

Municipality of Jasper
Committee of the Whole Meeting Agenda
November 8, 2022 | 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 Hall to chair meeting

2. Additions to agenda

3. Approval of agenda

3.1 November 8, 2022 Committee of the Whole agenda attachment

4. October 25, 2022 Committee of the Whole minutes attachment

4.1 Business arising from minutes

5. Delegations

5.1 WSP sewer modelling study report attachment

6. Correspondence

6.1 Community Futures West Yellowhead, request for funding attachment

6.2 Anita Forabosco – Cemetery attachment

6.3 Evergreens Foundation, request for funding attachment

7. New business

7.1 WSP sewer modelling attachment

7.2 Reserve Policy attachment

7.3 Director's report – Operations attachment

7.4 Property Assessment Services attachment

7.5 ATCO solar viability study attachment

8. Motion Action List attachment

9. Councillor upcoming meetings

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

10. Upcoming events

Remembrance Day – November 11, Jasper Activity Centre, 10:30am

3rd Annual Jasper Legion Mess Gala Dinner – November 12, Jasper Royal Canadian Legion, 5pm

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

Municipality of Jasper
Committee of the Whole Meeting Agenda
November 8, 2022 | 9:30 am
Jasper Library & Cultural Centre – Quorum Room

Budget Presentations – November 15 & 16, Jasper Library & Cultural Centre, 9:30am

Jasper Park Chamber of Commerce General Meeting – November 16, Pyramid Lake Resort, 7:30am

NETMA – November 23, Marmot Basin

Jasper Park Chamber of Commerce Holiday Party 2022 – December 2, Fairmont Jasper Park Lodge

Community Christmas Party – December 16, Jasper Activity Centre, 6pm

11. Adjournment

Municipality of Jasper
Committee of the Whole Meeting Minutes
Tuesday, October 25, 2022 | 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 Rico Damota, Councillors Wendy Hall, Ralph Melnyk, Scott Wilson, Helen Kelleher-Empey and Kathleen Waxer
Also present	Bill Given, Chief Administrative Officer John Greathead, Director of Operations Christopher Read, Director of Community Development Amanda Stevens, Communications Manager Emma Acorn, Legislative Services Coordinator Bob Covey, The Jasper Local Peter Shokeir, The Fitzhugh Sasha Galitzki, Melody Gaboury, Ryan Esh & Monica Rodriguez, Food Security Working Group Rob Olson, Earls Restaurant 7 observers
Call to Order	Deputy Mayor Damota called the October 25, 2022 Committee of the Whole meeting to order at 9:30am and began with a Traditional Land Acknowledgement .
Additions to the agenda	Mayor Ireland requested to add the following item to the agenda: <ul style="list-style-type: none">7.9 Review of Community Conversations Policy
Approval of agenda #444/22	MOTION by Councillor Kelleher-Empey that Committee approve the agenda for the October 25, 2022 Committee of the Whole meeting with the following addition: <ul style="list-style-type: none">7.9 Review of Community Conversations Policy
	FOR 7 Councillors
	AGAINST 0 Councillor
	CARRIED
Business arising	none
Delegations – Food Security Working Group	Council received a presentation from the Food Security Working Group highlighting work in background planning and coordination; administration and coordination; facilities and assets; education and capacity building. Sasha Galitzki, Melody Gaboury, Ryan Esh & Monica Rodriguez were present to answer Council’s questions and provide further details.
Delegations – Rob Olson	Rob Olson shared information with Council in regards to an outdoor ice rink and sports pad. Mr. Olson acquired the budget proposal from Custom Ice Inc. which included options and estimates.

#445/22	MOTION by Councillor Wilson that Committee receive the presentation for information.			
	FOR	AGAINST		
	7 Councillors	0 Councillor		CARRIED
#446/22	MOTION by Mayor Ireland that Committee direct Administration to work with the proponent, Rob Olson, to acquire additional contact information and return to a future Committee of the Whole meeting.			
	FOR	AGAINST		
	7 Councillors	0 Councillor		CARRIED
Correspondence	Mayor Ireland acknowledged a message from Parks Canada Superintendent Alan Fehr commending the collaborative work between the Municipality of Jasper and Parks Canada during the Chetamon Wildfire, and expressed Mr. Fehr's and his own thanks to all staff involved.			
Food Security Working Group	Director of Community Development, Christopher Read, presented recommendations to Council from the Food Security Working Group; background information on the membership and purpose of the group; and a history of the tasks undertaken.			
#447/22	MOTION by Councillor Waxer that Committee receive the recommendations from the Food Security Working Group for information; and			
	That Committee refer the recommendations to the 2023 budget discussions.			
	FOR	AGAINST		
	7 Councillors	0 Councillor		CARRIED
Recess	Deputy Mayor Damota called a recess from 10:56 – 11:08am.			
Parcel CH (Future RCMP Site) Housing Opportunity #448/22	Council received a report from CAO Bill Given detailing a potential housing opportunity on Parcel CH, the site of the future RCMP detachment.			
	MOTION by MAYOR IRELAND that Committee refer the Parcel CH site servicing project to the 2023 capital budget discussion.			
	FOR	AGAINST		
	7 Councillors	0 Councillor		CARRIED
Housing Strategy Resources	Council received a report from Administration regarding the Municipality's current Housing Strategy Resources. Administration will present a new Community Housing Manager role, detailed in the report, as a new position request during the 2023 budget presentation.			
#449/22	MOTION by Councillor Wilson that Committee receive the Housing Strategies Resources report for information.			

#453/22	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Clean Energy Improvement Program #454/22	MOTION by Councillor Wilson that Committee direct Administration to return to a future Committee of the Whole meeting with a report on the Clean Energy Improvement Program and the Property Assessed Clean Energy (PACE) legislation.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Review of Policy A-005 Community Conversations #455/22	MOTION by Mayor Ireland that Committee direct Administration to perform a review of Policy A-005 Community Conversations and report back to a future Committee of the Whole meeting.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Motion Action List	Administration reviewed the Motion Action List.		
#456/22	MOTION by Councillor Melnyk that Committee approve the Motion Action List with updates to the timeline and the removal of the items addressed today including: <ul style="list-style-type: none"> • Policy B-017 Community & Economic Development Fund • JCHC Governance Review - 2 • Jasper Museum Storage Container • Sledding at Snape's Hill • Community Conversations – Environmental Responsibility • Petro Canada • Utility Rate Model Outcomes Review 		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Councillor reports	Mayor Ireland will be leaving town early Wednesday morning and requested assistance from the Deputy Mayor to chair the Intergovernmental meeting scheduled for Thursday at 2:00pm.		
	Councillor Hall will be delivering welcoming remarks at the Alberta Foster & Kinship Association Conference at the Forest Park Hotel this Thursday on behalf of the Mayor.		
Upcoming Events	Council reviewed a list of upcoming events.		
Adjournment #457/22	MOTION by Councillor Keller-Empey that, there being no further business, the Committee of the Whole meeting of October 25, 2022 be adjourned at 1:00pm and Council reconvene for the Organizational meeting at 2:00pm.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED



Jasper Wastewater Model Project

WSP Canada Inc.

November 8, 2022

Scope of work



Scope of work

1. Background review.
2. Develop a hydraulic model of the MOJ's wastewater collection system (calibrated and validated).
3. Implement a temporary flow monitoring program.
4. Assess the conveyance capacity (not condition) of the wastewater collection system under existing and future conditions.
5. Develop improvement projects to address existing and future development needs.

wsp

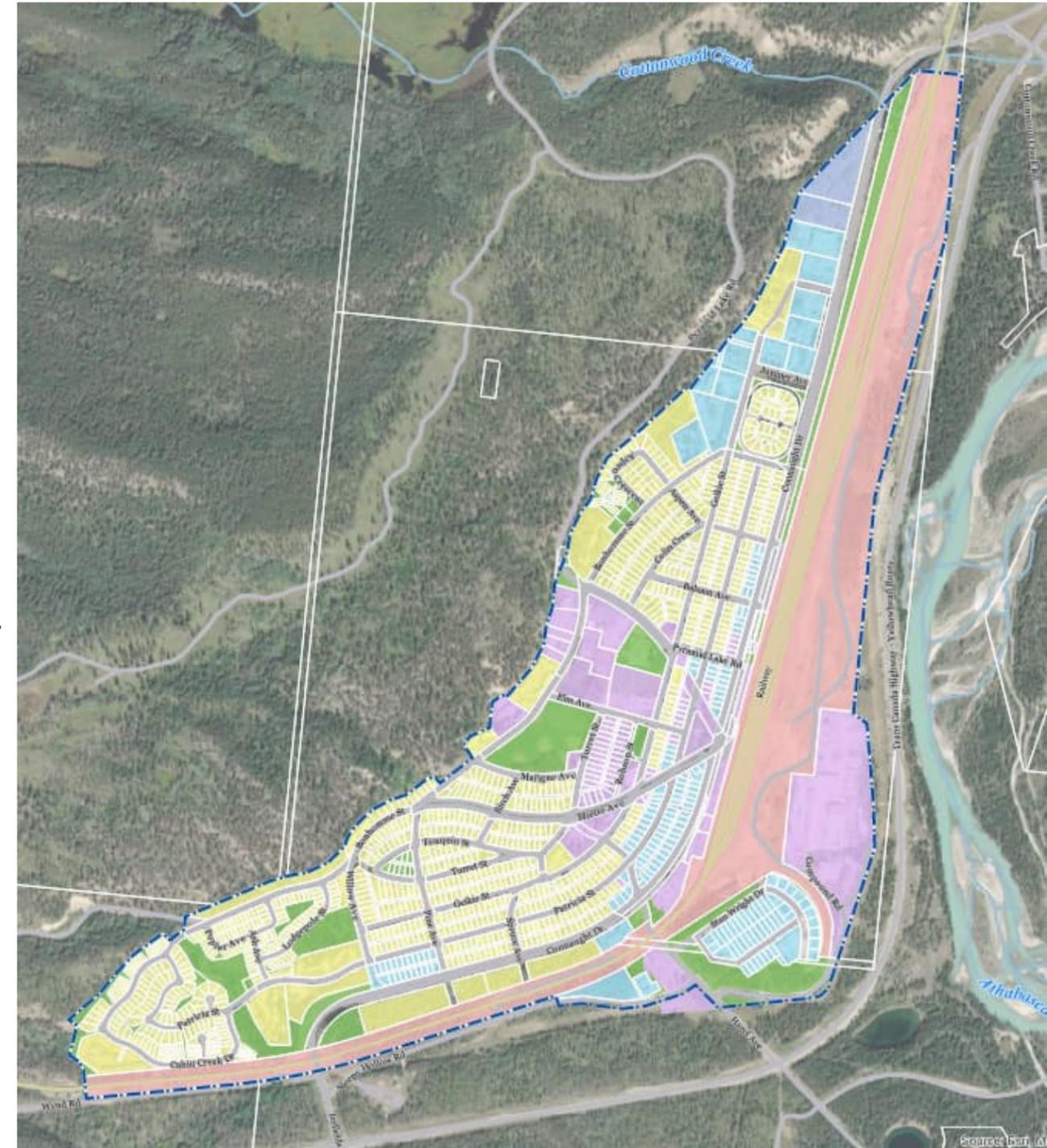
Study area

WSP

Existing zoning and population

Service population

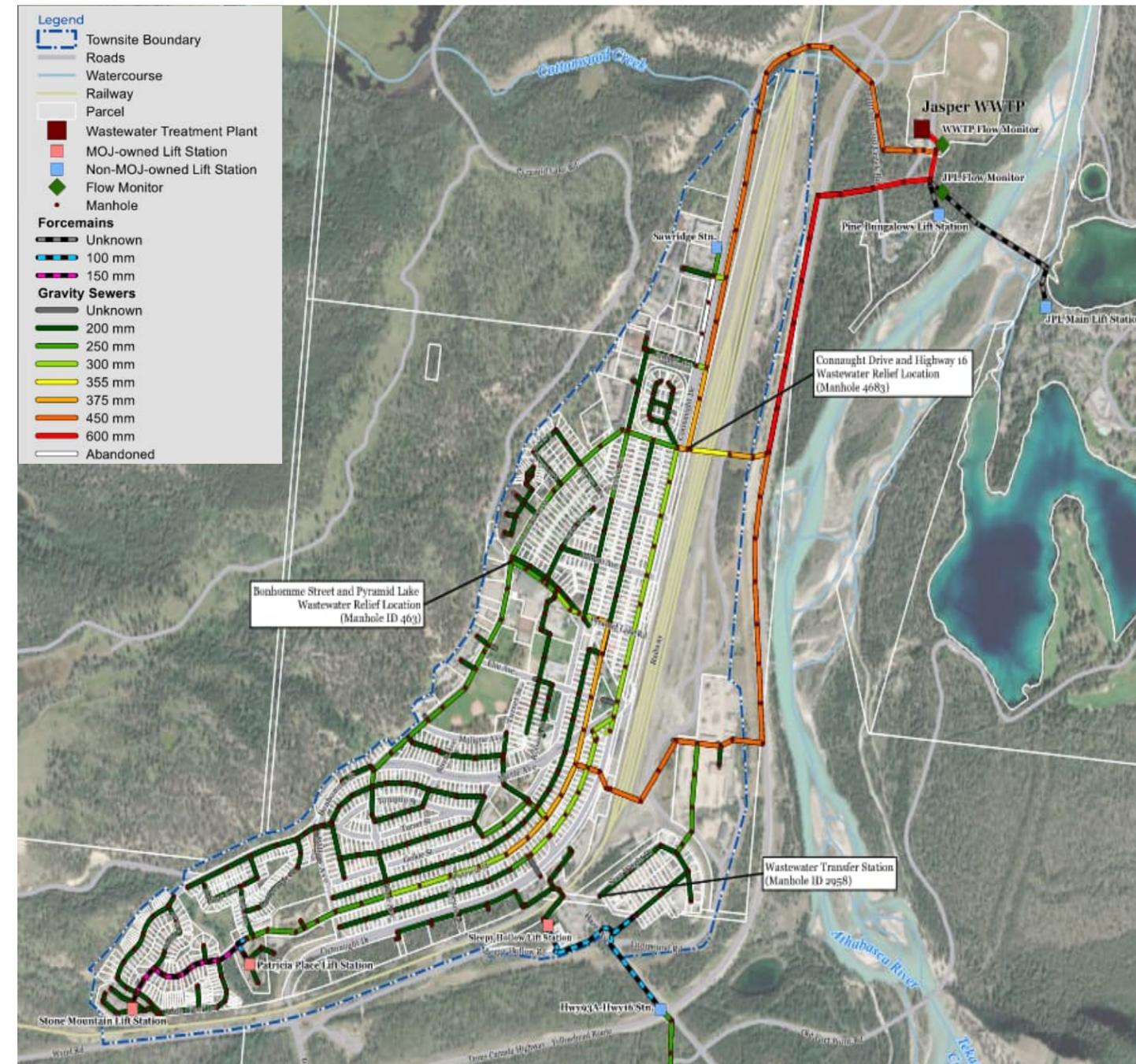
- Townsite population: 4,029 people (Statistics Canada, 2022).
- Campgrounds (Whistlers and Wapiti): 1,144 sites.
- Shadow population: as much as 474 people.
- Tourist accommodations: 1,345 units.



