

Municipality of Jasper
Committee of the Whole Meeting Agenda
July 9, 2024 | 9:30 am
Jasper Library & Cultural Centre – Quorum Room

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

1. Call to order Deputy Mayor Kelleher-Empey to chair meeting

2. Additions to agenda

3. Approval of agenda

3.1 July 9, 2024 Committee of the Whole agenda attachment

4. June 25, 2024 Committee of the Whole minutes – approved July 2nd attachment

4.1 Business arising from minutes

5. Delegations

6. Correspondence

7. New business

7.1 Jasper Dark Sky Festival Fee Waiver as per Policy F-104 attachment

7.2 Commemoration Park Improvements verbal

7.3 2023 Year End Surplus Reserve Transfers attachment

7.4 Council Remuneration Review Committee attachment

7.5 Moving Traffic Enforcement attachment

7.6 Clean Energy Improvement Program Tax Bylaw - *modified July 8th @ 8:15am* attachment

7.7 Family & Community Support Services Association of Alberta – Councillor Waxer verbal

8. Motion Action List attachment

9. Councillor upcoming meetings

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

10. Upcoming events

Intergovernmental Meeting – 9:30am, July 16, Quorum Room, Jasper Library & Cultural Centre

Council summer break – July 23 to August 6

CN's Christmas in July – 11am-5pm, July 27, Jasper CN Station

11. Adjournment

Municipality of Jasper
Committee of the Whole Meeting Minutes
 Tuesday, June 25, 2024 | 9:30am
 Jasper Library and Cultural Centre, Quorum Room

Virtual viewing and participation	Council attendance is in Council chambers at the Jasper Library and Cultural Centre. This meeting was also conducted virtually and available for public livestreaming through Zoom. Public viewing and participation during Council meetings is through Zoom livestreaming and in person attendance.		
Present	Mayor Richard Ireland, Acting Deputy Mayor Ralph Melnyk, Councillors Wendy Hall, Helen Kelleher-Empey, Rico Damota, Kathleen Waxer, and Scott Wilson		
Absent	none		
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 Emma Acorn, Legislative Services Coordinator Rica Migrino & Kevin Mullin, ReImagine Architecture Ltd. Peter Shokeir, The Fitzhugh 6 observers		
Call to Order	Acting Deputy Mayor Melnyk called the June 25, 2024 Committee of the Whole meeting to order at 9:30am and began with a Traditional Land Acknowledgement .		
Additions/ deletions to the agenda	Councillor Damota requested the following item be added to the agenda: <ul style="list-style-type: none"> • 8.1 Activity Centre Renovation Question 		
Approval of agenda #295/24	MOTION by Councillor Kelleher-Empey that Committee approve the agenda for the June 25, 2024 Committee of the Whole meeting as amended: <ul style="list-style-type: none"> • Add 8.1 Activity Centre Renovation Question 		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Business arising from June 11, 2024 minutes	none		
Delegations	none		
Correspondence	none		
Strategic Facility Plan	Committee received a report from ReImagine Architecture Ltd. representatives Rica Migrino and Kevin Mullin meant to provide a detailed framework for the future development and enhancement of municipal facilities. The plan emphasizes sustainable		

design, climate resilience, and the creation of functional, inclusive spaces that meet the needs of both staff and the community.

#296/24

MOTION by Councillor Hall that Committee recommend Council receive the Strategic Facility Plan for information and direct Administration to consider the plan.

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

2022-2024 Utility
Receivable/Write-
Off Request

At the March 12, 2024 Committee of the Whole meeting, Committee received recommendations and alternatives from Administration regarding a request from the Jasper United Church concerning their utility bill. Council requested a workshop be scheduled to review the current model within three months. The original piece of correspondence was received at the February 13, 2024 Committee of the Whole meeting and the workshop took place on June 18th. Director of Finance & Administration Natasha Malenchak reviewed the included scenarios, recommendations, and alternatives.

#297/24

MOTION by Councillor Wilson that Committee direct Administration to maintain the amount of \$10,586.88 as a Utility receivable and develop a payment plan for the United Church.

FOR	AGAINST	
6 Councillors	1 Councillor (Councillor Melnyk)	CARRIED

#298/24

MOTION by Councillor Kelleher-Empey that Committee direct Administration to assist the United Church in exploring alternative solutions for the largest meter connected to property.

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

Recess

Acting Deputy Mayor Melnyk called a recess from 11:12am to 11:20am.

Men's Shed
Proposed
Partnership
Agreement

Committee received a report in response to a motion made at the March 12, 2024 Committee of the Whole meeting. Committee directed Administration to develop a partnership to create a Men's Shed in one bay of the 3-bay garage at the Activity Centre and return to a future Committee meeting with the proposed partnership agreement. Director of Community Development Christopher Read shared the background behind the request and reviewed the proposed partnership agreement.

#299/24

MOTION by Mayor Ireland that Committee approve in principle the draft partnership to create a Men's Shed in one bay of the 3-bay garage at the Activity Centre, and refer the required renovations to the 2025 capital budget discussions.

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

2024 Wayfinding Project	Committee received a report regarding the 2024 Wayfinding Project including the results of a request for proposals which closed on June 14 th . CAO Bill Given reviewed the background and scoring method.		
#300/24	MOTION by Councillor Kelleher-Empey that Committee recommend that Council award the 2024 Wayfinding Project to Burke Group of Companies Ltd. in the amount of \$36,802.99.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Indigenous Relations Strategy and Action Plan	Committee received a verbal update from Mr. Read regarding a workshop scheduled for September 3, 2024.		
Water Fountain Request	Committee received a verbal update from Mr. Read on the 'Water Fountain Request' item on the motion action list which is being addressed by Administration.		
Motion Action List	Councillor Damota asked about the Activity Centre Renovation updates and communications with the public. CAO Given confirmed the schedule of public updates and the remaining timeline on the project. Director Read offered to schedule another tour of the facility for Council.		
	Administration reviewed the Motion Action List.		
#301/24	MOTION by Councillor Damota that Committee approve the updated Motion Action List with the removal of the following items:		
	<ul style="list-style-type: none"> • Utilities Workshop & Jasper United Church Request • The Men's Shed • Indigenous Relations Strategy and Action Plan • Water Fountain Request • Transit Fleet Facility Procurement 		
	And date changes for the following items:		
	<ul style="list-style-type: none"> • Climate Change Adaptation Action Plan • Federal Housing Advocacy 		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Councillor upcoming meetings	Mayor & Council will be hosting the pancake breakfast on Canada Day in Commemoration Park, followed by a flag raising ceremony at the Emergency Services Building.		
	Councillor Kelleher-Empey will be attending a meeting of the Trans Canada Yellowhead Highway Association this Friday, as well as a sponsorship dinner at Alpine Summit Seniors Lodge later that evening.		

Councillor Waxer will be attending a Communities in Bloom meeting on Friday.

Mayor Ireland is scheduled to speak at the Diploma Ceremony for École Desrochers Graduates today and the Jasper Junior/Senior High School Graduation on Thursday.

Upcoming Events Council reviewed a list of upcoming events.

In-camera MOTION by Councillor Kelleher-Empey to move in-camera at 12:09pm to discuss:

#302/24

- 11.1 Land Use Planning Discussions FOIP s. 21(1)(a)
- 11.2 Human Resources Committee Update FOIP s. 19(1)

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

Mayor Ireland left the meeting at 1:50pm.

Move out of MOTION by Councillor Hall to move out of camera at 2:20pm.

camera

#303/24

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Adjournment MOTION by Councillor Hall that, there being no further business, the Committee of the Whole meeting of June 25, 2024 be adjourned at 2:21pm.

#304/24

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

AGENDA ITEM 7.1

REQUEST FOR DECISION

Subject: Jasper Dark Sky Festival Fee Waiver as per Policy F-104
From: Bill Given, Chief Administrative Officer
Prepared by: Christopher Read, Director of Community Development
Date: July 9, 2024



Recommendation:

- That Committee approve the request to waive all facility rental fees for the 2024 Jasper Dark Sky Festival as per policy F-104.

Alternatives:

- That Committee approve the request to waive a portion of the facility rental fees as amended for the 2024 Jasper Dark Sky Festival as per policy F-104.
- That Committee decline the request to waive fees for the 2024 Jasper Dark Sky Festival as per policy F-104.

