

Municipality of Jasper  
**Committee of the Whole Meeting Agenda**  
May 14, 2024 | 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 May 14, 2024 Committee of the Whole agenda attachment

**4. April 23, 2024 Committee of the Whole minutes – approved May 7th** attachment

4.1 Business arising from minutes

**5. Delegations**

**6. Correspondence**

**7. New business**

7.1 Clean Energy Improvement Program Business Case for Jasper attachment

7.2 Compliance Deposit Waiver Request attachment

7.3 S-Block Parking Winter Seasonal Service Update attachment

7.4 Paid Parking Exemption for Indigenous Peoples attachment

7.5 Habitat Transition to a Public Board Report attachment

7.6 2024 Tax Rate Alternatives attachment

7.7 ATCO Streetlight Conversion to LED Lighting attachment

7.8 Reallocation of Funds – Road Repair attachment

7.9 National Public Works Week Proclamation attachment

**8. Motion Action List** attachment

**9. Councillor upcoming meetings**

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

**10. Upcoming events**

NETMA – 5 to 7pm, May 15, Hosted by Pursuit, Pyramid Lake Lodge

Municipality of Jasper  
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Early Childhood Educator Day – May 17

Summer Staff Welcome Event – 12pm-5pm, May 21, Commemoration Park

Community Futures West Yellowhead Jasper Spring Business Walk – May 29

Jasper Park Chamber of Commerce Annual General Meeting – 5:30pm, June 12, Jasper Inn, Reception dinner to follow Election of Officers 2024/2025, year in review, and budget 2024/2025

**11. Adjournment**

Municipality of Jasper  
**Committee of the Whole Meeting Minutes**  
 Tuesday, April 23, 2024 | 9:30am  
 Jasper Library and Cultural Centre, Quorum Room

Virtual viewing and participation	Council attendance is in Council chambers at the Jasper Library and Cultural Centre. This meeting was also conducted virtually and available for public livestreaming through Zoom. Public viewing and participation during Council meetings is through Zoom livestreaming and in person attendance.		
Present	Mayor Richard Ireland, Deputy Mayor Ralph Melnyk, Councillors Wendy Hall and Helen Kelleher-Empey		
Absent	Councillors Scott Wilson, Rico Damota and Kathleen Waxer		
Also present	Bill Given, Chief Administrative Officer Christine Nadon, Director of Protective & Legislative Services Natasha Malenchak, Director of Finance & Administration Christopher Read, Director of Community Development John Greathead, Director of Operations & Utilities Martha Fleming, Human Resources Manager Joe Campbell, IT Coordinator Emma Acorn, Legislative Services Coordinator Susan Chase, Perry Group Consulting Peter Shokeir, The Fitzhugh 19 observers		
Call to Order	Deputy Mayor Melnyk called the April 23, 2024 Committee of the Whole meeting to order at 9:30am and began with a <a href="#">Traditional Land Acknowledgement</a> .		
Additions/ deletions to the agenda	Committee discussed changes to the agenda including the removal of one item due to scheduling challenges, and the addition of two items.		
Approval of agenda #188/24	MOTION by Councillor Hall that Committee approve the agenda for the April 23, 2024 Committee of the Whole meeting as amended: <ul style="list-style-type: none"> <li>• Remove 7.7 2023 Audited Consolidated Financial Statements</li> <li>• Add 7.7 Scheduling of Special Council meeting</li> <li>• Add 11.1 In-camera – Labour Relations</li> </ul>		
	FOR 4 Councillors	AGAINST 0 Councillor	CARRIED
Business arising from April 9, 2024 minutes	none		
Delegations	none		
Correspondence	none		

IT Master Plan	Council received a presentation from Susan Chase of Perry Group Consulting regarding the Information Technology Master Plan (ITMP) proposed for the Municipality of Jasper. Director of Finance & Administration Natasha Malenchak and IT Coordinator Joe Campbell have been working with Ms. Chase on the project and attended the meeting to answer any questions from Committee.		
#189/24	MOTION by Councillor Kelleher-Empy that Committee recommend Council approve the IT Master Plan as presented.		
	FOR 4 Councillors	AGAINST 0 Councillor	CARRIED
Traffic Safety Bylaw	Committee discussed a challenge being experienced by the bylaw department with e-scooters operating on roadways and in the downtown area.		
#190/24	MOTION by Mayor Ireland that Committee direct Administration to review the Traffic Safety Bylaw section 16.16 and return to a future Committee of the Whole meeting with recommendations.		
	FOR 4 Councillors	AGAINST 0 Councillor	CARRIED
Recess	Deputy Mayor Melnyk called a recess from 10:36am to 10:42am.		
Council Representation on External Boards & Committees Policy #191/24	Committee received a draft policy for their consideration which was forwarded by the Legislative Committee of Council after their April 2nd meeting.		
	MOTION by Councillor Hall that Committee recommend Council approve Policy A-107: Council Representation on External Boards & Committees as presented.		
	FOR 4 Councillors	AGAINST 0 Councillor	CARRIED
Jasper Activity Centre Renovation Project Update	Committee received an update from Administration including a briefing note from the contracted Project Managers WSP describing the current state and some of the relevant milestones. Director of Community Development Christopher Read reviewed the update and was present to answer questions.		
#192/24	MOTION by Mayor Ireland that Committee receive the report for information		
	FOR 4 Councillors	AGAINST 0 Councillor	CARRIED
Transit Service Standards Policy	Committee received a draft Transit Service Standards Policy which was first reviewed at the April 9, 2024 Committee of the Whole meeting with proposed edits having been incorporated. There was further discussion of amendments, timelines, and restrictions. Mr. Given summarized the amendments to Committees' satisfaction.		

#193/24	MOTION by Councillor Hall that Committee recommend Council approve the Transit Service Standards Policy as amended.			
	FOR	AGAINST		
	4 Councillors	0 Councillor		CARRIED
Maligne Canyon Service Request	At the February 13, 2024 Committee of the Whole meeting, correspondence was received from Parks Canada regarding the potential for transit service to Maligne Canyon.			
#194/24	MOTION by Councillor Hall that Committee receive the update on the administrative discussions regarding the proposed transit service to Maligne Canyon for information and;			
	That Committee direct Administration to request further service proposal details from Parks Canada.			
	FOR	AGAINST		
	4 Councillors	0 Councillor		CARRIED
Scheduling of Special Council meeting #195/24	MOTION by Councillor Kelleher-Empy that Committee authorize the Mayor to call a Special Meeting of Council for April 30, 2024 to address the following items:			
	<ul style="list-style-type: none"> <li>• 2023 Audited Consolidated Financial Statements</li> <li>• Labour Relations - CUPE Collective Agreement Ratification</li> </ul>			
	FOR	AGAINST		
	4 Councillors	0 Councillors		CARRIED
Motion Action List	Administration reviewed the Motion Action List.			
#196/24	MOTION by Councillor Kelleher-Empy that Committee approve the updated Motion Action List with the removal of the following items:			
	<ul style="list-style-type: none"> <li>• Transit Service Standards Policy</li> <li>• Parks Canada Maligne Canyon Transit Service Request</li> </ul>			
	And date changes for the following items:			
	<ul style="list-style-type: none"> <li>• Clean Energy Improvement Program</li> <li>• Habitat for the Arts</li> <li>• 2024 Mill Rate</li> </ul>			
	FOR	AGAINST		
	4 Councillors	0 Councillors		CARRIED
Councillor upcoming meetings	Listed in upcoming events with no additions.			
Upcoming Events	Council reviewed a list of upcoming events.			

In-camera  
#197/24

MOTION by Councillor Kelleher-Empey to move in-camera at 12:19pm to discuss:

- 11.1 In-camera – Labour Relations

FOR

AGAINST

4 Councillors

0 Councillors

CARRIED

Mr. Given, Martha Fleming and Ms. Acorn also attended the in-camera session.

Move out of  
camera  
#198/24

MOTION by Councillor Hall to move out of camera at 12:59pm.

FOR

AGAINST

4 Councillors

0 Councillors

CARRIED

Adjournment  
#199/24

MOTION by Councillor Kelleher-Empey that, there being no further business, the Committee of the Whole meeting of April 23, 2024 be adjourned at 1:00pm.

FOR

AGAINST

4 Councillors

0 Councillors

CARRIED

## AGENDA ITEM 7.1

### REQUEST FOR DECISION

**Subject:** Clean Energy Improvement Program Business Case for Jasper  
**From:** Bill Given, Chief Administrative Officer  
**Prepared by:** Mona El Dabee, Energy & Environment Manager  
**Reviewed by:** Natasha Malenchak, Director of Finance & Administration  
**Date:** May 14, 2024

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#### Recommendation:

- That Committee receive the Clean Energy Improvement Program (CEIP) business case for information; and direct Administration draft a CEIP bylaw to support a residential program.

#### Alternatives:

- That Committee receive the Clean Energy Improvement Program (CEIP) business case for information; and direct Administration draft a CEIP bylaw to support both residential and non-residential programs.
- That Committee receive the report for information and direct Administration to discontinue work on the CEIP program and bylaw.

#### Background:

On December 13, 2022 Committee directed Administration to to work with Alberta Municipalities and develop the following and present them at a future Committee of the Whole meeting:

- A Clean Energy Improvement Program business case for Jasper
- Draft Clean Energy Improvement Tax bylaw

#### Discussion:

This report presents the completed business case for Jasper's CEIP, detailing fiscal impacts and providing a foundational strategy for local energy upgrades financed through property-tied loans.

The CEIP is an innovative financing mechanism allowing property owners of residential or commercial buildings to undertake energy efficiency and renewable energy upgrades. This program supports repayment through property taxes, passing on the loan to new owners upon property sale, which ensures continuity and reduces financial risks.

To date 27 Alberta municipalities have passed clean energy improvement tax bylaws, of which 17 have active CEIPs in place. These bylaws are available to the public and the Program Administrator can support municipalities in drafting their bylaw. Once a municipality establishes a CEIP program, individual property owner participation is entirely voluntary.

Jasper's participation involves initial costs, including a \$14,762 onboarding fee and administrative expenses integrated within existing municipal operations. The program is made possible by the Government of Alberta, and Alberta Municipalities is the central Program Administrator which takes on many significant responsibilities. Jasper will be responsible for some of the program's administration, such as, securing capital for the program

The benefits, of the program extend to economic opportunities for local contractors, increased property values, reduced greenhouse emissions, and enhanced community resilience. This discussion supports the need for a tailored CEIP bylaw to govern and operationalize the program effectively within Jasper.

