Municipality of Jasper
Committee of the Whole Meeting Agenda
April 25, 2023 | 9:30 am
Jasper Library & Cultural Centre – Quorum Room

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

1. Call to order Deputy Mayor Melnyk to chair meeting

2. Additions to agenda

3. Approval of agenda
3.1 April 25, 2023 Committee of the Whole agenda   attachment

4. April 11, 2023 Committee of the Whole minutes – approved April 18, 2023   attachment
4.1 Business arising from minutes

5. Delegations

6. Correspondence

7. New business
7.1 Early Learning and Child Care Action Plan   attachment
7.2 Paid Parking 2023   attachment
7.3 E-Bike Sharing Pilot Project   attachment
7.4 Communities in Bloom Terms of Reference   attachment
7.5 Business License Review – Councillor Damota   verbal

8. Motion Action List   attachment

9. Councillor upcoming meetings
9.1 Council appointments to boards and committees

10. Upcoming events
Discuss Recycling Industry & Waste Reduction with the West Yellowhead Regional Waste Management Authority and the Municipality of Jasper – 10am-4:30pm, April 27, Lobstick Lodge, Skyline Room
Emergency Preparedness Week – May 7 to 13
Emergency Preparedness Week Open House – 3:00om to 7:00pm, May 10, Emergency Services Building
Alberta/Japan Twinned Municipalities Association Conference – May 12 & 13, Forest Park Hotel
FireSmart Day – May 14

12. Adjournment

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

Virtual viewing and participation	Council attendance is in Council chambers at the Jasper Library and Cultural Centre. This meeting was also conducted virtually and available for public livestreaming through Zoom. Public viewing and participation during Council meetings is through Zoom livestreaming and in person attendance.
Present	Mayor Richard Ireland, Deputy Mayor Ralph Melnyk, Councillors Rico Damota, Scott Wilson, Wendy Hall, and Kathleen Waxer
Absent	Councillor Helen Kelleher-Empey
Also present	Christopher Read, Director of Community Development and Acting Chief Administrative Officer Christine Nadon, Director of Protective & Legislative Services John Greathead, Director of Operations & Utilities Emma Acorn, Legislative Services Coordinator Amanda Stevens, Communications Manager Bob Covey, The Jasper Local Peter Shokeir, The Fitzhugh 1 observer
Call to Order	Deputy Mayor Melnyk called the April 11, 2023 Committee of the Whole meeting to order at 9:30am and began with a Traditional Land Acknowledgement.
Additions/ deletions to the agenda	Mayor Ireland requested the following items be added to the agenda: • 7.6 Council Boards & Committees Appointments • 11.1 In-camera – Intergovernmental Affairs
Approval of agenda #166/23	MOTION by Councillor Wilson that Committee approve the agenda for the April 11, 2023 Committee of the Whole meeting as amended.

FOR	AGAINST	
6 Councillors	0 Councillor	CARRIED

Business arising from March 14, 2023 minutes	none
Delegations	none
Correspondence	none
Community-wide Internet Access #167/23	Acting CAO, Christopher Read, reviewed the report detailing the current challenges seen in the Municipality of Jasper regarding internet access and discussed possible solutions with Committee.

MOTION by Councillor Hall that Committee direct Administration to seek out and apply for opportunities for partnerships and/or grants for small scale, vulnerable population specific internet access solutions.

FOR	AGAINST	
6 Councillors	0 Councillor	CARRIED

Seniors Recreation Facility Passes #168/23

Committee received a report from Mr. Read regarding Seniors Recreation Facility Passes and a request made by the Jasper Seniors Society in January 2023.

MOTION by Councillor Waxer that Committee recommend Council approve granting free Annual All-Access passes to all residents 75+ to begin by June 1, 2023 and continue annually thereafter.

FOR	AGAINST	
6 Councillors	0 Councillor	CARRIED

Council Delegation to Hakone 2023 #169/23

Director of Protective & Legislative Services, Christine Nadon, presented a report to Committee with a draft itinerary for a possible delegation to Hakone in the fall of 2023.

MOTION by Mayor Ireland that Committee direct Administration to work on next steps to organize a 2023 delegation to Hakone, including development of a more robust itinerary and including a discussion with the Hospitality and Twinned Communities Committee on how to determine who will take part in the delegation.

FOR	AGAINST	
6 Councillors	0 Councillor	CARRIED

Recess

Deputy Mayor Melnyk called a recess from 10:40-10:50am.

Retroactive RCMP costs: a practical toolkit from FCM #170/23

Deputy Mayor Melnyk relinquished the chair to Mayor Ireland in order to make the following motion. He had also provided an attachment from FCM with a practical toolkit to aid in discussion and action.

MOTION by Councillor Melnyk that Committee direct Administration to prepare a report outlining the impacts and how these retroactive RCMP costs will affect the Municipality of Jasper this budget year and in future years.

