

Municipality of Jasper
Committee of the Whole Meeting Agenda
February 8, 2022 | 9:30 am
Place: Conducted virtually through Zoom

Notice: Public viewing and public participation during Council meetings will continue to be through Zoom live-streaming. Council meetings are also archived on YouTube for viewing anytime.

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 Hall to chair meeting
- 2. Additions to agenda**
- 3. Approval of agenda**
 - 3.1 February 8, 2022 Committee of the Whole agenda attachment
- 4. Approval of minutes**
 - 4.1 January 25, 2022 Committee of the Whole minutes attachment
- 5. Presentations**
 - 5.1 Community Futures West Yellowhead attachment
- 6. Business arising from minutes**
 - 6.1 2018-2022 Council Strategic Plan Update verbal
- 7. New business**
 - 7.1 Sidewalk Seating and Retail Area Extension Program attachment
 - 7.2 Paid Parking Resident Exemption Program attachment
 - 7.3 Equity, Diversity and Inclusion Master Plan RFD – 2022-2026 attachment
 - 7.4 World Tree attachment
 - 7.5 Garage Suites Feedback attachment
 - 7.6 Engagement Invitation for APPS Transition Study – Councillor Melnyk attachment
- 8. Correspondence**
 - 8.1 Parks Canada 2021 Land Use Planning and Development Report attachment
- 9. Motion Action List** attachment

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

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10. Council representation on various boards, upcoming meetings

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

11. Upcoming events

JPCC General Meeting – Wednesday, February 9, Sawridge Hotel, 7:30am

MLA Joe Ceci, Critic for Municipal Affairs, Council Zoom Meeting – Thursday, February 10, 10am

NETMA – Wednesday, February 16, Jasper Brew Pub, 5-7pm

Emergency Management Training – Monday, February 28, in person (location TBD) – 8:30am

Strategic Planning Sessions – Monday, April 4 – Wednesday April 6, Banff

12. Adjournment

Municipality of Jasper
Committee of the Whole Meeting Minutes

Tuesday, January 25, 2022 | 9:30am

Conducted virtually through Zoom

Virtual viewing and participation	This meeting was conducted virtually through Zoom. Public viewing and participation during Council meetings is through Zoom livestreaming.		
Present	Mayor Richard Ireland, Deputy Mayor Wendy Hall, Councillors Scott Wilson, Ralph Melnyk, Helen Kelleher-Empey, Kathleen Waxer and Rico Damota		
Absent	none		
Also present	Bill Given, Chief Administrative Officer Natasha Malenchak, Director of Finance & Administration Christine Nadon, Director of Protective & Legislative Services John Greathead, Director of Operations Lisa Daniel, Childcare Services Manager Emma Acorn, Legislative Services Coordinator Jason Stockfish, The Fitzhugh Bob Covey, The Local 10 observers		
Call to Order	Deputy Mayor Hall called the January 25, 2022 Committee of the Whole meeting to order at 9:32am and began with a Traditional Land Acknowledgement.		
Additions to the agenda	none		
Approval of agenda #38/22	MOTION by Councillor Wilson to approve the agenda for the January 25, 2022 Committee of the Whole meeting as presented.		
	FOR 7 Councillors	AGAINST 0 Councillor	CARRIED
Approval of minutes #39/22	MOTION by Councillor Waxer to approve the minutes of the January 11, 2022 Committee of the Whole meeting as amended:		
	<ul style="list-style-type: none">• Add the word "library" before "bylaws" in Motion #18/22		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Business arising from minutes	none		
Child Care Strategy Development RFD	Council received a Jasper Early Learning & Child Care Strategy Project Proposal from Administration.		

#40/22	MOTION by Councillor Waxer that Committee recommend Council approve the engagement with Rob Buschmann from University of Alberta Community-University Partnership, as presented, to develop a Jasper Early Learning and Child Care Strategy.	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Wastewater Treatment Plant Dewatering Upgrades RFD #41/22	Administration presented a detailed project budget and recommendations regarding upgrades to the Wastewater Treatment Plant Dewatering equipment.	MOTION by Councillor Wilson that Committee recommend: <ul style="list-style-type: none"> • Council award the contract to Andritz for the supply of a centrifuge at a cost of \$283,000, and; • Council direct Administration to enter into contract with Capital H2O for the provision of the polymer system at a cost of \$272,500. 		
		FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Speed Limits RFD	Administration presented recommendations and alternatives for managing speed limits in the Municipality of Jasper, including references to the Transportation Master Plan and Traffic Bylaw #195.			
#42/22	MOTION by Councillor Wilson that Committee direct Administration to draft appropriate amendments to the Traffic Bylaw to reduce speed limits within municipal boundaries to 30 km/h, as presented in Option 1, and return to committee.			
		FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Elected Officials Education Program Course #43/22	MOTION by Mayor Ireland that Committee recommend Council approve the attendance of Councillor Hall at the upcoming March 14-16, 2022 Elected Officials Education Program course.			
		FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
	Councillor Kelleher-Empey was absent for the vote.			
Recess	Deputy Mayor Hall called for a recess from 10:55am to 11:02am.			
Legislative Committee: Documents	Council discussed the ad hoc Legislative Committee and options for its future development.			
Review & Recommendation #44/22	MOTION by Mayor Ireland that Committee direct Administration to develop a draft terms of reference for a Legislative Committee and return to Council for approval.			
		FOR 6 Councillors	AGAINST 0 Councillors	CARRIED

Councillor Kelleher-Empey was absent for the vote.

Review of past strategic plan #45/22

MOTION by Councillor Melnyk that Committee direct Administration to report back to the next Committee of the Whole as to the possibility of updating progress on the priorities outlined in the 2018-2022 Council Strategic Plan.

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

Correspondence - National Police Federation #46/22

Council received correspondence from the National Police Federation as part of the Keep Alberta RCMP Community Engagement Tour.

MOTION by Mayor Ireland that Committee recommend Council approve the attendance of any Councillor at the provided information sessions.

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

Motion Action List #47/22

Administration reviewed the Motion Action List with Council which included new proposed timelines for projects.

MOTION by Councillor Melnyk that Committee approve the updated Motion Action List as presented.

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

Councillor reports

Mayor Ireland, Councillor Wilson and CAO Bill Given will be attending a West Yellowhead Regional Waste Management Authority meeting tomorrow morning.

Mayor Ireland and Councillor Waxer will be attending a Jasper Partnership Initiative meeting tomorrow afternoon.

Councillor Kelleher-Empey and Councillor Damota will be attending a Community Futures West Yellowhead meeting this Thursday in Edson.

Councillor Wilson, Councillor Hall and Councillor Melnyk will be attending the Jasper Community Housing Corporation meeting this Thursday.

Councillor Melnyk and Councillor Waxer were in attendance for the Recreation Community Conversation this past week. Councillors expressed gratitude for the outdoor skating rink and the Community Calendar.

Councillor Waxer and Councillor Melnyk will be attending a virtual information session on the Keep Alberta RCMP Community Engagement Tour tomorrow night.

Councillor Damota will be attending the first Environmental Stewardship Community Conversation tomorrow.

Upcoming Events Council reviewed a list of upcoming events.

Recess Deputy Mayor Hall called for a recess from 12:00 – 12:34pm

In Camera MOTION by Councillor Melnyk to move in camera at 12:35pm to discuss agenda items:

#48/22

- 11.1 Third party contractual arrangements – FOIP, s. 16(1)(a)(ii), s. 23(1)(a)
- 11.2 Deliberative matter, intergovernmental relations – FOIP, s. 21(1)

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

Mr. Given attended the in camera meeting in its entirety. Mrs. Malenchak was also present for the item 11.1 discussion.

Move out of camera MOTION by Mayor Ireland to move out of camera at 1:53pm.

#49/22

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Councillor Wilson was absent for the vote.

Adjournment MOTION by Councillor Damota that, there being no further business, the Committee of the Whole meeting of January 25, 2022 be adjourned at 1:53pm.

#50/22

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Councillor Wilson was absent for the vote.

AGENDA ITEM 5.1



We provide a wide range of small business services and tools for people wanting to start, expand, transition, buy, or sell a business.

BUSINESS FINANCING

We provide a variety of customized, affordable loan options for small business owners and entrepreneurs in rural Alberta, ranging from \$500 to \$150,000.

BUSINESS COACHING

We assist with writing business plans, developing business expansion strategies, securing financing, as well as assisting with business projects such as marketing plans, feasibility studies, etc. We have staff members in Hinton, Grande Cache, and Edson who provide business coaching in the West Yellowhead region.

BUSINESS PROGRAMS

We provide training to small business owners, entrepreneurs, as well as non-profit organizations, on board strategic planning, staff management action planning, etc.

BUSINESS SERVICES

We deliver a number of small business development programs each year, such as Entrepreneurs with Disabilities, Project Gazelle, Health and Safety, and Youth Entrepreneurship.

COMMUNITY ECONOMIC DEVELOPMENT PROJECTS

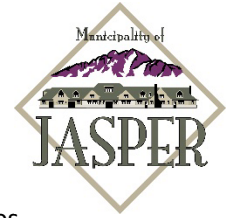
We support various community initiatives such as #ChooseWestYellowhead, Alberta Open Farm Days, Tourism Industry Business Retention and Expansion Project, etc.

**FOR MORE INFORMATION, CHECK OUT OUR WEBSITE AT
WESTYELLOWHEAD.ALBERTACF.COM**

AGENDA ITEM 7.1

REQUEST FOR DECISION

Subject: Sidewalk Seating & Retail Area Extension Program
From: Bill Given, Chief Administrative Officer
Prepared by: Christine Nadon, Director of Protective and Legislative Services
Date: February 8, 2021



Recommendation:

That Committee direct Administration to bring back changes to the sidewalk seating and retail area extension program as follows:

- That the program be consistent with Parks Canada's recommendations on design and motif;
- That applications that are consistent with Parks Canada's design and motif be given multi-year approvals for up to three years;
- That legacy installations that are not consistent with the Parks Canada recommendations be phased out and only be considered for a single season approval for 2022;
- That fees be increased to reflect an amount equivalent to 25% of the paid parking revenue potential per stall, and be charged on a per stall basis;
- That the number of seats in a sidewalk seating area may not exceed 60% of the seats available within the main business premise; and
- That the process to renew existing applications where no change to the previously approved configuration is proposed be streamlined.

Alternatives:

- That Committee direct Administration to bring back changes to the sidewalk seating and retail area extension program with other conditions;
- That Committee recommend Council approve a return to the pre-2020 sidewalk seating program guidelines, where sidewalk seating was approved on public land only where sufficient space (2 meters) remained for continued use of the sidewalk by pedestrians; or
- That Committee recommend Council not approve the continuation of sidewalk seating in Jasper.

Background:

Council adopted the current [Commercial Use of Public Space Bylaw \(#193\)](#) in April of 2016 to provide a framework for commercial activities on public lands including busking, farmers' markets and sidewalk seating.

In 2020, in response to the COVID-19 pandemic and its impact on commercial operators downtown, the Municipality of Jasper worked with Parks Canada to develop a pilot project to allow sidewalk seating to extend into the parking lane. While Parks Canada's Planning and Development Advisory Committee (PDAC) made a decision on sidewalk seating in 2021, short timelines and a resurgence in the COVID-19 case count in Alberta precipitated a second pilot project.

Program applications in 2021 were considered for the following configurations:

- Use the whole sidewalk in front of the property for customer seating or retail displays, and divert pedestrian traffic into the parking lane; or
- Use the parking lane for customer seating or displaying products.

In early 2021, the Jasper Park Chamber of Commerce obtained temporary approval (April to October, 2021) from Parks Canada for the commercial use of roads and lanes within the 400 to 600 block of Connaught Drive (southbound) and Patricia Street for eating establishments and retail. The PDAC recommendation, supported by the Alberta Executive Director for Parks Canada, highlighted the importance of public safety and aesthetics in the development of patio seating in Jasper.

By the end of 2021, 26 food and beverage establishments participated in the sidewalk seating program. There was no uptake on the retail extension part of the program, with most retailers citing concerns over damaging merchandise and security around monitoring inventory left outdoors.

2021 Program Review

The summer of 2021 saw the highest program uptake in the history of the program. General feedback from residents, visitors and business owners indicates that the program is well received and contributes to a livelier and more vibrant atmosphere downtown during the busy summer period. Allowing downtown businesses to expand their commercial footprint by using the parking lane, either for seating or for rerouting pedestrian traffic, appears to be a desirable outcome for the community in general.

The main challenge with the temporary nature of the program over the last two summers rests with the inconsistencies in approaches by different businesses, which were also inconsistent with the Parks Canada architectural motif. The placement of painted jersey barriers on the streets of Jasper is broadly recognized as the wrong fit in relation to our reputation as an international visitor destination. Parks Canada has indicated clearly that this approach was temporary in nature, and that a more permanent solution, which is aligned with the architectural motif, needs to be implemented going forward.

The other significant challenge with the temporary program is related to adherence to public health guidelines for COVID-19 as well as for general best practice from an Alberta Health Services public health perspective. The placement of patios in the parking lane (as opposed to immediately adjacent to the business premises) caused a variety of challenges, including pinch points on sidewalks where maintaining two-meter physical distancing became difficult, and servers having to cross a busy public sidewalk with open food and beverages in hand.

The impact of the expanded patio seating in relation to the amount of on-street parking stalls rendered unusable for the Paid Parking Pilot Project was also monitored by Administration to help develop recommendations for the development of a permanent program for both areas.

More detailed input from the business community was collected by the Jasper Park Chamber of Commerce this January, and is included as an attachment to this report.

Discussion:

Parks Canada recommendation on design and motif

After consulting with the Municipality of Jasper and considering the Alberta Health Services input in to the proposal, Parks Canada has advised that the placement of wooden pedestrian boardwalks in the parking lane, enabling sidewalk seating to take place immediately adjacent to the business premises, is the recommended approach for a permanent program. Details of the architectural motif, design and building specifications are still being developed. Administration is also proposing that, where a business has no frontage immediately adjacent to the sidewalk (i.e. basement and second floor premises), exceptions could be considered to allow a wooden patio consistent with the architectural motif to be placed in the parking lane.

The other part of the architectural motif discussion, which is non-discretionary, is with respect to the use of umbrellas and pop-up tents. Parks Canada's directives include that the use of 10'x10' pop-up tents is prohibited, as their use is only considered for special events. Umbrellas can be used in sidewalk seating areas but they should be neutral in color, and not display any advertising or logos. The main consideration from Administration's perspective on this item is in relation to enforcement. The Jasper Park Chamber of Commerce has expressed some concerns with this approach, which are documented in the attachment to this report.

Legacy installations

Administration is recommending that legacy installations, namely those in alignment with the direction of the new program but that may not entirely meet the architectural motif, be considered for a single season approval for 2022. Council should note that any final determination on matters relating to the architectural motif are in Parks Canada's jurisdiction.

Permit fees

Administration is recommending changes to the program rates to better reflect the value of the use of public parking stalls in the context of the paid parking initiative. The sidewalk seating rates in place for 2021 were the same as in 2020, with a \$100 application fee plus \$25 per seat. The latest data obtained by Administration for the Town of Banff shows a fee of \$55 per seat plus \$100 per table for sidewalk seating in 2021.

For comparison purposes, the revenue generation potential for a parking stall in the downtown core under the 2022 Paid Parking program (12 hours a day at \$3 an hour) is \$36 a day. Extended to the 184 days in the program season (May 1 to October 31), a single parking stall could generate up to \$6,624. Administration's recommendation is to implement a fee structure where the use of a parking stall for sidewalk seating be equivalent to roughly 25% of the potential paid parking revenue generation, and set at \$1,650 per stall.

2021 Average Patio Sizes	2021 fee <i>Based on # of seats</i>	Paid parking comparison	Banff fee comparison <i>Based on # of seats</i>	Proposed 2022 fee <i>Based on # of stalls</i>
Large patio (3 to 4 stalls)	\$1,100 to \$2,100	\$19,872 to \$26,496	\$3,000 to \$6,100	\$4,950 to \$6,600
Average patio (2 stalls)	\$800	\$13,248	\$2,140	\$3,300

Limit on number of seats

In an effort to strike a balance between the number and size of sidewalk seating areas permitted and the objectives of the paid parking program, Administration is recommending the implementation of an outdoor seating capacity limit equivalent to 60% of the establishment's indoor seating capacity. The sidewalk seating program saw a significant uptake in 2021, with some areas appearing to be under-utilized or disproportional in size in relation to the establishment's indoor seating capacity.

Strategic Relevance:

Governance and Social Equity

- Seek out and pursue alternate sources of revenue

Economic Health and Fiscal Equity

- Continue to support tourism and economic development
- Where appropriate, improve equitable distribution of municipal service costs and ease the tax burden through the implementation of user fees

Financial:

Staff resources required to implement this program are included in the current operating budget. Council's direction on the fee structure will directly impact the revenue generated by this initiative.

