

Municipality of Jasper  
**Committee of the Whole Meeting Agenda**  
April 28, 2026 | 9:30 am  
Jasper Library & Cultural Centre – Quorum Room

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

**1. Call to order** Deputy Mayor Frechette to chair meeting

**2. Additions to agenda**

**3. Approval of agenda**

3.1 April 28, 2026 Committee of the Whole agenda attachment

**4. April 14, 2026 Committee of the Whole meeting minutes** attachment

4.1 Business arising from minutes

**5. Delegations**

**6. Correspondence**

**7. New business**

7.1 Library & Cultural Centre Subleases attachment

7.2 SKIJORING Update attachment

7.3 Canada Day attachment

7.4 Revised Water Services Bylaw attachment

**8. Motion Action List** attachment

**9. Councillor upcoming meetings**

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

**10. Upcoming events**

Wildfire Resiliency Information Session – 7pm, April 29, Jasper Activity Centre

National Day of Awareness for [Missing and Murdered Indigenous Women and Girls](#) and 2SLGBTQI+ people ([MMIWG2S](#)), also known as “[Red Dress Day](#)” – May 5

Emergency Preparedness Week – May 3-9

Emergency Preparedness Open House – 3-7pm, May 6, Fire Hall

Community FireSmart Day – May 9

[Federation Canadian Municipalities Annual Conference](#) – June 4-7, Edmonton

**11. Adjournment**

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

## AGENDA ITEM 4

Municipality of Jasper  
**Committee of the Whole Meeting Minutes**  
Tuesday, April 14, 2026 | 9:30am  
Jasper Library & Cultural Centre, Quorum Room

Virtual viewing and participation	Council attendance is in Council chambers at the Jasper Library & Cultural Centre. This meeting was also conducted virtually and available for public livestreaming through Zoom. Public viewing during Council meetings is through both Zoom livestreaming and in-person attendance. Public participation is facilitated through in-person attendance.						
Present	Mayor Richard Ireland, Deputy Mayor Danny Frechette, Councillors Ralph Melnyk, Kable Kongsrud, Wendy Hall, and Laurie Rodger						
Absent	Councillor Kathleen Waxer						
Also present	Bill Given, Chief Administrative Officer Beth Sanders, Director of Urban Design & Standards Christine Nadon, Director of Protective & Legislative Services Doug Olthaf, Director of Recovery Vidal Michaud, Utilities Manager Leanne Pelletier, Housing Manager Emma Acorn, Legislative Services Coordinator Bob Covey, The Jasper Local 15 observers						
Call to Order	Deputy Mayor Frechette called the April 14, 2026 Committee of the Whole meeting to order at 9:31am and began with a <a href="#">Traditional Land Acknowledgement</a> .						
Additions/deletions to the agenda #153/26	MOTION by Mayor Ireland that Committee amend the agenda for the April 14, 2026 Committee of the Whole with the addition of the following item: <ul style="list-style-type: none"><li>In-camera Item – 7.7 Land Matter</li></ul> <table><tr><td>FOR</td><td>AGAINST</td><td></td></tr><tr><td>6 Councillors</td><td>0 Councillor</td><td>CARRIED</td></tr></table>	FOR	AGAINST		6 Councillors	0 Councillor	CARRIED
FOR	AGAINST						
6 Councillors	0 Councillor	CARRIED					
Approval of agenda #154/26	MOTION by Mayor Ireland that Committee approve the agenda for the April 14, 2026 Committee of the Whole meeting as amended: <ul style="list-style-type: none"><li>Add In-camera item 7.7 Land Matter</li></ul> <table><tr><td>FOR</td><td>AGAINST</td><td></td></tr><tr><td>6 Councillors</td><td>0 Councillor</td><td>CARRIED</td></tr></table>	FOR	AGAINST		6 Councillors	0 Councillor	CARRIED
FOR	AGAINST						
6 Councillors	0 Councillor	CARRIED					
Business arising from minutes	none						
Delegations	none						
Correspondence – Insurance Bureau of Canada	Committee received correspondence; regarding statutory insurance claim deadlines; from Aaron Sutherland, Vice President of Western and Pacific divisions of the Insurance Bureau of Canada.						

#155/26	MOTION by Councillor Hall that Committee receive the correspondence from the Insurance Bureau of Canada for information.			
	FOR 6 Councillors	AGAINST 0 Councillor		CARRIED
9-1-1 Service Update	Committee received an Information Report from Director of Protective & Legislative Services Christine Nadon regarding upcoming changes to the local 9-1-1 Service.			
#156/26	MOTION by Councillor Melnyk that Committee receive the 9-1-1 Service Update report for information.			
	FOR 6 Councillors	AGAINST 0 Councillor		CARRIED
Revised Water Services Bylaw	CAO Bill Given and Utilities Manager Vidal Michaud reviewed a draft Water Services Bylaw which last received an update in 2014. Committee had many questions, suggestions, and required clarification on the updates and revisions.			
#157/26	MOTION by Mayor Ireland that Committee direct Administration to revise the draft Water Services Bylaw and return to a future Committee of the Whole meeting.			
	FOR 6 Councillors	AGAINST 0 Councillor		CARRIED
Recess	Deputy Mayor Frechette called a recess from 10:32am to 10:40am.			
Wildfire Utility Repairs Phase 1: Water Service Line Valves	Director of Recovery Doug Olthaf reviewed recommendations and alternatives regarding needed repairs to specific water lines following the 2024 Jasper Wildfire Complex. Mr. Given and Mr. Michaud also assisted with Committee questions.			
#158/26	MOTION by Mayor Ireland that Committee recommend Council amend the 2026 capital budget to include the Wildfire-Affected Utility Repairs – Phase 1 project at a total budget of \$2,015,000, funded as follows:			
				<ul style="list-style-type: none"> <li>• Disaster Recovery Program: \$1,505,000</li> <li>• Utility Capital Reserve: \$510,000.</li> </ul>
	FOR 6 Councillors	AGAINST 0 Councillor		CARRIED
Church Lands Memorandum of Understanding	Committee received a request for decision regarding a memorandum of understanding for the rebuilding of the two churches destroyed in the 2024 Jasper Wildfire Complex. Director of Urban Design & Standards Beth Sanders reviewed the purpose of the memorandum of understanding and the next steps that would be followed.			
#159/26	MOTION by Councillor Rodger that Committee direct Administration to enter into the Memorandum of Understanding as amended:			

- Change “land transfer” to “lease assignment” throughout the document.

FOR	AGAINST	
6 Councillors	0 Councillor	CARRIED

JMHC Connaught  
Below Market  
Housing Loan  
Guarantee Bylaw  
#160/26

Housing Manager Leanne Pelletier reviewed a request for decision regarding a bylaw for the Jasper Municipal Housing Corporation Connaught Below Market Housing Loan Guarantee Bylaw.

MOTION by Mayor Ireland that Committee recommend Council give first and second reading to the Jasper Municipal Housing Corporation Connaught Below Market Housing Loan Guarantee Bylaw.

FOR	AGAINST	
6 Councillors	0 Councillor	CARRIED

Townsite Open-  
space & Trails  
Plans  
#161/26

Councillor Frechette shared his intentions with Committee as he asked for this item to be included on today’s agenda.

MOTION by Mayor Ireland that Committee direct Administration to circulate the existing 2003 Greenspace Vision Plan to all of Council and have this matter return to a future Committee of the Whole meeting.

FOR	AGAINST	
6 Councillors	0 Councillor	CARRIED

Move In-camera  
#162/26

MOTION by Councillor Melnyk to move in-camera at 11:59am to discuss agenda item:

- 7.7 Land Matter - ATIA s.29(1)(a)(c)

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Mr. Given, Ms. Sanders, Ms. Pelletier, and Ms. Acorn also attended the in-camera session.

Move out of  
camera  
#163/26

MOTION by Councillor Melnyk to move out of camera at 12:30pm.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Mr. Given reviewed the request for decision which was added as an in-camera item to today’s agenda. The report addresses a property purchase and is attached to the meeting minutes.

Purchase of 1249  
Cabin Creek Drive  
#164/26

MOTION by Councillor Melnyk that Committee recommend Council approve the purchase of the 1249 Cabin Creek Drive for \$355,000 as presented.



## ATTACHMENT to April 14, 2026 Committee of the Whole meeting minutes

### REQUEST FOR DECISION

**Subject:** Purchase of 1249 Cabin Creek Drive  
**From:** Bill Given, Chief Administrative Officer  
**Date:** April 14, 2026



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#### **Recommendation:**

That Committee recommend Council approve the purchase of 1249 Cabin Creek Drive for \$355,000 as presented.