Existing wastewater collection system

Key facts:

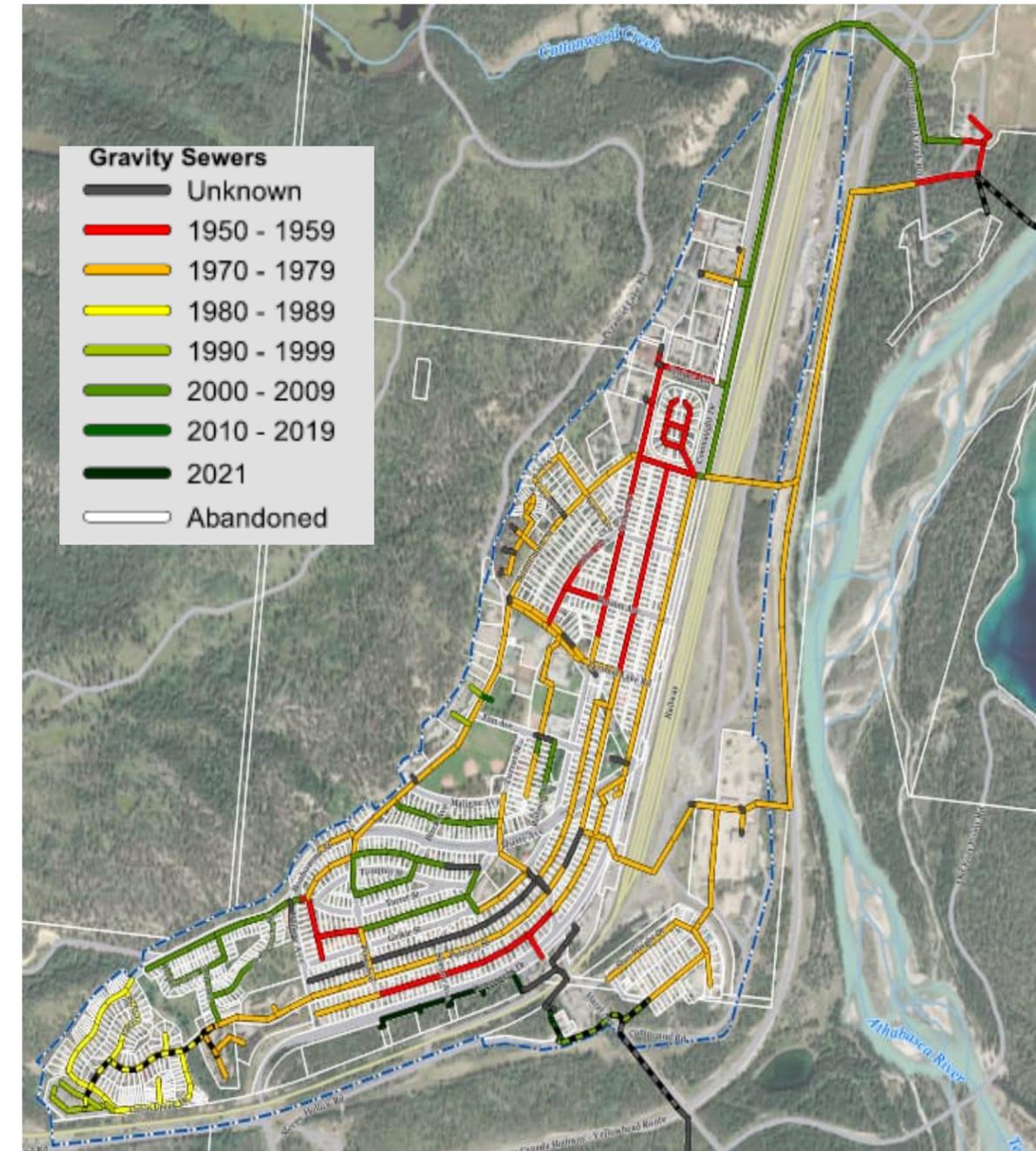
- One Level IV wastewater treatment plant (WWTP).
- 24.6 km of gravity sewers (200 to 600 mm diameter).
- Three lift stations and ~ 1.0 km of force mains.



System age and material

Key facts (cont'd):

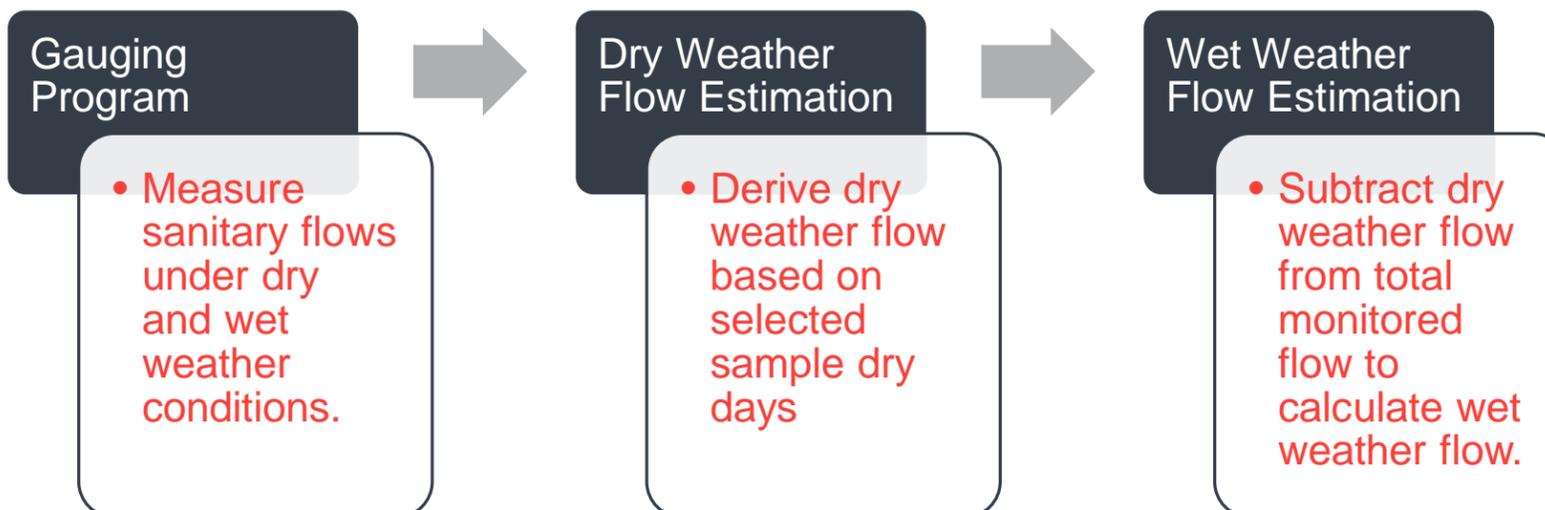
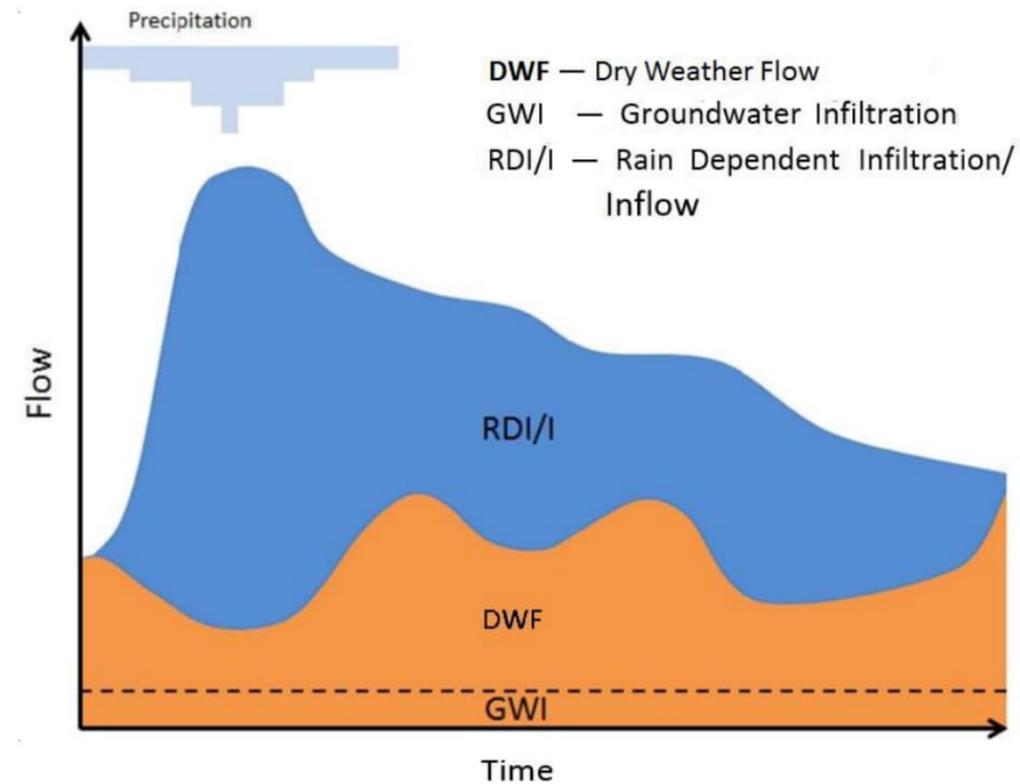
- ~ 65% of the sewers were constructed over 40 years ago.
- ~ 45% of the sewers are made of vitrified clay tile.



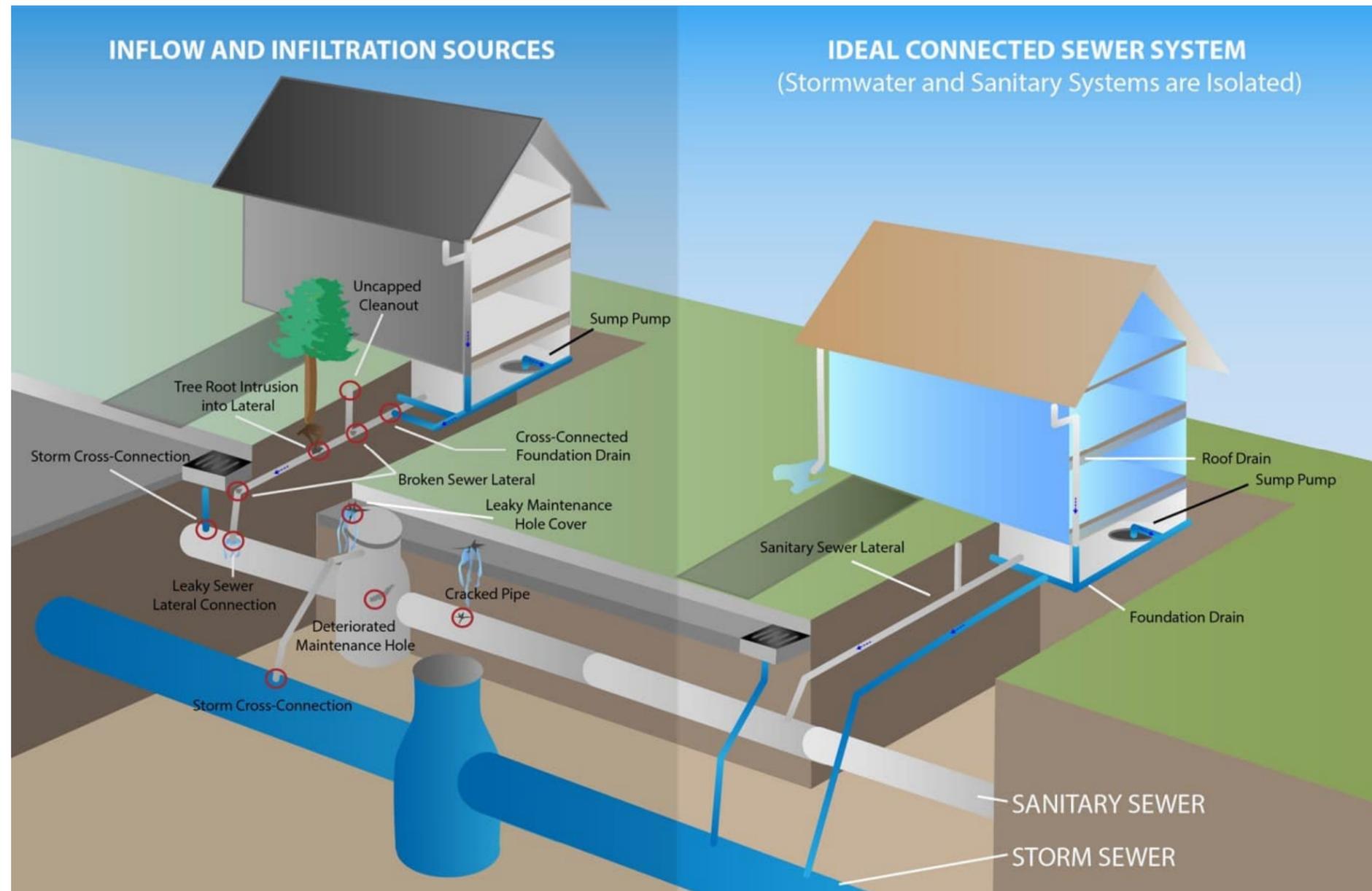
Wastewater flows



Wastewater flows



What is inflow and infiltration?



Source: York Region. <https://civi.ca/york-region/>

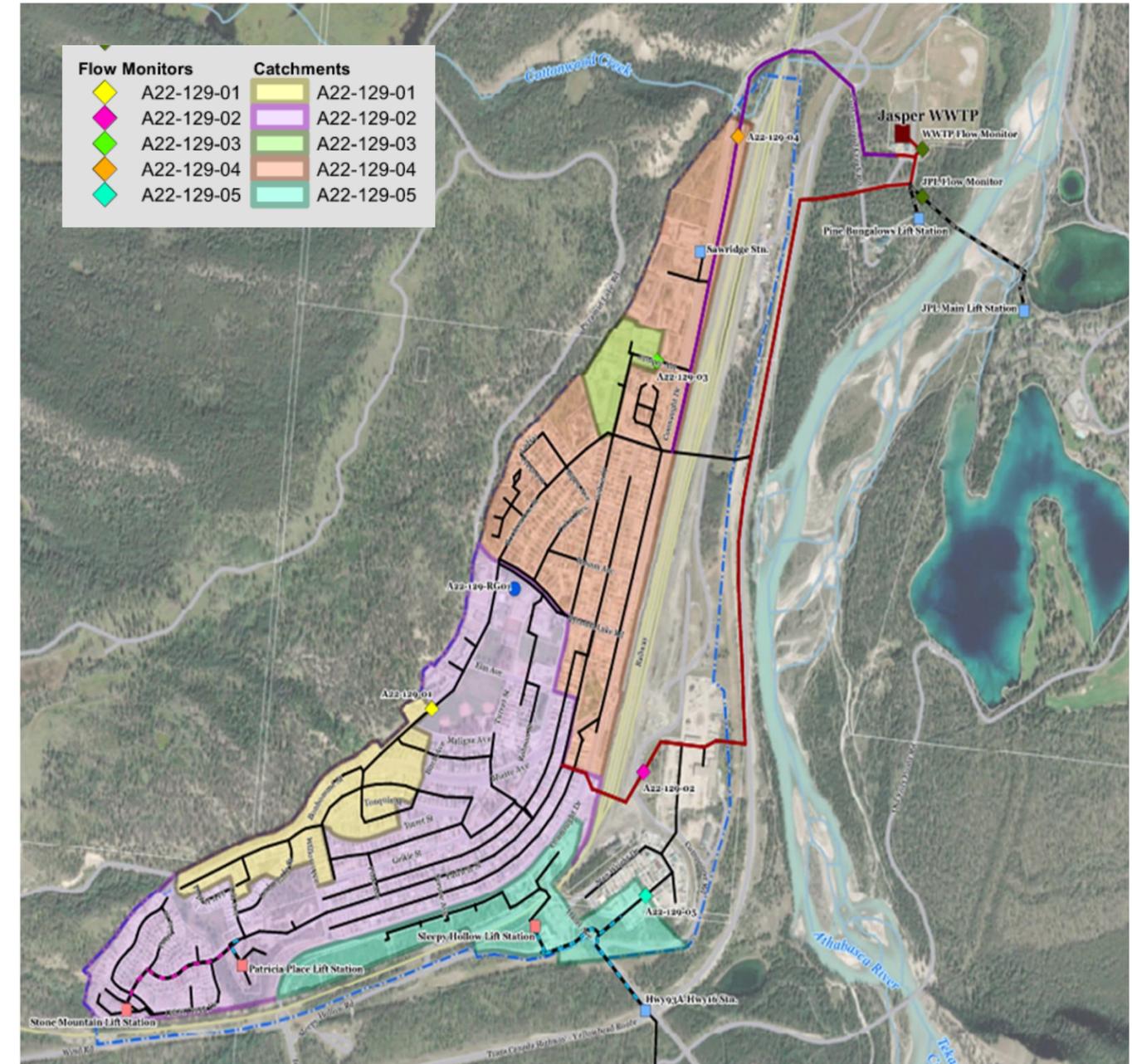
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Flow monitoring