Based on estimated from ABMunis the typical residential project is likely to have a cost of \$30,000 and the total cost of financing over a 25-year period would be \$45,550. On such a project assuming an equal split of the 5% administrative fee the municipality would collect approximately \$750 as well as recouping its full upfront capital expense and the associated interest.

**Strategic Relevance:**

- Take proactive steps to reduce the risk of people becoming vulnerable and respond when they are vulnerable.
- Collaborate with other municipalities, orders of government, indigenous partners and advocacy associations.
- Include an environmental lens into our decision making and operational plans.
- Ensure residents receive quality service that provides strong value for dollar.
- Pursue alternative revenue sources and equitable distribution of costs.

**Inclusion Considerations:**

Adopting the CEIP bylaw would contribute positively to equity, diversity, and inclusion by making energy improvements more accessible to a broader range of property owners, thereby distributing the financial and environmental benefits more widely across the community.

**Relevant Legislation:**

- Municipal Government Act (Alberta)

**Financial:**

The program requires an initial investment of \$14,762 for the onboarding package, plus administrative costs which could be supported within existing resources. Revenue generated from administrative fees on financed projects could offset these costs.

ABMunis suggests that supporting a residential the program would require approximately annual borrowing amount of \$200,000 per year while a non-residential program would likely require \$400,000 per year.

There are a number of methods available to provide the funding required to capitalize the program, these including borrowing or using municipal reserves neither of which would impact Jasper's debt limits.

**Attachments:**

- CEIP Business Case Document



## FINANCIAL BUSINESS CASE

**Subject:** CEIP Business Case for Jasper  
**Prepared by:** Mona El Dabee, Energy & Environment Manager  
**Date:** May 2, 2024



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### 1. Background:

On December 13, 2022 a Request for Decision (RFD) was submitted to Council concerning Alberta's Clean Energy Improvement Program (CEIP), the RFD recommended the following:

*That committee direct administration to work with Alberta Municipalities and develop the following and present them at a future committee of the whole meeting*

- A Clean Energy Improvement Program business case for Jasper
- Draft Clean Energy Improvement Tax bylaw

The following report is the CEIP business case for Jasper and aims to provide information about the fiscal impacts of implementing the program.

### 2. Program Description:

The Clean Energy Improvement Program (CEIP) is an innovative financing tool that enables residential and commercial property owners to access flexible, long-term financing through their municipality in order to finance energy efficiency and renewable energy property upgrades. Repayment of the loan is facilitated by a tax added to the property's municipal tax bill which is tied to the property and not the property owner. When the property owner sells their home or business, the new owner takes over the CEIP repayment and benefits from the energy cost savings of the upgrades.

The program is made possible by the Government of Alberta, and Alberta Municipalities is the central Program Administrator. Interested municipalities can participate by passing their own clean energy improvement bylaw. Having passed a bylaw, a municipality works with the Program Administrator to tailor their own version of the program.

To date 27 Alberta municipalities have passed clean energy improvement tax bylaws, of which 17 have active CEIPs in place. These bylaws are available to the public and the Program Administrator can support municipalities in drafting their bylaw. Once a municipality establishes a CEIP program, individual property owner participation is entirely voluntary.

Reducing an existing property's energy consumption generally results in high renovation costs that many homeowners cannot pay upfront. Through the CEIP Jasper can assist residents in reducing their energy consumption by making it easier for homeowners to access financing for their energy efficiency or renewable energy property upgrades. A list of Eligible Upgrades for Residential Property Owners with the estimated energy savings can be viewed at the following link <https://ceip.abmunis.ca/residential/>

The CEIP could have the following potential key benefits for Jasper:

- Boost local business by growing economic opportunity for local contractors;
- Energy efficiency and renewable energy upgrades reduces energy costs for the property owners and typically increase property value;
- Enhanced community resilience through reduced dependence on centralized power grids, mitigating the impact of grid failures, and fostering self-sufficiency during emergencies, and;
- Reduced greenhouse gas emissions by displacing fossil fuel-based electricity generation, thereby mitigating climate change impacts.

The CEIP could have the following potential key benefits for the participant:

- Lower interest rates secured by their municipality and approval is primarily based on mortgage and property tax payment history;
- Ability to finance up to 100% of project costs and repayment terms can go up to 25 years;
- Reduced vulnerability to energy price increases, and;
- Increased resiliency and self-sufficiency during emergencies.

### 3. Financial Analysis:

#### 3.1. Cost factors for Jasper

To participate in the CEIP Jasper can expect to pay an initial municipality onboarding package fee of \$14,762 which goes to pay for the work and resources the Program Administrator provides.<sup>1</sup> This know cost is reflected as a “Hard Costs” below.

While the Program Administrator takes on many significant responsibilities, Jasper will be responsible for some of the program’s administration, such as, securing capital for the program, ensuring participants have an acceptable property tax payment history, setting up internal processes, and for levying and collecting the clean energy improvement tax. The work involved in the aforementioned would need to be accommodated within Jasper’s existing workload and these costs are reflected as “Soft Costs” below.

Finally, the program also has a modest potential revenue stream for the municipality.

Below is a non-exhaustive list of Jasper’s CEIP cost factors and revenue:

- **Hard Costs:**
  - Municipality Onboarding Package: **\$14,762**
- **Soft Costs:**
  - Program team and meetings;
  - legal agreements and bylaw;
  - securing capital for the program;
  - marketing and engagement activities;
  - setting up internal program processes;
  - applicant eligibility;
  - clean energy improvement tax;
  - customer service and communication; and reporting.

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<sup>1</sup> CEIP Administration Costs - Non FCM.PDF

- **Revenue:**

- 5% of the project capital cost is charged to the participant as an administrative fee. The fee is split between the municipality and ABMunis with the percentage split determined in the Master Program Agreement. The fee split is intended to reflect the level of administrative effort of each party and is collected by the municipality through the CEIP Tax.<sup>2</sup> Assuming an equal split of the administrative fee the municipality would collect a

When securing capital for the program and creating the CEIP bylaw, Jasper would set its own interest rates, minimum and maximum financing amounts, and rules on advancing financing to pay for deposits.

Borrowing made for financial clean energy improvements does not count against the municipality’s debt limit or debt service limit.

Table 1 below is an indication of what other Alberta municipalities are providing as interest rate for their CEIP. The Deposit Advance is a maximum that can be advanced for a contractor’s deposit. Contractors may require a larger deposit, in which case participants will need to pay the remainder out-of-pocket. The Rebate is provided by the municipality on a limited time basis for completed projects and is applied directly to the financing amount.<sup>3</sup>

**Table 1: CEIP financing info for participating locations**

PARTICIPATING LOCATIONS							
Municipality	Deposit Advance	Interest Rate	Rebate	Municipality	Deposit Advance	Interest Rate	Rebate
Athabasca	10%	3.5%	-	Okotoks	30%	3.0%	\$500
Calgary	20%	2.95%	10%	Town/MD of Pincher Creek	Coming Soon		
Canmore	50%	2.7%	\$500	Rocky Mountain House	50%	*	\$1200
Cold Lake	30%	3.1%	\$580	St. Albert	30%	3.0%	\$1400
Devon	15%	4.0%	\$1100	Stettler	Coming Soon		
Edmonton Res.	New program launching later in 2024			Stirling	0	*	-
Edmonton Comm.				Strathcona County	30%	2.0%	5%
Grande Prairie Res.	25%	3.0%	\$500	Sturgeon County Res.	30%	3.0%	5%
Grande Prairie Comm.	Coming Soon			Sturgeon County Comm.	Coming Soon		
Leduc	30%	*	\$1350	Westlock	30%	3.0%	*
Lethbridge	0	2.83%	\$800				

\* See Terms & Conditions for details.  
**Current as of January 29, 2024.** Information subject to change; see Terms & Conditions for current details.

### 3.2. Jasper’s estimated participation and financing amount

Based on the Municipality of Jasper’s past participation and average project costs in previous energy efficiency

<sup>2</sup> CEIP Administration Costs - Non FCM.PDF

<sup>3</sup> CEIP-Contractor-Handout-2024-004.PDF

programs and the uptake rates and project costs for similar programs in Alberta and other jurisdictions in Canada, Alberta Municipalities estimated the following uptake in Jasper’s CEIP for the first four years of the program, for both residential and non-residential/farmland components of the program, see Table 2 below.

**Table 2: Alberta Municipalities’ Jasper yearly financing estimate for first 4 years of CEIP**

Jasper Residential CEIP Required Financing Estimates					
	Year 1	Year 2	Year 3	Year 4	Total
Number of Projects	7	7	7	7	28
Average Project Cost	\$21,271.43	\$22,328.57	\$23,457.14	\$24,628.57	
Total Estimated Financing Required	\$148,900.00	\$156,300.00	\$164,200.00	\$172,400.00	<b>\$641,800.00</b>

Jasper Non-residential and Farmland CEIP Required Financing Estimates					
	Year 1	Year 2	Year 3	Year 4	Total
Number of Projects	1	1	2	2	6
Average Project Cost	\$250,000.00	\$250,000.00	\$250,000.00	\$250,000.00	
Total Estimated Financing Required	\$250,000.00	\$250,000.00	\$500,000.00	\$500,000.00	<b>\$1,500,000.00</b>

Although this estimate only outlines the first four years, Alberta Municipalities suggests writing a bylaw to allow the program to be available for a longer-term. They recommend that Jasper set up financial borrowing limits in the bylaw to ensure there is a sufficient lending capacity to meet estimated demand. If possible, they suggest targeting an annual borrowing amount of \$450,000; which would allow for both a residential and non-residential portion of the program. Jasper can also choose to focus on the residential portion of the program in the bylaw, in that case Alberta Municipalities suggests targeting an annual borrowing amount of \$200,000.

**Program Capitalization**

There are a number of methods available to provide the funding required to capitalize the program, these include:

- Borrowing (Debentures)
- Self-Financing (Using Jasper’s existing cash reserves)
- External Funding (the Federation of Canadian Municipalities)

**Borrowing**

The Municipality could choose to capitalize the program by either; borrowing through its established processes via the Government of Alberta or; opting for loans from private lenders, such as commercial banks or the Federation of Canadian Municipalities Green Municipal Fund (GMF). Regardless of the chosen borrowing method, the interest rate incurred by the Municipality will be directly passed through to the participants of the program, ensuring that the financial implications are transparent and directly linked to the program's funding costs.

The 2023 audited financial statements reported that the municipality has over \$12 million in remaining debt capacity or over \$4 million in debt servicing capacity. While the municipality has debt capacity it is important to note that under provincial regulations, any borrowing specifically undertaken to support this program will not be counted against the Municipality's statutory debt limit and would not impact the amounts mentioned above.

