

MUNICIPALITY OF JASPER  
**REGULAR COUNCIL MEETING AGENDA**  
March 19, 2024 | 1:30 pm  
Jasper Library & Cultural Centre – Quorum Room  
[Municipality of Jasper Strategic Priorities 2022-2026](#)



**Notice:** Council members and staff are at the Jasper Library and Cultural Centre. Members of the public can attend meetings in person; view meetings through the Zoom livestream; or view archived Council meetings on YouTube at any time. **To live-stream this meeting starting at 1:30 pm, use this Zoom link:** <https://us02web.zoom.us/j/87657457538>

**1 CALL TO ORDER**

**2 APPROVAL OF AGENDA**

2.1 Regular meeting agenda, March 19, 2024 attachment

*Recommendation: That Council approve the agenda for the regular meeting of March 19, 2024 as presented.*

**3 APPROVAL OF MINUTES**

3.1 Legislative Committee meeting minutes, March 5, 2024 attachment

*Recommendation: That Council approve the minutes of the March 5, 2024 Legislative Committee meeting as presented.*

3.2 Regular meeting minutes, March 5, 2024 attachment

*Recommendation: That Council approve the minutes of the March 5, 2024 Regular Council meeting as presented.*

3.3 Committee of the Whole meeting minutes, March 12, 2024 attachment

*Recommendation: That Council approve the minutes of the March 12, 2024 Committee of the Whole meeting as presented.*

**4 CORRESPONDENCE**

**5 DELEGATIONS**

**6 NEW BUSINESS**

6.1 Jasper Municipal Library Board Insurance

*Recommendation: That Council approve the Municipality of Jasper Library Board request to be an Additional Named Insured under the Municipality of Jasper insurance policy.*

6.2 Rates and Fees Bylaw 2024 attachments

*Recommendation: That Council read for the third time, Bylaw #260, being a bylaw of the Specialized Municipality of Jasper in the province of Alberta to provide for the adoption of rates and fees.*

MUNICIPALITY OF JASPER  
**REGULAR COUNCIL MEETING AGENDA**  
March 19, 2024 | 1:30 pm  
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[Municipality of Jasper Strategic Priorities 2022-2026](#)

6.3 Public Statements Policy F-112

attachment

*Recommendation: That Council approve Policy F-112: Public Statements as presented; That Council rescind Policy F-011: Non-Standard Crosswalks; and That Council rescind Policy F-012: Proclamation, Letter of Support and Flag Raising Policy.*

6.4 Skatepark Interim Financing

attachment

*Recommendation: That Council authorise interim financing to the Jasper Skatepark Committee, not to exceed \$150,000, with loan details to be presented to Council following completion of the Skatepark construction.*

6.5 Establishment of New Public EV Charging Stations

*Recommendation: That Council approve participation in the EVenture charging network and;*

*That Council approve the establishment of four new electric vehicle (EV) charging stations in the off-street parking lot adjacent to the public washrooms on Connaught Drive through a licence of occupation for a term of up to 14 years.*

**7 NOTICES OF MOTION**

**8 COUNCILLOR REPORTS**

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

**9 UPCOMING EVENTS**

Equity Training – 8:30am-10:30am, March 22, Quorum Room, Jasper Library & Cultural Centre  
NETMA – 5pm-7pm, March 20, Jasper Art Gallery, Jasper Library & Cultural Centre  
Community Dinner hosted by Council & MOJ – 4:30pm-7pm, Jasper Activity Centre  
Annual Jasper Pride & Ski Festival – April 12-21

**10 IN CAMERA**

10.1 Mayor's Recognition Awards FOIP s. 17  
10.2 Land Use Planning Discussions Update FOIP s. 21

**11 ADJOURNMENT**

*Recommendation: That, there being no further business, the regular meeting of March 19, 2024 be adjourned at \_\_\_\_\_.*

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

# Legislative Committee Minutes

Tuesday, March 5, 2024

Quorum Room, Jasper Municipal Library & Cultural Centre



## In attendance:

Mayor Richard Ireland, Councillors Wendy Hall & Rico Damota, CAO Bill Given, Director of Protective & Legislative Services Christine Nadon, and Legislative Services Coordinator Emma Acorn (recorder)

### 1. Call to order – Chair Wendy Hall

Councillor Hall called the meeting to order at 10:31am.

### 2. Additions or deletions to the agenda – None

### 3. Approval of the agenda

The agenda was approved by consensus, as amended.

