

MUNICIPALITY OF JASPER  
**REGULAR COUNCIL MEETING AGENDA**

Date: May 21, 2019 | Time: 1:30 p.m.

Place: Quorum Room, Jasper Library and Cultural Centre



- 1 CALL TO ORDER**
- 2 APPROVAL OF AGENDA**
  - 2.1 Regular meeting agenda, May 21, 2019 attachment
- 3 APPROVAL OF MINUTES**
  - 3.1 Regular meeting minutes, April 16, 2019 attachment
- 4 PRESENTATIONS**
  - 4.1 Cascade Management Software *Presented by Philip Hicks, PMH Insights Inc.* attachment
- 5 BUSINESS ARISING FROM PREVIOUS MINUTES**
- 6 DEPARTMENT REPORTS**
- 7 BYLAWS**
  - 7.1 Bylaw summary attachment
  - 7.2 Single-Use Item Regulation Bylaw – 2<sup>nd</sup> reading requested attachment
  - 7.3 Taxation Rates Bylaw 2019 – 1<sup>st</sup> and 2<sup>nd</sup> reading requested attachment
- 8 REQUESTS FOR DECISION**
  - 8.1 RFD – Wildflowers Childcare Play Space Redevelopment – waiver requested attachment
  - 8.2 Jasper Volunteer Fire Brigade: Letter of Understanding – waiver requested attachment
- 9 CORRESPONDENCE FOR INFORMATION, CONSIDERATION OR ACTION**
- 10 OTHER NEW BUSINESS**
- 11 COUNCILLOR REPORTS**
- 12 UPCOMING EVENTS**

May 23: Wildfire Ready Information Session, Jasper Activity Centre, 6 pm  
May 24: JJSHS Graduation Ceremony, gymnasium, 1 pm  
May 30-June 2: FCM Conference, Quebec City  
June 19: Media and Crisis Communications Training, Quorum Room, 9 am
- 13 IN CAMERA**
  - 13.1 Advice from Officials: Insurance Matter – FOIP, S. 24
- 14 ADJOURNMENT**

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

Municipality of Jasper  
**Regular Council Meeting Minutes**  
 Tuesday, April 16, 2019 | 1:30 p.m.  
 Quorum Room, Jasper Library and Cultural Centre

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

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  
 John Greathead, Director of Operations  
 Yvonne McNabb, Director of Culture and Recreation  
 Adam Burns, Winner of the 2019 Mayor’s Poetry Challenge  
 Nancy Robbins, Community Futures West Yellowhead General Manager  
 Deanne Fabrick, Community Futures West Yellowhead Youth Coordinator  
 Jeff Alliston, Matrix Group  
 Neil Jones, Licensing and Enforcement Manager  
 Lisa Riddell, Community Development Manager  
 Craig Gilbert, the Fitzhugh  
 Fuchsia Dragon, Fitzhugh

Call to order Mayor Ireland called the meeting to order at 1:30 pm.

Additions to the agenda #78/19 MOTION by Councillor Wilson – BE IT RESOLVED that council add the following item to today’s agenda:  
 - 8.4 RFD – OUT Jasper non-standard crosswalk application – waiver requested

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Approval of agenda #79/19 MOTION by Deputy Mayor Kelleher-Empy – BE IT RESOLVED that council approve the agenda for the regular meeting of Tuesday, April 16, 2019 as amended.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Approval of regular minutes #80/19 MOTION by Councillor McGrath – BE IT RESOLVED that council approve the minutes of the April 2, 2019 regular council meeting as presented.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Poetry reading – Adam Burns Mr. Burns, winner of the 2019 Mayor’s Poetry Challenge, read his winning poem *An Ode to Heather Marie Burns*.

Council thanked Mr. Burns.

Lemonade Day – Community Futures West Yellowhead Ms. Fabrick and Ms. Robbins presented information regarding Community Futures West Yellowhead’s Lemonade Day, a youth entrepreneur project. Ms. Fabrick and Ms. Robbins requested that the Municipality of Jasper partner with Community Futures West Yellowhead to help administer the project through mock business licences and lease agreements; and requested that one municipal staff member attend an upcoming meeting regarding the project. The Municipality could also sponsor the project for \$500.

Community Futures West Yellowhead Loan Portfolio Ms. Robbins presented the Community Futures West Yellowhead’s loan portfolio, highlighting loan statistics from 2010-2018; and answered questions from councillors.

2018 Auditors’ Report Mr. Alliston presented highlights from the Municipality of Jasper’s consolidated financial statements for 2018, which included an audit overview, the auditor’s report and the statement of the financial position.

The Municipality received a clean audit report.

Mr. Alliston answered questions from councillors.

Recess Mayor Ireland called a recess from 2:53 pm to 3:01 pm.

Operations The Director of Operations provided Council with recent highlights and updates from the department. Mr. Greathead answered questions from councillors.

Culture and Recreation The Director of Culture and Recreation provided council with recent highlights and updates from the department. Mrs. McNabb answered questions from councillors.

Bylaw summary Council received a summary of bylaws currently in force and those in various stages of readings in the Municipality.

Traffic Safety Bylaw – 1<sup>st</sup> reading #81/19 Mr. Jones presented three maps highlighting possible options for reduced speed limits within the town site. Councillors discussed these options as well as possible lighting options at pedestrian crosswalks.

MOTION by Councillor Journault – BE IT RESOLVED that council read, for the first time, Bylaw #216: Traffic Safety Bylaw 2019, being a bylaw of the Municipality of Jasper in the province of Alberta for the purpose of regulating and controlling traffic in the town of Jasper.

FOR	AGAINST	
5 Councillors	1 Councillor	CARRIED

Traffic Safety Bylaw – 2 <sup>nd</sup> reading #82/19	MOTION by Councillor Wilson – BE IT RESOLVED that council read, for the second time, Bylaw #216: Traffic Safety Bylaw 2019, being a bylaw of the Municipality of Jasper in the province of Alberta for the purpose of regulating and controlling traffic in the town of Jasper.	
FOR 3 Councillors	AGAINST 3 Councillors	DEFEATED
Councillors noted they would like more discussion between the first and second reading of this bylaw. According to the Procedure Bylaw, if a motion is defeated, a councillor may introduce a motion calling on council to renew the motion if a two-thirds majority of council grants leave to a councillor to introduce a motion calling on council to renew the motion.		
This bylaw will return for second reading at a future meeting.		
Waiver of Notice – Ad Hoc Legislative Committee #83/19	MOTION by Deputy Mayor Kelleher-Empy – BE IT RESOLVED that council waive the two-week notice period to make a decision on the Ad Hoc Legislative Committee.	
FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
RFD – Ad Hoc Legislative Committee #84/19	MOTION by Councillor McGrath – BE IT RESOLVED that council establish an ad hoc Legislative Committee to support the review and development of policies and bylaws for consideration by Council, and appoint Councillor Butler, Mayor Ireland and Councillor Journault to the ad hoc committee.	
FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
RFD – Capital Budget Carry Forward to 2019/Amending Capital Budget #85/19	MOTION by Councillor Damota – BE IT RESOLVED that council approve a capital budget carry-forward of incomplete 2018 capital items to 2019, as presented.	
FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
RFD – Disbanding of the Seniors’ Bus Ad Hoc Committee #86/19	MOTION by Councillor Damota – BE IT RESOLVED that council disband the Seniors’ Bus Ad Hoc Committee, initially established by Council resolution #118/18 at the June 19, 2018 regular meeting.	
FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Councillor Damota	Councillor Damota left the room at 4:34 pm.	

