

Municipality of Jasper
Committee of the Whole Meeting Agenda
June 25, 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 Melnyk to chair meeting

2. Additions to agenda

3. Approval of agenda

3.1 June 25, 2024 Committee of the Whole agenda attachment

4. June 11, 2024 Committee of the Whole minutes – approved June 18th attachment

4.1 Business arising from minutes

5. Delegations

6. Correspondence

7. New business

7.1 Strategic Facility Plan attachment

7.2 2022-2024 Utility Receivable/Write-Off Request attachment

7.3 Men’s Shed Proposed Partnership Agreement attachment

7.4 2024 Wayfinding Project attachment

7.5 Indigenous Relations Strategy and Action Plan verbal

7.6 Water Fountain Request verbal

8. Motion Action List attachment

9. Councillor upcoming meetings

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

10. Upcoming events

Diploma Ceremony for École Desrochers Graduates – 2pm, June 25, École Desrochers gymnasium

Jasper Junior/Senior High School Graduation – 1pm, June 27, Jasper Jr/Sr High School gymnasium

Canada Day Pancake Breakfast hosted by MoJ – 8:30am-10:30am, July 1, Commemoration Park

Canada Day Flag Raising – 11am, July 1, Emergency Services Building

Municipality of Jasper
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11. In-Camera

11.1 Land Use Planning Discussions FOIP s. 21(1)(a)

11.2 Human Resources Committee Update FOIP s. 19(1)

12. Adjournment

Municipality of Jasper
Committee of the Whole Meeting Minutes
Tuesday, June 11, 2024 | 9:30am
Jasper Library and Cultural Centre, Quorum Room

Virtual viewing and participation	Council attendance is in Council chambers at the Jasper Library and Cultural Centre. This meeting was also conducted virtually and available for public livestreaming through Zoom. Public viewing and participation during Council meetings is through Zoom livestreaming and in person attendance.
Present	Mayor Richard Ireland, Deputy Mayor Kathleen Waxer, Councillors Ralph Melnyk, Wendy Hall, Helen Kelleher-Empey and Scott Wilson
Absent	Councillor Rico Damota
Also present	Bill Given, Chief Administrative Officer Christine Nadon, Director of Protective & Legislative Services Vidal Michaud, Utilities Manager Emma Acorn, Legislative Services Coordinator Carrie Polard, Resident Peter Shokeir, The Fitzhugh Bob Covey, The Jasper Local 17 observers
Call to Order	Deputy Mayor Waxer called the June 11, 2024 Committee of the Whole meeting to order at 9:30am and began with a Traditional Land Acknowledgement .
Additions/ deletions to the agenda	none
Approval of agenda #276/24	MOTION by Councillor Hall that Committee approve the agenda for the June 11, 2024 Committee of the Whole meeting as presented. FOR AGAINST 6 Councillors 0 Councillor CARRIED
Business arising from May 28, 2024 minutes	none
Delegations	Resident Carrie Polard addressed Committee to ask questions about the Electric Bus Procurement item on today’s agenda.
Correspondence	none
Electric Bus Procurement	Committee received a report from Administration sharing the work that has taken place over the last few years regarding transit in Jasper. CAO Bill Given reviewed past decisions, recommendations for moving forward, and alternatives available.

#277/24	MOTION by Councillor Wilson that Committee recommend Council authorize Administration to issue a Request for Proposals (RFP) for the supply of three battery-electric buses (BEBs) and associated charging infrastructure.					
	<table border="0"> <tr> <td data-bbox="399 338 451 363">FOR</td> <td data-bbox="686 338 792 363">AGAINST</td> <td data-bbox="1362 373 1468 399" rowspan="2">CARRIED</td> </tr> <tr> <td data-bbox="399 373 553 399">6 Councillors</td> <td data-bbox="686 373 829 399">0 Councillor</td> </tr> </table>	FOR	AGAINST	CARRIED	6 Councillors	0 Councillor
FOR	AGAINST	CARRIED				
6 Councillors	0 Councillor					
Recess	Deputy Mayor Waxer called a recess from 11:27am to 11:40am.					
Transit Fleet Facility Procurement #278/24	<p>Committee received a request for decision from administration regarding the Transit Fleet Facility Procurement. Mr. Given reviewed the six applicants and scoring method used.</p> <p>MOTION by Councillor Wilson that Committee recommend Council award Johnston Builders the contract for the construction of the Transit Fleet Facility in the amount of \$3,204,123, inclusive of the optional solar array; and</p>					
	That Committee direct Administration to structure a contract representing the division of the design and construction phases.					
	<table border="0"> <tr> <td data-bbox="399 869 451 894">FOR</td> <td data-bbox="686 869 792 894">AGAINST</td> <td data-bbox="1362 905 1468 930" rowspan="2">CARRIED</td> </tr> <tr> <td data-bbox="399 905 553 930">6 Councillors</td> <td data-bbox="686 905 829 930">0 Councillor</td> </tr> </table>	FOR	AGAINST	CARRIED	6 Councillors	0 Councillor
FOR	AGAINST	CARRIED				
6 Councillors	0 Councillor					
Traffic Safety Bylaw Amendment #279/24	<p>Committee received a report from Director of Protective & Legislative Services Christine Nadon focused on e-scooter use in the townsite of Jasper and the relevant legislation.</p> <p>MOTION by Councillor Wilson that Committee direct Administration to bring the Traffic Safety Bylaw back to a regular meeting to remove section 16.16 regarding skateboards, rollerblades and scooters in the central business district.</p>					
	<table border="0"> <tr> <td data-bbox="399 1224 451 1249">FOR</td> <td data-bbox="686 1224 792 1249">AGAINST</td> <td data-bbox="1362 1260 1468 1285" rowspan="2">CARRIED</td> </tr> <tr> <td data-bbox="399 1260 553 1285">6 Councillors</td> <td data-bbox="686 1260 829 1285">0 Councillor</td> </tr> </table>	FOR	AGAINST	CARRIED	6 Councillors	0 Councillor
FOR	AGAINST	CARRIED				
6 Councillors	0 Councillor					
Motion Action List	Administration reviewed the Motion Action List.					
#280/24	<p>MOTION by Councillor Hall that Committee approve the updated Motion Action List with the removal of the following items:</p> <ul style="list-style-type: none"> • Traffic Safety Bylaw 					
	<table border="0"> <tr> <td data-bbox="399 1545 451 1570">FOR</td> <td data-bbox="686 1545 792 1570">AGAINST</td> <td data-bbox="1362 1581 1468 1606" rowspan="2">CARRIED</td> </tr> <tr> <td data-bbox="399 1581 553 1606">6 Councillors</td> <td data-bbox="686 1581 829 1606">0 Councillors</td> </tr> </table>	FOR	AGAINST	CARRIED	6 Councillors	0 Councillors
FOR	AGAINST	CARRIED				
6 Councillors	0 Councillors					
Councillor upcoming meetings	<p>Mayor Ireland, Councillor Melnyk, and Councillor Kelleher-Empy will be attending the Jasper Park Chamber of Commerce annual general meeting tomorrow.</p> <p>Mayor Ireland and Councillor Melnyk will be attending the flag raising tomorrow at the Emergency Services Building to celebrate Philippine Independence Day.</p>					

