

MUNICIPALITY OF JASPER
REGULAR COUNCIL MEETING AGENDA

Date: April 7, 2020 | Time: 9:30 am



Due to the COVID-19 outbreak, this meeting will be conducted electronically. To watch the meeting at 9:30 am, click or copy and paste the following link into your browser: <https://zoom.us/j/213851120>

Following Council's in camera (closed to the public) session, observers are encouraged to tune back in using the following link: <https://zoom.us/j/767225405>

- 1 CALL TO ORDER**
- 2 APPROVAL OF AGENDA**
 - 2.1 Regular meeting agenda, April 7, 2020 attachment
- 3 APPROVAL OF MINUTES**
 - 3.1 Regular meeting minutes, March 17, 2020 attachment
 - 3.2 Special regular meeting minutes, March 31, 2020 attachment
- 4 PRESENTATIONS**
- 5 BUSINESS ARISING FROM PREVIOUS MINUTES**
- 6 DEPARTMENT REPORTS**
 - 6.1 Community and Family Services attachment
- 7 INFORMATION REPORTS**
 - 7.1 COVID-19 Service Cuts and Cost Saving Measures attachment
- 8 REQUESTS FOR DECISION**
 - 8.1 RFD: Operating Budget 2020 attachment
- 9 BYLAWS**
 - 9.1 Bylaw Summary attachment
 - 9.2 Utility Fees Levy and Collection Bylaw 2020 A attachment
- 10 CORRESPONDENCE FOR INFORMATION, CONSIDERATION OR ACTION**
 - 10.1 Support for Businesses Re: COVID-19 – MOJ, JPCC, CFWD attachment
- 11 OTHER NEW BUSINESS**
- 12 COUNCILLOR REPORTS**
- 13 UPCOMING EVENTS**
- 14 IN CAMERA**
 - 14.1 Human Resources Matter - FOIP s.24
- 15 ADJOURNMENT**

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

Municipality of Jasper
Regular Council Meeting Minutes
 Tuesday, March 17, 2020 | 1:30 p.m.
 Quorum Room, Jasper Library and Cultural Centre

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

Absent Councillor Paul Butler

Also present Mark Fercho, Chief Administrative Officer
 Christine Nadon, Legislative Services Manager
 Kayla Byrne, Legislative Services Coordinator
 Natasha Malenchak, Director of Finance and Administration (via Zoom)
 Kathleen Waxer, Director of Community and Family Services (via Zoom)
 Doug Olthof, Local Immigration Partnership Coordinator (via Zoom)
 Fuchsia Dragon, Fitzhugh (via Zoom)
 Dwain Wacko, observer

Call to order Mayor Ireland called the meeting to order at 1:34 pm.

Additions & Deletions to the Agenda #65/20 MOTION by Councillor Wilson – BE IT RESOLVED that Council advance item 9.1 Coronavirus (COVID-19) Information for Jasper to item 8.1; add agenda item 13.1 In Camera: Legal Matter, add item 8.3 electronic meetings policy; add item 8.4 CFS contracts; and delete item 4.1 Alberta Bilingual Municipalities Association.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Approval of agenda #66/20 MOTION by Councillor McGrath – BE IT RESOLVED that Council approve the agenda for the regular meeting of March 17, 2020 as amended.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Approval of regular minutes #67/20 MOTION by Councillor Journault – BE IT RESOLVED that Council approve the minutes of the March 3, 2020 regular Council meeting as presented.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Culture and Recreation report The Director of Culture and Recreation presented a departmental report, highlighting the delayed completion of the Fitness and Aquatic Centre water slide and facility closures due to COVID-19.

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

Coronavirus
(COVID-19)
Information for
Jasper
#68/20

It was confirmed, the Emergency Coordination Centre (ECC) has been partially activated, virtually. The ECC is monitoring the COVID-19 situation and will implement measures as they become warranted.

Emergency Social Services has also been activated.

Administration and Community and Family Services are still providing services over the phone and through email. Residents are being encouraged to monitor the municipal website and social media pages for updates.

2020 Operating
Budget

Administration presented updates and adjustments to the 2020 operating budget.

Councillors acknowledged the community will face financial challenges due to the COVID-19 pandemic. In an effort to save costs, Council directed Administration to review the 2020 budgets and remove any previously approved capital works or purchases that are not underway and not critical this year, and to look at all possible operating budget reductions in service for 2020 to bring the budget as close as possible to a zero percent increase.

Councillors indicated they would also like to consider tax deferrals for residents and businesses.

Dwain Wacko, a local business owner, expressed concerns about being able to pay commercial taxes should his business have to close due to the COVID-19 outbreak.

An updated 2020 budget report will be discussed at the March 24 committee of the whole meeting.

Intermunicipal
Collaboration
Framework (ICF)
– waiver of notice
#69/20

A waiver of notice was requested to accommodate an April 1, 2020 deadline.

MOTION by Councillor Damota – BE IT RESOLVED that Council waive the two-week notice period to make a decision on the Intermunicipal Collaboration Framework between Improvement District No. 12 and the Municipality of Jasper.

FOR
6 Councillors

AGAINST
0 Councillors

CARRIED

Intermunicipal
Collaboration
Framework
#70/20

MOTION by Councillor Damota – BE IT RESOLVED that Council approve the Intermunicipal Collaboration Framework between Improvement District No. 12 and the Municipality of Jasper as presented.

FOR
6 Councillors

AGAINST
0 Councillors

CARRIED

Electronic Meetings Policy – waiver of notice #71/20	<p>A waiver of notice was requested to implement the policy immediately in response to recommendations for social distancing due to the COVID-19 outbreak.</p> <p>MOTION by Councillor McGrath– BE IT RESOLVED that Council waive the two-week notice period otherwise required to create a policy for meeting electronically.</p> <table><tr><td>FOR</td><td>AGAINST</td><td></td></tr><tr><td>6 Councillors</td><td>0 Councillors</td><td>CARRIED</td></tr></table>	FOR	AGAINST		6 Councillors	0 Councillors	CARRIED
FOR	AGAINST						
6 Councillors	0 Councillors	CARRIED					
Electronic Meetings Policy #72/20	<p>MOTION by Councillor McGrath – BE IT RESOLVED that Council create a policy in order to maximize opportunities for attendance at meetings and consistent with Council’s Procedure Bylaw, Council authorizes any members of Council and staff to attend regular Council meetings and committee of the whole meetings by the way of electronic means, subject to such procedures to be established by the Chief Administrative Officer.</p> <p>FOR 6 Councillors AGAINST 0 Councillors CARRIED</p> <p>Administration will present draft procedures to accompany this policy at the next committee of the whole meeting.</p>						
Recess	<p>Mayor Ireland called a recess from 3:00 pm until 3:07 pm.</p>						
Family Resource Network – waiver of notice #73/20	<p>A waiver of notice was requested to accommodate a potential March 31, 2020 deadline.</p> <p>MOTION by Councillor McGrath – BE IT RESOLVED that Council waive the two-week notice period otherwise required to make a decision on the authorization of the Mayor and CAO entering into a contract with the Children’s Services Ministry should the Municipality of Jasper be offered a contract to act as Hub for the Family Resource Network and deliver Spoke services within the community of Jasper.</p> <table><tr><td>FOR</td><td>AGAINST</td><td></td></tr><tr><td>6 Councillors</td><td>0 Councillors</td><td>CARRIED</td></tr></table>	FOR	AGAINST		6 Councillors	0 Councillors	CARRIED
FOR	AGAINST						
6 Councillors	0 Councillors	CARRIED					
Family Resource Network #74/20	<p>MOTION by Councillor McGrath – BE IT RESOLVED that Council authorize the Mayor and CAO to enter into a contract with the Children’s Services Ministry should the Municipality of Jasper be offered a contract to act as a HUB for the regional Family Resource Network and to deliver Spoke services within the community of Jasper.</p> <table><tr><td>FOR</td><td>AGAINST</td><td></td></tr><tr><td>6 Councillors</td><td>0 Councillors</td><td>CARRIED</td></tr></table>	FOR	AGAINST		6 Councillors	0 Councillors	CARRIED
FOR	AGAINST						
6 Councillors	0 Councillors	CARRIED					

Local Immigration Partnership – waiver of notice #75/20	<p>A waiver of notice was requested to accommodate an April 1, 2020 deadline.</p> <p>MOTION by Councillor McGrath – BE IT RESOLVED that Council waive the two-week notice period otherwise required to make a decision on signing a negotiated agreement between the Municipality of Jasper and Immigration Refugees and Citizenship Canada.</p> <table><tr><td>FOR</td><td>AGAINST</td><td></td></tr><tr><td>6 Councillors</td><td>0 Councillors</td><td>CARRIED</td></tr></table>	FOR	AGAINST		6 Councillors	0 Councillors	CARRIED
FOR	AGAINST						
6 Councillors	0 Councillors	CARRIED					
Local Immigration Partnership #76/20	<p>MOTION by Councillor McGrath – BE IT RESOLVED that Council direct Administration to sign a negotiated grant agreement between the Municipality of Jasper and Immigration Refugees and Citizenship Canada valued at \$791,846 for the continued coordination of the Jasper Local Immigration Partnership from April 2020 to March 2025, as well as contributions to the national coordination of Local Immigration Partnerships and the Community Data Project.</p> <table><tr><td>FOR</td><td>AGAINST</td><td></td></tr><tr><td>6 Councillors</td><td>0 Councillors</td><td>CARRIED</td></tr></table>	FOR	AGAINST		6 Councillors	0 Councillors	CARRIED
FOR	AGAINST						
6 Councillors	0 Councillors	CARRIED					
Correspondence: COVID-19	<p>Council received a letter from resident Niki Wilson, encouraging community members to ‘flatten the curve’ in regards to the spread of COVID-19.</p>						
Invitation to Parks Canada	<p>Councillors have been receiving numerous comments and questions regarding Parks Canada’s evolving approach towards PHAs. In order to respond knowledgeably to community members, Council has invited representatives from Parks Canada to attend a Council meeting to discuss this matter.</p>						
Councillor Reports	<p>Councillors Kelleher-Empey and Wilson attended a Community Futures meetings, where it was announced the organization received a grant for the Jasper Downtown Revitalization Project. There will be a Community Futures board of directors’ telephone meeting.</p> <p>Councillor McGrath attended the Rural Education Symposium, the GYPSD engagement session, the Community Conversations and an emergency Jasper Municipal Library board meeting, where the decision was made to close the library due to the COVID-19 outbreak.</p>						
Upcoming Events	<p>Council received a list of upcoming events.</p> <p>Councillors also requested a presentation by the assessor.</p>						

In Camera
#77/20

MOTION by Councillor Kelleher-Empey – BE IT RESOLVED that Council move in camera at 3:30 pm to discuss agenda item 13.1 Legal Matter.

