

Municipality of Jasper
Committee of the Whole Meeting Agenda
June 13, 2023 | 9:30 am
Jasper Library & Cultural Centre – Quorum Room

Notice: Council members and a limited number of staff are in Council chambers for meetings. Members of the public can attend meetings in person; view meetings through the Zoom livestream; or view archived Council meetings on YouTube at any time. To live-stream this meeting starting at 9:30 am, use the following Zoom link: <https://us02web.zoom.us/j/87657457538>

1. Call to order Deputy Mayor Waxer to chair meeting

2. Additions to agenda

3. Approval of agenda

3.1 June 13, 2023 Committee of the Whole agenda attachment

4. May 23, 2023 Committee of the Whole minutes – approved June 6, 2023 4.1 attachment
Business arising from minutes

5. Delegations

6. Correspondence

7. New business

7.1 Recreation Renovation Budget Update attachment

7.2 Hose Tower Repairs attachment

7.3 Council Delegation to Hakone 2023 attachment

7.4 Community and Economic Development Fund Applications attachment

7.5 Strategic Facility Plan RFP Award attachment

7.6 Skate Park Project Update and RFD attachment

7.7 Global Covenant of Mayors for Climate Action – Mayor Ireland verbal

8. Motion Action List attachment

9. Councillor upcoming meetings

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

10. Upcoming events

Lemonade Day – Saturday, June 17

Pursuit Locals Day – 11am-2pm, Sunday, June 18, Commemoration Park

RCMP Musical Ride – 10:15am & 1:15pm, Monday, June 19, Centennial Park

National Indigenous Peoples Day – Wednesday, June 21

NETMA – Wednesday, June 28, Tourism Jasper, Location TBC

Canada Day Pancake Breakfast – Saturday, July 1, Commemoration Park

11. Adjournment

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

	FOR 4 Councillors	AGAINST 0 Councillor	CARRIED
Correspondence	none		
Habitat for the Arts, 2022 Deliverables Review #249/23	<p>Director of Community Development, Christopher Read, presented recommendations to Committee regarding the agreement for funding between the Municipality of Jasper and Habitat for the Arts.</p> <p>MOTION by Mayor Ireland that Committee direct Administration incorporate a focus on the following areas into the Habitat for the Arts 2023 deliverables:</p> <ul style="list-style-type: none"> • Identifying and clarifying the definitions required to measure the success of Habitat for the Arts including as necessary both “public open hours” and “bookable space hours,” and reporting of same • Clarifying the engagement requirements, including defining further the concepts of: <ul style="list-style-type: none"> • The Arts, Culture and Entrepreneurial community • Suggested acceptable engagement efforts • What is meant by the phrase: “invite and engage the Arts and Culture community to participate in the decision-making process around programming and use of the space” • Notification and invitation to Administration of these engagement events. 		
	FOR 4 Councillors	AGAINST 0 Councillor	CARRIED
Recess	Deputy Mayor Waxer called a recess from 10:43-10:50am.		
Variance Request – Sidewalk Seating, Papa George’s Restaurant #250/23	<p>Committee received a variance request regarding sidewalk seating from Papa George’s Restaurant. Director of Protective & Legislative Services, Christine Nadon, spoke to the process and considerations. Oliver Andrew of Papa George’s Restaurant was also in attendance to make the request.</p> <p>MOTION by Mayor Ireland that Committee recommend Council approve the variance request for Papa George’s Restaurant sidewalk seating application for an extension beyond the building frontage to the west; on the basis:</p> <ul style="list-style-type: none"> • That it is an incidental encroachment onto the neighbouring property with the consent of the owner of the neighbouring property and does not constitute a material breach of the maximum size of the installation. 		
	FOR 4 Councillors	AGAINST 0 Councillor	CARRIED
Crisis Intervention Needs in Jasper #251/23	<p>Committee received a report from administration detailing the changes to crisis intervention services in Jasper.</p> <p>MOTION by Councillor Melnyk that Committee receive the report on Crisis Intervention Needs in Jasper; and</p>		

That Committee direct Administration to bring a breakdown of the projected municipal resources required to meet crisis intervention needs to the 2024 budget discussions; and,

That Committee recommend Council authorize a letter to the relevant provincial officials requesting increased funding for crisis intervention services in Alberta.

