

Municipality of Jasper
Committee of the Whole Meeting Agenda

May 24, 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 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 Deputy Mayor Waxer to chair meeting

2. Additions to agenda

3. Approval of agenda

3.1 May 24, 2022 Committee of the Whole agenda attachment

4. New business

4.1 Public Transportation – RFD attachment

4.2 Policy Review – RFD attachment

4.3 Relationship with External Groups Policy – RFD attachment

4.4 Private Home Accommodation Draft Policy – Council referral attachment

5. Correspondence

5.1 Jasper Park Chamber of Commerce – Bylaw #243 attachment

5.2 Jasper Employment Centre – Letter of Endorsement Request attachment

5.3 Appeal for Curling Rink Rent Reduction attachment

5.4 Jasper Canada Day Committee – Request for Support attachment

6. Motion Action List

attachment

7. Councillor Reports

[7.1 Council's appointments to boards and committees](#)

8. Upcoming events

NETMA – June 15, 5-7pm, Location TBD

Jasper Park Chamber of Commerce Annual General Meeting – June 21

Canada Day – Friday, July 1

9. In camera

9.1 Strategic Plan Review – FOIP, S. 29(1)(b)

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

10. Adjournment

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

AGENDA ITEM 4.1

REQUEST FOR DECISION

Subject: Public Transportation
From: Bill Given, Chief Administrative Officer
Reviewed by: Christine Nadon, Director of Protective & Legislative Services
Date: May 24, 2022



Recommendation(s):

- That Committee direct administration finalize a Memorandum of Understanding with Parks Canada for the provision of public transportation services and return to a future committee meeting.
- That Committee direct administration issue an RFP for a public transportation system feasibility study.

Alternatives:

- That Committee direct administration discontinue work on public transportation at this time.
- That Committee direct administration advance work on public transportation exclusively within the town site.

Background:

The 2011 Jasper Community Sustainability Plan includes recommendations to explore the opportunity of future internal and regional transit connections for the town.

Objective 4 of the municipality's 2018 Transportation Master Plan is to identify options for transit service within and to Jasper by seeking partnership opportunities with industry, provincial programs and other municipalities and to conduct a more detailed Transit Feasibility Study

In response to the COVID-19 pandemic, on April 21, 2020, Council voted to establish the COVID-19 Economic Recovery Task Force. In Spring 2021 the Economic Recovery Task force presented its final recommendations to Council on appropriate approaches to help aid Jasper's recovery from the economic impacts from the pandemic and to establish better economic resiliency in the future.

One of the recommendations was to:

Develop a destination wide transportation strategy to encourage active transportation and non-personal automobile movements both within the town site and to other high volume destinations to reduce greenhouse gas emissions and improve over-all quality of life.

On June 15th Council received a presentation from a private operator who proposed a partnership to establish a public transportation pilot project for the 2021 summer season. At the June 22nd meeting Council chose to support the pilot project by providing up to \$24,000 in financial support. The operator independently worked with Parks to arrange for the provision of the service to locations outside the town site.

The pilot project ran from July 15 to Sept 26 with a limited route which included stops at Whistler and Wapiti Campgrounds, the bus zone on the 600 block of Patricia Street, Lake Annette and the Jasper Park Lodge. The service saw strong average daily ridership that grew over the course of the project (July - 20.5/day, August –

48.8/day, Sept – 49/day). Based on the recommendations from the previously mentioned plans, and the success of the pilot project, in the fall of 2021 administration proactively applied for a planning grant under the Federal Rural Transit Solutions Fund program.

Discussion:

Based on both the well documented intentions to explore public transportation options and the success of the 2021 pilot project administration is recommending two specific actions to advance progress on the issue.

Memorandum of Understanding (MOU) between Parks and MOJ

A transportation system that serves both the town site and outlying areas is likely the most desirable approach and, in Jasper’s context a key consideration is how interjurisdictional issues might be managed. Municipal Administration and Parks Administration have discussed the concept of a MOU between the two organizations as an approach dealing with interjurisdictional matters. Specifically the MOU would outline the roles and responsibilities of each party and conceptually approve the use of Crown lands outside the town site for a shuttle bus transit program in Jasper National Park.

Additionally an MOU between the Municipality and Parks would deal with such matters as, term of agreement, routes and location of stops, funding or other support for the system.

Administration is recommending that committee advance the concept of an MOU by giving direction to work with Parks to complete a draft document which can then be reviewed by council and considered for approval.

Feasibility Study

Before beginning a service it will be important to develop a solid, long term plan of what an appropriate transit solution could look like for Jasper to serve the general public, workers and visitors.

To realize this goal administration is proposing to engage a professional consultant to develop a feasibility study which would address topics such as:

- An analysis of the current state of public transportation in Jasper including demand, provision, perceptions and barriers.
- Provide review of existing public transportation solutions in similar mountain communities with economies largely driven by tourism.
- Identification of potential future partners in the provision of public transportation.
- Development of a recommendations for a public transportation system for Jasper including, routes, fares and operating hours and 10-year capital and operating forecasts.

Once the proposed plan has been developed, reviewed and accepted, municipal staff will use it as a source of reference and guidance to organize the system and inform capital and operating budgets.

Financial Information:

Administration has secured \$50,000 toward the cost of the feasibility study through the Government of Canada Rural Transit Solution Fund. The grant program requires the municipality to contribute a minimum of an additional \$10,000 toward the project. Administration will recommend an appropriate funding source for the municipal contribution when bringing forward a recommendation to award the project following the closure of the RFP process.

Attachments: None

AGENDA ITEM 4.2

REQUEST FOR DECISION

Subject: Policy Review
From: Bill Given, Chief Administrative Officer
Prepared by: Emma Acorn, Legislative Services Coordinator
Date: May 24, 2022



Recommendation:

- That Committee recommend Council rescind the following policies:
 - B-017 Community Economic Development Fund
 - C-002 Electronic Communications Device Policy
 - C-003 No Smoking Zones Policy
 - D-005 Laptop Policy

Alternatives:

- That Committee direct Administration to make amendments to the list of policies to be rescinded; or
- That Committee refer the matter of funding the Community Economic Development Fund to the 2023 budget discussion.

Background:

On July 20, 2021 Council approved the [A-001 Policy Development and Review Policy](#). Policy A-001 establishes 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; and, policies and accompanying administrative procedures will be reviewed every four years from the date adopted by Council unless there is a legislative requirement for a policy to be reviewed earlier.

Council or Administration may also request to review a specific policy if it is deemed to no longer be meeting or fulfilling its original purpose or intent.

Council approved the revised and updated Internal Fiscal Controls and Reporting Policy (B-109) on March 15, 2022 which was the first policy prioritized in the review process. At the May 17 regular meeting, Council approved the Policy Review Priority List as presented.

Discussion:

The policies listed below are recommended for removal.

[B-017 Community Economic Development Fund](#) (March 1, 2016)

This program has been unfunded in the operating budget for several years, and there are no resources allocated to supporting a Community and Economic Development Fund. If Council wishes to consider re-establishing the fund for 2023, the policy could remain in place and Committee could direct Administration to include this item in the 2023 budget discussions.

[C-002 Electronic Communications Devices Policy](#) (November 2, 2010)

This policy is recommended for removal as it is superseded by the *Traffic Safety Act*. Every province and territory in Canada (except Nunavut) has banned the use of cellphones while driving. The penalty for distracted driving in Alberta is a \$300 fine and 3 demerit points. The items described under the policy's administrative procedures are addressed in provincial law, making this policy redundant.

