

Municipality of Jasper
Committee of the Whole Meeting Agenda

June 22, 2021 | 9:30 am

Place: Conducted virtually through Zoom

Notice: Public viewing and public participation during Council meetings will continue to be through Zoom live-streaming. Council meetings are also archived on YouTube for viewing anytime.

To live-stream this meeting starting at 9:30 am, use the following Zoom link:

<https://us02web.zoom.us/j/87657457538>

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

2. Additions to agenda

3. Approval of agenda

3.1 June 22, 2021 Committee of the Whole agenda attachment

4. Approval of minutes

4.1 [June 8, 2021 Committee of the Whole minutes](#) attachment

5. Presentations

6. Business arising from minutes

7. Policy and Governance

7.1 [Council Strategic Priorities update](#), Council discussion verbal
[2020 – 2022 Business Plan](#)

8. New business

8.1 [Covid Relief Restricted Reserve – Preferred Categories](#) attachment

8.2 [Development of a Traditional Land Acknowledgement](#) attachment

8.3 [Equity, Diversity and Inclusion Policy](#) attachment

8.4 [Culture and Recreation Services Review](#) attachment

8.5 [Skatepark Relocation Public Engagement](#) attachment

8.6 [Policy Development and Review](#) attachment

8.7 [Principles for Utility Rates Bylaw](#) attachment

8.8 Speed Limit Signs on Connaught Drive – Councillor Journault verbal

8.9 Public Seating and Picnic Tables in Robson Park – Councillor Butler verbal

8.10 Jasper Connaught Offsite Services Construction Award Contract to be distributed

9. Correspondence

10. [Motion Action List](#) attachment

Municipality of Jasper
Committee of the Whole Meeting Agenda

June 22, 2021 | 9:30 am

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11. Council representation on various boards, upcoming meetings

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

12. Upcoming events

June 22: Special Meeting of Council for Jasper Offsite Services, immediately following COTW, Zoom

13. Adjournment

All regular and committee meetings of Council are video-recorded and archived on YouTube.

Municipality of Jasper
Committee of the Whole Meeting Minutes

Tuesday, June 8, 2021 | 9:30am

Conducted virtually through Zoom

Virtual viewing and participation	This meeting was conducted virtually through Zoom. Public viewing and public participation during Council meetings is through Zoom livestreaming.		
Present	Mayor Richard Ireland, Deputy Mayor Jenna McGrath, Councillors Helen Kelleher-Empey, Rico Damota, Bert Journault and Paul Butler		
Absent	Councillors Scott Wilson		
Also present	Bill Given, Chief Administrative Officer Christine Nadon, Legislative Services Manager Natasha Malenchak, Director of Finance and Administration Kayla Byrne, Legislative Services Coordinator Bob Covey, Jasper Local newspaper 10 observers		
Call to Order	Deputy Mayor McGrath called the meeting to order at 9:31am.		
Additions or edits to the agenda #249/21	MOTION by Councillor Damota that Committee of the Whole add the following item to the June 8, 2021 agenda: <ul style="list-style-type: none">8.5 Support for skate park update		
	FOR 6 Councillors	AGAINST 0 Councillor	CARRIED
Approval of agenda #250/21	MOTION by Mayor Ireland to approve the agenda for the June 8, 2021 Committee of the Whole meeting as amended.		
	FOR 6 Councillors	AGAINST 0 Councillor	CARRIED
Approval of Minutes #251/21	MOTION by Councillor Journault to approve the minutes of the May 25, 2021 Committee of the Whole meeting as presented.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Seniors' Week	Council acknowledged it's Seniors' Week in Alberta. Council recognized the important contributions seniors make to the community.		
Input for Draft JNP Management Plan #252/21	With respect to Administration's suggested edits to the Review of the Draft Management Plan for JNP, councillors suggested more edits, focusing on development within the townsite and a possible collaboration for transportation to and within the community. Councillors also discussed timelines regarding a suggested elimination of land rent and the transition of land-use and planning.		

MOTION by Councillor Butler that Committee recommend Council formally approve a submission of input to Parks Canada on the Draft Management Plan for Jasper National Park as amended.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Covid Relief Restricted Reserve – Scope Inquiry With respect to the Covid Relief Restricted Reserve Scope Inquiry, Councillors discussed Administration’s high-level suggestions for uses of the Covid Relief Reserve and proposed additional suggestions.

Motion to defer #253/21 MOTION by Councillor Damota that Committee of the Whole defer the Covid Relief Reserve use recommendations to the next Committee of the Whole meeting.

FOR	AGAINST	
2 Councillors (Councillors Damota & Journault)	4 Councillors	DEFEATED

Motion to refine concepts #254/21 MOTION by Mayor Ireland that Committee of the Whole direct Administration to further refine the following concepts and return to a future Committee of the Whole meeting:

- Utility rate credits
- Tax mitigation
- Transportation
- Fees including recreational fees
- Economic development

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Councillors confirmed that Administration has been directed to refine some of the concepts of the Covid Relief Reserve, however, none of the suggested concepts have been eliminated.

Community childcare strategy # 255/21 MOTION by Mayor Ireland that Committee of the Whole direct Administration to return with a refinement with respect to the development of a community childcare strategy.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Councillors noted the development of a community childcare strategy could still be a part of the Covid Relief Fund.

Recess Deputy Mayor McGrath called a recess from 11:14am – 11:21am.

Municipal Face Covering Mandates #256/21 In alignment with Stage 3 of the Province of Alberta’s Open for Summer Plan, Council discussed rescinding municipal face covering mandates. Should active COVID-19 cases start to increase, Council noted it will adhere to public health directives and, if current municipal mandates are rescinded on the day Alberta enters Stage 3 of its reopening

plans, Council may reinstate mask regulations to help prevent the spread of the virus in the community.

MOTION by Mayor Ireland that Committee of the Whole direct Administration to present a draft bylaw for first, second and potentially third reading at the next regular Council meeting to repeal the Temporary Compulsory Face Covering Bylaw.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Appointments to Regional Assessment Review Board #257/21

MOTION by Mayor Ireland that Committee recommend Council appoint Michelle Deschene as the Designated Clerk for the West Yellowhead Regional Assessment Review Board starting immediately, and ending on April 30, 2022; and

That Committee recommend Council appoint Paul Butler as the Designated Chair of the West Yellowhead Regional Assessment Review Board starting immediately, and ending on April 30, 2022; the Designated Chair's remuneration and expenses will follow the Municipality of Jasper Council Member Compensation & Benefits Policy (B-004) and Staff and Councillor Expenses Policy (B-007).

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Support for skate park update

With respect to a skate park funding update, Administration confirmed the Skate Park Committee has everything it requires to move forward with its CFEP application; Administration is helping with the grant writing and Council has provided a letter of support.

Later this month, Council can also expect a report on recent public engagement on a proposed location for a new skate park.

Motion Action List #258/21

MOTION by Councillor Kelleher-Empy that Committee of the Whole update the Motion Action List with the following changes:

- Review of the Draft Management Plan for JNP
- Remove COVID Relief Restricted Reserve
- Update the list with any new items that arose at the June 8, 2021 Committee of the Whole meeting

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Council representation on various boards, upcoming meetings

Due to a scheduling conflict, Mayor Ireland may be absent from the June 22 Committee of the Whole meeting.

Councillor Butler will attend an Evergreens Foundation meeting.

Councillor McGrath continues to attend weekly Community Conversations and will attend this month's Municipal Inclusion Committee meeting.

Upcoming events	Committee of the Whole reviewed a list of upcoming events.		
Meeting extension #259/21	MOTION by Mayor Ireland that the June 8, 2021 Committee of the Whole meeting be extended beyond four hours if necessary.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
In Camera #260/21	MOTION by Councillor Damota to move in camera at 11:50am to discuss agenda item 13.1 Personnel matter: CAO performance feedback – FOIP, S. 17(4)(f).		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
	Mr. Given also attended the in camera session.		
Recess	Deputy Mayor McGrath called a recess from 11:50am – 12:30pm.		
Revert to open meeting #261/21	MOTION by Councillor Butler that Committee of the Whole revert to open meeting at 2:13pm.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Adjournment #262/21	MOTION by Councillor Kelleher-Empey that, there being no further business, the Committee of the Whole meeting of June 8, 2021 be adjourned at 2:14pm.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED

Agenda item 8.1

REQUEST FOR DECISION



Subject: Covid Relief Restricted Reserve – Preferred Categories
From: Bill Given, Chief Administrative Officer

Reviewed by: Christine Nadon, Legislative Services Manager

Date - Discussion: June 22, 2021

Recommendations:

- That Committee direct administration to develop the following concepts and return to a future Committee of the Whole meeting with program proposals for consideration.

(Council to list desired concepts)

- That Committee recommend Council approve a maximum of up to \$24,000/year to be funded from the Covid Recovery Reserve, for a three-year partnership with SunDog Transportation and Tours Co. to support a public transportation system.

Alternatives:

- That Committee receive the report for information and take no further action at this time.

Background:

Council has established a Covid Relief Reserve in the amount of \$1,171,712. This reserve is flexible in that it may be used for any purpose Council sees fit. Council has received a presentation from the Economic Recovery Task Force outlining the group's recommendations on how the municipality might support recovery from the pandemic and improved economic resiliency in the future. On June 8, Council reviewed an initial scope inquiry on potential uses of the Covid Relief Reserve and directed administration to bring forward an additional level of detail on the following categories: Utility Rate Credits, Tax Rate Mitigation, Transportation, Fees and Economic Development. Attached to this report is a full list of potential uses of the Covid Relief Reserve.