FOR	AGAINST	
4 Councillors	0 Councillor	CARRIED

Municipal Service to Private Leaseholds Committee received recommendations from Administration regarding municipal services to private leaseholds. Director of Operations & Utilities, John Greathead, shared the recent history, communications, and estimated cost projections for the services listed.

#252/23

MOTION by Councillor Melnyk:

- That Committee direct Administration to provide winter sidewalk maintenance on public sidewalks for the United, Anglican and Catholic Churches for the 2023/2024 season and enter into signed agreements as required by Policy F-104; and,

- That Committee direct Administration to begin providing winter sidewalk maintenance for the Jasper Historical Society for the 2023/2024 season and enter into signed agreements as required by Policy F-104; and,

- That Council direct Administration to institute a flat rate fee of \$1200 per year to continue Paper Recycling pickup at the Post office; and,

FOR	AGAINST	
4 Councillors	0 Councillor	CARRIED

RFD – Extended Producer Responsibility

#253/23

Committee received a report from Administration concerning extended producer responsibility and the changes it will bring to residential recycling in Jasper.

MOTION by Mayor Ireland that Committee recommend Council request the West Yellowhead Regional Waste Management Authority develop resources to assist member communities in preparing for EPR, and;

That Committee direct Administration provide a report to Council on activities to prepare for EPR.

FOR	AGAINST	
4 Councillors	0 Councillor	CARRIED

Motion Action List

Administration reviewed the Motion Action List.

#254/23

MOTION by Councillor Melnyk that Committee approve the Motion Action List with date changes for the following items:

- Fruit Trees on Municipal Property – to June 2023
- S-Block Parking – to June 2023

And the removal of the following items:

- Provision of Services to Private Leaseholders at No Cost
- Public Transportation Study and Action Plan
- Local Service Level Impacts for Victims of Non-Criminal Trauma

FOR	AGAINST	
4 Councillors	0 Councillors	CARRIED

Councillor
upcoming
meetings

Councillors Wilson, Damota, Hall, Kelleher-Empey and Mayor Ireland are all heading to the Federation of Canadian Municipalities Conference in Toronto this week.

Councillors Melnyk and Waxer will be attending NETMA and the Summer Staff Welcome event on Thursday this week.

Upcoming Events

Council reviewed a list of upcoming events.

Adjournment
#255/23

MOTION by Mayor Ireland that, there being no further business, the Committee of the Whole meeting of May 23, 2023 be adjourned at 12:18pm.

FOR	AGAINST	
4 Councillors	0 Councillors	CARRIED

AGENDA ITEM 7.1

REQUEST FOR DECISION

Subject: Recreation Renovation Budget Update
From: Bill Given, Chief Administrative Officer
Prepared by: Christopher Read, Director of Community Development
Date: June 13, 2023



Recommendation:

- That Committee recommend Council approve increasing the Recreation Renovation Project budget by a total of \$6.4M, to be funded by debenture.

Alternatives:

- That Committee recommend Council remove the New Arena Dressing Room Addition from the project scope and increase the Recreation Renovation Project budget by a total of \$3.6M, to be funded by debenture.

Background:

In 2019 the Municipality of Jasper secured provincial and federal grant funding towards a major renovation of the Activity Centre, Arena, and Fitness & Aquatics Centre facilities. Since August of 2021, administration has engaged a Project Management firm (WSP), a Prime Consultant (GEC Architecture), a Cost Consultant (DMC Cost Management) and a Construction Manager (Carlson Construction). On February 22, 2022, Committee provided direction to administration on which design concepts should be further developed for Council's consideration. On May 3, 2022, Council approved an expanded project scope and a total project budget of approximately \$14 million. On September 27, 2022, Council approved the adjustment of the project scope to continue the design process with three (3) new arena dressing rooms and endorse the design concept of non-gendered change rooms in the aquatics centre.

Through the first quarter of 2023, final design decisions were made based on the January 2023 class C cost estimate, and the project was sent to tender. In May 2023 tenders returned at a price premium well above what was expected, giving us a Class A cost estimate reflecting actual market prices - which brings this review of the scope and budget.

Discussion:

The attached briefing note from our contracted Project Managers WSP, describes our current state and some of the relevant milestones. Chris Timmons is available on zoom to answer any questions around the specifics of the process to date, the market response to the tender call, and the market overall.

