

Municipality of Jasper
Committee of the Whole Meeting Agenda

March 8, 2022 | 9:30 am

Place: Conducted virtually through Zoom

Notice: Council members and a limited number of staff are returning to Council chambers for meetings beginning March 8, 2022. Presentations will continue to take place online until further notice. 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 Acting Deputy Mayor Hall to chair meeting

2. Additions to agenda

3. Approval of agenda

3.1 March 8, 2022 Committee of the Whole agenda attachment

4. Approval of minutes

4.1 February 22, 2022 Committee of the Whole minutes attachment

5. Presentation

5.1 Community Petition – Helen Schwartz & Bob Covey attachment

5.2 Uplift! Jasper Mural Festival – Logan Ireland attachment

6. Business arising from minutes

7. New business

7.1 Fiscal Controls and Reporting Policy attachment

7.2 Speed Limits attachment

7.3 Legislative Committee Terms of Reference attachment

7.4 Transfers to Reserves – 2021 fiscal year attachment

7.5 S-Block, Delayed Invoice attachment

7.6 Provincial Tax Write-off attachment

8. Correspondence

8.1 Invitation to submit bid to host 2024 Alberta Winter or Summer Games attachment

attachment

9. Motion Action List

10. Council representation on various boards, upcoming meetings 10.1

[Council appointments to boards and committees](#)

Municipality of Jasper
Committee of the Whole Meeting Agenda

March 8, 2022 | 9:30 am

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11. Upcoming events

Joint Wildfire Evacuation Scenario with Parks Canada, March 9 & 10

Jasper Park Chamber of Commerce General Meeting – Tuesday, March 15, 7:30am-9:30am, Wicked Cup

Strategic Planning Sessions – Monday, April 4 – Wednesday April 6, Banff

Intergovernmental Meeting – Tuesday, May 17, 9:30am, Hosted by Parks Canada

12. Adjournment

Municipality of Jasper
Committee of the Whole Meeting Minutes

Tuesday, February 22, 2022 | 9:30am

Conducted virtually through Zoom

Virtual viewing and participation	This meeting was conducted virtually through Zoom. Public viewing and participation during Council meetings is through Zoom livestreaming.		
Present	Deputy Mayor Wendy Hall, Councillors Ralph Melnyk, Helen Kelleher-Empey, Kathleen Waxer, Scott Wilson and Rico Damota		
Absent	Mayor Richard Ireland		
Also present	Bill Given, Chief Administrative Officer Christine Nadon, Director of Protective & Legislative Services John Greathead, Director of Operations Christopher Read, Director of Community Development Emma Acorn, Legislative Services Coordinator Andrew Afonso – GEC Architecture Andrew Tankard – GEC Architecture Michelle Morisette – WSP Canada Inc. Jason Stockfish, The Fitzhugh Bob Covey, The Local 8 observers		
Call to Order	Deputy Mayor Hall called the February 22, 2022 Committee of the Whole meeting to order at 9:30am and began with a Traditional Land Acknowledgement.		
Additions to the agenda	none		
Approval of agenda #85/22	MOTION by Councillor Waxer to approve the agenda for the February 22, 2022 Committee of the Whole meeting as presented.		
	FOR 6 Councillors	AGAINST 0 Councillor	CARRIED
Approval of minutes #86/22	MOTION by Councillor Kelleher-Empey to approve the minutes of the February 8, 2022 Committee of the Whole meeting as presented.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Business arising from minutes	none		
Activity Centre Renovation Report	Council received a presentation from Andrew Afonso and Andrew Tankard of GEC Architecture regarding the Activity Centre Renovation. Highlights included the project schedule and scope which was divided into recommended items and additional items to		

be considered. Council had the opportunity to discuss options with both Administration and the consultants.

#87/22 MOTION by Councillor Wilson that Committee direct administration advance the Activity Centre Renovation Project design inclusive of the recommended scope items; and, return with a final costing for approval at a future committee of the whole meeting.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Recess Deputy Mayor Hall called recess from 11:53am – 12:30pm.

Activity Centre Renovation cont'd #88/22 MOTION by Councillor Wilson that Committee direct Administration to include “the full renovation of both men’s and women’s change rooms” in the Activity Centre Renovation Project design and final costing for approval.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Deputy Mayor Hall relinquished the chair to Councillor Wilson in order to make the following motion. Due to internet difficulties Councillor Wilson continued to assist Deputy Mayor Hall with chairing through the remainder of the meeting.

#89/22 MOTION by Deputy Mayor Hall that Committee direct Administration to include “the expansion of the building footprint to upgrade arena change rooms” in the Activity Centre Renovation Project design and final costing for approval.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

#90/22 MOTION by Councillor Waxer that Committee direct Administration to include “the conversion of one squash court to a multipurpose space” in the Activity Centre Renovation Project design and final costing for approval.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

#91/22 MOTION by Councillor Damota that Committee direct Administration to include “the renovation of the activity centre basement washrooms to meet accessibility standards” in the Activity Centre Renovation Project design and final costing for approval.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Meeting Extension #92/22 MOTION by Councillor Melnyk that the February 22, 2022 Committee of the Whole meeting be extended beyond four hours if necessary.

FOR	AGAINST	
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	6 Councillors	0 Councillors	CARRIED
Activity Centre Renovation cont'd #93/22	MOTION by Deputy Mayor Hall that Committee direct Administration to include "the Arena Viewing Lounge" in the Activity Centre Renovation Project design and final costing for approval.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
#94/22	MOTION by Councillor Waxer that Committee direct Administration to include "the relocation of the seniors lounge adjacent to the activity centre lobby and consolidate administrative spaces" in the Activity Centre Renovation Project design and final costing for approval.		
	FOR 5 Councillors	AGAINST 1 Councillor (Councillor Wilson)	CARRIED
Emergency Management Information Report #95/22	Council received a report from Administration on the status of emergency management including details on upcoming Council training exercises, staff Incident Command System training sessions and an upcoming joint wildfire evacuation scenario exercise with Parks Canada on March 9 & 10, 2022.		
	MOTION by Councillor Damota that Committee receive the report for information.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Legislative Committee Terms of Reference #96/22	Council received a draft Terms of Reference for the Legislative Committee from Administration.		
	MOTION by Councillor Damota that Committee table the discussion on the Legislative Committee Terms of Reference until the next Committee of the Whole meeting.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Correspondence	none		
Motion Action List #97/22	Administration reviewed the Motion Action List with Council which included new proposed timelines for projects.		
	MOTION by Councillor Melnyk that Committee approve the updated Motion Action List as presented.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED

Councillor reports Councillor Kelleher-Empey and Councillor Damota will be attending a Community Futures Board meeting in Edson this Thursday.

Upcoming Events Council reviewed a list of upcoming events.

In Camera #98/22 MOTION by Councillor Melnyk to move in camera at 2:17pm to discuss agenda items:

- 11.1 Personnel matter: CAO performance feedback – FOIP, S. 17(4)(f).

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Mr. Given also attended the in camera session.

Revert to open meeting #99/22 MOTION by Councillor Melnyk that Committee of the Whole revert to open meeting at 2:51pm.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Adjournment #100/22 MOTION by Deputy Mayor Hall that, there being no further business, the Committee of the Whole meeting of February 22, 2022 be adjourned at 2:52pm.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

From: noreply@civicplus.com
To: [Municipality of Jasper](#);
Subject: Online Form Submittal: Feedback Form
Date: Friday, February 25, 2022 12:18:30 PM

AGENDA ITEM 5.1

Feedback Form

Public Information Notice

Thanks for your feedback. Feedback received by email is a public document and may be considered for publication in a Council meeting agenda package, available on the website. Completed Feedback Forms are forwarded directly to Administration. If you need to contact staff about your Feedback Form, please email info@town.jasper.ab.ca.

Your Full Name	Bob Covey
Physical address	1078 Bonhomme St
Your Email Address	robertdouglascopey@gmail.com
Addressed to	Mayor & Council
Subject	Community Petition
Comments	<p>Dear Mayor and Council</p> <p>I have been assisting local senior Helen Schwarz, who has a petition with more than 500 Jasperites' signatures, which amplifies her concerns with a local development project.</p> <p>The development in question is the private build at Parcel GB (801 Connaught Dr.) where two large apartment buildings are to house 144 suites. Last year developers were granted variances which allow the building to be over-height, include suites that are smaller than prescribed in Parks Canada's zoning requirements and allow for less-than-required parking stalls, which will put additional strain on parking in Jasper.</p> <p>I am certain councillors are familiar with the issue, and I have talked to some of you about the variances and the petition. However, I have not heard council address this development or take a position on it in an official capacity. I do recognize that Jasper's CAO, Mr. Bill Given, was at the Planning and Development Advisory Committee meeting which ultimately recommended granting these variances. According to the minutes of that meeting, Mr. Given indicated the MOJ's support for this project being led by the private sector.</p> <p>Mrs. Schwarz and I believe council and administration should take a more critical look at this development and consider what consequences building such an apartment complex will have for</p>

Jasper. While on the surface such a development appears to address the need for more housing in the community, we would put forward that as long as there are no rent controls on these developments, these units will not address the community's core need, i.e. affordable housing.

As proposed, it is our suggestion that the 144-bed apartment complex will benefit those charging, not paying, the rent. While businesses in town could theoretically benefit from an expanded housing stable, inevitably high rents will be unsustainable for employees, ultimately exacerbating turnstile-staffing issues and making it more difficult for people to plant roots in the community.

Compared to other provinces, Alberta's tenant protection when it comes to rent control is tenuous. Landlords can increase the rent by an amount they determine is appropriate as per the market. With a restricted development footprint in our community, one does not have to look too far in Jasper to find instances of local rents going up disproportionately compared to wage increases. Together with other costs-of-living increases, Jasper renters are being squeezed. While 144 apartments sounds like a lot to add to the pool, (the demand for housing will continue to be outpaced by supply) CORRECT/CHANGE to READ "the supply of housing will continue to be outpaced by demand" — and rents will continue to be unsustainable for most tourism sector employees.

The Municipality of Jasper, through the Jasper Community Housing Corporation, is rightfully proud of the work it did to create MPL Place, an affordable housing complex that lives up to that moniker by granting spaces to tenants dependent on their income. Based on what we know of our local market, these type of controls are exactly what should be put in place with any new development in Jasper. While we recognize that the GB project has got to where it is largely because the private sector has taken the lead, let's not forget that Parks Canada significantly reduced the price of the land before the current proponents bought in. It seems to us that kind of subsidy should be balanced by some kind of rent control.

We understand that last year the JCHC had an affordable housing project on the books for an apartment to be built at Parcel GA, for which the MOJ was not successful in acquiring grant funding. Likewise, the JCHC was trying two years ago to lay the groundwork for a government-led housing project at that same location, but PDAC said no to the requested parking variance.

It is true that Parks Canada has the decision-making authority in Jasper and that the green light for the 144-unit proposal has been given by their offices, and not the MOJ's. However, considering the ramifications of the variances, and more importantly, the affect the development will have on the increasingly-out-of-reach rental market, it is our hope that council

would find a lever to either readdress the variances via a public engagement session (Parks Canada's process, while seemingly transparent, did not get much attention from residents) OR find a way to enact some kind of rent control on this, and future large scale housing projects, in Jasper.

Please consider how this project will age. In 50 years time, when the lustre has long worn off the building, after many, many tenant turnovers and rent increases and after explaining for the umpteenth time that the prominent development was "out of our hands," will residents and visitors be proud of this project? Will they hold hard feelings for community leaders of the day who stood idly by when it was being erected?

Or can you envision a different future, where the awkward work of taking a step back and ensuring a consequential project such as this is done right, creates a legacy development that sets future Jasper residents up for success? A future where the tenants, not just their landlords, benefit from such a project? 500 people signed Mrs. Schwarz's petition. That's a considerable number. If you look at it, you'll see the names of many of your fellow residents, neighbours and business owners. Mrs. Schwarz took great care to ensure there were no name duplications and that those who signed were from Jasper.

Thank you for your attention to this complex issue. To help bring this to the attention of Jasperites, and to hear council and administration's considerations on the topic, we would like to request an audience with council at the next available Committee of the Whole meeting.

Please let me know if this request can be granted.

Bob Covey, 780 820 0288

Email not displaying correctly? [View it in your browser.](#)

Dear Jasper Mayor and Town Council,

Logan Ireland here, writing to you on behalf of UpLift! Jasper Mural Festival today.

My creative partner Oliver Andrew and I are reaching out to share our blossoming mural festival, UpLift! Jasper, with Mayor and Council. The "ask" of Council is simple: to allow us to introduce ourselves and to consider the ways in which supporting us could benefit Jasper and its community.

UpLift! Jasper aims to accentuate the natural beauty of Jasper National Park, provide a platform for diverse cultures to share their experiences, showcase values which our community holds dear, and create a new, unique, diversified, year-round tourism draw for Jasper. To accomplish these goals, we will bring world class murals to the walls of Jasper and host an immersive, engaging 2 week festival. The UpLift! Jasper Mural Festival will become a new anchor product for tourism in Jasper, tapping into a new demographic and creating product diversity to offer to the existing demographic.

There are many possible ways in which Council could support UpLift!, including:

- identifying potential walls on municipal buildings that could be painted, in this year and future years;
- including the costs associated with having a mural painted on a municipal building where possible in funding applications;
- Allocating existing funds to help support this year's festival
- Offering guidance and support in regards to alley and sidewalk closures and public safety protocols surrounding mural paintings and festival events
- Considering other avenues for collaboration, such as a temporary canvas during the festival which encourages visitation to underutilized parks and municipal spaces.

I've attached our Sponsorship Package which functions as a festival overview. Also attached for your reference are select letters of support from our invaluable community partners and sponsors. These documents, along with our in depth Community Project Proposal, can all be viewed on our website here: <https://upliftfest.ca/>

Thank you for your consideration. We look forward to speaking with you more about how together we can UpLift! Jasper.

Best,
Logan



Logan Ireland
UpLift! Jasper Mural Festival
Creating A New Landscape In Downtown Jasper
upliftfest.ca
[Link To View Community Proposal](#)



APRIL 2022 

UPLIFT!

jasper mural festival



SPONSORSHIP PACKAGE

PROPOSED BY

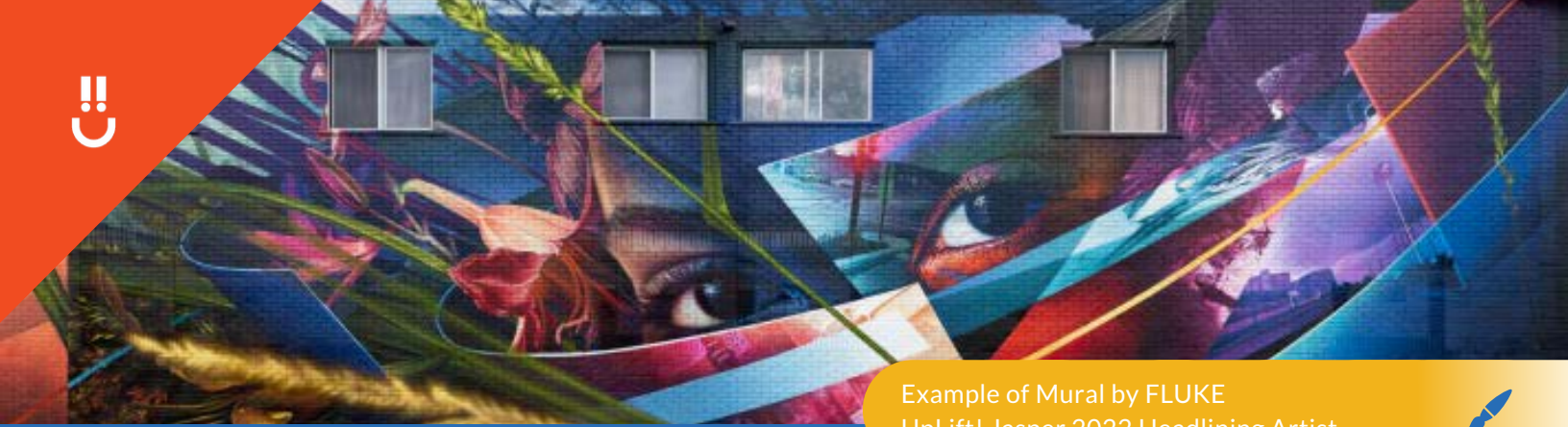


Logan Ireland & Oliver Andrew, Up Lift! Jasper

PROPOSED TO



Jasper Mayor & Council



Example of Mural by FLUKE
UpLift! Jasper 2022 Headlining Artist



Dear Mayor and Town Council,

UpLift! Jasper Mural Festival is reaching out to you on behalf of the community of Jasper. We are asking for your support of this project.

Our goals are to accentuate the natural beauty of Jasper National Park, provide a platform for diverse cultures to share their experiences, showcase values which our community holds dear, and create a new year round tourism draw for Jasper. To accomplish these goals, we aim to bring world class murals to the walls of Jasper. The Jasper Mural Festival will become a new anchor product for tourism in Jasper, tapping into a new demographic and creating product diversity to offer to the the existing demographic. Murals can be viewed all year in all weather conditions, giving visitors and locals alike a much needed activity in smoky, rainy, and socially distant conditions.

These murals will highlight our surroundings as they gracefully fill the void on our blank walls. The murals will serve as a vehicle for cultures and artists to share their experiences with Jasper. Along with the financial benefits, people will be able to connect with their surroundings and one another in a completely new and invaluable way. Cultures will mix and share ideas. Ancient stories will be brought to life. Struggles and triumphs will be laid bare on walls for all to see and contemplate. We aim to inspire local pride and creativity while enhancing the aesthetic of our town.

On behalf of the community of Jasper and all those who stand to benefit from UpLift! Jasper, we are asking for your support. Thank you for your consideration.

Sincerely,
Logan

LOGAN IRELAND
COFOUNDER
UPLIFT! JASPER MURAL FESTIVAL



UpLift! Jasper Mural Festival



Where to find us

200-610 Connaught Drive
Jasper, AB, Canada, T0E 1E0

(780) 852-8382
logan@upliftfest.ca

(780) 931-6925
oliver@upliftfest.ca

@uplift.fest.jasper
www.upliftfest.ca



Example of Mural by Kalum Teke Dan
Scheduled UpLift! Jasper 2022 Artist



UpLift! At A Glance

What is UpLift! Jasper?

- We are a non-profit organization dedicated to bringing world class murals to the walls of Jasper.

What are the benefits?

- The UpLift! Jasper Mural Festival will bring public art to the community of Jasper, beautify the downtown core, drive tourism year round, propel the careers of local artists, and create an opportunity for cultures to share their experiences and support one another. UpLift! Festival facilitates a mutually beneficial relationship between Jasper locals, businesses, artists, our visitors, Parks Canada, and our natural surroundings.
- The UpLift Jasper Mural Festival is an investment in the community. The festival will create a new draw for visitors, boosting tourism in our town. The commissioned murals will create an entirely new draw all year round, come rain, snow, sun, or smoke, adding much needed product diversification.
- The art is the trojan horse that will bring all these other benefits into the town of Jasper. The art will bring downtown beautification, strengthening of cultural bonds, product diversification, local pride, and will create opportunities for every day people to engage with and experience their town in a fresh and meaningful way. Street art is about a lot more than street art.