**Self-Financing**

In an alternative approach to program capitalization, the Municipality may choose to utilize its own cash reserves, thereby self-financing the new program. The 2023 Audited Financial statements showed that outside of the Annual General Capital Reserve the municipality has approximately \$3,463,920 in reserves that could be leveraged. This method offers significant financial autonomy, as it allows the Municipality to set its own desired interest rate for the program, independent of external lending rates. Over time the funds would be returned to the municipality as program participants make repayments.

By using internal funds, the Municipality also avoids potential borrowing costs and complexities associated with external financing. This can lead to a more streamlined implementation of the program, as it eliminates the need for negotiations with third-party lenders or passing of a borrowing bylaw. Additionally, self-financing would allow the municipality to effectively determine its own desired rate of return on a portion of its reserve funds.

**External Funding**

To jump start capitalization the Federation of Canadian Municipalities (FCM) launched, in 2020, the Community Efficiency Financing program. This program provides funding for municipalities to develop and implement efficiency financing programs. The Program Capitalization Stream offers municipalities a low-interest loan of up to \$10M to capitalize their residential Clean Energy Improvement Program. Furthermore, FCM may also provide a grant to cover up to four years of administrative costs (e.g. municipal staff time, program administrator fees, and marketing activities). The grant value will be up to 50% of the value of the loan provided by FCM (e.g. a municipality receiving a \$4M capitalization loan is eligible for a grant of up to \$2M covering administrative costs).<sup>4</sup>

Taking the Town of Banff as a program example, their administration was successful in securing funding through the FCM’s Green Municipal Fund for the first four years of the implementation. Their funding is split into a grant amount of \$581,600 to cover startup expenses and running costs, as well as a \$1,163,200 loan amount at 2% interest for the duration of 25 years.<sup>5</sup>

However in the September 28, 2023 email from Municipalities Alberta, they do not recommend Jasper apply for the FCM funding, see below quote:

*“We don’t typically recommend that municipalities apply for the FCM CEF program unless the residential component of their program has a minimum financing requirement of \$1.6M for the first four years. Because the grant available through the program is capped at 50% of the loan, if the loan amount is smaller, the grant will not cover all or even most of the administrative costs of the program for the first four years. This makes the significant work required to prepare and submit the application less worthwhile. That said, if you are able to partner on your program and FCM CEF application with another municipality in the region (e.g., Hinton), the programs combined may be large enough to warrant the work.”*

**3.3. Average cost per project**

Statistics on past project up take across the province shown below in Table 3.

**Table 3: Average cost per project**

# Programs	Total Program	# Active	# Completed	Total Committed Financing
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<sup>4</sup> ABmunis Fact Sheet\_CEIP 2024-Mar.PDF

<sup>5</sup> Revised Agenda Package for the March 11, 2024, Regular Meeting of the Governance and Finance Committee

	Financing	Projects	Projects	(active/completed)
Residential				
13	\$38.3M	544	64	\$22.3M
Commercial				
1	\$7.9M	4	0	\$3.2M

With the above data we can calculate the average cost per residential and commercial project to be the following:

- Residential:  $\$36,677 = \$22.3M / (544 + 64)$
- Commercial:  $\$800,000 = \$3.2M / (4 + 0)$

### 3.4. Example tax CEIP repayment cost for participant

With a few assumptions and the above averages we can calculate what a conservative cost could be to a residential property owner.

Data assumptions:

- CEIP residential project cost estimate = \$30,000
- Program fee @ 5% of CEIP project capital costs = \$1,500
- Interest rate = 3%
- Repayment period = 25 years
- EnerGuide Home Evaluation = \$1000

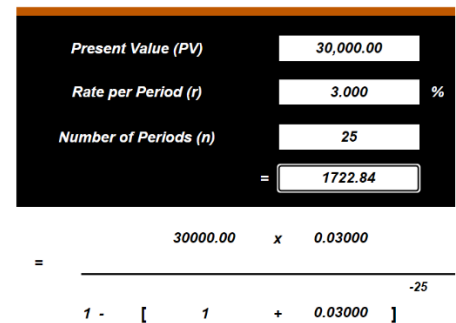


Figure 1: Annual CEIP repayment amount

### Results

- Year 1 repayment cost for participant = \$4,222**  
Program fee + annual CEIP repayment amount + EnerGuide Evaluation
- Year 2 to 25 yearly repayment cost for participant = \$1,722 per year**  
Annual CEIP repayment amount
- Total Cost of Improvements = \$45,550**  
Year 1 repayment cost + 24 years of annual repayments

For an estimated \$30,000 project cost, which can be comprised of multiple residential home upgrades for a single property in a year, Table 4 below illustrates what the yearly repayment cost, excluding the fees and credit applicable in the first year of the project, would look like for the participant.

Assuming an equal split of the 5% administrative fee the municipality would collect approximately \$750 as well as recouping it's full capital expense and the associated interest.

**Table 4: Repayment schedule**

	Beginning balance	Payment	Interest	Principal	Ending balance
1	\$30,000.00	\$1,722.84	\$900.00	\$822.84	\$29,177.16
2	\$29,177.16	\$1,722.84	\$875.31	\$847.52	\$28,329.64
3	\$28,329.64	\$1,722.84	\$849.89	\$872.95	\$27,456.70
4	\$27,456.70	\$1,722.84	\$823.70	\$899.14	\$26,557.56
5	\$26,557.56	\$1,722.84	\$796.73	\$926.11	\$25,631.45
6	\$25,631.45	\$1,722.84	\$768.94	\$953.89	\$24,677.56
7	\$24,677.56	\$1,722.84	\$740.33	\$982.51	\$23,695.05
8	\$23,695.05	\$1,722.84	\$710.85	\$1,011.98	\$22,683.06
9	\$22,683.06	\$1,722.84	\$680.49	\$1,042.34	\$21,640.72
10	\$21,640.72	\$1,722.84	\$649.22	\$1,073.61	\$20,567.11
11	\$20,567.11	\$1,722.84	\$617.01	\$1,105.82	\$19,461.28
12	\$19,461.28	\$1,722.84	\$583.84	\$1,139.00	\$18,322.29
13	\$18,322.29	\$1,722.84	\$549.67	\$1,173.17	\$17,149.12
14	\$17,149.12	\$1,722.84	\$514.47	\$1,208.36	\$15,940.76
15	\$15,940.76	\$1,722.84	\$478.22	\$1,244.61	\$14,696.14
16	\$14,696.14	\$1,722.84	\$440.88	\$1,281.95	\$13,414.19
17	\$13,414.19	\$1,722.84	\$402.43	\$1,320.41	\$12,093.78
18	\$12,093.78	\$1,722.84	\$362.81	\$1,360.02	\$10,733.76
19	\$10,733.76	\$1,722.84	\$322.01	\$1,400.82	\$9,332.93
20	\$9,332.93	\$1,722.84	\$279.99	\$1,442.85	\$7,890.09
21	\$7,890.09	\$1,722.84	\$236.70	\$1,486.13	\$6,403.95
22	\$6,403.95	\$1,722.84	\$192.12	\$1,530.72	\$4,873.23
23	\$4,873.23	\$1,722.84	\$146.20	\$1,576.64	\$3,296.59
24	\$3,296.59	\$1,722.84	\$98.90	\$1,623.94	\$1,672.66
25	\$1,672.66	\$1,722.84	\$50.18	\$1,672.66	\$0.00

It should be noted that for a property owner to be eligible for the CEIP some criteria have to be met, such as:

- Mortgage amount does not exceed the assessed value of the property;
- the participant must be in good standing with the Municipality; and
- the property must be insured and the policy must include a minimum of \$1,000,000 in home and property loss coverage.

#### 4. Conclusion

The Clean Energy Improvement Program (CEIP) presents an opportunity for Jasper to enhance its commitment to sustainability and resiliency at little risk to the municipality. By enabling property owners to finance energy-efficient and renewable energy upgrades, Jasper not only supports individual financial stability through cost savings but also contributes to the broader community goals of reducing greenhouse gas emissions and increasing energy independence.

The financial analysis and strategic options for capitalization present viable pathways for Jasper to implement the CEIP effectively. Whether through self-financing, borrowing, or exploring external funding opportunities, the Municipality is equipped to manage the financial aspects of the program in a way that aligns with both its fiscal policies and environmental objectives.

## AGENDA ITEM 7.2

### REQUEST FOR DECISION

**Subject:** Compliance Deposit Waiver Request  
**From:** Bill Given, Chief Administrative Officer  
**Prepared by:** Leanne Pelletier, Municipal Housing Coordinator  
**Date:** May 14, 2024

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#### **Recommendation:**

- That Committee recommend Council request Parks Canada waive or modify its compliance deposit requirement for the Connaught Affordable Housing project to support the development of affordable housing within the Municipality of Jasper.

#### **Alternatives:**

- That Committee direct Administration to negotiate other forms of financial support or incentives with Parks Canada and return to a future meeting.
- That Committee receive the report for information and take no further action.

#### **Background:**

Prior to development, Parks Canada will require a compliance deposit for the Connaught Affordable Housing Project. Compliance deposit fees are equal to 15% of the construction value for the first \$100,000 and 5% on the balance. The Compliance Deposit is held by Parks Canada and returned with interest upon project completion. The Compliance deposit fee for the Connaught Project is estimated at \$967,000.

On May 9<sup>th</sup> the Jasper Municipal Housing Corporation board of directors moved a recommendation that;

*Municipal Council request Parks Canada waive or modify its compliance deposit requirement for the Connaught Affordable Housing project to support the development of affordable housing within the Municipality of Jasper.*

#### **Discussion:**

Recognizing that local government can take an active role in the development of much needed affordable housing within communities, local authorities across Canada have been removing barriers to the creation of affordable housing by amending bylaws, policy, zoning, waiving development fees or providing incentives.

In many municipalities, compliance deposit requirements are often waived or modified to facilitate the development of affordable housing projects, through Bylaws and land use Policy. Examples locally include the cities of Airdrie and Grande Prairie. The Municipality of Jasper does not have the authority to grant exemptions to development fees for affordable housing, as land use and planning and the corresponding fees are under the jurisdiction of Parks Canada.

As the Municipality of Jasper has no authority over land use and planning, it cannot take this proactive approach to remove barriers to the development of affordable housing and waive development fees for the Connaught Project, this would have to be authorized and approved by Parks Canada.



