

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 attachment

4.1 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.

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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-Empey, 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-Empey 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

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:

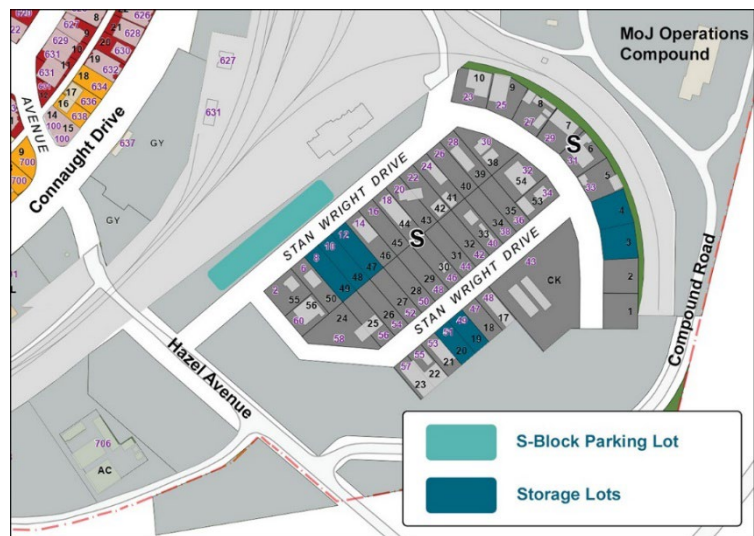
- That Committee recommend Council approve the winter seasonal service proposal with the following amendment(s):
 - Modify the term of the seasonal service;
 - Modify the fees; or
 - Modify the eligibility and prioritization of users.
- That Committee direct Administration to discontinue work on this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

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.

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	<p>That Committee direct Administration to work with Alberta Municipalities and develop the following and present them at a future committee of the whole meeting:</p> <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	<p>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.</p> <p>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.</p>	October 2023	
S-Block Parking 2023	March 14, 2023	Director of Protective & Legislative Services	<p>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.</p>	September 2023	
Community-wide Internet Access	April 11, 2023	Director of Community Development	<p>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.</p>	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	Recommended to be deferred to October 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	