Background:

Tourism Jasper has submitted their facility booking request for the 2024 Jasper Dark Sky Festival, totalling to \$12,509.53. According to the [Relationships with External Groups Policy F-104](#), section J, Council must approve the use of Municipal facility at a reduced or waived cost greater than \$2,000. Additionally, there must be a lease (attached) and a Funding Agreement (draft attached).

Discussion:

Tourism Jasper has a history of success with the Jasper Dark Sky Festival overall and has hosted various of free-to-the-public events – such as family events in the park and the Dark Sky Drone Show - in municipal spaces in prior years.

Strategic Relevance:

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

Financial:

This revenue was not included in the approved 2024 operating budget due to this fee being waived in prior years, therefore there is no impact to the budget overall.

Attachment:

TOURISM JASPER - MOJ 2024 PARTNERSHIP AGREEMENT F-104 DRAFT



Partnership Funding Agreement (Policy F-104)

THE PARTNERSHIP:

The Municipality of Jasper, represented by: Christopher Read
AND
Tourism Jasper, represented by: Tyler Riopel

Have agreed to the following partnership as per Policy F-104:

THE MUNICIPALITY OF JASPER (MOJ) WILL:

1. Provide one point of contact for TJ as needed to support the partnership.
2. Ensure Community Conversations and the MOJ Website are useful and accessible.
3. Welcome the expertise, innovation, creativity and commitment of TJ members.
4. Actively support TJ in all public communications.
5. Provide lease spaces as described in Appendix A.

TOURISM JASPER (TJ) WILL:

1. Deliver Programs/Services/Sponsor Recognition as described in Appendix B.
2. Participate regularly (quarterly) in appropriate community meetings such as Community Conversations (Appendix C), etc.
3. Promote programs/services using the online calendar function of the MOJ website.
4. Share TJ expertise, innovation, creativity and commitment with the MOJ and the community.
5. Actively support the MOJ in all public communications and acknowledge the support of the MOJ in media/advertising/promotion as appropriate.

SIGNED: this _____ day of _____, 2024

Christopher Read
Director of Community Development
Municipality of Jasper

Tyler Riopel
CEO
Tourism Jasper



Municipality of Jasper - Community Development
PO Box 520
Jasper, AB T0E 1E0
Phone: 780-852-3663
Scheduling Invoice

Creation Date:	Mon Mar 25, 2024	Invoice #:	2986
PAYEE:	Erin Clyde Tourism Jasper Box 806 Jasper, Alberta, Canada T0E1E0	Total Amount Due:	\$12,509.53
		Amount Paid:	\$0.00
		Balance Due:	\$12,509.53

Client #: 4685
Email: erin@foundryevents.ca
Phone 1: 780-784-5518
Event: Dark Sky 2024
Status: Firm

Thank you for your payment.

Rental Times

Rental Name	Description	Date	Time	Price	
Activity Centre - Event Halls - Multi-Purpose Hall					
2024 Full Booking non-licensed Res - \$616.80 Flat Rate					
		Fri Oct 25, 2024	08:00AM - 10:00PM	\$616.80 G	
2024 Full Booking non-licensed Res - \$616.80 Flat Rate					
		Sat Oct 26, 2024	08:00AM - 10:00PM	\$616.80 G	
2024 Full Booking non-licensed Res - \$616.80 Flat Rate					
		Sun Oct 27, 2024	08:00AM - 10:00PM	\$616.80 G	
				Rental Subtotal:	\$1,850.40
Jasper Junior Senior High - High School - High School Field					
2024 Community Group Admin. Fee - \$22.58 Per Time Slot					
		Sat Oct 26, 2024	08:00AM - 10:00PM	\$22.58 G	
				Rental Subtotal:	\$22.58
Parks & Outdoor Spaces - Centennial Park - Diamond B					
2024 Daily Rate - \$307.64 Daily Rate					
		Thu Oct 24, 2024	08:00AM - 10:00PM	\$307.64 G	
		Fri Oct 25, 2024	08:00AM - 10:00PM	\$307.64 G	
		Sat Oct 26, 2024	08:00AM - 10:00PM	\$307.64 G	
		Sun Oct 27, 2024	08:00AM - 10:00PM	\$307.64 G	
				Rental Subtotal:	\$1,230.56
Parks & Outdoor Spaces - Centennial Park - Diamond C					
2024 Daily Sports - \$307.64 Daily Rate					
		Thu Oct 24, 2024	08:00AM - 10:00PM	\$307.64	
		Fri Oct 25, 2024	08:00AM - 10:00PM	\$307.64	
		Sat Oct 26, 2024	08:00AM - 10:00PM	\$307.64	
		Sun Oct 27, 2024	08:00AM - 10:00PM	\$307.64	
				Rental Subtotal:	\$1,230.56
Parks & Outdoor Spaces - Centennial Park - Soccer/Pick Up Sports Field (Cent Pk)					
2024 Daily sports - \$307.64 Daily Rate					
		Thu Oct 24, 2024	08:00AM - 10:00PM	\$307.64 G	

2024 Daily sports - \$307.64 Daily Rate

Fri	Oct 25, 2024	08:00AM - 10:00PM	\$307.64	G
Sat	Oct 26, 2024	08:00AM - 10:00PM	\$307.64	G
Sun	Oct 27, 2024	08:00AM - 10:00PM	\$307.64	G

Rental Subtotal: \$1,230.56

Parks & Outdoor Spaces - Commemoration Park - Commemoration Park (Special Events)

2024 Daily - Not For Profit wo or w/stage - \$552.04 Daily Rate

Thu	Oct 24, 2024	08:00AM - 10:00PM	\$552.04	G
Fri	Oct 25, 2024	08:00AM - 10:00PM	\$552.04	G
Sat	Oct 26, 2024	08:00AM - 10:00PM	\$552.04	G
Sun	Oct 27, 2024	08:00AM - 10:00PM	\$552.04	G

Rental Subtotal: \$2,208.16

Parks & Outdoor Spaces - Other Outdoor Spaces - Robson Park

2024 Not For Profit Rate - \$541.21 Daily Rate

Fri	Oct 18, 2024	08:00AM - 10:00PM	\$541.21	G
Sat	Oct 19, 2024	08:00AM - 10:00PM	\$541.21	G
Sun	Oct 20, 2024	08:00AM - 10:00PM	\$541.21	G
Fri	Oct 25, 2024	08:00AM - 10:00PM	\$541.21	G
Sat	Oct 26, 2024	08:00AM - 10:00PM	\$541.21	G
Sun	Oct 27, 2024	08:00AM - 10:00PM	\$541.21	G

Rental Subtotal: \$3,247.26

Total: \$11,020.08

Services

Service Name	Description	Qty	Date	Time	Price
Services - Deposits - Deposit Parks Stand Alone					
Security Deposit Parks - \$1000.00 Flat Rate - \$1,000.00 Flat Rate (Per Unit)					
Stand Alone Service					
		1	Mon Mar 25, 2024	08:00AM - 10:00PM	\$1,000.00
Service Subtotal:					\$1,000.00
Total:					\$1,000.00

Transactions

There are no transactions to display for this invoice...

Comments

Thank you for booking with the Municipality of Jasper. Please review, sign and return. Safety Guidelines for Physical Activity in Alberta Pools for Schools. <https://www.lifesaving.org/safety-services/safety-standards/school-safety-guidelines>

Subtotal: \$12,020.08

5% GST: \$489.45

Total: \$12,509.53

Amount Paid: \$0.00

Balance Due: \$12,509.53



WELCOME

Welcome to a journey like no other, under the stars of the Jasper Dark Sky Preserve. The Jasper Dark Sky Festival has become a beacon of learning and cultural exchange. With a range of activities from keynote speeches by distinguished scientists to interactive workshops and indigenous cultural events, we aim to enlighten both locals and visitors about the night sky's significance.

VISION, PURPOSE & VALUES

At 11,000 square kilometers, Jasper National Park is the world's largest accessible Dark Sky Preserves. In 2011 Jasper earned its Dark Sky Preserve designation by the Royal Astronomy Society in Canada thanks to its limited light pollution, which creates ideal conditions for dark sky viewing. The Jasper Dark Sky Festival began with the goal of protecting and promoting the nocturnal environment and clarity of the dark sky. This incredible event (ideally timed in October to balance temperatures with visibility) allows Jasper partners to support and encourage public understanding of this natural wonder by creating activities and events to commemorate this natural phenomenon. Jasper's Dark Sky invites stargazing adventurers to get lost in fascination beneath the sparkling mysteries above the mountain peaks.