Some ways in which Mayor and Council could support UpLift! are:

- Identifying potential walls on municipal buildings that could be painted, in this year and future years;
- including the costs associated with having a mural painted on a municipal building where possible in funding applications;
- Allocating existing funds to help support this year's festival
- Offering guidance and support in regards to alley and sidewalk closures and public safety protocols surrounding mural paintings and festival events
- Considering other avenues for collaboration, such as a temporary canvas during the festival which encourages visitation to underutilized parks and municipal spaces.





UPLIFT! SCHEDULED ARTISTS

HEADLINING ARTIST

FLUKE

A Canadian supernova in the international street art scene, FLUKE brings with him over 20 years of mural painting experience. Along with his exceptional talent and vision, FLUKE possesses an ability to create art pieces which reflect the community in which they are placed. He is a master at understanding the relevant themes and we have full confidence in his ability to create a world class mural that represents Jasper National Park in all its beauty.



FIVE EIGHT is a multidisciplinary artist, born and based in Montreal, Quebec. A fine-art painter since 2002, he favours a bold aesthetic over political commentary. His figurative murals and paintings feature dynamic compositions and vivid contrasting colours.

NATIONAL ARTIST

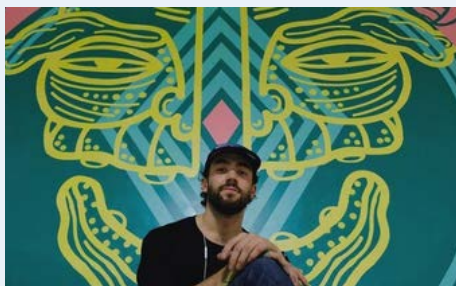
FIVE EIGHT

FIVE EIGHT brings with him an immense amount of knowledge of festival operation and a positive outlook.

INDIGENOUS ARTIST

KALUM TEKE DAN

Kalum Dan has been an established indigenous artist for more than 25 years. His roots are with the Blood Tribe in southern Alberta, and although he was raised in "the big city," his family exerted a strong influence on him early in his life, which led him to an appreciation of Indigenous culture, teachings and artistic traditions.



Keenan Sillence is a hometown Jasperite currently pursuing his growth as a mural artist. His creativity and talent landed him the opportunity to grace our Jasper Aquatic Centre with the mural design shown on the left.

LOCAL ARTIST

KEENAN SILLECE

We are thrilled to have Keenan's involvement in Uplift! and are excited to help launch his career to the next level.

POTENTIAL ARTISTS FOR FUTURE YEARS

Mackenzie Brown

Tristan Overy

PRIDE Artist

Brie Adkins

SBU One

Others



UPLIFT!

2022 SPONSORSHIP PACKAGES

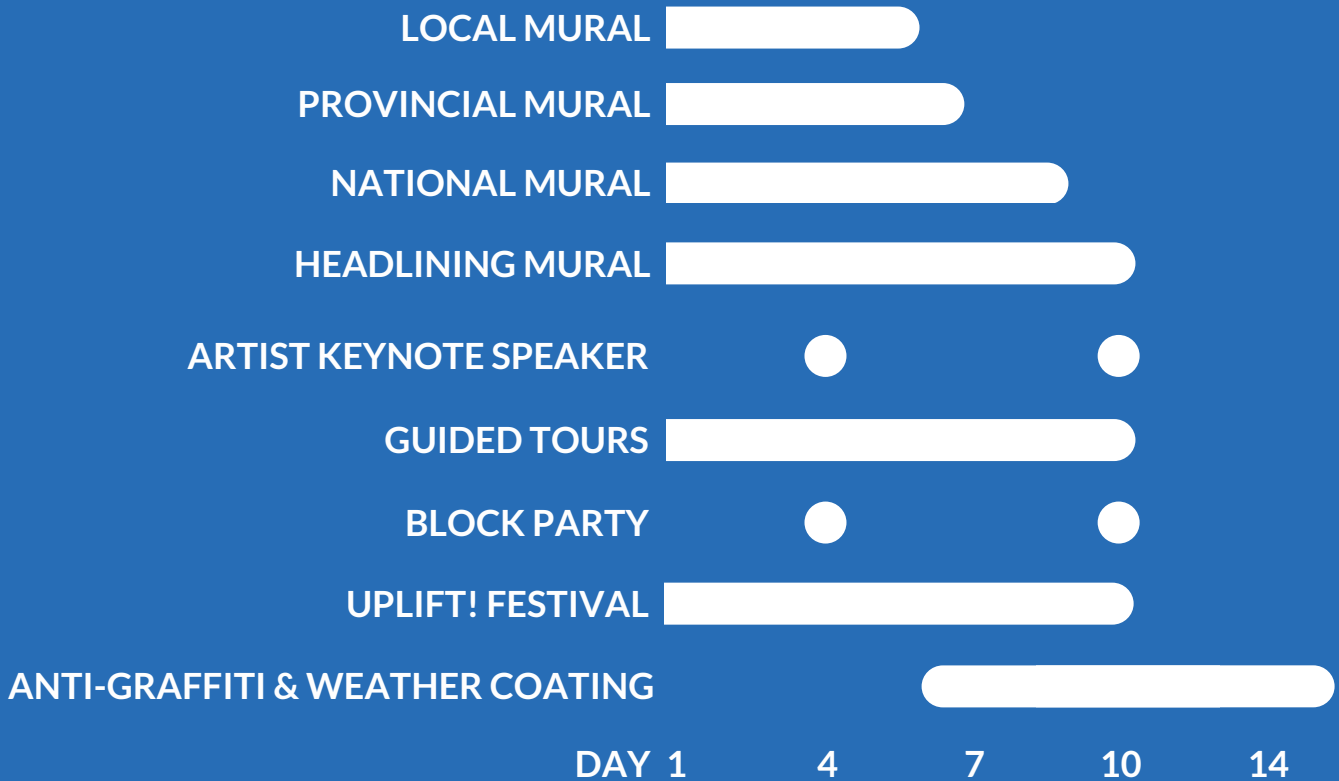
	FESTIVAL SPONSOR	STREET SPONSOR	WALL SPONSOR	PAINT SPONSOR
	\$50,000 Limited Quantities	\$25,000 Limited Quantities	\$10,000 Limited Quantities	\$5,000
Social Media Share and Thank You	✓	✓	✓	✓
Recognized on Mural Map and Tours as "Wall Sponsor"	ALL	FOR WALLS ON SPONSORED STREET	FOR SPONSORED WALL	
Logo, link, and blurb on UpLiftFest.ca	✓	✓	✓	✓
Access to digital assets produced by UpLift!	MOST, BY REQUEST AND WITH ARTIST CONSENT	MOST, BY REQUEST AND WITH ARTIST CONSENT	FOR SPONSORED WALL, BY REQUEST AND WITH ARTIST CONSENT	BY REQUEST AND WITH ARTIST CONSENT
A champion of economic and cultural growth in Jasper	✓	✓	✓	✓
Involved in Artist Selection Process	FULL	FOR SPONSORED STREET	FOR SPONSORED WALL	
Tickets to launch party, wrap up party, artist speech, and tours	AS NEEDED	AS NEEDED	4	2
First dibs on following year's sponsorship	✓	✓	✓	



THE FESTIVAL

EVENTS AND TIMELINE

The UpLift! Jasper Mural Festival will span a duration of 2 weeks at the end of April 2022, from April 23rd to May 8th. Artists will be given a 10 day window in which to complete their designs. As designs are going up, festival goers and pedestrians will interact and engage with the artists. Beer Gardens, guided tours, guest speakers, and concerts will bring the community together to celebrate a sharing of ideas and cultures.





UPLIFT!

jasper mural festival

THANK YOU

UpLift! Jasper Mural Festival

200-610 Connaught Drive
Jasper, AB, Canada, T0E 1E0



(780) 852-8382
logane@upliftfest.ca

(780) 931-6925
oliver@upliftfest.ca

Where to find us

@uplift.fest.jasper
www.upliftfest.ca



411 Patricia Street, Box 568
Jasper, Alberta, T0E 1E0
780.852.3858
www.jasper.travel

February 1, 2022

Alan Fehr
Superintendent
Parks Canada, Jasper Field Unit
607 Connaught Dr
Jasper, AB T0E 1E0

RE: SUPPORT FOR THE JASPERUPLIFT FESTIVAL

Dear Mr. Fehr,

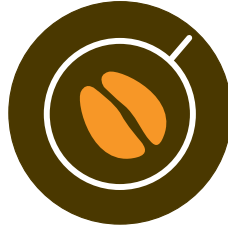
Please accept this letter to confirm Tourism Jasper's proud support for UpLift! The Jasper Mural Festival.

Tourism Jasper is excited to invest cash and in-kind contributions to this festival. We believe this event will drive significant visitation and economic impact to the community and act as a cultural catalyst for Jasper's healthy albeit sometimes overshadowed cultural sector. As you know all too well, engaging the commercial real estate sector to invest in their assets can be challenging at the best of times. Still, we believe this festival will create opportunities for commercial property owners to invest in their community, build community trust, and provide a positive visitor experience.

We look forward to working with Parks Canada, community partners and the festival organizers in developing what we hope will become an anchor celebration of Jasper's cultural fabric.

Respectfully,

James Jackson
President & CEO
Tourism Jasper



Gabrielle Investments Ltd.

SnowDome Coffee Bar, Andromeda Coffee & Coin Clean Laundry

Letter of Support: UpLift!

With great enthusiasm we are offering our support for Jasper's newest cultural event - UpLift! The Jasper Mural Festival.

As a community stakeholder, we are excited for this festival to come to Jasper and its public spaces. Public art captures our imaginations all while expressing our community values and building community connections. UpLift! will add vibrancy to our downtown environment and revitalize our streetscapes this season and for years to come.

Congratulations to Logan Ireland and Oliver Andrew for jump starting this event and bringing it to fruition.

Yours sincerely,

Shelley and Sam Koebel
780 852-8581



Get Your Buns Down Here!



February 1, 2022

To whom it may concern,

I am writing you today to express my support for the proposed Mural Festival. I was super excited to hear of this innovative way to add to the art and culture of our townsite. These murals will be a fabulous attraction with a long life span that can show our visitors our colour and artistic side.

It is a great way to include and value our local community and people from all different groups of that community, including aboriginal, and LGBTQ2+. The mural festival will be a wonderful conduit to show this community's respect for Jasper National Park and foster that respect in others.

I know Parks Canada is striving to ensure visitor experience and this is a sure fire way to do so. In my personal travels, I have always taken a moment to photograph, enjoy, and share photos of the street art and murals I have seen around the world. These pieces of art showcase the communities they are in and add vibrancy as well.

Thank you for your time.

Sincerely,

Kimberley Stark
Bear's Paw Bakery
The Other Paw Bakery Cafe
info@bearspawbakery.com
780-852-3233
780-852-2253(BAKE)



402 Connaught Dr. • Jasper, AB T0E1E0 • Phone: 780.852.3225
E-Mail: Manager@jasperpizza.ca Web: www.jasperpizza.ca

February 9, 2022

RE: Uplift Jasper Mural Project

To Whom It May Concern,

Thank you for taking the time to read and consider this letter. We are excited and supportive of the project and vision outlined by Uplift Fest organizers Oliver Andrew and Logan Ireland.

We believe the proposed design, concept and feature mural would add experiential value to our guests dining at Jasper Pizza and to the experience of all guests that visit Jasper.

We are proud to be part of the project that promotes reconciliation, understanding and healing through art and storytelling. Jasper Pizza Place is aware of and supportive of work and vision of Uplift Fest and want to express our full support and backing to this community focused project.

Thank you,

A handwritten signature in black ink, appearing to be "Stavro Korogonas", with a long horizontal line extending to the right.

Stavro Korogonas
Owner

AGENDA ITEM 7.1

REQUEST FOR DECISION



Subject: Internal Fiscal Controls and Reporting Policy
From: Bill Given, Chief Administrative Officer
Reviewed by: Natasha Malenchak, Director of Finance & Administration
Christine Nadon, Director of Protective & Legislative Services
Date: March 8, 2022

Recommendation:

- That Committee recommend Council approve the Internal Fiscal Controls and Reporting Policy as presented.

Options:

- That Committee recommend Council approve the Internal Fiscal Controls and Reporting Policy with the following amendments.... (list amendments)
- That Committee direct administration to revise the Internal Fiscal Controls and Reporting Policy based on the discussion today and return to a future committee of the whole meeting.

Background:

Policy B-009, the existing Fiscal & Financial Control policy, was adopted by council on September 7th, 2010.

A draft revision of the policy was brought to Committee of the Whole on September 28, 2021.

Administration presented a draft of policy B-009: Internal Fiscal Controls and Reporting.

The draft Internal Fiscal Controls and Reporting policy is intended to describe Council's expectations around the internal fiscal controls that should be maintained to ensure that municipal dollars are well-managed, adequately controlled, and spent only as approved by council. The policy also sets standards of reporting on financial matters to ensure that accurate information is available for decision-making and that the risk of loss, misappropriation, or theft is minimized.

MOTION was made by Councillor Butler that Committee direct Administration to revise the Internal Fiscal Controls and Reporting Policy based on the discussion and return to a future Committee of the Whole meeting.

Aside from the name, the existing policy B-009 is more focused concerns related purchasing and procurement while the concept of fiscal controls is only addressed in a limited fashion:

Fiscal controls and reporting shall be as outlined in the Administrative Procedures attached to this Policy following the adoption of this policy by council.

A review of fiscal procedures and their implementation 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 suggests B-009 should be refocused to speak more directly to internal fiscal controls and reporting. On that basis, the attached draft has removed items related to purchasing with the expectation that the current and newly revised policies shall be specific to their purpose. Purchasing policies and Procedures are

addressed in Policy B-020 Procurement Policy and Procedure adopted by council October 1, 2019

At a high level the draft Internal Fiscal Controls and Reporting policy is intended to provide a forum for council to describe its expectations around the internal fiscal 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 see on financial matters to ensure that accurate information is available for decision-making and that the risk of loss, misappropriation, or theft is minimized.

Administration is presenting the policy in draft form for council consideration. Should committee choose to recommend Council adopt the policy administration would follow up to develop the related procedures and present them at a future committee meeting for council's information. This process will ensure that the administration procedures are aligned with Council's policy direction.

The attached draft highlights the changes made following the September 2021 committee of the whole meeting. Changes included:

- incorporating a numbering system for all the sections,
- a better definition of the term program,
- changing the word redeployment to reallocation,
- and a number of other smaller housekeeping items.

Relevant Legislation:

- Policy B-009 Fiscal and Financial Control policy (2010)

Strategic Relevance:

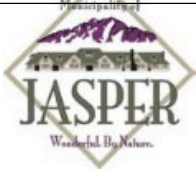
- Governance and Social Equity – "...good governance, reflecting responsible, representative democracy at the local level, reinforcing openness, transparency and accountability.."
- Organizational Health – "...improve the organizational health of the Municipality of Jasper by fostering Council- Staff relationships and enhancing operational effectiveness, efficiency, responsiveness and adaptability..."

Financial:

There are no immediate financial costs of adopting the policy.

Attachments:

- Current B-009 Policy
- Current B-009 Procedures
- Draft B-009 Policy

Policy Title:	Fiscal Controls and Financial Reporting	
Policy #	B-009	
Effective Date:	_____, 2022	
Date adopted by Council:	_____, 2022	

1. POLICY STATEMENT

The Municipality of Jasper is committed to the sound stewardship of financial resources. To this end, the municipality will ensure that there are efficient and effective tools, processes, practices, and measures for internal fiscal controls and financial reporting to meet both statutory requirements under the Municipal Government Act and generally accepted accounting principles (GAAP).

2. PURPOSE

Internal fiscal controls ensure that municipal money is well-managed, adequately controlled, and spent only as approved. Financial reporting ensures that accurate information is available for decision-making and that the risk of loss, fraud, misappropriation, or theft is minimized. Together fiscal controls and financial reporting support the effective, appropriate, transparent, and economic use of municipal funds.

3. GUIDING PRINCIPLES

In carrying out their duties under the procedures accompanying this directive, or when acting in situations not explicitly addressed by an existing procedure, employees will be guided by the following principles:

- Due diligence will be exercised in all situations; transactions will only be approved by employees that are knowledgeable about the circumstances of the transaction;
- Expenditures must be reasonable, appropriate for the circumstance, and allowable for the funding source;
- Financial transactions must be undertaken for the benefit of the Municipality and not for personal benefit; and
- an appropriate segregation of duties must be maintained.

4. OPERATING BUDGET AUTHORITY

- 4.1 The operating budget approved by Council establishes the spending authority for a program.
- 4.2 No Director/Manager has the authority to exceed the total approved expenditure budget for their program without Council approval.
- 4.3 Budgets may only be **reallocated** subject to the following approval limits and subsequent reporting to Council through the vehicle of the quarterly financial status reports.
 - 4.3.1 Directors/Managers are responsible for managing within their existing budget and may authorize reallocations **within a program** that do not affect the net operating budget of that specific program.
 - 4.3.2 The Director of Finance and Administration upon recommendation of a Director may authorize reallocations within a department **of up to 10% of the total budget approved by Council, provided the reallocation does** not affect the net operating budget for the municipality.

- 4.3.3 The CAO may authorize reallocations between departments of up to 10% of a departmental budget as approved by Council, provided the reallocation does not affect the net operating budget for the municipality.
- 4.4 Any expenditures that would result in total gross expenditures exceeding the funding available in a program by an amount greater than 10% requires Council approval prior to a commitment being made to incur such expenditures.
- 4.5 Revenues that are received beyond the level provided for in the budget shall not be spent or committed without Council approval. At year-end, such remaining revenues become part of the municipal surplus.

5. CAPITAL BUDGET AUTHORITY

- 5.1 The Capital Budget approved by Council establishes the scope, funding and spending authority for each Capital Project listed in the Capital Budget document for the identified period.
- 5.2 Managers do not have the authority to exceed the budget approved for a project or amend a project scope.
- 5.3 The scope of a project may not be amended without Council approval.
- 5.4 Directors upon recommendation from a Manager may authorize additional gross expenditures where costs for a capital project increase to the extent that they exceed the original funding approval for the capital project by an amount not exceeding 10%.
- 5.5 The Director of Finance and Administration must be notified of the over-expenditure and is authorized to pay such excess, provided that:
 - 5.5.1 This policy is otherwise complied with;
 - 5.5.2 Funding is available to fund the over-expenditure, either from under-expenditures in other capital projects within the same department or by deferral of other capital projects within the same department;
 - 5.5.3 The Director of Finance and Administration has certified that there is sufficient appropriate financing available for the capital project; and
 - 5.5.4 The over-expenditure and capital budget transfer must be reported to council in the next capital budget variance report.
- 5.6 Where the capital project is over committed and funds are not available from another capital project, the Director of Finance and Administration with the concurrence of the CAO, is authorized to provide the necessary funds from reserve, reserve funds or other appropriate sources provided the original scope of the project is not exceeded, and the required funds are not in excess of \$350,000. Such allocations shall be reported as part of the quarterly capital project status reports provided to Council.
- 5.7 If the costs for a capital project exceed the original funding by more than \$350,000 Council approval must be obtained to amend the capital project budget. The CAO shall recommend an appropriate funding source to council.
- 5.8 Capital projects will be closed based on any of the following criteria:
 - 5.8.1 The capital project sponsor notifies the Director of Finance and Administration that the project is complete;
 - 5.8.2 Capital projects having less than 5% of budget remaining and no activity for a period of 12 months will be deemed by the Director of Finance and Administration to be completed and will be closed in consultation with related staff;
 - 5.8.3 Capital projects that have had no expenditures within 18 months of approval will be closed by

the Director of Finance and Administration in consultation with related staff. These projects will have to be re-presented for council approval as in a future capital budget.

