

MUNICIPALITY OF JASPER  
**REGULAR COUNCIL MEETING AGENDA**  
January 17, 2023 | 1:30 pm  
Jasper Library & Cultural Centre – Quorum Room  
[Municipality of Jasper Strategic Priorities 2022-2026](#)



**Notice:** Council members and staff are at the Jasper Library and Cultural Centre. 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 1:30 pm, use this Zoom link:** <https://us02web.zoom.us/j/87657457538>

**1 CALL TO ORDER**

**2 APPROVAL OF AGENDA**

2.1 Regular meeting agenda, January 17, 2023 attachment

*Recommendation: That Council approve the agenda for the regular meeting of January 17, 2023 as presented.*

**3 APPROVAL OF MINUTES**

3.1 Regular meeting minutes, December 20, 2022 attachment

*Recommendation: That Council approve the minutes of the December 20, 2022 Regular Council meeting as presented.*

3.2 Committee of the Whole meeting minutes, January 10, 2023 attachment

*Recommendation: That Council approve the minutes of the January 10, 2023 Committee of the Whole meeting as presented.*

**4 CORRESPONDENCE**

**5 DELEGATIONS**

**6 NEW BUSINESS**

6.1 Bylaw Summary attachment

6.2 Supplementary Assessment of Improvements and Supplementary Tax Bylaws attachment

*Recommendation: That Council read for the first time, Bylaw #249, being a bylaw of the Specialized Municipality of Jasper in the province of Alberta to authorize the supplementary assessment of improvements for the taxation year 2023.*

*That Council read for the second time, Bylaw #249, being a bylaw of the Specialized Municipality of Jasper in the province of Alberta to authorize the supplementary assessment of improvements for the taxation year 2023.*

*That Council read for the first time, Bylaw #250, being a bylaw of the Specialized Municipality of Jasper in the province of Alberta to authorize the imposition of a supplementary tax for the taxation year 2023.*

*That Council read for the second time, Bylaw #250, being a bylaw of the Specialized Municipality of Jasper in the province of Alberta to authorize the imposition of a supplementary tax for the taxation year 2023.*

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6.3 Utilities Fees Levy and Collection Bylaw 2023 attachment

*Recommendation: That Council read for the first time, Bylaw #251, being a bylaw of the Specialized Municipality of Jasper in the province of Alberta to provide for the levying and collection of fees for the provision of water, sewer, solid waste and recycling services in 2023.*

*That Council read for the second time, Bylaw #251, being a bylaw of the Specialized Municipality of Jasper in the province of Alberta to provide for the levying and collection of fees for the provision of water, sewer, solid waste and recycling services in 2023.*

6.4 Jasper Community Team Society MOU and Board Appointment attachment

*Recommendation: That Council adopt the attached Memorandum of Understanding (MOU), and;*

*That Council assign a member of Council to attend meetings of the Jasper Community Team Society Board as described in the MOU.*

6.5 Policy B-017 Community & Economic Development Fund attachment

*Recommendation: That Council adopt the updates to Policy B-017 Community and Economic Development Fund as presented.*

6.6 Council Human Resources Committee Terms of Reference attachment

*Recommendation: That Council approve the Council Human Resources Committee Terms of Reference as presented.*

6.7 Promoting Active Transportation in Jasper Feasibility Study RFP Award

*Recommendation: That Council award the contract to Associated Engineering in the amount of \$44,988 to complete the Promoting Active Transportation in Jasper Feasibility Study.*

**7 NOTICES OF MOTION**

**8 COUNCILLOR REPORTS**

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

**9 UPCOMING EVENTS**

Jasper in January – January 13-29

Strategic Plan Review – January 24-26, Valemount, BC

**10 ADJOURNMENT**

*Recommendation: That, there being no further business, the regular meeting of January 17, 2023 be adjourned at \_\_\_\_\_.*

*Please note: All regular and committee meetings of Council are video recorded and archived on YouTube.*

Municipality of Jasper  
**Regular Council Meeting Minutes**  
 Tuesday, December 20, 2022 | 1:30 pm  
 Jasper Library and Cultural Centre, Quorum Room

Virtual viewing and participation	Council attendance is in Council chambers at the Jasper Library and Cultural Centre. This meeting was also conducted virtually and available for public livestreaming through Zoom. Public viewing and participation during Council meetings is through both Zoom livestreaming and in-person attendance.		
Present	Mayor Richard Ireland, Deputy Mayor Wendy Hall, Councillors Kathleen Waxer, Ralph Melnyk, Helen Kelleher-Empey and Scott Wilson		
Absent	Councillor Rico Damota		
Also present	Bill Given, Chief Administrative Officer Amanda Stevens, Communications Manager Emma Acorn, Legislative Services Coordinator Bob Covey, The Local 0 observers		
Call to order	Mayor Ireland called the December 20, 2022 regular meeting to order at 1:30pm.		
Approval of agenda #585/22	MOTION by Councillor Melnyk – BE IT RESOLVED that Council approve the agenda for the December 20, 2022 regular meeting as presented.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Approval of Legislative Committee meeting minutes #586/22	MOTION by Councillor Hall – BE IT RESOLVED that Council approve the minutes of the December 6, 2022 Legislative Committee meeting as presented.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Approval of Regular minutes #587/22	MOTION by Councillor Waxer – BE IT RESOLVED that Council approve the minutes of the December 6, 2022 Regular Council meeting as presented.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Approval of Committee of the Whole minutes #588/22	MOTION by Councillor Kelleher-Empey – BE IT RESOLVED that Council approve the minutes of the December 13, 2022 Committee of the Whole meeting as presented.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Correspondence	none		
Delegations	none		
Jasper Municipal Library Board Appointments #589/22	MOTION by Councillor Waxer – BE IT RESOLVED that Council appoint the following individuals to the Jasper Municipal Library Board: Joyce Melnyk, Lorena Alonso & Shawn Cardiff for a term commencing January 1, 2023 and concluding December 31, 2025.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Procedure Bylaw #190 – Agenda Structure #590/22	MOTION by Councillor Hall – BE IT RESOLVED that Council approve the suspension of item Section 1.3 in Schedule 2 of the Procedure Bylaw (#190) until the completion of the Procedure Bylaw update, pursuant of section 3.4 of the existing bylaw.		

	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Reserves Policy #591/22	MOTION by Councillor Wilson – BE IT RESOLVED that Council approve Reserves Policy (B-112) and Schedule A (Reserve Descriptions) as presented.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Regional All Hazards Incident Management Team Agreement #592/22	MOTION by Councillor Waxer – BE IT RESOLVED that Council enter into the Northwest Alberta Emergency Resource Agreement as presented.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Commercial Use of Public Space – Patio Seating	CAO Bill Given reviewed the information which had been discussed at the December 13, 2022 Committee of the Whole meeting and provided further clarification to Council on the decision making process.		
Recess	Mayor Ireland called a recess from 2:23-2:32pm.		
Commercial Use of Public Space – Patio Seating #593/22	Mayor Ireland relinquished the chair to Deputy Mayor Hall to make the following motions.		
	MOTION by Mayor Ireland – BE IT RESOLVED that Council direct Administration to amend the proposed standards for patio seating as follows:		
	<ul style="list-style-type: none"> <li>The recommendation with respect to materials be amended to read “wood or painted metal or other material approved by Council sitting as Committee of the Whole, which may prohibit any material which in its opinion is considered to be unsightly, unsuitable or distasteful.”</li> </ul>		
	FOR 5 Councillors	AGAINST 1 Councillor (Councillor Wilson)	CARRIED
#594/22	MOTION by Mayor Ireland – BE IT RESOLVED that Council direct Administration to amend the proposed standards for patio seating as follows:		
	<ul style="list-style-type: none"> <li>The recommendation with respect to umbrellas be amended to read “Umbrellas must be black in color, consistent with approved building colors, or of other color approved by Council sitting as Committee of the Whole which may prohibit any color which in its opinion is considered to be unsightly, unsuitable, or distasteful.”</li> </ul>		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
#595/22	MOTION by Mayor Ireland – BE IT RESOLVED that Council direct Administration to amend the proposed standards for patio seating as follows:		
	<ul style="list-style-type: none"> <li>Replace the word ‘should’ with respect to jersey barriers and additional considerations template designs with the word ‘may’</li> <li>Add ‘and/or Patricia Street’.</li> </ul>		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
#596/22	MOTION by Councillor Wilson – BE IT RESOLVED That Council approve the proposed standards for patio seating recommended by the Commercial Use of Public Space Taskforce as amended.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
	Deputy Mayor Hall relinquished the chair back to Mayor Ireland.		

Notices of Motion none

Councillor Reports Councillor Kelleher-Empey attended an Evergreens Foundation meeting on Thursday, December 15 and a meeting of the Rural Renewal Committee on Friday, December 16. She also joined local seniors on Saturday for a tour of the town's holiday lights and decorations.

Councillor Wilson will be attending a Jasper Community Housing Corporation meeting Thursday, December 22.

Councillor Hall attended a Jasper Municipal Library board meeting this past Wednesday, December 14, and enjoyed the library's holiday wine and cheese gathering last night.

Councillor Melnyk attended a Jasper Yellowhead Historical Society meeting on Tuesday, December 13.

Mayor Ireland, along with the rest of Council, met with Parks Canada representatives on Thursday, December 8, for the signing of a terms of reference for a committee tasked with policy discussions regarding the administration of land use planning and development services within the Town of Jasper.

Mayor Ireland attended the Jasper Volunteer Fire Brigade Christmas Party on Friday, December 9.

On Wednesday, December 14, Mayor Ireland met with the consultant and counterparts from Banff and Canmore to further discuss their shared initiative.

Mayor Ireland, Councillor Melnyk, and Councillor Waxer met on Wednesday, December 14 as the Emergency Advisory Committee.

On Thursday, December 15, Mayor Ireland met with the board of directors for the Jasper Destination Marketing Corporation to provide an update on the initiative, shared with Banff and Canmore, to secure designation for Tourism based communities.

Mayor Ireland attended the last meeting of the steering committee for the Tourism Master Plan on Friday, December 16.

Upcoming events Council received a list of upcoming events for information.