ABOUT TOURISM JASPER

As the official marketing organization of Jasper and Jasper National Park, Tourism Jasper presents Jasper as it really is: an awe-inspiring and authentic Rocky Mountain destination that will charm your socks off. From its humble beginnings as a railroad town, Jasper's spectacular scenery has been grounded by a community of friendly locals. It is from here that the greatest personal expeditions begin; where explorers and wanderers from around the world gather to hike, dine, relax, ski, see wildlife and so much more, all year round.



FESTIVAL OVERVIEW

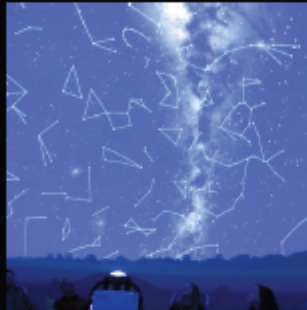
The Jasper Dark Sky Festival has evolved from a local gathering to an internationally recognized event, celebrating the pristine night skies of Jasper National Park. Our festival combines the allure of the cosmos with the warm hospitality of our community, offering a lineup of events that blend science, culture, and the arts.

PARTNER OPPORTUNITIES



FIRESIDE CHAT

Be moved by Indigenous performances of drumming, singing, storytelling and more at this unique outdoor experience, led by a local Knowledge Keeper.



DRONE SHOW

This unique event combines cutting-edge technology with the natural beauty of Jasper, creating an unforgettable aerial light show that dances among the stars. Don't miss this dazzling blend of innovation and nature!



<"PꞖꞗ pahkision

There is no better way to welcome the dark sky than to celebrate pahkision, Cree for sunset. This FREE celebration will be held on the shores of Lake Annette, starting just before sunset with an Indigenous storytelling event. Celebrate the setting of the sun and welcome an evening under the stars filled with illuminated tipis, Indigenous arts, crafts, cuisine, Indigenous dancers, drum circles, and large powwow drums.



TALK NERDY TO ME

Weekend coffeehouse socials fostering community discussions around astronomical issues, encouraging networking and engagement among festival attendees and local experts.



SCIENCEFEST

Join us for an electrifying science extravaganza. Prepare to be amazed by explosive science demonstrations where things will not only blow up but soar through the air, possibly with a thrilling burst of fire. This interactive spectacle encourages audience participation, offering brave volunteers a chance to dive into the heart of the action. Get ready for a science show that's as educational as it is spectacular, where every experiment promises a spark of excitement and discovery!



SCHOOL PROGRAMMING

The Jasper Dark Sky School Program offers a transformative STEAM educational experience, combining engaging classroom activities, a planetarium field trip, and career mentoring with experts in science and astronomy. It fosters a love for science and the environment, involving students in projects like rocket building and coding while emphasizing the importance of dark skies. With a team of diverse professionals and a public art initiative that showcases student artworks, the program enhances community engagement with the Jasper Dark Sky Festival.

PARTNER OPPORTUNITIES



QUANTUM ENTANGLEMENT

A mesmerizing entanglement of art and science, crafted specifically for the Jasper Dark Sky Festival. This initiative unites academic excellence with the creativity of local artists, forging a unique experience that translates complex scientific concepts into accessible and engaging forms.



SPEAKERHEAD

Join the celestial conversation at Speakerhead, Jasper Dark Sky Festival's premier interactive video booth, where your thoughts illuminate the night. This unique platform invites festival-goers to record their own 60-second starlit messages, from insightful reflections on the cosmos to personal narratives under the night sky. Videos received will be selected to be shared on social media platforms



JAY INGRAM LATE NIGHT TALK

Join distinguished science broadcaster and author Jay Ingram for a special one-episode event, 'Jay Ingram Late Night Talk Show,' styled as an enthralling late-night talk show. This unique program offers a partner the opportunity to select a theme, crafting a tailored episode that explores ground breaking innovations and their impacts across various fields. Featuring special guest experts, the episode will address everything from technological advancements to ethical debates. This presents a distinctive opportunity for a sponsor to showcase their chosen theme in a compelling and educational setting.

COMMUNITY AND CULTURAL IMPACT

Reach a diverse and engaged audience, celebrating a unique blend of educational and entertaining experiences under Jasper's dark skies. Your brand will connect with an audience passionate about science, heritage, and the arts.

COMMUNITY IMPACT

100
VOLUNTEERS

45 COMMUNITY PARTNERS & ORGANIZATIONS

75 PROGRAMING ACTIVITIES

9,444
ATTENDEES

MARKETING IMPACT

11.1 MILL
SOCIAL MEDIA IMPRESSIONS

338,726
SOCIAL MEDIA ENGAGEMENTS

305,000
WEBSITE PAGE VIEWS

148
TRADITIONAL MEDIA MENTIONS

209.8 MILL
SOCIAL MEDIA IMPRESSIONS

TESTIMONIALS

“The Jasper Dark Sky Festival is a fantastic - and unique - event. Surroundings? Amazing. Guest list? Fabulous. Community building? Unparalleled. I can’t think of a combination of entertainment, environment, science, and art that is as full-on rewarding as at the Jasper Dark Sky Festival.

Jay Ingram
Canadian science author, broadcaster, and public speaker

“I look forward to the Jasper Dark Sky Festival each year because it brings together so many people sharing the joy of science and the night sky in one of the most spectacular surroundings anywhere. The exquisite landscape of Jasper is a remarkable backdrop for exploration and education. The program never fails to deliver and there is always something for any age. From model rocket launches to coffee shop conversations to adventure hikes to rock concerts and drone shows, the Jasper Dark Sky Festival explores science and space in a vast array of engaging ways.

Alan Nursall
Canadian TV Personality

SPONSORSHIP OPPORTUNITIES

The heart of our commitment lies in crafting genuine engagement opportunities that align with your brand’s values and goals.

We eagerly anticipate working hand-in-hand to uncover the most impactful and meaningful ways to integrate our narratives and communities, ensuring our partnership goes beyond conventional boundaries and truly reflects shared visions and impact.

Recognition & Engagement	\$2,500	\$5,000	\$10,000
Logo on Website			
Logo on Newsletter			
Social Media Post	1	2	3
Logo on Banners & Posters			
Signature Program Branding & Engagement			
Custom Blog - Shared on Social Media			



At Tourism Jasper, we believe in creative, mutually beneficial partnerships. We develop and maintain strong corporate alliances that support our mission and values, enhance our visitor’s connection with our epic destination, and compel them to share their adventures with others. We develop customized sponsorship programs that allow our partners to maximize their visibility, generate a good return on investment, and connect with our community.

For more information:

Parker Chapple (they/them)
587-966-0000
parker@foundryevents.ca



Appendix C (COMMUNITY CONVERSATIONS)

Recipients of funding from the municipality are required to attend a minimum number of Community Conversations per year (can be anyone representing Tourism Jasper – can be via zoom or in person). There are 9 opportunities per year for groups to attend each life-stage conversation. In Tourism Jasper’s case, the most logical life stages are represented in the adult conversation and the school-age conversation – though Tourism Jasper is welcome at all life stages of course.

We invest in Community Conversations because we know that it is an effective forum to:

- Bring together individuals, groups and businesses
- Generate creative, locally driven solutions to the challenges we face
- Ensure that the services, programs, workshops and initiatives we all offer reflect the changing needs of the diverse residents we serve

We have seen that it’s worth the investment to engage stakeholders and promote collaboration between people, groups and across sectors. Anyone we fund is required to participate in that forum and demonstrate an interest and a commitment to collaboration for the betterment of the community as a whole.

The schedule and full program details are available online at:

<https://www.jasper-alberta.com/p/community-conversations>

AGENDA ITEM 7.3

REQUEST FOR DECISION

Subject: 2023 Year End Surplus Reserve Transfers
From: Bill Given, Chief Administrative Officer
Prepared by: Natasha Malenchak, Director of Finance & Administration
Date: July 9, 2024



Recommendations:

That Committee recommend Council approve the 2023 year-end tax supported surplus of \$150,525 be allocated to Reserves as per Policy B-112 in the following amounts:

- \$75,263 (50%) to Fixed Assets Reserve;
- \$15,053 (10%) to Community Housing Reserve; and
- \$60,210 (40%) to Financial Stabilization Reserve.

That Committee recommend Council approve the 2023 year-end utility supported surplus of \$378,241 be allocated to Reserves as per Policy B-112 in the following amount:

- \$378,241 (100%) to Utility Operating Reserve.