5.9 Except where a capital project has been financed through the issuance of debentures, any unspent funds in any capital project that is completed will be returned to the originating reserve upon closure. Any surplus funds resulting from capital projects funded by the capital levy will be returned to the general capital reserve.

6. FINANCIAL REPORTING

6.1 All of following financial reporting requirements shall be completed by administration in accordance with the timelines described in this policy to provide reasonable assurance that the municipality's financial statements are reliable and prepared in accordance with GAAP:

6.2 The financial statements prepared by the municipality must be audited, approved by council and made available to the public before the deadline required by The Government of Alberta, Alberta Municipal Affairs.

6.3 The financial statements of the municipality must be prepared in accordance with Public Sector Accounting Standards (PSAS) and Generally Accepted Accounting Principles (GAAP) guided by the Municipality's policies and procedures to help ensure that Council or Administration's directives to mitigate risks are carried out.

6.4 Financial reports and fiscal updates shall be presented to council on a quarterly basis and shall include a balance sheet and the revenue and expenditure statements that will include:

- the annual approved budget;
- the year to date actual;
- variance from actual to approved budget;
- statement of expenditures paid to councilors, and;
- capital project status reports.

7. RESPONSIBILITIES

Council

- review and adopt annual operating and capital budgets.
- review and receive for information quarterly financial reports
- review and approve any revisions to this Policy.

CAO

- prepare and present annual operating and capital budgets.
- prepare and present for information quarterly financial reports.
- review and approve any procedures related to this Policy.

Directors and Managers

- carry out the policy based on established procedures.

8. DEFINITIONS

"Capital Project Sponsor" means the Director or Manager responsible for a capital project or procurement.

"Fraud" refers to personal enrichment due to the deliberate misuse or misapplication of corporate assets or resources.

"Fiscal controls" are part of responsibilities and practices exercised by management and staff with the goal of

providing strategic direction and tactical guidance to ensure that Municipal goals and objectives are achieved, risks are identified and managed appropriately, and resources are assigned responsibly.

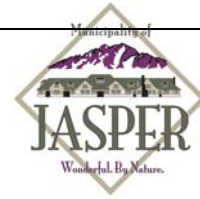
“Generally Accepted Accounting Principles” are broad principles and conventions of general application, as well as rules and procedures that determine accepted accounting practices at a particular time.

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

“Municipal funds” means funds budgeted, owing, collected, received, or held by any person for the benefit of the municipality, or held by the municipality in trust or for any other person.

“Program” means the services delivered by municipal departments.

“Risk” is the possibility that an event will occur and adversely affect the achievement of objectives.



Policy Title: Fiscal & Financial Control

Policy # B-009

Effective Date: September 7, 2010

Date adopted by Council: September 7, 2010

POLICY

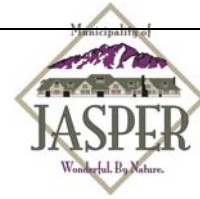
Council supports decentralized decision-making with respect to purchasing with the goal of increasing efficiency without compromising effective and accepted fiscal management controls.

Council extends overall responsibility for the purchase of goods and services to the Municipal Manager, who will endeavor to ensure that the Municipality receives the best value.

The Municipality shall conduct fair and open tendering and purchasing practices in accordance with the Canadian Agreement on Internal Trade, and the North American Free Trade Agreement.

Fiscal controls and reporting shall be as outlined in the Administrative Procedures attached to this Policy.

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



Policy Title: Fiscal & Financial Control

Policy # B-009

ADMINISTRATIVE PROCEDURES

Effective Date: September 7, 2010

Date approved by Municipal Manager: September 7, 2010

1. RESPONSIBILITIES

1.1 Municipal Council

- a) To review and adopt annual operating and capital budgets
- b) Review information provided as part of the public agenda:
 - i. Monthly accounts payable cheque list
 - ii. Commencing in July of each year, and continuing on a Monthly basis until the audited Financial Statements are adopted, financial reports consisting of a balance sheet and the revenue and expenditure statements that will include
 - o the annual approved budget
 - o the year to date actual
 - o variance from actual to approved budget
 - o capital project status reports
 - o statement of expenditures paid to councilors
 - o In the event of variances (+/- 5%), Council shall be informed in writing by management as to how this variance will be accommodated

1.2 Director of Finance and Administration

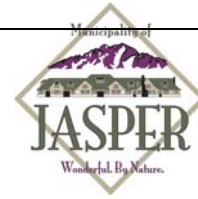
- a) Provide and respond to questions from Council and the Municipal Manager on the monthly accounts payable list and financial statements prepared as part of the public agenda
- b) Ensure that the Municipality adheres to the accounting policies and reporting practices to be followed by Alberta municipalities.
- c) Prepares and reviews year-end financial statements and working papers prior to commencement of the annual audit.
- d) Provides training and coaching to department managers and staff policies and procedures to be followed relative to financial matters.
- e) Is accountable for overall budget control.
- f) Shall ensure that there is sufficient segregation of duties to ensure effective internal controls exist.

1.3 Directors

- a) Responsibility for preparation of budget estimates and then managing the approved operating and capital budgets within their department.

1.4 Finance Officer

- a) Responsible for ensuring that that all expenditures are appropriately approved.
- b) The receipt of goods or services is properly documented
- c) The amount of the expenditure or disbursement is accurate and appropriate discounts applied
- d) The expenditure is charged to the appropriate account



Policy Title: Fiscal & Financial Control

Policy # B-009

ADMINISTRATIVE PROCEDURES

Effective Date: September 7, 2010

Date approved by Municipal Manager: September 7, 2010

1.5 External Auditor

An annual audit will be performed in the Municipality by an external Auditor selected by the Municipal Council. The Municipal Auditor will present the results of the Annual Audit to Council at a regular Public meeting of Council.

2. BUDGETS AND EXPENDITURES

2.1 Approved Budget

Expenditures to be within the amounts approved by Council, except where a state of local emergency has been declared in accordance with applicable Provincial regulations and local bylaws.

2.2 Changes to approved Budgets

The Director is authorized and has responsibility for managing the operating and capital budgets within their department. The Director is authorized to transfer budget allocations within the operating budget in the department, providing the total budget for the department stays within the budget tax envelope approved by Council. Any transfers of funds between Operating and Capital require Council approval.

Any transfers of budget allocations from one department to another require approval from the Municipal Manager.

2.3 Approval of Expenditures

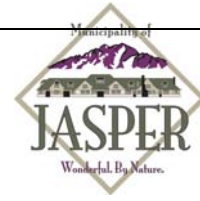
A Director may authorize one or more supervisory staff in their department to authorize expenditures for a single item to a maximum of \$5,000. Authorizations for Supervisory staff are to be formalized and submitted to the Director of Finance and Administration.

The Directors of Corporate and Legislative Services, Culture & Recreation Services, Community and Family Services, Environmental Services and Emergency Services can authorize an expenditure for a single item or contract for an amount up to \$100,000 provided that item has been approved in Operating or capital budget for that fiscal year.

The Director of Finance and Administration or Municipal Manager can authorize an expenditure for a single item for amounts exceeding \$100,000 for budgeted expenditures without further Council review.

2.4 Purchase Orders

Transactions are to be authorized on numbered purchase orders, signed by the appropriate authorized signing officer. Purchase orders are required for all purchases greater than \$500 unless purchased by credit card.



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Policy # B-009

ADMINISTRATIVE PROCEDURES

Effective Date: September 7, 2010

Date approved by Municipal Manager: September 7, 2010

2.5 Credit Cards

The Director of Finance and Administration is authorized to issue credit cards to be used for the purchase of goods and services. The Director of Finance and Administration will consider all requests and determine the number of cards and limits of expenditure. Directors of each department are responsible for ensuring claims are submitted in a timely manner, so as to avoid interest charges, for all cards issued to their department. These cards shall not be used for the purchase of any expenditure when a claim is made for these purchases on a personal expense claim.

The Director of Finance and Administration will review credit card use and is authorized to remove or cancel credit cards for improper use or failure to submit claims in a timely manner to avoid interest charges.

2.6 Gasoline/Diesel Cards

Directors are authorized to supply each municipal vehicle with an appropriate gasoline/diesel card. The Director shall set an amount adequate to meet the monthly needs of the vehicle and are required to review and approve all expenditures for fuel use.

2.7 Charge Accounts

Local charge accounts will be maintained for purchases by Environmental Services at establishments to be approved by the Director of Finance and Administration, who will administer a list of persons authorized to charge at those establishments.

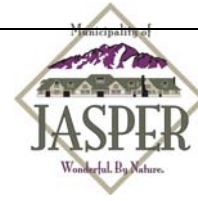
Charge accounts may be maintained with selected external suppliers. All invoices from any approved external suppliers shall be forwarded directly to the Finance Office of the Municipality. Purchase orders shall be used in all instances where required by the supplier and, in any event, for all transactions exceeding \$500.

2.8 Petty Cash

Any Employee assigned responsibility for petty cash by the Director of Finance and Administration will be issued an imprest Petty Cash Float for up to \$200. Petty cash will be reimbursed upon the issuance of a written request, accompanied by appropriate receipts, all requests to be reviewed and approved by the Director of the Department.

2.9 Pecuniary Interest

No one may authorize an expenditure or disbursement when directly involved in the transaction. This includes authorizing any expenditure where that individual or an immediate family member is the payee.



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ADMINISTRATIVE PROCEDURES

Effective Date: September 7, 2010

Date approved by Municipal Manager: September 7, 2010

3. TENDERS & QUOTATIONS

3.1 Competitive quotations shall be solicited in connection with purchasing. Local suppliers will be given equal opportunity to supply goods and services. Quotations and contract evaluations shall be subject to public scrutiny.

(i) Items under \$2,000 – obtain best value.

(ii) Items over \$2,000 but under \$10,000 - A minimum of three properly documented (telephone, e-mail or fax-written) quotations shall be obtained and retained on file. The Director of Finance and Administration or Municipal Manager is authorized to approve purchases with less than three quotations.

(iii) Items over \$10,000 - Alberta Purchasing Connection - the Municipality of Jasper will open up their procurement opportunities by posting purchasing opportunities on the Alberta Purchasing Connection in accordance with the following criteria:

- Procurement of goods: \$10,000 or greater
- Procurement of services: \$50,000 or greater
- Procurement of construction: \$100,000 or greater

3.2 Award of Tenders

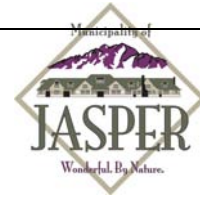
Successful tenders that are within the approved budget amount and conforming to the approved project scope do not require additional Council approval.

Any tender received that exceeds the budget approved amount or contains changes from the approved scope or design must be submitted to Council for review and approval prior to final acceptance.

3.3 Centralized Tendering for Goods and Services

Generally, the purchasing of goods and services shall be administered at the Department level. However, so as to avoid duplication of effort, achieve cost savings and standardize commonly used items the municipality will centralize the procurement system for the following goods and services:

<u>Goods or Service</u>	<u>Responsibility</u>	<u>Approval</u>	<u>Frequency</u>
Banking	Director of Finance	Council	5 years
Financial Audit	Director of Finance	Council	5 years
Insurance	Director of Finance	Council	7 years
Natural Gas and Electricity	Director of Finance	Council	As required
Computer Systems & Servicing	Director of Finance	Director	As required



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ADMINISTRATIVE PROCEDURES

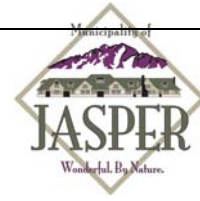
Effective Date: September 7, 2010

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- 3.4 **Excess in Contract Expense**
Contract expenditures in excess of the agreement amount must be approved in writing by the appropriate expenditure officer before work proceeds. Amounts exceeding budget approval require Council approval.
- 3.5 **Withholding Payment**
The Individual responsible for the administration of the Contract shall ensure the necessary amount is withheld from payment if defective work is discovered or claims from third parties are filed, or creditors on sub-contracts have not been paid.
- 3.6 **Progress Payments**
Progress payments or invoices relating to contracts should be approved only after certified performance of the work is in place.
- 3.7 **Release**
A release must be obtained from the contractor and the third parties where required, to discharge all claims and obligations against the Municipality before payment of the holdback or return of security deposits. All defects must be corrected before the final payment is approved and the security deposits are returned.

4. CASH RECEIPTING

- 4.1 The Director of Finance has the responsibility to ensure that adequate control procedures are in place to secure the collection and proper receipt of monies. For purposes of this policy, the term monies includes coin, currency, check, money order and credit/debit card information.
- 4.2 The Administration Office is the depository and custodian of all monies received for the Municipality of Jasper. All deposits must be transferred to the Administration Office within three working days.
- 4.3 Safeguarding revenue and receipts prior to deposit is the responsibility of the department. All coins, currency, checks, money orders and credit card information must be retained in a safe place until the monies are delivered to the Administration Office.
- 4.4 For proper internal control, only authorized personnel may collect and handle the receipt and deposit of monies. A list of authorized personnel must be kept on file at the Administration Office. Immediately notify the Director of Finance when a personnel change is made.



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ADMINISTRATIVE PROCEDURES

Effective Date: September 7, 2010

Date approved by Municipal Manager: September 7, 2010

- 4.5 Checks, money orders, and credit card payments, regardless of function, must always be made payable to the Municipality of Jasper.
- 4.6 Any person delivering a deposit to the Treasurer's Office should take adequate precautions for their personal security and safety.

5. ACCOUNTS RECEIVABLE

5.1 General Receivables

The Director of Finance and Administration must approve general accounts receivable accounts. Generally, Invoices shall be due and payable thirty (30) days following the issuance of the receipt. Payment for non-profit organizations shall become due and payable sixty (60) days following the issuance of a receipt. All accounts unpaid after the due date shall be charged interest at the rate of two percent (2%) per month (26.82% per annum) Accepted methods of payment include cash, cheque, Interac, or credit card.

5.4 Utilities

Utilities will be collected in accordance with the utilities bylaw. All invoices shall be due and payable thirty (30) days following the issuance of the Utility bill. Accounts unpaid after the due date shall be charged interest at the rate of two percent (2%) per month (26.82% per annum). Accepted methods of payment include cash, cheque, Interac, automated debit or direct payment at financial institutions.

5.5 Fines

Fines paid within 14 days of date of issue will be granted a 10% discount. All fines shall be due and payable thirty (30) days following the issuance of the offence ticket. All accounts unpaid after the due date will result In an offence notice/summons being issued. Accepted methods of payment include cash, cheque, Interac, or credit card.

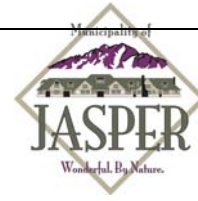
5.6 Property Taxes

Property taxes will be collected in accordance with the Tax and Tax penalty bylaw. Accepted methods of payment include cash, cheque, Interac, direct payment at financial institutions, or automated debit.

5.7 Collection and Write-Off of Receivables

Administration shall pursue collection of accounts through the issuance of statements, correspondence, and personal contact. The Director of Finance and Administration shall, on a regular basis, review all outstanding accounts. After all methods of collection are exhausted, the Director of Finance and Administration is authorized to submit an account to a collection agency

If, after efforts by a collection agency fail to result in payment, an account shall be written off so as to fairly represent the financial position of the Municipality.



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The Municipal Manager is authorized to write off a receivable up to an amount of \$1,000. All amounts exceeding \$1,000 shall require Council resolution.

An allowance for doubtful accounts is to be established for all receivable accounts calculated at 2% of year-end receivables.

Offset against an Accounts Payable - If the municipality has an account payable due to a client who has an overdue account receivable due to the municipality, the account receivable to the municipality will be discharged to the extent possible by offsetting against the account payable to the client.

5.8 Division of Responsibility

Director of Finance – overall supervision and accountability; scan of all accounts receivable statements prior to mail out.

_Utilities Clerk/Accounts Receivable Manager – monthly reconciliation of the general accounts receivable general ledger account, 3-00-00-00-200, and of A/R clearing general ledger account, 3-00-00-00-253; monthly preparation, running and printing of statements including penalties; monitor resolution of statements held back from mailing

Receptionist/Cashier/Accounts Receivable Clerk; lead and direct adjustments and journal entries as required. – initial contact and dealing with customer enquiries for general receivables.

Children's Centre financial staff – review of existing Children's Centre customers' statements. With effect from January 2003 Children's Centre operates on a cash basis. Initial contact dealing with enquiries regarding Children Centre accounts.

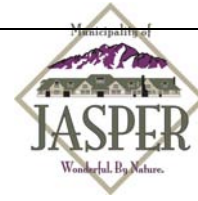
5.9 Monthly Reconciliations

Accounts will be reconciled as of the end of each month as determined by the Director of Finance and Administration.

6. RESTRICTED FUNDS AND CAPITALIZATION

6.1 The establishment of transfers and expenditures to and from operating and capital restricted funds must be approved by Council resolution. Restricted funds will be administered in accordance with generally accepted accounting principles.

6.2 Tangible Capital Assets are non-financial assets having physical substance that:



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Policy # B-009

ADMINISTRATIVE PROCEDURES

Effective Date: September 7, 2010

Date approved by Municipal Manager: September 7, 2010

- Are held for use in the production of supply of goods and services, for rental to others for administrative purposes or for the development, construction, maintenance or repair of other tangible capital assets;
- Have useful economic lives extending beyond an accounting period;
- Are to be used on a continuing basis;
- Are not for sale in the ordinary course of operations.
- Existing assets and future expenditures that meet both the criteria of tangible capital asset and exceed the following capitalization thresholds are to be recorded as tangible capital assets:

Asset Description	Capitalization Threshold
Land Improvements	\$ 5,000.00
Buildings	\$ 25,000.00
Engineered Structures	\$ 25,000.00
Machinery and Equipment	\$ 5,000.00
Vehicles	\$ 5,000.00

6.3 Capitalization

Only items to which the Municipality has title, that meet the capitalization thresholds will be included in capital assets. Amortization schedules will adhere to guidelines published by the Public Sector Accounting Board.

6.4 Capital Projects

A capital project represents the construction or acquisition over time of a capital asset. Capital projects will be accounted for as capital finances applied on a project basis. At the fiscal year end, the total cost of work completed in the fiscal year will be capitalized to the appropriate capital asset category.

6.5 Control of Attractive Items

Non capitalized items with a value of \$250 or more shall be tracked by each Department.

7. BANK ACCOUNTS

Creation of any bank account requires approval by Council. All cheques to be signed in accordance with the Authorized Signatures policy. An individual shall not sign a cheque for which they or an immediate family member is the payee.