It is important to note that market conditions have been unpredictable across the province, and while issues such as inflation are generally considered throughout the cost estimating process, inflation has been significantly higher than anticipated, at a time with higher competition for resources – both material and human. Jasper has additional unique local market challenges, and where we can often draw resources from the broader Alberta and western Canadian market, there is currently a province wide construction labour shortage. Housing and affordability challenges in Jasper compound the negative pricing effect of these issues.

For additional data, administration has conducted a brief scan of similar municipal projects which is shown in the table below:

Location	Project	Initial Budget	Date	Awarded Cost	Date	% Increase	Bids
Edson	Recreation Multi-Use Facility	\$58M	Jan 2022	\$84M*	Apr 2022	45%	2
Canmore	Bow River West Pathway Phase 1	\$2.2M	Dec 2023	\$3.6M**	May 2023	64%	1
Wood Buffalo	Jubilee Centre Renovations	\$11.4M	Jan 2023	\$15.4M	Mar 2023	35%	2
Lacombe	Public Works Building	\$4M	Dec 2022	\$7.9M	Mar 2023	98%	1
Jasper	Activity Centre Renovation	\$14M	Jan 2023	\$20.4M	May 2023	45%	***

* Lowest of two submitted bids. Project on hold.

** Amended municipal budget.

*** Tenders completed by Construction Manager.

As indicated by WSP and shown in the last line of the chart above, the project including the approved scope is underfunded by \$6.4M at this time. For the project to continue as approved, options are:

- add additional funding,
- reduce scope, or
- a combination of both.

Administration, in consultation with the project team, and referencing the facility condition assessment reports on hand, believes that the work proposed in this renovation project is largely necessary and relatively urgent. If not done as part of this project, administration would be submitting capital requests to do the work in 2024, as the items are needed to maintain current service levels.

The only exception to this is the additional scope of the 3 new dressing rooms at the Arena – that scope would result in an increase to current service levels. Should this scope remain, we will be able to deliver an increased level of accessibility, flexibility, inclusivity, and efficiency due to the expanded availability of dressing rooms.

While this cost escalation is significant, as shown above it is also consistent with the experience of other municipalities across the province. Administration recommends funding the full scope of work to maximize the value of design, tendering, and planning, already done. – while taking advantage of known costing and shielding the project deliverables against future inflation which does not appear to be slowing in the near term and increased interest rates which are projected to continue to rise.

Strategic Relevance:

- Promote and enhance recreational and cultural opportunities and spaces.
- Enable and facilitate events that provide opportunities to increase community connections.
- Leverage and create opportunities for greater inclusion.
- Recognize the fundamental importance of our tourism economy.
- Communicate and engage with residents.
- Welcome the expertise, innovation, creativity and commitment of community members, groups, associations, and businesses.
- Ensure residents receive quality service that provides strong value for dollar.

Inclusion Considerations:

The Municipal Inclusion Assessment Tool has not been applied to this RFD.

Financial:

The improvements are expected to last for more than 20 years. This long lifespan makes debenture financing a suitable way to fund them because the cost of paying for the improvements will be divided among the future generations of users who will benefit.

Currently borrowing an additional \$6,400,000 would result in additional annual payments of ~\$520,000 annually, and borrowing an additional \$3,800,000 would result in additional annual payments of ~\$300,000.

The borrowing for these two projects is anticipated to be submitted for in late July for a September 15th lending date. The first payments will occur in 2024 therefore an adjustment can be made in 2023-2024 to assist in first year payments.

Debt limit projections have been calculated and even with the increased borrowing the municipality will continue to be within limits imposed within the Municipal Government Act.

Attachments:

WSP Briefing note



June 8, 2023

RE: Jasper Activity Centre – Project Cost Analysis

Through the help of a Cost Consultant and Construction Manager, project construction cost estimates in late 2022 showed promise the project would be viable with Council’s approved budget of \$14,001,550. Early 2023 unfortunately proved otherwise when the project was officially tendered to market. The significant forecasted cost overrun prompted the Project Team to conduct a deep and robust value engineering exercise to try to realign construction costs with approved funding. Despite these best efforts, current market conditions continue to impede the Team’s ability to deliver the desired scope of work within the limits of the approved budget.

A survey of other capital projects across Alberta, including others under WSP’s management, confirms these unfavourable market conditions are not unique to the Jasper project. Supply chain challenges, rapidly rising interest rates, labour shortages, and material price escalation are all factors impacting global and local economic conditions. See table below for historical cost estimates for the Jasper Activity Centre.