FOR	AGAINST	
6 Councillors	0 Councillor	CARRIED

Mayor Ireland relinquished the chair back to Deputy Mayor Melnyk.

Resolutions for AB Munis

Councillor Damota, as a member of the Legislative Committee, asked Committee of the Whole to provide feedback regarding the draft resolutions which are being developed for AB Munis 2023. The Legislative Committee will be meeting after the Committee of the Whole meeting today to continue their work refining the draft resolutions in progress.

Council Boards & Committees Appointments #171/23	Mayor Ireland acknowledged there have been changes to the structure of Council Boards & Committees since the October 25, 2022 Organizational meeting and asked Council to review an updated list of appointments.

MOTION by Mayor Ireland that Committee recommend Council approve the updated list of Council Boards & Committees Appointments. |

FOR   AGAINST
6 Councillors   0 Councillor   CARRIED

The list will be attached to the April 18, 2023 Regular meeting agenda package.

Motion Action List #172/23	Administration reviewed the Motion Action List.

MOTION by Mayor Ireland that Committee approve the following updates to the Motion Action List:
- Remove first item - Community Conversations – Town Internet Access
- Changes the dates of the second, third, and fourth items to May 2023
- Remove ninth item - Communities in Bloom |

FOR   AGAINST
6 Councillors   0 Councillors   CARRIED

Councillor reports	Mayor Ireland and Councillor Wilson will be attending a meeting of the West Yellowhead Regional Waste Management Authority Monday at 10am in Hinton.

Councillor Wilson will be attending the second meeting of the Alberta Municipal Climate Leadership Council on Thursday, April 20th.

Councillor Melnyk will be attending a Jasper Yellowhead Historical Society monthly meeting tonight. He also attended two Zoom sessions focused on housing challenges hosted by the CMHC and the FCM.

Councillor Hall will be attending the Early Childhood Community Conversation on Wednesday and a Library Board meeting in the evening.

Councillors Damota and Hall and taking an AB Munis Elected Officials Education program "Land Use and Development Approvals".

Councillors Damota and Melnyk will be attending a Community Futures West Yellowhead director's meeting in Grande Cache on Thursday, April 20th. |

Upcoming Events	Council reviewed a list of upcoming events.

In-camera #173/23	MOTION by Councillor Damota to move in camera at 11:47am to discuss agenda items:
- 11.1 Intergovernmental Affairs FOIP s.21

FOR   AGAINST

6 Councillors	0 Councillors	CARRIED

Mr. Read and Ms. Nadon also attended the in camera session.

Move out of camera
#174/23

MOTION by Councillor Hall to move out of camera 12:46pm.

FOR	AGAINST
6 Councillors	0 Councillors	CARRIED

Adjournment
#175/23

MOTION by Councillor Waxer that, there being no further business, the Committee of the Whole meeting of April 11, 2023 be adjourned at 12:47pm.

FOR	AGAINST
6 Councillors	0 Councillors	CARRIED

REQUEST FOR DECISION

Subject:	Early Learning and Child Care Action Plan
From:	Bill Given, Chief Administrative Officer
Prepared by:	Lisa Daniel, Childcare Services Manager
Reviewed by:	Christopher Read, Director of Community Development
Date:	April 25, 2023

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Recommendation:
Committee recommend Council adopt the Early Learning and Child Care Action Plan as presented.

Alternatives:
- Committee receive the attached Early Learning and Child Care action Plan for information.
- Committee direct administration to bring more information on specific items in the proposed Early Learning and Child Care Action Plan back to a future committee meeting.

Background:
On August 3, 2021 Council approved the use of $24,000 from a portion of the COVID Recovery Reserve to develop a community child care strategy. On February 1, 2022 Council approved engaging with Rob Buschmann from University of Alberta Community-University Partnership, to develop a Jasper Early Learning and Child Care (ELCC) Strategy. That report was delivered to Council on December 13, 2022, at which time Committee passed the following motion:

#569/22 That Committee direct Administration to work with community stakeholders to develop a draft early learning and child care strategy for Jasper and return to a future Committee of the Whole meeting.

Discussion:
The attached Early Learning and Child Care Action Plan presents action items based on the recommendations in the Jasper ELCC Strategy report produced by the Community-University partnership researchers at the University of Alberta. The plan is informed by several stakeholder meetings Administration conducted over the last quarter.

The Action Plan is intended to guide Council and administrative efforts to support Early Learning and Childcare Care (ELCC) programs and services in Jasper and ensure that ELCC is considered during higher-level decision making. The plan builds upon the foundation of work undertaken to date and sets a three-year framework for continued action in this area.

The plan includes 6 areas of focus which align with the areas of focus in the report. For each focus area there are activities, desired outputs and outcomes listed.

Should Council adopt the plan, the action items would be incorporated in to future business plans and financial considerations would be presented to Council as a part of the typical annual budget process.