FOR
6 Councillors

AGAINST
0 Councillors

CARRIED

Revert to public
meeting
#78/20

MOTION by Councillor Kelleher-Empey – BE IT RESOLVED that Council revert to public meeting at 4:04 pm.

FOR
6 Councillors

AGAINST
0 Councillors

CARRIED

Adjournment
#79/20

MOTION by Councillor McGrath – BE IT RESOLVED that, there being no further business, the regular meeting of March 17, 2020 be adjourned at 4:05 pm.

FOR
6 Councillors

AGAINST
0 Councillors

CARRIED

Mayor

Chief Administrative Officer

Municipality of Jasper
Special Regular Council Meeting Minutes
Tuesday, March 31, 2020 | 1:30 p.m.

Electronic Meeting	The March 31, 2020 special meeting was conducted electronically through Zoom. All meeting attendees participated or observed by electronic means.		
Present	Mayor Richard Ireland, Deputy Mayor Helen Kelleher-Empey, Councillors Jenna McGrath, Rico Damota, Scott Wilson, Paul Butler and Bert Journault		
Also present	Mark Fercho, Chief Administrative Officer Christine Nadon Legislative Services Manager Natasha Malenchak, Director of Finance and Administration Kayla Byrne, Legislative Services Coordinator Fuchsia Dragon, Fitzhugh 31 staff members or public observers		
Call to order	Mayor Ireland called the meeting to order at 1:30 pm.		
Additions to the Agenda & Approval of Agenda #80/20	MOTION by Councillor Kelleher-Empey – BE IT RESOLVED that Council approve today’s agenda with the following additions: - Item 3.6 Upcoming Council meeting schedule discussion - Item 3.7 Correspondence on behalf of local businesses and landlords in Jasper		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Municipal Property Tax Deferrals #81/20	MOTION by Councillor McGrath – BE IT RESOLVED that Council direct Administration to defer applying any penalties on both residential and non-residential property taxes until September 1, 2020.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
	This item will be further discussed as warranted.		
Municipal Utility Payment Deferrals #82/20	MOTION by Councillor Butler – BE IT RESOLVED that Council direct Administration to defer applying any penalties on any service account between now and September 1, 2020.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED

#83/20 MOTION by Councillor Kelleher-Empey – BE IT RESOLVED that Council direct Administration to defer the application of section 11.4 of the Utility Fees Levy and Collection Bylaw until September, 1 2020.

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

This item will be further discussed as warranted.

COVID-19 Administration presented the 2020 operating budget at a zero percent increase
Response and due to cost reduction measures in response to the COVID-19 pandemic.
Operating Budget

2020 Administration noted this zero percent increase is actually a decrease from the
#84/20 2019 operating budget due non-discretionary increases. Administration also
confirmed it will continue to seek cost reduction measures once a budget has
been approved.

Councillors discussed and inquired about numerous points, including spending limits, external funding requests, rent deferrals for municipal building tenants, and programs and service levels.

Council will make a decision on the operating budget at the April 7 meeting, which will allow for the tax bylaw and tax notices process to proceed.

Regarding rent payments from municipal building tenants, Council made the following decision:

MOTION by Councillor McGrath – BE IT RESOLVED that Council direct administration to defer collection of any rents from any of the Municipality of Jasper's tenants until September 1, 2020.

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

Recess Mayor Ireland called a recess from 3:45 pm until 3:51 pm.

Interim Electronic MOTION by Councillor Damota – BE IT RESOLVED that Council approve the
Meetings Policy interim policy and procedures subject to amendments proposed by Council.
& Procedures

#85/20 FOR AGAINST
7 Councillors 0 Councillors CARRIED

Letter to Jasper In the absence of objection, Council will move forward with a joint-letter, in
Businesses partnership with the Jasper Park Chamber of Commerce and Community Futures
regarding COVID- West Yellowhead, to local businesses regarding available resources during the
19 support COVID-19 pandemic.

Councillors noted the letter should encourage business owners to pass on any deferrals to tenants where possible.

Upcoming
Council Meeting
Schedule
#86/20

MOTION by Councillor Kelleher-Empey – BE IT RESOLVED that Council cancel all committee of the whole meetings currently scheduled during the months of April, May and June, 2020 and hold regular council meetings (electronically) at the same dates and times as the cancelled committee of the whole meetings would otherwise have been held.

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

#87/20

MOTION by Councillor Damota – BE IT RESOLVED that Council change the start time of its regular meetings from 1:30 pm to 9:30 am on the first and third Tuesdays of the month until the end of June 2020.

FOR	AGAINST	
5 Councillors	2 Councillors (Councillors Wilson & Journault)	CARRIED

In Camera
#88/20

MOTION by Councillor Journault – BE IT RESOLVED that Council move in camera at 4:21 pm to discuss agenda item 4.1 Human Resources Matter - FOIP s.24.

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

Revert to open
meeting
#89/20

MOTION by Councillor Journault – BE IT RESOLVED that Council revert to open meeting at 6:08 pm.

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

Due to some technical difficulties, the public meeting did not resume until 6:38 pm.

Summary of In
Camera
Discussion

To further increase cost saving measures, Council announced it and municipal management will see a pay freeze and the municipal workforce would be reduced by approximately 24 percent.

Council also cancelled its 2020 delegation to Hakone, Japan and its annual attendance at the Federation of Canadian Municipalities and the Alberta Urban Municipalities Association conferences.

As other cost saving measures are identified, they will be brought to Council for further consideration.

Adjournment
#90/20

MOTION by Councillor Kelleher-Empey – BE IT RESOLVED that, there being no further business, the special regular meeting of March 31, 2020 be adjourned at 6:43 pm

FOR
7 Councillors

AGAINST
0 Councillors

CARRIED

Mayor

Chief Administrative Officer



**COMMUNITY & FAMILY SERVICES
DIRECTOR'S REPORT**

April 7, 2020

Submitted by: Kathleen Waxer, Director
Reporting period: January through March

Community and Family Services

Expression of Interest: The Municipality of Jasper is still awaiting news from the Government of Alberta about its application for new provincial funding to offer social connection programs, parent education services, and family support services to families with children 0 to 18 years of age. Community & Family Services' existing contracts with Children's Services were terminated as of March 31. These contracts have funded both management and outreach services positions within the CFS department for many years. Final reports for all terminated contracts were submitted to the Government of Alberta at the end of February.

Emergency Social Services: The work that was done on the Emergency Social Services plan in 2019 ensured that CFS was well poised to transition into ESS quickly and effectively, as the new realities of the COVID-19 pandemic became apparent. On March 17, the Emergency Social Services Plan was activated, enabling the CFS team to better support residents in accessing local, provincial and federal programs.

The ESS Activation has the following priorities:

1. Supporting residents to ensure that basic needs are met.
2. Refer residents to the appropriate supports and services.
3. Communicate with residents about status of programs and services.

With these priorities in mind, the ESS branch currently has five CFS department staff working in the active operations of ESS, as well as other staff working in supporting roles. Following activation, Lisa Daniel, Childcare Services Manager, took over as ESS Director, allowing me to return to business continuity.

- The ESS Information Officer created the "Jasper Mutual Aid COVID-19" Facebook page with the goal of providing a place for residents to go for local information and to offer help or look for help within the community.
- Since activation, the Logistics Branch has:
 - started a list of volunteers in the community who can be used as support for residents as runners
 - tracked available lodging for those needing to self-isolate outside their home
 - found lodging for displaced essential service workers
 - set up food delivery for vulnerable residents
 - investigated other housing opportunities for women and families who might require the Yellowhead Women's Shelter, which is currently closed because of a flood
 - in response to community need, investigated alternative laundry services, as both laundromats are currently closed
- The Client Services Branch of ESS has set up a "Community Information and Referral Line" to provide clear, concise and up to date information to residents regarding the Municipality's response to COVID-19. On the weekends, Community Outreach Services' main phone line will be forwarded to the referral line to assist vulnerable individuals and families who may need assistance accessing local, provincial and federal supports.

Community Development – January through March 2020

Year-Round ESS Planning & Preparation: Community Development is tasked with overseeing regular and ongoing ESS work, including the development and maintenance of the Municipality's Emergency Social Services Plan. During the reporting period, both leading up to the activation of the ESS Plan and following the plan's activation, a great deal of

work was completed by the Community Development team.

- The Assembly Point Guide was completed.
- Job descriptions were refined.
- ESS facility kits are stocked and ready to be placed in locations around town.
- Ongoing collaboration on the plan continued with Protective Services.
- Mutual aid agreements and ESS facility agreements were put in place.
- The Municipal Pandemic Plan was updated to include sections on MOJ communications, HR best practice, MOJ essential services, and risk mitigation for employees.
- A business continuity template was created for each Municipal department to use for planning purposes to continue with essential service provision in a pandemic situation.
- The Community Development Coordinator presented the MOJ Pandemic Plan to management and other community representatives at a community meeting held on March 13, 2020.
- CFS' Business Continuity Plan was created, separating regular CFS work from work within the emergency response.
- An ESS Pandemic Plan was created using aspects of our Assembly Point Activation guide and ESS Plan.
- ESS forms were modified to reflect a pandemic situation and converted to fillable documents to assist staff in working remotely.
- ESS is now looking ahead to the summer season and problem solving around how the community might address co-occurring emergencies like a pandemic and potential risk of evacuation.

Activated ESS Response: Community Development plays a supportive role to the activated ESS Director (currently Lisa Daniel), supplying forms and answering questions regarding deployment of the plan. When first activated, the Community Development Manager was the Liaison Officer and the Logistics Chief within the active ESS response. Within those roles, the Community Development Manager connected with partner agencies to compile status updates on changes to service delivery and also set up a system to track the inventory of meals prepared by the Community Dinner Coordinator, as well as a way to deliver those meals to residents. Once more staff became available for the ESS response, the Community Development Manager passed these duties off and shifted focus to business continuity for Community Development.