AGENDA ITEM 7.2

REQUEST FOR DECISION

Subject: Speed Limits
From: Bill Given, Chief Administrative Officer
Prepared by: Christine Nadon, Director of Protective and Legislative Services
Reviewed by: John Greathead, Director of Operations
Date: March 8, 2022



Recommendation:

- That Committee recommend Council approve changes to the Traffic Bylaw as presented.

Alternatives:

- That Committee direct Administration to work on a different proposal; or
- That Committee direct Administration to discontinue work on this matter.

Background:

At the January 25, 2022 meeting, Committee directed Administration to draft appropriate amendments to the Traffic Bylaw to reduce speed limits within municipal boundaries to 30 km/h, as presented in Option 1 (attached), and return to Committee.

Discussion:

Speed limits in the Municipality of Jasper are established under Schedule B of the [Traffic Bylaw \(#195\)](#). Edits required to implement the proposed speed limit changes are presented in s. 5.3 and in Schedule B of the attached bylaw.

Administration's recommendation on this item is consistent with that of the [Transportation Master Plan](#), and with the proposals developed in 2019 for Council consideration. Changing the speed limit to 30 km/h across town is the best option from public and pedestrian safety, fiscal, operational and visitor experience standpoints.

Strategic Relevance:

Public and Community Safety

- Review and implement traffic flow measures including reduced speed limits as necessary

Financial:

The proposed change to speed limits can be accommodated within the existing operating budget. Variations to the proposal are likely to require a significant amount of additional signage, and therefore would require funding for materials and staff time to implement.

Attachments:

- Extract from the Transportation Master Plan
- Townsite Speed Limits: Option 1
- Proposed Traffic Bylaw #195 edits



6.2. Strategies

Strategy 1: Reduced Statutory Speed Limit Within Town Limits

One safety improvement that both The Town and residents would like investigated is to reduce the posted speed limit throughout town to 30 km/h or 40 km/h. Under the Alberta Traffic Safety Act, the statutory (default) speed limit for urban roadways is 50 km/h. However, in the case where the roads are under the control and management of a council, that council may prescribe a different speed limit. It is suggested that if a reduced statutory speed limit be implemented in Jasper, that the speed be 30 km/h as 40 km/h is only a marginal reduction and it would still require additional reductions and signage at schools and playgrounds.

Studies have shown that reducing operating speeds from 50 km/h to 30 km/h can have a significant impact on the severity of collisions with vulnerable road users (pedestrians and cyclists). One such study found that the risk of a pedestrian being killed is 80% at 50 km/h versus 10% at 30 km/h. Reducing operating speeds reduces both the frequency and severity of collisions. However, a careful distinction must be made between operating speeds and posted speed limits, as reducing a posted speed limit does not guarantee an equivalent reduction in operating speeds. Motorists often drive based on the characteristics of the road rather than the posted speed limit. Posting a speed limit that is seen as inappropriate by motorists will often result in poor compliance and a general disregard for speed limits. This is a challenge when considering a blanket speed limit regardless of the road classification and design.

Jasper is in a unique position given its compact size, isolated location, and predominately local road network. Due to these factors, travel distances within town are typically short and motorists are more likely to adhere to reduced speed limits. The need to reduce speeds within residential areas is also easily understood by motorists and justifies the need for slower speeds.

One corridor that would be more difficult to justify to motorists is Connaught Drive. A 30 km/h posted speed limit makes sense within the busy downtown environment, but consideration should be given to increasing the limit to 50 km/h north and south of the central business district as a posted limit of 30 km/h is not consistent with the road environment or motorist expectations and may result in poor compliance and speed differentials. Given the lack of surrounding development, it is also recommended that Pyramid Lake Road remain posted at 50 km/h west of Bonhomme Street.

The remaining road network would be a good candidate for a blanket speed reduction. Although some reduction in operating speeds is expected by reducing the posted speed limit, The Town should not expect operating speeds to drop by the same amount. Supporting changes to the geometric design would also be required to achieve significant speed reductions.

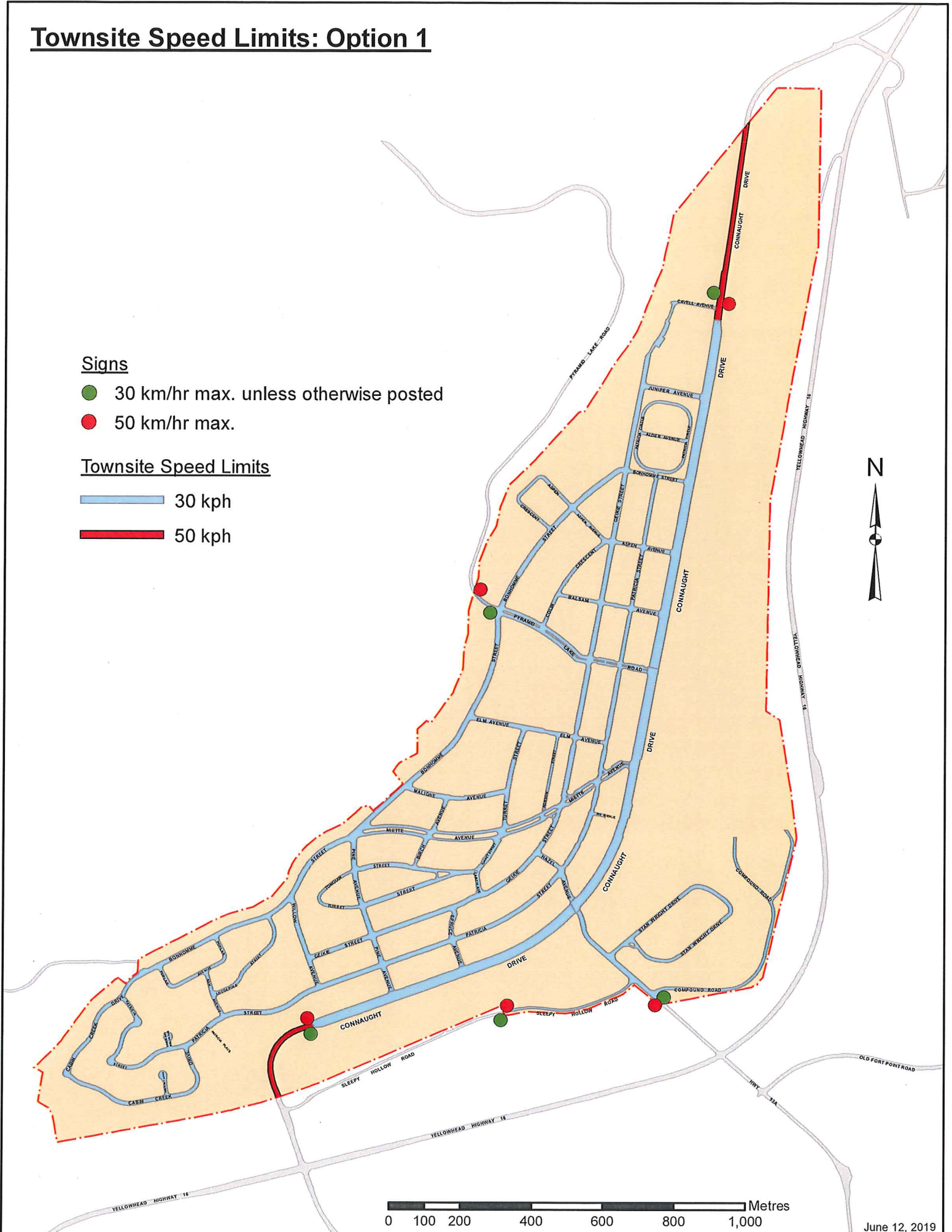
Townsite Speed Limits: Option 1

Signs

- 30 km/hr max. unless otherwise posted
- 50 km/hr max.

Townsite Speed Limits

- 30 kph
- 50 kph



**MUNICIPALITY OF JASPER
BYLAW #195 TRAFFIC SAFETY**

**BEING A BYLAW OF THE MUNICIPALITY OF JASPER IN THE PROVINCE OF ALBERTA FOR
THE PURPOSE OF REGULATING AND CONTROLLING TRAFFIC IN THE TOWN OF JASPER.**

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WHEREAS the Agreement for the Establishment of Local Government in Jasper, June 13th, 2001, provides the Municipality with authority and responsibility for the regulation of traffic within the Town of Jasper;

AND WHEREAS Section 16 of the *Traffic Safety Act* (Alberta), as amended, provides that a Council may pass bylaws regulating and controlling traffic within the Municipality;

AND WHEREAS Section 7 of the *Municipal Government Act*, as amended, provides that a Council may pass bylaws for municipal purposes respecting the enforcement of bylaws including imposing fines and penalties for infractions of bylaws;

NOW THEREFORE the Council of the Municipality of Jasper in the Province of Alberta, duly assembled, enacts the following:

1. CITATION

- 1.1 This Bylaw may be cited as the “Traffic Safety Bylaw 2016”.
- 1.2 Municipality of Jasper Bylaw #104, the “Jasper Traffic Bylaw 2009”, is hereby repealed.

2. DEFINITIONS

2.1 In this Bylaw:

- 2.1.1 **Alley** means a narrow Highway intended chiefly to give access to the rear of buildings and parcels of land.
- 2.1.2 **Bicycle** means any cycle propelled by human power upon which a person may ride, regardless of the number of wheels it may have; and includes a vehicle that:
 - 2.1.2.1 may be propelled by muscular or mechanical power;
 - 2.1.2.2 is fitted with pedals that are continually operable to propel it;
 - 2.1.2.3 has a motor that produces not more than 750 watts and that is driven by electricity or has an engine displacement of not more than 50 cubic centimetres;
 - 2.1.2.4 has no hand or foot operated clutch or gearbox driven by the motor that transfers the power to the driven wheel; and
 - 2.1.2.5 does not have sufficient power to enable it to obtain a speed greater than 35 kilometres per hour on level ground within a distance of 2 kilometres from a standing start;
- 2.1.3 **Boulevard** means that part of a highway that:
 - 2.1.3.1 is not a roadway; and
 - 2.1.3.2 is that part of the sidewalk that is not especially adapted to the use of or ordinarily used by pedestrians;
- 2.1.4 **Bus** shall mean a Vehicle for the conveyance of passengers and capable of accommodating 20 or more persons;
- 2.1.5 **Bylaw Enforcement Officer** shall mean a person appointed by the CAO as a Bylaw Enforcement Officer pursuant to the provisions of the Jasper Municipal Enforcement Bylaw;
- 2.1.6 **Camp or Camping** shall mean the act of using or occupying land for the purpose of locating, erecting or using a Vehicle, Trailer, or a Tent, shed, or other similar structure for the provision of sleeping accommodation and includes sleeping overnight or any portion thereof;
- 2.1.7 **Chief Administrative Officer (CAO)** means the chief administrative officer who is the individual duly appointed to that position for the Municipality of Jasper at any given time and includes any person authorized to act for and in the name of that individual or designate;
- 2.1.8 **Central Business District** means the area of the Town enclosed by Connaught Drive, Hazel Avenue, Geikie Street and Pyramid Lake Road, the Roadways and sidewalks in this area and, except for Geikie Street where the Roadway and Sidewalks are not included, the Roadways and Sidewalks on both sides of those sections of Connaught Drive, Hazel Avenue and Pyramid Lake Avenue adjoining the area enclosed, but shall not include those areas of pathway and Sidewalk adjacent to Connaught Drive and known as the "Discovery Trail";
- 2.1.9 **Commercial Vehicle** means a vehicle operated on a Highway by or on behalf of a person for the purpose of transporting goods or passengers, including but not limited to, transport trucks, delivery vehicles, passenger buses and taxis but does not include a private passenger vehicle;

- 2.1.10 **Council** shall mean the Council of the Municipality of Jasper;
- 2.1.11 **Crosswalk** means that part of a roadway at an intersection included within the connection of the lateral line of the sidewalks on opposite sides of the highway measured from the curbs, or in the absence of curbs, from the edges of the roadway; or any part of a roadway at an intersection or elsewhere distinctly indicated for pedestrian crossing by traffic control devices or by line or by other markings on the road surface;
- 2.1.12 **Driver or Operator** shall mean a person who drives or is in actual physical care and control of a vehicle;
- 2.1.13 **Fire Chief** shall mean the Fire Chief or designate for the Municipality of Jasper Fire Department;
- 2.1.14 **Fire Department** shall mean the Municipality of Jasper Fire Department and its members;
- 2.1.15 **Highway** means any thoroughfare, street, road, trail, avenue, parkway, viaduct, lane, alley, square, bridge, causeway, trestleway or other place, whether publicly or privately owned, any part of which the public is ordinarily entitled or permitted to use for the passage or parking of vehicles, and includes:
- 2.1.15.1 a Sidewalk, including a Boulevard adjacent to the Sidewalk;
- 2.1.15.2 if a ditch lies adjacent to and parallel with the Roadway, the ditch; and
- 2.1.15.3 if a Highway right of way is contained between fences or between a fence and one side of the Roadway, all the land between the fences, or all the land between the fence and the edge of the Roadway, as the case may be, but does not include a place declared by the *Traffic Safety Act* (Alberta), as amended, or one of its Regulations, not to be a Highway;
- 2.1.16 **Idle or Idling** shall mean the operation of an internal combustion engine in a stationary Vehicle when such engine is not engaged in work;
- 2.1.17 **Intersection** means the area embraced within the prolongation or connection of:
- 2.1.17.1 the lateral curb lines; or
- 2.1.17.2 If there are no lateral curb lines, the exterior edges of the Roadways, of two or more Highways which join one another at an angle whether or not one Highway crosses the other;
- 2.1.18 **Leaseholder** shall mean a grantee or person or other legal entity holding a valid lease or licence of occupation with the federal crown for the use or occupation of land in Jasper National Park, and shall mean Canadian National Railway in respect of lots or land parcels held by Canadian National Railways, and shall mean Jasper National Park of Canada in respect of lots or parcels held by the Crown;
- 2.1.19 **Motor Vehicle or (Vehicle)** has the same meaning as in the *Traffic Safety Act*, as amended;
- 2.1.20 **Municipality** shall mean the Municipality of Jasper in Jasper National Park in the Province of Alberta;
- 2.1.21 **Night** means the period commencing one hour after sunset and ending one hour before the following sunrise;

- 2.1.22 **Objectionable noise** means any sound caused by or emanating from a motor vehicle that annoys or disturbs humans or endangers the health and safety of humans;
- 2.1.23 **Parade or Procession** shall mean any group of Pedestrians (except a wedding or funeral procession) numbering ten (10) or more and ambulating in any fashion whatsoever with the intent of bringing attention to a cause, concern, issue, circumstance or matter or with the intent or consequence of disrupting the orderly flow of pedestrian or vehicular traffic, or any group of vehicles (excepting a wedding or funeral procession);
- 2.1.24 **Park or Parking** means allowing a Vehicle, whether occupied or not, to remain standing in one place, except:
- 2.1.24.1 when standing temporarily for the purpose of and while actually engaged in loading or unloading passengers in a place designated for such purpose by the CAO and within the time restrictions the CAO may establish for the use of that place; or
- 2.1.24.2 when complying with a direction given by a Peace Officer or Traffic Control Device;
- 2.1.25 **Peace Officer** means:
- 2.1.25.1 a member of the Royal Canadian Mounted Police;
- 2.1.25.2 a Community Peace Officer as appointed by the Solicitor General of Alberta; or
- 2.1.25.3 a person appointed as a bylaw enforcement officer pursuant to the *Municipal Government Act*, as amended;
- 2.1.25.4 a park warden appointed pursuant to the *Canada National Parks Act*, as amended, while that person is in the exercise or discharge of that person's powers or duties in a national park established under that Act;
- 2.1.26 **Pedestrian** shall mean an individual afoot or an individual in a wheeled conveyance for the handicapped;
- 2.1.27 **Person** means any individual, firm, partnership, association, corporation, trustee, executor, administrator or other legal representative;
- 2.1.28 **Private Passenger Vehicle** means a vehicle used solely for personal transportation:
- 2.1.28.1 including the carriage of goods intended for the use or enjoyment of the owner of the vehicle or members of the owner's household; but
- 2.1.28.2 not including, in respect of a person's business, work or employment, the carriage of passengers or of goods, except for sample cases or display goods that are conveyed by a sales person and that are not for delivery or resale;
- 2.1.29 **Public Place** shall include any publicly owned park, parkway, square or other place to which the public is permitted access by right or by express or implied invitation;
- 2.1.30 **Recreational Vehicle** means a vehicle or trailer intended for use as overnight accommodation for person or persons;
- 2.1.31 **Rental Vehicle** shall mean a vehicle or trailer offered to the public for rental for a fee and intended to be rented by a member of the public and operated by that person;

- 2.1.32 **Roadway** means that part of a Highway intended for use by vehicular traffic including parking areas;
- 2.1.33 **Sidewalk** means that part of a Highway especially adapted to the use of or ordinarily used by pedestrians, and includes that part of a Highway between:
- 2.1.33.1 the curb line; or
- 2.1.33.2 where there is no curb line, the edge of the Roadway, and the adjacent property line, whether or not it is paved or improved;
- 2.1.34 **Street Furniture** includes items such as poles, traffic control devices, waste receptacles, benches, bus enclosures, trees, plants, grass, utilities, planters, bicycle racks, newspaper boxes or any other similar property placed on a Sidewalk or Highway;
- 2.1.35 **Town** shall mean the Town of Jasper as defined in the Agreement for the Establishment of Local Government in Jasper dated June 13th, 2001;
- 2.1.36 **Traffic Control Device** shall mean any sign, signal, marking or device placed, marked or erected under the authority of the *Traffic Safety Act* (Alberta), as amended, or this Bylaw for the purpose of regulating, warning or guiding traffic and includes any Traffic Control Device manually, electrically or mechanically operated, by which traffic is directed to stop and to proceed;
- 2.1.37 **Trailer** means a vehicle so designed that it may be attached to or drawn by a Motor Vehicle and intended to transport property or persons, but does not include machinery or equipment used in the construction or maintenance of Highways;
- 2.1.38 Words importing the masculine gender only include the feminine gender whenever the context so requires and vice versa;
- 2.1.39 Words importing the singular shall include the plural and vice versa whenever the context so requires.