Councillor Wilson will be at a Jasper Municipal Housing Corporation meeting this Thursday.

Councillor Hall will be completing the Elected Official Education Program, with her last session to earn her certificate being completed tomorrow.

Councillor Hall will be attending a Yellowhead Regional Library Board trustee meeting Monday.

Council is scheduled for a utilities workshop Tuesday morning next week.

Councillor Waxer will be attending a meeting of the Jasper Food Alliance Committee this afternoon and the Early Childhood Community Conversation tomorrow.

Councillors Waxer and Melnyk will be attending the Short Film Premiere at the Jasper Activity today.

Upcoming Events Council reviewed a list of upcoming events.

Adjournment #281/24 MOTION by Councillor Kelleher-Empey that, there being no further business, the Committee of the Whole meeting of June 11, 2024 be adjourned at 12:41pm.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

AGENDA ITEM 7.1

REQUEST FOR DECISION

Subject: Strategic Facility Plan
From: Bill Given, Chief Administrative Officer
Reviewed by: Christine Nadon, Director of Protective & Legislative Services
Date: June 25, 2024



Recommendation:

- That Committee recommend Council receive the Strategic Facility Plan for information and direct Administration to consider the plan.

Alternatives:

- That Committee direct Administration to revise the Strategic Facility Plan and return to a future meeting.
- That Committee receive the report for information and take no further action.

Background:

The approved 2023 budget included \$30,000 in capital funding for a Space Needs Analysis. An RFP for “Strategic Facility Plan” was posted to Alberta Purchasing Connection on March 24, 2023 and closed on April 21st.

On June 20, 2023 Council increased the total budget for the strategic facility plan to \$106,705 using \$76,705 in municipal sustainability initiative operational funding and awarded the development project to ReImagine Architecture Ltd.

On September 6, 7, 14, and 15 ReImagine held a series of focus group sessions with Municipality staff, with each session representing a cross section of departments, as well as 1:1 interviews with department heads. Additionally, a staff survey was held via Google Forms in October.

These focus groups and interviews informed the project team’s understanding of current service delivery challenges and potential future directions.

Discussion:

[The Strategic Facility Plan](#) provides 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.

Key aspects of the plan include:

- **Design Standards:** Based on extensive staff engagement, the plan outlines specific design standards for workspaces and public areas, ensuring that facilities are both functional and welcoming.
- **Climate and Emergency Preparedness:** The plan includes strategies for managing climate risks and improving emergency preparedness, ensuring that facilities are resilient in the face of environmental challenges.

- **Building Summaries and Recommendations:** Detailed assessments and recommendations for each municipal building provide a clear roadmap for maintenance, upgrades, and new construction projects.
- **Functional Relationships:** The plan considers the existing organizational structure and proposes conceptual possibilities for future facility layouts, optimizing space usage and improving operational efficiency.
- **Immediate and Medium-Range Recommendations:** The plan prioritizes actions that can be undertaken in the near term, as well as additional facilities and new buildings needed to meet future demands.