Strategic Relevance:
- Community Health - Take proactive steps to reduce the risk of people becoming vulnerable and respond when they are vulnerable; Leverage and create opportunities for greater inclusion.
- Organizational Excellence - Ensure residents receive quality service that provides strong value for dollar.
- Relationships - Communicate and engage with residents.
- Advocacy - Contribute our voice to support community, industry, and partners in their advocacy efforts.

Inclusion Considerations:
- The Municipal Inclusion Assessment Tool has been applied to this recommendation.

Relevant Legislation:
- Canada National Parks Act
- Early Learning and Child Care Act and Regulations

Financial:
The financial impacts of the entire plan are not yet fully costed. Should Council move to adopt the plan, Administration will bring cost of implementation details to the Budget 2024 process.

Attachments:
- Draft Early Learning and Child Care Action Plan

Jasper's Early Learning and Child Care Action Plan

Jasper's Early Learning and Child Care Action Plan   **April 2023**

Background

Over the years it has become clear that quality childcare is critical to workforce participation, and that workforce participation is essential to the effective operation of Jasper's service industry. Jasper residents have access to high quality childcare through our municipality-operated facility. While this option works for a number of families, it is important to explore if there are other options needed in our community or changes that could be made to improve the municipal programs to better serve the residents of Jasper.

On August 3, 2021 Council approved the use of $24,000 from a portion of the COVID Recovery Reserve to develop a community child care strategy. On February 1, 2022 Council approved engaging with Rob Buschmann from University of Alberta Community-University Partnership, to develop a Jasper Early Learning and Child Care (ELCC) Strategy. That report was delivered to council on December 13, 2022

The Jasper ELCC Strategy project had three goals, understand the current state of ELCC in Jasper, describe a future state of ELCC in Jasper and produce a set of recommendations on how to get to the desired future state. These goals were achieved through surveys, focus groups and interviews.

The report outlines the findings and makes recommendations in the following areas:

- Accessibility
- Affordability
- Flexibility
- Inclusivity
- Quality
- Advocacy and leadership

Introduction

This plan presents action items based on the recommendations in the Jasper ELCC Strategy report produced by the Community-University partnership researchers at the University of Alberta.

It will guide council and administrative efforts to support Early Learning and Childcare Care (ELCC) programs and services in Jasper and ensure that ELCC is considered during higher-level decision making. The plan builds upon the foundation of work undertaken to date and sets the framework for continued action in this area.

The plan includes 6 areas of focus which align with the areas of focus in the report. For each focus area there are activities, desired outputs and outcomes listed. The following pages outline the activities within each area of focus. Desired outcomes will be achieved by implementing several activities, measuring the success of those activities, and then refining activities to reflect changing best practices or lessons learned along the way.

Guiding Principles

Community Relevance:
- communicate and engage with residents;
- collaborate with other municipalities, orders of government, partners and advocacy associations to support the ELCC sector and ELCC in Jasper;

Critical Analysis:
- identify, acknowledge and change our policies, programs, and services to better support our community;
- continually update and report on organization progress;

Continuous Improvement:
- advocate for and support organization- wide thinking about how to improve our organization's work, and how best to address this in a way that is consistent with Council's strategic priorities and the Municipality of Jasper's Vision Statement;

Collective Responsibility:
- commit time and resources towards identifying areas where we can change and offer more services within the organization;
- welcome the expertise, creativity and commitment of community members, groups, associations and businesses;
- empower our ELCC staff by investing in the training and tools they require.

Area of Focus 1 – Accessibility

	Activities	Output	Outcome
1	Engage with community organizations to explore potential collaboration for child care	• Connect with local businesses to assess opportunities for on-site childcare at their location • Explore community resources for possible satellite locations of Wildflowers Childcare	• Alternative child care options available for the community
2	Investigate creative uses of current spaces including renovation costs	• Investigate and apply for grant opportunities • Obtain estimates for renovation costs to current facilities	• Additional space made available under the current Wildflowers Chid Care Facility license
3	Examine the potential of community contributions to childcare	• Connect with local businesses to understand what they need and if they can commit resources (Financial and physical)	• Additional Business licensing fees • Development fees for new buildings • Financial contributions from local business community

Area of Focus 2 - Affordability

	Activities	Output	Outcome
1	Lower registration fees at Wildflowers Childcare	• Consider increasing the Municipal Contribution to Wildflowers Childcare	• Increased 2024 budget for childcare
2	Explore the possibility of municipal subsidies for low-income families	• Research low-income subsidies for childcare in other communities • Council would determine a budget for this subsidy	• Lower fees for the most vulnerable families • Increased 2024 budget for childcare

