

Municipality of Jasper
Committee of the Whole Meeting Agenda
September 12, 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 Damota to chair meeting

2. Additions to agenda

3. Approval of agenda

3.1 September 12, 2023 Committee of the Whole agenda attachment

4. August 22, 2023 Committee of the Whole minutes 4.1 attachment

Business arising from minutes

5. Delegations

6. Correspondence

7. New business

7.1 S-Block Parking 2023, Winter Seasonal Service attachment

7.2 Active Transportation Feasibility Study attachment

7.3 Recreation Access Policy attachment

7.4 Behaviour in Municipal Facilities Policy attachment

7.5 Early Learning and Child Care Action Plan attachment

7.6 Alberta Municipalities Resolutions 2023 verbal

7.7 2022 Year End Surplus Reserve Transfers attachment

8. Motion Action List attachment

9. Councillor upcoming meetings

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

10. Upcoming events

The Resilience Institute Public Engagement & Information Session – September 20, Quorum Room,
Jasper Library & Cultural Centre

2nd Annual Hinton Energy Festival – 3:30-8pm, September 22, Hinton PATH, 821 Switzer Drive

Alberta Tourism Advocacy Summit, September 25, Calgary Telus Convention Centre

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

Municipality of Jasper
Committee of the Whole Meeting Agenda

September 12, 2023 | 9:30 am

Jasper Library & Cultural Centre – Quorum Room

Jasper Park Chamber of Commerce AGM – 5:30pm, September 27, Pyramid Lake Lodge

Alberta Municipalities' Convention & Trade Show – September 27-29, Edmonton Convention Centre

Jasper's Dark Sky Festival – October 13-22

11. Adjournment

Municipality of Jasper
Committee of the Whole Meeting Minutes
 Tuesday, August 22, 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 Helen Kelleher-Empy, Councillors Kathleen Waxer, Wendy Hall, Rico Damota, and Ralph Melnyk | | |
| Absent | Councillor Scott Wilson | | |
| Also present | Bill Given, Chief Administrative Officer Christine Nadon, Director of Protective & Legislative Services John Greathead, Director of Operations & Utilities Natasha Malenchak, Director of Finance & Administration Mathew Conte, Jasper Fire Department Fire Chief Lisa Riddell, Community Development Manager Emma Acorn, Legislative Services Coordinator Kim Stark, Jasper resident Peter Shokeir, The Fitzhugh 3 observers | | |
| Call to Order | Deputy Mayor Kelleher-Empy called the August 22, 2023 Committee of the Whole meeting to order at 9:30am and began with a Traditional Land Acknowledgement . | | |
| Additions/deletions to the agenda | Councillor Melnyk requested that Committee add the following item to the agenda: <ul style="list-style-type: none"> • 7.4 Forest Resource Improvement Association of Alberta (FRIAA) Grant Application | | |
| Approval of agenda #364/23 | MOTION by Councillor Damota that Committee approve the agenda for the August 22, 2023 Committee of the Whole meeting as amended with the addition of: <ul style="list-style-type: none"> • 7.4 Forest Resource Improvement Association of Alberta (FRIAA) Grant Application | | |
| | FOR 6 Councillors | AGAINST 0 Councillor | CARRIED |
| Business arising from August 8, 2023 minutes | none | | |
| Delegations – Kim Stark | Jasper resident Kim Stark was received as a delegation by Committee of the Whole to discuss two separate items. The items are documented in the agenda package. A parking | | |

zone for buses by the corner of Fir Street and Patricia Street was discussed first.

#365/23

MOTION by Councillor Melnyk that Committee accept the presentation from Jasper resident Kim Stark as information; and

That Committee refer the matter of the bus parking zone by Fir Street and Patricia Street to Administration for consideration along with other safety concerns and report back to a future committee of the whole meeting.

| | | |
|---------------|--------------|---------|
| FOR | AGAINST | |
| 6 Councillors | 0 Councillor | CARRIED |

#366/23

MOTION by Councillor Hall that Committee accept the presentation from Jasper resident Kim Stark as information; and

That Committee refer the concept of an Indoor Running Track to Administration to provide a report back on potential next steps, including consideration of a feasibility study.

| | | |
|---------------|--------------|---------|
| FOR | AGAINST | |
| 6 Councillors | 0 Councillor | CARRIED |

Correspondence –
RCMP Quarterly
Report
#367/23

MOTION by Mayor Ireland that Committee receive the RCMP Quarterly report for information; and

That Committee direct Administration to forward the questions and comments to Sergeant Bidaisee for consideration.

| | | |
|---------------|--------------|---------|
| FOR | AGAINST | |
| 6 Councillors | 0 Councillor | CARRIED |

Fruit Trees on
Municipal
Property
#368/23

Committee received a verbal report from Director of Operations & Utilities, John Greathead, on the work being done with Parks Canada regarding the removal of fruit trees in the town site. Bear attracting fruit bearing trees are being removed by Parks Canada with the most problematic trees being removed first.

MOTION by Councillor Damota that Committee receive the verbal report from Director Greathead for information.

| | | |
|---------------|--------------|---------|
| FOR | AGAINST | |
| 6 Councillors | 0 Councillor | CARRIED |

Code of Conduct
in Municipal
Facilities

Committee received a report from Administration with Community Development Manager, Lisa Riddell, speaking to the information that had been gathered on codes of conduct in facilities owned by other municipalities.

#369/23

MOTION by Councillor Damota that Committee direct Administration to return to a future Committee of the Whole meeting with a draft Code of Conduct in Municipal Facilities

Policy written in plain language for review.

| | | |
|---------------|--------------|---------|
| FOR | AGAINST | |
| 6 Councillors | 0 Councillor | CARRIED |

Recess Deputy Mayor Kelleher-Empey called a recess from 11:33-11:40am.