#### **Alternatives:**

- That committee receive the report for information and direct administration to discontinue the purchase.

#### **Background:**

- The Municipality owns 1251 Cabin Creek Drive and the residence on the site was destroyed in the 2024 wildfire.
- Council approved the Municipality's Strategic Priorities on March 17, 2026 which include a priority on facilitating the development of diverse housing options to meet community needs.

#### **Discussion:**

The property at 1249 is adjacent to 1251 Cabin Creek Drive, which is already owned by the Municipality. Both properties were impacted by the 2024 wildfire, creating an opportunity to plan redevelopment across the two parcels in a coordinated manner. Consolidated development of the sites would support a higher overall unit yield than could be achieved independently, while improving site layout and infrastructure efficiency.

The property was evaluated using the Jasper Land & Asset Acquisition Framework and achieved a score of 435 out of 500 (87%), placing it within the high-priority acquisition range. The site is zoning-ready, serviced, and cleared, with no significant encumbrances, supporting timely development.

The Municipality has made an Offer to Purchase 1249 Cabin Creek Drive in the amount of \$355,000. The acquisition secures control of a site that is development-ready and aligned with housing objectives. The alternative option to not proceed would maintain the current reserve balance but would limit the Municipality's ability to advance housing development on lands that are already well-positioned for that purpose.

#### **Strategic Relevance:**

- Facilitate development of diverse housing options to meet community needs.
- Align land use decisions to local priorities.
- Leverage JMHC to increase supply of below market housing.

#### **Inclusion Considerations:**

Increasing the supply of housing supports improved access to accommodation for a range of income levels and household types.

**Relevant Legislation:**

- Alberta Municipal Government Act

**Financial:**

The purchase price is \$355,000 and will be funded from the Community Housing Reserve. The approved 2026 budget projects a year-end reserve balance of \$563,739; this acquisition would reduce the balance to \$208,739.

**Attachments:**

- Property Overview – 1249 Cabin Creek Drive

## Weighted Site Score (0–500)

**Property:** 1249 Cabin Creek Drive

**Context:** Adjacent lot already owned by the Municipality

**Framework:** Jasper Land & Asset Acquisition Framework

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### Site attributes

Criterion	Weight	Rating (0–5)	Score	Rationale
Adjacencies	7	5	35	Adjacent lot already municipally owned; strong consolidation & phasing potential
Current state	6	5	30	Vacant, cleared, no debris
Vegetation & wildlife	6	5	30	Disturbed residential land; minimal environmental risk
Geology & topography	8	2	16	Known groundwater management issue

**Subtotal: 111 / 135**

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### Density

Criterion	Weight	Rating	Score	Rationale
Yield potential	13	4	52	Combined parcels increase achievable unit yield and building efficiency

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### Public infrastructure

Criterion	Weight	Rating	Score	Rationale
Proximity to amenities	4	4	16	Reasonable proximity to employment and services

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### Site servicing

Criterion	Weight	Rating	Score	Rationale
Utilities	10	4	40	Servicing intact; groundwater addressed separately

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### Land use

Criterion	Weight	Rating	Score	Rationale
Zoning	10	5	50	Zoned for Multi-Unit Dwelling
Subdivision / consolidation	11	5	55	No consolidation required; development-ready

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### Constraints

Criterion	Weight	Rating	Score	Rationale
Encumbrances	8	5	40	No Parks lease restrictions
Off-site considerations	9	4	36	No immediate rail/highway conflicts
Acquisition timeline	9	5	45	Straight sale anticipated

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### Total weighted score

**435 / 500 ( $\approx$  87%)**

This places the site firmly in **high-priority acquisition** range under the framework.

## AGENDA ITEM 7.1

### REQUEST FOR DECISION

**Subject:** Library & Cultural Centre Subleases  
**From:** Bill Given, Chief Administrative Officer  
**Prepared by:** Christopher Read, Director of Community Development  
**Date:** April 28, 2026



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#### Committee Recommendation:

- That Committee receive the report for information.

#### Alternatives:

- That Committee request further information from Administration on this topic at a future date.

#### Background:

On November 18, 2025 Council passed the following motion:

*That Committee direct Administration to enter into discussions with the Jasper Artists Guild regarding potential for a sub-lease renewal and return with recommendations to a future Committee of the Whole meeting in the new year.*

Subleases for both the Jasper Artists Guild and Habitat for the Arts end in June 2026.

#### Discussion:

The Jasper Library & Cultural Centre is home to several community groups, as well as the town's library. The Jasper Artists Guild operates a gallery and artist space on a sublease with the municipality. The Habitat for the Arts operates an artist studio, classroom/performance space, various other spaces, and delivers programs to the community from that space.

Through presentations to Council these groups have made clear requests for their sublease renewals, and Council has received these presentations and referred the sublease renewals to Administration.

Council has, by motions, budget discussions and approvals, and Strategic Priorities, clearly outlined their vision for service and level of municipal support of the sublessees in this facility.

Administration is able to work with the sublessees to ensure the will of Council will be met. Administration is in active discussion with the groups and does not foresee any barriers to completing sublease renewals as requested.

If necessary, this item would only come back to council if Administration and either or both of the sublessee(s) are unable to agree on terms moving forward.

#### Strategic Relevance:

- Leverage recreational and cultural opportunities and spaces to increase community connection.
- Nurture relationships that advance the community's interests.

**Inclusion:**

The presence of multiple community-serving groups within the Library and Cultural Centre supports inclusive programming that reflects a range of backgrounds, abilities, and interests.

**Financial:**

Lease payments as per past subleases and scheduled increases have been included in the 2026 Operational Budget. Any changes to future subleases would be included in future budget presentations.

## AGENDA ITEM 7.2

### REQUEST FOR DECISION

**Subject:** Skijoring Update  
**From:** Bill Given, Chief Administrative Officer  
**Reviewed by:** Lisa Daniel, Executive Advisor  
**Date:** April 28, 2026

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#### **Recommendation:**

That Committee receive this report for information.

#### **Alternatives:**

- That committee direct administration to return to a future committee meeting with an update from Tourism Jasper.
- That committee direct administration to work to plan a Skijoring event using municipal resources.

#### **Background:**

On January 27, 2026, Committee of the Whole received correspondence and a presentation from James Purdy, organizer of SKIJORING for MS, an annual fundraiser supporting MS Canada.

At that time, Committee passed the following motion:

*“That Committee direct Administration to work with other interested local organizations to investigate, with SKIJORING for MS, the feasibility of hosting a skijoring event in Jasper in subsequent years and to return to a future Committee of the Whole meeting with a report and recommendations.”*

#### **Discussion:**

Since the January 27, 2026 Committee direction, the issue has been discussed at the Jasper Partnership Initiative. It was identified that Tourism Jasper has an established process for evaluating and advancing new events that align with local tourism and industry priorities.

Tourism Jasper representatives met with the event proponent on February 9, 2026 to review the Events and Festival Funding program, including application requirements and evaluation criteria. Following that meeting, the proponent was invited to submit an application; however, as of April 2026, no formal application has been received by Tourism Jasper.

Given its mandate, expertise, and alignment with destination development objective, Tourism Jasper is the appropriate organization to lead the evaluation and development of new events of this nature. This approach ensures that any proposed event is considered within the broader context of community capacity, visitor experience, and industry alignment.

In summary, the proposal can be advanced through Tourism Jasper’s established processes for evaluating new events. Should the organizers apply and Tourism Jasper determine that the SKIJORING for MS event is viable and aligned with local priorities, municipal administration has the existing authority, processes, and operational

capacity to support the event as required. No additional direction from Committee or Council is necessary at this time.

**Strategic Relevance:**

- Invest in practices and processes which support high quality decision making.
- Provide and maintain the core services and infrastructure that enable the visitor economy.
- Nurture relationships that advance the community's interests.

**Inclusion Considerations:**

Supporting community events through established processes helps ensure equitable access and transparent decision-making for event proponents. Tourism Jasper's evaluation framework provides consistency in how opportunities are considered. Municipal support for approved events contributes to accessible and inclusive community experiences.

**Relevant Legislation:**

- Policy F-104 – Relationship with External Groups

**Financial:**

There are no financial implications associated with this report.