Area of Focus 3 - Flexibility

	Activities	Output	Outcome
1	Survey families currently attending and on waitlist to determine ideal operating hours of care needed.	• Administration to administer survey • Create a proposal with costs associated for revised program hours to meet the desired needs.	• Dependent on needs, offer more flexible hours during weekdays and open for weekend care
2	Explore new types of child care options for the community	• Consider an on-demand, pop-up child care service supported by the municipality • Investigate Child Care cooperatives, operated by the community and supported by the municipality • Explore partnerships with employers	• Alternative child care options available for the community • Financial implications would need to be assessed and added to 2024 budget proposal
3	Explore the option of becoming a Family Day Home (FDH) Agency	• Connect with Edson Family Day home agency and assess collaboration opportunities • Work with Alberta Child Care licensing on requirements for Wildflowers Childcare to become a FDH Agency	• Community members interested in becoming a FDH Agency and license through Edson • Municipality becomes their own FDH Agency. Staffing costs would increase at least a 0.5FTE
4	Attract and retain ECE workforce	• Offer a Signing bonus • Budget allocation for training for higher level of education • Add to policy B-107 a stream for training support • Offer staff housing for families	• Increased budget request for 2024

Area of Focus 4 – Inclusivity

	Activities	Output	Outcome
1	Engage with newcomers about child care in the community	• Review existing materials to ensure newcomers have access to services • Promote materials to newcomers so they understand the childcare landscape	• Work with Settlement services on new materials or additions to current • Child care manager to set up an information session for newcomers
2	Support children with diverse needs through the addition of an inclusive child care coordinator position	• Hire and train and inclusive child care coordinator to support educators and perform all administration tasks related to inclusive child care programming	• Increased staffing costs in 2024 budget
3	Expand culturally diverse programming	• Partner with local elders and indigenous community members • Partner with local cultural groups to enhance programming • Assist educators in finding training in culturally diverse programming	• More Indigenous programming and opportunities for educators to learn • Increase in cultural programming • Possible training budget increase

Area of Focus 5 – Quality

	Activities	Output	Outcome
1	Municipal Licensing for in-home child care providers	• Work with Parks Canada to assess whether this can be an option in our community • Require a business license for in-home childcare	• Quality alternative child care programming in the community
2	Assist ECE's with training and education costs	• Increase funding to Wildflowers Childcare to support training and education for qualified ECE's • Add to policy B-107 a stream for training support	• Increase ECE's knowledge and abilities • Increase in staff training budget
3	Build upon and maintain the quality of Wildflowers Childcare	• Offer staff-child ratios over and above licensing requirements. • Increase municipal contribution to Child Care programs. • Collaborate with JEEC or another agency/college to offer training to become at ECE.	• Increased budget request for 2024

Area of Focus 6– Advocacy and Leadership

	Activities	Output	Outcome
1	Council to undertake targeted advocacy to the Provincial Government	• Joint advocacy efforts with tourism-based communities for additional funding to support ELCC • Connect with other municipalities in advocacy efforts • Council to write letters and have meetings with key stakeholders • Direct advocacy for more affordable childcare for families and financial support for programs	• Council and/or administration connecting with key provincial stakeholders • Municipality of Jasper would become a strong advocate regionally for municipal childcare
2	Council or administration to consider organizing a local or regional Early Learning and Child Care council	• Connect with Edmonton Council for Early Learning and Child Care (ECELC) for ideas • Become a member of regional ELCC advocacy organizations	• Council and administration are better connected to the broader ELCC community • Council has allies in its advocacy efforts.

MUNICIPALITY OF JASPER

REQUEST FOR DECISION

Subject: Paid Parking 2023

From: Bill Given, Chief Administrative Officer

Prepared by: Christine Nadon, Director of Protective & Legislative Services

Reviewed by: Natasha Malenchak, Director of Finance & Administration

Date: April 25, 2023

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Recommendation:
- That Committee receive this report for information.

Background:
The 2023 Paid Parking program is set to launch on May 1, 2023. Council received information and recommendations from Administration on proposed changes to the program last month. At the March 21 regular meeting, Council passed motions to:
- expand paid parking to include Connaught Drive between Hazel Avenue and the 700-block residential area;
- expand paid parking to include the off-street parking lot and on-street parking on the 200-block of Connaught Drive, excluding the electric vehicle charging stations and the parking for oversized vehicles;
- convert the upper McCready Centre parking lot to resident parking only;
- increase parking lot rates to $2.50 per hour and on street parking to $3.50 per hour; and
- increase to the parking lot daily rate to $15.

The matter of parking permits for residents was addressed at the March 14 Committee of the Whole meeting, where Committee directed Administration to "modify the resident permit program to a one-time registration process (no on-street action required)". At the same meeting, Committee also directed Administration to "develop a bulk purchasing program for hotels with limited on-site parking".

Discussion:
Administration is working with HotSpot to renew all existing residential parking permits from 2022 automatically. Residents who registered for a permit will receive an email from HotSpot confirming that their permit has been re-activated prior to May 1. Shall the team encounter any delays in accomplishing this, enforcement of parking permits for resident vehicles displaying a Jasper National Park pass will be delayed.