8.4 Waiver of Notice – OUT Jasper non-standard crosswalk application #87/19

Motion by Deputy Mayor Kelleher-Empy – BE IT RESOLVED that council waive the two-week notice period to make a decision on the OUT Jasper non-standard crosswalk application.

FOR	AGAINST	
5 Councillors	0 Councillors	CARRIED

Councillor Damota

Councillor Damota returned to the room at 4:37 pm.

RFD – OUT Jasper non-standard crosswalk application #88/19

MOTION by Councillor Wilson – BE IT RESOLVED that council approve the OUT Jasper request to paint a rainbow crosswalk in the new location across Patricia Street by the TD Bank.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Corr. Items

Council received three letters in support of a single-use plastic ban. These letters will be added to the record regarding the public consultation of the Single-Use Item Regulation Bylaw.

Councillor reports

Councillor McGrath attended a Jasper Library Board meeting with the Jasper ACFA.

Upcoming events

Council received a list of upcoming events.

In camera: Deliberative Matter #89/19

MOTION by Councillor McGrath – BE IT RESOLVED that council move in camera at 4:42 pm to discuss agenda item 13.1.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Mr. Fercho and Mrs. Riddell also attended the in camera session to provide administrative support.

Meeting extension #90/19

MOTION by Deputy Mayor Kelleher-Empy – BE IT RESOLVED that council agree to extend today’s meeting beyond four hours.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Revert to open meeting #91/19

MOTION by Councillor Journault – BE IT RESOLVED that council move out of camera at 5:52 pm.

FOR	AGAINST	
-----	---------	--

6 Councillors

0 Councillors

CARRIED

Adjournment  
#92/19

MOTION by Councillor Wilson – BE IT RESOLVED that, there being no further business, the regular meeting of April 16, 2019 be adjourned at 5:52 pm.

FOR

AGAINST

6 Councillors

0 Councillors

CARRIED

---

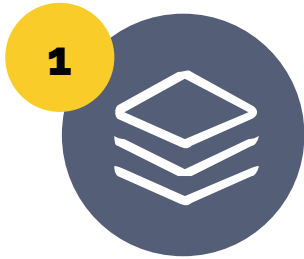
Mayor

---

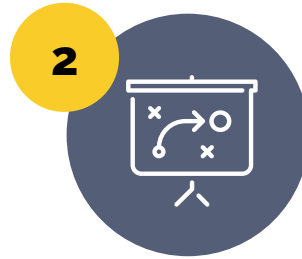
Chief Administrative Officer



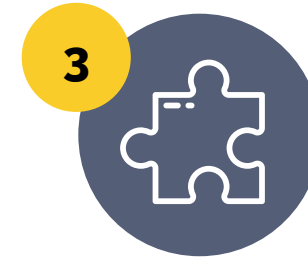
# 2 AGENDA



Background



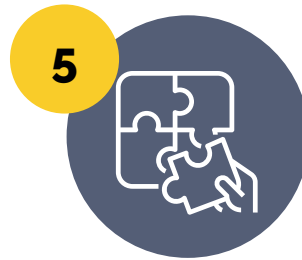
Customers



Common  
Challenges



PMH Local  
Government  
Framework



Municipal Live Examples



Implementation

# 3 BACKGROUND: PMH INSIGHTS INC.



We assist CAO's/GM's **demonstrate progress** in Local Government by using the **PMH Local Government Framework**.



## How is progress demonstrated?

- Operational efficiency & effectiveness
- Customer service levels
- Clarity
- Transparency



## What are the challenges in obtaining this visibility?

- Workload
- ELT staff changes
- Change management
- Planning cycle refresh
- Inadequate systems

# 4 BACKGROUND: PMH INSIGHTS INC.



**PMH Insights - what we do.**



## **Specialist Services**

*PMH Local Government Framework*

- Integrated Planning & Reporting (IP&R)
- Strategic Planning
- Corporate Planning
- Operational Planning
- Governance Planning
- Performance management

