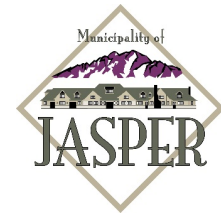


MUNICIPALITY OF JASPER
REGULAR COUNCIL MEETING AGENDA

June 1, 2021 | 9:30 am
Conducted virtually through Zoom



Notice: Meetings are currently being conducted virtually. Public viewing and public participation during Council meetings will continue 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**
- 2 APPROVAL OF AGENDA**
 - 2.1 Regular meeting agenda, June 1, 2021 attachment
- 3 APPROVAL OF MINUTES**
 - 3.1 Regular meeting minutes, May 18, 2021 attachment
- 4 PRESENTATIONS**
 - 4.1 Jasper Police Updates – *Rick Bidaisee, Jasper RCMP Sergeant* verbal
 - 4.2 Jasper Downtown Revitalization Study – *Nancy Robbins, CFWY* attachment
 - 4.3 Presentation from Aquaterra – *Vaughn Bend, Wayne Drysdale & Tamara Wuttunee-Campbell* verbal
 - 4.4 Economic Recovery Task Force Recommendations – *James Jackson* attachment
- 5 BUSINESS ARISING FROM PREVIOUS MINUTES**
- 6 DEPARTMENT REPORTS**
- 7 INFORMATION REPORTS**
 - 7.1 Taxation Rates Bylaw 2021 – Ratio Comparisons attachment
- 8 BYLAWS**
 - 8.1 Bylaw Summary attachment
 - 8.2 Taxation Rates Bylaw 2021 – 2nd & 3rd reading attachment
 - 8.3 Code of Conduct for Elected Officials Bylaw – 2nd reading attachment
 - 8.4 Rotation of Ballots Bylaw 2021 – 1st reading attachment
- 9 REQUESTS FOR DECISION**
 - 9.1 Wastewater Treatment Plant Contract Ratification attachment
 - 9.2 2021 Municipal Election attachment
 - 9.3 Council Remuneration attachment
- 10 CORRESPONDENCE FOR INFORMATION, CONSIDERATION OR ACTION**
- 11 OTHER NEW BUSINESS**
- 12 COUNCILLOR REPORTS**
 - [12.1 Council's appointments to boards and committees](#)
- 13 UPCOMING EVENTS**
 - June 19: CFWY Lemonade Day

MUNICIPALITY OF JASPER
REGULAR COUNCIL MEETING AGENDA
June 1, 2021 | 9:30 am
Conducted virtually through Zoom



14 ADJOURNMENT

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

Municipality of Jasper

Strategic Priorities 2018-2022

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

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

Council's Mission

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

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



Municipality of Jasper
Regular Council Meeting Minutes
 Tuesday, May 18, 2021 | 9:30 am
 Conducted virtually through Zoom

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

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

Also present Bill Given, Chief Administrative Officer
 Christine Nadon, Legislative Services Manager
 Natasha Malenchak, Director of Finance and Administration
 Yvonne McNabb, Director of Culture and Recreation
 Kayla Byrne, Legislative Services Coordinator
 John Greathead, Director of Operations
 Jo-Ann Sherlow, Fitness & Aquatic Administrative Coordinator
 Peter Shokeir, Fitzhugh newspaper
 Bob Covey, Jasper Local newspaper
 12 observers

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

Additions or Changes to the Agenda #204/21 MOTION by Councillor Damota – BE IT RESOLVED that Council amend today’s agenda as follows:

- Change “Closed Session” to “In Camera”
- Change “Committee Recommendations” to “Requests for Decision”
- Delete 4.1 Jasper Policing Plan for 2021-2022

FOR	AGAINST	
6 Councillors	1 Councillor (Councillor Wilson)	CARRIED

Approval of agenda #205/21 MOTION by Councillor Kelleher-Empey – BE IT RESOLVED that Council approve the agenda for the May 18, 2021 meeting as amended.

FOR	AGAINST	
6 Councillors	1 Councillor (Councillor Wilson)	CARRIED

Approval of regular minutes #206/21 MOTION by Councillor McGrath – BE IT RESOLVED that Council approve the minutes of the May 4, 2021 regular meeting as presented.

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

20 Years of Service Recognition Staff and Council celebrated Jo-Ann Sherlow’s 20 years of service to the Culture and Recreation Department. Whether she is behind the desk at the Fitness and Aquatic Centre or speaking words of encouragement at an Aquafit class, Jo-Ann never ceases to provide exemplary service to the community.

Culture & Recreation Report

Council received a departmental report from the Director of Culture and Recreation. The report highlighted pandemic related closures and limited recreation opportunities, facility repairs and maintenance, and staffing updates.

The full report is available in the May 18, 2021 Council agenda package.

Councillors inquired about the status of the ice plant replacement. Administration confirmed staff are working with a contractor, who will bring the project back out to tender. Once the project goes out for tender, staff believe the project will get underway quickly.

Bylaw Summary

Council received a list of bylaws currently in force and those in various stages of readings.

Code of Conduct for Elected Officials Bylaw #207/21

MOTION by Councillor McGrath – BE IT RESOLVED that Council read for the first time, Bylaw #235: Code of Conduct for Elected Officials Bylaw, being a bylaw of the Specialized Municipality of Jasper in the province of Alberta to establish a Code of Conduct for members of council.

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

Taxation Rates Bylaw 2021

Following discussions with respect to proposed edits to the bylaw and possible changes to taxation rates, Council voted on the following motion:

1st reading with amendments #208/21

MOTION by Councillor Journault – BE IT RESOLVED that Council read for the first time, Bylaw #236: Taxation Rates Bylaw 2021, being a bylaw of the Specialized Municipality of Jasper in the province of Alberta to authorize the rates of taxation to be levied against assessable property within the Municipality of Jasper for the 2021 taxation year with the following changes to the bylaw:

- Change of date in the preamble
- The change of taxation rate to a 5:1 ratio
- The addition of definitions and clarity on abbreviations and acronyms

FOR	AGAINST	
2 Councillors (Councillors Journault & Butler)	5 Councillors	DEFEATED

1st reading #209/21

MOTION by Councillor McGrath – BE IT RESOLVED that Council read for the first time, Bylaw #236: Taxation Rates Bylaw 2021, being a bylaw of the Specialized Municipality of Jasper in the province of Alberta to authorize the rates of taxation to be levied against assessable property within the Municipality of Jasper for the 2021 taxation year.

FOR	AGAINST	
5 Councillors	2 Councillors (Councillors Butler & Damota)	CARRIED

Refer the bylaw to COTW #210/21 MOTION by Councillor Kelleher-Empey – BE IT RESOLVED that Council refer Bylaw #236: 2021 Taxation Rates Bylaw to the May 25, 2021 Committee of the Whole meeting for further discussion.

FOR	AGAINST	
6 Councillors	1 Councillor (Councillor Wilson)	CARRIED

Councillors requested more clarity on legislated timelines, Lake Edith 12-month properties, the Municipality’s total assessment and the financial impact of changing the taxation split ratio.

Administration will return to Committee of the Whole with a clean bylaw (fixes to typos or grammatical errors and the addition of abbreviation and acronym clarity) and a view of the budget consistent with previous years and consistent with decisions Council made at its final budget meeting this year.

Recess Mayor Ireland called a recess at 11:24am – 11:32am.

Bonhomme Street and Cabin Creek Drive Councillor Wilson made the following motion:

Speed Reduction MOTION by Councillor Wilson – BE IT RESOLVED that Council approve reducing the speed limit to 30 km/h along the entirety of Bonhomme Street and Cabin Creek Drive.

Council voted on the following amendment to Councillor Wilson’s motion:

Motion to amend #211/21 MOTION by Councillor Journault – BE IT RESOLVED that Council amend Councillor Wilson’s motion to include Patricia Street between its two intersections with Cabin Creek Drive.

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

Bonhomme Street, Cabin Creek Drive, Patricia Street MOTION by Councillor Wilson – BE IT RESOLVED that Council approve reducing the speed limit to 30 km/h along the entirety of Bonhomme Street, Cabin Creek Drive and Patricia Street between its two intersections with Cabin Creek Drive.

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

Reducing Utility Costs in Municipal Facilities #213/21 MOTION by Councillor Butler – BE IT RESOLVED that Council approve the submission of an application to the Municipal Energy Manager Program in collaboration with the Town of Hinton, with financial impacts outside the currently approved 2021 budget envelope to be considered through the 2022 budget processes.

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

COVID Relief Restricted Reserve #214/21

MOTION by Councillor Butler – BE IT RESOLVED that Council approve allocating an additional \$396,712 to the COVID Relief Reserve.

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

Council will define the specific uses of the reserve at a future meeting.

Correspondence: Employment Services in Jasper #215/21

MOTION by Councillor Butler – BE IT RESOLVED that Council accept the letter from the Jasper Employment and Education Centre and direct Administration to draft a letter to the relevant provincial minister.

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

Correspondence: Pickle ball

Via email, Council received a note from a community member suggesting that the current location of the skate park be used as a pickle ball court should the skate park be moved to a new location.

Other new business

Councillor Damota suggested Council discuss the process for receiving recommendations at Committee of the Whole and Regular meetings.

Council reports

Councillor McGrath attended a Municipal Inclusion Committee meeting, the Jasper Community Team Society annual general meeting and a Community Conversation, where advocacy for residential rent control and employment services in Jasper was discussed.

Councillor Damota attended a Culture and Recreation meeting, where the board welcomed its newly appointed member Patrick Harvey.

Councillor Butler will attend a Jasper Community Housing Corporation meeting, where the group will discuss the Connaught Housing Project.

Community Futures has worked with Alberta Health Services to ensure they can host a safe Lemonade Day on June 19. Staff and councillors who are interested in volunteering can contact Councillor Kelleher-Empy or CFWY Manager Nancy Robbins.

Mayor Ireland briefly attended the Municipal Inclusion Committee meeting, attended a Jasper Yellowhead Museum and Archives meeting and a West Yellowhead Waste Management Authority meeting.

Mayor Ireland also spoke at a regional mayors webinar; a recording of this webinar is available on the municipal website. The mayors of the region have launched a vaccination challenge to encourage eligible community members to get vaccinated.

Mayor Ireland also met with representatives from Travel Alberta and Invest Alberta to discuss Jasper's needs with respect to investment in tourism as the province moves forward into recovery and beyond.

Upcoming events	Council received a brief list of upcoming events.		
Meeting extension #216/21	MOTION by Councillor Damota – BE IT RESOLVED that Council extend today's meeting beyond four hours.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
In Camera #217/21	MOTION by Councillor Kelleher-Empey – BE IT RESOLVED that Council move in camera at 12:42pm to discuss agenda item 14.1 Personnel matter: CAO performance feedback plan – FOIP, S. 17(4)(f).		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
	Mr. Given also attended a portion of the in camera session.		
Recess	Mayor Ireland called a recess until 1pm.		
Revert to open meeting #218/21	MOTION by Councillor Wilson – BE IT RESOLVED that Council revert to open meeting at 3:27pm.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Adjournment #219/21	MOTION by Councillor Damota – BE IT RESOLVED that, there being no further business, the regular meeting of May 18, 2021 be adjourned at 3:28pm.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED

Mayor

Chief Administrative Officer

Jasper Downtown Revitalization Project

Research Findings Report

April 2021



Contents

Jasper Downtown Revitalization Project.....	1
1. Executive Summary.....	3
2. Jasper Downtown Revitalization Project Overview and Goals	5
3. What is Downtown Revitalization?	6
4. Placing Jasper’s Downtown in a new COVID-19 reality	7
5. Snapshot of Jasper’s Downtown businesses.....	8
6. Business Survey Results	9
6.1 Business Related Questions:	9
6.2 Community Events and Festivals	10
6.2 Sidewalk Patios	11
6.3 Street Closures	12
6.4 Parking.....	13
6.5 Safety and Accessibility	13
6.6 Improvements to Downtown.....	14
6.7 Positive Attributes to Jasper’s Downtown	16
7. Resident Survey Results	17
7.1 Resident related questions	17
7.2 Resident use of downtown	17
7.3 Community Events and Festivals	19
7.4 Sidewalk Patios	21
7.5 Street closures.....	21
7.5. Improvements to Downtown.....	22
7.6. Safety and Accessibility	25
7.7. Positive Attributes to Jasper’s Downtown	26
8. Themes and Recommendations.....	27
8.1 Community Events and Festivals	27
8.2 Sidewalk Patios	27
8.3 Street Closures.....	27
8.4 Parking	27
8.5 Beautification.....	27

1. Executive Summary

Business retention is an important and vital tool in economic development. In Jasper, the business community is expressing a need for a renewed focus on the downtown core. While tourists are often seen as a “given” commodity in a national park, there are challenges facing the tourism industry that are affecting businesses in the downtown core. Recent events such as environmental changes as a result of the mountain pine beetle, smoke from the British Columbia fires in 2017, closure of the Whistlers’ Campground in the summers of 2019 and 2020, and the recent restrictions in place due to the COVID-19 pandemic in 2020 and 2021, have all negatively affected the tourism industry. Community Futures West Yellowhead (CFWY) has heard from the Jasper business community that there is a need to start and continue a discussion on what the downtown means to businesses and residents.

