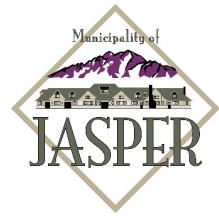


MUNICIPALITY OF JASPER
REGULAR COUNCIL MEETING AGENDA

December 7th, 2021 | 1:30 pm
Conducted virtually through Zoom



Notice: Meetings are currently being conducted virtually. Presentations and public attendance at meetings will continue to be online until further notice. Council meetings are also archived on YouTube for viewing anytime. **To live-stream this meeting starting at 1:30 pm, use the following Zoom link: <https://us02web.zoom.us/j/87657457538>**

- 1 CALL TO ORDER**
- 2 APPROVAL OF AGENDA**
 - 2.1 Regular meeting agenda, December 7, 2021 attachment
- 3 APPROVAL OF MINUTES**
 - 3.1 Organizational meeting minutes, October 26, 2021 attachment
 - 3.2 Regular meeting minutes, November 2, 2021 attachment
- 4 PRESENTATIONS**
 - 4.1 Connaught 2021 Project Close update
- 5 BUSINESS ARISING FROM PREVIOUS MINUTES**
- 6 DEPARTMENT REPORTS**
- 7 REQUESTS FOR DECISION**
 - 7.1 Jasper Municipal Library Board Appointments attachment
 - 7.2 Activity Centre Renovation Prime Consultant RFP attachment
 - 7.3 Capital Budget 2022-2026 attachment
- 8 BYLAWS**
 - 8.1 Bylaw Summary attachment
- 9 CORRESPONDENCE FOR INFORMATION, CONSIDERATION OR ACTION**
- 10 OTHER NEW BUSINESS**
- 11 MOTION ACTION LIST** attachment
- 12 COUNCILLOR REPORTS**
 - [12.1 Council's appointments to boards and committees](#)
- 13 UPCOMING EVENTS**

World Tree Lighting – Friday, December 10th, 6pm-8pm
NETMA – December 15th, 2021 4pm-7pm – 409 Patricia St, Robson House
Municipal Staff Holiday Social – Thursday, December 16th, 4:30pm – 10:30pm, Jasper Legion
Community Wide Ugly Sweater Day – Friday, December 17th
CN & Santas Anonymous Xmas at 6015 Locomotive – December 19th, Time TBD
Holiday Break – no meetings Tuesday, December 21st or December 28th
- 14 ADJOURNMENT**

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

Municipality of Jasper
Organizational Meeting Minutes
Tuesday, October 26, 2021
Conducted virtually through Zoom

Virtual viewing and participation	This meeting was conducted virtually through Zoom. Public viewing and public participation during Council meetings is through Zoom livestreaming.		
Present	Mayor Richard Ireland, Councillors Ralph Melnyk, Helen Kelleher-Empey, Rico Damota, Wendy Hall, Scott Wilson and Kathleen Waxer		
Also Present	Bill Given, Chief Administrative Officer Christine Nadon, Director of Protective & Legislative Services Emma Acorn, Legislative Services Coordinator		
Call to Order	Mayor Ireland called the meeting to order at 9:30am		
Approval of Agenda #444/21	MOTION by Councillor Melnyk – BE IT RESOLVED THAT Council approve the agenda for the organizational meeting of October 26, 2021 as presented.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Set date, time, place of regular council meetings motion #445/21	With respect to the regular meeting schedule, Councillor Melnyk made the following motion: MOTION by Councillor Melnyk – BE IT RESOLVED that Council set the dates, times and locations for the regular Council meetings for the 2022 year as presented in the agenda package with the following amendment: Those dates, times and location are as follows: the first and third Tuesday of each month at 1:30 pm in the Quorum Room at the Jasper Library and Cultural Centre. Council noted that, for now, meetings will be held virtually on Zoom. Council will decide in the future when it would like to reconvene for in-person meetings.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Set date, time, place of COTW meetings #446/21	MOTION by Councillor Wilson – BE IT RESOLVED THAT Council set the following dates, times and locations for Council committee of the whole meetings for the 2021 – 2022 year: The second and fourth Tuesday of each month at 9:30 am in the Quorum Room at the Jasper Library and Cultural Centre with the following exception – move the November 23rd, 2021 committee of the whole meeting to November 30th, 2021.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED

The 2022 Council calendar is attached to today's minutes and available on the municipal website.

Deputy Mayor
and Alternate
Deputy Mayor
Schedule
#447/21

MOTION by Councillor Kelleher-Empey – BE IT RESOLVED THAT Council approve a Deputy Mayor and Alternate Deputy Mayor schedule rotating on two-month terms commencing November 1, 2021 as discussed.

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

The full Deputy Mayor and Alternate Deputy Mayor schedule is attached as part of today's minutes and available on the municipal website.

List of
committees &
boards
#448/21

MOTION by Councillor Waxer – BE IT RESOLVED that Council approve the list and structure of committees and boards for 2021 – 2022 as attached with the addition of the Jasper Community Team Society.

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

Appointment to
committees &
boards
#449/21

MOTION by Councillor Wilson – BE IT RESOLVED that Council appoint the following Councillors to the following committees and boards as presented with the exception that Councillor Melnyk will be lead on the TransCanada Yellowhead Highway Association and Councillor Kelleher-Empey will act as alternate.

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

The full list of Council appointments is attached as part of today's minutes and is available on the Municipal website.

Adjournment
#450/21

MOTION by Kelleher-Empey – BE IT RESOLVED that, there being no further business, the organizational meeting of October 26, 2021 be adjourned at 10:20am.

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

Mayor

Chief Administrative Officer



Municipality of Jasper 2021 Council Meeting Calendar

Regular meetings are scheduled for 1:30 pm. Committee of the Whole meetings are scheduled for 9:30am.
All meetings are held virtually on Zoom, or downstairs at the Library & Cultural Centre (500 Robson Street).

Regular Meeting
Statutory Holiday
Committee of the Whole
Special Meeting Dates

2021	JANUARY							FEBRUARY							MARCH						
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1	2		1	2	3	4	5	6		1	2	3	4	5	6
	3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13
	10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20
	17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27
	24	25	26	27	28	29	30	28							28	29	30	31			
	31																				
	APRIL							MAY							JUNE						
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	3							1			1	2	3	4	5
	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
	25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30			
								30	31												
	JULY							AUGUST							SEPTEMBER						
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	3	1	2	3	4	5	6	7				1	2	3	4
	4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11
	11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18
	18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25
	25	26	27	28	29	30	31	29	30	31					26	27	28	29	30		
	OCTOBER							NOVEMBER							DECEMBER						
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						1	2		1	2	3	4	5	6				1	2	3	4
	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
	17	ED	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
	24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
	31																				

FCM	June 2-5: Federation of Canadian Municipalities Conference:Virtual event
Oct. 18	Election Day
Oct. 22	Swearing in Ceremony, Lobstick Lodge, 5-7pm
Oct. 25-29	New Council Orientation Week
Oct. 26	Inaugural meeting of Council and Organizational meeting, 9:30 am
Nov. 22-23	Evening budget presentations
AUMA	Nov. 16-19, Edmonton Convention Centre
Dec.17	TBC: Community Christmas Party
Dec. 21 & 28	Holiday Break



Municipality of Jasper 2022 Council Meeting Calendar

Regular meetings are scheduled for 1:30 pm. Committee of the Whole meetings are scheduled for 9:30am.
All meetings are held virtually on Zoom, or downstairs at the Library & Cultural Centre (500 Robson Street).