Adjournment #597/22 MOTION by Councillor Kelleher-Empey – BE IT RESOLVED that, there being no further business, the regular meeting of December 20, 2022 be adjourned at 3:16pm.

FOR  
6 Councillors

AGAINST  
0 Councillors

CARRIED

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Mayor

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Chief Administrative Officer

Municipality of Jasper  
**Committee of the Whole Meeting Minutes**  
Tuesday, January 10, 2023 | 9:30am  
Jasper Library and Cultural Centre, Quorum Room

Virtual viewing and participation	Council attendance is in Council chambers at the Jasper Library and Cultural Centre. This meeting was also conducted virtually and available for public livestreaming through Zoom. Public viewing and participation during Council meetings is through Zoom livestreaming and in person attendance.
Present	Mayor Richard Ireland, Deputy Mayor Scott Wilson, Councillors Wendy Hall, Ralph Melnyk, Helen Kelleher-Empy, Rico Damota and Kathleen Waxer
Absent	none
Also present	Bill Given, Chief Administrative Officer Christopher Read, Director of Community Development Lisa Riddell, Community Development Manager Emma Acorn, Legislative Services Coordinator Bob Covey, The Jasper Local Jason Stockfish, The Fitzhugh Tanya Curtis, Bill Friesen, Alex Cooper & Amanda Mattern, ATCO Robert McDonnell, WSP John McDonnell, Brownlee Law 4 observers
Call to Order	Deputy Mayor Wilson called the January 10, 2023 Committee of the Whole meeting to order at 9:32am and began with a <a href="#">Traditional Land Acknowledgement</a> .
Additions to the agenda	none
Approval of agenda #1/23	MOTION by Councillor Hall that Committee approve the agenda for the January 10, 2023 Committee of the Whole meeting as presented.  FOR 7 Councillors                      AGAINST 0 Councillor  CARRIED
Business arising	none
Delegations – ATCO	ATCO representatives Tanya Curtis, Bill Friesen, Alex Cooper & Amanda Mattern presented a review of the response by ATCO during the Chetamon Wildfire and subsequent power outage which occurred in September 2022. Highlights included timelines, specifics on the outages, restoration efforts, the temporary generation plant, switching complexities, and key takeaways. Council was given an opportunity to ask clarifying questions.
#2/23	MOTION by Councillor Waxer that Committee receive the presentation from ATCO for information.

FOR 7 Councillors                      AGAINST 0 Councillor                      CARRIED

Recess                      Deputy Mayor Wilson called for a recess from 10:52-11:02am.

Correspondence                      none

Robson & Lions Park Concepts RFD                      Robert McDonnell of WSP presented the Robson & Lions Park Concepts to Council for their consideration. Mr. McDonnell spoke of the project process; gave a recap of existing conditions; displayed spatial relationship plans; reviewed feedback which had been previously given by Council, community and stakeholders; and included probable costs.

#3/23                      MOTION by Mayor Ireland that Committee receive the RFD and presentation on the Robson & Lions Parks Concepts for information; and,  
  
That Committee direct Administration to include concept plan options for consideration in the 2024 budget deliberations.

FOR 7 Councillors                      AGAINST 0 Councillor                      CARRIED

Municipally Controlled Corporation – JCHC Governance #4/23                      CAO Bill Given presented recommendations and alternatives to Council regarding the governance structure of the Jasper Community Housing Corporation (JCHC). Mr. Given was joined by John McDonnell of Brownlee Law to assist in providing clarity with Council inquiries.

MOTION by Councillor Melnyk 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

FOR 7 Councillors                      AGAINST 0 Councillor                      CARRIED

Recess                      Deputy Mayor Wilson called for a recess from 12:32-1:30pm.

Policy B-017 Community & Economic Development Fund #5/23                      Christopher Read, Director of Community Development, presented an updated Policy B-017 to Council after incorporating amendments from the October 25, 2022 Committee meeting.

MOTION by Mayor Ireland that Committee amend the draft Policy B-017 Community & Economic Development Fund as follows:

- Under 2. Scope – replace “town site of Jasper, Alberta” with “ Municipality of Jasper”
- Under 3. Standards – In first line replace “awards” with “may award”

- Under 3. Standards – The third bullet under the ineligibility section be amended to read “Organizations with a partisan political affiliation, or which participate in partisan political local activities at the federal, provincial, or municipal level.”
- Under 3. Standards – Add a bullet under the ineligibility section to read “Organizations with objectives which are inconsistent with Council’s commitment to diversity, inclusion, human rights and basic human dignity.”
- Under 3. Standards – The last bullet read “Provincial, national or international organizations which do not have an active local chapter in Jasper.

FOR 7 Councillors                      AGAINST 0 Councillor                      CARRIED

#6/23

MOTION by Councillor Waxer that Committee recommend Council adopt the updated Policy B-017 Community & Economic Development Fund as amended.

FOR 7 Councillors                      AGAINST 0 Councillor                      CARRIED

Council Human Resources Committee Draft Terms of Reference #7/23

Mr. Given presented a draft terms of reference for the Council Human Resources Committee to Council for their consideration.

MOTION by Mayor Ireland that Committee amend the draft Council Human Resources Committee terms of reference by adding:

- Add to article 1: Subsection 1.2 Any other matter as directed by Council

FOR 7 Councillors                      AGAINST 0 Councillor                      CARRIED

#8/23

MOTION by Councillor Waxer that Committee amend the draft Council Human Resources Committee terms of reference by combining sections 4.4 and 4.5 to read:

- Notice of all meetings shall be given to all council members by circulation of the agenda, together with supporting documentation, at least 2 business days prior to the meeting.

FOR 7 Councillors                      AGAINST 0 Councillor                      CARRIED

#9/23

MOTION by WAXER that Committee recommend that Council approve the Council Human Resources Committee Terms of Reference as amended.

FOR 7 Councillors                      AGAINST 0 Councillor                      CARRIED

Jasper Community Team Society Discussion and Memorandum of Understanding

Mr. Read presented recommendations and alternatives regarding Council representation on the Jasper Community Team Society (JCTS) board. On November 8, 2022 Committee of the Whole directed Administration to review existing structures and processes and report back to a future Committee of the Whole meeting. A draft memorandum of understanding was reviewed today which had been previously approved by the JCTS.

Councillor Damota left the meeting at 2:40pm.

Jasper Community Team Society Discussion and Memorandum of Understanding #10/23

MOTION by Councillor Melnyk that Committee recommend Council adopt the attached Memorandum of Understanding (MOU), and;

That Committee recommend Council assign a member of Council to attend meetings of the Jasper Community Team Society board as described in the MOU.

FOR 6 Councillors

AGAINST 0 Councillor

CARRIED

Extension of meeting #11/23

MOTION by Councillor Melnyk at 2:42pm that the January 10, 2023 Committee meeting be extended beyond four hours if necessary.

FOR 6 Councillors

AGAINST 0 Councillor

CARRIED

Promoting Active Transportation in Jasper Feasibility Study RFP Award

Mr. Read reviewed the process of a grant application, which was successful, and the subsequent request for proposals to complete a Promoting Active Transportation in Jasper Feasibility Study.

Councillor Damota returned to the meeting at 2:46pm.

Promoting Active Transportation in Jasper Feasibility Study RFP Award #12/23

MOTION by Councillor Hall that Committee recommend that Council award the contract to Associated Engineering in the amount of \$44,988 to complete the Promoting Active Transportation in Jasper Feasibility Study.

FOR 7 Councillors

AGAINST 0 Councillor

CARRIED

Motion Action List #13/23

Administration reviewed the Motion Action List.

MOTION by Councillor Kelleher-Empey that Committee approve the updated Motion Action List with updated timelines and the removal of the following items:

- JCHC Governance Review 1
- First Community Conversation Policy Review item
- Policy B-017 Community & Economic Development Fund
- Human Resources Committee Draft Terms of Reference
- Jasper Community Team Society

FOR 7 Councillors

AGAINST 0 Councillors

CARRIED

Councillor reports

Councillor Kelleher-Empey has asked Councillor Hall to attend the Early Childhood Community Conversations as alternate tomorrow.

Councillor Melnyk has a Jasper Yellowhead Museum & Archives meeting tonight. He and Mayor Ireland plan to attend the Jasper Park Chamber of Commerce meeting tomorrow morning.

Councillor Damota will be attending the next Adult Community Conversation on the first Wednesday in February.

Councillor Hall will be attending the School Age Community Conversation, the Early Childhood Community Conversation, and a Jasper Municipal Library board meeting tomorrow.

Councillor Wilson will attend the inaugural meeting of Alberta Municipal Climate Leadership Council this Thursday at 1pm.

Mayor Ireland met again with consultants and counterparts from Banff and Canmore on the shared initiative and has made a submission for budget 2023. He also received an invitation to meet again with Minister Schulz, still to be scheduled.

Mayor Ireland received an invitation to the Northern Rockies Tourism Strategy Session in Hinton on January 18 which was extended to all of Council.

Upcoming Events Council reviewed a list of upcoming events.

Adjournment #14/23 MOTION by Councillor Hall that, there being no further business, the Committee of the Whole meeting of January 10, 2023 be adjourned at 3:01pm.

