

MUNICIPALITY OF JASPER
REGULAR COUNCIL MEETING AGENDA
December 19, 2023 | 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, December 19, 2023 attachment

Recommendation: That Council approve the agenda for the regular meeting of December 19, 2023 as presented.

3 APPROVAL OF MINUTES

3.1 Legislative Committee meeting minutes, December 5, 2023 attachment

Recommendation: That Council approve the minutes of the December 5, 2023 Legislative Committee meeting as presented.

3.2 Regular meeting minutes, December 5, 2023 attachment

Recommendation: That Council approve the minutes of the December 5, 2023 Regular Council meeting as presented.

3.3 Committee of the Whole meeting minutes, December 12, 2023 attachment

Recommendation: That Council approve the minutes of the December 12, 2023 Committee of the Whole meeting as presented.

3.4 Special Council meeting minutes, December 12, 2023 attachment

Recommendation: That Council approve the minutes of the December 12, 2023 Special Council meeting as presented.

4 CORRESPONDENCE

4.1 Jasper Hotel Association attachment

Recommendation: That Council refer the request to the Emergency Management Agency and request a status update at a future Committee of the Whole meeting.

5 DELEGATIONS

6 NEW BUSINESS

MUNICIPALITY OF JASPER
REGULAR COUNCIL MEETING AGENDA
December 19, 2023 | 1:30 pm
Jasper Library & Cultural Centre – Quorum Room
[Municipality of Jasper Strategic Priorities 2022-2026](#)

6.1 Director’s Report – Finance & Administration attachment

Recommendation: That Council receive the report for information.

6.2 2024 Boards & Committees Appointments attachment

Recommendation: 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.

6.3 Behaviour in Municipal Facilities Policy attachment

Recommendation: That Council approve policy D-109: Behaviour in Municipal Facilities as presented.

6.4 [2024-2026 Operating and 2024-2028 Capital Budgets](#)

*Recommendation: That Council approve the 2024-2026 Operating Budget as presented and;
That Council approve the 2024-2028 Capital Budget as presented.*

6.5 Fitness & Aquatic Centre Emergency Boiler Replacement attachment

Recommendation: 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.

7 NOTICES OF MOTION

8 COUNCILLOR REPORTS

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

9 UPCOMING EVENTS

Christmas Day Dinner – 5:00pm-8:30pm, December 25, Jasper Activity Centre
Intergovernmental Meeting – 9:30am, January 16, Jasper Library & Cultural Centre
Jasper in January – January 12-28
Strategic Priorities Review – February 29-March 1, Pyramid Lake Lodge

10 ADJOURNMENT

Recommendation: That, there being no further business, the regular meeting of December 19, 2023 be adjourned at _____.

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

Legislative Committee Minutes

Tuesday, December 5, 2023

Quorum Room, Jasper Municipal Library & Cultural Centre



In attendance:

Mayor Richard Ireland, Councillors Wendy Hall & Rico Damota, Director of Protective & Legislative Services Christine Nadon, and Legislative Services Coordinator Emma Acorn (recorder)

1. Call to order – Chair Wendy Hall

Councillor Hall called the meeting to order at 10:31am.

2. Additions or deletions to the agenda – None

3. Approval of the agenda

The agenda was approved by consensus, as presented.

4. Jasper Leasehold Asset Society

The Municipality is in the process of forming the Jasper Municipal Housing Corporation (JMHC). Committee discussed the eventual dissolution of the Jasper Municipal Leasehold Asset Society (JMLAS). The next steps are to transfer leases from the JMLAS to the appropriate body; either the Municipality of Jasper or the JMHC. It was agreed that all lease transfers need to be completed before dissolution of the society could be started.

5. Non-Standard Crosswalk Policy

Committee discussed F-011: Non-Standard Crosswalks Policy and whether the need still existed for the policy and procedures. It was agreed that Policy F-104: Relationship with External Groups includes a scope which effectively covers the application process for a Non-Standard Crosswalk in the Municipality of Jasper. The Committee expressed a desire to retain Council approval but streamline the application process and ensure Council is known as supportive of these initiatives. The suggestion was made to include the approval process in F-012: Proclamation, Letter of Support and Flag Raising Policy.

MOTION by MAYOR IRELAND that Committee direct Administration to return to a future Legislative Committee meeting with a revised F-012: Proclamation, Letter of Support and Flag Raising Policy.

6. Procedure Bylaw Redraft – New section for review: 15. Meeting by Electronic Means

Legislative Committee members reviewed Section 15 of the proposed Procedure Bylaw and provided input and clarifications for inclusion in the bylaw.

7. Legislative Committee Motion Action List

Committee members had other obligations to attend to and deferred this item to the next meeting.

8. Adjournment

- Next meeting: 10:30am, Tuesday, February 6, 2024
- Councillor Hall adjourned the meeting at 12:15pm.

Municipality of Jasper
Regular Council Meeting Minutes
 Tuesday, December 5, 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 Kathleen Waxer, Ralph Melnyk, Helen Kelleher-Empey and Rico Damota		
Absent	Councillor Scott Wilson		
Also present	Bill Given, Chief Administrative Officer Christine Nadon, Director of Protective & Legislative Services Christopher Read, Director of Community Development Natasha Malenchak, Director of Finance & Administration John Greathead, Director of Operations & Utilities Emma Acorn, Legislative Services Coordinator Pattie Pavlov, Troy Mills & Paul Hardy, Jasper Park Chamber of Commerce Sandra Coombe, Board Member, Jasper Park Chamber of Commerce George Andrew, Astoria Hotel Charlie Finley, Jasper Resident Ernesto Tassoni, Jasper Resident Logan Ireland, UpLift! Jasper Mural Festival Mike Day, Jasper Resident Peter Shokeir, The Fitzhugh Bob Covey, The Jasper Local 32 observers		
Call to order	Mayor Ireland called the December 5, 2023 Regular Council meeting to order at 1:30pm.		
Additions or Deletions #558/23	MOTION by Councillor Melnyk – BE IT RESOLVED that Council add the following item to the agenda: <ul style="list-style-type: none"> • 10.1 Closed Session – Contracts Discussion 		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Approval of agenda #559/23	MOTION by Councillor Melnyk – BE IT RESOLVED that Council approve the agenda for the December 5, 2023 Regular Council meeting as amended with the addition of the closed session item.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Approval of Regular minutes #560/23	MOTION by Councillor Hall – BE IT RESOLVED that Council approve the minutes of the November 7, 2023 Regular Council meeting as presented.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Approval of Committee of the Whole minutes #561/23	MOTION by Councillor Melnyk – BE IT RESOLVED that Council approve the minutes of the November 14, 2023 Committee of the Whole meeting as presented.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Approval of Budget Presentations minutes #562/23	MOTION by Councillor Waxer – BE IT RESOLVED that Council approve the minutes of the November 21 & 22, 2023 Budget Presentations meeting as presented.		