Alternatives:

That Committee recommend Council approve the 2023 Year End Surplus to Reserves as per Policy in the amount of:

- \$ _____ to Fixed Assets Reserve.
- \$ _____ to Community Housing Reserve.
- \$ _____ to Financial Stabilization Reserve, and;
- \$ _____ to Utility Operating Reserve.

Background:

[Policy B-112 Reserves Policy](#) was adopted by Council on December 20, 2022.

At the April 23, 2024 Regular meeting, Council received the 2023 Audit presentation from Jeff Alliston of Metrix Group and a motion was made that Council receive the auditor's presentation for information and that Council accept and approve the Audited Financial Statements of the Municipality of Jasper as presented for the year ended December 31, 2023.

Discussion:

The 2023 year-end surplus was \$528,766.00.

The Operating Annual Surplus/(Deficit) does not include the Municipality's transfers to reserves (those taxed to cover the amount of \$1,466,425 however include non-cash adjustments of amortization and accretion (\$2,935,896 and \$38,592). The unrestricted surplus for the 2023 year is \$528,766.

Of this Operating surplus:

- the tax supported surplus was \$150,525 (0.4% of annual budget); and
- the utilities supported surplus was \$378,241 (1.1% of annual budget).

The recommended allocations are guided by policy B-112. The tax portion of surplus is divided to support 50% to the Fixed Asset Reserve, 10% to the Community Housing Reserve and 40% to the Financial Stabilization Reserve and 100% of utility-based surplus is indicated to go towards the Utility Operating Reserve. Decisions about how to utilize the reserves will be made at the 2025 budget discussions.

Strategic Relevance:

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

Inclusion Considerations:

The allocation of the 2023 year-end surplus to various reserves supports the community's long-term financial health and stability, which benefits all residents. By directing funds to the Community Housing Reserve, the recommendation supports work toward addressing housing affordability and availability, enhancing inclusivity for diverse socioeconomic groups.

Relevant Legislation:

[Policy B-112 Reserves Policy – Schedule “A” Reserve Descriptions](#)

Contribution Formula for:

- Fixed Assets Reserve;
- Community Housing Reserve;
- Financial Stabilization Reserve; and
- Utility Operating Reserve.

Financial:

Adjustments to the general ledger occur once the Council motion is received.

Attachments:

2023 Reserves as at December 31, 2023



**Reserve Year End Balance
As at December 31, 2023**

Account:	4-01-00-00-710	Description:	Financial Stabilization Reserve	Beginning Balance:	\$1,598,566.33			2023 Ending Balance
Trx Date	Jrnl No.			Debit	Credit			
		Operating Transfer to Reserve - 2023 Budget - Council Computers, Election, Hakone and						
2023-05-11	250,481	Assessment Board Contribution			\$33,083.00			
2023-10-11	255,257	Annual Surplus Allocation as per Motion			\$59,018.00			
2023-12-31	261,085	Unspent Debenture Payment to Reserve as per 2024 Budget Plan			\$92,062.00			
2023-12-31	261,085	Unspent Debenture Payment to Reserve as per 2024 Budget Plan			\$129,197.00			
2023-12-31	261,085	Unspent Debenture Payment to Reserve as per 2024 Budget Plan			\$129,197.00			
2023-12-31	261,085	Unspent Debenture Payment to Reserve as per 2024 Budget Plan			\$129,197.00			
						\$571,754.00		\$2,170,320.33

Account:	4-01-00-00-711	Description:	Utility Operating Reserve	Beginning Balance:	\$0.00			2023 Ending Balance
Trx Date	Jrnl No.			Debit	Credit			
2023-10-11	255,258	Annual Surplus Allocation as per Motion			\$534,685.00			
2023-12-31	261,085	Unspent Debenture Payment to Reserve as per 2024 Budget Plan			\$44,190.00			
2023-12-31	261,085	Unspent Debenture Payment to Reserve as per 2024 Budget Plan			\$265,139.00			
						\$844,014.00		\$844,014.00

Account:	4-01-00-00-760	Description:	Annual General Capital Reserve	Beginning Balance:	\$0.00			2023 Ending Balance
Trx Date	Jrnl No.			Debit	Credit			
2023-10-10	255,142	Coding Error-Move to correct Account			\$6,398,183.52			
2023-12-31	261,079	6-11-01-23-630 Records Management Capital		\$7,728.19				
2023-12-31	261,079	6-12-01-23-201 PSAB Study		\$81,083.50				
		6-12-01-23-202 Space Analysis						
		6-12-01-21-203 Housing- Affordable Housing Initiative						
2023-12-31	261,079	6-12-01-23-632 Activity Centre Network Upgrades		\$48,045.09				
		6-12-03-23-201 IT Master Plan						
		6-12-03-23-630 Network Infrastructure Upgrade (Annual Program)						
		6-12-03-23-631 Server (CFS)						
2023-12-31	261,079	6-23-01-23-201 Wildfire Tactical Plan		\$270,045.77				
		6-23-01-23-610 Sidewalk and Parking Plugs						
		6-23-01-23-611 Structural Protection Unit (SPU) Driveway						
		6-23-01-23-630 Keyless Entry System						
		6-23-01-23-631 Wildland Interface/SPU Equipment						
		6-23-01-21-632 Fire- Roof access, fall protection, key system						
		6-23-01-23-620 Training Room Kitchen Renovation						
		6-23-01-23-621 Hose Tower repairs						
2023-12-31	261,079	6-31-01-23-633 IR Camera		\$24,921.00				
2023-12-31	261,079	6-31-31-21-631 Ops- Used Oil and Filter storage		\$32,577.37				
		6-31-31-23-620 Wash bay lighting						
		6-31-31-23-631 Lock out Tag Panels						
2023-12-31	261,079	6-32-02-23-202 Public Transportation Sys (+operating support 70k)		\$278,447.33				
		6-32-02-23-630 Parking Meters						
		6-32-02-23-631 Salt Spreader						
		6-32-02-23-611 Sidewalk Replacement/Repair						
2023-12-31	261,079	6-67-14-22-620 Cabin Creek Housing Repairs		\$8,381.60				
2023-12-31	261,079	6-72-06-23-630 Kitchen Equipment Replacement		\$40,614.32				
		6-72-06-23-631 Floor Machine						
		6-72-06-23-632 MPH Sound System						
2023-12-31	261,079	6-72-10-23-201 Hazardous/fruit trees maintenance		\$210,309.17				
		6-72-10-23-630 Irrigation upgrade						
		6-72-10-23-632 Jasper Stage Heaters and Retractable Walls						
		6-72-10-23-633 Trackless utility Tractor						
		6-72-10-23-634 Turf Maintenance Equipment						
		6-72-10-23-642 Sportfield Upgrade						
2023-12-31	261,079	6-76-07-22-630 Sound system components		\$12,461.25				
2023-12-31	261,079	6-77-08-23-640 Volleyball courts and Sundeck		\$144,365.45				
		6-77-08-22-633 Boiler x2						
2023-12-31	261,084	Reserve to Operating to cover Capital RMR - Com Dev Daycare Windows		\$21,342.68				
2023-12-31	261,101	Reserve to Operating to cover Capital RMR - Com Dev Recreation		\$283,832.00				
2023-12-31	262,006	Coding Error-Move to correct Account		\$20,244.38				
				\$1,484,399.10	\$6,398,183.52			\$4,913,784.42

Account:	4-01-00-00-761	Description:	Utility Capital Reserve	Beginning Balance:	\$1,242,576.89			2023 Ending Balance
Trx Date	Jrnl No.				Debit	Credit		
2023-05-11	250,484	Transfer to Reserve as per 2023 Approved Budget				\$1,211,761.00		
2023-12-31	261,079	6-41-01-22-630 Annual Valve Replacement Program			\$408,313.83			
		6-41-01-23-201 Treatment Process review and capital plan						
		6-41-01-23-202 Interactive Website WT facility tour						
		6-41-01-23-632 Enclosed Trailer						
		6-41-01-23-633 Chlorine Analyzer Replacement						
		6-41-01-23-650 4x4 1 Ton (Replacement)						
		6-41-01-22-650 Service Van (Replacement)						
2023-12-31	261,079	6-42-01-23-203 Interactive Website WWT facility tour			\$82,049.62			
		6-42-01-23-630 Lateral Downsize Repairs						
		6-42-01-23-631 Rapid Assessment system						
2023-12-31	261,079	6-43-01-22-630 Garbage Bin Replacement Program			\$264,359.80			
		6-43-01-23-631 Tin Baler						
		6-43-01-23-632 Trailer (35ft)						
		6-43-90-23-660 WYRWA Landfill Cell 8						
		6-43-01-23-630 Garbage Bin Replacement Program						
					\$754,723.25	\$1,211,761.00		\$1,699,614.64