The Community Development Manager continues to check the "Jasper COVID-19 Mutual Aid" Facebook group each evening between 8-10pm when the ESS Information Officer (Nicole Veerman) is not on shift.

Community Volunteer Income Tax Program (CVITP):

CFS has offered the CVITP for many years, assisting residents with modest incomes and simple tax situations to complete their taxes. During the reporting period, Community Development corresponded with local volunteers and organized the program for 2020 tax season. This year, we have been asked by FCSS to collect data to be included in their infographic highlighting the impact this program has on communities.

In March, Community Development reviewed the program for continuity under the pandemic situation and changed forms to be editable and usable electronically, so that the program is still available to residents. We also connected with H&R Block about a contingency plan to get taxes done, should there be a need for immediate filing.

Capacity Building for Community Coalitions – Funding from AHS Addictions & Mental Health ending Oct. 31

This initiative funds our 'Host-Your-Own-Conversation' project, Lunch and Learns about topics relating to addictions and mental health (Vaping in February). The March 30 Lunch and Learn on screen addiction was postponed due to the COVID-19 pandemic. Two more Lunch and Learns are tentatively scheduled for April and May 2020. We are looking at ways to offer them virtually.

Alberta Healthy Communities Initiative – Funding from AHS ending March 26, 2022

This project aims to establish and nurture local 'community teams' around the province. The funder is particularly interested in Jasper as it boasts a long-standing and enduring 'community team' that strives to promote optimal wellbeing for residents of all ages. The funder attended Community Conversations in January and March and is interested in funding a family resource handbook for Jasper. The funder is also interested in surveying JCT members regarding community capacity.

Crime Prevention Initiatives and Services – Funding from Alberta Justice’s Civil Forfeiture Fund

CFS was successful in obtaining \$100,000 of funding from the Civil Forfeiture Fund – a fund that supports and grows crime prevention initiatives and services in communities. In Jasper’s case, the funding will support the ongoing work of the Community Outreach Services program, as well as the Jasper Community Team. During the reporting period, Community Development met with Catalyst to develop and refine a data collection tool as well as the Social Return on Investment (SROI) workbook that outlines outcomes, something that will form the foundation of outcome measurement with respect to investing in COS and the JCT when it comes to crime prevention.

Measuring Municipal Inclusion – Funding from Alberta Urban Municipalities Association (AUMA)

With approval from Council, CFS submitted an application to the AUMA to take part in a project that will see us measure our Municipality’s level of inclusivity and then take steps to improve it. In September, CFS was notified that the application was successful.

During January and February 2020, Community Development surveyed 42 members of the organization, ranging from councillors to directors, management staff, as well as front line supervisors and staff. The results from those surveys were compiled and shared with Council, as well as the Municipal management team. The resulting action plan was drafted and submitted to AUMA along with a proposal to utilize the maximum budget of \$40,000 to undertake initiatives that will advance the Municipality’s level of inclusivity. The Municipality’s application was accepted and we are now launching the project. Due to the COVID-19 global pandemic, we are looking at ways of launching this project utilizing virtual communication platforms to fit within the parameters set by the province during this time.

The approved action plan centres on a three-fold approach. First, starting an internal municipal inclusion committee (a sub-committee of the Health and Safety Committee). Second, the action plan proposes undertaking a comprehensive accessibility audit of all municipal facilities. Last, the project proposes to provide training at the Council and administration level.

Training and Capacity Building for JCT Members – Funding from the Jasper Community Team Society

Trauma Informed Care Training was booked for March 16 and 17 with the Crisis and Resource Training, however, on March 14, due to the COVID-19 pandemic, the decision was made to postpone the training. Community Development hopes to reschedule the training for later in the year.

Community Conversations

The Jasper Community Team meets monthly to talk about issues and trends in the community. Together, participants share information, problem solve and provide mutual support. A few discussion points worth mentioning from the Jan. 8, Feb. 12 and March 11 meetings include:

- Transportation to medical appointments in Hinton continues to be a challenge.
- The need for in-home support is growing as the population ages and wishes to age in place. A local business, ‘Verhey Friendly Visiting’ just opened with several Jasper Community Team members assisting a resident to navigate all the steps of starting a venture in Jasper.
- Several community members seem quite interested in diverting usable food from the landfill through some sort of food rescue program.
- Parents and families continue to express concern about the cut to Parent Link and other social service funding.

Fund Development:

- CFS received notice in November that several long-standing funding contracts would be discontinued after March 31, 2020. The funding that impacts Community Development directly includes: \$7,500 per year from Early Childhood Coalitions of Alberta, as well as a potential \$10,000 per year from the Human Rights Education and Multiculturalism Fund. Both funding sources, which we applied for annually, were cut by the provincial government.
- Community Development worked in cooperation with the CFS Director, COS Manager, COS Casework Manager and a contracted writer to prepare CFS’ Expressions of Interest to offer both Hub and Spoke services for the proposed Family Resource Network area that includes Jasper.
- Disseminated information to JCT members about funding coming from the province through FCSS offices (in Jasper, that is the MOJ’s CFS office) to assist with the COVID-19 response.

- Currently working with the Director of CFS to facilitate the transfer of the Immigration, Refugees and Citizenship Canada funding contract to Community Development. Community Development will be funded to do the bulk of the Local Immigration Partnership work, previously done by the Local Immigration Partnership Coordinator, Doug Olthof. This is so that Doug can focus on a national-level project for the same funder (IRCC).

Community Outreach Services – January through March 2020

One-on-One Supports – Community Outreach Services has six lifestage-focused Outreach Workers. Since the global COVID-19 pandemic was called, there have been increased phone calls to the main Community Outreach Services phone line (an average of 12 to 15 each day), as well as increased calls to the Outreach Workers' direct lines from past clients that they haven't heard from in months or even years. They are also hearing from their existing clients more often, with requests for assistance, questions about COVID-19 and need for social connection. Recently calls have increased regarding Employment Insurance benefits, financial assistance queries, referrals to the Jasper Food Bank and the 'food program' through the Jasper Community Team, concerns with accommodations and sharing spaces with others due to COVID-19, social isolation and general COVID-19 worries.

COS's COVID-19 Response

- The COS office was closed to the public on March 16 and shortly after a doorbell was installed and a designated space was set up for meetings with clients, allowing space for appropriate social distancing. Increased cleaning procedures were also implemented to ensure the space was safe for staff and clients.
- On March 18, Outreach Workers began working from home and all client services transitioned to phone, email and other virtual methods.
- Outreach Workers have twice daily check-ins using Zoom to share situation updates, available resources, changes in operating procedure, as well as to provide one another with support.
- Outreach Workers have altered the delivery methods of essential services for clients, to ensure employee/client safety and to adhere to public health advisories.
- Outreach Workers are regularly connecting with vulnerable clients with developmental disabilities and mental health issues to ensure they are informed and have the resources they require to isolate safely.
- COS staff are working with the CFS Communications Specialist to provide the most relevant and current information related to their lifestage on their social media platforms, including best practices related to COVID-19, financial assistance information and online programming to address social isolation.
- Outreach staff have put together weekly craft packages that parents can pick up outside of COS. As well, they have worked with the CFS Communications Specialist to provide parents with ideas for 'things to do' with their children, youth and teen.
- In the coming weeks, COS staff plan to set up videoconferencing to offer programming that supports parents' well-being, builds resiliency and strengthens parenting skills. Currently Home Visitation staff is offering the Circle of Security parenting program with videoconferencing technology.
- Staff understand and are following illness protocols for both clients and themselves. Outreach Workers will complete the AHS self-assessment if symptoms present and AHS will be notified if necessary.
- Outreach staff have concerns about children being left home alone while parents have to maintain employment and are also concerned that some children are home all day with parents who may not have a lot of resources.

Concerns OW's are hearing from clients:

Health and Safety

- Roommates practicing different levels of isolation
- Children who live in two households, parents practicing different levels of isolation
- Front line workers are concerned about not having the proper PPE to perform their jobs and fear getting sick (hotels, stores, etc.)

Basic Needs

- Food insecurities
- Lack of income – where to go for help with emergency funding and EI

Childcare and Activities for Youth and Teens

- No childcare for families where parents still have to work
- Young children being left unsupervised
- Youth and teens are bored with no activities available at home
- Youth and teens are continuing to hang out in groups

COS Programming Prior to COVID-19

Circle of Security – Circle of Security teaches parents to understand their child’s emotional world by learning how to read their emotional needs. Rather than focusing on the child’s behaviour and thinking that the child is acting out, the training teaches parents to see those behaviours as a sign of a need. The training also provides parents with tools to support their child in managing their emotions.

Ten parents were halfway through the Circle of Security program when regulations around COVID-19 closed down group gatherings. The training program has since been moved online, so the group can continue to meet virtually. Parents all expressed deep appreciation that the program has continued at such a critical time. More than one participant said they felt that the program was helping them during this very difficult and stressful time of isolation. Many stated they felt the training has helped them balance their own reactions to situations and helped them to be more aware of their children’s needs and how to better support them emotionally. Many also talked about how they are now aware of their own needs and they are reaching out to partners, family and friends to share their struggles, making them feel less alone.

Leaps and Bounds –In collaboration with AHS Addictions, Outreach Worker Carla Gallop offered the Leaps and Bounds program to the Grade 4s at JES. This is a learning resource intended to explore healthy lifestyle choices and encourage children to make good decisions regarding drugs, alcohol and gambling.

Kid’s Stuff – Outreach Worker Carla Gallop facilitated Kid’s Stuff in the Grade 3 class at Jasper Elementary School. This program is offered upon request. The focus is on caring for one another, personal responsibility and working together. It is facilitated in collaboration with Alberta Health Services Mental Health.

KAOS – In January and February, Outreach Worker Carla Gallop coordinated two activities for Kids Adventures of the School-Year (a program for 10-12-year olds who are too old to be in Out of School Care, but too young to be home alone while their parents are working). During the school year, the program takes place on non-school days to ensure that youth 10-12 have a safe, fun place to go. COS hosted an afternoon of Dragon Painting with Marla Pollock and an afternoon of skating at the Jasper Arena.