	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Approval of Committee of the Whole minutes #563/23	MOTION by Councillor Damota – BE IT RESOLVED that Council approve the minutes of the November 28, 2023 Committee of the Whole meeting as presented.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Correspondence	none		
Delegations – Jasper Park Chamber of Commerce	<p>Council received the Jasper Park Chamber of Commerce (JPCC) as a delegation. Executive Director Pattie Pavlov and President Troy Mills shared their thanks for CAO Given making time to discuss in person the JPCC’s concerns with the 2024 municipal budget. Mrs. Pavlov and Mr. Mills took turns sharing their thoughts and the concerns of the business community they represent. Vice President Paul Hardy was also in attendance.</p> <p>Mayor Ireland extended an invitation for any member of the public attending the meeting in person to take the opportunity to ask questions or share concerns with Council during the delegations portion of the meeting.</p> <p>Sandra Coombe, also a member of the JPCC, asked a question of Council regarding proposed new positions.</p> <p>George Andrew, owner of the Astoria Hotel, shared concerns around the increasing cost of doing business while still recovering from the COVID-19 pandemic.</p> <p>Mayor Ireland relinquished the chair to Deputy Mayor Hall at 1:59pm as the next speaker was his son which presented a conflict of interest.</p> <p>Logan Ireland, of UpLift! Jasper Mural Festival, took the opportunity to speak about the external group funding request for the festival and the festival’s goals for the community.</p> <p>Deputy Mayor Hall returned the chair to Mayor Ireland at 2:06pm.</p> <p>Jasper residents Charlie Finley, Ornesto Tassoni, and Mike Day each took a turn to ask questions, share concerns, and make suggestions regarding the proposed budget.</p>		
Land Acknowledgement Policy #564/23	MOTION by Councillor Hall – BE IT RESOLVED that Council adopt the revised Land Acknowledgement Policy.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Community & Economic Development Fund Policy #565/23	MOTION by Councillor Melnyk – BE IT RESOLVED that Council adopt the revised Community & Economic Development Fund Policy.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Jasper-Hakone Committee #566/23	MOTION by Councillor Waxer – BE IT RESOLVED that Council amend the Jasper-Hakone Committee terms of reference by removing section 2.2.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
#567/23	MOTION by Councillor Waxer – BE IT RESOLVED that Council approve the Jasper-Hakone Committee terms of reference as amended.		

	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Tourism Jasper Destination Stewardship Plan #568/23	MOTION by Councillor Damota – BE IT RESOLVED that Council endorse the Tourism Jasper Destination Stewardship Plan.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Jasper Labour Market Study #569/23	MOTION by Councillor Melnyk – BE IT RESOLVED that Council endorse the Jasper Labour Market Study.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
2024-2026 Operating Budget	Administration reviewed the updates to the draft municipal budget after incorporating the motions made by Committee of the Whole on November 28, 2023.		
	Councillor Kelleher- Empey left the meeting due to technical issues at 3:59pm.		
#570/23	MOTION by Councillor Melnyk – BE IT RESOLVED that Council direct Administration to incorporate the expense reduction in “winter contracted services” into the 2024 operating budget by an amount of \$40,000.		
	FOR 5 Councillors	AGAINST 0 Councillors	CARRIED
#571/23	MOTION by Councillor Melnyk – BE IT RESOLVED that Council direct Administration to incorporate the expense reduction in “maintenance of memorial benches” into the 2024 operating budget by an amount of \$15,918.		
	FOR 4 Councillors	AGAINST 1 Councillor (Damota)	CARRIED
#572/23	MOTION by Councillor Hall – BE IT RESOLVED that Council direct Administration to incorporate the revenue increase for “expected Alberta Education program unit funding increase for Wildflowers daycare” into the 2024 operating budget by an amount of \$17,897.		
	FOR 5 Councillors	AGAINST 0 Councillors	CARRIED
#573/23	MOTION by Councillor Hall – BE IT RESOLVED that Council direct Administration to incorporate the revenue increase for “change in expected revenue and staffing costs at Out of School Care” into the 2024 operating budget by an amount of \$14,357.		
	FOR 5 Councillors	AGAINST 0 Councillors	CARRIED
#574/23	MOTION by Councillor Waxer – BE IT RESOLVED that Council direct Administration to incorporate an expense reduction in “contracted expenses in Community Development” into the 2024 operating budget by an amount of \$7,500.		
	FOR 3 Councillors	AGAINST 2 Councillors (Hall, Damota)	CARRIED
#575/23	MOTION by Councillor Hall – BE IT RESOLVED that Council direct Administration to incorporate a revenue increase in “Visitor Paid Parking revenue” into the 2024 operating budget by an amount of \$1.35 million.		

FOR 3 Councillors
AGAINST 2 Councillors (Melnyk, Damota)
CARRIED

#576/23 MOTION by Councillor Damota – BE IT RESOLVED that Council direct Administration to apply a minimum \$147,000 in accumulated municipal over-levy from prior years when establishing the 2024 mill rate.

FOR 5 Councillors
AGAINST 0 Councillors
CARRIED

Recess Mayor Ireland called a recess from 4:34pm to 4:45pm.

Councillor Kelleher-Empey returned to the meeting during the recess.