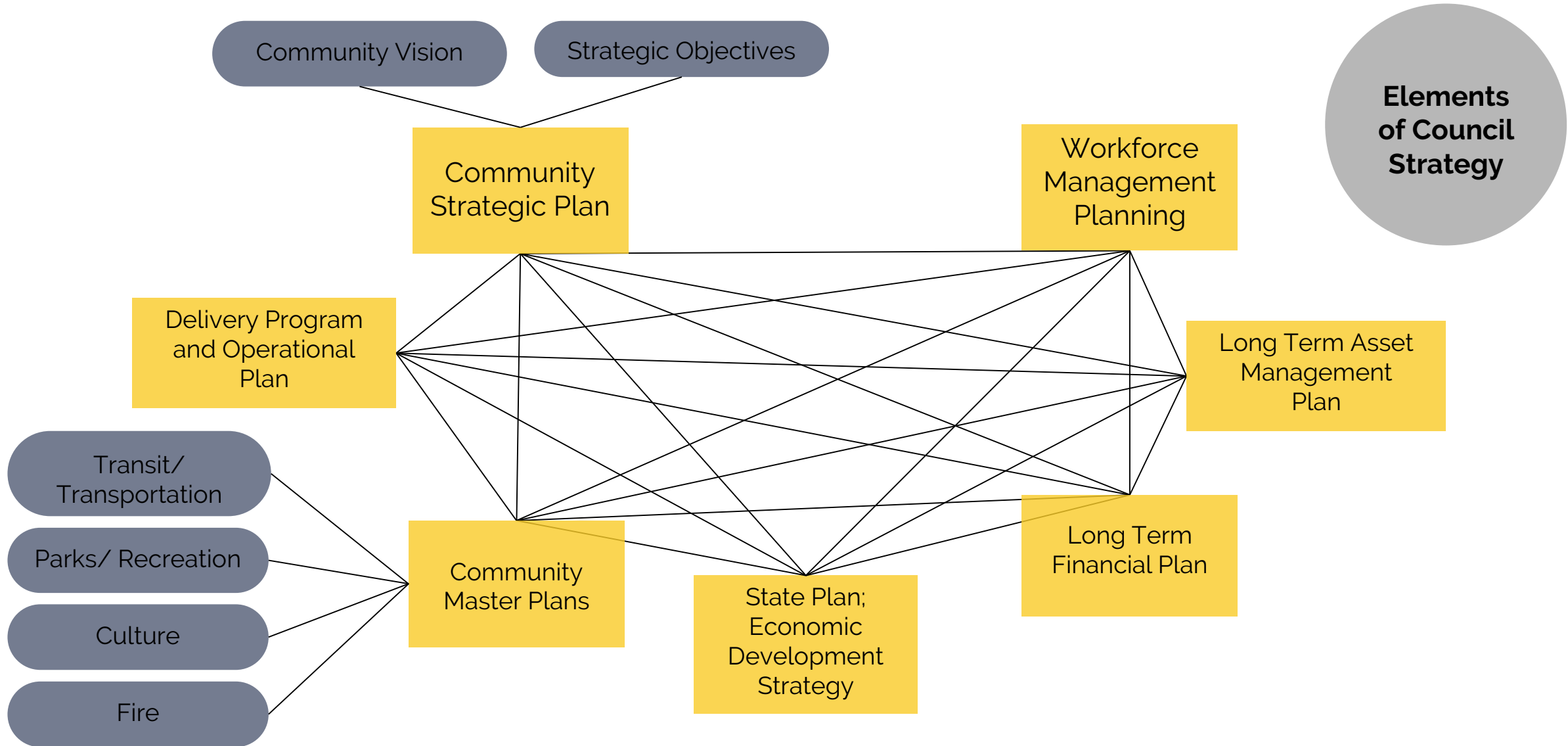
# 5 CUSTOMERS - CANADA

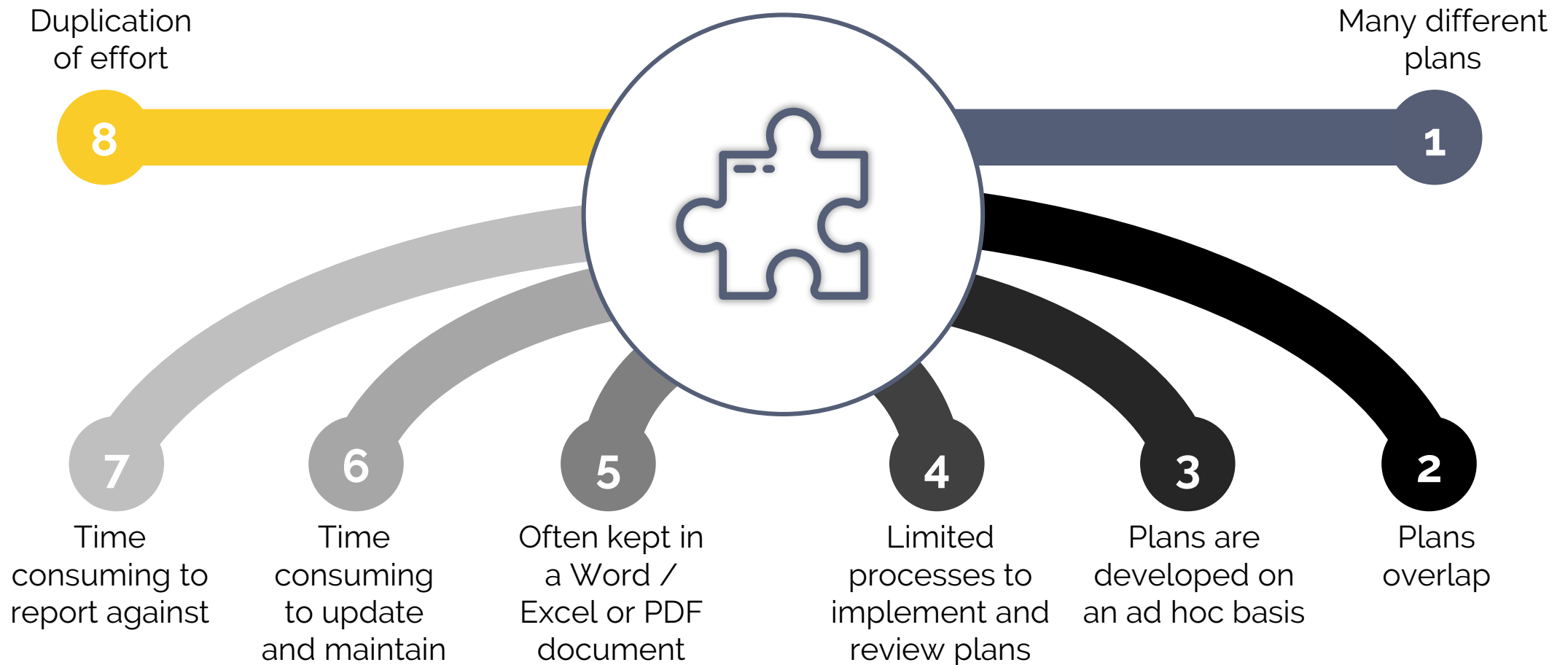


# 6 CUSTOMERS - AUSTRALIA



# 8 COUNCIL PLANNING





## A council with just 4 Business Units and 20 staff Tracking/Reporting

**01** Strategic Plan reporting

**02** Operational Plan reporting

**03** Master Plans reporting

**04** Service Level reporting

**05** Employee Performance

**3,658** plus hours every year

of time is spent inefficiently working through manual/out of date systems.

**80%** of this task time.

is eliminated by The Cascade Strategy system

**6.4 months**

is PMH insights **payback period**

# 14 PAYBACK – LARGER COUNCIL



A council with 25 Business Units and 250 staff Tracking/Reporting

**01** Strategic Plan reporting

**02** Operational Plan reporting

**03** Master Plans reporting

**04** Service Level reporting

**05** Employee Performance

**19,303** plus hours every year

of time is spent inefficiently working through manual/out of date systems.

**80%** of this task time.

is eliminated by The Cascade Strategy system

**4.0 months**

is PMH insights **payback period**

# The Path to Planning Maturity

## Insanity Approach

Problems with this approach: Lacking/Inconsistent (Alignment, Transparency, Accountability, Knowledge Retention, Quality, Measurability) Increased Risks, Disengaged Work Force, No Accountability. Reinforces "STATUS QUO IS ACCEPTABLE"

Failed Path

Facilitator – white board session

Plan typed up on word document

Plan saved on F:drive

1 Year later repeat the same process

## Logical proven approach

Benefits: Clarity, Alignment, Transparency, Accountability, Knowledge Retention, Quality Improvement, Measurability, Efficiencies, Risk Reduction, Increased Capacity, Engaged workforce

Structure - Planning software system in place

Develop Plans - directly into the planning system

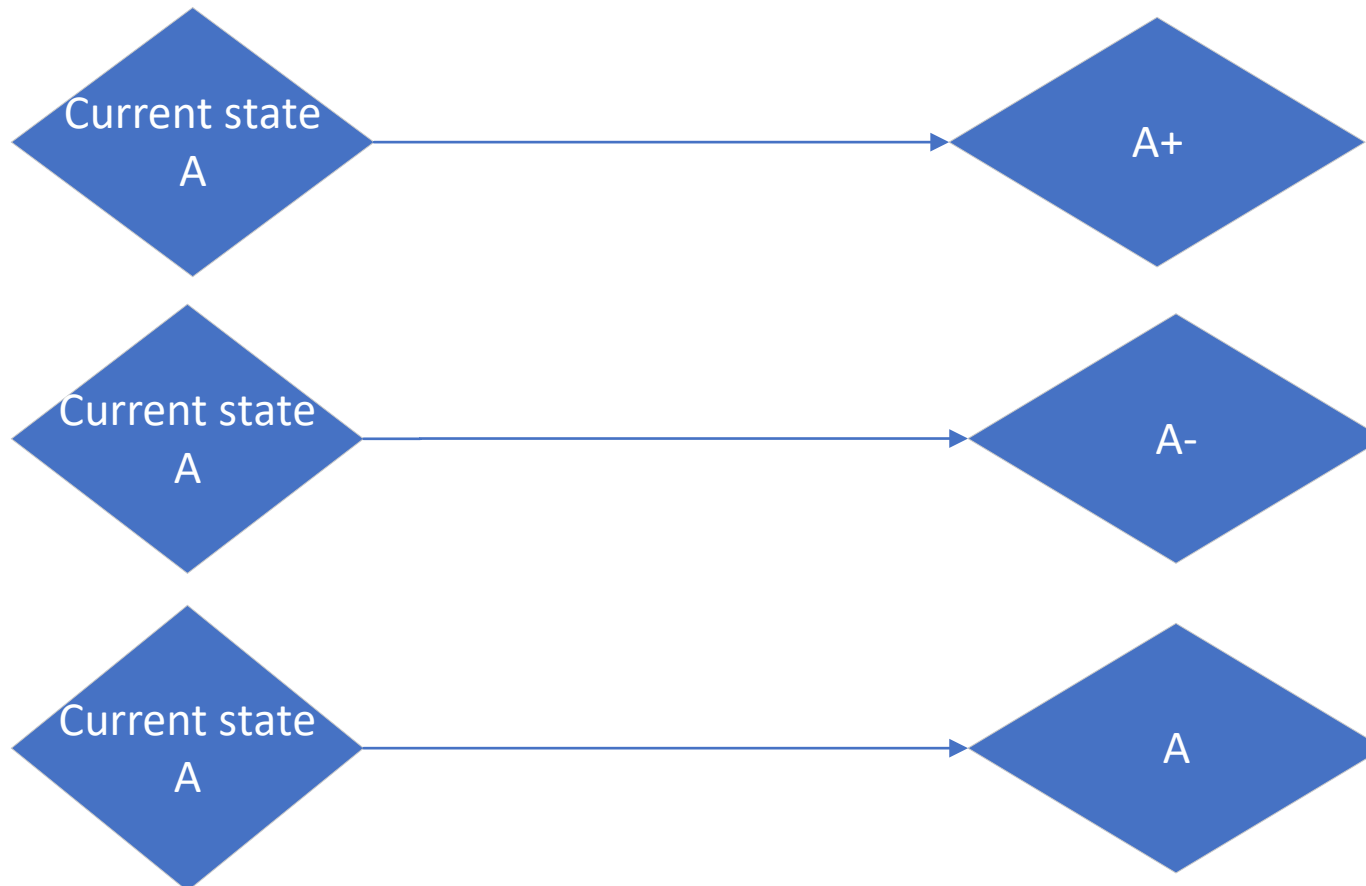
Reporting - regular progress reports, plans updated as your environment changes