The compliance deposit fee for the Connaught Project has been estimated at \$967,000. This large deposit presents a financial burden, directly affecting project funding, requiring increased borrowing or increased grant funding to support the project. As noted in the JMHC Business Plan, payment of the compliance deposit can be made by leveraging JMHC assets, resulting in interest accruing on the borrowed amount while it remains with Parks Canada until project completion.

Recent funding announcements through CMHC indicate the Connaught Project may qualify for funding in the form of loans or forgivable loans, however, the debt principal and interest repayment for the compliance deposit affect eligibility negatively.

With regard to other CMHC funding, the waiving of development fees for affordable housing is considered a local systemic change to increase affordable housing units in communities, a prerequisite for qualifying for the housing accelerator fund.

It should be noted that all units in the Connaught Project will meet and exceed provincial requirements for affordability, with all rents set below market rate, as opposed to a private development, with market rental rates and increased revenue and profitability. The notion that affordable housing in the community should be supported by local authorities through innovative means, can be demonstrated by Parks Canada by waiving or modifying the compliance deposit.

Removing this financial hurdle increases project feasibility, and contributes positively to the community by increasing affordable housing units. Additionally, the precedent set by other municipalities that have implemented similar policy supports this approach as both reasonable and achievable. The project's commitment to adhere to below market rents emphasizes its alignment with provincial standards for affordable housing, enhancing its eligibility for such financial considerations.

**Strategic Relevance:**

- Supports the strategic priority of "Community Well-being and Social Equity" by facilitating affordable housing solutions.
- Aligns with "Environmental Responsibility" by promoting sustainable community development.
- Enhances "Good Governance" through effective collaboration with federal bodies like Parks Canada.

**Relevant Legislation:**

- Canada National Parks Act
- Jasper Community Sustainability Plan
- Municipal Government Act

**Financial:**

The estimated compliance deposit amount of \$967,000 is 5% of the total budget of the project, a large percentage that impacts available funding during the construction period.

Paying the required compliance deposit increases the JMHC's debt load and reduces equity by \$967,000, if JMHC assets are used to secure a loan to pay the fee. It is estimated the returned funds upon project completion would have accrued 3% interest, however the cost to borrow is estimated at 5.6%, resulting in a net loss for the JMHC.

Additionally, the required principal and interest repayments affect overall project eligibility for alternate funding sources, specifically the CMHC Affordable Housing fund, which could provide up to \$3M in a forgivable loan for the project. Waiving or reducing the compliance deposit is critical for maintaining the project's eligibility for stable, alternate funding and preserves a feasible budget.

**Attachments:**

City of Grande Prairie, Policy 607 – Waiver of Fees Levies and Securities

City of Airdrie, Policy P-DEV-15-C – Affordable Housing Incentive Policy



# POLICY

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**POLICY NO:** 607 **APPROVAL DATE:** March 14, 2005  
**TITLE:** Waiver of Fees, Levies and Securities **REVISION DATE:** January 23, 2017  
**SECTION:** Lands, Roads and Buildings **PAGE 1 OF 3**  
**DEPARTMENTS:** Planning and Development, Engineering Services and Inspection Services

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## POLICY STATEMENT

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Application may be made to the City for the waiver of any or all of the permit fees, levies and/or securities identified below with respect to Global Housing Projects, City Related Projects, Affordable Housing Projects and any other projects identified by a Council Standing Committee as deserving of assistance:

**Fees:**

- Development Permits
- Building Permits
- Engineering (Driveway Crossings, Storm Connection Permits, Excavation Permits and Barricade Permits)
- Subdivision Applications, Endorsements and Time Extensions
- Land Use Bylaw Amendments

**Levies:**

- Transportation Levies

**Securities:**

- Paving securities
- Landscaping securities
- Off-Site Infrastructure securities

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## REASON FOR POLICY

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Purpose of this Policy is to allow for the timely processing of permits required for any project referred to above. This Policy will aid the City in seeking funding assistance from the Province and elsewhere.

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**CRITERIA**

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An applicant for a waiver under this Policy must meet the following conditions:

- (a) the applicant is a non-profit entity as defined in the Municipal Government Act (“Act”). Proof of non-profit must be provided upon submission of the waiver request;
- (b) the property will be non-taxable pursuant to the Act;
- (c) cost sharing projects will also be considered under this policy. Fees will be charged and appropriately will be transferred to the affected City Department; and
- (d) any other conditions the Council Standing Committee considers appropriate.

Notwithstanding the above for Affordable Housing Projects only, the applicant may:

- (a) be either a for-profit or non-profit entity;
- (b) have reached an agreement with the City for all or part of their development to provide affordable housing for a period of not less than fifteen (15) years; and
- (c) if only part of a project is providing affordable housing units then only those units designated as affordable housing units by the City may qualify for a waiver of fees, levies and/or securities.

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**DEFINITIONS**

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**“Global Housing Project”** means a social housing facility providing residential accommodation for members of the community who have developmental and/or physical disabilities or are socially disadvantaged.

**“City Related Project”** means a project undertaken directly by the City or with the assistance of the City.

**“Affordable Housing Project”** means a project that is providing affordable housing units as defined by the Community Social Development department.

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**RESPONSIBILITIES**

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**City Administration**

The manager of the affected City Department has the authority to waive fees if the application meets all of the criteria noted above and the accumulated fees are \$2,000.00 or less.

For applications involving fees of more than \$2,000.00, Administration will evaluate the application and present a report to the respective Council Standing Committee for a decision.

Notwithstanding the amount of the fee requested to be waived, Administration may refer any application to a Council Standing Committee for a decision.

In instances where an application for a waiver of fees involves a number of City Departments, Administration will coordinate the process and if reporting to a Council Standing Committee is required, it will be presented at once as opposed to separating out fee waiver to the respective Council Standing Committee.

Administration to report back to Council on a biannual basis.

**Council Standing Committees**

Council Standing Committees will consider all projects for eligibility where fees are more than \$2,000.00 or any other application referred to it by Administration.

Applications received may be considered by a Council Standing Committee for review and consideration with respect to the waiver of fees, levies and securities. The Council Standing Committee however, is not obligated by the policy to approve each application that comes in. Decisions will be based on the application and the Council Standing Committee has the right not to approve a request at their discretion.



POLICY 607  
CITY OF GRANDE PRAIRIE

City of Grande Prairie  
P.O. Bag 4000  
Grande Prairie, AB  
T8V 6V3  
780-538-0300

REQUEST FOR WAIVER OF FEES, LEVIES & SECURITIES

**SUBJECT PROPERTY**

MUNICIPAL ADDRESS: \_\_\_\_\_  
LEGAL DESCRIPTION: LOT(S) : \_\_\_\_\_ BLOCK: \_\_\_\_\_ PLAN: \_\_\_\_\_

**ORGANIZATION INFORMATION: Which Organization / Community Group Do You Represent?**

Organization Name: \_\_\_\_\_ Address: \_\_\_\_\_  
City / Prov.: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**APPLICANT INFORMATION:**

Name (if different): \_\_\_\_\_ Address: \_\_\_\_\_  
City / Prov.: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Applicant interest in property if not owner:  Contractor  Agent

Is this a non-profit organization / project?  YES  NO If yes, provide documentation.  
Is this an affordable housing project?  YES  NO  
Is this a global housing project?  YES  NO  
Is this a City related project?  YES  NO  
Does the application require Council/Committee approval?  YES  NO

**WHAT TYPE OF DEVELOPMENT IS IT?**

Residential  Commercial  Institutional  
 Other (Including a Change of Use of the subject property)

Describe Development: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



POLICY 607  
CITY OF GRANDE PRAIRIE

City of Grande Prairie  
P.O. Bag 4000  
Grande Prairie, AB  
T8V 6V3  
780-538-0300

**WAIVER REQUESTS:**

I HEREBY REQUEST THE FOLLOWING FEES / LEVIES & SECURITIES BE CONSIDERED FOR WAIVER:

- Building Permit Fees - (Fee Amount: \_\_\_\_\_)
- Development Permit Fees - (Fee Amount: \_\_\_\_\_)
- Development Permit Securities - (Securities Amount: Landscaping \_\_\_\_\_ Paving \_\_\_\_\_)
- Engineering Permit Fees - (Permit Type: \_\_\_\_\_ Fee Amount: \_\_\_\_\_)
- Engineering Securities - (Securities Type: \_\_\_\_\_ Securities Amount: \_\_\_\_\_)
- Transportation Off Site Levies - (Amount: \_\_\_\_\_)
- Subdivision Application Fees and Endorsement - (Fee Amount: \_\_\_\_\_)
- Land Use Bylaw Amendment Application Fees - (Fee Amount: \_\_\_\_\_)
- Other Fees - (Fee Amount: \_\_\_\_\_)

I hereby declare  I am /  I represent the owner of the property in which the work identified in this application will be conducted in accordance to the plans submitted and upon approval will adhere to the conditions / terms of the Land Use Bylaw. **I / WE WILL NOTIFY** City Administration of any proposed changes to the plans submitted with this application.

\_\_\_\_\_  
Signature of Registered Owner / Agent

\_\_\_\_\_  
Date of Application

This personal information is being collected under the Authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act and will be used to administer the Waiver of Fees, Levies and Securities. If you have any questions about the collection Contact the City of Grande Prairie, FOIP Coordinator, 780-538-0300.

<b>Policy title:</b>	Affordable Housing Incentive Policy	<b>Date adopted:</b>	September 18, 2023
<b>Policy number:</b>	P-DEV-15-C	<b>Effective date:</b>	September 18, 2023
<b>Policy owner:</b>	Community Growth	<b>Last amended:</b>	N/A

**Purpose**

- 1 This policy supports the creation of affordable housing projects within the City of Airdrie (“the City”) by exempting municipal development permit and building permit fees. This initiative is intended to encourage and streamline the construction of much-needed affordable housing units thereby enhancing the stability and well-being of the City.

**Definitions**

- 2 Words in this policy have the same meaning as defined in the Municipal Government Act, unless defined in this otherwise.
- 3 In this policy:
  - (1) “affordable housing” means dwelling units with a market price or rent that are affordable to households earning 65% or less of the median household income in Airdrie, without spending more than 30% of their gross income on housing;
  - (2) “affordable housing project” means a project that is providing affordable housing units; and
  - (3) “municipal fees” means all applicable Development Permit application fees and the municipal portion of all applicable Building Permit fees associated with the construction or remodeling of a qualifying Affordable Housing Project.

**Scope**

- 4 This policy applies to the fees charged for development permit applications and the municipal portion of building permits.

**Accountability**

- 5 Administration implements this policy including the review and approval of applications.
- 6 Administration monitors and reports on successful applicants’ projects to ensure fee exemptions are appropriately benefiting qualifying Affordable Housing Projects and contributing to the City’s housing goals.
- 7 Upon request, recipients of the fee exemption must provide attestations showing adherence to the terms of this policy.



