

MUNICIPALITY OF JASPER
REGULAR COUNCIL MEETING AGENDA
January 16, 2024 | 1:30 pm
Jasper Library & Cultural Centre – Quorum Room
[Municipality of Jasper Strategic Priorities 2022-2026](#)



Notice: Council members and staff are at the Jasper Library and Cultural Centre. 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 1:30 pm, use this Zoom link: <https://us02web.zoom.us/j/87657457538>**

1 CALL TO ORDER

2 APPROVAL OF AGENDA

2.1 Regular meeting agenda, January 16, 2024 attachment

Recommendation: That Council approve the agenda for the regular meeting of January 16, 2024 as presented.

3 APPROVAL OF MINUTES

3.1 Regular meeting minutes, December 19, 2023 attachment

Recommendation: That Council approve the minutes of the December 19, 2023 Regular Council meeting as presented.

3.2 Committee of the Whole meeting minutes, January 9, 2024 attachment

Recommendation: That Council approve the minutes of the January 9, 2024 Committee of the Whole meeting as presented.

4 CORRESPONDENCE

5 DELEGATIONS

6 NEW BUSINESS

6.1 Supplementary Assessment of Improvements and Supplementary Tax Bylaws attachment

Recommendation: That Council read for the first time, Bylaw #257, being a bylaw of the Specialized Municipality of Jasper in the province of Alberta to authorize the supplementary assessment of improvements for the taxation year 2024.

That Council read for the second time, Bylaw #257, being a bylaw of the Specialized Municipality of Jasper in the province of Alberta to authorize the supplementary assessment of improvements for the taxation year 2024.

That Council read for the first time, Bylaw #258, being a bylaw of the Specialized Municipality of Jasper in the province of Alberta to authorize the imposition of a supplementary tax for the taxation year 2024.

That Council read for the second time, Bylaw #258, being a bylaw of the Specialized Municipality of Jasper in the province of Alberta to authorize the imposition of a supplementary tax for the taxation year 2024.

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6.2 Utilities Fees Levy and Collection Bylaw 2024

attachment

Recommendation: That Council read for the first time, Bylaw #259, being a bylaw of the Specialized Municipality of Jasper in the province of Alberta to provide for the levying and collection of fees for the provision of water, sewer, solid waste and recycling services in 2024.

That Council read for the second time, Bylaw #259, being a bylaw of the Specialized Municipality of Jasper in the province of Alberta to provide for the levying and collection of fees for the provision of water, sewer, solid waste and recycling services in 2024.

6.3 Director's Report – Finance & Administration

attachment

Recommendation: That Council receive the report for information.

6.4 National Immigration Project, Local Immigration Project, and Settlement Services Renewals Support

Recommendation: That Council approve submitting an application to continue the partnership with Immigration Refugees and Citizenship Canada (IRCC) to deliver existing and expanded national, regional, and local services for another 5-year term.

6.5 Jasper-Hakone Committee Recommendations

attachment

6.5.1 Hakone delegation

Jasper-Hakone Committee Recommendations:

- *That Council approve the 2024 delegation to Hakone.*
- *That Council authorize the Mayor to write a letter to Tourism Jasper inviting them to formally participate the Hakone delegation, from November 1-November 4, 2024.*

6.5.2 Student exchange program Jasper-

Hakone Committee Recommendation:

- *That Council discontinue the Jasper-Hakone student exchange program permanently.*

6.5.3 Appointment of a Chair

Jasper-Hakone Committee Recommendation:

- *That the Mayor consider Councillor Waxer act as the chair of the Jasper-Hakone Committee until the next Organizational Meeting.*

6.6 Alberta Tourism Advocacy Summit – Mayor Ireland

verbal

7 NOTICES OF MOTION

MUNICIPALITY OF JASPER
REGULAR COUNCIL MEETING AGENDA
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[Municipality of Jasper Strategic Priorities 2022-2026](#)

8 COUNCILLOR REPORTS

[8.1 Council's appointments to boards and committees](#)

9 UPCOMING EVENTS

Jasper Park Chamber of Commerce General Meeting – 9:00am, January 17, Zoom

[Jasper in January](#) – January 12 to 28

NETMA – January 24, Location TBA

[Coldest Night of the Year](#) – 4:00-7:00pm, February 24, Jasper Activity Centre

Strategic Priorities Review – February 29 to March 1, Pyramid Lake Lodge

10 ADJOURNMENT

Recommendation: That, there being no further business, the regular meeting of January 16, 2024 be adjourned at _____.

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

Municipality of Jasper
Regular Council Meeting Minutes
 Tuesday, December 19, 2023 | 1:30 pm
 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 both Zoom livestreaming and in-person attendance.		
Present	Mayor Richard Ireland, Deputy Mayor Wendy Hall, Councillors Helen Kelleher-Empey, Kathleen Waxer, Scott Wilson, Ralph Melnyk, and Rico Damota		
Absent	none		
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 Amanda Stevens, Communications Manager Emma Acorn, Legislative Services Coordinator Bob Covey, The Jasper Local Peter Shokeir, The Fitzhugh 18 observers		
Call to order	Mayor Ireland called the December 19, 2023 Regular Council meeting to order at 1:30pm.		
Additions or Deletions #601/23	MOTION by Councillor Damota – BE IT RESOLVED that Council amend the agenda for the December 19, 2023 Regular Council meeting as follows: <ul style="list-style-type: none"> • Defer item 6.1 Finance & Administration Director’s Report to the next regularly scheduled Council meeting in 2024 		
	FOR 6 Councillors	AGAINST 1 Councillor (Ireland)	CARRIED
#602/23	MOTION by Councillor Melnyk – BE IT RESOLVED that Council amend the order of the agenda for the December 19, 2023 Regular Council meeting as follows: <ul style="list-style-type: none"> • Change item 6.4 2024-2026 Operating and 2024-2028 Capital Budgets to 6.1 		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Approval of agenda #603/23	MOTION by Councillor Waxer – BE IT RESOLVED that Council approve the agenda for the December 19, 2023 Regular Council meeting as amended: <ul style="list-style-type: none"> • Defer item 6.1 Finance & Administration Director’s Report to the next regularly scheduled Council meeting. • Change item 6.4 2024-2026 Operating and 2024-2028 Capital Budgets to 6.1. 		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Approval of Legislative Committee minutes #604/23	MOTION by Councillor Hall – BE IT RESOLVED that Council approve the minutes of the December 5, 2023 Legislative Committee meeting as presented.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Approval of Regular minutes #605/23	MOTION by Councillor Damota – BE IT RESOLVED that Council approve the minutes of the December 5, 2023 Regular Council meeting as presented.		
	FOR	AGAINST	

	7 Councillors	0 Councillors	CARRIED
Approval of Committee of the Whole minutes #606/23	MOTION by Councillor Hall – BE IT RESOLVED that Council approve the minutes of the December 12, 2023 Committee of the Whole meeting as presented.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Approval of Special Council meeting minutes #607/23	MOTION by Councillor Kelleher-Empey – BE IT RESOLVED that Council approve the minutes of the December 12, 2023 Special Council meeting as presented.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Correspondence – Jasper Hotel Association #608/23	Council received a request from Richard Cooper of the Jasper Hotel Association regarding emergency management.		
	MOTION by Councillor Damota – BE IT RESOLVED that Council refer the request to the Emergency Management Agency and request a status update at a future Committee of the Whole meeting.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Delegations	none		
2024-2026 Operating and 2024-2028 Capital Budgets #609/23	MOTION by Councillor Damota – BE IT RESOLVED that Council suspend the relevant sections of the procedure bylaw to allow for reconsideration of any motions previously made regarding the 2024 annual Operating and Capital budgets.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
#610/23	MOTION by Councillor Damota – BE IT RESOLVED that Council amend motion #576/23 to direct Administration apply the \$147,000 in accumulated municipal over levy from prior years to reserves according to the requirements of Policy B-112.		
	FOR 3 Councillors (Hall, Damota, Kelleher-Empey)	AGAINST 4 Councillors	DEFEATED
#611/23	MOTION by Councillor Kelleher-Empey – BE IT RESOLVED that Council amend the budget by removing the transit portion of the 2024-2028 Capital budget.		
	FOR 3 Councillors (Melnyk, Damota, Kelleher-Empey)	AGAINST 4 Councillors	DEFEATED
#612/23	MOTION by Councillor Damota – BE IT RESOLVED that Council amend the proposed 2024 Operating budget by reducing the Jasper Yellowhead Historical Society contribution by \$25,000.		
	FOR 3 Councillors (Damota, Hall, Wilson)	AGAINST 4 Councillors	DEFEATED
#613/23	MOTION by Councillor Waxer – BE IT RESOLVED that Council direct Administration to return to a future Council meeting for approval prior to awarding or procuring any transit capital projects.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED

Recess	Mayor Ireland called a recess from 3:12pm to 3:20pm.		
2024-2026 Operating and 2024-2028 Capital Budgets continued #614/23	Councillor Waxer indicated she wanted to make a motion regarding the UpLift! Jasper Mural Festival. Mayor Ireland declared a conflict of interest as he is the father of one of the festival organizers. He relinquished the chair to Deputy Mayor Hall.		
	MOTION by Councillor Waxer – BE IT RESOLVED that Council amend the budget by allocating \$15,000 to have the Municipality become an UpLift! Jasper Mural Festival video sponsor and support the creation of a video about the Alex Kwong mural.		
	FOR 2 Councillors (Hall, Waxer)	AGAINST 4 Councillors	DEFEATED
	Deputy Mayor Hall returned the chair to Mayor Ireland.		
#615/23	MOTION by Councillor Damota – BE IT RESOLVED that Council reconsider motion #578/23; and include the proposed Community Recreation and Culture Programmer position in the 2024 budget, with \$60,000 toward the cost of the position to come from the stabilization reserve.		
	FOR 1 Councillor (Damota)	AGAINST 6 Councillors	DEFEATED
#616/23	MOTION by Councillor Wilson – BE IT RESOLVED that Council approve the 2024-2026 Operating Budget as presented; and		
	That Council approve the 2024-2028 Capital Budget as presented.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
2024 Boards & Committees Appointments #617/23	MOTION by Councillor Damota – BE IT RESOLVED that Council appoint Diane Tremblay to the Jasper Municipal Library Board for a term commencing January 1, 2024 and concluding December 31, 2026; and,		
	That Council direct Administration to re-advertise for the three Communities in Bloom positions.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
2024-2026 Operating and 2024-2028 Capital Budgets Continued #618/23	MOTION by Councillor Waxer – BE IT RESOLVED 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.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Behaviour in Municipal Facilities Policy #619/23	MOTION by Councillor Melnyk – BE IT RESOLVED that Council approve policy D-109: Behaviour in Municipal Facilities as presented.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Emergency Boiler Replacement #620/23	MOTION by Councillor Wilson – BE IT RESOLVED that Council receive this report on the replacement of the boiler(s) at the Jasper Fitness and Aquatic Centre for		

information; and

That Council approve the transfer of funding from the 2024 budget to the 2023 Capital Budget in the amount of \$229,775 to be funded from the Annual General Restricted Reserve.

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

Notices of Motion none

Councillor Reports none

Upcoming events Council received a list of upcoming events for information.

Adjournment #621/23 MOTION by Councillor Hall – BE IT RESOLVED that, there being no further business, the Regular Council meeting of December 19, 2023 be adjourned at 4:20pm.

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

Mayor

Chief Administrative Officer

DRAFT

Municipality of Jasper
Committee of the Whole Meeting Minutes
 Tuesday, January 9, 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 Scott Wilson, Councillors Helen Kelleher-Empey, Kathleen Waxer, Wendy Hall, and Ralph Melnyk		
Absent	Councillor Rico Damota		
Also present	Bill Given, Chief Administrative Officer Christine Nadon, Director of Protective & Legislative Services Christopher Read, Director of Community Development Doug Olthof, National Immigration Project Manager Amanda Stevens, Communications Manager Emma Acorn, Legislative Services Coordinator Bob Covey, The Jasper Local 2 observers		
Call to Order	Deputy Mayor Wilson called the January 9, 2024 Committee of the Whole meeting to order at 9:30am and began with a Traditional Land Acknowledgement .		
Additions/deletions to the agenda #1/24	MOTION by Councillor Kelleher-Empey that Committee add the following items to the January 9, 2024 Committee of the Whole meeting agenda: <ul style="list-style-type: none"> • 7.1 National Immigration Project, Local Immigration Project, and Settlement Services Renewals Support • 10.2 In-camera session – Intergovernmental meeting agenda 		
	FOR 6 Councillors	AGAINST 0 Councillor	CARRIED
Approval of agenda #2/24	MOTION by Councillor Hall that Committee approve the agenda for the January 9, 2024 Committee of the Whole meeting as amended.		
	FOR 6 Councillors	AGAINST 0 Councillor	CARRIED
Business arising from December 12, 2023 minutes	none		
Delegations	none		
Correspondence	none		

<p>National Immigration Project, Local Immigration Project, and Settlement Services Renewals Support #3/24</p>	<p>Committee received an add on item to the agenda. The request for decision and presentation materials are attached to today's minutes. Director of Community Development, Christopher Read, introduced the report to Committee and Doug Olthof, National Immigration Project Manager, delivered the presentation.</p>	<p>MOTION by Councillor Waxer that Committee receive the presentation for information; and</p>	<p>That Committee recommend Council approve submitting an application to continue the partnership with Immigration Refugees and Citizenship Canada (IRCC) to deliver existing and expanded national, regional, and local services for another 5-year term.</p>	<p>FOR 6 Councillors</p>	<p>AGAINST 0 Councillor</p>	<p>CARRIED</p>			
<p>Global Covenant of Mayors for Climate & Energy #4/24</p>	<p>MOTION by Mayor Ireland that Committee recommend Council postpone the consideration of joining the "Global Covenant of Mayors for Climate & Energy" until July 2024.</p>	<p>FOR 6 Councillors</p>	<p>AGAINST 0 Councillor</p>	<p>CARRIED</p>					
<p>2023 Community Conversations Annual Report #5/24</p>	<p>Committee received the annual Community Conversations Report. Director of Community Development, Christopher Read, reviewed information including schedules, topics, attendance, survey results, and future considerations.</p>	<p>MOTION by Councillor Kelleher-Empy that Committee receive the Community Conversations Annual Report for January to December 2023 for information.</p>	<p>FOR 6 Councillors</p>	<p>AGAINST 0 Councillor</p>	<p>CARRIED</p>				
<p>Alberta Tourism Advocacy Summit</p>	<p>The Tourism Industry Association of Alberta will be holding its annual Alberta Tourism Advocacy Summit in Edmonton February 4-6, 2024. Mayor Ireland asked for this item to be added to the next Regular Council meeting agenda to allow any Councillor who wishes to attend to have it approved by Council.</p>	<p>Motion Action List</p>	<p>Administration reviewed the Motion Action List.</p>	<p>#6/24</p>	<p>MOTION by Councillor Kelleher-Empy that Committee approve the updated Motion Action List with the removal of the following items:</p>	<ul style="list-style-type: none"> • Global Covenant of Mayors for Climate & Energy • Forest Park Hotel Parking 	<p>FOR 6 Councillors</p>	<p>AGAINST 0 Councillors</p>	<p>CARRIED</p>

Councillor
upcoming
meetings

Councillor Melnyk will be attending the monthly meeting of the Jasper Yellowhead Museum & Archives this evening.

Councillors Melnyk, Waxer, and Kelleher-Empey will be meeting as the Jasper-Hakone Committee this afternoon.

Upcoming Events

Council reviewed a list of upcoming events.

In-camera
#7/24

MOTION by Councillor Kelleher-Empey to move in-camera at 11:05am to discuss added agenda item:

- 10.2 Intergovernmental meeting agenda, FOIP s. 21(1)(a)(i)

FOR

6 Councillors

AGAINST

0 Councillors

CARRIED

Mr. Given also attended the in-camera session.

Move out of
camera
#8/24

MOTION by Councillor Hall to move out of camera at 12:01pm.

FOR

6 Councillors

AGAINST

0 Councillors

CARRIED

Adjournment
#9/24

MOTION by Councillor Kelleher-Empey that, there being no further business, the Committee of the Whole meeting of January 9, 2024 be adjourned at 12:01pm.

FOR

6 Councillors

AGAINST

0 Councillors

CARRIED

AGENDA ITEM 6.1

REQUEST FOR DECISION

Subject: Supplementary Assessment of Improvements and Supplementary Tax Bylaws

From: Bill Given, Chief Administrative Officer

Prepared by: Natasha Malenchak, Director of Finance and Administration

Reviewed by: Emma Acorn, Legislative Services Coordinator

Date: January 16, 2024



Recommendation:

- That Council give first and second readings to the Supplementary Assessment of Improvements 2024 Bylaw, and;
- That Council give first and second readings to the Supplementary Tax Bylaw 2024.

Alternatives:

- That Council does not conduct Supplementary Assessments and Taxes for 2024.