3. AUTHORITY

- 3.1 The *Traffic Safety Act* (Alberta), as amended, shall regulate and control traffic in the Town.
- 3.2 Council may, at its discretion:
- 3.2.1 designate locations where Vehicles are required to stop;
- 3.2.2 designate any Roadway as one to be divided into traffic lanes in such numbers as it considers proper;
- 3.2.3 designate any Roadway as a one-way Roadway;
- 3.2.4 designate "School Zones" or "Playground Zones" under the *Traffic Safety Act* (Alberta), as amended;
- 3.2.5 regulate or prohibit the stopping or parking of Vehicles, or any class thereof, including the designation of areas of Roadways and municipal parking lots where parking is reserved for people holding parking permits, where parking is permitted or not permitted for a period of time, where angle parking is permitted or where parking is reserved for a particular category of Persons;

- 3.2.6 designate load limits or dimension limits for Vehicles or any class thereof, and the prohibition on any Roadway of Vehicles exceeding these limits;
- 3.2.7 limitations on the hours during which a Roadway may be used, subject to the rights of ingress and egress to and from a leasehold by the Lessee and the Lessee's invitees;
- 3.2.8 adopt Pedestrian traffic regulations;
- 3.2.9 designate locations of taxi or cab stands; and
- 3.2.10 regulate in any other manner the use of a Roadway by Vehicles and Pedestrians consistent with the *Traffic Safety Act* (Alberta), as amended, the *Municipal Government Act*, as amended, and the safe, orderly and efficient circulation of Vehicles and Pedestrians.
- 3.3 The CAO is hereby delegated the authority to cause to mark or erect Traffic Control Devices as required in order to give effect to the direction of Council in Section 3.2 herein.
- 3.4 No Person other than the CAO or his designate shall mark or erect any Traffic Control Device or remove or deface any Traffic Control Device.
- 3.5 Traffic Control Devices located by the CAO pursuant to this Bylaw shall be deemed to have been made by Bylaw of the Municipality and the CAO is to maintain a record of all such locations which shall be open to public inspection during normal business hours.
- 3.6 Except as otherwise provide in this Bylaw, the CAO is hereby delegated the authority to:
 - 3.6.1 prescribe where Traffic Control Devices, either permanent or temporary, are to be located;
 - 3.6.2 designate crosswalks upon any Highway in the Town, and to mark same;
 - 3.6.3 establish vehicle speed limits within the Town and to cause Traffic Control Devices to be erected indicating those speed limits;
 - 3.6.4 designate Intersections or other places on a Highway in the Town as a place at which no left hand turn or no right hand turn or both may be made, and shall cause the said place to be signed, barricaded or otherwise restricted;
 - 3.6.5 designate Intersections or other places on a Highway in the Town as a place at which no U-turn may be made, and shall cause the said place to be signed, barricaded or otherwise restricted;
 - 3.6.6 direct the temporary closure of a Roadway or a part of a Roadway to Vehicles or any class thereof for the purpose of facilitating construction, building moving, community events, or Parades and Processions;
 - 3.6.7 except as otherwise directed by Council under this Bylaw, regulate and control the use of all Roadways, Sidewalks and Public Places in the Town subject to the *Traffic Safety Act* (Alberta), as amended.
- 3.7 The CAO may delegate his authority to departmental staff for the administration of this Bylaw.
- 3.8 Prosecutions and fines shall be determined pursuant to the provisions of the *Traffic Safety Act* (Alberta), as amended and the *Provincial Offences Procedure Act* (Alberta), as amended unless a different prosecution or fine is prescribed by this Bylaw.

4. POWERS OF PEACE OFFICERS AND BYLAW ENFORCEMENT OFFICERS

- 4.1 Any Peace Officer or Bylaw Enforcement Officer is hereby authorized to remove or cause to be removed any Vehicle or Trailer:
- 4.1.1 parked or left at a standstill in contravention of this Bylaw; or
 - 4.1.2 where emergency conditions may require such removal from a Roadway.
- 4.2 A Vehicle removed may be removed to a place designated by the CAO where it will remain impounded until claimed by the Owner thereof or his authorized agent.
- 4.3 No impounded Vehicle shall be released to its owner or his agent until the impound charges and removal charges on the Vehicle are paid to the Authorized Agent; such charges shall be in addition to any fine or penalty imposed in respect of any such violation.
- 4.4 The Municipality of Jasper is not responsible for towing charges.
- 4.5 In the event that an Owner of an impounded Vehicle does not claim such Vehicle, storage and removal charges may be collected pursuant to the provisions of the *Traffic Safety Act* (Alberta) as amended.
- 4.6 In the event that an Owner of any Vehicle not impounded but located on lands held by the Municipality under lease or licence of occupation does not claim such Vehicle upon reasonable notice to do so by the CAO, the storage and removal charges may be collected pursuant to the provisions of the *Municipal Government Act*, as amended.
- 4.7 Any Peace Officer or Bylaw Enforcement Officer when enforcing the provisions of the *Traffic Safety Act* (Alberta) as amended, or this Bylaw, may place an erasable chalk mark on the tire of a parked or stopped Vehicle without that person or the Municipality incurring any liability for doing so.
- 4.8 Any Peace Officer or Bylaw Enforcement Officer when enforcing the provisions of the *Traffic Safety Act* (Alberta) as amended, or this Bylaw, in respect of the operation of a Bicycle or a skateboard and at the time of issuance of an Offence Ticket pursuant to such enforcement is hereby authorized to seize such Bicycle or skateboard and shall return such Bicycle or skateboard to its rightful owner upon payment of said Offence Ticket or upon the setting aside of such Offence Ticket by a court of competent jurisdiction.
- 4.9 Any Bicycle or skateboard seized pursuant to section 4.8 herein and not returned within one calendar year of such seizure pursuant to Section 4.8 herein shall be disposed of using the same process and by the same mechanisms with which the Municipality of Jasper disposes of unclaimed found items.
- 4.10 Any bicycle that is placed in a bicycle rack or attached to a Traffic Control Device owned by the Municipality may be removed by any Peace Officer or Bylaw Enforcement Officer when the Bicycle has been left for a period exceeding 96 hours. Any Bicycle that has not been claimed shall be disposed of after 90 days.

5. OPERATION OF VEHICLES

- 5.1 All Persons owning or operating Vehicles shall comply with all Traffic Control Devices authorized under this or any other Bylaw of the Municipality. The penalties for breaches of this Bylaw shall be the amounts set out in Schedule "A", unless specified otherwise in this Bylaw, any other Bylaw of the Municipality, or the *Traffic Safety Act* (Alberta), as amended.
- 5.2 Any Vehicle in a funeral Procession, except the lead Vehicle, may during daylight hours enter an intersection without stopping if:

- 5.2.1 the headlights are alight;
 - 5.2.2 the Vehicle is travelling immediately behind the Vehicle in front of it so as to form a continuous line of traffic; and
 - 5.2.3 the passage into the intersection can be made in safety.
- 5.3 The speed limit on all Roadways in the Town shall be ~~50~~ 30 kilometres per hour except as listed in Schedule "B" to this Bylaw.
- 5.4 Subject to Section 14.1 herein, no Owner, Driver or Operator shall stop a Vehicle or permit a Vehicle to be left upon any Roadway in such a manner as to obstruct traffic thereon.
 - 5.5 When an obstruction due to an Owner, Driver or Operator stopping a Vehicle or permitting a Vehicle to be left upon any Roadway in such a manner as to obstruct traffic thereon is unavoidable due to mechanical failure of such Vehicle the Owner, Driver or Operator thereof will not be in breach of Section 5.4 herein provided he promptly takes measures to remove such Vehicle from the Roadway.
 - 5.6 No person shall apply or engage engine retarder brakes within the limits of the Town.
 - 5.7 No person shall create objectionable noise and in determining what constitutes objectionable noise from within or outside a Vehicle considerations may be given, but are not limited to:
 - 5.7.1 a Vehicle engine or exhaust system when such noises or sounds are loud, roaring or explosive;
 - 5.7.2 a Vehicle horn or other warning device except when authorized by law;
 - 5.7.3 a Vehicle operated in such a manner that the tires squeal;
 - 5.7.4 a load or tow of a Vehicle which causes a banging, clanking, squealing, or other like noise or sound due to improperly secured load or equipment, or inadequate maintenance;
 - 5.7.5 a radio, television, tape player or other sound playback device, amplification equipment or a musical instrument, which can easily be heard by a person outside the motor Vehicle.
 - 5.8 If objectionable noise is caused by or emanates from a Vehicle parked on a Highway, the registered owner of that Vehicle is guilty of that offence.
 - 5.9 Section 5.7 does not apply to persons participating in an authorized Parade or operating emergency vehicles.
- 6. RIGHTS AND DUTIES OF PEDESTRIANS**
- 6.1 No Pedestrian shall crowd or jostle other Pedestrians in such a manner as to create or cause discomfort, disturbance or confusion.
 - 6.2 No Person shall stand in a group of 3 or more persons so near to each other on any Roadway or Sidewalk as to obstruct the entrance to land or buildings or to obstruct or prevent other Persons using such Roadway or Sidewalk and forthwith after a request has been made by a Peace Officer or a Bylaw Enforcement Officer the Person or Persons shall disperse and move away.
 - 6.3 No Person shall so conduct himself or otherwise position himself on a Roadway or Sidewalk in such a manner as to obstruct vehicular or pedestrian traffic or as to inconvenience any other Person upon the Roadway or Sidewalk.

- 6.4 A Pedestrian shall cross a Roadway only in Crosswalks where such are designated and when Crosswalks are not so designated a Pedestrian shall cross Roadways at Intersections.
- 6.5 Notwithstanding Section 6.4 herein no person shall cross a Roadway at an Intersection if a Traffic Safety Device prohibits such crossing.
- 6.6 Where a rail crossing is controlled by gates, lights, bells, pedestrian lights, or any combination thereof, a person shall not cross the rail track while the control devices are activated indicating that crossing is not permitted.
- 6.7 No Person shall stand upon or walk along a Roadway for the purpose of soliciting a ride from the driver of any Vehicle.

7. PARKING

- 7.1 Unless required or permitted by this Bylaw or by a Traffic Control Device, or in compliance with the directions of a Peace Officer or a Bylaw Enforcement Officer, or to avoid conflict with other traffic, an Operator or Owner shall not stop or park or permit his Vehicle to be stopped or parked;
- 7.1.1 on a Sidewalk or Boulevard;
- 7.1.2 on a Crosswalk or on any part of a Crosswalk;
- 7.1.3 within an Intersection other than immediately next to the curb in a "T" intersection;
- 7.1.4 at an Intersection nearer than 5 meters to the projection of the corner property line immediately ahead or immediately to the rear, except when his Vehicle is parked in the space where a Traffic Control Device indicates parking is permitted;
- 7.1.5 within 5 meters on the approach to a stop sign or a yield sign;
- 7.1.6 on a Roadway within 2.5 meters of any fire hydrant or, when the hydrant is not located at the curb, within 2.5 meters of the point on the curb nearest the hydrant;
- 7.1.7 within 1.5 meters of an access to a garage, private road or driveway or a Vehicle crossway over a Sidewalk;
- 7.1.8 within 5 meters of the near side of a marked Crosswalk;
- 7.1.9 alongside or opposite any street excavation or obstruction when stopping or parking would obstruct traffic;
- 7.1.10 on any bridge or in any underpass or on the approaches to either of them;
- 7.1.11 at any other place where a Traffic Control Device prohibits stopping or parking, during the time stopping or parking is so prohibited;
- 7.1.12 on the Roadway side of a Vehicle parked or stopped at the curb or edge of the Roadway;
- 7.1.13 at or near the site of any fire, explosion, accident or other incident, if stopping or parking would obstruct traffic or hinder Peace Officers, Bylaw Enforcement Officers, members of the Fire Department, ambulance drivers, rescue officers or any of their assistants;
- 7.1.14 along the route of any Roadway where stopping or parking has been prohibited by the marking of curbs with yellow paint;

- 7.1.15 on a Roadway where traffic is designated as two-way, in the opposite direction of the Vehicle traffic;
- 7.1.16 in excess of a time period specified by Council on any Roadway or in any parking lot controlled by the Municipality where parking is permitted, or
- 7.1.17 in a parking lot or a parking lane in any area other than that wholly within the limits of a parking space designated by lines painted or marked upon the surface of the parking lot or parking lane.
- 7.1.18 where signage indicating municipal work will be conducted on a certain day has been placed, municipal work shall include and is not limited too road and streets maintenance and snow removal. The parking restriction shall be in place for the 24 hour period of the advertised day.
- 7.1.19 in excess of 72 consecutive hours on any Highway or in any parking lot in the Town controlled by the Municipality
- 7.1.20 unattended on a Highway while it is supported by a jack or similar device.
- 7.2 Notwithstanding anything to the contrary in this Bylaw, the CAO may cause to be placed on or near a Roadway, signs which read "No Parking," or contain thereon a similar international symbol and :
 - 7.2.1 After such signs are placed on or near a Roadway, no Person shall park or leave a Vehicle in contravention of such sign. The Owner of a Vehicle which is parked or left in contravention of such a sign is guilty of an offence and such a Vehicle may be removed pursuant to the provisions of this Bylaw; and
 - 7.2.2 No Vehicle shall be in contravention of such sign unless the Municipality has provided notice of the parking prohibition of not less than 24 hours' notice.
- 7.3 Where a Traffic Control Device restricts the parking of Vehicles to a number of minutes or hours, it shall be an offence for an Owner or Operator to park or permit to be parked a Vehicle in excess of the time so designated and marked on the Traffic Control Device; and
 - 7.3.1 after the issuance of a Traffic Tag to a Vehicle for the first violation of subsection 7.3 herein and if a Vehicle remains parked in excess of the time permitted on the Traffic Control Device for a further period in excess of the time permitted, a second offence shall be deemed to have occurred;
 - 7.3.2 where a Traffic Control Device restricts the parking time that a Commercial Vehicle, bus or taxi may be parked or left at a standstill to a number of minutes or hours, it shall be an offence for an Owner or Operator to park or permit parking of a Commercial Vehicle, bus or taxi in excess of the time so designated and marked on the Traffic Control Device; and
 - 7.3.3 after the issuance of an Offence Ticket to a Commercial Vehicle, bus or taxi for the first violation of subsection 7.3.2 herein and if a Commercial Vehicle, bus or taxi remains parked in excess of the time permitted on the Traffic Control Device for a further period in excess of the time permitted, a second offence shall be deemed to have occurred.
- 7.4 Parking in Alleys within the Town shall not be permitted unless otherwise posted, but Alleys may be used for:
 - 7.4.1 loading or unloading of goods from a Commercial Vehicle for a period not exceeding thirty (30) minutes, during all of which the Owner or Operator of the Vehicle must be present, and

during all of which the Owner or Operator shall not allow the Commercial Vehicle to unnecessarily impede traffic, or

- 7.4.2 loading or unloading of goods or passengers from a Vehicle for a period not exceeding five (5) minutes or, if the Vehicle does not impede traffic flow in the Alley, thirty (30) minutes.
- 7.5 No Owner or Operator shall park or permit to be parked a Vehicle in any loading zone marked with a Traffic Control Device for a period of time greater than that indicated on the Traffic Control Device.
- 7.6 No Owner or Operator shall park or leave or permit to be parked or left a Vehicle on private land or a Roadway, in a space reserved for disabled persons parking which has been so designated by a Traffic Control Device erected by the Municipality or the Leaseholder, tenant, or his agent, as the case may be, unless such person has marked the Vehicle with an appropriate symbol indicating it is a disabled person's Vehicle; and
 - 7.6.1 any Vehicle not displaying Sign IC-14, as specified in the Canadian Manual of Uniform Traffic Control Devices, and parked in a space reserved for disabled persons, shall be deemed to be in contravention of this section and may be impounded and removed; and
 - 7.6.2 an Owner or Operator of a Vehicle in violation of the provisions of this section shall be subject to a fine as set out in Schedule "A".
- 7.7 Notwithstanding any other provision of this Bylaw, no Owner or Operator shall park or permit to be parked any Vehicle or Trailer which singly or together exceeds 7.5 meters in overall length upon any Roadway in the Central Business District, except pursuant to Sections 7.4 and 7.8 herein.
- 7.8 A Vehicle which exceeds 7.5 meters in length or a Vehicle with any type of Trailer attached thereto which in combination exceeds 7.5 meters in length shall not be parked:
 - 7.8.1 on any Roadway within the Central Business District;
 - 7.8.2 on any Roadway not within the Central Business District for a period exceeding 48 hours; or
 - 7.8.3 in contravention of Section 7.20 herein.
- 7.9 Where parallel parking is allowed, a Person shall park his Vehicle with the sides of it parallel to the curb or edge of the Roadway:
 - 7.9.1 with the right hand wheels of the Vehicle not more than 500 millimetres from the right-hand curb or edge of the Roadway; or
 - 7.9.2 in the case of a one-way Roadway where parking on either side is permitted, with the Vehicle wheels closest to a curb or edge of the Roadway not more than 500 millimetres from that curb or edge and with the Vehicle facing the direction that travel is authorized for on that Roadway.
- 7.10 No Owner or Operator shall park or permit to be parked a Vehicle in a place where a Traffic Control Device indicates that parking is restricted to a special class of Vehicle only, unless the Vehicle falls within the designated special class for that place. For the purpose of this section, special classes shall include but are not limited to:
 - 7.10.1 small Vehicles (cars having a wheelbase of 270 cm or less);
 - 7.10.2 electric Vehicles;

- 7.10.3 police Vehicles;
 - 7.10.4 Buses;
 - 7.10.5 Commercial Passenger Vans;
 - 7.10.6 Commercial Passenger Vehicles;
 - 7.10.7 disabled persons' Vehicles;
 - 7.10.8 motorcycles;
 - 7.10.9 taxis;
 - 7.10.10 Recreational Vehicles; and
 - 7.10.11 horse drawn carriages.
- 7.11 Notwithstanding anything herein contained the provisions relating to stopping or parking of Vehicles do not apply to:
- 7.11.1 emergency Vehicles;
 - 7.11.2 vehicles engaged in road or building construction, or the servicing of utilities including telephone systems, electric systems, natural gas systems, water and sewer systems, roads and streets, garbage systems and cable vision systems;
 - 7.11.3 municipal and other government public works Vehicles; and
 - 7.11.4 towing service Vehicles while any such Vehicle is being used in work requiring that it be stopped or parked.
- 7.12 Where the Operator of a Vehicle stops, stands or parks pursuant to Section 7.11 herein contrary to other provisions of this Bylaw, he shall take due precautions to indicate the presence of such Vehicle on a Roadway while so parked or stopped.
- 7.13 No Person shall park a Vehicle or a Trailer on a Roadway for the purpose of overnight accommodation and or camping.
- 7.14 No Owner or Person shall park or permit to be parked an un-rented Rental Vehicle on any Roadway or in any parking lot in the Town controlled by the Municipality, and every Owner or Person so doing shall be deemed guilty of an offence and shall be liable upon conviction to a fine as provided in Schedule 'A' attached hereto.
- 7.15 In every case of an offence committed pursuant to Section 7.14 herein, each 24 hour period in which the offence continues shall be deemed a new offence.
- 7.16 No person shall park or permit to be parked any Vehicle on private property without the lessee's consent and permission, or in contravention of signage posted by the lessee and which clearly identifies parking prohibitions including but not limited to location, time, type of vehicle, or class of vehicle.
- 7.17 Any vehicle found in contravention of Section 7.16 may be removed by the CAO on request of the property owner or his designate at the violator's expense.

- 7.18 No Owner or Person shall park any Trailer or Recreational Vehicle, whether designed for occupancy by persons or for the carrying of goods or equipment, upon any highway unless such Trailer or Recreational Vehicle is attached to a Vehicle by which it may be propelled or drawn and when so attached the Trailer or Recreational Vehicle shall be deemed to be part of such Vehicle and subject to the regulations pertaining to Vehicles.
- 7.19 Subject to the provisions contained elsewhere in this Bylaw the owner of a Trailer used for the purposes of construction for which a Parks Canada permit has been issued may by application to the CAO be granted an exemption to the provisions of Section 7.18 herein.
- 7.20 An Owner or operator of a Trailer or Recreational Vehicle for which the vehicle registration shows a Municipality of Jasper address shall not park the Trailer or Recreational Vehicle on a Roadway in the Town, except in the area of the roadway immediately adjoining the Owner or operator's place of residence and for not more than seventy-two (72) consecutive hours in the period between and including May 1st and October 31st of each year, and providing the Trailer or Recreational Vehicle does not extend past the owner's property boundary to Roadway adjoining an adjacent property.