The original intention of this project was to understand what the downtown revitalization meant to businesses, and we hope to accomplish this through strategic and personalized visits to businesses in the downtown core. COVID-19 restrictions changed this project, and we could not access the face-to-face plan of this project as CFWY intended. Instead, surveys targeted to businesses and residents in fall 2020 and winter 2021 allowed us to capture as much information as possible with the original intention of the project in mind.

Business results are summarized as follows:

- 92 businesses completed the survey, of which, 74% were in the downtown core.
- 67% of businesses do not anticipate making changes to their businesses in the next three years.
- 72% of businesses surveyed participate in community events and festivals in the downtown area with the most common events being Jasper in January, Canada Day, and Moonlight Madness.
- 34 businesses indicated lack of staffing and an inability to leave their businesses as the most common reasons not to participate in community events.
- 31% of surveyed said businesses participated in the pilot project in the summer of 2020 with most businesses saying they would participate again for summer 2021. Those that did not participate in the pilot project indicated it did not fit with their business models.
- 76% of surveyed businesses supported street closures on Patricia Street (with a few conditions) and 73% surveyed businesses supporting closures on Connaught Street.
- Parking is a concern with businesses as there is a sense of a lack of space and a need for other forms of transportation other than vehicle.
- Businesses surveyed would benefit from beautification grants or loans (53%), marketing assistance (52%), cooperative advertising/marketing (48%) and networking events (41%).
- When asked what kind of businesses were desired in the downtown core, answers were varied, but the most common sectors desired were restaurants, bowling, and pop-up retail.
- Business owners surveyed felt that the downtown area is safe and accessible.
- Suggestions to improve downtown such as a diversity of business types, changes to parking and beautification initiatives were indicated by those surveyed.
- Overall, the positive feel of the people and the geography of downtown make Jasper a great place to own and/or operate a business.

Residential results are summarized as follows:

- 292 residents completed the survey, of which, 288 identified as a Jasper resident with most respondents between the ages of 29 to 65.
- 78% of surveyed residents agree that the downtown areas include the products and services that they want, but 57% disagree that those products and services are reasonably priced.
- 71% like the look and feel of downtown and 97% feel safe downtown, even at night.
- 94% of those who drive the downtown area are concerned about parking. Residents walk as much as they drive in the area, with bike riding coming in at a close third.

- 84% of surveyed residents participate in downtown events and festivals with the most common events being attended as Jasper in January, Canada Day and Moonlight Madness
- 72% of surveyed residents visited a patio downtown in the summer of 2020 and 83% of those people plan to visit in the summer of 2021. Design of the patios was the biggest reason why people did not take part in the patios.
- 84% of surveyed residents support a closure of Patricia Street (with some conditions) and 66% of residents supported closures on Connaught Street to accommodate patios.
- Residents utilize the downtown area to shop for groceries, patronize restaurants, go to the pharmacy, or shop at liquor and/or cannabis stores.
- Most people shop elsewhere than downtown as they find better prices and selection elsewhere.
- Surveyed residents would like to see a diversity of businesses, especially in the retail sector in downtown Jasper.
- Crowd and traffic control, parking and beautification remain the top three issues that residents would like to see improvements on in the downtown core.
- Overall, residents feel positive about the look, and feel of the people who inhabit the downtown core and the places they visit.

The report concludes with recommendations for further considerations for the downtown core.

Funding contributions for this work should be noted with a thank you to the Municipality of Jasper and the Government of Alberta CARES program.

2. Jasper Downtown Revitalization Project Overview and Goals

This report on Jasper Downtown Revitalization is part of a larger project conducted by Community Futures West Yellowhead entitled “Building Tourism Entrepreneurship in the West Yellowhead.” This project was funded by CARES, the Municipality of Jasper, Yellowhead County and Community Futures West Yellowhead. The goals of the “Building Tourism Entrepreneurship in the West Yellowhead” were:

1. Increasing support for entrepreneurs in the West Yellowhead in the tourism industry.
2. Improving the local business environment for job diversification in the West Yellowhead region.
3. Increasing the ability of the West Yellowhead to attract visitors to “stay another day” outside the national park in Hinton and surrounding Yellowhead County; and
4. To support entrepreneurship in the tourism industry as a viable option for self-employment.

The three main components of the “Building Tourism Entrepreneurship in the West Yellowhead” project are:

- A. Jasper Downtown Revitalization.
- B. Hinton Tourism Business Development and Support; and
- C. Expansion of Agri-tourism events for Grow Yellowhead in Yellowhead County.

This report focuses on the Jasper Downtown Revitalization Project.

The goals of the Jasper Downtown Revitalization Project within the “Building Tourism Entrepreneurship in the West Yellowhead” were:

1. Understand the local desire for downtown revitalization.
2. Generate support, buy in and interest from Jasper business owners to participate in the process; and
3. Establish a term of reference and/or begin conversations with the Municipality of Jasper’s council and administration to consider the recommendation of the Jasper Downtown Revitalization project.

3. What is Downtown Revitalization?

Downtown revitalization is defined¹ as the process of improving the economic, physical, and social wellbeing of a community's traditional town centre by:

1. Strengthening local business and encouraging investment by building and property owners.
2. Creating enjoyable public streets and spaces animated by a variety of creative and civic activities; and
3. Providing work and living opportunities that respond to people's needs across a spectrum of ages and interest.

Focusing on just the physical improvements in downtown revitalization neglect the many other needs of a downtown area for both the business owners and the residents of the community. As a result, a four-point approach² is recommended:

1. Economic development – creating an entrepreneurial environment for both new businesses to grow and existing businesses to retain their current business operations.
2. Leadership – using existing resources and support of community leadership to implement and support needed changes.
3. Marketing – ensuring that there is a positive image and branding for the downtown core; and
4. Physical improvements – beautification initiatives are aligned with Parks Canada and Municipality of Jasper regulations.

¹ Downtown Revitalization Coordinator's Manual Definition page vii

² Downtown Revitalization Coordinator's Manual "The Four Point Approach" page vii

4. Placing Jasper's Downtown in a new COVID-19 reality

CFWY originally applied for this CARES funding project in partnership with the MOJ in January 2020; well before the onset of the global COVID-19 pandemic. Since the start of the project in April 2020, the project has radically changed its focus to accommodate the many restrictions and challenges that a global pandemic introduces to an organization. Our original proposal involved more face-to-face interactions with Jasper businesses and residents to understand downtown revitalization; however, municipal, provincial, and federal restrictions limited our physical interactions with businesses throughout the year.

Since the onset of the global pandemic in Canada, Jasper has introduced the pilot study of sidewalk seating for businesses (summer 2020), discussions of paid parking (spring 2021), and a renewed discussion on street closures prior to the summer 2021. These issues impacted revitalization discussions, as businesses and residents have very strong opinions on both sides of the topics. We have tried our best to present an approach that incorporates these issues in an objective manner.

For the purposes of our study, CFWY defined "downtown" as the area from:

- Hazel Avenue to Pyramid Lake Road along Connaught Drive.
- Hazel Avenue to Pyramid Lake Road along Patricia Street.
- Miette Avenue from its start on Connaught Drive to the Seton Hospital; and
- Hazel Avenue from Connaught Drive to Geikie Street.

5. Snapshot of Jasper's Downtown businesses

At the time of our surveys, the following businesses were active and open to the public. Some businesses during our survey did have restrictions in place due to COVID-19, such as appointments only, but were considered an active business for the purposes of this report.

Retail Trade

At the time of the survey, retail trade is the most common business downtown with 54 businesses classified as retail trade in the following sub-categories:

- Miscellaneous store retailers including, florists, office supplies, stationery and gift stores (20)
- Food and beverage stores (8) including liquor stores and candy shops.
- Sporting goods, hobby, book and music stores (8)
- Clothing and clothing accessories stores (6)
- General Merchandise stores (4)
- Health and personal care stores (3) including pharmacies.
- Cannabis stores (3)
- Gasoline stations (3)
- Grocery store (1)

Accommodation and food services

Accommodation services, food services and drinking establishments are grouped together, with four accommodation businesses and 32 food services and drinking places residing in the downtown core at the time of the survey.

Other services (except public administration)

At the time of our survey, eight businesses were classified as Other Services (except public administration) and included personal care services such as wellness focused businesses, hair care and esthetic services. Also included in this category is the Jasper Legion, located on Pyramid Lake Road which offers veterans' services as well as being a food and beverage establishment.

Unique businesses

Several businesses stood alone in their classifications including:

- Artist's studio (1)
- Banks (2)
- Accounting offices (2)
- Legal services (2)
- Engineering company (1)
- Movie theatre (1)
- Tour group operators (3)

6. Business Survey Results

There were 92 business who took part in the Jasper Downtown Revitalization Survey.

6.1 Business Related Questions:

Most of the businesses surveyed were located in the downtown core, with the largest portion of surveyed businesses being in the retail trade or accommodations/food services. Most businesses expect to keep their business model the same over the next three years but would benefit from beautification loans and grants and marketing assistance.

Question 1: Is your business located in the downtown core of Jasper? (N=91)

Of the 91 businesses who completed the survey, 67 businesses or 74% were in the downtown core, 24 businesses or 26% did not define themselves as part of downtown and 1 business did not answer the question.

Question 2: What is your business? (n=77)

Businesses were given a list of options to indicate their business by “type”. These were categorized by CFWY according to NAICS codes³. Of those 92 businesses surveyed, 77 of them chose to answer this question. Reclassifying the types of businesses in a small town allows for more anonymity with our responses, as CFWY wanted to ensure that there were no identifying features of comments made in the survey. Fifteen respondents chose not to identify their type of business.

NAICS code	Number of respondents and Percentage
Retail Trade	31 or 40%
Accommodations and Food Services	32 or 42%
Other services (except public administration)	11 or 14%
Transportation and Warehousing	1 or 1%
Finance and Insurance	2 or 3%
Total	77 r 100%

Question 3: Within the next three years, which of the following do you plan to do with your business? (n=90)

Businesses were given a list of options to answer what plans they have for their business over the next three years. Most businesses said they would remain the same (67%), expand (23%), downsize (4%), relocate (3%) or close (2%).

Question 4: Would your business benefit from any of the following programs or services? (please select all that apply) (n=87)

Businesses were given a list of options on programs and/or services that could benefit them and were able to choose all that applied to their needs. Answers included networking events (41%), cooperative advertising / joint marketing (48%), beautification grants and/or loans (53%), marketing assistance (52%) and other (11%) that included the following suggestions at one comment each:

- Rental freeze
- Municipal Business Development Officer position to support and facilitate communication with the

³ NAICS codes refer to the North American Industry Classification System or NAICS. As NAICS codes are often vague for some businesses it was easier to ask for the survey respondent to just complete a general category of business type. CFWY reclassified these answers into the NAICS general system of which there are 20 classifications.

business community

- Business
- All of the above and more
- Not charging so much for marketing. It's a percentage for (removed to not identify business), which is insane. No marketing since by the park brings me every client
- General support
- Less restrictions from Parks Canada
- Close Patricia Street to cars for the summer
- Fix the streets, widen sidewalks, the downtown core requires beautification it is too utility, tourists are spending a lot of money to get here dress Jasper up our streets and sidewalks public seating parks blvds need a total makeover
- Want to echo it is very challenging to find financial help to build. Subsidies for rent, wage, etc. are amazing, but we need help to recover plan moving forward.

6.2 Community Events and Festivals

Most of the businesses surveyed participate in community events and festivals with specific mentions of Jasper in January, Canada Day, and Moonlight Madness. Lack of staffing during events was the most common reason why businesses did not participate.

Question 5: Do you participate in community events and festivals that take place in the downtown core (n=87)

Businesses were asked if they participate in community events and festivals that take place downtown and 72% (or 66 businesses) answered yes.

Question 6: If yes, what events and festivals did you participate in? (n=66)

Of the businesses that answered yes to question 5 (n=66), they were then asked to identify the festival and events that they participate in. Some businesses listed more than one event or festival:

- Jasper in January (38)
- Canada Day (13)
- Moonlight Madness (10)
- Jasper Folk festival (9)
- Pride festival (9)
- Dark skies (7)
- Parks Day (4)
- Food tours (3)
- Aboriginal Day (1)
- All public event (1)
- Christmas (1)
- Communities in Bloom (1)
- Culture Days (1)
- Diversity & Inclusion events (1)
- Film Festival (1)
- Heritage Day (1)
- Marathon (1)
- Mois de la Francophonie (1)

- Veteran events (1)

Other comments:

- [I] would love a block party, Halloween in Summer, that is it because I'm not paying to attend other festivals. By donation or in not going.
- Anything that encourages walking traffic, we are in!
- Parades and street festivals as "public"

Question 7: If no, why not (n=34)

The 34 businesses who answered no, to participating in events and/or festivals were asked why. The following answers were grouped into themes for clarity:

- Lack of staffing and/or could not leave business to participate (5)
- Business is located away from downtown (3)
- Customers are not tourism related or considered "local" (3)
- New business (3)
- Business does not fit with festivals and events (2)
- Cost (2)
- COVID (2)
- Downtown events do not benefit my business (2)
- Poor experience with previous events (2)
- Wasn't invited to participate (2)
- Cannabis not permitted (1)

6.2 Sidewalk Patios

Only 31 businesses surveyed participated in sidewalk patios. This was introduced as a COVID-19 measure to support businesses for the summer of 2020. When asked if they would do it again, most said they would. Reasons for not participating were mostly centered around the sidewalk patio not fitting their business sector or industry. A quarter of surveyed businesses said that sidewalk patios in the downtown core increased their revenue and sales in the summer of 2020.