2024-2026 Operating Budget continued #577/23 MOTION by Councillor Damota – BE IT RESOLVED that Council direct Administration to incorporate a revenue increase for “revenue forecast for bulk water sales” into the 2024 operating budget in the amount of \$100,000.

FOR 5 Councillors
AGAINST 0 Councillors
CARRIED

#578/23 MOTION by Councillor Hall – BE IT RESOLVED that Council direct Administration to remove the program coordinator position from the 2024 operating budget.

FOR 5 Councillors
AGAINST 0 Councillors
CARRIED

Mayor Ireland relinquished the chair to Deputy Mayor Hall as Councillor Melnyk indicated he was going 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.

#579/23 MOTION by Councillor Melnyk – BE IT RESOLVED that Council direct Administration to reduce the amount of funding to the UpLift! Jasper Mural Festival by \$15,000 to a total amount of \$10,000

FOR 3 Councillors
AGAINST 2 Councillors (Waxer, Damota)
CARRIED

Deputy Mayor Hall returned the chair to Mayor Ireland.

Meeting Extension #580/23 MOTION by Councillor Melnyk – BE IT RESOLVED that, that the December 5, 2023 Regular Council meeting be extended beyond four hours.

FOR 5 Councillors
AGAINST 1 Councillor (Damota)
DEFEATED

As per the Procedure section 16.2: A meeting of Council shall not exceed four hours in length unless the members present unanimously consent to an extension. If an extension is not approved, any remaining agenda items will be considered at the next regular meeting or at a special meeting called to complete the business.

The meeting was adjourned at 5:32pm.

Mayor

Chief Administrative Officer



ATTACH TO DECEMBER 5, 2023
Regular Council meeting minutes

Monday December 4th, 2023

On behalf of the Jasper business community, the Jasper Chamber of Commerce would like to respond to the budget proposal by the Municipality of Jasper.

The JCC had a very productive meeting and discussion with CAO Given on November 23. It was at that meeting that JCC expressed our desire to collaborate more closely with the MOJ during the creation of the budget. We feel that we could offer comprehensive and broad data and feedback from the local business community that could help shape budget considerations by both MOJ Administration and Mayor and Council. The JCC feels that the approximately 2-week timeline between budget proposal and the passing of the budget puts residents, businesses and the Town-Council decision-makers in a very reactive position and does not allow for adequate stake-holder contemplation and review. It certainly does not allow enough time for the JCC to fully inform and engage the business community regarding the impacts of these significant budget increases.

Our conversations show that, while the proposed budget would add approximately \$23 / month to residential properties, the actual cost to community members will be far higher once retailers and service-providers are forced to adjust pricing to account for the tax increase, paid for at a 5:1 ratio by the business community. The argument put forth by Administration that business operators can simply continue to raise prices to offset tax increases shows a narrow view of the competitive environments many of our local businesses work within. We believe most residents would like to “buy local” but there are limits to what they can financially justify and many have been forced to look outside Jasper for essential and discretionary purchases.

We have tried to poll a cross-section of small, medium and larger local businesses, some that own their own premises and many that rent, to get their feedback on the cumulative impacts of prior years' budgets and the potential impact of the current proposed budget.

2024 Budget Concerns Overview

In general, local businesses are very concerned with how their businesses will be impacted by the proposed tax increases as well the trend towards dramatically increasing taxes year after year, and the exceptional impact of the utility fee structure introduced in 2022. The proposed increase of 16% in 2024 is twice as high as any other municipality in Jasper and would equate to a 40% increase over just a 3 year period. With a 5:1 mill rate, meaning commercial properties generate 80% of tax revenues, Jasper's business community has been forced to shoulder an enormous and disproportionate amount of the local tax and utility burden.

Businesses feel that the higher taxes, coupled with utility increases, immediately following 2 very difficult years of pandemic was extremely difficult and put many of them in a position of struggling to rehire or retain staff, it has left them grappling with lower margins, as well as the very difficult dilemma of how much to raise prices to offset rising costs vs. the potential risk of losing customers or tenants. Many businesses felt that a further increase of the magnitude being proposed by the MOJ would force them to reduce inventories, staffing levels and in some cases, possibly close their doors altogether.

A Looming Crisis

There is also the very real concern among many businesses that are renting their premises that they have not yet felt the impact of the enormous tax and utility increases introduced by the MOJ, but it simply a matter of time before they do. Any business that entered into a gross lease agreement in 2021 or earlier has likely been insulated from these increases, however when these leases come due, building owners will have no choice but to raise rents very significantly to cover unexpectedly high tax and utility costs. The impact on these businesses and the community members that operate them could be devastating. There has been a great deal of discussion regarding the MOJ obligation to look after the vulnerable in our community. While this should certainly be a priority of any community, there is growing evidence showing that the fiscal policies of the MOJ are actually contributing to a growing number of vulnerable individuals and families in Jasper or, in many cases, have simply forced these people to leave Jasper entirely.

We spoke to 4 different retail businesses that have renewed their leases over the past 18 months and found that their rents have increased between 10 and 24%. This is significantly higher than the 3-5% that they all said they would have historically expected. In every case, landlords claimed that they had no choice but to raise rents to counter the enormous utility and tax increases.

Debt Management

- In 2022, the MOJ debt sat at \$11 million which was approximately 27% of the debt limit of \$39 million. By 2025, the debt is expected to reach \$36.7 million, or approximately 95% of the debt limit, leaving only a \$2.3 million cushion to support extraordinary circumstances. As we have seen in recent years, extraordinary circumstances have become quite ordinary. This debt management strategy leaves our community unnecessarily underfunded and vulnerable.
- The interest on the MOJ debt sits at an average of approximately 6%.
- Should these interest rates remain steady at 6%, by 2025 the taxpayers of Jasper will be paying approximately \$2 million annually ***in interest payments alone***.
- The only way to increase available debt will be to further increase taxes, which will only accelerate what is quickly becoming a financial crisis.