8. BUSES AND COMMERCIAL VEHICLES

- 8.1 No Person shall park or permit to be parked in the Town any Bus except:
- 8.1.1 in loading zones designated by the CAO for passenger drop-off and pick-up, and subject to the restrictions determined by the CAO and so marked with a sign; or
 - 8.1.2 when loading or unloading passengers for a period not exceeding ten (10) minutes, during all of which the Owner or Operator of the Bus must be present, and during all of which the Owner or Operator shall not allow the Bus to unnecessarily impede traffic; or
 - 8.1.3 between the hours of 06:00 and 22:00 daily on public Roadways and in public parking areas in the Town in which signage does not prohibit the parking of Buses; and
 - 8.1.4 no person shall park a bus in the area of the Town designated at the Central Business District except as provided for in Sections 8.1.1 and 8.1.2 herein.
- 8.2 No Person shall park or permit to be parked in the Town any Commercial Vehicle which exceeds 7.5 meters in length or a Commercial Vehicle with any type of Trailer attached thereto which in combination exceeds 7.5 meters in length except:
- 8.2.1 between 06:00 and 22:00 daily; and
 - 8.2.2 on Roadways outside of the area designated as the Central Business District or in public parking areas in which signage does not prohibit the parking of Vehicles 7.5 meters in length or greater or
 - 8.2.3 except as otherwise provided in this Bylaw.
- 8.3 No Person shall park or permit to be parked between the hours of 7:00 and 21:00 daily in the Town any Vehicle operating as or designated as a taxi or a Vehicle for hire except in those areas designated by Council as Taxi Stands and so marked by the CAO unless otherwise directed by a Bylaw Enforcement Officer.
- 8.4 No Person operating a taxi or a Vehicle for hire between the hours of 7:00 and 21:00 daily shall solicit passengers on any Roadway or Sidewalk other than a Roadway or Sidewalk at or adjacent to such places as are designated by Council pursuant to Section 8.3 unless otherwise directed by a Bylaw Enforcement Officer.

8.5 No Person operating a taxi or a Vehicle for hire shall park or permit to be parked a taxi or vehicle for hire on any roadway or off-street public parking operated by the Municipality for periods not exceeding four (4) hours.

9. PROHIBITED VEHICLES

9.1 The following Vehicles are prohibited from using Roadways in the Town without the Owner or Operator being in possession of a permit issued in accordance with this Bylaw:

9.1.1 any Vehicle or Trailer having metal spikes, lugs, cleats or bands projecting from the surface of the wheel or tire of such Vehicle other than tire chains;

9.1.2 any Vehicle or Trailer having a caterpillar track or skids;

9.1.3 any Vehicle or combination of Vehicles being operated for the purpose of moving a building; and;

9.1.4 any Vehicle deemed to be overweight under the provisions of the *Traffic Safety Act* (Alberta), as amended.

9.2 No Person shall operate a prohibited Vehicle as described in Section 9.1 herein without first obtaining from the CAO a permit to do so, which permit may be refused, and without first paying to the Municipality the Prohibited Vehicle Permit fee specified in Schedule "C".

9.3 Any applicant desiring to obtain a permit under Section 9.2 herein shall make application in writing to the CAO providing the following information:

9.3.1 the nature of the Vehicle to be moved;

9.3.2 the name, manufacturer and model of the Vehicle;

9.3.3 the style and number of wheels and axles or, if wheels and axles are not present, the description of the caterpillar track or skids;

9.3.4 the weight of the vehicle;

9.3.5 the origin, destination and particulars of the proposed route and;

9.3.6 such other information as the CAO may determine is required.

9.4 Coincident with issuance of a permit pursuant to Section 9.2 herein, the applicant shall enter into an agreement to pay all damages caused to any Roadway or any works made or done over, upon or under the same, as a result of the operation and conveyance or movement of the prohibited Vehicle or machinery covered by the permit.

9.5 No Person shall operate a Prohibited Vehicle contrary to the provisions of a permit issued pursuant to Section 9.2 herein, and in a permit issued pursuant to Section 9.2 herein, the CAO may:

9.5.1 specify the route to be taken; and

9.5.2 specify the precautions required to protect the Roadway along the route including:

9.5.3 the laying down of planks, rubber tires or other materials to protect pavement or Crosswalks;

9.5.4 timbering to protect bridges or culverts;

- 9.5.5 specifying the hours during which movement shall take place; and
- 9.5.6 specifying such other conditions as he deems necessary for the protection of Roadways.
- 9.6 Notwithstanding anything contained herein, the CAO may at his discretion from time to time specify maximum vehicle weights of less than those prescribed by the *Traffic Safety Act (Alberta)*, as amended.

10. OTHER VEHICLES

- 10.1 Other Vehicles may be operated on Roadways within the Town.
- 10.2 Notwithstanding Section 10.1 herein, the CAO may from time to time, and upon reasonable public notice, put into operational conditions with respect to the operation of pedicabs, rickshaws or horse-drawn vehicles including but not limited to:
 - 10.2.1 the streets or portions thereof on which a pedicab, rickshaw or horse-drawn vehicle may be operated;
 - 10.2.2 the time or times during which the pedicab, rickshaw or horse-drawn vehicle may be operated;
 - 10.2.3 the stopping or parking of pedicabs, rickshaws or horse-drawn vehicles on a Roadway;
 - 10.2.4 the loading and discharging of passengers on a Roadway and;
 - 10.2.5 such other reasonable conditions as he may deem appropriate.
- 10.3 No Person shall operate a pedicab, rickshaw or horse drawn vehicle in a manner which is contrary to the conditions of operation pursuant to Section 10.2 herein.
- 10.4 The owner or operator of each horse drawn vehicle shall be responsible for the cleaning of any horse defecation on the streets of Jasper and shall be responsible for the cleaning of such defecation forthwith. Failure to comply may result in the Municipality of Jasper cleaning the affected area(s) for the cleaning of the streets and the owner or operator shall reimburse the Municipality of Jasper for the cost(s) thereof.

11. IDLING

- 11.1 No person shall park and idle a Vehicle in the Town of Jasper
- 11.2 The provisions of this Bylaw relating to stopping or parking of Vehicles and the restriction of Idling Vehicles do not apply to any of the following Vehicles while being used in work requiring that the Vehicle be stopped or parked and Idling:
 - 11.2.1 the operation of any Vehicle held stationary by a Traffic Control Device;
 - 11.2.2 necessary operations for the loading or unloading of a Commercial Vehicle;
 - 11.2.3 providing heating, air-conditioning or refrigeration necessary for the preservation of perishable goods or cargos carried by or contained in a Commercial Vehicle or an Emergency Vehicle;
 - 11.2.4 maintaining emergency lights, communications equipment, computer equipment or other emergency equipment, whether in respect of an Emergency Vehicle or not, during any time

the operator or passengers of such Vehicle are involved in a response to an emergency or, in the case of an Emergency Vehicle, at any time the operator or passengers of such Vehicle are involved in training for emergency responses;

- 11.2.5 maintaining emergency lights, communications equipment, computer equipment or other emergency equipment in respect of a Vehicle operated by a Peace Officer during his or her duties at any time such Peace Officer is involved in a law enforcement activity;
- 11.2.6 operating systems or equipment necessary for the secure functioning of armoured Vehicles;
- 11.2.7 excavation, winching, hauling, lifting, lowering, erecting, mixing, cleaning, painting, pouring, pumping, packing, tamping, cutting, or other similar activities;
- 11.2.8 delivering necessary medical care to a Vehicle occupant;
- 11.2.9 maintaining interior temperatures in a Commercial Vehicle engaged in embarking or disembarking passengers;
- 11.2.10 removing frost, mist or condensation present on the windshield of a Vehicle or Mobile Equipment; or
- 11.2.11 when operation of the internal combustion engine in such Vehicle is necessary for the servicing, repair or maintenance of such Vehicle or necessary for the servicing, repair or maintenance of some other Vehicle.

12. BICYCLES

- 12.1 Unless the context otherwise requires, a Person operating a bicycle on a Roadway has all of the rights and is subject to all of the duties that any Vehicle Operator has under this Bylaw and the *Traffic Safety Act* (Alberta) as amended.
- 12.2 Every Person riding a bicycle on a Roadway shall ride as close as possible to the right hand edge or curb of the Roadway and when riding with other persons shall not ride more than two abreast.
- 12.3 Every Person operating a bicycle on a Roadway shall ensure that his bicycle is equipped in accordance with the *Traffic Safety Act* (Alberta) as amended.
- 12.4 Every Person under the age of 18 years shall wear a Canadian Standards Association approved helmet while operating a bicycle.
- 12.5 Every Parent or Guardian of a Person under the age of 18 shall take all reasonable steps to ensure that a helmet is worn pursuant to Section 12.4 herein and the onus shall be upon such Parent or Guardian to prove that they have taken the appropriate steps to ensure that the person under the age of 18 years wears a helmet.

13. USE OF SIDEWALKS

- 13.1 Except as otherwise provided in this section, no Person shall, on or along a Sidewalk, footpath, walkway or boulevard:
 - 13.1.1 drive, draw or push any Vehicle;
 - 13.1.2 ride a horse;
 - 13.1.3 ride a Vehicle of any description or;

- 13.1.4 draw or push a Vehicle of any description other than a bicycle.
- 13.2 Notwithstanding the provisions of Section 13.1, a Person may draw, push or propel on or along a Sidewalk, footpath or walkway in such a way as not to obstruct the Sidewalk, footpath or walkway:
 - 13.2.1 a wheeled shopping cart or other grocery carrier;
 - 13.2.2 a wheeled device for carrying a child, an invalid or a handicapped person;
 - 13.2.3 a child's tricycle or bicycle equipped with training wheels or;
 - 13.2.4 rollerblades or a bicycle, scooter, coaster, strider bike or skateboard when such devices are operated by a person ten (10) years of age or less.
- 13.3 No person shall skateboard, rollerblade or operate a scooter or bicycle on any Sidewalk in the Central Business District unless such person is ten (10) years of age or less and is accompanied by an adult.
- 13.4 Section 13.3 herein does not apply to crossing a Sidewalk in a place where there is a lane or a prepared crossing or where permission has been granted for such purpose.
- 13.5 No Person shall place upon a Sidewalk, footpath or walkway or allow to be placed on a Sidewalk, footpath or walkway any object that obstructs or otherwise limits use and access of the Sidewalk, footpath or walkway by pedestrians.
- 13.6 Any Person having placed or allowed to be placed upon a Sidewalk, footpath or walkway any object that obstructs or otherwise limits use and access of the Sidewalk, footpath or walkway by pedestrians without the authorization in writing of the CAO shall, upon direction in writing from the CAO to remove said object, remove said object immediately and forthwith and if he fails to do so the CAO may remove or have removed said object and the costs of removal shall be paid to the Municipality by the owner of said object upon demand and failing payment such cost shall be charged against the property of the owner as a special assessment to be recovered in like manner as other taxes.
- 13.7 The leaseholder of any residential or commercial lot in the Town shall remove snow, leaves or other material that has accumulated on the Sidewalk bordering such lot in accordance with the following:
 - 13.7.1 Any snow in excess of two (2) cm in depth on a Sidewalk shall be removed within a period of 24 hours after it has fallen;
 - 13.7.2 Any ice build-up on a Sidewalk shall be removed immediately when it comes to the attention of the Leaseholder or sub lessee, or immediately when removal is directed by the CAO;
 - 13.7.3 Any leaves or other material interfering with or endangering pedestrian traffic on a Sidewalk or creating an obstructive, dangerous or unsightly condition on a Sidewalk shall be removed immediately when such material comes to the attention of the Leaseholder or sub lessee, or immediately when removal is directed by the CAO; and
 - 13.7.4 If a Leaseholder fails to comply with the direction of the CAO as described herein, the CAO may direct employees or agents of the Municipality to remedy the situation by removing the snow, leaves or other material, and the cost thereof shall be paid to the Municipality upon demand and failing payment of such cost shall be charged against the property as a special assessment to be recovered in like manner as other taxes.

14. OBSTRUCTIONS AND ENCROCHMENTS

- 14.1 No Person shall make or place an obstruction of any kind in, upon, or above any Roadway in the Town or place any building or structure of any nature in a manner that encroaches upon any portion of a Roadway unless permission has been granted in writing by the CAO or unless such Person is:
- 14.1.1 a servant, agent or employee of the Municipality of Jasper engaged in the discharge of his duties;
 - 14.1.2 a Peace Officer or Bylaw Enforcement Officer or;
 - 14.1.3 a member of the Fire Department.
- 14.2 Every Person who is in contravention of Section 14.1 shall be guilty of an offence and shall, in addition to any other penalty, cause the removal of the obstruction or encroachment as soon as is possible after being notified to do so by the CAO and in any event within 24 hours after being notified to do so by the CAO. After the expiration of the said 24 hours, the CAO may cause the removal of the obstruction or encroachment and such removal shall be at the expense of the Person causing, placing or permitting the obstruction or encroachment on the Roadway and such costs shall be recovered in the same manner as municipal fees and taxes.
- 14.3 Where an obstruction or encroachment of any kind exists in, upon, or above any Roadway or Public Place and, in the opinion of the CAO creates an unsafe condition, the Municipal Manager shall be entitled to take such measures as are required for the protection of life or property.
- 14.4 No Person, unless he has first obtained a permit from the CAO, shall perform construction and maintenance work on any Roadway if the work involves excavation, alteration or construction of Roadways, Sidewalks, or boulevards, and
- 14.4.1 the CAO may at his discretion revoke the said permit and require the Roadway to be made passable to the satisfaction of the CAO; and
 - 14.4.2 all work performed without a permit is subject to immediate stoppage and, in addition to the specified penalty, the Person conducting the work shall make payment to the Municipality of all costs incurred by the Municipality in making the Roadway passable.

15. PARADES AND PROCESSIONS

- 15.1 No person shall hold or take part in any Parade or Procession in the Town without first having obtained from the CAO permission for the Parade or Procession to be held, which permission may be denied.
- 15.2 Every participant in a Parade or Procession shall be guilty of an offence for each violation of this section.
- 15.3 Any Person desiring to hold a Parade or Procession within the Town shall make application for permission in writing to the CAO not less than seven (7) days before the time they desire to hold the same, and in such application shall furnish to the CAO information with respect to the following:
- 15.3.1 the name and address of the applicant, and if such applicant is an organization, the names and addresses and occupations of the executive thereof;
 - 15.3.2 the nature and objects of such Parade or Procession;
 - 15.3.3 the day, date and hours during which the Parade or Procession is proposed to be held;

- 15.3.4 the intended route thereof;
 - 15.3.5 the approximate number of persons who will take part therein;
 - 15.3.6 the approximate size, number and nature of flags, banners, placards or such similar things to be carried therein and particulars of signs, inscriptions and wording to be exhibited thereon;
 - 15.3.7 the signatures and addresses of the person or persons who will be in control of such Parade or Procession and who will undertake to be responsible for the good order and conduct thereof; and
 - 15.3.8 if assistance is requested from the Municipality by the applicant, details as to the nature of such requested assistance.
- 15.4 The CAO may require in his discretion, either a damage deposit or an indemnity in connection with the granting of permission to hold a Parade or Procession.
- 15.5 In the event the CAO permits a Parade or Procession, the CAO shall fix the hour and route of the Parade or Procession and give such directions to the applicants in regard to such Parade or Procession as in his opinion will prevent any unnecessary or unreasonable obstruction of the Roadway and tend to prevent a breach of the peace and the applicant shall make the necessary arrangements for the proper policing of the Roadway in connection with such Parade or Procession.
- 15.6 During such Parade or Procession, all Pedestrians not taking part therein shall be restricted to the use of the Sidewalk by a Peace Officer, Bylaw Enforcement Officer or other person duly authorized by the CAO to do so.
- 16. SUNDRY**
- 16.1 No Person shall allow trees, hedges or shrubs on property within the Town to impede the safe and efficient circulation of Vehicles or Pedestrians.
- 16.2 The CAO may require any Person in contravention of Section 16.1 herein to remove the impediment to safe circulation of Vehicles or Pedestrians within seven (7) Clear Days of being so notified to do so. If the Person fails to comply with such notice, the CAO may direct employees or agents of the Municipality to enter upon such property to remedy the situation and the cost thereof shall be paid to the Municipality upon demand and failing payment of such cost shall be charged against the property as a special assessment to be recovered in like manner as other taxes.
- 16.3 No Person shall damage or allow to be damaged any street furniture, street signs, public utility fixtures or any other utility system or work of the Municipality.
- 16.4 No Person shall impede, obstruct or otherwise interfere with, or allow be impeding, obstructing or otherwise interfering with, any street furniture, street signs, public utility fixtures or any other utility system or work of the Municipality.
- 16.5 No Person shall deface, place or make any advertisement, legend or sign of any kind on any Roadway, Sidewalk, street furniture, or hoarding unless authorized to do so by the CAO.
- 16.6 Every Leaseholder or occupant of any premises or lot who, for the purpose of entering the premises or lot, is required to drive any Vehicle across any Sidewalk or boulevard, or both, shall cause to be constructed, at his or her expense, in place of the Sidewalk or boulevard, or both, a crossing of full width so designed and maintained as in the opinion of the CAO to be suitable for both Pedestrians using the Sidewalk or boulevard, or both, and Vehicles using the driveway, and no construction or

- repair of such crossing shall commence unless prior written approval has first been obtained from the CAO for the work.
- 16.7 No Person shall load or unload goods or merchandise across a Sidewalk or boulevard where loading or unloading facilities have been provided to such premises to which the goods are being delivered or from which they are being taken.
- 16.8 No Person shall place or permit to be placed any sign upon privately held property indicating that no parking is permitted on a Roadway adjacent to such property.
- 16.9 No Person other than a Municipal employee or Municipal contractor in the normal course of his duties shall mark any curb with paint or similar substance indicating that no parking is permitted.
- 16.10 No Person shall park or drive any motor Vehicle upon any land held by the Municipality under a Lease, Licence of Occupation or a land use agreement with the Parks Canada Agency, which the Municipality uses or permits to be used as a playground, recreation area or public park, except on such part thereof as the CAO may designate for Vehicular parking in writing or by a sign or signs. Town employees or agents of the Town in the performance of their duties are exempt from this section.
- 16.11 No Person shall place or leave on, across or over any part of a Town street or Sidewalk, a cord or cable preventing safe movement of Pedestrian or Vehicular traffic.
- 16.12 No Person shall discharge or dispose of liquid or solid waste matter from a Trailer or Vehicle on a Roadway.
- 16.13 Every Person operating a Vehicle within the Town of Jasper shall on the request of a Peace Officer or a Bylaw Enforcement Officer,
- 16.13.1 stop the Vehicle and provide information respecting the Vehicle; and
- 16.13.2 produce for inspection any licence, certificate, permit or pass required by this Bylaw or the laws of the Province of Alberta with respect to the operation of the Vehicle.
- 16.14 No Person shall leave a horse unattended on a Sidewalk or a Roadway.
- 16.15 No person travelling on a coaster, sled, toboggan, skis, roller skis, roller skates, rollerblades, bicycle, tricycle or toy Vehicle of any kind or similar device shall cling to or attach himself or his conveyance to a Vehicle upon a Roadway.
- 16.16 No person shall skateboard or rollerblade or operate a scooter on any Roadway in the Central Business District.
- 16.17 No person shall toboggan or ski on any Highway.