FOR  
7 Councillors

AGAINST  
0 Councillors

CARRIED

Attached to January 10, 2023 Committee meeting minutes



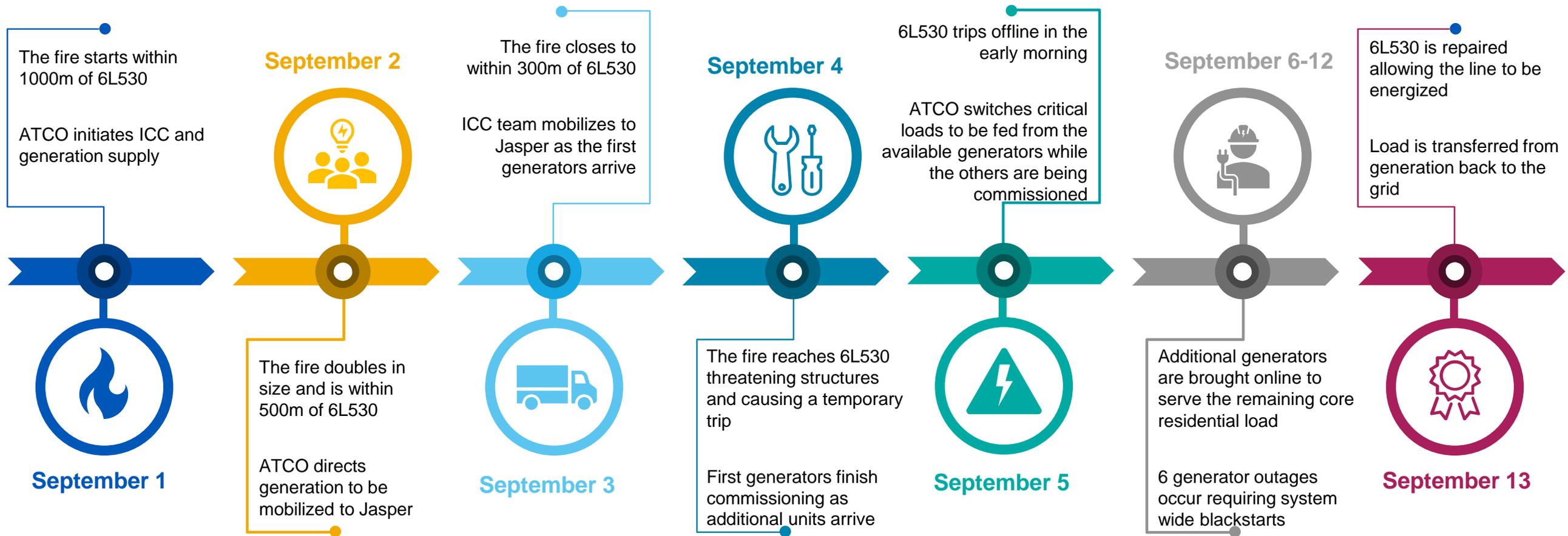
# JASPER CHETAMON WILDFIRE

# OVERVIEW

- Timeline of ATCO's Response
- Temporary Generation Plant
- Key Takeaways
- ATCO Responsibility

# TIMELINE

# TIMELINE



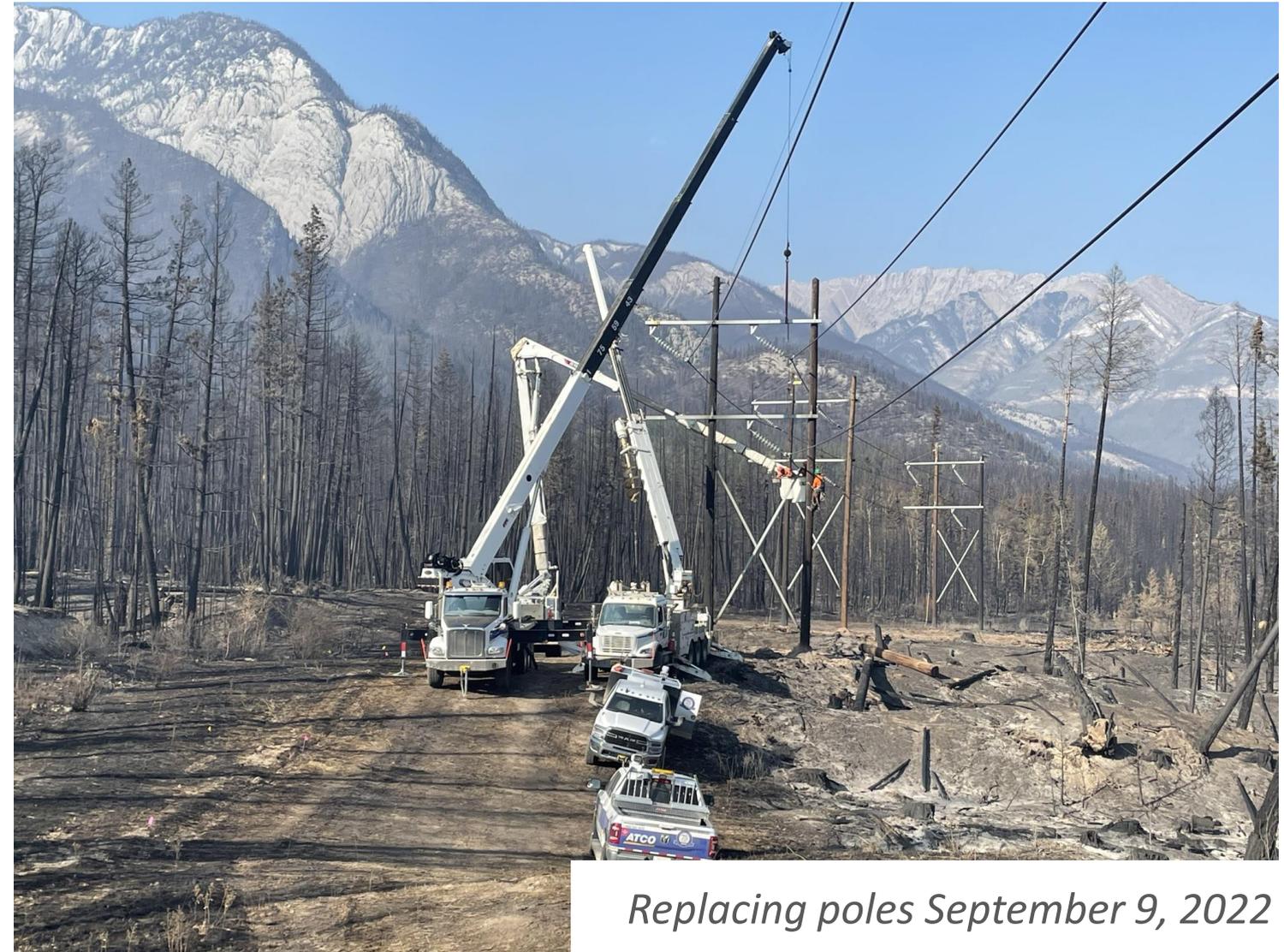
# OUTAGE SUMMARY

During the next 8 days while on generation, the following generator outages occurred

Outage	Date	Time	Load (MW)	Primary Cause
1	September 6	11:25	1.0	G2 failed on knock
2	September 7	17:58	2.9	G2 failed on knock
3	September 8	9:40	2.2	G5 mechanical failure
4	September 8	17:35	1.3	G5 coolant fault
5	September 9	10:02	2.3	G2 knock and control conflict issue
6	September 11	2:08	1.7	Fuel supply fault

# RESTORATION

- 6L530 was repaired and re-energized September 13
  - 11 Tx structures were replaced
- Town was picked up from grid system September 13
- Outlying areas were restored September 14
- Generation remained until September 28 once the fire was fully held



*Replacing poles September 9, 2022*



# TEMPORARY GENERATION PLANT

# TEMPORARY GENERATION PLANT



*Temporary Generation Plant at Sheridan 2085S  
Shown here are the site office, 5 portable generators, a  
vaporizer, and one of the LNG Fuel trailers*



*LNG Trailer, Vaporizer, and  
Manifold*

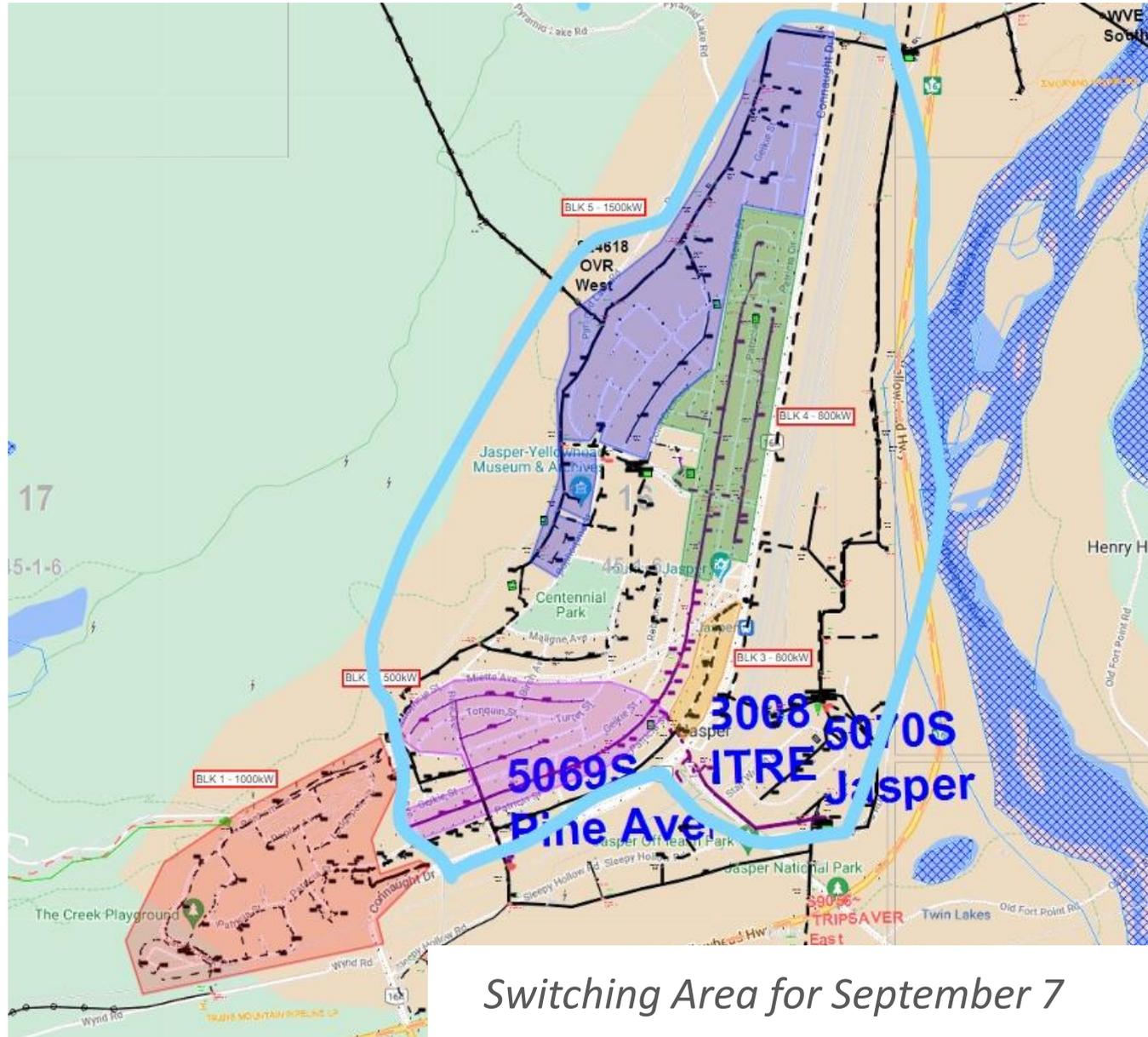
# TEMPORARY GENERATION PLANT

The temporary plant was built up over several days with the following generating units:

Generator	Nameplate (kW)	Useable (kW)	Connected Date	Notes
G1	400	320	September 4	Was replaced by G1NEW
G2	1475	1180	September 4	
G3	1200	960	September 6	
G4	1200	960	September 6	
G5	1200	960	September 6	
G6	200	160	September 6	
G1NEW	1475	1180	September 8	



# SWITCHING COMPLEXITY



## 0. Switches Open Prior to Operation

- All SCADA OVRs
- S9029
- S8138-A3B3C3
- S89218
- S108103
- S24705
- S75982-A2B2C2

## Sequence

Switch	Model Load	Reported	Closed
1. BKR 512	411 kVA	200 kVA	21:14
2. S89218	319 kVA	161 kVA	21:25
3. S9029	258 kVA	0?	21:31
4. S114077	63 kVA	60 kVA	21:35
*Sectionalizing			
5. 5070-302	388 kVA	300 kVA	21:50
6. S24705	375 kVA	306 kVA	21:54
7. S108103	291 kVA	404 kVA	22:04
8. S114078	750 kVA	650 kVA	22:18
9. S108104	515 kVA	??	22:26
*Lost the Cat but survived here; reduced capacity			
10. S8138-A3B3C3	400 kVA as one		23:08
a. S8138-A3B3C3Up to S74261			
b. S74261			
c. S74261 to S16545			
d. S16545			
			23:14
11. S114062	200 kVA (1000 if done as a single step)		
a. S75982-A2B2C2 316			
b. S75573-A1B1C1 418			
c. S75126-A2B2C1 300			

# KEY TAKEAWAYS



# STRENGTHS REALIZED

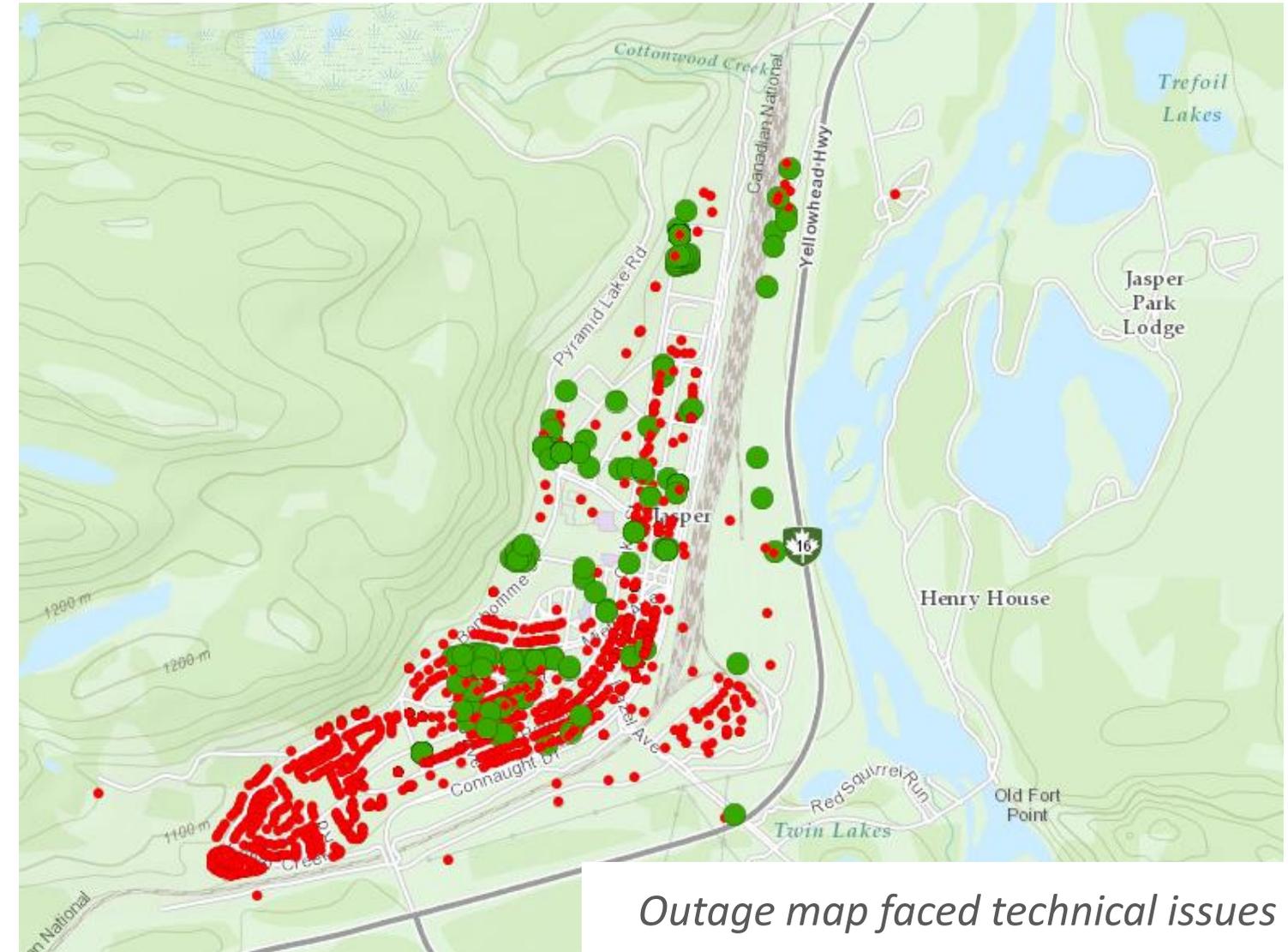
- Quick response - team, generation, material
- Right people in the IMT Roles
- Picked up critical load within 8 hours of losing the transmission line
- Experience with generation in the Park
- Repaired and re-energized the transmission line within 5 days once we had access
- Resilient line design - out of 180 structures, only 11 were replaced
- ZERO safety incidents – strong safety culture
- Communication between stakeholders
- Emergency response exercise
- ATCO representative at the Community Information Center



*Most poles withstood the fire*

# CHALLENGES FACED

- Outage map details
- ICC location in the Jasper ATCO office
- Crossover shifts
- Incident Commander conducting media scrums
- Fuel supply – LNG is a more finicky fuel than diesel and engines must be tuned to function reliably
- More load than expected under emergency conditions – added complexity and strain to system
- Multiple generation vendors required





# ATCO'S RESPONSIBILITY FOR PROVIDING SERVICE TO CUSTOMERS

# ATCO'S RESPONSIBILITY FOR PROVIDING SERVICE TO CUSTOMERS

## ATCO's Customer Terms & Conditions For Electrical Service

### ARTICLE 8 – SERVICE CONNECTION

8.1.1 - Continuous Supply The Company shall make all reasonable efforts to maintain continuity of service to its Customers, but the Company cannot guarantee an uninterrupted electricity supply.

8.1.2 Interruption Without liability of any kind to the Company, the Company shall have the right to disconnect or otherwise curtail, interrupt or reduce service to Customers:

(c) due to any other reason related to dangerous or hazardous circumstances including emergencies, forced outages, potential overloading of the Company's distribution system or Force Majeure.

From ATCO Electric Terms and Conditions at <https://electric.atco.com/content/dam/web/atco-electric/rates/atco-tandcs-customer.pdf>



**ATCO**<sup>TM</sup>

**THANK YOU**

**Municipality of Jasper Bylaw Summary**

**Updated: 1/13/2023**

	Bylaw	Date Repealed	Repeals Bylaw	Replaced by Bylaw	Scheduled date for next reading			Date Forwarded	Date Certified
					First Reading	Second Reading	Third Reading & Approval		
251	Utilities Fees Levy and Collection Bylaw 2023		243		2023-Jan-17	2023-Jan-17			
250	Supplementary Tax Bylaw 2023		242		2023-Jan-17	2023-Jan-17			
249	Supplementary Assessment of Improvements Bylaw 2023		241		2023-Jan-17	2023-Jan-17			
248	Taxation Rates Bylaw 2022		236		2022-May-17	2022-May-17	2022-June-7	2022-May-18	2022-May-19
247	Emergency Management Bylaw		162		2022-May-17	2022-May-17	2022-June-7	2022-May-18	2022-May-19
246	Commercial Use of Public Space		193		2022-May-03	2022-May-17	2022-June-7	2022-May-18	2022-May-19
245	Regional Assessment Review Board Bylaw 2022		210		2022-April-19	2022-April-19	2022-May-03	2022-April-20	2022-April 21
244	Traffic Safety Bylaw		195		2022-March-15	2022-March-15	2022-May-03	2022-Mar-17	2022-Mar-25
243	Utilities Fees Levy and Collection Bylaw 2022		232		2022-Jan-18	2022-Jan-18	2022-Feb-01	2022-Jan-20	2022-Jan-21
242	Supplementary Tax Bylaw 2022		234		2022-Jan-18	2022-Jan-18	2022-Feb-01	2022-Jan-20	2022-Jan-21
241	Supplementary Assessment of Improvements Bylaw 2022		233		2022-Jan-18	2022-Jan-18	2022-Feb-01	2022-Jan-20	2022-Jan-21
240	Connaught Utilities Local Improvement Tax Bylaw				2021-July-6	2021-Aug-17	2021-Aug-17	2021-Aug-3	2021-Aug-4
239	Connaught Utilities Borrowing Bylaw				2021-July-6	2021-Aug-17	2021-Aug-17	2021-Aug-3	2021-Aug-4
238	Temporary Compulsory Face Covering Repeal Bylaw		228, 230 & 231		2021-Jun-15	2021-Jun-15	2021-Jun-15	2021-Jun-10	2021-Jun-11
237	Rotation of Ballots Bylaw 2021		204		2021-Jun-01	2021-Jun-01	2021-Jun-15	2021-May-26	2021-May-28
236	Taxation Rates Bylaw 2021		227	248	2021-May-18	2021-Jun-01	2021-Jun-01	2021-May-26	2021-May-28
235	Code of Conduct for Elected Officials Bylaw				2021-May-18	2021-Jun-01	2021-Jun-15	2021-May-26	2021-May-28
234	Supplementary Tax Bylaw 2021		225	242	2021-Jan-19	2021-Jan-19	2021-Feb-02	2021-Jan-20	2021-Jan-22

## AGENDA ITEM 6.2

### REQUEST FOR DECISION

**Subject:** Supplementary Assessment of Improvements and Supplementary Tax Bylaws

**From:** Bill Given, Chief Administrative Officer

**Prepared by:** Natasha Malenchak, Director of Finance and Administration

**Date:** January 17, 2023

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#### Recommendation:

- That Council give first and second readings to the Supplementary Assessment of Improvement 2023 Bylaw, and;
- That Council give first and second readings to the Supplementary Tax Bylaw 2023.