**Attachments:**

- None

## AGENDA ITEM 7.3

### REQUEST FOR DECISION

**Subject:** Canada Day  
**From:** Bill Given, Chief Administrative Officer  
**Prepared by:** Lisa Daniel, Executive Advisor  
**Reviewed by:** Christopher Read, Director of Community Development  
**Date:** April 28, 2026

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#### **Committee Recommendation:**

- That Committee direct Administration to support the planning and delivery of 2026 Canada Day events to the extent possible using existing resources.
- That Committee direct Administration to bring forward a report to discuss future municipal involvement in organizing Canada Day events, prior to the 2027 budget discussions.

#### **Alternatives:**

- That Committee direct Administration to maintain the municipality's current level of effort in the planning and delivery of Canada Day events.

#### **Background:**

Canada Day events in Jasper have usually been organized by the community. In the past, a formal Canada Day Committee handled planning, and after it ended, a variety of different volunteer and community groups have been involved with the event each year.

Historically the Municipality has supported these efforts by dedicating internal staff resources participating in planning, providing facilities and parks, and hosting the annual pancake breakfast along with Council members. Each year the municipality budgets \$4152.00 to support the pancake breakfast.

#### **Discussion:**

More recently, Jasper Culture & Events has led the planning, working with local groups and volunteers. Currently, there is no community group responsible for organizing Canada Day events for 2026.

After contacting past organizers, the Chamber of Commerce, and Tourism Jasper, administration found that no group is willing or able to take on this role.

In the past, the Municipality's involvement was to provide general support for community led events and programming while only directly delivering the annual pancake breakfast. Because there appears to be no community group willing or able to lead Canada Day organizing, the Municipality needs to decide what role it will take. The Municipality can either take the lead or continue to support a community-led effort if one emerges.

If the Municipality leads the event, it would be responsible for planning and delivering or co-delivering all Canada Day activities. This could ensure consistent programming, clear accountability, and alignment with municipal priorities. It would also allow the Municipality to manage logistics, risks, and resources directly.

Additionally, this approach would allow the Municipality a unique opportunity to act on Council's priorities outlined in the Indigenous Relations Framework.

If the Municipality takes a support role, it will continue providing facilities, staff assistance, and coordination, while a community group leads the event. This approach supports community involvement and follows past practice. However, since no group is currently available, this uncertainty could lead to fewer events or no events at all unless a new organizing group is formed.

Given the short amount of lead time before Canada Day 2026 administration is recommending that Committee support the municipality taking a more active role in this year's celebration using only existing resources as a "stop-gap" measure. At this time administration believes that we have the resources required to act as the lead organizer of a status-quo or similar 2026 Canada Day activities, to deliver what has come to be expected of this event.

This approach isn't sustainable over the long-term as the staff support required will draw resources from other Council priorities. Administration is further recommending that a deeper review of the municipality's role should take place before the 2027 budget discussions.

**Strategic Relevance:**

- Leverage recreational and cultural opportunities and spaces to increase community connection.
- Nurture relationships that advance the community's interests.

**Inclusion:**

The planning and delivery of Canada Day events provides an opportunity to reduce barriers to participation and ensure activities are accessible and welcoming to a wide range of community members, including those at risk of exclusion.

**Relevant Legislation:**

- n/a

**Financial:**

\$4152.00 Canada Day pancake breakfast, as well as support for some Indigenous performances, is included in the 2026 operating budget.

## AGENDA ITEM 7.4

### REQUEST FOR DECISION

**Subject:** Revised Water Services Bylaw  
**From:** Bill Given, Chief Administrative Officer  
**Prepared by:** Courtney Donaldson, Director of Operations & Utilities  
**Reviewed by:** Vidal Michaud, Utilities Manager, Operations & Utilities  
**Date:** April 28, 2026

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#### **Recommendation:**

That Committee recommend Council give first and second reading to the revised Water Services Bylaw as presented.

#### **Alternatives:**

- That Committee recommend Council give first and second reading to the updated Water Services Bylaw with amendments.
- That Committee direct Administration to revise the draft Water Services Bylaw and return to a future Committee of the Whole meeting.

#### **Background:**

- Water Services Bylaw #178 establishes provisions related to service connections, metering, billing, enforcement, and system maintenance and was last updated on March 18, 2014.
- On April 14, 2026 Committee reviewed an initial draft of the proposed bylaw. At that time council members raised a number of questions and potential adjustments and directed Administration to revise the draft Water Services Bylaw and return to a future Committee of the Whole meeting.

#### **Discussion:**

Administration has undertaken a review of the Water Services Bylaw to reflect updated standards, improve clarity, and address operational gaps identified since 2014.

The proposed bylaw introduces updated technical and regulatory standards to align with current provincial and national requirements. This includes replacing references to outdated regulations with the National Plumbing Code of Canada and applicable standards under the Safety Codes Act. These changes improve consistency with current legislation and support safer and more standardized water system design and operation.

Administration has prepared a updated version of the bylaw (attached). Where appropriate, updated version makes a few clarifications and adjustments based on discussion from the April 14<sup>th</sup> committee of the whole discussion. In some cases, Council raised questions about application, operations or technical matters. The attached "*Water Services Bylaw – Committee Feedback & Questions*" document lists the questions raised by council and administration responses.

Overall, the updated bylaw modernizes the regulatory framework governing water services, aligns it with

current standards, and improves clarity for both administration and users of the system.

**Strategic Relevance:**

- Invest in practices and processes which support high-quality decision-making.
- Provide and maintain the core services and infrastructure that enable the visitor economy.
- Include an environmental lens in decision-making and operational plans.
- Align fiscal capacity to sustain priority services.

**Inclusion Considerations:**

The updated bylaw improves clarity and transparency for all users of the water system by clearly defining responsibilities and processes. Standardized rules and dispute mechanisms support fair and consistent treatment of all residents and property holders. No negative impacts to equity-seeking groups have been identified.

**Relevant Legislation:**

- Municipal Government Act, R.S.A. 2000, c. M-26
- Rates and Fees Bylaw

**Financial:**

The financial impact of the updated bylaw is expected to be minimal. Updates include revised fees to reflect 2026 pricing, which will be incorporated into existing fee structures. All changes are anticipated to be accommodated within the current budget.

**Attachments:**

- Water Services Bylaw – Committee Feedback & Questions
- Updated Draft Water Services Bylaw

**MUNICIPALITY OF JASPER**

**BYLAW #XXX**

**BEING A BYLAW OF THE MUNICIPALITY OF JASPER IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE REGULATION OF WATER SERVICES.**

**Contents**

- 1. Citation**
- 2. Definitions**
- 3. Administration**
- 4. Extension of Mains**
- 5. Emergency Restrictions and Prohibitions**
- 6. Interruption of Service**
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- 8. Service Connections**
- 9. Cross-Connection Control**
- 10. Freeze Protection and Bleeders**
- 11. Water Meters**
- 12. Service Upgrades**
- 13. New Service Connection Costs**
- 14. Meters and Estimated Billing**
- 15. Removal of Municipal Equipment**
- 16. Accounts and Collection**
- 17. Right of Entry**
- 18. Enforcement and Offences**
- 19. Severability**

**SCHEDULE A**

**SCHEDULE B**

**WHEREAS** the Municipality of Jasper maintains a Water System for the Town of Jasper.

**AND WHEREAS** the *Municipal Government Act*, RSA 2000, c M-26, authorizes a municipality to pass bylaws respecting public utilities and services provided by the municipality;

**NOW THEREFORE** the Council of the Municipality of Jasper in the Province of Alberta enacts:

**1. CITATION**

- 1.1 This Bylaw may be cited as the “Jasper Water Services Bylaw.”
- 1.2 This Bylaw repeals Bylaw #178 Water Services Bylaw.

1.3 The purpose of this Bylaw is to regulate, control, and govern the supply, distribution, use, protections, and billing of water provided by the Municipality of Jasper, and to establish the rights, obligations, and responsibilities of the Municipality, Owners, Consumers, and all persons connected to or using the Water System.

1.4 This Bylaw is enacted pursuant to the authority granted to the Municipality under the Municipal Government Act, R.S.A 200, c. M-26 as amended, and in accordance with the Agreement for the Establishment of Local Government in the Town of Jasper and any applicable agreements with the Parks Canada Agency.