New residents or residents who had not yet applied for a residential parking permit will be able to submit an application for approval. The requirements will be the same as in 2022, where individuals had to upload a picture of their vehicle registration, and picture of proof of residency in Jasper, which is most commonly a Jasper National Park resident pass. Residents who live in the paid parking area or in the resident parking only area will be required to submit a proof of residency showing a street address if they would like to access visitor passes, which can be assigned to house guests or Private Home Accommodation guests through the HotSpot dashboard. The resident parking permit program will unfold exactly as last year, with the exception that no on-street action will be required once a vehicle is assigned a permit. This will eliminate the need for the Mobility and Technology

permit, which was designed to exempt a segment of our residents from having to use the 500 hours program, which is no longer in effect.

The bulk purchasing program for hotels will also operate in a similar fashion as it did last year. Hotels wishing to participate in the program will contact HotSpot directly to register their business and access the HotSpot online dashboard. The program allows front desk staff to input their guests' license plate number directly in the paid parking software, providing real-time information for enforcement purposes and streamlining the registration process for visitors and hotel staff. Billing occurs monthly and is handled between HotSpot and the participating hotel. The rate for hotel guest parking will remain the same as in 2022 at $10 a day, which allows guests to park upon check in and remain in their paid parking stall until 11:00am the next day, provided that they are not parked in an area that has a two-hour time limit. Upon further consultation with the CAO, Administration has established that the rate for paid parking for the hotel bulk purchasing program will be set at a 15% discount from the approved parking lot day rate starting in 2024.

Three new payment kiosks will be installed this spring. The expected new kiosk locations will include the Connaught parking lot near Pyramid Lake Road; on-street near the visitor information centre (Connaught Drive side); and on-street on the 600-block of Patricia Street. The municipal website is continually being updated, and reflects the information presented above. Additional communications about the program (social media, newspaper, etc.) are upcoming.

Strategic Relevance:
- Community Health
    - Recognize the fundamental importance of our tourism economy
- Relationships
    - Nurture our most important relationship which are those within our organization, all of whom share a commitment to best serve our community
    - Communicate and engage with residents
- Environment
    - Increase opportunities for active transportation and transportation alternatives
- Organizational excellence
    - Entrust our staff to develop healthy relationships with the people they serve
    - Ensure residents receive quality service that provides strong value for dollar
    - Pursue alternative revenue sources and equitable distribution of costs

Relevant Legislation:
- Traffic Safety Bylaw #244
- Traffic Safety Act (RSA 2000, cT-6)

Financial:
Parking is free for residents and the resident parking permit program does not have a financial impact on the Municipality other than the staff time required to administer and approve permits. The hotels bulk purchasing program does generate paid parking revenue, collected through HotSpot. The budgeted revenue for paid parking in 2023 is $675,000.

REQUEST FOR DECISION

Subject:	E-Bike Sharing Pilot Project
From:	Bill Given, Chief Administrative Officer
Reviewed by:	John Greathead, Director of Operations & Utilities
	Natasha Malenchak, Director of Finance & Administration
Date:	April 25, 2023

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Recommendation:
That Committee direct Administration to pause development of the E-Bike sharing program and refer the matter to the 2024 budget discussion.

Alternatives:
- Committee recommend Council approve a 2-year pilot program beginning in 2023 with a budget of $220,000, with 2023 funding provided from the Public Transportation and Parking Reserve, and the balance of funding incorporated in the 2024 operational budget.
- Committee receive the report for information and direct Administration to take no further action on developing a E-Bike sharing program.

Background:
The 2011 Jasper Community Sustainability Plan and the 2018 Transportation Master Plan include recommendations to increase the use of transportation alternatives. In the fall of 2021 administration secured a $50,000 planning grant under the Federal Rural Transit Solutions Fund to conduct a planning study. The resulting Transportation Strategy & Action Plan was presented to Council on February 14th 2023. The plan gave recommendations with a focus on reducing vehicle congestion, prioritizing environmental sustainability, improving quality of life for locals and improving the quality of experience for visitors. Committee directed administration begin the next steps toward establishing a fixed-route bus service beginning in 2023 and conducting a e-bike sharing pilot project in 2023.

On March 24th administration issued a public RFP for transit service. This RFP closed on April 14th, submissions are currently being reviewed and administration expect to bring forward recommendations to Council in May. The focus of the discussion below will be on E-Bike sharing.

Discussion:
Transportation Strategy & Action Plan found that E-bike sharing is an attractive option for Jasper residents and visitors. The service would be complementary to the bus service discussed above and would provide an opportunity to support active transportation that could meaningfully reduce congestion in the townsite. The study recommended that the Municipality should work with local partners to explore e-bike sharing or rental stations, which would be active in the second and third quarters of each year.

In order to gain a better understanding of the technology and what might be possible administration has been in contact with some e-bike solution providers and there are solutions in the market that could meet Jasper's needs.