Background:

On January 17, 2023, Council gave first and second readings and on February 7, 2023, gave third reading passing Bylaw #249, being the Supplementary Assessments of Improvements 2023 bylaw and Bylaw #250, being the Supplementary Tax Bylaw 2023.

Discussion:

The Supplementary Assessment of Improvement bylaw allows the Municipality to assess property having newly constructed buildings or major additions and renovations in the same tax year as they are completed and occupied. Prior to conducting supplementary assessments inequities existed amongst properties based on the completion date of the improvements.

Without a supplementary assessment bylaw, improvements started and/or completed during 2024 would not be assessed for the 2024 tax year for the improvements made. This is inherently unfair and inequitable to other property owners since those owners would not be paying the full taxes due for that year.

If a council passes a bylaw authorizing supplementary assessments to be prepared in respect of property, then Section 369 of the Municipal Government Act (MGA) requires council to pass a bylaw authorizing it to impose a supplementary tax in the same year as the supplementary assessment is to be done.

Inclusion Considerations:

- The Municipal Inclusion Assessment Tool is not applicable to this recommendation.

Relevant Legislation:

Alberta Municipal Government Act

- Section 313 requires council to pass a bylaw before May 1st in the same year as the supplementary is to be done.
- Section 314 (3) states that a supplementary assessment must reflect the value of an improvement that has not been previously assessed or the increase in the value of an improvement since it was last assessed.
- Section 369 (1) states that If in any year a council passes a bylaw authorizing supplementary assessments to be prepared in respect of property, the council must, in the same year, pass a bylaw authorizing it to impose a supplementary tax in respect of that property.)

Financial:

The approval of a 2024 Supplementary Assessment of Improvement Bylaw will provide a most fair and equitable allocation of taxes between owners whether they have completed projects in 2023 or 2024.

The last 5 years of municipal tax revenue generated from Supplementary Property Taxes:

Tax Year	2019	2020	2021	2022	2023
Municipal Supplementary Levy	\$17,540	\$828	\$5,163	\$48,795	\$16,128

Estimated supplementary assessment totals are not available for 2024 supplementary tax application due to the unknown completion dates of potentially affected projects.

Attachments:

- Bylaw #257 - Supplementary Assessment of Improvements 2024
- Bylaw #258- Supplementary Tax Bylaw 2024

**MUNICIPALITY OF JASPER
BYLAW #257**

BEING A BYLAW OF THE SPECIALIZED MUNICIPALITY OF JASPER IN THE PROVINCE OF ALBERTA TO AUTHORIZE THE SUPPLEMENTARY ASSESSMENT OF IMPROVEMENTS FOR THE TAXATION YEAR 2024.

WHEREAS pursuant to the provisions of the *Municipal Government Act* (RSA 2000, cM-26), a municipality may adopt a bylaw authorizing supplementary assessments to be prepared for the purpose of imposing a tax in the same year;

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

1. Citation

- 1.1 This Bylaw may be cited as the "Supplementary Assessment of Improvements Bylaw 2024".
- 1.2 The Specialized Municipality of Jasper Bylaw #249 "Supplementary Assessment of Improvements Bylaw 2023" is hereby repealed.

2. Definitions

- 2.1 In this Bylaw:
 - 2.1.1 "*Council*" means the Council of the Specialized Municipality of Jasper;
 - 2.1.2 "*Municipality*" means the Specialized Municipality of Jasper in Jasper National Park in the Province of Alberta;

3. Supplementary Assessment

- 3.1 Council hereby directs the assessor for the Municipality to prepare supplementary assessments for improvements in the Municipality if such improvements:
 - 3.1.1 are completed in the year in which they are to be taxed;
 - 3.1.2 are occupied during all or any part of the year in which they are to be taxed;
or
 - 3.1.3 are moved into the Municipality during the year in which they are to be taxed and will not be taxed in that year by another municipality.
- 3.2 The Municipality shall prepare and maintain a supplementary assessment roll within the times and in the manner set out in the *Municipal Government Act* (RSA 2000, cM-26).

4. Severance

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

5. Coming into Force

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

READ a first time this day of 2024

READ a second time this day of 2024

READ a third time and finally passed this day of 2024

Mayor

Chief Administrative Officer

**MUNICIPALITY OF JASPER
BYLAW #258**

BEING A BYLAW OF THE SPECIALIZED MUNICIPALITY OF JASPER IN THE PROVINCE OF ALBERTA TO AUTHORIZE THE IMPOSITION OF A SUPPLEMENTARY TAX FOR THE TAXATION YEAR 2024.

WHEREAS pursuant to the *Municipal Government Act* (RSA 2000, cM-26), a municipality may authorize the imposition of a supplementary tax;

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

1. Citation

- 1.1 This Bylaw may be cited as the "Supplementary Tax Bylaw 2024".
- 1.2 The Specialized Municipality of Jasper Bylaw #250 "Supplementary Tax Bylaw 2023" is hereby repealed.

2. Definitions

- 2.1 In this Bylaw:
 - 2.1.1 "*Council*" means the Council of the Specialized Municipality of Jasper;
 - 2.1.2 "*Chief Administrative Officer*" means the individual duly appointed to that position for the Specialized Municipality of Jasper at any given time and includes any person authorized to act for and in the name of that individual;
 - 2.1.3 "*Municipality*" means the Specialized Municipality of Jasper in Jasper National Park in the Province of Alberta;

3. Supplementary Tax

- 3.1 Council hereby directs the Chief Administrative Officer to levy on all properties listed on the supplementary tax roll established pursuant to the Municipality's Supplementary Assessment of Improvements Bylaw 2024, taxed at the rate established in the Municipality's Tax Rate Bylaw 2024.

4. Severance

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

5. Coming into Force

- 5.1 This bylaw shall come into force and effect on the date of final passing thereof.

READ a first time this day of 2024

READ a second time this day of 2024

READ a third time and finally passed this day of 2024

Mayor

Chief Administrative Officer

AGENDA ITEM 6.2

REQUEST FOR DECISION

Subject: Utility Fees Levy and Collection Bylaw 2024
From: Bill Given, Chief Administrative Officer
Prepared by: Natasha Malenchak, Director of Finance and Administration
Date: January 16, 2024



Recommendation:

That Council give first and second readings to the Utility Fees Levy and Collection Bylaw 2024.

Alternatives:

- That Council give first reading to the Utility Fees Levy and Collection Bylaw 2024 and;
- Provide amendments prior to second and third readings.

Background:

The Utility Fees Levy and Collection Bylaw is amended on annual basis to reflect adjustments in rates and/or to address technical matters. In the approved 2024 budget total utility expenses are \$7,462,605. Of this amount \$6,007,421 will be collected from levies and the remaining amounts are collected by bulk sales or dumping.

Discussion:

Conversations held by administration and council during budget encompassed changes in all utility service areas. Reflected in the 2024 Bylaw are:

- Solid waste increase of 3.44% was mostly due to increase in operational costs and transfer to reserves;
- Recycling saw an overall increase of 19.4% due to increases in transfer to reserves in anticipation of new Extended Producer Responsibility adaptation;
- Water levies will remain the same in 2024 since capital increases were offset by a transfer from reserves from prior year transfer into reserve from surplus and additional revenue anticipated from bulk water sales, and;
- Sewer increases were felt in capital for the 5-year plan of increased transfers to reserves for asset management, increase in consumption due to having increases in contracted services, utilities, and debenture payments and in connection due to salaries and benefits.

The estimated impact on customers of 2024 proposed rates is shown in Appendix A – Customer Impact.

The Utility Fees Levy and Collection Bylaw 2024 contains rates that will continue to provide the revenue required to operate the municipal utilities, and;

- Guarantees that the core fixed costs of operating the system are covered, regardless of consumption, though the stability of the Connection charge component.
- Encourages conservation by providing financial motivation for large volume consumers to take active

steps to reduce consumption through tiered Consumption rates.

- Supports equity by ensuring that those who consume more and/or generate a personal gain through commercial consumption contribute more to supporting the costs of the system.
- Advances asset management and reinvestment into water and wastewater infrastructure by beginning a 5-year phase in to meet recommendations from the 2017 Asset Management Study.
- Increases transparency and helps users understand the infrastructure replacement needs of the system through Capital charges.

To give proper notice and advertisement of change, administration would require a 3rd reading before the mail out date of February 8, 2024.

Strategic Relevance:

Environment

- Include an environmental lens into our decision making and operational plans.

Organizational Excellence:

- Ensure residents receive quality service that provides strong value for dollar.
- Proactively plan for and invest in the maintenance and management of our natural assets and built infrastructure.
- Pursue alternative revenue sources and equitable distribution of costs.