## 2. DEFINITIONS

In this Bylaw:

- 2.1 “*Account*” shall mean an agreement between the Owner and the Municipality of Jasper for the supply of water.
- 2.2 “*Backflow*” shall mean the reversal of the normal direction of the flow of water or other substances in the Water System.
- 2.3 “*Backflow Prevention Device*” shall mean a device, assembly, or method approved by the CAO that prevents Backflow into the Water System.
- 2.4 “*Bleeder*” shall mean a device attached to a water Service for the purpose of discharging water so as to reduce the potential for freezing the line.
- 2.5 “*Chief Administrative Officer*” or “*CAO*” means the chief administrative officer who is the individual duly appointed to that position for the Municipality of Jasper at any given time and includes any person authorized to act for and in the name of that individual or designate.
- 2.6 “*Consumer*” shall mean a person who is not a Leaseholder and who has an Account with the Municipality for the supply of water.
- 2.7 “*Cross-Connection*” shall mean any actual or potential connection between the Water System and any source of contamination or pollution.
- 2.8 “*Freeze Protection Device*” means a thermostatically controlled recirculation device, automatic drain-back system, heat-tracing system, or other device approved by the CAO that is designed to prevent freezing of a Water Service without continuous discharge of water.
- 2.9 “*Leaseholder*” shall mean a grantee or a person or other legal entity holding a valid lease or license 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 of lots or land parcels held by the Crown.
- 2.10 “*Lessee*” shall mean the holder of a lease or license of occupation for land in the Town of Jasper.
- 2.11 “*Lot*” shall mean a parcel or part of a parcel described in a certificate title or lease.
- 2.12 “*Municipality*” shall mean the Municipality of Jasper.
- 2.13 “*Owner*” shall mean the Lessee of a leasehold property in the Town of Jasper or the holder of a License of Occupation for property in the Town of Jasper.
- 2.14 “*Peace Officer*” means:
- 2.14.1 a member of the Royal Canadian Mounted Police;
- 2.14.2 a Community Peace officer appointed by the Solicitor General of Alberta; or

- 2.14.3 a person appointed as a bylaw enforcement officer pursuant to the *Municipal Government Act*, as amended;
- 2.14.4 a park warden appointed pursuant to the *Canada National Parks Act*, as amended, while that person is in the exercise of discharge of that person's powers or duties in a national park established under that Act.
- 2.15 "Premises" shall mean land and buildings on the land.
- 2.16 "Property Line" shall mean the legal surveyed boundary of a Lot.
- 2.17 "Rates" shall mean the tariff of charges for supply of water set out in the Rates and Fees Bylaw.
- 2.18 "Redevelopment" shall mean any construction, demolition, replacement, addition, or alteration of a building or Premises that, in the opinion of the CAO:
- 2.18.1 materially increases water demand;
- 2.18.2 changes the use or occupancy of the Premises;
- 2.18.3 requires a development permit or building permit under applicable municipal bylaws; or
- 2.18.4 involves substantial renovation, reconstruction, or replacement of a building or Water Service.
- 2.18.5 includes, but is not limited to, the demolition and replacement of a building, infill development, or conversion of a Premises to a different use.
- 2.19 "Service" or "Water Service" shall mean the water line and appurtenances extending from the water main to the building or Premises.
- 2.20 "Standpipe" shall mean a Water Service that is used only for fire protection purposes.
- 2.21 "Town of Jasper" shall mean the physical area defined as the Town of Jasper in the Agreement for the Establishment of Local Government in the Town of Jasper, dated June 13<sup>th</sup>, 2001.
- 2.22 "Water Meter" means a device designated and installed by the Municipality to measure the volume of water supplied to a Premises and includes all associated registers, transmitters, remote reading devices, wiring, fittings, valves, and related equipment used for measurement or communication of water consumption.
- 2.23 "Water System" shall mean the pumps, pipes, valves, controls, equipment, and all accessories and appurtenances thereto used for the distribution of water within the Town of Jasper and owned and operated by the Municipality of Jasper.
- 2.24 Where an obligation, prohibition, or liability is imposed on an Owner under this Bylaw, that obligation also applies to any Lessee, Leaseholder, Consumer, or other person in possession of or exercising control over the Premises.
- 2.25 Words importing the masculine gender only, include the feminine gender whenever the context so requires and vice versa.
- 2.26 Words importing the singular shall include the plural or vice versa whenever the context so requires.
- 3. ADMINISTRATION**
- 3.1 The CAO, subject to the direction of Council, shall be responsible for the properties, systems, and works required to supply the inhabitants of the Town of Jasper with water, and of the inspection of all Premises supplied with water.

- 3.2 Peace Officers in the Municipality of Jasper may inspect the premises of any Owner to investigate any contravention of this Bylaw and to lay any charges or issue such summons or ticket as may be necessary to enforce the provisions of this Bylaw.
- 3.3 The CAO may discontinue Water Service provided by the Municipality to any Owner, Lot, property, or Premises in the event that the Owner breaches this Bylaw or any amendment thereto.
- 3.4 Except in cases of emergency or where immediate termination is authorized under this Bylaw, the CAO shall provide reasonable notice to the Owner and/or Consumer before discontinuing Water Service.
- 3.5 The CAO may delegate any power, duty, or function conferred on the CAO under this Bylaw to a municipal employee, contractor, or agent, subject to any conditions or limitations the CAO considers appropriate.

#### **4. EXTENSION OF MAINS**

- 4.1 No extension of water mains shall be constructed without authorization in writing from the CAO and except in accordance with the provisions of such land use agreements as may be in place between the Municipality and the Parks Canada Agency.

#### **5. EMERGENCY RESTRICTIONS AND PROHIBITIONS**

- 5.1 The CAO or Council may at any time make orders restricting the use of water either by all Consumers or by any particular class of Consumers and either throughout the Town or in any particular areas of the Town. The order may specify that such restricted use of water shall apply during such hours or such days of the week as may be specified in the order.
- 5.2 No person shall use water from the Water System in contravention of the terms of any order made by the CAO or Council.
- 5.3 The CAO shall take such steps as he deems necessary to publicize the terms of an order made pursuant to Section 5.1.

#### **6. INTERRUPTION OF SERVICE**

- 6.1 The CAO is hereby authorized to:
- 6.1.1 order that water be shut off without notice for such length of time as may be necessary to permit construction or repairs to the Water System; and
- 6.1.2 in case of fire or emergency, shut off water without notice in all or any part of the Town as required.
- 6.2 No Owner or Consumer shall have a claim against the Municipality for any loss, damage, cost, or inconvenience arising from the interruption, reduction, or failure of water supply, including but not limited to interruptions caused by construction, repairs, maintenance, frozen mains, mechanical failure, power outages, or other cause beyond the Municipality's control, except where such loss or damage is caused by the negligence of the Municipality.
- 6.3 The Municipality shall not be responsible for any loss or damage to any Premises, equipment fixtures, or piping, including pressure vessels, resulting from fluctuations in water pressure, interruption of water supply, or any other condition of the Water System, except where such loss or damage is caused by the negligence of the Municipality. No deduction from water bills shall be made in respect of such interruption or failure of service.
- 6.4 In all cases where boilers are supplied with water from the Water System, the owner of the boilers shall apply a safety valve, vacuum valve, or other proper device to prevent danger from collapse or explosion when the water supply is interrupted.

6.5 All components of the Water System, including water mains, valves, hydrants, Standpipes, Water Meters, and appurtenances supplied or installed by the Municipality, remain the property of the Municipality. Water is supplied on an as available basis and the Municipality does not guarantee the quantity, quality, pressure, or continuity of water supply.

## **7. HYDRANTS AND VALVES**

7.1 No person shall open, close, or interfere with any hydrant or valve of the Water System without the permission of the CAO.

## **8. SERVICE CONNECTIONS**

### **8.1 General Requirements:**

8.1.1 No person shall tap, connect to, alter, or interfere with any water main or other part of the Water System without the written permission of the CAO.

8.1.2 A Lot shall be considered serviced once a connection has been made from the Water System to the Property Line.

8.1.3 All Service installations requested by the Owner or necessitated by demolition, excavation, renovations, or other works shall be paid for in full by the Owner.

### **8.2 Location and Alignment of Service**

8.2.1 Unless otherwise authorized in writing by the CAO, only 1 (one) Water Service connection shall be permitted per Lot; however, the CAO may authorize multiple Services for:

8.2.1.1 condominium developments;

8.2.1.2 multi-unit residential buildings;

8.2.1.3 multi-tenant commercial or institutional buildings; or

8.2.1.4 phased developments.

8.2.2 Water Services shall be installed below the minimum frost penetration depth in accordance with the most current version of the *City of Edmonton Design and Construction Standards* and any applicable guidelines published by Alberta Environment and Protected Areas, as adopted by the Municipality, and in accordance with municipal engineering standards designed to minimize the need for Bleeders.

8.2.3 A Service valve shall be installed at or near the Property Line within the Municipal right-of way or a utility easement.