Jasper Recreation Complex Project

- The entire community is looking forward to the opening of the refurbished and enhanced Jasper Activity Centre and the benefits it will deliver to the community. It looks like it will be a fantastic facility, however it has come at an extremely high price, particularly after the 43% increase in cost that was accepted by council earlier this summer.
- The 11,500,000.00 project will cost taxpayers approximately \$81,400.00 every month, for the next 20 years. At 5.85%, the total interest paid on this project will be \$8,035,403.00.
- We are concerned about the amount of debt this project has required the community to take on and how this will impact the community for the foreseeable future. Perhaps the 43% increase to this project was unavoidable, however, by accepting this increase the MOJ must now be prepared to trim other areas of the budget to keep the tax burden manageable.
- The MOJ solution to cost-overruns and unexpected expenses cannot continue to be to simply increase taxes.

Areas of Potential Savings

The JCC has identified several areas where we question expenditures in this budget and where we see room to have it trimmed to a more manageable level. We have been sensitive to areas that we consider vital social services and the need to protect the vulnerable, however to reinforce our earlier statements, we feel that this proposed budget will create a larger vulnerable population in our community. The MOJ is potentially adding money and positions to address a problem that they are partially responsible for creating.

Human Resources

We hope that potential new operational HR positions are scrutinized closely to ensure that they are vital and would not possibly be able to be absorbed or shared by other positions or departments.

Fleet Costs

While reviewing this and past years budgets, it seems as though there have been very significant amounts added to the budget in the form of new vehicles. Have commercial leasing options been explored that could pull interest rates down and help manage access to capital and overall debt levels? We hope that local operators are used whenever it makes economic sense.

Operating Budgets

The JCC executive committee has been working to review in detail each segment of the individual operating budgets to identify areas and items where we feel significant costs to the

community could be saved. Rather than questioning these budgets line by line at this time, we would like to request further consultation with council and administration to address these concerns.

5 Year Capital Plan

The capital expenditures outlined in this section of the budget make up a significant portion of the overall increases to the budget. We strongly feel that there are areas within this plan where substantial savings could be made and we hope that council will question these expenditures diligently before moving forward with a budget decision.

Transit Plan

Of all the capital expenditures outlined in the budget for 2024 and beyond, the transit plan seems to be the largest and most obvious potential saving to the community.

The JCC and all of its members believe in the concept of sustainability and alternative energy, however it needs to be *functional, affordable and logical sustainability*.

We understand the MOJ can receive a \$5 million grant that can be put toward capital expenditures for this program, however there is a minimum additional liability of \$3 million that the community will have to bear to fund this project.

Concerns: History has shown that these types of projects very rarely fall within the projected budget and we believe that it would be reasonable to expect this project to increase by at least 10%, which would add an additional 800k to the capital cost of this project.

If the additional expense of this program held at \$3 million and was funded over 10 years the cost to taxpayers at an interest rate of 6% would be just under \$4 million, or approximately \$400,000.00 annually, **excluding** operational costs.

It is important to note that \$2 million of this grant will be put towards the purchase of new electric buses. The buses will immediately become depreciating assets that will likely need to be replaced within 10-12 years at a cost of at least an additional \$2 million but likely much more, based on the vehicle cost trajectory we have seen over the past several years.

The electric buses that are being considered have a very-well documented recent history of being inadequate and unreliable in northern climates. Currently, 75% of the fleet of e-buses in the city of Edmonton are not road-worthy and the units that are still being used have required very expensive upgrades and retrofits just to keep them moving.

The MOJ has no previous experience operating a transit service and has not presented an operating budget forecast once they assume control of the service.

We want to encourage sustainability, however the proposed e-bike program seems like a great opportunity to partner with local e-bike operators to potentially provide this service at no or very little additional expense to taxpayers. Again, the MOJ has no previous experience operating a service like this, it will likely require additional staffing and the ongoing operational, maintenance and replacement costs certainly have the potential to balloon out of control.

In closing, we do not feel that the proposed budget recognizes the financial challenges many businesses and residents are currently facing and there has not been enough effort to try and keep municipal costs as low as possible, while maintaining adequate and realistic service levels with a reasonable emergency cushion. We strongly encourage council to amend this budget and request reductions that bring the budget increase to a more manageable 7-8%.

Sincerely,

Troy Mills
President
Jasper Park Chamber of Commerce
president@jpcc.ca
780-931-9991

Municipality of Jasper
Committee of the Whole Meeting Minutes
Tuesday, December 12, 2023 | 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 Wendy Hall, Councillors Kathleen Waxer, Helen Kelleher-Empey, Scott Wilson and Ralph Melnyk		
Absent	Councillor Rico Damota		
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 Lisa Riddell, Community Development Manager Emma Acorn, Legislative Services Coordinator Bob Covey, The Jasper Local 6 observers		
Call to Order	Deputy Mayor Hall called the December 12, 2023 Committee of the Whole meeting to order at 9:30am and began with a Traditional Land Acknowledgement .		
Additions/deletions to the agenda	none		
Approval of agenda #581/23	MOTION by Councillor Kelleher-Empey that Committee approve the agenda for the December 12, 2023 Committee of the Whole meeting as presented.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Business arising from November 28, 2023 minutes	none		
Delegations	none		
Correspondence	none		
Director's Report – Community Development	Director of Community Development, Christopher Read, presented a report to Committee highlighting recent work in the department including an update on the renovation of the Jasper Activity Centre; staffing updates; service trends; and projects in communications		

and engagement.

#582/23

MOTION by Councillor Waxer that Committee receive the report for information.

FOR

AGAINST

6 Councillors

0 Councillors

CARRIED

Behaviour in
Municipal
Facilities Policy
#583/23

Council received a draft Behaviour in Municipal Facilities Policy. Administration also reviewed draft procedures to accompany the policy.

MOTION by Councillor Waxer that Committee recommend Council approve the Behaviour in Municipal Facilities Policy with the following amendment:

- Responsibilities Section: Add "Ensure the public is aware of the policy"

FOR

AGAINST

6 Councillors

0 Councillors

CARRIED

Motion Action List

Administration reviewed the Motion Action List.