Discussion:

The discussion below provides an overview of some additional context and potential approaches to moving forward on the priority categories identified by council. All costs are approximations unless otherwise noted:

Utility Rate Rebates

- **Provide Financial Relief to Municipal Utility Customers**

Description: The municipality delivers water, waste water solid waste and recycling services to residents and businesses. In cases where a household or businesses has been acutely impacted by the economic impacts of the pandemic (loss of employment or business closures due to health orders) the on-going cost of utilities may have been a significant burden. The municipality could provide cash rebates to a class or classes utility customers meeting a defined criteria established by Council.

Cost: \$50,000 to \$100,000

Next Steps: Council to define class or classes of customers and administration to develop program criteria.

Fees

- **Waive or Reduce Municipal Business Licence Fees**

Description: The municipality broadly requires commercial enterprises operating in Jasper to maintain a business licence at a cost of \$160/year. At any one time there may be 650 to 850 businesses licenced in the municipality. The municipality could either waive business licence fees or provide cash rebates for fees previously paid to a class or classes of businesses meeting a defined criteria established by Council.

Cost: \$10,000 to \$130,000

Next Steps: Council to define class or classes of businesses and administration to develop program criteria.

- **Further Subsidize Recreation Fees**

Description: The municipality charges various fees to individuals and user groups for access to municipal recreation facilities. All fees are currently subsidized in the sense that none of the fees reflect the actual full cost of operating these facilities. This operating subsidy is covered by the general tax base. Council could choose to further subsidize recreation access by either lowering fees for all or some users on a temporary basis, or by establishing a fund that can be used by specific users meeting an established criteria. Reducing fees for all users would carry a significant cost, could only be sustained for a short period of time and may provide a benefit to those who didn't experience the same hardship. Establishing a fund could be less costly, longer lasting and more targeted to need.

Cost: \$10,000 to \$1,000,000

Next Steps: Council to define the type of subsidy it wishes to offer and potentially define a class or classes of user it wishes to target for support and administration to develop program criteria.

Tax Rate Mitigation

- **Hold to Apply in Future Budgets**

Description: Should Council choose to hold funds to apply in future tax years, administration recommends Council should hold an amount that would have a material impact on future property tax increases. Recognizing that it takes approximately \$80,000 to reduce municipal property taxes by 1%, administration would suggest an appropriate minimum to keep in reserve would be \$400,000.

Cost: \$400,000 or more.

Next Steps: Council to define the amount.

- **Advance Land Rent Advocacy**

Description: The municipality is required to pay land rent of approximately \$600,000 to the Government of Canada annually. The cost of this land rent drives up municipal taxes and is ultimately borne by all Jasper tax payers. A coordinated lobbying effort targeting federal decision makers could lead to the removal of this burden which would mean a sustained reduction in tax rates. This kind of advocacy is specialized and can benefit from professional assistance. Administration has had a preliminary conversation with such a firm and this action could be initiated within weeks.

Cost: Up to \$20,000.

Next Steps: Council approve the use and administration to engage a consultant.

Transportation

- **Partner to Establish Local Public Transit**

Description: Enabling both visitors and residents to move around the community as well as to and from major attractions outside the community. On June 15, Council received a presentation from a private operator who proposed a partnership to establish a transit/shuttle service. The operator states that this service could be up and running within a matter of weeks.

Cost: Up to \$24,000/year (municipal contribution)

Next Steps: Council approve the use and direct administration to formalize an agreement with the operator.

Economic Development

- **Partner to develop a Destination Management Plan**

Description: A destination management plan is a holistic plan intended to be the connection between the visitor economy, economic development and community well-being. The project would have the potential to provide guidance and a sense of common direction to the municipality, businesses and the overall community. From a municipal operations perspective it may provide an opportunity to establish direction in some areas that are missing as a result of Jasper not having a municipal development plan. This project would likely involve multiple partners that could include Tourism Jasper, the Jasper Park Chamber of Commerce, Parks Canada and other levels of government. These types of studies are often funded in part by provincial or federal grants and may take up to a year to complete. Tourism Jasper has indicated they have identified potential grant funding sources.

Cost: Up to \$20,000 (municipal contribution)

Next Steps: Council to direct administration to consult with Tourism Jasper and bring back a more detailed proposal.

- **Partner to conduct a labour market analysis**

Description: Generally a Labour Market Analysis seeks to quantify the labour force and generate an understanding of the labour market conditions faced by businesses, job seekers, and employees within a specific geographic area. Gathering this information is the first step towards developing a community strategy to strengthen workforce competitiveness and meet current and future workforce needs. This project would likely involve multiple partners that could include Tourism Jasper, the Jasper Park Chamber of Commerce, the Jasper Employment and Education Centre and other levels of government. These types of studies are often funded in part by provincial or federal grants and may take up to a year to complete.

Cost: Up to \$20,000 (municipal contribution)

Next Steps: Council to define the amount.

- **Develop a Guide to Opening a Business in Jasper.**

Description: Administration has contacted Community Futures West Yellowhead, who reported that it is within their existing mandate to design and create a Guide to Opening a Business for each of the communities they serve. It will be an electronic document that will be shared on the CFWY website and Jasper may link to it or print copies if desired. Administration will work with CFWY to ensure that the document is specific to the unique context of Jasper. At this time it appears that CFWY will undertake this project with no need for additional financial support from Jasper at this time.

Cost: NA

Next Steps: None required at this time.

Strategic Relevance:

Council's Mission

- fostering positive relationships;
- responsibly managing municipal finances and assets;...

Economic Health and Fiscal Equity

- Continue to support tourism and economic development,...
- Where appropriate, improve equitable distribution of municipal service costs and ease the tax burden...

Relevant Legislation:

Policy B-012: Debt Reserves Policy

Council shall establish and maintain appropriate debt and reserve limits

Financial:

- The amount of the Covid Relief Reserve is \$1,171,712. This reserve is flexible and may be used in any year.

Attachments:

- Full list of potential uses of the Covid Relief Reserve

Category	Direct Beneficiaries	Description	Reach	Impact	Complexity	Cost	Start Up (Months)	Task Force
Utility Rate Credits	Non-Residential Utility Customers	Credit toward municipal utility expenses for businesses meeting a defined criteria.	Targeted	Moderate	Moderate	Low	1-2	
Utility Rate Credits	Residential Utility Customers	Credit toward municipal utility expenses for individuals meeting a defined criteria.	Targeted	Moderate	Moderate	Low	1-2	
Tax Rate Mitigation	Residential & Non-Residential Tax Payers	Use funds to buffer future property tax increases in 2022 or beyond.	Broad	Low	Low	High	6+	Yes
Tax Rate Mitigation	All Property Tax Payers	Use funds to advance advocacy toward elimination of land rent	Broad	High	Moderate	Low	1-2	Yes
Transportation	Residents, Business Operators, Visitors	Start-up funding for public transportation	Broad	High	Moderate	Low	1-2	Yes
Fees	Businesses	Waive Business License Fees	Narrow	Low	Low	Low	1-2	
Fees	Residents	Subsidise Recreation Fees	Narrow	Low	Low	Low	1-2	
Economic Development		Partner to develop a Destination Management Plan	Broad	Moderate	Moderate	Low	6+	Yes
Economic Development	Businesses	Partner to conduct a labour market analysis	Broad	Moderate	Low	Low	6+	Yes
Economic Development	Residents, Business Owners	Develop a guide to opening a business in Jasper	Broad	Low	Low	Low	1-2	Yes
Grants	Business Operators	Grants to support enhanced marketing for local businesses.	Targeted	Moderate	Low	Low	3-6	Yes
Grants	Non-Residential Property Owners	Façade improvement grant	Narrow	Moderate	Low	Moderate	3-6	
Grants	Non-Residential Property Owners	Accessibility improvement grant	Narrow	Moderate	Low	Moderate	3-6	
Housing	Residential Renters	Rent Subsidy Program	Targeted	High	High	Moderate	3-6	Yes
Housing	Residents	Advance the construction of new housing units through JCHC or others	Broad	High	Moderate	High	6+	Yes
Other	Residents	Develop a community childcare strategy	Broad	High	Moderate	Low	3-6	Yes
Other	Residents	Re-establish the Community Development Grant Program	Broad	Low	Low	Low	1-2	Yes
Other	Residents	Establish a Cultural Programmer position within municipal staff	Broad	Moderate	Low	Moderate	3-6	Yes
Other	All Property Owners	Provide start up and seed funding for a Clean Energy Improvement Program	Broad	Moderate	Moderate	Moderate	6+	
Other	Residents, Businesses, Visitors	Provide start-up funding for the establishment of a Culinary Institute	Narrow	Moderate	High	Moderate	6+	
Public Infrastructure	Residents, Businesses, Visitors	Invest in a capital refurbishment of the CBD	Broad	Moderate	High	Moderate	6+	Yes
Public Infrastructure	All Property Tax Payers	Invest in a local green energy project	Broad	Moderate	High	High	6+	
Public Infrastructure	All Property Tax Payers	Invest in capital improvements to reduce costs at WWTP	Broad	Moderate	High	High	6+	



Agenda item 8.2

REQUEST FOR DIRECTION

Subject:	Development of a Traditional Land Acknowledgement
Prepared by:	Lisa Riddell, Community Development Manager
Reviewed by:	Bill Given, Chief Administrative Officer Municipality of Jasper Inclusion Committee
Date – Discussion:	June 22, 2021
Date – Decision:	July 6, 2021

Recommendation:

- That Committee recommend Council endorse the development of a traditional land acknowledgement for use by the Municipality of Jasper, and;
- That Committee recommend Council direct administration to develop a land acknowledgement policy for review at a future Committee of the Whole meeting.