Four key findings from the Strategic Facility Plan are:

1. **Requirement for Ongoing Reinvestment in Facilities:** Many of the existing municipal buildings require significant upgrades to meet modern standards and the evolving needs of the community. All facilities will continue to need ongoing reinvestment to ensure they can adequately support service delivery and service to the public.
2. **Climate Resilience and Emergency Preparedness:** The plan highlights the necessity for facilities to be resilient against climate risks and emergencies. This involves incorporating sustainable design practices and ensuring that buildings can withstand environmental challenges, thus safeguarding the community and municipal assets.
3. **Opportunities for Improved Space Utilization:** There is a need to optimize space utilization within municipal facilities. The plan proposes reorganizing staff locations and improving functional relationships between departments to enhance operational efficiency and service delivery. This includes conceptual possibilities for new departmental layouts and potential future expansions.
4. **Immediate to Medium Range Recommendations:** The plan provides a clear set of prioritized actions that can be undertaken in the near term. These include specific maintenance tasks, facility upgrades, and the construction of additional facilities to address current and future demands. Implementing these recommendations will ensure that the municipality's infrastructure can adequately support its operations and serve the community effectively.

The Strategic Facility Plan is intended to serve as a *guide* rather than a detailed implementation plan. While it provides standards, insights, and recommendations to help make informed decisions about future space needs and utilization, it does not commit the municipality to any specific course of action or timeline for the proposed recommendations. Any actions that cannot be accommodated within existing approved budgets will require approval through typical committee, council, and annual budgeting processes.

By adopting this plan Council will provide administration with a framework to guide the strategic management of our municipal facilities, ensuring they are equipped to serve the community effectively and sustainably.

Strategic Relevance:

- Promote and enhance recreational and cultural opportunities and spaces.
- Recognize the fundamental importance of our tourism economy.
- Nurture our most important relationships which are those within our organization, all of who share a commitment to best serve our community.

- Focus on prevention, mitigation, and preparation for natural disasters.
- Empower our staff by investing in the training and tools they require.
- Proactively plan for and invest in the maintenance and management of our natural assets and built infrastructure.

Inclusion Considerations:

The Strategic Facility Plan prioritizes accessibility and inclusivity in its design standards, ensuring that all community members, can comfortably access municipal facilities. The plan also considers diverse staff needs, fostering inclusive and welcoming spaces for the public and workplaces for staff.

Relevant Legislation:

NA

Financial:

As a guiding document, there are no immediate financial impacts of adopting the Strategic Facility Plan. Initial costs will be within the existing budget, with long-term funding strategies to be developed.

Future projects will be subject to the municipalities, regular operational and capital budget approval process. Individual projects will be detailed in subsequent requests for decisions or budget proposals, with funding sources to be identified for individual projects over time.

Attachments:

- Strategic Facility Plan link:
https://jasper.municipalwebsites.ca/UploadFiles/Docs/JasperSFPReportFinalReport20240614_XTUFSL.pdf

AGENDA ITEM 7.2

REQUEST FOR DECISION

Subject: 2022-2024 Utility Receivable/Write-Off Request

From: Bill Given, Chief Administrative Officer

Prepared by: Natasha Malenchak, Director of Finance and Administration

Date: June 25, 2024



Recommendation:

- That Committee direct Administration to assist the United Church in exploring alternative solutions for the largest meter connected to property; and,
- 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.

Alternatives:

- That Committee recommend Council to authorize the write off the Utility receivable in the amount of \$10,586.88 and take no further action.
- That Committee recommend Council to authorize Administration to bill the United Church Capital and Connection charges based on the 5/8" meter size going forward.
- That Committee direct Administration to bring forward changes to the Utility Rate Bylaw to bill all properties that have more than 1 meter Capital and Connection charges based on the smallest meter size going forward.
- That Committee receive this report for information and take no further action.

Background:

Jasper's water utility billing model includes components related to Connection, Consumption and Capital concept (CCC Rate model). The fees for the Connection and Capital Charges are directly related to the size of the water service and meter at the property.

At the March 12, 2023 Committee of the Whole meeting, Committee received recommendations and alternatives from Administration regarding the request from the Jasper United Church concerning their utility bill. The original piece of correspondence was received at the February 13, 2024 Committee of the Whole meeting.

MOTION by Councillor Kelleher-Empey was that Committee direct Administration to set-up a utilities workshop to review the current model within the next three months; and that Committee tables this request to that workshop.

The workshop was presented to council on June 18th and is thus now coming before committee to discuss the initial request for decision on March 12, 2024 and the information received at the workshop.

Discussion:

The United Church (and McCready Centre) has been paying for their consumption, for one connection of the

smallest meter and two capital charges of the smallest meter since the change in process in 2022. This has left their account outstanding in the amount of \$10,586.88 over the course of 2 years. The table below shows a comparison of all the churches in town for the billing period of May/June 2024.

	Combined Water & Sewer					Total
	May/June '24 Consumption	Meter Size	Consumption	Connection	Capital	
Name	m3		\$2.81/\$3.04/\$3.83 (per m3)			
United/McCready	10	2"	\$28.10	\$332.18	\$660.97	
Residence	15	5/8"	\$42.15		\$74.48	\$1,137.88
Church B/Residence	26	5/8"	\$73.06	\$42.58	\$74.48	\$190.12
Church C/Residence	11	5/8"	\$30.91	\$42.58	\$74.48	\$147.97
Church D	3	3/4"	\$8.43	\$42.58	\$74.48	\$125.49
Residence	31	5/8"	\$87.11	\$42.58	\$74.48	\$204.17
Church E	1	5/8"	\$2.81	\$42.58	\$74.48	\$119.87
Residence	43	5/8"	\$122.67	\$42.58	\$74.48	\$239.73
Church F	29	5/8"	\$81.49	\$42.58	\$74.48	\$198.55
Residence	12	5/8"	\$33.72	\$42.58	\$74.48	\$150.78

The United Church sees a significantly higher total bill than other church properties due to the 2" meter serving the hall and church. Although administration doesn't have complete information, this larger service size was likely a requirement at the time of development.