Account:	4-01-00-00-762	Description:	Community Housing Reserve	Beginning Balance:	\$159,094.06			2023 Ending Balance
Trx Date	Jrnl No.				Debit	Credit		
2023-05-11	250,483	Housing Transfer to reserve as per 2023 Budget				\$94,204.00		
2023-10-11	255,259	Annual Surplus Allocation as per Motion				\$14,754.00		
						\$108,958.00		\$268,052.06

Account:	4-01-00-00-763	Description:	Fixed Asset Reserve	Beginning Balance:	\$5,198,717.52			2023 Ending Balance
Trx Date	Jrnl No.				Debit	Credit		
2023-05-11	250,480	Transfer to Reserve as per 2023 Approved Budget				\$1,269,466.00		
2023-05-31	251,030	Coding Error-Move to correct Account			\$70,000.00			
2023-10-10	255,142	Coding Error-Move to correct Account			\$6,398,183.52			
2023-10-11	255,260	Annual Surplus Allocation as per Motion				\$73,772.00		
					\$6,468,183.52	\$1,343,238.00		\$73,772.00

Account:	4-01-00-00-764	Description:	Transportation & Parking Reserve	Beginning Balance:	\$451,859.19			2023 Ending Balance
Trx Date	Jrnl No.				Debit	Credit		
2023-05-11	250,482	Transfer to Reserve as per 2023 Approved Budget				\$200,000.00		
						\$200,000.00		\$651,859.19

Account:	4-01-00-00-765	Description:	Fleet Reserve	Beginning Balance:	\$0.00			2023 Ending Balance
Trx Date	Jrnl No.				Debit	Credit		
2023-05-11	250,485	Transfer to Reserve as per 2023 Approved Budget				\$197,280.00		
2023-05-31	251,030	Coding Error-Move to correct Account				\$70,000.00		
						\$267,280.00		\$267,280.00
				2023 Beginning Balance:	\$8,650,813.99	2023 Ending Balance:		\$10,888,696.64
						2024 Opening Balance		

AGENDA ITEM 7.4

REQUEST FOR DECISION

Subject: Council Remuneration Review Committee
From: Bill Given, Chief Administrative Officer
Reviewed by: Christine Nadon, Director of Protective & Legislative Services
Date: July 9, 2024



Recommendation:

- That Committee recommend Council approve the Council Remuneration Review Committee Terms of Reference as presented.

Alternatives:

- That Committee direct Administration to revise the terms of reference for the Council Remuneration Review Committee and return to a future committee of the whole meeting.
- That the review be conducted through an existing or new committee of Council.
- That Committee receive the report for information and take no further action.

Background:

The Municipality of Jasper's Policy B-004 on Council Member Compensation and Benefits, effective November 1, 2017, outlines the structure for council remuneration, including monthly honorariums, daily honorariums for meetings, and accountable expense allowances.

The associated administrative procedures stipulate that Council pay is to be reviewed in advance of each municipal election.

The next municipal election will be held in October of 2025. Under section 25(1) of the *Local Authorities Election Act* the first day that a person may file a nomination to become a candidate in the election is January 1, 2025.

Discussion:

Establishing an independent Council Remuneration Review Committee composed of members of the general public is recommended to ensure transparency and impartiality in determining Council pay.

By reducing any perception of conflict of interest, this independent committee structure promotes public trust in the decision-making process. Independent members bring an objective and diverse perspective on appropriate remuneration levels, benchmarking against other municipalities while considering the unique context of Jasper. Regularly reviewing Council pay is essential to maintain fairness and competitiveness, which helps attract qualified candidates for council positions. It also ensures that remuneration reflects changes in the cost of living and aligns with compensation practices in comparable municipalities. Regular reviews demonstrate a commitment to transparency and accountability in governance.

The proposed terms of reference for the Council Remuneration Review Committee outline its purpose and responsibilities, membership, quorum and voting procedures, meeting protocols, administrative support, and reporting relationship. The committee will review current remuneration and benefits, compare compensation

with similar municipalities, consider the time commitment and duties of council members, and engage with the public to gather input. The committee will consist of up to four public members with relevant expertise, appointed by Council. Meetings will be held as needed, and the committee will submit its final report by November 15, 2024. Administrative support will be provided as required, and the committee will act in an advisory capacity to Council.

Alternative approaches were considered, including conducting the review through the regular "committee and council" process, through a new dedicated council committee, or through the legislative committee.

While these methods offer various efficiencies, they may not provide the same level of perceived impartiality and public confidence as an independent review. The independent committee approach, therefore, aligns better with good governance practices and public accountability, ensuring a fair and transparent process for reviewing council remuneration.

Strategic Relevance:

- Communicate and engage with residents.
- Welcome the expertise, innovation, creativity and commitment of community members, groups, associations and businesses.
- Ensure residents receive quality service that provides strong value for dollar.

Inclusion Considerations:

The establishment of an independent Council Remuneration Review Committee promotes equity by ensuring that a diverse range of community members can contribute to decisions about Council compensation, potentially leading to recommendations that better reflect the needs and expectations of all residents.

Relevant Legislation:

- Local Authorities Election Act
- Policy B-004: Council Member Compensation & Benefits

Financial:

The financial impact of establishing an independent Council Remuneration Review Committee is expected to be minimal, involving primarily the administrative costs associated with supporting the committee. These costs are anticipated to be within the existing budget allocations for council operations.

Attachments:

- Policy B-004: Council Member Compensation and Benefits
- Administrative Procedures for Policy B-004
- DRAFT – Terms of Reference: Council Remuneration Review Committee

Policy Title: COUNCIL MEMBER COMPENSATION & BENEFITS

Policy # B-004

Effective Date: November 1, 2017

Date adopted by Council: August 15, 2017



POLICY

The Municipality shall pay each Council member:

1. A monthly honorarium for:
 - a) Regularly scheduled Council and committee-of-the-whole meetings;
 - b) Preparation and research for Council-related activities; and
 - c) Day-to-day dealings with the public.
2. A daily honoraria and expenses as described in the attached Administrative Procedures for attendance at all other meetings when acting as a representative of Council, of which two-thirds of the payment shall be honorarium and one-third shall be non-accountable expense allowance. The claim for any day shall not be less than or more than the daily meeting honoraria.
3. Accountable expense allowances for costs incurred for such items as accommodation, travel, and meals in accordance with the attached Administrative Procedures.

Definitions

For the purpose of calculating Council honoraria, "*meeting*" shall have the following meanings:

- a) All activities that require a Council member to be outside of the Municipality of Jasper on municipal business, and each day or portion of a day spent outside of the Municipality shall be considered a "meeting";
- b) Meetings occurring in the Municipality where the Mayor or Councilor attends as an appointed member of the Municipality and minutes and attendance of the members present are recorded; and
- c) Any special event where the Mayor or Council member is attending and making a speech in an official capacity on behalf of the Municipality,

unless the meeting or activity is otherwise compensated.

Policy Title: COUNCIL MEMBER REMUNERATION & BENEFITS

Policy # B-004



ADMINISTRATIVE PROCEDURES

Effective Date: November 1, 2017

Approved by CAO: August 16, 2017

PROCEDURES

1. Remuneration

Remuneration as outlined in the policy shall be as follows:

<u>Monthly</u>	<u>Current/17</u>	<u>Effective Nov 1/17</u>	
Mayor	\$ 2,624.11	\$ 4,750.00	Annually by Nov 1 each year increase by average Alberta cost of Alberta cost of living as reported by Stats Can.
Deputy Mayor	\$ 1,002.32	\$ 1,202.32	
Councillor	\$ 1,002.32	\$ 1,202.32	
Daily Meeting Remuneration	\$ 186.63	N/A	Discontinue after Nov 1/17
PerDiem Out of Town Meeting(s)		\$ 240.00	Annually by Nov 1 each year increase by average Alberta cost of Alberta cost of living as reported by Stats Can.
Local Meeting(s): Less than 3 Hours		\$ 120.00	
Local Meeting(s): More than 3 Hours		\$ 200.00	

2. Federal Taxation Change in 2019.

The non-accountable allowances to cover expenses of the duties as an elected official will cease on January 1 2019, elected officials of municipalities, utilities boards, commissions and corporations and school boards will be subject to this change. The loss of the tax free portion of the remuneration will mean a loss of "take home" pay. To keep take home pay the same, Mayor and Council wages will be increased by the required amount in order to have individual Mayor and Council members' take-home pay remain unchanged.