Project Cost Analysis

Budget Item Description	Current Budget as of Nov 9, 2022	Full Project Scope		
		Class D Cost Estimate 01/13/2023	Class A Cost Estimate 05/25/2023	Forecast Variance at Completion (Budget - Class A)
Soft Costs	1,567,646	1,297,690	1,729,812	(162,166)
Hard Costs	11,408,904	11,928,679	17,616,239	(6,207,335)
Equipment	25,000	25,000	25,000	-
Management Reserve	1,000,000	1,000,000	1,000,000	-
PROJECT TOTALS	14,001,550	14,251,369	20,371,051	(6,369,501)

AGENDA ITEM 7.2

REQUEST FOR DECISION

Subject: Hose Tower Repairs
From: Bill Given, Chief Administrative Officer
Prepared by: Christine Nadon, Director of Protective & Legislative Services
Reviewed by: Mathew Conte, Fire Chief
Date: June 13, 2023



Recommendation:

- That Committee recommend Council approve capital funding in the amount of \$50,000 for the Hose Tower Repairs project at the Emergency Services Building, funded from the Protective Services reserve.

Background:

The hose tower at the Emergency Services Building has been leaking for a number of years, likely since the building was built in the early 2000s. Despite several attempts to locate and fix the leak in the past, the issue culminated in the discovery of a rotten structural beam above the lower hose tower office in the spring of 2022. The office space was vacated immediately following this incident, and the structure was shored with temporary posts until a full assessment could be completed. The structural beam in question has now been replaced, but the cause of the leak has not yet been resolved.

Discussion:

Administration has an engineer's report documenting the necessary repairs, which include re-doing and re-sealing the decks and railings located on the second floor of the hose tower; replacing the exterior building membrane to provide an appropriate seal where the deck meets the exterior walls; and either raising the current door sills to create a physical barrier to prevent further water infiltration, or replacing the doors with windows to achieve the same outcome. Following recent rainfalls, it has become apparent that the lower hose tower office cannot be occupied until the aforementioned building repairs take place.

The Protective Services team is actively seeking quotes and professional expertise from qualified contractors to determine the best way to complete the repairs during the 2023 construction season. Administration anticipates this will be a challenging task given the timeline and contractor availability, but is committed to resolving this issue as it continues to have significant operational impacts on the department with two staff members being displaced from the lower hose tower office.

Strategic Relevance:

- Organizational excellence
 - Proactively plan for and invest in the maintenance and management of our natural assets and built infrastructure

Relevant Legislation:

- Municipal Government Act (RSA 2000, cM-26)
- [Municipality of Jasper Policy B-020: Procurement](#)

Financial:

The dollar amount requested for the project is based on an engineer's estimate for the repairs plus a contingency to ensure the project can be completed within the approved funding allocation. Any unspent funds would remain in the Protective Services reserves. This project is considered a priority and urgent repair, which Administration deems a suitable use of reserve funding.

AGENDA ITEM 7.3

INFORMATION REPORT

Subject: Council Delegation to Hakone 2023
From: Bill Given, Chief Administrative Officer
Prepared by: Christine Nadon, Director of Protective & Legislative Services
Reviewed by: Emma Acorn, Legislative Services Coordinator
Date: June 13, 2023



Recommendation:

- That Committee receive the Council Delegation to Hakone 2023 report for information.

Alternatives:

- That Committee direct Administration to provide additional information on _____.

Background:

At the May 9, 2023 Committee of the Whole meeting, Committee passed the following motions:

- That Committee recommend Council approve a Jasper delegation to Hakone in the fall of 2023; and
- That Committee set the following parameters for the allocation of funding for the delegation:
 - The Mayor's expenditures will be funded entirely through the Hakone Travel and Subsistence budget; and
 - The balance of the funds available will be divided amongst other councillors who wish to join the delegation.
- That Committee direct Administration to promote the opportunity to join the delegation.

Council formally approved a Jasper delegation to Hakone, following Committee's recommendation, at the May 16, 2023 regular meeting.

The 2023 delegation is planned for October 28 to November 6, and includes destinations such as Tokyo, Kyoto and Hakone. The opportunity to join the delegation was promoted on municipal social media channels, on our website as well as in the Fitzhugh. Administration is accepting expressions of interest for residents to join the delegation until June 15, 2023. The estimated cost of the trip is \$8,000 per person, based on single occupancy. Excursions and day trips will be finalized with the confirmed delegates.