## Policy

### Exempt fees

- 8 For eligible affordable housing projects, the following is exempt:
- (1) Development permit fees related to the creation or remodeling of affordable housing units.
  - (2) The municipal portion of all building permit fees necessary during the building or remodeling process, including inspection expenses, plan review fees, and application fees, among others.

### Application process

- 9 To request a fee exemption, developers, builders, or organizations must submit a request to the City describing how their project complies with the policy's qualifying requirements.

### Eligibility criteria

- 10 Applicants must have existing land or building asset identified for an affordable housing project to be considered for fee exemption.
- 11 The following eligibility criteria applies to non-profit applicants:
- (1) The applicant must include proof of non-profit status with fee exemption application.
  - (2) The affordable housing project being operated on a portfolio mixed-market basis (i.e. a mix of affordable housing and market-based housing) is eligible for full project exemption.
- 12 The following eligibility criteria applies to for-profit applicants:
- (1) Where affordable housing is a portion of an otherwise market-rate housing project, only those units designated as affordable housing units by the City may qualify for exemption of fees.
  - (2) The affordable housing project must be approved by a federal or provincial affordability-focused program (e.g., those provided by CMHC).

### Application approval

- 13 Successful applicants must enter into a legal agreement with the City committing to the provision of affordable housing for at least 15 years, either for the entirety or a portion of their development.
- 14 The City may provide a letter of support to non-profit recipients detailing all fees and other supports granted to the project by the City.
- 15 The City may provide a commitment letter to for-profit recipients stating that the fee exemption is contingent on approval of the affordable focused provincial or federal program.

**Roles and responsibilities**

- 16 City Council reviews and approves revisions to this policy.
- 17 City Manager reviews and approves any administrative policy or procedures related to this policy.
- 18 The Manager, Community Growth, or their delegate, implements this policy, based on established administrative policy and or procedures.

*Peter Brown*

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Mayor

*Charlotte Satink*

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City Clerk

**History**

Date adopted: September 18, 2023

Resolution number: 2023-C-317

Council amendments: N/A

Administration reviews: N/A

Date rescinded: N/A

## AGENDA ITEM 7.3

### REQUEST FOR DECISION

**Subject:** S-Block Parking Winter Seasonal Service Update  
**From:** Bill Given, Chief Administrative Officer  
**Prepared by:** Christine Nadon, Director of Protective & Legislative Services  
**Reviewed by:** Neil Jones, Licensing and Enforcement Manager  
**Date:** May 14, 2024



#### Recommendation:

- That Committee direct Administration to continue maximizing usage and revenue opportunities for stalls in the S-Block Parking Lot until a permanent program is implemented; and
- That Committee direct Administration to develop a proposal to better utilize the S-Block Parking Lot, including project scope and budget, and report at a future Committee meeting.

#### Alternatives:

- That Committee direct Administration to increase the fee for monthly stall usage by residents to \$\_\_\_\_ per month;
- That Committee direct Administration to stop leasing stalls in the S-Block Parking Lot to residents;
- That Committee direct Administration to discontinue work on this item.

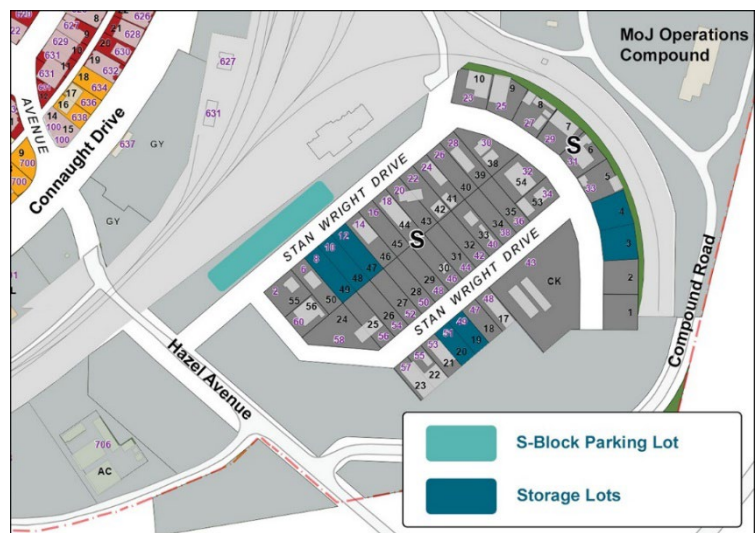
#### Background:

The Municipality of Jasper started operating the S-Block parking lot in 2020 for the purpose of commercial parking. In view of the relatively low usage of the facility, Administration proposed a pilot project for the winter of 2023-24 to allow residents to lease a stall for a six-month period, from November 1 to April 30, at a rate of \$275 + GST. Council requested that Administration report back on the program at its conclusion in the spring of 2024 to assess the pilot project outcomes.

#### Discussion:

Usage of the S-Block parking lot has been low since its opening in 2020. Current data and observations suggest that the limited number of large stalls available is directly related to low commercial usage. The Bylaw Enforcement Service gets regular inquiries for large stalls, which are seldom available. Dedicating stalls to residential use and visitor long-term parking has increased the parking lot usage, but a number of small stalls still remain empty for most of the year.

The S-Block parking lot has 59 stalls, including 42 small stalls (22' long) and 13 large stalls (38' long). There is a much stronger demand for the large stalls, both from commercial users and residential users.



A total of 13 residents leased a stall for the winter season, in addition to nine commercial users occupying large stalls. Administration received more requests for large stalls from residents than we could accommodate, which aligns with the demand for year-round storage lots and the associated wait list (currently sitting at 72 names). Administration did prioritize commercial users where possible, as directed by Council. The fees for the commercial use of the S-Block parking lot are currently \$150 + GST per month for small stalls, and \$200 + GST per month for large stalls.

The Bylaw Enforcement Service operates the parking programs, while the Operations Department is responsible for management and maintenance of the parking lot itself.

Fiscal year	Number of stalls rented	Revenue
2022	15	\$27,000
2023 (prior to pilot project)	11	\$20,000

With 13 stalls rented to residents at \$275 for the winter season, the estimated revenue for the pilot project is \$3,575.

Based on requests for service in the summer of 2023, Administration dedicated nine regular (small) stalls in the S-Block parking lot for the purpose of visitor Long Term Parking. The service requires a minimum stay of three days (72 hours) and cost \$45 every three days (2023 rate), which was consistent with the \$15 a day fee for parking in other paid parking lots. Payment is accepted online through the HotSpot website or app. This rate has been updated for 2024 to \$51 every three days, in alignment with the \$17 a day rate for parking lots. The estimated revenue for this segment of the paid parking program in 2023, which was launched approximately half way through the summer, is \$2,500.

Reconfiguring this parking lot with line painting cannot be easily accomplished due to some of the concrete features (curbs) which have been installed to define smaller clusters of stalls to meet the Parks Canada development requirements and Architectural Motif Guidelines. As part of the development of a permanent program, Administration is proposing to work with Parks Canada to determine whether those features could be removed so the parking lot can be reconfigured to better meet community parking needs. In addition to using data from existing programs, Administration would engage with interested parties to ensure the new proposal meets those needs.

In the meantime, Administration is proposing to continue prioritizing commercial use of the parking lot; expanding its use to resident vehicle or RV storage to fill the vacant spots; and maximizing other revenue opportunities through visitor long term parking as part of the paid parking program.

**Strategic Relevance:**

- Communicate and engage with residents
- Ensure residents receive quality service that provides strong value for dollar
- Pursue alternative revenue sources and equitable distribution of costs

**Relevant Legislation:**

- [Traffic Safety Act](#) (RSA 2000, cT-6)

**Financial:**

- The Protective Services team will continue to adjust parking offerings to maximize the S-Block parking lot usage and revenue generation until a permanent program is in place.

## AGENDA ITEM 7.4

### REQUEST FOR DECISION



**Subject:** Paid Parking Exemption for Indigenous Peoples  
**From:** Bill Given, Chief Administrative Officer  
**Prepared by:** Lisa Riddell, Community Development Manager  
**Reviewed by:** Jenna McGrath, Project Coordinator  
Christine Nadon, Director of Protective and Legislative Services  
Christopher Read, Director of Community Development  
**Date:** May 14, 2024

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#### **Recommendation:**

That Committee recommend Council direct Administration to waive Paid Parking fees for individuals/families who display a Parks Canada-issued Indigenous Park Pass in their vehicle.

#### **Alternatives:**

- That Committee receive the report for information and take no further action.
- That Committee direct Administration to return to a future Committee of the Whole meeting with additional information.

#### **Background:**

On July 6, 2021, Council adopted the [Equity, Diversity and Inclusion Policy](#). On October 12, 2021 Council adopted the five year, [Equity, Diversity and Inclusion Master Plan](#) which sets out how the policy will be 'actioned' by administration over the five year period.

In recent years, parking fees were waived for Indigenous Partners visiting Jasper for National Indigenous Peoples' Day (NIPD) on June 21 and National Day for Truth and Reconciliation (NDTR) on September 30.

On April 25, 2024 Council and senior leadership engaged in discussion with Indigenous Partners, which included a review of work done by the MOJ to date, our upcoming plans, and a brainstorming session on possible future additions to the workplan.

#### **Discussion:**

Indigenous Partners, and Indigenous Peoples in general, visit the national park and the townsite of Jasper all year. While administration has granted time-limited waivers of paid parking fees to Indigenous Partners in 2022 and 2023 for NIPD and NDTR, the decision to waive parking fees for Indigenous Partners and/or Indigenous Peoples broadly as recommended rests with Council. This decision would extend a privilege enjoyed by Jasper residents to all Indigenous Peoples of Canada.

The Municipality of Jasper asked specifically about what kinds of things partners suggest the MOJ focus on in the spirit of truth and reconciliation efforts. Waiving paid parking fees for Indigenous Peoples, many of whom have long-standing historical ties to this area, was marked as a priority item.

Parks Canada has provided the following statistics:

**Indigenous Partners:**

- So far in 2024, Parks Canada has given out 1435 passes to Indigenous Partners.
- In 2023, there were 1751 passes given to partners.

**Indigenous Peoples:**

- Parks Canada also gives out passes at the gate to anyone who self-identifies as Indigenous. They gave these 6-month short term passes out to 9500 individuals or families in 2023.