Background:

The 57th Call to Action in the Truth and Reconciliation Commission reads:

“Professional Development and Training for Public Servants: We call upon federal, provincial, territorial, and municipal governments to provide education to public servants on the history of Aboriginal peoples, including the history and legacy of residential schools, the United Nations Declaration on the Rights of Indigenous Peoples, Treaties and Aboriginal rights, Indigenous law, and Aboriginal–Crown relations. This will require skills-based training in intercultural competency, conflict resolution, human rights, and anti-racism.”

Traditional land acknowledgements are being used as a practice of reconciliation aimed at recognizing the traditional or Treaty territories of Indigenous peoples. The statements are sometimes made at the introduction of meetings, gatherings, events, or presentations. Some are also featured on organization websites or email signatures. Across Canada, land acknowledgements are used by governments, schools, post-secondary institutions, non-governmental organizations, and other civic institutions. Land acknowledgement statements are commonly modelled after Indigenous protocols and are a way to recognize what is known of past Indigenous usage and occupancy of land.

In Jasper, Jasper National Park is within Treaty 6 and 8 territories. This land is the traditional territory for the Dane-zaa (Beaver), Nêhiyawak (Cree), Anishinaabe (Ojibway), Secwépemc (Shuswap), Nakota (Stoney), and Métis Nations. The railway and Jasper National Park (created in 1907) were created in part through the expropriation of this land and the forcible expulsion of Indigenous and Métis people from this land – the same land that had been utilized and lived on by generations of Indigenous people for thousands of years.

“The creation of a forest reserve in 1907 paved the way for Jasper National Park in 1910. While many Indigenous peoples used and lived in the area up to 1907, they were progressively moved by authorities once the area became a forest reserve. Only five extended families remained by 1909. The heads of these families were Ewan Moberly, John Moberly, Isadore Findlay, Adam Joachim, and non-Indigenous, American born, Louis Swift.”

“The Indigenous heads-of-family experienced different treatment from Canadian authorities than did Louis Swift, who, despite marrying Suzette Chalifoux (a Métis woman from Edmonton), received title to his home and stayed in Jasper until his death. This discrepancy in treatment reflects the place of Indigenous people of that time.

Discussion

This recommendation is coming to Committee of the Whole from the Municipality’s internal Inclusion Committee, a group comprised of members from every department and all levels of the organization (elected officials, CAO, directors, managers and front-line staff). The work of engaging and supporting the Internal Inclusion Committee is funded through a grant from the Alberta Urban Municipalities Association (AUMA) called the Measuring Municipal Inclusion Grant (MMIG). AUMA provided \$50,000 in funding to complete this 28-month project and the time municipal staff have spent participating in the Internal Inclusion Committee; taking training and/or discussing priorities related to inclusion is the Municipality’s in-kind contribution to this project. The Inclusion Committee has met 10 times since August of 2020 and has taken steps to address several priority areas with the broad goal of increasing the Municipality’s overall level of inclusivity.

Developing and utilizing a land acknowledgement would be a step towards reconciliation and in line with the Municipality of Jasper’s vision of fostering a Welcoming and Inclusive Community. The Inclusion Committee has identified that an initial step towards addressing the above call to action can be the development and implementation of a traditional land acknowledgement for use by the Municipality of Jasper.

Relevant Legislation - Strategic Relevance:

- *Community Vision* (Jasper Community Sustainability Plan, September 2011 - Strategic Priorities 2018-2022 – Municipality of Jasper, pg. 3) “Jasper offers accessible services and cultural amenities, lifelong learning opportunities affordable housing and a safe and supportive living environment for all residents.”
- Governance and Social Equity. Specifically, “Develop and nurture mutually beneficial relationships and partnerships at the federal, provincial, local and international level to enhance community health and address issues and opportunities...”
- *Jasper’s Municipal Mission* (Strategic Priorities 2018-2022 – Municipality of Jasper, pg. 12) “Council has proclaimed Jasper to be a Welcoming and Inclusive Community and has committed to making decisions through the lens of inclusion, keeping the interests of the community as a whole in mind, and advancing basic respect, truth and human dignity.”

Financial:

Outside of staff time, administration does not foresee any additional costs associated with the recommendations contained in this report.



Agenda item 8.3

REQUEST FOR DECISION

Subject: Equity, Diversity and Inclusion Policy

Prepared by: Lisa Riddell, Community Development Manager

Reviewed by: Bill Given, Chief Administrative Officer
Municipal Inclusion Committee

Date – Discussion: June 22, 2021

Date – Decision: July 6, 2021

Recommendation:

- That Committee recommend Council endorse the adoption of the Equity, Diversity and Inclusion policy, and;
- That Committee recommend Council direct administration to return to Committee with a plan for policy implementation at a future committee of the whole meeting.

Background:

The work of engaging and supporting the Internal Inclusion Committee is funded through a grant from the Alberta Urban Municipalities Association called the Measuring Municipal Inclusion Grant (MMIG). This recommendation is coming to Committee of the Whole from the Municipality's internal Inclusion Committee, a group comprised of members from every department and all levels of the organization (elected officials, CAO, directors, managers and front-line staff). The Inclusion Committee has met 10 times since August of 2020 and has taken steps to address several priority areas with the broad goal of increasing the Municipality's overall level of inclusivity.

One of the first things the committee did was review the process through which incidents of discrimination are handled by the organization as well as any policies related to diversity and inclusion. This process involved a review of the Respectful Workplaces Policy (E-003). The Respectful Workplace Policy exists "to create awareness, educate, promote harassment free environments in the workplace, prevent harassment of any type, including sexual harassment of its employees and to deal quickly and effectively with any incident that might occur."

Discussion:

The Inclusion Committee identified that while the Respectful Workplace Policy outlines parameters around internal workplace or harassment issues, it does not include an outward-facing component.

The Inclusion Committee wishes to recommend the adoption of another policy, one that encompasses not only the organization as a workplace, but also the organization in its service to the public and its role in the community "modelling organizational equity, inclusion and diversity to more effectively serve its diverse community through equitable policy and operations that allow every citizen to participate in all aspects

of community life.”

The draft Equity, Diversity and Inclusion Policy is the culmination of months of collaborative work between Inclusion Committee members. Adoption of the policy would allow administration to take steps to ensure that organizational strategic planning and business planning are done through an equity, diversity and inclusion lens and that the organization’s priorities are in line with its vision.

Strategic Relevance:

- *Community Vision* (Jasper Community Sustainability Plan, September 2011 - Strategic Priorities 2018-2022 – Municipality of Jasper, pg. 3) “Jasper offers accessible services and cultural amenities, lifelong learning opportunities affordable housing and a safe and supportive living environment for all residents.”
- Governance and Social Equity. Specifically, “Develop and nurture mutually beneficial relationships and partnerships at the federal, provincial, local and international level to enhance community health and address issues and opportunities...”
- *Jasper’s Municipal Mission* (Strategic Priorities 2018-2022 – Municipality of Jasper, pg. 12) “Council has proclaimed Jasper to be a Welcoming and Inclusive Community and has committed to making decisions through the lens of inclusion, keeping the interests of the community as a whole in mind, and advancing basic respect, truth and human dignity.”

Financial:

- AUMA provided \$50,000 in funding to complete this 28-month project which ends on December 31, 2021. Beyond this date, administration would return to Council with a request for decision to allocate resources to continued equity, diversity and inclusion work.
- Community Development undertakes the document preparation and reporting for this project.
- The time municipal staff have spent participating in the Internal Inclusion Committee, taking training and/or discussing priorities related to inclusion is the Municipality’s in-kind contribution to this project.

Communications:

- Community Development engages all departments of the organization in working together on this project. The main contact is Lisa Riddell: 780-852-6540, lriddell@town.jasper.ab.ca.

Attachments:

- Draft Equity, Diversity & Inclusion Policy

Policy Title: Equity, Diversity & Inclusion Policy

Policy #:

Date adopted by Council: _____

1. POLICY STATEMENT

The Municipality of Jasper recognizes that a successful community is one in which unique contributions by residents of different backgrounds, abilities and orientations are welcomed, invited and actively sought.

The Municipality of Jasper is committed to model organizational equity, inclusion and diversity to more effectively serve its diverse community through equitable policy and operations that allow every citizen to participate in all aspects of community life.

The Municipality of Jasper will continuously strive to identify and then reduce or remove impediments to equity, inclusion and diversity within its workplace, and to reduce barriers to public participation in municipal facilities, programs, services, and engagement opportunities.

2. PURPOSE

To provide informed, authentic leadership for cultural equity, the Municipality of Jasper will, by adopting this policy:

- recognize diversity, inclusion, and equity as critical to ensuring the well-being of staff and the community we serve;
- acknowledge and dismantle inequities within our policies, systems, programs, and services, and continually update and report on organization progress;
- identify and address underlying assumptions which interfere with inclusiveness;
- advocate for and support organization-wide thinking about how systemic inequities impact our organization's work, and how best to address this in a way that is consistent with Council's Strategic Priorities and the Municipality of Jasper's Vision Statement;
- commit time and resources towards identifying inequities and removing barriers within the organization;
- ensure all activities of the Municipality of Jasper and those of its Agencies, Boards and Committees will be inclusive in nature; and
- lead with respect and tolerance.

3. RELATED INFORMATION

The *Alberta Human Rights Act* prohibits discrimination in employment based on the protected grounds of race, colour, ancestry, place of origin, religious beliefs, gender, gender identity, gender expression, age, physical disability, mental disability, marital status, family status, source of income and sexual orientation.

Under the *AHR Act*, employers have an obligation to create an inclusive workplace. This includes removing discriminatory barriers that prevent individuals from getting a job or promotion; accommodating employees who have special needs; and ensuring that the work environment is free from discrimination.

The *Canadian Human Rights Act* of 1977 states that all Canadians have the right to equality, equal opportunity, fair treatment, and an environment free of discrimination on the basis of sex, sexual orientation, marital status and family status.