The next action item on this project is to secure flights and accommodation through the travel agent. Confirmed delegates thus far include Mayor Ireland, Councillor Wilson and his spouse, a representative from the Jasper Park Chamber of Commerce, and three Jasper residents at large, for a total of seven delegates.

Strategic Relevance:

- Community Health
 - Promote and enhance recreational and cultural opportunities and spaces
 - Embrace our growing diversity

- Relationships
 - Collaborate with other municipalities, orders of government, Indigenous partners and advocacy associations

Relevant Legislation:

- [Policy B-019: Twinning and Sister City Relationships](#)
- [Policy B-019: Administrative Procedures](#)

Financial:

- Council has allocated \$10,000 towards a potential Jasper delegation to Hakone in the fall of 2023.

AGENDA ITEM 7.4

REQUEST FOR DECISION

Subject: Community and Economic Development Fund Applications
From: Bill Given, Chief Administrative Officer
Prepared by: Lisa Riddell, Community Development Manager
Reviewed by: Christopher Read, Director of Community Development
Jenna McGrath, Project Coordinator
Date: June 13, 2023



Recommendation:

That Committee recommend Council award \$2,500 in Community & Economic Development Funding to each of the following groups:

- Jasper Local Food Society
- Jasper Pride Festival Society
- Jasper Seniors Housing Society

Alternative:

That Committee recommend Council award 3 grants to the selected candidates.

Background:

On May 24, 2022, Committee directed administration to conduct a review of the [administrative procedures for Policy B-017 Community & Economic Development Fund](#) and present recommendations at a future Committee meeting. On October 25, 2022, Council approved the revised Policy B-117 Community & Economic Development Fund policy. Administration incorporated the resources needed to administer this fund in the 2023 operational budget.

The first intake of applications to the Community and Economic Development Fund was advertised on April 15 with a deadline of May 15. We received 5 applications and one additional application received past the deadline. We have the funding to award three, \$2,500 grants.

Discussion:

The five applications represented a wide diversity of community interests. Administration has reviewed the applications and scored each using a scoring matrix which considered how the proposed activities aligned with the funding priorities set out by the policy and fit within the available budget.

Administration then scored each application according to how the applicant explained:

- Project need
- Community impact
- Efforts to identify and remove barriers to participation
- Evaluation plan for project activities
- Sustainability benefits beyond project-end
- Ability to carry out the project
- Other support and funding for the project

Finally, applicants were also scored based on the degree to which proposed activities would be accessible to residents. A list of applicants in order of how they scored as well as a summary of what they applied to do are presented below:

1. Jasper Local Food Society

Continuation of the Soup Kitchen program until the end of 2023.

2. Jasper Pride Festival Society

A social program of events and activities for the LGBTQ2+ community to facilitate connection.

3. Jasper Seniors Housing Society

Assist with site capacity study on Jasper United Church land.

4. Friends of Jasper National Park

Transportation for residents of Jasper to and from programs run by Friends of Jasper National Park.

5. Jasper Folk Music Festival

Festival support: field rental, tables and chairs, stage backdrop, accessibility of the venue and toilets.

There is enough funding to award 3 applicants with a \$2,500 grant. After a review of all applications using the criteria above and the scoring matrix, administration recommends awarding funding to the top three applications: Jasper Local Food Society, Jasper Pride Festival Society, Jasper Seniors Housing Society

The interest in the fund has been tremendous and we hope other organizations consider applying again in September, 2023, to be considered for the 2024 funding cycle.

Strategic Relevance:

- Promote and enhance recreational and cultural opportunities and spaces.
- Enable and facilitate events that provide opportunities to increase community connections.
- Welcome the expertise, innovation, creativity and commitment of community members, groups, associations and businesses.
- Embrace our growing diversity.
- Leverage and create opportunities for greater inclusion.

Relevant Legislation:

- Policy [B-017](#) – Community and Economic Development Fund
- Policy [F-104](#) – Relationships with External Groups
- Policy [E-015](#) – Equity, Diversity and Inclusion Policy

Financial:

Financial resources to administer the Community and Economic Development fund are in the 2023 operating budget.