Question 9: Did you participate in the COVID-19 sidewalk patios in 2020? (n=91)

Businesses were asked if they participated in the sidewalk patios in the summer of 2020 and 31 businesses said yes.

Question 10: If yes, will you do it again for 2021? (n=32)

Those who answered yes, were asked if they would do a sidewalk patio for their business again in 2021; of the 32 responses,

- 22 businesses were in favor
- 3 businesses indicated they would not
- 6 businesses were unsure
- 1 was trying to do it for the first time in 2021.

Question 11: If no, why did you not participate? (n=56)

Those who answered no, were asked why they did not participate as a business and reasons are again, grouped:

- Lack of fit with business type (23)
 - It did not fit with our business (17)
 - Our business is on the second floor of a building (3)
 - Business is not located downtown (2)
 - Our business does not require outdoor seating (1)
- Cost/not financially beneficial (6)
- Too many people in the downtown area (4)
- We did not want to give up parking (2)
- Lack of clarity on how to design and regulations (1)

Question 12: Did the presence of sidewalk patios in the downtown core in the summer of 2020, increase, decrease or not change your revenue and sales during the summer months? (n=85)

- 26% of businesses surveyed said that the presence of sidewalk patios in the downtown core increased their revenue and sales for the summer of 2020.
- 11% noted they saw a decrease in their revenue and sales.
- 64% noted that there was no change in their revenue or sales.

6.3 Street Closures

Street closures of Patricia Street and Connaught Street are a hotly debated issue for residents and businesses in Jasper. This issue has been discussed for many years, with no clear direction on what residents and/or businesses desire. Of those surveyed, 76% of businesses stated they supported the closure of Patricia Street but with limitations attached. In addition, in a separate question, 73% of surveyed businesses supported the closure of Connaught Street to accommodate sidewalk patios.

Question 13: Do you support the closure of Patricia Street from Hazel Avenue to Miette Avenue for pedestrians only? (n=91)

Of those surveyed 76% of businesses answered yes to the support of the closure of Patricia Street with the following parameters:

- 14%-year round
- 42% summer only
- 10% for special events and events
- 10% only after 6pm in the summer months

Of the businesses surveyed 24% stated they do not support the street closures.

Question 14: Do you support lane closures on Connaught to accommodate sidewalk patios? (n=90)

Of those surveyed 90 businesses answered this question with 73% stating yes and 27% stating no.

6.4 Parking

Jasper's downtown parking is frequently discussed and has become a larger concern with the paid parking pilot project introduced by the Municipality of Jasper in the spring of 2021. Lack of parking spaces and a need for a more "walkable" downtown were mentioned, but there was no clear response on paid parking in the downtown core. We did not specifically ask questions related to paid parking in this survey.

Question 15: What are your concerns about parking in the downtown core (n=85)

Comments were grouped into themes for clarity and at times, businesses had multiple comments:

- Lack of parking spaces (23)
- Jasper transportation needs to focus on other sources of transportation besides vehicle (13)
- Parking should remain free (7)
- Accessibility for differently abled individuals and seniors (6)
- Parking should be paid (5)
- Restrictions should be place on RVs (4)
- Increased traffic for downtown in surrounding residential areas (3)
- Patios should not take away from parking (3)
- Bus parking zone takes too much space or should be removed (2)
- Use of parking stalls by business owners (2)
- Change parking to angle parking (1)
- Close Patricia Street to no cars (1)
- Congestion (1)
- Remove parking from the downtown core (1)

6.5 Safety and Accessibility

Downtown areas should be accessible and safe for all residents and businesses. Business owners feel safe downtown and most stated that they felt downtown was accessible to seniors and those with mobility issues.

Question 16: Do you feel safe in our downtown as a business owner? (n=88)

Of those surveyed, 92% of businesses owners stated they feel safe downtown.

Question 17: Is our downtown accessible to senior and people with mobility issues? (n=89)

Of those surveyed, 67% of businesses stated that downtown is accessible to seniors and people with mobility issues.

6.6 Improvements to Downtown

While downtown has a plethora of businesses, mostly in the retail sector, a question asked of business owners, was what they would like to see to diversify the downtown business sector. Retail business and food services suggestions were the most common. Parking issues continue to be the most common need for improvement. Beautification is most mentioned to improve downtown.

Question 8: What kind of businesses would you like to see in Jasper's downtown (n=67)

Of those surveyed 67 businesses answered this question, and the answers are again, grouped into themes with the total number at the top and the subtotals for specific answers in the bullets below:

- Retail related businesses (19)
 - Pop up retail (3)
 - Art supply store / hobby / craft store (2)
 - Kid's clothing / toy store (2)
 - Pet store (2)
 - Boudoir photo studio (1)
 - Gift Shops (9)
 - Less gift shops selling the same items, more variety (6)
 - More genuine businesses selling locally made goods, locally made ice cream, etc. (2)
- Food related businesses (17)
 - Restaurants / Fine Food specifically culturally diverse cuisine (11)
 - Bars (1)
 - Evening cafes (1)
 - Food trucks (1)
 - Quick serve food and increased delivery services (3)
- Activity related businesses (12)
 - Bowling (3)
 - Art gallery / studio (2)
 - Leisure and entertainment (2)
 - Street Markets (2)
 - Live music (2)
 - Children's play area (1)
 - Billiards (1)
 - Escape room (1)
 - Youth centered meeting place (1)
- Health and wellness related businesses (3)
 - Tattoo shop (2)
 - Health, fitness and wellness services (1)
- General services (3)
 - More tour group related businesses (2)
 - Liquor stores (1)

- General comments (18)
 - I think Jasper has a good selection / do not change downtown (5)
 - Small independent businesses (4)
 - More stuff for locals and not just catered to tourists (3)
 - Indigenous owned (2)
 - Any sustainable projects, full business locations are best for all of us (1)
 - Business are great tow management, focus needs replacements and real funds (1)
 - Limit chains they are boring and generic (1)
 - Modern innovative ones (1)

Question 18: What is the most important issue facing Jasper's downtown? (n=83)

Comments were grouped for clarity and themes:

- Parking (17)
 - Vehicle parking (16)
 - More handicap parking (1)
- Beautification (13)
- Congestion of people (13)
- Patios (7)
- Decision making regarding downtown businesses by others (6)
- Rent (5)
- Business is uncertain (4)
- Not enough people / visitors (4)
- Too many similar businesses (3)
- Closure of Patricia Street needs to be decided one way or other (2)
- Enforcement of mask bylaw (2)
- Equal opportunities for business owners (2)
- Not pedestrian friendly (2)
- Closed businesses (1)
- Growth (1)
- Lack of art and culture (1)
- Safety (1)
- Unemployment (1)
- Use of space (1)

Question 19: What can be done to improve Jasper's downtown? (n=76)

Again, the surveyed answers were grouped into common themes:

- Beautification (22)
- Closure of Patricia Street (17)
- Patios (7)
- Better parking stalls/changes to parking (5)
- Encourage walking and other forms of transportation (3)
- Limits on same types of businesses (3)

- Proper wheelchair accessibility (3)
- Bus (2)
- Decrease rental prices (2)
- More business equality (2)
- Expansion of downtown (1)
- Proper organization (1)
- More research on other communities (1)
- Move the museum downtown (1)
- Proper organization (1)

6.7 Positive Attributes to Jasper's Downtown

Business owners love the feel and look of the downtown area, physical location, and the residents and visitors who use downtown. The positive aspects of the downtown area as stated by business owners are listed below.

Question 20: What is the best part of Jasper's downtown? (n=73)

Comments were grouped by themes for clarity with the total number at the top and the subtotals below the main point:

- The people and places that create our downtown (35) with specific mention of:
 - Info Centre/the "Patch" (8)
 - The mountain view (4)
 - Smallness and intimacy (2)
 - Mix of housing and businesses (1)

- Independent businesses (17)
- Proximity to residential areas (12)
- Cleanliness (2)
- Connaught Street (2)
- The train station (2)
- A foodie paradise (1)
- Accessibility (1)
- Safety (1)
- Sidewalks and bike racks (1)
- Varied architecture (1)

7. Resident Survey Results

There were 292 individuals who completed this survey.

7.1 Resident related questions

There were 288 individuals identified as residents, with the majority between the ages of 29 to 65.

Question 1: Are you a resident of Jasper? (n=289)

There were 292 individuals completed the survey. Of those, 288 said they were Jasper residents, 1 said they were not and 3 skipped the question.

Question 2: Do you identify as any of the following demographics? (n=291)

Respondents were asked to identify their demographic characteristics for data purposes:

- Member of Jasper's business community 21%
- New Canadian 1%
- Youth under 18 0%
- Youth 19 to 29 11%
- Age 29 to 65 70%
- Senior 65+ 9%
- Mobility challenged 2%
- Female 47%
- Male 27%
- I chose not to identify 1%

7.2 Resident use of downtown

Residents travel to the downtown to get groceries, dine at restaurants and bars, and go to the pharmacy or health related stores. 78% agree that Jasper's downtown sells the products and services they are looking for but 57% state that they do not think that services and products are reasonably priced, and this was also the most common reasons why residents shop elsewhere. 71% of residents like the look and feel of downtown and 97% of residents surveyed feel safe downtown. Walking and driving are both equally used to get downtown with a third close majority biking.

Question 3: What kinds of businesses do you access in the downtown core? (n=290)

Survey respondents were asked what kind of businesses they use in the downtown core and multiple answers were permitted:

- Food or grocery stores (271)
- Restaurants or other food services (255)
- Health store and/or pharmacy (242)
- Liquor or cannabis stores (210)
- Gasoline station (205)
- Hair, wellness, or yoga studios (197)
- Sporting or hobby businesses (179)
- Pubs or other drinking establishments (175)
- Clothing or clothing accessory store (172)
- Finance and insurance (156)
- General merchandise stores (153)
- Other retail such as florists or office supplies (150)

- Professional services such as legal or accounting (113)
- Transportation such as bus or taxi services (42)
- Home accommodations (24)
- Hotels or other accommodations (not including home accommodations) (14)
- I do not go downtown to shop (3)
- Other (9):
 - Post office (4)
 - Laundry (2)
 - Candy store (1)
 - Public photography (1)
 - Information center (1)

Question 4: How strongly do you agree or disagree with the following statements (n=290)

Survey respondents were given several statements to answer with a range of strongly agree to strongly disagree:

1. Businesses in my downtown sell the products and services I want:
 - Strongly agree 15%
 - Somewhat agree 63%
 - Somewhat disagree 19%
 - Strongly disagree 4%
2. Prices of products and services in my downtown are reasonable:
 - Strongly agree 5%
 - Somewhat agree 39%
 - Somewhat disagree 39%
 - Strongly disagree 18%
3. I like the look and feel of my downtown:
 - Strongly agree 23%
 - Somewhat agree 48%
 - Somewhat disagree 23%
 - Strongly disagree 5%
4. I feel safe in my downtown, even at night:
 - Strongly agree 69%
 - Somewhat agree 28%
 - Somewhat disagree 3%
 - Strongly disagree 0%

Question 5: What are your two main reasons for not shopping downtown? (n=287)

Respondents were given a list of statements (of which they could chose two) as to reasons why they do not shop downtown:

- I only shop in my downtown and I don't shop elsewhere 9%
- Better quality 9%
- Better price 73%
- Better selection 68%
- Better hours 7%
- Other reasons:
 - Lack of products available such as items for children, books, electronics and everyday items (11)
 - Better options and prices online (8)
 - Too congested downtown (7)
 - Appointments outside of Jasper makes it convenient (6)
 - No local discounts (2)
 - Local business owners (1)
 - Too many cars (1)

Question 15: How do you travel downtown? (n=290)

Of the 290 residents that travel uptown 83% walk, 83% drive, 71% bike, and 1% use alternate modes of transportation.

- Walk (241)
- Drive (241)
- Ride Bike (205)
- Other:
 - Skateboard / Longboard (2)
 - Live downtown (1)
 - Taxi (1)

Question 16: If you drive, do you have concerns about parking? (n=241)

Of those who drive downtown 94% of resident have concerns about parking.

7.3 Community Events and Festivals

There were 84% of residents surveyed who participate in events downtown with the top three events listed as Jasper in January, Canada Day and Moonlight Madness. The main reason for not participating was lack of interest.

Question 6: Do you participate in community events and festivals that take place in the downtown core (n=290)

There were 84% of respondents who indicated they participate in community events and festivals downtown.