4. DEFINITIONS

Policy Title: Equity, Diversity & Inclusion Policy

Policy #:

Date adopted by Council: _____

Accessibility: the term for making a facility usable by people with physical disabilities. Examples of accessibility include self-opening doors, elevators for multiple levels, raised lettering on signs and entry ramps

Accountability: refers to ways individuals and communities hold themselves accountable to their goals and actions, while acknowledging the values and groups to which they are responsible.

Barrier: anything that keeps someone from participating fully in society; can be economic, social, cognitive or systemic.

Bias: means to have a prejudice against groups that are not similar to you or to show preference for people that are similar to you.

Diversity: is the range of human differences, including but not limited to race, ethnicity, gender, gender identity, sexual orientation, age, social class, physical ability or attributes, religious or ethical values system, national origin, and political beliefs.

Discrimination: is behavior that consists of differential treatment of an individual based on prohibited grounds, or that uses stereotyped images or language that suggest that all or most members of a group are the same, thereby denying their individuality as persons.

Equity: implies that an individual may need to experience or receive something different (not equal) in order to maintain fairness and access.

Inclusion - is involvement and empowerment, where the inherent worth and dignity of all people are recognized.

Diversity and inclusion - is about capturing the uniqueness of the individual and creating an environment that values and respects individuals for their talents, skills and abilities to the benefit of the collective.

5. RESPONSIBILITIES

All Staff

- Create and maintain a workplace free from discrimination, racism, and prejudice.
- Understand and adhere to all parts of the Respectful Workplace Policy, Equity, Diversity and Inclusion Policy and Plan.
- Ensure barriers and biases to inclusive hiring are mitigated by following the Equity, Diversity and Inclusion Plan.

MOJ - Senior Leadership

- Create and maintain a workplace free from discrimination, racism and prejudice.
- Ensure that all staff are oriented to the Equity and Diversity and Inclusion Policy and Plan.
- Make a shared commitment to role-model purposeful, authentic and inclusive leadership for the rest of the organization.
- Ensure that all staff read, understand and sign off on the Respectful Workplace and ED&I policies.
- Work with CUPE Local 1458 to support the implementation of the Municipality of Jasper's Equity, Diversity and Inclusion Policy.

Policy Title: Equity, Diversity & Inclusion Policy

Policy #:

Date adopted by Council: _____

MOJ – Elected Officials

- Include the ED&I policy and plan in elected official orientations and training.
- Ensure that Municipality of Jasper senior leadership team are prioritizing ED&I through referencing of the policy and utilization of the plan in all organizational functions and objectives.

DRAFT

Agenda item 8.4

REQUEST FOR DECISION



Subject: Culture and Recreation Services and Facilities Review
From: Bill Given, Chief Administrative Officer
Prepared by: Christine Nadon, Legislative Services Manager
Reviewed by: Yvonne McNabb, Director of Culture and Recreation
Date – Discussion: June 22, 2021
Date – Decision: July 6, 2021

Recommendation:

- That Committee recommend Council adopt the Culture and Recreation Services and Facilities Review as presented.

Background:

At the February 23 committee meeting, Council directed Administration to solicit external stakeholder input on the draft Culture and Recreation Services and Facility Review before bringing the report back to committee of the whole for final review.

In 2019 and 2020, the Municipality of Jasper undertook a review of Culture and Recreation services and facilities to inform priority setting and guide investments in aging recreation infrastructure. Jasper residents were asked to complete a community survey to help identify which services and facilities Jasperites value most and whether any new offerings should be added. Through facility panels set-up at municipal buildings and at Community Conversation pop-up events, residents were also given the opportunity to provide feedback and speak to members of the project team (RC Strategies). The team also conducted engagement directly with community organizations and other external stakeholders through facilitated discussion sessions and questionnaires.

In the latest round of public engagement, the draft Culture and Recreation Services and Facilities Review was made available for public review on the municipal website, asking residents to submit their thoughts and feedback on the draft report. This engagement initiative ran from May 11 to June 3, 2021 and was advertised through the municipal website, Facebook posts and ads, as well as advertised in both local newspapers.

Discussion:

A total of 18 respondents completed the brief online survey, all of whom were Jasper residents. While 13 respondents indicated they participated in previous engagement on this item, five indicated they had not. The common themes or values identified by respondents are presented in the adjacent table. While most of the comments noted in the latest public engagement were already captured in the draft report, outdoor volleyball emerged as a new theme, as a league was created after the initial engagement on this initiative took place in 2019.

Theme or Value	# of mentions
Need better communications on services and facilities available	4
Participation costs are prohibitive	3
Importance of gymnastics	2
Need more focus on culture	2
Volleyball is more important than stated	2
There should be a focus on large capital improvements (tear down and rebuild)	2
The department should be engaged in programming	2

Administration's recommendation on this item is that Committee recommend Council adopt the draft report as presented. This step would effectively make the document become a source of reference and guidance for Administration to present improvements or proposals related to the Culture and Recreation department in the future. Any items with a budgetary impact or change in service levels would return to Council through the regular approval processes.

Attachments:

- Open ended comments from the May 2021 public engagement initiative
- [Draft Culture and Recreation Services and Facilities Review](#)

Q3 Do you have any comments or concerns you would like to share with us about the draft report?

Answered: 15 Skipped: 3

#	RESPONSES	DATE
1	I see that the Gymnastics was noted as not being used 90% of the time from people that replied to the survey. I just want to express that I don't think this is an accurate number if more people had replied, or maybe a different demographic. The program runs Mon to Fri after schools from Sept to end of June, and has several short summer camps for the Competitive Program athletes during July and August. It fills a need for many kids currently 5yrs to 17yrs, and some adults too. There are past gymnasts that are learning how to coach also. We have a wonderful facility and club, but I just wanted you to know that it is definitely used, and is an asset to the community. Thank-you.	6/1/2021 8:47 PM
2	no	5/27/2021 8:19 PM
3	The arena needs more change rooms for female hockey players. It is not fair the sometimes female hockey players from different teams have to share the same dressing room. The town needs outdoor skating areas, both boarded and unboarded and the need to be maintained properly and not just flooded by the fire department.	5/27/2021 3:15 PM
4	Did the C&R Board or staff review the initial survey that was used to create this report? Do we have more detailed demographics information? Can we correlate age groups to facility use/ programs? What "paved trails or nature surface trails" is this report talking about? pg. vi – From Key Finding: A number of individuals believe that the popularity of Jasper has enabled the community to provide facilities and programming that would not otherwise be possible in a community of a similar size. However, there was also a belief that priorities should be set first and foremost based on local resident needs. This is very important! pg. xi & 80 – Additional Recommendations Highlights how important a C&R Strategic Plan would be... pg. 9 – 2018 to 2019 Library and cultural expenses went up \$200,000.00 "The increase in expenditures for the Jasper Library and Cultural Centre in 2019 appears to be due to an change in how some expenditures were attributed from previous years" Things like this should not be happening for such a large sum of money! pg. 13 – Note the reasons for participation- Socializing, stress relief very high! pg. 15/16/17 – note the "did not use" column - Arena pretty high percent in the last 12 months. Hopefully this will change now that arena has been renovated. Pg 17 – notes that awareness is a problem - Can this be fixed?! pg. 19 – Note that Libraries and museum/ heritage spaces have a high percent for highly valued pg. 23 – Additional Revenue - Increase in user fees for non-local individuals and user groups, 80% from both surveys agree Also Expanded use of community partnerships pg. 26 – strengthen communication and collaboration centralized calendar or asset inventory/ database is a wonderful idea and should be implemented. pg. 27 - Need for Coordinating / Administrative Support , need for a staff person to help community groups (Very important!) Pg. 28 - Priority Settings (Very important!) Resident needs should be prioritized Balance of opportunities (supporting groups & local participation) Efficient with staffing levels Pg 61 - Not sure what the "T" rankings are. Cannot find explanation in the review so assumed it was an error Pg. 72 - Programming evaluation tool good resource for future opportunities Pg 74-78 - programming Looks like the library offers programs with partners Habitat does not? I was not aware of MOST of what Habitat offers. This is NOT good. Pg. 80-83 - All recommendations are great and I hope to see some introduced soon as they are vital to C&R running properly!	5/26/2021 10:37 AM
5	I would really like to see the town do some culture and rec programming in town.	5/22/2021 8:24 PM
6	No	5/18/2021 8:37 PM
7	There is a lot of valuable information here. I am glad that participation costs have been identified as an issue. As someone who does not use social media, I am pleased that there are others who find newspapers important for advertising programs. Thank you.	5/18/2021 8:26 PM
8	No	5/14/2021 11:23 PM