### **8.3 Application and Installation**

8.3.1 An Owner requiring Water Service shall apply in writing and pay the applicable fee set out in Schedule D of the Rates and Fees Bylaw

8.3.2 A site plan showing size and location of the Service shall be provided by the Owner.

8.3.3 No Service shall be backfilled until inspected and approved by the Municipality.

### **8.4 Owner Responsibilities**

8.4.1 The Municipality is responsible for maintenance to the outer edge of the discharge side of the Service valve at or near the Property Line.

8.4.2 The Owner is responsible for maintenance from the outer edge of the discharge side of the Service valve into the Premises.

8.4.3 The Owner shall bear all costs associated with upgrades, relocation, or alteration of the Service.

8.4.4 Where there is a reasonably foreseeable risk of damage to the Water System which has been caused by an Owner, no person, other than the Municipality, shall undertake the work required to rectify or mitigate the risk to the Municipal portion of the Service, including any work on the Service from the water main to the outer edge of the discharge side of the Service valve at or near the Property Line. All costs of such work undertaken by the Municipality shall be the responsibility of the Owner.

## 8.5 Demolition and Termination

8.5.1 No building connected to the Water System shall be demolished or removed until:

8.5.1.1 application is made to terminate Service;

8.5.1.2 required permits are provided;

8.5.1.3 termination fees are paid; and

8.5.1.4 the Service has been disconnected.

## 8.6 Service Valve Box Accessibility

8.6.1 The Service valve and valve box located at or near the Property Line shall remain visible, accessible, and unobstructed at all times.

8.6.2 No person shall cover, bury, pave over, landscape over, obstruct, or otherwise impede access to a Service valve or valve box.

8.6.3 Without limiting subsection 8.6.2, no person shall:

8.6.3.1 pour concrete, asphalt, or other permanent surface material over a valve box;

8.6.3.2 place landscaping materials, including rocks, planters, retaining walls, or structures over or around a valve box; or

8.6.3.3 alter the grade of land in a manner that prevents ready access to the valve box.

8.6.4 Where a valve box has been covered, obstructed, or rendered inaccessible, the Owner shall, upon written notice from the Municipality, restore access at the Owner's expense within the time specified in the notice.

8.6.5 If the Owner fails to restore access within the specified time, the Municipality may undertake the work and recover all associated costs from the Owner.

## 8.7 Redevelopment Requirements

8.7.1 Where a Premises is subject to Redevelopment, the Municipality may require the Owner to upgrade or replace the existing Water Service.

8.7.2 Without limiting subsection 8.7.1, the CAO may require that a new Water Service connection be installed from the water main to the Premises, notwithstanding that an existing Service connection extends only to the Property Line.

8.7.3 All costs associated with the installation of a new connection to the water main, including abandonment of the existing Service, shall be the responsibility of the Owner.

8.7.4 Any new or replacement Service required under this section shall comply with current municipal engineering standards and this Bylaw.

## 9. CROSS-CONNECTION CONTROL

### 9.1 Establishment of Program

9.1.1 The Municipality shall establish and maintain a Cross-Connection Control Program to protect the Water System and public health.

9.1.2 The CAO may adopt and amend Cross-Connection Control procedures consistent with the most current editions, as amended from time to time, of:

9.1.2.1 the National Plumbing Code of Canada;

9.1.2.2 CSA B64 standards;

9.1.2.3 applicable provincial regulations.

## 9.2 Prohibition

9.2.1 No person shall create, maintain, or permit a Cross-Connection unless protected in accordance with this Bylaw.

9.2.2 No person shall remove, bypass, alter, or render inoperable a required Backflow Prevention Device.

## 9.3 Hazard Classification

9.3.1 The CAO may classify Premises as:

9.3.1.1 low hazard;

9.3.1.2 moderate hazard; or

9.3.1.3 high hazard

9.3.2 The CAO may require installation of an approved Backflow Prevention Device appropriate to the hazard classification.

## 9.4 Installation and Testing

9.4.1 Required Backflow Prevention Devices shall:

9.4.1.1 be installed at the Owner's expense;

9.4.1.2 comply with applicable codes and standards; and

9.4.1.3 be installed by a qualified person.

9.4.2 All testable Backflow Prevention Devices shall be tested:

9.4.2.1 upon installation;

9.4.2.2 after repair; and

9.4.2.3 at least once every 12 (twelve) months.

9.4.3 Testing shall be performed by a certified Backflow Prevention Assembly Tester.

9.4.4 Written test reports shall be submitted to the Municipality within 14 (fourteen) days of testing.

## 9.5 Non-Compliance

9.5.1 Where a required test report is not submitted, a device fails testing, or a device is removed or bypassed, the CAO shall issue written notice of non-compliance.

9.5.2 The Owner shall have 30 (thirty) days from the date of notice to correct the deficiency.

9.5.3 Failure to correct within 30 (thirty) days may result in:

9.5.3.1 issuance of a penalty under Schedule B; and

9.5.3.2 suspension of Water Service until compliance is achieved.

9.5.4 Where, in the opinion of the CAO, a Cross-Connection poses an immediate risk to the Water System or public health, Water Service may be discontinued without notice.

## **10. FREEZE PROTECTION AND BLEEDERS**

### **10.1 General**

10.1.1 No person shall use direct current to thaw a frozen Service.

10.1.2 An Owner may install a Freeze Protection Device at the Owner's expense, and subject to written approval of the CAO.

10.1.3 Where a Service becomes frozen, the Owner shall use one or more of the following methods, subject to approval of the CAO:

10.1.3.1 mechanical thawing from within the Premises using steam or hot water injection equipment operated by qualified personnel;

10.1.3.2 ground-thawing equipment designed for buried services;

10.1.3.3 excavation and physical repair or replacement of the frozen section;

10.1.3.4 temporary above-ground supply authorized by the Municipality; or

10.1.3.5 such other method as approved in writing by the CAO.

10.1.4 All costs associated with thawing a Service are the responsibility of the Owner unless the freeze is determined by the Municipality to be located on the Municipal portion of the Service.

10.1.4.1 the "Municipal portion of the Service" means the portion of the Service for which the Municipality is responsible as set out in subsection 8.4.1;

10.1.4.2 the location of the freeze shall be determined by the Municipality acting reasonably, based on inspection, testing, or operational evidence; and

10.1.4.3 where the location of the freeze cannot be reasonably determined, the Service shall be deemed to be frozen on the Owner's portion of the Service.

10.1.5 The use of electrical current thawing from private plumbing systems into the municipal Water System is strictly prohibited due to risk of damage to Water Meters, service lines, and municipal infrastructure.

### **10.2 Bleeder Installation Requirements**

10.2.1 No person shall install or operate a Bleeder without written approval of the CAO.

10.2.2 A Bleeder shall:

10.2.2.1 be located downstream of the Water Meter;

10.2.2.2 terminate in an aperture not exceeding 1/8 inch;

10.2.2.3 incorporate a shut-off valve allowing complete cessation of flow; and

10.2.2.4 discharge through an air gap in accordance with the National Plumbing Code of Canada and any applicable CSA standard to prevent backflow.

10.2.3 No Bleeder shall be activated for the first time until inspected and approved by the Municipality.

10.2.4 The Owner shall ensure that the Bleeder remains accessible for inspection at all times.

### **10.3 Annual Registration**

- 10.3.1 No Bleeder shall be activated unless:
  - 10.3.1.1 it is registered annually with the Municipality;
  - 10.3.1.2 the annual registration fee set out in Schedule D of the Rates and Fees Bylaw has been paid; and
  - 10.3.1.3 it has been inspected and approved by the Municipality.

10.3.2 Registration shall expire annually on a date determined by the CAO.

#### 10.4 **Operational Limits**

- 10.4.1 No Bleeder shall discharge water between May 1 and February 1 unless otherwise authorized.
- 10.4.2 A maximum discharge rate of 1 (one) liter per minute shall be eligible for credit.
- 10.4.3 Any water consumption exceeding 1 (one) liter per minute shall be billed to the Owner at applicable Rates.
- 10.4.4 The Municipality may require flow verification testing at the expense of the Owner.

#### 10.5 **Long-Term Freeze Mitigation Objective**

- 10.5.1 All new or replacement Services shall be constructed to minimize the likelihood of freezing without the reliance on Bleeders.
- 10.5.2 The Municipality may adopt engineering standards prescribing minimum burial depth, insulation requirements, pipe materials, or alignment requirements specific to local soil and climatic conditions.
- 10.5.3 Bleeders shall not be permitted for new Service unless the CAO determines that site conditions make freeze protection through burial depth alone impractical.