#### Alternatives:

- That Council does not conduct Supplementary Assessments and Taxes for 2023.

#### Background:

On January 18, 2022, Council gave first and second readings and on February 1, 2022, gave third reading passing Bylaw #241, being the [Supplementary Assessments of Improvements 2022 bylaw](#) and Bylaw #242, being the [Supplementary Tax Bylaw 2022](#).

#### Discussion:

The Supplementary Assessment of Improvement bylaw allows the Municipality to assess property having newly constructed buildings or major additions and renovations in the same tax year as they are completed and occupied. Prior to conducting supplementary assessments inequities existed amongst properties based on the completion date of the improvements.

Without a supplementary assessment bylaw, improvements started and/or completed during 2022 would not be assessed for the 2022 tax year. This is inherently unfair and inequitable to those owners having the improvements completed by the end of 2021, since those owners would be subject to taxation on the completed project for the full 2022 tax year.

If a council passes a bylaw authorizing supplementary assessments to be prepared in respect of property, then Section 369 of the Municipal Government Act (MGA) requires council to pass a bylaw authorizing it to impose a supplementary tax in the same year as the supplementary assessment is to be done.

#### Strategic Relevance

- Pursue alternative revenue sources and equitable distribution of costs.

**Inclusion Considerations:**

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

**Relevant Legislation:**

Alberta Municipal Government Act

- Section 313 requires council to pass a bylaw before May 1st in the same year as the supplementary is to be done.
- Section 314 (3) states that a supplementary assessment must reflect the value of an improvement that has not been previously assessed or the increase in the value of an improvement since it was last assessed.
- Section 369 (1) states that If in any year a council passes a bylaw authorizing supplementary assessments to be prepared in respect of property, the council must, in the same year, pass a bylaw authorizing it to impose a supplementary tax in respect of that property.)

**Financial:**

The approval of a 2023 Supplementary Assessment of Improvement Bylaw will provide a most fair and equitable allocation of taxes between owners whether they have completed projects in 2022 or 2023.

The last 5 years of municipal tax revenue generated from Supplementary Property Taxes:

Tax Year	2018	2019	2020	2021	2022
Municipal Supplementary Levy	\$4,976	\$17,540	\$828	\$5,163	\$48,795

Estimated supplementary assessment totals are not available for 2023 supplementary tax application due to the unknown completion dates of potentially affected projects.

**Attachments:**

- Bylaw #249 - Supplementary Assessment of Improvements 2023
- Bylaw #250 - Supplementary Tax Bylaw 2023

**MUNICIPALITY OF JASPER  
BYLAW #249**

**BEING A BYLAW OF THE SPECIALIZED MUNICIPALITY OF JASPER IN THE PROVINCE OF ALBERTA TO AUTHORIZE THE SUPPLEMENTARY ASSESSMENT OF IMPROVEMENTS FOR THE TAXATION YEAR 2023.**

**WHEREAS** pursuant to the provisions of the *Municipal Government Act* (RSA 2000, cM-26), a municipality may adopt a bylaw authorizing supplementary assessments to be prepared for the purpose of imposing a tax in the same year;

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

**1. Citation**

- 1.1 This Bylaw may be cited as the "Supplementary Assessment of Improvements Bylaw 2023".
- 1.2 The Specialized Municipality of Jasper Bylaw #241 "Supplementary Assessment of Improvements Bylaw 2022" is hereby repealed.

**2. Definitions**

- 2.1 In this Bylaw:
  - 2.1.1 "*Council*" means the Council of the Specialized Municipality of Jasper;
  - 2.1.2 "*Municipality*" means the Specialized Municipality of Jasper in Jasper National Park in the Province of Alberta;

**3. Supplementary Assessment**

- 3.1 Council hereby directs the assessor for the Municipality to prepare supplementary assessments for improvements in the Municipality if such improvements:
  - 3.1.1 are completed in the year in which they are to be taxed;
  - 3.1.2 are occupied during all or any part of the year in which they are to be taxed;  
or
  - 3.1.3 are moved into the Municipality during the year in which they are to be taxed and will not be taxed in that year by another municipality.
- 3.2 The Municipality shall prepare and maintain a supplementary assessment roll within the times and in the manner set out in the *Municipal Government Act* (RSA 2000, cM-26).

**4. Severance**

- 4.1 If any section in this bylaw is found to be invalid by a court of competent jurisdiction, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.

**5. Coming into Force**

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

**READ** a first time this    day of    2023

**READ** a second time this    day of    2023

**READ** a third time and finally passed this    day of    2023

---

Mayor

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Chief Administrative Officer

**MUNICIPALITY OF JASPER  
BYLAW #250**

**BEING A BYLAW OF THE SPECIALIZED MUNICIPALITY OF JASPER IN THE PROVINCE OF ALBERTA TO AUTHORIZE THE IMPOSITION OF A SUPPLEMENTARY TAX FOR THE TAXATION YEAR 2023.**

**WHEREAS** pursuant to the *Municipal Government Act* (RSA 2000, cM-26), a municipality may authorize the imposition of a supplementary tax;

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

**1. Citation**

- 1.1 This Bylaw may be cited as the "Supplementary Tax Bylaw 2023".
- 1.2 The Specialized Municipality of Jasper Bylaw #242 "Supplementary Tax Bylaw 2022" is hereby repealed.

**2. Definitions**

- 2.1 In this Bylaw:
  - 2.1.1 "*Council*" means the Council of the Specialized Municipality of Jasper;
  - 2.1.2 "*Chief Administrative Officer*" means the individual duly appointed to that position for the Specialized Municipality of Jasper at any given time and includes any person authorized to act for and in the name of that individual;
  - 2.1.3 "*Municipality*" means the Specialized Municipality of Jasper in Jasper National Park in the Province of Alberta;

**3. Supplementary Tax**

- 3.1 Council hereby directs the Chief Administrative Officer to levy on all properties listed on the supplementary tax roll established pursuant to the Municipality's Supplementary Assessment of Improvements Bylaw 2023, taxed at the rate established in the Municipality's Tax Rate Bylaw 2023.

**4. Severance**

- 4.1 If any section in this bylaw is found to be invalid by a court of competent jurisdiction, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.

**5. Coming into Force**

- 5.1 This bylaw shall come into force and effect on the date of final passing thereof.

**READ** a first time this    day of    2023

**READ** a second time this    day of    2023

**READ** a third time and finally passed this    day of    2023

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Mayor

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Chief Administrative Officer

## AGENDA ITEM 6.3

### REQUEST FOR DECISION

**Subject:** 2023 Utility Fees Levy and Collection Bylaw  
**From:** Bill Given, Chief Administrative Officer  
**Prepared by:** Natasha Malenchak, Director of Finance and Administration  
**Reviewed by:** Emma Acorn, Legislative Services Coordinator  
**Date:** January 17, 2023

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#### **Recommendation:**

That Council give first and second readings to the 2023 Utility Fees Levy and Collection Bylaw.

#### **Alternatives:**

- That Council give first reading to the 2023 Utility Fees Levy and Collection Bylaw and;
- Provide amendments prior to second and third readings.

#### **Background:**

The Utility Fees Levy and Collection Bylaw is amended on annual basis to reflect adjustments in rates and/or to address technical matters. In the approved 2023 budget total utility expenses are \$6,881,409. Of this amount \$5,709,679 will be collected from levies and the remaining amounts are collected by bulk sales or dumping.

Conversations held by administration and council during budget encompassed changes in all utility service areas. Reflected in the 2023 Bylaw are:

- Solid waste increase of 15% mostly due to increase in transfer to reserves for the WYRMA contribution to capital);
- Recycling saw an overall increase of 39% due to increases in contracted services to keep up to the commercial demand;
- Water levies will remain the same in 2023 since capital increases were offset by a transfer from reserves from prior year planned debenture that did not end up being necessary, and;
- Sewer increases were felt in capital for the 5-year plan of increased transfers to reserves for asset management and slight increase in connection due to having increases in contracted services.

#### **Discussion:**

Facing the increased costs in recycling, at budget Council raised the question about equity in the recycling rates. Following the budget presentation administration undertook a review of the issue by collecting more data on the recycling program.

Operations has indicated that over the peak summer season it can see an increase in recycling volumes of up to 88% above what is observed during typical off-peak months. The increase in demand is a direct result of added commercial service in busier months as the food and beverage, grocery and hospitality sectors all see increased traffic. Increased sales in these sectors drive increased volumes of cardboard, plastics and tin. As a result of this review a new commercial rate for recycling has been incorporated into the 2023 bylaw. The approach of having distinct residential and commercial rates is consistent with the municipality's approach to garbage collection.

The proposed rates for 2023 and their impact on customers are presented below.