Administration would note that while this cost may pose a challenge for the United Church, it is actually an example of the CCC rate model working as intended: A property with a larger service size is making a larger contribution towards improving and maintaining the infrastructure that serves that property. While it may be modest, the church does have revenue generating potential associated with it. This is likely different than other church properties in the townsite.

Should Council approve special considerations for the United Church it is possible that other property holders may request similar treatment. There are 37 account holders that have more than 1 meter and of these, just 7 are similar to the United Church and have meters of different sizes. If all these accounts were to pay at the cost of the smallest of all their meters, the loss annually would be ~\$37,000 (retro-actively ~\$74,000 for 2022-2023).

The United Church's higher utility bill, due to its larger service meter, reflects the intended functioning of the CCC rate model, ensuring those with greater infrastructure use contribute more. Granting the church special considerations could prompt similar requests from other properties, risking financial losses for the utility. As a user pay system the lost revenue would have to be recovered from other utility rate payers. Administration

recommends taking no action to maintain fairness and financial stability under the current rate system.

Inclusion Considerations:

Church buildings serve as community hubs, offering spaces for gatherings, non-profit groups, and various social activities which contribute to community cohesion and engagement.

Relevant Legislation:

- Municipality of Jasper [Bylaw #259 - Utility Fees and Levy and Collection Bylaw 2024](#)

Strategic Relevance:

- Proactively plan for and invest in the maintenance and management of our natural assets and built infrastructure.
- Pursue alternative revenue sources and equitable distribution of costs.

Financial:

The write off expense of \$10,586.88 in 2024 fiscal year will reduce the utilities receivable and the 2024 year-end surplus or increase year end deficit. Billing all properties that have more than 1 meter Capital and Connection charges based on the smallest meter size would reduce annual utility revenue by ~\$37,000/year.

Attachments:

- Letter from Jasper United Church dated January 24, 2024
- Utility Workshop Summary

JASPER UNITED CHURCH

Box 967

Jasper, Alberta

780-852-4334

e-mail: jasperunitedchurch@hotmail.com

January 24, 2024

Mayor & Council
Municipality of Jasper
Box 520
Jasper, Alberta
T0E 1E0



Re: 701 Turret Street, Jasper, Alberta - Utility A/C 01003.01

Starting in January, 2022, there was a change approved by council to add a connection and capital fee to utility invoices. This change would also reflect the size of pipe at the location of service. There are presently 2 water meters on this utility account. One for the manse is 5/8", a typical residential size meter. The one for the church/McCready Centre is 2".

March, 2022 - When we received our first invoice, which increased by more than 500%, the church & McCready Centre were billed at >1.5". We contacted the Municipality in this regard requesting a review of our account. When the McCready Centre was constructed in the early 1960's, a larger line was installed. Even though this larger line was originally installed, it wasn't and isn't required nor fully utilized. When reviewing our consumption, it is the same as a family residence.

September, 2022 - We did not receive further invoices after this original contact with the Municipality.

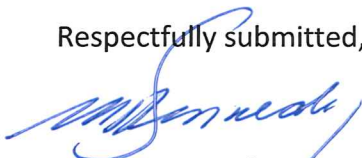
March, 2023 - After speaking with Janet Schmidt and asking for invoices, we advised that we would recalculate our invoices at a <1" rate and have been keeping our account up-to-date.

November, 2023 - As we had not received any communication, we asked for a resolution.

January, 2024 - We were advised that a formal submission needed to go through the Council Procedure.

We are requesting that consideration be given to our utility billing being invoiced at <1", and that the balance forward be removed.

Respectfully submitted,


Wayne Kennedy,
Property Committee


Cathy Meggison,
Finance Committee

4 Year Comparison of Revenue to Budget

		Actual	Budget	Variance	
2021 Consumption	Water	\$ 976,354.00	\$ 1,129,498.00	\$ (153,144.00)	86%
	Sewer	\$ 1,899,948.00	\$ 2,184,681.00	\$ (284,733.00)	87%
	Total	\$ 2,876,302.00	\$ 3,314,179.00	\$ (437,877.00)	87%

		Actual	Budget	Variance	
2022 CCC Model	Water	\$ 1,414,893.00	\$ 1,405,410.00	\$ 9,483.00	101%
	Sewer	\$ 2,679,629.00	\$ 2,480,649.00	\$ 198,980.00	108%
	Total	\$ 4,094,522.00	\$ 3,886,059.00	\$ 208,463.00	105%

		Actual	Budget	Variance	
2023 CCC Model	Water	\$ 1,404,279.00	\$ 1,394,520.00	\$ 9,759.00	101%
	Sewer	\$ 2,695,932.00	\$ 2,631,789.00	\$ 64,143.00	102%
	Total	\$ 4,100,211.00	\$ 4,026,309.00	\$ 73,902.00	102%

		Actual	Budget	Variance	
2024 CCC Model *	Water	\$ 422,018.00	\$ 1,518,297.00	\$ (1,096,279.00)	28%
	Sewer	\$ 797,380.00	\$ 2,920,465.00	\$ (2,123,085.00)	27%
	Total	\$ 1,219,398.00	\$ 4,438,762.00	\$ (3,219,364.00)	27%

* Note that 2024 reflects only Jan to Apr, "on budget" would be 33%... Summer months typically provide more revenue.