Reallocation of Capital Funds Committee received a request from Director of Operations & Utilities, John Greathead, for a reallocation of capital funds.

#370/23 MOTION by Mayor Ireland that Committee recommend Council direct Administration to delete the purchase of a 4x4 1 ton pickup truck and the purchase of the ¾ ton pickup truck and to reallocate capital funds to proceed with the purchase of
a) a new tractor and implements for winter sidewalk maintenance; and
b) a 10 ton dump truck for snow removal operations.

| | | |
|---------------|--------------|---------|
| FOR | AGAINST | |
| 6 Councillors | 0 Councillor | CARRIED |

Forest Resource Improvement Association of Alberta (FRIAA) Grant Application #371/23 Committee received an added agenda item from Director of Protective & Legislative Services, Christine Nadon regarding a grant application with a deadline in September. The request for decision is attached to the minutes.

MOTION by Councillor Waxer that Committee recommend Council approve an application to the Forest Resource Improvement Association of Alberta (FRIAA) for grant funding toward a new ten-year Wildfire Mitigation Strategy.

| | | |
|---------------|--------------|---------|
| FOR | AGAINST | |
| 6 Councillors | 0 Councillor | CARRIED |

Motion Action List Administration reviewed the Motion Action List.

#372/23 MOTION by Councillor Melnyk that Committee approve the updated Motion Action List with the removal of the following items:

- Fruit Trees on Municipal Property
- Jasper Hockey League
- Municipally Controlled Corporation

| | | |
|---------------|---------------|---------|
| FOR | AGAINST | |
| 6 Councillors | 0 Councillors | CARRIED |

Councillor upcoming meetings Councillor Damota will be attending Community Conversations as they start up again after the summer break on Wednesday, September 6th.

Upcoming Events Council reviewed a list of upcoming events.

Adjournment
#373/23

MOTION by Councillor Melnyk that, there being no further business, the Committee of the Whole meeting of August 22, 2023 be adjourned at 12:14pm.

FOR
6 Councillors

AGAINST
0 Councillors

CARRIED

AGENDA ITEM 7.1

REQUEST FOR DECISION



Subject: S-Block Parking 2023, Winter Seasonal Service
From: Bill Given, Chief Administrative Officer
Prepared by: Christine Nadon, Director of Protective & Legislative Services
Reviewed by: Neil Jones, Licensing and Enforcement Manager
Date: September 12, 2023

Recommendation:

- That Committee recommend Council approve the winter seasonal service proposal for the S-Block Parking Lot as presented.

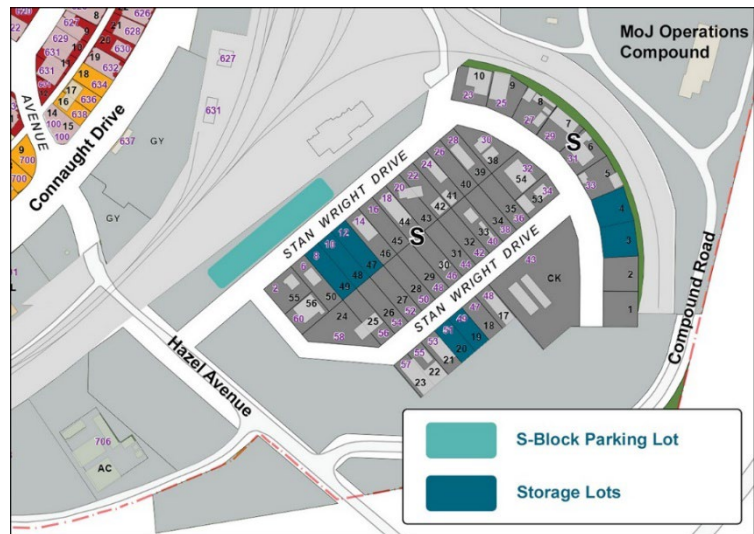
Alternatives:

- That Committee recommend Council approve the winter seasonal service proposal with the following amendment(s):
- Modify the term of the seasonal service;
- Modify the fees; or
- Modify the eligibility and prioritization of users.
- That Committee direct Administration to discontinue work on this item and maintain current practices.

Background:

In March 2023, Committee directed 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. This item arose from the fact that the demand for municipal storage lots is high, and the S-Block parking lot is not filled at capacity for its dedicated purpose (commercial parking).

Since August 1, 2020, the Municipality of Jasper has been leasing stalls in the parking lot for duly registered and insured commercial vehicle and equipment. The current fees are \$150 + GST per month for a 22 foot long stall, and \$200 + GST per month for a 38 foot long stall. The Bylaw Enforcement Service operates the program, while the Operations Department is responsible for management and maintenance of the parking lot itself. In 2023, an average of 11 out of 61 stalls are rented on a monthly basis, which is expected to generate approximately \$20,000 in revenue.



Based on requests for service in the summer of 2023, Administration has dedicated nine stalls in the S-Block parking lot for the purpose of Long Term Parking. The service requires a minimum stay of three days (72 hours)

and costs \$45 every three days, which is consistent with the \$15 a day fee for parking in other paid parking lots. Payment is accepted online through the HotSpot website or app.

Discussion:

Administration is proposing to continue prioritizing commercial use of the parking lot, while expanding its use to resident vehicle or RV storage (winter) to fill the vacant spots that are not utilized by commercial users or for other purposes. There is a high demand for year-round storage lots, with approximately 70 users registered on the waitlist.