Rec Room at the Jasper Legion – The Rec Room continued throughout the three months and continued to see 15 or more teens each week. This program is a collaboration with the Jasper Legion, where we provide the staff and they provide the space in their game room. This program has been excellent at capturing youth who are not connected to sports programming, as well as youth who are isolated at school and after school.

Gay Straight Alliance – Teen Outreach Worker Anna DeClercq meets with Jasper’s Gay Straight Alliance every Friday to lead activities and meetings. The group consist of 8-10 students and ensures that all youth, no matter their sexual orientation or gender identity, feel safe and supported in their schools. This group will continue to meet virtually every Friday.

Youth Community Helpers – The Youth Community Helpers (YCH) group, coordinated by Teen Outreach Worker Anna DeClercq, consists of approximately 12 students that meet weekly. The weekly YCH meetings will continue virtually every Monday. On Feb 25, a day long Community Helpers Training was given to 15 students. This program targeted students in both JJHS and Ecole Desrochers. Students were identified, by a survey given to all students, as the natural

helpers in the school. The training included presentations from AHS Mental Health, AHS Public Health, Victim Services, Settlement Services and the GYPSD BEST coach.

JasperLife – The Young Adult Outreach Worker coordinated, promoted, and ran five winter programs during the reporting period. These included cross country skiing, ice climbing, fat biking, snowshoeing, and a Maligne Canyon Ice Walk. All events were fully booked, with many returning participants. These activities are subsidized by COS, making them accessible to Jasperites who otherwise might not be able to afford to get out into the park. Transportation is also included, taking away the barrier of getting to trailheads. During the outings, young adults get to know Young Adult Outreach Worker Ian Goodge, so there is already a connection to COS if they ever need assistance in the future.

Community Helpers – Two Community Helpers workshops and a QPR Suicide Prevention Workshop were organized and promoted for February and March, however, only the Community Helpers Workshop in February ran due to the onset of COVID-19. COS is investigating whether these programs could be run virtually.

Staff Orientations and Newcomer Presentations – Outreach Worker Ian Goodge presented at several new staff orientations at Fairmont Jasper Park Lodge and the Jasper Skytram. The presentations focus on getting socially connected with events and groups, local risks, mental health awareness, and local resources.

Coffee at Pine Grove: Adult Outreach Worker Lynda Shore hosts a bi-weekly two-hour program at Pine Grove Manor where she visits over coffee with residents and other seniors from the community to talk about issues that impact seniors, as well as issues that are of interest nationally and around the world. This forum is informal and allows seniors to connect with COS without having to make the trip into town.

Settlement Services: Jasper Settlement Services is IRCC-funded direct client services for permanent residents in Canada. The Settlement Worker engages directly with newcomer clients to assess their settlement needs, refer them to the appropriate services in the community, orient them to life in Canada, assist in the development of social and professional connections in the community and assist with navigating complex systems (e.g. the school system).

- Between January and March, Settlement Services provided direct settlement services to 37 unique clients.
- Settlement Services hosts monthly information sessions at the Jasper Municipal Library for newcomers to learn about topics of interest to them. One of the sessions was hosted by Park Canada and provided newcomers with information about how to find out about and apply for jobs with the agency. The second session was about the rights and responsibilities of a permanent resident living in Canada.
- On Feb. 28, Settlement Services hosted an International Games Night at the Sawridge Inn. This event attracted more than 80 people from the community and represented Jasperites from 14 different nationalities. Jasperites hosted games from their home countries, like a Mexican Lottery, and community members from around the world played together.
- Settlement Services has connected many newcomers with online resources to help them obtain their credentials to become a professional in Canada. In January, we helped a newcomer, with 20 years of experience as a dentist in his home country, to obtain his dental credentials in Canada. After five years working in the hospitality industry in Canada, he received financial support from IRCC for professional development to make this a reality.

Local Immigration Partnership – January through March 2020

Jasper Immigration Coalition: The Jasper Immigration Coalition (JIC) is an Immigration Refugees and Citizenship Canada-funded collaboration that aims to generate and implement a strategic plan to improve newcomer settlement and integration outcomes in Jasper. The project began in April 2017. From January to March, the Jasper Immigration Coalition was active on several fronts:

- **COVID 19 Response:** During the month of March, the LIP Coordinator was involved in the COVID-19 response on multiple levels. First, he acted as Planning Section Chief for the Emergency Social Services response. Secondly, he collaborated with Local Immigration Coordinators across Alberta and Canada to seek information and press various agencies to provide clarity on various issues related to immigrants, refugees and temporary foreign workers and the COVID-19 crisis.

- **Finalization of a Local Settlement Strategy and Action Plan:** The centrepiece of the Jasper LIP project, this strategic and action plan will guide the work of the project for the next two years. It was developed in collaboration with project partners and on the basis of research and consultations with immigrants and refugees in Jasper over the past two years.
- **Contract Negotiation:** During this period, the LIP Coordinator successfully negotiated a five-year grant agreement with Immigration Refugees and Citizenship Canada. The agreement will fund the continued work of the Jasper LIP project through March 2025. The agreement also includes funding to support the LIP Coordinator's involvement in two national projects associated with the LIP program: the National LIP Secretariat pilot project and the Community Data Project Immigration Portal. These projects will commence on April 1, 2020.

Childcare Services – January 2020

Wildflowers Childcare

- 91 children enrolled
- 75 spaces are filled full time
- 57 spaces of the 75 are occupied by children attending full time
- 18 full time spaces are occupied by 34 children who share a space
- Drop-in care was utilized by 2 families for a total of 2 days

1. Buttercups: 0-19 months – 8 out of 8 spaces occupied – 4 spaces shared
2. Marigolds: 19 months to 2.5 years – 16 out of 16 spaces occupied – 5 spaces are shared
3. Clovers: 2 years to 3 years – 11 out of 11 spaces occupied – 2 spaces are shared
3. Bluebells: 3 years to 4 years – 20 out of 21 spaces occupied – 6 spaces are shared
4. Sunflowers: 4 years to 5 years – 20 out of 20 spaces occupied - 1 space is shared

Waitlist

- 101 families on the waitlist – 3 families looking for enrollment in the next few months, 98 waiting for a future date ranging from 3-36 months away. 23 of those families are currently pregnant or planning to become pregnant.

Daycare

- Bluebell and Sunflowers started the gymnastics program. This program is made possible with support from the Friends of Jasper Childcare donation.
- The children have also been skating at the Jasper Arena and swimming at the Aquatic Centre.

Friends of Jasper Childcare

- Hosted a community play date at the multipurpose hall on Jan. 12, attracting about 40 families.
- Donated \$1,500 towards Wildflowers' gymnastics program.

ELCC Grant Savings

- In January, families in our community saved **\$48,390.14** on their childcare costs thanks to the Alberta Government's Early Learning and Child Care Grant.

Out of School Care

- There are 51 children enrolled (42 full time and 9 drop in).
- January started off with some full days for Winter Break. We went skating at the arena, buried our friends in the snow at Fireman's Park and enjoyed our PJ day accompanied by stuffed animals from home.
- One of our focuses for January was to create various invitations to play. There were two favorites: one was a fairy and unicorn playdough station, complete with wands, mini horses and glitter; the second was a lemonade

making station where there were slices of lemons, yellow water and a variety of cups, ladles and utensils in the sensory table for the children to make and “serve” lemonade.

Childcare Services – February 2020

Wildflowers Childcare

- 92 children enrolled
- 76 spaces are filled full time
- 58 spaces of the 76 are occupied by children attending full time
- 18 full time spaces are occupied by 34 children who share a space
- Drop-in care was utilized by 1 family for a total of 2 days

1. Buttercups: 0-19 months – 8 out of 8 spaces occupied – 3 spaces shared
2. Marigolds: 19 months to 2.5 years – 16 out of 16 spaces occupied – 7 spaces are shared
3. Clovers: 2 years to 3 years – 11 out of 11 spaces occupied – 1 space is shared
3. Bluebells: 3 years to 4 years – 21 out of 21 spaces occupied – 6 spaces are shared
4. Sunflowers: 4 years to 5 years – 20 out of 20 spaces occupied - 1 space is shared

Waitlist

- 100 families on the waitlist – 2 families looking for enrollment in the next few months, 98 waiting for a future date ranging from 3-36 months away. 21 of those families are currently pregnant or planning to become pregnant.

Daycare

- The highlight this month was spreading the love around town on Valentine’s Day. We did our usual visit to the Alpine Summit Grandmas and Grandpas, but then also visited a number of businesses around town and delivered heart-shaped notes and sang songs. The children and families loved it.

Friends of Jasper Childcare

- The Annual Story Night Fundraiser was held on Feb. 20 and the board raised **\$8,115.00** for the Childcare Programs. The highest total for this event yet!
- Monthly community play dates are continuing.

ELCC Grant Savings

- In February, families in our community saved **\$52,988.87** on their childcare costs thanks to the Alberta Government’s Early Learning and Child Care Grant.

Out of School Care

- There are 51 children enrolled (42 full time and 9 drop in)
- In February, we offered care during Teacher’s Convention for two and a half days. During this time, we visited the Palisades Centre for a full day of outdoor learning. The highlights include learning a First Nation game called Snakes, fort building in the natural loose parts area, and finishing up the day with a toasty bonfire complete with marshmallows.
- During regular programming we visited Alpine Summit Seniors where we participated in a game of Musical Bingo that turned into a dance party as well. The Grandmas really enjoyed it. Travis brought in old electronics and computer parts and the children took them apart. The children loved it and eventually came up with the idea to make a robot mascot for their team.

Childcare Services – March 2020

Wildflowers Childcare

- 90 children enrolled

- 76 spaces are filled full time
- 57 spaces of the 76 are occupied by children attending full time
- 19 full time spaces are occupied by 34 children who share a space

1. Buttercups: 0-19 months – 8 out of 8 spaces occupied – 3 spaces shared
2. Marigolds: 19 months to 2.5 years – 16 out of 16 spaces occupied – 7 spaces are shared
3. Clovers: 2 years to 3 years – 11 out of 11 spaces occupied – 1 space is shared
3. Bluebells: 3 years to 4 years – 21 out of 21 spaces occupied – 6 spaces are shared
4. Sunflowers: 4 years to 5 years – 20 out of 20 spaces occupied - 2 spaces are shared

Waitlist

- 101 families on the waitlist – 3 families looking for enrollment in the next few months, 98 waiting for a future date ranging from 3-36 months away. 17 of those families are currently pregnant or planning to become pregnant.