Administration explored a pilot project which would include a fleet of 24 e-bikes and two solar charging docking stations. One dock would be located at an outlying Parks Canada campsite and the other in the townsite, creating a point-to-point experience to bring visitors to and from the townsite. This scale of project would be possible with a relatively short lead time. That said, there are a number of considerations that need to addressed prior to implementing:

- Costs
    - The amounts are not budgeted for 2023. The project could be supported through the use of reserve funds for 2023 and integrated into the operational budget for 2024. Additionally, administration has submitted the project as a portion of a larger grant to the federal government. Finally, with additional lead time administration could work to secure sponsorship, or advertising revenue to off-set costs.
- Technologies
    - There are multiple providers of e-bikes each with different features that should be evaluated. See more under 'Procurement' below.
- Trail Network
    - The trail network from the campsites into the townsite could benefit from some enhancements to improve safety and quality. Parks Canada is aware of the need and supportive but would require time to incorporate this work in their overall workplan.
- Procurement
    - Administration believes the project could benefit from a robust public procurement process. Administration would suggest that part of the RFP should ask proponents to supply demo bikes that can be evaluated on the ground in Jasper. The RFP process itself would require time to; develop an RFP, allow for posting of the RFP and to evaluate the submissions. This process would likely take a number of months and is administratively labour intensive.
- Transit focus
    - Administration has issued a RFP for transit service and is in the process of evaluating the submissions. The scale and complexity of launching this new service will require significant administrative resources over the next 3 to 6 months. Given the profile of the service and its importance to the community administration recommends that it should be the focus in 2023.

Strategic Relevance:
- Increase opportunities for active transportation and transportation alternatives.
- Include an environmental lens into our decision making and operational plans
- Recognize the fundamental importance of our tourism economy.
- Pursue alternative revenue sources and equitable distribution of costs.

Inclusion Considerations:
- The Municipal Inclusion Assessment Tool is not applicable to this recommendation.

Relevant Legislation:
- Jasper Community Sustainability Plan
- Jasper Procurement Policy B-020

Financial:
Administration estimates that a pilot project described as above would cost approximately $220,000, or just under $9200 per month. Some portion of the cost could be off-set through user fees, advertising or sponsorships. The Public Transportation and Parking Reserve has a 2022 year-end balance of $451,859.

REQUEST FOR DECISION

Subject:	Communities in Bloom Committee - Terms of Reference
From:	Bill Given, Chief Administrative Officer
Reviewed by:	John Greathead, Director of Operations & Utilities
Date:	April 25, 2023

MUNICIPALITY OF JASPER

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Recommendation:
That Committee recommend Council approve the Communities in Bloom Committee Terms of Reference as presented.

Alternatives:
- 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 direct Administration to discontinue work on Communities in Bloom and bring forward recommendations on how the budgeted funds might be reallocated.

Background:
Communities in Bloom is a Canadian organization committed to fostering civic pride, environmental responsibility and beautification, through community participation and the challenge of national competition.

For a number of years the municipality has maintained funds in its budget for participation in Communities in Bloom. The approved 2023 budget has $7,547.31 allocated within the Operations Department to support the program.

On October 25, 2022 committee directed Administration to develop a draft Terms of Reference for the Communities in Bloom Committee and return to a future committee of the whole meeting. On April 4th administration presented a verbal update which Council received for information while directing administration to continue exploring options with community partners for running the Communities in Bloom program. At the same meeting administration recommended reallocating the 2023 Communities in Bloom budget to the UpLift! Mural Festival.

Discussion:
While the community has participated in Communities in Bloom for a number of years the participation has been somewhat ad-hoc and while in theory there is a committee it does not currently have an established Terms of Reference (ToR). Communities in Bloom cannot formally exist without having been established and endorsed by Council.

The absence of a ToR has made it challenging for Committee members and Administration to understand what is expected from them and has led to a lack of clarity around who is expected to lead the community's participation in the program. The attached ToR is intended to address this lack of clarity.

A ToR is a document which articulates the scope of work for a committee and how members of the committee will work together in the pursuit of a shared goal. A ToR can clarify the expectations that Council has of the committee about what will be delivered by when, and how work will proceed.

Based on current practice administration has developed the attached draft ToR for Council discussion and feedback. In the attached ToR administration is proposing the Communities in Bloom Committee could provide a link between the community and Municipal Administration in order to contribute to the long term success of the Municipality's participation in the Communities in Bloom program and to provide input into the Municipality's beautification and environmental efforts. The draft ToR suggests the committee could do this by:

- Contributing ideas and expertise to inform administration's long and short-term business planning, and to assist in determining appropriate goals and objectives with respect to beatification and environmental initiatives;
- Assisting in the identification of strengths and weaknesses beatification and environmental initiatives;
- Encourage positive relations with the community which support the Municipality's efforts and to provide input on the marketing, education, and promotion of the Municipality's beatification and environmental programs;
- To be kept informed of special events, promotions and public campaigns

Administration is seeking feedback from council on the draft ToR and will incorporate any direction into a final draft that will be brought back to a future committee of the whole meeting.