Knowledge Sharing - Reports available to learn what worked and what didn't

New 'Status Quo' - organization has changed through structure, discipline and repetition

# Planning

We plan because we want to improve our organization/communities. Which of the following scenarios best describes your organization?



# Planning

So you are planning to go from A to A+?



Do you agree to improve requires change?

# Planning

## Implementing Change

Planning & Leadership	Skills & Knowledge	Engagement	Resources Capacity	Framework	Result =Change
	Skills	Engagement	Resources	Framework	=Confusion
Planning		Engagement	Resources	Framework	= Anxiety
Planning	Skills		Resources	Framework	=Resistance
Planning	Skills	Engagement		Framework	= Frustration
Planning	Skills	Engagement	Resources		=Stagnation

# Planning

Result =Change	Consequence(s)	Value
=Confusion	Lack of trust in Leadership, drop in productivity (inefficient work force)	How inefficient is your work force, % of labor \$, if they were aligned what would be the improvement? OR Do you believe your workforce could be more efficient?
= Anxiety	Fight or Flight (fight leaders or go on sick leave)	Have you had staff go on stress leave/medical leave? How many and cost?
=Resistance	Destructive workers, splintered work force, silos created duplication of work	Do you have departments doubling up on work/working in silos? What is the cost to the organization?
= Frustration	Staff give up and leave/resign	What is your staff turn over rate like? % cost per new hire? Cost in drop in service levels until replacements trained?
=Stagnation	CEO's and Senior leaders get fired for not achieving the plan 'change'	How many managers have been fired in the last 5 years, what was the total cost in paying them out?

# Planning Maturity



At PMH Insights we know each customer has a differing level of Strategic and Operational planning maturity.

Our implementation methodology is designed in such a way that it will help each client reach its full potential for planning.

For each client we can take an approach of:  
Top down planning  
Middle out  
Bottom Up

We help you develop your plans at any level to fill the gaps that provides you with a complete planning framework.