Daycare

- Highlights this month included getting to spend more time outside and Music with Marie.
- Due to the COVID-19 pandemic, Wildflowers Childcare closed on March 16, 2020.

Friends of Jasper Childcare

- Monthly community play dates continued at the Activity Centre.
- Planning Spring fundraiser and family event

ELCC Grant Savings

- In March, families in our community saved **\$47,649.13** on their childcare costs thanks to the Alberta Government's Early Learning and Child Care Grant.

Out of School Care

- There are 47 children enrolled (38 full time and 9 drop in).
- Due to the COVID-19 pandemic, OOSC closed on March 16, 2020.
- We had one full day of care at the beginning of March and the highlight was our potluck lunch. Many families sent delicious food from home that the children helped make.
- March started out with some milder weather and we were able to get outside and do spring-like activities such as drawing on the sidewalk with chalk, and climbing the beloved tree that the children have named George. Other highlights of the month were getting very messy while painting with chocolate syrup in the sensory table and face painting.



INFORMATION REPORT

Subject: COVID-19 Service Cuts and Cost Saving Measures

Prepared by: Mark Fercho, Chief Administrative Officer

Reviewed by: Christine Nadon, Legislative Services Manager

Date – Discussion: April 7, 2020

Background:

In recent weeks, Council and Administration have been discussing a 0% increase operating budget, recognizing the financial hardship the Municipality of Jasper and local property owners are faced with due to the COVID-19 pandemic. The impact of public health restrictions on our tourism-based community are profound, and severely affecting local property owner's ability to pay.

Administration has compiled a list of service changes due to the COVID-19 pandemic, the required municipal facility and program closures and resulting staffing and service reductions, along with budgetary and staffing cuts that will be made in order to meet a 0% increase in the operating budget as well as their anticipated impact on services provided to residents and businesses. In addition to operating items, a list of modified capital projects is attached to this report.

Service cuts due to the COVID-19 pandemic:

- Activity Centre, tennis and racquetball courts closed
- Events cancelled, such as Volunteer Appreciation Banquet, and external bookings (including school bookings) cancelled until the end of May, pending further closures
 - o No social gatherings at the Activity Centre, no wedding, funerals or banquets
 - o Also impacts local businesses
- Playgrounds closed and currently not being maintained
 - o Additional staff time will be required at startup, delaying opening dates
- Custodial contract for Fitness and Aquatic Centre suspended
- Turn down heat in all buildings not used, water temperature in the pool, remove arena ice, turn off gas appliances
 - o Longer startup times required as a result to bring systems back into service
 - o Closing facilities also generates a decrease in revenue

- Fitness and Aquatic Centre closed
 - No access for residents or visitors, impact on health and wellness
 - Out-of-school care, daycare and parent link groups access cancelled
 - Swimming lessons, school lessons, Aquafit, kayaking, lifeguard training, swim instructor and Standard First Aid training cancelled (also has regional impact).
 - Limited certified staff in the community will impact facility startup
 - 21 casual staff not re-called, 2 summer term positions unfilled
 - May impact hours of operation and service levels due to legislated requirements about staff numbers required
- Arena closed
 - Hockey tournaments cancelled, which has an economic impact on local businesses and community members
 - Unable to secure bookings in the fall due to COVID-19 uncertainty
 - Impacts staff training and ability to re-open, potential impact on hours of operation
 - Minor hockey cancelled, impact on health and wellness of families
- Closing of Wildflowers Childcare
 - Licensed childcare no longer available to local families
 - Families may not know where to access support services typically provided through daycare programs
 - Absence of daily connections with families means indicators of concern may be missed
 - Lack of healthy, balanced diets for children that is optimal for development
 - No specific supports for families with children with diverse needs
 - Loss of access to provincial funding that may not return when we re-open
 - Dedicated, qualified staff leaving the community due to lay-offs
- Beverage container and plastics recycling suspended due to health concerns

Cost saving measures to meet 0% budget increase

- Operational budget purchases and projects on hold
- Reduce all costs to deliver existing services wherever possible
- No wage increases for Council and Management in 2020
- Cut all non-essential travel and training
 - Will impact certain facilities re-opening, where staff need current certifications
- Not hire annual positions for term summer staff in Operations
 - Less frequent grass mowing in municipal green spaces
 - Greatly reduced maintenance of flowers, shrubs and irrigation

- Less litter picking and maintenance downtown, resulting in more garbage, weeds and unkempt business district
- Less maintenance of sports fields and ball diamonds
- Spring clean up will take several weeks
- Cemetery maintenance to be reduced
 - Unkempt appearance for bereaved and visiting loved ones
 - Potential unprecedented need for burials
- Reduction in road maintenance
 - Potential for deteriorating road conditions and prolonged repairs
- Reductions in travel, subsistence and training for staff at 627 Patricia Street (CFS Department)
 - Professional development is crucial in the social services field to ensure services delivered follow best practice, this will be delayed to a future date
- Mandatory fire inspections only, no more preventative programs
- Decrease in Fire Service training
 - In-person training currently impossible due to COVID-19, now done online
- Not hire annual position for term summer staff in the Bylaw department
 - Slower response time to calls
 - Less coverage (hours of operations) during the summer months
- Further reductions in services will be presented to Council for consideration at a future meeting

Attachments:

- Modifications to 2020 capital projects for cost saving measures

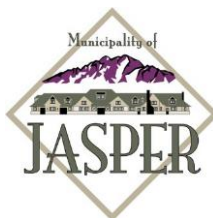
DEFERRED TO 2021 CAPITAL

Department	Project	Budget
Recreation:		
<i>Arena</i>	Engineering and Architecture for 2021 construction plans, Arena universal and accessible changerooms	540,000
<i>Activity Centre</i>	Office/Meeting Space Design & Construction	250,000
	Parking lot paving and drains	250,000
	Storage Room in New Multi Purpose Space	50,000
	Exit Signs	15,000
	Main entrance Demolition	75,000
<i>Aquatic</i>	C&R - Universal & Accessible Change Rooms Design	16,600
Sub-total Recreation		1,196,600
Protective Services:		
<i>Fire</i>	Replace front sidewalk/parking plugs	20,000
	Training Room Reno	30,000
Sub-total Protective Services		50,000
Operations:		
<i>Roads</i>	Level 3 electric vehicle charger	100,000
	Roads - Storm Drainage issues (laneways)	4,809
	Christmas Decoration Replacement Program	12,500
	Missing sidewalk linkages with the town site TBD (100 meters/year)	50,000
	Operations Service Review (Split Roads, Grounds, Water, Sewer, Rec and Garb)	10,000
<i>Grounds</i>	Jasper Stage Heaters and Retractable Walls	158,500
	C&R - Planter Replacement Centennial Park	13,000
	AMA Demo & Rehab Grounds	50,000
	Memorial bench replacements @ 5 per year (backlog) transfer from Reserves	15,000
	Irrigation box/vault replacement	20,000
	Aerway aerator	13,000
	Over seeder	8,200
	Operations Service Review (Split Roads, Water, Sewer, Rec and Garb)	10,000
Sub-total Operations		465,009
Utilities:		
<i>Water</i>	Operations Service Review (Split Roads, Water, Sewer, Rec and Garb)	30,000
	Valve Actuator Upgrades	25,000
<i>Sewer</i>	Sani-Dump Station Rehabilitation	11,412
	Operations Service Review (Split Roads, Grounds, Water, Sewer, Rec and Garb)	30,000
	Davit Arm Upgrades	10,000
<i>Garbage & Recycling</i>	Operations Service Review (Split Roads, Grounds, Water, Sewer, Rec and Garb)	40,000
Sub-total Utilities		146,412
Administration:		
	Office/Meeting Space Design & Construction (adm portion)	150,000
Sub-total Administration		150,000
Total		2,008,021

APPROVED 2020 CAPITAL & ENHANCEMENT (with Approval Date)			
Approval Date	Department	Project Name	Budget
17-Dec-19		Capital Project Manager/Contract (.5 FTE)	60,000
	Recreation:		
	Arena	Design, permits, tender and contingency, ice plant	280,058
2018 CF		Arena - Ice Plant & Condenser Move & Rebuild	3,712,551
2019 CF		Stand Heating Units	16,022
2017 CF		Arena/Curling Rink-Transfer to operating function	17,000
2019 CF		Arena Lobby Roof Replacement	270,000
17-Dec-19		Replacement of slab and boards (incl contingency)	1,470,000
07-Jan-20		Floor Cleaner	5,000
21-Jan-20		Tractor/Floor Machine for Ice Removal	30,000
	Activity Centre	C&R - Recreation Program & Service Review	25,125
2019 CF		C&R - Multi Purpose Hall updates	70,357
2019 CF		Parking Lot (remove large planters, add parking) Can reduce from \$30,000 to \$10,000-Staff to do work	10,000
21-Jan-20		Retile Basement Showers	50,000
17-Dec-19		Automatic Door Openers	15,000
	Fitness & Aquatic Centre	Replace water slide stairs and water slide	253,653
2018 CF		C&R - Roof Beams (Sealed and Watershield)	38,300
2018 CF		Curling Rink Slab and Brine Lines (2018 approved dehumidifier \$28,840 on hold with this item) (subject to recommendations of Rec Prog and Serv Review)	600,000
21-Jan-20			
	Sub-total Culture and Recreation		6,923,065
	Protective Services:		
	Fire	Old Fort Fire Suppression	9,078
2018 CF		Rescue Vehicle (Phase 2)	375,000
17-Dec-19		Turnout Gear	16,000
	Sub-total Protective Services		400,078
	Operations:		
	General	Ops - BMS Software Consolidation	100,000
2019 CF		Operations building key system	20,000
2019 CF			
	Roads	Ops-Asphalt Repairs	106,896
2019 CF		Wayfinding Signage	244,228
2015 CF		S-Block Parking	740,385
2019 CF			
	Grounds	Jim Vena Stage Project, Commemoration Park	36,891
2019 CF		Small Equipment (Reduced from 10,000)	5,000
17-Dec-19			
	Sub-total Ops/Roads/Grounds		1,253,401
	Utilities:		
	Water	Fire Suppression System for Reservoir Building	8,923
2019 CF		Water Well #3 Pump #1&2	47,685
2016 CF		Hydrant rebuilds	27,962
2019 CF		Pickup Truck (Used-Reduced from \$60,000)	40,000
03-Mar-20		Valve Replacement Program	50,000
17-Dec-19		Hydrant rebuilds - 12 units per year - on-going annual BMP program	55,000
17-Dec-19		Reservoir Cleaning	10,000
18-Feb-20		Bulk water portion of S Block Sani/Water station	125,000
	Sewer	WWTP Annual Capital Requirement	1,324,817
2018 CF		Bio-Solids Disposal	50,000
2019 CF		WWTP Facility and Op Review	300,000
17-Dec-19			
	Garbage & Recycling	Garbage Bin Replacement Program (reduced from 97,807)	45,000
17-Dec-19		Garbage Bin Replacement	60,000
17-Dec-19		Camera System for Solid Waste Vehicles	7,500
	Sub-total Utilities		2,151,887
	Administration:		
		JCHC Housing (Program Development)	13,726
2019 CF		Exchange Upgrade (email system)	20,000
17-Dec-19		Replace MDJHost1 Server at AC	30,000
17-Dec-19		Diamond Software Upgrade	8,000
17-Dec-19		JCHC Housing Project	245,000
	Sub-total Administration		316,726
	Total		11,045,157