Question 7: If yes, what events and festivals did you participate in? (n=234)

- Jasper in January (184)
- Canada Day (122)
- Moonlight madness (43)
- Dark skies (33)
- Parks Day (20)
- Pride Festival (17)
- Indigenous Day (8)
- Jasper Heritage Rodeo (6)
- Farmers' Market (3)
- JAG events (3)
- Jasper Canadian Rockies ½ Marathon (3)
- Community dinners (2)
- Legion functions (2)
- Porch concerts (2)
- Tour of Alberta (2)
- Yoga in the park (2)
- Banff Mountain Film Festival (1)
- December project (1)
- Halloween in July (1)
- Jasper Folk Festival (1)
- Nite of Lies (1)
- Oiler's rookie camp (1)
- Rugby (1)
- Tree lighting (1)

Question 8: If no, why not? (n=89)

- Not interested (16)
- I am staying away from downtown because of COVID (9)
- Too many tourists (6)
- Repetitive programming (5)
- Working (5)
- Lack of awareness of events (4)
- Cold weather (1)
- Downtown is not pleasant (1)

7.4 Sidewalk Patios

Sidewalk patios were specifically asked to gauge how much residents used the service in the summer of 2020. Of those surveyed, 72% visited a downtown patio in summer 2020 with 83% saying they would attend again in summer 2021. Of those who would not use a downtown patio, the main concerns revolved around too many people downtown, worried about COVID transmission or dissatisfaction with the design of the patio.

Question 10: Did you visit a business that hosted a sidewalk patio in the summer of 2020? (n=288)

Of the 288 residents 72% surveyed had visited a sidewalk patio in the summer of 2020

Question 11: If yes, would you like to see sidewalk patios again in the summer of 2021? (n=272)

Of those that visited patios in 2020, 83% would like to see patios again in the summer of 2021.

Question 12: if no, why not? (n=123)

Of those that visited patios in 2020, reasons given why they would not attend in 2021 included:

- Design (41)
 - Affected parking (14)
 - Affected those with mobility issues (1)
 - Too many vehicles (4)
 - Not kid friendly (1)
- Too many people or staying home because of COVID-19 (39)
- Close the street (11)
- Hard on businesses who did not visit patios (2)
- Too expensive (2)
- Only on Patricia street (1)

7.5 Street closures

Surveyed residents support the closure of Connaught and Patricia Street, but most said for the summer only. The biggest reason for not supporting street closures was for accessibility for seniors and those with mobility issues and for the grocery store.

Question 13: Do you support the closure of Patricia Street from Hazel Avenue to Miette Avenue for pedestrians only? (n=287)

Of those surveyed, 84% of residents answered yes to the support of the closure of Patricia Street with the following parameters:

- 21%-year round
- 44% summer only
- 11% for special festivals and events
- 8% only after 6pm in the summer months

Of those surveyed, 16% answered no to the question with the following reasons:

- Large purchases require parking / need it for grocery store (18)
- Seniors and people in wheelchairs cannot access downtown (16)
- Parking for residents should be an additional option (4)
- Unfair advantage for some businesses (4)
- Moves tourism traffic to residential streets (2)

- Bus traffic only (1)
- It is a car street (1)
- No parking would be better (1)
- One lane for traffic (1)
- People should walk (1)
- Special events only (1)
- Too many tourists in town (1)

Question 14: Do you support lane closures on Connaught to accommodate sidewalk patios? (n=288)

Of the 288 residents that answered 66% of those answered yes.

7.5. Improvements to Downtown

Most surveyed residents had ideas on different retail businesses and products they would like to see offered locally. The number of people downtown seems to be the biggest concern of residents with a need to control the flow of traffic and people. Also mentioned was a need for beautification and parking concerns. Closing Patricia Street to vehicles was the number one improved that surveyed residents recommended.

Question 9: What kind of businesses would you like to see in Jasper's downtown? (n=204)

Responses were grouped into themes for easier reading.

- Retail related businesses (161)
 - More affordable clothing store/everyday necessities (35)
 - Bigger grocery store with more options with products and/or hours (20)
 - Franchises mentioned by name (15)
 - Children's clothing (14)
 - More kiosks and monthly businesses / street vendors (13)
 - Books (12)
 - Toys (9)
 - Pet shop (8)
 - Craft supplies (7)
 - Consignment store (5)
 - Florist (4)
 - Bakery / Butcher (3)
 - Men's clothing (3)
 - Cannabis smoke lounge (2)
 - Car wash (2)
 - Coffee shop (2)
 - Fresh grab and go deli/salads (2)
 - Footwear (2)
 - Live music venues (2)
 - Night club (2)
 - Smoothies (2)
 - Tattoo shop (2)
 - Barber shop (1)
 - Car mechanic (1)
 - Ice cream (1)
 - More services (1)

- Music (1)
- Outdoor patios (1)
- Parkade (1)
- Plus, sized clothing (1)
- Watch repair (1)

- Food related businesses (19)
 - Better and/or different cuisine restaurants (14)
 - Wine bar (4)
 - Sports bar (1)

- Activity related businesses (19)
 - Arcade / Pool hall / Bowling alley / Youth centre (14)
 - Museum / Art gallery (3)
 - Board game café or shop (2)

- Health and Wellness related businesses (6)
 - Fitness gym (4)
 - Doctor office (2)

- General services (1)
 - Trailer storage (1)

- General comments (7)
 - Less cannabis / liquor (4)
 - Authentic Canadian made products (3)

Question 18: What is the most important issue facing Jasper's downtown? (n=259)

Comments were grouped for clarity and themes:

- Crowd and traffic control (94)
- Parking (62)
- Town beautification (40)
- Affordable rent business (28)
- Accessibility for individuals with limited mobility (25)
- Not enough essential good stores (24)
- By law enforcement (9)
- Business retention (5)
- Litter (5)
- Municipality/Parks (5)
- Too small (5)
- More bike racks and bike lanes (4)
- Covered outdoor areas (3)
- Lack of housing (2)
- Need more patios (1)
- Public water refill stations (1)
- Too catered to tourists (1)
- Tourist transportation (1)

Question 19: What can be done to improve Jasper's downtown? (n=224)

Comments were grouped for clarity.

- Close off downtown to vehicles (75)
- More business variety (29)
- Parking (28)
- Beautification (22)
- Entertainment (20)
- More patios (15)
- Widen sidewalks (15)
- By law enforcement (13)
- More Community Spaces (13)
- Accessibility (12)
- Lower Rent (9)
- Town infrastructure (9)
- Safety (8)
- Paid parking (7)
- Traffic Control (7)
- More bike racks (6)
- More signs (6)
- Bike lanes (5)
- Crowd Control (5)
- No patios (5)
- Less signs (4)
- Encourage walking/biking (3)
- Tourist infrastructure (3)
- Traffic Control (3)
- Affordable shopping (2)
- Business support (2)
- More bathrooms (2)
- Free Wi-Fi (1)
- Less tourists (1)
- Local parking only (1)
- More traffic lights (1)

Question 21: Is there anything else you would like to add? (n=147)

Residents were asked for closing comments to the survey.

- Beautification (15)
- Close Patricia Street (12)
- No pay parking (6)
- More businesses (6)
- Affordable housing (5)
- Better accessibility into stores (4)
- By law enforcement (4)
- Bike lanes (3)

- More community spaces (3)
- Safety (3)
- Cleanliness (2)
- Close patios (2)
- Increase tourism (2)
- Infrastructure improvements (2)
- Less cannabis shops (2)
- Less chain stores (2)
- More bike racks (2)
- More public transportation (2)
- Affordable business rent (1)
- Better signage (1)
- Concerns with parking (1)
- Don't close Patricia Street (1)
- Encourage biking (1)
- Entertainment options (1)
- Hotel tax (1)
- Increase speed limit (1)
- Local reward program (1)
- More business spaces (1)
- More parking (1)
- More tourist information (1)
- More traffic lights (1)
- Tourism tax (1)
- Yes, to Pay and Park (1)

7.6. Safety and Accessibility

Question 17: Is our downtown accessible to seniors and people with mobility issues? (n=281)

Of those surveyed, 281 residents surveyed (62%) answered yes

7.7. Positive Attributes to Jasper's Downtown

The people who inhabit and use the area, and the feel of downtown environment were the most positive attributes given to Jasper's downtown by the surveyed residents.

Question 20: What is the best part of Jasper's downtown? (n=244)

Answers were grouped into themes for clarity.

- Small town feel (52)
- The community and the people in it (34)
- Businesses (33)
- Community spaces (25)
- Easy to access (25)
- Amazing business owners and employees (18)
- Variety of shops (18)
- Patios (12)
- The view (12)
- Beautiful (11)
- Friendly (8)
- The vibe (8)
- Feels safe (7)
- Unique stores (5)
- Clean (3)
- Downtown (3)
- Everything (3)
- Great food (2)
- Quaint (2)
- Free parking (1)

8. Themes and Recommendations

8.1 Community Events and Festivals

Both business owners and residents actively enjoy and attend festival and events that are held in the downtown core. Understandably the past year has not allowed for these events to take place under current COVID-19 restrictions. In the future, community events and festivals should be supported for the downtown sector as it brings residents, tourists, and business owners together to celebrate the downtown core and increases access to businesses.

8.2 Sidewalk Patios

Sidewalk patios are highly used by both business owners and residents and there is an increase in the number of patios for summer 2021. However, there should be improved communication to downtown businesses who are not food services to encourage them to find creative ways to use the sidewalk to market and sell their products and services. There are also numerous concerns by residents with regards to the design and movement of traffic and people around patios in the downtown core. This concern could possibly deter residents from accessing downtown businesses during the patio season and should be addressed.

8.3 Street Closures

Street closures continue to be a hot button issue within the community of Jasper. CFWY acknowledges that the sample size of residents was too small in this study to give a definite answer on whether residents and business owners clearly support street closures downtown. Most businesses do support street closures, but vehicle access is still required for seniors, individuals with mobility issues and residents who drive downtown to make larger purchases such as weekly groceries for families. More information is needed on this issue and it is unfortunate under the COVID-19 restrictions that CFWY could not get more information on the desires of residents and businesses on this issue. CFWY recommends that further public consultation is needed to get more voices at the table to get a clear consensus on the issue. Once that final consensus is reached, it should be clearly articulated within the community.

8.4 Parking

Parking continues to be an issue downtown. Unfortunately, this survey was created prior to the paid parking pilot project implemented by the Municipality of Jasper and there are very strong opinions on parking, either paid or free, in the downtown core. CFWY did not specifically ask questions with relation to paid parking downtown yet parking access and lack of spaces is an increased concern because of space taken by sidewalk patios. The introduction of a paid parking pilot project should provide more information to the Municipality on this issue soon. Regardless, parking is a primary concern of both residents and businesses alike and should have a clear plan to address in the future.

8.5. Beautification

Suggestions and comments through the survey results show the need for more beautification initiatives in the downtown core. These suggestions range from making downtown more walkable, more bike racks, public art and artist and/or musician sponsored events.

Beautification efforts should be a focus over the next year with both Parks Canada and the Municipality of Jasper to ensure all regulations are understood and new measures implemented. As well, business and building owners have an equal responsibility to ensure that their building exteriors meet specifications designed to support national park regulations and to keep their businesses appealing and clean to the consumer and resident.



Economic Recovery Task Force

Municipality of Jasper Town Council

June 1, 2021

OVERVIEW & PROCESS

- Assembled at the request of Town Council
- Grounded in COVID-19 relief tactics
- Consultative, collaborative and thorough process

THEMES & ACTIONS

Operational

Financial

Infrastructure & Transportation

Social

Promotion & Advocacy

Economic Growth

OPERATIONAL

1. Approve permanent “Patio Program”
2. Implement paid parking
3. Consider closing Patricia Street
4. Develop a destination development plan

FINANCIAL

1. Establish a COVID-19 relief fund
2. Freeze tax increases
3. Develop predictive tax forecast
4. Pursue elimination of land rent

INFRASTRUCTURE & TRANSPORTATION

1. Invest in beautification downtown
2. Develop a municipal infrastructure plan
3. Develop a transportation plan

SOCIAL

1. Prioritize housing
2. Develop affordable housing
3. Expedite development of remaining sites in town
4. Work with businesses to create employee housing
5. Explore the impact of Private Home Accommodations
6. Support co-operatively owned housing developments
7. Conduct labour market analysis and talent attraction campaign
8. Develop the social infrastructure

PROMOTION & ADVOCACY

1. Publicly support for the visitor economy
2. Develop a “shop local” strategy
3. Invest in cultural opportunities
4. Support stewardship in the park
5. Pursue transfer of land use and planning
6. Unify advocacy across the Rockies
(Canmore, Banff, Lake Louise and Jasper)

ECONOMIC GROWTH

1. Become involved in economic development
2. Produce a user-friendly business guide
Encourage private day-homes
3. Support affordable childcare

Task Force Members

- Bill Given, Chair
- Mayor Ireland
- Alan Fehr
- Pam Clark
- Chad Gulevich
- Nancy Robbins
- Brian Rode
- Ginette Marcoux
- Pattie Pavlov
- Richard Cooper
- Justin Melnyk

An aerial photograph of the town of Jasper, Alberta, Canada, showing residential areas, commercial buildings, sports fields, and a river. The image is overlaid with a dark, semi-transparent filter. Centered on the image is the text "THANK YOU" in a large, bold, white, sans-serif font. Below this text is a thin white horizontal line.

THANK YOU

Municipality of Jasper Town Council

June 1, 2021

Economic Recovery Task Force Recommendations to Municipal Council

In response to the COVID-19 pandemic, on April 21, 2020, Council voted to establish the COVID-19 Economic Recovery Task Force. The group, which consists of eight local stakeholder organizations, has met at least once a month to develop recommended actions that can help aid Jasper's recovery from the economic impacts from the pandemic.

The task force undertook a multi-part visioning exercise to establish what a positive future state might look like for the community, at three different time horizons. The time horizons considered were near-term (Fall 2021), mid-term (Spring 2022) and long term (Spring 2025).