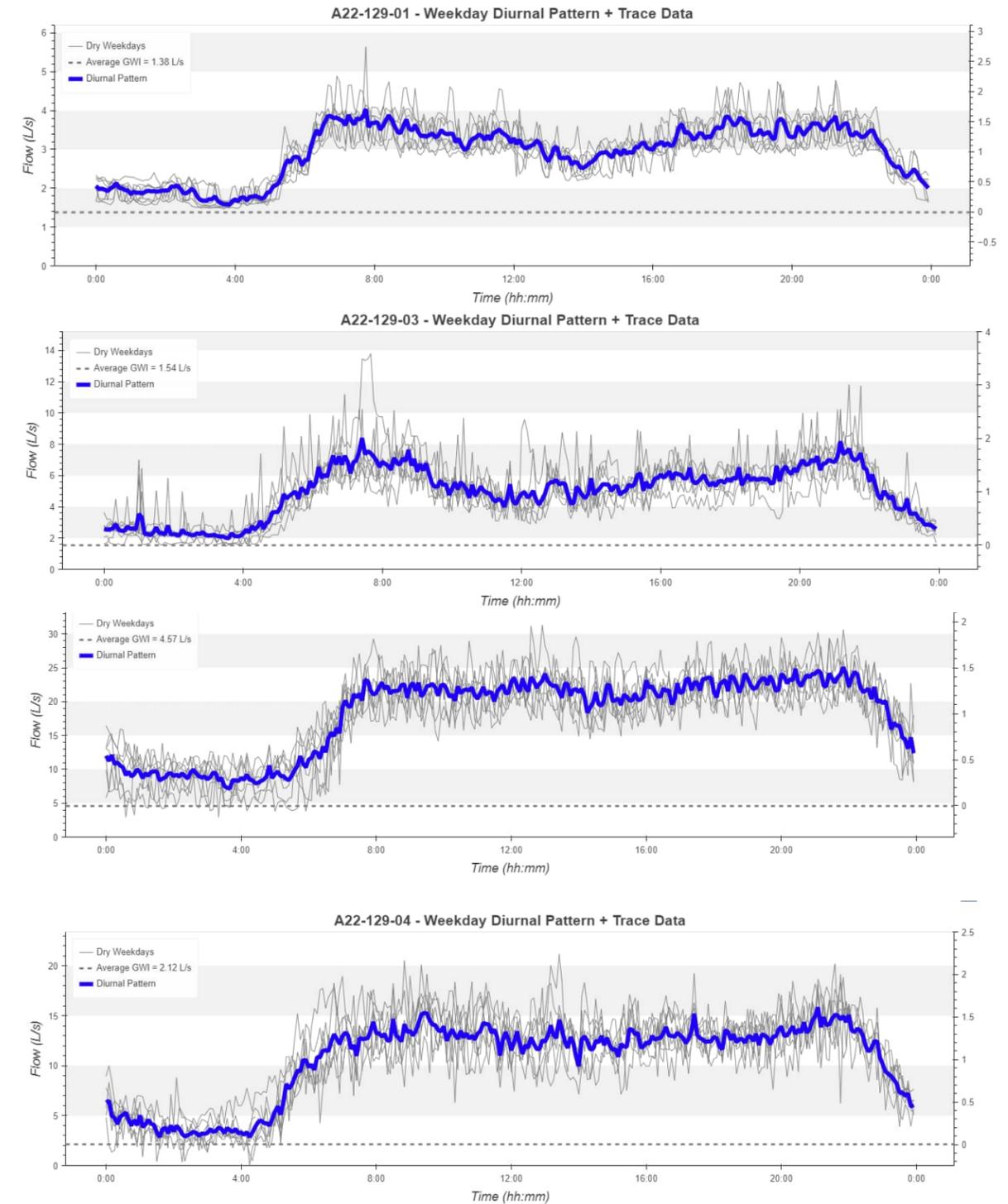
Flow monitoring program

- 4 flow gauges and rain gauge installed for one month from late June to late July. An additional flow gauge installed from late July to late August.
- Flow gauges located at strategic points in the system.
- Data analyzed to characterize flow patterns and regime in the MOJ's system and calibrating the hydraulic model.



Results

- Good representation of dry weather flows (average dry weather flow and groundwater infiltration estimates).
- No significant single rainfall events. Wet weather flow calibration for hydraulic model not possible. Instead, accounted for wet weather flows based on provincial guidelines (0.28 L/s/ha) and a more conservative value (0.5 L/s/ha).



wsp

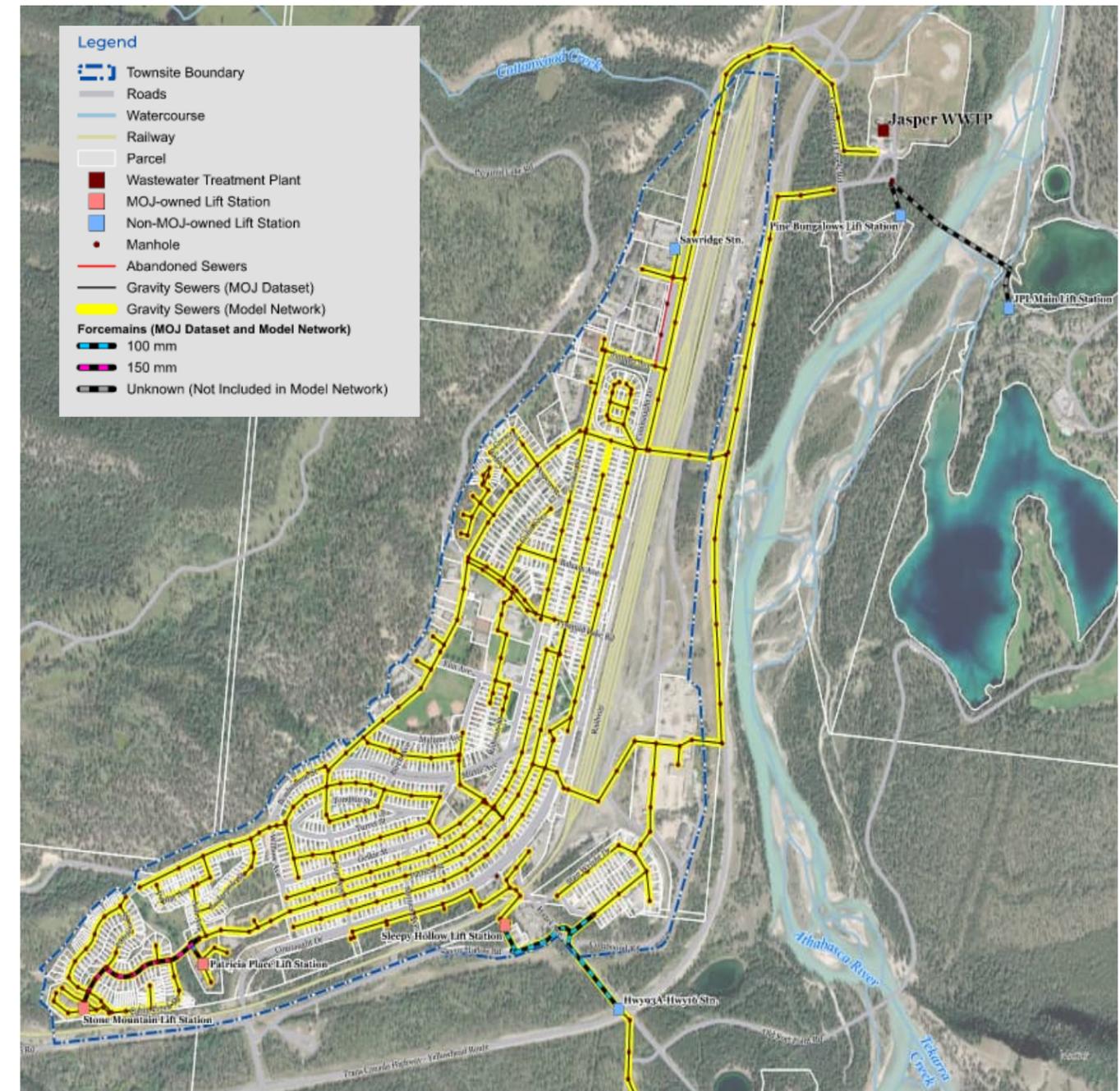
Model build

WSP

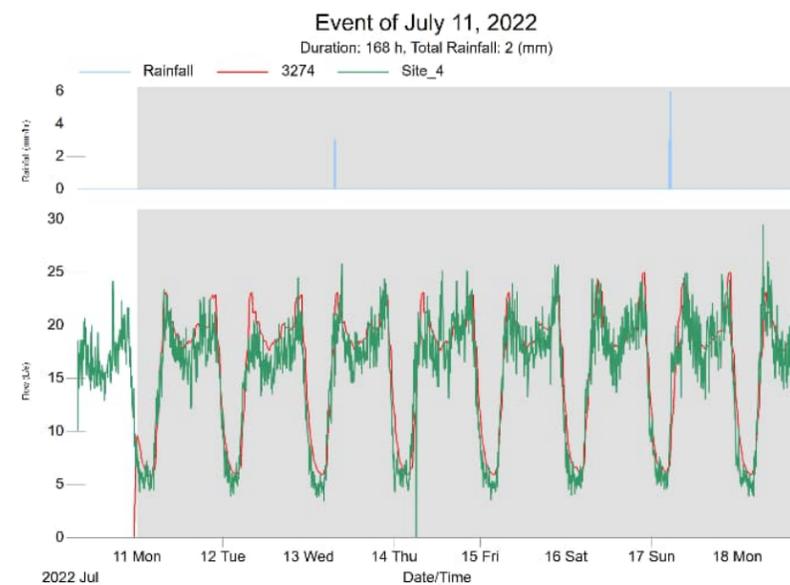
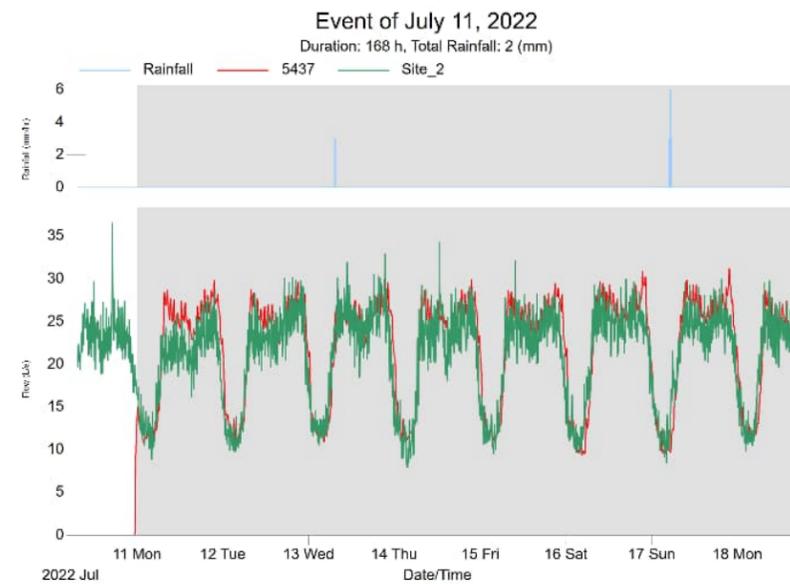
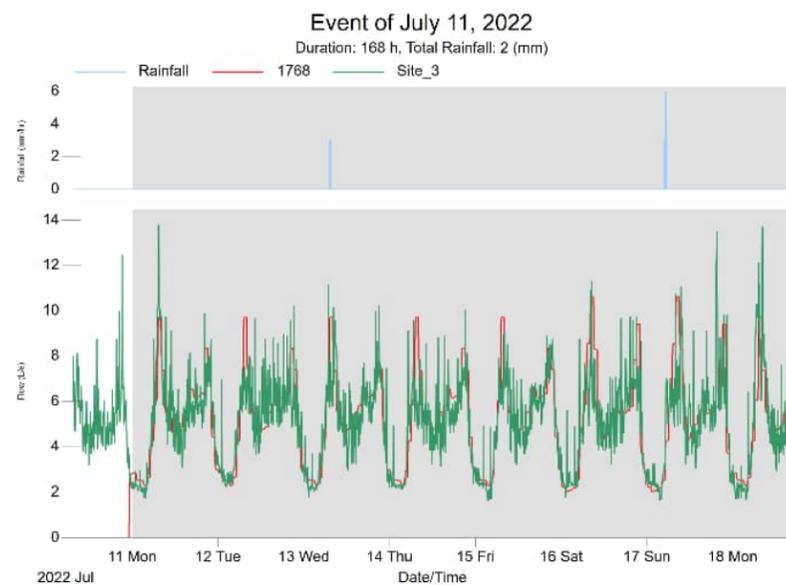
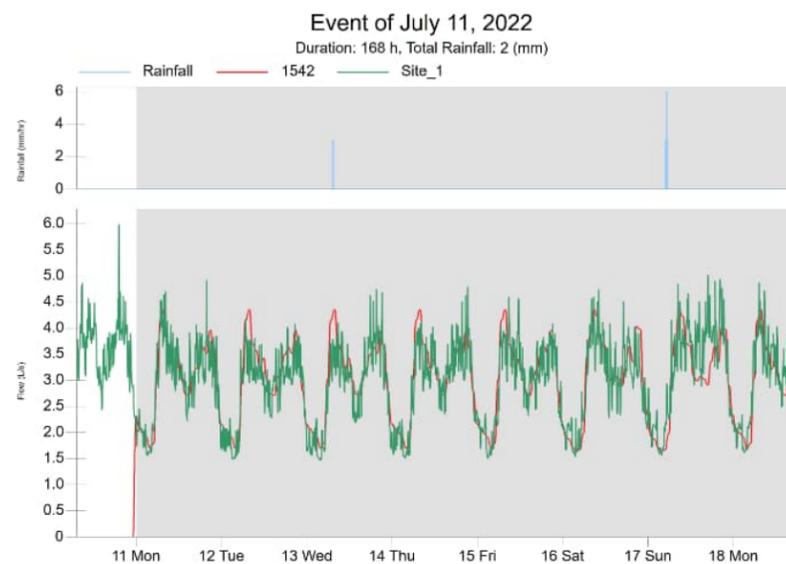
Model build

Key facts:

- Included all of the MOJ's gravity sewers, force mains and lift stations (except private infrastructure and the WWTP).
- Included the Parks Canada lift stations and force mains as these contribute to the MOJ's system.