Regular Meeting
Statutory Holiday
Committee of the Whole
Special Meeting Dates

JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28						27	28	29	30	31		
30	31																			
APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		
JULY							AUGUST							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
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17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	
31																				
OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			

June 2 to 5	TBC: Federation of Canadian Municipalities Conference: June 2-5, Regina, Sask.
July 26	Summer break
August 2	Summer break
September	TBC: AUMA Tradeshow & Convention - likely in mid to late September
Oct. 25	TBC: Organizational meeting, following 9:30 am COTW
Nov. 15-16	TBC: Budget presentations
Dec. 16	TBC: Community Christmas Party
Dec. 27	Holiday break

Municipality of Jasper

Deputy and Alternate Deputy Mayor

November 2021 – October 2022



Dates	Deputy Mayor	Alternate Deputy Mayor
Nov. 1, 2021 – Dec. 31, 2021	Councillor Wilson	Councillor Damota
Jan 1, 2022 – Feb. 28, 2022	Councillor Hall	Councillor Wilson
March 1, 2022 – April 30, 2022	Councillor Kelleher-Empey	Councillor Hall
May 1, 2022 – June 30, 2022	Councillor Waxer	Councillor Kelleher-Empey
July 1, 2022 – Aug. 31, 2022	Councillor Melnyk	Councillor Waxer
Sept. 1, 2022 – Oct. 31, 2022	Councillor Damota	Councillor Melnyk

Council Appointments to Boards and Committees

October 2021



Council Boards and Committees

Board or Committee Name	Appointed Councillor(s)	Alternate
Emergency Advisory	All Councillors	
Hospitality and Twinned Communities	Melnyk, Waxer	
Human Resources	Hall, Melnyk, Waxer	
Jasper Municipal Library	Hall	
Legislative	Damota, Hall, Ireland	
Regional Assessment Review Board	Wilson	

Community Conversations

Community Conversation Name	Appointed Councillor(s)	Alternate
Early Childhood	Kelleher-Empey	Wilson
School Age	Wilson	Kelleher-Empey
Adults	Hall	Damota
Seniors	Waxer	Melnyk
Arts and Culture	Ireland	Waxer
Recreation	Melnyk	Damota
Environmental Responsibility	Damota	Hall

Corporations

Corporation Name	Appointed Councillor(s)	Alternate
Jasper Community Housing Corporation	Wilson, Melnyk	Hall

External Boards and Committees

Board or Committee Name	Appointed Councillor(s)	Alternate
Communities in Bloom	Waxer	
Evergreens Foundation Board	Kelleher-Empey	Melnyk
Jasper Community Team Society	Damota	Ireland
Jasper Partnership Initiative	Ireland	Waxer
Jasper Yellowhead Museum and Archives	Melnyk	
TransCanada Yellowhead Highway Association	Melnyk	Kelleher-Empey
West Yellowhead Community Futures	Kelleher-Empey, Damota	Wilson
West Yellowhead Waste Management Authority	Wilson, Ireland	
Yellowhead Regional Library	Hall	Waxer

Municipality of Jasper
Regular Council Meeting Minutes
 Tuesday, November 2, 2021 | 1:30 pm
 Conducted virtually through Zoom

Virtual viewing and participation	This meeting was conducted virtually through Zoom. Public viewing and public participation during Council meetings is through Zoom livestreaming.								
Present	Mayor Richard Ireland, Deputy Mayor Scott Wilson, Councillors Kathleen Waxer, Rico Damota, Wendy Hall, Helen Kelleher-Empey and Ralph Melnyk								
Also present	Bill Given, Chief Administrative Officer Christine Nadon, Director of Protective & Legislative Services Natasha Malenchak, Director of Finance Emma Acorn, Legislative Services Coordinator 12 observers								
Absent	Councillor Helen Kelleher-Empey								
Call to order	Mayor Ireland called the meeting to order at 1:33pm.								
Traditional Land Acknowledgement	<p>Mayor Ireland began Council’s first Regular meeting for the 2021/2022 year by making a Traditional Land Acknowledgement.</p> <p>The Municipality of Jasper respectfully acknowledges that Jasper National Park and the Municipality of Jasper are on Treaty 6 and 8 Territories as well as Métis Region 4. This land is the traditional territory, meeting ground, gathering place, travelling route and home for the Danezaa (Beaver), Nêhiyawak (Cree), Anishinaabe (Ojibway), Secwépemc (Shuswap), Stoney Nakoda and the Métis Nation. We make this acknowledgement to honour the relationship Indigenous Peoples have with this land; to remind us of our responsibility and obligations to this place and to Indigenous peoples; and to affirm our accountability to address the ongoing impacts of colonization that continue to affect Indigenous Peoples.</p>								
Additions to the Agenda #451/21	<p>MOTION by Councillor Damota – BE IT RESOLVED that Council add the following item to today’s agenda: 10.1 Additions to the November 9 Committee of the Whole Agenda</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							
Approval of agenda #452/21	<p>MOTION by Councillor Melnyk – BE IT RESOLVED that Council approve the agenda for the November 2, 2021 regular meeting as amended.</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							
Approval of regular minutes #453/21	<p>MOTION by Councillor Wilson – BE IT RESOLVED that Council approve the minutes of the October 5, 2021 regular meeting as presented.</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							
Presentations	none								
Business arising	none								
Department Report	none								
COVID Relief Reserves – Utilities Rebates RFD #454/21	<p>Administration presented Council with a recommendation made at the last Committee of the Whole meeting on October 12, 2021.</p> <p>MOTION by Councillor Wilson - BE IT RESOLVED that Council approve the establishment of a utility rate rebate program reflective of the following:</p>								

- maximum program funding of \$90,000 to be provided from the COVID Recovery Reserve;
- rebates to qualifying businesses based on days closed due to public health restrictions and days where they were unable to open due to COVID related issues, up to a maximum total rebate of \$2,000 per business; and
- program shall be funded on a first come first serve basis until the total program funds are expended; and
- applications begin to be accepted no later than December 1, 2021.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Administration assured Council that all regular and reliable channels will be used to communicate this program to businesses, including working with partners in the community such as Tourism Jasper and the Chamber of Commerce.

Mayor Ireland clarified that the section of the motion which refers to “days when they were unable to open due to COVID related issues” is intended to help with staff shortages due to quarantine rules and staff sick leave.

Bylaw Summary	Council received a summary of bylaws currently in force.
Correspondence	None
Other New Business	<p>Councillor Damota asked Council to consider the following items be added to the November 9th, 2021 Committee of the Whole Meeting:</p> <ul style="list-style-type: none"> • Jasper Day(s) • Reconciliation / ReconciliAction • Policy Review Priority List

Mayor Ireland confirmed he has requested the following item be added to the November 9th, 2021 Committee of the Whole Meeting:

- Motion Action List – Inclusion in Regular Meeting Agenda

Council reports	<p>This past Friday Councillor Melnyk participated in the TransCanada Highway Association quarterly meeting. Councillor Melnyk will be attending a Museum Board meeting next week.</p> <p>In Councillor Kelleher-Empey’s absence, Councillor Damota reported the first Community Futures West Yellowhead meeting will be held this Friday.</p> <p>Mayor Ireland delivered welcome remarks at the 47th Alberta Foster and Kinship Association Convention in Jasper, and participated in a ceremony at the Jasper Legion for the launch of the National Poppy Campaign.</p>
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Upcoming events	<p>Council received a list of upcoming events for information.</p> <p>Councillor Waxer left the meeting at 2:37pm</p>
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Adjournment #455/21	<p>MOTION by Councillor Damota – BE IT RESOLVED that, there being no further business, the Regular meeting of November 2nd, 2021 be adjourned at 2:41pm.</p> <table> <tr> <td>FOR</td> <td>AGAINST</td> <td></td> </tr> <tr> <td>5 Councillors</td> <td>0 Councillors</td> <td>CARRIED</td> </tr> </table>	FOR	AGAINST		5 Councillors	0 Councillors	CARRIED
FOR	AGAINST						
5 Councillors	0 Councillors	CARRIED					

Councillor Waxer was absent for the vote.