[C-003 No Smoking Zones Policy](#) (September 21, 2010)

This policy is recommended for removal as it is now superseded by the *Alberta Tobacco Smoking and Vaping Reduction Act*.

[D-005 Laptop Computers Policy](#) (November 2, 2010)

This policy is recommended for removal as this expense is now covered in Policy B-004: Council Member Compensation and Benefits.

Relevant Legislation:

- [A-001: Policy Development and Review](#)
- [B-004: Council Member Compensation and Benefits](#)
- [Tobacco Smoking and Vaping Reduction Act](#)
- [Traffic Safety Act](#)

All municipal policies and corresponding procedures can be found on the municipality's website:

<https://jasper-alberta.ca/p/policies-and-documents>

Strategic Relevance:

Governance and Social Equity

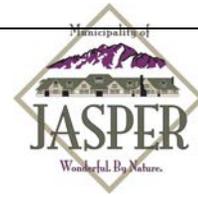
- Improve communication and information sharing with the community

Organizational Health

- Foster enhanced staff-council relationships by
 - maintaining a focus on a healthy organizational culture
 - confirming mutual expectations

Attachments:

- B-017 Community Economic Development Fund Policy
- C-002 Electronic Communications Devices Policy
- C-003 No Smoking Zones Policy
- D-005 Laptop Computers Policy



Policy Title: COMMUNITY & ECONOMIC DEVELOPMENT FUND

Policy # B-017

Date adopted by Council: March 1, 2016

POLICY

The Municipality of Jasper may consider any and all requests for support of a financial nature.

SCOPE

For this purpose, Council has established the Community and Economic Development Fund to assist in providing funding opportunities to non-profit groups or individuals with the goal of improving quality of life for Jasper residents, assisting in community economic enhancement and/or promotion of the Municipality, and encouraging community support of Council's priorities.

Policy Title: Electronic Communications Devices

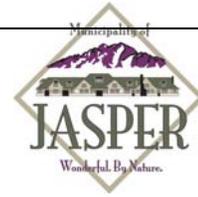
Policy # C-002

Effective Date: November 2, 2010

Date adopted by Council: November 2, 2010

POLICY

To encourage safe operation of municipal vehicles and mobile equipment, the Municipality restricts the use of cell phones, personal digital assistants (PDAs) and laptop computers by operators of municipal vehicles or mobile equipment.



Policy Title: NO SMOKING ZONES

Policy # C-003

Effective Date: September 21, 2010

Date adopted by Council: September 21, 2010

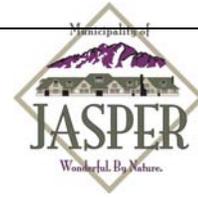
POLICY

The Municipality of Jasper shall limit the exposure of Jasper residents, visitors and municipal personnel to secondhand smoke in recognition that secondhand tobacco smoke is a health hazard and a discomfort for many persons.

Smoking is prohibited in municipal vehicles, equipment and specific outdoor areas as described in the Administrative Procedures.

DEFINITIONS

"*Secondhand tobacco smoke*" in this context means exhaled smoke, and the smoke from cigarettes, cigars, and pipes.



Policy Title: LAPTOP COMPUTERS

Policy # D-005

Effective Date: November 2, 2010

Date adopted by Council: November 2, 2010

POLICY

The Municipality shall expedite Council efficiency by equipping each serving Council member with a laptop computer.

AGENDA ITEM 4.3



REQUEST FOR DECISION

Subject: Relationship with External Groups Policy
From: Bill Given, Chief Administrative Officer
Reviewed by: Christopher Read, Director of Community Development
Date: May 24, 2022

Recommendation(s):

- That Committee recommend Council rescind Policy F-004: Relationship between the Municipality and the Jasper Community Team, and;
- That Committee recommend Council adopt the draft Municipality of Jasper's Relationship with External Groups Policy.

Alternatives:

1. That Committee recommend Council rescind Policy F-004: Relationship between the Municipality and the Jasper Community Team and adopt the draft Municipality of Jasper's Relationship with External Groups Policy with amendments.
2. That Committee direct Administration to update the draft policy with changes as suggested and return to a future Committee of The Whole Meeting with an amended draft policy.

Background:

On September 14, 2021, Committee directed administration to bring forward recommendations on how to enhance the relationship between the municipality and local non-profit organizations including the Jasper Community Team Society and the Friends of Jasper Culture and Recreation.

Administration took this direction has developed a draft policy which would apply to all external groups – both current and future - including federal or provincial levels of government or their agencies, non-profit organizations, private businesses, non-profit private corporations, community groups and individuals.

The policy comes into effect when:

- 1) There is a financial relationship between the municipality and the external group, or
- 2) The municipality supports the efforts of the external group by providing the use of physical municipal assets or by providing labour from municipal staff.

Discussion:

Administration's understanding of Council's goal of enhancing and clarifying these relationships is to provide a more well organized and effective organization-wide approach to working with and supporting external groups.

The Municipality recognizes that external groups make important contributions to building a well-connected, engaged and healthy community. By defining the nature of each relationship in a clear and consistent manner, the municipality will assure transparency and accountability in its partnerships with external groups, enhancing those relationships over time.

Relevant Legislation:

This policy would replace Policy F-004: Relationship between the Municipality and the Jasper Community Team.

Strategic Relevance:

- Governance – Develop and nurture mutually beneficial relationships and partnerships at the federal, provincial, local, and international level to enhance community health and address issues and opportunities.

Financial Information:

This policy would not need any additional budgetary support.

Attachments:

- Draft policy

Policy Title: Municipality of Jasper's Relationship with External Groups

Policy #:

Date adopted by Council: _____

1. POLICY STATEMENT

The Municipality of Jasper recognizes that there are many external groups involved in serving the community and acknowledges that external groups make important contributions to building a well-connected, engaged, and healthy community.

When partnering with external groups the Municipality will seek to reduce the risk of conflict or misunderstanding using well-defined, transparent and formalized relationships.

2. SCOPE

The Municipality recognizes that there are informal and formal relationships it can choose to enter into with external groups and that the nature of a relationship may change over time.

This policy applies to situations where any of the following conditions exist:

- There is a financial relationship between the municipality and the external group, or
- The municipality supports the efforts of the external group by providing the use of physical municipal assets or by providing labour from municipal staff.

3. STANDARDS

The chart attached as 'Schedule A' will guide the process of defining the type of relationship as well as the documentation that will be used to describe, manage and monitor the relationship.

4. RESPONSIBILITIES

Council

Review and approve any revisions to this Policy.

CAO

Review and approve any procedures related to this Policy.

Directors and Managers

Carry out the policy based on established procedures.

5. DEFINITIONS

"External Group" For the purposes of this policy, an external group includes; federal or provincial governments or their agencies, non-profit organizations, private businesses, non-profit private corporations, community groups and individuals.

"Formal Relationship" connection between the two parties is documented by way of a contract, lease, funding agreement or memorandum of understanding

"Informal Relationship" connection between the two parties is understood by way of a face-to-face, phone call or email discussion, but not formalized by way of a contract, lease, agreement or memorandum of understanding.