**Inclusion Considerations:**

Indigenous Peoples have a historical and ongoing connection to the land in Jasper National Park and the townsite of Jasper. Waiving parking fees is one way we acknowledge the truth - that historically, Indigenous Peoples were forcibly removed from this area. By waiving parking fees within the townsite, the Municipality of Jasper would acknowledge Indigenous Peoples connection to this land and their right to be here without barrier.

**Relevant Legislation:**

- [Policy E-115 – Equity, Diversity and Inclusion Policy](#)
- [Parking Authority Bylaw](#)

**Strategic Relevance:**

- Embrace our growing diversity.
- Leverage and create opportunities for greater inclusion.
- Continue along the path of Reconciliation.

**Financial:**

Funding to amend administrative processes related to paid parking and Indigenous Park Passes is within the 2024 Operating Budget.

## AGENDA ITEM 7.5

### REQUEST FOR DECISION

**Subject:** Habitat Transition to a Public Board Report  
**From:** Bill Given, Chief Administrative Officer  
**Prepared by:** Christopher Read, Director of Community Development  
**Date:** May 14, 2024



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#### Recommendation:

- That Committee receive the report for information.

#### Alternatives:

- That Committee direct Administration to return to a future Committee of the Whole meeting with additional information.

#### Background:

At the Nov 22, 2023 Committee meeting of Council, the following motion was passed:

“Committee direct Administration to discuss transitioning to a public board with Habitat for the Arts and return with a report in 2024.”

#### Discussion:

Administration has reached out to Habitat on this item looking to collaborate, with Habitat responding in their first quarter report and invoice with the following information:

“Habitat is actively and continually developing a comprehensive needs assessment report in order to implement the best strategies for supporting its arts communities. This involves the formation of an advisory board from community, Habitat’s user base and membership. These board members will be assigned with identifying gaps and areas for improvement to support the growth and sustainability of not just Habitat but the arts community as a whole. It is our intent to have this public board in place by the end of summer 2024. It is our intent to provide Mayor & Council with a comprehensive needs assessment report on Jasper’s arts and culture community on time for inclusion in future sustainability planning.”

Habitat very recently provided this further information:

- Habitat irregularly sends emails out to the community in efforts to find out what is missing - how best to work together - how to make better use of resources for optimal successes. IE - the coffee chats have alleviated calendar conflicts, enhanced the offerings of others by creating companion 'events.' The intention of these 'coffee chats' is to strategize ways to support each other or avoid weakening each other in this amazing community of creatives. We do this for ourselves in the belief that others will benefit as well.
- At this time the 'board members' have evolved from the user base at the building...with over 1074 visits in the first three months of 2024...we felt they deserved to offer their input on how we are using the community

space and resources!

- Soon we will be promoting this opportunity through various channels, including social media platforms, email newsletters, and the coffee chats as we work towards a meeting with the Canmore community to open this opportunity to any interested.
- A terms of reference or mission/vision for this board is not formally established yet, as mentioned...end of summer 2024.
- When we present to the council in November, our aim is to present a comprehensive outcome from the 'coffee chats' that could aid Jasper in revising the social equity goals of the 2011 Sustainability Plan, ideally even before then! Jasper boasts a vibrant array of 'communities,' each showcasing their unique resources: the pool, the rink, the trails, the ball diamonds, the skatepark, and the JLCC! These amazing community assets all need to be recognized in future plans for what they offer to their respective communities.

Administration has asked Habitat for further information and for the opportunity to liaise, participate, and collaborate, and is looking forward to what unfolds over the summer. With positive actions occurring in the direction Council described, Habitat appears to be on a path to meeting this goal.

**Inclusion Considerations:**

Habitat is located in the Library and Cultural Centre, a fully accessible municipal facility. Habitat works to ensure the programming offered is accessible and inclusive, thus furthering the Municipalities Inclusion goals.

**Strategic Relevance:**

The partnership with Habitat directly supports many of Council's stated Strategic Priorities:

- Promote and enhance recreational and cultural opportunities and spaces.
- Enable and facilitate events that provide opportunities to increase community connections.
- Embrace our growing diversity.
- 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.

**Financial:**

Funding to liaise with Habitat as they transition to a Public Board is included in the 2024 Operating Budget.



## AGENDA ITEM 7.6

### REQUEST FOR DECISION

**Subject:** 2024 Tax Rate Alternatives  
**From:** Bill Given, Chief Administrative Officer  
**Reviewed by:** Natasha Malenchak, Director of Finance & Administration  
**Date:** May 14, 2024

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#### Recommendation:

- That Committee direct Administration to maintain the current tax rate ratio for the 2024 tax year, and;
- That Committee direct Administration to develop a draft Property Tax policy, for consideration prior to the 2025 budget discussions.

#### Alternatives:

- That Committee recommend Council approve the adjustment of the tax rate ratio to 4.5:1:0.583 for the 2024 tax year.
- That Committee direct Administration to revise the tax rate ratio adjustment and return to a future Committee of the Whole meeting for further review.

#### Background:

Under the Alberta Municipal Government Act (MGA) municipalities are free to set non-residential and residential tax rates independent of one another. Up until 2016 there was no limitation on the extent to which a municipality's rates could differ for the taxation of non-residential and residential property.

In 2016 the Government of Alberta amended the MGA so that the highest non-residential tax rate could be no more than five times the lowest residential tax rate. Within this 5:1 ratio, municipalities continue to be able to set their own tax rates.

In 2021 the Municipality of Jasper moved from a 5.1:1 ratio to 5:1 to come in compliance with the new MGA requirements.

On December 19, 2023 Council directed Administration to provide a report on the potential implications of splitting the 2024 net tax increase at ratios other than 5:1 and return to a future Committee of the Whole meeting prior to establishing the 2024 tax rate.

#### Discussion:

The tax rate ratio determines the relative tax burden shared between residential and non-residential property owners. Historically, this ratio was established to balance the tax contributions from the business community with those from residential homeowners, reflecting their differing impacts and the impacts of visitor uses of municipal services.

It is important to note that while the discussion is usually framed as a simple 5:1 between two property classes, Jasper's Specialized Municipality status means that the details are *significantly* more complicated.

Jasper has 7 of different property classes, each with its own independent tax rate. The full list of property classes and their corresponding tax rates from the 2023 property tax bylaw are shown at right.

2023 Municipal Tax Rates		
	Urban	Rural
Residential	0.002585	0.001022
Non-Residential	0.012927	0.005111
Lake Edith	-	0.000596
M&E Electrical Residual PILT	0.012927	0.005111

For the purposes of clarity and simplicity this RFD will discuss the ratio using a “Non-Residential to Residential to Lake Edith” format.

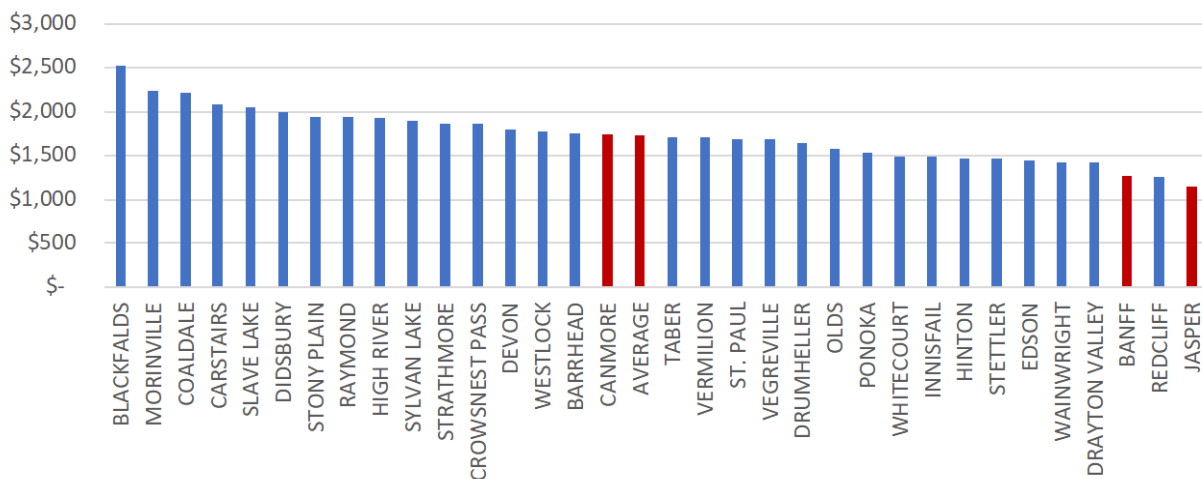
Under this format the current ratio is 5:1:0.583. Using this simplified ratio provides illustrations which very closely reflect the actual financial impacts, while removing a significant amount of complexity of considering all 7 different tax rates.

### Comparing to Other Communities

In 2023 Council received “The Tourism-Based Communities Costs and Fiscal Capacities Report” (“TBC Report”) which contrasted Jasper, Banff and Canmore with 33 Alberta Towns that have comparable populations, service/ infrastructure scale. The TBC Report found that approximately 32% (\$6.5 million) of Jasper’s expenditures are associated with providing infrastructure, amenities and services related to hosting visitor populations.

The TBC Report also examined the fiscal capacity each of the municipalities have to address any additional costs. The report found that of the 33 comparable municipalities Jasper has the lowest residential property taxes per dwelling. In contrast the report found that non-residential property owners carry much larger proportion of the tax burden in Jasper than in the comparator communities with Jasper having the second highest non-residential property taxes per business. Of note is that the Town of Canmore’s position on residential property taxes is almost exactly at the average of the comparator communities.

Figure 3: Residential Taxes Per Dwelling



Canmore’s position at the average is no accident as the Town has a Council policy on Property Tax which is designed to manage property taxes effectively while ensuring long-term financial sustainability and responsiveness to economic conditions.

The main objectives of Canmore’s policy are to establish property tax rates that are comparable to other communities, equitable within the tax base, and fully accountable to the ratepayers. Additionally, the policy provides for uniform tax rates for vacant residential properties and tourist homes, with special provisions for properties declared for personal use only. This comprehensive approach supports Canmore’s strategic goals by promoting a fair, transparent, and community-aligned property tax system.

Jasper advocacy for Tourism-Based Communities status could benefit from taking a similar approach to the Town of Canmore and demonstrating that the municipality is utilizing its own resources effectively before seeking additional support. This said, moving forward would require a complex discussion that should be founded on significant stakeholder engagement.

**Impact of Adjustment**

The total amount of property tax required to fund the 2024 approved budget is \$11,082,697.03 This represents a net tax increase of \$875,968.82 over the 2023 year. (note that these numbers differ from the approved budget due to the application of approximately \$270,000 in over-levies from prior years) If Council wished to adjust the tax rate ratio for 2024, any ratio less than the current 5:1:0.583 would redistribute the over-all tax burden slightly more towards residential property owners.