			Per 2 Month Billing Period				Annual	
m3	Water	Sewer	Average m3	2022	2023	Change	Change	Example Property Type
Tier 1	\$0.68	\$2.00	20	\$161.93	\$167.73	\$5.79	\$34.76	Residential
Tier 2	\$0.70	\$2.20	53	\$699.30	\$728.27	\$28.97	\$173.80	Small Commercial
Tier 3	\$0.77	\$2.72	210	\$1,605.56	\$1,665.31	\$59.75	\$358.49	Med Commercial
Tier 4	\$0.90	\$3.35	1543	\$7,270.81	\$7,330.56	\$59.75	\$358.50	Large Commercial

	2022	per	per year	2023	per	per year	Change per	Change per year
<b>SEWER</b>								
Connection <=1"	\$13.86	billing	\$83.16	\$14.05	billing	\$84.31	\$0.19	billing \$1.15
Connection =1.5"	\$72.07	billing	\$432.43	\$73.07	billing	\$438.44	\$1.00	billing \$6.01
Connection >1.5"	\$108.11	billing	\$648.65	\$109.61	billing	\$657.65	\$1.50	billing \$9.00
Capital <=1"	\$25.33	meter/billing	\$152.00	\$31.13	meter/billing	\$186.78	\$5.80	meter/billing \$34.78
Capital =1.5"	\$126.67	meter/billing	\$760.00	\$155.63	meter/billing	\$933.80	\$28.97	meter/billing \$173.80
Capital >1.5"	\$224.83	meter/billing	\$1,349.00	\$276.25	meter/billing	\$1,657.50	\$51.42	meter/billing \$308.50
<b>WATER</b>								
Connection <=1"	\$27.81	billing	\$166.84	\$27.61	billing	\$165.69	-\$0.19	billing -\$1.15
Connection =1.5"	\$144.60	billing	\$867.57	\$143.59	billing	\$861.56	-\$1.00	billing -\$6.01
Connection >1.5"	\$216.89	billing	\$1,301.35	\$215.39	billing	\$1,292.35	-\$1.50	billing -\$9.00
Capital <=1"	\$41.33	meter/billing	\$248.00	\$41.33	meter/billing	\$247.98	\$0.00	meter/billing -\$0.02
Capital =1.5"	\$206.67	meter/billing	\$1,240.00	\$206.67	meter/billing	\$1,240.00	\$0.00	meter/billing \$0.00
Capital >1.5"	\$366.83	meter/billing	\$2,201.00	\$366.83	meter/billing	\$2,201.00	\$0.00	meter/billing \$0.00

		Per 2 Month Billing Period			Annual	
Utility		2022	2023	Change	Change	Example Property Type
Garbage		\$57.34	\$65.98	\$8.64	\$51.85	Residential
Recycling		\$31.83	\$31.83	\$0.00	\$0.00	
Garbage		\$304.70	\$350.62	\$45.92	\$275.51	Commercial
Recycling		\$31.83	\$116.67	\$84.83	\$508.99	

The 2023 Utility Fees Levy and Collection Bylaw contains rates that will meet provide the revenue required to operate the municipal utilities, and;

- Guarantees that the core fixed costs of operating the system are covered, regardless of consumption, though the stability of the Connection charge component.

- Encourages conservation by providing financial motivation for large volume consumers to take active steps to reduce consumption through tiered Consumption rates.
- Supports equity by ensuring that those who consume more and/or generate a personal gain through commercial consumption contribute more to supporting the costs of the system.
- Advances asset management and reinvestment into water and wastewater infrastructure by beginning a 5-year phase in to meet recommendations from the 2017 Asset Management Study.
- Increases transparency and helping users understand the infrastructure replacement needs of the system through Capital charges.

**Strategic Relevance:**

Environment

- Include an environmental lens into our decision making and operational plans.

Organizational Excellence:

- Ensure residents receive quality service that provides strong value for dollar.
- Proactively plan for and invest in the maintenance and management of our natural assets and built infrastructure.
- Pursue alternative revenue sources and equitable distribution of costs.

**Inclusion Considerations:**

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

**Relevant Legislation:**

- Utility Fees Levy and Collection Bylaw (#243)

**Financial:**

Rates to be advertised in upcoming November/December 2022 utility notice and would effectively change to begin January 1, 2023.

**Attachments:**

- Bylaw #251

**MUNICIPALITY OF JASPER  
BYLAW #251**

**BEING A BYLAW OF THE SPECIALIZED MUNICIPALITY OF JASPER IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE LEVYING AND COLLECTION OF FEES FOR THE PROVISION OF WATER, SEWER, SOLID WASTE AND RECYCLING SERVICES IN 2023.**

**WHEREAS** the *Municipal Government Act* (RSA 2000, cM-26) authorizes a municipality to operate a water system as a public utility for the purpose of supplying and distributing water to customers in the Municipality and, subject to Council approval, to customers outside the Municipal boundaries;

**AND WHEREAS** the *Municipal Government Act* authorizes a municipality to pass a bylaw respecting public utilities and services provided by the municipality;

**NOW THEREFORE** the Council of the Specialized Municipality of Jasper, in the province of Alberta, duly assembled, enacts:

**1.0 Citation**

- 1.1 This bylaw may be cited as the "Utility Fees Levy and Collection Bylaw 2023".
- 1.2 This bylaw rescinds Bylaw #243 "Utility Fees Levy and Collection Bylaw 2022".

**2.0 Definitions**

- 2.1 In this bylaw
- 2.1.1 "apartment building" shall mean a single building comprised of three or more dwelling units, not including secondary suites with shared entrance facilities, where none of the dwelling units are rented or available for rent or occupation for periods less than 30 days;
- 2.1.2 "apartment unit" shall mean a dwelling unit in an apartment building;
- 2.1.3 "black water" shall mean de-watered or partially de-watered sludge forming a semi-liquid mass and includes accumulated settled solids deposited in holding tanks, pit latrines, sewage lagoons and septic tanks;
- 2.1.4 "bulk water" shall mean water obtained from the water system by truck, tanker or similar means, and at such times and locations as may be designated by the CAO;
- 2.1.5 "chief administrative officer" (CAO) means the chief administrative officer of the Municipality of Jasper or designate;
- 2.1.6 "dwelling unit" shall mean one or more rooms connected as a separate unit in the same structure and constituting an independent unit for residential occupancy by a household with facilities to sleep, cook and eat, and with its own sanitary facilities;
- 2.1.7 "community non-profit rate" shall mean the community non-profit rate specified in **Schedule 1** which shall apply to:
- 2.1.7.1 Parcel R9, Lot 2 (Jasper United Church);
- 2.1.7.2 Parcel C (St. Mary and St. George's Anglican Church);
- 2.1.7.3 Block A, Lot 1 (Our Lady of Lourdes Catholic Church);
- 2.1.7.4 Block 18, Lot 14 (Jasper Lutheran Church);
- 2.1.7.5 Block 26, Lot 13 (Jasper Pentecostal Church);
- 2.1.7.6 Block 4, Lots 19-20 (Jasper Baptist Church);
- 2.1.7.7 Block 5, Lot 4 (Jasper Park Chamber of Commerce, Robson House);
- 2.1.7.8 Parcel A, Lots 3A and 4A (Jasper-Yellowhead Historical Society);
- 2.1.7.9 Block 36, Lots 31 and 32 (Jasper Municipal Library);
- 2.1.7.10 Athabasca Park (Parks Canada Administration Building),
- 2.1.7.11 Un-surveyed lot known as Parcel U-124 (Friends of Jasper National Park and public washroom building), and
- 2.1.7.12 Block 5, Lots 5 and 6 (Tourism Jasper Jackman House)
- 2.1.8 "grey water" shall mean the fouled water supply of residences and businesses, and includes water-carried human wastes;

- 2.1.9 "leaseholder" shall mean a grantee or a person or other legal entity holding a valid lease or licence of occupation with the federal Crown for the use or occupation of land in Jasper National Park, and shall mean Canadian National Railway in respect of lots or land parcels held by Canadian National Railway, and shall mean Jasper National Park of Canada in respect to lots or land parcels held by the Crown;
- 2.1.10 "multi-unit dwelling" means one or more single buildings designed to contain three or more dwelling units not including secondary suites where none of the dwelling units are rented or available for rent or occupation for periods of less than 30 days;
- 2.1.11 "Municipality" shall mean the Municipality of Jasper;
- 2.1.12 "sewer system" shall mean the sanitary sewer system owned and operated by the Municipality and all accessories and appurtenances thereto, and shall include the wastewater treatment plant;
- 2.1.13 "water meter" shall mean a device designated and installed by the Municipality in each water service for the purpose of measuring water volume, and
- 2.1.14 "water system" shall mean the water system owned and operated by the Municipality of Jasper and all accessories and appurtenances thereto.
- 2.1.15 "zone" shall mean a zone established by a planning regime.

### 3.0 Water Rate

- 3.1 Every leaseholder of a lot or land parcel in the Municipality that is connected to the water system shall pay a water charge calculated by multiplying the volume in cubic meters of water consumed by the rate in **Schedule 1**.
- 3.2 The volume of water consumed will be measured by a water meter.

### 4.0 Combined Water and Sewer Rate

- 4.1 Every leaseholder of a lot or land parcel in the Municipality that is connected to both the water and the sewer systems shall pay a sewage charge calculated by multiplying the volume in cubic meters of water consumed by the rate in **Schedule 1**. The equivalent combined rate would be the sum of the water rate and the sewage rate.
- 4.2 The volume of sewage is calculated as being equal to the volume of water consumed by that leaseholder. The volume of water consumed will be measured by a water meter.

### 5.0 Sewer Rate (not connected to Municipal water supply)

- 5.1 Every leaseholder of a lot or land parcel in the Municipality that is connected solely to the sewer system shall pay a sewage charge calculated as a percentage of the annual operating cost of the Jasper wastewater treatment plant equal to the volume of sewage that leaseholder contributes to the wastewater treatment plan expressed as a percentage of total flows received at the plant.
- 5.2 Every leaseholder to whom section 5.1 applies shall provide a means approved by the Municipality of measuring the volume in cubic meters of sewage entering the sewer system from the leaseholder's lot or land parcel.

### 6.0 Trucked Waste

- 6.1 Every leaseholder of a lot or land parcel in the Municipality that is not connected to either the water or the sewer system shall pay a sewage charge as per **Schedule 1**:
- 6.1.1 for each cubic meter of grey water deposited in the sewer system; and
- 6.1.2 for each cubic meter of black water deposited in the sewer system.
- 6.2 Every leaseholder to whom section 6.1 applies shall establish and maintain a municipal sewage account and the Municipality shall charge the service fee specified in **Schedule 1** for the establishment of the account.