Culture and Recreation Services and Facilities Review

9	I would like to see more on the volleyball courts beside the aquatic centre and possible updates on them because as they are fun they are not up to date and very user friendly.	5/13/2021 8:41 AM
10	I think a performing arts venue is a wonderful idea which would enhance the cultural profile of Jasper, as local arts programs, festival staged events, visiting lecturers, as well as event space revenue could add value to our community and generate economic growth. It is disheartening to see that so many new buildings, or recently renovated buildings such as the activity centre, need multi million dollar investments just for basic upgrades and maintenance. The skate park is a poor investment for this town. There are less than 6000 people in this town and fewer tax payers...we need to be more frugal with our money and invest in basic infrastructure before niche projects such as a skate park. We have a decent skate park already. Jasper is a small rural town, not a large city with endless tax revenue. I would encourage the society to raise the money themselves. Making the activity centre more affordable to working adults would be helpful. Including group fitness classes would meet a community need, especially in the winter months. Working adults often get left out of affordable local public programming (which focuses on youth and seniors) and pay more than seniors, even though we haven't their savings, investments, have more financial obligations and the cost of living increases while wages are stagnant.	5/12/2021 7:05 PM
11	I would like to see a permanent space for the gymnastics club. It's been years since my child was involved, but as a parent it was a challenge to remove all of the equipment for someone else to use the space for a day or two and then have to set everything back up.	5/12/2021 6:52 AM
12	All of it should be knocked down and started over with - less costly than repairing everything peacemeal	5/11/2021 6:50 PM
13	I think recreational volleyball is far more important than what these results show. Our high school has 4 volleyball teams of teenagers who play indoor and outdoor in our rec league out of school, in addition the the adult players. I feel like volleyball was not represented fully in this review. With only 1 fully operational outdoor court, we will need more space for players once AHS allows us to play again. Along with locals, JVL has made connections with Hinton's volleyball league and pre-covid, Hinton would bring in 2 teams to play against our local adult teams. Our last winter indoor tournament hosted approx 42 players and we averaged 36 players per night on league nights. Also, pre-covid, a vast majority of foreign workers (Countries where volleyball is more common as a recreational sport) in town were very ecstatic to have courts available to play on and highly increased our number of players. As of right now JVL "Active Players" group on Fb has 264 members. - E McLachlan	5/11/2021 3:06 PM
14	I believe that if the Municipality would reach out and work with Parks Canada even CN and see if we can built a new centre for hockey, curling, camps, indoor walking track. Spending 10 million every few years to up keep is I understand the most affordable but not the most ideal. Also most participates and sports on the survey needs were outdoors. Maybe also due to directors and managers that we aren't offering better swim courses, better courses for children, high cost of rental in the Activity Centre. All these things need to improve. With a better Activity Centre, sport camp rooms and space we can then offer more tournaments in town which increases money all around. Nice big colorful signs in the park in all parking lots can then give tourist information on where to find library, museum, pool or colored stamped sidewalks leading the way. More cross country ski tracks like around the town park, more skating rinks in winter are needed for more elder folks who can't get out of town.	5/11/2021 11:44 AM
15	The most important feedback I can provide is this: the Municipality needs to communicate about its culture and recreation programs. Whether you're a long-term resident or a newcomer to Jasper, there isn't a single place to go, whether it be a physical guide or online landing page, where we can learn about what happens in our municipal buildings. It is a nightmare to figure out how to put your child in swimming lessons or to find out about community events. We must do better if we want our community to be healthy and welcoming. I hope that the new Communications position will result in big strides forward in this department and that soon Jasperites new and old will know what is going on in town and how to get involved.	5/11/2021 11:43 AM

Agenda item 8.5

REQUEST FOR DECISION



Subject: Skatepark Relocation Public Engagement
From: Bill Given, Chief Administrative Officer
Prepared by: Christine Nadon, Legislative Services Manager
Reviewed by: Yvonne McNabb, Director of Culture and Recreation
Date – Discussion: June 22, 2021
Date – Decision: July 6, 2021

Recommendation:

- That Committee receive the Skatepark Relocation Public Engagement results for information.
- That Committee direct Administration to further research how public concerns around noise could be mitigated, prior to Council making a final decision on the new skatepark location.

Background:

At the February 3, 2021 meeting, Council approved up to \$300,000 in matching funding for a new Skatepark, subject to matching funds being secured from external sources. Council also directed Administration to look into allocating a portion of “Diamond A” in Centennial Park for construction of the skatepark. The relocation was suggested due to the current location having underground utility lines running through it, making it a less than ideal location to cover in concrete. The cost of relocating the utility lines alone would be around \$200,000.

Administration met with Trevor Morgan of Newline Skateparks and Darrell Savage of the Jasper Skateboard Park Committee on-site at Diamond A to discuss the feasibility of construction at this site while considering the merits and concerns around a potential relocation. In the opinion of the consultant and the Skatepark Committee representative, overall site conditions appear to make it a suitable location for the new skatepark. There were no significant obstacles or barriers identified and it was noted that having this location in an already established park with existing amenities is also beneficial.

At the April 27, 2021 meeting, committee supported a proposed public engagement plan for the skatepark relocation, including the creation of a dedicated web page and a brief online survey to collect feedback from interested parties. This engagement initiative ran concurrently with the Culture and Recreation Services and Facilities Review engagement initiative from May 11 to June 3, 2021 and was advertised through the municipal website, Facebook posts and ads, as well as advertised in both local newspapers.

Discussion:

A total of 143 respondents completed the online survey, 137 of which were Jasper residents. While 69 respondents indicated that they or someone in their family used the current skatepark, 74 respondents indicated they did not.

A qualitative analysis of the survey results showed that 93 respondents (68%) were in favour of the relocation of the skatepark to Diamond A in Centennial Park, while 39 (28%) were not in favour. The remainder of respondents (4%) were deemed as not providing a clear opinion on the matter (categorized as “inconclusive”).

The International Association for Public Participation (IAP2) model, after which Jasper’s public engagement policy is modeled, suggests that finding common themes or values in engagement results is an effective way to address public priorities and concerns on any given topic. With that principle in mind, Administration compiled the open-ended answers and identified in the adjacent table.

All open-ended answers to the question “What do you think of ‘Diamond A’ in Centennial Park as the new location for the Jasper Skatepark?” are attached to this report for Council’s perusal.

Early on in the engagement process, Administration noticed a trend around concerns over the perceived noise levels and the proximity of the proposed location to Alpine Summit Seniors Lodge (ASSL). In an effort to document facility residents’ concerns, the Communications Officer reached out to staff at ASSL to ensure residents were aware of the engagement initiative and had an opportunity to participate. While the intent was to remove potential technological barriers and facilitate the collection of individual feedback from seniors, Administration instead received a letter signed by some residents and staff in opposition to the proposal. While some of the ASSL residents did complete the survey online (identifiable through the open-ended answers), the bulk of the feedback from ASSL residents came in the form of that letter, the content of which is attached to this report. A total of 23 individuals signed the letter (signatures were removed to maintain the anonymity of respondents). These 23 responses are not included in the survey numbers and theme or value analysis presented above.

Theme or Value	# of mentions
In Support	
Part of an existing park with other amenities available, and a good gathering place	31
Easily seen, visible	10
In support, but need to mitigate the noise	5
In Opposition	
Concerned about the noise in relation to the proximity to the seniors’ lodge	25
The project cost is too high	9
Taking away green space	4

While Council may direct specific actions following receipt of the public engagement results with regards to the Jasper Skatepark project, Administration is suggesting that additional research and information gathering could take place to better assess, in an objective manner, the noise concerns raised by respondents, and how to mitigate them. For example, obtaining information on actual noise levels to be expected from skateboards and scooters rolling on a concrete skatepark (as opposed to metal structures in the current skatepark) and how that noise could be mitigated, either through engineered or regulatory measures, could help Council make a final determination on whether the Diamond A location is suitable or not for the new skatepark.

Attachments:

- Open ended comments from the May 2021 public engagement initiative
- Letter from ASSL residents and staff

Q3 What do you think of "Diamond A" in Centennial Park as the new location for the Jasper Skatepark?

Answered: 142 Skipped: 1

#	RESPONSES	DATE
1	That would be a good use of space. The current diamond can only be used if the sports field at Centennial park is not being used. This would allow the use of both areas simultaneously. It also allows for families to come and use both the playground area and the skate park at the same time. This area would also allow for washroom facilities to be available to the skatepark users. The opportunity for multiple activities in the same area is a valuable option for both residents and visitors.	6/2/2021 11:10 AM
2	Perfect	6/2/2021 8:08 AM
3	Perfect	6/2/2021 7:46 AM
4	Absolutely, not! It is to close to the seniors	6/1/2021 6:49 PM
5	I do not think it would be fair to the seniors at the alpine seniors home to have to listen to all the noise.	6/1/2021 3:46 PM
6	I have some concerns about using this area - #1 - with hours of dawn to dusk (and who will patrol this?) the noise factor both from the boards and the users will definitely bother the seniors!! As well as the garbage in the area which was quite substantial at the other site but was contained because of the fenced area - #2 - concern over the safety of field users (soccer) with the skatepark so close to the field boundaries- #3 - there are irrigation lines that run thru the east side of area that waters the fields - #4 - it bothers me that thousand of dollars were spent in the building of the present skatepark- albeit it should/could have utilized the whole area which with some reconstruction would be a perfect place!! Easy access for all users!! And finally - I would like to see the present skatepark stay where it is with the upgrades that are definitely needed !! Centennial Park is definitely a family used park - from playground use to ball tournaments to soccer and football use to picnicking to Canada Day and many other private and community functions held there!! After Covid of course!! And I also think that the horseshoe pits are a great idea!!	6/1/2021 11:06 AM
7	It is close to police station and police housing so therefore a good idea!	5/30/2021 6:55 PM
8	Excellent! More community involvement. Watching out for each other. Not a crowd of kids at the far end of town.	5/30/2021 12:23 AM
9	To be clear I am all for the skatepark I am concerned however about maybe the noise as it is located right across from the seniors. Dawn to dusk maybe a long day.	5/29/2021 3:12 AM
10	I'm in support of the new skatepark but do not feel it should be so close to the seniors centre. It will be too noisy for our local seniors. Please try to find an alternate location	5/28/2021 11:09 PM
11	I would be concerned for the residents at Alpine and how long it could get. The new design looks amazing and beautiful.	5/28/2021 10:41 PM
12	I think it could be very loud, tough for the seniors who live at the summit.	5/28/2021 10:07 PM
13	Not at all should this be located here. The seniors who live at Alpine Summit will be affected. These seniors have given all their lives to looking out for the younger generation and its time to consider how they will feel not being able to sleep at night because kids are out until all hours making a noise. If you have to put the skateboard park anywhere why not put it over the other end of the centennial park near the adults who have kids they can listen to the noise of there much wanted skateboard park for their kids. Not only will this cause discomfort for residents but it should if it goes ahead be made mandatory that people using it wear helmets and PPE. Personally I don't think Jasper needs this park at all they already have one. Why not spend the money on a more productive educational subject for all members of the community of Jasper. The hospital is in need of equipment we are always struggling to make ends meet to	5/28/2021 8:38 PM

Jasper Skate Park Community Feedback

accommodate the community and others from out of town. Why not take advantage of the park we live in for the younger generation.