3. Cost of Living Adjustments

- Annually, on November 1, the monthly remuneration and meeting amounts will automatically be adjusted in accordance with the Alberta average cost of living index as reported by Statistics Canada.
- Council may have an independent party review the remuneration amounts and report on any inconsistencies with other comparable Alberta municipalities.
- A review by an independent party will be completed prior to each municipal election.

4. Benefit Plan

Councillor benefit package shall be made available to council members in a fair and consistent manner in comparison with Municipal employees. The following statement of benefits outlines those benefits available to council members. Benefits may be changed from time to time as the benefits of the municipal staff change, subject to approval of the Municipal Council. This policy should be reviewed annually together with any review of benefits for Municipal staff. The benefits as provided under the General Personnel policy shall also apply to council members.

Policy Title: COUNCIL MEMBER REMUNERATION & BENEFITS

Policy # B-004



ADMINISTRATIVE PROCEDURES

Effective Date: November 1, 2017

Approved by CAO: August 16, 2017

Alberta Urban Municipalities Association

All council may enroll in the benefit package under the provisions of the A.U.M.A. Member Services. The Municipality will contribute to each benefit with the A.U.M.A. in the following manner:

Life Insurance & Accidental Death and Dismemberment (AD&D)

All council members may obtain life insurance coverage up to \$30,000 and AD&D coverage with the Municipality contributed 100% of the rate of the premium.

Dental Plan

All council members may be covered under the A.U.M.A. Dental Plan with the Municipality contributing 90% of the rate of the councillor's premium payable.

Extended Health Care

All council members may be covered under the A.U.M.A. Extended Health Care Plan with the Municipality contributing 90% of the rate of the premium.

Other Remuneration

Computer Allowance: Councillors may have a new computer allowance of up to \$2000.00 at one time with receipts, and/or take an allowance of up to \$500 per year (Nov 1 to Oct 31). The computer allowance is to a maximum of \$2,000.00 over the four year term.

Child Care Expenses: Members of Council shall be reimbursed for reasonable child care expenses incurred while attending meetings, conferences, conventions or seminars in an official capacity, upon submission of receipts.

Council Remuneration Review Committee Terms of Reference

1. Purpose & Responsibilities of the Committee

To ensure fair and equitable compensation for Jasper Municipal Council members for the 2025 to 2029 term, the Council Remuneration Review Committee is established to provide recommendations to the Municipal Council by:

- 1.1. Reviewing the current remuneration and benefits for members of the Jasper Municipal Council.
- 1.2. Comparing council compensation with similar municipalities to determine appropriate benchmarks.
- 1.3. Considering the time commitment, responsibilities, and duties of council members in making compensation recommendations.
- 1.4. Engaging with the public to gather input on council remuneration and reflecting this feedback in their recommendations.
- 1.5. Providing a comprehensive report with recommendations to Jasper Municipal Council no later than November 15, 2024.

2. Membership

The Council Remuneration Review Committee will consist of up to four (4) public members appointed by the Municipal Council. The members must be residents of Jasper and should:

- 2.1. Have knowledge or experience in finance, human resources, or governance;
- 2.2. Not be current members of the Jasper Municipal Council or employees of the Municipality; and
- 2.3. Serve for the duration of the committee's mandate, which concludes upon submission of the final report.

3. Quorum and Voting

- 3.1. The quorum for the Committee shall be the majority of the Members appointed.
- 3.2. All members of the committee are entitled to vote.
- 3.3. Motions do not require a seconder.

4. Meetings & Minutes

- 4.1. The committee will meet as required to fulfill its mandate.
- 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 Committee 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.

4.5. Minutes of each meeting shall be recorded and included as appendices in the Committee's final report to Council.

5. Administrative Support

5.1. The Committee shall be supported by Administration as required to complete its work.

6. Reporting Relationship

6.1. The Committee shall act in an advisory capacity to Council.

6.2. The Committee may recommend items to Council for consideration and action.

6.3. The Committee shall submit its final report no later than November 15, 2024.

AGENDA ITEM 7.5

REQUEST FOR DECISION

Subject: Moving Traffic Enforcement
From: Bill Given, Chief Administrative Officer
Prepared by: Christine Nadon, Director of Protective & Legislative Services
Reviewed by: Neil Jones, Licensing and Enforcement Manager
Date: July 9, 2024



Recommendation:

- That Committee recommend Council approve a change in service level to allow Community Peace Officers to conduct moving traffic enforcement within municipal limits.

Alternatives:

- That Committee direct Administration to return to a future committee of the whole with additional information; or
- That Committee direct Administration to discontinue work on this item and maintain current service levels.

Background:

The Municipality of Jasper employs Community Peace Officers (CPOs) under the Peace Officer Program managed by the Alberta Solicitor General. Historically, the Municipality of Jasper employed Level 2 CPOs, who did not have the appropriate training, authorities or designation to enforce moving traffic violations.

In 2018, the Government of Alberta announced the implementation of changes to the Community Peace Officer program, mandating that all peace officers obtain a Level 1 designation. The Municipality of Jasper complied with this directive within the prescribed timelines and obtained its designation as a Peace Officer Level 1 employer in the spring of 2022.

The Jasper Bylaw Enforcement Service has four and a half (4.5) established full-time, year-round positions including one Manager of Licensing and Enforcement, two Community Peace Officers, one Bylaw Enforcement Officer and one half-time administrative staff (Protective Services Coordinator). The team is supported by the Director of Protective & Legislative Services, who provides leadership and oversight for the department.

Peace Officers currently employed by the Municipality are restricted via departmental standard operating procedures and Solicitor General designations, and do not enforce moving traffic violations under the Alberta Traffic Safety Act.

Discussion:

Compliance with provincial Level 1 CPO designation requirements was deemed necessary from an officer safety and general occupational health and safety perspective. Keeping our peace officer employer status also allowed the Municipality to maintain existing service levels, which require access to provincial motor vehicle information for non-moving traffic violations compliance and enforcement.

Administration is requesting Council's support for a change in service level to direct staff to take the necessary

steps with the Alberta Solicitor General to allow our Community Peace Officers to enforce moving traffic violations in the Jasper town site. This directive should come from Council as it is a change in service level which would impact the current focus and priorities for the department.

Administration is not recommending that moving traffic violations become the focus of the department. The proposal is to integrate moving traffic enforcement as part of regular patrols and ongoing enforcement activities, which include parking, paid parking, domestic animal control, illegal camping, sidewalk clearing, noise complaints and business licensing, amongst others.

The Manager of Licensing and Enforcement, in consultation with the Director of Protective and Legislative Services, would continue to monitor and manage community priorities and adjust departmental activities as required. Moving traffic enforcement would not involve specific quotas or expectations per officer to meet.

Peace officers would focus day-to-day enforcement on violations causing a risk to public safety. Specific items which require no additional equipment and have already been raised by Jasper residents, including stop signs and crosswalks, could be implemented first. Municipal staff would also be better positioned to partner with the RCMP on specific enforcement initiatives, namely speed limits, as we develop our program.

If supported by Council, staff would begin the process by updating standard operating procedures, developing and submitting a traffic safety plan to the Solicitor General in accordance with the Peace Officer Program Policy Manual, organizing additional staff training and formalizing a plan for speed enforcement equipment.

Obtaining the provincial moving traffic enforcement designation would give municipal staff access to provincial traffic data on collisions, injuries and fatalities on roadways, which would inform the development of the traffic safety plan. This plan would be developed in collaboration with the RCMP and in compliance with provincial standards, which include an annual review process. This plan could also take into consideration any focus areas identified by Council, and generally consider the public feedback received by the Municipality of Jasper on local traffic concerns.

Administration would also work with the Jasper RCMP to identify opportunities for joint training and collaboration, and with the Municipality's Communications team to ensure appropriate public messaging is developed prior to moving traffic enforcement commencing.

Moving traffic enforcement would also make the Jasper Bylaw Enforcement Service a more attractive employer in the highly competitive CPO labour market. Employees who currently hold their CPO designation are already trained and qualified to enforce moving traffic violations; the framework to enable them to put their skills and knowledge to use is the part that is missing. The change in service levels would enhance the Municipality's ability to respond to resident and community concerns.