17. PROSECUTIONS

- 17.1 Any Person who contravenes this Bylaw is guilty of an offence.
- 17.2 Persons contravening certain sections of this Bylaw shall be liable for the penalties set out in such section or set out as entered in Schedule "A" hereto.
- 17.3 Offence Notice Violation ("Offence Ticket") having printed wording approved by the CAO, may be issued by a Peace Officer or a Bylaw Enforcement Officer to any Person alleged to have breached any provision of this Bylaw pursuant to the provisions of the *Provincial Offences Procedure Act (Alberta)*, as amended, and the said notice shall require the payment to such official in the amount specified in

- this Bylaw or the *Traffic Safety Act* (Alberta), as amended or the regulations pursuant to the *Provincial Offences Procedure Act* (Alberta), as amended.
- 17.4 When a Person served with an Offence Ticket as provided for in Section 17.3 herein and issued in respect of any section of this Bylaw with the exception of Section 7 voluntarily delivers payment to the CAO within fourteen (14) days of the date the Offence Ticket is issued, the specified penalty shall be reduced by ten (10%) percent.
- 17.5 Notwithstanding the provisions of Section 17.4 herein, in respect of an Offence Ticket issued pursuant to Section 7 of this Bylaw and for which the specified penalty is \$65.00, the fine shall be reduced to \$50.00 if the ticket is paid prior to the specified payment due date indicated on the ticket. In respect of any other fine amount resulting from Offence Tickets issued pursuant to Section 7 of this Bylaw and which the recipient voluntarily tenders to the CAO within fourteen (14) days of the date the Offence Ticket is issued, the specified penalty shall be reduced by ten (10%) percent.
- 17.6 An Offence Ticket shall be deemed to be sufficiently served:
- 17.6.1 if served personally on the accused; or
 - 17.6.2 if mailed to the address of the registered Owner of the Vehicle concerned or to the Person concerned; or
 - 17.6.3 if attached to or left securely and visibly upon a Vehicle in respect of which an offence is alleged to have been committed.
- 17.7 Except as otherwise provided in this Bylaw, a Person who is guilty of an offence under this Bylaw for which a penalty is not otherwise provided, is liable to a fine of not more than \$65.00 and, in default, such penalties as are provided for by the *Provincial Offences Procedure Act (Alberta)* as amended

18. NOTICE

- 18.1 Any notice provided for in this Bylaw shall be in writing.
- 18.2 Service of any notice provided for in this Bylaw shall be made as follows:
- 18.2.1 personally upon the Person to be served;
 - 18.2.2 by mailing the copy to the Person to be served by double registered mail or certified mail to the last known post office address of the Person to be served, and service shall be deemed to be effected at the time the copy is delivered by an official of the post office to the Person to be served or to any Person receiving it on his behalf; or
 - 18.2.3 in the case of an Offence Ticket, as described in Section 17.5 herein; or
 - 18.2.4 as directed by the Court.

19. SEVERANCE

- 19.1 If any provision herein is adjudged by a Court of competent jurisdiction to be invalid for any reason, then that provision shall be severed from the remainder of this Bylaw and all other provisions of this Bylaw shall remain valid and enforceable.
- 19.2 If any provision herein is adjudged to be repugnant to any federal regulation or legislation, this Bylaw shall continue in full force and effect but any such repugnant provision shall be of no force or effect

until such time as the repugnancy is removed by repeal or amendment of the federal legislation or regulation.

20. COMING INTO EFFECT

- 20.1 All Traffic Control Devices which are in place on the effective date of this Bylaw shall be deemed to be valid Traffic Control Devices for the purposes of this Bylaw until removed.
- 20.2 All Taxi Zones, School Zones, Playground Zones, Loading Zones, zones reserved for disabled persons' parking and Bus Zones in effect immediately prior to the coming into force of this Bylaw shall continue in effect until removed.

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

GIVEN FIRST READING THIS 2nd DAY OF August 2016

GIVEN SECOND READING THIS 2nd DAY OF August 2016

GIVEN THIRD READING THIS 16th DAY OF August 2016

Mayor

CAO

**SCHEDULE “A”
PENALTIES**

Section	Description	Penalty
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AUTHORITY

3.4	Deface, erect or remove any Traffic Control Device	\$150.00
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OPERATION OF VEHICLES

5.4	Vehicle Obstructing Traffic	\$65.00
5.6	Apply or Engage Engine Retarder Brakes	\$200.00
5.7	Create Objectionable Noise From Vehicle	\$115.00

RIGHTS AND DUTIES OF PEDESTRIANS

6.1	Crowd or Jostle Pedestrians	\$65.00
6.3	Pedestrian Obstructing Traffic	\$65.00
6.6	Cross Rail Crossing when not permitted	\$65.00
6.7	Solicit a Ride On Roadway	\$30.00

PARKING

7.1	Illegal Parking	\$65.00
7.2	Parking in Contravention of “No Parking” sign	\$65.00
7.3	Parking in Contravention of Time Limit	\$65.00
7.4.1	Illegal Parking of Commercial Vehicle in Alley	\$100.00
7.4.2	Illegal Parking of Vehicle in Alley	\$65.00
7.5	Illegal Parking in Loading Zone	\$65.00
7.6	Illegal Parking in Handicap Zone	\$250.00
7.7	Illegal Parking of Over-length Vehicle in Central Business District	\$65.00
7.8	Illegal Parking of Over-length Vehicle	\$65.00
7.10.4	Illegal Parking in Zone Restricted to Buses	\$65.00
7.10.9	Illegal Parking in Zone Restricted to Taxis	\$65.00
7.13	Parking for the Purpose of Overnight Accommodation	\$65.00
7.14	Illegal Parking of un-rented Rental Vehicle	\$100.00
7.16	Illegal Parking on Private Property	\$65.00
7.18	Park Trailer not attached to vehicle	\$65.00
7.20	RV Parked in excess of 72 hours	\$65.00

BUSES AND COMMERCIAL VEHICLES

8.1	Illegal Parking of Bus	\$65.00
8.2	Illegal Parking of Commercial Vehicles greater than 7.5m in length	\$65.00
8.3	Illegal Parking of Taxis or Vehicle For Hire	\$65.00
8.4	Solicit Passengers on Roadway or Sidewalk	\$65.00
8.5	Taxi or Vehicle for hire parked exceeding 4 hours	\$65.00

PROHIBITED VEHICLES

9.2	Operated a Prohibited Vehicle without Permit	\$500.00
9.5	Operated a Prohibited Vehicle contrary to Permit Specifications	\$500.00

OTHER VEHICLES

10.3	Operating Other Vehicle Contrary to Provisions	\$200.00
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IDLING

11.1	Park and Idle a Motor Vehicle	\$100.00
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BICYCLES

12.1	Illegal Operation of bicycle	\$65.00
12.4	Under 18 Fail to wear helmet	\$45.00
12.5	Fail to take reasonable steps to ensure person under 18 wears a helmet	\$100.00

USE OF SIDEWALKS

13.1	Illegal use of Sidewalk, footpath or walkway	\$65.00
13.2	Illegal use of Sidewalk, footpath or walkway	\$65.00
13.3	Skateboard, rollerblade or scooter on Sidewalk in Central Business District contrary to provisions	\$65.00
13.5	Place an Object which obstructs Sidewalk, footpath or walkway	\$80.00
13.7	Fail to remove snow, leaves or other material accumulated on a Sidewalk	\$100.00

OBSTRUCTIONS AND ENCHROCHMENTS

14.1	Place Obstruction on Roadway	\$200.00
14.4	Construction without Permit	\$1000.00

PARADES AND PROCESSIONS

15.1	Participate in Parade or Procession	\$200.00
15.5	Breach of Parade or Procession Directions	\$200.00

SUNDRY

16.1	Allow trees, hedges or shrubs to impede circulation of vehicles or pedestrians	\$65.00
16.2	Failure to trim trees, hedges or shrubs on direction of the CAO	\$150.00
16.3	Damage street furniture, street signs, public utility fixtures or other work of the Municipality	\$200.00
16.4	Impede, obstruct or otherwise interfere with street furniture, street signs, public utility fixtures or other work of the Municipality	\$200.00
16.5	Deface Roadway, Sidewalk, street furniture or hoarding	\$200.00
16.8	Place sign upon privately held property indicating no parking on roadway	\$65.00
16.9	Unauthorized marking of curbs or roadways	\$200.00
16.10	Illegal Park or drive on public lands	\$100.00

16.11	Improper placement of electrical cord	\$75.00
16.12	Illegally discharge liquid or solid waste from Vehicle	\$250.00
16.13	Fail to Stop or produce documentation when requested to by a Peace Officer or Bylaw Enforcement Officer	\$150.00
16.14	Leave horse unattended on highway	\$150.00
16.15	Clinging or attaching to a vehicle	\$100.00
16.16	Skateboard, Rollerblade or Operate a Scooter on a Roadway in the Central Business District.	\$65.00

UNSPECIFIED OFFENCES

17.7	Unspecified contravention of this Bylaw	\$65.00
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SCHEDULE "B"
LISTING OF AREAS WHERE SPEED LIMIT IS ~~30~~ 50 KM/HR

~~Connaught Drive: From the south town site boundary to the start of Parcel GA~~

~~Connaught Drive: From the north town site boundary to Cavell Avenue~~

~~Bonhomme Street: Maligne Ave to Pyramid Lake Road.~~

~~Maligne Avenue: Bonhomme Street to Turret St.~~

~~Turret Street: Maligne Ave. to Elm St.~~

~~Turret Street: Bordering Block 33 (Play Ground)~~

~~Tonquin Street: Bordering Block 33 (Play Ground)~~

~~Pine Ave: Block 34 laneway to Block 32 laneway~~

~~Elm Street: Geikie St. to Bonhomme Street~~

~~Geikie Street: Block 8, Lot 6 to Block 4 lot 6~~

~~Pyramid Lake Road: Patricia St. to Bonhomme St.~~

~~Bonhomme Street: Block 35, Lot# 5 Bonhomme St. to Aspen Cres. (Play Ground)~~

~~Aspen Crescent: Bonhomme St. to Aspen Close (Play Ground)~~

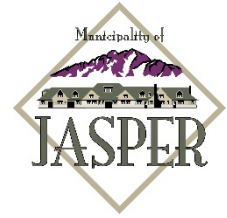
Unless otherwise marked all areas of the community are ~~50~~ 30 KM/HR

SCHEDULE "C"
FEES

- Prohibited Vehicle Permit Fee \$250.00

AGENDA ITEM 7.3

REQUEST FOR DECISION



Subject: Legislative Committee Terms of Reference
From: Bill Given, Chief Administrative Officer
Prepared by: Emma Acorn, Legislative Services Coordinator
Reviewed by: Bill Given, Chief Administrative Officer
Date: March 8, 2022

Recommendation:

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

Options:

- That Committee direct Administration revise the terms of reference and return to a future committee.
- That Committee provide amendments via motion and then recommend Council approve the amended terms of reference.
- That Committee recommend Council approve the discontinuation of the legislative committee.

Background:

The Legislative Committee was first formed in 2019 but does not appear to have been the result of a motion of council at a formal meeting, nor does the legislative committee have a council approved terms of reference.

On July 20, 2021 Council approved Policy A-001 Policy Development and Review. The policy states that the Municipality of Jasper will operate a standardized system of developing, recording, approving, distributing and reviewing policies and procedures. Policies and procedures will be maintained centrally and will be easily accessible.

Bylaw #190, the Procedure Bylaw, is the document that states how council governs. It covers everything from meetings, motions, committees and more.

Discussion:

The procedure bylaw was originally adopted in 2016 and has not been formally reviewed or updated since that time. As it exists the bylaw has a number of inconsistencies with how council operates today, it contains a number of outdated references and schedules for committees that have ceased to exist and it may not reflect the current state of municipal best practices. Additionally there are a number of areas where provincial legislation changes or the use of technology may need to be considered.

A review of Bylaw #190 could be conducted a number of ways including administrative review, review by a dedicated committee of council or review through the existing committee of the whole structure.

The legislative committee could service as a dedicated committee of council for this purpose. In this approach the committee member's work would be focused on researching innovative best practices from other jurisdictions, reviewing current MOJ practices and providing direction to administration for desired changes to

Bylaw #190. In this approach the committee would develop a draft of a new procedure bylaw and present it to council for consideration and adoption.

As proposed in the attached draft terms of reference, the legislative committee would function as a regular committee of council, supported by administration with a regular meeting schedule.

Relevant Legislation:

- *Municipal Government Act*
- Bylaw #190 Procedure Bylaw
- Policy A-001 Policy Development and Review

Financial:

There would be no additional costs incurred as a result of this recommendation.

Attachments:

- Draft Legislative Committee Terms of Reference

Legislative Committee Terms of Reference

1. Purpose & Responsibilities of the Committee

- 1.1. To deal with matters relating to Council's governance processes and structure including;
 - 1.1.1. Undertaking a comprehensive review of bylaw #190, the Municipality of Jasper Procedure Bylaw,
 - 1.1.2. Researching, identifying and recommending governance best practices from other municipalities,
 - 1.1.3. Reviewing and discussing other policies, bylaws and matters referred to it by Council.

2. Membership

- 2.1. The Legislative Committee shall have a membership of three members of council as appointed at the organizational meeting.

3. Quorum and Voting

- 3.1. The quorum for the Legislative Committee shall be the majority of the Members appointed.
- 3.2. All Committee Members will vote on all motions.

4. Meetings & Minutes

- 4.1. The committee will meet at 9:00am on the first Tuesday of the month.
- 4.2. Meetings shall not exceed 1.5 hours in length unless the members present unanimously consent to an extension. If an extension is not approved, any remaining agenda items will be considered at the next regular meeting or at a special meeting called to complete the business.
- 4.3. Except as provided in section 17 for the Procedure Bylaw, all meetings shall be held in public.
- 4.4. Notice of all meetings shall be given to all Council members and the public.
- 4.5. Notice of meetings is deemed to be given by publication of the agenda, together with supporting documentation, on the municipal website by 4:00 p.m. on the Friday before a regular meeting.
- 4.6. Meeting minutes shall be forwarded to the next regularly scheduled council meeting for adoption.

5. Administrative Support

- 5.1. The committee shall be supported by the Chief Administrative Officer or designate and the Legislative Services Coordinator.

6. Reporting Relationship

- 6.1. The committee shall act in an advisory capacity to Council, recognizing that Council as a whole is responsible for setting policy direction;
- 6.2. The committee will recommend items to Council for approval and adoption.

7. Terms of Reference

- 7.1. The Legislative Committee’s Terms of Reference may only be approved and amended by Council at a regular meeting.

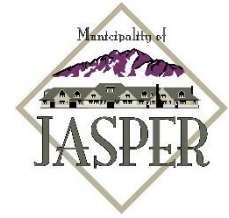
Dated at Jasper, Alberta this _____ of _____, 2022
(day) (month)

Mayor

CAO

AGENDA ITEM 7.4

REQUEST FOR DECISION



Subject: 2021 Transfer from Operating to Restricted Reserves
From: Bill Given, Chief Administrative Officer
Prepared by: Natasha Malenchak, Director of Finance and Administration
Reviewed by: Christine Nadon, Director of Protective and Legislative Services
Date: March 8, 2022

Recommendation:

That committee recommend council to approve a year end transfer to reserves in the amount of \$128,851.62

Background:

Transfer to and from restricted reserves are established and approved in the annual operating budget process. This request for decision is mandatory to year end audit as it involves the reallocation of funds from the 2021 operating budget prior to closing the fiscal year.

Discussion:

The following transfers to reserves are additional to the approved transfers within the operating budget:

- With the 2021 budget approval process it was a motion to allocate \$70,000 to reserves from Emergency Management and Protective Services. Over the 2021 year \$17,587.19 was needed in Covid supplies and services. Administration would like to move \$17,587.19 from the reserve to cover the required expenses so the operating budget aligns with its approved net deficit.
- \$93,000 of \$125,000 expense budget to move to a salary contingency reserve for future year use.
- \$18,264.43 received from WCB for Industry rate refund for commitment to safety and disability management helping reduce workplace injuries. This would go to our Health and Safety Restricted Reserve which could be used for training, etc. in future years toward additional education for staff in Health and Safety measures.

Relevant Legislation:

Policy B-012: Debt Reserve Limits

Strategic Relevance:

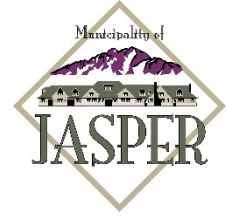
- Governance – Provide open, accountable and accessible government
- Fiscal Health – Enhance the municipal budget process

Financial:

These transactions will be reflected in the overall 2021 year end results.

AGENDA ITEM 7.5

REQUEST FOR DECISION



Subject: S-Block, Delayed Invoice
From: Bill Given, Chief Administrative Officer
Prepared by: John Greathead, Director of Operations
Reviewed by: Natasha Malenchak, Director of Finance & Administration
Date: March 8, 2022

Recommendation:

That Committee recommend Council to:

- add payment of invoice 3010817 in the amount of \$58,748.84 (before tax) to S-Block capital project; and,
- fund project with remaining MSIC funds available.

Background:

During a council meeting in the summer of 2021, the question was brought to Administration's attention on why the streetlights at the S-Block parking lot were not functioning.

After discussions with ATCO it was found that the lights weren't energized as there was an outstanding invoice for the installation of these lights. This debt had been forgotten about for quite some time by both parties, and the S-Block project was closed out under budget, which would account for this under spending.

The costs reflected on this invoice truly reflect the service provided by ATCO for the S-Block Parking Lot Project.

Discussion:

This discussion is coming to council since the S-Block parking lot capital project had been deemed a completed capital project in 2020 and not requested as a carry forward into 2021 as Work in Progress.

The original capital budget was set to be \$775,000 in 2019. The expenses incurred over the next two years totaled \$585,856.93 (under budget to date by \$189,143.07).

With this added expense the project will still be under the initial budget by \$130,394.23.

Relevant Legislation:

Policy B-009: Fiscal and Financial Control Policy

1. RESPONSIBILITIES

1.1 Municipal Council

- a) To review and adopt annual operating and capital budgets*

Policy B-018: Budgets

The annual Capital budget for Capital Projects due for construction in the next budget year will be approved subject to provision of conceptual proposals and anticipated costs. Should tendering costs be different or scope change occurs, the Project must be resubmitted to Council for approval.

Strategic Relevance:

- Mission Statement– To provide open, honest and accountable government to the residents of Jasper.

Financial:

Reduces available MSIC funding for other projects however the funds are still available to apply towards the project as the project has not yet been reported as completed/fully funded.

Attachments:

- Atco Invoice 3010817
- MSIC Project Summary Report

MUNICIPALITY OF JASPER

Project ID: CAP-11666

Project Name: Parking Lot Construction

Project Description: Construction of a 50+ stall parking lot in S Block to accommodate increasing needs the community has for parking. Work to include common excavation, borrow excavation, granular sub-base, granular base, asphalt concrete pavement and painted parking stall lines. ID12 has also applied for 325,000 of MSIC funding toward the project and it has been approved.