#### 10.6 **Existing Services**

- 10.6.1 Existing Services currently relying on Bleeders may continue to operate in compliance with this Bylaw.
- 10.6.2 Where a Service is replaced, upgraded, or substantially reconstructed, it shall comply with current engineering standards intended to eliminate the need for Bleeders.
- 10.6.3 The Municipality may undertake long-term infrastructure planning to evaluate the financial and environmental costs associated with Bleeder operation compared to accelerated replacement of Services or mains.

#### 10.7 **Thawing of Frozen Services**

- 10.7.1 Where the Municipality attends at a Premises to thaw a frozen Service, all associated costs shall be allocated in accordance with subsection 10.1.4.
- 10.7.2 The Municipality may impose:
  - 10.7.2.1 a minimum service call charge;
  - 10.7.2.2 an hourly labour rate;
  - 10.7.2.3 equipment charges; and
  - 10.7.2.4 any material or excavation costs incurred.
- 10.7.3 Charges shall be set out in Schedule D of the Rates and Fees Bylaw or, where not specified, at actual cost.

## **11. WATER METERS**

### **11.1 Ownership and Installation**

11.1.1 All Water Meters and appurtenances supplied by the Municipality remain the property of the Municipality.

11.1.2 A Water Meter shall be installed on each Water Service for the purpose of measuring water volume.

11.1.3 The Owner shall, at the Owner's expense, install a Water Meter on each Water Service in accordance with the specifications, standards, and location requirements prescribed by the Municipality.

11.1.3.1 The Water Meter and all associated appurtenances shall be subject to inspection and approval by the Municipality prior to being placed into service.

11.1.4 Except as permitted under subsection 11.1.3, no Owner shall install, remove, relocate, or tamper with a Water Meter or related appurtenances without the prior written approval of the CAO. All installations shall be carried out at the Owner's expense and in accordance with the requirements of this Bylaw.

11.1.5 Any installation or relocation of a Meter requested by the Owner shall:

11.1.5.1 comply with engineering and technical standards set by the Municipality;

11.1.5.2 be paid for by the Owner; and

11.1.5.3 be inspected and approved by the Municipality before being placed into service.

### **11.2 Protection and Maintenance**

11.2.1 The Owner shall, at the Owner's expense, ensure that the Water Meter and all related piping remain protected from damage or freezing, and remain visible and readily accessible at all times.

11.2.2 The Owner shall be responsible for the cost of repairs or replacement resulting from damage caused by the Owner, tenant, or any person on the Premises.

11.2.3 The Municipality shall maintain, repair, and calibrate Water Meters as necessary to ensure accurate measurement, except where damage or tampering is the result of the actions of the Owner, in which case, such costs of maintenance, repair, and calibration shall be the responsibility of the Owner.

11.2.4 The Owner shall not enclose, cover, obstruct, drywall over, panel over, bury, or otherwise restrict access to a Water Meter or related piping without the prior written approval of the CAO.

11.2.5 The Water Meter shall be installed in a location that provides safe, unobstructed access for inspection, reading, testing, maintenance, and removal.

11.2.6 The Owner shall ensure that the Municipality has access to all piping related to the Water Meter from the time the Water Meter is installed.

11.2.7 Where a Water Meter or related piping has been rendered inaccessible, the Owner shall restore access at the Owner's expense upon written notice from the Municipality.

11.2.8 Where access is not provided or has been obstructed, the Municipality may undertake such work as necessary to gain access and recover all associated costs from the Owner.

### **11.3 Meter Access and Reading**

- 11.3.1 The Owner or occupant shall provide the Municipality and any authorized employee, contractor, or agent of the Municipality with safe and unobstructed access to the Premises for the purpose of installing, inspecting, reading, testing, repairing, replacing, or removing a Water Meter or related equipment.
- 11.3.2 Access shall be granted during reasonable hours upon prior notice, except in emergency situations where immediate access is required.
- 11.3.3 Refusal or obstruction of access may result in the Municipality discontinuing Water Service until compliance is achieved.
- 11.3.4 Where access to the Water Meter is located within a building or enclosed space, the Owner or occupant shall ensure that an adult is present at the Premises at the scheduled appointment time to permit entry.
- 11.3.5 Where the Municipality is unable to access the Water Meter due to the absence of an adult occupant, inaccessible meter location, unsafe conditions, or other obstruction, the Municipality may charge a service fee as set out in Schedule D of the Rates and Fees Bylaw.

#### **11.4 Testing and Verification**

- 11.4.1 Water Meters shall be certified accurate upon installation and after repairs.
- 11.4.2 Certification shall be performed by qualified personnel approved by the Municipality.
- 11.4.3 Written test results shall be submitted to the Municipality within 14 (fourteen) days of testing.
- 11.4.4 The CAO may require additional flow verification testing if accuracy is in question, at the expense of the Owner.

#### **11.5 Operational Limits and Billing**

- 11.5.1 All Water Meters shall measure water flow to the Premises, including Bleeder devices, and be used to determine billing according to the Rates and Fees Bylaw.
- 11.5.2 A maximum discharge rate of 1 (one) liter per minute from Bleeders shall be eligible for credit; any usage above this rate shall be billed to the Owner.
- 11.5.3 The Municipality may adjust water consumption records and bills based on Meter testing or verification results.

#### **11.6 Tampering and Non-Compliance**

- 11.6.1 No person shall tamper with, bypass, or alter a Water Meter or associated appurtenances.
- 11.6.2 The Municipality shall issue written notice of non-compliance where tampering, removal, or Water Meter failure occurs.
- 11.6.3 The Owner shall correct the deficiency within 30 (thirty) days from the date of notice.
- 11.6.4 Failure to correct within the specified period may result in:
  - 11.6.4.1 penalties under Schedule B; and
  - 11.6.4.2 suspension of Water Service until compliance is achieved.
- 11.6.5 Where tampering or non-compliance poses an immediate risk to the Water System or public health, the CAO may discontinue Water Service without notice.

## **11.7 Temporary Disconnection and Special Services**

- 11.7.1 Temporary disconnection of a Water Service or Water Meter may be authorized by the CAO for construction, repair, or other municipal purposes.
- 11.7.2 Any temporary Meter installation, such as for Standpipes or fire protection services, shall be approved in writing by the CAO and comply with all operational and testing requirements.
- 11.7.3 Owners of temporary or special service devices shall pay all applicable fees, including installation, inspection, and use charges.

## **11.8 Meter Isolation Valves**

- 11.8.1 The Owner shall ensure that operable shut-off valves are installed and maintained on the water service piping immediately upstream and downstream of the Water Meter.
- 11.8.2 All valves located on private plumbing, including shut-off valves before and after the Water Meter, shall be installed, maintained, repaired, and replaced at the Owner's expense.
- 11.8.3 Where required shut-off valves are missing, damaged, seized, or otherwise inoperable, the Municipality may refuse to install, repair, or replace the Water Meter until the deficiency has been corrected.
- 11.8.4 All costs associated with repairing or replacing such valves shall be borne by the Owner.

## **11.9 Water Meter Replacement Program**

- 11.9.1 The Municipality may, at its discretion, replace any Water Meter or related equipment for the purposes of system maintenance, accuracy verification, technological upgrades, lifecycle replacement, or operational requirements.
- 11.9.2 The Owner shall permit the Municipality and any authorized employee, contractor, or agent of the Municipality access to the Premises for the purpose of installing, replacing, or upgrading a Water Meter.
- 11.9.3 Routine replacement of Water Meters as part of a municipal replacement program shall be performed at the Municipality's expense unless replacement is required due to damage, freezing, tampering, negligence, or failure to protect the meter as required under this Bylaw.
- 11.9.4 Where the Municipality is unable to complete a scheduled meter installation or replacement due to inoperable valves, inaccessible meters, unsafe conditions, or other deficiencies on the Owner's Premises, the Owner shall correct the deficiency prior to the work being completed.
- 11.9.5 Failure to provide access for meter replacement within a reasonable time after written notice may result in:

- 11.9.5.1 additional service charges as set out in Schedule A;
- 11.9.5.2 estimated billing in accordance with Section 14 of this Bylaw; or
- 11.9.5.3 discontinuation of Water Service until access is provided.

11.9.6 The Owner is responsible for ensuring that all private plumbing connected to the Water Meter is in safe operating condition. The Municipality shall not be responsible for damage to private plumbing systems, fixtures, or piping that occurs as a result of normal Water Meter installation, removal, replacement, or operation where such damage results from defective, deteriorated, or improperly installed plumbing on the Owner's Premises.