Proposed Winter Seasonal Service for the S-Block Parking Lot

| | Winter S-Block Parking Lot | Current Storage Lots |
|---|--|---|
| Term | November 1, 2023 to April 30, 2024 | Annual |
| Rates | \$275 + GST for a 6-month term, electronic payment only | \$450 + GST or \$420 + GST if paying electronically |
| Level of service | Not fenced or locked, paved, plowed | Fenced, locked, gravel/variable surface, not plowed |
| Eligibility & Prioritization | <ol style="list-style-type: none"> Commercial users charged at the existing monthly stall rates. Residents on current storage lots waitlist. Existing year-round storage lots users. Residents at large. | Eligible resident of the Municipality of Jasper as defined in the <i>National Parks Lease and License of Occupation Regulations</i> ; existing waitlist |
| Vehicle or Trailer Requirements | Licensed, insured and roadworthy, as defined in the <i>Storage Lots Bylaw</i> . | Licensed, insured and roadworthy, as defined in the <i>Storage Lots Bylaw</i> . |
| Number of Stalls Available | 85% of the number of stalls available as of October 2, 2023. Projected approximately 30 stalls of various sizes (22' or 38'). | Approx. 85 stalls of various sizes |
| Potential Revenue | \$8,250 | Projected revenue for 2023 is \$32,450 |

Depending on demand for the service, the Protective Services and Operations teams will work together to maximize the number of stalls available for resident use over the winter months. For example, depending on the level of usage of the Long Term Parking stalls, that zone could be reduced to transfer more stalls to the winter seasonal program. The Operations Department is also currently utilizing five stalls for vehicle and equipment storage, which could be reorganized if demand for the winter seasonal program is high.

Strategic Relevance:

- Relationships
 - Communicate and engage with residents
- 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:

- [Storage Lots Bylaw \(#208\)](#)
- [Traffic Safety Act](#) (RSA 2000, cT-6)

Financial:

- New revenue generated through user fees in the amount of \$8,250 is projected based on the current proposed fee for the service.

AGENDA ITEM 7.2

REQUEST FOR DECISION

Subject: Active Transportation Feasibility Study
From: Bill Given, Chief Administrative Officer
Prepared by: Lisa Riddell, Community Development Manager
Reviewed by: John Greathead, Director of Operations
Date: September 12, 2023



Recommendations:

- That Committee receive the feasibility study for information; and direct Administration to incorporate its findings into an update to the Transportation Master Plan.
- That Committee direct Administration to identify the resources required to update the Transportation Master Plan in the 2024 budget.

Alternatives:

- That Committee direct Administration to receive the feasibility study for information; and take no further action.
- That Committee direct Administration bring forward additional information on specific initiatives within the study.

Background:

In the 2018 Transportation Master Plan, the number one priority cited was cycling infrastructure. One of Council's strategic priorities is to increase opportunities for active transportation and transportation alternatives. In 2022, administration applied for and received a grant from Infrastructure Canada's Active Transportation Fund. The federal fund is in support of Canada's first National Active Transportation Strategy. Informed by the Transportation Master Plan, administration applied to conduct a Feasibility Study of an on-street bicycle network for Jasper. The municipality's application was successful and in 2023, administration used the grant funding to contract Associated Engineering (AE) to complete the study. [The final report: Promoting Active Transportation in Jasper – Feasibility Study](#) shows the process used to assess the feasibility of active transportation infrastructure for Jasper.

Discussion:

The feasibility study identifies a number of physical improvements that can be made to support active transportation. The report paints a picture of what active transportation infrastructure could look like in Jasper.

The items in the report need to be checked against other considerations including cost, legislative requirements and operational impact. Administration has identified a number of other transportation items that have come to Council recently. There has also been significant change in the community since 2018.

The work administration has done together with AE indicates that it is feasible to make an active transportation network in town. From this point, it is important to consider how this work intersects with the other work happening around transportation including the recent launch of Jasper Transit and the following items on

Council's Motion Action List:

- July 11, 2023: That Committee refer the matter of safety concerns at Connaught Drive crosswalk locations to Administration for a report back at a future Committee of the Whole meeting.
- Aug 22, 2023: That Committee refer the matter of the bus parking zone by Fir Street and Patricia Street to Administration for consideration along with other safety concerns and report back to a future committee of the whole meeting.

Due to the overlapping nature of these items, administration recommends updating the Transportation Master Plan for Jasper. The process of updating the TMP will assure a coordinated, comprehensive approach with a high level of public engagement. The Active Transportation Feasibility Study will serve as an important input to inform the development of an updated Transportation Master Plan for Jasper.

Relevant Legislation:

- [Policy E-115: Equity, Diversity and Inclusion Policy](#)

Inclusion Considerations:

Many community members do not have a vehicle and they rely on active modes of transportation (walking, biking) to get around. A holistic look at transportation, including active and alternative transportation options, will serve all community members, particularly those for which a lack of vehicle ownership may otherwise be a barrier.

Strategic Relevance:

- Increase opportunities for active transportation and transportation alternatives.
- Communicate and engage with residents
- Welcome the expertise, innovation, creativity and commitment of community members, groups, associations and businesses.
- Leverage and create opportunities for greater inclusion.
- Recognize the fundamental importance of our tourism economy.

Financial:

Costs associated updating the Transportation Master Plan are not included in the 2024 Operating budget.

Attachments:

[The final report: Promoting Active Transportation in Jasper - Feasibility Study](#) can be found on the municipal website under plans and reports.

AGENDA ITEM 7.3

REQUEST FOR DECISION

Subject: Recreation Access Policy
From: Bill Given, Chief Administrative Officer
Prepared by: Lisa Riddell, Community Development Manager
Reviewed by: Angella Franklin, Jasper Activity Centre Manager
Jeremy Todgham, Fitness and Aquatic Centre Manager
Date: September 12, 2023



Recommendation:

That Committee recommend Council adopt the draft Recreation Access Policy.

Options:

That Committee direct Administration to return to a future Committee meeting with changes requested.

Background:

At the April 18, 2023 committee meeting, Council received a request from the Jasper Seniors' Society to extend free passes to municipal recreation facilities to residents 75+. Council granted that request and directed Administration to return to a future Committee of the Whole meeting with a draft Free Recreation Access Policy.