- 6.3 Every leaseholder to whom section 6.1 applies who deposits grey water or black water sewage into the sewer system at any time when a member of the operating staff of is not present at the plant, and whose deposit results in a circumstance requiring the presence of a member of the operating staff, the Municipality shall charge the leaseholder the wastewater treatment plant call-out fees specified in **Schedule 1**.

## 7.0 Bulk Water

- 7.1 Every hauler of bulk water shall pay bulk water fees calculated as the volume of water obtained from the water system multiplied by the water rate specified in section 3.1 except that the minimum invoice for every such hauler shall be as per **Schedule 1** for every billing period during which such hauler purchased bulk water from the Municipality.
- 7.2 Every purchaser of bulk water not having an existing municipal bulk water account shall establish such an account and the Municipality shall charge the service fee specified in **Schedule 1** for the establishment of the account.

## 8.0 Solid Waste

- 8.1 The Municipality shall, with respect to every leaseholder of a lot or parcel located in the Municipality, charge the fees specified in **Schedule 1** for solid waste collection.
- 8.2 In the event the Parks Canada Agency increases the fees charged to the Municipality for the provision of solid waste services, the CAO may increase the fees specified in **Schedule 1** to the extent necessary to recoup those increased costs. The revised fees shall be advertised by the Municipality.
- 8.3 The Municipality shall establish a daily solid-waste collection schedule ensuring that solid waste collection is normally completed no later than 1:00 p.m. of each operating day. If an extra pickup is required on any operating day it shall be subject, in addition to the fees prescribed in section 10.1 herein, to the off-schedule surcharge specified in **Schedule 1**.
- 8.4 Every leaseholder of an institutional lot or parcel in the Municipality shall pay solid waste fees at the commercial rate specified in **Schedule 1** unless such zone or parcel:
- 8.4.1 is listed in section 2.1.7 as subject to the community non-profit rate; or
  - 8.4.2 is used solely for residential purposes, in which case solid waste fees shall be levied in accordance with the character of such use; and
  - 8.4.3 no water, sewer or solid waste accounts shall be levied in respect of Parcel CA.

## 9.0 Parks Canada Agency

- 9.1 The Parks Canada Agency shall pay water, sewer and solid waste charges on properties it uses and occupies within the Municipality as though it were a leaseholder.
- 9.2 The Municipality shall, in respect to its lots or land parcels in Jasper National Park of Canada outside the Municipality that are not connected to either the water or the sewer system, levy a sewage charge for each cubic meter of sewage deposited in the sewer system calculated at 0.8 multiplied by the per cubic meter trucked waste charge specified in section 6.1.
- 9.3 Occupants of Parks Canada Agency lands zoned "R1", "R2", "R3" or "R4" shall pay the solid waste charges specified in **Schedule 1** unless the Municipality is requested in writing by the Parks Canada Agency to direct such accounts elsewhere.
- 9.4 Parcel GJ shall be exempt from solid waste fees.

## 10.0 Recycling Fee

- 10.1 Every leaseholder of a lot or parcel upon whom the Municipality levies fees for solid waste collection shall also be charged the recycling fee specified in **Schedule 1** which fee shall be contributed to recycling operating budgets.

- 10.2 Every leaseholder referred to in section 10.1 and who is the subject of more than one solid waste account with the Municipality shall pay the recycling fee with respect to each of their solid waste accounts.

## 11.0 Accounts

- 11.1 Accounts shall be rendered to the leaseholder, except that:
- 11.1.1 water charge accounts shall be rendered to the tenants of rental dwelling units upon lands which are zoned R3 in respect to which:
- 11.1.1.1 each dwelling unit is serviced by an individual water meter;
- 11.1.1.2 not less than 10 rental dwelling units are located within a single leasehold; and
- 11.1.1.3 the leaseholder has provided to the Municipality current postal addresses for the tenants of the rental dwelling units and has requested in writing the accounts be sent to those addressed; and
- 11.1.1.4 the Municipality shall hold the leaseholder fully and entirely responsible for the payment of such accounts in the event the Municipality's reasonable efforts to collect such accounts prove unsuccessful.
- 11.2 water charge accounts shall be rendered to the tenants of rental dwelling units upon lands which are zoned CV-2, CO, CP, or CN.
- 11.2 Accounts shall be due and payable to the Municipality when rendered. Failure to receive an account shall not affect the liability to pay the account.
- 11.3 Utility Service Charges, shall constitute a debt to the Municipality which may be recovered:
- a. By transferring the Outstanding Balance to the Tax Roll of the property owner, or
- b. By action in any Court of competent jurisdiction, or
- c. By distress upon and seizure of the goods and chattels of the person owing such rates or charges wherever they may be found in the Municipality.
- 11.3.1 Utility Service Charges, which are six (6) months in arrears will be transferred to Property Taxes and a \$50.00 Administration fee will be added to the account in the event of a transfer to Property Taxes.
- 11.4 The Municipality may terminate water services to any leaseholder when their municipal utility service charges are in arrears by 60 days or more from the rendering of the account.
- 11.5 When a new account is established the Municipality shall charge the leaseholder the administration fee specified in **Schedule 1** for the establishment of the account.
- 11.6 For any services requested on or after June 1, 2009, a tenant to which section 11.1.2 applies, shall pay the Municipality the non-interest-bearing deposit specified in **Schedule 1**. The deposit shall be:
- 11.6.1 held on deposit by the Municipality for the full period for which services are delivered to the tenant; and
- 11.6.2 applied to any outstanding service account balance at the conclusion of the full period in which water services are delivered to the depositor or in the event no outstanding account balance exists, returned to the depositor.

## 12.0 Penalties

- 12.1 The penalty for late payment of service accounts shall be 2% per month (26.82% per annum) beginning on the 31<sup>st</sup> day after the rendering of the account.

**13.0 Severance**

13.1 If any section in this bylaw is found by a court of competent jurisdiction to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.

**COMING INTO FORCE**

This bylaw shall come into force on the date of final passing thereof.

**READ** a first time this    day of            2023.

**READ** a second time this    day of            2023.

**READ** a third and final reading this    day of            2023.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

**Schedule 1**

	1-Jan-23	per	per year
<b>GARBAGE</b>			
Garbage Residential In Town	\$65.98	billing	\$395.91
Garbage Commercial In Town	\$350.62	billing	\$2,103.73
Duplex - 1 side/Condo's/Row House	\$52.78	billing	\$316.69
Duplex - Both Sides (G03 x 2)	\$105.56	billing	\$633.38
Garbage S Block - Industrial Park	\$51.56	billing	\$309.37
Community Non-Profit Rate	\$62.44	billing	\$374.66
Garbage Fees - Four Plex (G03 x 4)	\$211.13	billing	\$1,266.76
Additional Garbage Pick-Ups	\$90.84	additional	
Multi-dwelling district lot - apartment building, per apartment	\$29.69	billing	\$178.13
Multi-dwelling district lot - Per multi-unit dwelling	\$51.00	billing	\$306.03
Additional Garbage Pick ups or self dumping	\$23.99	cubic yard	
Commercial off-schedule surcharge per pick up <sup>2</sup>	\$23.99	pick up	
Additional pick up of solid waste not stored in solid waste container	\$148.86	hour	
<b>RECYCLING</b>			
Recycle Fee - Residential	\$31.83	billing	\$191.01
Recycle Fee - Non-Residential	\$116.67	billing	\$700.00
Recycle Fee Duplex (RECY01 x 2)	\$63.67	billing	\$382.02
<b>SEWER</b>			
Sewer Consumption (0-35 m3)	\$2.00	cubic meter	
Sewer Consumption (35-65 m3)	\$2.20	cubic meter	
Sewer Consumption (66-500 m3)	\$2.80	cubic meter	
Sewer Consumption (501+ m3)	\$3.45	cubic meter	
Connection <=1"	\$14.05	billing	\$84.31
Connection =1.5"	\$73.07	billing	\$438.44
Connection >1.5"	\$109.61	billing	\$657.65
Capital <=1"	\$31.13	meter/billing	\$186.78
Capital =1.5"	\$155.63	meter/billing	\$933.80
Capital >1.5"	\$276.25	meter/billing	\$1,657.50
Trucked grey water	\$12.24	cubic meter	
Trucked black water	\$19.35	cubic meter	
WW Call out for first 3 hours	\$340.05	1st 3 hrs	
WW Call out for every hour exceeding 3 hours	\$113.35	hr over 3 hrs	
WW Service fee (section 6.2, 7.2)	\$94.46	account	
<b>WATER</b>			
Water Consumption (0-35 m3)	\$0.68	cubic meter	
Water Consumption (35-65 m3)	\$0.70	cubic meter	
Water Consumption (66-500 m3)	\$0.85	cubic meter	
Water Consumption (501+ m3)	\$1.10	cubic meter	
Connection <=1"	\$27.61	billing	\$165.69
Connection =1.5"	\$143.59	billing	\$861.56
Connection >1.5"	\$215.39	billing	\$1,292.35
Capital <=1"	\$41.33	meter/billing	\$247.98
Capital =1.5"	\$206.67	meter/billing	\$1,240.00
Capital >1.5"	\$366.83	meter/billing	\$2,201.00
Bulk Water Minimun (section 7.1)	\$76.76	billing	
Water Service Deposit (section 11.6)	\$200.00	account	
<b>GENERAL</b>			
Administration Fee (section 11.3.1 and 11.5)	\$50.00	transaction	

## AGENDA ITEM 6.4

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE MUNICIPALITY OF JASPER (MOJ)  
AND  
THE JASPER COMMUNITY TEAM SOCIETY (JCTS)

### OBJECTIVE:

This memorandum of understanding clarifies and formalizes the relationship between the Municipality of Jasper's Community Development Department and the Jasper Community Team Society.

### DEFINITIONS:

MOU: Memorandum of Understanding

MOJ: Municipality of Jasper

CD: Community Development

JCT: Jasper Community Team

JCTS: Jasper Community Team Society

Board: Board of Directors for the Jasper Community Team Society

Chair, Co-Chairs: Executive roles of the JCTS

### THE MUNICIPALITY OF JASPER:

The Municipality of Jasper's Community Development department engages community members, social service agencies, the private, public and non-profit sectors in identifying social trends and priorities through participation in the Jasper Community Team and its Community Conversations.