Model calibration (dry weather flow only)



Red line (predicted flow)

Green line (measured flow)

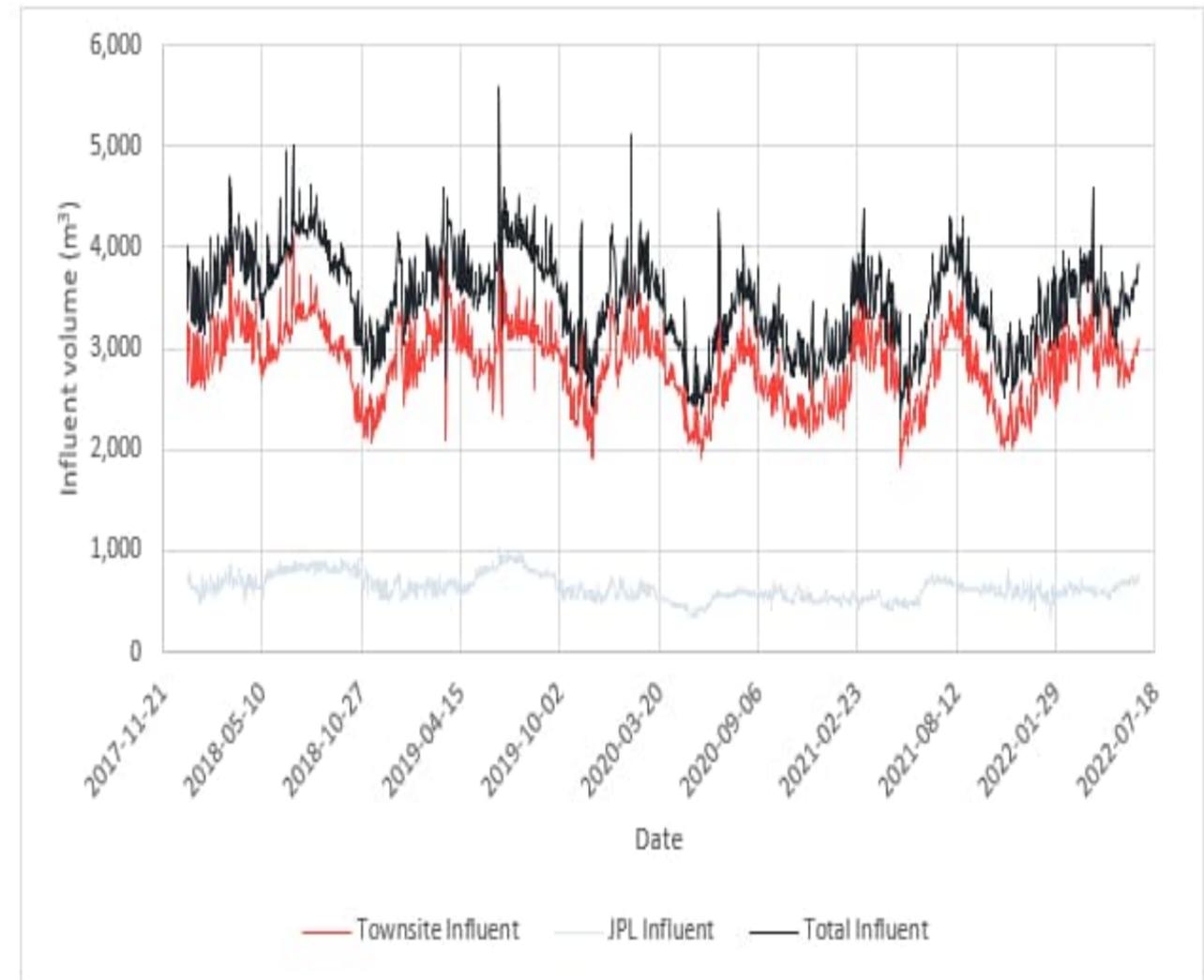
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System assessment

WSP

WWTP influent volumes

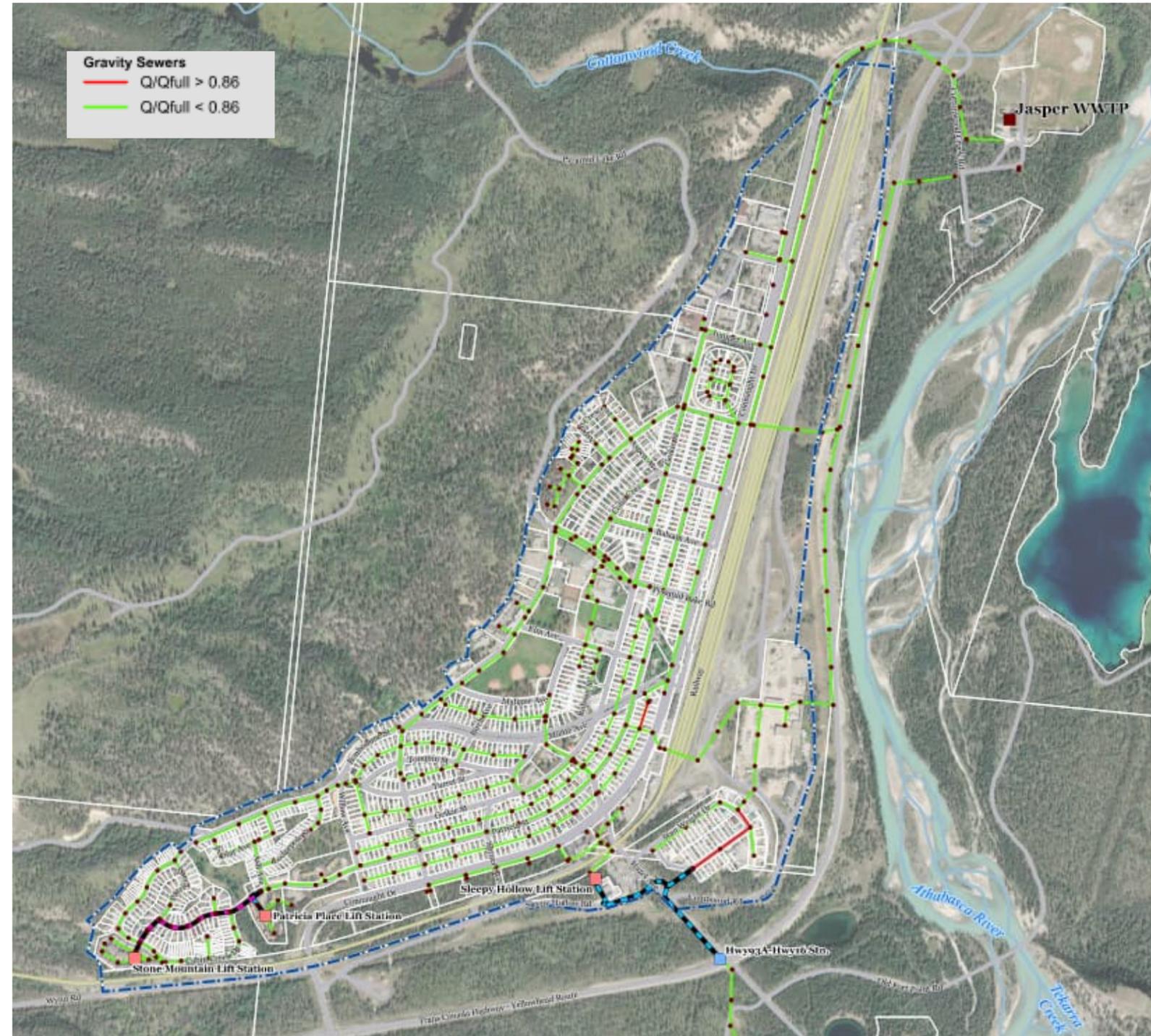
- Jasper Park Lodge contributes as much as 20% of the wastewater volumes to the Jasper WWTP.
- The remainder is contributed primarily by the townsite and campgrounds (camping season primarily).



Existing conditions - WWF (0.28 L/s/ha)

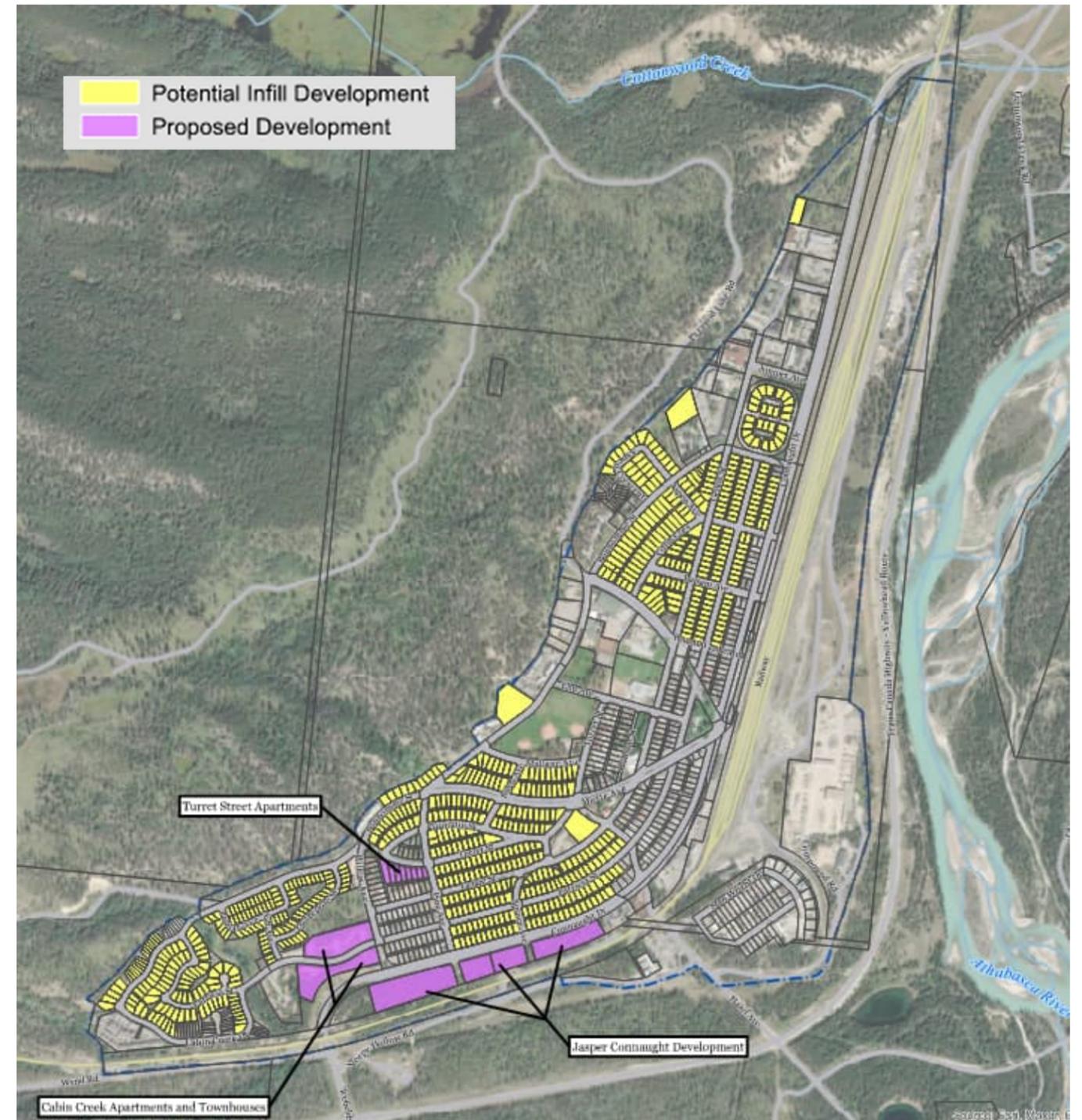
Deficiencies:

- Sewer on lane west of Connaught Drive, south of Miette Avenue.
- Sewer on south leg of Stan Wright Drive (pending model improvements to verify results).



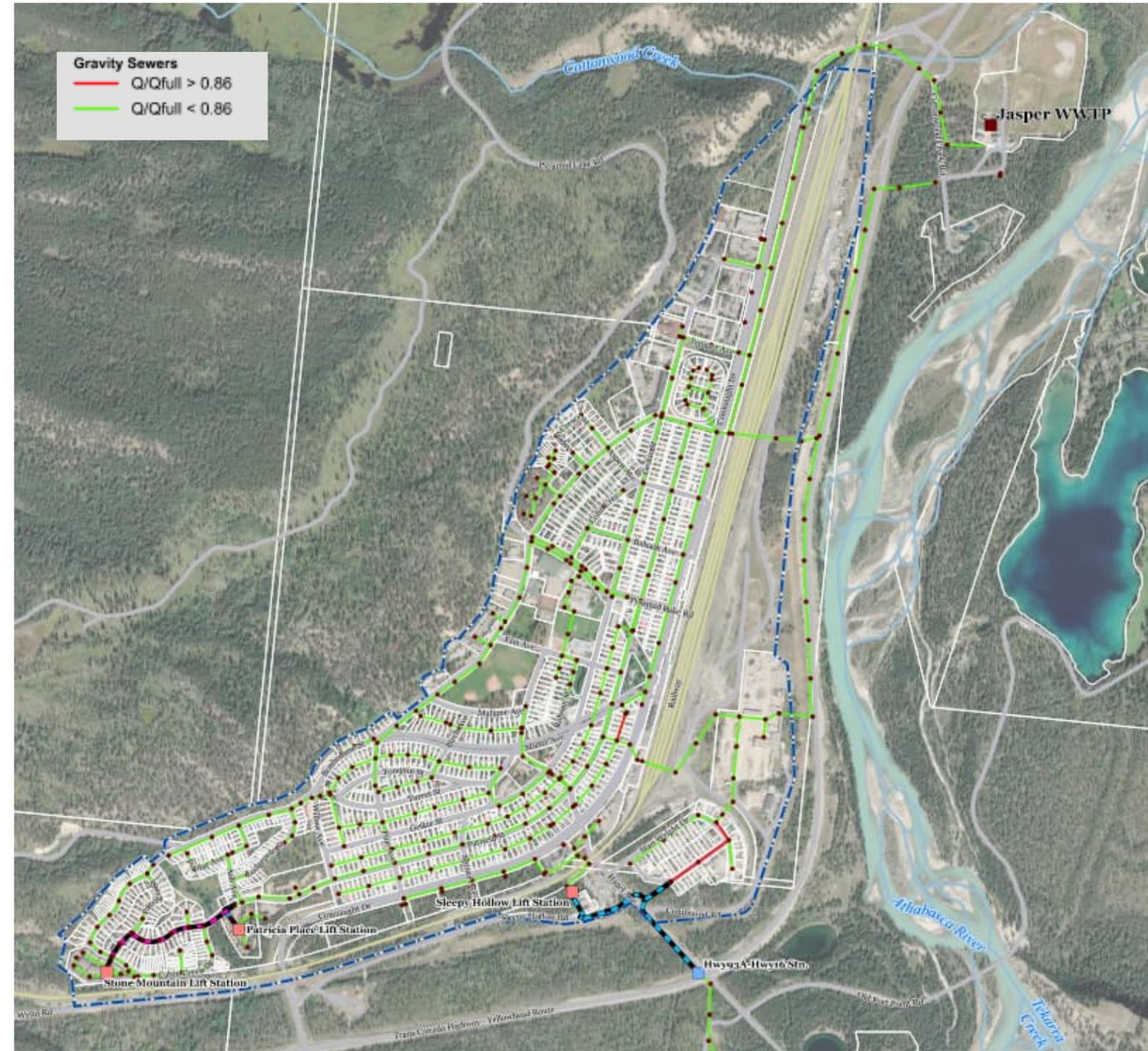
25-year growth scenario

- Current population: 4,029 people.
- 25-year population horizon (per Water Hydraulic Model study, ISL 2022): 10,661 people.
- Turret Street Apartments, Cabin Creek Apartments and Townhouses and Jasper Connaught Development can bring in up to 1,617 people.



Future conditions - WWF (0.28 L/s/ha) - 25-year population horizon

No additional deficiencies



Recommendations



Model improvements

- Confirm settings of some model elements (lift stations, MOJ and non-MOJ-owned).
- Conduct a longer monitoring program spanning from late April to October. Use this data for wet weather flow calibration and re-assess system performance.

System and operational improvements

- Replace back-graded sewer on the lane west of Connaught Drive and south of Miette Avenue.
- Inspect sewers and manholes within flow gauge sewer sheds with high predicted inflow and infiltration.
- Inspect all system manholes to check for existing cross or weeping tile connections. these should be removed if possible.
- Continue to complete CCTV inspection of the wastewater collection system.
- Continue to monitor flows from the Parks Canada campgrounds (Wapiti and Whistlers) and the Jasper Park Lodge.
- Use the hydraulic model to assess proposals for new medium and high-density developments.

Thank you



wsp.com

Attn: Bill Given, CAO, Municipality of Jasper

November 1, 2022

RE: Request for Municipal funding

Community Futures West Yellowhead (CFWY) is a not-for-profit organization, funded by PrairiesCan and is dedicated to building an economically diverse future for the communities of the West Yellowhead region. Servicing the Municipality of Jasper, Jasper National Park, Towns of Hinton and Edson, the hamlet of Grande Cache and its surrounding cooperatives and enterprises in the Municipal District of Greenview, and Yellowhead County, our programs for small businesses and entrepreneurs are designed to help people start, grow, expand, franchise, or sell their business. We offer business training and coaching, networking events, and flexible business loans, both for existing businesses and for start ups.

Our core business programming includes initiatives geared towards all levels of society and abilities, including youth, persons with disability, female entrepreneurs, and newcomers. All our educational workshops and programs contribute to a diversified workforce and economy, facilitate growth in the business sector, support the culture of entrepreneurship within the West Yellowhead, and identify new economic opportunities. Building and investing in community development programs help to create strong and diverse communities which attract and grow business and create sustainable communities.

