Municipality:

Bill Given
Chief Administrative Officer
Municipality of Jasper
P.O. Box 520
Jasper, Alberta, T0E 1E0
BGiven@town.jasper.ab.ca

- 14.02 Notice shall be deemed to have been delivered:

- (a) if delivered by hand, upon receipt;
- (b) if delivered by email, upon receipt;
- (c) if delivered by registered mail, upon receipt.

Parks Canada and the Municipality may change their respective addressees and delivery addresses by delivering a notice of change.

IN WITNESS WHEREOF the Parties have agreed and execute this Memorandum of Understanding.

SIGNED, SEALED AND EXECUTED by:

Parks Canada,
on behalf of Her Majesty
the Queen in right of Canada

Superintendent
Jasper National Park

Chief Administrative Officer
Municipality of Jasper

DRAFT

MEMORANDUM OF UNDERSTANDING

BETWEEN

**HER MAJESTY THE QUEEN
IN RIGHT OF CANADA**

AND

**THE MUNICIPALITY OF JASPER
(PUBLIC TRANSPORTATION SYSTEM)**

DRAFT

AGENDA ITEM 7.4

REQUEST FOR DECISION

Subject: Alberta/Japan Twinned Municipalities Association (AJTMA) Conference

From: Bill Given, Chief Administrative Officer

Prepared by: Emma Acorn, Legislative Services Coordinator

Date: September 13, 2022



Recommendation:

- That Committee recommend Council approve hosting the AJTMA conference in 2023 and direct administration to include \$6,000 in the 2023 budget.

Alternatives:

- That Committee recommend Council approve hosting the AJTMA conference in 2023 and direct administration to use the funds in the Hakone Restricted Reserves.
- That Committee recommend hosting in a future year.

Background:

On July 4, 1972, the Town of Jasper and the [Town of Hakone, Japan](#) established and were united in a Sister City relationship. The AJTMA is made up of many twinned municipalities throughout Alberta and Japan. The Association holds its conference and annual meeting in a different Alberta town each year.

As part of their duties as members of the Municipality's Hospitality and Twinned Communities Committee Councillors Ralph Melnyk and Kathleen Waxer attended the [Alberta/Japan Twinning Municipalities Association Conference in Taber, Alberta on June 3 & 4, 2022](#). On June 14, 2022 Committee directed administration to return to a future meeting with recommendations regarding hosting a future AJTMA conference in Jasper. The AJTMA has also reached out as they are still searching for a host for the 2023 conference.

Discussion:

The Municipality of Jasper last hosted an AJTMA conference on June 26 & 27, 2015. The conference was planned at the same time as a delegation of ten visitors from Hakone. The event was planned with an expectation of approximately 75 attendees.

The first evening of the conference was a welcome event at the Chateau Jasper including registration, meet and greet, magic show as entertainment along with appetizers and a bar.

The second day of the conference consisted of a buffet breakfast, opening ceremonies, a presentation on the history of Jasper/Hakone relationship by the respective Mayors, a keynote address by the Director of International & Intergovernmental Relations, group photos, lunch buffet, and finally the annual general meeting in the afternoon.

Strategic Relevance:*Relationships*

- Collaborate with other municipalities, orders of government, indigenous partners and advocacy associations.

Relevant Legislation:

[Policy B-019 Twinning/SisterCity Relationships](#)

Financial:

The AJTMA has been giving \$1,000 to the hosting community.

There is \$6,000 in Restricted Reserves for Hakone.

There is also some staff time required, mostly of an administrative nature including receiving registrations and fees prior to the conference; organization of meeting space meals, guest speakers, accommodations, entertainment; and participation in the conference activities.