Policy Title: Municipality of Jasper's Relationship with External Groups

Policy #:

Date adopted by Council: _____

'Schedule A'

	Nature of Relationship	Type of Relationship	Type of approval required		Documentation used to define or describe the relationship:			
			Admin. Approval	Council Approval	Lease/contract	Funding Agreement	Roles in Writing	MOU
Staff Labour								
A	Non-financial (staff labour) support for a one-off event or program.	Informal	X				X	
B	Non-financial (staff labour) support for ongoing activities.	Informal		X			X	
FINANCIAL SUPPORT – One-Off Program or Event								
C	Financial support <\$2,000 for a one-off event or program.	Informal	X				X	
D	Financial support > \$2,000 for a one-off event or program.	Formal		X		X		
FINANCIAL SUPPORT - Ongoing Events, Programs or Activities								
E	Financial support for ongoing activities or operations (any amount).	Formal		X		X		
F	Financial contribution to the Municipality of Jasper for ongoing activities or operations (no increase in FTE)	Formal	X			X		
G	Financial contribution to the Municipality of Jasper for ongoing activity or operations requiring an increase in FTE	Formal		X		X		
USE OF A FACILITY SPACE								
H	Municipal facility at the published cost.	Formal	X		X			
I	Municipal facility at reduced or waived cost < \$2,000	Formal	X		X			
J	Municipal facility at a reduced or waived cost > \$2,000.	Formal		X	X	X		
Direct and ongoing tie between MOJ and an external group								
K	Mission, policies and bylaws mention and/or relate directly to the Municipality of Jasper.	Formal		X				X

It is possible for an external group to land in more than one category in which case the approval required AND the documentation required for both will be completed.

*MOU = Memorandum of Understanding



Parks
Canada

Parcs
Canada

AGENDA ITEM 4.4



Jasper Field Unit
P.O. Box 10
Jasper, Alberta
T0E 1E0

May 5, 2022

Municipality of Jasper
c/o Bill Given CAO
Email: BGiven@town.jasper.ab.ca

**Subject: Private Home Accommodation
Proposed Draft Land Use Policy Amendment Package**

The Municipality of Jasper has been identified as a key stakeholder in this process and as such we are sending the draft amendment package directly for your review and feedback.

Feedback on the proposed draft PHA Amendments will be gathered for review and consideration up until **June 13, 2022** and can either be sent to the Development Office email: jasperdevelopment@pc.gc.ca or dropped off at front desk of the Parks Canada Administration Office, Jasper Heritage Train Station, #607 Connaught Drive during business hours (8am – 4pm closed during lunch 12:30pm – 1:30pm).

Sincerely,

Dave Kreizenbeck
Senior Realty and Development Advisor

Attachments: Summary of Proposed Land Use Policy (LUP) Amendments
Proposed Draft Private Home Accommodation Amendments
PHA Proposed Draft Amendment FAQs

Private Home Accommodations (PHA)- Summary of Proposed Land Use Policy (LUP) Amendments

Through past compliance issues, permitting challenges, and public consultation, three major challenges have been identified with regards to Private Home Accommodations (PHAs) in Jasper: life safety code issues; excessive commercial floor area in residential areas; and on-site parking and compliance issues.

Life Safety Code Issues

Private Home Accommodations (PHAs) are intended to provide short-term commercial accommodation rental within private residences, for tourists and the visiting public. Much like traditional bed and breakfasts, PHAs are meant to consist of a private bedroom within a resident's dwelling. This is not a new interpretation of what PHAs were intended to be, however historical practices, unclear policy, and administrative errors have led to a number of existing PHAs within the community that mimic a self-contained hotel room, or a secondary suite, with a kitchen area and private entrance. These configurations require much stricter adherence to life safety codes than a simple bedroom within a dwelling unit. As an example, a PHA area with a kitchenette would not have been inspected, as a secondary suite would, for fire safety codes and could present a life safety issue for the entire household.

Preservation of Residential Areas

Given Jasper's ongoing housing shortage and affordability challenges, managing the commercial use (e.g. home-based businesses such as PHAs) of residential districts is essential. Converting residential spaces into commercial spaces, such as home based businesses (including short-term commercial accommodation rentals), erodes potential community residential housing and character. Throughout Canada, standard community land use planning practices recognise this and utilize land use policies / bylaws to ensure commercial use in residential areas are controlled. Jasper is no different than other communities in this respect and the current policy limits the number of home based businesses within a dwelling, as well as the area within a residential dwelling unit, that can be used for commercial purposes. Although these policies have been in place since 2005, historical practices, unclear policy, and administrative errors have led to a number of PHAs exceeding the maximum area as detailed in policy and cumulatively contribute to a reduction in space that could be used for long-term residential use (e.g. increased residential occupant capacity or conversion of space to a secondary suite).

Parking and compliance

Street parking congestion is another contentious issue in the community. Parking congestion on public roadways is more prevalent in the evenings, which is also the typical timeframe that PHA parking is required. PHAs are currently required to have on-site parking stalls, but many operators are not ensuring these are being used by their patrons, leading to frequent complaints. Previous ambiguity in policy did not clarify that PHA parking was to not obstruct a home's required parking which resulted in the lessee's personal vehicles being parked on the street rather than onsite, contributing to street parking congestion.

Recommended Adjustments

The intent of the proposed amendments to the Jasper Land Use Policy summarized below is to address the above major concerns and bring clarity to PHA policy to enable clear, consistent and fair implementation for future applications and employ a fair and efficient transition strategy for existing PHA operators.

Requirement	New/Clarification/Modification	Proposed Change	Why?
No Kitchen in PHA Area	Clarification	Kitchens are already prohibited in existing policy, but current wording is inexplicit. The proposed change would increase clarity in the Land Use Policy to explicitly state that kitchens are prohibited in PHA Areas.	<ul style="list-style-type: none"> • Improve policy clarity to support consistent interpretation and implementation • Address life safety issues
PHA Gross Floor Area (GFA) Limitation	Clarification	The LUP already limits the floor area of Home-Based Businesses (which include PHAs) to 10% of a dwelling’s GFA. However, the LUP will be updated to make it clear that this limit also applies to PHAs.	<ul style="list-style-type: none"> • Improve policy clarity to support consistent interpretation and implementation • Preservation of residential areas
PHA Area Definition	Clarification	PHAs are intended to take up a small portion of a primary dwelling, and consist of 1 or 2 bedrooms and associated bathrooms only. However, the LUP does not contain a clear definition of PHA area. The LUP will be updated with a PHA Area definition that clearly states what constitutes a PHA.	<ul style="list-style-type: none"> • Improve policy clarity to support consistent interpretation and implementation • Preservation of residential areas
PHA Parking (Not Obstructed)	Clarification	Clarification that PHA on-site parking stalls may not block (tandem parking) other on-site required parking stalls. For properties with no lane access, PHA parking stalls may still be located in the front setback, provided required soft landscaping ratios are being met.	<ul style="list-style-type: none"> • Improve policy clarity to support consistent interpretation and implementation • Address parking congestion and landscaping issues

PHA Parking Signage	New	Required on-site PHAs stalls will need to be clearly signed.	<ul style="list-style-type: none"> Encourage use of dedicated PHA stalls to address on-street parking congestion
No Independent Access to PHAs	Clarification	PHAs with independent access resemble and have been used as illegal secondary suites. The LUP will be updated to clarify no independent access to PHAs and unimpeded access from the dwelling to the PHA area from within the primary dwelling.	<ul style="list-style-type: none"> Improve policy clarity to support consistent interpretation and implementation Preservation of residential areas Address life safety issues
Compliance Inspections	Modification	Current LUP requires compliance issues to be rectified within 60 days. The proposed update is to strengthen compliance action by more closely aligning with current lease wording to enable the Superintendent to request compliance with a “reasonable time”, and upon default, the ability to suspend, or terminate the PHA permit.	<ul style="list-style-type: none"> Address compliance effectiveness