Attachments:

- Letter and recommendations from the Jasper Park Chamber of Commerce
- Business engagement survey results from the Jasper Park Chamber of Commerce



February 1, 2022

Mayor Richard Ireland and Council

Municipality of Jasper

By Email

Mayor Ireland and Council,

RE: Patio Seating/Retail Expansion Project

Please accept this letter as formal support for the following:

- Patio Seating and Retail Expansion for multi-year approval (minimum 3 years)
- Phase out approach to concrete barriers (two seasons being ideal) to allow operators to plan and finance centralized motif
- Review fee structure as part of an overall plan for operators, with operators, to which JPCC is willing to coordinate and host
- Consider an RFP plan for a single contractor to build approved motif design to allow for proper build by one contractor responsible for all safety codes, reduce overall cost to operators and ensure adherence to the final approved design motif
- Review the use of tents as coverings for patio and outdoor retail space. JPCC is pleased to participate in that discussion and would suggest a small group of operators be included in the discussion and decision dependent, set a phase out plan coinciding with concrete barrier plan. JPCC is also willing to discuss working with the contractor and operators to expedite the building process
- Review the number of patio/retail operators allowed and consider the implication of a fixed number

As noted specifically and now generally, JPCC is committed to collaborating with the operators and the Municipality in whatever way moves the project forward for the prosperity of business and the enjoyment of residents and visitors alike.

My intent is to briefly expand the content of this letter immediately after the presentation of the report on Tuesday, February 8th at the regularly scheduled Council meeting.

Should you wish to discuss any point in this correspondence or have questions, please do not hesitate to contact me.

Best wishes,

Pattie Pavlov, Executive Director

For

Jasper Park Chamber of Commerce Executive and Board

Jasper Park Chamber of Commerce

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

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January 20, 2022

Report: Patio Seating Retail Expansion Going Forward

Preamble:

The Jasper Park Chamber of Commerce is collaborating with partners in our community to address the patio seating/retail expansion program with a view to longer terms, unified motifs, fees, and policy updates.

As an operator, regardless of sector in the 400-600 blocks of both Patricia Street and Connaught Drive, each were asked to take a few moments to share insights, so the best possible data and anecdotal information is presented to Municipal Council in the coming week(s).

JPCC did endeavour to contact each operator, directly by phone, that proved exceedingly difficult to do with little to no response to messages and so the SOS (Save our Survey) was an effort to gather as many pieces of data as possible by being placed on various social media platforms (Facebook/Twitter/Instagram). All replies received before noon on Thursday, January 20, 2022, are factored into this report.

Questions as posed to each of businesses located on Connaught Drive and/or Patricia Street 400 - 600 blocks inclusive

Are you in favour of the patio seating/retail expansion program being for 3-5 years? Yes/No Why?

Are you in favour of a 'standardized motif' for all patios/retail expansion? Yes/No Why?

Are you in favour of Municipality of Jasper 'investment' in the program (street scape enhancement/tax incentives with related costs AND/OR are you in favour of a phased approach to allow business to plan financially and logistically to establish a unified or standardized motif? Yes/No Why?

The business fee structure currently assesses the value of a parking spot by the number of seats in one's patio operation, are you in favour of review or reassessment based on the new data that qualifies the value of a parking stall based on paid parking initiatives in 2021 Yes/No Why?

YES IN FAVOUR:	NO NOT IN	YES WITH VALUES APPLIED:
32	5 (UNQUALIFIED)	62

- 99 businesses included hospitality, retail, service and 2 non-profit organizations
- In all cases, upper floor, lower floor and non-immediate street access surveyed
- The data collection took place over 10 regular business days. Messages were left with each business whenever possible noting the o/s responses are from initial calls/messages from Thursday, January 6, 2022 and remained in the queue for response until noon, Thursday, January 20, 2022 after which an update to this report will be completed if required.
- Social media and special emails were sent out for 3 consecutive days with access to the questions and email contacts to return completed responses

Patio Seating/Retail Expansion Going Forward - Report
January 2022

Common Values assigned to each question:

Are you aware of the proposal to renew extended patio seating for an extended period (say 3-5 years)?
Yes or No - why?

- The responses were varied with emphatic yes or no being expressed as shown in the initial number reporting
- Recurring comments are in bold type

Yes: unqualified

- **Creates warm/welcoming atmosphere in the downtown core**
- Canmore's approach was fantastic!
- It meant the difference between survival and closure as the pandemic protocols evolved
- **People are looking for more outdoor options**
- Feedback around town from residents/visitors was very positive
- **Added significantly to the Jasper 'vibe'**
- Really hopeful it happens - great all around
- 100% absolute necessity for Jasper's economic survival
- Safety is the number 1 priority for residents and guests
- **Great attraction to the downtown core**
- All for it!
- Loved, loved, loved the boardwalk installed by one business!
- Install paid parking to encourage people to 'move along' or pay for the privilege of accessing parking in the immediate or closely located parking lots
- **Additional bike parking**
- **Willing to adapt for the greater good**
- 100% in support - can a plebiscite be used to decide definitively?
- Easy access to parking on west and east side of Patricia in the 400/500 blocks
- **Lower speed zone helps! (30km/hr)**
- Maintain current designated pick-up drop off location by the Jasper Adventure Centre
- **Businesses wanting to partake should pay all associated costs**
- **Boardwalks are a great idea! Consider that as an aesthetic option**
- Allow more roof-top patios
- 100% in favour - much of business comes from pedestrian traffic
- Created buzz in the downtown core
- The 2020 pilot proved it can work and does improve business' economic recovery from Covid
- Made those outdoor spaces lively - can we do it through winter too? Please?
- **Welcoming 'vibe' character of Jasper was enhanced**
- Would love to see more merchants participate
- Created a hub of activity in the core - didn't miss the 2 parking stalls at all!
- Every business should have the opportunity to participate
- Comparatively Connaught business 'outshone' Patricia Street efforts
- It was awesome to see businesses sharing their patio space with other businesses - kept the patios going all day long!

No:unqualified

- Struggle to move about with wheelchairs, strollers, walkers etc
- **Servers clearly struggled to walk through the pedestrian traffic to serve tables**
- Better signage opportunities
- Taxpayers must not be expected to pay for any required barriers (cones etc)
- **Damage to merchandise (wind/rain/fading) remains an issue - not likely to reconsider a retail expansion to sidewalk**

Respondents in the yes/no with values applied were more in favour of considering the following as common examples of 'compromise' being used often:

- **Addition of additional parking being designated to mobility challenged or disabilities**
- **Definitely consider standardization motif - appeared 'too random' almost who could be the most garish**
- **In favour of renewal but absolutely it must be more eye appealing - many patios were circus like**
- **Standardize the tent policies - must be applied to all patios whatever the decision is**
- **Wholeheartedly support patios but those businesses need to pay for the space they are adding to their overall square footage**
- **A phase out approach to Jersey barriers would be appreciated to plan and finance any new motif design costs. 2021 if Covid remains a factor - beyond that business should pay for their space(s)**
- **If this is to go beyond 2021 business needs to pay for the space they use BUT cost to apply standardized policies/motif must also be considered - it is considerably more expensive than plopping Jersey barriers and applying paint**
- **Enforced parking regulations by By-law for all designated parking spaces (15 minute, 2 hour)**
- **Boardwalk concept must be put in place - servers need to be able to do their jobs without maneuvering through pedestrians to street seating using the side walk**
- **No real benefit to particular business but understands the idea**
- Involvement cannot be mandatory for any operation in the proposed blocks
- **Definitely tilted toward hospitality operations and during Covid times, more than acceptable**
- **Either way a decision needs to be asap!**
- **In favour BUT make it aesthetically pleasing please!!!**
- **Whatever decision is made, needs to happen very quickly to give notice to those who will have to make adjustments**
- Cut red tape in the application process if it goes forward - approve or request amendments to applications quickly
- **Standardization should still allow for 'branding'**
- **Set a clear and unmovable date for the patios to close and remove their set-up**
- Double the number of flashing speed signs!
- Summer of 2021 will see Covid issues (no international travel/bus tours etc) so the look of a 'normal' summer may result in further reviews of the extended seating and lost parking stalls
- MoJ should consider contracting a designer to develop a motif that can be adopted by all patios
- A contractor to do all the construction work meeting MoJ standards, material requirements, motif would ensure there are no deviants
- As an owner/operator, my business is happy to conform to MoJ requests for standardized motif
- Tourism Jasper needs to assist with marketing the Jasper vibe - including patio opportunities!
Visuals are the best option

Patio Seating/Retail Expansion Going Forward - Report
January 2022

- Like the idea but the concept of patio seating AND retail expansion is a misnomer - there isn't a single retail merchant willing/able to extend into the street or parking lane
- **Walk around set ups are the best! Walk through causes bottlenecks, unsafe for servers, line-ups impeded other businesses - definitely need better system**
- **Definitely need to restructure fees - taxpayers shouldn't foot the bill for the use of the parking stalls. With the dollar value available now from the paid parking in 2021, the MoJ should be able to calculate an equitable fee for operator**
- **The patios are great - don't affect my operations at all, most effect is paid parking, needs to be clarified for businesses that must have access to on-street parking and for residents**
- **Like the concept and the atmosphere so yes, but restructuring fees might be too early in the game. Clearly the MoJ didn't recoup the cost of all the additional enforcement personnel costs involved with the paid parking project. Needs a rethink**
- **Definitely in favour however inconsistencies make it a free for all**
- **In favour but consider roof-top patio options more**
- Patios are great but there were patios set up that were rarely, if ever used
- Consider a fee restructuring and motif specifications to insure businesses are making sound financial decisions to put up a patio and meet all criteria
- Tents are the safest form of cover and should be able to be branded
- The patios are a great thing for the vibe of the downtown core, need to remember the patios themselves aren't the problem, the overall lack of parking is
- **Consider an RFP for a single contractor to construct the standardized motif to insure uniformity, negate a free for all and reduce costs**
- Some thought needs to be put into 'negotiating' with neighbors who are not in a position to have their own patios. For example taking up 3 spots is too much! Considering the change in Covid capacity restrictions, shouldn't be necessary
- Some patio operators already have roof top or other patio operations, they should not be allowed to operate on the street as well
- Sharing spots with neighboring businesses is really great and makes most efficient use of space, cost etc.
- Natural elements such as wood and colours need to be part of a standardized motif to maintain mountain feeling
- **The Jersey barriers are ugly! Get rid of them!**
- **Patios are a definite economic driver but wait to increase fees as many are still facing tough economic challenges for a number of reasons**
- **Bike racks are important yes, but businesses are moving them to allow their patio option to be bigger, clarification on this is necessary**

- Covid assisted regional travellers - couldn't get accommodation in the past due to International travellers and open air spaces were affordable and Covid responsible - definitely rediscovered Jasper!
- Love the idea but physical location is prohibitive to adding a patio option - an opportunity to work with MoJ operations/by-law is really needed to develop options
- The individuality of this year's patios is what Jasper is all about!
- Boardwalk look is great BUT consider the notion that it can be too small - people stopped to chat etc on the boardwalk requiring others to walk on the street to get around - not a safe option!
- All in favour of patios and extended retail space but it MUST require a covering - not just for rain related issues but to protect from pigeon droppings!
- Hastily designed patios were an eye-sore (reminiscent of a travelling road show)
- While it's supposed to include retail expansion, it is not used at all and so the program should be renamed patio seating. Period

Patio Seating/Retail Expansion Going Forward - Report

January 2022

- Patios are increasing the welcoming spirit of the community but should be expanded beyond the 400 block to include 300 block of Connaught as well
- 2021 paid parking data is not likely to be robust enough to support the fee structure review, an additional season would be more realistic
- Tents would be preferred over umbrellas, branding should be allowed
- Liability with use of umbrellas could become an issue
- Tents as stand along 10x10 units should be allowed with proper distance between them. There should be no 'linking' of tents in any way
- 3-5 year plan, or beyond- permanent - is favoured
- Reduce the red tape with a long term program, reduce need for by-law enforcement on patios and then reduce those costs with less personnel
- Make Connaught Drive a two way street on the eastbound street to eliminate any traffic on the westbound - problem solved
- Cassio's did it absolutely right! Walk arounds are preferred
- TOO many patios in 2021 make it a quality over quantity situation with clear requirements and appropriate fees so there is an obvious commitment to doing it right

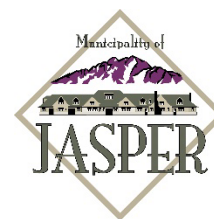
Summary of contact:

O/S (no response, no call back) 22

No opinion (includes Canada Post/TJ/Parks Canada) 4

AGENDA ITEM 7.2

REQUEST FOR DECISION



Subject: Paid Parking Resident Exemption Program
From: Bill Given, Chief Administrative Officer
Prepared by: Christine Nadon, Director of Protective and Legislative Services
Reviewed by: Natasha Malenchak, Director of Finance and Administration
Date: February 8, 2022

Recommendation:

- That Committee recommend Council approve a resident exemption from paid parking for up to two hours per parking session, for any resident registered in the system.

Alternatives:

- That Committee recommend Council approve a resident exemption from paid parking with pre-loaded credits, for any resident registered in the system; or
- That Committee direct Administration to discontinue work on the paid parking resident exemption program.

Background:

At the January 4, 2022 regular meeting, Council approved the continuation of a paid parking program in the Municipality of Jasper on a seasonal basis, and voted in favor of an exemption program for residents from the requirement to pay for parking in paid parking zones, with such exemptions to be determined at a later date.

Discussion:

An exemption program for residents of Jasper in the paid parking areas could take several forms. The “digital first” system is very flexible and can support any type of exemption that Council may wish to provide residents. One requirement for any exemption is that residents will need to register their vehicle to be recognized as a resident and receive the exemption. This is an administrative process that does not require direction from Council. Council does need to provide direction on the type or amount of exemption that should be provided. Administration’s recommendation is to provide free resident parking for a pre-determined amount of time as it would continue to encourage turnover in parking spaces and be relatively simple to convey to the public.

Alternatively, Council could approve a system that would see each resident receive parking credits pre-loaded in to their account upon registering. In this approach, Council would specify the amount of credits residents could receive, and how often they would receive them. This approach would require more active monitoring on behalf of the resident, and when they’ve used the provided credits and still wish to park more, they may need to add funds, risk being ticketed or park less.

Program Type	Customer Friction	Revenue Generation	Encourages walking	Admin. workload
Number of hours	Low	Low	Medium	Low
Pre-loaded credits	Medium	Medium	Medium	Medium
No exemption	High	High	High	Medium to High

Strategic Relevance:*Governance and Social Equity*

- Seek out and pursue alternate sources of revenue

Economic Health and Fiscal Equity

- Pursue equitable allocation of costs between the community and visitors and among community rate-payers by expanding visitor user fees where feasible.
- Where appropriate, improve equitable distribution of municipal service costs and ease the tax burden through implementation of user fees.

Financial:

The extent of the paid parking resident exemption program selected by Council will directly impact the potential paid parking revenue for the 2022 season, as outlined in the table above. Staff resources and communications costs (ads, handouts, etc.) required to promote the program are included in the approved operating budget.

Communications:

Regardless of the approach determined by Council, concise and effective communication materials will need to be developed to encourage Jasper residents to register their vehicles and benefit from the exemption program. The recommended hourly program type should require significantly less resources to communicate due to its simplicity and low customer friction rating.

AGENDA ITEM 7.3

REQUEST FOR DECISION

Subject: Equity, Diversity and Inclusion Master Plan – 2022-2026

Prepared by: Lisa Riddell, Community Development Manager

Reviewed by: Bill Given, Chief Administrative Officer

Date – Discussion: February 8, 2022



Recommendation:

- That Committee recommend Council adopt the Municipality of Jasper's 2022-2026 Equity, Diversity and Inclusion Master Plan.

Alternative:

- That Committee direct Administration to return to a future committee of the whole meeting with a revised copy of the 2022-2026 Equity, Diversity and Inclusion Master Plan including suggested changes expressed today.

Background:

At the July 6, 2021 regular meeting, Council approved the Equity, Diversity & Inclusion policy and directed administration to return to a future committee of the whole meeting with a plan for policy implementation.

On October 12, 2021, Community Development returned to Committee of the Whole with a five year Equity, Diversity and Inclusion Master Plan. At that time, Committee of The Whole received the draft plan for information and directed administration to return to Committee of The Whole in early 2022 with a final draft of the plan.

The Equity, Diversity and Inclusion policy encompasses not only the organization as a workplace, but also the organization in its service to the public and its role in the community.

The ED&I plan breaks down how the organization will implement the ED&I policy [E-015](#). The policy statement sets out a shared commitment to "model organizational equity, inclusion and diversity to more effectively serve a diverse community through equitable policy and operations that allow every citizen to participate in all aspects of community life." Further, the policy indicates a shared commitment to "continuously strive to identify and then reduce or remove impediments to equity, inclusion and diversity within the workplace, and to reduce barriers to public participation in municipal facilities, programs, services, and engagement opportunities."

With the direction from Council on October 12, Community Development refined the plan and engaged Inclusion Committee members in the work of reviewing and fine tuning the content. The work of engaging and supporting the Inclusion Committee was funded through a time-limited grant from the Alberta Urban Municipalities Association called the Measuring Municipal Inclusion Grant (MMIG). The funding came to an end on December 31, 2021. The Inclusion Committee remains active and engaged into 2022 as part of the Municipality's approved operating budget.