# PMH Local Government Framework

## Strategic Plan

## Corporate/SLT Objectives

## Business/Department Plans

## Master/Governance Plans

Goals

Financial Accountability

Aligned Goals from Strategic Plan – New projects, New services/Programs

Enterprise Risk Register

Capital Projects

Objectives/Outcomes

Human Resources /  
Training & Occ Health &  
Safety

Aligned Goals from Corporate Plan – Finance, HR, Risk,  
Efficiency

Audit Plan

Long Financial Plan

Strategies

Corporate Risk

Business as Usual –  
Service levels

Projects

Policies & ByLaw

Asset Management  
Plan

Actions

Organizational Efficiency

Regulatory & Compliance

Policies & ByLaw

Council/Board  
Changes/Requests

Contracts Register

Audit – Findings/  
Recommendations

Financial Measures/  
Budget

Master Plans

Template Plan  
Library

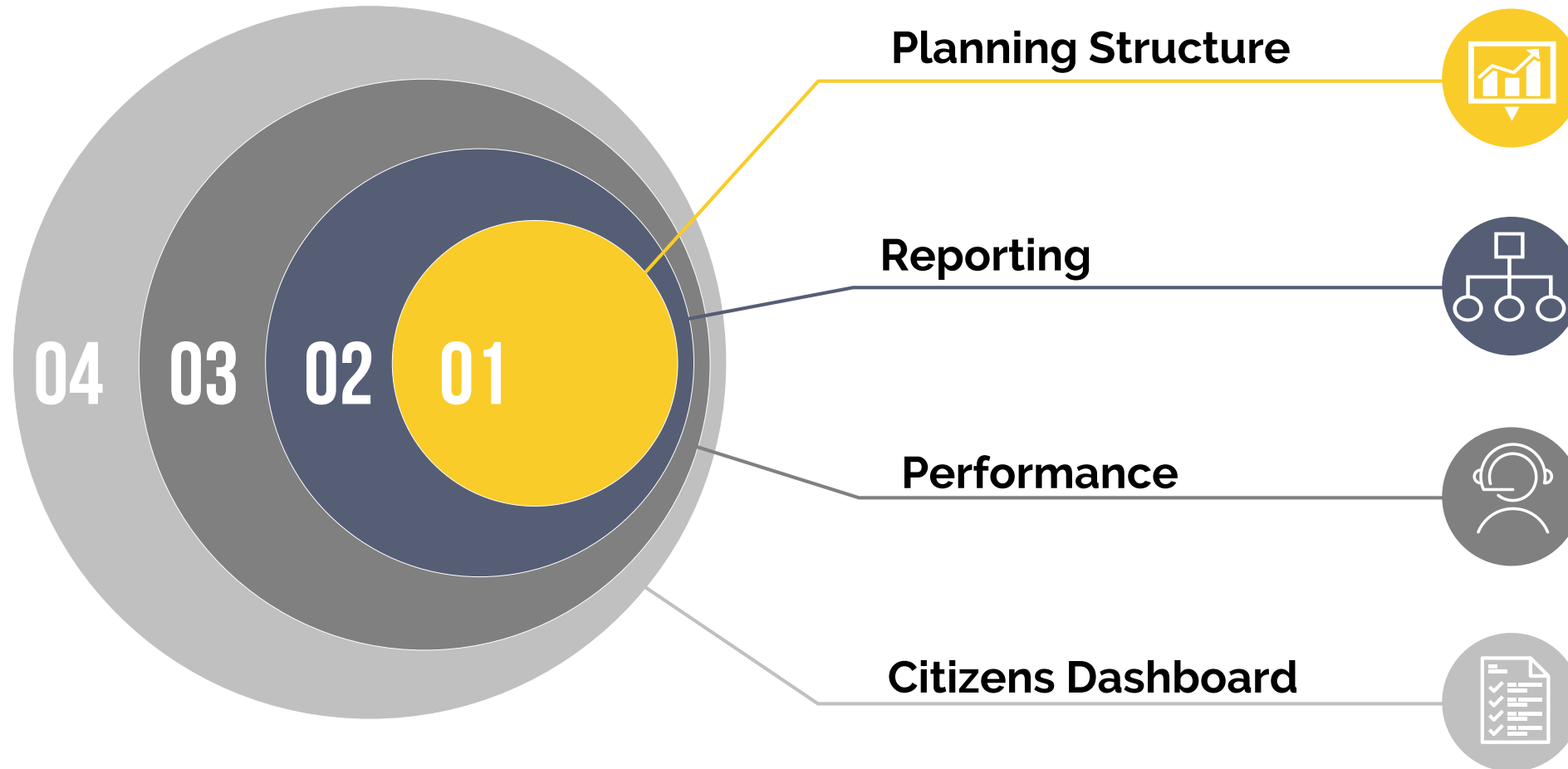
Council Requests

Operational Risk Register  
– Cause – Controls -  
Consequences

In scope for this  
project

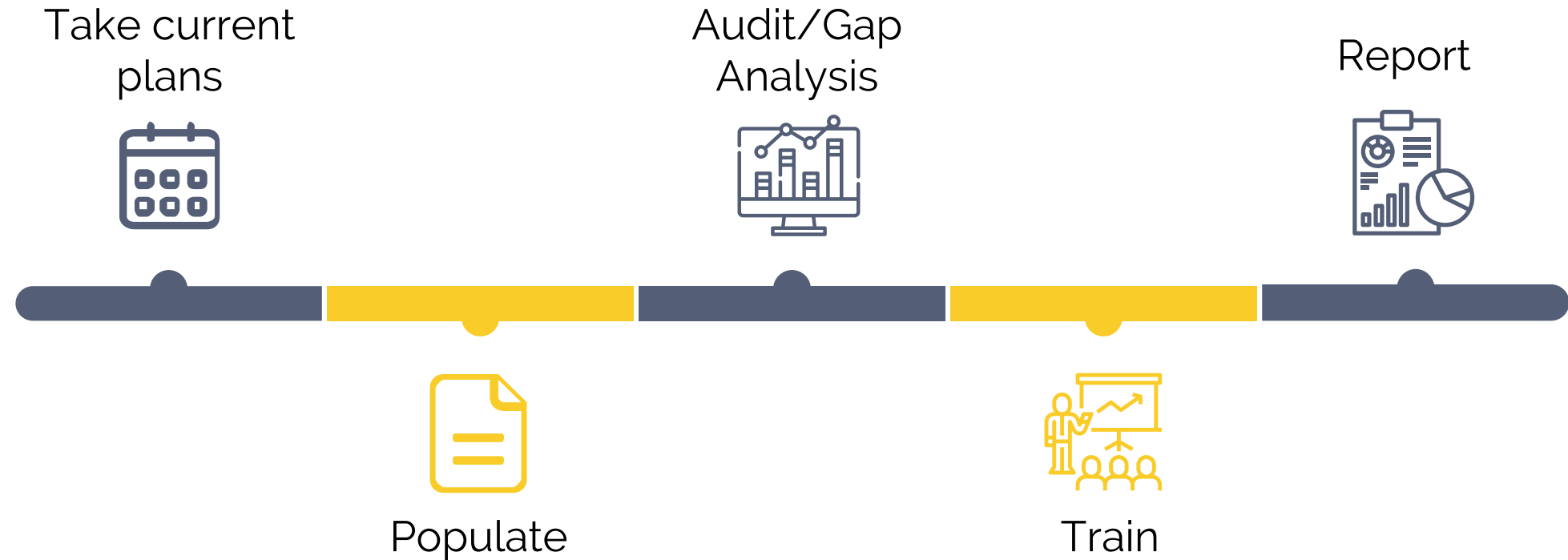
Inter department requests/  
Inbox



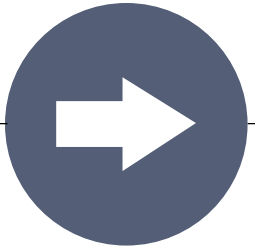




# SOLUTION TOUR

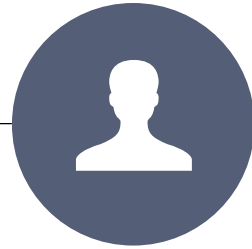


Do you want to proceed further?



Do you have budget?

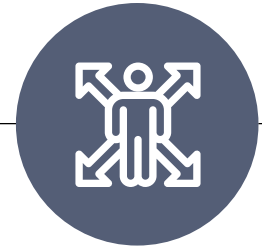
Who has to be involved?



What would be the ideal timing?



When does this decision have to be made by?



**Municipality of Jasper Bylaw Summary**

**Updated: 5/17/2019**

	Bylaw	Date Repealed	Repeals Bylaw	Replaced by Bylaw	Scheduled date for next reading			Certification by Parks	
					First Reading	Second Reading	Third Reading & Approval	Date Forwarded	Date Certified
<b>217</b>	Taxation Rates Bylaw 2019		209		19-May-21	19-May-21			
<b>216</b>	Traffic Safety Bylaw 2019		195		19-Apr-16				
<b>215</b>	Single-Use Item Regulation Bylaw				19-Apr-02	19-May-21			
<b>214</b>	Supplementary Tax Bylaw 2019		207		19-Jan-22	19-Jan-22	19-Feb-05	19-Jan-23	19-Jan-24
<b>213</b>	Supplementary Assessment of Improvements 2019		206		19-Jan-22	19-Jan-22	19-Feb-05	19-Jan-23	19-Jan-24
<b>212</b>	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
<b>211</b>	Cannabis Consumption Bylaw				18-Sep-18	18-Sep-18	2-Oct-18	19-Sep-18	20-Sep-18
<b>210</b>	Regional Assessment Review Board Bylaw		201		5-Jun-18	19-Jun-18	3-Jul-18	25-Jun-18	26-Jun-18
<b>209</b>	Tax Rate Bylaw 2018		203		15-May-18	15-May-18	5-Jun-18	25-Jun-18	17-May-18
<b>208</b>	Jasper Municipal Storage Lot Bylaw 2018		136		3-April-18	5-Jun-18	19-Jun-18	6-Jun-18	7-Jun-18
<b>207</b>	Supplementary Tax Bylaw 2018		200	214	16-Jan-18	16-Jan-18	6-Feb-18	17-Jan-18	17-Jan-18
<b>206</b>	Supplementary Assessment of Improvements 2018		199	213	16-Jan-18	16-Jan-18	6-Feb-18	17-Jan-18	17-Jan-18
<b>205</b>	Jasper Levy and Collection of Utility Fees		197	212	5-Dec-17	19-Dec-17	2-Jan-18	20-Dec-17	20-Dec-17
<b>204</b>	Jasper Rotation of Ballots 2017		169		4-Jul-17	4-Jul-17	18-Jul-17	5-Jul-17	6-Jul-17
<b>203</b>	Tax Rates 2017		202	209	4-Jul-17	4-Jul-17	18-Jul-17	5-Jul-17	6-Jul-17
<b>202</b>	Tax Rates 2017		194	203	16-May-17	16-May-17	30-May-17	16-May-17	19-May-17
<b>201</b>	Inter-Municipal Assessment Review Board		139	210	2-May-17	2-May-17	16-May-17	9-May-17	11-May-17
<b>200</b>	Imposition of Suppl. Taxx		185	207	7-Feb-17	7-Feb-17	21-Feb-17	8-Feb-17	9-Feb-17
<b>199</b>	Suppl. Assess. of Improv.		184	206	7-Feb-17	7-Feb-17	21-Feb-17	8-Feb-17	9-Feb-17