#584/23

MOTION by Councillor Kelleher-Empy that Committee approve the updated Motion Action List with the removal of the following items:

- Behaviour in Municipal Facilities Policy
- Hakone, Japan Initiatives - first part
- Carpool Vehicles

And date changes for the following items:

- Paid Parking Correspondence
- Global Covenant of Mayors for Climate & Energy
- Forest Park Hotel Parking
- Hakone, Japan Initiatives - second part

FOR

AGAINST

6 Councillors

0 Councillors

CARRIED

Councillor
upcoming
meetings

Councillor Melnyk will be attending the last 2023 meeting of the Jasper Yellowhead Historical Society this evening.

Upcoming Events

Council reviewed a list of upcoming events.

Adjournment
#585/23

MOTION by Councillor Kelleher-Empy that, there being no further business, the Committee of the Whole meeting of December 12, 2023 be adjourned at 10:50am.

FOR

AGAINST

6 Councillors

0 Councillors

CARRIED

Municipality of Jasper
Special Council Meeting Minutes
 Tuesday, December 12, 2023 | 11:00 am
 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 Kathleen Waxer, Ralph Melnyk, Helen Kelleher-Empey and Scott Wilson		
Absent	Councillor Rico Damota		
Also present	Bill Given, Chief Administrative Officer Christine Nadon, Director of Protective & Legislative Services Christopher Read, Director of Community Development Natasha Malenchak, Director of Finance & Administration John Greathead, Director of Operations & Utilities Amanda Stevens, Communications Manager Emma Acorn, Legislative Services Coordinator Peter Shokeir, The Fitzhugh Bob Covey, The Jasper Local 19 observers		
Call to order	Mayor Ireland called the December 12, 2023 Special Council meeting to order at 11:01am.		
Additions or Deletions	none		
Approval of agenda #586/23	MOTION by Councillor Kelleher-Empey that Council approve the agenda for the December 12, 2023 Special Council meeting as presented.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
2024-2026 Operating Budget and 2024-2028 Capital Budget	Council reviewed the last motions made at the December 5, 2023 Regular Council meeting, and the process of a Special Council meeting being called for today.		
#587/23	CAO Bill Given reviewed two information requests made by Council at the last meeting, and provided documents which are attached to today's minutes.		
	MOTION by Councillor Waxer that in 2024 all external groups requesting budget funding must provide financial statements, budgets and certificates of incorporation.		
	FOR 2 Councillors (Hall, Waxer)	AGAINST 4 Councillors	DEFEATED
#588/23	MOTION by Councillor Hall that beginning in 2025 all the external groups requesting budget funding must provide financial statements, budgets and certificates of incorporation.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
#589/23	MOTION by Councillor Melnyk that Council defer the addition of the new fleet vehicle in bylaw, and review during the 2025 capital process.		
	FOR 2 Councillors (Wilson, Kelleher-Empey)	AGAINST 4 Councillors	DEFEATED

#590/23	MOTION by Councillor Melnyk that Council amend the 2024 budget to remove the Grounds Labourer position to save \$42,336.			
	FOR	AGAINST		
	6 Councillors	0 Councillors		CARRIED
#591/23	MOTION by Councillor Hall that Council amend the 2024 budget to make the Energy Environment Coordinator position a two-year part-time position.			
	FOR	AGAINST		
	6 Councillors	0 Councillors		CARRIED
Recess	Mayor Ireland called a recess from 12:12pm to 1:15pm.			
2024-2026 Operating Budget and 2024-2028 Capital budget continued	MOTION by Councillor Waxer that Council direct Administration to add a Community Crisis Support discussion to the 2024 Strategic Priorities Session.			
	FOR	AGAINST		
	6 Councillors	0 Councillors		CARRIED
#592/23 #593/23	MOTION by Councillor Hall that Council amend the 2024 budget to reduce the funding for the Outreach Worker Program Support from \$31,001 to \$10,000.			
	FOR	AGAINST		
	5 Councillors	1 Councillor (Waxer)		CARRIED
#594/23	MOTION by Councillor Hall that Council amend the 2024 budget to reduce the amount of funding to the Jasper Artist Guild to \$8,400.			
	FOR	AGAINST		
	6 Councillors	0 Councillors		CARRIED
#595/23	MOTION by Councillor Hall that Council amend the 2024 budget to remove the \$12,500 for the Crisis Team Jasper Society.			
	FOR	AGAINST		
	3 Councillors	3 Councillors (Ireland, Wilson, Waxer)		DEFEATED
Recess	Mayor Ireland called a recess from 2:44pm to 2:57pm.			
2024-2026 Operating Budget and 2024-2028 Capital budget continued	Council continued budget deliberations.			
	Councillor Wilson left the meeting at 3:40pm.			
Meeting Extension #596/23	MOTION by Councillor Waxer at 4:00pm, that the December 12, 2023 Special Council meeting be extended beyond four hours.			
	FOR	AGAINST		
	5 Councillors	0 Councillors		CARRIED
2024-2026 Operating Budget and 2024-2028 Capital budget Continued	Council continued budget deliberations.			
#597/23	MOTION by Councillor Melnyk that Council direct Administration to incorporate the amendments into the 2024 budget and return to the December 19, 2023 Regular Council meeting.			
	FOR	AGAINST		
	5 Councillors	0 Councillors		CARRIED
Notices of Motion	none			

Councillor Reports none

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

In-camera #598/23 MOTION by Councillor Hall to move in-camera at 4:30pm to discuss agenda item:
• Contractual matters FOIP s.24 (1)(c)

FOR	AGAINST	
5 Councillors	0 Councillors	CARRIED

Mr. Given also attended the in-camera session.

Move out of camera #599/23 MOTION by Councillor Melnyk to move out of camera at 5:26pm.

FOR	AGAINST	
5 Councillors	0 Councillors	CARRIED

Adjournment #600/23 MOTION by Councillor Kelleher-Empy – BE IT RESOLVED that, there being no further business, the Special Council meeting of December 12, 2023 be adjourned at 5:27pm.