The arrival of the COVID-19 pandemic, inflation costs, rising interest rates and a fire in Jasper National Park (which contributed to yet another loss for the Municipality of Jasper's businesses), have all had an impact on our regional business communities over the past several years. Consequently, due to combined factors, many of our small businesses are still struggling.

While Community Futures West Yellowhead (CFWY) continues to work along side our business community and partners in the immediate future, we must also continually look at all scenarios that may occur in the upcoming year, and the potential impacts they may have on our communities and businesses. By proactively planning, we will be ready to tackle any challenges that may arise. CFWY has not had a funding increase in over a decade, and we feel it is important to strategically plan for the upcoming year and be ready to jump at opportunities as they present itself. We will continue to research and apply for local, provincial, and federal grants to further assist our member communities, but like many businesses, municipalities, and not for profits, we too must explore additional funding sources.

We respectfully request funding support for the 2023-2024 operating year, in the amount of \$10,000 (Table 1). We will utilize 50% of this funding for our programming which provides a range of services to meet the needs of new and existing entrepreneurs and small business. The remaining 50% of funds will be allocated for follow up in our communities for our West Yellowhead Triage Business and Retention and RRRF Needs Assessment projects. Both initiatives are scheduled to be completed and final reports received in January 2023. These findings will assist us in further identifying the challenges being faced by our business communities, as well as potential opportunities and strategies for moving forward.

Table 1: Funding Request Allocations

Programs and Initiatives	Amount Requested
Lemonade Day Sponsorship	\$500
Youth Entrepreneurs in Training Initiative (YETI) Youth Sponsorship	\$1,000
Small Business Continuity and Disaster Recovery Project	\$3,500
Follow up on West Yellowhead Triage Business and Retention	\$5,000

Attached is a summary of our programming and initiatives for your reference. Should you require additional information or have questions regarding this funding request, please contact myself at 780 865 1224.

Sincerely,

on Behalf of the CFWY Board of Directors



Nancy Robbins
 General Manager
 Community Futures West Yellowhead

Cc: Tyler Olsen, Chair, CFWY Board of Directors
 Rico Damota, Director, CFWY Board of Directors
 Ralph Melnyk, Director, CFWY Board of Directors

Youth Programming – Lemonade Day

Lemonade Day is a free, fun program where kids learn to run their own business. It is designed to give kids a complete business experience with a focus on goal setting, making, working, and completing a plan. Children also learn the importance of giving back to their community with the mindset of “spend some, save some and share some.” Our request of \$500 is for the municipality to support the Best Entrepreneur of the Year award on Lemonade Day 2023 (June 17, 2023).

Youth Entrepreneurs in Training Initiative (YETI)

This two-year, high speed pilot project is a new program for CFWY and will be a partnership with other Community Futures offices. YETI is an intensive program comprised of educational training with financial training, group sessions and one on one provisions to support senior high school students to run their own business for eight (8) weeks over the summer. With start up cash, resources, and guidance from CFWY, students will be able to turn their business ideas into a reality. Our request is based on the following sponsorship levels for our YETI program in 2023:

- **Adventurer:** \$1000 and up, provides a complete award to at least one successful student
- **Explorer:** \$500 and up, provides a partial award or covers the cost of providing participants with professional training workshops
- **Scout:** Up to \$500 contributes to student lunches, teaching materials, promotional materials, and hosting costs.

Small Business Continuity and Disaster Recovery Project

One of the lessons of the recent Chetamon wildfire is that businesses are not prepared for any kind of interruption to their businesses and need to be ready for disaster when (not if) it arrives. Business continuity training is needed in the West Yellowhead to ensure that small businesses are prepared for the unexpected. It is the desire of CFWY to provide this training throughout the West Yellowhead in 2023. CFWY is also hoping to apply for several grants to also support this work in addition to the request for municipal funds.

Follow up on West Yellowhead Triage Business Retention and Expansion Project for 2023/2024

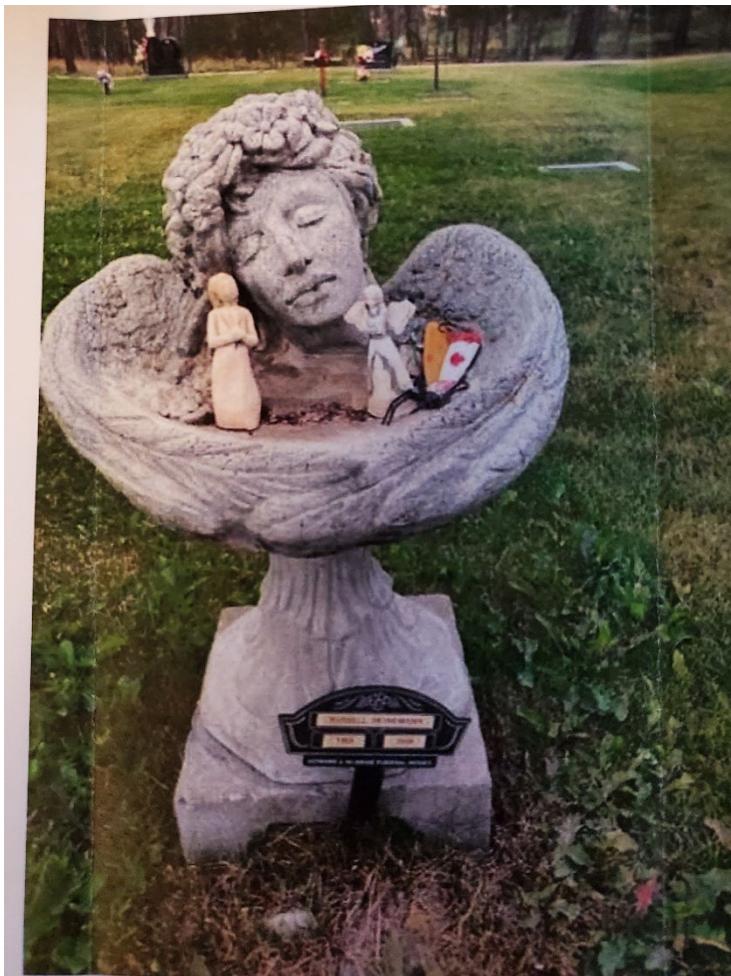
In late 2022, CFWY partnered with its member municipalities to effectively interview businesses throughout the West Yellowhead to understand their needs and concerns in pandemic recovery. In January 2023, CFWY will receive the results from two major projects that will identify the primary issues for small businesses in the region. It is our intention to ensure that these issues are completed with follow up activities as needed throughout the West Yellowhead. Again, it is our intention to apply for grants as well as request funds from our municipal partners.

AGENDA ITEM 6.2

Good Afternoon,

I recently received a letter from the Director of Operations for the Municipality of Jasper, Mr. John Greathead to advise me that the small statue that marks my late husband's grave is an unauthorized monument and must be or will be removed by October 31, 2022. This monument has marked the grave for 16 years without issue as far as I am aware. I am happy to do whatever is required to comply with Municipal bylaws, however the timing of the notice and time of year does not allow for installation of another monument prior to October 31st. I am requesting an extension to allow for the supply and installation of a compliant monument, no later than June 15th, 2023. Mr. Greathead has advised that the request must go to Council as he does not have the authority to allow it. I have asked Mr. Greathead to refrain from removing the existing monument until I have had a response to my request. It would cause some distress to both my daughter and myself to find it removed after all these years. I will have an appropriately approved replacement in the spring. Thank you for your consideration.

Anita Forabosco





101 Athabasca Avenue
Hinton, AB T7V 2A4
Telephone 780-865-5444
theevergreensfoundation.com

November 3, 2022

AGENDA ITEM 6.3

Town of Jasper Council
303 Pyramid Lake Road
Jasper AB, T0E 1E0

As per The Evergreens Foundation's presentation in 2020, we requested ongoing annual funding for the Jasper bus, however, the motion on March 31, 2021 approved by Jasper Council, was only specific for the 2021 budget:

MOTION by Councillor Damota that Committee of the Whole direct Administration to augment the 2021 operating budget with the addition of \$10,000 for the Evergreens Foundation's operation of the Seniors' Bus.

In order to maintain this service to non-Alpine Summit Seniors Lodge residents and to support the community's transportation needs, The Evergreens Foundation is requesting \$10,000/year ongoing annual funding.

If you have any further questions, please do not hesitate to contact me.

Thank you for your consideration.

Respectfully,

A handwritten signature in blue ink, appearing to read "Kristen Chambers", with a long horizontal flourish extending to the right.

Kristen Chambers, Chief Administrative Officer
The Evergreens Foundation



October 15, 2020

To: Jasper Town Council

Re: Jasper Bus Contribution

We are approaching Jasper Council to request \$10,000 of annual support from the Municipality of Jasper in order for The Evergreens Foundation (EGF) to continue to run bus trips for Jasper community members.

The cost for The EGF to run a bus for its seniors only, is very minimal, but gets substantially higher as soon as we add any non residents onto our trips.

Pre Covid-19, we were doing trips to Hinton, trips with COS clients and helping the Rocky Mountaineer with any barrier free transports that were required. Our intent would be to maintain or enhance any previous services. We would be prepared to present the bus financials to the Municipality of Jasper annually and potentially pro-rate the yearly contribution if we were unable to run the bus for 12 full months (for example if Covid-19 prohibits this type of transportation and we can only operate for 6 months).

If the Municipality is not able to support the use of our bus for community purposes, we would either be fully reliant on fundraising dollars for our operational deficits or would only be able to offer the bus to EGF residents. The EGF is not able to use any funds from its lodge operations to fund deficits of the bus program. We feel this partnership is a viable option to keep our bus full and running and help with a very specialized need in the Community of Jasper. Thank you in advance for your consideration.

Sincerely,



Kristen Chambers, CAO
The Evergreens Foundation

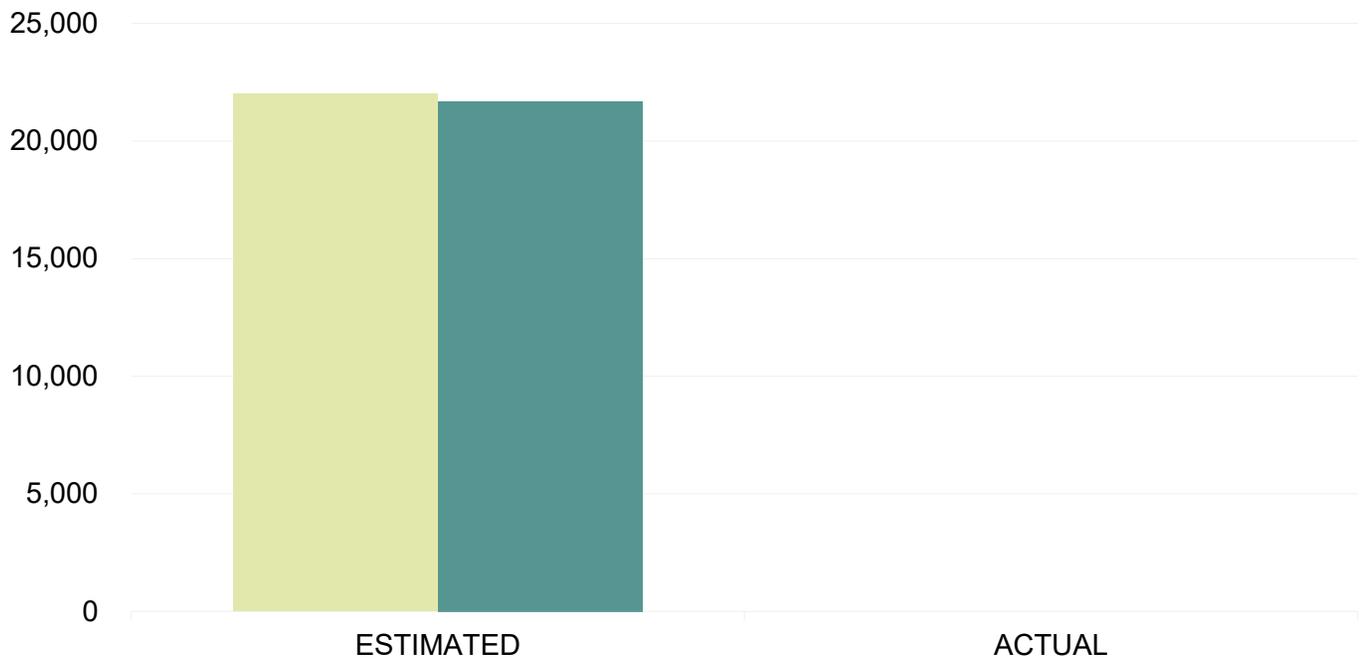
ANNUAL BUDGET

Date

BUDGET TOTALS	ESTIMATED	ACTUAL	DIFFERENCE
Income	22,000.00	0.00	(22,000.00)
Expenses	21,678.00	0.00	21,678.00
Balance (Income minus Expenses)	322.00	0.00	(322.00)

BUDGET OVERVIEW

Income Expenses



Jasper Bus

ANNUAL BUDGET

INCOME	ESTIMATED	ACTUAL	DIFFERENCE
Ticket sales (based on average monthly ridership pre covid)	10,000.00	0.00	(10,000.00)
Proposed MOJ Funding	10,000.00	0.00	(10,000.00)
Fundraising	2,000.00		(2,000.00)
Total Income	22,000.00	0.00	(22,000.00)

Jasper Bus

ANNUAL BUDGET

PERSONNEL EXPENSES	ESTIMATED	ACTUAL	DIFFERENCE
Wages Community trips only	12,500.00		12,500.00
Employee benefits (not eligible for benefits at this time)	0.00	0.00	0.00
Total Personnel Expenses	12,500.00	0.00	12,500.00

Jasper Bus

ANNUAL BUDGET

OPERATING EXPENSES	ESTIMATED	ACTUAL	DIFFERENCE
Fuel based on 2019 average	2,500.00		2,500.00
Insurance	4,578.00		4,578.00
Maintenance (CVIP, tires, etc)	1,500.00		1,500.00
Telephone (require dedicated line for calls)	600.00		600.00
Other			0.00
Total Operating Expenses	9,178.00	0.00	9,178.00

AGENDA ITEM 7.1

REQUEST FOR DECISION

Subject: Sewer System Modelling
From: Bill Given, Chief Administrative Officer
Prepared by: John Greathead, Director of Operations and Utilities
Reviewed by: Vidal Michaud, Manager of Utilities
Date: November 8, 2022



Recommendation:

That Committee accept the Wastewater Modelling Report for information and direct Administration to utilize the Report in the development of a Utilities Master Plan in 2023.

Alternatives:

- That Committee direct Administration to present additional information on the Wastewater Modelling Study.

Background:

The Operations and Utilities Department of the Municipality of Jasper developed a Request for Proposals seeking a comprehensive Wastewater Model of our Class II Collection System with the intent of assessing our current system capacity; to provide an understanding of any limitations impacting development and growth; and to make recommendations for system improvement.

Following a public process WSP was selected to conduct this study and develop a sewer system model using software compatible with our Geographic Information System (GIS) information. Flow monitoring equipment was deployed throughout the system to gather real time data in order to calibrate the software modeling (actual field data used to verify theoretical values) and provided actual flow data to further refine this study.

Discussion:

Jasper's Class II Wastewater Collection System has more than 26.2km of Gravity Sewer mains, 1 km of sewer force mains. The system was initially designed and operated by Parks Canada and was turned over to the Municipality upon incorporation in 2002. More than 65% of our infrastructure is more than 40 years old, with roughly 45% of the Collection System comprised of Vitrified Clay Tile Pipe. Over time, densification of the townsites has led to concerns about the capacity of the system. Administration wanted to validate our current and future capacity.

The study has identified the following significant findings:

- There are a few spots with improper grading which restrict flow and can cause flooding problems.
- Continued work needs to be done with CCTV to assess the condition of the Wastewater Collection System.
- Capacity of the system overall is sufficient to continue to allow densification and infill of properties in Jasper.

Unfortunately there were no major rainfall events during the monitoring period, which limited the study's ability to assess the extent and impact of groundwater infiltration into the system. Administration views this as minor

gap in the data and I not considered to be a significant risk.

Next Steps:

In 2023 Administration plans to complete a Utilities Master Plan incorporating the information contained in this report in conjunction with the the Water Modelling Study completed earlier this year. Our Utilities Master Plan will then provide a strategic plan to address areas of concern, recommend system improvements and provide remediation targets and projected timelines.