**MUNICIPALITY OF JASPER  
BYLAW #215**

**BEING A BYLAW OF THE MUNICIPALITY OF JASPER IN THE PROVINCE OF ALBERTA TO REGULATE THE BUSINESS USE OF SINGLE-USE ITEMS TO REDUCE THE CREATION OF WASTE AND ASSOCIATED MUNICIPAL COSTS.**

**WHEREAS** pursuant to Section 7 of the *Municipal Government Act* (RSA 2000, cM-26), a Council may pass bylaws for municipal purposes respecting businesses, business activities and persons engaged in business;

**AND WHEREAS** the Council of the Municipality of Jasper wishes to reduce the quantity of single-use items entering the municipal waste stream;

**AND WHEREAS** the Council of the Municipality of Jasper wishes to promote responsible and sustainable business practices that are consistent with the values of the community;

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

**1. CITATION**

1.1. This Bylaw may be cited as the "Single-Use Item Regulation Bylaw".

**2. DEFINITIONS**

2.1. In this Bylaw:

2.1.1. "Bylaw Enforcement Officer" means a person appointed by the Chief Administrative Officer as a Bylaw Enforcement Officer pursuant to the provisions of the *Jasper Municipal Enforcement Officer Bylaw #045*;

2.1.2. "Checkout Bag" means:

2.1.2.1 any bag that is intended for the purpose of transporting items received by a customer from a Business;

2.1.2.2 any bag that is used to package take-out food or food to be delivered; and

2.1.2.3 includes Paper Bags, Plastic Bags, and Reusable Bags.

2.1.3 "Business" means any person, organization, or group engaged in a trade, business, profession, occupation, calling, employment or purpose that is regulated under the *Business Licensing Bylaw* (#110) and, for the purposes of section 3, includes a person employed by, or operating on behalf of, a Business;

2.1.4 "Paper Bag" means a bag made out of paper and containing at least 40% of post consumer recycled paper content, and displays the words "Recyclable" and "made from 40% post-consumer recycled content" or other applicable amount on the outside of the bag;

2.1.5 "Plastic Bag" means any bag made with plastic, including biodegradable plastic or compostable plastic, but does not include a Reusable Bag;

- 2.1.6 "Reusable Bag" means a bag with handles that is:
  - 2.1.6.1 intended to be used for transporting items purchased or received by a customer from a Business;
  - 2.1.6.2 designed and manufactured to be capable of at least 100 uses; and
  - 2.1.6.3 primarily made of cloth or other washable fabric.

### **3. REGULATION**

- 3.1. Except as provided in this Bylaw, no Business may provide a customer with any of the following items:
  - 3.1.1. Plastic Bag.
- 3.2. A Business may provide a Checkout Bag to a customer only if:
  - 3.2.1. the customer is first asked whether they need a bag; and
  - 3.2.2. the bag provided is a Paper Bag or a Reusable Bag; and
  - ~~3.2.3. the customer is charged a fee not less than:~~
    - ~~3.2.3.1 \$0.15 per Paper Bag; and~~
    - ~~3.2.3.2 \$1.00 per Reusable Bag.~~
- 3.3. A Business may charge a fee for a Paper Bag or Reusable Bag.
- 3.4. No Business shall deny or discourage a customer from using their own Checkout Bag.
- 3.5. A Business may provide incentives to customers for using their own Checkout Bag.

### **4. EXEMPTIONS**

- 4.1. Section 3 does not apply to Plastic Bags used to:
  - 4.1.1. package loose bulk items;
  - 4.1.2. package loose small items;
  - 4.1.3. contain or wrap produce, frozen foods, meat, poultry, fish or produce, whether pre-packaged or not;
  - 4.1.4. wrap flowers or potted plants;
  - 4.1.5. protect prepared foods or bakery goods that are not pre-packaged;
  - 4.1.6. contain prescription drugs received from a pharmacy; or
  - 4.1.7. protect linens, bedding, large items of clothing or other similar large items that

cannot easily fit in a Reusable Bag.

4.2. This bylaw does not apply to the sale of Plastic Bags intended for use at the customer's home or business, provided that they are prepackaged and sold in packages of multiple bags.

4.3. A Business that purchased plastic Checkout Bags in bulk prior to the passing of this bylaw may continue to provide the bags until the stock is depleted, provided that the customer is first asked whether they need a bag.

## 5. PENALTIES

5.1. Any Business ~~who~~ that contravenes this Bylaw is guilty of an offence.

5.2. Any Business contravening provisions of this Bylaw shall be liable for penalties set out in Schedule "A" of this Bylaw.

5.3. A notice or form commonly called an Offence Ticket having printed wording approved by the Chief Administrative Officer may be issued by a Bylaw Enforcement Officer to any Business alleged to have breached any provision of this Bylaw, and the said notice shall require the payment to the Municipality of Jasper in the amount specified in this Bylaw or the regulations pursuant to the *Provincial Offences Procedure Act* (RSA 2000, cP-34), as amended.

5.4. An Offence Ticket shall be deemed to be sufficiently served:

5.4.1. if delivered personally to the manager or the person apparently in charge of the Business premises or branch; or

5.4.2. if sent by single registered mail to the registered office of the Business.

5.5. In lieu of prosecution, the Business named in the Offence Ticket may elect to voluntarily make payment to the Municipality of Jasper in the amount of the specified penalty.

5.6. If the payment specified in the Municipality of Jasper Offence Ticket is not paid in accordance with the terms and in the timeframe required by the ticket, a prosecution may be commenced for the alleged contravention of this Bylaw.

## 6. SEVERANCE

6.1. If any provision herein is adjudged by a Court of competent jurisdiction to be invalid for any reason, then that provision shall be severed from the remainder of this Bylaw and all other provisions of this Bylaw shall remain valid and enforceable.

## 7. COMING INTO EFFECT

7.1. This bylaw shall come into force and effect on January 1, 2020. Voluntary compliance is encouraged by July 1, 2019.

**READ** a first time this 2<sup>nd</sup> day of April, 2019

**READ** a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2019

**READ** a third and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 2019

---

Mayor

---

Chief Administrative Officer

**SCHEDULE A**

Single-Use Item Regulation Bylaw Offences and Fines

<b>Offence</b>	<b>Section</b>	<b>Fine</b>	<b>Fine if paid within 30 days</b>
Selling or providing a Plastic Bag	3.1	\$100.00	\$75.00

**MUNICIPALITY OF JASPER  
BYLAW #217**

**BEING A BYLAW OF THE MUNICIPALITY OF JASPER IN THE PROVINCE OF ALBERTA TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE MUNICIPALITY OF JASPER FOR THE 2019 TAXATION YEAR.**

**Contents**

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

**WHEREAS** at its meeting of April 2, 2019, the Municipality of Jasper Council prepared and adopted detailed estimates of the municipal revenues, expenditures and requisitions required for the year 2019;

**AND WHEREAS** the estimated expenditures, requisitions, services and surplus set out in the operating budget for the Municipality of Jasper for 2019 total \$20,757,477;

**AND WHEREAS** the 2019 estimated municipal revenues and transfers from all sources other than taxation are estimated at \$12,775,449 and the balance of \$7,982,028 to be raised by general municipal taxation;

**AND WHEREAS** the 2019 Alberta School Foundation requisition is \$4,440,589 be collected as follows:

	<b>2019 Requisition</b>	<b>Prior Year (Over)/Under-levy</b>	<b>Total</b>
<b>Residential</b>	\$2,220,910	(\$1,348)	\$2,219,562
<b>Non-Residential</b>	\$2,119,679	\$0	\$2,119,679
<b>Total</b>	<b>\$4,440,589</b>	<b>(\$1,348)</b>	<b>\$4,439,241</b>