FOR	AGAINST	
5 Councillors	0 Councillors	CARRIED

Mayor

Chief Administrative Officer

ATTACH to December 12, 2023 Special Council meeting minutes

November 21 & 22 Committee of the Whole					
Motion #	Type	Item	Funding Source	2024 Budget Impact	2024 Net Tax Impact
#510/23	Capital	Change the status of the \$170,000 allocated towards the Skatepark in 2024 to "unfunded"	Debt or Reserves	(\$130,500)	No Change
#511/23	Capital	Change the funding source of the Municipality's prior commitment of \$300,000 towards the Skatepark to either debenture or reserves	Debt or Reserves	0	No Change
#516/23	Capital	Change the status of the Transportation Master Plan Update to funded in 2024	Reserves	\$170,000	No Change
#517/23	Operating	Bring forward the addition of the Grounds Labourer position as presented	Tax	\$42,336	0.41%
#518/23	Operating	Bring forward the addition of the Energy & Environment Coordinator position as presented	Tax	\$86,486	0.85%
#523/23	Operating	Maintain \$10,000 in funding for Community Futures West Yellowhead in 2024	Tax	0	No Change
#524/23	Operating	Increase funding for the Jasper Municipal Library to a total of \$207,957 in 2024	Tax	\$6,057	0.06%
#525/23	Operating	Add \$5,000 in funding for the Robson House Historical Society in 2024	Tax	\$5,000	0.05%
#526/23	Operating	Reduce the budget to include \$41,000 in funding for the Habitat for the Arts in 2024 (\$21K in rent waiver, \$15K in operational support and \$5K for music in the park.)	Tax	(\$9,000)	-0.09%
#528/23	Operating	Add \$5,000 in funding for the Alpine Summit Seniors Lodge generator in 2024	Tax	\$5,000	0.05%
#529/23	Operating	Increase funding to waive total rent (\$19,200) for the Jasper Artists Guild in 2024	Tax	\$12,550	0.12%
#530/23	Operating	Maintain \$55,000 in funding for the Jasper-Yellowhead Historical Society in 2024	Tax	0	No Change
#531/23	Operating	Add \$2,000 in cash funding and a \$3,000 gift in kind for the Heritage Folk & Blues Society in 2024	Tax	\$2,000	0.02%
#532/23	Operating	Maintain \$12,500 in funding for after hours crisis support, to be assigned to the Crisis team Jasper Society in 2024, subject to the development of an F-104 agreement to be reviewed by Council	Tax	0	No Change
#533/23	Operating	Add \$25,000 in funding for the UpLift! Mural Festival in 2024	Tax	\$25,000	0.25%
#536/23	Operating	Add \$35,000 in funding for the 0.5FTE Crisis Support worker in a term position in the 2024 bud	Tax	\$35,463	0.35%
#537/23	Operating	Bring forward the 1.0FTE Outreach Worker position as a term position in the 2024 budget.	Tax	\$31,001	0.30%
#538/23	Operating	Bring forward the addition of the Community Recreation & Cultural Programmer as a two-year term position in the 2024 budget	Tax	\$76,563	0.75%
Total of Changes				\$357,956	3.12%

December 5 - Regular Council					
Motion #	Type	Item	Funding Source	2024 Budget Impact	2024 Net Tax Impact
#570/23	Operating	Reduce winter contracted services Roads Walks and Lights.	Tax	\$40,000	-0.39%
#571/23	Operating	Pause maintenance of Memorial Benches, maintain capital purchase	Tax	\$15,918	-0.16%
#572/23	Operating	Increase Wildflowers revenue to reflect expected Alberta Education program unit funding increase.	Tax	\$17,897	-0.18%
#573/23	Operating	Increase in expected revenue at Out of School Care	Tax	\$14,357	-0.14%
#574/23	Operating	Decrease contracted expense for cultural engagement	Tax	\$7,500	-0.07%
#575/23	Operating	Increase Paid Parking Revenue to a total of \$1.35M	Tax	\$160,000	-1.57%
#576/23	Operating	<i>Application of accumulated municipal over-levy from prior years. (No impact to Net Tax)</i>	Mill Rate	\$147,000	No Change
#577/23	Operating	<i>Increase revenue in bulk water sales (No impact to Net Tax)</i>	Utility	\$100,000	No Change
#578/23	Operating	Remove the program coordinator position from the 2024 operating budget	Tax	\$76,563	-0.75%
#579/23	Operating	Reduce the amount of funding to the UpLift! Jasper Mural Festival by \$15,000 to a total amount of \$10,000	Tax	\$15,000	-0.15%
Total of Changes				\$594,235	-3.41%

What is the Impact of the Transit capital items on the net tax in 2024 and 2025?

- In 2024 there is no net tax impact for transit capital projects
- If *all* transit capital items were removed, there would be no change to the 2024 net tax .
- In 2025 there is a net tax impact of \$168,400 for repayment of debt to be taken in 2024, and ~\$50K per year in contributions to the Fleet Reserve for future replacement.
- In 2025 there would be a reduction of approximately 1.4% related to the removal of debt payments and an additional ~0.35% reduction from the removal of Fleet Reserve contributions.

What is the cost of borrowing for the Transit capital items?

As shown below, in 2024 the capital budget proposes to borrow \$726,000 toward the construction of the transit fleet facility. This is the only borrowing related to transit projects.

The borrowing would occur in 2024 with payments beginning in 2025.

Administration currently plans to structure the borrowing over 5 years with annual payments of \$168,400. The current interest rate is 5.52%, but may be lower by the end of 2024. Under this payment schedule the total payments (principal and interest) would be \$840,702.

Transit Facility Borrowing (5 Year Repayment Sched)	
Principal	\$726,000
Interest	\$114,702
Total	\$840,702

The repayment term could be extended to reduce the size of annual payment amounts but this would increase the cost of interest.