ON HOLD 2020 CAPITAL & ENHANCEMENT			
P/L	Department	Project Name	Budget
	Recreation:		
	Activity Centre	Fire spray downstairs (subject to recommendations of Rec Prog and Serv Review, Council direction camps)	100,000
	Operations:		
	Grounds		
2018 CF		Operations yard: reservoir yard; WWTP lands S Bloc	70,334
2017 CF		Robson Park Master Plan	20,000
	Total		190,334

2020 PLACEHOLDER CAPITAL & ENHANCEMENT			
	Recreation:		
	Activity Centre		
2016 CF		Kitchen make up air unit	71,750
2017 CF		Rooftop Unit #5	48,000
2017 CF		Roof Top Heating Units (2015/2016)	27,641
2017 CF		Kitchen Rooftop Unit	20,000
	Fitness & Aquatic Centre	Motor Control Centre replacement	113,042
	Operations:		
2019CF		Municipal Housing Repairs	4,241
	Utilities:		
	Sewer		
2018 CF		Lift Station - Sleepy Hollow	365,022
17-Dec-19		Abandon Trailer Park Manholes	30,000
	Total		679,696



REQUEST FOR DECISION

Subject: Operating Budget 2020

Prepared by: Natasha Malenchak

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

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

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

Date – Additional Discussion: December 10 & 17, 2018 (Interim), January 21, February 4, 11, 18, 26, March 3, 10, 24 and 31, 2020

Date – Decision: April 7, 2020

Recommendation:

- That Council approve the 2020 Operating Budget in the amount of \$7,982,028, representing a 0% increase in taxation from the 2019 operating budget.

Important Note: a 0% increase represents an additional impact of -2.04% to accommodate fixed costs

- Non-discretionary increases
 - Contracted mandatory increase – 1.43%
 - Insurance and Utility increase – 0.61%

-2.04%

Administration is committed to keep costs as low as possible during this pandemic hardship. Any funds not expended within the 2020 year will be committed to a rate stabilization reserve at year end to offset the 2021 budget. The Municipality of Jasper's mandate for 2020 will be to conserve as much as possible whilst maintaining the services that council deems essential.

The Municipality of Jasper will defer payments for rent and leases along with tax and utility payments without penalty (interest) until September 1, 2020. The Municipality encourages those who can still pay their utility bills and taxes to do so, and to pass on deferrals to tenants when possible. The amounts levied and charged are still deemed as payable.

Options:

- Modify or not approve the 2020 Operating Budget.
- Approve, modify or not approve the additional asks as separate additions to the base Operating Budget as presented:
 - Jasper Yellowhead Museum and Archives Request – (2019 approved amount \$49,000 + additional \$16,000=0.20%)
 - Jasper Municipal Library – (2019 approved amount \$195,700 + additional \$3,914=0.05%)
 - Habitat for the Arts – (2019 approved amount \$35,000 + additional \$20,000=0.25%)
 - Jasper Victim Services – (2019 approved amount \$11,838 + \$0 =0%)
 - Jasper Artist Guild – (2019 approved amount \$0 + additional \$15,000=0.19%)

(0.69%)

Background:

As per the Municipal Government Act, section 242, Council must adopt an operating budget for each calendar year. Alberta municipalities are required to adopt operating (s. 242) and capital (s. 245) budgets for each calendar year and can adopt an interim operating budget for part of a calendar year. The proposed operating budget should be adopted by April 7 to allow sufficient time for the preparation of the tax rates bylaw and related documents, including tax notices to residents.

Relevant Legislation:

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

Strategic Relevance:

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

Financial:

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

Attachments:

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

[Proposed 2020-2024 Operating and Capital Budget](#)

Municipality of Jasper Bylaw Summary

Updated: 4/3/2020

	Bylaw	Date Repealed	Repeals Bylaw	Replaced by Bylaw	Scheduled date for next reading				
					First Reading	Second Reading	Third Reading & Approval	Date Forwarded	Date Certified
226	Utility Fees Levy and Collection Bylaw 2020 A		223		2020-Apr-07	2020-Apr-07			
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				
221	Traffic Advisory Committee Repeal Bylaw		111		19-Oct-15	19-Nov-05	19-Nov-19		
220	Waste Water Treatment Plant Borrowing Bylaw				19-Aug-20	19-Oct-01	19-Oct-15		
219	Jasper Recreation Complex Renovation Phase 1 Borrowing Bylaw 2019				19-Aug-20	19-Oct-01	19-Oct-15		
218	Taxation of Hostelling International Property Bylaw 2019				19-Jul-16	19-Aug-13	19-Aug-20	19-Aug-14	19-Aug-15
217	Taxation Rates Bylaw 2019		209		19-May-21	19-May-21	19-Jun-04	19-May-27	19-May-27
216	Traffic Safety Bylaw 2019		195		19-Apr-16				
215	Waste Reduction Regulation Bylaw				19-Apr-02	19-May-21	19-Jun-04	19-May-27	19-May-27
214	Supplementary Tax Bylaw 2019		207		19-Jan-22	19-Jan-22	19-Feb-05	19-Jan-23	19-Jan-24
213	Supplementary Assessment of Improvements 2019		206		19-Jan-22	19-Jan-22	19-Feb-05	19-Jan-23	19-Jan-24
212	Jasper Levy and Collection of Utility Fees Bylaw 2019		205		18-Dec-18	18-Dec-18	8-Jan-19	18-Dec-18	19-Dec-18
211	Cannabis Consumption Bylaw				18-Sep-18	18-Sep-18	2-Oct-18	19-Sep-18	20-Sep-18
210	Regional Assessment Review Board Bylaw		201		5-Jun-18	19-Jun-18	3-Jul-18	25-Jun-18	26-Jun-18
209	Tax Rate Bylaw 2018		203		15-May-18	15-May-18	5-Jun-18	25-Jun-18	17-May-18
208	Jasper Municipal Storage Lot Bylaw 2018		136		3-April-18	5-Jun-18	19-Jun-18	6-Jun-18	7-Jun-18



INFORMATION REPORT

Subject: Utility Fees Levy and Collection Bylaw 2020 A

Prepared by: Christine Nadon, Legislative Services Manager

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

Date – Direction: March 31, 2020 special meeting

Date – Decision: April 7, 2020 (first and second reading); April 14 (third reading)

Recommendation:

- That Council give first and second reading to the Utility Fees Levy and Collection Bylaw 2020 A to enact the direction provided by Council at the March 31, 2020 special meeting.

Background:

At the March 31 special meeting, during the Municipal Utility Payment Deferrals discussion, Council directed Administration to “defer applying any penalties on any service account between now and September 1, 2020”. Council also directed Administration to “defer the application of section 11.4 of the Utility Fees Levy and Collection Bylaw until September 1, 2020” to ensure no water services would be terminated due to payments in arrears during that period.

The attached bylaw (#226 – *Utility Fees Levy and Collection Bylaw 2020 A*) was drafted to replace the current bylaw (#223 – *Utility Fees Levy and Collection Bylaw 2020*), and to formally enact Council’s direction.

No water services terminations

- Section 11.4 of the bylaw indicates that the Municipality “may” terminate water services due to service charges in arrears. Administration received clear direction from Council, in the form of a motion, to ensure no services are terminated between now and September 1, 2020.
- Administration is recommending no changes to section 11.4 in view of the language used in the bylaw and the formal direction provided by Council at the March 31 meeting. If the clause was a “must”, a change in wording would be required, but we believe the current wording allows the intended outcome without requiring any modifications.

Defer applying any penalties

- Section 12.1 of the bylaw is where changes are required for this item. The proposed wording is intended to enact a deferral of penalties until September 1, 2020, and remove references to a specific interest rate to be applied to late payments for the remainder of 2020.
- In addition to enacting Council's direction, the intent of the proposed bylaw is to enable Council to make further decisions on this item by motion, without having to modify the Utility Fees Levy and Collection Bylaw until a new bylaw is required for 2021 (to be presented in December 2020).
- The current proposed wording would allow Council to direct, by motion, a change to the deferral period beyond September 1, and the opportunity to set penalty interest rates at a future date.

Municipal property tax deferrals

- At the March 31 special meeting, Council also directed Administration to "defer applying any penalties on both residential and non-residential property taxes until September 1, 2020".
- The legislative changes required to enact this direction rest with Bylaw #040 – *Municipal Tax Penalties Bylaw*.
- Administration is recommending that this amended bylaw be brought forward at the same time as the Tax Rate Bylaw 2020. Under current municipal legislation, penalties on residential and non-residential property taxes are not applicable until July 16, 2020. Bringing both bylaws (taxation and tax penalties) for first, second and third reading concurrently will allow more time to ensure sound processes are implemented, without affecting the outcomes of Council's direction on municipal tax payers.