**AND WHEREAS** the Council of the Municipality of Jasper has received a requisition in 2019 in the amount of \$640,974 from the Evergreens Foundation to be collected as follows:

	<b>2019 Requisition</b>	<b>Prior Year (Over)/Under-levy</b>	<b>Total</b>
<b>Operating</b>	\$243,793	\$0	\$243,793
<b>Capital</b>	\$397,181	(\$291)	\$396,890
<b>Total</b>	<b>\$640,974</b>	<b>(\$291)</b>	<b>\$640,683</b>

**AND WHEREAS** for the purposes of collecting the portion of the requisition defined in section 326(1)(a)(vi) of the *Municipal Government Act* (RSA 2000, cM-26) and amendments thereto, the Chief Administrative Officer is hereby authorized to impose the tax rate set by the Minister in accordance with section 359.3 of the Act on the assessed value of all taxable designated industrial property shown on the 2019 assessment roll of the Municipality of Jasper for 2019 total \$5,254.69;

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

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

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

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

<b>Assessment for</b>	<b>Education</b>	<b>Municipal</b>	<b>Evergreens</b>	<b>DIP</b>
Residential	\$877,259,660	\$882,695,390	\$877,259,660	
Non-Residential	\$639,404,280	\$641,916,980	\$658,252,280	
Electric Power Generation Machinery & Equipment GIL – Parklands		\$20,330,820		
DIP Assessment Requisition Properties				\$66,853,500
<b>Total</b>	<b>\$1,516,663,940</b>	<b>\$1,544,943,190</b>	<b>\$1,535,511,940</b>	<b>\$66,853,500</b>

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

**1. CITATION**

- 1.1 This Bylaw may be cited as Municipality of Jasper Bylaw #217, the "Jasper Taxation Rates Bylaw 2019".
- 1.2 The Municipality of Jasper Bylaw #209, the "Jasper Taxation Rates Bylaw 2018" is hereby repealed.

**2. DEFINITIONS**

- 2.1 In this Bylaw:
  - 2.1.1 "Chief Administrative Officer" shall mean the individual duly appointed to that position for the Municipality of Jasper at any given time and includes any person authorized to act for and in the name of that individual;
  - 2.1.2 "Council" shall mean the Council of the Municipality of Jasper;
  - 2.1.3 "Municipality" and "Municipality of Jasper" shall mean the Municipality of Jasper in Jasper National Park in the Province of Alberta;
  - 2.1.4 "Rural Properties" shall mean those properties located outside the boundaries of the Town of Jasper but inside the boundaries of the Municipality of Jasper as defined in the Agreement for the Establishment of Local Government in Jasper dated June 13<sup>th</sup>, 2001; and

2.1.5 "Urban Properties" shall mean those properties located within the Town of Jasper as defined in the Agreement for the Establishment of Local Government in Jasper dated June 13<sup>th</sup>, 2001.

### 3. TAXATION RATES

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

	<b>Urban</b>	<b>Rural</b>
<b>Residential</b>		
Evergreens	0.000417	0.000417
Education	0.002530	0.002530
Municipal	0.002327	0.000964
	0.005274	0.003911
<b>Lake Edith (7 months)</b>		
Evergreens	-	0.000417
Education	-	0.002530
Municipal	-	0.000562
		0.003509
<b>Non-Residential</b>		
Evergreens	0.000417	0.000417
Education	0.003471	0.003471
Municipal	0.011868	0.004915
	0.015756	0.008803
<b>M&amp;E Electrical Residual PILT</b>		
Evergreens	0.000417	0.000417
Education (Exempt)	-	-
Municipal	0.011868	0.004915
	0.012285	0.005332
<b>DIP Assessment Requisition on DIP Properties</b>		
DIP Requisition Applied to DIP Properties	-	0.000079
	-	0.000079

### 4. SEVERANCE

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

**COMING INTO EFFECT**

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

**GIVEN FIRST READING THIS DAY OF , 2019**

**GIVEN SECOND READING THIS DAY OF , 2019**

**GIVEN THIRD AND FINAL READING THIS DAY OF , 2019**

---

Mayor

---

Chief Administrative Officer



## REQUEST FOR DECISION

<b>Subject:</b>	Wildflowers Childcare Play Space Redevelopment
<b>Prepared by:</b>	Lisa Daniel, Childcare Services Manager
<b>Reviewed by:</b>	Natasha Malenchak, Director of Finance & Administration Kathleen Waxer, Director of Community & Family Services Mark Fercho, Chief Administrative Officer Christine Nadon, Legislative Services Manager
<b>Date – Discussion:</b>	April 23, 2019
<b>Date – Notice:</b>	May 21, 2019 (waiver requested)
<b>Date – Decision:</b>	May 21, 2019

---

### Recommendation:

- That Council approve the expenditure of an additional \$21,267 from the Community and Family Services restricted reserves for the redevelopment of the Wildflowers Childcare play space.
- That Council approve an amended project budget of \$117,661 for the redevelopment of the Wildflowers Childcare play space.

### Options:

- Direct Administration to fund this project in a different way.
- Decline the request.

### Background:

Wildflowers Childcare provides high quality care and early childhood education, including outdoor education, which has been shown to improve children's mental health and physical wellbeing. It is critical that childcare centres show leadership in encouraging outdoor and active play. By teaching children from a young age to appreciate and enjoy the natural world that surrounds them, Wildflowers is encouraging healthy activity and lifestyle choices that children can carry through to adulthood.

The increased project budget for the yard redevelopment would cover the following expenses:

- The Alberta Recycling Grant received was \$3,417 less than originally projected, causing funding shortfall;
- Jasper Concrete's cost for the project is \$79,167, representing a \$11,820 increase from the original projected cost;
- Administration is requesting an additional \$6,030 to cover the cost of more rubber matting for the project.

**Relevant Legislation:**

- Policy B-009: Fiscal and Financial Control Policy

**Strategic Relevance:**

- Governance – provide quality municipal services to the community.
- Organizational Health - enhancing operational effectiveness, responsiveness and adaptability
- Communications – promote Jasper as a “Healthy Community” in all we do
- Public & Community Safety - improving public safety and security

**Financial:**

This decision will have no impact on the Community & Family Services Operating Budget and will not change user fees. The funds are currently in the Restricted Reserve and can only be used for specific purposes as per the grant funding requirements. The funds were transferred to restricted reserves at the end of 2018 from operating surplus.

<b>Wildflowers Play Space Budget 2018</b>	
<b>Expenses:</b>	
Designer/Engineer Fees	\$ 26,546.00
Labour/Equipment	\$ 67,347.00
<b>Total Expenses</b>	<b>\$ 93,893.00</b>
<b>Revenue:</b>	
Transfer from operating	\$ 44,118.00
Restricted Reserves	\$ 16,000.00
<b>Total</b>	<b>\$ 60,118.00</b>
<b>Grant Funding Received</b>	
CFEP Grant	\$ 23,200.00
Rubber Tire Recycling Grant	\$ 8,075.00
Jasper Recycled Beverage Grant	\$ 1,000.00
Parent Board Fundraising	\$ 1,500.00
<b>Total</b>	<b>\$ 33,775.00</b>
<b>Total Revenue</b>	<b>\$ 93,893.00</b>

<b>Wildflowers Play Space Updated Budget 2019</b>	
<b>Expenses:</b>	
Designer/Engineer Fees	\$ 26,546.00
Jasper Concrete	\$ 79,167.00
Additional Resources	\$ 11,948.00
<b>Total Expenses</b>	<b>\$ 117,661.00</b>
<b>Revenue:</b>	
Transfer from Reserves	\$ 44,118.00
Restricted Reserves	\$ 37,267.00
<b>Total</b>	<b>\$ 81,385.00</b>
<b>Grant Funding Received</b>	
CFEP Grant	\$ 23,200.00
Rubber Tire Recycling Grant	\$ 4,658.00
Jasper Recycled Beverage Grant	\$ 1,000.00
Parent Board Fundraising	\$ 1,500.00
Additional Grant Funding	\$ 5,918.00
<b>Total</b>	<b>\$ 36,276.00</b>
<b>Total Revenue</b>	<b>\$ 117,661.00</b>

**Follow Up Actions:**

- If Council approves the movement of funds, administration shall amend the capital project budget and move the funds to that specific project.