Grandfathering and Compliance Transition Clauses

Requirement	New/Clarification/Modification	Proposed Change	Why?
PHA Existing Non Conforming Expiry	New	Past practice had PHA permits issued with no expiry, and little information on the permit, resulting in difficulty with compliance actions. Instead of grandfathering past-issued permits indefinitely, all existing PHA permits will expire on December 31, 2024.	<ul style="list-style-type: none"> Address non-compliance, permitting errors and potential life-safety issues
PHA DU 3-Year Term	New	New PHA Discretionary Use permits will be issued for a maximum term of 3 years. Upon expiry, a new permit must be obtained, demonstrating compliance with all requirements.	<ul style="list-style-type: none"> Address non-compliance, permitting errors and potential life-safety issues
Non-conforming Secondary Suite PHAs	New	Some existing non-conforming PHAs resemble secondary suites, with independent access and their own kitchens. In an effort to make these existing PHAs comply with life safety codes,	<ul style="list-style-type: none"> Address non-compliance, permitting errors and potential life-safety issues

		<p>permit holders will be allowed to apply for secondary suite permits for their existing PHA area (until December 31, 2022) and obtain a new PHA DU Permit for the space. This new PHA type would be exempt from the new / clarified restrictions on independent access, 10% gross floor area, and kitchen and could be operated as both a PHA or a secondary suite.</p>	
<p>Removal of PHA Kitchen</p>	<p>New</p>	<p>Many PHAs were erroneously approved with components that, considered together, meet the definition of a “kitchen” (e.g. sinks, cupboards, microwaves, toasters and mini refrigerators). With the exception of PHAs that have submitted applications to convert to a secondary suite, removal of kitchen appliances (refrigerators, microwaves, toasters, etc.) will be required by December 31, 2022. Removal of sinks and cupboards will be required by December 31, 2024.</p>	<ul style="list-style-type: none"> • Address non-compliance, permitting errors and potential life-safety issues

Town of Jasper Land Use Policy
Proposed Draft Private Home Accommodation Amendments
May 5, 2022

Notes to reader:

- The wording in “black font” is the existing wording as contained in the Land Use Policy.
- The wording in “blue font” is the proposed wording that has been added or amended to the Land Use Policy.
- The Explanatory Notes in “*italics*” are solely as a record of the intent of each amendment but shall not form part of the Land Use Plan amendment.
- These excerpts are intended to note the specific private home accommodation amendments and the numbering is being kept consistent with the full draft Land Use Policy Amendment to cross reference specifically how these excerpts interact with the complete amendment. For the full proposed draft amendment please contact jasperdevelopment@pc.gc.ca

The following are the proposed draft Private Home Accommodation amendments to the Land Use Policy:

Section 1.07 Non-Conforming Uses and Buildings

- h. If a permit for the discretionary use of Private Home Accommodation has been issued on or before the day on which these Polices, or an amendment thereto, comes into force and the Polices or amendment would make the permit a non-conforming use, the permit shall only be valid up to December 31, 2024.

Explanatory Note: The intent is to place an expiry date for all existing private home accommodation permits.

“Private Home Accommodation” means a Home Based Business which provides commercial visitor accommodation on a per night basis. (*gîte touristique*)

Explanatory Note: The intent is to clarify that a PHA is a home based business; update the antiquated wording of the existing Land Use Policy by removing “transient paying guest” terminology to visitor accommodation; and the remove the ambiguous statement that it can be within a “one or two-dwelling unit”.

“Private Home Accommodation Area” means the gross floor area used for the purpose of a Private Home Accommodation which shall include any areas beyond a secured locked door from the dwelling unit it is within.

Explanatory Note: The intent is to clarify what area of a dwelling unit, subject to the limitation of 10% of the dwelling’s gross floor area, is attributable to the Private Home Accommodation. The PHA should not have a locked door, securing it from the dwelling, other than on the bedroom door it is contained within.

Section 5.05 Procedure for Other Development and Discretionary Use Permit Applications

- a. Following receipt of a complete:
 - ii. Discretionary Use Permit application, excluding a Private Home Accommodation or a Home Based Business that does not involve client visitation, the superintendent shall cause a public hearing to be conducted by the Planning and Development Advisory Committee.

Explanatory Note: The intent is to update the LUP with preapproved variances approved by the Executive Director as part of the 2016 Routine Variance Briefing Note. The addition of (ii) preapproves the discretionary use of PHAs “where all requirements have been met” without having to go through the PDAC process. The amendment of (ii) also replaces the previous “Type 1” definition home based business with simply stating home based businesses that do not involve client visitation.

Section 30.03 Discretionary Use Permit Application Requirements for Home Based Businesses

- c. Discretionary Use Approval:
 - ii. A Private Home Accommodation that meets all stated may be issued a Discretionary Use Permit without appearing before the Planning and Development Advisory Committee, if, in the opinion of the Superintendent, the business clearly conforms to all policy requirements.

Explanatory Note: The intent of (c)(ii) is to is to update the LUP with preapproved variance for PHAs, where all requirements have been met, as per the approved by the Executive Director as part of the 2016 Routine Variance Briefing Note.

- d. Every application for a Discretionary Use Permit shall be accompanied by:
 - i. written confirmation that the applicant is the lessee of the site;
 - ii. a statutory declaration regarding eligible residency complete with proof of eligible residency;
 - iii. detailed description of the business and services to be provided including parking and storage requirements, and client visitation;
 - iv. dimensioned and scaled floor plans of the dwelling and of the area of dwelling to be used for the Home Based Business; and
 - v. proof of compliance with all applicable legislation, regulations, code standards, policies, and guidelines.”

Explanatory Note: The intent is to clarify the required PHA application accompanying documents.

Section 30.04 General Home Based Business Requirements

- a. A **Discretionary Use Permit** for a Home Based Business is specific to the permittee and the **site**, and is not transferable to another **site** or to another person.
- b. A Home Based Business **Discretionary Use Permit** shall remain in effect until the sooner of the date of the expiry or if the use is **discontinued** for a consecutive period of greater than six months.

Explanatory Note: The intent is to clarify that if a home based business use discontinued for six consecutive months the permit is considered revoked.

- c. A Home Based Business **Discretionary Use Permit**, or employment by a Home Based Business, shall not grant eligible resident status.
- d. Only a permittee of a Home Based Business **Discretionary Use Permit**, and other occupants who reside in the dwelling unit, may be employees of the Home Based Business.

Explanatory Note: The intent is to clarify that the only limit for number of employees of a home based business is that they must also reside in the dwelling unit.

Section 30.05 Home Based Business Specific Requirements

- a. All Home Based Businesses shall comply with the following:
 - iv. no more than 10% of the gross floor area of a dwelling unit shall be used for a home based business **including associated storage of materials, goods, supplies or equipment**;

Explanatory Note: The intent is to clarify that the maximum 10% gross floor area for the home based business is a total of all cumulative areas that may be associated with the home based business.

- vi. for a site not abutting a lane, a Home Based Business required on-site parking stall may be located within the front setback if it does not obstruct any other required on-site parking or interfere with other requirements of this Policy including the required front yard soft landscaping for the site;

Explanatory Note: The intent is to grant some leniency for home based business on-site parking for sites that do not have lane access, but it cannot be at the cost of meeting the front yard soft landscaping requirements. Soft landscaping in the front yard is essential for streetscape, storm water absorption, and snow storage.

Section 30.06 Private Home Accommodation Additional Requirements

- a. In addition to all Home Based Business requirements, a Private Home Accommodation shall:
- i. only be allowed in those Districts where it is identified as a Discretionary Use in these Policies;
 - ii. be a secondary use within a Dwelling Unit and not be contained within a Secondary Suite;

Explanatory Note: The intent is to ensure the PHA area is located in the dwelling as the lessee / permittee's residence and not within a secondary suite.