Relevant Legislation:

- *Municipal Government Act*, RSA 2000, cM-26
- [Jasper Municipal Tax Penalties Bylaw \(#040\)](#)

Attachments:

- Proposed *Utility Fees Levy and Collection Bylaw 2020 A (#226)*
- Property tax and utility bill penalty deferral information for property owners and utility account holders

**MUNICIPALITY OF JASPER
BYLAW #226**

BEING A BYLAW OF THE SPECIALIZED MUNICIPALITY OF JASPER IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE LEVYING AND COLLECTION OF FEES FOR THE PROVISION OF WATER, SEWER, SOLID WASTE AND RECYCLING SERVICES IN 2020.

WHEREAS the Municipal Government Act (R.S.A. 2000, cM-26) authorizes a municipality to operate a water system as a public utility for the purpose of supplying and distributing water to customers in the Municipality and, subject to Council approval, to customers outside the Municipal boundaries;

AND WHEREAS the Municipal Government Act authorizes a municipality to pass a bylaw respecting public utilities and services provided by the municipality;

NOW THEREFORE the Council of the Specialized Municipality of Jasper, in the province of Alberta, duly assembled, enacts:

1.0 Citation

- 1.1 This bylaw may be cited as the "Utility Fees Levy and Collection Bylaw 2020 A".
- 1.2 **This bylaw rescinds Bylaw #223 "Utility Fees Levy and Collection Bylaw 2020".**

2.0 Definitions

- 2.1 In this bylaw
 - 2.1.1 "apartment building" shall mean a single building comprised of three or more dwelling units, not including secondary suites with shared entrance facilities, where none of the dwelling units are rented or available for rent or occupation for periods less than 30 days;
 - 2.1.2 "apartment unit" shall mean a dwelling unit in an apartment building;
 - 2.1.3 "black water" shall mean de-watered or partially de-watered sludge forming a semi-liquid mass and includes accumulated settled solids deposited in holding tanks, pit latrines, sewage lagoons and septic tanks;
 - 2.1.4 "bulk water" shall mean water obtained from the water system by truck, tanker or similar means, and at such times and locations as may be designated by the CAO;
 - 2.1.5 "chief administrative officer" (CAO) means the chief administrative officer of the Municipality of Jasper or designate;
 - 2.1.6 "dwelling unit" shall mean one or more rooms connected as a separate unit in the same structure and constituting an independent unit for residential occupancy by a household with facilities to sleep, cook and eat, and with its own sanitary facilities;
 - 2.1.7 "community non-profit rate" shall mean the community non-profit rate specified in Schedule 1 which shall apply to:
 - 2.1.7.1 Parcel R9, Lot 2 (Jasper United Church);
 - 2.1.7.2 Parcel C (St. Mary and St. George's Anglican Church);
 - 2.1.7.3 Block A, Lot 1 (Our Lady of Lourdes Catholic Church);
 - 2.1.7.4 Block 18, Lot 14 (Jasper Lutheran Church);
 - 2.1.7.5 Block 26, Lot 13 (Jasper Pentecostal Church);
 - 2.1.7.6 Block 4, Lots 19-20 (Jasper Baptist Church);
 - 2.1.7.7 Block 5, Lot 4 (Jasper Park Chamber of Commerce, Robson House);
 - 2.1.7.8 Parcel A, Lots 3A and 4A (Jasper-Yellowhead Historical Society);
 - 2.1.7.9 Block 36, Lots 31 and 32 (Jasper Municipal Library);
 - 2.1.7.10 Athabasca Park (Parks Canada Administration Building),
 - 2.1.7.11 Un-surveyed lot known as Parcel U-124 (Friends of Jasper National Park and public washroom building), and
 - 2.1.7.12 Block 5, Lots 5 and 6 (Tourism Jasper Jackman House)
 - 2.1.8 "grey water" shall mean the fouled water supply of residences and businesses, and includes water-carried human wastes;

- 2.1.9 "leaseholder" shall mean a grantee or a person or other legal entity holding a valid lease or licence of occupation with the federal Crown for the use or occupation of land in Jasper National Park, and shall mean Canadian National Railway in respect of lots or land parcels held by Canadian National Railway, and shall mean Jasper National Park of Canada in respect to lots or land parcels held by the Crown;
- 2.1.10 "multi-unit dwelling" means one or more single buildings designed to contain three or more dwelling units not including secondary suites where none of the dwelling units are rented or available for rent or occupation for periods of less than 30 days;
- 2.1.11 "Municipality" shall mean the Municipality of Jasper;
- 2.1.12 "sewer system" shall mean the sanitary sewer system owned and operated by the Municipality and all accessories and appurtenances thereto, and shall include the wastewater treatment plant;
- 2.1.13 "water meter" shall mean a device designated and installed by the Municipality in each water service for the purpose of measuring water volume, and
- 2.1.14 "water system" shall mean the water system owned and operated by the Municipality of Jasper and all accessories and appurtenances thereto.
- 2.1.15 "zone" shall mean a zone established by a planning regime.

3.0 Water Rate

- 3.1 Every leaseholder of a lot or land parcel in the Municipality that is connected solely to the water system shall pay a water charge calculated by multiplying the volume in cubic meters of water consumed by **\$1.41**.
- 3.2 The volume of water consumed will be measured by a water meter.

4.0 Combined Water and Sewer Rate

- 4.1 Every leaseholder of a lot or land parcel in the Municipality that is connected to both the water and sewer systems shall pay a sewage charge calculated by multiplying the volume in cubic meters of water consumed by **\$2.32**. The equivalent combined rate would be the sum of the water rate and the sewage rate.
- 4.2 The volume of sewage is calculated as being equal to the volume of water consumed by that leaseholder. The volume of water consumed will be measured by a water meter.

5.0 Sewer Rate

- 5.1 Every leaseholder of a lot or land parcel in the Municipality that is connected solely to the sewer system shall pay a sewage charge calculated as a percentage of the annual operating cost of the Jasper wastewater treatment plant equal to the volume of sewage that leaseholder contributes to the wastewater treatment plan expressed as a percentage of total flows received at the plant.
- 5.2 Every leaseholder to whom section 5.1 applies shall provide a means approved by the Municipality of measuring the volume in cubic meters of sewage entering the sewer system from the leaseholder's lot or land parcel.

6.0 Trucked Waste

- 6.1 Every leaseholder of a lot or land parcel in the Municipality that is not connected to either the water or the sewer system shall pay a sewage charge calculated as follows:
 - 6.1.1 **\$9.29** for each cubic meter of grey water deposited in the sewer system; and
 - 6.1.2 **\$14.70** for each cubic meter of black water deposited in the sewer system.
- 6.2 Every leaseholder to whom section 6.1 applies shall establish and maintain a municipal sewage account and the Municipality shall charge the service fee specified in Schedule 2 for the establishment of the account.

- 6.3 Every leaseholder to whom section 6.1 applies who deposits grey water or black water sewage into the sewer system at any time when a member of the operating staff of is not present at the plant, and whose deposit results in a circumstance requiring the presence of a member of the operating staff, the Municipality shall charge the leaseholder the wastewater treatment plant call-out fees specified in Schedule 2.

7.0 Bulk Water

- 7.1 Every hauler of bulk water shall pay bulk water fees calculated as the volume of water obtained from the water system multiplied by the water rate specified in section 3.1 except that the minimum invoice for every such hauler shall be **\$61.90** for every billing period during which such hauler purchased bulk water from the Municipality.
- 7.2 Every purchaser of bulk water not having an existing municipal bulk water account shall establish such an account and the Municipality shall charge the service fee specified in Schedule 2 for the establishment of the account.

8.0 Solid Waste

- 8.1 The Municipality shall, with respect to every leaseholder of a lot or parcel located in the Municipality, charge the fees specified in Schedule 1 for solid waste collection.
- 8.2 In the event the Parks Canada Agency increases the fees charged to the Municipality for the provision of solid waste services, the CAO may increase the fees specified in Schedule 1 to the extent necessary to recoup those increased costs. The revised fees shall be advertised by the Municipality.
- 8.3 The Municipality shall establish a daily solid-waste collection schedule ensuring that solid waste collection is normally completed no later than 1:00 p.m. of each operating day. If an extra pickup is required on any operating day it shall be subject, in addition to the fees prescribed in section 10.1 herein, to the off-schedule surcharge specified in Schedule 1.
- 8.4 Every leaseholder of an institutional lot or parcel in the Municipality shall pay solid waste fees at the commercial rate specified in Schedule 1 unless such zone or parcel:
- 8.4.1 is listed in section 2.1.7 as subject to the community non-profit rate; or
- 8.4.2 is used solely for residential purposes, in which case solid waste fees shall be levied in accordance with the character of such use; and
- 8.4.3 no water, sewer or solid waste accounts shall be levied in respect of Parcel CA.

9.0 Parks Canada Agency

- 9.1 The Parks Canada Agency shall pay water, sewer and solid waste charges on properties it uses and occupies within the Municipality as though it were a leaseholder.
- 9.2 The Municipality shall, in respect to its lots or land parcels in Jasper National Park of Canada outside the Municipality that are not connected to either the water or the sewer system, levy a sewage charge for each cubic meter of sewage deposited in the sewer system calculated at 0.8 multiplied by the per cubic meter trucked waste charge specified in section 6.1.
- 9.3 Occupants of Parks Canada Agency lands zoned "R1", "R2", "R3" or "R4" shall pay the solid waste charges specified in Schedule 1 unless the Municipality is requested in writing by the Parks Canada Agency to direct such accounts elsewhere.
- 9.4 Parcel GJ shall be exempt from solid waste fees.

10.0 Recycling Fee

- 10.1 Every leaseholder of a lot or parcel upon whom the Municipality levies fees for solid waste collection shall also be charged the recycling fee specified in Schedule 2 which fee shall be contributed to recycling operating budgets.
- 10.2 Every leaseholder referred to in section 10.1 and who is the subject of more than one solid waste account with the Municipality shall pay the recycling fee with respect to each of their solid waste accounts.