The JCT Society board members and/or society administrator participate in Community Conversations in order to get a sense of what social issues or trends are impacting residents.

### THE JASPER COMMUNITY TEAM SOCIETY:

The Jasper Community Team Society (JCTS) is a registered non-profit charity that is governed by a board of directors made up of members of the public.

As a registered non-profit charity, the JCTS is required to operate in accordance with the Societies Act.

The JCTS exists to augment and enhance the services, programs, and initiatives collaboratively developed by the Jasper Community Team and administered by the Municipality of Jasper's Community Development department.

The JCTS is able to apply for grant funding that is not accessible to the Municipality of Jasper in order to implement programs, events or initiatives that address social issues in Jasper.

#### THE RELATIONSHIP:

Responsibility for managing and sustaining the relationship between the MOJ and the JCTS rests with the Director of Community Development (CD) and the Chair or Co-Chairs of the JCTS.

#### CONFLICT OF INTEREST:

CD staff with the MOJ will not serve on the board of directors of the JCTS. If MOJ employees outside of the CD department wish to serve on the board of directors of the JCTS, they may apply as an individual.

#### COMMUNICATION:

All communication between the MOJ and the JCTS goes between the Director of CD and the Chair or Co-Chairs of the JCTS.

The Director of CD shares the monthly department report with the JCTS Chair or Co-Chairs for dissemination to the rest of the board.

Any and all requests for funding from the JCTS for CD go through the Director of CD and utilize the format agreed upon together by the MOJ and JCTS.

Any CD issues that require consideration at a regular JCTS board meeting will be conveyed to the JCTS Chair or Co-Chairs by the Director of CD.

Any JCTS issues that require consideration by the CD department will be conveyed to the Director of CD by the Chair or Co-Chairs.

The JCTS Chair or Co-Chairs will undertake communications relevant to the provisions of this agreement with respect to the Board and contractors.

The Director of CD will undertake communications relevant to the provisions of this agreement with respect to Council and Municipal staff.

Communication between JCTS Contractors (i.e. Santos Anonymous Coordinator) and MOJ staff (i.e. Community Outreach Services Outreach Workers) necessary for program delivery will be accommodated with the approval of the CD Director and Chair or Co-chairs of the JCTS.

In applying for grant funding as the JCTS, CD and the JCTS will work together to ensure that the application, financial tracking, record keeping, and grant reporting will be accomplished with cooperation and communication from both parties to ensure that the intended purpose and requirements of the grants are fulfilled.

#### MUNICIPAL CONTRIBUTION:

The MOJ provides access to insurance coverage for the JCTS through the MOJ's insurance provider.

The CD department will provide a location for the JCTS records to be stored and for basic administrative processes to be accomplished.

The MOJ will appoint a member of Council to be an ad hoc non-voting representative to the JCTS each year, as described in the JCTS Bylaws.

THE JCTS RESPONSIBILITIES:

The JCTS is solely responsible for its operations including, but not limited to, the following:

1. Determining the composition of its Board in accordance with the Societies Act and bylaws;
2. Applying for and receiving grant funding for its own operation;
3. Ensuring its Society status is maintained;
4. Providing annual financial reports as required;
5. Providing reports to funding agencies as required; and
6. Hiring, supervising and dismissing Jasper Community Team Society contractors.

LIABILITY:

The Municipality accepts no financial or operational liability for the Jasper Community Team Society. The Jasper Community Team Society accepts no financial or operational liability for the Municipality of Jasper.

AMENDMENT:

The provisions of this MOU may be amended with the written consent of both parties.

TERM AND RENEWAL:

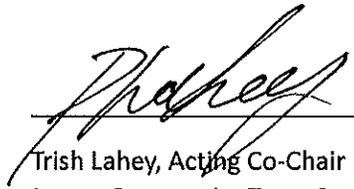
This Memorandum of Understanding will be effective on \_\_\_\_\_ and will remain in effect for a period of \_\_\_ years, expiring on \_\_\_\_\_.

This MOU may be renewed with the written consent of both parties.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ in the year of \_\_\_\_\_

\_\_\_\_\_

Richard Ireland, Mayor,  
Municipality of Jasper

  
\_\_\_\_\_

Trish Lahey, Acting Co-Chair  
Jasper Community Team Society

## AGENDA ITEM 6.5

**Policy Title:** COMMUNITY & ECONOMIC DEVELOPMENT FUND

**Policy #:** B-117

**Effective Date:** yy – mm - dd

**Date adopted by Council:** yy – mm - dd



### 1. POLICY STATEMENT

The Municipality of Jasper is committed to providing funding support to projects that help build community capacity.

The Municipality of Jasper's Community & Economic Development (CED) Fund provides financial support to projects that fit into one of the below streams:

#### **STREAM A: Community Development**

- Build community connection
- Promote community health and wellbeing
- Advance environmental stewardship

#### **STREAM B: Economic Development**

- Develop entrepreneurial skills
- Develop employment skills
- Increase jobs or businesses

### 2. SCOPE

The Community and Economic Development Fund supports projects that occur within the Municipality of Jasper.

### 3. STANDARDS

The CED Fund may award a total of up to \$10,000 per year.

All funding requests will be presented to Committee of the Whole and require a motion of Council for final approval.

All funding will be aligned with Council Policy [F-104 Relationships with External Groups](#)

### APPLICANTS

Funding will be granted to organizations that meet these requirements and follow these practices:

- Registered as a non-profit organization
- Operated in a non-discriminatory manner, as set out by the Municipality's [Equity, Diversity and Inclusion policy \(E-015\)](#) and the Alberta Human Rights Act
- Governed by a democratically elected Board of Directors
- Efficient, effective and fiscally responsible
- In good financial standing with the Municipality of Jasper

The following types of organizations/programs are *ineligible* for funding:

- For-profit organizations or ventures
- Non-profit organizations sponsoring for-profit organizations
- Organizations with a partisan political affiliation, or which participate in partisan political activities at the federal, provincial, or municipal level
- Organizations which act primarily as a funding source for other groups
- Faith-based organizations where the services/activities include the promotion and/or required adherence to a specific faith
- Organizations whose programs fall within the legislated mandate of other governments or municipal departments
- Provincial, national, or international organizations which do not have an active local chapter in Jasper
- Organizations with objectives which are inconsistent with Council's commitment to diversity, inclusion, human rights and basic human dignity

## **PROJECT ELIGIBILITY**

To qualify for funding, applicants must demonstrate:

- How their initiative contributes to community or economic development in Jasper
- How they have removed barriers to accessing their proposed project for groups at risk of exclusion (lower income, youth, older adults, immigrants, visible minorities, individuals with diverse abilities, etc.) using the inclusion tool included in the application package
- How they have helped build capacity to sustain project outcomes beyond the funding period

Applicants that can show additional funding sources, or in-kind contributions from other groups, will receive more favorable consideration in the evaluation.

## **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**

**Barrier** – an obstacle that prevents someone from movement or access. There are different types of barriers (physical, geographical, technological, motivational, language etc.).

**Community Capacity** - the ability of a community, its people and organizations, to solve problems and improve or maintain certain conditions.

**Community connection** – a sense of belonging to something bigger than oneself. Social connection between and among community members strengthens community connection.

**Community health** – the physical, mental, emotional wellbeing of people in a specific geographic region.

**Employment skills** – including things like communication, motivation and initiative, leadership, dependability, teamwork, patience, adaptability, language or technical training.

**Entrepreneurial skills** – various skillsets such as leadership, business management, time management, creative thinking, problem solving.

**Environmental stewardship** – the responsible use and protection of the natural environment through active participation in conservation efforts.

**Inclusivity** – providing equal access to opportunities and resources for people who might otherwise be excluded.

**Jobs or businesses** – refers to new positions, new types of work or new ventures entirely.

**Mainstream** – refers to what's viewed by most people as 'normal'. In the context of the economy, it would be the common or accepted direction of economic activity or influence.

**Marginalized groups** – groups and communities that experience discrimination and/or social, political or economic exclusion because of unequal power.

DRAFT

## AGENDA ITEM 6.6

### Human Resources Committee Terms of Reference

#### 1. Purpose & Responsibilities of the Committee

- 1.1. To deal with matters relating to; Council's role as employer of the Chief Administrative Officer (CAO)
  - 1.1.1. Reviewing and providing input in to the CAO's Performance Plan
  - 1.1.2. Evaluating the CAO's performance relative to the Performance Plan.
  - 1.1.3. Conducting the CAO's annual formal review and evaluation.
  - 1.1.4. Establishing any other processes the committee shall determine to be useful in evaluating the CAO's performance.
  - 1.1.5. Providing recommendations to Council with respect to the CAO's performance and any resulting merit pay considerations.
  - 1.1.6. Reviewing and discussing other matters related to performance management of the CAO.
  - 1.1.7. Recommending to Council processes related to CAO recruitment and hiring.
- 1.2. To deal with matters relating to; public member appointments to Municipal committees
  - 1.2.1. Reviewing applications for public appointments to municipal boards, committee or taskforces.
  - 1.2.2. Recommending individuals for public appointments to Council.
- 1.3. To deal with any other matters referred to it by Council

#### 2. Membership

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

#### 3. Quorum and Voting

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

#### 4. Meetings & Minutes

- 4.1. The committee will meet at least 4 times per year.
- 4.2. Meetings shall not exceed 1.5 hours in length unless the members present unanimously consent to an extension. If an extension is not approved, any remaining agenda items will be considered at the next regular meeting or at a special meeting called to complete the business.
- 4.3. As provided or in the Municipal Government Act and the Freedom of Information and Protection of Privacy Act, all meetings of the HR committee shall be considered "in-camera".
- 4.4. Notice of all meetings shall be given to all Council members 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 Human Resources Manager and or the Legislative Services Coordinator.

**6. Reporting Relationship**

6.1. The committee shall act in an advisory capacity to Council, recognizing that Council as a whole acts as the employer of the CAO;

6.2. The committee will recommend items to Council for consideration and action.

**7. Terms of Reference**

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

Dated at Jasper, Alberta this \_\_\_\_\_ of \_\_\_\_\_, 2023  
(day) (month)

\_\_\_\_\_  
Mayor