Discussion:

The attached draft policy describes the municipality's commitment to reduce or remove financial barriers to accessing municipal recreation facilities through its *Recreation Access Program*.

The policy outlines which facilities the Recreation Access Policy applies to as well as how individual Jasperites of any age may access the program. The policy does not cover how the municipality may also enter into a relationship with an external group by way of providing reduced cost or donated (in-kind) recreation passes. These activities are already covered by [Policy F-104 – Relationships with External Groups](#).

The draft policy attached also references the draft Behaviour in Municipal Facilities policy as it further reinforces the behaviour expectations for all municipal facilities. Council will also see under 'reporting,' the data that will be gathered and reported annually to Council as part of the *Recreation Access Program*.

Relevant Legislation:

- Policy ____: Behaviour in Municipal Facilities Policy (not yet adopted)
- [Policy E-115: Equity, Diversity and Inclusion Policy](#)

Inclusion Considerations:

- Efforts to identify and remove barriers to participation in healthy, balanced lifestyle options including recreation activities is one way we fulfill our commitment to Equity, Diversity and Inclusion.

- Adults who are connected to an Outreach Worker may be issued free 3-month recreation pass(es) as part of a larger, ongoing plan to reduce risk factors such as isolation as well as improve overall health and wellbeing through social connection and physical activity.

Strategic Relevance:

Community Health

- Take proactive steps to reduce the risk of people becoming vulnerable and respond when they are vulnerable.
- Promote and enhance recreational and cultural opportunities and spaces.
- Leverage and create opportunities for greater inclusion.

Financial:

All costs associated with the recommendation are within the 2023 Operating Budget.

Policy Title: Recreation Access Policy

Policy #:

Date adopted by Council:



1. POLICY STATEMENT

The Municipality of Jasper recognizes that recreation and physical activity are important for both physical and mental health and as well as general wellbeing.

In the public recreation facilities, it owns and operates, the Municipality of Jasper shall work to reduce or remove financial barriers to access for identified groups through a *Recreation Access Program*.

2. SCOPE

The policy applies to the following facilities:

- Jasper Fitness and Aquatic Centre (pool, weight room, bouldering wall)
- Jasper Activity Centre (tennis courts, racquetball courts, skating arena)

3. IDENTIFIED GROUPS

The Municipality shall offer reduced cost or no cost memberships (passes) to the following groups:

| Group | Age | Type of pass | Additional Qualification Requirements |
|-----------------------------|-------|--------------|---|
| Resident Children and Youth | 0-17 | 1 year | None |
| Resident Adults | 18-74 | 3 month | *Adults need to be connected to Community Outreach Services |
| Resident Older Adults | 75+ | 1 year | None |

The Municipality may also enter into an agreement with an external group to offer reduced cost or no cost access to recreation facilities on an individual basis. Relationships to external groups are outlined in policy F-104.

4. STANDARDS

All residents who receive a pass through the Recreation Access Policy are expected to follow the Behaviour in Municipal Facilities Policy. Residents who receive a pass through the Recreation Access Program need to renew their pass based on the type of pass listed above.

5. REPORTING

Administration shall track the use of recreation facilities under this policy and annually report to Council:

- The number of residents signed up to use facilities under this policy by age group.
- The number of visits by participants, broken down by age group
- The value of the program had all users purchased annual memberships or 3 month passes.

Policy Title: Recreation Access Policy

Policy #:

Date adopted by Council:



6. RESPONSIBILITIES

CAO

- Review and approve procedures related to this policy.

Council

- Review and receive reports on utilization of the policy
- Review and approve any revisions to this policy

Directors and Managers

- Carry out the policy based on established procedures.

7. DEFINITIONS

Recreation Access Program – Refers only to the groups of individuals listed within this policy.

Community Outreach Services – A support service in Jasper where all ages can access free, confidential support and referral, Monday to Friday from 9am to 4:30pm. 780-852-2100. community@jasper-alberta.ca.

DRAFT

AGENDA ITEM 7.4

REQUEST FOR DECISION

Subject: Behaviour in Municipal Facilities Policy
From: Bill Given, Chief Administrative Officer
Prepared by: Lisa Riddell, Community Development Manager
Reviewed by: Angella Franklin, Jasper Activity Centre Manager
Date: September 12, 2023



Recommendation:

That Committee recommend Council adopt the draft Behaviour in Municipal Facilities Policy.

Options:

That Committee direct Administration to return to a future Committee meeting with changes requested.

Background:

At the March 21, 2023 Regular meeting, Council received the correspondence regarding the Jasper Hockey League conduct for information; and directed Administration to come back to a future Committee meeting with recommendations. On August 22, 2023, Administration returned to committee with a review of policies, codes of conduct and similar documents from other municipalities. Committee directed administration to return to a future committee meeting with a draft Code of Conduct in Municipal Facilities Policy written in plain language for review.

Discussion:

The attached draft policy, re-named *Behaviour* in Municipal Facilities in an effort to use more easily understood language, describes the municipality's commitment to setting clear expectations for behaviour within municipal facilities. The policy builds upon the work to date and sets out the policy level direction for future efforts. The policy would formalize the municipality's commitment to keeping municipal facilities safe, accessible and welcoming through clear expectations regarding behaviour. The policy applies to all members of the public inside of a municipal facility, including participants in sporting activities.

Relevant Legislation:

- [Bylaw 070: Conduct in Public Spaces Bylaw](#)
- [Policy E-115: Equity, Diversity and Inclusion Policy](#)

Inclusion Considerations:

Efforts to foster safe, welcoming and inclusive public spaces free from hate, discrimination, inappropriate or offensive conduct enhances Council's commitment to Equity, Diversity and Inclusion.

Strategic Relevance:

Community Health

- Promote and enhance recreational and cultural opportunities and spaces.
- Leverage and create opportunities for greater inclusion.

Financial:

All costs associated with the recommendation are within the 2023 Operating Budget.