MOTION ACTION LIST

SHORT TITLE	REQUESTED (DATE)	RESPONSIBLE (WHO)	COUNCIL MOTION (DESCRIPTION)	TARGET (DATE)
S-Block Parking	September 14, 2021	Director of Protective & Legislative Services	That Committee direct Administration to return to a future Committee of the Whole meeting with a policy level discussion regarding the use of S-block parking.	September 2022
Parcel GB Development Information	March 8, 2022	CAO	That Committee direct Administration to request preliminary information such as renderings and site plans for the proposed GB development and return to a future Committee of the Whole meeting.	September 2022
Petro Canada	May 17, 2022	CAO and Director of Operations	That Council receive the letter for information, and; that Council direct Administration to return to a future committee of the whole meeting with a report in respect to the request from Petro Canada.	September 2022
Public Transportation	May 24, 2022	CAO	That Committee direct Administration finalize a Memorandum of Understanding with Parks Canada for the provision of public transportation services and return to a future committee meeting.	September 2022
Policy B-017 Community & Economic Development Fund	May 24, 2022	Director of Community Development	That Committee refer the matter of funding the Community Economic Development Fund to the 2023 budget discussion. That Committee direct Administration to conduct a review of the administrative procedures for Policy B-017 Community & Economic Development Fund and present recommendations at a future Committee meeting.	September 2022
JCHC Governance Review - 1	June 14, 2022	CAO	That Committee direct Administration to review corporate structures that would enable JCHC to assume debt independent of the Municipality while also being able to provide some manner of equity in return for capital contributions.	September 2022

JCHC Governance Review - 2	June 14, 2022	CAO	That Committee direct Administration identify the resources required to produce a strategy to address the 2021 gap and return to Committee prior to the 2023 budget discussions.	September 2022
Alberta / Japan Twinning Municipalities Association	June 14, 2022	Director of Protective & Legislative Services	That Committee direct Administration to follow items 1, 2, 4, and 5 in the recommendations and refer item 3 to a future committee of the whole meeting 3-Consider hosting a future A/JTMA conference 4-Profile the MOJ's twinning relationship on the new MOJ website 5-Prepare/develop a video from the community of Jasper to send to Hakone to acknowledge the 50 th anniversary of the twinning relationship	September 2022
Developing a Municipal Position on Private Home Accommodations	July 12, 2022	CAO	That Committee direct Administration to prepare a draft position on PHAs including a review of any new PHAs proposal issued by Parks Canada, and; That committee direct Administration to present the draft Municipal opinion to Committee of the Whole in a closed session at a future meeting.	September 2022
Utilities Model Review	February 2, 2022	CAO & Director of Finance & Administration	Committee directed Administration to review the utilities model upon completion of four billing cycles following implementation. This was first discussed at the February 2, 2022 Regular Council meeting.	September 2022
Jasper Museum Storage Container	August 9, 2022	Director of Operations	That Committee direct Administration to work with the JYHSMA to identify locations on Municipal property for the storage container subject to Parks Canada approval and the JYHSMA covering any associated costs.	September 2022
Sledding at Snape's Hill	August 9, 2022	Director of Community Development	That Committee direct Administration investigate other potential sites to develop a tobogganing hill in the south end of the town site.	October 2022
Recreational Use of Municipal Outdoor Facilities Policy	August 9, 2022	Director of Community Development	That Committee direct Administration to prepare and present at a future committee meeting a draft policy and administrative procedures regarding recreational use of outdoor Municipal facilities.	October 2022

Community Conversations – Town Internet Access	August 23, 2022	Director of Finance & Administration	That Committee direct Administration to explore opportunities for town wide internet access.	November 2022
Community Conversations – Communications	August 23, 2022	Director of Protective & Legislative Services	That Committee direct Administration to investigate systems that would improve the sound quality of Council meetings.	November 2022
Community Conversations – Indigenous Education Session	August 23, 2022	Director of Community Development	That Committee direct Administration to arrange an Indigenous education session for Council prior to September 30, 2022, National Day for Truth & Reconciliation as per Call to Action #57.	September 2022
Community Conversations – Environmental Responsibility	August 23, 2022	Director of Operations	That Committee direct Administration to explore capacity to undertake the work identified by the Environmental Responsibility Community Conversation; and, if there is insufficient current capacity, to explore expanding capacity prior to budget 2023 discussions.	October 2022
Cabin Creek Traffic Safety	August 23, 2022	Director of Operations	That Committee direct Administration to address the safety concerns identified in Cabin Creek, and implement the recommendations based on consultation with the RCMP and the Bylaw Department.	November 2022
Fruit Trees on Municipal Property	August 23, 2022	Director of Operations	That Committee direct Administration to return to a future committee of the whole meeting with proposed alternatives on how to deal with fruit trees on municipal land.	November 2022