Alternatively, Council may still wish to consider discontinuing participation in Communities in Bloom. Participation is not legislated and beautification and high quality maintenance of public property is a focus of the Operations department on an ongoing basis.

Relevant Legislation:
- NA

Inclusion Considerations:
The Municipal Inclusion Assessment Tool is not applicable to this recommendation but should Council choose to establish the committee administration would work to ensure that the opportunity to apply to serve as a committee member was widely circulated to the general community including underrepresented groups. Council may wish to establish a schedule of dates and times for meetings that supports a broader range of participation.

Financial:
The approved 2023 budget included $7,547.31 to support in Communities in Bloom, on April 4th Council reallocated the full 2023 amount support the UpLift! Mural Festival.

Attachments:
- Draft Communities in Bloom Committee Terms of Reference

Communities in Bloom Advisory Committee
Terms of Reference

1. **Purpose & Responsibilities of the Committee**
   1.1. to provide an effective link between the community and Municipal Administration in order to contribute to the long term success of the Municipality's participation in the Communities in Bloom program and community beatification and environmental initiatives by;

   1.1.1. Contributing ideas and expertise to inform administration's long and short-term business planning, and to assist in determining appropriate goals and objectives with respect to beatification and environmental initiatives;
   1.1.2. Assisting in the identification of strengths and weaknesses beatification and environmental initiatives;
   1.1.3. Encourage positive relations with the community which support the Municipality's efforts and to provide input on the marketing, education, and promotion of the Municipality's beatification and environmental programs;
   1.1.4. To be kept informed of special events, promotions and public campaigns

2. **Membership**
   The Communities in Bloom Advisory Committee will consist of the following:

   2.1. BLANK Councillors and;
   2.2. BLANK public members

   Members will be appointed by decision of the Municipal Council to a one or two year term.

   The Chair of the Committee will be an Councillor and shall appointed by Municipality Council on the recommendation of the Mayor

3. **Quorum and Voting**
   3.1. The quorum for the Communities in Bloom Advisory Committee shall be the majority of the Members appointed.
   3.2. The Committee will make recommendations to administration or Council by consensus on any issues but is not a decision making body.

4. **Meetings & Minutes**
   4.1. The committee will meet at least 2 times per year.
   4.2. Meetings shall not exceed 1.5 hours in length unless the members present unanimously consent to an extension.
   4.3. As provided or in the Municipal Government Act and the Freedom of Information and Protection of Privacy Act, all meetings of the committee shall be considered "in-camera".
   4.4. Notice of all meetings shall be given to all Council members.

4.5. Notice of meetings is deemed to be given by circulation of the agenda, together with supporting documentation, at least 2 business days prior to the meeting.

5. **Administrative Support**
    5.1. The committee shall be supported by the Operations and/or the Community Development department(s).

6. **Reporting Relationship**
    6.1. The committee shall act in an advisory capacity to Council and Municipal Administration
    6.2. The committee may recommend items to Council or Administration for consideration and action.
    6.3. A rationale shall be provided to the Committee by Administration for action/inaction on recommendations.

7. **Terms of Reference**
    7.1. The Committee's Terms of Reference may only be approved and amended by Council at a regular meeting.

MOTION ACTION LIST

SHORT TITLE	REQUESTED (DATE)	RESPONSIBLE (WHO)	COUNCIL MOTION (DESCRIPTION)	TARGET (DATE)	STATUS
Fruit Trees on Municipal Property	**August 23, 2022**	**CAO & Director of Operations**	That Committee direct Administration to return to a future committee of the whole meeting with proposed alternatives on how to deal with fruit trees on municipal land.	**May 2023**	
Provision of Services to Private Leaseholders at No Cost	**November 1, 2022**	**Director of Operations**	That Council direct Administration to bring the matter of the provision of services to private leaseholders at no cost back to the first Committee of the Whole meeting in April 2023.	**May 2023**	
Clean Energy Improvement Program	**December 13, 2022**	**Director of Operations and Director of Finance & Administration**	That Committee direct Administration to work with Alberta Municipalities and develop the following and present them at a future committee of the whole meeting: • A Clean Energy Improvement Program business case for Jasper • Draft Clean Energy Improvement Tax bylaw	~~**May 2023**~~ **July 2023**	Waiting for review with ABMunis.
Early Learning and Child Care Strategy	**December 13, 2022**	**Director of Community Development**	That Committee direct Administration to work with community stakeholders to develop a draft early learning and child care strategy for Jasper and return to a future Committee of the Whole meeting.	**April 2023**	
JCHC Governance	**January 10, 2023**	**CAO**	That Committee direct Administration to begin the process of converting the Jasper Community Housing Corporation to a Municipally Controlled Corporation, by developing: 1. a draft business plan 2. a draft Unanimous Shareholder's Agreement	**June 2023**	