Discussion:

The draft Equity, Diversity and Inclusion Master Plan attached presents the framework for the next five years of working towards equitable municipal policy and operations. The first part of the draft 5-year Master Plan outlines the organization's commitment, and guiding principles for plan implementation overtime. The second part of the plan is broken down into several areas of focus with specific activities detailed, as well as measurable results (outputs) from those activities and the desired change (outcomes) we aim to see from those activities. Some activities will be implemented by all Municipal employees while others will be led by the cross-departmental work of the Internal Inclusion Committee. Department leaders, subject matter experts and community members will all be engaged in the implementation of the Municipality's ED&I Master Plan over the next 5 years.

The Municipality's Equity, Diversity and Inclusion Master Plan will guide efforts to build a diverse and inclusive workforce and provide inclusive, accessible and equitable programs and services to our residents. The plan is a longer-term guiding document that will ensure that the Equity, Diversity and Inclusion Policy is considered and applied organization-wide, by all business units in all aspects of day-to-day operations and higher-level decision making.

The Municipality of Jasper is continuously learning about emerging and best practices in advancing its equity, diversity and inclusion efforts. One of the guiding principles in the draft ED&I Master Plan is continuous improvement and it is worth noting that this Master Plan will be seen as a living document that will be reviewed, updated and amended over the 5-year period to reflect that learning.

The Equity, Diversity and Inclusion Policy and draft Equity, Diversity and Inclusion Master Plan is the culmination of 18 months of collaborative work between Inclusion Committee members. Adoption by Council of the draft ED&I Master Plan would allow the Municipality of Jasper to ensure that organizational strategic planning and business planning are done through an equity, diversity and inclusion lens and that the organization's priorities are in line with its vision to "offer accessible services, cultural amenities, lifelong learning opportunities, affordable housing and a safe and supportive living environment for all residents."

Strategic Relevance:

- *Jasper's Municipal Mission* (Strategic Priorities 2018-2022 – Municipality of Jasper, pg. 12) "Council has proclaimed Jasper to be a Welcoming and Inclusive Community and has committed to making decisions through the lens of inclusion, keeping the interests of the community as a whole in mind, and advancing basic respect, truth and human dignity."
- Governance and Social Equity. Specifically, "Develop and nurture mutually beneficial relationships and partnerships at the federal, provincial, local and international level to enhance community health and address issues and opportunities..."
- *Community Vision* (Jasper Community Sustainability Plan, 09/11 - Strategic Priorities 2018-2022 – Municipality of Jasper, pg. 3) "Jasper offers accessible services and cultural amenities, lifelong learning opportunities affordable housing and a safe and supportive living environment for all residents."

Financial: The recommended activities within the draft Equity, Diversity and Inclusion Plan (2022-2026) will require a commitment of resources over the 5-year period. Resources to start work on the plan were incorporated into the 2022 operating budget which was approved on January 4, 2022. Additional resources required will be presented to council in the context of future budgets.



**Municipality of
Jasper**

Equity, Diversity & Inclusion Master Plan

2022-2026



With funding from the Alberta Urban Municipalities Association



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Introduction

Background

On July 6th, 2021, Jasper Municipal Council formally adopted Policy E-015: the Equity, Diversity and Inclusion Policy. The purpose being to provide informed, authentic leadership for organizational equity. In recognition that a successful community is one in which unique contributions by residents of different backgrounds, abilities and orientations are welcomed, invited and actively sought.

The development and passing of this policy were a direct result of undertaking an organized approach to measure municipal inclusion utilizing the tool developed by the Alberta Urban Municipalities Association (AUMA) and funding through the Measuring Municipal Inclusion Grant (MMIG).

The tool revealed several areas where the Municipality could improve and an internal, cross-departmental committee (the Inclusion Committee) was struck to address these areas – one of which included a review of policies related to discrimination, diversity and inclusion.

Policy E-015 was developed as a result of that review and has led to the development of a comprehensive, five year Equity, Diversity and Inclusion (ED&I) Master Plan for the Municipality of Jasper. The Master Plan further demonstrates the Municipality's commitment to equity, diversity and inclusion and provides a framework for policy implementation and organizational accountability for years to come.



Introduction

Jasper's Equity, Diversity & Inclusion Master Plan – 2022 - 2026

This master plan presents the Municipality's framework for realizing equitable policies and operations. It includes 14 areas of focus with specific activities, desired outputs and outcomes. The five year Master Plan is the result of a collaborative effort between Municipal Council, Inclusion Committee members, administration and employees to be a leader in equity, diversity and inclusion work.

The Municipality's Equity, Diversity and Inclusion Master Plan will guide efforts to build a diverse and inclusive workforce and provide inclusive, accessible and equitable programs and services to our residents. The plan will ensure that the Equity, Diversity and Inclusion Policy is considered and applied throughout the entire organization, by all business units in all aspects of day-to-day operations and higher-level decision making.

The Municipality of Jasper's Equity, Diversity and Inclusion Master Plan is based on four pillars of inclusion (diversity, skill, equity & growth) and takes into account the organization's shared commitment. The plan builds upon the foundation of inclusion work undertaken to date and sets the framework for it to continue.

Why do we need an Equity, Diversity and Inclusion Master Plan?

Jasper is beautifully and uniquely diverse. People from across the globe choose to make Jasper their home. Community members reflect diversity through race, religion, gender identity, physical and mental ability and many other ways.

But simply acknowledging this diversity isn't enough. We need to work every day to identify and dismantle systems that are inequitable. We need to attract and retain a diverse workforce in our organization that reflects the residents we serve.

How does this benefit the Municipality?

Years of research confirms the benefits of local government supporting equity, diversity and inclusion (ED&I) work. When we invest in making our organization as diverse and inclusive as possible, we see:

- An increased sense of belonging for residents;
- A reduction in social conflict;
- An increased ability to meet our municipal mandate to serve ALL residents;
- Increased productivity, creativity and innovation from an engaged, diverse and talented workforce;
- An increase in participation from diverse groups in municipal affairs; and
- An improved ability to identify, develop and deliver relevant programming and services to the community.

When we commit to equity, diversity and inclusion as a priority for our organization we benefit from a more resilient, committed and effective workforce. When people are welcomed, encouraged and thanked for examining and understanding their role in contributing to an equitable society the community at large benefits.

Opportunities exist for growth, education and evolution. It is our individual, group and organizational duty to: check our biases, identify and dismantle systems that are inequitable and take active steps to foster a respectful, inclusive and equitable environment so that our employees and residents can thrive.

THE ALBERTA HUMAN RIGHTS ACT PROHIBITS DISCRIMINATION BASED ON THESE PROTECTED GROUNDS:

- ☉ Race
- ☉ Religious beliefs
- ☉ Colour
- ☉ Gender
- ☉ Gender identity
- ☉ Gender expression
- ☉ Age
- ☉ Physical and mental disabilities
- ☉ Ancestry
- ☉ Place of origin
- ☉ Marital status
- ☉ Source of income
- ☉ Family status
- ☉ Sexual orientation



Guiding Principles



Community Relevance:

- ☉ recognize diversity, inclusion, and equity as critical to ensuring the well-being of staff and the community we serve;

Critical Analysis:

- ☉ identify, acknowledge and dismantle inequities within our policies, systems, programs, and services;
- ☉ continually update and report on organization progress;
- ☉ identify and address underlying assumptions which interfere with inclusiveness;

Continuous Improvement:

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

Collective Responsibility:

- ☉ commit time and resources towards identifying inequities and removing barriers within the organization;
- ☉ ensure all activities of the Municipality of Jasper and those of its Agencies, Boards and Committees will be inclusive in nature; and
- ☉ lead with respect and tolerance.





Policy Statement & Shared Commitment

“Inclusion is not bringing people into what already exists; it is making a new space, a better space for everyone.”

- George Dei

The Municipality of Jasper is committed to modelling organizational equity, inclusion and diversity to effectively serve its diverse community. This is done through equitable policy and operations that allow every citizen to participate in all aspects of community life.

The Municipality of Jasper will continuously strive to identify and then reduce or remove impediments to equity, inclusion and diversity within its workplace, and to reduce barriers to public participation in municipal facilities, programs, services, and engagement opportunities.

Pillars of Inclusion

The Municipality of Jasper’s Equity, Diversity & Inclusion Master Plan is based on these pillars of inclusion. Identifying these four areas and committing to improvement in them supports working towards our shared commitment.





Pillars of Inclusion

1. Diversity

The Municipality will seek and show it values diversity by attracting and recruiting a talented and diverse labour force representative of the community. When engaging with the public, the Municipality will seek diversity in stakeholders, viewpoints and utilize communication methods to reach underrepresented populations.

2. Equity

The Municipality will examine policy, procedure and access to services, and identify potential barriers. To promote equity, policies and procedures will be developed that increase vigilance against systemic and individual discrimination and support individuals who experience discrimination.

3. Skill

Through training and education opportunities, the organization will promote respect, knowledge, and appreciation of cultural diversity and the inclusion of Indigenous and racialized communities in the cultural fabric of the Municipality. Employees and leaders will be provided the tools to work inclusively, and champion, promote and speak to the benefits of an equity lens.

4. Growth

A lead by example approach will demonstrate the Municipality's commitment to diversity and inclusion. This includes support of Equity, Diversity & Inclusion programs by Council, the Chief Administrative Officer, Directors, Management, Human Resources and employees leading to increased capacity within the organization to operate in an inclusive way.

in•clu•sion

/in•klo•oZH•n/

Noun

1. the action or state of including or of being included within a group or structure.

2. the practice or policy of providing equal access to opportunities and resources for people who might otherwise be excluded or marginalized, such as those who have physical or mental disabilities and members of other minority groups.

Approaching municipal work with these pillars of inclusion in mind, embeds equity, diversity & inclusion into all functions of the organization. In this way the Municipality can exemplify the following:

- ⊗ The Municipality is a guardian that respects the public interest.
- ⊗ The Municipality is an organization that upholds human rights.
- ⊗ The Municipality is a community that promotes diversity.



Roles and Responsibilities

Directors & Managers

- Monitor and assess the effectiveness of the Equity, Diversity & Inclusion Master Plan;
- Deliver services in ways that demonstrate our commitment to diversity and inclusion;
- Recognize diversity as a strategic value of the Municipality;
- Champion and recognize diversity and inclusion efforts across the organization;
- Promote and invest in diversity and inclusion;
- Create and maintain an inclusive working environment that supports all employees;
- Demonstrate behaviors consistent with the Municipality's diversity and inclusion goals and policies, as well as procedures and practices related to diversity and inclusion
- Provide training and educational opportunities to build on skills related to diversity and inclusion;
- Uphold diversity and inclusion as a core value;
- Demonstrate zero tolerance for discrimination and harassment;
- Lead by example;
- Ensure work environments, public spaces and facilities are free from discrimination and harassment;
- Embrace other cultures, world views, ideas and different perspectives;
- Support directors and managers to receive training to help staff address positive or negative equity, diversity & inclusion situations in the workplace;
- Empower staff to have honest conversations about equity, diversity & inclusion with their management.

All Municipal Employees

- Deliver services in ways that demonstrate our commitment to diversity and inclusion;
- Participate in training and educational opportunities to build on skills related to diversity and inclusion;
- Champion diversity and inclusion efforts across the organization;
- Promote diversity and inclusion;
- Create and maintain an inclusive working environment that supports all employees;
- Identify personal goals related to diversity and inclusion;
- Demonstrate behaviours consistent with the Municipality's diversity and inclusion goals and policies, as well as procedures and practices related to diversity and inclusion;
- Understand diversity and inclusion as municipal core values;
- Speak up and speak out against discrimination and harassment;
- Lead by example;
- Ensure our work environment, public spaces and facilities are free from discrimination and harassment;
- Respect coworkers and residents.



Implementation Plan

The following pages outline the activities within each area of focus including outputs and outcomes from each activity. Activities were developed collaboratively through the internal Inclusion Committee with input from all levels of the organization. Desired outcomes will be achieved by implementing several activities, measuring the success of those activities and then refining activities to reflect changing best practices or lessons learned along the way.

Some activities will be implemented by all municipal employees while others will be led by the cross-departmental work of the Inclusion Committee. Department leaders, subject matter experts and community members will all be engaged in the implementation of this Equity, Diversity & Inclusion Master Plan over the next five years.

Implementation Plan

Inward Facing (areas 1-5)

Area of Focus 1 - Engage Employees Through the Municipal Inclusion Committee				
	Activities	Output	Outcome	Status
A	Draft formal Terms of Reference for the internal Inclusion Committee.	<ul style="list-style-type: none"> Formal Terms of Reference for Inclusion Committee are drafted and approved by Inclusion Committee members and management. 	<ul style="list-style-type: none"> Increased understanding of Inclusion Committee governance, mandates and goals. 	
B	Formalize the committee within the Municipality of Jasper.	<ul style="list-style-type: none"> Inclusion Committee is recognized by the Municipality as an internal committee. Inclusion Committee is funded and sustained through the Municipality. 	<ul style="list-style-type: none"> Employees and elected officials are encouraged and supported to be members of the Inclusion Committee. 	
C	Promote the committee internally and externally.	<ul style="list-style-type: none"> Marketing tools produced (posters, emails) to promote the Inclusion Committee to employees. Section on municipal website on Inclusion Committee initiatives. 	<ul style="list-style-type: none"> Greater organizational awareness of the Inclusion Committee. Public sees a commitment to equity, diversity and inclusion by the organization. 	

Area of Focus 2 - Build Capacity Through General Equity, Diversity & Inclusion Training				
	Activities	Output	Outcome	Status
A	Research and develop a training program that touches on equity, diversity and inclusion topics including reconciliation for all new staff.	<ul style="list-style-type: none"> An equity, diversity and inclusion training program is developed and utilized. Documentation exists outlining training requirements for new staff. 	<ul style="list-style-type: none"> Staff have access to training reflective of equity, diversity and inclusion goals and philosophy of the organization Staff have clear instruction on acceptable workplace behavior. 	
B	Research and develop a training program that touches on equity, diversity and inclusion topics including reconciliation for new elected officials, directors and managers.	<ul style="list-style-type: none"> An equity, diversity and inclusion training program for elected officials, directors and managers is developed and utilized. Documentation exists outlining training requirements for elected officials, directors and managers. 	<ul style="list-style-type: none"> Management and Council have access to training reflective of the equity, diversity and inclusion goals and philosophy of the organization Management and Council have clear instruction on acceptable workplace behavior. 	
Activities related to more specific training also appear throughout the Equity, Diversity and Inclusion Master Plan within several areas of focus.				



Implementation Plan

Area of Focus 3 - Policy Review and Interpretation				
	Activities	Output	Outcome	Status
A	Review any policies related to equity, diversity and inclusion; Respectful Workplaces Policy, Land Acknowledgement Policy, Equity, Diversity and Inclusion Policy.	<ul style="list-style-type: none"> • Inclusion Committee compiles list of policy that relates to equity, diversity and inclusion. • Inclusion Committee reviews policy and recommends changes to support equity, diversity and inclusion in the workplace. 	<ul style="list-style-type: none"> • All organizational policy reflects the organization's commitment to equity, diversity and inclusion. • Opportunity to update old policy to include new best practice. 	
B	Develop plain language print materials to accompany the policies where policy language itself may not be inclusive.	<ul style="list-style-type: none"> • Plain language media produced. Including posters for staff rooms and pamphlets explaining policy (to be given to new employees at onboarding). 	<ul style="list-style-type: none"> • Increased understanding among employees of policies, the organization's expectations and of reporting procedure for instances of discrimination or harassment. 	
C	Develop a policy review tool and conduct a policy review of any new policies with an inclusion lens.	<ul style="list-style-type: none"> • Policy review tool is created. All draft policies are reviewed by the Inclusion Committee using the policy review tool. 	<ul style="list-style-type: none"> • Increased understanding and skill among municipal employees and elected officials in drafting policies that are inclusive and advance equitable municipal service and operations. 	
D	Conduct a policy review of all existing policies using the policy review tool.	<ul style="list-style-type: none"> • Existing policies are reviewed and recommendations for updates that would make a policy more inclusive are drafted. 	<ul style="list-style-type: none"> Increased understanding and skill among municipal employees and elected officials in reviewing and updating policies to ensure equitable municipal service and operations. 	