Residential										
	Year	m3	Consumption	Connection	Capital	Total	Yr over Yr Change	Per Month Change	2 year per month Change	
Single Family Dwelling w/o AA										
Sample A	2021	249	\$ 993.51	\$ -	\$ -	\$ 993.51	\$0.00	\$0.00		
	2022	226	\$ 610.08	\$ 250.02	\$ 399.96	\$ 1,260.06	\$266.55	\$22.21		
	2023	239	\$ 648.88	\$ 249.96	\$ 434.76	\$ 1,333.60	\$73.54	\$6.13	\$28.34	
Single Family Dwelling w/o AA										
Sample B	2021	189	\$ 754.11	\$ -	\$ -	\$ 754.11	\$0.00	\$0.00		
	2022	156	\$ 418.08	\$ 250.02	\$ 399.96	\$ 1,068.06	\$313.95	\$26.16		
	2023	151	\$ 404.68	\$ 249.96	\$ 434.76	\$ 1,089.40	\$21.34	\$1.78	\$27.94	
Single Family Dwelling w AA										
Sample C	2021	294	\$ 1,173.06	\$ -	\$ -	\$ 1,173.06	\$0.00	\$0.00		
	2022	285	\$ 780.30	\$ 250.02	\$ 399.96	\$ 1,430.28	\$257.22	\$21.44		
	2023	320	\$ 891.99	\$ 249.96	\$ 434.76	\$ 1,576.71	\$146.43	\$12.20	\$33.64	
Single Family Dwelling w AA										
Sample D	2021	379	\$ 1,512.21	\$ -	\$ -	\$ 1,512.21	\$0.00	\$0.00		
	2022	346	\$ 970.70	\$ 250.02	\$ 399.96	\$ 1,620.68	\$108.47	\$9.04		
	2023	318	\$ 902.95	\$ 249.96	\$ 434.76	\$ 1,587.67	-\$33.01	-\$2.75	\$6.29	
Condo - Stone Mountain										
Sample E	2021	179	\$ 714.21	\$ -	\$ -	\$ 714.21	\$0.00	\$0.00		
	2022	152	\$ 407.36	\$ 248.82	\$ 399.96	\$ 1,056.14	\$264.61	\$22.05		
	2023	140	\$ 375.20	\$ 251.16	\$ 434.76	\$ 1,061.12	-\$6.96	-\$0.58	\$21.47	
Southview Coop										
Sample F	2021	281	\$ 1,121.19	\$ -	\$ -	\$ 1,121.19	\$0.00	\$0.00		
	2022	270	\$ 736.80	\$ 250.02	\$ 417.36	\$ 1,404.18	\$282.99	\$23.58		
	2023	242	\$ 656.26	\$ 249.96	\$ 417.36	\$ 1,323.58	-\$80.60	-\$6.72	\$16.87	
Apartment										
Sample G	2021	7,030	\$ 28,049.70	\$ -	\$ -	\$ 28,049.70	\$0.00	\$0.00		2 year per month Change Per Unit
36 Units	2022	6,141	\$ 24,902.85	\$ 1,950.00	\$ 3,549.96	\$ 30,402.81	\$2,353.11	\$235.06		
	2023	5,879	\$ 23,859.25	\$ 1,950.00	\$ 3,858.48	\$ 29,667.73	-\$735.08	-\$39.93	\$195.13	\$5.42
Apartment										
Sample H	2021	1,565	\$ 6,244.35	\$ -	\$ -	\$ 6,244.35	\$0.00	\$0.00		
14 Units	2022	1,183	\$ 3,979.25	\$ 1,950.00	\$ 3,549.96	\$ 9,479.21	\$3,234.86	\$269.57		
	2023	1,274	\$ 4,311.40	\$ 1,950.00	\$ 3,858.48	\$ 10,119.88	\$640.67	\$53.39	\$322.96	\$23.07