#### **11.10 Records and Reporting**

- 11.10.1 The Municipality shall maintain records of all Water Meter installations, tests, repairs, replacements, and inspections.
- 11.10.2 Owners may be required to submit reports or permit access for monitoring water usage or verifying Meter operation.

#### **12. SERVICE UPGRADES**

- 12.1 Where an existing Water Service is inadequate to supply the volume of water required for the Premises, the Owner may apply in writing for a Service upgrade.
- 12.2 All costs associated with upgrading, upsizing, or modifying a Water Service shall be borne by the Owner.
- 12.3 The size and specifications of any upgraded Service shall comply with applicable engineering standards and be approved by the CAO.

#### **13. NEW SERVICE CONNECTION COSTS**

- 13.1 Where a new Service connection is requested, the Owner shall:
  - 13.1.1 pay the fee set out in Schedule D of the Rates and Fees Bylaw; and
  - 13.1.2 pay either:
    - 13.1.2.1 the fixed connection fee where applicable; or
    - 13.1.2.2 the estimated cost of installation as determined by the CAO.
- 13.2 Where installation costs are estimated, the Owner shall pay the estimated amount in advance. Upon completion:
  - 13.2.1 any overpayment shall be refunded; or
  - 13.2.2 any shortfall shall be paid by the Owner within 30 (thirty) days.

#### **14. METER FAILURE AND ESTIMATED BILLING**

- 14.1 Where a Water Meter fails to register or is determined to be inoperative, the Municipality shall estimate consumption based on:
  - 14.1.1 the same billing period in the previous year; or

14.1.2 a reasonable estimate determined by the CAO where prior data is unavailable or conditions have materially changed.

14.2 The applicable Rates in effect during the billing period shall apply.

14.3 Where testing determines a Meter to be inaccurate by more than 3% (three percent), the Municipality shall adjust the most recent billing period to reflect the degree of inaccuracy.

14.4 An Owner may request one Meter accuracy test per calendar year. Where the Meter is found accurate within 3% (three percent), the cost of testing shall be borne by the Owner.

## **15. REMOVAL OF MUNICIPAL EQUIPMENT**

15.1 Where Water Service is discontinued, the CAO may enter the Premises at reasonable times to remove Water Meters, Service connections, or other Municipal property.

15.2 The Owner shall pay all costs associated with disconnection or removal.

## **16. ACCOUNTS AND COLLECTION**

16.1 All charges imposed under this Bylaw are due and payable on the date specified on the Account.

16.2 Accounts not paid by the due date may be subject to interest at a rate established by Council.

16.3 An Owner may dispute an Account by submitting written notice to the CAO within 30 (thirty) days of the invoice date. Undisputed amounts remain payable.

16.4 Where an Account remains unpaid for more than 60 (sixty) days, the CAO may:

16.4.1 discontinue Water Service; and

16.4.2 require payment of all arrears and applicable reconnection fees prior to restoring Service.

16.5 Where an Owner is in arrears under the Sewer Bylaw, the CAO may discontinue Water Service in accordance with applicable legislation.

16.6 Unpaid charges may be added to the tax roll in accordance with applicable legislation.

16.7 Where Water Service is discontinued at the request of the Owner and the Premises is vacant, sewer service charges shall be adjusted in accordance with the Sewer Bylaw and the Rates and Fees Bylaw.

## **17. RIGHT OF ENTRY**

17.1 The CAO or authorized agent may enter upon land or Premises at a reasonable time for the purpose of:

17.1.1 inspection;

17.1.2 maintenance;

17.1.3 enforcement of this Bylaw;

17.1.4 protection of the Water System.

17.2 Where entry is required to perform maintenance or other work on the Water System, the CAO or authorized agent shall provide prior notice to the Owner or occupant of the land or Premises where reasonably practicable, except in the case of an emergency.

## **18. ENFORCEMENT AND OFFENCES**

18.1 Any person who contravenes this Bylaw commits an offence.

- 18.2 Where a contravention is designated in Schedule B of this Bylaw, a Peace Officer may issue a violation ticket specifying the minimum penalty set out in Schedule B of this Bylaw.
- 18.3 The specified penalty set out in Schedule B of this Bylaw is the minimum amount payable for the voluntary payment of the violation ticket.
- 18.4 Each day that a contravention continues constitutes a separate offence.
- 18.4.1 Where a Person is convicted of the same offence under this Bylaw more than once within a 12 (twelve) month period, the Person shall be liable to the increased penalties specified in Schedule B for repeat offences.
- 18.5 In addition to any penalty imposed under this Bylaw, the Municipality may discontinue Water Service, remedy a contravention, and recover associated cost from the Owner in accordance with this Bylaw and applicable legislation where an Owner has contravened this Bylaw.
- 18.6 Except where cause by Municipal negligence, the Municipality shall not be liable for indirect or consequential damages arising from interruption, reduction, or termination of Water Service.
- 18.7 **Appeal of Administrative Decisions**
- 18.7.1 An Owner may request a written review of a decision of the CAO under this Bylaw within 14 (fourteen) days of receiving notice of the decision.
- 18.7.2 Upon receipt of a request for review, the CAO or designate shall confirm, vary, or rescind the decision.
- 18.7.3 Nothing in this section limits the rights of a person to dispute a Violation Ticket in Provincial Court.

**19. SEVERABILITY**

- 19.1 If any provision of this Bylaw is declared invalid for any reason by a Court of competent jurisdiction, then that provision shall be severed from the remainder of this Bylaw, and all other provisions of this Bylaw shall remain valid and enforceable.

**COMING INTO FORCE**

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

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Mayor

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Chief Administrative Officer

**SCHEDULE "A"**

**Service Fees**

<b>Description</b>	<b>Amount</b>
Fee upon application for water supply	\$25.00
Fee upon application for water supply with meter installation	\$100.00
Supply termination fee	\$25.00
Failure of Consumer to attend or provide access for a scheduled service appointment	\$90.00
Water turn-off	\$25.00
Water turn-on	\$25.00
Annual Bleeder registration	\$50.00
Flow verification testing (where required)	as per individual quote
Temporary Meter installation	\$125.00
Other unspecified service	as per individual quote

## SCHEDULE "B"

### Penalties

Section	Description	Amount
5.2	Use water from the Water System in contravention of a restriction or prohibition order made by the CAO or Council	\$200 plus water used
7.1	Open, close, or interfere with any hydrant or valve of the Water System without the permission of the CAO	\$200
7.1	Open, close, or interfere with any hydrant or valve of the Water System in a way that causes damage or inter affecting operation of the Water System	\$1,000 plus costs
8.1.1	tap, connect to, alter, or interfere with any water main or other part of the Water System without the written permission of the CAO.	\$500 plus water used
8.6.2	Failure to maintain the metallic valve box in an accessible condition	\$200
9.2.1	create, maintain, or permit a Cross-Connection unless protected in accordance with this Bylaw	\$1,000
9.2.2	remove, bypass, alter, or render inoperable a required Backflow Prevention Device	\$1,000
10.1.1	No person shall use direct current to thaw a frozen Service	\$500
10.1.5	Use electrical current thawing from private plumbing systems into the municipal Water System	\$750
10.2.1	install or operate a Bleeder without approval of the CAO	\$300
10.2.2.4	Failure to install or maintain a Bleeder with a proper air gap to prevent backflow	\$300
11.2	Obstruct or render inaccessible a Water Meter or related piping	\$300
11.1.3	The Owner shall not install, remove, relocate, or tamper with a Water Meter or related appurtenances without the written approval of the CAO	\$750
11.6.1	tamper with, bypass, or alter a Water Meter or associated appurtenances	\$1,000
	Contravention of any provision of this Bylaw not otherwise specified in this Schedule	\$500
	Second offence of the same provision of this Bylaw within 12 months of the first offence	Double the specified penalty
	Third or subsequent offence of the same provision within 12 months	Triple the specified penalty