Implementation Plan

Area of Focus 4 - Utilize the Accessibility Audit Results in Future Planning				
	Activities	Output	Outcome	Status
A	Continue to work on the priority areas identified in the 2020 accessibility audit using the guiding document developed during the Measuring Municipal Inclusion Grant project.	<ul style="list-style-type: none"> Guiding document exists for use by the organization and highlights priority areas of improvement regarding accessibility. 	<ul style="list-style-type: none"> Increased awareness of opportunities to improve accessibility to municipal facilities and programs. 	
B	Develop an accessibility 'check list' for programs and facilities.	<ul style="list-style-type: none"> A checklist exists for use by municipal staff in assessing how accessible a program, facility or service is. 	<ul style="list-style-type: none"> Gaps in accessibility are identified and mitigated through the use of an accessibility tool. 	
C	Utilize the guiding document from the audit in capital projects, facility improvement or retro-fitting of facilities.	<ul style="list-style-type: none"> The document exists to guide decision making around capital projects, facility improvement or retro-fitting of facilities. 	<ul style="list-style-type: none"> Staff have an increased ability to consider accessibility in decision making regarding capital projects, facility improvement or retro-fitting of facilities. Capital projects, facility improvement or retro-fitting of facilities are carried out with a priority of improving accessibility. 	
D	Develop an accessibility assessment tool for municipal staff to utilize to review capital projects ensuring that standards are being met based on the accessibility audit.	<ul style="list-style-type: none"> An accessibility assessment tool is created and utilized for capital projects. 	<ul style="list-style-type: none"> Increased understanding and skill among municipal employees and elected officials in reviewing capital projects through an accessibility lens and utilizing the accessibility audit to assess how accessible proposed projects will be. 	
E	Inclusion Committee reviews filled out accessibility assessments for capital projects and makes recommendations.	<ul style="list-style-type: none"> Filled out accessibility assessments are reviewed and recommendations are generated. 	<ul style="list-style-type: none"> Increased understanding and skill among municipal employees and elected officials in reviewing capital projects using the accessibility assessment tool and audit with the goal of ensuring barrier-free facilities and facility upgrades. 	

Implementation Plan

Area of Focus 5 - Attract and Retain a Diverse Workforce

	Activities	Output	Outcome	Status
A	Research and develop internal training for all managers and directors on the practice of inclusive hiring.	<ul style="list-style-type: none"> Inclusive hiring training is offered to all managers, directors and the Chief Administrative Officer. 	<ul style="list-style-type: none"> Managers, directors and the Chief Administrative Officer are more aware of the presence of bias in the hiring process and how to practice inclusive hiring. Municipality of Jasper's workforce is more reflective of the population they serve. 	
B	Continue to review the ways in which the organization recruits new employees to identify and remove or minimize barriers.	<ul style="list-style-type: none"> Barriers to inclusive, equitable recruitment and hiring are identified. Steps are taken to reduce bias in recruiting or hiring. 	<ul style="list-style-type: none"> The Municipality is an equal opportunity employer Barriers to recruitment and employment with the Municipality are reduced. Increase in applications to municipal positions from racialized residents or residents with diverse abilities. 	
C	Identify gender stereotypes associated with different areas of municipal service and operations. Research and compile opportunities for training on mitigating gender bias specific to those areas.	<ul style="list-style-type: none"> Areas of municipal service and operations are reviewed with an eye for gender and gender stereotyping. Training specific to mitigating bias is coordinated and offered. 	<ul style="list-style-type: none"> Increased ability for municipal staff to notice the effects of gender stereotyping within the organization Increased understanding of the harm associated with gender stereotyping and the benefits of seeking and promoting gender-diversity across the organization. Increased discussion among municipal staff about gender stereotyping and gender diversity. 	
D	Identify cultural stereotypes associated with different areas of municipal service and operations. Research and compile opportunities for training on mitigating cultural bias specific to those areas.	<ul style="list-style-type: none"> Areas of municipal service and operations are reviewed with an eye for cultural stereotyping. Training specific to mitigating bias is coordinated and offered. 	<ul style="list-style-type: none"> Increased ability for municipal staff to notice the effects of cultural stereotyping within the organization. Increased understanding of the harm associated with cultural stereotyping and the benefits of seeking and promoting cultural-diversity across the organization. Increased discussion among municipal staff about cultural stereotyping and cultural diversity. 	

Implementation Plan

Area of Focus 6 - Welcome and Review Feedback from Staff

	Activities	Output	Outcome	Status
A	Develop an anonymous feedback box as a tool for internal staff to use to submit positive or negative reports related to inclusion and diversity within the municipality.	<ul style="list-style-type: none"> A tool exists. Staff are utilizing it. Inclusion Committee discusses submissions regularly. 	<ul style="list-style-type: none"> Increased understanding of the unique experiences of municipal employees. Increase in engagement from staff on how to improve. 	
B	Engage Managers and Directors in training on how to talk to staff about instances of racism or discrimination and how we can improve.	<ul style="list-style-type: none"> Managers and Directors take part in training on how to receive reports or feedback about inclusion, racism or discrimination and what their role is. 	<ul style="list-style-type: none"> Managers/Directors have more understanding on how to receive reports or feedback about inclusion and what they can do to support their teams. 	



Implementation Plan

Inward and Community Facing (area 7)

Area of Focus 7 - Advance Truth and Reconciliation Efforts

	Activities	Output	Outcome	Status
A	Develop a land acknowledgement for use at Council and in writing/website.	<ul style="list-style-type: none"> Land acknowledgement developed and approved for use by the organization. 	<ul style="list-style-type: none"> Municipal staff have an approved statement of territorial acknowledgement for use by the organization. 	
B	Municipal elected officials, managers, directors and staff to read the Land Acknowledgement Policy.	<ul style="list-style-type: none"> Municipal staff read, understand and utilize the Land Acknowledgement Policy in their roles. 	<ul style="list-style-type: none"> Increased understanding of the significance of a territorial acknowledgement. 	
C	Ensure the topic of Reconciliation appears on strategic planning and business planning agendas.	<ul style="list-style-type: none"> Reconciliation is discussed at the 2022 Strategic Planning session. 	<ul style="list-style-type: none"> Elected officials and Senior Leadership Team take part in planning around Reconciliation. 	
D	Distribute educational material on the 94 Calls to Action to all members of the Inclusion Committee, Senior Leadership Team and Council.	<ul style="list-style-type: none"> Members of the Inclusion Committee, Senior Leadership Team and Council have resources to assist them in implementing the Calls to Action that pertain to municipalities. 	<ul style="list-style-type: none"> Increased understanding of the role local governments can play in advancing Truth and Reconciliation. 	
E	Create a section on the municipal website outlining the actions the organization will take to further Truth and Reconciliation.	<ul style="list-style-type: none"> Section of the municipal website exists with organizational commitment to advancing Truth and Reconciliation. 	<ul style="list-style-type: none"> Municipal staff as well as community members have an increased understanding of the Municipality's commitment to advancing Truth and Reconciliation efforts. 	

Implementation Plan

Inward and Community Facing (area 7)

Area of Focus 7 - Advance Truth and Reconciliation Efforts

	Activities	Output	Outcome	Status
F	With input from Indigenous partners, Inclusion Committee to discuss how to formally recognize September 30 th , the National Day for Truth and Reconciliation.	<ul style="list-style-type: none"> • A statement in honor of Truth and Reconciliation Day is prepared and released. • A plan to honour and recognize September 30th, National Day for Truth and Reconciliation is drafted. 	<ul style="list-style-type: none"> • Increased awareness of the Municipality's support for the advancement of Truth and Reconciliation. • Increased public awareness of the National Day for Truth and Reconciliation. 	
G	Develop training on the Indigenous connection to this area as well as cultural safety for members of the Senior Leadership Team and Council.	<ul style="list-style-type: none"> • Training identified and available. 	<ul style="list-style-type: none"> • Increased awareness among Senior Leadership Team and Council of Indigenous relationships with this area and how to foster cultural safety in the workplace. 	
H	With input from Indigenous partners, develop a list of alternative Indigenous names for municipal spaces for consideration and renaming.	<ul style="list-style-type: none"> • Names of municipal facilities/ outdoor areas are changed to reflect local Indigenous history. 	<ul style="list-style-type: none"> • Renamed municipal spaces honour Indigenous Peoples, in an effort to decrease systemic racism and decolonize spaces. • Increased awareness of the Municipality's support for the advancement of Truth and Reconciliation. 	
I	With input from Inclusion Committee, Indigenous community members and Indigenous partners, identify areas the Municipality can prioritize when it comes to Reconciliation efforts.	<ul style="list-style-type: none"> • A list of regular, ongoing reconciliation-focused activities/initiatives are identified. 	<ul style="list-style-type: none"> • Increased understanding of the role of local governments in Reconciliation. • Increased capacity for the Municipality to advance Reconciliation efforts. • Increased awareness in the community of the Municipality's support for the advancement of Truth and Reconciliation. 	
J	Liaise with Parks Canada to participate in conversations of mutual interest with the 26+ Indigenous groups who identify a historical and ongoing connection to this place by participating in the Indigenous Forum.	<ul style="list-style-type: none"> • Regular, ongoing relationship building with Indigenous groups takes place via the Indigenous Forum. • The Municipality expresses interest in regular, ongoing relationship building and conversations on topics of mutual interest. 	<ul style="list-style-type: none"> • Increased understanding of Indigenous Peoples' perspectives on areas of mutual interest and the role of the Municipality in relationship building and Reconciliation • Increased capacity for the Municipality to build and nurture relationships with Indigenous partners. • Increased awareness in the community of the Municipality's support for the advancement of Truth and Reconciliation. 	

Implementation Plan

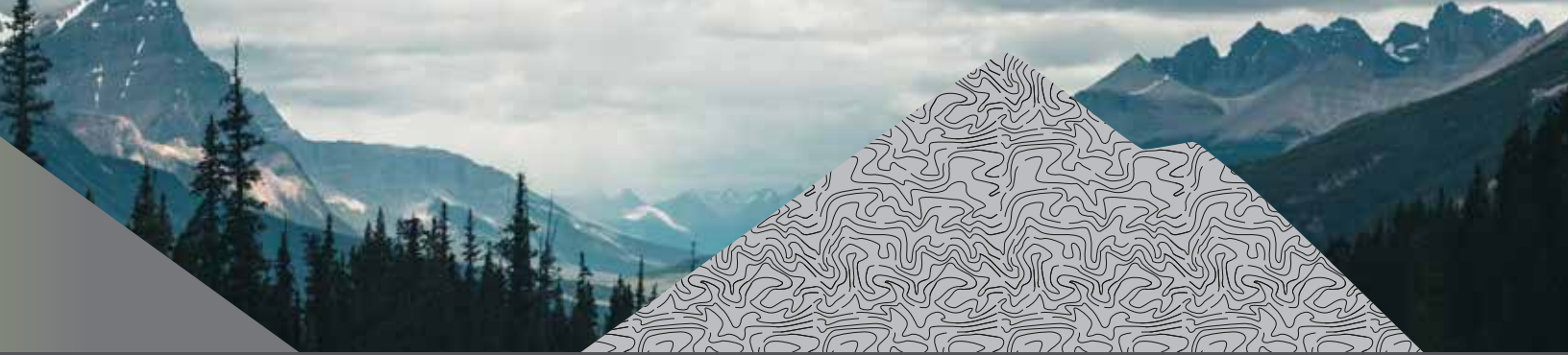
Community Facing (areas 8-14)

Area of Focus 8 - Welcome and Review Feedback from the Community				
	Activities	Output	Outcome	Status
A	Develop messaging for the website about the Municipality's commitment to equity, diversity and inclusion and what the public can do if they experience racism/discrimination in a municipal space or by a municipal employee.	<ul style="list-style-type: none"> • Formal tracking system developed. • Documentation exists outlining the process to receive reports and follow up. 	<ul style="list-style-type: none"> • Increase in vigilance against systemic and individual discrimination. • Municipality of Jasper is able to support individuals who experience discrimination. • The public feels there are more reliable systems in place to protect them. 	
B	Inclusion Committee reviews and discusses reports of harassment or discrimination.	<ul style="list-style-type: none"> • Instances of harassment & discrimination are documented and reviewed. 	<ul style="list-style-type: none"> • Municipality of Jasper is able to address instances of harassment or discrimination • The Municipality is more aware of any change in frequency of instances of discrimination or harassment. • Increased vigilance against systemic and individual discrimination. 	
C	Inclusion Committee makes recommendations for training or 'intervention' based on reports received and reviewed.	<ul style="list-style-type: none"> • Recommendations are made by the Inclusion Committee following documented instances of harassment or discrimination. • A list of potential training is generated based on the need identified. 	<ul style="list-style-type: none"> • Decrease in incidents of harassment & discrimination through education and professional development. 	
D	Develop messaging for the website about the Municipality's commitment to equity, diversity and inclusion and what the public can do if they experience racism/discrimination within the community as a whole.	<ul style="list-style-type: none"> • Content developed and on the website. 	<ul style="list-style-type: none"> • Increased vigilance against systemic and individual discrimination. • The Municipality is aware of instances of racism or discrimination in the community and can monitor trends. • The public feels their local government takes an active interest in monitoring and addressing instances of racism and discrimination in the community. 	

Implementation Plan

Area of Focus 9 - Be a Leader in Equity, Diversity & Inclusion Work in The Community

	Activities	Output	Outcome	Status
A	Apply to join the Coalition of Inclusive Municipalities.	<ul style="list-style-type: none"> Municipality of Jasper becomes a member of the Coalition of Inclusive Municipalities. 	<ul style="list-style-type: none"> The Municipality is able to network and liaise with municipalities across the country on emerging and best practices in delivering equitable and inclusive local governance and services. 	
B	Work with Inclusion Committee members to develop a plan to recognize March 21 st as The International Day for the Elimination of Racial Discrimination.	<ul style="list-style-type: none"> Plan drafted to recognize March 21st as the International Day for the Elimination of Racial Discrimination. 	<ul style="list-style-type: none"> Increased action by residents, through participation or consultation, in the planning of an event or initiatives to recognize the International Day for the Elimination of Racial Discrimination. 	
C	In collaboration with the Newcomer Network, develop a public awareness campaign showcasing newcomers' contributions to the community.	<ul style="list-style-type: none"> Newcomer stories are collected and showcased. Digital and paper media is produced and distributed in the community. 	<ul style="list-style-type: none"> Increased awareness of newcomer contributions to the community. Increased community appreciation for cultural diversity and respect for racialized communities. 	
D	Sponsor a workplace inclusion champion award in the broader community.	<ul style="list-style-type: none"> Workplace inclusion award exists. 	<ul style="list-style-type: none"> Increased celebration of efforts to dismantle inequitable systems within the workplace and promote inclusion. 	
E	Promote practices to foster inclusive workplaces through the business licensing process.	<ul style="list-style-type: none"> License applicants receive information on promoting inclusion in the workplace. 	<ul style="list-style-type: none"> Increased understanding of the role each of us plays in advancing equity and inclusion in the workplace. 	
F	Translate business license information into multiple languages.	<ul style="list-style-type: none"> Information on the process for acquiring a business license in Jasper is translated and available in print and on the website. 	<ul style="list-style-type: none"> Diverse residents have equal opportunities for entrepreneurship through understanding the business licensing process. 	
G	Start an equity, diversity and inclusion network in the community for professionals that are spearheading equity, diversity and inclusion efforts within their contexts.	<ul style="list-style-type: none"> A Jasper equity, diversity and inclusion network is created. 	<ul style="list-style-type: none"> Folks leading equity, diversity and inclusion efforts within the community are connected, providing mutual support, sharing resources and ideas as well as collaborating where appropriate. 	



Implementation Plan

Area of Focus 10 - Support Cultural Programming and Events in the Community

	Activities	Output	Outcome	Status
A	Liaise with community partners to develop a plan to organize and host a few cultural events in the community each year (cultural kitchens, cultural community dinners, multi-cultural festival etc.).	<ul style="list-style-type: none"> • Collaborative partnerships are nurtured. • Cultural events happen in Jasper hosted, in part, by the Municipality. 	<ul style="list-style-type: none"> • Increased celebration and appreciation for the cultural diversity in Jasper. 	
B	Promote and support existing initiatives in the community.	<ul style="list-style-type: none"> • The Municipality acts as a supporter to help spread the word about existing initiatives in the community that celebrate cultural diversity. 	<ul style="list-style-type: none"> • Increased awareness of existing initiatives in the community whether spearheaded by the Municipality or not. 	

Implementation Plan

Area of Focus 11 - Engagement Opportunities Reach Diverse Audiences				
	Activities	Output	Outcome	Status
A	Inclusion Committee to review community engagement initiatives and make recommendations on how to increase public participation in future.	<ul style="list-style-type: none"> • Opportunities for public participation are reviewed through an equity, diversity and inclusion lens and recommendations for improvement are generated. 	<ul style="list-style-type: none"> • Municipal staff have an increased understanding of how to ensure that opportunities for public participation are accessible and equitable. 	
B	Identify under-represented groups when it comes to public participation and invite broad, diverse community members to engage in opportunities.	<ul style="list-style-type: none"> • Under-represented community contacts or leaders are identified and relationships built. 	<ul style="list-style-type: none"> • Increased participation by a diverse group of community members. • More diverse input during the community engagement process. 	
C	Research innovative and user friendly community engagement tools.	<ul style="list-style-type: none"> • The Municipality uses innovative community engagement tools to ensure diverse input. 	<ul style="list-style-type: none"> • Increased exposure to community members. • Increased access to harder to reach populations. 	
D	Create community engagement email distribution list.	<ul style="list-style-type: none"> • Community engagement email distribution list is generated. 	<ul style="list-style-type: none"> • Increased ability to engage with residents in different ways (outside of social media, website). 	
E	Cultivate opportunities for residents to engage in dialogue around areas of interest with municipal relevance.	<ul style="list-style-type: none"> • Opportunities for residents to engage in dialogue around areas of mutual interest exist. 	<ul style="list-style-type: none"> • Increased engagement from residents on areas of interest with municipal relevance. • Increase sense of belonging and contribution to community among participants. 	
F	Inclusion Committee reviews draft public engagement plans and makes recommendations to improve inclusivity.	<ul style="list-style-type: none"> • Public engagement plans are reviewed and improved to be more inclusive, specifically to harder-to-reach residents. 	<ul style="list-style-type: none"> • Increased engagement from harder-to-reach residents • Increase in accessible and inclusive opportunities for residents to participate in local government. 	