AGENDA ITEM 7.5

REQUEST FOR DECISION

Subject: Strategic Facility Plan RFP Award
From: Bill Given, Chief Administrative Officer
Reviewed by: John Greathead, Director of Operations
Date: June 13, 2023



Recommendation:

That Committee recommend Council increase the total budget for the Strategic Facility Plan to \$106,705 using \$76,705 in Municipal Sustainability Initiative operational funding and;

That Committee recommend Council award the Strategic Facility Plan to Reimagine Architecture.

Alternatives:

- That Committee cancel the Space Needs Analysis project for 2023 and refer the item to the 2024 budget discussion.
- That Committee negotiate with the Reimagine Architects Ltd. to develop a reduced project scope to fit within the approved budget.

Background:

The Municipality of Jasper was formed by the Province of Alberta on July 20, 2001. Prior to incorporation many “municipal services” were delivered by Parks Canada while others were delivered by other entities such as the school district or improvement district.

The Municipality of Jasper’s somewhat unique evolution is demonstrated in its infrastructure with some facilities being; legacies of previous entities prior to the 2001 incorporation (Activity Centre, Arena and pool); some being post-incorporation (pool expansion and addition of fitness centre, cultural centre, emergency services, operations & utilities shop, enforcement services and waste water treatment plant) and one being a current provincial government building (Community Development offices). In part as a result of this evolution over time the municipality does not have a “town hall” or central administrative and customer service location.

The approved 2023 budget includes \$30,000 in capital funding for a Space Needs Analysis.

Discussion:

Today, approximately 170 people work for the Municipality, providing the day-to-day services that keep the town running to the benefit of residents and visitors alike. These services include items related to core infrastructure such as road clearing and maintenance; water treatment and supply; and managing solid waste; as well as a broad suite of human services such as recreation and culture, social supports and childcare.

While space needs will always be a challenge in Jasper, in recent years the problem has become more acute as the public’s expectations for enhanced services or new lines of service have increased. Additionally, a number of the municipality’s “new” facilities are reaching a critical juncture in their lifecycle, demanding substantial capital reinvestment either presently or in the near future. Meeting the combined challenges of growth, increased service expectations and asset management, will require a well thought out plan.

To advance this planning administration developed and posted an RFP for “Strategic Facility Plan” to Alberta Purchasing Connection on March 24th, 2023, with a closing date of April 21st.

The RFP asked proponents to develop a plan which will identify the type, quantity and location of spaces required to fully support the Municipality’s business initiatives over a 20-year time horizon.

The scope of services requested in the RFP included:

1. An in-depth analysis of our existing facilities including location, capability, utilization and condition.
2. Review of Municipality’s Strategic Plan and Corporate/Departmental Business Plans and staffing plans.
3. Incorporating the perspectives and knowledge of facility, operators & managers.
4. Develop and propose an achievable and affordable plan that translates the goals of the organization into an appropriate facility response.

Within the major activities above consultants were asked to develop a plan that will:

- Address capacity by minimizing service delivery gaps, and anticipate growth.
- Identify urgent needs and prioritizes facility improvements or additions
- Speak to building condition and the scope of work needed to reach acceptable levels
- Respond to future climate change projections and meet changing health and safety regulations
- Include risk considerations that incorporate resilience capacity and mitigates critical impacts
- Advance financial sustainability with facilities that are affordable to build, operate and maintain
- Focus on maintenance as a primary asset-remediation strategy
- Demonstrate alignment with Council Priorities and Municipality of Jasper mandates

Two (2) valid submissions were received by the RFP submission deadline and reviewed by administration. Proposals were evaluated in the categories shown below.

Evaluation categories

Related Experience	10 points
Methodology	20 points
Project Understanding	40 points
Budget	30 points

Proponent	Final Score
Reimagine Architects Ltd.	64.5
AHM & Associates	33.5

Proposals were reviewed by the CAO and the Acting Municipal Buildings and Asset Manager. Final scores for each submission reflect the average of the scores awarded by the reviewers. Both submissions were over the approved budget.

Reimagine Architects (previously known as Manasc/Isaac) has been in operation in Alberta since 1997. The firm’s staff of approximately 80 includes Architects, Urban Designers, Engineers, Interior Designers, Technologists, and Graphic Designers across Canadian offices in Calgary, Edmonton and Vancouver.

Reimagine’s proposal included two multi-day site visits to Jasper to view facilities and work directly with administration and facility managers and operators as well as the production of two interim discussion papers as the project develops to the final report.