Current Status: Accepted

Anticipated Project Start Date: Jul 15, 2019

Status on Last Certified SFE: In Progress

Project Financial Details	
Total Project Costs:*	\$350,000
Total MSI Funding to be Applied:*	\$350,000
Total Project Costs To-date:**	\$257,857
Total MSI Funding Applied:**	\$257,857

\$92,143 Remaining MSI Funding

* Based on current application information.
 ** Based on certified Statements of Funding and Expenditures

Current Application History	
Date Created	May 10, 2019
Date Submitted	Jul 5, 2019
Date Accepted	Feb 5, 2020

Amendment History			
	Date	Total Project Costs	Total MSI Funding to be Applied
Project Application Accepted	February 5, 2020	\$350,000	\$350,000



Remit-To: ATCO Electric
P.O. Box 2426
Edmonton, AB
T5J 2V6

Bill-To:

MUNICIPALITY OF JASPER
BOX 520
3 COMPOUND ROAD
JASPER AB T0E 1E0
CANADA

INVOICE

3010817
PA Capital Invoice

Attention: JOHN GREATHEAD

Invoice Date: Aug 17, 2021
Customer Number: 82630
Purchase Order: Contract 10532
GST# 100113513RT0001

Line Total 58,748.84
GST / HST @ 5 % 2,937.44
Total 61,686.28

Payment Terms IMMEDIATE Due Date Aug 17, 2021 Amount Due CAD \$61,686.28

1.5% Penalty will be assessed on the amount due if the payment is received after **Aug 17, 2021** unless Payment Terms is Immediate.

Description	Quantity	Unit Price	Amount
Contribution 1029677 Additional customer contribution after actual cost reconciliation. 5 cobra head lights at SE16-45-1-W6M.	1	58,748.84	58,748.84
Line Total			58,748.84

Special Instructions

For inquiries please contact Finance Department 780-588-2260.

EASY PAYMENT OPTION

Take advantage of these convenient payment options:

- **Pay by Credit Card** – contact our Accounts Receivable team at 1-877-420-7503 to make your secure payment. Available to Residential, Farm Service and Small Business.
- **Electronic Funds Transfer** – contact our Accounts Receivable team at distributionpayments@atcoelectric.com.
- **Mail** – ATCO Electric Ltd., PO Box 2426, Edmonton, AB T5J 2V6. **Make cheques payable to ATCO Electric Ltd.**

PAYING YOUR BILL ON TIME

The payment must be received by ATCO Electric on or before the date stated under "Amount Due" to avoid a late penalty charge. This charge is calculated at a rate of 1.5% compounded monthly (19.56% per year). Please allow sufficient time for payments to reach our office. There may be a charge for each cheque that has been returned due to insufficient funds.

3-253

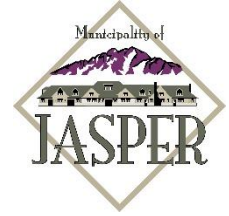
Please code through clearing account to pay, we will need a decision from council to apply it to a capital expense later.
John to do up RFD

APPROVED

By *Natasha Malenchak* at 1:48 pm, Sep 07, 2021

AGENDA ITEM 7.6

REQUEST FOR DECISION



Subject: Property Tax Receivable/Write-Off Request
From: Bill Given, Chief Administrative Officer
Prepared by: Natasha Malenchak, Director of Finance & Administration
Reviewed by: Christine Nadon, Director of Protective & Legislative Services
Date: March 8, 2022

Recommendation:

That Committee recommend Council to direct administration to write off Property Tax receivable for Roll 500000 (Provincial Building) for half of the amount levied in the amount of \$25,745.25

Options:

That Committee recommend Council directs administration to keep the amount set as a Property Tax receivable in the amount of \$25,725.25.

Background:

In January 2020, the Municipality received correspondence from Alberta Municipal Affairs stating only 75% of the 2019 tax levy and 50% of levies going forward in future years would be considered. Therefore in 2019, the levy in the amount of \$47,418.83 issued received payment in the amount of \$35,564.12. Council directed Administration to write off the outstanding amount of \$11,854.71 in unpaid municipal taxes.

In 2020, Roll 500000 was levied \$45,487.84. The letter from January 24, 2020, explained that the province would only be approving a payment of 50% of the 2020 levied taxation. A payment was received in the amount of \$22,743.92 (50% of amount due) on March 19, 2021.

In 2021, Roll 500000 was levied \$51,490.50 and a payment of \$25,745.25 was received leaving an outstanding amount due in the same amount. Administration has deemed this property tax receivable as uncollectable due to notice from the Provincial Government.

Discussion:

The provincial Grants In Place of Taxes program (GIPOT) is meant to cover the costs of the services municipalities provide to Crown properties, which are exempt from tax. The federal government maintains a similar program called Payment in Lieu of Taxes (PILT). As stated by the federal government the general principle of both programs is the same:

"Most federal [and provincial] properties benefit from the services provided by Canadian municipalities. The Government of Canada firmly supports the principle that, as a property owner, even though it is exempt from taxation, it should share in the cost of local government equitably with other property owners in the community."

Unfortunately, beginning in 2019 the province of Alberta has unilaterally decided to pay less than the full amount of property taxes levied by local municipalities. The recently announced provincial budget shows that the Government of Alberta continues to only cover half the amount of property taxes that would normally be owed for provincial properties that are exempt from taxation. With the province paying less the costs of

providing essential services such as policing, fire, water and waste management, and transportation for provincial properties is essentially shifted to all other property owners in the municipality.

Administration has deemed this property tax receivable as “uncollectible”, because municipalities are created under provincial legislation and have no mechanism to collect unpaid amounts from the government of Alberta. For the purposes of the annual audit administration must recommend that council authorize the write off of these uncollectible amounts.

Relevant Legislation:

Policy B-009: Fiscal and Financial Control Policy

5.7 Collection and Write-Off of Receivables

Administration shall pursue collection of accounts through the issuance of statements, correspondence, and personal contact. The Director of Finance and Administration shall, on a regular basis, review all outstanding accounts. After all methods of collection are exhausted, the Director of Finance and Administration is authorized to submit an account to a collection agency.

If, after efforts by a collection agency fail to result in payment, an account shall be written off so as to fairly represent the financial position of the Municipality.

The Municipal Manager is authorized to write off a receivable up to an amount of \$1,000. All amounts exceeding \$1,000 shall require Council resolution.

Municipal Government Act, RSA 2000, Chapter M-23

Grants in place of taxes

Section 366

(1) Each year a municipality may apply to the Crown for a grant if there is property in the municipality that the Crown has an interest in.

(2) The Crown may pay to the municipality a grant not exceeding the amount that would be recoverable by the municipality if the property that the Crown has an interest in were not exempt from taxation under this Division.

Grants in place of taxes

Section 380

(1) Each year a municipality may apply to the Crown for a grant if there is a business in the municipality operated by the Crown.

(2) The Crown may pay to the municipality a grant not exceeding the amount that would be recoverable by the municipality if the business operated by the Crown were not exempt from taxation under this Division.

Cancellation, reduction, refund or deferral of taxes

Section 347

(1) If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:

(a) cancel or reduce tax arrears;

(b) cancel or refund all or part of a tax;

(c) defer the collection of a tax.

Strategic Relevance:

- Municipality of Jasper Mission Statement - To provide open, honest and accountable government to the residents of Jasper.

Financial:

The write off expense of \$25,745.25 in 2021 fiscal year will reduce the taxes receivable and the 2021 year end surplus or increase year end deficit.

Attachments:

- Letter from the Grants and Education Property Tax Branch of Alberta Municipal Affairs; dated January 24, 2020.
- 2021 Tax Notice; Roll 500000.
- Grants in Place of Taxes Payment Summary; dated December 1, 2021.



January 24, 2020

Mr. Mark Fercho
Chief Administrative Officer
Municipality of Jasper
PO Box 520
Jasper, AB T0E 1E0

Dear Mr. Fercho:

Thank you for your application(s) under the Grants in Place of Taxes (GIPOT) program. I am pleased to inform you that the roll numbers on the attached schedule have been approved. A payment in the total amount of \$35,564.12 will be processed within two weeks for these roll numbers.

For 2019/20, the GIPOT applications have been approved for payment at 75% of the eligible amount due to budget availability. A small number of priority applications are eligible for full payment:

- Municipalities where GIPOT is greater than five per cent of their tax base;
- Outstanding eligible 2018/19 GIPOT properties;
- Non-profit seniors' self-contained accommodations;
- Properties where the Government of Alberta (GoA) is the lessee;
- Local improvement (LIMP) taxes; and
- Business improvement area levies.

For 2020/21 and future years, it is anticipated most applications will be paid at approximately 50 per cent of the requested amount. Please note grant adjustments are made as we process your tax notice; therefore, do not adjust or reduce your 2020 tax notices.

Page 2

For further information or assistance, please contact a grants administrator, by dialing
[REDACTED]

Regards,

A handwritten signature in dark ink, appearing to read 'Heather McDonald', with a stylized flourish at the end.

Heather McDonald
Manager, Grants in Place of Taxes

Attachment

cc: Tax Department

Copy of Email received from Government of Alberta, dated March 29, 2021.

Thank you for your 2020 tax year application(s) under the Grant in Place of Taxes (GIPOT) program. I am pleased to inform you that the roll numbers on the attached report are approved and paid.

Please note this report may not include all of your roll numbers as our office is still processing applications and notices).

For 2020/21, the GIPOT applications have been approved for payment at 50 per cent of the eligible amount due to budget availability. A small number of priority applications are eligible for full payment:

- Municipalities where GIPOT is greater than five per cent of their tax base;
- Non-profit seniors' self-contained accommodations;
- Outstanding eligible 2018/19 GIPOT properties;
- Properties where the Government of Alberta (GoA) is the lessee;
- Local improvement (LIMP) taxes; and
- Business improvement area levies

2019/20 GIPOT properties are eligible for 75 per cent of the eligible amount unless considered a priority application listed above.

As indicated in Budget 2019, in 2021/22 and future years a reduction of approximately 50 per cent is anticipated. Tax grant adjustments will be made as we process the tax notice; therefore do not partially exempt GIPOT properties or include outstanding balances.

Please note, arrears, penalty fees and interest will not be paid, including outstanding balances due to the reduction in GIPOT funding.

Because GOA owned properties are ultimately exempt, and the GIPOT revenue is a grant rather than a tax, it is not necessary for council to cancel the portion of taxes not funded by GIPOT. However, from an accounting perspective, it would be expected that GIPOT accounts within your tax system will require a portion of the expected receivable amount to be written-off according to your municipality's usual procedures.



P.O. Box 520
 Jasper, AB
 T0E 1E0
 Ph: (780) 852-6511/6509

2021 Tax Notice

Roll # **Year** **Date**
 500000 2021 Jun 15, 2021

Copy sent to:

**** REPRINT**



Municipal Address: 627,29 &31-Patricia St.
 Lot/ Block/ Plan: 9 to 13 /9 /1285TR

2021 .

Land Use Descriptions			Total Assessment		
709	Prov Urban Municipal				\$4,466,560
814	Urban Non Profit Exempt				\$977,060
820	Urban Municipal Exempt				\$1,535,380
					\$0
TOTAL ASSESSMENT					\$6,979,000
EDUCATION/EVERGREEN TAXES			MUNICIPAL TAXES		
EDUCATION SERVICES	MILL RATE	TAXES	MUNICIPAL SERVICES	MILL RATE	TAXES
			Exempt	0.000000	
			Commercial-Municipal-Urban	0.011528	\$51,490.50
TOTAL EDUCATION TAXES (A)					\$0.00
TOTAL MUNICIPAL TAXES (B)					\$51,490.50
LOCAL IMPROVEMENT					\$0.00
LOCAL IMPROVEMENT TAXES (C)					\$0.00

You have been assessed under the provisions of the Municipal Government Act. Taxes are due and payable to the Municipality of Jasper. 8.66% of your Municipal taxes go to Parks Canada for Land Rent, Use & Planning and, 2.35% to Provincial Rural Police Funding. Unpaid taxes may be recovered as provided in the Municipal Government Act. If you require a tax receipt please contact our office.
Current Taxes: A 3% penalty will be applied monthly starting July 16th.

CURRENT TAXES (A + B + C)	Add/Credit Arrears/Credit	AMOUNT DUE July 16, 2021	Payable AFTER July 16, 2021
\$51,490.50	\$0.00	\$51,490.50	\$53,035.21

REMITTANCE PORTION

[Redacted area for remittance information]

Roll#	N/A Code	Year	Date
500000	[Redacted]	2021	Jun 15, 2021
DUE DATE		AMOUNT DUE	ENTER AMOUNT OF PAYMENT
July 16, 2021		\$51,490.50	\$

Is your Name / Address Correct? Yes No
 If not, put the correct name and address on the reverse side of this remittance form and return with your payment.

Municipality of Jasper

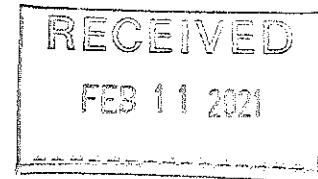
Total Payment: \$25,745.25

Paid Date: December 1, 2021

Roll Number	ATS	Plan/Block/Lot	LINC	Tax Year	Requested Amount (Tax Notice)	Eligible Amounts				Total	Grant Funding Level	Paid Amount
						Grant Property	BIA	Special Levy	LIMP			
500000		4061EO/9/9-13		2021	\$51,490.50	\$51,490.50	\$0.00	\$0.00	\$0.00	\$51,490.50	50.00%	\$25,745.25
Total Paid Amount:											\$25,745.25	



Office of the Minister



FEB 01 2022

His Worship Richard Ireland
Mayor
Municipality of Jasper
PO Box 520
Jasper AB T0E 1E0

Dear Mayor Ireland:

As Minister of Culture responsible for sport in Alberta, I am pleased to invite your community to submit a bid to host either the 2024 Alberta Winter Games or the 2024 Alberta Summer Games.

I encourage your community to consider this invitation and the many benefits that can result from hosting this event. The Alberta Games are key in Alberta's Recovery Plan and provide an economic impact of approximately \$3 million to a host community. A successful host community is offered the opportunity to showcase its community and talents to approximately 3,000 participants from all regions of the province, along with numerous spectators and special guests.

Communities with populations of less than 10,000 are encouraged to collaborate with neighbouring communities to submit a joint bid or consider the smaller, modified games format. The community awarded a 2024 Alberta Games will receive a \$420,000 operating grant.

A letter of interest to host either the 2024 Alberta Winter or Summer Games, together with a letter of support from municipal or band council must be received by March 25, 2022. Completed bids must be received by April 29, 2022.

Bid guidelines and staff consultation are available by contacting Ms. Suzanne Becker at 403-297-2909, toll-free by first dialing 310-0000 or email suzanne.becker@gov.ab.ca.

Sincerely,


Ron Orr
Minister

MOTION ACTION LIST

SHORT TITLE	REQUESTED (DATE)	RESPONSIBLE (WHO)	COUNCIL MOTION (DESCRIPTION)	TARGET (DATE)
Mountain Makers Arts & Culture	July 27, 2021	Director of Community Development & CAO	That Committee direct Administration to come back to a future Committee of the Whole meeting with a report to follow up on the request made in the presentation today July 27, 2021.	March 2022
S-Block Parking	September 14, 2021	Director of Protective & Legislative Services	That Committee direct Administration to return to a future Committee of the Whole meeting with a policy level discussion regarding the use of S-block parking.	March 2022
Relationship with JCTS & Friends of Jasper Culture & Recreation	September 14, 2021	CAO	That Committee direct Administration to bring forward recommendations on how to enhance the relationship between the municipality and local non-profit organizations including Jasper Community Team Society and Friends of Jasper Culture and Recreation.	March 2022
Municipal Staff Housing	September 14, 2021	Director of Finance & Administration	That Committee direct Administration to bring forward a draft policy to address all aspects of Municipal Staff Housing.	March 2022
Fiscal Controls and Reporting Policy	September 28, 2021	Director of Finance & Administration	That Committee direct Administration to revise the Internal Fiscal Controls and Reporting Policy based on the discussion today and return to a future Committee of the Whole meeting.	March 2022
Sledding at Snape's Hill	January 11, 2022	Director of Operations	That Committee direct Administration to return to Council with a report identifying any opportunities for closure or partial closure of Willow Street and Geikie Street to accommodate sledding at Snape's hill.	April 2022
Speed Limits	January 25, 2022	Director of Operations & Director of Protective & Legislative Services	That Committee direct Administration to draft appropriate amendments to the Traffic Bylaw to reduce speed limits within municipal boundaries to 30 km/h, as presented in Option 1, and return to committee.	March 2022

Legislative Committee TOR	January 25, 2022	CAO	That Committee direct Administration to develop a draft terms of reference for a Legislative Committee and return to Council for approval.	March 2022
2018-2022 Council Strategic Plan	January 25, 2022	CAO	That Committee direct Administration to report back to the next Committee of the Whole as to the possibility of updating progress on the priorities outlined in the 2018-2022 Council Strategic Plan.	March 2022
Garage Suites Feedback	February 8, 2022	CAO	That Committee direct Administration to return to a future Committee meeting with options to address the following issues: <ul style="list-style-type: none"> • Emergency access • User access • Water, waste water, solid waste, and recycling capacity • Parking and enforcement 	March 2022
Sidewalk Seating and Retail Area Extension Program	February 8, 2022	CAO & Director of Protective & Legislative Services	That Committee direct Administration to bring back changes to the sidewalk seating and retail area extension program as follows: <ul style="list-style-type: none"> • That applications that are consistent with Parks Canada’s architectural design and motif be given multi-year approvals for up to three years; • That legacy installations that <u>are not</u> consistent with Parks Canada’s architectural design and motif guidelines be granted approval for the 2022 operating season; • That the process to renew existing applications where no change to the previously approved configuration is proposed be streamlined. • That Committee direct Administration to work with Parks Canada to ensure an avenue of appeal for any applicant who is denied as a result of the application of the Parks Canada architectural design and motif guidelines. 	March 2022

			<p>That Committee direct Administration to add the following change to the sidewalk seating and retail area extension program:</p> <ul style="list-style-type: none"> • that for 2022 the \$1,650 per stall fee be discounted by 50% and in 2023 the discount be removed. 	
Paid Parking Resident Exemptions	February 8, 2022	Director of Protective & Legislative Services	<p>That Committee direct Administration to develop a program to assist individuals with mobility or technology issues separately from the preloaded credit program.</p>	April 2022
Activity Centre Renovation	February 22, 2022	CAO & Director of Community Development	<p>That Committee direct Administration to advance the Activity Centre Renovation Project design inclusive of the recommended scope items; and, return with a final costing for approval at a future committee of the whole meeting.</p> <p>That Committee direct Administration to include the following additional scope items in the design and final costing for approval:</p> <ul style="list-style-type: none"> • the full renovation of both men’s and women’s change rooms • the expansion of the building footprint to upgrade arena change rooms • the conversion of one squash court to a multipurpose space • the renovation of the activity centre basement washrooms to meet accessibility standards • the Arena Viewing Lounge • the relocation of the seniors lounge adjacent to the activity centre lobby and consolidate administrative spaces 	April 2022