Policy Title: Behaviour in Municipal Facilities

Policy #: -100

Date adopted by Council:



1. POLICY STATEMENT

The Municipality of Jasper is committed to setting clear expectations for behaviour within municipal facilities in an effort to keep public facilities safe, accessible and welcoming.

2. PURPOSE

The purpose of this policy and procedures is to establish expectations for behaviour within municipal facilities and to outline what actions may be taken in response to unacceptable behaviour.

3. SCOPE

The policy applies to all members of the public inside of a municipal facility, including participants in sporting activities.

4. STANDARDS

The Behaviour in Municipal Facilities administrative procedures will:

- Describe what kind of behaviour we expect in all municipal facilities
- Detail what behaviours are not allowed.
- Describe what may happen if behaviour is unacceptable.
- Indicate who will step in if behaviour is unacceptable.

5. RESPONSIBILITIES

DIRECTORS/MANAGERS

- a. Ensure that front line staff understand this policy and feel comfortable following it.
- b. Ensure staff have the training, resources and support needed to implement this policy.
- c. Review incidents with staff and identify opportunities for improvement.

CAO

- d. Ensure there are resources, within approved budgets, to implement this policy.
- e. Approve any administrative procedures related to the policy.
- f. Support Directors to implement this policy with their teams.

COUNCIL

- g. Review and approve the policy.
- h. Budget resources to support this policy.
- i. Welcome and receive input from the public and user groups on their experiences in facilities.

6. DEFINITIONS

Municipal Facility: applies to all indoor and outdoor municipally owned and operated spaces including buildings, parks and greenspaces.

AGENDA ITEM 7.5

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: Lisa Riddell, Community Development Manager
Date: September 12, 2023



Recommendation:

Committee recommend Council adopt the Early Learning and Child Care Strategy as presented.

Alternatives:

- Committee receive the attached Early Learning and Child Care Strategy for information.
- Committee direct administration to bring more information on specific items in the proposed Early Learning and Child Care Strategy 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.

On April 25, 2023 the following motion was passed - That Committee direct Administration to return to a future Committee of the Whole meeting with a revised document (The Early Learning and Child Care Action Plan) which reflects today's discussion particularly focused on the strategic element.

Discussion:

The attached Early Learning and Child Care Strategy presents areas of focus based on the recommendations in the Jasper ELCC Strategy report produced by the researchers at the University of Alberta. The strategy is informed by several stakeholder meetings Administration conducted over the last year.

The strategy 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 four-year plan 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 strategic priority statements and action items.

Should Council adopt the strategy, 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:

- The strategy addresses 15 of Council's strategic priorities, all of which are listed in the strategy document.

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 Strategy



Jasper's Community Child Care Strategy

2023-2027



Background

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 municipally-operated facility. While this option works for a number of families, it is important to explore other options that could improve and expand upon the existing childcare options available in order to better meet the diverse needs of Jasperites.

On August 3, 2021 Council approved the use of \$24,000 from a portion of the COVID Recovery Reserve to develop a Community Childcare 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 Childcare (ELCC) Strategy. That report was delivered to council on December 13, 2022.



The Early Learning and Childcare (ELCC) research project had three goals:

- 1) Understand the current state of ELCC in Jasper.
- 2) Envision a future state of ELCC in Jasper.
- 3) Produce a set of recommendations on how to get to the desired future state.

The Early Learning and Childcare Research team did 12 interviews and six focus groups, which included a total of 44 participants. They also did an online survey of parents and guardians that received 63 complete responses and 17 partial responses. All respondents said they lived in the Municipality of Jasper's borders except one, who was in the surrounding area. Here is what we heard:

Current State

- There are not enough childcare spaces, which negatively impacts families and businesses.
- Childcare is still expensive, especially for lower income families, but things might be improving.
- Many parents need childcare outside regular hours, but options are lacking.
- Inclusivity is impressive for a smaller town with only a few childcare programs, but there are some gaps.
- High-quality childcare in Jasper is led by Wildflowers.



Future Vision

- All families have access to a variety of childcare options.
- Jasper's childcare is affordable, plain and simple.
- Childcare is flexible enough to meet the highly variable schedules of Jasper families.
- Childcare in Jasper continues to build on a strong foundation of inclusivity.
- Jasper's already high-quality childcare is even better, and the town has a reputation as a great place to be an Early Childcare Educator (ECE).



Together, Jasperites and the researchers identified six characteristics of effective childcare in Jasper.

These six characteristics formed the areas of focus you see in Jasper's Five-Year Community Childcare Strategy.

Accessibility



Affordability



Flexibility



Inclusivity



Quality



Advocacy & Leadership





Introduction

Jasper's Five-Year Community Childcare Strategy is anchored in the recommendations from the Jasper Early Learning and Child Care (ELCC) Report produced by the Community-University partnership researchers at the University of Alberta. The strategy will guide the Municipality's efforts to support ELCC programs and services. The strategy builds upon the foundation of work undertaken to date and sets the framework for continued action in this area for years to come.



The strategy is broken down into six areas of focus. For each area there are broad goals and more specific actions that can be taken towards achieving those goals. The following pages outline the activities within each area of focus. With each area of focus, activity and indicators are detailed. Evaluation during and then after key activities will help us reflect on learnings, track progress, refine our approach and strive for continuous improvement along the way.