Mayor

Chief Administrative Officer



REQUEST FOR DECISION

Subject: Appointments to Jasper Municipal Library Board

Prepared by: Emma Acorn, Legislative Services Coordinator

Reviewed by: Christine Nadon, Director of Protective & Legislative Services

Date – Decision: December 7, 2021

Human Resources Committee Recommendation:

That Council appoint the following individuals to the Jasper Municipal Library Board:

- Tiffany Toussaint
- Keslin Park
- Julio Cesar Zuniga Clerque

For a term commencing January 1, 2022 and concluding December 31, 2024.

Alternatives:

- Not to appoint applicants and re-advertise board and committee vacancies.

Background:

Annual advertising took place in November on the Municipality's website, in the Fitzhugh and the Jasper Local to fill vacancies on municipal boards and committees for the upcoming term starting in January. The only board with vacancies effective December 31, 2021 is the Jasper Municipal Library Board, with three board member positions to be filled.

The deadline for applications was November 24, 2021. As stated in the Procedure Bylaw (#190), terms on the Municipal Library Board are three years. This board has the capacity for six members-at-large. Administration received ten applications for the vacant positions, all of which were forwarded to Council's Human Resources (HR) Committee for review. The HR committee met on December 2, 2021 to review submissions and make the aforementioned recommendation.

Committee members must be appointed before the end of the calendar year to begin their term starting January 1, 2022.

Relevant Legislation:

- Procedure Bylaw #190

Strategic Relevance:

- Organizational Health: Striving to improve the organizational health of the Municipality of Jasper by fostering Council-Staff relationships and enhancing operational effectiveness, efficiency, responsiveness and adaptability.

Financial:

- There is no remuneration for sitting on Council's boards and committees.

Follow Up Actions:

- Applicants will be notified if they have or have not been appointed to the board or committee of their choice. Successful applicants will be put in contact with respective board and committee chairs for further instruction.

Attachments:

- Current list of members for Jasper Municipal Library Board

Municipality of Jasper

Boards & Committees 2022

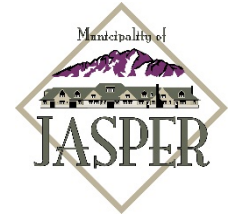
Jasper Municipal Library Board



Member	Original appt. date	Term commencing	Term concluding	Eligible for further term
Lorena Alonso, 1 st term	Dec.17, 2019	Jan. 1, 2020	Dec.31, 2022	Yes
Joyce Melnyk, 1 st term	Dec.17, 2019	Jan. 1, 2020	Dec.31, 2022	Yes
Diane Tremblay, 1 st term	Dec. 15, 2021	Jan. 1, 2021	Dec. 31, 2023	Yes
Tiffany Toussaint, 1 st term	Dec. 18, 2018	Jan.1, 2019	Dec. 31, 2021	Yes
Councillor Wendy Hall	Reviewed annually			

AGENDA ITEM 7.2

REQUEST FOR DECISION



Subject: Activity Centre Renovation Prime Consultant RFP
From: Bill Given, Chief Administrative Officer
Reviewed by: Emma Acorn, Legislative Services Coordinator
Date for Discussion: November 25, 2021
Date for Decision: December 7, 2021

Recommendation:

- That Council award the Request for Proposal (RFP) for the Activity Centre Renovation Prime Consultant to GEC Architecture in the amount of \$521,531.00.

Background:

The Jasper Activity Centre is a collection of municipally owned facilities located on a single block within the Town Site of Jasper. There are two separate buildings on the site – the Jasper Fitness and Aquatic Centre and the Jasper Activity Centre/Arena which also contains the municipal administration offices and a multipurpose hall (the facilities). The first of the facilities to be constructed was an outdoor pool originally built in the 1950s. Since that time various additions and renovations have taken place over the years.

In 2019 the Municipality of Jasper secured approximately \$6,950,000 in grant and municipal tax funding towards a major renovation of the facilities. In 2021, Council has budgeted \$1,056,228 for Design and Engineering related to the facilities and an additional \$200,000 for a Structural Review of the Fitness and Aquatics Centre.

Given the scale and complexity of the project the municipality required dedicated project management resources and on August 17th, Council awarded Project Management (PM) services on the Activity Centre renovation to WSP Projects Inc.

Discussion:

Progress to Date

Since the award of PM services in late August administration and WSP Projects Inc. have been meeting weekly and have completed the following foundational activities to advance the project: The overall scope has been reviewed and costs have been updated to reflect likely 2022 market conditions; a project timeline has been developed to ensure coordination with ongoing facility operations and other major projects including the arena Ice Plan relocation; an RFP for the Aquatics Centre structural review has been developed, issued, evaluated and awarded with initial site visits for non-destructive testing already conducted and targeted destructive testing scheduled for mid-December; the Prime Consultant scope of work has been confirmed with the RFP for these services developed, issued and evaluated.

Prime Consultant

The Prime Consultant RFP was posted to Alberta Purchasing Connection on October 9th, with a closing date of October 21st.

Five (5) valid submissions were received by the RFP submission deadline and a Selection Committee was struck to review and evaluate the proposals submitted by Proponents. A selection committee comprised of the CAO, Director of Operations and the Buildings and Asset Manager shortlisted three (3) firms.

Scoring Components & Evaluation

Proposals were evaluated in the categories shown below, with each reviewer independently scoring each proposal. Scores from the three reviewers were then averaged to establish a final score for each submission. After this the short listed firms were each interviewed by the selection committee to confirm and validate the scoring based results and to establish a sense of “fit” with the MoJ’s desired approach to the project. The information provided by through the RFP process and interviews resulted in the following consolidated scoring for the top three (3) submissions:

Evaluation categories

Summary & Background	5 points
Relevant Experience	20 points
Project Team	20 points
Proposed Approach	10 points
Proposed Schedule	10 points
Environment, H&S	5 points
Exclusions	5 points
Fee	25 points

Proponent	Final Score
GEC Architecture	88.5
ACI Architecture Inc.	85
HCMA Architecture + Design	70.6

The key functions of the Prime Consultant are to ultimately prepare the detailed design documents, construction drawings and specifications required for the construction project. This work must be completed in alignment with the approved project scope and to fit within the assigned budget. Through the process the Prime Consultant will conduct all required stakeholder consultation and make presentations to Council as required.

In addition to the Prime Consultant who acts as lead design firm, a number of sub-consultants from various technical disciplines are included in the scope of work and cost as recommended above. The sub-consultant disciplines (and firms) included as a part of the GEC Architecture submission are:

- **Mechanical Engineering** (AME Group)
- **Electrical Engineering** (SMP Engineering)
- **Structural Engineering** (Entuitive)
- **Civil Engineering** (Design Works)
- **Landscape Architecture** (Design North)
- **Aquatic Specialist** (AME Group)

Together the Prime Consultant and Sub-Consultants (collectively; the Design Team) will meet with key stakeholders on the validation of the scope of services, assist in prioritizing critical need vs wants in the renovation and design in conformance to the applicable building code, Parks Canada Jasper Motif and related industry design standards. The Design Team is committed to support the MoJ in specifying products to allow for ease of maintenance and allow for local areas to support the MoJ in their maintenance requirements.

The Design Lead will be responsible to coordinate the sub-consultants work in preparation of tender ready documents. The Design Team will also participate in alternate product evaluations where cost savings are available, keeping in mind their commitment to the MoJ on maintainability of the design.

Should the project move to construction the Design Team will provide site reviews during the construction to verify the work aligns with design and where changes are required to provide engineered solutions to the construction team. The Design Team will be certify all progress claims issued by the construction team to verify the invoice values align with the development on site as well as Alberta Lien Legislation.