Inclusion Considerations:

- The Municipal Inclusion Assessment Tool has been applied to this recommendation.

Relevant Legislation:

- [Utility Fees Levy and Collection Bylaw \(#259\)](#)

Financial:

Rates to be advertised in upcoming November/December 2023 utility notice and would effectively change to begin January 1, 2024.

Attachments:

- Appendix A – Customer Impact
- Bylaw #259

Appendix A – Customer Impact

		Per 2 Month Billing Period			Annual Change
		2023	2024	Change	
Residential					
Consumption	20m3	\$167.72	\$173.20	\$5.48	\$32.90
Connection	<=1"	\$41.66	\$42.85	\$0.92	\$5.52
Capital	<=1"	\$72.46	\$74.48	\$2.02	\$12.12
Garbage		\$65.98	\$68.25	\$2.27	\$13.62
Recycling		\$31.83	\$38.02	\$6.19	\$37.13
				Total	\$16.88
					\$101.29
Sm Commercial					
Consumption	53m3	\$728.26	\$750.29	\$22.03	\$132.18
Connection	<=1"	\$41.66	\$42.85	\$0.92	\$5.52
Capital	<=1", 1 Meter	\$72.46	\$74.48	\$2.02	\$12.12
Garbage		\$350.62	\$362.68	\$12.06	\$72.37
Recycling		\$116.67	\$139.35	\$22.68	\$136.08
				Total	\$59.71
					\$358.27
Medium Commercial					
Consumption	210m3	\$1,690.43	\$1,750.64	\$60.21	\$361.24
Connection	=1.5"	\$216.66	\$221.45	\$4.79	\$28.74
Capital	=1.5", 1 Meter	\$362.30	\$372.38	\$10.08	\$60.48
Garbage		\$350.62	\$362.68	\$12.06	\$72.37
Recycling		\$116.67	\$139.35	\$22.68	\$136.08
				Total	\$109.82
					\$658.91
Large Commercial					
Consumption	1543m3	\$7,755.85	\$8,108.51	\$352.93	\$2,117.56
Connection	>=1.5"	\$325.00	\$331.94	\$6.94	\$41.64
Capital	=>1.5", 1 Meter	\$643.08	\$660.57	\$17.49	\$104.94
Garbage		\$350.62	\$362.68	\$12.06	\$72.37
Recycling		\$116.67	\$139.35	\$22.68	\$136.08
				Total	\$412.10
					\$2,472.59

**MUNICIPALITY OF JASPER
BYLAW #259**

BEING A BYLAW OF THE SPECIALIZED MUNICIPALITY OF JASPER IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE LEVYING AND COLLECTION OF FEES FOR THE PROVISION OF WATER, SEWER, SOLID WASTE AND RECYCLING SERVICES IN 2024.

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

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

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

1.0 Citation

- 1.1 This bylaw may be cited as the "Utility Fees Levy and Collection Bylaw 2024".
- 1.2 This bylaw rescinds Bylaw #251 "Utility Fees Levy and Collection Bylaw 2023".

2.0 Definitions

- 2.1 In this bylaw
 - 2.1.1 "apartment building" shall mean a single building comprised of three or more dwelling units, not including secondary suites with shared entrance facilities, where none of the dwelling units are rented or available for rent or occupation for periods less than 30 days;
 - 2.1.2 "apartment unit" shall mean a dwelling unit in an apartment building;
 - 2.1.3 "black water" shall mean de-watered or partially de-watered sludge forming a semi-liquid mass and includes accumulated settled solids deposited in holding tanks, pit latrines, sewage lagoons and septic tanks;
 - 2.1.4 "bulk water" shall mean water obtained from the water system by truck, tanker or similar means, and at such times and locations as may be designated by the CAO;
 - 2.1.5 "chief administrative officer" (CAO) means the chief administrative officer of the Municipality of Jasper or designate;
 - 2.1.6 "dwelling unit" shall mean one or more rooms connected as a separate unit in the same structure and constituting an independent unit for residential occupancy by a household with facilities to sleep, cook and eat, and with its own sanitary facilities;
 - 2.1.7 "community non-profit rate" shall mean the community non-profit rate specified in **Schedule 1** which shall apply to:

- 2.1.7.1 Parcel R9, Lot 2 (Jasper United Church);
 - 2.1.7.2 Parcel C (St. Mary and St. George's Anglican Church);
 - 2.1.7.3 Block A, Lot 1 (Our Lady of Lourdes Catholic Church);
 - 2.1.7.4 Block 18, Lot 14 (Jasper Lutheran Church);
 - 2.1.7.5 Block 26, Lot 13 (Jasper Pentecostal Church);
 - 2.1.7.6 Block 4, Lots 19-20 (Jasper Baptist Church);
 - 2.1.7.7 Block 5, Lot 4 (Jasper Park Chamber of Commerce, Robson House);
 - 2.1.7.8 Parcel A, Lots 3A and 4A (Jasper-Yellowhead Historical Society);
 - 2.1.7.9 Block 36, Lots 31 and 32 (Jasper Municipal Library);
 - 2.1.7.10 Athabasca Park (Parks Canada Administration Building),
 - 2.1.7.11 Un-surveyed lot known as Parcel U-124 (Friends of Jasper National Park and public washroom building), and
 - 2.1.7.12 Block 5, Lots 5 and 6 (Tourism Jasper Jackman House)
- 2.1.8 "grey water" shall mean the fouled water supply of residences and businesses, and includes water-carried human wastes;
- 2.1.9 "leaseholder" shall mean a grantee or a person or other legal entity holding a valid lease or licence of occupation with the federal Crown for the use or occupation of land in Jasper National Park, and shall mean Canadian National Railway in respect of lots or land parcels held by Canadian National Railway, and shall mean Jasper National Park of Canada in respect to lots or land parcels held by the Crown;
- 2.1.10 "multi-unit dwelling" means one or more single buildings designed to contain three or more dwelling units not including secondary suites where none of the dwelling units are rented or available for rent or occupation for periods of less than 30 days;
- 2.1.11 "Municipality" shall mean the Municipality of Jasper;
- 2.1.12 "sewer system" shall mean the sanitary sewer system owned and operated by the Municipality and all accessories and appurtenances thereto, and shall include the wastewater treatment plant;
- 2.1.13 "water meter" shall mean a device designated and installed by the Municipality in each water service for the purpose of measuring water volume, and
- 2.1.14 "water system" shall mean the water system owned and operated by the Municipality of Jasper and all accessories and appurtenances thereto.
- 2.1.15 "zone" shall mean a zone established by a planning regime.

3.0 Water Rate

- 3.1 Every leaseholder of a lot or land parcel in the Municipality that is connected to the water system shall pay a water charge(s) as shown in **Schedule 1**.
- 3.2 The volume of water consumed will be measured by a water meter.

4.0 Combined Water and Sewer Rate

- 4.1 Every leaseholder of a lot or land parcel in the Municipality that is connected to both the water and the sewer systems shall pay a sewage charge(s) as shown in **Schedule 1**. The equivalent combined rate would be the sum of the water rate and the sewage rate.
- 4.2 The volume of sewage is calculated as being equal to the volume of water consumed by that leaseholder. The volume of water consumed will be measured by a water meter.

5.0 Sewer Rate (not connected to Municipal water supply)

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

6.0 Trucked Waste

- 6.1 Every leaseholder of a lot or land parcel in the Municipality that is not connected to either the water or the sewer system shall pay a sewage charge as per **Schedule 1**:
 - 6.1.1 for each cubic meter of grey water deposited in the sewer system; and
 - 6.1.2 for each cubic meter of black water deposited in the sewer system.
- 6.2 Every leaseholder to whom section 6.1 applies shall establish and maintain a municipal sewage account and the Municipality shall charge the service fee specified in **Schedule 1** for the establishment of the account.
- 6.3 Every leaseholder to whom section 6.1 applies who deposits grey water or black water sewage into the sewer system at any time when a member of the operating staff of is not present at the plant, and whose deposit results in a circumstance requiring the presence of a member of the operating staff, the Municipality shall charge the leaseholder the wastewater treatment plant call-out fees specified in **Schedule 1**.

7.0 Bulk Water

- 7.1 Every hauler of bulk water shall pay bulk water fees calculated as the volume of water obtained from the water system multiplied by the water rate specified in **Schedule 1**.
- 7.2 Every purchaser of bulk water not having an existing municipal bulk water account shall establish such an account and the Municipality shall charge the service fee specified in **Schedule 1** for the establishment of the account.