First, members individually suggested actions that might be taken to help advance progress toward the desired future state before reconvening as a group to discuss the actions, identify themes and then discuss how they might be prioritized. The analysis identified that in many cases early action would need to be taken in order to set the stage for progress on the mid and long term goals. With that in mind the suggested actions are presented as a whole by theme, rather than along a time line. The six themes identified were: Operational, Financial, Infrastructure & Transportation, Housing & Labour, Promotion & Advocacy and, Economic Growth.

The actions and themes are interrelated and mutually reinforcing and so there is no "most important item". Progress on all fronts will be required to support recovery and establish better economic resiliency in the future.

These recommendations are forwarded to municipal council for their information and consideration.

1. Operational

Despite a decline in international travel, Jasper remains a popular weekend getaway for regional tourists. While many travel to Jasper for hiking and camping, it is important that visitors seek out the central business district as a 'must-do' experience. Through initiatives such as extended patio seating, pedestrian-friendly street closures and paid parking, the Municipality could not only help increase vibrancy in the downtown core, but could also increase the community's revenue and ease traffic congestion.

Recommendations:

- Convert the commercial use of public space program (patio seating) into an ongoing program that enables businesses to invest in attractive quality installations.
- Implement paid parking in the downtown core to enhance municipal revenue and revise the program as needed.
- Consider opportunities to test closure of Patricia Street between Miette and Hazel and assess results.
- Work with relevant stakeholders to develop a holistic Destination Development plan.

2. Financial

As the pandemic continues so do the related financial challenges. To help bolster the community's economic health, the Task Force is recommending the creation of a new fund for those most impacted by COVID-19, tax freezes and the continued pursuit for the elimination of land rent. During these

uncertain times, the Task Force believes residents and businesses could also benefit from a long term forecast of municipal taxes, allowing the community to do their best to budget and plan for the years following the pandemic.

Recommendations:

- Establish a fund to provide targeted relief to residents or businesses with demonstrated need related to COVID-19
- Freeze on tax hikes as businesses stabilize and recoup losses
- Develop a long term predictive forecast for property taxes and utility costs (5-10 yrs)
- Pursue elimination of land rent.

3. Infrastructure & Transportation

In alignment with the Task Force's operational recommendations, the Municipality should focus on the beautification of the central business district. The downtown core could benefit from infrastructure updates to create a more pedestrian-friendly and vibrant atmosphere, attracting visitors away from the campgrounds and into town for first class dining, shopping and relaxation opportunities. As a community in a national park, the Task Force recognizes the importance of alternative and environmentally-friendly methods of transportation for both residents and visitors. Ideally, the Municipality and businesses would work collaboratively on the implementation of an alternative transportation strategy. By increasing pedestrian and cyclist traffic within the central business district, the Task Force believes sales will increase at local businesses.

Recommendations:

- Invest in infrastructure renewal with a particular focus on the beautification and enhancement of the business district.
- Develop a 10 year municipal infrastructure plan by the end of 2021
- Develop a destination wide transportation strategy to encourage active transportation and non-personal automobile movements both within the town site and to other high volume destinations to reduce greenhouse gas emissions and improve over-all quality of life.

4. Social

As other communities begin to recover and expand job markets, it is important that Jasper attract and retain a healthy workforce of engaged residents; in order to do that and for the community to grow and achieve economic sustainability, affordable housing and quality of life are key priorities. The Municipality should continue its efforts to construct new units, work with businesses to create quality housing for employees, support co-op housing initiatives, and continue its commitment to maintain Jasper as a welcoming and inclusive community. One way to do that is to recognize the importance of social. Another way to ensure a healthy workforce is to complete a labour market analysis to help identify the appropriate labour market for various positions, determine fair salaries and wages and to identify market trends which will help boost the community's economy.

Recommendations:

- Prioritize housing as a key pillar to long term economic sustainability.
- Plan and budget accordingly to develop the infrastructure required to support the construction of new affordable housing
- Expedite and if need be subsidize the development/construction of remaining sites in town site
- Work with businesses towards creating quality, affordable housing for employees in Jasper.

- Explore the impact of Private Home Accommodations on the provision of resident housing.
- Support the creation of co-operatively owned housing developments.
- Collaborate with employers, other orders of government and NGOs to fund and conduct a labour market analysis and subsequent talent attraction campaign.
- To work with others to develop the social infrastructure required to attract and retain an engaged citizenry.

5. Promotion & Advocacy

As a tourism community, it is important that the Municipality support the visitor economy through public recognition, culture and recreation opportunities and healthy relationships with key tourism organizations. While many of Jasper's businesses cater to tourists, it is also important that residents support local whenever possible — the Municipality should partner with and support the business community with a shop local strategy. To encourage and enable creative development within the town site, the Municipality should continue its efforts to obtain jurisdiction over land-use and planning. The Task Force believes this transfer will allow for development which is more consistent and planned and will allow for more intentional responses to community needs, including economic recovery. To further address Jasper's unique needs as a tourism community and find alternative sources of revenue and/or reduced fees, the Municipality should continue its advocacy efforts with other resort municipalities.

Recommendations:

- Council should publicly and regularly demonstrate support for the visitor economy.
- Work with businesses and stakeholders to develop a strategy to encourage residents to “shop local”.
- Actively invest resources to increase the volume and diversity of cultural opportunities in the community.
- Support Tourism Jasper and Parks Canada messaging around good behaviour and stewardship in the park to maintain the destination's reputation as a safe, friendly and active place to visit.
- Pursue transfer of land use and planning and development jurisdiction.
- Unify advocacy on economic, political and labour market initiatives across the Rockies (Canmore, Banff, Lake Louise and Jasper)

6. Economic Growth

As noted throughout the Task Force's aforementioned recommendations, to spur economic growth in Jasper, the Municipality should explore more options to attract and retain business owners and employees. These options should provide support and stability to help make Jasper a viable and long-term choice for residents and businesses.

Recommendations:

- Become actively involved in local economic development suitable to Jasper's unique context.
- Produce a user friendly guide to opening a business in Jasper including clarity on rules, regulations and supports available.
- Explore opportunities to encourage an increase in the provision of private day-homes.
- Lobby other orders of government for affordable childcare.

INFORMATION REPORT



Subject: Taxation Rates Bylaw 2021 – Ratio Comparisons
From: Bill Given, Chief Administrative Officer
Prepared by: Natasha Malenchak, Director of Finance & Administration
Christine Nadon, Legislative Services Manager
Date: June 1, 2021

Recommendation:

- That Council read, for the second and third time, Bylaw #236 – Taxation Rates 2021 as presented.

Alternatives:

- That Council read Bylaw #236 for the second and third time, as amended with a 5:1 tax rate ratio.
- That Council read Bylaw #236 for the second and third time, as amended with a 4.9:1 tax rate ratio.
- That Council read Bylaw #236 for the second and third time as presented, and; direct administration to present tax rate ratio alternatives as part of the 2022 budget deliberations.

Background:

At the May 18 regular meeting, Council gave first reading to Bylaw # 236 – Taxation Rates 2021. Council also directed Administration to provide preliminary information on the impact of changes to the commercial to residential property tax ratio, which was presented at the May 25 committee of the whole meeting.

The bylaw before Council in this agenda package is reflective of a 5.1:1 commercial to residential property tax ratio, as presented for first reading. Administration has prepared additional versions of the bylaw to reflect the alternatives presented above, and facilitate the bylaw readings process Council determines at the June 1 meeting.

Administration is also working with Parks Canada to obtain bylaw certification on the basis that the numbers and ratios included in the document may change, but should not impact the certification process in relation to the Municipality’s jurisdictional authority to pass a property taxation bylaw. If received, certification will be presented at the June 1 meeting.

Discussion:

If municipal tax revenue is to be kept constant, the changes essentially shift the tax burden from the commercial class, to the residential class. These changes are summarized in the table to the right.

Property Class	Shift Under 5:1 Ratio	Shift Under 4.9:1 Ratio
Residential	\$28,651	\$58,175
Non-Residential	-\$29,295	-\$59,482
Lake Edith	\$643	\$1,307

Changing the current commercial to residential property tax ratio to 5:1, with the Lake Edith properties ratio remaining as-is, would generate a total increase of \$28,651 for the Residential Property Class; a total decrease of \$29,295 for the Non-Residential Property Class; and a total increase of \$643 for the Lake Edith Property Class.

Changing the current commercial to residential property tax ratio to 4.9:1, with the Lake Edith properties ratio remaining as-is, would generate a total increase of \$58,175 for the Residential Property Class; a total decrease of \$59,482 for the Non-Residential Property Class; and a total increase of \$1,307 for the Lake Edith Property Class.

These amounts represent the impact on property classes as a whole, and would be spread across the total number of properties in each class based on their assessed values.

Municipality of Jasper Bylaw Summary

Updated: 2021-05-28

	Bylaw	Date Repealed	Repeals Bylaw	Replaced by Bylaw	Scheduled date for next reading			Date Forwarded	Date Certified
					First Reading	Second Reading	Third Reading & Approval		
237	Rotation of Ballots Bylaw 2021		204		2021-Jun-01				
236	Taxation Rates Bylaw 2021		227		2021-May-18	2021-Jun-01			
235	Code of Conduct for Elected Officials Bylaw				2021-May-18	2021-Jun-01			
234	Supplementary Tax Bylaw 2021		225		2021-Jan-19	2021-Jan-19	2021-Feb-02	2021-Jan-20	2021-Jan-22
233	Supplementary Assessment of Improvements 2021		224		2021-Jan-19	2021-Jan-19	2021-Feb-02	2021-Jan-20	2021-Jan-22
232	Utility Fees Levy and Collection Bylaw 2021		226		2021-Jan-05	2021-Jan-05	2021-Jan-05	2020-Dec-24	2020-Dec-24
231	Temporary Compulsory Face Covering Amending Bylaw #2				2020-Dec-08	2020-Dec-08	2021-Jan-05	2020-Dec-09	2020-Dec-10
230	Jasper Temporary Compulsory Face Covering Bylaw Amending Bylaw				2020-Sept-08	2020-Sept-08	2020-Sept-15	2020-Sept-08	2020-Sept-10
229	CMHC Borrowing Bylaw 2020				2020-Aug-18	2020-Aug-18	2020-Sept-01	2020-Aug-18	2020-Aug-19
228	Temporary Compulsory Face Covering Bylaw				2020-Aug-04	2020-Aug-04	2020-Aug-04	2020-Aug-04	2020-Aug-04
227	Tax Rates Bylaw 2020		217	236	2020-May-19	2020-May-19	2020-May-26	2020-May-19	2020-May-20
226	Utility Fees Levy and Collection Bylaw 2020 A	2021-Jan-05	223	232	2020-Apr-07	2020-Apr-07	2020-Apr-14	2020-Apr-07	2020-Apr-08
225	Supplementary Tax Bylaw 2020		214		2020-Jan-21	2020-Jan-21	2020-Feb-04	20-Jan-22	20-Jan-23
224	Supplementary Assessment of Improvements 2020		213		20-Jan-21	2020-Jan-21	2020-Feb-04	20-Jan-22	20-Jan-23
223	Utility Fees Levy and Collection Bylaw 2020		212		19-Dec-17	19-Dec-17	20-Jan-07	19-Dec-19	19-Dec-23
222	Records Management Bylaw				19-Nov-19			19-Nov-Byl	19-Nov-Byl2
221	Traffic Advisory Committee Repeal Bylaw		111		19-Oct-15	19-Nov-05	19-Nov-19	19-Oct-Byl	19-Oct-Byl2
220	Waste Water Treatment Plant Borrowing Bylaw				19-Aug-20	19-Oct-01	19-Oct-15	19-Aug-Byl	19-Aug-Byl2

**MUNICIPALITY OF JASPER
BYLAW #236**

**BEING A BYLAW OF THE MUNICIPALITY OF JASPER IN THE PROVINCE OF ALBERTA TO
AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY
WITHIN THE MUNICIPALITY OF JASPER FOR THE 2021 TAXATION YEAR.**

Contents

1. Citation
2. Definitions
3. Taxation Rates
4. Severance

WHEREAS at its meeting of **April 20, 2021**, the Council of the Municipality of Jasper prepared and adopted detailed estimates of the municipal revenues, expenditures and requisitions required for the year 2021;

AND WHEREAS the estimated expenditures, requisitions, services and surplus set out in the operating budget for the Municipality of Jasper for 2021 total \$22,623,882;

AND WHEREAS the 2021 estimated municipal revenues and transfers from all sources other than taxation are estimated at \$14,543,019 (including \$1,000,000 in a 2021 COVID Relief Rebate) and the balance of \$7,891,323 and additionally \$189,540 for Provincial Rural Policing to be raised by general municipal taxation;

AND WHEREAS the 2021 Alberta School Foundation requisition is \$5,092,712.75 be collected as follows:

	2021 Requisition	Prior Year (Over)/Under-levy	Total
Residential	\$2,417,850	\$1,228	\$2,419,078
Non-Residential	\$2,674,863	\$88	\$2,674,951
Total	\$5,092,713	\$1,316	\$5,094,029

AND WHEREAS the Council of the Municipality of Jasper has received a requisition in 2021 in the amount of \$714,870 from the Evergreens Foundation to be collected as follows:

	2021 Requisition	Prior Year (Over)/Under-levy	Total
Capital	\$423,582	\$0	\$423,582
Operating	\$291,288	(\$3,675)	\$287,613
Total	\$714,870	(\$3,675)	\$711,195

AND WHEREAS for the purposes of collecting the portion of the requisition defined in section 326(1)(a)(vi) of the *Municipal Government Act* (RSA 2000, cM-26) and amendments thereto, the Chief Administrative Officer is hereby authorized to impose the tax rate set by the Minister in accordance with section 359.3 of the Act on the assessed value of all taxable **Designated Industrial Property (DIP)** shown on the 2020 assessment roll of the Municipality of Jasper for 2021 total \$5,268.33;

AND WHEREAS the Council of the Municipality of Jasper is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and requisitions;

AND WHEREAS the Council of the Municipality of Jasper is required each year to levy on the assessed value of all property, tax rates sufficient to meet the Alberta School Foundation (ASFF) requisition;

AND WHEREAS the Council of the Municipality of Jasper is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property subject to the *Municipal Government Act* (RSA 2000, cM-26) and amendments thereto;

AND WHEREAS the assessed value of all property in the Municipality of Jasper as shown on the current assessment roll is:

<u>Assessment for</u>	<u>Education</u>	<u>Municipal</u>	<u>Evergreens</u>	<u>DIP</u>
Residential	\$942,365,250	\$947,885,420	\$942,365,250	
Non-Residential	\$660,812,770	\$663,336,860	\$675,530,620	
Electric Power Generation Machinery & Equipment, Grants in Lieu – Park Lands		\$16,660,320		
DIP Assessment Requisition Properties				\$68,474,540
Total	\$1,603,178,020	\$1,627,882,600	\$1,617,895,870	\$68,474,540

NOW THEREFORE be it resolved that the Council of the Municipality of Jasper in the Province of Alberta, duly assembled, enacts:

1. CITATION

- 1.1 This Bylaw may be cited as Municipality of Jasper Bylaw #236, the "Jasper Taxation Rates Bylaw 2021".
- 1.2 The Municipality of Jasper Bylaw #227, the "Jasper Taxation Rates Bylaw 2020" is hereby repealed.

2. DEFINITIONS

- 2.1 In this Bylaw:
 - 2.1.1 "Chief Administrative Officer" shall mean the individual duly appointed to that position for the Municipality of Jasper at any given time and includes any person authorized to act for and in the name of that individual;
 - 2.1.2 "Council" shall mean the Council of the Municipality of Jasper;

- 2.1.3 "Municipality" and "Municipality of Jasper" shall mean the Municipality of Jasper in Jasper National Park in the Province of Alberta;
- 2.1.4 "Rural Properties" shall mean those properties located outside the boundaries of the Town of Jasper but inside the boundaries of the Municipality of Jasper as defined in the Agreement for the Establishment of Local Government in Jasper dated June 13th, 2001; and
- 2.1.5 "Urban Properties" shall mean those properties located within the Town of Jasper as defined in the Agreement for the Establishment of Local Government in Jasper dated June 13th, 2001.

3. TAXATION RATES

- 3.1 The Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property shown on the assessment roll of the Municipality of Jasper:

	Urban	Rural
Residential		
Evergreens	0.000440	0.000440
Education	0.002567	0.002567
Municipal	0.002272	0.000962
	0.005279	0.003969
Lake Edith (7 months)		
Evergreens	-	0.000440
Education	-	0.002567
Municipal	-	0.000561
		0.003568
Non-Residential		
Evergreens	0.000440	0.000440
Education	0.004048	0.004048
Municipal	0.011586	0.004908
	0.016074	0.009396
M&E Electrical Residual PILT		
Evergreens	0.000440	0.000440
Education (Exempt)	-	-
Municipal	0.011586	0.004908
	0.012026	0.005348
DIP Assessment Requisition on DIP Properties		
DIP Requisition Applied to DIP Properties	-	0.000077

4. SEVERANCE

If any section in this bylaw is found to be invalid by a court of competent jurisdiction, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.

COMING INTO EFFECT

This Bylaw shall come into force and effect on the final day of passing thereof.

GIVEN FIRST READING THIS 18th DAY OF MAY, 2021

GIVEN SECOND READING THIS DAY OF , 2021

GIVEN THIRD AND FINAL READING THIS DAY OF , 2021

Mayor

Chief Administrative Officer

**MUNICIPALITY OF JASPER
BYLAW #235**

BEING A BYLAW OF THE SPECIALIZED MUNICIPALITY OF JASPER IN THE PROVINCE OF ALBERTA TO ESTABLISH A CODE OF CONDUCT FOR MEMBERS OF COUNCIL.

WHEREAS, pursuant to section 146.1(1) of the Municipal Government Act, a council must, by bylaw, establish a code of conduct governing the conduct of councillors;

AND WHEREAS, pursuant to section 153 of the Municipal Government Act, councillors have a duty to adhere to the code of conduct established by council;

AND WHEREAS the public is entitled to expect the highest standards of conduct from the members that it elects to council for the Municipality of Jasper;

AND WHEREAS the establishment of a code of conduct for members of council is consistent with the principles of transparent and accountable government;

AND WHEREAS a code of conduct ensures that members of council share a common understanding of acceptable conduct extending beyond the legislative provisions governing the conduct of councillors;

AND WHEREAS the Council of the Municipality of Jasper wishes to promote respect for individuals and each other; honesty and integrity; openness; willingness to listen; willingness to participate; commitment to task at hand; receptiveness to new ideas; dedication to preparation; mutual support through positive feedback; and speaking with one voice;

NOW THEREFORE the Council of the Municipality of Jasper, in the Province of Alberta, duly assembled, enacts as follows:

1. Citation

- 1.1. This Bylaw may be referred to as the "Council Code of Conduct Bylaw".
- 1.2. The Code of Conduct for Members of Council and Council Committees set out in Schedule 1 of the Municipality of Jasper Bylaw #190 "Procedure Bylaw" is hereby repealed.

2. Definitions

- 2.1. In this Bylaw, words have the meanings set out in the Act, except that:
 - 2.1.1. "*Act*" means the Municipal Government Act, RSA 2000, cM-26, and associated regulations, as amended;
 - 2.1.2. "*Administration*" means the administrative and operational arm of the Municipality, comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the CAO;
 - 2.1.3. "*CAO*" means the chief administrative officer of the Municipality, or their delegate;
 - 2.1.4. "*Closed*" means a meeting closed to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, RSA 2000, cF-25;
 - 2.1.5. "*FOIP*" means the Freedom of Information and Protection of Privacy Act, RSA 2000, cF-25, any associated regulations, and any amendments or successor legislation;
 - 2.1.6. "*Investigator*" means Council or the individual or body established by Council to investigate and report on a complaint;
 - 2.1.7. "*Member*" means a member of Council and includes a councillor or the Mayor;
 - 2.1.8. "*Municipality*" means the municipal corporation of the Municipality of Jasper.

3. Purpose and Application

- 3.1. The purpose of this Bylaw is to establish standards for the conduct of Members relating to their roles and obligations as representatives of the Municipality and a procedure for the investigation and enforcement of those standards.

4. Representing the Municipality

4.1. Members shall:

- 4.1.1. act honestly and, in good faith, serve the welfare and interests of the Municipality as a whole;
- 4.1.2. perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency, while seeking to advance the common good of the community to the best of their knowledge and ability;
- 4.1.3. conduct themselves in a professional manner with dignity and make every effort to participate diligently in the meetings of Council, committees of Council and other bodies to which they are appointed by Council;
- 4.1.4. avoid public comment on staff performance;
- 4.1.5. arrange their private affairs and conduct themselves in a manner that promotes public trust and confidence, and will bear close public scrutiny; and
- 4.1.6. for a period of twelve months after leaving office, abide by the standards of conduct listed in this bylaw, except those related to confidential information, which shall apply in perpetuity.

5. Communicating on Behalf of the Municipality

- 5.1. A Member must not claim to speak on behalf of Council unless authorized to do so.
- 5.2. Unless Council directs otherwise, the Mayor is Council's official spokesperson and in the absence of the Mayor it is the Deputy Mayor. All inquiries from the media regarding the official Council position on an issue shall be referred to Council's official spokesperson.
- 5.3. A Member must ensure that their comments accurately reflect the official position and will of Council as a whole, even if the Member personally disagrees with Council's position.
- 5.4. No Member shall make a statement when they know that statement is false.
- 5.5. No Member shall make a statement with the intent to mislead Council or members of the public.

6. Respecting the Decision-Making Process

- 6.1. Decision making authority lies with Council, and not with any individual Member. Council may only act by bylaw or resolution passed at a Council meeting held in public at which there is a quorum present. No Member shall, unless authorized by Council, attempt to bind the Municipality or give direction to employees in Administration, agents, contractors, consultants or other service providers or prospective vendors to the Municipality.
- 6.2. Members shall conduct and convey Council business and all their duties in an open and transparent manner other than for those matters which by law are authorized to be dealt with in a confidential manner in a Closed session, and in so doing, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions.
- 6.3. Members shall accurately communicate the decisions of Council, even if they disagree with Council's decision, such that respect for the decision-making processes of Council is fostered.

7. Adherence to Policies, Procedures and Bylaws

- 7.1. Members shall uphold the law established by the Parliament of Canada and the Legislature of Alberta and the bylaws, policies and procedures adopted by Council.
- 7.2. Members shall respect the Municipality as an institution, its bylaws, policies and procedures, and its personnel, and shall encourage public respect for the Municipality, its bylaws, policies and procedures, and its personnel.
- 7.3. A Member must not encourage disobedience of any law established by the Parliament of Canada, the Legislature of Alberta and any bylaw, policy or procedure of the Municipality in responding to a member of the public, as this undermines public confidence in the Municipality and in the rule of law.

8. Respectful Interactions with Council Members, Staff, the Public and Others

- 8.1. Members shall act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest.
- 8.2. Members shall treat one another, employees of the Municipality and members of the public with courtesy, dignity and respect and without abuse, bullying or intimidation.
- 8.3. No Member shall use indecent, abusive, or insulting words or expressions toward another Member, any employee of the Municipality or any member of the public.
- 8.4. No Member shall speak in a manner that is discriminatory to any individual based on the person's race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.
- 8.5. Members shall respect the fact that employees in Administration work for the Municipality as a corporate body and are charged with making recommendations that reflect their professional expertise and a corporate perspective and that employees are required to do so without undue influence from any Member or group of Members.
- 8.6. Members must not:
 - 8.6.1. involve themselves in matters of Administration, which fall within the jurisdiction of the CAO;
 - 8.6.2. use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any employee of the Municipality with the intent of interfering in the employee's duties; or
 - 8.6.3. maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of employees of the Municipality.

9. Confidential Information

- 9.1. Members must keep in confidence matters discussed in a Closed session of a Council or Council committee meeting until the matter is discussed at a meeting held in public.
- 9.2. Members shall refrain from disclosing or releasing any confidential information acquired by virtue of their office except when required by law or authorized by Council to do so.
- 9.3. No Member shall use confidential information for personal benefit or for the benefit of any other individual organization.

10. Conflicts of Interest

- 10.1. Members have a statutory duty to comply with the pecuniary interest provisions set out in Part 5, Division 6 of the Act and a corresponding duty to vote unless required or permitted to abstain under the Act or another enactment.
- 10.2. Members are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or otherwise.
- 10.3. Members shall approach decision-making with an open mind that is capable of persuasion.
- 10.4. It is the individual responsibility of each Member to seek independent legal advice, at the Member's sole expense, with respect to any situation which may result in that member being in a pecuniary or other conflict of interest.

11. Improper Use of Influence

- 11.1. No Member shall use the influence of the Member's office for any purpose other than for the proper exercise of the Member's official duties.
- 11.2. No Member shall act as an agent to advocate on behalf of any individual, organization or corporate entity before Council or a committee of Council or any other body established by Council.

- 11.3. Members shall refrain from using their positions to obtain employment with the Municipality for themselves, family members or close associates.

12. Use of Municipal Assets and Services

- 12.1. Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Member.
- 12.2. Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Member, subject to the following limited exceptions:
 - 12.2.1. municipal property, equipment, service, supplies and staff resources that are available to the general public may be used by a Member for personal use, including for election campaigns, upon the same terms and conditions as members of the general public, including booking and payment of any applicable fees or charges;
 - 12.2.2. electronic communication devices, including but not limited to desktop computers, laptops, tablets and smartphones, which are supplied by the Municipality to a Member, may be used by the Member for personal use, provided that the use is not for personal gain, offensive or inappropriate.
- 12.3. Members are stewards of public resources and shall avoid waste, abuse and extravagance in the use of public resources.
- 12.4. Members shall be transparent and accountable with respect to all expenditures and strictly comply with all municipal bylaws, policies and procedures regarding claims for remuneration and expenses.

13. Orientation and Other Training Attendance

- 13.1. Every Member must attend the orientation training offered by the Municipality within 90 days after the Member takes the oath of office.
- 13.2. Unless excused by Council, every Member must attend any other training organized at the direction of Council for the benefit of Members throughout the Council term.