Strategic Plan Relevance:

Investing in infrastructure to support housing

To proactively invest in the maintenance and management of our natural assets and built infrastructure.

Empower our staff by investing in the training and tools they require.

Financial:

In 2022 Council approved a budget of \$100,000 for this study. This study was completed on time and under project budget.

Attachments:

WSP presentation

WSP Jasper Sewer Model:

https://drive.google.com/drive/folders/10N7tLSm8k-IOtqjdRYIQf1cSLe0sFd2m?usp=share_link

AGENDA ITEM 7.2

REQUEST FOR DECISION

Subject: Reserve Policy
From: Bill Given, Chief Administrative Officer
Prepared by: Natasha Malenchak, Director of Finance & Administration
Date: November 8, 2022



Recommendation:

- That Committee recommend Council approve Reserve Policy (B-112) and Schedule A (Reserve Descriptions) as presented.

Alternatives:

- That Committee recommend Council approve the Reserve Policy and Schedule A with the following amendments.... (List amendments)
- That Committee direct administration to revise the Reserve Policy and Schedule A based on the discussion today and return to a future committee of the whole meeting.

Background:

[Policy B-012, the existing Debt Reserve Limits policy](#) , was adopted by council on September 7th, 2010.

Policy B-112, was presented at the Committee of the Whole meeting on October 11th, 2022, and MOTION was given by Councillor Hall that Committee receive the draft Reserve Policy (B-112) as amended as discussed at the October 11, 2022, Committee of the Whole meeting; and

That Committee direct Administration to return to a future committee of the whole with Schedule A: Reserve Descriptions.

Aside from the name, policy B-012 is vague and warrants more focus and procedures. Debt limits should be separate and written in context of its own policy at a later date.

Reserve types, descriptions, uses, funding sources and limits shall be as outlined in the Administrative Procedures attached to this Policy following the adoption of this policy by council.

A review of reserves shall be included in the annual external audit of Council's financial operations, carried out by an independent and qualified auditor appointed by Council.

Administration recommends B-012 be refocused to speak directly to Reserves solely and a separate policy to focus on Debt Limits. On that basis, the attached draft has removed items related to debt with the expectation that the current and newly revised policies shall be specific to their purpose.

At a high level, the draft Reserves policy is intended to provide a forum for council to describe its expectations around the internal controls that should be maintained to ensure that municipal money is well-managed,

adequately controlled, and spent only as approved by council. Additionally, the policy sets the standards of reporting council wishes to ensure that accurate and timely information is available for decision-making for future needs.

Administration is presenting the policy in draft form for council consideration.

Discussion:

Alberta municipalities have several legislated purposes, including “to provide services, facilities or other things that, in the opinion of council, are necessary or desirable for all or part of the municipality” (*Municipal Government Act (MGA), s. 3(b)*). To provide such services, municipalities are responsible for purchasing, constructing, operating, and maintaining infrastructure. The type and size of a municipality’s infrastructure responsibilities can range from relatively small pieces of equipment to multi-million-dollar assets. In general, a municipality has three options to pay for such infrastructure and service delivery responsibilities: taking on debt, spending as revenue is gathered, or setting aside a portion of revenue to save for large projects.

A common approach for municipalities to finance large-scale projects is to gradually set aside a small portion of its revenues over multiple years to pay for new infrastructure projects or replacement of current assets. This is because municipalities have limited revenue sources (primarily property taxes, user fees/levies and grants provided by other levels of government), and limited ability to take on debt to finance large-scale projects (municipalities are limited to accumulating debt in the amount of 1.5 times their prior year revenue). This approach minimizes the use of financing, which allows municipalities to stay within debt limits and ultimately saves municipal taxpayers money by reducing interest costs. In a municipal context, funds set aside for such projects are known as “reserves” or “restricted surplus.” Setting aside reserves to plan for future costs is a common municipal finance best practice; it is a responsible and proactive approach. Reserve funds should not be perceived as a measure of a municipality’s wealth, as it may be the product of many years of saving and advance planning to fund projects identified in a municipality’s long- range capital plan.

Reserves are a way to pay for the construction or purchase of assets in the future, and to fund asset depreciation to ensure aging infrastructure can be maintained to continue providing necessary levels of service. There are two broad categories of financial reserves used by municipalities:

Reserves are best described as a savings account held by a municipality to use for expenses incurred at a later date. Funds from a reserve could be used to repair or replace an asset that fails unexpectedly, or simply to give council flexibility to allocate funds to future projects as needs arise.

Restricted reserves are funds collected by a municipality under specific provisions within provincial legislation that requires those funds and any interest earned from the investment of the funds to be accounted for separately from others and limits their use to the purpose for which they were collected. (Alberta MGA Section 648)

The attached 'Schedule A' provides administration’s advice on the structure of reserves for the municipality and addresses items such as:

- The overall purpose of the each reserve;
- The source of funds for each reserve;

- Guidelines for when and how each reserve can be accessed;
- Recommendations for contributions to each reserve; and
- Formulas for determining optimal balances for each reserve, if applicable.

Administration believes the proposed reserves appropriately address both our obligations under the MGA as well as prudent fiscal management.

Relevant Legislation:

- [Policy B-012 Debt Reserve Limits policy \(2010\)](#)
- [Policy B-012 Debt Reserve Limits administrative procedures \(2010\)](#)

Strategic Relevance:

- Build our internal capacity to advance our housing priorities.
- Invest in infrastructure to support housing.
- Proactively plan for and invest in the maintenance and management of our natural assets and built infrastructure
- Increase opportunities for active transportation and transportation alternatives.
- Ensure residents receive quality service that provides strong value for dollar.

Financial:

There are no immediate financial costs of adopting the policy.

Attachments:

- Draft B-112 Reserve Policy
- Schedule A-Reserve Descriptions

AGENDA ITEM 7.2

Policy Title: Reserve Policy

Policy # B-112

Effective Date: , 2022

Date adopted by Council: , 2022



1. POLICY STATEMENT

The Municipality of Jasper is committed to prudent business practices which ensure the long-term financial stability and flexibility of the Municipality by maintaining Financial Reserves that:

- Enhance the Municipality's financial strength;
- Support cash flow management and flexibility.
- Achieve Council Strategic Priorities,
- Enable property tax and utility levy stabilization;
- Reduce the need for debt financing;
- Allow saving for future funding requirements; and
- Provide a foundation for provision of consistent service delivery.

2. PURPOSE

The purpose of this policy is to maintain consistent standards and guidelines for the management of reserves and execution of reserve transactions, and to ensure that all reserve transactions are approved by Council.

3. GUIDING PRINCIPLES

- 3.1 All Operating and Capital Reserve funds must be fully described and include a purpose, source of funding, minimum level, optimum or target level.
- 3.2 The establishment of a new Reserve, which will require a new Reserve Description, must be approved by Council.
- 3.3 Reserve Descriptions for all Reserve Funds shall be attached to this policy as Schedule A.
- 3.4 Council will approve all Reserve Transactions by:
 - Approval of the annual Operating or Capital budget;
 - A carryover project that was contained in an approved Operating or Capital budget; or
 - A Council resolution.
- 3.5 Draws from Reserves must not exceed the fund balance.
- 3.6 Interest earned on Reserve Fund investments shall be added to the funds.

4. FINANCIAL REPORTING

- 4.1 Regular reporting on the Reserves will occur at a minimum of twice annually.
- 4.2 The Consolidated Financial Statements of the Municipality report Reserves within accumulated surplus, along with equity in tangible capital assets and unrestricted surplus (deficit).

5. RESPONSIBILITIES

Council

- Review and consideration of reserve contributions in the annual budgeting process
- Review and consider redesignation and/or release of reserves
- Review and receive reserve reporting twice annually
- Review and approve any revisions to this Policy.

CAO

- Review and approve any procedures related to this policy.
- Implementation and enforcement of this policy.

Director of Finance and Administration

- Prepare and present annual operating and capital budgets.
- Prepare and present reserve reporting twice annually.
- Prepare and present year end annual surplus transfers.
- Recommend policy and procedure changes.

Directors and Managers

- Carry out the policy based on established procedures.

6. DEFINITIONS

“Financial Reserve” an effective tool to support municipal asset management planning, as they allow for funds to be set aside to manage assets throughout their lifecycle. Municipal financial reserves are not a measure of wealth, but rather are a planning tool.

“Municipality” means the corporation of the Municipality of Jasper.

“Funds” means a sum of money saved or made available for a particular purpose. They are either budgeted, owing, collected, received, or held by any person for the benefit of the municipality, or held by the municipality in trust.

“Capital Reserves” means the portion of unrestricted net assets that Council has designated to acquire or construct new Capital assets and replace and rehabilitate major Capital infrastructure as required.

“Operating Reserves” means the portion of unrestricted net assets that Council has designated for use in:

- a) Emergencies to sustain financial operations for a reasonable period in the event of significant and unanticipated, unbudgeted increases and/or losses in operating revenues,
- b) Funding budgeted contingencies for non-emergent but unpredictable revenues, volatile expenditures and unanticipated opportunities or challenges; and/or
- c) Funding for the mitigation of tax rate increases.

“Restricted” means a reserve (Operating or Capital) of money that can only be used for specific purposes.

“Optimal Balance” The minimum committed and maximum recommended balance for the Reserve as approved by Council.

“Redesignation of Reserve Funds” The process to change the purpose of Reserved funds from one Reserve to another through Council Approval Process.

“Release of Reserve Funds” Reserve funds for which the purpose has been fulfilled or changed and is consequently closed. Any funding resulting from the release of a Reserve will be identified for redesignation to another Reserve or general surplus.

“Reserves” are created when funds are set aside (designated) for a future purpose. Funds within a Reserve are

restricted to the use described in the approved Reserve Description.

“Reserve Description” is a listing of Reserve Descriptions is found in Schedule “A” of this policy. Each Reserve Description contains the following:

- The overall purpose of the Reserve;
- The source of the Reserve funds;
- When the Reserve can be accessed (the application);
- Minimal annual contribution; and
- Optimal Balance formula, if applicable.

“Reserve Transactions” The following activities are considered a Reserve Transaction:

- Contributions to the Reserve from internal or external sources;
- Withdrawals from the Reserve to fund expenditures;
- Redesignation of the Reserve Funds;
- Release of the Reserve Funds.

7. ATTACHMENTS:

- Schedule “A” Reserve Descriptions

Schedule A – Reserve Descriptions

Annual General Capital Reserve	
<u>Purpose / Guidelines</u>	The Annual General Capital Reserve supports municipal capital projects or purchases through one calendar year. Funds are not intended to be held in the reserve and carried over year to year unless explicitly approved by council as a “carry-forward” item in the capital budget.
<u>Funding Source(s)</u>	<ul style="list-style-type: none"> • Annual Transfer from general municipal operating revenue • Unexpended Annual General Capital Reserve funds at year-end prior (unless Council approves a “carry-forward”)
<u>Contribution Formula</u>	<ul style="list-style-type: none"> • Annual contributions in to the reserve will be equal to the amount required to fund the capital plan as approved by council.
<u>Target Balance</u>	N/A

Fixed Assets Reserve	
<u>Purpose / Guidelines</u>	The Fixed Assets Reserve supports future and large-scale projects for; Municipal Buildings; Machinery and Equipment; Roads, Sidewalks, Parking Lots and/or Streetscape elements; Grounds and/or Cemetery. The Fixed Assets Reserve shall not fund water, wastewater, garbage or recycling projects.
<u>Funding Source(s)</u>	<ul style="list-style-type: none"> • Annual Transfer from general municipal operating revenue • Annual Operating Surplus • Sales of Fixed Assets • Interest from the reserve
<u>Contribution Formula</u>	<ul style="list-style-type: none"> • The annual transfer from general municipal operating revenue shall be equal to no less than 1.4% of the Net Book Value of the municipality’s Tangible Capital Assets. • 50% of any Annual Operating Surplus shall be contributed to the reserve. • 100% of the proceeds from any sale of fixed assets shall be contributed to the reserve.
<u>Target Balance</u>	\$3,500,000 - \$7,000,000 (one-two year capital renewal as per recommendations of Strategic Asset Management Study 2015)

Fleet Reserve	
<u>Purpose / Guidelines</u>	The Fleet Reserve supports the future needs and ongoing replacement of the municipality's fleet including heavy and light duty vehicles and fire response vehicles.
<u>Funding Source(s)</u>	<ul style="list-style-type: none"> • Annual Transfer from general municipal operating revenue • Sales of Fleet Assets • Interest from the reserve
<u>Contribution Formula</u>	<ul style="list-style-type: none"> • The annual transfer from general municipal operating revenue shall be equal to no less than 0.35% of the Net Book Value of the municipality's Tangible Capital Assets. • 100% of the proceeds from any sale of fleet assets shall be contributed to the reserve.
<u>Target Balance</u>	\$650,000-\$1,030,000 (one-two year capital renewal as per recommendations of Strategic Asset Management Study 2015)

Community Housing Reserve	
<u>Purpose / Guidelines</u>	The Community Housing Reserve acts as a "savings account" to support future contributions toward the development and construction of new community housing projects.
<u>Funding Source(s)</u>	<ul style="list-style-type: none"> • Annual Transfer from general municipal operating revenue • Annual Operating Surplus • Interest from the reserve • Sales of Housing Assets • Contributions from external parties
<u>Contribution Formula</u>	<ul style="list-style-type: none"> • The annual transfer from general municipal operating revenue shall be equal to \$10 for each resident of the municipality according to the federal census. • 10% of any Annual Operating Surplus shall be contributed to the reserve. • 100% of the proceeds from any sale of housing assets shall be contributed to the reserve.
<u>Target Balance</u>	Maximum \$2,500,000

Public Transportation Reserve	
<u>Purpose / Guidelines</u>	The Public Transportation reserve supports the development of public transportation solutions identified in the 2022 Public Transportation Study and may be used for the initial purchase of capital items and/or operational subsidies.
<u>Funding Source(s)</u>	<ul style="list-style-type: none"> • Paid Parking Revenue • Payments in Lieu of Parking • Profit from municipally operated public transportation services • Interest from the reserve
<u>Contribution Formula</u>	<ul style="list-style-type: none"> • An amount equal to 10% of Paid Parking Revenue from the prior year shall be contributed to the reserve • 100% of any payments in Lieu of Parking shall be contributed to the reserve. • 100% of any revenue after expenses from municipally operated public transportation services shall be contributed to the reserve.
<u>Target Balance</u>	N/A

Financial Stabilization Reserve	
<u>Purpose / Guidelines</u>	The Financial Stabilization reserve assists in mitigating the impact of unforeseen events or planned fluctuations in activity on municipal property taxes. The fund also supports preparation for future costs that do not occur annually. Funds are set aside for the future expense to lessen one time spike in a given fiscal year and can be associated with training, elections, travel and special projects related to council to name a few. They may also be used to offset additional costs incurred do to an above average snow year or increase in legal fees as examples.
<u>Funding Source(s)</u>	<ul style="list-style-type: none"> • Annual Transfer from general municipal operating revenue • Annual Operating Surplus • Interest from the reserve
<u>Contribution Formula</u>	<ul style="list-style-type: none"> • The annual transfer from general municipal operating revenue shall be reviewed and approved by council during the annual operating budget. • 40% of any Annual Operating Surplus shall be contributed to the reserve.
<u>Target Balance</u>	\$2,000,000-\$4,000,000 The fund should be equal to 1-2 months of operating expense for the municipality.