8.0 Solid Waste

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

9.0 Parks Canada Agency

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

10.0 Recycling Fee

- 10.1 Every leaseholder of a lot or parcel upon whom the Municipality levies fees for solid waste collection shall also be charged the recycling fee specified in **Schedule 1** which fee shall be contributed to recycling operating budgets.

- 10.2 Every leaseholder referred to in section 10.1 and who is the subject of more than one solid waste account with the Municipality shall pay the recycling fee with respect to each of their solid waste accounts.

11.0 Accounts

- 11.1 Accounts shall be rendered to the leaseholder, except that:
- 11.1.1 water charge accounts shall be rendered to the tenants of rental dwelling units upon lands which are zoned R3 in respect to which:
- 11.1.1.1 each dwelling unit is serviced by an individual water meter;
- 11.1.1.2 not less than 10 rental dwelling units are located within a single leasehold; and
- 11.1.1.3 the leaseholder has provided to the Municipality current postal addresses for the tenants of the rental dwelling units and has requested in writing the accounts be sent to those addressed; and
- 11.1.1.4 the Municipality shall hold the leaseholder fully and entirely responsible for the payment of such accounts in the event the Municipality's reasonable efforts to collect such accounts prove unsuccessful.
- 11.2 water charge accounts shall be rendered to the tenants of rental dwelling units upon lands which are zoned CV-2, CO, CP, or CN.
- 11.2 Accounts shall be due and payable to the Municipality when rendered. Failure to receive an account shall not affect the liability to pay the account.
- 11.3 Utility Service Charges, shall constitute a debt to the Municipality which may be recovered:
- a. By transferring the Outstanding Balance to the Tax Roll of the property owner, or
 - b. By action in any Court of competent jurisdiction, or
 - c. By distress upon and seizure of the goods and chattels of the person owing such rates or charges wherever they may be found in the Municipality.
- 11.3.1 Utility Service Charges, which are six (6) months in arrears will be transferred to Property Taxes and a \$50.00 Administration fee will be added to the account in the event of a transfer to Property Taxes.
- 11.4 The Municipality may terminate water services to any leaseholder when their municipal utility service charges are in arrears by 60 days or more from the rendering of the account.

- 11.5 When a new account is established the Municipality shall charge the leaseholder the administration fee specified in **Schedule 1** for the establishment of the account.
- 11.6 For any services requested on or after June 1, 2009, a tenant to which section 11.1.2 applies, shall pay the Municipality the non-interest-bearing deposit specified in **Schedule 1**. The deposit shall be:
 - 11.6.1 held on deposit by the Municipality for the full period for which services are delivered to the tenant; and
 - 11.6.2 applied to any outstanding service account balance at the conclusion of the full period in which water services are delivered to the depositor or in the event no outstanding account balance exists, returned to the depositor.

12.0 Penalties

- 12.1 The penalty for late payment of service accounts shall be 2% per month (26.82% per annum) beginning on the 31st day after the rendering of the account.

13.0 Severance

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

COMING INTO FORCE

This bylaw shall come into force on the date of final passing thereof.

READ a first time this day of January 2024.

READ a second time this day of January 2024.

READ a third and final reading this day of 2024.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Schedule 1

	1-Jan-24	per	per year
GARBAGE			
Garbage Residential In Town	\$68.25	billing	\$409.50
Garbage Commercial In Town	\$362.68	billing	\$2,176.09
Duplex - 1 side/Condo's/Row House	\$54.60	billing	\$327.57
Duplex - Both Sides (G03 x 2)	\$109.19	billing	\$655.15
Garbage S Block - Industrial Park	\$53.33	billing	\$320.00
Community Non-Profit Rate	\$64.59	billing	\$387.53
Garbage Fees - Four Plex (G03 x 4)	\$218.39	billing	\$1,310.36
Additional Garbage Pick-Ups	\$93.96	additional	
Multi-dwelling district lot - apartment building, per apartment	\$30.71	billing	\$184.27
Multi-dwelling district lot - Per multi-unit dwelling	\$52.75	billing	\$316.53
Additional Garbage Pick ups or self dumping	\$24.82	cubic yard	
Commercial off-schedule surcharge per pick up	\$24.82	pick up	
Additional pick up of solid waste not stored in solid waste container	\$153.98	hour	
RECYCLING			
Recycle Fee - Residential	\$38.02	billing	\$228.11
Recycle Fee - Non-Residential	\$139.35	billing	\$836.10
Recycle Fee Duplex (RECY01 x 2)	\$76.05	billing	\$456.28
SEWER			
Sewer Consumption (0-35 m3)	\$2.13	cubic meter	
Sewer Consumption (35-65 m3)	\$2.34	cubic meter	
Sewer Consumption (66-500 m3)	\$2.98	cubic meter	
Sewer Consumption (501+ m3)	\$3.67	cubic meter	
Connection <=1"	\$14.94	billing	\$89.64
Connection =1.5"	\$77.70	billing	\$466.17
Connection >1.5"	\$116.55	billing	\$699.29
Capital <=1"	\$33.10	meter/billing	\$198.60
Capital =1.5"	\$165.48	meter/billing	\$992.89
Capital >1.5"	\$293.74	meter/billing	\$1,762.42
Trucked grey water	\$13.01	cubic meter	
Trucked black water	\$20.57	cubic meter	
WW Call out for first 3 hours	\$361.58	1st 3 hrs	
WW Call out for every hour exceeding 3 hours	\$120.53	hr over 3 hrs	
WW Service fee (section 6.2, 7.2)	\$100.44	account	
Sani Dump Station	\$5.00	transaction	
WATER			
Water Consumption (0-35 m3)	\$0.68	cubic meter	
Water Consumption (35-65 m3)	\$0.70	cubic meter	
Water Consumption (66-500 m3)	\$0.85	cubic meter	
Water Consumption (501+ m3)	\$1.10	cubic meter	
Connection <=1"	\$27.64	billing	\$165.84
Connection =1.5"	\$143.75	billing	\$862.49
Connection >1.5"	\$215.63	billing	\$1,293.76
Capital <=1"	\$41.38	meter/billing	\$248.25
Capital =1.5"	\$206.90	meter/billing	\$1,241.38
Capital >1.5"	\$367.23	meter/billing	\$2,203.40
Bulk Water Minimum (section 7.1)	\$10.00	cubic meter	
Water Service Deposit (section 11.6)	\$200.22	account	
GENERAL			
Administration Fee (section 11.3.1 and 11.5)	\$50.00	transaction	



DIRECTOR'S REPORT

Natasha Malenchak,
Director of Finance & Administration

September 1 – November 30, 2023

*Reports to September 31, 2023

Major Projects

Information Technology

- IT Master Plan being developed with consultants.
- Several workstations upgraded.
- CFS Data server merged with main Data server.
- Antennas installed from firehall to AC (and bylaw to ops although issues with signal interference at ops)
- SCADA upgrades completed.
- Knowbe4 training for staff continuing.
- Connection to ice-plant working (contractor equipment not configured)
- Wireless access points replaced (except bylaw waiting on antenna issues)

Budget and Planning

- Operating and Capital Budgets first presented mid-November with discussions continuing into December.
- Asset Retirement Obligations – 90% complete.

Staffing

- 2 Staff completed the IPWEA Professional Asset Management Planning course.
- Staff participated in H&S courses, Cultural training and Blanket exercises and non-violent crisis intervention.
- Casual staff hired for reception/admin office coverage.
- Payables – most managers are now on-board with the new digital payables process we started at the beginning of the year.
- A few vendors each week have been choosing to switch to EFT payments instead of receiving cheque in the mail.

Service

Administration

- Utilities – November/December 2023 bills to be mailed in January 2024.
- Utility Billing – small increase in e-bill requests.
- 3.3% in arrears in utility billings as of Sept 30, 2023.

Assessment & Taxation

- Property Tax payments- over 12 new registrants for Pre-Authorization Tax payments.
- 4.3% in arrears in current tax year payments as of Sept 30, 2023.

Paid Parking

- Detailed report to be prepared including financials early 2024.

Communications & Engagement

- Supplementary Assessment of Improvements and Supplementary Tax Bylaw 2024 will be presented to council in January 2024.
- The 2024 Utility Fees Levy and Collection Bylaw will return to council in January 2024.
- 2024 Tax Rate Bylaw will return to council in April-May 2024.
- Assessment Notice to be mailed out by May 15, 2024.
- 2024 Tax Notices to be mailed out by June 14, 2024, and payments due by July 15, 2024.