Implementation Plan

Area of Focus 12 - Inclusive Communications

	Activities	Output	Outcome	Status
A	Inclusion Committee to review communications campaigns and generate recommendations on how to increase inclusivity when it comes to communications and marketing of municipal services, projects, programs or initiatives.	<ul style="list-style-type: none"> • Communications campaigns are reviewed through an equity, diversity and inclusion lens and recommendations for improvement are generated. 	<ul style="list-style-type: none"> • Municipal staff have an increased understanding of how to ensure key messages reach a broad section of the community through inclusive communications. 	
B	Research and identify unique methods of communicating to harder-to-reach segments of the community.	<ul style="list-style-type: none"> • Best practice in inclusive communications strategy is identified and compiled. 	<ul style="list-style-type: none"> • Municipal staff have an increased understanding of how to present key messages to community members in an inclusive way. 	
C	Offer training to municipal staff on inclusive communications and design, plain language and writing for the web/social media.	<ul style="list-style-type: none"> • Training on inclusive communication is organized and offered. 	<ul style="list-style-type: none"> • Municipal staff have the skills and background to implement inclusive communications campaigns that deliver key messages to a broad range of community members. 	

Implementation Plan

Area of Focus 13 - Review and Improve Municipal Signage and Language

	Activities	Output	Outcome	Status
A	The Inclusion Committee reviews community and facility signage and recommends areas for improvement.	<ul style="list-style-type: none"> • Areas for improvement with regards to community and facility signage are identified. 	<ul style="list-style-type: none"> • Staff have an increased ability to see areas for improvement in signage and how that relates to overall equity, diversity and inclusion work. 	
B	Organizational standards for inclusive signage are developed and utilized across the organization.	<ul style="list-style-type: none"> • Standards for inclusive signage exist. 	<ul style="list-style-type: none"> • Staff has an increased understanding of organizational standards related to inclusive signage. • Any new signage design incorporates inclusive standards. 	
C	Replace old signage with updated signage that is more inclusive.	<ul style="list-style-type: none"> • Up-to-date, inclusive signage exists. 	<ul style="list-style-type: none"> • All residents and visitors are able to navigate the community, and understand the services available at municipal facilities. • Residents and visitors with diverse abilities feel welcomed in the community. 	
D	Inclusion Committee reviews municipal documents and suggest areas for improvement with regards to language.	<ul style="list-style-type: none"> • Areas for improvement with regards to written documents are identified. 	<ul style="list-style-type: none"> • Language on municipal documents and digital media is easily understood. • Increased participation in municipal functions by a diverse population. 	
E	Inclusive writing/ language training is researched and coordinated.	<ul style="list-style-type: none"> • Training on inclusive writing is available to employees. 	<ul style="list-style-type: none"> • Employees have a greater understanding of inclusive writing for print and web. 	
F	Re-write or re-design documents as well as website content based on Inclusion Committee recommendations and training provided.	<ul style="list-style-type: none"> • Municipal documents as well as text on the municipal website are updated and rewritten through an inclusion lens. 	<ul style="list-style-type: none"> • All residents have increased access to information and opportunities that exist in the community. 	
G	Translate key documents for use on the municipal website and in the community.	<ul style="list-style-type: none"> • Municipal documents are translated into multiple languages. 	<ul style="list-style-type: none"> • Community members whose first language is not English have increased access to information from the Municipality. 	

Implementation Plan

Area of Focus 14 - Ensuring Equitable Access to Outdoor Spaces

	Activities	Output	Outcome	Status
A	Use the accessibility audit to review entrances to and pathways within outdoor recreation areas with accessibility in mind.	<ul style="list-style-type: none"> • Pathways and entrances to outdoor recreation areas are upgraded to be accessible. 	<ul style="list-style-type: none"> • Increased accessibility for individuals with mobility issues to outdoor recreational spaces. • Increased usage of outdoor recreation areas by people with diverse abilities. 	
B	With input from the Inclusion Committee and facility managers, identify areas where residents and visitors would benefit from accessible picnic tables.	<ul style="list-style-type: none"> • Accessible picnic tables are incorporated into future development plans for those areas. • Accessible picnic tables are installed. 	<ul style="list-style-type: none"> • Increased ability for members of the Inclusion Committee and facility managers to consider increasing accessibility with all planned facility/area upgrades. • Increase in usage of outdoor park spaces or indoor sitting/eating spaces for people with diverse abilities. 	
C	Review outdoor public washrooms with the goal of incorporating a universal washroom.	<ul style="list-style-type: none"> • Opportunities to convert gender-specific washrooms to universal washrooms are identified. • Washrooms are updated to include universal washrooms and changeroom spaces. 	<ul style="list-style-type: none"> • Increased understanding of gender-diversity among municipal staff. • Decreased anxiety for transgender and gender non-conforming people while using municipal washroom facilities. • Increased understanding by residents of the Municipality's commitment to advancing equity and inclusion within the community. 	



Implementation Plan

Final Area of Focus

Area of Focus 15 - Measuring Success				
	Activities	Output	Outcome	Status
A	Use the approved five year Equity, Diversity & Inclusion Master Plan to further flesh out timelines, resource requirements, roles, indicators of success and how we will measure that success.	<ul style="list-style-type: none"> • A more detailed plan exists for internal use that further indicates how each activity will be implemented, who will play a role, how we will measure success and what will indicate success. 	<ul style="list-style-type: none"> • Increased ability to measure progress on Plan activities, outputs and desired outcomes. • Indicators of success are identified. • Outcome measurement tools are identified and developed. • Plan implementation is monitored over time. 	
B	Inclusion Committee utilizes the more detailed Equity, Diversity & Inclusion Implementation Plan to monitor implementation, outputs, outcomes and overall progress including successes, challenges and opportunities for improvement.	<ul style="list-style-type: none"> • Status of each activity and lessons learned along the way are documented. • Plan implementation is tracked and reviewed by the Inclusion Committee members. • Opportunities for improvement are identified. 	<ul style="list-style-type: none"> • Increased ability for Inclusion Committee members to discuss Plan implementation, success indicators, strategies to measure outcomes of implementation and opportunities for improvement. • Increased organizational capacity to implement longer-term master planning over time and monitor/pivot where needed to ensure alignment with the Equity, Diversity & Inclusion Policy. 	

AGENDA ITEM 7.4

REQUEST FOR DECISION

Subject: World Tree

From: Bill Given, Chief Administrative Officer

Prepared by: Lisa Riddell, Community Development Manager

Date: February 8, 2022



Recommendation:

- That committee direct administration assists the World Tree Team in obtaining and planting a permanent world tree in Robson Park to be planted in the location of the existing world tree (directly across the street of the entrance to the Library and Cultural Centre).

Alternatives

1. That committee receive the report for information and direct administration discontinue active municipal support for the World Tree Team; or
2. That committee direct administration to continue to assist the World Tree Team in their annual efforts to harvest and temporarily place a tree in Robson Park each year as a World Tree.

Background:

On November 9th committee directed administration to provide the support requested by the World Tree Team from within the existing 2021 budget and to bring forward a report with recommendations on the best way to provide ongoing support in future years.

The World Tree is a community-lead initiative that started in Jasper in 2018. The idea of having a World Tree came from three community members, Penny Bayfield, Traudi Golla and Marci Dewandel, whose vision it was to place and decorate a large tree in Robson Park each year during the darkest, coldest months of the year. As Golla explained to the crowd of 200 residents at this past year's tree lighting, the World Tree is a symbol of diversity, multiculturalism and inclusivity. It is not a Christmas tree, but instead a gathering place for everyone to visit and enjoy. It showcases diversity, winter traditions and art during an otherwise dark and cold time of year.

Since 2018, a tree has been cut down from within Jasper National Park and placed temporarily in Robson Park. Harvesting and transporting a large tree is a complex endeavor and each year, several volunteers have pitched in hours of their time to make the vision a reality.

Once the tree is up, Bayfield, Golla and Dewandel (henceforth referred to as the World Tree Team or WTT) go to work decorating it with multi-coloured lights and decorations from years past. Since 2018, Santas Anonymous, a program of the Jasper Community Team Society, has partnered with the WTT to sell ornaments for the World Tree. They have also helped the WTT to plan the annual *World Tree Lighting* which attracts between 150 and 300 residents per year. This past year's event featured a children's lantern walk leading to the tree as well as musical performances by the Filipino Community Choir, children from the Jasper Elementary School Music Program and the Villancicos de Navidad. The community enjoyed cookies baked by local youth and green tea apple chai, hot chocolate and coffee donated by local businesses and served by Jasper youth alongside Municipal Council.

Discussion:

The tree and the annual tree lighting have become beloved elements of winter community life in Jasper.

In preparation for this report to committee, Community Development met with the WTT to talk about the ways the Municipality can support them in future years. After the challenges the WTT experienced in 2021 getting a tree up temporarily in Robson Park, the group expressed a desire to instead, transplant a permanent tree into Robson Park (Figure 1 below). The WTT feel that this would be the ideal next step to ensure that the World Tree tradition continues for years to come.

When asked about using the existing trees in Robson Park, the WTT don't feel that the existing trees are a good fit for the initiative, citing that the branches are not low enough for young children to place ornaments on and that people cannot stand around the existing trees as they are on the outer corner of the park (Figure 2 below).

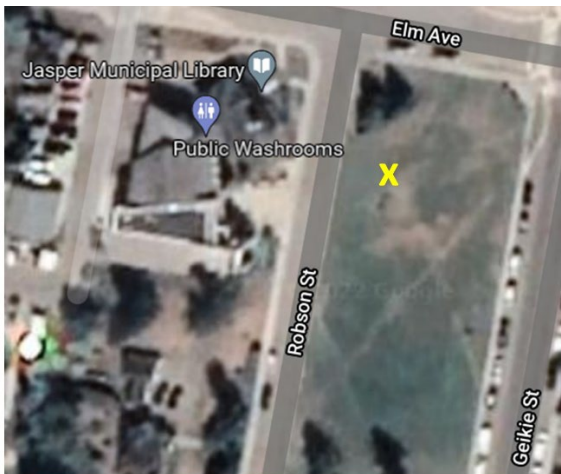


Figure 1 – Proposed location for permanent tree



Figure 2 – Child placing an ornament on the tree

Strategic Relevance:

- *Jasper's Municipal Mission* (Strategic Priorities 2018-2022 – Municipality of Jasper, pg. 12) "Council has proclaimed Jasper to be a Welcoming and Inclusive Community and has committed to making decisions through the lens of inclusion, keeping the interests of the community as a whole in mind, and advancing basic respect, truth and human dignity."
- Governance and Social Equity. Specifically, "Develop and nurture mutually beneficial relationships and partnerships at the federal, provincial, local and international level to enhance community health and address issues and opportunities..."

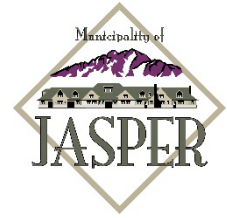
Financial:

There are no financial implications to the Municipality at this time as the cost of the tree, whether purchased each year or transplanted, would be covered by the World Tree Team.

A transplanted tree would cost around \$1,500 and the WTT do have funds available to cover the bulk of this cost. They are also confident in their ability to fundraise to cover the difference. By contrast, purchasing a large 'Christmas Tree' would cost upwards of \$500 per year. Planting a tree would reduce the annual effort required from Operations to assist in placing a harvested tree. The time spent organizing the World Tree Lighting is funded by the Jasper Community Team Society as part of their Santas Anonymous program.

AGENDA ITEM 7.5

REQUEST FOR DECISION



Subject: Garage Suites Feedback
From: Bill Given, Chief Administrative Officer
Prepared by: Bill Given, Chief Administrative Officer
Reviewed by: Christine Nadon, Director of Protective and Legislative Services
Date: February 8, 2022

Recommendation:

- That Committee recommend Council endorse the concept of Garage Suites subject to their exclusive use as monthly accommodation; and
- That Committee direct Administration to return to a future Committee meeting with options to mitigate the following issues:
 - Emergency Access
 - Water and Waste Water Capacity

Alternatives:

- That Committee recommend Council object to the concept of Garage Suites;
- That Committee recommend Council endorse Garage Suites without conditions; or
- That Committee direct Administration to return to a future committee meeting with options to mitigate other issues.

Background:

On January 11th, 2022 Council received information from Parks Canada with respect to proposed standards for Garage Suites. Parks Canada requested that the Municipality provide feedback on the concept, and Committee directed Administration to request further particulars in regards to parking requirements and service standards.

The issue was briefly discussed at the Intergovernmental meeting on February 1st, 2022.

Discussion:

Garage Suites are a form of Accessory Dwelling Unit (ADU). Another common example of an ADU would be a secondary suite within a single family home. While a secondary suite provides the additional housing within the existing house, a garage suite provides the additional housing as a standalone building on the same property. Garage suites are common in many municipalities across North America. Their use is growing in popularity in Alberta as more municipalities amend their land-use and development regulations to be more enabling.

While Garage Suites have the potential to provide important additional housing stock in Jasper's constrained market, the concept could put a strain on municipal services that must be considered as well.

Administration reviewed the draft Garage Suite specifications from a number of municipal perspectives including emergency services (fire and bylaw), operations and utilities and made the following observations.

Summary of Municipal Operational Perspectives on Garage Suites

- **Increased demand for service to alleys (Ops/Fire)**

Both fire and operations noted that if garage suites use rear lanes as the primary access point, this may increase demand for service in alleys. This could lead to increased annual operating costs particularly for winter operations. In addition to demands from residents, this is a particular concern with respect access for fire response. Service standards in alley maintenance directly impact the fire department's ability to access properties in relation to snow piles and drifting snow in alleys. Increased snow clearing in these locations may be required to ensure continued access.

- **Constrained access for emergency vehicles (Fire)**

Slightly different from the item above, the fire department also noted concerns around physical access to garage suites. Alley access only fires are incredibly challenging to fight due to minimal access available and the requirement to stage trucks and personnel close to the incident, which often only allow one apparatus even to come close.

- **Limited access to fire hydrants (Fire)**

In addition to the physical access for fire vehicles issue above access to a water supply is likely to be a challenge. The placement of hydrants is not usually designed to fight fires from an alley. It is possible that we could have a residential suite fire in an alley with very limited or no water supply available.

- **Ensuring addresses are displayed on rear of property (Fire)**

Fire notes that address markers should be required to be displayed on the property so they are visible from the alley.

- **Status as PHAs and need for business licencing (Bylaw)**

If the intention is to allow Garage Suites to function as Private Home Accommodations, they would have to be approved as such by Parks Canada, with appropriate notification to the Municipality so the municipal business licensing process can function adequately.

- **Increase in on-street parking (Bylaw)**

The increase of on-street parking may become an issue. Although on-site parking stalls may be required for development approvals, field observations indicate that PHA guests or rental tenants seldom use them and park on the street instead. There is also a fair bit of "repurposing" of approved parking stalls once property owners receive their Parks Canada approval, which compounds the issue.

- **Existing water and waste water systems may not have required capacity (Utilities)**

Capacities of the existing water and sewer systems would need to be assessed to ensure they can accommodate the increased volume. There are certain streets (Colin Crescent for example) that already face water supply capacity issues, the existing homes frequently complain about low water pressure. At this time we do not have detailed information for each property.

Some of the issues (visibility of addressing) are easily mitigated, others will take additional research (water system capacity) and some may simply lead to higher costs for the Municipality over time (alleyway maintenance standards). The issues of greatest immediate concern are access for emergency vehicles and access to water for firefighting. While each of these issues must be considered, many other Alberta municipalities have addressed these operational concerns and Jasper should be able to as well.

One challenge unique to Jasper may be the issue of Private Home Accommodations (PHAs) that are rented out on a nightly basis. There is a risk that new Garage Suites may just increase the number of nightly accommodation units rather than add to the inventory of longer term (monthly or annual) dwellings for use by residents.

Despite these challenges, the potential for Garage Suites to add to Jasper's overall resident housing is positive.

Administration recommends that Council should endorse the concept of Garage Suites and direct Administration to collaborate with Parks to identify approaches to address the issues noted above, prior implementing the proposed garage suite regulations.

Strategic Relevance:

- *Housing*
 - ...improve and expand the supply of housing in Jasper...
- *Housing*
 - ...encourage densification, infill and staff housing...