- iii. require a Discretionary Use Permit for a Private Home Accommodation issued to a person and not a corporate entity;

Explanatory Note: The intent is to clarify that a corporate entity may be a lessee, but is not considered to reside within in a dwelling unit that a PHA is within, and therefore cannot be a PHA discretionary use permittee.

- iv. a permittee operating a Private Home Accommodation shall be the lessee of record and shall reside in the Dwelling Unit as their primary residence;
- v. have a maximum of two Private Home Accommodation bedrooms approved, with the exception of permittees who prior to March 24, 2005 obtained a permit for three Private Home Accommodation bedrooms, and have operated continuously in compliance with the permit, subject to Section 30.06 (c), may continue to operate the three bedrooms;

Explanatory Note: The intent is to limit new PHAs to just two bedrooms while previously approved three bedroom PHAs may continue to operate subject to (c).

- vi. have a total Private Home Accommodation Area that must not exceed the maximum gross floor area as stated in 30.05 (a) (iv);

Explanatory Note: The intent is to reinforce that the home based business maximum gross floor area of 10% of the dwelling applies to PHAs.

- vii. not contain a kitchen;

Explanatory Note: The intent is to provide clarity that a PHA, being within a dwelling, cannot contain a kitchen, or elements of a kitchen. Elements of a kitchen include plumbing, appliances, countertops, or cabinetry that may be used for the preparation, storage, or cooking of food.

- viii. have unencumbered access through the Dwelling Unit to the Private Home Accommodation Area and not have independent access to the exterior or a connecting stairway accessing onto an enclosed entrance hall or vestibule;

Explanatory Note: The intent is to clarify that PHA's must have access through the dwelling it is contained within and not have independent access to the exterior, which is reserved for secondary suites only.

- ix. be required to provide one on-site parking stall for each bedroom of Private Home Accommodation, up to a maximum of two on-site parking stalls, in addition to the site's on-site parking requirements of Sections 7.03 and 7.06, which shall not obstruct any other required on-site parking stalls;

Explanatory Note: The intent is to ensure that each bedroom of PHA is required to have a dedicated on-site parking stall (up to 2 so grandfathered 3 bedroom PHA's do not have to add another stall) but these dedicated PHA stalls cannot block the sites other required on-site parking stalls

- x. sign each required on-site Private Home Accommodation parking stall, in accordance with Section 3.06(b)(iv), ensure all parking associated with the Private Home Accommodation is restricted to only these designated parking stall(s), and maintain the required on-site parking stall(s) to the satisfaction of the Superintendent; and

Explanatory Note: The intent is to ensure signage identifies the PHA dedicated parking stalls and the expectation that they will be used for clients and that no clients are to be parking off-site.

- xi. have obtained a Discretionary Use Permit, in accordance with these Policies, which shall be valid for up to a maximum of three (3) years.

Explanatory Note: The intent is that any new PHA discretionary use permits are only issued up to a maximum of three years to ensure regular inspections and that they would be subject to any new policies in the future.

- b. The types, maximum number, and sizes of signs permitted for Private Home Accommodation are as follows:

- iv. an approved Private Home Accommodation parking sign, freestanding or affixed to a structure, limited to 0.14 m², immediately in front of each required private home accommodation on-site parking stall, with regard to freestanding signs, the top of the sign shall be no higher than 1.8m above grade and no signs may be displayed above the first storey.

Explanatory Note: the intent of (iv) is to provide some uniformity to the new PHA parking sign.

c. A permittee authorized by the Superintendent to operate a Private Home Accommodation prior to January 1, 2022, who continuously met the terms and conditions as stated on the existing non-conforming permit, shall:

i. remove from the Private Home Accommodation Area:

1. all kitchen appliances used for the preparation, storage, or cooking of foods (including refrigerators, microwaves, toasters, hotplates, etc.) by December 31, 2022; and

2. sinks and cupboards by December 31, 2024.

Failure to remove any of the above items, by the stated deadline, shall result in the Private Home Accommodation Permit being revoked.

Explanatory Note: The intent of this addition is to clearly require all PHAs to remove kitchen appliances, whether or not they were previously approved in error, by December 31, 2022 in an effort to remove the life safety risk of having a kitchen in an area that was never constructed or inspected by a building code safety officer to be a kitchen. The lessee would then have until December 31, 2024 to remove the sinks and cupboards in the PHA area, whether or not they were previously approved in error, to totally remove the kitchen from the PHA area.

ii. subject to (i), have the option to redevelop the Private Home Accommodation Area into a Secondary Suite and apply for a replacement Discretionary Use Permit for a non-conforming Private Home Accommodation which shall exclude the requirements stated in sections 30.05 (a)(iv), 30.06(a)(ii), (v), (vi), and (vii).

Explanatory Note: The intent of this addition is to allow a PHA that resembles a secondary suite to have the ability to convert into a secondary suite, and to then be grandfathered to retain the ability to obtain a non-conforming PHA discretionary use permit in this secondary suite area. These non-conforming PHA Secondary Suites would be exempt from the maximum 10% of dwelling unit; have the ability to operate out of a secondary suite, may continue to operate 3 PHA bedrooms if previously approved, and have a kitchen. When not operating as a PHA the secondary suite may be rented monthly to eligible resident tenants as long as the residential use does not interfere with the requirement of the PHA use not to cease continuous operation for over 6 months. If the PHA permit was to ever to cease, the lessee, or any future lessees may continue to use the area as a secondary suite. All new PHA applications will be subject to these policies and will not be allowed to operate out of a secondary suite.

iii. subject to (i) and (ii), and prior to the expiry of the existing non-conforming permit, be considered for a replacement Discretionary Use Permit for a non-

conforming Private Home Accommodation if the permittee has submitted a Discretionary Use permit application for Private Home Accommodation.

Explanatory Note: The intent is to allow: (1) existing non-conforming PHAs (approved prior to January 1, 2022 and operated within the terms of the permit) with the kitchens entirely removed, or (2) existing non-conforming PHAs (approved prior to January 1, 2022 and operated within the terms of the permit) that have converted their PHA into a secondary suite, to have the ability to apply for a replacement non-conforming PHA Discretionary Use Permit.

**PHA Proposed Draft Amendment 2022
FAQs**

Q1. Why is Parks Canada making these changes?

A1. There are three main reasons for these changes: there are currently unsafe conditions for guests and potential tenants; public consultations have told us that adequate housing is a top priority for Jasperites; and there are frequent on-site parking and compliance issues.

Q2. I currently operate a PHA and had obtained a Parks Canada Development Permit for my two bedroom PHA, with a separate exterior entrance, sink, microwave, bar refrigerator, cupboards, and countertop with a sink that were all previously approved. How do these new rules apply to me?

A2. In the new PHA policies there are three paths you may choose:

- a) Remove Kitchen Appliances by December 31, 2022: You can remove your microwave and bar refrigerator by December 31, 2022 to continue your PHA operation under your existing permit which will now expire on December 31, 2024. If you wish to continue to operated a PHA after December 31, 2024 you will have to reapply prior to December 31, 2024 and have removed the sink, cupboards, and countertops prior to obtaining a new non-conforming PHA Discretionary Use Permit.
- b) PHA Area Secondary Suite Conversion Prior to December 31, 2022: You can apply prior to December 31, 2022 to have your PHA Area converted into a Secondary Suite, in accordance with the Interim Policy for Secondary Suites in the Town of Jasper, and obtain a non-conforming PHA Discretionary Use Permit. This permit would have to conform to the new PHA policies (parking would have to conform to the new policies) but will be excluded from: the maximum size restriction of 10% of the dwelling unit; not being able to operate out of a secondary suite; have a kitchen, and; have independent access to the building exterior.
- c) PHA Area Secondary Suite Conversion prior to December 31, 2024: You can remove your microwave and bar refrigerator by December 31, 2022 to continue your PHA operation under your existing permit which will now expire on December 31, 2024. You can apply to have your PHA Area converted into a Secondary Suite and obtain a non-conforming PHA Discretionary Use Permit. This permit would have to conform to the new PHA policies (parking would have to conform to the new policies) but will be excluded from: the PHA Area maximum size restriction of 10% of the dwelling unit, not being able to operate out of a secondary suite; have a kitchen, and; have independent access to the building exterior.