14	Not a good idea. The spending of money now for things like this and consuming more or the relative green space is a concern. Consideration should be given to required items as business and property owner struggle combined with jobs losses. Some thought should be given with the new hotel at 78 Connaught Drive and the addition public parking that WILL occur on main street there which is already taxed with overflow parking from Cavell and the Sawridge Hotel. It is reasonably foreseeable that overflow parking from the new hotel will also imping onto Connaught Drive at this choke point. Is it time we consider skate park funds for the further dividing of the main street east past the Sawridge?	5/28/2021 8:04 PM
15	Yes great location	5/28/2021 7:29 PM
16	Liked it where it currently is...I come to Jasper on a regular basis and like to use Centennial park as it is now...too bad the High School parking lot took up the green space where the Skatepark should have expanded to!	5/28/2021 6:55 PM
17	love it!	5/28/2021 6:44 PM
18	As long as the residential noise requirements are upheld and there won't be excessive noise late, it sounds OK.	5/28/2021 6:41 PM
19	Sounds like an ideal location. Central, fenced, amazing views.	5/28/2021 6:08 PM
20	Not sure - Is there no better place? Have the hospital and seniors been asked?	5/28/2021 5:31 PM
21	Good use o space.....as long as Alpine Summit Seniors Lodge give approval.	5/28/2021 5:14 PM
22	I think this is a great idea. Lots of room for a good park layout and a central place for expansion of facilities. ie. splash park etc.	5/28/2021 4:33 PM
23	As a resident of the Alpine Seniors lodge I feel that this is NOT a good location for the skate park. I think somewhere else would be better. Too noisy for us old birds.	5/28/2021 4:30 PM
24	Leave it right where it has been there is no need to move it, you have a baseball Dimond and soccer field that is good enough if not make a bigger and better seniors residence because they need it more then a Skateboard park	5/28/2021 4:25 PM
25	Take in mind that not only will kids be using the park but adult too. As well as tourists. This park should have lights and be open at night. Also the views from the park must reflect jasper as lots of photos will be shared from this location.	5/28/2021 4:20 PM
26	I do not agree with it. I have a resident living at Alpine and am concerned about the noise	5/28/2021 4:10 PM
27	I do not like the idea of a skatepark on Diamond A. It is a bad idea. It's right across the street from the Alpine Summit Senior's residence. It will be in use from dawn to dusk and with that comes noise, both from the skate boarders, their music, and the crowd of people they attract. The Centennial Park area is situated in an area that allows all sound to bounce off bear hill, making life uncomfortable for all that live around the park. Residence in the area have had to put up with fireworks, music festivals, soccer games, and ball tournaments, just to name a few activities. These activities, for the most part, are usually once or twice a year, so have been endured for the past 25 years. A skateboard park will be used daily so the noise and disturbance to people around it will be daily as well. Some say that the new skateparks aren't AS noisy as the old ones. Noise is noise, it is a disturbance to the enjoyment of ones daily life. Some say that "oh I know my grandparents would love to have a skatepark outside their home, so they could watch their grandchildren playing in it." Balderdash! As a grandparent, the last thing I want to see is my grandchild whipping around on a skateboard. Nor do I want to listen to the music that will likely be blaring, or the foul language that seems to follow young people now a days. Before the high school was built, the noise from the existing skateboard park was horrendous. Since the school was build the noise from the skateboard park is tolerable. One final comment...why put horseshoe pits in Centennial Park then, in a short amount of time rip them out. Talk about a waste of money. So too reiterate,,,I do not think building a skateboard park in Diamond A is a good idea. I think it's a terrible idea, for the sake of the seniors, the patients and all the people that live in the surrounding area.	5/28/2021 4:00 PM
28	It's a fine location. This project needs to be built already!	5/28/2021 3:33 PM
29	very good	5/28/2021 3:13 PM

Jasper Skate Park Community Feedback

30	Would the Alpine Summit Lodge residents be happy about using "Diamond A"? What would be the impact on parking in the area? Would there be set hours for use?	5/28/2021 2:51 PM
31	Good spot	5/28/2021 2:41 PM
32	Good choice	5/28/2021 2:22 PM
33	Concern for the noise at the Seniors Lodge	5/28/2021 2:13 PM
34	I don't like it's impact on the senior facility. The residents I've spoken too aren't happy	5/28/2021 1:55 PM
35	I think it is a great place and location. It is in the open and easy access for people to get to.	5/28/2021 1:39 PM
36	Great	5/28/2021 1:39 PM
37	Please please please DO NOT put the skatepark across from our seniors centre. The residents at ASSL go to bed early in the evening and the noise from the skatepark would be extremely disruptive. Especially in the summer when it is light out until 11pm!	5/28/2021 12:18 PM
38	I think we need a skate park but this is not the appropriate location. Too much noise for us seniors who live right across from where it could be. Please find a different spot for it.	5/28/2021 11:03 AM
39	Too close to the seniors residents. We go to bed around 7:30 to 9:30 pm. It will be too noisy. I think we need a skate park but this isn't the place for it. Thank you!	5/28/2021 9:17 AM
40	It's a no for me. Why can't they just revamp the space they currently have???	5/27/2021 10:22 PM
41	Not right location	5/27/2021 9:39 PM
42	great idea	5/27/2021 8:18 PM
43	I really like the idea of a skatepark in Jasper. I think the youth of Jasper need activities. However, I also think that the town of Jasper needs an outdoor hockey rink, another good youth activity. Almost every other community in Alberta has an outdoor hockey rink with boards. I have long thought that Diamond A may be the best place for the rink. Although a rink is not part of the survey I think the muni needs to think of what would be the best location for each of these facilities. Is there anywhere else a skatepark can be built? Is there another good location for a hockey rink and maybe a skating rink? Are there other possible used for Diamond A?	5/27/2021 2:57 PM
44	I prefer the current area for the skatepark as it's a safe distance from the high school and elementary school making is an ideal location for our youth and I believe the municipality should cover extra costs of the this massive oversight of the water line... they should have known this BEFORE having the skatepark survey the area and make an expensive blueprint plan.	5/27/2021 5:36 AM
45	The seniors in Alpine Summit go to bed early. I think the noise from a skateboard park would be detrimental to the wellbeing of the residents in the lodge.	5/26/2021 7:34 PM
46	I don't think that is the appropriate place for it. Too close to the seniors lodge and will be too much noise for them. Maybe where the temporary dog park was or over on the land next to the museum.	5/26/2021 3:30 PM
47	As a resident of Alpine Summit a skate park so close will be very noisy at all hours. It will be quite disruptive for the residents of the Alpine Summit. The skate park is certainly important for the community but a location away from housing where so many seniors live would be a better choice.	5/26/2021 2:26 PM
48	I do not think that location is a good choice. It would be far to close to Alpine Summit Seniors Lodge. The noise level would be far to loud in that location. The skate Park should be located no where near residential properties..	5/26/2021 1:55 PM
49	I think this will be a great space for the skate park. I am surprised they didn't put a half pipe in the design!	5/25/2021 1:26 PM
50	This is a perfect location for this.	5/23/2021 10:30 AM
51	it is good, but please consider making the design a bit more useable in different ways. Not just a giant circle.	5/22/2021 10:20 PM
52	Perfect!	5/22/2021 8:26 PM

Jasper Skate Park Community Feedback

53	Robson Park would make more sense now that the trees are gone	5/21/2021 12:54 PM
54	Great. I can have one kid at the playground and the other at the skate park	5/19/2021 8:51 PM
55	I think it's great, good location, don't need to clear any trees, already rec opportunities there so good to keep it all together	5/19/2021 3:00 PM
56	I think if the Skate Park Committee likes the idea then it would be good.	5/19/2021 8:21 AM
57	Good!	5/18/2021 8:35 PM
58	It's a nice location!! Central, good views, bathrooms nearby. Why not!?	5/18/2021 2:38 PM
59	Great idea! Better location then the current location.	5/18/2021 8:21 AM
60	I have heard that the Skate board park may move to a new location, I would like to make a suggestion to council that the old skateboard area be used for Pickelball courts in the summer and then used for the outdoor skating rink in the winter. There is a lot of interest in town for dedicated pickleball courts, plus we need a good area for the outdoor rink. I think its a GREAT idea!! Its a Win / Win!! Please give it some thought.	5/17/2021 10:30 AM
61	A good choice and addition to the community	5/17/2021 7:18 AM
62	I don't know enough about the current usage of "Diamond A" to have an proper opinion. The image of the design plan posted on the municipality website is of such poor resolution that it is not a useable resource. There has not been any communication that I have seen that says that "Diamond A" would be suitable because it isn't being used as a ball diamond. Are we going to be losing one amenity to create another one? Will the town need to build a new diamond somewhere to replace diamond A? Would removing Diamond A relieve a conflict (i.e. balls hitting vehicles)? Is Diamond A at the end of it's life and needing to be removed regardless? What is the opinion of the local softball leagues? Were other locations considered and if so why is Diamond A the best option? I use neither the skatepark nor the ball diamonds but I support having both in our community. I think that meaningful public engagement needs to come with a clear outline of pros and cons so that rate payers can provide informed feedback about the project(This public engagement does not meet the standards of public engagement listed immediately below the link for this public engagement in my opinion). As it stands I am in favor of relocating the skatepark due to the location of buried utilities. I am currently opposed to the idea of replacing "Diamond A" with a skatepark due to inadequate details about the project.	5/16/2021 9:34 PM
63	I think that as long as we don't continue to put all new attractions in the same space it's great. This project has taken far too long as it is, it's time to see it take shape, and if there is an approved spot, then stop talking and make it happen!	5/16/2021 6:50 PM
64	I like the location because it's in a fenced-in area, close to all the schools for all kids to enjoy during their breaks and after school and in an accessible place for all public to enjoy. Multi-use park for many different users who all seek to be healthy outdoors.	5/16/2021 3:29 PM
65	I think it's a terrible idea. The existing skatepark is away from residential areas. To move it to Diamond A puts it right smack in the middle of residences. It WILL be loud when in use, and the noise will be intrusive to all that live in the area. The people that live in the surrounding area have dealt with the noise from Centennial Park every year that there are festivals or any kind, or gatherings of any kind. The noise bounces off the hills behind the condos and is not welcome by those that live in the area. I believe that the people that would NOT appreciate the skatepark in Diamond A, are not only the residents surrounding that area, but also the Alpine Summit and Hospital residents.	5/15/2021 12:12 PM
66	Too noisy for the seniors.	5/14/2021 8:34 PM
67	The location doesn't really matter to me, having a new skatepark would just be amazing	5/14/2021 3:08 PM
68	It would be a great new location for the skatepark	5/14/2021 2:08 PM
69	I was unaware that we currently have a skateboard park. We do not need a skateboard park in jasper, and certainly not where a baseball diamond and green area is involved.	5/14/2021 8:55 AM
70	No	5/13/2021 6:55 PM
71	Unsure if this is the best use for green space/ball area.	5/12/2021 11:55 PM