### 4. Draft F-112 Public Statements Policy and Administrative Procedures

Administration presented a draft policy to the Committee for consideration which incorporated amendments made at the February 20<sup>th</sup> Legislative Committee meeting.

MOTION by Councillor Damota that Legislative Committee recommend Committee of the Whole review Policy F-112 as amended March 5, 2024.

MOTION by Councillor Damota that Legislative Committee recommend that Committee of the Whole consider rescinding Policy F-011: Non-Standard Crosswalks; and that Legislative Committee recommend Committee of the Whole consider rescinding Policy F-012: Proclamation, Letter of Support and Flag Raising Policy.

### 5. Procedure Bylaw – Committee of the Whole meetings – 11:07

Committee discussed Section 20 of the Procedure Bylaw and noted sections which could be amended, removed, or moved to a different section.

Councillor Damota left the meeting at 12:01PM

### 6. Legislative Committee Motion Action List

The Committee reviewed the Legislative Committee Motion Action List which is included in the agenda package.

### 7. Adjournment

- Next meeting: 10:30am, Tuesday, April 2, 2024
- Councillor Hall adjourned the meeting at 12:18pm.

Municipality of Jasper  
**Regular Council Meeting Minutes**  
 Tuesday, March 5, 2024 | 1:30 pm  
 Jasper Library and Cultural Centre, Quorum Room

Virtual viewing and participation Council attendance is in Council chambers at the Jasper Library and Cultural Centre. This meeting was also conducted virtually and available for public livestreaming through Zoom. Public viewing and participation during Council meetings is through both Zoom livestreaming and in-person attendance.

Present Mayor Richard Ireland, Deputy Mayor Ralph Melnyk, Councillors Wendy Hall, Helen Kelleher-Empy, and Kathleen Waxer

Absent Councillors Rico Damota and Scott Wilson

Also present Bill Given, Chief Administrative Officer  
 Christine Nadon, Director of Protective & Legislative Services  
 Amanda Stevens, Communications Manager  
 Emma Acorn, Legislative Services Coordinator  
 Bob Covey, The Jasper Local  
 Peter Shokeir, The Fitzhugh  
 9 observers

Call to order Mayor Ireland called the March 5, 2024 Regular Council meeting to order at 1:30pm.

Additions or Deletions none

Approval of agenda #105/24 MOTION by Councillor Kelleher-Empy – BE IT RESOLVED that Council approve the agenda for the March 5, 2024 Regular Council meeting as presented.

FOR	AGAINST	
5 Councillors	0 Councillors	CARRIED

Approval of Legislative Committee minutes #106/24 MOTION by Councillor Hall – BE IT RESOLVED that Council approve the minutes of the February 20, 2024 Legislative Committee meeting as presented.

FOR	AGAINST	
5 Councillors	0 Councillors	CARRIED

Approval of Regular minutes #107/24 MOTION by Councillor Melnyk – BE IT RESOLVED that Council approve the minutes of the February 20, 2024 Regular Council meeting as presented.

FOR	AGAINST	
5 Councillors	0 Councillors	CARRIED

Approval of Committee of the Whole minutes #108/24 MOTION by Councillor Waxer – BE IT RESOLVED that Council approve the minutes of the February 27, 2024 Committee of the Whole meeting as presented.

FOR	AGAINST	
5 Councillors	0 Councillors	CARRIED

Correspondence - ACFA Council received a request from the Association Canadienne Francaise de l'Alberta, Régionale de Jasper (ACFA) for a letter of support to include in their Alberta Culture Days grant application for 2024.

#109/24 MOTION by Councillor Waxer – BE IT RESOLVED that Council authorize the Mayor to write a letter of support for the ACFA grant application.

FOR	AGAINST	
5 Councillors	0 Councillors	CARRIED

Correspondence – Susan Young-Leslie Council received correspondence from Jasper resident Susan Young-Leslie regarding the municipal transit system and a potential perceived conflict of

interest. Councillors identified in the letter presented the rationale for their decisions on the matter.