Q3. I currently operate a PHA with two bedrooms, I don't have lane access and my two PHA parking stalls are located on my driveway at the front of my garage. How do these new rules apply to me?

A3. If your existing PHA resembles a secondary suite, as described in Q2, then the A2 options would be available to you.

Without lane access, the ability to provide PHA parking is limited as it may block the home's required parking (the previously approved PHA parking might have been in tandem with the homes required on-site parking stalls that are generally found in the garage) and the ability to add more stalls at the front of the property, not in tandem, within the front setback, may not be possible as it may impact your site's required minimum soft landscaping. For these scenarios, if the PHA area meets the Interim Secondary Suite Policy requirements to convert to a secondary suite, and meets the secondary suite parking requirements (may have tandem parking as long as it is one stall per dwelling unit (including the secondary suite), the secondary suite parking can be grandfathered in as the PHA parking. This option would not be available to new PHA applications.

Q4. I don't want strangers to have access to my house. Can I put a lock to separate them from my family?

A4. Individual bedrooms may have locks, however the PHA area cannot be locked off from the rest of the house. Since PHAs cannot have separate entrances, for the safety of your guests, they must be able to exit the house from all exits.

If this is an existing PHA, you may want to consider option A.2 (b).

Q5. How easy is it to convert my PHA to a Secondary Suite?

A5. It depends. Some PHAs with separate entrances, and other features may be relatively simple to convert. Some PHA's may have been a secondary suite previously and may also be easier to convert back. The [Interim Policy for Secondary Suites in the Town of Jasper](#) contains the Parks Canada requirements and you may want to consult with a Parks Canada Approved Safety Codes Agency regarding the requirements for secondary suites from the National Building Code – Alberta Edition. Please consult with the development office for more information.

The Parks Canada Approved Safety Code Agencies can be found on our development website: <https://www.pc.gc.ca/en/pn-np/ab/jasper/info/permis-permits/a-menagement-development/appliquer-apply/building>

Q6. My PHA has been grandfathered with three bedrooms. Can I keep them?

A6. Permittees who prior to March 24, 2005 (when the Town of Jasper Land Use Policy came into effect) obtained a permit for three Private Home Accommodation bedrooms, and have operated continuously in compliance with the permit, may continue to operate the three bedrooms as long as they meet all conditions under the draft Town of Jasper Land Use Policy PHA Specific Amendments section 30.06 in the Land Use Policy.

Q7. My neighbour operates a PHA with multiple people staying each night and multiple vehicles on the street. Will these changes address that problem?

A7. An intention of these amendments is to clarify that PHA parking is to be in the required designated (and signed), on-site parking stalls. A key requirement for a discretionary use permit is that it cannot “unduly interfere with the amenities of the area or the use, enjoyment, safety, aesthetics, or value of neighbouring properties”. If a complaint is received, a compliance officer will investigate, and if the complaint is found to be legitimate, compliance actions will be taken which may include the suspension, or revocation, of the PHA discretionary use permit.

Q8. I have a PHA that is about 20% of my house that you permitted. What happens now?

A8. If you fall within option A2 (b) or (c) and convert to a Non-conforming PHA Secondary Suite you would be exempt from the PHA Area maximum 10% of dwelling unit. Otherwise, you will be required to reduce the area of your PHA Area prior to reapplying when your permit expires December 31, 2024.

Q9. I have just some cupboards with teacups and a kettle for the guest to make a cup of coffee, tea or hot chocolate. Is that considered a kitchen? Do I have to make any changes?

A9. From the existing Town of Jasper Land Use policy “*kitchen*” means facilities designed for the storage, preparation or cooking of food, and includes any room containing counters, cabinets, plumbing, or electrical wiring which, in the opinion of the superintendent, may be intended for the preparation or cooking of food. This clause is very standard with other development authorities and intentionally subjective as every situation may be different, but generally cupboards for tea cups and a kettle are found in a kitchen and not within a bedroom.

Q10. What happens if I sell my house, or buy a house, that had a PHA?

A10. The new home owner may apply for a PHA permit but will be required to meet all policy requirements at the time of application.

AGENDA ITEM 5.1

From: [Pattie Pavlov](#)
To: [Richard Ireland](#); [Bill Given](#)
Cc: [Emma Acorn](#); justin@jasperbrewingco.ca; naji.khouri@fairmont.com
Subject: Bylaw #243
Date: Wednesday, May 18, 2022 10:04:49 AM
Attachments: [image001.png](#)
[May 16 Bylaw #243.docx](#)
Importance: High

Mayor Ireland and Council,

Please accept this email and attachment regarding the above noted bylaw. As recently discussed, JPCC wishes to work with the Municipality, Council and Administration to further understand the model, it's scope and importantly it's objective going forward. The attached document is the whole of a presentation our Chamber President Justin Melnyk would like to be included in the upcoming Committee of the Whole Meeting set for May 24th. As noted, Mr. Melnyk will present the content and be happy to address any questions posed by yourself or Council.

Thank you for your ongoing service to our community and your willingness to work collaboratively toward a better Jasper.

Best wishes,

Pattie Pavlov
Executive Director
Jasper Park Chamber of Commerce
PO Box 98, 409 Patricia Street (Robson House)
Jasper, Alberta T0E 1E0

P: 780-852-4621 C: 780-852-8322 E: ppavlov@jpcc.ca





May 16, 2022

Mayor Richard Ireland and Municipal Council

Specialized Municipality of Jasper

Jasper, Alberta T0E 1E0

BY EMAIL

Mayor Ireland and Council,

RE: Municipal Bylaw #243

Please accept this letter on behalf of the membership of the Jasper Park Chamber of Commerce with a request that further comprehensive review of the above noted bylaw be undertaken. Considering the decision by Mayor and Council in late January 2022 there are several specific concerns and many general ones that are seriously impacting the business community and subsequently Jasper residents because of this bylaw. Further it is requested this letter presented by the chamber be included in the next Committee of the Whole meeting scheduled for May 24, 2022, at 9:30 am.

- The summer season is upon us and while it is promising, the remaining issues surrounding economic recovery from the pandemic loom large. The recovery is just beginning
- Couple the recovery with ongoing issues in the business community such as housing, labour shortages and the resulting need to increase wages to even begin to attract and/or retain employees. Business in Jasper is directly tied to the tourism industry and of no surprise is the notion that our destination marketing organization, Tourism Jasper, invests a significant amount to bring visitors to Jasper and Jasper National Park. For business to be able to deliver the experience TJ is selling, business needs support in these challenging times as noted.
- Parks Canada is currently targeting an important sector of the hospitality industry in Jasper by proposing wide and sweeping changes to the PHA policy to operate. An expensive and concerning issue for the operators as they too recover from the affect of Covid 19.
- Businesses throughout the community, both large and standard SME's, remain unclear of the plan and the objective. Are there specific plans to demonstrate the need for the increases? Vis-à-vis actual capital assets, infrastructure and other required services that will be addressed and the relative cost associated. Objective points to what the community will see as improvements and or modernization of Jasper's capital assets and infrastructure. Simply, what is this going to look like? It is suggested that increased communication is warranted to gain the trust and support of both businesses and Jasper residents.
- Further, business and residents want to know the scope of this bylaw. Is it a short-term plan of 3-5 years or will the community be tied into the rates escalating year over year?