Our Priorities



Jasper's Five-Year Community Childcare Strategy advances the following 15 priorities in Council's 2021-2025 Strategic Plan:

- Take proactive steps to reduce the risk of people becoming vulnerable and respond when they are vulnerable.
- Embrace our growing diversity.
- Leverage and create opportunities for greater inclusion.
- Recognize the fundamental importance of our tourism economy.
- Collaborate with other municipalities, orders of government, Indigenous partners and advocacy associations.
- Welcome the expertise, innovation, creativity and commitment of community members, groups, associations and businesses.
- Empower our staff by investing in the training and tools they require.
- Proactively plan for and invest in the maintenance and management of our natural assets and built infrastructure.
- Ensure residents receive quality service that provides strong value for dollar.
- Pursue alternative revenue sources and equitable distribution of costs.
- Communicate and engage with residents.
- Strengthen our voice by partnering with those who share our interests.
- Contribute our voice to support community, industry, and partners in their advocacy efforts.
- Increase awareness and understanding of our unique conditions with other orders of government and funders.
- Take active and strategic steps to advance Jasper's interests, including the acquisition of land-use planning and development authority and attaining Resort Municipality Status.

Accessibility



There are several dimensions of accessibility and for the purposes of this strategy, the focus in this category is on the number of childcare spaces as well as the variety of childcare locations accessible to Jasperites.

| Strategy | Actions | Indicators |
|---|---|--|
| <p>Increase the number of childcare spaces available in the community.</p> | <p>Determine the cost of offering evening and weekend childcare out of Wildflowers Childcare and add to the municipal budget.</p> | <p>Number of childcare spaces available in Jasper.</p> |
| | <p>Apply to become a Family Day Home (FDH) Agency to assist residents in starting private day-homes in Jasper.</p> | |
| | <p>Explore creative uses of our current spaces and investigate options for increasing current capacity.</p> | |
| <p>Improve the quantity and diversity of physical childcare locations available.</p> | <p>Connect with local businesses to assess the opportunity for on-site childcare at their location.</p> | <p>Number and nature of childcare locations available in Jasper.</p> |
| | <p>Explore the possibility of satellite childcare locations for Wildflowers Childcare in Jasper.</p> | |
| | <p>Explore the potential for collaborations with community groups in the delivery of childcare.</p> | |

Affordability

A key priority expressed by the community in the ELCC report was affordability. The childcare available in Jasper is very effective. It is also costly and thus, not always an option to all families. In many instances, one parent leaves the workforce in order to care for children due to the high cost. Addressing the affordability of childcare in Jasper will ensure that parents who wish to stay in the workforce have the chance to do so.



| Strategy | Actions | Indicators |
|--|---|--|
| <p>Increase the number of local families who can afford childcare.</p> | <p>Connect families facing small but significant financial barriers to Community Outreach Services and the Caring Community Fund.</p> | <p>Number of families who indicate they can afford childcare.</p> |
| | <p>Support new parents in understanding the costs of childcare and planning in advance.</p> | |
| | <p>Set up payment installment programs to support families with smaller, more frequent payments.</p> | |
| | <p>Augment the costs of childcare by fundraising via the Friends of Jasper Early Learning and Care Society.</p> | |
| <p>Increase and diversify funding streams to support childcare needs.</p> | <p>Seize opportunities at the provincial or federal level to participate in pilot projects that offer lower childcare fees.</p> | <p>Number of funding support streams available to support childcare needs.</p> |
| | <p>Research low-income subsidies for childcare in other communities.</p> | |

Flexibility

Dynamic and flexible childcare options meet the needs of diverse work schedules that are prevalent in the tourism and hospitality industries. A percentage of our workforce in Jasper does not work Monday to Friday from 9am to 5pm and so a variety of part-time or on-demand childcare options are desired.



| Strategy | Actions | Indicators |
|---|---|---|
| <p>Increase the number of hours per day, week, month, year that childcare options are available.</p> | <p>Survey families currently attending as well as those on the waitlist to determine hours of care needed.</p> | <p>Number of hours of childcare available per day, week, month, year.</p> |
| | <p>Survey the community at large, with specific effort to reach diverse audiences, about hours of childcare needed.</p> | |
| | <p>Propose the costs of extended hours to meet the needs in the municipal budget.</p> | |
| | <p>Offer more flexible hours during weekdays and weekend care.</p> | |
| <p>Increase the number of part-time childcare options.</p> | <p>Research an on-demand, pop-up childcare service coordinated by</p> | <p>Number of part-time childcare options available.</p> |
| | <p>Investigate childcare cooperatives, operated by the community and supported by the Municipality.</p> | |
| | <p>Build the cost of lowering childcare fees for families in to municipal budget.</p> | |

Inclusivity

Similar to accessibility, inclusivity is a really broad category. An initial focus on improving inclusivity as it relates to some core dimensions of diversity (age, physical and cognitive abilities, gender, culture and ethnicity) will set a strong foundation for the provision of inclusive childcare that meets the needs of the diverse community we serve.



| Strategy | Actions | Indicators |
|--|--|---|
| <p>Increase the diversity of recreation-based childcare options for the community.</p> | <p>Research what other communities offer within the field of recreation that meets the childcare needs of families with older children (ages 8-11)</p> | <p>Number of recreation-based childcare options for ages 8-11 in the community.</p> |
| | <p>Build the costs of offering more recreation-based childcare options in Jasper into municipal budgets.</p> | |
| <p>Increase the number of resources and supports available for children with diverse needs.</p> | <p>Support children with diverse needs through the addition of an inclusive childcare coordinator position.</p> | <p>Number of resources and supports available for children with diverse needs.</p> |
| | <p>Research resources and supports available through provincial or federal government to support children in care with diverse needs.</p> | |
| <p>Increase understanding of the role childcare providers can play in supporting gender diverse children.</p> | <p>Research and offer training for childcare providers on LGBTQ2S+ community as well as strategies to support gender-diverse children.</p> | <p>Number of training sessions offered on supporting gender-diverse children.</p> |
| <p>Expand culturally diverse childcare programming available in Jasper.</p> | <p>Consult with newcomers about their preferences when it comes to childcare.</p> | <p>Number of cultural programs offered in a childcare setting (training for ECEs or content for children)</p> |
| | <p>Hire Indigenous community members to lead educational opportunities for staff and programming for children.</p> | |
| | <p>Hire individuals to lead training or programming that features different cultural elements like food, dance, music and art.</p> | |

Quality

Quality early learning and childcare means staying attuned to emerging practice and best practice within the field of early learning.