Non Residential											
	Year	m3	Consumption	Connection	Capital	Total	Yr over Yr Change	Per Month Change	2 year Change	2 Year Change per Month	Increase to room per night at max capacity
Hotel	2019	6,824	\$ 23,338.08	\$ -	\$ -	\$ 23,338.08					
Sample A	2021	7,226	\$ 28,831.74	\$ -	\$ -	\$ 28,831.74	\$5,493.66	\$457.81			
80 Rooms	2022	8,827	\$ 36,406.30	\$ 2,200.02	\$ 7,901.04	\$ 46,507.36	\$17,675.62	\$1,472.97			
	2023	8,724	\$ 35,410.29	\$ 2,200.02	\$ 7,901.04	\$ 45,511.35	-\$996.01	-\$83.00	\$1,389.97	\$17.37	\$0.05
Hotel	2019	12,530	\$ 42,852.51	\$ -	\$ -	\$ 42,852.51					
Sample B	2021	11,500	\$ 45,885.00	\$ -	\$ -	\$ 45,885.00	\$3,032.49	\$252.71			
61 Rooms	2022	13,140	\$ 56,748.30	\$ 1,950.00	\$ 3,549.96	\$ 62,248.26	\$16,363.26	\$1,363.61			
	2023	13,560	\$ 58,659.30	\$ 1,950.00	\$ 3,858.48	\$ 64,467.78	\$2,219.52	\$184.96	\$1,548.57	\$25.39	\$0.07
Large Central Business District Business											
Sample C	2019	2,503	\$ 8,560.26	\$ -	\$ -	\$ 8,560.26					
1 Restaurant	2021	7,545	\$ 30,104.55	\$ -	\$ -	\$ 30,104.55	\$21,544.29	\$1,795.36			
	2022	9,388	\$ 39,676.70	\$ 1,300.02	\$ 2,000.04	\$ 42,976.76	\$12,872.21	\$1,072.68			
	2023	8,189	\$ 34,221.25	\$ 1,299.96	\$ 2,173.80	\$ 37,695.01	-\$5,281.75	-\$440.15	\$632.54		
Large Central Business District Business											
Sample D	2019	7,689	\$ 26,296.38			\$ 26,296.38					
1 Restaurant, 2 Fast Food and 1 Retail	2021	9,933	\$ 39,632.67	\$ -	\$ -	\$ 39,632.67	\$13,336.29	\$1,111.36			
	2022	9,543	\$ 40,365.99	\$ 1,950.00	\$ 7,101.12	\$ 49,417.11	\$9,784.44	\$815.37	Per Unit		
	2023	12,307	\$ 52,930.43	\$ 1,950.00	\$ 7,101.12	\$ 61,981.55	\$12,564.44	\$1,047.04	\$465.60		
Small Central Business District Business											
Sample E	2021	138	\$ 550.62	\$ -	\$ -	\$ 550.62	\$0.00	\$0.00			
	2022	115	\$ 308.20	\$ 250.02	\$ 399.96	\$ 958.18	\$407.56	\$33.96			
	2023	91	\$ 243.88	\$ 249.96	\$ 434.76	\$ 928.60	-\$29.58	-\$2.46	\$31.50		
Small Central Business District Business											
Sample F	2021	776	\$ 3,096.24	\$ -	\$ -	\$ 3,096.24	\$0.00	\$0.00			
(attached residence)	2022	325	\$ 924.27	\$ 250.02	\$ 399.96	\$ 1,574.25	-\$1,521.99	-\$126.83			
	2023	564	\$ 1,813.89	\$ 249.96	\$ 434.76	\$ 2,467.48	\$893.23	\$74.44	-\$52.40		
S-Block											
Sample G	2021	85	\$ 339.15	\$ -	\$ -	\$ 339.15	\$0.00	\$0.00			
	2022	42	\$ 112.56	\$ 250.02	\$ 399.96	\$ 762.54	\$423.39	\$35.28			
	2023	25	\$ 67.00	\$ 249.96	\$ 434.76	\$ 751.72	-\$10.82	-\$0.90	\$34.38		
S-Block											
Sample H	2021	27	\$ 107.73	\$ -	\$ -	\$ 107.73	\$0.00	\$0.00			
	2022	30	\$ 80.40	\$ 250.02	\$ 399.96	\$ 730.38	\$622.65	\$51.89			
	2023	28	\$ 75.04	\$ 249.96	\$ 434.76	\$ 759.76	\$29.38	\$2.45	\$54.34		

Properties with more than ONE meter - of different size

	Meter 1	Meter 2	Meter 3	Meter 4	Water and Sewer		
					Per Billing		
Name	Size	Size	Size	Size	Connection	Capital	Total
Sample A	2"	1"	2"	1"	\$332.18	\$1,470.90	\$1,803.08
Sample B	3"	1"	2"	1"	\$332.18	\$1,470.90	\$1,803.08
Sample C	3/4"	1.5"	1"		\$221.45	\$521.34	\$742.79
Sample D	3"	5/8"			\$332.18	\$735.45	\$1,067.63
Sample E	1.5"	2"			\$260.30	\$1,033.35	\$1,293.65
Sample F	5/8"	1.5"			\$221.45	\$446.86	\$668.31
Sample G	2"	1"			\$332.18	\$735.45	\$1,067.63
The United Church of Canada	2"	5/8"			\$332.18	\$735.45	\$1,067.63

2024 Rates	Water		Sewer	
	Connection	Capital	Connection	Capital
under 1"	\$27.64	\$41.38	\$14.94	\$33.10
1.5"	\$143.75	\$206.90	\$77.70	\$165.48
over 1.5"	\$215.63	\$367.23	\$116.55	\$293.74

AGENDA ITEM 7.3

REQUEST FOR DECISION

Subject: Men's Shed Proposed Partnership Agreement
From: Bill Given, Chief Administrative Officer
Prepared by: Christopher Read, Director of Community Development
Date: June 25, 2024



Recommendation:

- 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.

Alternatives:

- That Committee approve in principle the draft partnership with amendments.
- That Committee direct Administration to revise the draft partnership as discussed and return to a future Committee of the whole.
- That Committee recommend Council decline the Men's Shed request to be located on municipal property.