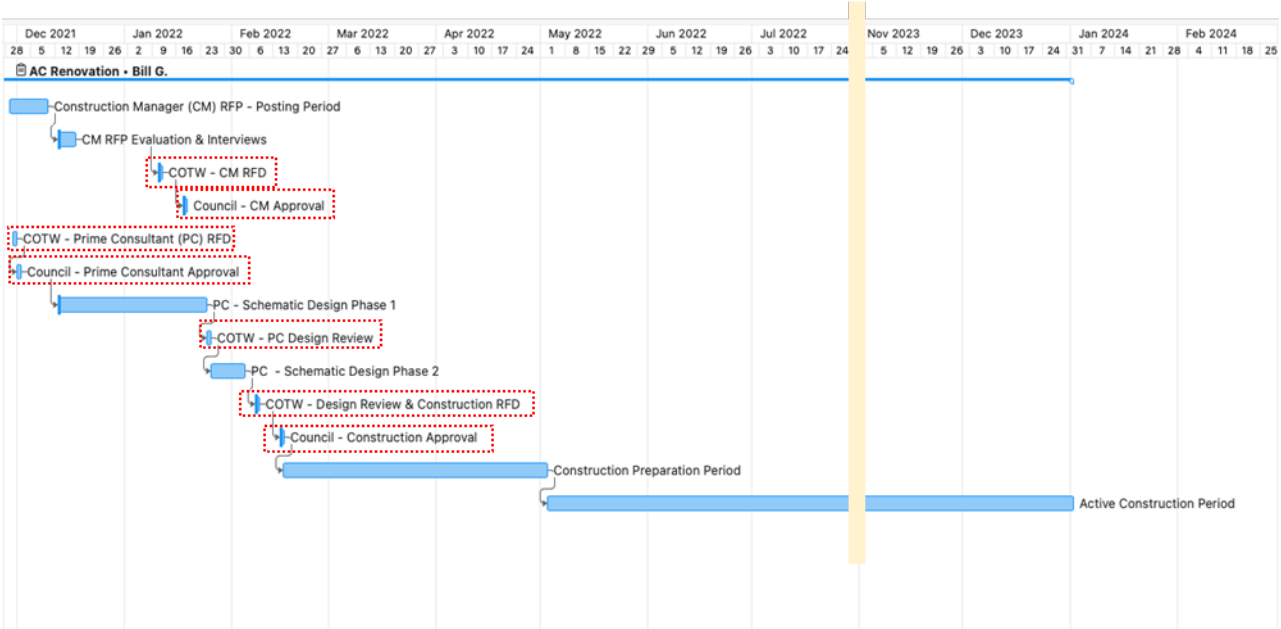
The Prime Consultant and Design Team will be responsible for preparing all design documents for submission and securing permit approvals from Parks Canada. The Prime Consultant will be along-side the MoJ and our Project Manager in meetings with Parks Canada to keep Parks Canada informed during the development of the project and ease the time constraints of the development and construction permitting process.

Cost Control Measures

Administration has included a number of cost control measures into the proposed project schedule. These include the use of an independent cost consultant to review the schematic design at key points through the process and the engagement of a Construction Management firm prior to the commencement of construction. Administration is committed to ensuring the project is completed within the capital budget approved by council.

Schedule

Subject to receiving the required approvals from Council, It is anticipated the project will run from fall 2021 through to construction completion in late 2023. The key dates are shown below with tentative Council involvement points highlighted in red. Following these early points Council will be receive regular project updates on a monthly basis throughout the construction period, and borrowing bylaws will be presented as required.



Strategic Relevance:

The project as proposed is aligned with the recommendations of the *Culture and Recreation Services and Facilities Review* adopted by Council in 2021.

The review as adopted by Council included a prioritized list of twelve (12) infrastructure projects that were identified to guide future capital investment. The prioritized projects focus on re-investment into existing facilities in order to ensure their sustainability. The renovation project as proposed addresses the following five of the twelve of items identified as top priorities:

1. Re-investment into the Activity Centre to ensure safety and sustainability

- Replacement of the entryway, canopy, and lighting
- Upgrade of the main electrical distribution system
- Fire coating for basement

2. Re-investment into the Fitness & Aquatics Centre to ensure safety and sustainability

- Upgrade of pool lighting and related components to meet Life Saving Society of Canada requirements

3. Re-investment into the Jasper Arena to ensure safety and sustainability**9. Re-investment into the Fitness & Aquatics Centre to modernize and improve user experience**

- Change room upgrades to enhance user experience, accessibility, and align with evolving societal trends
- Aesthetic and functionality upgrades to common spaces and the pool area
- Upgrade of the filtration system

12. Program room and support space upgrades

- Enhancement of program rooms and support spaces such as storage rooms.

Financial:

The recommended amount of \$521,531 will be funded within the previously approved budget for design and engineering.

This funding is separate from the costs of construction proposed for 2022 and 2023.

AGENDA ITEM 7.3

REQUEST FOR DECISION

Subject: 2022 Capital Budget
From: Bill Given, Chief Administrative Officer
Date: December 7, 2021



Committee Recommendation:

That Council approve the 2022 to 2026 Capital Budget as amended.

Background:

On November 22 and 23, Administration presented the 2022 to 2026 Operating and Capital Budgets to Council.

At the November 30 Committee of the Whole meeting, Committee directed Administration to:

- Fund the residential water meter project by borrowing to be supported through the utilities rates;
- Redirect the use of the federal gas tax funding to other appropriate tax funded capital projects in the 2022 Capital Budget;
- Amend the 2022 Capital Budget to reflect the arena sound system as a funded item; and
- Amend the 2022 Capital Budget to reflect the planning exercise for the Lions' Park and Robson Park as a funded item.

Strategic Relevance:

Many of the capital purchase items have increasingly long delivery lead-times and contractors will often fill their available construction season capacity with projects by early in the new year. Approval of the capital budget prior to the new year allows administration to begin the process of confirming projects for the 2022 with contractors and suppliers and reduces the number of projects that may have to be carried forward into future years.

Attachments:

Updated Draft 2022-2026 Capital Budget



Department	2021		2021 Net Tax Envelope	2022		2022 Net Tax Envelope	2022 \$ Inc/Dec
	Revenue	Expense		Revenue	Expense		
Operations	1,049,364	3,667,321	2,617,957	1,087,545	3,667,545	2,580,001	-37,956
Community Development	3,467,053	6,639,569	3,172,516	4,001,980	7,444,973	3,442,993	270,477
Protective and Legislative Services	943,274	2,553,308	1,610,034	1,251,201	2,910,725	1,659,524	49,490
Administration	3,247,221	2,936,168	-311,053	3,213,311	3,654,042	440,731	751,784
ASFF & Evergreen Levies	5,812,883	5,812,883	0	6,215,892	6,215,892	0	0
Land Rent and Planning		683,241	683,241		696,906	696,906	13,665
Provincial Rural Policing		189,540	189,540		252,539	252,539	62,999
Jasper Community Housing	23,224	141,853	118,629	23,224	72,835	49,611	-69,018

TOTAL	14,543,018	22,623,883	8,080,865	15,793,152	24,915,456	9,122,304	1,041,439	12.9%
UTILITIES TOTAL	5,485,114	5,485,114	0	6,356,904	6,356,904	0	871,790	15.9%
Total Budget	20,028,132	28,108,997	8,080,865	22,150,056	31,272,360	9,122,304		