MUNICIPALITY OF JASPER
2023 Operating Budget

Summary of All Units

For the Nine Months Ending September 30, 2023

	YTD 2023	Budget	Variance
Revenue:			
Finance & Administration - Revenue	17,519,990	20,048,584	2,528,594
Legislative & Protective Services - Revenue	1,337,342	1,523,541	186,199
Operations - Revenue	4,240,247	8,042,301	3,802,053
Community Development - Revenue	3,494,079	4,028,435	534,357
Total Revenue	26,591,658	33,642,861	7,051,203
Expense:			
Finance & Administration - Expense	7,000,950	11,754,487	4,753,538
Legislative & Protective Services - Expense	2,386,297	3,302,083	915,786
Operations - Expense	6,541,445	11,008,081	4,466,636
Community Development - Expense	5,369,199	7,578,209	2,209,011
Total Expense	21,297,890	33,642,860	12,344,970
Net Surplus (Deficit)			
Finance & Administration - Net Surplus (Deficit)	10,519,040	8,294,097	-2,224,944
Legislative & Protective Services - Net Surplus (Deficit)	-1,048,955	-1,778,542	-729,587
Operations - Net Surplus (Deficit)	-2,301,198	-2,965,780	-664,583
Community Development - Net Surplus (Deficit)	-1,875,120	-3,549,774	-1,674,654
Total Net Surplus/(Deficit)	5,293,767	0	-5,293,768



MUNICIPALITY OF JASPER
2023 Operating Budget
Council

For the Nine Months Ending September 30, 2023

	YTD 2023	Budget	Variance
Revenue:			
1-62-22-00-490 Leg-AlbertaJapan-Conference Hosting Registr	3,495	0.00	-3,495
1-62-22-00-591 Leg -AlbertaJapan-Conference Hosting Donatic	2,142	0.00	-2,142
1-62-03-00-920 ComServices-Transfer from Restricted	0.00	10,000	10,000
Total Revenue	5,637	10,000	4,363
Expense:			
2-11-17-00-210 Leg-All Travel & Subsistance (Council)	23,531	25,000	1,469
2-11-17-00-214 Leg-Council-Professional Development	6,385	16,000	9,615
2-11-18-00-110 Leg-Salaries R. Ireland Honorarium and meetin	72,516	84,957	12,442
2-11-18-00-130 Leg-Benefits R. Ireland	7,487	8,514	1,027
2-11-20-00-110 Coun-Salaries Melnyk Hon & Meeting	21,013	23,985	2,971
2-11-20-00-130 Coun-Benefits Melnyk Hon & Meetings	4,831	5,683	852
2-11-22-00-110 Leg-Salaries H. Kelleher-Empey Honorarium ar	18,166	23,985	5,819
2-11-22-00-130 Leg-Benefits H. Kelleher-Empey	4,661	5,683	1,021
2-11-23-00-210 Leg-Council - Council Projects	9,863	7,800	-2,063
2-11-25-00-110 Leg-Salaries S. Wilson Honorarium and meetin	18,866	23,985	5,119
2-11-25-00-130 Leg-Benefits S. Wilson	4,703	5,683	980
2-11-27-00-110 Leg-Salaries R. Damota	23,908	23,985	77
2-11-27-00-130 Leg-Benefits R.Damota	5,003	5,683	680
2-11-32-00-110 Leg-Salaries W.Hall	21,294	23,985	2,691
2-11-32-00-130 Leg-Benefits W.Hall	4,847	5,683	835
2-11-33-00-110 Leg-Salaries K.Waxer	19,100	23,985	4,885
2-11-33-00-130 Leg-Benefits K.Waxer	4,717	5,683	966
2-11-01-00-242 Leg-Council-Major Projects	17,500	10,000	-7,500
2-11-01-00-252 Leg-Council-Contract Mtn & Rep Comp	5,147	695	-4,452
2-11-01-00-762 Leg-Transfer to Restricted Computer Council	4,500	3,500	-1,000
2-11-02-00-217 Leg-Council Hospitality Costs	102	2,081	1,979
2-62-22-00-761 ComServices-Hakone Exchange (Trf to Reserv	2,000	2,000	0.00
2-62-22-00-202 Leg-Alberta-Japan Conference Hosting	10,663	6,000	-4,663
2-62-22-00-201 ComServices-Hakone Travel & Subsistance	0.00	10,000	10,000
Total Expense	310,802	354,552	43,750
Net Surplus/(Deficit)	-305,165	-344,552	-39,387



MUNICIPALITY OF JASPER

Trial Balance

For the Six Months Ending Friday, Sept 30, 2023

	2023 YTD	2023 Budget	Variance
Administration			
6-12-01-21-203 Housing- Affordable Housing Initiative		151,586.50	151,586.50
6-12-01-23-201 PSAB Study	2,750.00	60,000.00	57,250.00
6-12-01-23-202 Space Analysis	6,870.85	30,000.00	23,129.15
IT			
6-12-01-23-632 Activity Centre Network Upgrades		17,000.00	17,000.00
6-12-03-23-201 IT Master Plan		30,000.00	30,000.00
6-12-03-23-630 Network Infrastructure Upgrade (Annual Program)		20,000.00	20,000.00
6-12-03-23-631 Server (CFS)		32,000.00	32,000.00
Housing			
6-67-01-23-201 CMHC Loan Repayment		49,243.00	49,243.00
6-67-01-23-620 JCHC Community Housing - Parcel GC Site Dev & Cons		5,000,000.00	5,000,000.00
Daycare			
6-53-01-22-620 Daycare interior and exterior windows	21,342.00	20,000.00	(1,342.00)
Municipal Buildings			
6-67-01-23-202 Housing Master Plan	0.00	30,000.00	30,000.00
6-67-14-22-620 Cabin Creek Housing Repairs	8,381.60	50,000.00	41,618.40
6-67-14-21-620 Cottage Clinic Interior and Exterior Repairs		10,000.00	10,000.00
6-74-01-21-620 Library- Exterior Wood Refinishing		20,000.00	20,000.00
6-74-01-21-621 Library- Basement Window Concrete Lintel Repairs		15,000.00	15,000.00
6-74-01-21-622 Library- Site Drainage and Egress Improvements		20,000.00	20,000.00
Protective Services			
6-23-01-22-650 Command Fleet	92,915.28	89,212.18	(3,703.10)
6-23-01-23-611 Stuctural Protection Unit (SPU) Driveway	810.00	80,000.00	79,190.00
6-23-01-23-620 Training Room Kitchen Renovation	2,203.95	50,000.00	47,796.05
6-23-01-23-631 Wildland Interface/SPU Equipment	57,651.05	75,000.00	17,348.95
6-23-01-23-650 Command Fleet	115,703.73	150,000.00	34,296.27
6-23-01-23-651 Engine 2 Replacement	475.98	350,000.00	349,524.02
6-26-01-23-630 E-ticketing	19,424.51	25,000.00	5,575.49
6-23-01-21-632 Fire- Roof access, fall protection, key system		22,500.00	22,500.00
6-23-01-21-636 Fire- ESB Biler and DHW Replacement		8,730.00	8,730.00
6-23-01-22-651 Engine 2 Replacement		271,581.99	271,581.99
6-23-01-23-201 Wildfire Tactical Plan	7,099.78	25,000.00	17,900.22
6-23-01-23-610 Sidewalk and Parking Plugs	35,372.71	80,000.00	44,627.29
6-23-01-23-630 Keyless Entry System	350	20,000.00	19,650.00
Legislative			
6-11-01-23-630 Records Management Capital	7,663.78	15,000.00	15,000.00
Operations General			
6-31-01-23-650 Service Van	86,129.20	60,000.00	(26,129.20)
6-31-01-23-651 Maintenance Van (Replacement)	41,974.20	60,000.00	18,025.80
6-31-31-21-631 Ops- Used Oil and Filter storage	6,962.17	5,965.90	(996.27)
6-31-31-23-631 Lock out Tag Panels	531.20	20,000.00	19,468.80
6-31-01-21-631 Maintenance- Lock out tag our panel for buildings		2,071.53	2,071.53
6-31-01-23-630 Boom Lift	2,980.85	150,000.00	147,019.15
6-31-01-23-631 Power Monitoring Test Programmer		30,000.00	30,000.00
6-31-01-23-632 Vibration Monitor		50,000.00	50,000.00
6-31-01-23-633 IR Camera	24,921.00	30,000.00	5,079.00
6-31-31-23-620 Wash bay lighting		25,000.00	25,000.00
6-31-31-23-621 Maintenance Office & Storage Expansion & Redesign		30,000.00	30,000.00
6-31-31-23-622 Roof Access Improvements (Pending Assessment)		50,000.00	50,000.00
6-31-31-23-630 Office HVAC Replacement		100,000.00	100,000.00
Roads			
6-32-02-23-202 Public Transportation Sys (+operating support 70k)	15,526.20	170,000.00	154,473.80
6-32-02-23-610 Road Repair	300,667.77	300,000.00	(667.77)
6-32-02-23-630 Parking Meters	30,037.50	25,000.00	(5,037.50)
6-32-02-23-631 Salt Spreader	28,916.00	15,000.00	(13,916.00)
6-32-02-23-632 Zero Turn Rubber Track hoe w/Trailer (Replacement)	135,599.41	150,000.00	14,400.59
6-32-02-23-633 Snowcat	92,000.00	120,000.00	28,000.00
6-32-02-23-634 Snowblower	74,995.00	150,000.00	75,005.00
6-32-02-23-611 Sidewalk Replacement/Repair	2,914.00	100,000.00	97,086.00
6-32-02-23-635 Dump Truck	160,306.25	0.00	(160,306.25)