Strategic Relevance:

- Recognize the fundamental importance of our tourism economy
- Nurture our most important relationships which are those within our organization, all of whom share a commitment to best serve our community
- Communicate and engage with residents
- Collaborate with other municipalities, orders of government, Indigenous partners and advocacy associations
- Focus on prevention, mitigation, and preparation for natural disasters

- Empower our staff by investing in the training and tools they require
- Entrust our staff to develop healthy relationships with the people they serve
- Ensure residents receive quality service that provides strong value for dollar
- Pursue alternative revenue sources and equitable distribution of costs
- Pursue the acquisition of tools and authorities to enhance service delivery, equity and affordability

Relevant Legislation:

- [Traffic Safety Act](#) (RSA 2000, cT-6)
- [Peace Officer Act](#) (SA 2006, cP-3.5)
- Provincial Peace Officer Program Policy and Procedure Manual
- [Traffic Safety Bylaw \(#244\)](#)

Financial:

The proposed change in service level will not impact the department's operating budget or staffing complement. Implementing moving traffic enforcement can occur within the approved 2024 operating budget. In the future, equipment would be required to fully implement speed limit enforcement (Radar and Lidar equipment) but is not required at this time and any request for funding this part of the program would come as part of the regular capital budget process.

From a revenue perspective, 50% of the revenue generated from provincial tickets issued for moving traffic violations would return to the Municipality of Jasper. How much revenue we can expect is unknown at this time.

The Protective Services Coordinator already handles and submits provincial tickets for other types of violations. We do not anticipate any additional administrative cost related to this proposed change. Provincial tickets are prosecuted by the Government of Alberta. The officer who issued the ticket would be required to attend specified court dates, as per current practice.

AGENDA ITEM 7.6

REQUEST FOR DECISION

Subject: Clean Energy Improvement Program Tax Bylaw
From: Bill Given, Chief Administrative Officer
Prepared by: Mona El Dabee, Energy & Environment Manager
Reviewed by: Natasha Malenchak, Director of Finance & Administration
Date: July 9, 2024



Recommendation:

- That Committee recommend Council give first reading to the Clean Energy Program Tax Bylaw and;
- That Council, establish 1:30pm, September 3, 2024 at Council Chambers as the date time and location for a public hearing on the proposed Clean Energy Improvement Program Tax Bylaw.

Alternatives:

- That Committee recommend Council establish an alternate date for a public hearing.
- That Committee direct Administration to discontinue work on the CEIP program and Tax Bylaw.

Background:

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

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

On May 14, 2024 the CEIP business case for Jasper was presented at the committee of the whole meeting, during which Committee received the Clean Energy Improvement Program (CEIP) business case for information; and directed Administration draft a CEIP bylaw to support a residential program.

Discussion:

The attached CEIP Tax Bylaw presents a bylaw for the municipality to authorize and establish the Clean Energy Improvement Program for eligible residential properties.

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

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

Jasper's participation involves initial costs, including a \$14,762 onboarding fee and administrative expenses

integrated within existing municipal operations. The program is made possible by the Government of Alberta, and Alberta Municipalities is the central Program Administrator which takes on many significant responsibilities. Jasper will be responsible for some of the program's administration, such as, securing capital for the program.

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

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

In summary, the Bylaw authorizes a municipality to make a borrowing for the purpose of financing Clean Energy Improvements to Eligible Properties and authorizes Council to impose a Clean Energy Improvement Tax to raise revenue to pay the amount required to recover the costs of that Clean Energy Improvement. Additionally, the Bylaw highlights that the Minister of Environment and Parks has designated Alberta Municipal Services Corporation ("AMSC") as the Program Administrator for the Clean Energy Improvement Program.

Some of the key components covered in the Bylaw are:

- definitions;
- program administration;
- limitations of the Bylaw;
- CEIP application by the owner(s) of a property to finance an Eligible Clean Energy Improvement; and
- Agreement between the Municipality and eligible CEIP applicants.

Strategic Relevance:

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

Inclusion Considerations:

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

Relevant Legislation:

- Section 390 of the Municipal Government Act (Alberta)

Financial:

The program requires an initial investment of \$14,762 for the onboarding package, plus administrative costs

which could be supported within existing resources. Revenue generated from administrative fees on financed projects could offset these costs.

ABMunis suggests that supporting a residential program would require an approximate annual borrowing amount of \$200,000 per year.

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

Attachments:

- Clean Energy Improvement Program Tax Bylaw Document

**MUNICIPALITY OF JASPER'S CLEAN ENERGY IMPROVEMENT PROGRAM TAX
BYLAW #XXXX**

**A BYLAW OF THE MUNICIPALITY OF JASPER IN THE PROVINCE OF ALBERTA,
TO AUTHORIZE THE CLEAN ENERGY IMPROVEMENT PROGRAM.**

WHEREAS: a Clean Energy Improvement Program is a financing program that facilitates the construction and installation of Eligible Clean Energy Improvements to Eligible Properties;

AND WHEREAS: pursuant to section 390.3 of the Act, Council wishes to pass a Clean Energy Improvement Tax Bylaw to establish a Clean Energy Improvement Program;

AND WHEREAS: a Clean Energy Improvement Program Tax Bylaw authorizes a municipality to make a borrowing for the purpose of financing Clean Energy Improvements to Eligible Properties and authorizes Council to impose a Clean Energy Improvement Tax to raise revenue to pay the amount required to recover the costs of that Clean Energy Improvement;

AND WHEREAS: the Minister of Environment and Parks has designated Alberta Municipal Services Corporation ("AMSC") as the Program Administrator for the Clean Energy Improvement Program;

AND WHEREAS: the Program Administrator has developed a property assessed clean energy style program to support municipalities' efforts to establish Clean Energy Improvement Programs;

NOW THEREFORE, the Council of the Municipality of Jasper in the Province of Alberta, duly assembled, hereby enacts as follows:

1. CITATION

- 1.1 This Bylaw shall be known as the "Clean Energy Improvement Program Tax Bylaw".

2. DEFINITIONS

- 2.1 In this Bylaw:
 - 2.1.1 "**Act**" means the *Municipal Government Act*, R.S.A. 2000, Chapter M26, as amended.
 - 2.1.2 "**Administration Fee**" means an administration fee as defined in section 1(a) of the Regulation.

- 2.1.3 **"Agreement"** or **"Clean Energy Improvement Agreement"** means in accordance with section 390.4 of the Act, a Clean Energy Improvement agreement executed between the Municipality and the Owner of an Eligible Property whereby the Owner agrees to pay an amount required to cover the costs of financing each Eligible Clean Energy Improvement approved by the Program Administrator.
- 2.1.4 **"Bylaw"** means this Clean Energy Improvement Program Tax Bylaw.
- 2.1.5 **"Chief Administrative Officer"** or **"CAO"** means the Chief Administrative Officer of the Municipality, as appointed by Council and pursuant to the Act, including the CAO's designate.
- 2.1.6 **"Clean Energy Improvement"** or **"Improvement"** means a clean energy improvement as defined in Section 390.1 of the Act.
- 2.1.7 **"Clean Energy Improvement Program"** or **"CEIP"** or **"Program"** means a Clean Energy Improvement Program as described in Part 10, Division 6.1 of the Act and in the Regulation.
- 2.1.8 **"Clean Energy Improvement Tax"** means a tax levied against an Eligible Property pursuant to an Agreement in accordance with Part 10, Division 6.1 of the Act.
- 2.1.9 **"Council"** means the Municipality's duly elected municipal Council.
- 2.1.10 **"Eligible Clean Energy Improvement"** means an improvement that the Program Administrator qualifies as such, in accordance with section 3(1) of the Regulation.
- 2.1.11 **"Eligible Property"** means a residential property, situated within the Municipality, that qualifies as eligible under section 390.2 of the Act, on which an Owner is applying to affix a Clean Energy Improvement.
- 2.1.12 **"Municipality"** and **"Municipality of Jasper"** shall mean the Municipality of Jasper located in Jasper National Park in the Province of Alberta.
- 2.1.13 **"Owner"** means, collectively, the registered owners of an Eligible Property.
- 2.1.14 **"Program Administrator"** means the Alberta Municipal Services Corporation ("AMSC"), operating as Alberta Municipalities, or the provincially designated Program Administrator as defined in the Regulation.
- 2.1.15 **"Regulation"** means the *Clean Energy Improvements Regulation A.R. 212/2018* and amendments thereto.