Capital Projects - 5 Year Plan

Department/Area		Project Name	Project Total	Funding	CF Budget	2022	2023	2024	2025	2026	TOTAL
community Development											
Activity Centre											
	Carry Forward Projects					367,500					\$ 367,500
	20% of roof access and fall protection, building key system			CRMR	22,500						
	Parking Lot (remove large planters, add parking) (now 10k was 30k)			CRMR	10,000						
	Automatic Door Openers			CRMR	15,000						
	Mechanical Room Fire Stopping			CRMR	20,000						
	Activity Centre Portion of Renovations Design and Eng.		300,000	ICIP	120,000						
				MSIC	99,990						
				Debt	80,010						
	Activity Centre Portion of Renovations (Construction)		2,480,023								
				ICIP		790,118	10,109				\$ 800,227
				MSIC		658,365	12,131				\$ 670,496
				Debt		526,811	482,489				\$ 1,009,300
	Capital Project Manager/Contract			CRMR		72,000					\$ 72,000
	Automatic Door Openers			CRMR		54,000					\$ 54,000
	Parking Lot			CRMR		12,000					\$ 12,000
	Storage Room in New Multi Purpose Space			FGT		60,000					\$ 60,000
	Rooftop Unit			MSIC		36,000					\$ 36,000
	Facility Door replacement			FGT		36,000					\$ 36,000
	Curling Rink Envelope Repairs			FGT		60,000					\$ 60,000
	Building cameras			RR		36,000					\$ 36,000
	Security System			RR		60,000					\$ 60,000
	Removal of Heater Lines			FGT		48,000					\$ 48,000
	Keyless entry for all buildings			RR		24,000					\$ 24,000
	Curling Rink Air Supply and Dehumidification			Debt		270,000					\$ 270,000
	Mechanical Room Fire Stopping			Debt		24,000					\$ 24,000
	Kitchen equipment replacement			RR/Unfunded		22,500	15,000		9,000		\$ 46,500
	Floor machine			Unfunded			12,000				\$ 12,000
	Tennis Courts			Unfunded			85,000				\$ 85,000
	Fire Alarm Panel			Unfunded				50,000			\$ 50,000
Grounds											
	Carry Forward Projects (Grounds)					227,000					\$ 227,000
	Log Cabin portion of renovations		200,000	ICIP	80,000						\$ -
				MSIC	66,660						\$ -
				Debt	53,340						\$ -
	Ball diamond bleachers (x2)			RR	27,000						\$ -

Arena										
	Carry Forward Projects (Grounds)				4,322,551					\$ 4,322,551
	Design,permits,tender and contingency, ice plant	150,000	MSIC	150,000						
	Arena - Ice Plant & Condenser Move & Rebuild	3,712,551	ICIP	804,421						
			MSIC	670,285						
			Debt	2,237,845						
	Arena portion of Renovations Design and Eng.	450,000	ICIP	180,000						
			MSIC	149,985						
			Debt	120,015						
	Glass Lift		RR	10,000						
	Arena Portion of Renovations (Construction)	3,489,837								
			ICIP	1,160,455						\$ 1,160,455
			MSIC	966,949						\$ 966,949
			Debt	709,858	652,575					\$ 1,362,433
	Sound system components		CRMR	12,000						\$ 12,000
	Hot water upgrade/replacement		Unfunded	90,000						\$ 90,000
Aquatic										
	Carry Forward Projects (Grounds)				408,990					\$ 408,990
	Structure Review			200,000						
	Subject to 2020 structure review ↓									
	Aquatic portion of Renovations Design and Eng.	168,990								
			ICIP	67,596						
			MSIC	56,324						
			Debt	45,070						
	Main Mechanical Room Boilers Design		CRMR	40,000						
										\$ -
	Aquatic Portion of Renovation Construction		ICIP	386,238						\$ 386,238
			MSIC	301,169						\$ 301,169
			Debt	250,009	220,793					\$ 470,802
	Main Mechanical Room Air Supply		FGT/Debt	300,000						\$ 300,000
	Main Mechanical Room Fire Stopping		CRMR	18,000						\$ 18,000
	Asbestos Exterior Finishes Abatement and Replacement		Debt	240,000						\$ 240,000
	Valve Exercise program		CRMR	18,000						\$ 18,000
	Domestic hot water tanks x2		Debt	48,000						\$ 48,000
	Sump pump replacement for backwashes		Debt	20,000						\$ 20,000
	Washers and Dryers x 2 each		RR	10,000						\$ 10,000
	Weight Room Benches		RR	12,000						\$ 12,000
	Non cardio fitness equipment		RR	25,000						\$ 25,000
	Volleyball Courts		Unfunded	9,600						\$ 9,600
	Sand Filters		Unfunded		210,000					\$ 210,000
	Mechanical room pumps		Unfunded		30,000					\$ 30,000
	Diving board base		Unfunded		20,000					\$ 20,000
	Weight Room Benches		Unfunded			5,000				\$ 5,000
	Sand Filters		Unfunded			175,000				\$ 175,000
	Mechanical room pumps		Unfunded				25,000			\$ 25,000
Skatepark										
	Matching CFEP Grant Contribution		CFEP Donation	627,500						\$ 627,500
			Debt (up to)	300,000						\$ 300,000
										\$ -
Daycare										
	Daycare interior and exterior windows		CRMR	20,000						\$ 20,000
	Daycare yard Astro Turf		Debt	25,000						\$ 25,000
	Daycare yard drainage		Debt	250,000						\$ 250,000
	Flooring in old rooms		Unfunded				40,000			\$ 40,000
	Total			\$5,326,041	\$13,915,613	\$1,750,097	\$230,000	\$74,000	\$0	\$15,969,710

Legend	
Debt	Debenture
ICIP	Investing in Canada Infrastructure Program
CRMR	Capital Repair Maintenance and Replacement
FGT	Federal Gas Tax
RR	Restricted Reserves
Unfunded	No funding source currently identified
MSIC	Municipal Sustainability Initiative Capital

Total Carry Forward Projects	\$5,326,041					
Total New Projects	\$8,589,572	\$1,750,097	\$230,000	\$74,000	\$0	
Total Projects	\$13,915,613	\$1,750,097	\$230,000	\$74,000	\$0	

Capital Projects - 5 Year Plan

									5 Year Total Budget
Department/Area	Project Name	Funding	CF Budget	2022	2023	2024	2025	2026	TOTAL
Protective Services									
Fire									
	Carry Forward Projects (Grounds)			232,500					\$ 232,500
	20% of roof access and fall protection, building key system	CRMR	22,500						
	Replace front sidewalk/parking plugs (2020 Def)	CRMR	40,000						
	Training Room Reno (2020 Def)	CRMR	20,000						
	ESB Boiler and DHW Replacement	CRMR	150,000						
	Command Fleet	RR		100,000	100,000				\$ 200,000
	Engine 2 Replacement	MSIC		350,000	350,000				\$ 700,000
	Gear storage lockers	CRMR		13,000					\$ 13,000
	Keyless Entry System	CRMR		30,000					\$ 30,000
	Structural Protection Unit (SPU) Driveway	Unfunded			50,000				\$ 50,000
	Training Props Trailer	Unfunded			50,000				\$ 50,000
	Wildland Interface/Structural Protection Unit Equipment	Unfunded			25,000				\$ 25,000
	Aerial replacement	Unfunded				800,000	800,000		\$ 1,600,000
	Building HVAC/Envelope upgrades	Unfunded						250,000	\$ 250,000
Bylaw									
	Fleet Replacement	Unfunded			65,000		70,000		\$ 135,000
	Total		\$232,500	\$725,500	\$640,000	\$800,000	\$870,000	\$250,000	\$3,285,500
		Total Carry Forward Projects		\$232,500					
		Total New Projects		\$493,000	\$640,000	\$800,000	\$870,000	\$250,000	
Legend		Total Projects		\$725,500	\$840,000	\$800,000	\$870,000	\$250,000	

Legend	
CRMR	Capital Repair Maintenance and Replacement
MSIC	Municipal Sustainability Initiative Capital
RR	Restricted Reserves
Unfunded	No funding source currently identified