It's also important for the caliber of childcare in Jasper to be of high quality no matter where or when a family is accessing that care. This category delves into two strategies that will help assure a high level of early learning and care in the community.



| Strategy | Actions | Indicators |
|---|--|---|
| Increase coordination, collaboration and oversight between childcare providers in the community. | Apply to become a Family Day Home (FDH) Agency to assist residents in starting private day-homes in Jasper. *also in 'accessibility' | <ul style="list-style-type: none"> • Number of gatherings between childcare providers in the community. • Number of collaborative initiatives organized by more than one childcare provider in the community. |
| | Organize and attend regular gatherings between childcare providers in Jasper. | |
| | Support collaborative initiatives organized by more than one childcare provider in Jasper. | |
| | Require a municipal business license for in-home childcare. | |
| Increase training and knowledge sharing opportunities for childcare providers in Jasper. | Through an increase in the municipal contribution to childcare budget, organize and offer training for childcare providers in Jasper. | Number of training and knowledge sharing opportunities for childcare providers in Jasper. |
| | Create or join a 'Community of Practice' forum for childcare providers in Jasper to share ideas and resources as well as ask questions. | |
| | Collaborate with Jasper Employment & Education Centre or another educational institution to offer Early Childcare Educator (ECE) training in Jasper. | |
| Increase recruitment and retention of qualified Early Childhood Educators (ECEs) | Offer a single bonus to qualified ECEs who are willing to move to Jasper to work. | Number of ECEs recruited to work in Jasper per year and the number of ECEs who stay in the field for more than 2, 5 and 10 years. |
| | Partner with other businesses or organizations to offer non-monetary incentives to qualified ECEs to come and work in Jasper. | |
| | Look at what other communities do to recruit and retain ECEs | |

Advocacy & Leadership

Access to affordable, flexible, inclusive and high quality childcare is not just a priority for Jasperites – it’s something many Albertans and Canadians care about. We can learn a lot from other communities and regions. Together, our voices are stronger and more impactful.



| Strategy | Actions | Indicators |
|--|--|--|
| Increase participation in regional childcare networks. | Seek out, join, attend and participate in regional childcare network meetings. | \Number of regional childcare network gatherings attended. |
| Foster increased coordination and collaboration between municipalities who are involved in the provision of licensed childcare. | Schedule and support regular gatherings between municipalities that are involved in the provision of licensed childcare. | <ul style="list-style-type: none"> • Number of gatherings between municipalities involved in the provision of licensed childcare. • Number of municipalities connecting regularly via the ‘Community of Practice.’ |
| | Create or join a ‘Community of Practice’ forum for municipalities involved in the provision of licensed childcare to share ideas and resources as well as ask questions. | |
| | Collaborate with Jasper Employment & Education Centre or another educational institution to offer Early Childcare Educator (ECE) training in Jasper. | |
| Increase participation in advocacy at the provincial and federal levels | Seize opportunities to write to provincial or federal governments about the importance of childcare. | Number of times MOJ advocates for childcare at the provincial or federal level. |
| | Connect with key stakeholders at the provincial and federal level to advocate for early learning and care. | |
| | Join voices with other local governments in their efforts to advocate for Early Learning and Childcare. | |

Contact



 780-852-2100

 www.jasper-alberta.ca

 info@jasper-alberta.ca

 305 Pyramid Lake Rd.

AGENDA ITEM 7.7

REQUEST FOR DECISION

Subject: 2022 Year End Surplus Reserve Transfers
From: Bill Given, Chief Administrative Officer
Prepared by: Natasha Malenchak, Director of Finance & Administration
Reviewed by: Christine Nadon, Director of Protective and Legislative Services
Date: September 12, 23



Recommendation:

Committee recommend that Council approve that the 2022 year end tax supported surplus of \$147,544 be allocated to Reserves as per Policy B-112 in the following amounts:

- \$73,772 (50%) to Fixed Assets Reserve.
- \$14,754 (10%) to Community Housing Reserve.
- \$59,017 (40%) to Financial Stabilization Reserve, and;

Committee recommend that Council approve that the 2022 year end utility supported surplus of \$534,685 be allocated to Reserves as per Policy B-112 in the following amount:

- \$534,685 (100%) to Utility Operating Reserve.

Alternatives:

Committee recommend that Council approve the 2022 Year End Surplus to Reserves as per Policy in the amount of:

- \$_____ to Fixed Assets Reserve.
- \$_____ to Community Housing Reserve.
- \$_____ to Financial Stabilization Reserve, and;
- \$_____ to Utility Operating Reserve.

Background:

Policy B-112 Reserves Policy was adopted by Council on December 20, 2022.

On June 20, 2023, Regular Council Meeting, Council received the 2022 Audit presentation from Jeff Alliston, of Metrix Group and a motion was made that Council receive the auditor presentation for information and that Council accept and approve the Audited Financial Statements of the Municipality of Jasper as presented for the year ended December 31, 2022.

Discussion:

The 2022 year-end surplus was initially estimated at \$1,291,128 at the April 18th committee of the whole meeting. Some entries were recorded in the meantime (April 18-May31, 2023).

- ~202,000 initially capitalized adjusted to be expensed through operating budget by auditors.
- ~190,000 over levy adjustment
- ~190,000 management adjustment to shift debenture payment, and;
- Other non-material adjustments.

The final surplus was calculated by taking the Operating Surplus stated on the Non-Consolidated Statement of Operations and Accumulated Surplus as at December 31, 2022 (\$5,971,928) and adjusting the full Local Improvement Levy (\$5,289,699) which results in \$682,229 in actual total surplus.