	2023 YTD	2023 Budget	Variance
6-32-02-22-611 Sidewalk Replacement/Repair		25,050.00	25,050.00
6-32-02-22-612 Green Alley		1,305.00	1,305.00
6-32-02-23-201 Steetscape Study		80,000.00	80,000.00
6-32-03-00-201 Wayfinding Signage		30,000.00	30,000.00
Grounds			
6-72-10-23-630 Irrigation upgrade	1,352.85	25,000.00	23,647.15
6-72-10-23-634 Turf Maintenance Equipment	76,700.00	60,000.00	(16,700.00)
6-72-10-22-631 Memorial Bench Program	358.04	3,161.32	2,803.28
6-72-10-23-201 Hazardous/fruit trees maintenance	22,407.50	30,000.00	7,592.50
6-72-10-23-631 Memorial Bench Program	312.50	15,000.00	14,687.50
6-72-10-23-633 Trackless utility Tractor	38,200.00	35,000.00	(3,200.00)
6-72-10-23-642 Sportfield Upgrade	6,560.00	100,000.00	93,440.00
6-72-10-21-621 Log Cabin portion of renovations		200,000.00	200,000.00
6-72-10-22-640 Skatepark		927,500.00	927,500.00
6-72-10-23-632 Jasper Stage Heaters and Retractable Walls		225,000.00	225,000.00
6-72-10-23-640 Columnbarium & Cemetery Improvements		180,000.00	180,000.00
6-72-10-23-641 Underpass Beautification/H&S		20,000.00	20,000.00
6-72-10-23-650 4x4 Quad Cab 1 Ton (Replacement)		100,000.00	100,000.00
6-72-10-23-651 4x4 3/4 Ton (Replacement)		70,000.00	70,000.00
Water			
6-41-01-22-630 Annual Valve Replacement Program	45,986.76	187,599.58	172,865.70
6-41-01-23-631 Annual Hydrant rebuilds - 20 units/yr -ongoing BMP	1,625.34	55,000.00	54,845.00
6-41-01-23-632 Enclosed Trailer	27,648.88	30,000.00	4,045.99
6-41-01-23-633 Chlorine Analyzer Replacement	10,906.05	11,000.00	93.95
6-41-01-23-650 4x4 1 Ton (Replacement)	75,909.25	100,000.00	100,000.00
6-41-01-21-633 Water- Hydraulic modelling		37,383.08	37,383.08
6-41-01-22-650 Service Van (Replacement)		70,000.00	70,000.00
6-41-01-23-201 Treatment Process review and capital plan		150,000.00	150,000.00
6-41-01-23-202 Interactive Website WT facility tour		5,000.00	5,000.00
6-41-01-23-203 Utility Master and Infrastructure Renewal Plan		100,000.00	100,000.00
6-41-01-23-630 Annual Valve Replacement Program		50,000.00	50,000.00
6-41-01-23-640 Parcel CH Servicing		903,000.00	903,000.00
Sewer			
6-42-01-21-611 Sewer- Sanitary RV disposal portin of S Block	93,326.29	91,455.85	(1,870.44)
6-42-01-22-203 WWTP Annual Capital Requirement	1,258,802.15	2,538,500.00	1,279,697.85
6-42-01-23-620 Bulk Water Sani Dump Control Building	208,595.31	525,000.00	316,404.69
6-42-01-23-630 Lateral Downsize Repairs	9,358.29	120,000.00	110,641.71
6-42-01-23-201 WWTP Annual Capital Requirement	251,594.90	1,121,500.00	869,905.10
6-42-01-21-610 Sewer- Abandon Trailer Park Manholes		17,930.00	17,930.00
6-42-01-21-631 Sewer- Main line camera for structural assessment		115,349.18	115,349.18
6-42-01-22-632 Sewer Flow Meter		116,074.70	116,074.70
6-42-01-23-202 WWTP Solar Farm Feasibility Study		50,000.00	50,000.00
6-42-01-23-203 Interactive Website WWT facility tour		5,000.00	5,000.00
6-42-01-23-631 Rapid Assessment system		50,000.00	50,000.00
6-42-01-23-640 Parcel CH Servicing		903,000.00	903,000.00
Garbage & Recycling			
6-43-01-23-630 Garbage Bin Replacement Program	27,069.86	60,000.00	32,930.14
6-43-01-23-631 Tin Baler	14,731.74	60,000.00	45,268.26
6-43-01-23-632 Trailer (35ft)	13,080.00	40,000.00	26,920.00
6-43-01-21-202 Garbage- Operations Service Review		40,000.00	40,000.00
6-43-01-22-630 Garbage Bin Replacement Program		10,881.66	10,881.66
Activity Centre			
6-72-06-21-620 Activity Centre - Renovations Design and Eng	43,747.67	99,618.64	55,870.97
6-72-06-22-620 Activity Centre Portion of Renovation	319,985.98	2,847,007.00	2,527,021.02
6-72-06-23-632 MPH Sound System	23,906.81	25,000.00	1,093.19
6-72-06-23-630 Kitchen Equipment Replacement		15,000.00	15,000.00
6-72-06-23-631 Floor Machine		12,000.00	12,000.00
6-72-06-23-640 Tennis Courts		85,000.00	85,000.00
Arena			
6-76-07-04-620 Design,permits,tender and contigency, ice plant	25,657.32	129,676.52	125,538.52
6-76-07-04-622 Arena - Ice Plant & Condenser Move & Rebuild	1,240,685.00	2,587,691.29	1,350,760.65
6-76-07-21-620 Arena portion of renovations	43,747.67	290,752.22	287,757.02
6-76-07-22-620 Arena Portion of Renovation (Construction)	319,985.99	2,837,262.00	2,674,270.95
6-76-07-22-630 Sound system components	12,461.25	11,407.13	(1,054.12)
6-76-07-23-630 Hot Water upgrade/replacement		90,000.00	90,000.00

	2023 YTD	2023 Budget	Variance
Fitness and Aquatic Centre			
6-77-08-21-201 F&A- Structure review	500.00	148,561.00	148,061.00
6-77-08-21-620 Aquatic portion of Renovations	21,873.82	129,948.47	108,074.65
6-77-08-22-620 Aquatic Portion of Renovation Construction	148,297.92	1,495,416.00	1,347,118.08
6-77-08-23-640 Volleyball courts and Sundeck	44,232.45	32,000.00	(12,232.45)
6-77-08-22-631 Valve Exercise program		18,000.00	18,000.00
6-77-08-22-632 Domestic hot water tanks x2		48,000.00	48,000.00
6-77-08-22-633 Sump pump replacement for backwashes		20,000.00	20,000.00
6-77-08-22-634 Washers and Dryers x2 each		10,000.00	10,000.00
6-77-08-23-630 Sand filters (Main and Spa)		250,000.00	250,000.00
6-77-08-23-631 Mechanical room pumps		30,000.00	30,000.00
6-77-08-23-632 Diving Board base		20,000.00	20,000.00
Total Capital Expense	5,813,083.56	29,382,921.74	23,910,850.39

REQUEST FOR DECISION

Subject: Hakone Delegation 2024
Prepared by: Christine Nadon, Director of Protective & Legislative Services
Reviewed by: Emma Acorn, Legislative Services Coordinator
Date: January 9, 2024



Recommendations:

- That the Jasper-Hakone Committee recommend Council approve the 2024 delegation to Hakone; and
- That the Jasper-Hakone Committee recommend Council direct Administration to confirm travel arrangements for the delegation by the end of February, 2024.