Public Transportation Study and Action Plan	**February 14, 2023**	**CAO**	That Committee recommend Council receive the Transportation Strategy & Action Plan, excluding the appendices, for information; and That Committee direct Administration begin the next steps identified in the Action Plan with a focus on: • Establishing a Fixed-Route Bus Service beginning in 2023 • Conducting a E-Bike Sharing Pilot Project in 2023	**May 2023**	
Hakone, Japan Initiatives 2023	**February 14, 2023**	**Director of Protective & Legislative Services**	1. That Committee direct Administration to re-evaluate the High School Student Exchange Program and develop recommendations for Council's consideration for 2024 and beyond. 2. That Committee direct Administration to explore alternate delivery models for managing the Twinned Municipalities and Hospitality Committee and provide a recommendation at a future meeting. 3. ~~That Committee direct Administration to return to a future Committee of the Whole meeting with additional information on timelines, costs, and invited delegation size for a delegation to Hakone, Japan in the fall of 2023.~~	**June 2023**	Third point addressed at April 11 Committee Admin currently focusing on AJTM conference and delegation planning
Local Service Level Impacts for Victims of Non-Criminal Trauma	**February 28, 2023**	**Director of Community Development**	Committee receive this report for information and request that Administration return to a future Committee of the Whole meeting with a report on crisis intervention needs in Jasper.	**September 2023**	
Senior Recreation All Access Pass	**February 28, 2023**	**Director of Community Development**	~~Committee direct Administration to bring forward a report providing options to granting free passes for seniors 75+ to begin in 2023.~~	**April 2023**	Recommended to be deleted; addressed at April 11 & April 18 meetings
Paid Parking 2023	**March 14, 2023**	**Director of Protective &**	~~That Committee direct Administration to modify the resident permit program to a one-time~~	**April 2023**	Communication rolling out prior

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		Legislative Services and Director of Finance & Administration	~~registration process (no on-street action required).~~ ~~That Committee direct Administration to develop a bulk purchase program for hotels with limited on-site parking.~~		to May 1 – email info to council
S-Block Parking 2023	March 14, 2023	Director of Protective & Legislative Services	- That Committee direct Administration to revise the Storage Lots Bylaw to increase rental fees to $450 annually, including a provision to provide a $30 annual discount for electronic payments, and return to a regular meeting for first reading. - That Committee direct Administration to develop a program for the S-Block parking lot where unused commercial stalls are made available to residents for winter seasonal vehicle storage, and summer seasonal and overnight paid parking. - That Committee direct Administration to work towards standardizing practices in storage lots, including: • renewing leases with Parks Canada, • developing a maintenance plan with the Ops Department, and bringing forward recommendations for capital upgrades in 2024.	May 2023	
Resolutions for 2023 AB Munis	March 14, 2023	Director of Community Development and Director of Protective & Legislative	~~That Committee direct Administration to draft resolutions on the following items for the 2023 AB Munis to present at the next Legislative Committee meeting:~~ • ~~Victims of crime/trauma services~~ • ~~Rent control in Alberta~~	April 2023	Addressed on April 18th
Jasper Hockey League	March 21, 2023	Director of Community Development	That Council receive the correspondence regarding the Jasper Hockey League conduct for information; and direct Administration to come	June 2023	

Municipality of Jasper, Motion Action List

			back to a future Committee meeting with recommendations.		
Communities in Bloom	**April 4, 2023**	**Director of Operations**	That Council receive the report for information, and; that Council direct administration to continue exploring options with community partners for running the Communities in Bloom program.	**April 2023**	
Community-wide Internet Access	**April 11, 2023**	**Director of Community Development**	That Committee direct Administration to seek out and apply for opportunities for partnerships and/or grants for small scale, vulnerable population specific internet access solutions.	**September 2023**	
Council Delegation to Hakone 2023	**April 11, 2023**	**Director of Protective & Legislative Services**	That Committee direct Administration to work on next steps to organize a 2023 delegation to Hakone, including development of a more robust itinerary and including a discussion with the Hospitality and Twinned Communities Committee on how to determine who will take part in the delegation.	**May 2023**	
Retroactive RCMP Costs	**April 11, 2023**	**Director of Finance & Administration**	==That Committee direct Administration to prepare a report outlining the impacts and how these retroactive RCMP costs will affect the Municipality of Jasper this budget year and in future years.==	**April 2023**	==Information shared verbally April 18 and emailed to Council==
Free Recreation Access Policy	**April 18, 2023**	**Director of Community Development**	That Council approve granting free Annual All-Access passes to all residents 75+ to begin by June 1, 2023 and continue annually thereafter, and; that Council direct Administration to return to a future Committee of the Whole meeting with a draft Free Recreation Access Policy.	**September 2023**	
Resolutions for 2023 AB Munis	**April 18, 2023**	**CAO**	That Council approve the Protection for Vulnerable Residential Tenants resolution for submission to Alberta Municipalities as presented and direct Administration to seek a seconder for the resolution.	**May 2023**	