Financial:

While there is no financial cost associated with the recommendations in this report, the addition of Garage Suites has the potential to increase the municipal tax base while also potentially increasing the cost of municipal operations. At this time these values are difficult to quantify.

Attachments:

- Parks Canada Proposed Garage Suite Concept



Box 10
Jasper AB
T0E 1E0

December 8, 2021

Bill Given
CAO, Municipality of Jasper
P.O. Box 520
Jasper, Alberta
T0E 1E0

Dear Mr. Given:

**Subject: Garage Suites – Municipality of Jasper Requirement Query
 Jasper National Park**

Parks Canada and the Municipality of Jasper embarked on a community consultation process in 2019 to gather information on Accessory Dwelling Units (Secondary Suites, Garage Suites, and Carriage Homes) in an effort to address residential housing shortages in the Town of Jasper. As a result of the consultation process, in 2020 the restriction on owner occupancy for the Compact Lot District was removed and the Interim Policy for Secondary Suites was enacted. Parks Canada is currently working through adjustments to the private home accommodation requirements and is expecting to release a draft to the Municipality for review within a few weeks.

Parks Canada would also like to explore the feasibility of Garage Suites with the Municipality of Jasper. Parks Canada Architects have provided the attached set of concept design plans for a garage suite to assist the field unit in formulating an Interim Policy for Garage Suites. The benefit of a garage suite is to create one extra dwelling unit on a site while not compromising required on-site parking, soft landscaping requirements, or Jasper's Architectural Motif. The interim policy will only be applicable to one-unit and two-unit dwelling districts, with lane access, and only for detached garages located at the rear of the property.

The following plan explanations have been provided by our Architects to guide you through the concept plans:

Plan A01

R1 Case 1 Interior lot with back lane. Setbacks are as shown. Maximum building footprint is 30% of site coverage or 140 sq.m. whichever is lesser. Based on the site plan, the main building built to the setbacks maxes out at 11.64mx11.97m for 139 sq.m. Maximum size for the garage/garden units is 10% of site coverage which is 45 sq.m. Garages have a minimum setback of 0.9 m from the rear property line.

Plan A11

Type 2 – Garage Unit. This floor plan is a combined two vehicle garage and residential unit. Fire protection requirements by the Alberta Building Code should be applied. A single exit is provided as allowed by the Alberta Building Code table 9.9.7.4. A stacked washer and dryer is located

underneath the stairs to maximize the space.

Plan A12

The second floor is designed as a studio unit. Ample headroom above the bedroom and living area is achieved using dormers as shown on A14.

Plans A13, A14 and A15

The eave height is raised higher on this design in order to provide more usable space in the attic. A steep roof slope of 12:12 is used to able to gain more space. Triangular windows are provided the maximize the wall space.

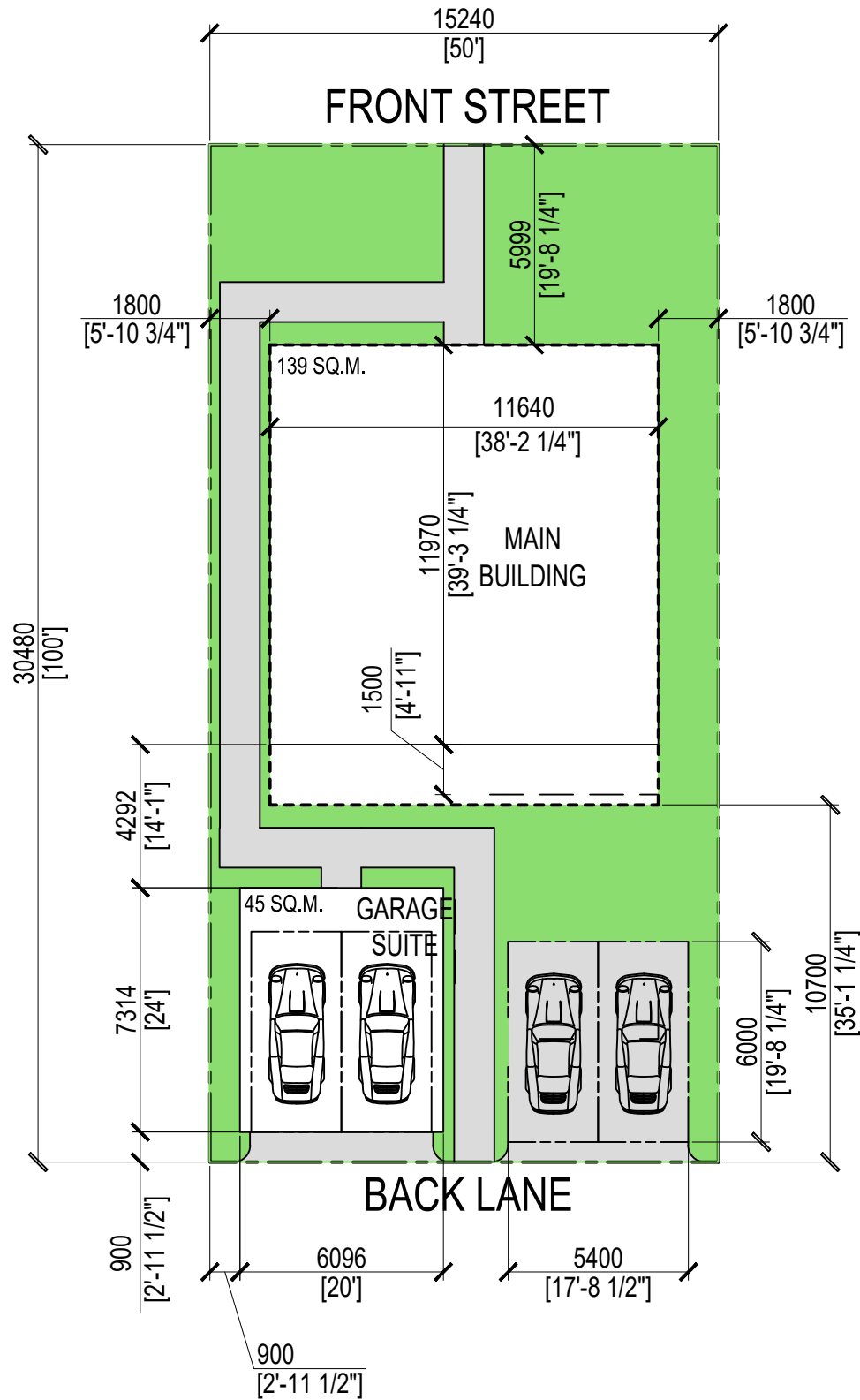
Prior to Parks Canada finalizing the interim land use policy for garage suites, we request the Municipality of Jasper review this concept and bring forward any concerns you may have regarding municipal utilities, increased vehicle congestion in alleys, emergency services, or any other municipal concerns that this may raise.

If you have any questions or concerns, please contact me at the number below.

Yours truly,



Dave Kreizenbeck
Senior Realty and Development Officer
Jasper National Park
Email: dave.kreizenbeck@pc.gc.ca
Phone: (780)820-0146



1 SITE PLAN
 SCALE: 1:200

ONE-UNIT DWELLING DISTRICT (R1) CASE 1:
 INTERIOR LOT WITH BACK ALLEY, GARAGE SUITE OR GARDEN SUITE.

LOT: 15.24 MX30.48 M = 464.52 SQ.M.
 FRONT SETBACK: 6 M
 SIDE SETBACK: 1.8 M
 REAR SETBACK: 10.7 M

MAIN BUILDING: 139 SQ.M. (30% SITE COVERAGE, MAX AT 140 SQ.M.)

GARAGE/GARDEN SUITE: 45 SQ.M. (10% SITE COVERAGE)
 SETBACK FROM MAIN BUILDING: 1.5 M
 SETBACK: 0.9 M

MINIMUM PARKING REQUIRED: 4

TOTAL LANDSCAPING(MIN 50% OF LOT AREA): 268 SQ.M. (58%)
 POSSIBLE SOFT LANDSCAPE (MIN 50% OF TOTAL LANDSCAPING): 164 SQ.M. (61%)

LEGEND:

- PROPERTY LINE
- SETBACK
- BUILDING
- BUILDING - ALTERNATE LOCATION
- OPEN PARKING

revisions	description	date

	A detail no. / no. du détail	
	B location drawing no. / sur dessin no.	
	C drawing no. / dessin no.	

project Jasper Accessory Dwelling Unit Study
 JASPER NATIONAL PARK, AB

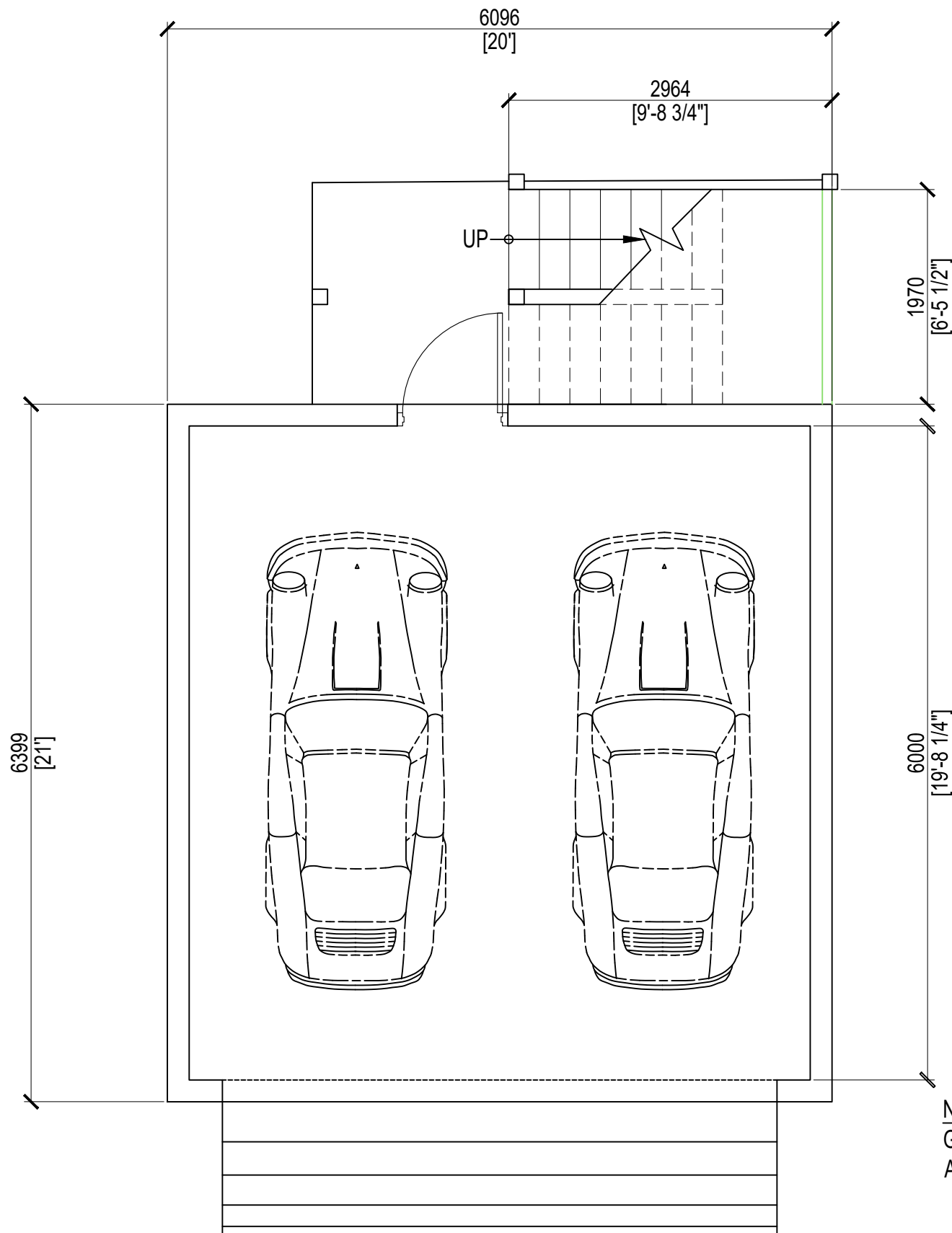
drawing SITE PLAN (R1 CASE 1) dessin

Designed By TA	Conçu par
Date	(yyyy/mm/dd)
Drawn By AC	Dessiné par
Date	(yyyy/mm/dd)
Reviewed By TA/JD	Examiné par
Date	(yyyy/mm/dd)
Approved By J. DAVIGNON	Approuvé par
Date	(yyyy/mm/dd)

Project no. / No. du projet

Drawing no. **A01** / No. du dessin

2020-01-07 3:16pm By: Adrian Camacho
 C:\Users\Adrian Camacho\AppData\Local\Temp\F0\Jub_ 23190\Jasper_Garden_Unit_v3_1_2020.dwg



NOTE:
 GARAGE WILL FIT A FULL SIZE CAR
 AND LARGE SUV

1 **FIRST FLOOR PLAN**
 SCALE: 1:50

Canada



Parks Canada Parcs Canada
 Asset & Environmental Management
 Architectural & Engineering Services Gestion des biens et de l'environnement
 Services d'architecture et d'ingénierie

revisions	description	date
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A C	A detail no. no. du détail	A B C	B location drawing no. sur dessin no.	C drawing no. dessin no.
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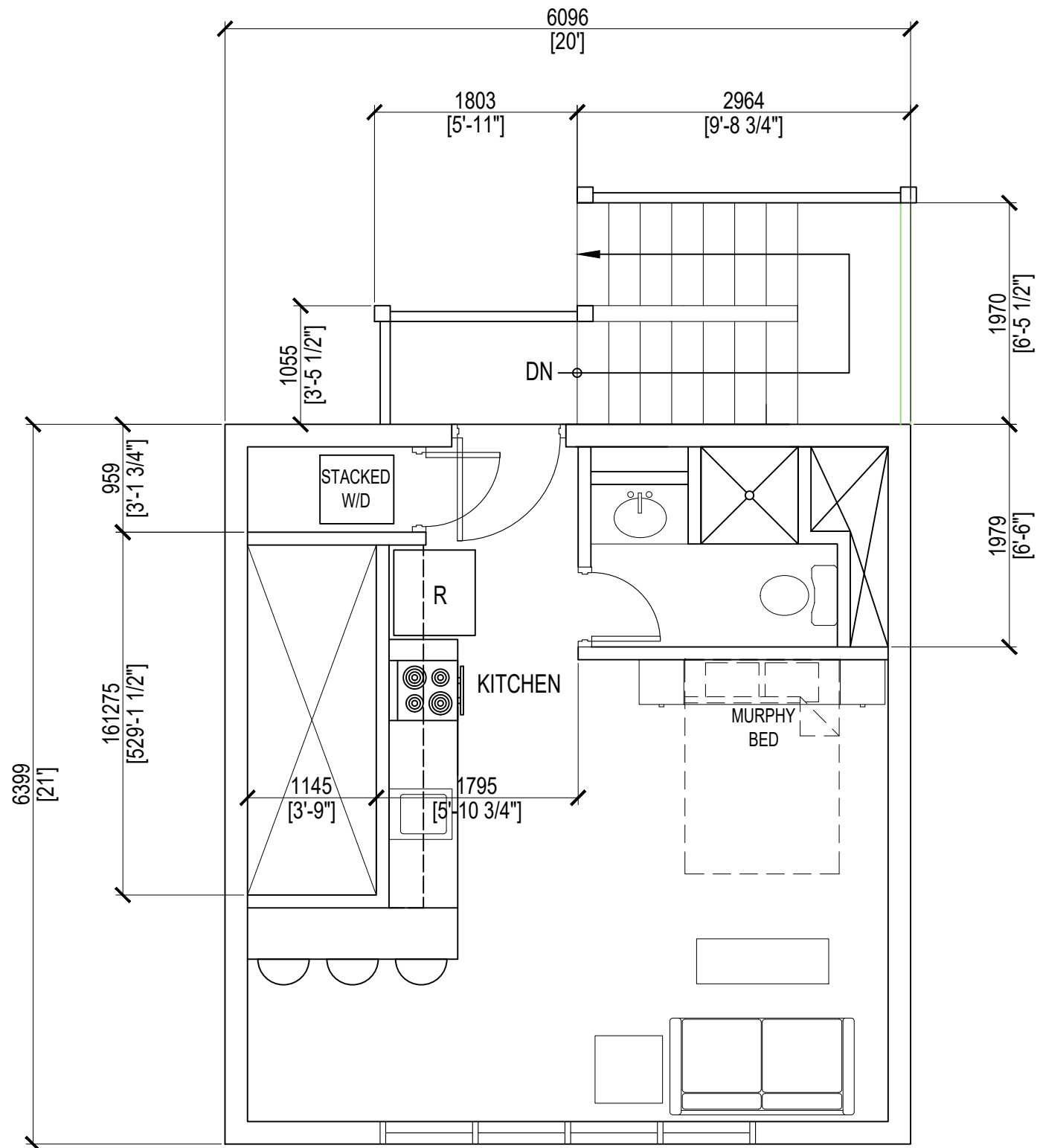
project projet
JASPER ACCESSORY DWELLING UNIT STUDY
 JASPER NATIONAL PARK, AB

drawing dessin
FLOOR PLAN (TYPE 2 - GARAGE UNIT)