Background:

At the March 12, 2024 Committee meeting of Council, Administration presented the results of the review of possible locations and costs of creating a Men's Shed in Jasper. After discussion, Council passed the following motion:

#123/24 MOTION by Councillor Wilson that Committee direct Administration to develop a partnership to create a Men's Shed in one bay of the 3-bay garage at the Activity Centre and return to a future Committee meeting with the proposed partnership agreement.
FOR 6 Councillors AGAINST 0 Councillors CARRIED

Administration has met with several representatives of the Men's Shed, and discussed the attached partnership agreement thoroughly. The Men's Shed Jasper Society is in development and should attain active society status by the Fall.

Discussion:

The space is currently in use by Carlson as a site office for the Recreation Renovation Project and as such we are not in a position to fully research, cost, and begin the renovations at the space until the Fall at the earliest. The Men's Shed group are aware of this timeline, and are in favour of the location so are willing to wait until it can be made available.

The estimates to bring the space up to code for this type of use are in the \$30,000 to \$40,000 range, not including all of the equipment the Men's Shed hopes to install. The Men's Shed group have offered to help in any way possible to reduce that initial cost of startup, and are fundraising for the equipment they will install.

As the project is not in the current 2024 budget, and administration is at capacity for project management in 2024, Administration recommends referring this item to the 2025 budget process for Council discussion and decision. Should the Men's Shed group find alternate sources of funding that can be applied to this project, Administration can bring this item back before Council at that time.

Administration recommends allowing the first year of operation to occur as presented, with the data collected by both parties used to inform the deliverables included or modified in the next agreement period.

Strategic Relevance:

- Take proactive steps to reduce the risk of people becoming vulnerable and respond when they are vulnerable.
- 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.

Financial:

Funds to support this work have not been included in the 2024 operating or capital budgets. The Men's Shed group have begun fundraising to support the project.

Attachment:

MENS SHED - MOJ 2024 PARTNERSHIP AGREEMENT F-104 DRAFT



Partnership Funding Agreement (Policy F-104)

THE PARTNERSHIP:

The Municipality of Jasper, represented by: Christopher Read
AND
The Men's Shed Jasper Society, represented by: Robin Marks and Jeff Willson

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

THE MUNICIPALITY OF JASPER (MOJ) WILL:

1. Provide one point of contact for MEN'S SHED 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 MEN'S SHED members.
4. Actively support MEN'S SHED in all public communications.
5. Provide a space as described in Appendix A.

MEN'S SHED JASPER SOCIETY (MEN'S SHED) WILL:

1. Deliver Programs/Services as described in Appendix A.
2. Provide an annual report and any funding request to Council in early fall ANNUALLY, describing the status of the programs/services (Appendix A) AND the status of the organization, including active Alberta society status.
3. Participate regularly (quarterly) in appropriate community meetings such as Community Conversations, etc.
4. Promote membership and programs/services using the online calendar function of the MOJ website.
5. Share MEN'S SHED's expertise, innovation, creativity and commitment with the MOJ and the community.
6. 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

Robin Marks
Co-Chair
Men's Shed Jasper Society

Jeff Wilson
Co-Chair

The Partners agree:

- This agreement shall commence upon date of signing and continue for an initial term of 1 year, with an annual renewal if both parties are satisfied with the agreement. Either party may terminate this agreement by providing 90 days written notice to the other party.
- Each party agrees to indemnify and hold harmless the other party from any claims, damages, losses, or expenses arising out of its own negligence or breach of this agreement.
- Any modifications or amendments to this agreement must be made in writing and signed by both parties.

The MOJ will:

- Provide and maintain the workshop space in good condition, ensuring it meets safety standards and is accessible to members and guests of the Men's Shed during the operating hours of the Activity Centre. (Note: this includes holidays and other closures)
- Provide utilities (electricity, heating, ventilation) necessary for the operation of the workshop space.

The Men's Shed will:

- Maintain appropriate insurance coverage for its activities conducted within the workshop space, including but not limited to general liability insurance, and list the MOJ as an additional named insured on the policy.
- Use the workshop space in accordance with all applicable laws and regulations.
- Maintain cleanliness and order within the workshop space.
- Ensure proper functional personal protective equipment (PPE) is available in the space, and worn correctly and appropriately by all Men's Shed members in the space.
- Ensure adequate and appropriate safe work practices (SWP's) are posted in the space, and all members are adequately trained on all applicable SWP's before entering.
- Conduct activities that align with the Men's Shed mission and contribute positively to the community.
- Provide public access and programs to the space under supervision of Men's Shed members.
- Always have two people on site whenever the space is open. Alternatively, submit a suitable working alone procedure to MOJ for approval.
- Ensure the work and equipment remain inside the space at all times - no use of adjacent spaces or outside the space can occur without prior MOJ approval.
- Ensure MOJ approves all equipment to be added to the space prior to installation.
- Ensure Men's Shed signage is to MOJ standard & approved by MOJ before installation.

Appendix B (COMMUNITY CONVERSATIONS)

Recipients of funding from the municipality are required to attend a minimum of 6 Community Conversations per year (can be anyone representing MEN'S SHED – can be via zoom or in person). There are 9 opportunities per year for groups to attend each life-stage conversation. In MEN'S SHED's case, the most logical life stages are represented in the adult conversation and the school-age conversation – though MEN'S SHED 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 7.4

REQUEST FOR DECISION

Subject: 2024 Wayfinding Project
From: Bill Given, Chief Administrative Officer
Reviewed by: Christine Nadon, Director of Protective & Legislative Services
Date: June 25, 2024



Recommendation:

That Committee recommend that Council award the 2024 Wayfinding Project to Burke Group of Companies Ltd. in the amount of \$36,802.99.