**Table 1: 2023** - In 2023 under the 5:1:0.583 ratio the total tax revenue contributed by each class was:

Property Class	Tax Revenue
Non-Residential	\$7,577,862.14
Residential	\$2,582,294.31
Lake Edith	\$46,571.76
	\$10,206,728.21

**Table 2: Base Case** - Continuing with the same ratio for the 2024 would see each class contribute the amounts shown below. Both the Residential and Non-Residential sectors see increases while the lake properties see a modest decrease. Non-Residential provides 86% (\$807,067.42) of the total tax increase:

Property Class	Tax Revenue	Change over 2023
Non-Residential	\$8,333,431.37	↑ \$755,569.23
Residential	\$2,707,984.13	↑ \$125,689.82
Lake Edith	\$41,281.53	↓ \$5,290.23
	\$11,082,697.03	\$875,968.82

**Table 3: Ratio Adjustment** - Adjusting the ratio down to 4.5:1:0.583 for 2024 would see each class contribute the amounts shown below. Residential and Non-Residential sectors both continue to see increases while the lake properties see a modest decrease. The difference is that under this approach the Non-Residential sector provides just 62% (\$584,010.49) of the total tax increase.

Property Class	Tax Revenue	Change over 2023	Change over Base Case
Non-Residential	\$8,111,213.18	↑ \$533,351.04	↓ \$222,218.19
Residential	\$2,926,669.07	↑ \$344,374.76	↑ \$218,684.94
Lake Edith	\$44,814.78	↓ \$1,756.98	↑ \$3,533.25
	\$11,082,697.03	\$875,968.82	

As illustrated in Table 3, when the tax ratio is adjusted to 4.5:1:0.583, both Residential and Non-Residential sectors experience increases, but there is a notable shift in the distribution of the tax burden among the classes:

- **Non-Residential** total tax revenue is still more than in 2023.
- **Non-Residential** share of the 2024 tax increase drops to 61% compared to 86% in the base case.
- **Residential** total tax revenue is still more than in 2023.
- **Residential** share of the 2024 tax increase goes up to 39% from just 14% in the base case.

This scenario illustrates a strategic redistribution; lessening the financial load on Non-Residential properties by dispersing it more evenly across property classes while also still ensuring that the tax burden from previous years isn't shifted to residential properties.

Additionally, as noted in the presentation from last week residential property values in the area have increased by 7%, while non-residential properties, including hotels, have seen a larger increase of 15%. In the absence of any change to the ratio these differing growth rates in property value assessments will cause a shift in the overall tax burden towards the non-residential sector.

### **Conclusions**

As discussed above, Jasper's relatively low residential tax rates compared to other towns may hinder advocacy for new revenue sources or Tourism-Based Community status. At the same time, any adjustment to the tax rate ratio will shift the burden between property classes.

Given the complexity and likely range of views on the issue, maintaining the current tax rate ratio and developing a Property Tax policy for future discussions offer a prudent, forward-looking strategy that aligns with Jasper's commitment to equitable fiscal management, public engagement and advocacy.

This approach recognizes the complexities inherent in our unique tax structure and draws on comparative insights to ensure fairness across all property classes. By centering stakeholder engagement, the recommendation supports thorough and transparent policy development, demonstrating the council's dedication to addressing community needs while promoting economic stability.

### **Strategic Relevance:**

- Recognize the fundamental importance of our tourism economy.
- Communicate and engage with residents.
- Pursue alternative revenue sources and equitable distribution of costs.
- Take active and strategic steps to advance Jasper's interests, including the acquisition of land-use planning and development authority and attaining Resort Municipality Status.

### **Inclusion Considerations:**

Adjusting the tax rate ratio can take into consideration the broader impact on all community members, ensuring that the tax system remains fair and equitable.

### **Relevant Legislation:**

- Alberta Municipal Government Act

- [Bylaw #253 Taxation Rates Bylaw 2023](#)

**Financial:**

In the absence of any change to the ratio the difference in assessment growth between the residential and non-residential classes will cause a shift in the overall tax burden towards the non-residential sector. Any adjustment to the existing ratio would be revenue neutral and would not alter overall tax revenue for the municipality. A ratio less than 5:1:0.583 would redistribute the tax burden towards residential property owners and could help diminish the impact of assessment shift on non-residential properties.

## AGENDA ITEM 7.7

### REQUEST FOR DECISION

**Subject:** ATCO Streetlight Conversion to LED Lighting  
**From:** Bill Given, Chief Administrative Officer  
**Reviewed by:** Natasha Malenchak, Director of Finance & Administration  
**Date:** May 14, 2024

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#### Recommendation:

- That Committee approve the conversion of our current lighting infrastructure to LED technology, and;
- That Committee direct Administration identify an appropriate source of funding to proceed with the conversion of decorative street lights along with the LED conversion.

#### Alternatives:

- That Committee refer the conversion of our current lighting infrastructure to LED technology and the conversion of existing decorative streetlights to the 2025 budget discussion.
- That Committee refer the matter of conversion of decorative street lights to the 2025 budget discussion.
- That Committee receive the report for information and take no further action.

#### Background:

On April 16, 2024 Council received a presentation from ATCO representatives Tanya Fillion, Bill Friesen and Sean Hynes regarding street lighting and a conversion to LED lighting.

MOTION by Councillor Kelleher-Empey – BE IT RESOLVED that Council receive the presentation for information; and that Council direct Administration to come back to a future Committee of the Whole meeting with recommendations on:

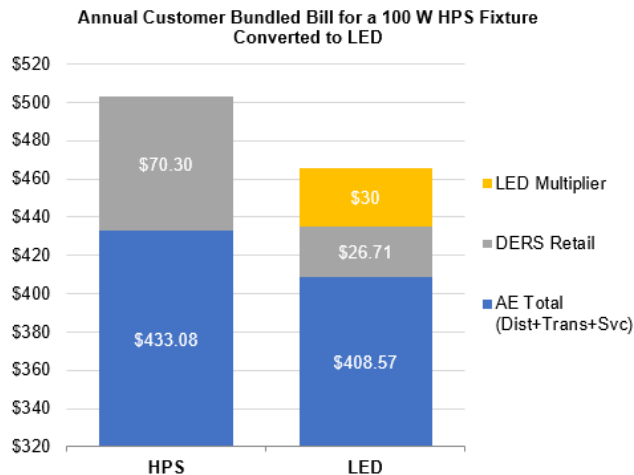
- the conversion to LED lighting
- the replacement of decorative fixtures

#### Discussion:

In recent years, Light Emitting Diode (LED) lighting has revolutionized the lighting industry with its energy efficiency, longevity, and versatility. ATCO Electric has updated its standard streetlight offering in 2016 from high-pressure sodium (HPS) to LED. Prior 2016, HPS was more cost effective, but with wide LED adoption, costs decreased and are now comparable with HPS.

LED lighting offers a multitude of benefits that make it a superior choice for municipal infrastructure. Consuming significantly less energy than conventional bulbs, LEDs reduce electricity bills and carbon emissions, making them an environmentally sustainable option. They have a longer lifespan than traditional HPS bulbs, and are more durable, resistant to shock, vibration, and temperature fluctuations.

ATCO was granted approval by the Alberta Utilities Commission (AUC) to offer an LED conversion program for their municipal customers. In essence the ACU has authorized ATCO to recover the cost of converting a municipality's streetlights to LED over time through an additional charge placed on the municipality's street light billing. This additional charge is called a "Multiplier".



*\*Note: Actual customer retail rate may vary  
16.05 ¢/kWh is DERS RRO for lighting as of Jan 01, 2024*

The additional cost associated with the multiplier is off-set by the savings in energy costs associated with LED lights. In the presentation to Council ATCO provided the illustration at left.

Based on the estimates presented by ATCO the municipality could expect to save just approximately \$11,520 per year (\$960.00 per month) from the conversion.

**Carbon Emissions**

ATCO has reported that based on the projected electricity savings of 72,587 kWh annually from converting the 186 standard lights the municipality could expect to see a reduction in total carbon emissions of 35,574 kg of CO2e every year.

$$72,587\text{kWh} \times 1\text{MWh}/1000\text{kWh} \times 0.4901\text{tCO}_2\text{e}/\text{MWh} = 35.574 \text{ TCO}_2\text{e} \times 1000\text{kg}/1\text{T} = \mathbf{35,574\text{kg CO}_2\text{e}}$$

**Decorative Conversion**

ATCO also offered the opportunity to convert a number of decorative street lights to a new standard. Currently the municipality has 84 Decorative St. lights. These units were customized to Jasper and are not a part of ATCO’s general inventory. Additionally, the units are end of life and sourcing replacements is becoming difficult.

ATCO presented a range of different styles of decorative lights, all of which were Dark Sky compliant, with varying capital costs. A mid-priced unit that might be appropriate for Jasper’s typical street scape is shown at right. This style would cost \$1581.25 to replace.

Completing this project outside of the overall LED conversion would likely be more costly due to with mobilization and accommodation costs for the crews completing the work.



METROSCAPE: X434C

Replacing all decorative lights with the style shown above could cost \$132,825. Subject to discussion with ATCO this added cost may be able be billed to the municipality over time. The added annual expense would be partially off-set from the savings resulting from the general LED conversion. At a high level, it would take 11.5 years to pay for the decorative conversion using the LED conversion savings.

In addition to the conversion to LED lighting, replacing outdated or inefficient decorative fixtures with modern, energy-efficient alternatives will not only improve aesthetics but also align with our environmental goals.

**Strategic Relevance:**

- Communicate and engage with residents.
- Pursue alternative revenue sources and equitable distribution of costs.
- Include an environmental lens into our decision making and operational plans.

- Examine and adjust our services to ensure they are providing the expected environmental benefits.

**Inclusion Considerations:**

The proposed conversion to LED street lighting offers several inclusion benefits for the Municipality of Jasper. Firstly, enhanced lighting quality and visibility can significantly improve safety for all residents, particularly for those with visual impairments and the elderly, making public spaces more accessible at night. Additionally, the upgrade to energy-efficient lighting supports the broader community goal of environmental sustainability, benefiting all demographic groups by contributing to cleaner air and reduced greenhouse gas emissions. Lastly, the project aligns with inclusivity by potentially reducing municipal costs long-term, allowing for reallocation of funds to other inclusive community services and programs.

**Relevant Legislation:**

N/A

**Financial:**

186 streetlights would be included within the multiplier program with no upfront capital costs. The municipality would see a decrease of approximately \$11,520 in its annual operating costs.