- While understanding the need to review the bylaw after a period of four billing cycles; the fact remains that these upcoming 4 months are what drive the sustainability of all sectors in Jasper on a year-round basis.
- Consultation with businesses in all sectors and of all sizes have indicated their staff, responsible for their own utility bills, are already experiencing stress over the impossible task of paying their bills and the result is some will choose to relocate from Jasper, exasperating the labour shortage

The Jasper Park Chamber of Commerce asks Mayor and Council to undertake a comprehensive review of the bylaw in consultation with the community at large and in that regard seek to clarify/communicate a plan and objective with timelines and to collaborate with residents and the chamber to determine if all avenues, including tiering, have been thoroughly explored in an open and transparent manner.

The Jasper Park Chamber of Commerce looks forward to working with the Municipality as engaged partners in developing and then supporting the final iteration of the bylaw.

Should Mayor and/or Council have questions, I am willing and able to respond either in writing or as part of this presentation.

Sincerely,

Justin Melnyk, President

Jasper Park Chamber of Commerce

P. O. Box 98, Jasper, Alberta T0E 1E0

P: 780 852 4621 E: ppavlov@jpcc.ca W: www.jasperparkchamber.ca

CC: G. Thompson Chair, Membership and Communications

B. Given, CAO Municipality of Jasper

AGENDA ITEM 5.2

From: [Ginette Marcoux](#)
To: [Municipality of Jasper](#)
Cc: [Bill Given](#); [Christopher Read](#)
Subject: Request for Letter of Endorsement to proceed with Rural Renewal Stream Application
Date: Wednesday, May 18, 2022 11:41:58 AM
Attachments: [RRS - Letter to Council .docx](#)
[Labour Demand Stats April 2019 - 2022.xlsx](#)

Good morning Mayor and Council,

The Jasper Employment & Education Centre is interested in leading an application to become a designated community under the Rural Renewal Stream. This GOA program will support employers in the recruitment of foreign candidates who do not have Permanent Residency or Canadian Citizenship. I have provided further information on the program in the attached letter for your review.

As this application relates to the recruitment of labour, we hope to proceed with the submission of this application quickly. I am sure that you are aware of the acute labour shortage that Jasper is currently experiencing. I have attached some data analysis of the labour demand that we have seen over the past 4 years which further demonstrates the shortage of workers we are currently experiencing. Statistics are collected from our office in an effort to identify labour market trends, demands, accommodation availability, and wages.

I have met with Christopher Read to discuss this initiative and the role of Settlement Services in the application. We are available to attend the Council meeting next Tuesday should Council require more details on the initiative.

Thank you for your consideration of this request. I look forward to hearing from you.

Kind Regards,

Ginette Marcoux (she/her)
Executive Director

631 Patricia St. | PO Box 1509 | Jasper, AB | 780.852.4418 Ext 6 |
www.jasperemployment.com



"Appreciation is a wonderful thing: It makes what is excellent in others belong to us as well." - Voltaire

We acknowledge the **homeland** of the many diverse **First Nations** and **Métis** people whose **ancestors** have walked this land since time immemorial. **We are grateful** to work, live and learn on the traditional territory of **Treaty 6 & 8**.



JASPER **EMPLOYMENT & EDUCATION** CENTRE

May 17, 2022

Good morning Mayor and Council,

Request for Endorsement Letter to Apply for Rural Renewal Initiative

The Jasper Employment & Education Centre (JEEC) is interested in submitting an application for community designation under the Rural Renewal Stream (RRS) initiative. The RRS is intended to address current labour needs and skill shortages at the local level and help newcomers settle into rural communities. Once designated, the community then works with employers to attract and recruit newcomers and collaborates with Settlement Services to provide settlement supports.

Jasper meets the mandatory application requirements: rural community with a population of under 100,000 (smaller centres are given priority) that have one or more employers interested in participating in the program and have year round, full time employment available (we currently have 151 permanent job postings in our office for both skilled and unskilled workers). We are being asked to submit an economic plan and believe that the Recovery Task Force Plan is current and will be sufficient to apply for community designation. As well, we will require an endorsement letter of support from Settlement Services.

Should our community be successful in its application, the community designation will be valid for 2 years and will increase our ability to attract foreign nationals who do not have permanent residence or Canadian citizenship. Once employers have recruited suitable candidates to hire, as a designated community, our office will provide an endorsement letter to the candidate in support of a permanent residency application under the Alberta Advantage Immigration Program.

JEEC is well informed on the labour shortages and needs of Jasper and is prepared to take the lead on this initiative. As part of the submission package, we require an endorsement letter of support from town council to proceed, please see attached for further details. Should you require further information, please do not hesitate to contact me at 780-852-4418 ext 6 or ginette@jasperemployment.com. Thank you for your consideration of this request.

Respectfully,

Ginette Marcoux
Executive Director

Endorsement letter of support from Municipal Council

The letter should outline the following on official letterhead:

- name and address of the participating municipality supporting the application: Rural Renewal Stream
- municipality acknowledges support for this project and the meeting date that this project was discussed
- municipality acknowledges that their community name will be posted on the GOA website should their community become designated
- name, title and contact information of the person issuing the endorsement letter
- that JEEC has the day to day focus for the area (labour attraction and retention) and can be the lead partner in the application

APRIL 2022	Categories	Job Postings	Positions	Average Wage	Accommodation
1 Manager	21	23	\$23.54	20	
2 Administration	7	7	\$19.58	6	
3 Government	15	14	\$25.88	9	
4 Professional	1	1	\$18.00	0	
5 Recreation	14	60	\$17.82	52	
6 Retail	25	48	\$16.84	32	
7 Guest Services	33	67	\$17.02	66	
8 Food Services	52	130	\$15.76	121	
9 Kitchen	68	154	\$17.74	135	
10 Light Cleaners	37	75	\$17.14	73	
11 Labour & Trades	19	29	\$22.10	22	
12 Transportation	17	46	\$19.24	35	
13 Health&Beauty	6	7	\$16.27	7	
14 Other	10	16	\$17.31	8	
	325	677		586	

APRIL 2021	Categories	Job Postings	Positions	Average Wage	Accommodation
1 Manager	1	1	\$35.45	1	
2 Administration	1	1	\$22.60	0	
3 Government	20	12	\$24.82	1	
4 Professional	2	1	\$30.35	1	
5 Recreation	3	3	\$18.00	1	
6 Retail	6	6	\$18.50	2	
7 Guest Services	12	21	\$17.03	17	
8 Food Services	12	30	\$15.78	10	
9 Kitchen	21	39	\$17.50	22	
10 Light Cleaners	15	21	\$19.32	19	
11 Labour & Trades	5	6	\$23.56	3	
12 Transportation	1	2	\$18.00	0	
13 Health&Beauty	3	4	\$29.54	1	
14 Other	2	2	\$17.50	1	
	104	149		79	

NOTE: Due to the general averaging of wages, the Manager positions appear to be paying more in 2021 than other years. The reason the amount is higher is because Parks Canada and Fairmont JPL had a lot of Senior Management jobs posted in 2021.