3. PROGRAM ADMINISTRATION

- 3.1 The Municipality shall enter into an agreement, pursuant to section 6 of the Regulation, to have the Program Administrator act as the program administrator of the Program for the Municipality.
- 3.2 The CAO shall have the authority to approve and enter into the agreement with the Program Administrator on behalf of the Municipality.
- 3.3 When exercising duties under the Program, the Program Administrator shall not act as an agent of the Municipality.

4. LIMITATIONS

- 4.1 The Municipality shall not enter into a Clean Energy Improvement Agreement when:
 - 4.1.1 Tax arrears have been owing on the property;
 - 4.1.2 the Owner is in bankruptcy or in receivership;
 - 4.1.3 the property is going through foreclosure;
 - 4.1.4 it is prohibited from doing so pursuant to sections 10(1)(c) and 10(2) of the Regulation;
 - 4.1.5 there appears to be limited equity in the Property;
 - 4.1.6 the property has unresolved development compliance or safety code issues;
 - 4.1.7 the costs under proposed Clean Energy Improvement Agreement shall cause the Municipality to exceed the amount of borrowing authorized under this Bylaw;
 - 4.1.8 the Owner does not intend to permanently affix the Clean Energy Improvement to the Property;
 - 4.1.9 the Program Administrator has not approved the Owner's application for a Clean Energy Improvement; or
 - 4.1.10 the Owner, or the property, does not otherwise meet the eligibility requirements of the Act, the Regulation or this Bylaw.

5. APPLICATION

- 5.1 Pursuant to the Program, an Owner of an Eligible Property may apply to the Program Administrator to finance an Eligible Clean Energy Improvement. The Program Administrator may charge an Administration Fee in relation to any such application, pursuant to Section 8 of the Regulation.
- 5.2 An Owner may submit one (1) Program application per year, per Eligible Property.
- 5.3 A Property's tax-exempt status shall have no effect on eligibility to participate in the Program, or on the Owner's liability to pay the Clean Energy Improvement Tax pursuant to an Agreement.
- 5.4 The Municipality may enter into an Agreement with an Owner on a discretionary basis but subject at all times to the requirements, conditions and limitations set out in sections 10(1) of the Regulation including, but not limited to, the Program Administrator's approval of the application referenced in Section 3.
- 5.5 Pursuant to section 10(1)(b) of the Regulation, the Municipality shall not enter into a Clean Energy Improvement Agreement when the value of the capital costs of undertaking all Eligible Clean Energy Improvements to the Property are:
 - 5.5.1 less than \$3000; or
 - 5.5.2 greater than \$50,000 for properties classified as residential.
- 5.6 Pursuant to section 390.4 of the Act and sections 10(4), (5), (6) and (7) of the Regulation, a Clean Energy Improvement Agreement shall be signed by all Eligible Property Owners.
- 5.7 Where the Municipality has entered into an Agreement with an Owner, and at any time following the signing of that Agreement, but in no case later than the next annual tax notice following payment being authorized by the Municipality to a Contractor for the Improvement, a Clean Energy Improvement Tax will be imposed in respect of an Eligible Clean Energy Improvement made to an Eligible Property, in order to raise revenue to pay the amount required to recover the cost of the Eligible Clean Energy Improvement, pursuant to that Agreement.
- 5.8 A Clean Energy Improvement Tax shall be paid in accordance with the Clean Energy Improvement Agreement and be inclusive of:
 - 5.8.1 the capital cost of undertaking the Clean Energy Improvement;
 - 5.8.2 the Administration Fee;
 - 5.8.3 the cost of financing the Clean Energy Improvement; and
 - 5.8.4 any other expenses incidental to the undertaking of the Clean Energy Improvement and the raising of revenue to pay for it.

- 5.9 For the purposes of imposing a Clean Energy Improvement Tax, the period over which the cost of each Eligible Clean Energy Improvement will be spread may vary, but in no case will such period exceed the probable lifetime of the applicable Improvement as determined by the Program Administrator, to a maximum of 25 years. In the case of multiple upgrades to a single Eligible Property, financing terms will be calculated for each upgrade separately and will be added to the property tax bill as a single line item.
- 5.10 The Clean Energy Improvement Tax shall be shown as a separate line item on the Eligible Property's tax roll and on any tax notices.
- 5.11 Over the course of the Program, and in the form of a line of credit or other loan instrument, the Municipality may borrow funds totalling up to an annual amount of \$200,000 from a financial institution in order to finance Eligible Clean Energy Improvements meeting the eligibility requirements of the Act, Regulation and this Bylaw.
- 5.12 The annual borrowed amount will have a maximum rate of interest of ten percent (10%), a maximum term of twenty-five (25) years, and repayment terms including principal and interest, plus other fees or charges applicable to the borrowing.
- 5.13 The principal and interest owing under the borrowing will be paid using the proceeds from the Clean Energy Improvement Taxes and other payments that may be made by the Owners with respect to the terms of their individual Agreements.
- 5.14 The funds borrowed under this Bylaw shall be applied only for the purposes specific in this Bylaw and for no other purpose.
- 5.15 If an Owner wishes to make early, full repayment of an amount financed by a Clean Energy Improvement Tax, the amount owing will be calculated at the time of the request, based on the principal and interest remaining and the terms of the Clean Energy Improvement Agreement.
- 5.16 Any Eligible Clean Energy Improvement that has been approved under the Program must be completed within the time limit as set out under the Agreement.

6. SEVERANCE

- 6.1 If any clause in this Bylaw is found to be invalid, it shall be severed from the remainder of the Bylaw and shall not invalidate the remainder.

7. COMING INTO EFFECT

- 7.1 Pursuant to section 390.3 of the Act, Council must, before giving second reading to a proposed Clean Energy Improvement Tax Bylaw, hold a public hearing with respect to the proposed Bylaw in accordance with section 230 after giving notice of it in accordance with section 606.
- 7.2 This Bylaw shall come into force and effect on the final day of passing thereof.
- 7.3 If any provision herein is adjudged to be repugnant to any federal regulation or legislation, this Bylaw shall continue in full force and effect but any such repugnant provision shall be of no force or effect until such time as the repugnancy is removed by repeal or amendment of the federal legislation or regulation.

GIVEN FIRST READING THIS XXTH DAY OF MONTH, 2024

GIVEN SECOND READING THIS XXTH DAY OF MONTH, 2024

GIVEN THIRD READING THIS XXTH DAY OF MONTH, 2024

MOTION ACTION LIST

SHORT TITLE	REQUESTED (DATE)	RESPONSIBLE (WHO)	COUNCIL MOTION (DESCRIPTION)	TARGET (DATE)	STATUS
Transit Capital Projects	December 19, 2023	CAO	That Council direct Administration to return to a future Council meeting for approval prior to awarding or procuring any transit capital projects.	August 2024	
Global Covenant of Mayors for Climate & Energy	January 9, 2024	CAO	That Committee recommend Council postpone the consideration of joining the "Global Covenant of Mayors for Climate & Energy" until July 2024.	July 2024	
Climate Change Adaptation Action Plan	February 27, 2024	CAO	That Committee direct Administration to return to a future Committee meeting with recommendations on developing a Climate Change Adaptation Action Plan.	July 2024	
Jasper Skatepark Committee	March 19, 2024	CAO and Director of Finance & Administration	That Council authorise, in principle, interim financing to the Jasper Skatepark Committee, not to exceed \$150,000, with loan details to be presented to Council following completion of the Skatepark construction.	September 2024	
Federal Housing Advocacy	April 9, 2024	CAO	That Committee direct Administration to contact the office of the Federal Housing and Infrastructure Minister to coordinate an advocacy meeting.	July 2024	Recommended to be deferred to August 2024
Clean Energy Improvement Program	May 14, 2024	Energy & Environment Manager	That Committee direct Administration draft a CEIP bylaw to support a residential program.	July 2024	
S-Block Parking	May 14, 2024	Director of Protective & Legislative Services and Director of	That Committee direct Administration to develop a proposal to better utilize the S-Block Parking Lot, including project scope and budget	August 2024	

		Operations & Utilities	for larger stalls with a return on investment, and report at a future Committee meeting.		
2024 Tax Rate Alternatives	May 14, 2024	CAO and Director of Finance & Administration	That Committee direct Administration to develop a draft Property Tax and Business Tax policy, for consideration prior to the 2025 budget discussions.	August 2024	