Capital Projects - 5 Year Plan

Proposed Capital Projects

5 Year Total Budget

Department/Area	Project Name	Funding	CF Budget	2022	2023	2024	2025	2026	TOTAL
Operations:									
General Maintenance									
	Carry Forward Projects			47,500					\$ 47,500
	Used Oil and Filter Storage	CRMR	25,000						
	Roof Safety Fall Restraint Protection Assessment (20,000 split 4 departments)	CRMR	5,000						
	Roof Access Improvements (Pending Completion of Assessment) (50,000 split 4 departments)	CRMR	12,500						
	Lock out tag out panel for all buildings (20,000 split 4 departments)	CRMR	5,000						
	Boom Lift	Unfunded		150,000					\$ 150,000
	Service Van	Unfunded			60,000			100,000	\$ 160,000
	Power Monitoring Test Programmer	Unfunded			30,000	30,000	30,000	30,000	\$ 120,000
	Maintenance Truck (Replacement)	Unfunded			60,000				\$ 60,000
	Roof Access improvements (Pending Completion of Assessment)	Unfunded				50,000	50,000	50,000	\$ 150,000
Housing/Muni Building									
	Carry Forward Projects			2,750,000					\$ 2,750,000
	Cottage Clinic Interior and Exterior Repairs	CRMR	10,000						
	Cabin Creek Housing Repairs	CRMR	40,000						
	Affordable Housing Initiative	CMHC	200,000						
	JCOS Utility Dev - Parcel Servicing GB	Debt	1,000,000						
	JCOS Utility Dev - Parcel Servicing GC	Debt	1,500,000						
	Cabin Creek Housing Repairs	CRMR		50,000					\$ 50,000
Library and Culture Centre									
	Carry Forward Projects			55,000					\$ 55,000
	Exterior Wood Refinishing	CRMR	20,000						
	Basement Window Concrete Lintel Repairs	CRMR	15,000						
	Site Drainage and Egress Improvements	CRMR	20,000						
	Generator for Library	RR		40,000					\$ 40,000
Operations Buildings									
	Lock out Tag Panels	CRMR			20,000	20,000	20,000	20,000	\$ 80,000
	Office Flooring Replacement and office redesign	Unfunded			60,000				\$ 60,000
	Wash bay Lighting	Unfunded			25,000				\$ 25,000
	Maintenance Office and Storage Expansion and Redesign	Unfunded			30,000				\$ 30,000
	Roof Access Improvements (Pending Completion of Assessment)	Unfunded			50,000				\$ 50,000
	BMS Additions	Unfunded					20,000	20,000	\$ 40,000
	Total		2,852,500	3,092,500	335,000	100,000	120,000	220,000	3,867,500

Total Carry Forward Projects

2,852,500

Total New Projects

240,000

335,000

100,000

120,000

220,000

Total Projects

3,092,500

335,000

100,000

120,000

220,000

Legend	
CRMR	Capital Repair Maintenance and Replacement
CMHC	Canada Mortgage and Housing Corporation
RR	Restricted Reserves
Unfunded	No funding source currently identified
Debt	Debenture



Capital Projects - 5 Year Plan

Proposed Capital Projects										5 Year Total Budget
Department/Area	Project Name	Funding	CF Budget	2022	2023	2024	2025	2026	TOTAL	
Operations:										
Roads and Grounds:										
Roads										
	Carry Forward Projects			144,809					\$ 144,809	
	Boardwalks	Unfunded	20,000							
	Streetscape Study	Unfunded	80,000							
	Roads - Storm Drainage Issues (laneways)	CRMR	4,809							
	Operations Service Review (Split Roads, Grounds, Water, Sewer, Rec and Garb)	CRMR	10,000							
	Wayfinding	ID12	30,000							
	Wayfinding	Unfunded				100,000	50,000		\$ 150,000	
	Road Repair	FGT		200,000	300,000	300,000	300,000	300,000	\$ 1,400,000	
	Sidewalk Replacement/Repair	RR/Unfunded		30,000	100,000	100,000	100,000	100,000	\$ 430,000	
	Loader	MSIC		400,000					\$ 400,000	
	Green Alley	CRMR		10,000					\$ 10,000	
	Parking Meters	RR		20,000					\$ 20,000	
	Missing sidewalk linkages with the town site Unfunded (100 meters/year)	Unfunded			50,000	50,000	50,000	50,000	\$ 200,000	
	Connaught Patricia CBD upgrades	Unfunded			60,000	540,000			\$ 600,000	
	Crimson Parking Lot	Unfunded			200,000				\$ 200,000	
	Salt Spreader (Replacement)	Unfunded			15,000				\$ 15,000	
	Zero Turn Rubber Track hoe with Trailer (Replacement)	Unfunded			150,000				\$ 150,000	
	Holiday Lights	Unfunded				100,000	100,000		\$ 200,000	
	Alley Improvements	Unfunded				500,000			\$ 500,000	
	Sanding Truck (Replacement)	Unfunded				225,000			\$ 225,000	
	Led Sign Boards	Unfunded				30,000			\$ 30,000	
	Trackless Utility Tractor (Addition)	Unfunded				225,000			\$ 225,000	
	Alley Improvements	Unfunded					500,000		\$ 500,000	
	Street Sweeper (Replacement)	Unfunded						500,000	\$ 500,000	
	Block 15, 16, 17, 18 Deep Services (Colin Crescent)	Unfunded						2,010,000	\$ 2,010,000	
Grounds										
	Carry Forward Projects			10,000					\$ 10,000	
	Operations Service Review	CRMR	10,000							
	Memorial Bench Program	CRMR/Unfunded		15,000	15,000	15,000	15,000	15,000	\$ 75,000	
	Hazardous/fruit trees maintenance	CRMR/Unfunded		30,000	30,000	30,000	30,000	30,000	\$ 150,000	
	Robson Park Refurbishment Plan	MSIO		10,000					\$ 10,000	
	Lion's Park Refurbishment Plan	MSIO		10,000					\$ 10,000	
	Bikes Park Small Capital	Unfunded		7,500					\$ 7,500	
	Turf Maintenance Equipment	Unfunded		30,000					\$ 30,000	
	Irrigation upgrade	Unfunded			25,000	25,000	25,000	25,000	\$ 100,000	
	Operations lands expansion, building and redevelopment	Unfunded			300,000	300,000			\$ 600,000	
	Centennial/Commemoration Sportfield upgrade	Unfunded			25,000	95,000			\$ 120,000	
	Jasper Stage Heaters and Retractable Walls	Unfunded			158,500				\$ 158,500	
	Tilt deck landscaping trailer (Replacement)	Unfunded			25,000				\$ 25,000	
	Electric Utility Truck (Replacement)	Unfunded			50,000				\$ 50,000	
	4x4 Quad Cab 1 Ton (Replacement)	Unfunded			100,000				\$ 100,000	
	4x4 3/4 Ton (Replacement)	Unfunded			70,000				\$ 70,000	
	Town Trail Signage	Unfunded			50,000				\$ 50,000	
	Cemetery Improvements	Unfunded			60,000				\$ 60,000	
	Underpass Beautification/H&S	Unfunded			20,000				\$ 20,000	
	Excavator and Haul Trailer	Unfunded				130,000			\$ 130,000	
	Trackless machine	Unfunded				150,000			\$ 150,000	
	1/2 ton pick up	Unfunded				40,000			\$ 40,000	
	Top Dresser (Replacement)	Unfunded				35,000			\$ 35,000	
	Baseball Diamond Safety Nets	Unfunded					120,000		\$ 120,000	
	Splash Park	Unfunded					2,025,000		\$ 2,025,000	
	Total		\$154,809	\$917,309	\$1,803,500	\$2,990,000	\$3,315,000	\$3,030,000	\$12,138,309	
	Total Carry Forward Projects		\$154,809							
	Total New Projects		\$762,500	\$1,803,500	\$2,990,000	\$3,315,000		\$3,030,000		
Legend	Total Projects		\$917,309	\$1,803,500	\$2,990,000	\$3,315,000		\$3,030,000		