Alternatives:

- That Committee direct Administration to revise the project scope and return to a future Committee meeting.
- That Committee receive the report for information and take no further action.

Background:

In 2016 the Municipality adopted Wayfinding & Signage Guidelines.

To date, the Municipality has completed the first phase of the plan with the installation of two (2) Primary Gateway signs at the entrances to the townsite. The 2024 approved budget includes \$30,000 for wayfinding, carried forward from the 2023 budget. The project funding is 100% grant supported.

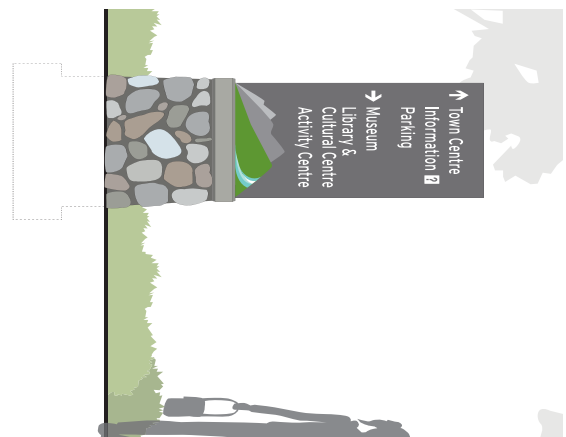
On May 17th a RFP was posted to Alberta Purchasing Connection. The RFP closed on June 14th and two submissions were received.

Discussion:

The 2016 guidelines provide a more integrated, comprehensive, and visual guide for reaching destinations and points of interest within the town. These guidelines established a comprehensive plan and design specifications for a municipal-wide wayfinding and signage program aimed at supporting easy navigation around the community and its amenities while reflecting a unified, consistent design treatment.

The recommendation to award the 2024 Wayfinding Project aligns with the municipality's strategic goals to improve community navigation and maintain visual consistency in signage across the townsite. Additionally, the improved signage will enhance the visibility of community facilities such as the Library & Cultural Centre, the Museum, and municipal recreation facilities for visitors.

As shown at right the design will be consistent with the 2016 Wayfinding and Signage Guidelines and the new town entrance signs that were established in 2021.



While the total project cost of \$36,802.99 exceeds the approved budget of \$30,000 the Burke Group of Companies Ltd. submission was approximately \$32,000 less than the other submission received. Under B-109 the overage requires council approval and administration is recommending the additional \$6,802.99 can be funded from Local Government Fiscal Framework grant funds which is similar to the original source of funding.

One alternative to consider is reducing the number of sign locations from three to two. This approach would decrease the project's financial requirements and potentially align the total cost with the approved budget. However, reducing the number of signs will reduce the economies of scale of the project and could result in less comprehensive navigation assistance for residents and visitors.

Maintaining the original plan for three sign locations provides the most comprehensive navigation solution and aligns with the established guidelines. It ensures that the wayfinding system covers more areas within the town, thereby enhancing the overall user experience.

Strategic Relevance:

- Recognize the fundamental importance of our tourism economy.
- Promote and enhance recreational and cultural opportunities and spaces.
- Ensure residents receive quality service that provides strong value for dollar.

Inclusion Considerations:

The 2024 Wayfinding Project will enhance ease of navigation for visitors, including those with disabilities, by providing clear and consistent signage that includes the use of pictograms.

Relevant Legislation:

- [Policy B-109 Fiscal Controls Financial Reporting](#)
- [Policy B-120 Procurement](#)

Financial:

The total cost of the project is \$36,802.99. The approved budget includes \$30,000, with the additional funding of \$6,802.99 recommended to come from LGFF funding.

Attachments:

None

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.	June 2024	Recommended to be deferred to July 2024
The Men's Shed	March 12, 2024	Director of Community Development	That Committee direct Administration to develop a partnership to create a Men's Shed in one bay of the 3-bay garage at the Activity Centre and return to a future Committee meeting with the proposed partnership agreement.	June 2024	
Utilities Workshop & Jasper United Church Request	March 12, 2024	CAO and Director of Finance & Administration	That Committee direct Administration to set-up a utilities workshop to review the current model within the next three months; and that Committee tables this request to that workshop.	June 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.	June 2024	Recommended to be deferred to July 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 Operations & Utilities	That Committee direct Administration to develop a proposal to better utilize the S-Block Parking Lot, including project scope and budget for larger stalls with a return on investment, and report at a future Committee meeting.	August 2024	
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	
Indigenous Relations Strategy and Action Plan	May 28, 2024	Director of Community Development	That Committee direct Administration to schedule a Council workshop to inform the development of an Indigenous Relations Strategy and Action Plan.	August 2024	Recommended to be removed
Water Fountain Request	June 4, 2024	Director of Community Development	That Council support the request in principle and direct Administration to report back to a future Committee of the Whole meeting with a cost and feasibility report concerning the request for a water fountain at the Jasper Library & Cultural Centre.	September 2024	Recommended to be removed
Transit Fleet Facility Procurement	June 11, 2024	CAO	That Committee direct Administration to structure a contract representing the division of the design and construction phases.	June 2024	Recommended to be removed