While the project cost significantly exceeds administration’s early expectations a Strategic Facility Plan continues to be a vital asset to guide future project planning and budgeting. Ultimately, NOT having a plan will limit our ability to serve residents effectively and an ad-hoc project development process will be more costly.

Strategic Plan Relevance:

- Promote and enhance recreational and cultural opportunities and spaces.
- Value the unique opportunities and responsibilities arising from our location inside a National Park and World Heritage Site.
- Focus on prevention, mitigation, and preparation for natural disasters
- Include an environmental lens into our decision making and operational plans.
- Empower our staff by investing in the training and tools they require
- Proactively plan for and invest in the maintenance and management of our natural assets and built infrastructure.
- Ensure residents receive quality service that provides strong value for dollar.

Relevant Legislation:

- [B-020 Procurement Policy](#)
- [B-109 Fiscal Controls and Financial Reporting Policy](#)

Financial:

The approved 2023 budget contains \$30,000 for a Space Needs Analysis.

Both bids were significantly over the approved budget, with Reimagine being over by approximately \$76,000 while the AHM bid was over by slightly more \$450,000.

Policy B-109 (Fiscal Controls and Financial Reporting) states that Directors may authorize additional gross expenditures where costs for a capital project increase by an amount not exceeding 10%, and that the CAO is authorized to provide the necessary funds from reserve, reserve funds or other appropriate sources provided the original scope of the project is not exceeded, and that the required funds do not exceed the lesser of either; 10% of the approved project budget or \$350,000.

The required additional funding of \$76,705 is greater than 10% of the project budget.

The Director of Finance and Administration has identified Municipal Sustainability Initiative as an appropriate source of funding for the required balance.

AGENDA ITEM 7.6

REQUEST FOR DECISION

Subject: Skate Park Project Update and RFD
From: Bill Given, Chief Administrative Officer
Prepared by: Christopher Read, Director of Community Development
John Greathead, Director of Operations
Date: June 13, 2023



Recommendation:

That Committee direct Administration to enter into formal agreements as required for development, delivery, and ongoing maintenance partnerships with the Jasper Skate Park Committee for the Jasper Skate Park project.

Alternatives:

That Committee direct Administration to return to a future committee meeting with additional information.

Background:

As Council and the community are aware, the Jasper Skate Park Committee has been doggedly pursuing a dream of one day delivering a proper, permanent, welcoming, and inspiring skate park to the community of Jasper. This work has been going on for over a decade, and in April 2023 the committee presented to Council the exciting news that they are nearly at their fundraising goal and are getting ready to move to project planning - and asked for the Municipalities assistance.

At the April 18, 2023, Regular meeting, Council passed the following motion:

MOTION #182/23 - That Council receive the presentation from the Jasper Skatepark Committee for information, and; that Council direct Administration to work with the Jasper Skate Park Committee on preliminary steps to move the project towards construction.

Discussion:

Since that motion, the Jasper Skate Park Committee and Administration have met several times and formulated a project plan that will enable a 2024 build of this exciting new project. The next step to secure this timeline is to officially document the partnership, deliverables, and roles to ensure clarity and completion of necessary tasks.

This will allow the Skate Park Committee to secure the spot in the 2024 build season, as well as guard against inflationary and other market pressures being seen on other projects locally and around the region.

Strategic Relevance:

- Community Health:
 - Promote and enhance recreational and cultural opportunities and spaces.

- Enable and facilitate events that provide opportunities to increase community connections.
- Leverage and create opportunities for greater inclusion.
- Recognize the fundamental importance of our tourism economy.
- Relationships
 - Communicate and engage with residents.
 - Welcome the expertise, innovation, creativity and commitment of community members, groups, associations, and businesses.
- Organizational Excellence
 - Ensure residents receive quality service that provides strong value for dollar.

Inclusion Considerations:

The Municipal Inclusion Assessment Tool has been applied to this RFD.

Financial:

The \$1.1M project is nearly 100% funded at this time, by grants and donations that the Jasper Skate Park Committee has raised. This includes a \$300,000.00 Municipality of Jasper contribution within the approved 2023 budget.