Legend	
RR	Restricted Reserves
Unfunded	No funding source currently identified
Debt	Debt
CRMR	Capital Repair Maintenance and Replacement
MSIC	Municipal Sustainability Initiative Capital
MSIO	Municipal Sustainability Initiative Operating
FGT	Federal Gas Tax



Capital Projects - 5 Year Plan

Proposed Capital Projects

Department/Area	Project Name	Funding	CF Budget	2022	2023	2024	2025	2026	TOTAL
Utilities:									
Water									
	Carry Forward Projects			405,000					\$ 405,000
	Commercial Water Meter Replacement	Debt	250,000						
	Operations Service Review (Split Roads, Water, Sewer, Rec and Garb)	CRMR	30,000						
	Annual Valve Replacement Program	CRMR	35,000						
	Hydraulic modelling	CRMR	90,000						
	Annual Valve Replacement Program	CRMR		150,000	150,000	150,000	150,000	150,000	\$ 750,000
	Annual Hydrant rebuilds - 20 units per year - on-going annual BMP program	CRMR		55,000	55,000	55,000	55,000	55,000	\$ 275,000
	Service Van (Replacement)	RR		70,000					\$ 70,000
	Water Access Control	RR		50,000					\$ 50,000
	Residential water meter Upgrade	Debt		800,000					\$ 800,000
	Treatment Process review and capital plan	Unfunded			150,000				\$ 150,000
	Service Truck	Unfunded				150,000			\$ 150,000
	Leak detection equipment	Unfunded				40,000			\$ 40,000
	Water Wells servicing	Unfunded					110,000		\$ 110,000
	4x4 1 ton (Replacement)	Unfunded					100,000		\$ 100,000
	Block 15, 16, 17, 18 deep services planning (Colin Crescent)	Unfunded					500,000	1,050,000	\$ 1,550,000
	Reservoir inspection	Unfunded						5,000	\$ 5,000
	Lead service removal, block 11, 24 (700 Patricia/Connaught)	Unfunded						250,000	\$ 250,000
Sewer									
	Carry Forward Projects			3,966,373					\$ 3,966,373
	WWTP Annual Capital Requirement	AMWWP/Debt	3,341,373						
	Operations Service Review (Split Roads, Grounds, Water, Sewer, Rec and Garb)	CRMR	30,000						
	Abandon Trailer Park Manholes	CRMR	30,000						
	Main line camera for structural assessment	RR	125,000						
	Sanitary RV disposal portion of 5 Block Sani/Water station	MSP	440,000						
	WWTP Annual Capital Requirement	Debt/MSIC		1,418,000	2,255,000	0	270,000	0	\$ 3,943,000
	Lateral Downsize Repairs	CRMR		180,000	180,000	180,000	180,000	180,000	\$ 900,000
	Triaxle pup	RR		50,000					\$ 50,000
	Sewer Flow Meter	RR		150,000					\$ 150,000
	Sanitary Hydraulic modeling	CRMR		100,000					\$ 100,000
	Rapid assessment system	Unfunded			50,000				\$ 50,000
	Stormwater Management Upgrade planning	Unfunded			80,000				\$ 80,000
	Sanitary mainline spot relining	Unfunded				150,000		150,000	\$ 300,000
	Stormwater Management Upgrade Implementation	Unfunded					400,000		\$ 400,000
	Manhole reconditioning	Unfunded					250,000		\$ 250,000
	Lift Station Upgrade, Patricia Place	Unfunded					250,000		\$ 250,000
	Sanitary mainline full line reconditioning	Unfunded						300,000	\$ 300,000
Garbage & Recycling									
	Carry Forward Projects			40,000					\$ 40,000
	Operations Service Review (Split Roads, Grounds, Water, Sewer, Rec and Garb)	CRMR	40,000						
	Garbage Bin Replacement Program	RR		60,000	60,000	60,000	60,000	60,000	
	Solid Waste Truck (Replacement)	RR			200,000	400,000	400,000		\$ 1,000,000
	Baler Replacement	Unfunded			300,000				\$ 300,000
	Total		\$4,411,373	\$7,494,373	\$3,480,000	\$1,185,000	\$2,725,000	\$2,200,000	\$14,559,373
	Total Carry Forward Projects			\$4,411,373					
	Total New Projects			\$3,083,000	\$3,480,000	\$1,185,000	\$2,725,000	\$2,200,000	
	Total Projects			\$7,494,373	\$3,480,000	\$1,185,000	\$2,725,000	\$2,200,000	

Legend	
Debt	Debenture
CRMR	Capital Repair Maintenance and Replacement
RR	Restricted Reserves
Unfunded	No funding source currently identified
MSIC	Municipal Sustainability Initiative Capital
AMWWP	Alberta Municipal Water Wastewater Partnership



Capital Projects - 5 Year Plan

Proposed Capital Projects

Department/Area	Project Name	Funding	CF Budget	2022	2023	2024	2025	2026	TOTAL
Administration:									\$ -
General									\$ -
	Carry Forward Projects	CRMR		107,500					\$ 107,500
	Asset Management Software (add 5k in operating costs)	CRMR	25,000						
	Budget Review	CRMR	20,000						
	Virtual Municipal Software (add in 4,600 operating costs)	CRMR	40,000						
	20% of roof access and fall protection, building key system	CRMR	22,500						
	Asset Management Software	CRMR		45,000					\$ 45,000
	Paper Shredder	RR		8,000					\$ 8,000
	Office/Meeting Space Design & Construction	RR		150,000					\$ 150,000
	Visual Identity Implementation	Unfunded		7,500	7,500	7,500			\$ 22,500
	Records Management Capital	RR			15,000	15,000			\$ 30,000
	CarPool Vehicles	Unfunded			50,000	50,000			\$ 100,000
	Budget Software	CRMR			30,000				\$ 30,000
	Sustainability Plan	Unfunded				150,000			\$ 150,000
IT									
	Network Infrastructure Upgrades	CRMR		20,000	20,000	10,000	10,000	10,000	\$ 70,000
	Network Accessible Storage & Server	RR		42,000					\$ 42,000
	Server (CFS)	Unfunded			30,000				\$ 30,000
	Server(OPS)	Unfunded				25,000			\$ 25,000
	Replace MDJHost1 Server at AC	Unfunded					30,000		\$ 30,000
	Upgrade Email Server	Unfunded					20,000		\$ 20,000
	Total		\$107,500	\$380,000	\$152,500	\$257,500	\$60,000	\$10,000	\$860,000
	Total Carry Forward Projects			\$107,500					
	Total New Projects			\$272,500	\$152,500	\$257,500	\$60,000	\$10,000	
	Total Projects			\$380,000	\$152,500	\$257,500	\$60,000	\$10,000	

Legend	
CRMR	Capital Repair Maintenance and Replacement
RR	Restricted Reserves
Unfunded	No funding source currently identified