14. Gifts and Hospitality

- 14.1. Members shall not accept gifts, hospitality or other benefits that would, to a reasonable member of the public, appear to be in gratitude for influence, to induce influence, or otherwise to go beyond the necessary and appropriate public functions involved.
- 14.2. Members may accept hospitality, gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation, provided that the value of the hospitality, gift or benefit does not exceed \$250.
- 14.3. Gifts received by a Member on behalf of the Municipality as a matter of official protocol which have significance or historical value for the Municipality shall be left with the Municipality when the Member ceases to hold office.

15. Formal Complaint Process

- 15.1. Any person who has identified or witnessed conduct by a Member that the person reasonably believes, in good faith, is in contravention of this Bylaw may file a formal complaint in accordance with the following procedure:
 - 15.1.1. All complaints shall be made in writing and shall be dated and signed by an identifiable individual;
 - 15.1.2. All complaints shall be addressed and delivered to the CAO;
 - 15.1.3. The complaint must set out reasonable and probable grounds for the allegation that the Member has contravened this Bylaw, including a detailed description of the facts, as they are known, giving rise to the allegation;
 - 15.1.4. If the facts, as reported, include the name of one or more Members who are alleged to be responsible for the breach of this Bylaw, the Member or Members concerned shall receive a copy of the complaint submitted to the Investigator;

- 15.1.5. Upon receipt of a complaint under this Bylaw, the Investigator shall review the complaint and decide whether to proceed to investigate the complaint or not. If the Investigator is of the opinion that a complaint is frivolous or vexatious or is not made in good faith, or that there are no grounds or insufficient grounds for conducting an investigation, the Investigator may choose not to investigate or, if already commenced, may terminate any investigation, or may dispose of the complaint in a summary manner. In that event, the complainant and Council, if Council is not the Investigator, shall be notified of the Investigator's decision;
- 15.1.6. If the Investigator decides to investigate the complaint, the Investigator shall take such steps as it may consider appropriate, which may include seeking legal advice. All proceedings of the Investigator regarding the investigation shall be confidential;
- 15.1.7. If the Investigator is not Council, the Investigator shall, upon conclusion of the investigation, provide the Council and the Member who is the subject of the complaint, the results of the Investigator's investigation;
- 15.1.8. A Member who is the subject of an investigation shall be afforded procedural fairness, including an opportunity to respond to the allegations before Council deliberates and makes any decision or any sanction is imposed;
- 15.1.9. A Member who is the subject of an investigation is entitled to be represented by legal counsel, at the Member's sole expense.

16. Compliance and Enforcement

- 16.1. Members shall uphold the spirit and intent of this Bylaw.
- 16.2. Members are expected to co-operate in every way possible in securing compliance with the application and enforcement of this Bylaw.
- 16.3. No Member shall:
 - 16.3.1. undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to Council or to any other person;
 - 16.3.2. obstruct Council, or any other person, in carrying out the objectives or requirements of this Bylaw.
- 16.4. Sanctions that may be imposed on a Member, by Council, upon a finding that the Member has breached this Bylaw may include:
 - 16.4.1. a letter of reprimand addressed to the Member;
 - 16.4.2. requesting the Member to issue a letter of apology;
 - 16.4.3. publication of a letter of reprimand or request for apology and the Member's response;
 - 16.4.4. suspension or removal of the appointment of a Member as the chief elected official under section 150(2) of the Act;
 - 16.4.5. suspension or removal of the appointment of a Member as the deputy chief elected official or acting chief elected official under section 152 of the Act;
 - 16.4.6. suspension or removal of the chief elected official's presiding duties under section 154 of the Act;
 - 16.4.7. suspension or removal from some or all Council committees and bodies to which council has the right to appoint members;
 - 16.4.8. reduction or suspension of remuneration as defined in section 275.1 of the Act corresponding to a reduction in duties, excluding allowances for attendance at council meetings;
 - 16.4.9. any other sanction Council deems reasonable and appropriate in the circumstances provided that the sanction does not prevent a Member from fulfilling the legislated duties of a councillor and the sanction is not contrary to

the Act.

17. Review

17.1. This Bylaw shall be brought forward for review at the beginning of each term of Council, when relevant legislation is amended, and at any other time that Council considers appropriate to ensure that it remains current and continues to accurately reflect the standards of conduct expected of Members.

READ a first time this 18th day of May 2021

READ a second time this ____ day of _____ 2021

READ a third time and finally passed this ____ day of _____ 2021

Mayor

Chief Administrative Officer

ARCHIVED

MUNICIPALITY OF JASPER
Bylaw #237

BEING A BYLAW OF THE MUNICIPALITY OF JASPER IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE PRINTING OF BALLOTS IN LOTS FOR THE 2021 MUNICIPAL ELECTION.

Contents

1. Citation
2. Definitions
3. Printing of Ballots
4. Severance

PURPOSE

WHEREAS a general municipal election will be conducted in Jasper during the year 2021; and

WHEREAS the Municipal Government Act (Alberta) R.S.A. 2000, Chapter M-26 as amended provides for Council to pass bylaws for municipal purposes; and

WHEREAS pursuant to the provisions of the Local Authorities Election Act (Alberta), R.S.A. 2000, Chapter L-21, it is necessary that a municipal bylaw be passed not less than two months before an election to allow for the printing of ballots in lots providing for the rotation of the names of candidates;

NOW THEREFORE, COUNCIL OF THE SPECIALIZED MUNICIPALITY OF JASPER IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS:

1. Citation

- 1.1 This bylaw may be cited as the "Jasper Rotation of Ballots Bylaw 2021."
- 1.2 The Municipality of Jasper Bylaw #204, the "Jasper Rotation of Ballots Bylaw 2017" is hereby repealed.

2. Definitions

- 2.1 In this bylaw:
 - 2.1.1 "*Council*" shall mean the Council of the Municipality of Jasper;
 - 2.1.2 "*Returning Officer*" shall mean the person duly appointed to that position by Council for the 2021 municipal election.

3. Printing of Ballots

- 3.1 Council hereby directs the Returning Officer to ensure that ballots to be used during the 2021 municipal election shall be printed as follows:
 - 3.1.1 each ballot shall contain the name of each candidate;
 - 3.1.2 the names of the candidates on each ballot shall be arranged alphabetically in order of the surnames and, if two or more candidates have the same surname, the names of those candidates shall be arranged alphabetically in the order of their given names;
 - 3.1.3 ballots shall be printed in as many lots as there are candidates for the office;
 - 3.1.4 in the first lot the names of the candidates shall appear in alphabetical order;
 - 3.1.5 in the second lot the names shall appear in the same order, except that the first name in the first lot shall be placed last;
 - 3.1.6 in each succeeding lot, the order shall be the same as that of the preceding lot, except that the first name in the preceding lot shall be placed last; and
 - 3.1.7 tablets of ballots to be used at each voting station shall be made up by combining ballots from the different lots in regular rotations so that no two consecutive electors may receive ballot papers from the same lot, and so that each candidate's name shall appear first and in each other position substantially the same number of times on the ballot used.

4. Severance

- 4.1 If any section of the bylaw is found to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.

Coming into Force

This bylaw shall come into force and effect on the final day of passing thereof.

READ a first time this day of , 2021.

READ a second time this day of , 2021.

READ a third time and finally passed this day of , 2021.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

REQUEST FOR DECISION

Subject: 2021 Municipal Election
From: Bill Given, Chief Administrative Officer
Prepared by: Christine Nadon, Legislative Services Manager
Date – Discussion: May 25, 2021
Date – Decision: June 1, 2021



Recommendation:

- That Council provide for Special Ballots for the 2021 municipal election pursuant to the *Local Authorities Election Act*.
 - Applications for Special Ballots may be made to the Returning Officer in writing; by telephone; in person; or by email.
 - Applications for Special Ballots must be submitted between September 1, 2021 and October 8, 2021.
 - The Special Ballot outer envelope must be forwarded so that it reaches the Returning Officer not later than October 15, 2021.
- That Council provide for holding an Advance Vote for the 2021 municipal election, pursuant to the *Local Authorities Election Act*.
- That Council authorize the Returning Officer to designate the location of one or more institutional voting stations for the 2021 municipal election, pursuant to the *Local Authorities Election Act*.

Administration is requesting separate motions for the three items above. The sub-bullets for the special ballot process (application methods and specified deadlines) are intended to form one detailed motion.

Background:

In preparation for the upcoming municipal election, the aforementioned items require Council decisions in order to be implemented as part of the 2021 electoral process. The proposals included in this report are reflective of past practices in the Municipality of Jasper, supported by the Returning Officer, and subject to the provisions of the *Local Authorities Election Act* (LAEA).

Special Ballots

The special ballot process is designed to allow electors who are unable to vote at an advance vote or at a voting station because of physical incapacity, absence from the local jurisdiction, or being a returning officer, deputy returning officer, constable, candidate, official agent or scrutineer who may be located on election day at a voting station other than that for the elector's place of residence (LAEA s. 77.1).

Council must pass a resolution to allow for special ballots, including the application methods (s. 77.1(2)). The Returning Officer is also requesting setting a timeframe for applications for special ballots (s. 77.1(2.1)), and setting a deadline to allow sufficient time for the ballots to be returned and accounted for prior to election day (s. 77.2(3.1)). Special ballots issued prior to Nomination Day (September 20) would be blank, to be completed by

eligible electors once the candidates list is final and made public.

Advance Vote

A Council resolution is required to authorize an advance vote (LAEA s. 73(2)). The Returning Officer is responsible for setting the days and hours when the advance vote is to be held. In addition to providing more opportunities for eligible voters to cast their votes, in the context of the COVID-19 pandemic, advance votes will offer a potential to reduce the number of individuals in the voting station at one time, therefore mitigating public health risks.

Institutional Vote

A Council resolution is required to either designate institutional voting stations, or authorize the Returning Officer to designate institutional voting stations. This provision allows electors who are confined to a hospital, auxiliary hospital or nursing home in the local jurisdiction, or residents of a seniors' accommodation facility in the local jurisdiction, to vote at an institutional voting station (LAEA s. 80). While it is unknown at this time whether institutional votes will be possible in the context of the pandemic, the Returning Officer is putting this request forward to ensure institutional votes can take place if they are possible from a public health standpoint.

Rotation of names on ballots

Council can pass a bylaw, no less than two months before an election, which provides for the rotation of candidates' names on ballots, in a format prescribed under the LAEA. Without a Council resolution, candidates' names shall be arranged alphabetically in order of the surnames (LAEA s. 43).

Financial:

- The Legislative Services department holds an operating budget of \$19,000 to conduct the 2021 municipal election. These funds are intended to cover expenses related to hiring election workers, wages, training, supplies, printing and advertising. All of the initiatives outlined above are expected to be conducted within this budget allocation.

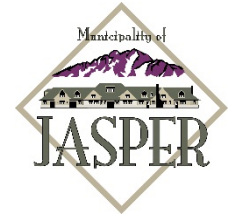
Communications:

- Most elections items have legislated advertising requirements under the LAEA, which must be followed.

Relevant Legislation:

- [Local Authorities Election Act \(RSA 2000, cL-21\)](#)
- [Rotation of Ballots Bylaw 2017](#)

REQUEST FOR DECISION



Subject: Council Remuneration
From: Bill Given, Chief Administrative Officer
Prepared by: Christine Nadon, Legislative Services Manager
Date – Discussion: May 11, 2021; May 25, 2021
Date – Decision: June 1, 2021

Recommendation:

- That Council approve the current Council Compensation and Benefits structure and amounts for the 2021-2025 Council, subject to annual Consumer Price Index (CPI) increases.

Background:

The principles of Council remuneration for the Municipality of Jasper are outlined in Policy B-004: Council Member Compensation and Benefits. The financial compensation itself as well as directives on how the policy shall be administered and updated are outlined in the policy's administrative procedures. The elected officials' compensation and benefit review process is completed ahead of every municipal election, and is intended to ensure elected officials in Jasper are fairly compensated in relation to comparable Alberta communities. This process also offers prospective candidates a fair assessment of what level of compensation and benefits they can expect if elected to office.

As of 2021, salaries for the position of Councillor is set at \$1,395.57 per month, and \$5,982.65 per month for the position of Mayor. Following Council direction from the May 11 Committee of the Whole meeting, Administration completed an independent review of wages in comparable communities.

Discussion:

Administration participated in a salary survey with other municipalities to help determine whether current compensation for local government elected officials in Jasper is adequate. A review of this information suggests that the current compensation is appropriate.