## Letter of Understanding

Between:

**Jasper Volunteer Fire Brigade Society**  
(hereinafter referred to as the "Fire Brigade")

of the first part

and

**Municipality of Jasper**  
(hereinafter referred to as the "Municipality")

of the second part

### **Fire Protection, Vehicle Extrication and related Emergency Services Jasper National Park**

**IT IS AGREED THAT** the Fire Brigade will provide the manpower for fire protection and emergency services in Jasper National Park, as per Municipality of Jasper guidelines, subject to the following understandings:

#### **1. Responsibilities**

The Fire Chief, Deputy Fire Chief and Assistant Chief of the Municipality are functionally responsible on behalf of the Municipality for the provision of these services and will represent the Municipality on these matters.

#### **2. Response to Incidents**

The Fire Brigade will respond on behalf of the Municipality to incidents inside and outside the boundaries of the Municipality and Jasper National Park and be able to call upon the resources of adjoining jurisdictions as provided for in mutual aid agreements.

#### **3. Insurance**

The Municipality will provide suitable Accident and Long-Term Disability Insurance to all active members of the Fire Brigade during incidents occurring while performing their duties. The Municipality will cover officers of the Fire Brigade with liability insurance during command coverage.

#### **4. Personnel & Equipment**

Maintenance of Fire Department vehicles and equipment will be the responsibility of The Municipality.

Readiness and cleanliness of Fire Department vehicles and equipment will be the responsibility of the Fire Brigade.

- a) The Municipality is responsible for the provision of adequate fire suppression and vehicle rescue equipment adhering to or exceeding all applicable standards.
- b) The Municipality is responsible for the provision of personal safety equipment, to or exceeding all applicable standards.

**6. Use of Emergency Services Building, Vehicles & Equipment**

- a) The Fire Brigade will have the non-exclusive use of the Jasper Emergency Services Building.
  
- b) The Fire Brigade will have exclusive use of the Fire Department vehicles and equipment contained in the Jasper Emergency Services Facility.

**7. Documentation**

The practices of the Fire Brigade with regards to health and safety, hiring, training and standard operating guidelines will be approved by the Fire Chief and separately documented in the JVFB operations and training manual.

**8. Command Coverage**

The Municipality will reimburse Officers of the Fire Brigade for command coverage during the Fire Chief's, Deputy Chief's or Assistant Chiefs absence as follows:

- a) Stand-by: \$65.00 per twelve (12) hour period;
  
- b) Call outs: \$20.00 per hour, with a minimum of three (3) hours;

**10. a) Materials and Funding for Training**

The Municipality will provide \$25,000 annually for Fire Department training, administered by the Fire Chief or his designate. The Municipality will provide facility passes for the Jasper Fitness and Aquatic Centre to all active members of the Fire Brigade.

**b) Payment for Services**

Payment for services provided by the Fire Brigade will be made by the Municipality as follows:

January 01, 2019 to December 31, 2019:	\$105,000.00
January 01, 2020 to December 31, 2020:	\$107,100.00
January 01, 2021 to December 31, 2021:	\$109,242.00

payable by January 25<sup>th</sup> in the respective year.

**12. Termination of Agreement**

Either party may terminate this agreement with 6 months prior notice to:

The Jasper Volunteer Fire Brigade Society      and  
Box 488, Jasper, Alberta, TOE 1EO

Municipality of Jasper  
Box 520, Jasper, AB TOE 1EO

**DATED** this \_\_\_\_ day of \_\_\_\_\_, 2019, at the Town of Jasper, in the Province of Alberta.

**THE JASPER VOLUNTEER FIRE  
BRIGADE SOCIETY:**

\_\_\_\_\_  
JVFB  
Executive Representative

**MUNICIPALITY OF JASPER:**

\_\_\_\_\_  
Richard Ireland  
Mayor

“s e a l “

\_\_\_\_\_  
Mark Fercho  
Chief Administration Officer

# Municipality of Jasper

List of recommendations  
Regular meeting, Tuesday, May 21, 2019



## **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, May 21, 2019 as presented.

## **Approval of minutes**

BE IT RESOLVED that council approve the minutes of the April 16, 2019 regular Council meeting as presented.

## **Single-Use Reduction Bylaw – 2<sup>nd</sup> reading**

BE IT RESOLVED that council read for the second time, Bylaw #215, being a bylaw of the Municipality of Alberta in the province of Alberta to regulate the business use of single-use items to reduce the creation of waste and associated municipal costs.

## **Taxation Rates Bylaw 2019 – 1<sup>st</sup> reading**

BE IT RESOLVED that council read for the first time, Bylaw # 217, being a bylaw of the Municipality of Jasper in the province of Alberta to authorize the rates of taxation to be levied against assessable property within the Municipality of Jasper for the 2019 taxation year.

## **Taxation Rates Bylaw 2019 – 2<sup>nd</sup> reading**

BE IT RESOLVED that council read for the second time, Bylaw # 217, being a bylaw of the Municipality of Jasper in the province of Alberta to authorize the rates of taxation to be levied against assessable property within the Municipality of Jasper for the 2019 taxation year.

## **Wildflowers Childcare Play Space Redevelopment – waiver**

BE IT RESOLVED that council agree to waive the two-week notice period to make a decision on the Wildflowers Childcare Play Space Redevelopment request.

## **Wildflowers Childcare Play Space Redevelopment (1 of 2)**

BE IT RESOLVED that council approve the expenditure of an additional \$21,267 from the Community and Family Services restricted reserves for the redevelopment of the Wildflowers Childcare play space.

## **Wildflowers Childcare Play Space Redevelopment (2 of 2)**

BE IT RESOLVED that council approve an amended project budget of \$117,661 for the redevelopment of the Wildflowers Childcare play space.

## **Jasper Volunteer Fire Brigade: Letter of Understanding – waiver**

BE IT RESOLVED that council agree to waive the two-week notice period to make a decision on the letter of understanding between the Municipality of Jasper and the Jasper Volunteer Fire Brigade Society.

# Municipality of Jasper



## List of recommendations

Regular meeting, Tuesday, May 21, 2019

### **Jasper Volunteer Fire Brigade: Letter of Understanding**

BE IT RESOLVED that council approve the letter of understanding between the Municipality of Jasper and the Jasper Volunteer Fire Brigade Society.

### **In Camera**

BE IT RESOLVED that council move in camera at \_\_\_\_\_ to discuss agenda item 13.1

### **Revert to open meeting**

BE IT RESOLVED that council revert to open meeting at \_\_\_\_\_.

### **Adjournment**

BE IT RESOLVED that, there being no further business, the regular meeting of May 21, 2019 be adjourned at \_\_\_\_\_.