Utility Operating Reserve	
<u>Purpose / Guidelines</u>	The Utility Operating reserve assists in mitigating the impact of unforeseen events or planned fluctuations in activity on utility rates.
<u>Funding Source(s)</u>	<ul style="list-style-type: none"> • Annual Utility Operating Surplus • Interest from the reserve
<u>Contribution Formula</u>	<ul style="list-style-type: none"> • 100% of any Annual Utility Operating Surplus shall be contributed to the reserve.
<u>Target Balance</u>	<p>\$500,000-\$1,000,000</p> <p>The fund should be equal to 1-2 months of utility operating expense.</p>

Utility Capital Reserve	
<u>Purpose / Guidelines</u>	The Utility Capital Reserve supports future and large-scale projects for the municipal water and wastewater systems.
<u>Funding Source(s)</u>	<ul style="list-style-type: none"> • Revenue from utility billing “Capital Charge” • Offsite Levies • Unexpended Utility Capital Reserve funds at year-end prior (unless Council approves a “carry-forward”) • Interest from the reserve
<u>Contribution Formula</u>	<ul style="list-style-type: none"> • 100% of the revenue from Capital Charges • 100% of Offsite Levies
<u>Target Balance</u>	\$1,670,000-\$3,340,000 (one-two year capital renewal as per recommendations of Strategic Asset Management Study 2015)



DIRECTOR'S REPORT

John Greathead

Director of Operations and Utilities

November 08, 2022

Major Projects

Capital Projects

- JCOS project complete and significantly under budget (projected ~\$400,000)
- New Loader purchased, anticipated delivery early November (~\$275,000 of \$400,000 budget)
- Water and Sewer System Modelling reports complete and presented
- Green Alley Project completed with in-house labour and minimal contractor support
- Sanitary Dump Station project is in progress
- WWTP Centrifuge Replacement Project delayed – Anticipated completion April 2023
- Road repairs were completed including all Utility repair work areas, resurfacing Pyramid Lake Rd ~\$200,000
- The Water Meter Replacement Project was only partially developed due to emerging technological advancements
- Sewer Flow Meter project only partially complete due to budget constraints
- Asset Management software adoption has been under rigorous review and has not been completed
- Departmentally, Operations has noticed a significant increase in prices of commodities and services as well as delays in equipment and material provision.

Staffing

- Various Incident Command System training completed by Operations Managers, Lead Hands and Admin staff
- All 4 Utility Operators have received AEP Certification
- Facilities Staff have achieved Professional Certification in Asset Management Planning and continue to receive training through Northern Lakes College – Plant Engineering and Maintenance Association

Services

- The Utilities Staff have completed sufficient training and resources and have begun to gain experience doing in-house work to complete utility repairs with minimal contractor support.
- All AEP and Environment Canada reporting is current for all utilities including the WWTP
- Operations Department is working on the transition to digital with all of our H&S required forms, Hazard Assessments, Safe Working Procedures and Tailboard Talk forms. This greatly improves access to required forms increasing efficiency.

Communications & Engagement

- Operations staff regularly participate in the Environmental Responsibility Community Conversations
- Updated signage is being applied to our solid waste/recycling/compost bins

Emerging Concerns

- Global changes to recycling continue to have an impact on Jasper's operations. There are many drastic changes in processor availability and the accepted material streams that continue to challenge the Municipality. Operations Department is committed to ensuring that residents and businesses get quality service while we ethically manage these obstacles.

AGENDA ITEM 7.4

REQUEST FOR DECISION

Subject: Property Assessment Services RFP Award
From: Bill Given, Chief Administrative Officer
Prepared by: Natasha Malenchak, Director of Finance and Administration
Reviewed by: Emma Acorn, Legislative Services Coordinator
Date: November 8, 2022



Recommendation:

That Committee recommend Council enter into a 5-year agreement for Assessment Services with Accurate Assessment Group LTD. for a term from April 1st 2023 to March 31st 2028, and;

That Committee recommend Council appoint Mr. Troy Birtles of Accurate Assessment Group as designated officer of the Municipality of Jasper.

Alternatives:

- That Committee recommend Council enter into an agreement for Assessment Services with Accurate Assessment Group LTD. for a different term.
- That Committee recommend Council enter into an agreement for Assessment Services with another bidder.
- That Committee direct administration undertake steps to bring assessment services in-house in future years.

Background:

The Alberta Municipal Government Act MGA Section 210 and Section 284 and the Qualifications of Assessor Regulation (AR 233/2005) require municipalities to establish the position of assessor as a designated officer and appoint a qualified person to that position. Our Bylaw ([Bylaw #73](#)) establishes this position and requires a resolution to appoint an individual to handle these duties.

Mr. Troy Birtles of Accurate Assessment Group has served as the assessor for the Municipality of Jasper for a number of years.

Discussion:

Since incorporation the municipality has always appointed an outside contractor as assessor. Using qualified, regulated external contractors is a common practice for most small and some mid-sized municipalities. While the municipality has continuously received excellent service from our contractor, undertaking regular market evaluations is good practice to ensure the municipality continues to receive good value for dollar and appropriate service.

An RFP for Assessment Services was posted to Alberta Purchasing Connection on September 16th, 2022, with a closing date of September 30, 2022.

The scope of services requested in the RFP included:

- Prepare assessments in accordance with the *Municipal Government Act* & providing completed assessments to The Municipality in compliance with the statutory timelines
- Providing comprehensive Computer Assisted Mass Appraisal (CAMA) software and all subsequent hardware, at the Vendors sole cost, required to provide the assessment service.
- Providing the annual assessment electronically in a format compatible with the Municipality’s tax base software.
- Providing assessment information as requested by the Minister of Municipal Affairs in compliance with the statutory reporting requirements prescribed in the *Municipal Government Act*
- Providing projected assessment changes for the coming year to aid in the budgeting process.
- Addressing ratepayer assessment questions and concerns and providing direct electronic communication (telephone or email) to address day-to-day questions from ratepayers in a timely manner.
- Conducting on site interviews with ratepayers on request.
- Providing annual working session with Council to provide additional information and answer questions on the assessment process and discuss any emerging trends or other matters.
- Dealing with rate payers that have formal assessment complaints, in an attempt to resolve them. If the assessment complaint cannot be resolved, the service provider will provide defense of any assessment complaints before the Assessment Review Board and if necessary, before the Land and Property Rights Tribunal.
- Providing expert witnesses as required in defense of complaints and complaints if necessary.
- To prepare Supplementary Assessments and accompanying activities as outlined above.
- At the end of the contracted term (including any optional extensions), to transfer assessment information, and inspection cycle data to the next designated assessor.

Two (2) valid submissions were received by the RFP submission deadline and reviewed by administration. Proposals were evaluated in the categories shown below.

Evaluation categories

Related Experience 30 points
 Service Plan 30 points
 Budget 20 points
 References 20 points

Proponent		Final Score
Accurate Assessment		68
IMAC		50

All of the submissions were competent and capable of completing the project. Three individuals reviewed both proposals and scored each proposal independently. Final scores for each submission reflect the average of the scores awarded by the reviewers. Accurate Assessment Group LTD. has an extensive team of qualified assessors who are familiar with Jasper and their proposal had a competitive price. Some of Accurate Assessment’s current clients include the Cities of Beaumont, Cold Lake, Leduc and Spruce Grove, the Towns of Bonnyville, High Level and Valleyview.

Strategic Plan Relevance:

Organizational Excellence

- Ensure residents receive quality service that provides strong value for dollar.

Relationships

- Welcome the expertise, innovation, creativity and commitment of community members, groups, associations and businesses.

Relevant Legislation:

- MGA Section 284.2 (Municipal Assessor); MGA Section 210 (Designated Officers): AR 233/2005 (Qualifications of Assessor)
- [Bylaw #73 – Appointment of Assessor](#)

Financial:

The contract cost is in line with expected costs and is included in the annual budget.

AGENDA ITEM 7.5

REQUEST FOR DECISION

Subject: Solar Viability study
From: Bill Given, Chief Administrative Officer
Prepared by: Faraz Khan, Municipal Energy Manager
Reviewed by: Bill Given, Chief Administrative Officer
Date: November 8, 2022



Recommendation:

That committee receive the solar viability report for information and refer the concept to the 2023 budget discussion.

Background:

In 2021 administration identified that there was land available for potential solar installation next to the sewage treatment plant. The lands are dried out lagoons and other development options are limited due to this reason.

In late 2021 the operations department had a discussion with ATCO on determining the potential of installing solar plant to either offset electricity usage of the sewage treatment plant or as a stand-alone solar plant. A high-level analysis from ATCO showed that there was potential for a solar system, however, it required additional studies to determine the viability of the project.

In August 2022, the operations department along with the Municipal Energy Manager reached out to ATCO to conduct a solar viability study. The study was intended to explore the potential options available and determine the next steps if found viable to do so.

In September 2022, ATCO prepared a Solar Viability Study with two preliminary options that would meet the micro-generation regulations along with recommendations for next steps.

Discussion:

Based on the land available at the sewage treatment facility and electricity usage for various town facilities, ATCO has prepared two preliminary solar array options that would meet the Micro-generation regulations.

Option 1 – 750 kW_{AC} solar array

- The layout is a 750 kW_{AC} solution that utilizes only a portion of the land available and fits within the micro-generation regulations
- In 2019, the sewage treatment facility used 1,142,031kWh of electricity. This 750kW_{AC} solar array would produce an estimated 1,141,169kWh, offsetting 99.99% of electricity usage at the sewage treatment plant making it **net-zero**.

Option 2 – 2.38 MW_{AC} solar array

- The layout is a 2.38 MW_{AC} solar array that would utilize majority of the land identified for use and fits within the micro-generation regulations.

- By aggregating the electrical usage of the sewage treatment plant, activity centre, pumphouse, and aquatics centre, Jasper could build out this larger solar array and still meet the micro-generation regulations.
- The combined 2019 electricity usage for the 4 facilities is 3,726,236kWh and this 2.38MWAC solar array would produce an estimated 3,579,969 kWh, **offsetting 96%** of the electricity usage at these 4 facilities.

High level cost estimate

This is simplistic approach that does not consider the positive affect of electricity cost inflation over the next 25-year life of the facility. Inflation in energy costs would improve the value proposition of a solar installation.

A. Without grant funding

	ESTIMATED ELECTRICITY PRODUCED	ESTIMATED ANNUAL SAVINGS	ESTIMATED CAPITAL COST	SIMPLE PAYBACK
	(kWh/year)	(\$/year)	(\$)	(Years)
OPTION 1	1,141,169	\$54,353	\$1,500,000 - \$1,650,000	25+
OPTION 2	3,726,236	\$177,480	\$4,780,000 - \$5,258,000	25+

B. With potential grant funding

	SOLAR ARRAY SIZE	ESTIMATED CAPITAL COST	REBATE	NET CAPITAL COST	ANNUAL SAVINGS	SIMPLE PAYBACK
	(kWac)	(\$)	(\$)	(\$)	(\$/year)	(Years)
OPTION 1	750	\$1,575,000	\$450,000	\$1,125,000	\$54,353	20
OPTION 2	2380	\$5,000,000	\$1,310,000	\$3,690,000	\$177,480	20

Recommended next steps:

Federal and Provincial governments introduce solar funding programs regularly. Critical to securing funding through these programs is being ready to apply as soon as programs are announced as the richest programs will be fully subscribed immediately by applicants that have the required information available at announcement.

To position the Municipality of Jasper for a prompt application for any funding program that might open and the municipality would qualify for, ATCO recommends completing a Feasibility Study.

A Feasibility Study will provide the details typically required with an application, ensuring we can join the program queue early, significantly improving our chances of receiving funding.

Strategic Relevance:

- Value the unique opportunities and responsibilities arising from our location inside a National Park and World Heritage Site.
- Include an environmental lens into our decision making and operational plans.
- Ensure residents receive quality service that provides strong value for dollar.

Financial:

Administration will present the proposal to conduct a feasibility during the 2023 budget presentation. The approximate cost to conduct the study would be \$50,000.

Attachments:

- ATCO Solar viability study.pdf

SOLAR VIABILITY STUDY

Municipality of Jasper

Sept 15, 2022

ATCO

always there. anywhere.

MUNICIPALITY OF JASPER SOLAR FEASIBILITY STUDY

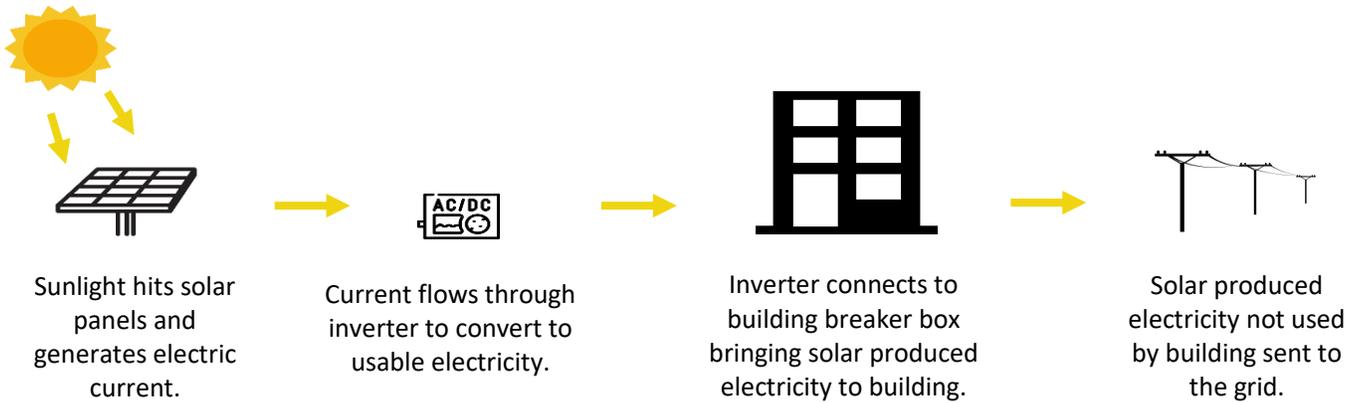
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MUNICIPALITY OF JASPER SOLAR FEASIBILITY STUDY

1.0 WHAT IS SOLAR?

The science of solar is relatively simple – use sunshine to produce electricity you can use to power your home, facilities, and operations. Here’s how it works:



2.0 INTRODUCTION

The Municipality of Jasper has a large piece of land at the sewage treatment facility that is decommissioned lagoons. The intent of this Study is to explore the potential to utilize this land to install a ground mounted solar array allowing the Municipality to offset its electricity consumption with a greener option.

The electricity consumption of the sewage treatment facility is the initial target of the project. Additional facilities can be aggregated with this facility provided the following conditions are met:

- Facility must be connected to the same ATCO-owned distribution feeder
- Facility must be under the same customer name with your electricity retailer
- Facility must have the same electricity retailer.

3.0 REGULATORY

The installation of a solar array requires a regulatory application to the Alberta Utilities Commission (AUC). There are 2 categories of solar energy producer applications - Micro-Generation and Distributed Generation.

Micro-Generation

- Maximum solar array size is 5MWAC
- The total annual electricity production must be less than or equal to the aggregated electricity consumed by the facilities that meet the requirements above
- Less complex application process
- Shorter approval timelines

Distributed Generation

- Solar array electricity production is greater than the aggregated electricity consumed by the facilities that meet the requirements above

MUNICIPALITY OF JASPER SOLAR FEASIBILITY STUDY

- Complex and more costly application
- Several years for application approval process

ATCO has proposed a solar array that meets the Micro-generation regulations.