Of this Operating surplus

- the tax supported surplus was \$147,544 (0.4% of annual budget), and;
- the utilities supported surplus \$534,685 (1.6% of annual budget)

The recommended allocations are guided by policy B-112. The tax portion of surplus is divided to support 50% to the Fixed Asset Reserve, 10% to the Community Housing Reserve and 40% to the Financial Stabilization Reserve and 100% of utility-based surplus is indicated to go towards the Utility Operating Reserve. Decisions about how to utilize the reserves will be made at the 2024 budget discussions.

Strategic Relevance:

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

Inclusion Considerations:

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

Relevant Legislation:

[Policy B-112 Reserves Policy](#) – Schedule “A” Reserve

Descriptions Contribution Formula for:

- Fixed Assets Reserve.
- Community Housing Reserve.
- Financial Stabilization Reserve, and;
- Utility Operating Reserve.

Financial:

Adjustments to the general ledger occur once Council motion is received.

Attachments:

2023 Reserves as at June 30, 2023.

Reserve Report 2023

| Reserve Name | Balance as at June 30, 2023 | Recommended Transfer from Year End Surplus | Available for 2023+ Use |
|----------------------------------|-----------------------------|--|-------------------------|
| Financial Stabilization Reserve | \$1,631,649 | \$59,018 | \$1,690,667 |
| Community Housing Reserve | \$253,298 | \$14,754 | \$268,052 |
| Annual General Capital Reserve | \$6,398,184 | | \$6,398,184 |
| Fixed Asset Reserve | \$0 | \$73,772 | \$73,772 |
| Transportation & Parking Reserve | \$651,859 | | \$651,859 |
| Fleet Reserve | \$267,280 | | \$267,280 |
| Utility Operating Reserve | \$0 | \$534,685 | \$534,685 |
| Utility Capital Reserve | \$2,454,338 | | \$2,454,338 |
| | \$11,656,608 | \$682,229 | \$12,338,837 |

MOTION ACTION LIST

| SHORT TITLE | REQUESTED (DATE) | RESPONSIBLE (WHO) | COUNCIL MOTION (DESCRIPTION) | TARGET (DATE) | STATUS |
|----------------------------------|-------------------|---|--|----------------|--|
| Clean Energy Improvement Program | December 13, 2022 | Director of Operations & Utilities 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: <ul style="list-style-type: none"> • A Clean Energy Improvement Program business case for Jasper • Draft Clean Energy Improvement Tax bylaw | September 2023 | Recommended to be deferred to October 2023 |
| Hakone, Japan Initiatives 2023 | February 14, 2023 | Director of Protective & Legislative Services | <ol style="list-style-type: none"> 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. | October 2023 | |
| S-Block Parking 2023 | March 14, 2023 | Director of Protective & Legislative Services | 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. | September 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 | |

| | | | | | |
|--|-----------------------|---|--|-----------------------|--|
| Free Recreation Access Policy | April 18, 2023 | Director of Community Development | That Council direct Administration to return to a future Committee of the Whole meeting with a draft Free Recreation Access Policy. | September 2023 | |
| Early Learning and Childcare Strategy | April 25, 2023 | Director of Community Development | That Committee direct Administration to return to a future Committee of the Whole meeting with a revised document (The Early Learning and Child Care Action Plan) which reflects today's discussion particularly focused on the strategic element. That Committee direct Administration to determine the need for 7 days a week daycare and extended hours for daycare and return to a future Committee of the Whole meeting. | September 2023 | |
| Business License Review | May 9, 2023 | Director of Protective & Legislative Services | That Committee direct Administration to return to a future meeting with a recommendation for an updated fee structure for business licensing in Jasper. | September 2023 | Recommended to be deferred to October 2023 |
| Public Transit RFP Award | May 16, 2023 | CAO | That Council direct Administration to pursue partner contributions to offset the cost of public transportation and return to a future Council meeting with a report. | September 2023 | |
| Connaught Drive Crosswalks | July 11, 2023 | Director of Operations & Utilities, and Director of Protective & Legislative | That Committee refer the matter of safety concerns at Connaught Drive crosswalk locations to Administration for a report back at a future Committee of the Whole meeting. | September 2023 | Recommended to be deferred to October 2023 |
| Paid Parking Correspondence | July 18, 2023 | Director of Protective & Legislative Services | That Council direct Administration to refer the matter of resident and paid parking along Geikie Street to a Committee of the Whole meeting following the conclusion of the 2023 Paid Parking Program. | November 2023 | |
| Jasper Folk Music Festival 2023 | July 18, 2023 | Director of Protective & Legislative Services | That Council defer discussion of appointing board members to societies to a future | September 2023 | Recommended to be deferred to October 2023 |

| | | | | | |
|---|------------------------|---|--|----------------------|--|
| | | | Committee of the Whole meeting, prior to the Organizational meeting in October 2023. | | |
| Global Covenant of Mayors for Climate & Energy | August 8, 2023 | Director of Protective & Legislative Services | That Committee refer the matter of joining the Global Covenant of Mayors for Climate & Energy to a committee meeting following the 2024 budget discussions. | December 2023 | |
| Code of Conduct in Municipal Facilities | August 22, 2023 | Director of Community Development | That Committee direct Administration to return to a future Committee of the Whole meeting with a draft Code of Conduct in Municipal Facilities Policy written in plain language for review. | October 2023 | |
| Bus Parking Zone | August 22, 2023 | Director of Operations & Utilities, and Director of Protective & Legislative | That Committee refer the matter of the bus parking zone by Fir Street and Patricia Street to Administration for consideration along with other safety concerns and report back to a future committee of the whole meeting. | October 2023 | |
| Indoor Track Feasibility Study | August 22, 2023 | Director of Community Development | That Committee refer the concept of an Indoor Running Track to Administration to provide a report back on potential next steps, including consideration of a feasibility study. | October 2023 | |
| | | | | | |
| | | | | | |
| | | | | | |