## Water Services Bylaw – Committee Feedback & Questions

Section	Issue	Response
3.4	Should tenants receive reasonable notice before shut-off?	3.3 Updated to add "and/or Consumer"
6.2–6.3	Do we have authority to limit the municipality's liability?	6.2 & 6.3 Updated to refine language.
8.1.3	Does this create a new cost obligation for Owners?	No. The existing bylaw already includes a similar obligation in Section 8.1, which states: "All Service installations requested by the Owner or necessitated by demolition, excavation, renovations or other works shall be paid for in their entirety by the Owner." The proposed bylaw carries this requirement forward rather than introducing a new cost obligation. What the proposed bylaw does do is make this principle more explicit and apply it more consistently, particularly in redevelopment situations.
8.2.1.2	Why limit services?	This approach established that the municipality's default standard is a single service but explicitly allows for Owners to request multiple services if they desire.
8.2.2	How is frost depth defined and communicated?	8.2.2 Updated to provide additional clarity on what standards the municipality used to determine frost depth. This section is now updated to refer to standards rather than a depth determined by the municipality.
8.4.4	Does wording restrict proactive action?	8.4.4 Updated to clarify that this limitation only applies to the "Municipal portion of the Service."
9.1.1	Is this a new program?	9.1.1 Updated to correct tense "shall establish and maintain"
9.1.2	Dynamic standards?	9.1.2 Updated to reference "procedures" rather than "Policy" and to make clear that the "most current editions" of standard apply.
10.2.1	How are existing bleeder users treated?	Current practice is informal and administration wishes to improve consistency and limit bleeder usage to properties where it is required. Administration will develop a process for owners and consumers to register their bleeder lines.
10.4	Is this new bleeder flow limit appropriate?	This is a new standard. Historically the municipality has seen excessively large bleeder flow from some properties (up to 10x what is required). Administration has conducted testing to confirm that the 1L / minute flow is adequate.
11.2	Who is responsible for installation and protection?	11.1.2 to 11.1.5.3 Updated to clarify ownership and responsibility.
11.4.1 and 11.4.2	ADMINISTRATIVE ADJUSTMENT	Updated to specify "certification" rather than "testing" and removed the requirement for annual testing.
11.5.3/14.3	What is the limit on making retroactive billing adjustments?	The current bylaw provides no guidance. The intent is to provide administration with clear authority and a defined limit. Council could choose to extend this limit if it wishes but should be mindful that rate payers also have an obligation to regularly review their billings and raise concerns within a reasonable timeframe so they can be addressed in a timely manner.
11.8	Who is responsible for valves?	Updates to 11.1.2 to 11.1.5.3 removed the inconsistency in approach to clarifying ownership and responsibility.
11.9.3	What about damages from wildfire?	Initial feedback from DRP indicates these costs may be covered. Where applicable administration will seek support for meters destroyed during the wildfire. This work not withstanding, section 11.1.3 establishes the Owner's responsibility for all properties in the municipality.
14.3	Why is 3% referenced as the standard?	The measure comes directly from equipment manufacturers. Current manufacturer standards ensure accuracy of +/- 3% at extended low flow rates and +/- 1.5% at normal range.
Schedule B (Penalties)	Should hydrant penalties be higher?	The term "hydrant" is not specific to "fire hydrants" and is intended to apply to an intentionally broad category of devices "hydrants and valves". Bylaw 268, Jasper Fire Services Bylaw has penalties for interference with infrastructure needed for fire response. Cross-Connection and Backflow devices do reflect a lifesafety risk in that they prevent contamination of the potable water system that could impact many or all users of the water system - The \$1000 penalty reflects this risk. Updated to add an additional \$1000 penalty for actions causing damage.
Implementation	How are changes communicated to builders, especially mid-construction?	The updated requirements are formally implemented through the municipal utility application and approval process, which occurs prior to Parks Canada issuing a Building Permit, ensuring all new and in-process applications capture the changes. For projects already holding approvals, Administration communicates updates through direct contractor engagement and industry channels, with applicability determined based on project stage and the nature of the change.

## MOTION ACTION LIST

SHORT TITLE	REQUESTED (DATE)	RESPONSIBLE (WHO)	COUNCIL MOTION (DESCRIPTION)	TARGET (DATE)	STATUS
Indigenous Relations Framework	July 15, 2025	Director of Community Development	That Committee direct Administration to engage Indigenous Partners and Indigenous residents to develop a strategy based on the framework – and return to a future meeting.	May 2026	Recommended to be deferred to July 2026
Recovery Advisory Committee Terms of Reference	November 18, 2025	Director of Recovery	That Committee direct Administration to return to a future Committee of the Whole meeting with recommendation regarding potential amendments to the Terms of Reference for the Recovery Advisory Committee.	May 2026	
Royal Canadian Legion Branch #31	November 18, 2025	Director of Community Development	That Committee direct Administration to work with the Legion to develop a way forward regarding the Jasper Cenotaph and return to a future Committee of the Whole meeting with recommendations.	June 2026	
Jasper Artists Guild	November 18, 2025	Director of Community Development	That Committee direct Administration to enter into discussions with the Jasper Artists Guild regarding potential for a sub-lease renewal and return with recommendations to a future Committee of the Whole meeting in the new year.	April 2026	
SKIJORING for MS	January 27, 2026	CAO	That Committee direct Administration to work with other interested local organizations to investigate; with SKIJORING for MS, the feasibility of hosting a skijoring event in Jasper in subsequent years and to return to a future Committee of the Whole meeting with a report and recommendations.	April 2026	
2025 Annual Transit Service Update	January 27, 2026	Director of Operations & Utilities	That Committee direct Administration to return to Committee with the results of the 2027-2031 Transit Business Plan prior to July 2026.	June 2026	

<b>Tax Policy – Principles &amp; Engagement Approach</b>	<b>February 10, 2026</b>	<b>CAO and Director of Finance &amp; Administration</b>	That Committee direct Administration to undertake the engagement process, as discussed, on the proposed areas of focus and guiding principles for a Tax Policy and return to a future meeting.	<b>June 2026</b>	
<b>Lot HG (CH) Development</b>	<b>February 24, 2026</b>	<b>Director of Finance &amp; Administration</b>	That Committee direct Administration to bring forward a borrowing bylaw to cover the remaining costs associated with the servicing of parcels HH and HF; and  That Committee direct Administration to identify approaches to recoup costs; including interest, if possible; associated with the servicing of parcels HH and HF and return to Committee of the Whole at an appropriate time.	<b>June 2026</b>	
<b>Alberta Police Funding Model</b>	<b>February 24, 2026</b>	<b>Director of Protective &amp; Legislative Services</b>	That Committee direct Administration to work with the provincial Police Funding Model team to identify which modifiers and subsidies might apply to Jasper and report back at a future meeting.	<b>June 2026</b>	
<b>2027 Paid Parking Program</b>	<b>March 10, 2026</b>	<b>Director of Protective &amp; Legislative Services and Director of Finance &amp; Administration</b>	That Committee direct Administration to explore the feasibility of a year-round visitor paid parking program; including potential winter operating models, and to engage with the community and report back at a future Committee of the Whole meeting.	<b>September 2026</b>	
<b>Visitor Paid Parking Revenue Policy</b>	<b>March 10, 2026</b>	<b>CAO and Director of Finance &amp; Administration</b>	That Committee direct Administration to return to a future Committee of the Whole meeting with a draft visitor paid parking revenue policy.	<b>June 2026</b>	
<b>Mayor’s Awards</b>	<b>March 10, 2026</b>	<b>Director of Protective &amp; Legislative Services and Director of Community Development</b>	That Committee direct Administration to update the criteria for the Mayor’s Awards to include a dedicated Youth category intended to acknowledge outstanding contributions, achievements, or leadership demonstrated by youth in the community.	<b>June 2026</b>	

Municipality of Jasper

<b>Dishware at Multi Purpose Hall</b>	<b>March 24, 2026</b>	<b>Director of Community Development</b>	That Committee direct Administration to return to a future Committee of the Whole meeting with a recommendation regarding the dishware in the Multi-purpose Hall at the Jasper Activity Centre.	<b>August 2026</b>	
<b>Unsolicited Donations</b>	<b>March 24, 2026</b>	<b>CAO and Director of Finance &amp; Administration</b>	That Committee refer the issue of the allocation of any future unsolicited donations to a future Committee of the Whole meeting.	<b>June 2026</b>	
<b>Water Services Bylaw</b>	<b>April 14, 2026</b>	<b>Director of Operations &amp; Utilities</b>	That Committee direct Administration to revise the draft Water Services Bylaw and return to a future Committee of the Whole meeting.	<b>May 2026</b>	
<b>2003 Greenspace Vision Plan</b>	<b>April 14, 2026</b>	<b>Director of Urban Design &amp; Urban Standards</b>	That Committee direct Administration to circulate the existing 2003 Greenspace Vision Plan to all of Council and have this matter return to a future Committee of the Whole meeting.	<b>May 2026</b>	