Outline of Transit Capital Items and Funding Sources in 2024 and 2025

Item	2024 Funding			2025 Funding			Total
	Reserves	Debt	Grant	Reserves	Debt	Grant	
E-bike Fleet (24)	\$8,800		\$35,200	\$8,800		\$35,200	\$88,000
E-bike Charging Stations	\$7,600		\$30,400	\$7,600		\$30,400	\$76,000
Fleet Facility Design	\$17,000		\$68,000				\$85,000
Fleet Facility Construction		\$726,000	\$1,137,000			\$1,767,000	\$3,630,000
Zero Emission Bus Purchase	\$225,000		\$900,000	\$225,000		\$900,000	\$2,250,000
Transit Stop Improvement	\$4,200		\$16,800	\$30,000			\$51,000
Bus Charging Infrastructure				\$20,000		\$80,000	\$100,000
Totals	\$262,600	\$726,000	\$2,187,400	\$291,400	-	\$2,812,600	\$6,280,000
	A	B	C	D	E	F	

Total Transit Capital Projects		\$6,280,000
Total Municipal Funding	(A + B + D +E)	\$1,280,000
Total Grant Funding	(C + F)	\$5,000,000

AGENDA ITEM 4.1

Dec 14th 2023

Municipality of Jasper
303, Pyramid Lake Road,
Jasper,
Alberta
T0E 1E0

Dear Mayor Ireland,

The Jasper Hotel Association (JHA) respectfully submits the motion to request the inclusion of an assigned Jasper Hotel Association Member within the Municipal Crisis Management process where an evacuation or close of services involving Jasper is potentially involved.

This request stems from our recent wildfire occurrences and the acknowledgment that within our membership our businesses hold a significant portion of the town of Jaspers occupancy and the need to safely asses' best course of action within any given scenario should involve a member of the Jasper Hotel Association. This will assist clear lines of communication and decision making within the scope of any given scenario.

We are hopeful that you will consider our motion and request.

Kind regards

Richard Cooper

Richard Cooper
President Jasper Hotel Association
On behalf of the Jasper Hotel Association



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

AGENDA ITEM 6.2

REQUEST FOR DECISION

Subject: 2024 Boards & Committees Appointments
From: Bill Given, Chief Administrative Officer
Prepared by: Christine Nadon, Director of Protective & Legislative Services
Reviewed by: Emma Acorn, Legislative Services Coordinator
Date: December 19, 2023



Human Resources Committee Recommendation:

- 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.

Alternatives:

- That Council direct Administration not to re-advertise board and committee vacancies.
- That Council direct Administration contact specific organizations to request delegates for the Communities in Bloom Committee.
- That Council reconsider the Communities in Bloom Committee during the 2024 strategic planning session.

Background:

Annual advertising took place in November on the Municipality's website, social media, and the Fitzhugh to recruit board members for the Jasper Municipal Library Board (JMLB) and the Communities in Bloom Committee (CIB). The deadline for applications was November 27, 2023.

As stated in the Procedure Bylaw #190, terms on the JMLB are three years. This board has the capacity for six members-at-large. The updated terms of reference for the CIB Committee gives Council the ability to appoint members to either a one or two-year term. As of December 31, 2023 the above-mentioned boards and committees will have the following vacancies:

Jasper Municipal Library Board	1 vacancy
Communities in Bloom	3 vacancies

One application was received for the JMLB and none were received for CIB. The one application was forwarded to Council's Human Resources Committee for review along with the above recommendation on Monday, December 11, 2023.

Relevant Legislation:

[Procedure Bylaw #190](#)

Strategic Relevance:

Organizational Health

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

Financial:

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

Follow Up Actions:

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

Attachments:

- Current list of members for Jasper Municipal Library Board
- Communities in Bloom Terms of Reference

Municipality of Jasper

Boards & Committees 2024

Jasper Municipal Library Board



Member	Original appt. date	Term commencing	Term concluding	Eligible for further term
Lorena Alonso, 2 nd term	Dec.17, 2019	Jan. 1, 2023	Dec.31, 2025	No
Joyce Melnyk, 2 nd term	Dec.17, 2019	Jan. 1, 2023	Dec.31, 2025	No
Diane Tremblay, 1 st term	Dec. 15, 2021	Jan. 1, 2021	Dec. 31, 2023	Yes
Joanne Sommers, 1 st term	Feb 21, 2023	Feb 21, 2023	Dec. 31, 2025	Yes
Keslin Park, 1 st term	Dec 7, 2021	Jan 1, 2022	Dec 31, 2024	Yes
Shawn Cardiff, 1 st term	Dec 20, 2022	Jan 1, 2023	Dec 31, 2025	Yes
Councillor Wendy Hall	Reviewed annually			

Communities in Bloom Advisory Committee Terms of Reference

1. Purpose & Responsibilities of the Committee

To foster community pride and engagement in maintaining the appearance and liveability of Jasper, and; to provide an effective link between the community and Municipal Administration in order to contribute to the long term success of the Municipality's participation in the Communities in Bloom program and local beautification and environmental initiatives by;

- 1.1. Contributing ideas and expertise to inform administration's long and short-term business planning, and to assist in determining appropriate goals and objectives with respect to beautification and environmental initiatives;
- 1.2. Assisting in the identification of strengths and weaknesses in local beautification and environmental initiatives;
- 1.3. Encourage positive relations with the community which support the Municipality's efforts and to provide input on the marketing, education, and promotion of the Municipality's beautification and environmental programs;
- 1.4. To be kept informed of special events, promotions and public campaigns.

2. Membership

The Communities in Bloom Advisory Committee will consist of the following:

- 2.1. (1) Councillor;
- 2.2. (3) Public Members, and;
- 2.3. In addition to the regular members above, the following organizations will also be invited to recommend one (1) member each to the committee:
 - Parks Canada,
 - Tourism Jasper,
 - Jasper Park Chamber of Commerce

2.4 Members will be appointed by decision of the Municipal Council to a one or two year term.

2.5 The Chair of the Committee will be a Councillor and shall be appointed by Council on the recommendation of the Mayor.

3. Quorum and Voting

- 3.1. The quorum for the Communities in Bloom Advisory Committee shall be the majority of the Members appointed.
- 3.2. The Committee will make recommendations to administration or Council by consensus on any issues but is not a decision making body.