11.0 Accounts

- 11.1 Accounts shall be rendered to the leaseholder, except that:
- 11.1.1 water charge accounts shall be rendered to the tenants of rental dwelling units upon lands which are zoned R3 in respect to which:
 - 11.1.1.1 each dwelling unit is serviced by an individual water meter;
 - 11.1.1.2 not less than 10 rental dwelling units are located within a single leasehold; and
 - 11.1.1.3 the leaseholder has provided to the Municipality current postal addresses for the tenants of the rental dwelling units and has requested in writing the accounts be sent to those addressed; and
 - 11.1.1.4 the Municipality shall hold the leaseholder fully and entirely responsible for the payment of such accounts in the event the Municipality's reasonable efforts to collect such accounts prove unsuccessful.
 - 11.1.2 water charge accounts shall be rendered to the tenants of rental dwelling units upon lands which are zoned CV-2, CO, CP, or CN.
- 11.2 Accounts shall be due and payable to the Municipality when rendered. Failure to receive an account shall not affect the liability to pay the account.
- 11.3 Municipal utility service charges shall be a debt recoverable from the leaseholder by action and may be recovered by distress upon the seizure of the goods and chattel of the leaseholder, and there shall be a lien upon the property, collectable in the same manner as taxes.
- 11.4 The Municipality may terminate water services to any leaseholder when their municipal utility service charges are in arrears by 60 days or more from the rendering of the account.
- 11.5 When a new account is established the Municipality shall charge the leaseholder the service fee specified in Schedule 2 for the establishment of the account.
- 11.6 For any services requested on or after June 1, 2009, a tenant to which section 11.1.2 applies, shall pay the Municipality the non-interest-bearing deposit specified in Schedule 2. The deposit shall be:
- 11.7.1 held on deposit by the Municipality for the full period for which services are delivered to the tenant; and
 - 11.7.2 applied to any outstanding service account balance at the conclusion of the full period in which water services are delivered to the depositor or in the event no outstanding account balance exists, returned to the depositor.

12.0 Penalties

- 12.1 Penalties for late payment of service accounts shall be waived until September 1, 2020. Council may determine, by motion:
- 12.1.1 to waive penalties for late payment of service accounts for a period extending beyond September 1, 2020; and
 - 12.1.2 the interest rate to be applied for late payment of service accounts.
- ~~12.1 The penalty for late payment of service accounts shall be 2% per month (26.82% per annum) beginning on the 31st day after the rendering of the account.~~

13.0 Severance

- 13.1 If any section in this bylaw is found by a court of competent jurisdiction 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 on the date of final passing thereof.

READ a first time this day of April 2020.

READ a second time this day of April 2020.

READ a third and final reading this day of April 2020.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

SCHEDULE 1

**CHARGES FOR SOLID WASTE COLLECTION AND DISPOSAL SERVICES
IN THE TOWN OF JASPER**

<u>Residential Leaseholds</u>	<u>Charge</u>
Residential lot inside the Municipality on which development comprises one dwelling unit per year	\$ 339.75
Residential lot inside the Municipality on which development comprises a duplex, per unit, per year	\$ 271.77
Multi-dwelling district lot or parcel on which development comprises one or more apartment building, per apartment unit, per year	\$ 153.00
Multi-dwelling district lot or parcel on which development comprises multi-unit development, per multi-unit dwelling, per year	\$ 263.00
<u>Commercial Leaseholds</u>	
(a) base rate for every commercial lot, and for pick-up per week of up to 8 cubic yards, per year	\$ 1,805.31
(b) for any additional pick-up of self-dumping solid waste containers, per cubic yard	\$ 20.60/cu.yd
(c) for any pick-up of solid waste not stored in solid waste containers compatible with the Haul-All collection system, per hour	\$ 128.00/hr
Commercial off-schedule surcharge per pick up	100% of fee calculated in (b) above
Storage and services lot (S-Block), per year	\$ 265.51
Community non-profit rate	\$ 339.75

SCHEDULE 2

<u>Water Service Deposit</u>	<u>Charge</u>
Water service deposit pursuant to section 11.6	\$ 248.00
<u>Recycling Fee</u>	
Annual recycling fee pursuant to section 10.1	\$ 187.00
<u>Wastewater Treatment Plan Call-out Fees</u> pursuant to section 6.3	
For the first three (3) hours or any portion thereof	\$ 258.00
For every full hour or portion thereof of a call-out exceeding three (3) hours	\$ 86.00
<u>Account Service Fee</u>	
Service Fee pursuant to sections 6.2, 7.2 and 11.5	\$ 71.70

PROPERTY TAX & UTILITY BILLS

penalties waived until Sept. 1 2020



This means municipal bills are still due, but you have until September to pay for them, without penalties. In addition, no water services will be terminated due to payments in arrears.

Property tax notices for 2020 will be issued in June, while utility bills will continue to be issued every two months.

If you are registered for pre-authorized payments and would like to stop them, please contact us as soon as possible.

- For taxes, contact 780-852-6509 or dmuir@town.jasper.ab.ca.
- For utility bills, contact 780-852-6505 or jschmidt@town.jasper.ab.ca.

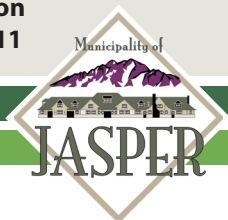
Please leave a message if no one is available and we will return your call.

There is no application process; penalties will be waived automatically if we do not receive payment.

Residents and business owners are encouraged to continue paying their municipal bills if they are able, and to pass on any deferrals to tenants.

QUESTIONS?

**Contact the Director of Finance and Administration
at nmalenchak@town.jasper.ab.ca or 780-852-6511**





April 2, 2020

Support for Jasper Businesses

The Municipality of Jasper, the Jasper Park Chamber of Commerce (JPCC) and Community Futures West Yellowhead (CFWY) are committed to supporting local businesses during the COVID-19 pandemic. While each of our organizations is taking independent action, we recognize the imperative of working together to best position our community to emerge from this crisis with the strength and capacity to recover. We encourage all in our business community to also work together through this challenging time.

In an attempt to alleviate some financial strain on businesses, the Municipality of Jasper Council directed administration to waive penalties for municipal property taxes until September 1, 2020. Utility bill penalties are also waived for the same period, with no water services to be terminated due to payments in arrears.

Residents and business owners are encouraged to continue paying their municipal bills if they are able. In alignment with provincial directives to support renters, we are also encouraging landlords to pass on any deferrals to tenants where possible.

Council has also directed administration to find and implement measures to reduce municipal costs to lower the tax levy which falls disproportionately on commercial taxpayers.

"We recognize the hardship and uncertainty our community is facing as we work through the COVID-19 crisis and its devastating economic impacts. We know that our business sector, the core of our local economy and the foundation of so much of the quality of life our community enjoys, has been staggered," said Mayor Richard Ireland. "These are the most challenging of times, but our community and its business owners are strong, committed and resilient; together we will get through this unprecedented crisis."

Businesses with commercial garbage accounts that need to temporarily reduce the frequency of scheduled pickups can do so by contacting jschmidt@town.jasper.ab.ca or 780-852-6505.

The Municipality has also extended its business licence payment due date to April 30, 2020. This extension applies to businesses physically located in Jasper. If your circumstances are such that you require further extension, please contact Bylaw Enforcement Services at njones@town.jasper.ab.ca or 780-852-5518.

As other cost saving measures are identified, they will be brought to Council for further consideration.

While the JPCC's physical office is closed, staff remain committed to supporting businesses through daily updates on relief response through federal and provincial programs and services. JPCC team members are also available to take calls and direct business owners to appropriate resources.

"Announcements and assistance plans are being developed daily by the Government and it is our intent to summarize these plans to you so you can be as best informed as possible in one succinct spot," said Pattie Pavlov, JPCC General Manager. "With so much information and so much misinformation out there we want our valued membership to have access to clear facts about business programs through our email updates."

To be added to the JPCC distribution list, email manager@jpcc.ca.

CFWY is also reminding small businesses that it's here to help – whether that's navigating government benefits and programs or assisting with present-day concerns.

“Community Futures West Yellowhead is available to answer any questions you have right now about your business – by email, by calling or texting,” said Nancy Robbins, CFWY General Manager. “CFWY is committed to assisting small businesses in Jasper through the COVID-19 crisis and to helping you reopen when the time is right.”

Through an email distribution list, CFWY will also share relevant businesses information as it becomes available. To be added to the list, email nrobbins@albertacf.com.

For the most up-to-date COVID-19 information for Jasper, please visit: www.jasper-alberta.com/covid.

For more information, contact:

Mark Fercho, Chief Administrative Officer
Municipality of Jasper
mfercho@town.jasper.ab.ca

Nancy Robbins, General Manager
Community Futures West Yellowhead
780-740-3409 or nrobbins@albertacf.com

Pattie Pavlov, General Manager
Jasper Park Chamber of Commerce
780-852-4621 or manager@jpcc.ca

Municipality of Jasper



List of recommendations

Regular meeting, Tuesday, April 7, 2020

Additions to agenda

BE IT RESOLVED that council agree to add/delete the following items to today's regular meeting agenda:

Approval of agenda

BE IT RESOLVED that council approve the agenda for the regular meeting of Tuesday, April 7, 2020 as presented.

Approval of minutes

BE IT RESOLVED that council approve the minutes of the March 17, 2020 regular Council meeting as presented.

Approval of minutes

BE IT RESOLVED that council approve the minutes of the March 31, 2020 special regular Council meeting as presented.

Operating Budget 2020

BE IT RESOLVED that Council approve the 2020 Operating Budget in the amount of \$7,982,028, representing a 0% increase in taxation from the 2019 operating budget.

Utility Fees Levy and Collection Bylaw 2020 A – 1st reading

BE IT RESOLVED that Council read for the first time, Bylaw #226: Utility Fees Levy and Collection Bylaw 2020 A, being a bylaw of the Specialized Municipality of Jasper in the province of Alberta to provide for the levying and collection of fees for the provision of water, sewer, solid waste and recycling services in 2020.

Utility Fees Levy and Collection Bylaw 2020 A – 2nd reading

BE IT RESOLVED that Council read for the second time, Bylaw #226: Utility Fees Levy and Collection Bylaw 2020 A, being a bylaw of the Specialized Municipality of Jasper in the province of Alberta to provide for the levying and collection of fees for the provision of water, sewer, solid waste and recycling services in 2020.

In camera

BE IT RESOLVED that Council move in camera at _____ to discuss agenda item 14.1 Human Resources Matter - FOIP s.24.

Revert to public meeting

BE IT RESOLVED that Council revert to public meeting at _____.

Adjournment

BE IT RESOLVED that, there being no further business, the regular meeting of Tuesday, April 7, 2020 be adjourned at _____.