Jasper Skate Park Community Feedback

72	It would be perfect, people who think it will be too noisy don't quite understand how sound travels or just don't like kids....	5/12/2021 10:11 PM
73	I believe it's a great idea because it would bring new life to an old space and make the skatepark and skaters have much more of a community feel and would attract more tourism	5/12/2021 7:26 PM
74	Honestly, I don't think the skate park is a good investment of tax payers money. \$300,000 for a town of less than 6000 people? We need to invest in infrastructure like sewage systems. Skateboarding is a niche activity — and skateboard parks are not always inclusive spaces...usually they become the territory of male teenagers and preteens. After the funds spent on the water slide, this makes little sense to me. What about affordable housing?	5/12/2021 6:48 PM
75	This would be a great location for the new skatepark. I think even better than the existing location. Much better to be able to have it in open sight for all to see and I believe this will further transform centennial park into the recreation hub of Jasper! Please pull this off! It will be amazing. For the community!	5/12/2021 6:15 PM
76	Great idea.	5/12/2021 5:39 PM
77	Great idea	5/12/2021 5:37 PM
78	If anything, the current site should be used for the skatepark versus taking away green space. The taxpayers dollars would be better used improving the ball diamonds rather than the skatepark.	5/12/2021 5:34 PM
79	This is terrible use of green space. Especially as there is a low amount of people who use the skate park compared to those that use the ball diamonds. Improvements to the current ball diamonds or even expansion would be a much better use of Tax payers money.	5/12/2021 4:25 PM
80	It is a perfect spot already zoned and used for recreation, washroom facilities available and very visible. The current location is often a deterrent due to the lack of visibility for safety purposes.	5/12/2021 2:42 PM
81	in my view, it is a way better location. The bathroom access, the views and the 'openness' of the site provide a more inviting and user friendly place	5/12/2021 1:33 PM
82	This would be a better use.	5/12/2021 12:53 PM
83	It's a great location. Easily accessible and central. Well lit and viewable. It also adds another form of recreation to Centennial Park so families can enjoy the other parts of Centennial while family members use the SkatePark. The current location is hidden from the road.	5/12/2021 11:37 AM
84	I think it is a better location than the current park. The opportunity to expand the current plan is great and should happen at the same time as it would be far more costly to have the construction crew come back a second time. The location makes more sense because of the access to washrooms and the opportunity for lighting and visibility of the location makes it safer then the current location.	5/12/2021 11:01 AM
85	In my opinion, 'Diamond A' would be a very suitable location for the skate park. My only concern would be noise control for residents in the Alpine Summit facility, which possibly could be minimized by planting a wall of tall shrubbery. Having another recreational activity in Centennial park and access to public washrooms there makes perfect sense.	5/12/2021 10:12 AM
86	I think it is a fantastic location. It is important for a skatepark to be in an open, visible and inviting location. When skateparks are tucked away in low visibility locations they become isolated hangouts for teenagers and less inviting for younger kids and families. An open and central location communicates to users that they are legitimate and included members of the community and it also allows the community to see skateboarding for what it is - a highly technical, challenging and creative sport. I would add that Councillor Journault's suggestion that the skatepark be modified into a multi-use facility including a ball hockey court would seriously undermine this project. Doing so would invite conflict between user groups and would unfairly coopt the hard work of the skatepark committee.	5/12/2021 10:07 AM
87	Excellent	5/12/2021 9:23 AM
88	Great idea. Central and safe	5/12/2021 1:09 AM
89	Sounds like a good opportunity to have multiple activities available in one place	5/11/2021 11:44 PM
90	I like it	5/11/2021 11:39 PM

Jasper Skate Park Community Feedback

91	Good location	5/11/2021 10:56 PM
92	Awesome	5/11/2021 10:44 PM
93	I think it's a great idea and location. Diamond A is never used due to the soccer pitch being so close.	5/11/2021 10:16 PM
94	Great location, absolutely approve	5/11/2021 9:02 PM
95	Great location	5/11/2021 8:30 PM
96	A skate park is not necessary, no taxpayer money should be used for it. This is a waste of money, time and public land use.	5/11/2021 8:27 PM
97	I think it's an ideal location! That area hasn't been used in years. It's about time our community did something for the young people in this town!	5/11/2021 8:26 PM
98	Well I have some concerns. For one why take an all ready designated ball park and soccer/rugby pitch and convert it. Many local tournaments, slow pitch and at one time fastball utilized this. Also much money was spent (twice) to upgrade this soccer pitch that may be impacted as well. Mostly I am concerned with the proximity to the Alpine Seniors Lodge. The constant clanging and banging from the park could be unnerving and disruptive or the tenants. A better location would be over by the recycle Centre or by the dog park on Sleepy Hollow road. The design looks great but not for that spot in my opinion.	5/11/2021 7:42 PM
99	Great! Love that it's at the park and makes it more inviting for younger kids during the day as well as a more 'visual and accessible' spot for the older kids who'll be using it in the evenings.	5/11/2021 7:24 PM
100	Great idea!	5/11/2021 7:06 PM
101	Excellent location!	5/11/2021 6:36 PM
102	I think it will be amazing! Much easier to see and close by to the playground	5/11/2021 6:22 PM
103	Sounds great	5/11/2021 6:09 PM
104	I believe this is a great spot, far superior to the existing location	5/11/2021 5:45 PM
105	I love the idea. I use the skatepark everyday and we need a more open space, that is easily seen. Stop hiding the skatepark!	5/11/2021 5:41 PM
106	Awesome!	5/11/2021 5:39 PM
107	I think it is too close to the Alpine Summit Seniors home. Could be quite noisy.	5/11/2021 5:17 PM
108	It's perfect	5/11/2021 4:42 PM
109	Fantastic!	5/11/2021 4:40 PM
110	Good use of public space	5/11/2021 4:39 PM
111	Yes please!!!	5/11/2021 4:38 PM
112	Perfect	5/11/2021 3:43 PM
113	It is brilliant. I really like bringing the skate park together with other recreation for families and individuals. I think the seniors will enjoy watching them. I have concern about noise for seniors but also, that could be managed.	5/11/2021 3:33 PM
114	I think it's great and opens doors for potential growth of the skate park!	5/11/2021 3:03 PM
115	great, central location!! i think centennial park is the perfect location	5/11/2021 3:00 PM
116	YES	5/11/2021 2:57 PM
117	I think it would be great, especially if there were some sort of sound barrier or time restrictions so the seniors were not disturbed throughout the night	5/11/2021 2:52 PM
118	Great spot.	5/11/2021 2:13 PM
119	I think it is the perfect location. It will achieve the goal of making the skatepark a community facility, as it will be integrated into an all-ages, multi use area. Love it!	5/11/2021 1:39 PM