APRIL 2020	Categories	Job Postings	Positions	Average Wage	Accommodation
1 Manager					
2 Administration					
3 Government					
4 Professional					
5 Recreation					
6 Retail					
7 Guest Services					
8 Food Services	1	4	\$15.00	4	
9 Kitchen	2	7	\$17.50	7	
10 Light Cleaners	3	10	\$15.83	10	
11 Labour & Trades	1	1	\$20.00	1	
12 Transportation	1	3	\$17.90	3	
13 Health&Beauty	3	3	\$22.59	2	
14 Other					
	11	28		27	

APRIL 2019	Categories	Job Postings	Positions	Average Wage	Accommodation
1 Manager	13	13	\$24.43	13	
2 Administration	6	7	\$18.67	4	
3 Government	12	37	\$24.61	19	
4 Professional	4	6	\$31.42	1	
5 Recreation	8	36	\$17.09	26	
6 Retail	14	35	\$16.38	23	
7 Guest Services	23	58	\$16.64	35	
8 Food Services	35	103	\$16.29	61	
9 Kitchen	42	99	\$16.36	79	
10 Light Cleaners	30	79	\$16.05	76	
11 Labour & Trades	12	26	\$22.17	10	
12 Transportation	10	44	\$19.04	27	
13 Health&Beauty	7	8	\$18.00	7	
14 Other	2	3	\$15.00	0	
	218	554		381	

LEGEND

Job Postings is the number of employers who have postings with us

Positions is the number of vacant positions that need to be filled

Average Wage is use of general averaging method (total sum of wages divided by total # of jobs in each category)

Accommodations is the number of available accommodation spaces that employers have to offer with their positions
 NOTE: it is important to flag that while the accommodations available appear high in this report, workers report that staff housing is often inadequate - ie overcrowding in housing, lack of privacy, lack of cooking amenities, dorm style, health and safety hazards, violation of privacy, and so forth. Jobseekers too often are reporting that they are quitting their jobs due to the living conditions in staff housing.

AGENDA ITEM 5.3

Donnelly Hart
President/The Wisehart Charity
Box482
Jasper AB, TOE 1EO

May 17, 2022

Richard Ireland
Mayor
Municipality of Jasper

Dear Mayor Ireland

RE: Appeal for curling rink rent reduction

The Wisehart Charity in partnership with Habitat for the Arts would like to rent the curling rink area in order to host the Annual Summer and Fall Fair on August 9 and September 6 2022. Greg VanTighem organized these fairs for many years, raising funds for MS and minor sports. In 2020, he offered to hand over this fundraiser to Wisehart Charity. Due to Covid, it was not until this year that we were able to safely run this fundraiser.

I would like to appeal to Council for a rent reduction for these two dates. In 2019, the rental rate for the curling rink was \$313.34. To rent this space for this year, I have been informed that it will be \$831.32 for each date. I would request that a reduction in rent rate be considered since this is a fundraiser for a registered Canadian charity that has provided vocational training programs for mothers and youth in the underdeveloped community of Alotenango Guatemala since 2011. I would suggest that the summer and fall fair is a benefit to our community and has been missed over the past two years. Wisehart will be making a donation to Habitat for the Arts as well.

I have approached the Jasper Legion who has offered their facility for free because we are a charity. I feel that the curling rink is the only facility in Jasper that is big enough.

I respectfully request a rent reduction and look forward to your response.

Donnelly Hart
President/Wisehart Charity
PH 780 883 0244

Cc: Bill Gavin, Chief Administrative Officer
Municipality of Jasper



AGENDA ITEM 5.4

May 13, 2022

Dear Mayor Ireland and Councillors,

It is with great pleasure that we, the Jasper Canada Day Committee (JCDC) announce the return of in-person Canada Day celebrations for 2022. The excitement is building within the committee as we look forward to seeing this amazing community event come to life. Reflecting on life in Jasper, we recognise that there are many beautiful people with unique stories, history and culture that are waiting to be shared in a community context. With that we are applying a multi-cultural theme to this year's Canada Day and welcoming all local community groups and organizations that make Jasper special to unite in a day of celebrating what makes our community an inspiring place to live.

Initial programming will see legacy favourites such as the pancake breakfast, flag raising with birthday cake, parade and a 'Picnic in the Park' featuring a concert of local talent, food festival showcasing community cuisines with a beer garden, family friendly activities and a pop-up spray park for the kids and adults alike.

The JCDC would like to request support from the Municipality of Jasper in the form of facilitating the Pancake Breakfast with funding, coordination and execution including staffing and/or recruiting volunteers. A collaborative approach for promoting the events using both the committee's channels and municipal communication channels to reach the general public.

Additional consideration for support in the areas of sponsorship by donating venue space (Commemoration Park and Multi-Purpose Room at the Jasper Activity Centre) for June 30th, July 1st and 2nd, 2022 for setup, event and tear down.

We would like to thank in advance the municipal departments for their time in processing any requests that are submitted and assisting in making sure the Canada Day events are a success.

Thank you for your time in considering the requested items. Any assistance and support that the Municipality of Jasper has capacity for is greatly appreciated and will only aid in investing in our community. Should you need further information on the above please do not hesitate to reach out to discuss.

Sincerely,

Brett Newton
on behalf of the Jasper Canada Day Committee
jaspercanadaday@gmail.com
780-852-8775

JASPER CANADA DAY COMMITTEE

MOTION ACTION LIST

SHORT TITLE	REQUESTED (DATE)	RESPONSIBLE (WHO)	COUNCIL MOTION (DESCRIPTION)	TARGET (DATE)
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.	June 2022
Relationship with JCTS & Friends of Jasper Culture & Recreation	September 14, 2021	Director of Community Development	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.	May 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.	May 2022 June 2022
Parcel GB Development Information	March 8, 2022	CAO	That Committee direct Administration to request preliminary information such as renderings and site plans for the proposed GB development and return to a future Committee of the Whole meeting.	June 2022
Commercial Use of Public Space	April 26, 2022	Director of Protective & Legislative Services	That Committee direct Administration to apply to Parks Canada for an amendment to the discretionary use permit for commercial use of public space to include the use of tents or freestanding canopies for the 2022 season subject to applicable building codes requirements.	May 2022
Jasper Food Bank	May 3, 2022	Director of Operations	That Council refer the request from the Food Bank Society for a cardboard recycling bin and pick up service, to administration for a report back at a future committee of the whole meeting.	May 2022 June 2022
Petro Canada	May 17, 2022	CAO and Director of Operations	That Council receive the letter for information, and; that Council direct administration to return to a future committee	July 2022

			of the whole meeting with a report in respect to the request from Petro Canada.	
Parks Canada Private Home Accommodation Draft Policy	May 17, 2022	Director of Protective & Legislative Services	That Council direct administration to request an extension from Parks Canada for feedback on the draft Private Home Accommodation Policy from June 13 to December 15, 2022.	May 2022
Parks Canada – Discretionary Use Permit Application Amendments	May 17, 2022	CAO and Director of Protective & Legislative Services	That Council direct administration to draft terms of reference for a task force to review the conditions which might attach to a discretionary use permit for the commercial use of public space and sidewalk seating and return to Committee as soon as possible. That Council receive the letter as correspondence, and; that Council direct administration to investigate if there is an appeals process available.	June 2022
Policy Review Priority List	May 17, 2022	Director of Protective & Legislative Services	That Council direct administration to return to a future Committee of the Whole meeting with an updated Priority Review List indicating the next steps in the review process.	June 2022
Utilities FAQs and Info Package on website	May 17, 2022	CAO	That Council direct administration to develop a set of frequently asked questions with responses and an information package in regards to Utilities and have it presented on the municipality’s website.	June 2022