Municipality of Jasper Bylaw Summary

Updated: 9/3/2021

	Bylaw	Date Repealed	Repeals Bylaw	Replaced by Bylaw	Scheduled date for next reading				
					First Reading	Second Reading	Third Reading & Approval	Date Forwarded	Date Certified
240	Connaught Utilities Local Improvement Tax Bylaw				2021-July-6	2021-Aug-17	2021-Aug-17		2021-Aug-4
239	Connaught Utilities Borrowing Bylaw				2021-July-6	2021-Aug-17	2021-Aug-17		2021-Aug-4
238	Temporary Compulsory Face Covering Repeal Bylaw		228, 230 & 231		2021-Jun-15	2021-Jun-15	2021-Jun-15	2021-Jun-10	2021-Jun-11
237	Rotation of Ballots Bylaw 2021		204		2021-Jun-01	2021-Jun-01	2021-Jun-15	2021-May-26	2021-May-28
236	Taxation Rates Bylaw 2021		227		2021-May-18	2021-Jun-01	2021-Jun-01	2021-May-26	2021-May-28
235	Code of Conduct for Elected Officials Bylaw				2021-May-18	2021-Jun-01	2021-Jun-15	2021-May-26	2021-May-28
234	Supplementary Tax Bylaw 2021		225		2021-Jan-19	2021-Jan-19	2021-Feb-02	2021-Jan-20	2021-Jan-22
233	Supplementary Assessment of Improvements 2021		224		2021-Jan-19	2021-Jan-19	2021-Feb-02	2021-Jan-20	2021-Jan-22
232	Utility Fees Levy and Collection Bylaw 2021		226		2021-Jan-05	2021-Jan-05	2021-Jan-05	2020-Dec-24	2020-Dec-24
231	Temporary Compulsory Face Covering Amending Bylaw #2				2020-Dec-08	2020-Dec-08	2021-Jan-05	2020-Dec-09	2020-Dec-10
230	Jasper Temporary Compulsory Face Covering Bylaw Amending Bylaw				2020-Sept-08	2020-Sept-08	2020-Sept-15	2020-Sept-08	2020-Sept-10
229	CMHC Borrowing Bylaw 2020				2020-Aug-18	2020-Aug-18	2020-Sept-01	2020-Aug-18	2020-Aug-19
228	Temporary Compulsory Face Covering Bylaw				2020-Aug-04	2020-Aug-04	2020-Aug-04	2020-Aug-04	2020-Aug-04
227	Tax Rates Bylaw 2020		217	236	2020-May-19	2020-May-19	2020-May-26	2020-May-19	2020-May-20
226	Utility Fees Levy and Collection Bylaw 2020 A	2021-Jan-05	223	232	2020-Apr-07	2020-Apr-07	2020-Apr-14	2020-Apr-07	2020-Apr-08
225	Supplementary Tax Bylaw 2020		214		2020-Jan-21	2020-Jan-21	2020-Feb-04	20-Jan-22	20-Jan-23
224	Supplementary Assessment of Improvements 2020		213		20-Jan-21	2020-Jan-21	2020-Feb-04	20-Jan-22	20-Jan-23
223	Utility Fees Levy and Collection Bylaw 2020		212		19-Dec-17	19-Dec-17	20-Jan-07	19-Dec-19	19-Dec-23

MOTION ACTION LIST

SHORT TITLE	REQUESTED (DATE)	RESPONSIBLE (WHO)	COUNCIL MOTION (DESCRIPTION)	TARGET (DATE)
Bike Skills Park	April 27, 2021	CAO	That Committee of the Whole direct Administration to work with the JPCA to draft a recommended agreement to come back to Council and to approve, in principle, the use of the remnant site west of parcel GA for a bike skills park.	January 2021
Principles for Utility Rates Bylaw	July 13, 2021	Director of Finance & Administration & Director of Operations	That Committee direct Administration to bring forward a report discussing the implications of the relative weighting between the three utility components (base system access; tiered consumption; and infrastructure replacement).	November December 2021
Paid Parking Pilot Project Wrap Up Report	July 27, 2021	CAO	That Committee direct Administration to present a wrap up report on the paid parking pilot project at one Committee of the Whole meeting upon project completion.	November December 2021
Mountain Makers Arts & Culture	July 27, 2021	Director of Culture & Recreation & CAO	That Committee direct Administration to come back to a future Committee of the Whole meeting with a report to follow up on the request made in the presentation today July 27, 2021.	January 2021
S-Block Parking	September 14, 2021	Director of Protective and Legislative Services	That Committee direct Administration to return to a future Committee of the Whole meeting with a policy level discussion regarding the use of S-block parking.	January 2022
Relationship with JCTS & Friends of Jasper Culture & Recreation	September 14, 2021	CAO	That Committee direct Administration to bring forward recommendations on how to enhance the relationship between the municipality and local non-profit organizations including Jasper Community Team Society and Friends of Jasper Culture and Recreation.	February 2022
Municipal Staff Housing	September 14, 2021	Director of Finance and Administration	That Committee direct Administration to bring forward a draft policy to address all aspects of Municipal Staff Housing.	February 2022

Policy Development and Review	September 28, 2021	Director of Finance & Administration	That Committee direct Administration to revise the Internal Fiscal Controls and Reporting Policy based on the discussion today and return to a future Committee of the Whole meeting.	January 2022
Speed Limits	October 5, 2021	Directors of Operations & Protective and Legislative	That Council direct Administration to revisit speed limits in the community with a focus on reducing speed limits to 30km/hr unless otherwise posted and provide a report to Committee of the Whole. This report should contain examples of streets that should be 50km/hr including the reasons.	January 2022
Equity, Diversity and Inclusion Policy Master Plan 2022-2026	October 12, 2021	Community Development Manager	That Committee direct Administration to improve the plan as required based on feedback from the internal Inclusion Committee, and return with a final version in 2022.	March 2022
Visual Identity and logo redesign	November 9, 2021	Director of Protective and Legislative Services	That Committee direct Administration to undertake a visual identity and logo redesign project based on the inputs from the Tourism Jasper brand development initiative public engagement process; and That Administration return to Council with options to view in mid-December 2021 and with a clear template showing Council's role in the decision making process for approval.	December 2021
Policy Development and Review Priority List	November 9, 2021	CAO	That Committee direct Administration to return to a future Committee of the Whole meeting with a policy development and review priority list prior to Strategic Planning Meetings scheduled for January 2022.	January 2022
World Tree	November 9, 2021	Community Development Manager	That Committee direct Administration to provide the support requested by the World Tree Team from within the existing 2021 budget and to bring forward a report with recommendations on the best way to provide ongoing support in future years.	February 2022
Capital Budget	November 30, 2021	CAO & Director of Finance	That Committee direct Administration to fund the residential water meter project by borrowing to be supported through the utilities rates;	December 2021

		<p>That Committee direct Administration to redirect the use of the federal gas tax funding to other appropriate tax funded capital projects in the 2022 Capital Budget;</p> <p>That Committee direct Administration to amend the 2022 Capital Budget to reflect the arena sound system as a funded item;</p> <p>That Committee direct Administration to amend the 2022 Capital Budget to reflect the planning exercise for the Lions Park and Robson Park as a funded item; and</p> <p>That Committee recommend Council approve the 2022 to 2026 Capital Budget as amended.</p>	
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Municipality of Jasper



List of recommendations

Regular meeting, Tuesday, December 7, 2021

Additions to agenda

That Council agree to add/delete the following items to the December 7, 2021 regular meeting agenda:

Approval of agenda

That Council approve the agenda for the regular meeting of December 7, 2021 as presented.

Approval of minutes

That Council approve the minutes of the October 26, 2021 Organizational meeting as presented.

That Council approve the minutes of the November 2, 2021 Regular Council meeting as presented.

HR Committee Recommendation for Jasper Municipal Library Board:

That Council appoint these individuals to the Jasper Municipal Library Board:

- Tiffany Toussaint
- Keslin Park
- Julio Cesar Zuniga Clerque

For a term commencing January 1, 2022 and concluding December 31, 2024.

Activity Centre Renovation Prime Consultant RFP

That Council award the Request for Proposal (RFP) for the Activity Centre Renovation Prime Consultant to GEC Architecture in the amount of \$521,531.00.

Capital Budget 2022-2026 RFD

That Council approve the 2022-2026 Capital Budget as amended.

Adjournment

That, there being no further business, the regular meeting of December 7, 2021 be adjourned at

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