Jasper Skate Park Community Feedback

120	I think it is a great spot for the new skatepark! It would receive lots of sun and it would be easy to locate to those from out of town!	5/11/2021 1:35 PM
121	Great location	5/11/2021 1:34 PM
122	Perfect	5/11/2021 1:30 PM
123	Great location. Not as hidden as the current location. Great to have the washrooms close by. Only concern would be small children that use the play park would have access in the area. It has to be limited to those using skateboards, scooters and bikes. No an appropriate place for children to run.	5/11/2021 1:29 PM
124	Better than current location, will be more visible and practical for families doing more than one activity, washrooms nearby in cabin	5/11/2021 1:05 PM
125	Unknown	5/11/2021 1:01 PM
126	I think its a great location anf makes sense	5/11/2021 12:59 PM
127	I think it's a great location, adding to the usage of centennial park and great for families with multiple kids of various ages in olives in different activities. Much brighter than the current location and not so hidden away. Great idea!	5/11/2021 12:57 PM
128	I like the diamond a location. Easier to expand in the future. More open and it has amenities such as food stand and restrooms already there.	5/11/2021 12:57 PM
129	□	5/11/2021 12:57 PM
130	I think the municipality should chip in more money for this huge over site to begin with, the current skate board park had that retaining wall that was to be used as building material that was cutting down the cost. every other project in jasper has been giving hundreds of thousands of dollars without lifting a finger. If it's so easy to just rezone areas bulldoze that useless stage and build some xxxxxx housing!!	5/11/2021 12:53 PM
131	I currently don't live in Jasper but have concrete plans to move there once the pandemic is over. I agree that "Diamond A" in Centennial Park should be the new location for the Jasper Skatepark. I think that would be a wonderful location for it.	5/11/2021 12:52 PM
132	Perfect	5/11/2021 12:49 PM
133	As someone who helped build the original park and new park and a daily user of the current park, this is by far a better location in every way imaginable.	5/11/2021 12:48 PM
134	Great idea , easier for families with different aged children .	5/11/2021 12:41 PM
135	I think it's a perfect place for it.	5/11/2021 12:31 PM
136	Amazing spot! Out in the open and Centennial park is a hub so families can do multiple activities in one area	5/11/2021 12:29 PM
137	Not a good location due to the hospital and Aloine being right there	5/11/2021 11:50 AM
138	A great idea. Will work towards making a hub of outdoor recreational activity out of Centennial Park	5/11/2021 11:47 AM
139	Great !	5/11/2021 11:43 AM
140	I think it is a fabulous solution for our community. Let's bring the skatepark out of the shadows and into the light, making it a gathering place for all ages. If we make it a visible part of the community, then its users will take pride in it and more people will use it.	5/11/2021 11:27 AM
141	I think it's a fine location	5/11/2021 11:14 AM
142	I think that money could be spend on many other items then this.	5/11/2021 11:13 AM

Letter from Alpine Summit Seniors Lodge residents and staff

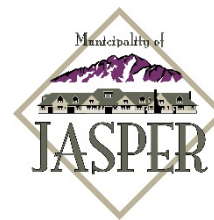
As a resident of Jasper I would like to FORMALLY OBJECT to the relocation of the skatepark to “Diamond A” in Centennial Park. This location is directly across the street from Alpine Summit Seniors Lodge – 509 Turret St.

Although I have a few concerns, the most important is noise pollution throughout the day and evening. The current skate park is open from dawn to dusk. In the summer months this could be 11pm! Residents of ASSL long term care and independent tenants retire for the evening around 8pm so excessive noise after this time would be extremely disruptive.

I feel that the new initiatives taken by the Municipality of Jasper, Newline Skateparks and the Jasper Skateboard Park Committee are beneficial to the town of Jasper but respectfully ask that you find an alternate location.

Agenda item 8.6

REQUEST FOR DECISION



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

Recommendation:

- That Committee recommend Council approve *Policy A-001: Policy Development and Review* as presented; and
- That Committee direct Administration to establish a Policy Review Priority list to guide the review cycle and that the following be the first priorities:
 - *(insert policy name as determined by Council)*

Alternatives:

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

Background:

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

Discussion:

Framework for review

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

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

Updating the Policy Development Policy to include staff and Council responsibilities

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

Relevant Legislation:

- *Municipal Government Act*

Attachments:

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

Policy Title: Policy Development and Review

Policy # A-001

Effective Date: TBD

Date adopted by Council: TBD



POLICY STATEMENT

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

PURPOSE

The purpose of this policy is to:

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

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

DEFINITIONS

Policies, also known as policy statements, are principles and rules adopted by Council to reach its long-term goals. Policies are designed to provide high-level direction and guidance, establish key principles and responsibilities, set fundamental requirements, and allocate and define the limits of authority.

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

RESPONSIBILITIES

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

1. Council

Council will:

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

Policy Title: Policy Development and Review

Policy # A-001

Effective Date: TBD

Date adopted by Council: TBD



2. CAO

The CAO will:

- Approve administrative procedures which accompany policies;
- Review administrative procedures and receive feedback from those affected to ensure continued relevance and effective implementation;
- Implement or delegate the implementation of policies and administrative procedures to those best suited to undertake the implementation;
- Consider key issues for Council policies and prepare options and recommendations for Council to review.

3. Department Directors and Managers

Department Directors and Managers will:

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

4. Legislative Services

The Legislative Services Department will:

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

Policy Title: Policy Development and Review

Policy # A-001

Effective Date: TBD

Date adopted by Council: TBD



POLICY AND ADMINISTRATIVE PROCEDURES ORGANIZATION SCHEDULE

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

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

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

REVIEW OF POLICIES AND ADMINISTRATIVE PROCEDURES

Council policies and accompanying administrative procedures will be reviewed every four years from the date adopted by Council unless there is a legislative requirement for a policy to be reviewed earlier.

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

Agenda item 8.7

REQUEST FOR DECISION



Subject: Principles for Utility Rates Bylaw
From & prepared by: Bill Given, Chief Administrative Officer
Date – Discussion: June 22, 2021
Date – Decision: July 6, 2021

Recommendations:

1. That Committee recommend Council approve the utility rate model with the following component charges as presented;
 - Base System Access,
 - Tiered Consumption and;
 - Infrastructure Replacement
2. That Committee direct Administration to present a multiyear recommendation for utility rates, based on the approved utility rate model, at the 2022 budget presentation.

Alternatives:

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

Background:

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

For several years, Council and Administration have been discussing changes to the water and sewer rate model to more equitably distribute the costs of providing services between users, while also enabling increased capital reinvestment in maintaining the system.

Jasper has a groundwater system (i.e. water wells), where the costs associated with producing water itself is very low in comparison to the overall cost of the installation, maintenance and replacement of the infrastructure required to provide the service. In many areas, Jasper's water and wastewater system must be oversized to meet the demands of high volume commercial properties serving visitors. While Jasper has a regular resident population of just under 5,000, its water and waste water systems must be able to accommodate the peak demands driven by non-resident visitors that can exceed 20,000 per day.

The 2017 Asset Management Study (2017 AMS) identified that the Municipality of Jasper should be reinvesting \$7.02M annually to ensure long-term sustainability of our overall municipal infrastructure. Included in that amount, the 2017 AMS specifically recommended that the annual reinvestment into water and wastewater

systems should be \$1.67M. The table below contrasts the 2017 AMS recommendation with actual transfers to reserves since that time. This suggests that the system has been underfunded by approximately \$1,300,000 per year.

Reinvestment in to Utilities Infrastructure

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

Discussion:

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

Each of these elements are discussed below.

Base System Access

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

This model is commonplace across a variety of utility service providers as it provides greater revenue stability and predictability than a purely consumption-based model. It is also particularly relevant to Jasper due to the seasonal variations in usage based on visitation.

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

Examples of some such items include:

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

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

Tiered Consumption

The second part of the rate model is the unit rate, or cost per cubic meter (m³) of water consumed.

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

consumption increases. For example, the first 35 m³ would be charged at a certain rate, with the next bracket (36 to 100 m³) would be charged at a slightly higher rate, and so on.

The tiered consumption model, is designed to discourage users from consuming large amounts of water or to take active steps to reduce consumption. This approach supports environmental stewardship, reduces operational costs, prolongs the life of current infrastructure and can delay the need for system upgrades.

Costs recovered through consumption rates would be:

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

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

Infrastructure Replacement Charge

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

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

Alignment with Council’s Strategic Priorities

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

MOTION ACTION LIST

SHORT TITLE	REQUESTED (DATE)	RESPONSIBLE (WHO)	COUNCIL MOTION (DESCRIPTION)	TARGET (DATE)
Targeted Boards and Committees Review	Jan. 26, 2021	Legislative Services Manager	That Council direct Administration to conduct a review of the following boards and committees: <ul style="list-style-type: none"> • The Jasper Community Team – Community Conversations; • Environmental Responsibility; and • Culture and Recreation 	June 2021 New date: July 2021
Culture and Recreation Services Review	Feb. 23, 2021	Director of Culture and Recreation	That Council direct Administration to solicit external stakeholder input on the draft Culture & Recreation Services and Facility Review before bringing the report back to Committee of the Whole for final review.	May 2021 New date: June 22, 2021
Policy Development and Review	April 13, 2021	Legislative Services Manager	That Committee of the Whole direct Administration to make recommendations for review of the Policy Development Policy to provide a framework for regular and ongoing review of existing policies at a future Committee of the Whole meeting.	June 8, 2021 New date: June 22, 2021
Bike Skills Park	April 27, 2021	CAO	That Committee of the Whole direct Administration to work with the JPCA to draft a recommended agreement to come back to Council and to approve, in principle, the use of the remnant site west of parcel GA for a bike skills park.	June 22, 2021 New date: July, 2021
Principles for Utility Rates Bylaw	Strategic Priorities meeting	Director of Operations	Administration to present to Committee principles for the Utility Rates Bylaw review.	June 8, 2021 New date: June 22, 2021
Community Garden Expansion Request	May 11, 2021	Director of Operations	That Committee of the Whole direct Administration to look at opportunities to accommodate the Community Garden expansion request in conjunction with the removal of the building and the remediation of the AMA site.	September 2021

Community Garden Alternative Sites	May 25, 2021	Director of Operations	That Committee of the Whole direct Administration to explore additional community garden sites to satisfy the waiting list for the Jasper Local Food Society’s current community garden site.	June 22, 2021 New date: July 2021
Covid Relief Reserve – concept refinements	June 8, 2021	CAO	That Committee of the Whole direct Administration to further refine the following concepts and return to a future Committee of the Whole meeting: <ul style="list-style-type: none"> • Utility rate credits • Tax mitigation • Transportation • Fees including recreational fees • Economic development 	June 22, 2021
Community Childcare Strategy	June 8, 2021	Director of Community & Family Services	That Committee of the Whole direct Administration to return with a refinement with respect to the development of a community childcare strategy.	August 2021