Financial:

Item	Rate (2021)
Councillor remuneration	\$1,395.57/month
Mayor remuneration	\$5,982.65/month
Local meeting: more than 3 hours	\$209.92/meeting
Local meeting: less than 3 hours	\$125.95/meeting
Per Diem Out of Town Meeting(s)	\$251.09/day

Relevant Legislation:

- [Policy B-004: Council Member Remuneration and Benefits](#)
- [Policy B-004: Council Member Remuneration and Benefits – Administrative Procedures](#)

Attachments:

- 2021 Comparable Municipal Councils Remuneration

2021	Mayor Compensation							Councillor Compensation						Mayor & Council Compensation			
Municipality	Population	Full Time/ Part Time	Annual Mayor	Base by Sal/Hrly	Other Allowances	Per Diem- Mayor	Conference Training/ Travel/ Subsistence	Full Time/Part Time	Annual Councillor	Base pay by Sal/Hrly	Other Allowance	Per Diem-Council	Conference Training/ Travel/ Subsistence	Car	Benefits (incl termination age)	Other (IT, devices, allowances)	Policy - Personal, Medical, Parental Leaves
Municipality #1	7849 (Fed) 8875 (Muni)	FT	93,720.00 per year	Salary bi- weekly	Reasonable Childcare on submission of receipts	0 Incl in salary	Registration fees for max of 4 conferences per year within Canada and no more than 2 per year outside Alberta	6 x PT	31,250.00 per year	Salary bi- weekly	Reasonable Childcare on submission of receipts	< 4hrs-\$105.00 > 4hrs-\$210.00	Registration fees for max of 2 conferences per year within Canada and no more than 1 per year outside Alberta	As per CRA - or use of Town vehicle - or rental with reimburse- ment on receipts	80% ER paid EHC + 100% ER paid Dental (to age 70) 100% ER paid AD&D, Life (to age 70)	\$500.00/yr (Nov 1 - Oct 31) computer allowance Attached travel policy	Under Development - Currently as legislated as benefit, not procedural
Municipality #2	14,814	PT	\$57,376	monthly		ADD: \$17,171 Total @ \$54.-/\$64.- Planning	as approved by Council	6Xpt	\$27,228.00	monthly		ADD: Avg \$6414.-/yr @ 128.- (2-4 hrs) @ 256.- (+4 hrs)	as approved by Council	covered under travel expense policy. Rentals covered	100% H&D, 100% paid	phone - either provided or \$40/mo. Laptop provided	Council parental bylaw in place
Municipality #3	22,766 (2016)							7x PT	66,625.00 per year	Salary Semi- Monthly		Conventions, Per Diems, Alternate - \$307.50/day \$153.75/half day	Meetings outside of County are considered a convention.	Mileage is paid at \$.58 per km	\$4,700/yr for HCSA and Wellness Accounts (can be split out however they choose)	provided a cell phone if needed and computer is supplied	
						1 Reeve, 1 Deputy Reeve, 5 councillors	Plus \$2,050 per committee and honorarium for Reeve and Deputy Reeve		Registration fees and accommodat ions paid								
Municipality #4	14,381	PT	59,027.04 per year	Monthly		2 hrs or less \$100 4 hrs or less \$200 more than 4 hrs \$250 Maximun \$4K per year	Maximum \$8K	6 X PT	32,367.00 per year	Monthly		2 hrs or less \$100 4 hrs or less \$200 more than 4 hrs \$250 Maximun \$4K per year	Max. \$5K	Mileage per CRA allowance Mayor Part of Business travel expenses max \$5K/yr Councillor \$1.5K/yr	85% ER paid EHC, Dental 100% ER Life, Dep Life, EFAP Health & Wellness Plan \$600/yr	Town Cell phone and laptop	

<i>Municipality #5</i>	29,277 (last census was 2019)	FT	\$99,600	Semi-Monthly	\$0	\$0	\$2,500 annually excluding FCM	6 x PT	\$33,600	Salary Semi-monthly	\$0	\$0	\$2,500/Councillor excluding FCM which limits attendees to 3	As per CRA rates	100% paid AD&D Health, Dental, EAP, Life (Same as staff except no LTD)	\$65/month cell phone allowance Computer supplied	None currently
<i>Municipality of Jasper</i>			\$71,796	Monthly Honorarium	Childcare-reasonable w/receipts	\$126 (<3 hrs) \$201 (>3hrs) \$252 (out of town)	Up to \$150/nt with receipt Meals - \$17. per meal per day or substinance w/ receipts to max. \$75.-/day Parking and public transit reimbursed w/receipts		\$16,752	Monthly Honorarium	Childcare-reasonable w/receipts	\$126 (<3 hrs) \$201 (>3hrs) \$252 (out of town)	Up to \$150/nt with receipt Meals - \$17. per meal per day or substinance w/ receipts to max. \$75.-/day Parking and public transit reimbursed w/receipts	Reimbursed at 1/2 of provincial rate for use of Municipal vehicle and 100% for use of personal vehicle if muni vehicle not available.	90% ER paid EHC, Dental 100% Life, AD&D	\$500/year computer allowance - up to \$2000.00/term	None currently
<i>Municipality #7</i>	13,992	FT	101,388 per year	Salary bi-weekly	Reasonable Childcare on submission of receipts up to a maximum of \$2,000 per annum	0 Incl in salary	Reasonable accommodation, meals and transportation costs, and associated gratuities	5 x PT	28,772.00 per year	Salary bi-weekly	Reasonable Childcare on submission of receipts up to a maximum of \$2,000 per annum	< 4hrs - \$125.00 4 - 8 hrs. \$225.00 > 8 hrs. 350.00	Reasonable accommodation, meals and transportation costs, and associated gratuities	Use of Town vehicle. If not available, personal vehicles at the per-kilometre rate set by CRA	100% ER paid EHC + 100% ER paid Dental 70% ER paid AD&D, Life 100% ER Non-Taxable Healthcare Spending Acct/Taxable Wellness Spending Acct RRSP ER 8.65% on reg. based pay	Currently provided a TOC laptop	None

REQUEST FOR DECISION



Subject: Wastewater Treatment Plant Contract Ratification
From: Bill Given, Chief Administrative Officer
Prepared by: John Greathead, Director of Operations
Reviewed by: Vidal Michaud, Utilities Manager
Date – Decision: June 1, 2021

Recommendation:

- That Council approve a 10-year operating contract with Aquatera Utilities Inc. for the operation of the Jasper Wastewater Treatment Plant (WWTP), effective June 1, 2021, with a transition of full-time operation from the Interim Operator dated July 1, 2021.

Background:

Council directed Administration to enter into Contract Negotiation with Aquatera Utilities Inc. at the March 2, 2021 regular meeting (#69/21). Numerous discussions between parties have taken place over the last several months on the development of the contract, facilitated by The Other Side Advisory Services.

Administration is confident that the proposed contract has been vigorously reviewed and updated from the original contract that is now 20 years old, to best serve the Municipality of Jasper. Minimum standards have been reviewed and established with particular attention to Regulatory Compliance, Environmental Responsibility and Industry Best Practices in mind.

Discussion:

Administration worked through a comprehensive process to ensure it identified the best counterparty to operate the Municipality's WWTP:

		Timeline
Engagement	Needs Assessment: Identifying level of service, objectives and scope.	Nov 2020
	Contract Review: Identifying any contractual limitations to be considered.	
RFP Development	Confirm Scope of Work	Nov-Dec 2020
	Confirm RFP Timeline	
	Standard Services Agreement: Developed and included within RFP to mitigate the risk of misalignment during final negotiation.	
	Mandatory Site Visit: Included to ensure Proponents had a tangible understanding of the scope and related facilities.	
	General Scoring Components: Aligning objectives with scoring parameters.	
	Legal Considerations: Legal review to mitigate litigation risk.	
	Confirm RFP Timeline	
	RFP Issued:	Dec 3, 2020
	Evaluation Matrix: specific selection criteria used to evaluate Services Proposals	Jan-Feb 2021

Proponent Evaluation	Selection Committee: Established by the CAO	
	Evaluation Process: All Proponents	
	RFP Process Overview: presentation provided to Council to keep them informed and engaged in the process.	
	Evaluation Process: Preferred Proponents	
Successful Proponent Selection	Selection Committee Decision	
	Administration's Council Recommendation	Feb 23, 2021
	Council Directs Administration to Enter Negotiation with Aquatera	Mar 2, 2021
Integration Period	Service Contract Negotiation	Mar-May 2021
	Integration Schedule: comprehensive listing of tasks, timelines and accountabilities.	April 2021
	Service Contract Ratification	June 1, 2021
	Custody Transfer	July 1, 2021

Service Contract Negotiation: Summarized Results

The final form of the proposed contract with Aquatera has been finalized and is available for Council's review and consideration.

The contract is structured with a focus on 3 governing objectives:

- **Technical Ability**
- **Environmental Stewardship**
- **Cost: Transparency & Capital Accountability**

Careful consideration was applied at ensuring these objectives were supported throughout the contract and appropriately assessed by the Performance Standards included therein. The following contract overview summarizes these results:

Governing Objective	Supporting Contract Elements										Performance Standards		
	General Operating Requirements	Communication Plan	Capital Work & Expansion	Term & Termination	Annual Charges and Payment	Annual Repair & Maintenance	Design and Construction Guidelines	Project Funding Approval	Reporting Requirements	Scope of Work			Safety Program
Technical Ability	X	-	X	X	X	X	X	X	X	X	X	10%	Reportable WCB Claims
												10%	Operational Improvements

												10%	Asset Maintenance
Environmental Stewardship	X	-	-	X	-	X	-	-	X	X	-	20%	Reporting Requirements
												20%	Approval Limits
Cost: Transparency & Capital Accountability												10%	Capital Budget
	X	X	X	X	-	-	X	X	X	-	-	10%	Capital Project Delivery
												10%	Annual Council Presentation

Performance Standards: Structure and Impact

Annual Review

Performance Standards have been collaboratively developed with Aquatera to help ensure acceptable performance and alignment with governing objectives throughout the Term of the contract.

Performance Standards will be scored and reviewed annually by both parties to help ensure that any performance concerns are addressed proactively. These results will be presented to Council by Aquatera annually to ensure Council is kept informed throughout the Term of the contract.

Mid Term and End of Term Review

After the 5th and 10th anniversary of the contract, a Mid Term and End of Term review will be performed to assess Aquatera’s performance during the 5 preceding Contract Year period. Subject to the scoring results of each review, Aquatera may be granted an incentive payment to acknowledge their good performance.

Term and Termination

The Municipality shall have the option in its absolute discretion to terminate the contract at any time, if Aquatera’s annual Performance Standards score is below 0.80 in any Contract Year.

Strategic Relevance:

This renewed Operating Contract fulfills many of Council’s Strategic priorities including Environmental Responsibility, Public and Community Safety, Economic Health and Fiscal Responsibility as well as improving our Organizational Health.

Financial:

The amount of this contract is \$564,828.74 plus GST, subject to annual CPI increases as outlined in Schedule 6 of the contract. As per the Municipality’s Procurement Policy, contracts of \$500,000 or more require approval by Council resolution.

Relevant Legislation:

- [B-020: Procurement Policy](#)

Attachments:

- A copy of the contract has been made available to Council separately from this report.

Municipality of Jasper



List of recommendations Regular meeting, Tuesday, June 1, 2021

Additions to agenda

That Council agree to add/delete the following items to the June 1, 2021 regular meeting agenda:

Approval of agenda

That Council approve the agenda for the regular meeting of June 1, 2021 as presented.

Approval of minutes

That Council approve the minutes of the May 18, 2021 regular Council meeting as presented.

Taxation Rates Bylaw 2021 – Ratio Comparisons

That Council read, for the second and third time, Bylaw #236 – Taxation Rates 2021 as presented.

Taxation Rates Bylaw 2021 – 2nd reading

That Council read for the second time, Bylaw #236 – Taxation Rates Bylaw 2021, being a bylaw of the Specialized Municipality of Jasper in the province of Alberta to authorize the rates of taxation to be levied against assessable property within the Municipality of Jasper for the 2021 taxation year.

Taxation Rates Bylaw 2021 – 3rd reading

That Council read for the third and final time, Bylaw #236 – Taxation Rates Bylaw 2021, being a bylaw of the Specialized Municipality of Jasper in the province of Alberta to authorize the rates of taxation to be levied against assessable property within the Municipality of Jasper for the 2021 taxation year.

Code of Conduct for Elected Officials Bylaw – 2nd reading

That Council read for the second time, Bylaw #235 – Code of Conduct for Elected Officials Bylaw, being a bylaw of the Specialized Municipality of Jasper in the province of Alberta to establish a Code of Conduct for members of council.

Rotation of Ballots Bylaw 2021 – 1st reading

That Council read for the first time, Bylaw #237 – Rotation of Ballots Bylaw 2021, being a bylaw of the Specialized Municipality of Jasper in the province of Alberta to provide for the printing of ballots in lots for the 2021 municipal election.

2021 Municipal Election

That Council provide for Special Ballots for the 2021 municipal election pursuant to the *Local Authorities Election Act*.

- Applications for Special Ballots may be made to the Returning Officer in writing; by telephone; in person; or by email.
- Applications for Special Ballots must be submitted between September 1, 2021 and October 8, 2021.
- The Special Ballot outer envelope must be forwarded so that it reaches the Returning Officer not later than October 15, 2021.

Municipality of Jasper



List of recommendations Regular meeting, Tuesday, June 1, 2021

That Council provide for holding an Advance Vote for the 2021 municipal election, pursuant to the *Local Authorities Election Act*.

That Council authorize the Returning Officer to designate the location of one or more institutional voting stations for the 2021 municipal election, pursuant to the *Local Authorities Election Act*.

Council Remuneration

That Council approve the current Council Compensation and Benefits structure and amounts for the 2021-2025 Council, subject to annual Consumer Price Index (CPI) increases.

Wastewater Treatment Plant Contract Ratification

That Council approve a 10-year operating contract with Aquatera Utilities Inc. for the operation of the Jasper Wastewater Treatment Plant (WWTP), effective June 1, 2021, with a transition of full-time operation from the Interim Operator dated July 1, 2021.

Adjournment

That, there being no further business, the regular meeting of June 1, 2021 be adjourned at _____.