4. Meetings & Minutes

- 4.1. The committee will meet at least 2 times per year.
- 4.2. Meetings shall not exceed 1.5 hours in length unless the members present unanimously consent to an extension.
- 4.3. Notice of all meetings shall be given to all Council members.

4.4. Notice of meetings is deemed to be given by circulation of the agenda, together with supporting documentation, at least 2 business days prior to the meeting.

5. Administrative Support

5.1. The committee shall be supported by the Operations and/or the Community Development department(s).

6. Reporting Relationship

6.1. The committee shall act in an advisory capacity to Council and Municipal Administration

6.2. The committee may recommend items to Council or Administration for consideration and action.

6.3. A rationale shall be provided to the Committee by Administration for action/inaction on recommendations.

7. Funding

7.1. Funding for the operation of the committee shall be determined by council through the annual budget process.

8. Terms of Reference

8.1. The Committee's Terms of Reference may only be approved and amended by Council at a regular meeting.

Policy Title: Behaviour in Municipal Facilities

Policy #: D-109

Date adopted by Council: December 19, 2023



1. POLICY STATEMENT

The Municipality of Jasper owns and operates several public facilities and spaces within the townsite for community members and visitors to use. It's important for those spaces to be safe, accessible, and welcoming for everyone to enjoy.

We commit to keeping public facilities safe, accessible, and welcoming. One way we do this is by setting clear expectations with regards to behaviour.

2. PURPOSE

The purpose of this policy and procedures is to establish expectations for behaviour within municipal facilities and to outline what actions may be taken in response to unacceptable behaviour.

3. SCOPE

The policy applies to all members of the public inside of a municipal facility, including participants in sporting activities.

4. STANDARDS

The Behaviour in Municipal Facilities administrative procedures will:

- List what kind of behaviour we expect in all municipal facilities.
- Detail what behaviours are not allowed.
- Say what may happen if behaviour is unacceptable.
- Show who will step in if behaviour is unacceptable.

5. RESPONSIBILITIES

DIRECTORS/MANAGERS

- Effectively communicate this policy to all users.
- Ensure that front line staff understand this policy and feel comfortable following it.
- Ensure staff have the training, resources and support needed to implement this policy.
- Review incidents with staff and implement opportunities for improvement.

CAO

- Ensure there are resources, within approved budgets, to implement this policy.
- Approve any administrative procedures related to the policy.
- Support Directors to implement this policy with their teams.

COUNCIL

- Review and approve the policy.
- Budget resources to support this policy.
- Welcome and receive input from the public and user groups on their experiences in facilities.

6. DEFINITIONS

Municipal Facility: applies to all indoor and outdoor municipally owned and operated spaces including buildings, parks and greenspaces.

AGENDA ITEM 6.5

REQUEST FOR DECISION

Subject: Fitness & Aquatic Centre Emergency Boiler Replacement
From: Bill Given, Chief Administrative Officer
Prepared by: Natasha Malenchak, Director of Finance & Administration
Reviewed by: Christopher Read, Director of Community Development
Date: December 19, 2023



Recommendation:

- 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.

Background:

The Municipality's Purchasing Policy and associated Administrative Procedure (B-120) establish the practices under which the Municipality of Jasper conducts procurement activities including what types of authorization are required before expenditures are made. Generally, all expenditures are required to be reflected within the operating and capital budgets approved annually by Council. Two exceptions to this requirement exist in the policy:

3.2 An expenditure not included in the approved operating or capital budget must be approved by council before the expenditure is made, in accordance with the MGA s. 248, unless the purchase is due to an emergency.

And;

3.3 In the event of an emergency, the Chief Administrative Officer is authorized to make expenditures not included in the approved operating or capital budget to ensure continuous delivery of the MOJ's essential services.

The Chief Administrative Officer has approved a capital expenditure to replace boilers in the fitness and aquatic centre that was not reflected in the approved 2023 budget.

This report is to meet the requirements of both the Purchasing and the Administrative Procedure which states that:

3.3 Purchases authorized in an emergency must be reported to Council at the next scheduled council meeting by the Chief Administrative Officer or designate.

This project is reflected in the proposed 2024 Capital Budget at an amount of \$229,775.

Discussion:

The boilers play a crucial role in providing heat and domestic hot water for the entire building as well as regulating the water temperature of the swimming pool.

The facility has three boilers all of which are currently listed as in poor condition and three boilers are currently five years past their expected life cycle. Two of the three boilers are non-operational currently.

In December 2022 the poor condition of the boilers contributed to the rupture of water line which caused significant damage to the facility and required a closure the facility, as well as additional disruption for repair and restoration activities. Understanding this risk administration included replacement of boilers in the 2024 draft budget.

In the late fall it became clear that the remaining boiler would not be able to keep up with temperatures during the winter months and therefore the two non-operational boilers need to be replaced immediately.

The non-functional boilers presented a significant risk for the whole facility even though the aquatic portion of the building would be closed for renovations. Administration was able to secure replacement boilers and arrange installation at a competitive price that would allow the two non-functional units to be replaced, within budget, during the 2023 budget year.

Recognizing that the project was already reflected in the 2024 budget proposal, the CAO approved advancing the replacement project to 2023 in order to minimize risk to the facility and disruption of service to the community.

Administration has requested to do an emergency boiler replacement at the Aquatic Centre to be able to support the operation of the Jasper Fitness and Aquatic Centre going into the winter and possible freeze temperatures. If this equipment fails before being replaced, additional damage could occur during extreme cold temperatures and additional extended facility closures would be required. This project was already proposed for 2024.

Strategic Relevance:

- Promote and enhance recreational and cultural opportunities and spaces.
- Proactively plan for and invest in the maintenance and management of our natural assets and built infrastructure.

Inclusion Considerations:

Maintaining an open accessible recreation facility encourages usage across all demographics of the community, enhancing Equity, Diversity, and Inclusion efforts.

Relevant Legislation:

- [Policy B-120 Purchasing Policy](#)

Financial:

Funding for this project is available within the Annual General Restricted Reserves contributed to by the Aquatic Centre Operating Budget. This item represents a maintenance and asset management cost that is expected to be incurred to keep the building operational especially during winter months.