Alternatives:

- That the Jasper-Hakone Committee recommend Council cancel the 2024 delegation to Hakone;
- That the Jasper-Hakone Committee direct Administration to revise the trip itinerary to focus on visiting Hakone only, and reducing the cost and length of the trip; or
- That the Jasper-Hakone Committee defer making any recommendations on this item until the completion of the strategic priorities review session at the end of February.

Background:

While a delegation to Hakone was planned for the fall of 2023, a variety of factors including booking timelines in Japan and securing commitments from interested delegates led to the delegation being postponed to 2024. While three community members and two elected officials had indicated their interest in participating, the majority of the parties were unable to commit to deposits and bookings when the trip was being finalized.

There is a \$12,500 allocation in the 2024 operating budget for “Hakone Travel and Subsistence”. Historically, the Mayor’s expenses for the trip are covered under that budget, and the rest of the dollars available are split equally among other councillors participating in the delegation.

Jasper has a long-standing twin community relationship with Hakone, Japan (1972). The purpose of establishing twinning relationships is to promote friendship, education and tourism, as well as common themes or history. The relationship is intended to strengthen economic and community development and provide opportunities for municipal officials and community members to explore another culture through a long-term community partnership.

Discussion:

The approved 2024 operating budget includes funding for a delegation. Administration is recommending to confirm Council’s intentions with respect to a delegation to Hakone this fall prior to securing bookings for the trip. Based on our experience in 2023, Administration is strongly recommending that travel arrangements (specifically flights and accommodation) be completed and confirmed by the end of February, 2024 to ensure availability and competitive pricing. This confirmation would also involve securing a non-refundable deposit from interested parties. The proposed itinerary is attached to this report. Possible tours and activities in each destination can be confirmed at a later date based on input from the confirmed delegates.

As proposed under alternatives, narrowing down the proposed itinerary to fewer days and fewer destinations could result in cost savings and a stronger focus on the Hakone visit. This approach may also appeal to more partners outside of Jasper to join the delegation (regional, provincial and tourism partners). Low or minimal uptake from Jasperites and tourism or community partners to participate in the delegation might indicate a need to re-evaluate the relationship with Hakone.

Group rates for this type of trip are generally based on a minimum group size of 10 individuals. Based on single occupancy, the 2023 group rate for the attached itinerary (including tours and activities) is estimated at \$8,000 per person. If the minimum of 10 delegates is not met the delegation will still be possible but the rate will increase.

Strategic Relevance:

- Community Health
 - Promote and enhance recreational and cultural opportunities and spaces
 - Embrace our growing diversity
- Relationships
 - Collaborate with other municipalities, orders of government, Indigenous partners and advocacy associations

Relevant Legislation:

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

Financial:

There is a \$12,500 allocation in the 2024 operating budget for Hakone Travel and Subsistence.

Attachments:

- Proposed itinerary, Hakone Delegation 2024

Proposed Itinerary, Hakone Delegation 2024

Date	Destination
October 28	fly out of (Edmonton / Vancouver) into Tokyo (Narita)
October 29	Kyoto
October 30	Kyoto
October 31	Kyoto
November 1	Hakone (visit the Mayor and tour the town)
November 2	Hakone (tour the town and attend the 50 th anniversary ceremony)
November 3	Hakone (visit the Hakone Daimyo Gyoretsu)
November 4	Tokyo
November 5	Tokyo
November 6	fly home out of Tokyo (Narita)

REQUEST FOR DECISION

Subject: Jasper-Hakone Student Exchange Program
Prepared by: Christine Nadon, Director of Protective & Legislative Services
Reviewed by: Emma Acorn, Legislative Services Coordinator
Date: January 9, 2024



Recommendations:

- That the Jasper-Hakone Committee recommend Council discontinue the Jasper-Hakone student exchange program permanently.

Alternatives:

- That the Jasper-Hakone Committee defer making a recommendation on this item until the completion of the strategic priorities review session at the end of February;
- That the Jasper-Hakone Committee recommend Council postpone the 2024 Jasper-Hakone student exchange program to 2025;
- That the Jasper-Hakone Committee direct Administration to write to the local school division and Rotary Club to request whether their organization would be interested in taking on the student exchange program; or
- That the Jasper-Hakone Committee recommend Council direct Administration to move forward with a Jasper-Hakone student exchange program in 2024.

Background:

Jasper has a long-standing twin community relationship with Hakone, Japan (1972). The purpose of establishing twinning relationships is to promote friendship, education and tourism, as well as common themes or history.

The student exchange program between Hakone and Jasper was run successfully for a number of years following municipal incorporation. However, declining interest in the program resulted in no exchange taking place in 2017 and 2018 as no Jasper students applied to participate. A renewed effort was placed on the program in 2019, and two students (siblings) travelled to Hakone that summer.

At the October 10, 2023 committee of the whole meeting, Committee directed Administration to formalize the high school student exchange program by including its oversight in the new committee's terms of reference; and to develop detailed procedures for the exchange program to establish clear roles and responsibilities for the parties involved.

While this direction was reflective of Administration's recommendation at the time, further research into this file has resulted in a different recommendation, presented above, being brought forward for consideration by the Jasper-Hakone Committee.

The Jasper-Hakone high school student exchange program typically provides an opportunity for grade 11 students to spend two weeks with a family in Hakone, and in turn host a student from Hakone in Jasper. In previous years, the majority of program costs were covered through donations from Jasper-based community and service groups, which were solicited by the Legislative Services Coordinator. Some costs, although minimal,

were covered by the student or their families.

Discussion:

The report presented in the October 10, 2023 Committee of the Whole agenda suggested that while Administration had concerns about the liability and complexities associated with the student exchange program, the development of more robust program policies and procedures could make the initiative feasible. While that statement is still true, a closer assessment of staff capacity and liability to the municipal organization revealed that the amount of time and effort required to make the program successful exceeds the current resources available and is in direct conflict with other legislative work, namely the transfer of cemetery administrative duties to the Operations Department (Legislative Services Coordinator) and Emergency Management work for the upcoming hazards season (Director of Protective & Legislative Services). Legislative Services staff time to facilitate the student exchange program is estimated at over 100 hours between the two positions.

Further research also showed that only one other municipality (Town of Stony Plain) runs a program of this nature, which only occurs every three years or so. The program involves chaperones travelling with a group of students, as opposed to one or two unaccompanied minors traveling by themselves. This program appears to be more similar to the Quebec student exchange program Jasper youth participate in annually (group travel with chaperones, supported by fundraising campaigns). The Town of Stony Plain operates this program out of their Recreation department.

Other student exchanges which are either supported by school divisions, Alberta Education or service groups such as the Rotary Club generally involve students spending extended periods of time away (i.e. months) and attending school in a different location, which is a different premise entirely. The Jasper-Hakone student exchange program in its current format appears to be unique in the province.

Legal implications

Administration sought legal advice regarding the municipal liability associated with facilitating a program which involves sending unaccompanied minors overseas. While it would be possible to run the program, the information provided to parents or guardians would have to clearly outline that the Municipality has a “very limited role in the program”, and that the Municipality “has not done any due diligence beyond facilitating the exchange”. This would put the onus back on the parents to do their own assessment of the situation, and to consider the risks and their comfort level with the program.

Parents or guardians should also be asked to sign a waiver and release which acknowledges that limited role; that they are solely responsible for assessing the safety and risks associated with participating in the program; and that they release the Municipality from any liability. Despite disclaimers and waivers, there always remains a risk associated with the enforcement of a release and waiver, particularly where the injured party is a minor. It was also recommended that the Municipality of Jasper check with our insurer whether there are specific exclusions from our general liability coverage that would be a concern.

Administration believes that independently and directly delivering the student exchange program would expose the Municipality of Jasper to unacceptable levels of risk.

Program facilitation

Administration has very little information on file on how the program was run pre-2019, specifically with regards to the logistics of the trip. This resulted in the previous Legislative Services Coordinator being directly involved in

airport transfers, fundraising and general facilitating while Hakone students were in Jasper in 2019. This level of involvement is not realistic within the current circumstance, which means that the responsibilities of the host parents or family would have to be determined very clearly and communicated in advance to ensure Hakone students have a positive experience while in Jasper.

Despite our best efforts and securing several donations from local tour providers (rafting, SkyTram, Maligne Lake, etc.), the feedback from our Hakone counterparts following the 2019 exchange was that the students felt “they didn’t do enough” during their stay in Jasper.

Strategic Relevance:

- Community Health
 - Promote and enhance recreational and cultural opportunities and spaces
 - Embrace our growing diversity
- Relationships
 - Collaborate with other municipalities, orders of government, Indigenous partners and advocacy associations

Relevant Legislation:

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

Financial:

There is no allocation in the operating budget to support the Jasper-Hakone student exchange program.