84 decorative streetlights would cost anywhere between \$1,300 to \$2,200 per replacement (as per options presented by ATCO) and would have an upfront capital cost of anywhere between \$110,000 to \$185,000. A mid-point style would entail a total capital cost of \$132,825.



## AGENDA ITEM 7.8

### REQUEST FOR DECISION

**Subject:** Reallocation of Funds – Road Repair  
**From:** Bill Given, Chief Administrative Officer  
**Prepared by:** John Greathead, Director of Operations & Utilities  
**Reviewed by:** Natasha Malenchak, Director of Administration & Finance  
**Date:** May 14, 2024

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#### **Recommendation:**

That Committee recommend Council authorize the reallocation of \$22,000 from the road repair capital budget to purchase a used 1 ½ ton smooth drum roller and trailer.

#### **Background:**

The 2024 approved capital budget includes \$250,000.00 for road resurfacing.

#### **Discussion:**

The current process of this road repair is to mill 30 mm – 50 mm and overlay the remaining road base with up to 50mm of new asphalt. This work plan has proven to be a very efficient solution to renew our infrastructure. The amount in the budget for this work allows for resurfacing of Geikie St. from Elm St. to Larch St. at a cost of ~\$227,500.00. This will leave \$22,500 unspent in this budget line.

Many of the smaller asphalt repairs and patches that will be completed this year are paid for through various other budget lines, for example a patch where the road had been disturbed to repair a water main would be costed against the water main repair work.

Administration is recommending that the Municipality purchase a 1 ½ ton smooth drum roller/ vibratory compactor and trailer. This is a vital piece of equipment that is use for many of the typical Operations functions including landscaping work, road repairs, concrete base preparation, and sports field repairs. With the addition of this equipment, minor in-house repairs and service intrusions could be paved with hot-mix asphalt using our existing staff.

The addition of this compactor/roller to the Municipality's fleet will offer an improved level of service while reducing incurred rental and contractor expenses.

After reviewing many of the options currently available, Management recommends the purchase of these items from United Rentals. After discussions with the sales representative, it has been agreed that there would be no cost for shipping this equipment. The roller/compactor is located in Winnipeg, MB. while the trailer is in Terrace, BC.

Under Policy B-109 (Fiscal Controls and Financial Reporting) the Capital Budget, as approved by the Council, delineates the scope, funding, and spending authority for each Capital Project within the designated budget document for a specified period. Managers are explicitly prohibited from exceeding the budget allocated for any project or altering the project's scope independently. Any modifications to the scope of a project require the

express approval of the Council, ensuring that all changes are centrally reviewed and sanctioned to maintain control and oversight over municipal expenditures and project guidelines.

Administration is seeking Council authorization to amend the project scope of the 2024 road resurfacing and to relocate the unspent funds to the purchase of the new equipment.

In conclusion, the reallocation of funds from the road repair capital budget towards the acquisition of a 1 ½ ton smooth drum roller and trailer is a prudent investment for the Municipality. This approach not only enhances the operational efficiency of our public works but also ensures a higher standard of infrastructure maintenance. By capitalizing on available budget surplus and selecting a cost-effective procurement route, the Municipality secures vital equipment that supports ongoing and future projects without compromising financial stability or operational readiness.

**Relevant Legislation:**

[Policy B-109 Internal Fiscal Controls and Reporting Policy](#)

**Strategic Relevance:**

- 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 the dollar

**Inclusion Considerations:**

Potholes repairs completed with a hot-mix asphalt are significantly better than those completed with a cold-mix asphalt, thereby improving road safety and walkability.

**Financial:**

There will be no impact to the overall 2024 budget.

## AGENDA ITEM 7.9

### REQUEST FOR DECISION

**Subject:** National Public Works Week Proclamation  
**From:** John Greathead, Director of Operations and Utilities  
**Reviewed by:** Bill Given, Chief Administrative Officer  
**Date:** May 14, 2024



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#### **Recommendation:**

That Committee recommend Council proclaim the week of May 19-25 Public Works Week.

#### **Background:**

The American Public Works Association (APWA) and the Canadian Public Works Association (CPWA) have for several years have promoted the National Public Works Week as a tool to inform the public of the importance and value provided by Towns, Cities and various levels of Government of the services provided by the Public Works staff.

#### **Discussion:**

Public Works is a large service area provided by the local governments which includes many separate critical functions that a community needs to thrive.

Here in Jasper the Public Works services are handled within the Operations and Utilities Department. We are responsible for ensuring that we provide safe clean drinking water; the operation of a Class IV Wastewater Treatment Plant; Environmental Reporting and Regulatory Compliance; Road and Sidewalk repairs; Winter Road Maintenance; Solid Waste and Recycling Services; Grounds, Parks and sports field maintenance; Facility Maintenance and Asset Management; Fleet maintenance; Capital Project Management; Emergency Management staffing and support; Encroachment and Utility service requests; Environmental Stewardship as well as too many other services to mention.

An important point to make is that even though we have a base population of under 5000 residents, the wastewater volumes produced, water distribution usage, waste and recycling volumes and traffic counts suggest that during peak Tourism and Hospitality Service season, the Municipality of Jasper hosts more than 30,000 people daily which adds a significant demand on our staff.

#### **Strategic Relevance:**

- Nurture the most important relationships which are those within our organization, all of whom share a commitment to best serve our community.

#### **Attachments:**

Draft Proclamation



## PROCLAMATION

### National Public Works Week May 19 – 25, 2024 “Advancing Quality of Life For All”

**WHEREAS**, public works professionals focus on infrastructure, facilities, and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life, and well-being of the people of the Municipality of Jasper; and,

**WHEREAS**, these infrastructure, facilities, and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation’s transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

**WHEREAS**, it is in the public interest for the citizens, civic leaders, and children in the Municipality of Jasper to gain knowledge of and maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and,

**WHEREAS**, the year 2024 marks the 64th annual National Public Works Week,

**THEREFORE**, I, Richard Ireland, Mayor of Jasper, on the advice, consent and direction of Council, do hereby designate the week of May 19–25, 2024, as National Public Works Week. I urge all citizens to join in activities, events, and ceremonies designed to pay tribute to our public works professionals, engineers, managers, and employees and to recognize the substantial contributions they make to protecting our national health, safety, and advancing quality of life for all.

Municipality of Jasper Mayor



## MOTION ACTION LIST

SHORT TITLE	REQUESTED (DATE)	RESPONSIBLE (WHO)	COUNCIL MOTION (DESCRIPTION)	TARGET (DATE)	STATUS
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"> <li>• A Clean Energy Improvement Program business case for Jasper</li> <li>• Draft Clean Energy Improvement Tax bylaw</li> </ul>	May 2024	
S-Block Parking 2023, Winter Seasonal Service	September 12, 2023	Director of Protective & Legislative	That Committee direct Administration to report back on the 2023-24 S-Block Parking Lot winter seasonal service to a Committee of the Whole meeting in the spring.	May 2024	
Habitat for the Arts	November 22, 2023	Director of Community Development	That Committee direct Administration to discuss transitioning to a public board with Habitat for the Arts and return with a report in 2024.	May 2024	
Transit Capital Projects	December 19, 2023	CAO	That Council direct Administration to return to a future Council meeting for approval prior to awarding or procuring any transit capital projects.	May 2024	
2024 Mill Rate	December 19, 2023	Director of Finance & Administration	That Council direct Administration to provide a report on the potential implications of splitting the 2024 net tax increase at ratios other than 5:1 and return to a future Committee of the Whole meeting prior to establishing the 2024 mill rate.	May 2024	
Global Covenant of Mayors for Climate & Energy	January 9, 2024	CAO	That Committee recommend Council postpone the consideration of joining the "Global	July 2024	

Municipality of Jasper

			Covenant of Mayors for Climate & Energy" until July 2024.		
<b>Crosswalks near School Zones</b>	<b>January 23, 2024</b>	<b>Director of Operations &amp; Utilities and Director of Protective &amp; Legislative Services</b>	That Committee refer the matter of pedestrian safety at the crosswalks on Bonhomme Street adjacent to the sports fields and the Southview Co-ops to the Traffic Advisory Committee.	<b>May 2024</b>	
<b>Climate Change Adaptation Action Plan</b>	<b>February 27, 2024</b>	<b>CAO</b>	That Committee direct Administration to return to a future Committee meeting with recommendations on developing a Climate Change Adaptation Action Plan.	<b>June 2024</b>	
<b>The Men's Shed</b>	<b>March 12, 2024</b>	<b>Director of Community Development</b>	That Committee direct Administration to develop a partnership to create a Men's Shed in one bay of the 3-bay garage at the Activity Centre and return to a future Committee meeting with the proposed partnership agreement.	<b>June 2024</b>	
<b>Utilities Workshop &amp; Jasper United Church Request</b>	<b>March 12, 2024</b>	<b>CAO and Director of Finance &amp; Administration</b>	That Committee direct Administration to set-up a utilities workshop to review the current model within the next three months; and that Committee tables this request to that workshop.	<b>June 2024</b>	
<b>Jasper Skatepark Committee</b>	<b>March 19, 2024</b>	<b>CAO and Director of Finance &amp; Administration</b>	That Council authorise, in principle, interim financing to the Jasper Skatepark Committee, not to exceed \$150,000, with loan details to be presented to Council following completion of the Skatepark construction.	<b>September 2024</b>	
<b>Federal Housing Advocacy</b>	<b>April 9, 2024</b>	<b>CAO</b>	That Committee direct Administration to contact the office of the Federal Housing and Infrastructure Minister to coordinate an advocacy meeting.	<b>May 2024</b>	
<b>ATCO Streetlights</b>	<b>April 16, 2024</b>	<b>CAO and Director of Finance &amp; Administration</b>	That Council direct Administration to come back to a future Committee of the Whole meeting with recommendations on: <ul style="list-style-type: none"> <li>• the conversion to LED lighting</li> </ul>	<b>May 2024</b>	

Municipality of Jasper

			<ul style="list-style-type: none"> <li>the replacement of decorative fixtures</li> </ul>		
<b>Traffic Safety Bylaw</b>	<b>April 23, 2024</b>	<b>Director of Protective &amp; Legislative Services</b>	That Committee direct Administration to review the Traffic Safety Bylaw section 16.16 and return to a future Committee of the Whole meeting with recommendations.	<b>July 2024</b>	
<b>Parks Canada Maligne Canyon Transit Service Request</b>	<b>April 23, 2024</b>	<b>CAO</b>	That Committee direct Administration to request further service proposal details from Parks Canada.	<b>July 2024</b>	