4.0 LOCATION

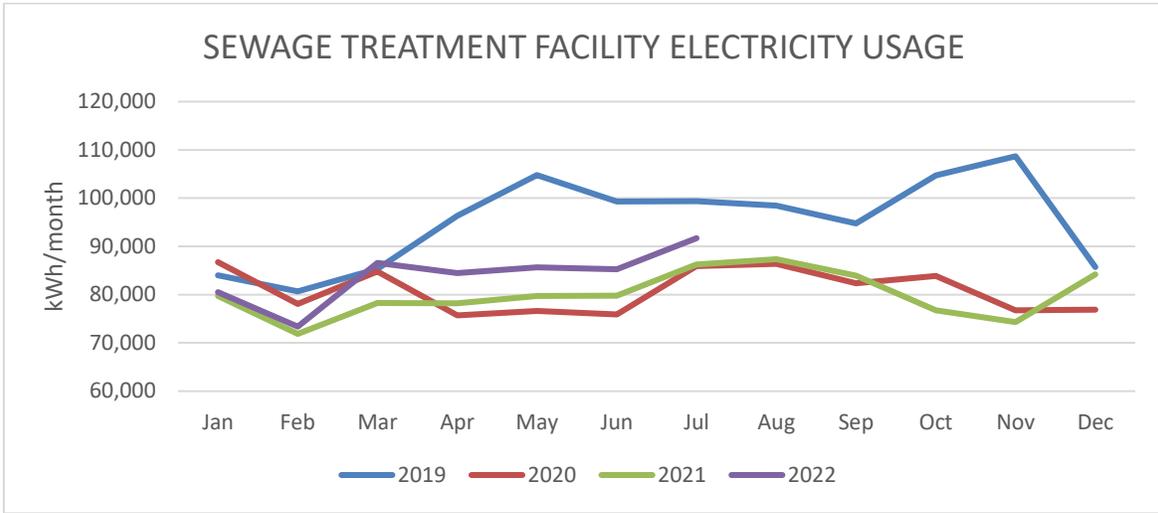
The Town identified the land available for a solar installations as below:



5.0 ELECTRICITY USAGE

The sewage treatment facility electricity consumption data for 2019, 2020, 2021 and 2022. were provided by the town, see **GRAPH 1**. For this evaluation, ATCO has assumed that 2019 most accurately a typical year for the Town's electricity usage and will use 2019 data for all facilities

MUNICIPALITY OF JASPER SOLAR FEASIBILITY STUDY



6.0 SOLAR ARRAY LAYOUTS

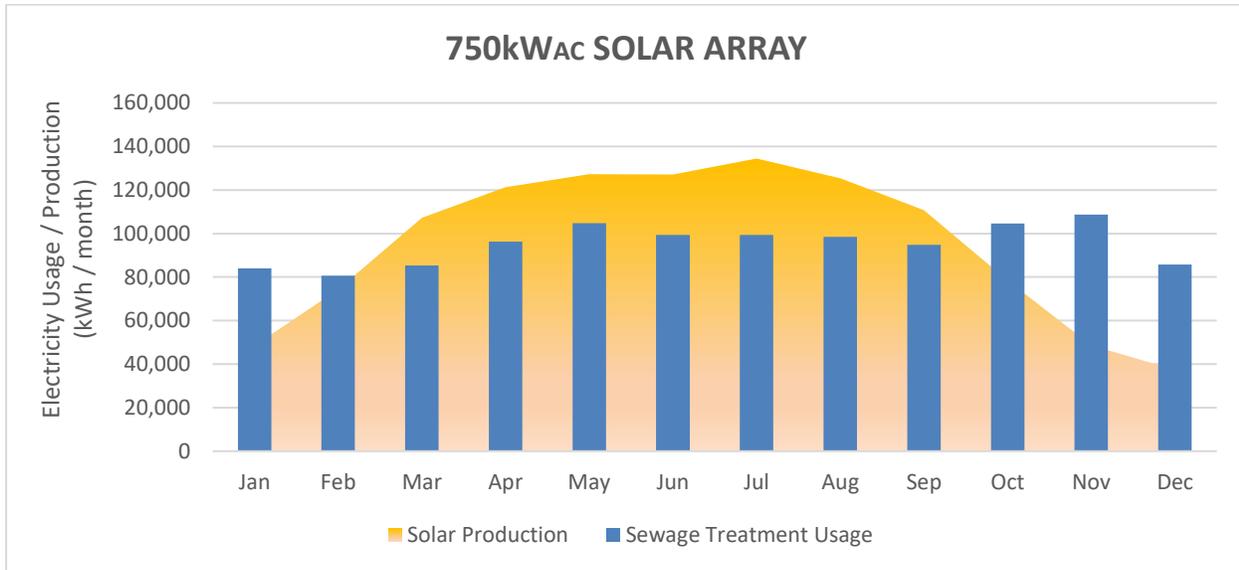
Based on the land available at the sewage treatment facility and electricity usage for various town facilities, ATCO has prepared two preliminary solar array options that would meet the Micro-generation regulations.

6.1 OPTION 1: 750KWac SOLAR ARRAY



MUNICIPALITY OF JASPER SOLAR FEASIBILITY STUDY

ATCO targeted a solar array layout that would offset 100% of the electricity demand for the sewage treatment facility. The layout is a 750kWac solution that utilizes only a portion of the land available, fits within the micro-generation regulations and offsets 99.99% of the 2019 electricity usage at the sewage treatment facility.



In 2019, the sewage treatment facility used 1,142,031kWh of electricity. This 750kWac solar array would produce an estimated 1,141,169kWh making the sewage treatment plant **net-zero**.

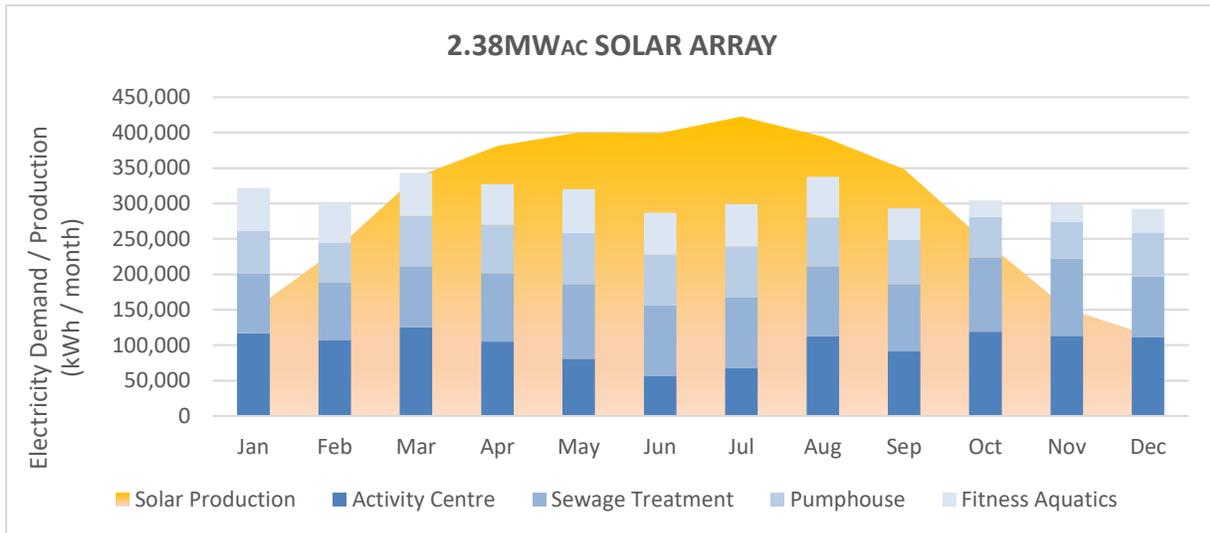
6.2 OPTION 2: 2.38MWac SOLAR ARRAY



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ATCO targeted a second solar array layout that would utilize the majority of the land identified for use. The layout is a 2.38MW_{AC} solar array that fits within the Micro-generation regulations and produces 3,579,969kWh annually, significantly more electricity than the sewage treatment facility uses.

By aggregating the electrical usage of the sewage treatment plant, activity centre, pumphouse, and aquatics centre, Jasper could build out this larger solar array and still meet the micro-generation regulations.



The combined 2019 electricity usage for the 4 facilities is 3,726,236kWh and this 2.38MW_{AC} solar array would produce an estimated 3,579,969 kWh, **offsetting 96%** of the electricity usage at these 4 facilities.

7.0 SOLAR ARRAY COST ESTIMATE

For a preliminary cost estimate, ATCO would recommend using \$2.00 - \$2.20 / watt for a typical installation cost that includes panels and necessary equipment to connect to electrical service but does not consider connecting multiple buildings or facility upgrades needed, any upgrades to the ATCO system required, nor does it consider any additional Parks Canada requirements that may have to be met. Using these cost factors, baseline cost estimates are:

	750kW _{AC}	2.39MW _{AC}
Capital Cost per watt	\$2.00 - \$2.20 / watt	\$2.00 - \$2.20 / watt
Estimated Capital Cost	\$1,500,000 - \$1,650,000	\$4,780,000 - \$5,258,000

8.0 SYSTEM CAPACITY

Critical to evaluating a solar project cost is to understand the capacity of the electrical system at the proposed site. If there are upgrades needed to accommodate connecting your solar project, that cost is borne by the Municipality.

MUNICIPALITY OF JASPER SOLAR FEASIBILITY STUDY

ATCO completed a preliminary review to understand capacity of the feeder serving the sewage facility and our initial findings suggest there is system capacity to accommodate either option. This does not imply that there are no additional costs to connect to the ATCO Electric grid. The cost would be identified in a more detailed Feasibility Study.

9.0 ECONOMICS

The economics of solar installations are based on the value of the electricity produced by the solar array, capital cost, operating cost, carbon credits for clean energy and funding. ATCO does not include any savings on the Delivery Charge portion of your electricity bill. This charge does include both a fixed and a variable cost (ie. based on electricity consumed) but typically most of this charge will be fixed. A detailed understanding of your contract is required to be able to determine the impact a solar array could have, including potential penalties for reduced electricity demand.

This is a simplistic approach that also does not consider the positive affect of electricity cost inflation over the 25 year life of the facility will have on your payback or annual maintenance costs (less than \$6,000/year) but does provide a starting project financial indicator.

For the preliminary economics, ATCO only looks at the estimated value of the electricity produced. The Town currently pays **0.04763 ¢ / kWh**, a low commodity cost in Alberta.

	ESTIMATED ELECTRICITY PRODUCED	ESTIMATED ANNUAL SAVINGS	ESTIMATED CAPITAL COST	SIMPLE PAYBACK
	(kWh/year)	(\$/year)	(\$)	(Years)
OPTION 1	1,141,169	\$54,353	\$1,500,000 - \$1,650,000	25+
OPTION 2	3,726,236	\$177,480	\$4,780,000 - \$5,258,000	25+

Including carbon credits for the 25 year life of the project, forecast of electricity cost increase and any potential funding available will reduce the payback. A more detailed economic model would be completed at the Feasibility Study stage.

10.0 FUNDING

The Federal and Provincial governments introduce solar funding programs regularly. Critical to securing funding through these programs is being ready to apply as soon as programs are announced as the richest programs will be fully subscribed immediately by applicants that have the required information available at announcement. These programs are either a competitive program where applicants must apply by a certain date and then applications are reviewed and scored, and notice provided to winners. Timelines can be very short; a one month deadline is not uncommon. Alternatively, funding programs establish criteria and if your application meets the criteria and there is still money available you will receive funding. Either way, early applications are strongly advised.

Solar installation funding has historically been determined on a ¢/kWh basis with a percent of total project cost cap. The rebate value has had a wide range. For example, the Municipal Climate Change Action Centre (MCCAC) rebate for municipalities is shown below and included a funding cap of 30% of total project cost.

MUNICIPALITY OF JASPER SOLAR FEASIBILITY STUDY

INSTALLED CAPACITY	REBATE
(kWh)	(\$/watt)
< 10 kW	\$0.90/watt
10kW – 150kW	\$0.75/watt
150 – 2MW	\$0.60/watt
2MW – 5MW	\$0.55/watt

To provide an illustration of how this rebate program would affect the economics for your project, had you been eligible for this funding program, the table below used the mid-point capital cost and applied the rebate outlined above.

	SOLAR ARRAY SIZE	ESTIMATED CAPITAL COST	REBATE	NET CAPITAL COST	ANNUAL SAVINGS	SIMPLE PAYBACK
	(kWac)	(\$)	(\$)	(\$)	(\$/year)	(Years)
OPTION 1	750	\$1,575,000	\$450,000	\$1,125,000	\$54,353	20
OPTION 2	2380	\$5,000,000	\$1,310,000	\$3,690,000	\$177,480	20

11.0 RECOMMENDATIONS

To position the Municipality of Jasper for a prompt application for any funding program that might open and you would qualify for, ATCO would recommend completing a Feasibility Study. A Feasibility Study will provide the details typically required with an application, ensuring you can join the program queue early, significantly improving your chances of receiving funding.

A Feasibility Study includes:

- Solar resource assessment and energy yield assessment
- Conceptual Design
- Capital and operating costs
- Financial modelling
- Regulatory review
- System interconnection
- Funding availability

12.0 GENERAL COMMENTS

It should be noted that this is a preliminary assessment that does not allow for a precise design, detailed review of the town’s electricity consumption or current contractual obligations with energy retailer and should be used for discussion only.

MOTION ACTION LIST

SHORT TITLE	REQUESTED (DATE)	RESPONSIBLE (WHO)	COUNCIL MOTION (DESCRIPTION)	TARGET (DATE)
Parcel GB Development Information	March 8, 2022	CAO	That Committee direct Administration to request preliminary information such as renderings and site plans for the proposed GB development and return to a future Committee of the Whole meeting.	November December 2022
JCHC Governance Review - 1	June 14, 2022	CAO	That Committee direct Administration to review corporate structures that would enable JCHC to assume debt independent of the Municipality while also being able to provide some manner of equity in return for capital contributions.	December 2022
Alberta / Japan Twinning Municipalities Association	June 14, 2022	Director of Protective & Legislative Services	That Committee direct Administration to follow items 1, 2, 4, and 5 in the recommendations and refer item 3 to a future committee of the whole meeting 5-Prepare/develop a video from the community of Jasper to send to Hakone to acknowledge the 50 th anniversary of the twinning relationship	November 2022
Community Conversations – Town Internet Access	August 23, 2022	Director of Finance & Administration	That Committee direct Administration to explore opportunities for town wide internet access.	November January 2023
Community Conversations – Communications	August 23, 2022	Director of Protective & Legislative Services	That Committee direct Administration to investigate systems that would improve the sound quality of Council meetings.	November 2022
Fruit Trees on Municipal Property	August 23, 2022	CAO & Director of Operations	That Committee direct Administration to return to a future committee of the whole meeting with proposed alternatives on how to deal with fruit trees on municipal land.	November December 2022
S-Block Parking	October 11, 2022	Director of Protective & Legislative Services	That Committee direct Administration to develop a revised parking program for stalls in the S-Block parking lot, and report back at an upcoming Committee of the Whole meeting; and	November February 2023

			That Committee direct Administration to propose a fee increase to the Storage Lots Bylaw (#208), and report back at an upcoming Committee of the Whole meeting.	
Reserve Policy	October 11, 2022	Director of Finance & Administration	That Committee receive the draft Reserve Policy (B-112) as amended as discussed at the Oct 11, 2022 Committee of the Whole meeting; and That Committee direct Administration to return to a future committee of the whole with Schedule A: Reserve Descriptions.	November 2022
Outdoor Ice Rink Proposal	October 25, 2022	Director of Community Development	That Committee direct Administration to work with the proponent, Rob Olson, to acquire additional contact information and return to a future committee of the whole meeting.	November 2022
Policy B-017 Community & Economic Development Fund	October 25, 2022	Director of Community Development	That Committee refer the Policy B-017 Community and Economic Development Fund to a future committee of the whole meeting with Administration incorporating amendments as discussed at today's meeting.	January 2023
Review of Policy A-005 Community Conversations	October 25, 2022	Director of Community Development	That Committee direct Administration to perform a review of Policy A-005 Community Conversations and report back to a future Committee of the Whole meeting.	January 2023
Clean Energy Improvement Program	October 25, 2022	CAO & Municipal Energy Manager	That Committee direct Administration to return to a future Committee of the Whole meeting with a report on the Clean Energy Improvement Program and the Property Assessed Clean Energy legislation (PACE).	December 2022
Traffic Advisory Committee Draft Terms of Reference	October 25, 2022	Director of Operations & Director of Protective & Leg.	That Council direct Administration to develop a draft Terms of Reference for a Traffic Advisory Committee and return to a future committee of the whole meeting.	March 2023
Human Resources Committee Draft Terms of Reference	October 25, 2022	CAO	That Council direct Administration to develop a draft Terms of Reference for the Human Resources Committee and return to a future committee of the whole meeting.	January 2023

Communities in Bloom Draft Terms of Reference	October 25, 2022	CAO	That Council direct Administration to develop a draft Terms of Reference for a Communities in Bloom Committee and return to a future committee of the whole meeting.	January 2023
Continuation of Municipal Services	October 25, 2022	Director of Operations	That Committee direct Administration to enter into signed agreements as required by Policy F-104.	November 2022
Provision of Services to Private Leaseholders at No Cost	November 1, 2022	Director of Operations	That Council direct Administration to bring the matter of the provision of services to private leaseholders at no cost back to the first Committee of the Whole meeting in April 2023.	April 2023