Designed By	TA	Conçu par	
Date		(yyyy/mm/dd)	
Drawn By	AC	Dessiné par	
Date		(yyyy/mm/dd)	
Reviewed By	TA/JD	Examiné par	
Date		(yyyy/mm/dd)	
Approved By	J. DAVIGNON	Approuvé par	
Date		(yyyy/mm/dd)	

Project no. No. du projet
 Drawing no. No. du dessin

A11



1 SECOND FLOOR PLAN
SCALE: 1:50

Canada



Parks Canada
Parcs Canada
Asset & Environmental Management
Architectural & Engineering Services
Gestion des biens et de l'environnement
Services d'architecture et d'ingénierie

revisions	description	date
-	-	-

A C	A detail no. no. du détail	A B C
	B location drawing no. sur dessin no.	
	C drawing no. dessin no.	

project projet
JASPER ACCESSORY DWELLING UNIT STUDY
JASPER NATIONAL PARK, AB

drawing dessin
FLOOR PLAN (TYPE 2 - GARAGE UNIT)

Designed By TA Conçu par
Date (yyyy/mm/dd)

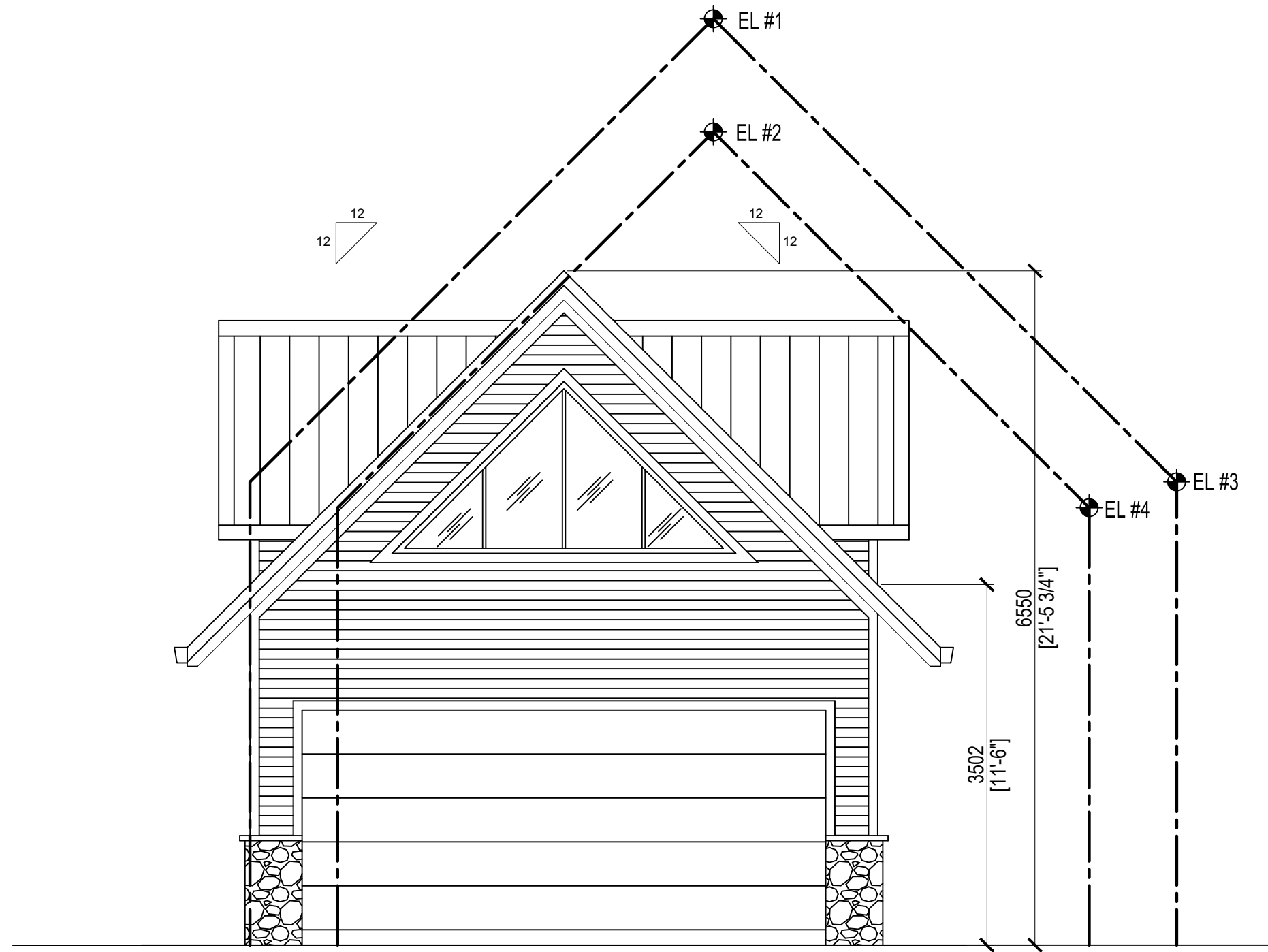
Drawn By AC Dessiné par
Date (yyyy/mm/dd)

Reviewed By TA/JD Examiné par
Date (yyyy/mm/dd)

Approved By J. DAVIGNON Approuvé par
Date (yyyy/mm/dd)

Project no. No. du projet

Drawing no. **A12** No. du dessin



1 FRONT ELEVATION
 SCALE: 1:50

LEGEND:

- EL #1 - 9.0M MAX RIDGE HEIGHT FOR R1 & R2
- EL #2 - 7.9M MAX RIDGE HEIGHT FOR R2H
- EL #3 - 4.5M MAX EAVE HEIGHT FOR R1 & R2
- EL #4 - 4.25M MAX EAVE HEIGHT FOR R2H

revisions	description	date

<table border="1"> <tr><td>A</td></tr> <tr><td>C</td></tr> </table>	A	C	A detail no. no. du detail B location drawing no. sur dessin no. C drawing no. dessin no.	<table border="1"> <tr><td>A</td></tr> <tr><td>B C</td></tr> </table>	A	B C
A						
C						
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B C						

project / projet
JASPER ACCESSORY DWELLING UNIT STUDY
 JASPER NATIONAL PARK, AB

drawing / dessin
ELEVATION (TYPE 2 - GARAGE UNIT)

Designed By	TA	Conçu par	
Date		(yyyy/mm/dd)	
Drawn By	AC	Dessiné par	
Date		(yyyy/mm/dd)	
Reviewed By	TA/JD	Examiné par	
Date		(yyyy/mm/dd)	
Approved By	J. DAVIGNON	Approuvé par	
Date		(yyyy/mm/dd)	

Project no.		No. du projet	
Drawing no.	A13	No. du dessin	



revisions	description	date

project projet

JASPER ACCESSORY DWELLING UNIT STUDY

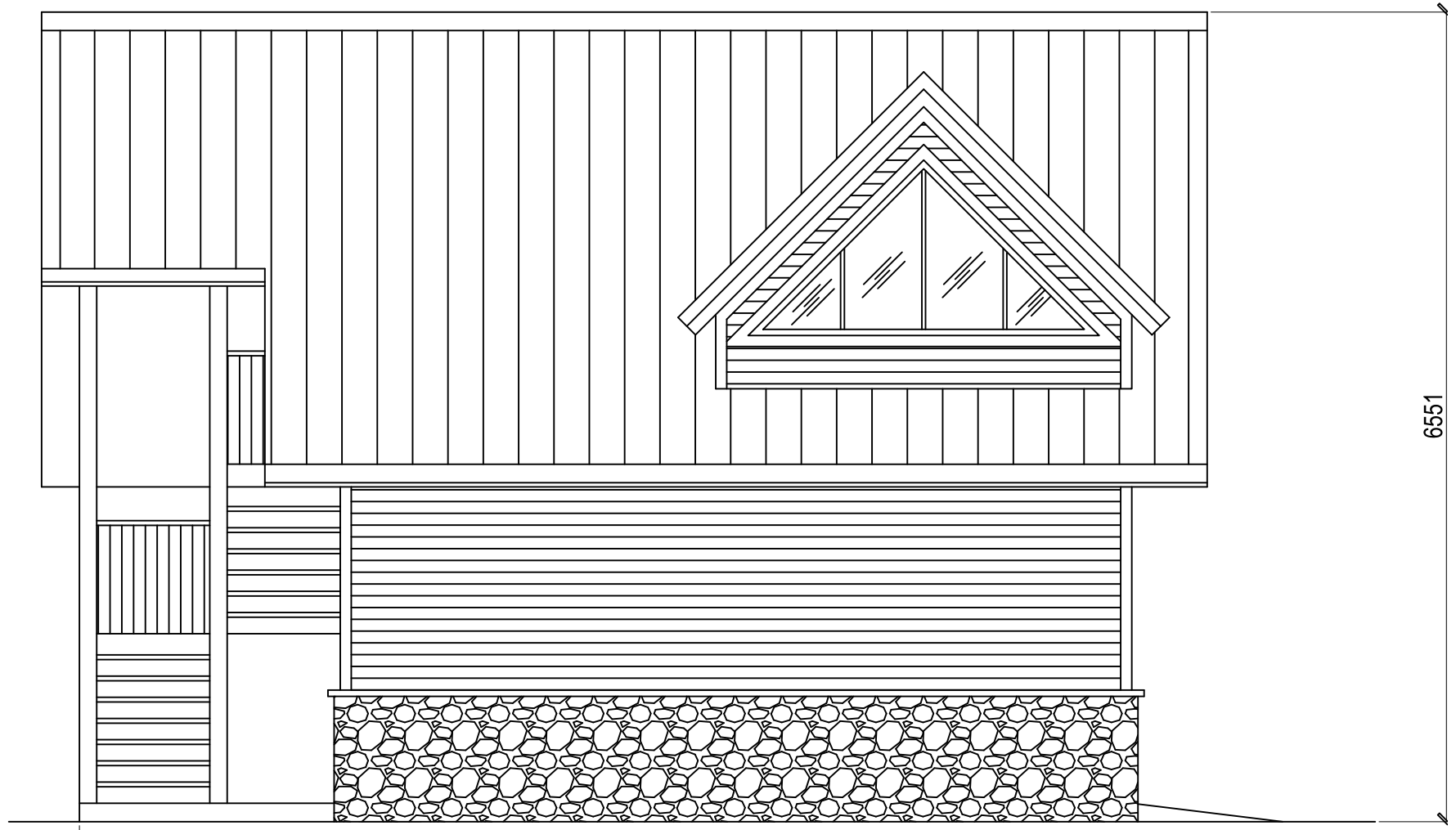
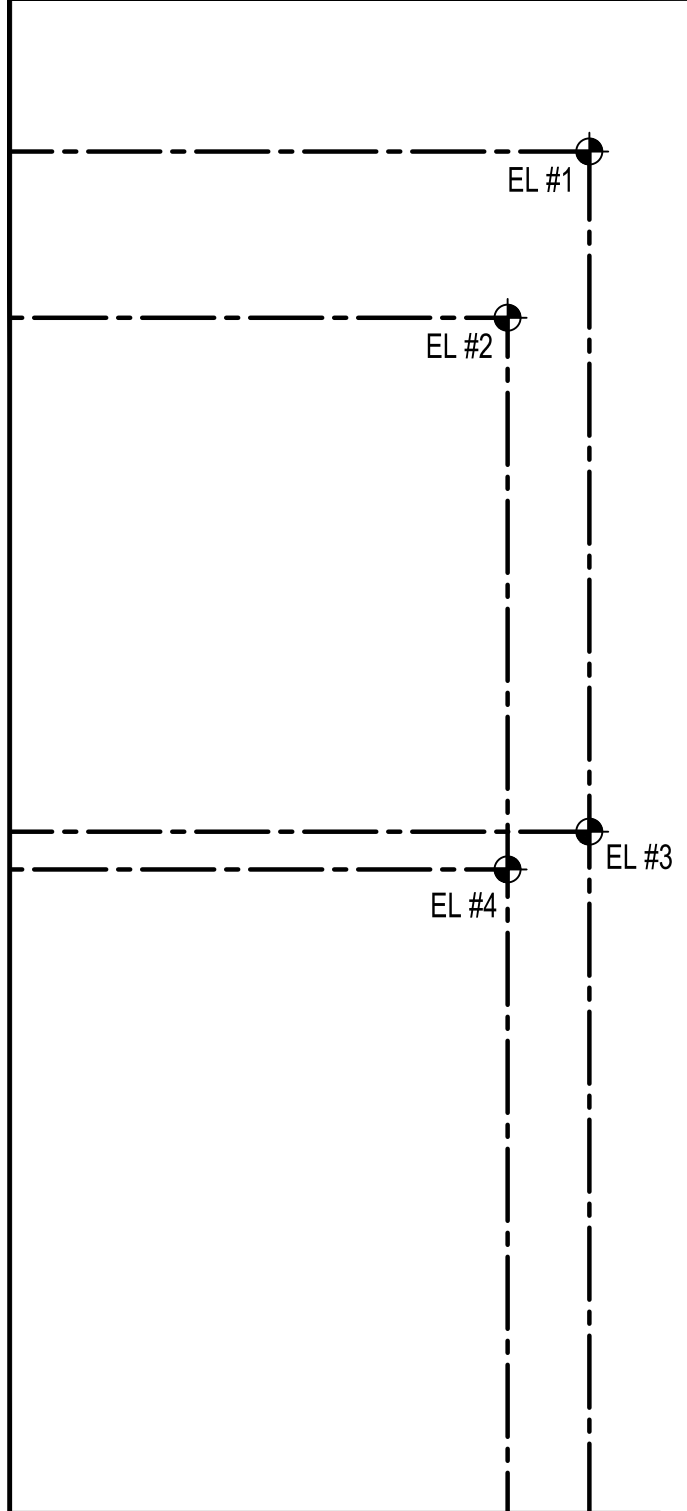
JASPER NATIONAL PARK, AB

drawing dessin

ELEVATION (TYPE 2 - GARAGE UNIT)

Designed By	TA	Conçu par	
Date		(yyyy/mm/dd)	
Drawn By	AC	Dessiné par	
Date		(yyyy/mm/dd)	
Reviewed By	TA/JD	Examiné par	
Date		(yyyy/mm/dd)	
Approved By	J. DAVIGNON	Approuvé par	
Date		(yyyy/mm/dd)	

Project no.		No. du projet	
Drawing no.	A14	No. du dessin	

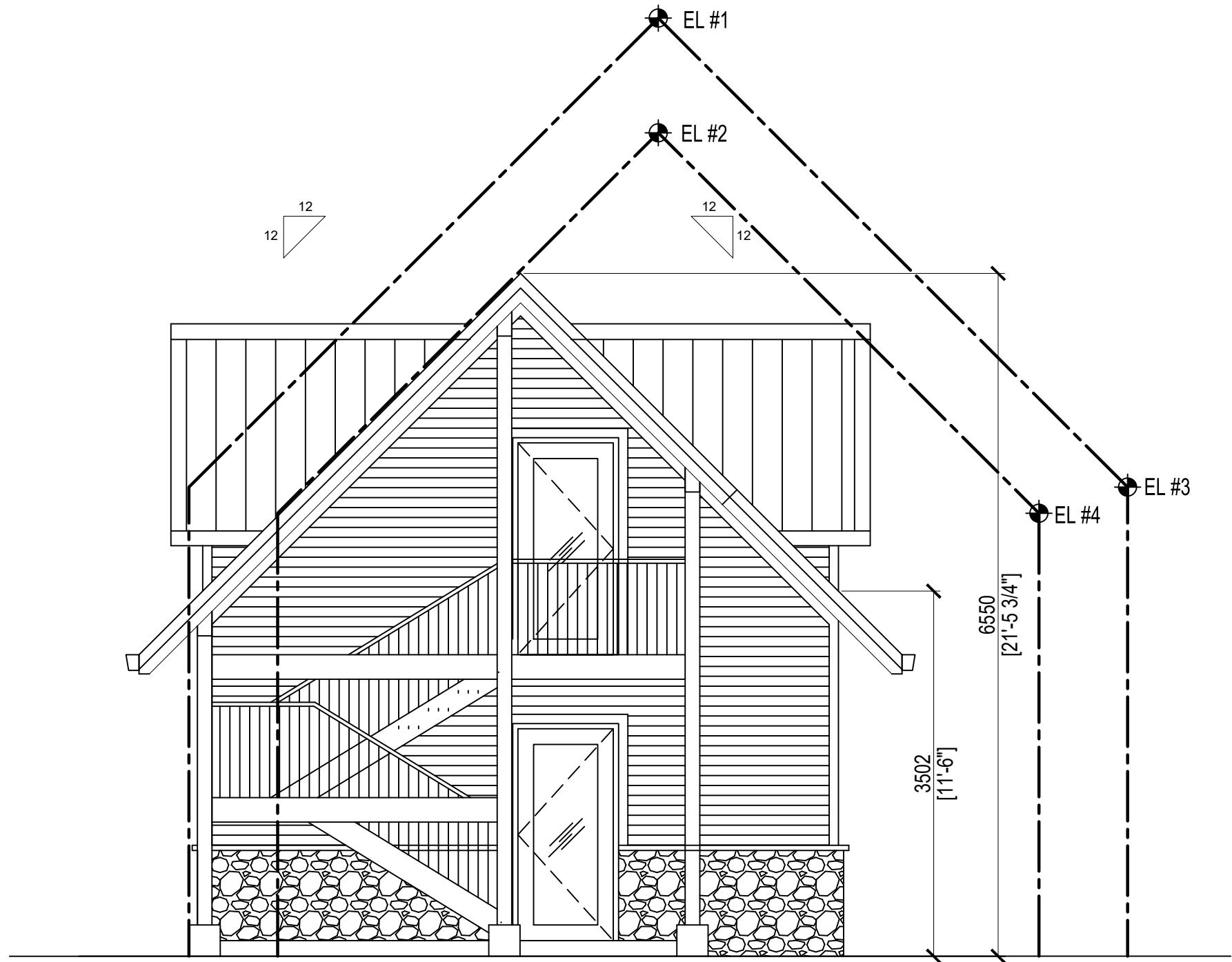


1500 MIN

1 **LEFT SIDE ELEVATION**
 SCALE: 1:50

LEGEND:

EL #1 - 9.0M MAX RIDGE HEIGHT FOR R1 & R2
 EL #2 - 7.9M MAX RIDGE HEIGHT FOR R2H
 EL #3 - 4.5M MAX EAVE HEIGHT FOR R1 & R2
 EL #4 - 4.25M MAX EAVE HEIGHT FOR R2H



1 REAR ELEVATION
 SCALE: 1:50

LEGEND:

- EL #1 - 9.0M MAX RIDGE HEIGHT FOR R1 & R2
- EL #2 - 7.9M MAX RIDGE HEIGHT FOR R2H
- EL #3 - 4.5M MAX EAVE HEIGHT FOR R1 & R2
- EL #4 - 4.25M MAX EAVE HEIGHT FOR R2H

revisions	description	date

A C	A detail no. no. du detail B location drawing no. sur dessin no. C drawing no. dessin no.	A B C
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project / projet
JASPER ACCESSORY DWELLING UNIT STUDY
 JASPER NATIONAL PARK, AB

drawing / dessin
ELEVATION (TYPE 2 - GARAGE UNIT)

Designed By Date	TA	Conçu par (yyyy/mm/dd)
Drawn By Date	AC	Dessiné par (yyyy/mm/dd)
Reviewed By Date	TA/JD	Examiné par (yyyy/mm/dd)
Approved By Date	J. DAVIGNON	Approuvé par (yyyy/mm/dd)

Project no. / No. du projet

Drawing no. / No. du dessin
A15



ALBERTA
JUSTICE AND SOLICITOR GENERAL

*Office of the Minister
MLA, Edmonton - South West*

AR 43835

Dear Mayor/Reeve and Council:

I am pleased to announce the release of the *Alberta Provincial Police Service Transition Study* completed by PricewaterhouseCoopers (PwC) Canada, and to invite your municipality to participate in further engagement on the findings of this report.

The Department of Justice and Solicitor General will be hosting virtual and in-person municipal engagement sessions between January 2022 and March 2022. Municipal engagement sessions will be open to municipal elected representatives, municipal employees, and organizations representing municipalities. Please see the attachment for instructions on how to register for a session near your community.

The engagement sessions will explore the concepts and information outlined in PwC's work, gather feedback on these ideas as well as local policing perspectives that will be used to refine PwC's proposed model and inform provincial government decision making. Discussions during the engagement sessions will draw on material from all three PwC reports:

- PwC's Final report: <https://open.alberta.ca/publications/apps-transition-study-final-report>
- PwC's Current state report: <https://open.alberta.ca/publications/apps-current-state-report>
- PwC's Future state report: <https://open.alberta.ca/publications/apps-future-state-report>

It is important to emphasize that no decisions have been made with regard to Alberta establishing its own provincial police. The Royal Canadian Mounted Police (RCMP) is an important Canadian institution consisting of exceptional women and men who perform great work, risking their lives every day to keep our communities safe. While Alberta's government has the utmost respect and appreciation for the work of the RCMP's front-line members, we also have a responsibility to examine our model of provincial policing to see if there are other innovative alternatives that would increase policing services for Albertans, involve Albertans in key decision-making processes, is cost-effective, and places community policing at the forefront.

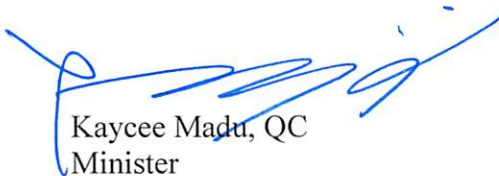
In 2020, the Fair Deal Panel consulted with tens of thousands of Albertans and heard many people's frustrations with the challenges of relying on a contracted provincial police force that is ultimately managed by Ottawa. The panel recommended that the province create an Alberta Provincial Police Service to replace the RCMP. The Alberta government supported this recommendation in principle, but committed to additional analysis. In October 2020, Justice and Solicitor General contracted with PwC to develop this analysis, and on April 30, 2021 PwC delivered their report. PwC's *Alberta Provincial Police Service Transition Study* details the operational requirements, process steps, and costs of a potential transition to an Alberta provincial police service.

The *Alberta Provincial Police Service Transition Study* presents an innovative provincial policing model that would:

- Increase the number of front-line police officers and civilian specialists serving our communities;
- Have dedicated mental health nurses and social workers to assist front-line police response;
- Prioritize community policing that would see Albertans recruited and serving in their local communities;
- See less transfer of officers in and out of communities (and the province) which would increase police knowledge of local public safety issues and improve detachment staffing levels;
- Reduce federal/provincial jurisdictional barriers that limit the integration of police services across Alberta;
- Have a governance model to increase the provincial police's accountability to local priorities and policing needs;
- Introduce new approaches to detachment deployment models to reduce police response times; and
- Leverage efficient back-office functions by utilizing existing provincial government resources to make the provincial police more cost effective.

I encourage you to attend a virtual or in-person engagement session to discuss the proposed model for an Alberta provincial police service, and to discuss what this model could mean for your community. If you have questions about the engagement sessions, please contact my department by emailing jsg.appstranstionstudy@gov.ab.ca.

Yours very truly,



Kaycee Madu, QC
Minister

Attachment

cc: Honourable Rick McIver, Minister of Municipal Affairs

Registration Instructions

Justice and Solicitor General: Alberta Provincial Police Service Transition Study Secretariat

Event overview

The Government of Alberta is engaging with municipalities on concepts presented in the *Alberta Provincial Police Service Transition Study* prepared by PricewaterhouseCoopers (PwC).

The department of Justice and Solicitor General will be facilitating in-person and virtual engagement sessions with municipalities between January and March 2022. In-person sessions will be held at many locations across Alberta. These sessions are open to municipal elected representatives, municipal employees and organizations representing municipalities.

Engagement sessions will focus on key concepts presented in the transition study with the intent to refine the model presented by PwC and inform future decisions on an Alberta Provincial Police Service.

Space is limited and the content is the same for all sessions. For this reason, we ask that individuals only sign-up for one session in this series.

Sessions are open to participants from multiple municipalities. Participants are encouraged to sign-up for a session near their community. Specific event locations will be added as soon they are available. Registrants will receive an email when the event address is available.

Discussions during the engagement sessions will draw on material from all three PwC reports. For more information about the transition study and associated engagement activities, please visit the following webpages:

- PwC’s Final Report: <https://open.alberta.ca/publications/apps-transition-study-final-report>
- PwC’s Current State Report: <https://open.alberta.ca/publications/apps-current-state-report>
- PwC’s Future State Report <https://open.alberta.ca/publications/apps-future-state-report>
- Government of Alberta engagement webpage: <https://www.alberta.ca/provincial-police-service-engagement.aspx>

Registration Instructions

To register for a session, follow the Eventbrite link to the session that works best for your location and schedule.

Engagement Registration

Dates (2022)	Time	Location ¹	Registration Link
January 10	8:30am to 11:00am	Sherwood Park	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-tickets-205687315297

¹ Addresses will be provided when available.

January 10	2:00pm to 4:30pm	Fort Saskatchewan	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205689582077
January 11	8:30am to 11:00am	St. Albert	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205692831797
January 11	2:00pm to 4:30pm	Stony Plain	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205694827767
January 12	9:00am to 11:30am	Westlock	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205696663257
January 12	2:00pm to 4:30pm	Athabasca	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205697716407
January 13	8:30am to 11:00am	Ft. McMurray	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205698619107
January 24	8:30am to 11:00am	Okotoks	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205699200847
January 25	8:30am to 11:00am	Claresholm	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205700173757
January 25	2:00pm to 4:30pm	Pincher Creek	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205701507747
January 26	2:00pm to 4:30pm	Lethbridge	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205704877827
January 27	8:30am to 11:00am	Medicine Hat	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205706542807
January 27	2:00pm to 4:30pm	Brooks	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205707876797
January 28	8:30am to 11:00am	Strathmore	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205708769467
February 7	8:30am to 11:00am	Red Deer	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205710614987
February 7	2:00pm to 4:30pm	Red Deer	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205711828617

Last Updated: November 5, 2021

February 8	8:30am to 11:00am	Rocky Mountain House	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205713252877
February 9	8:30am to 11:00am	Stettler	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205714797497
February 9	2:00pm to 4:30pm	Hanna	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205715950947
February 10	8:30am to 11:00am	Airdrie	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205717756347
February 10	2:00pm to 4:30pm	Olds	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205719732257
February 28	8:30am to 11:00am	Leduc	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205721036157
February 28	2:00pm to 4:30pm	Ponoka	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205721838557
March 1	8:30am to 11:00am	Camrose	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205736321877
March 1	2:00pm to 4:30pm	Wainwright	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205740564567
March 2	8:30am to 11:00am	Vermillion	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205741958737
March 3	8:30am to 11:00am	Bonnyville	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205742700957
March 4	2:00pm to 4:30pm	Smoky Lake	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205746843347
March 7	8:30am to 11:00am	Slave Lake	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205887935357
March 8	2:00pm to 4:30pm	Peace River	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205749681837
March 9	2:00pm to 4:30pm	High Level	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205750975707

Last Updated: November 5, 2021

March 14	8:30am to 11:00am	Virtual	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205752119127
March 15	8:30am to 11:00am	Virtual	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205752861347
March 16	8:30am to 11:00am	Virtual	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205774887227
March 17	8:30am to 11:00am	Virtual	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205777184097
March 18	8:30am to 11:00am	Virtual	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205778157007
March 28	8:30am to 11:00am	Whitcourt	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205781055677
March 28	2:00pm to 4:30pm	Valleyview	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205782520057
March 29	2:00pm to 4:30pm	Grande Prairie	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205783091767
March 30	8:30am to 11:00am	Grande Prairie	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205784004497
March 31	8:30am to 11:00am	Edson	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205784766777
March 31	2:00pm to 4:30pm	Drayton Valley	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205785338487
April 1	2:00pm to 4:30pm	Edmonton	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205785950317

Last Updated: November 5, 2021

**Report to Mayor and Council
2021 Land Use Planning and Development in Jasper**

**Prepared by Moira McKinnon, Realty and Municipal Services Manager
Jasper Field Unit, Parks Canada
February 2022**

Background

The Agreement for Establishment of Local Government in the Town of Jasper (Incorporation Agreement) states that “with respect to local governance in the Municipality of Jasper, the Minister shall solely exercise authority in relation to land use planning and development” and establishes a payment plan for land agreements between the Minister and the Municipality of Jasper. The amount of \$475,000 payable to Parks Canada was established at the time of incorporation, and has been subject to Consumer Price Index adjustments each year starting in 2003. Municipal Land Rent for 2021 was \$676,216.15.

While there was a conceptual notion that annual payments would include a breakdown of land rent, and fees for land use planning and development, Parks Canada has no information to indicate that this was ever formalized and funds are not allocated separately.

Number of permits issued

In 2021, 362 permits were issued in the Town of Jasper during the calendar year, compared with 235 permits in 2020. 2021 saw 173 development permits, 91 building permits, 16 Occupancy Permits, and 82 Completion Certificates issued. In addition, 263 compliance inspections took place, compared to 66 in the previous year. There were no stop work orders issued in 2021.

Development Statistics			
	2019	2020	2021
Development Permits	188	156	173
Building Permits	40	61	91
Occupancy Permits	78	18	16
Completion Certificates	104	99	82
Compliance Inspections	287	66	263
Stop Work Orders	1	4	0
Development Expense	\$325,000	\$390,000	\$471,000
Development Revenue	~\$30,000	\$40,710	\$162,601.10

Revenue generated

\$162,601.10 was generated in 2021 in building permit fees, a significant jump from approximately \$40,700 in 2020. This large increase is primarily the result of a hotel construction.

Land Use and Development Personnel Wages

For the 2021 year, the total cost of the Realty and Municipal services department for land use planning and development is:

- Realty and Municipal Services Manager, 50% of time and wages
- Development Officer, 75% of time and wages
- Development Officer, 30% of time and wages
- Realty/Development Officer 30% of time and wages
- Student Development Officer 85% of time and wages
- Senior Realty and Development Advisor, 65% of time and wages
- Compliance Officer, 75% of time and wages
- Administrative Assistant, 60% of time and wages
- GIS Technician, 10% of time and wages

In addition to wages, 27% has been added to the calculations to include benefits, making the total spent on wages and benefits for land use planning and development for the year of 2021, \$411,000. Support provided by National Office architects, cultural resource advisors and other professionals is estimated at approximately an additional \$60,000 per year on average, meaning that overall costs amounted to \$471,000. Associated goods and services budgets for office space and supplies, electronic equipment, as well as training, travel and other associated costs have been excluded from these calculations.

Additional staff in order to keep up with demand accounts for the increase over the 2021 report.

PILT

Each year, Parks Canada pays the Municipality of Jasper Payment in Lieu of Taxes (PILT) for all Parks Canada lands within the Municipality of Jasper, including vacant lands reserved for the Jasper Community Housing Corporation. The total amount paid to the Municipality in 2021 was \$662,848, up from the \$491,705 paid in 2020.

Payment in Lieu of Taxes			
	2019	2020	2021
Payment in Lieu of Taxes	\$511,542	\$491,705	\$662,848

MOTION ACTION LIST

SHORT TITLE	REQUESTED (DATE)	RESPONSIBLE (WHO)	COUNCIL MOTION (DESCRIPTION)	TARGET (DATE)
Mountain Makers Arts & Culture	July 27, 2021	Director of Community Development & CAO	That Committee direct Administration to come back to a future Committee of the Whole meeting with a report to follow up on the request made in the presentation today July 27, 2021.	February 2022
S-Block Parking	September 14, 2021	Director of Protective & Legislative Services	That Committee direct Administration to return to a future Committee of the Whole meeting with a policy level discussion regarding the use of S-block parking.	February 2022
Relationship with JCTS & Friends of Jasper Culture & Recreation	September 14, 2021	CAO	That Committee direct Administration to bring forward recommendations on how to enhance the relationship between the municipality and local non-profit organizations including Jasper Community Team Society and Friends of Jasper Culture and Recreation.	February 2022 March 2022
Municipal Staff Housing	September 14, 2021	Director of Finance & Administration	That Committee direct Administration to bring forward a draft policy to address all aspects of Municipal Staff Housing.	February 2022
Fiscal Controls and Reporting Policy	September 28, 2021	Director of Finance & Administration	That Committee direct Administration to revise the Internal Fiscal Controls and Reporting Policy based on the discussion today and return to a future Committee of the Whole meeting.	February 2022
Equity, Diversity and Inclusion Policy Master Plan 2022-2026	October 12, 2021	Community Development Manager	That Committee direct Administration to improve the plan as required based on feedback from the internal Inclusion Committee, and return with a final version in 2022.	March 2022 February 2022
World Tree	November 9, 2021	Community Development Manager	That Committee direct Administration to provide the support requested by the World Tree Team from within the existing 2021 budget and to bring forward a report with recommendations on the best way to provide ongoing support in future years.	February 2022

Sledding at Snape’s Hill	January 11, 2022	Director of Operations	That Committee direct Administration to return to Council with a report identifying any opportunities for closure or partial closure of Willow Street and Geikie Street to accommodate sledding at Snape’s hill.	February 2022
Speed Limits	January 25, 2022	Director of Operations & Director of Protective & Legislative Services	That Committee direct Administration to draft appropriate amendments to the Traffic Bylaw to reduce speed limits within municipal boundaries to 30 km/h, as presented in Option 1, and return to committee.	February 2022
Legislative Committee TOR	January 25, 2022	CAO	That Committee direct Administration to develop a draft terms of reference for a Legislative Committee and return to Council for approval.	March 2022
2018-2022 Council Strategic Plan	January 25, 2022	CAO	That Committee direct Administration to report back to the next Committee of the Whole as to the possibility of updating progress on the priorities outlined in the 2018-2022 Council Strategic Plan.	February 2022