MOTION ACTION LIST

SHORT TITLE	REQUESTED (DATE)	RESPONSIBLE (WHO)	COUNCIL MOTION (DESCRIPTION)	TARGET (DATE)	STATUS
Fruit Trees on Municipal Property	August 23, 2022	CAO and Director of Operations & Utilities	That Committee direct Administration to return to a future committee of the whole meeting with proposed alternatives on how to deal with fruit trees on municipal land.	June 2023	
Clean Energy Improvement Program	December 13, 2022	Director of Operations & Utilities and Director of Finance & Administration	That Committee direct Administration to work with Alberta Municipalities and develop the following and present them at a future committee of the whole meeting: <ul style="list-style-type: none"> • A Clean Energy Improvement Program business case for Jasper • Draft Clean Energy Improvement Tax bylaw 	July 2023	
JCHC Governance	January 10, 2023	CAO	That Committee direct Administration to begin the process of converting the Jasper Community Housing Corporation to a Municipally Controlled Corporation, by developing: <ol style="list-style-type: none"> 1. a draft business plan 2. a draft Unanimous Shareholder's Agreement 	June 2023	
Hakone, Japan Initiatives 2023	February 14, 2023	Director of Protective & Legislative Services	<ol style="list-style-type: none"> 1. That Committee direct Administration to re-evaluate the High School Student Exchange Program and develop recommendations for Council's consideration for 2024 and beyond. 2. That Committee direct Administration to explore alternate delivery models for managing the Twinned Municipalities and Hospitality Committee and provide a recommendation at a future meeting. 	June 2023	

<p>S-Block Parking 2023</p>	<p>March 14, 2023</p>	<p>Director of Protective & Legislative Services</p>	<p>That Committee direct Administration to revise the Storage Lots Bylaw to increase rental fees to \$450 annually, including a provision to provide a \$30 annual discount for electronic payments, and return to a regular meeting for first reading.</p> <p>That Committee direct Administration to develop a program for the S-Block parking lot where unused commercial stalls are made available to residents for winter seasonal vehicle storage, and summer seasonal and overnight paid parking.</p> <p>That Committee direct Administration to work towards standardizing practices in storage lots, including:</p> <ul style="list-style-type: none"> • renewing leases with Parks Canada, • developing a maintenance plan with the Ops Department, and • bringing forward recommendations for capital upgrades in 2024. 	<p>June 2023</p>	
<p>Jasper Hockey League</p>	<p>March 21, 2023</p>	<p>Director of Community Development</p>	<p>That Council receive the correspondence regarding the Jasper Hockey League conduct for information; and direct Administration to come back to a future Committee meeting with recommendations.</p>	<p>June 2023</p>	<p>Recommended to defer to August 2023</p>
<p>Community-wide Internet Access</p>	<p>April 11, 2023</p>	<p>Director of Community Development</p>	<p>That Committee direct Administration to seek out and apply for opportunities for partnerships and/or grants for small scale, vulnerable population specific internet access solutions.</p>	<p>September 2023</p>	
<p>Free Recreation Access Policy</p>	<p>April 18, 2023</p>	<p>Director of Community Development</p>	<p>That Council direct Administration to return to a future Committee of the Whole meeting with a draft Free Recreation Access Policy.</p>	<p>September 2023</p>	
<p>Early Learning and Child Care Strategy</p>	<p>April 25, 2023</p>	<p>Director of Community Development</p>	<p>That Committee direct Administration to return to a future Committee of the Whole meeting with a revised document (The Early Learning</p>	<p>July 2023</p>	

			and Child Care Action Plan) which reflects today's discussion particularly focused on the strategic element. That Committee direct Administration to determine the need for 7 days a week daycare and extended hours for daycare and return to a future Committee of the Whole meeting.		
Business License Review	May 9, 2023	Director of Protective & Legislative Services	That Committee direct Administration to return to a future meeting with a recommendation for an updated fee structure for business licensing in Jasper.	September 2023	
Public Transit RFP Award	May 16, 2023	CAO	And; that Council direct Administration to return to a future Council meeting with the outlines of a satisfactory contract negotiated with PWTransit for Council approval, and; That Council direct Administration to pursue partner contributions to offset the cost of public transportation and return to a future Council meeting with a report.	July 2023	
B-020 Procurement Policy Revisions	May 16, 2023	CAO	That Council direct Administration to return to a future Committee of the Whole meeting with proposed revisions to Policy B-020 to require the advertisement of Municipality of Jasper RFPs on the municipal website and in local media in addition to legislated sites including the Alberta Purchasing Connection.	August 2023	
Extended Producer Responsibility	May 23, 2023	Director of Operations & Utilities	That Committee direct Administration provide a report to Council on activities to prepare for EPR.	June 2023	