#110/24	MOTION by Councillor Melnyk – BE IT RESOLVED that Council receive the correspondence for information.	FOR 5 Councillors	AGAINST 0 Councillors	CARRIED
Delegations – Jasper Park Chamber of Commerce	Cancelled			
2023 Property Tax Receivable/Write- Off Request #111/24	MOTION by Councillor Kelleher-Empey – BE IT RESOLVED that Council direct Administration to write off Property Tax receivable for Roll 500000 (Provincial Building) for half of the amount levied in the amount of \$32,678.23.	FOR 5 Councillors	AGAINST 0 Councillors	CARRIED
Sidewalk Seating Fees 2024	Council and Administration discussed correspondence; attached to these minutes, which was received too late to be included in the agenda package but was regarding the use of the parking lane for one local business. It was agreed a motion would be made after the readings of the Rates and Fees Bylaw 2024.			
#112/24	MOTION by Councillor Melnyk – BE IT RESOLVED that Council approve increasing the Sidewalk Seating fee for the use of the parking lane to \$1,850 per stall in 2024 and \$2,050 per stall in 2025.	FOR 4 Councillors	AGAINST 1 Councillor (Ireland)	CARRIED
Rates and Fees Bylaw 2024 #113/24	MOTION by Councillor Kelleher-Empey – BE IT RESOLVED that Council read for the first time, Bylaw #260, being a bylaw of the Specialized Municipality of Jasper in the province of Alberta to provide for the adoption of rates and fees.	FOR 5 Councillors	AGAINST 0 Councillors	CARRIED
#114/24	MOTION by Councillor Melnyk that Council direct Administration to amend Schedule A Section 3.1 to reflect \$2,050 in 2025 per year.	FOR 5 Councillors	AGAINST 0 Councillors	CARRIED
#115/24	MOTION by Councillor Waxer – BE IT RESOLVED that Council read for the second time, as amended, Bylaw #260, being a bylaw of the Specialized Municipality of Jasper in the province of Alberta to provide for the adoption of rates and fees.	FOR 5 Councillors	AGAINST 0 Councillors	CARRIED
#116/24	MOTION by Councillor Hall – BE IT RESOLVED that Council direct Administration to bring forward a recommendation prior to third reading to reflect an appropriate amount in those cases where parking stalls can be used for purposes that are not sidewalk seating or walk arounds.	FOR 5 Councillors	AGAINST 0 Councillors	CARRIED
Federation of Canadian	MOTION by Councillor Hall – BE IT RESOLVED that Council approve the attendance of Councillors Hall and Kelleher-Empey at the Federation of Canadian			

Municipalities 2024 Conference #117/24	Municipalities Annual Conference and Trade Show in Calgary June 6-9, 2024.	FOR 5 Councillors	AGAINST 0 Councillors	CARRIED
Notices of Motion	none			
Councillor Reports	<p>Councillor Melnyk will be attending training sessions tonight and Thursday for Community Futures West Yellowhead.</p> <p>Councillor Kelleher-Empey will be attending an Evergreens Foundation meeting on March 15<sup>th</sup>.</p> <p>Councillor Wilson will be attending a TransCanada West Yellowhead Highway Association on March 8<sup>th</sup>, on behalf of Councillor Kelleher-Empey.</p> <p>Mayor Ireland, Councillor Hall, Councillor Melnyk, Councillor Waxer, Councillor Damota, and Councillor Kelleher Empey attended Strategic Planning Sessions last Thursday and Friday.</p> <p>Mayor Ireland, Councillor Hall and Councillor Damota met as the Legislative Committee this morning.</p>			
Upcoming events	Council received a list of upcoming events for information.			
Adjournment #118/24	<p>MOTION by Councillor Hall – BE IT RESOLVED that, there being no further business, the Regular Council meeting of March 5, 2024 be adjourned at 2:21pm.</p> <p style="text-align: center;">FOR 5 Councillors</p> <p style="text-align: center;">AGAINST 0 Councillors</p> <p style="text-align: right;">CARRIED</p>			

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Mayor

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Chief Administrative Officer

ATTACHMENT TO March 5, 2024 Regular meeting minutes

To Mayor and Council;

Re: Commercial Use of Public space

Please accept this letter as my request for an adjustment on fees for my commercial use of Public space.

I currently have a permit for 2 parking spots. How it works is we put out our signs at 6 am – then remove them when we are done for the day, usually around 5pm or 6 pm.

Signs were suggested by Bylaw instead of a permanent fixture, which is appreciated for cost saving (not having to build a structure) and ease of parking the vehicles(motorcycles)

We were told we couldn't paint yellow lines.

So my point is that the municipality makes money off of my paid spots after 5 -6pm for the evening parking on top of my paid fee.

This is usually the busiest time for the restaurants – and it would cause quite an uproar if I blocked off Prime spots during the evening hours when I wasn't in need of this parking. NOTE: I have left this space open and available for parking once we're done for the day for the last 2 years.

I was told I couldn't share the space with another business – for example they could put out their signs once mine came down.

In all fairness I have paid full price the last 2 years, whilst the muni has made extra money off these spots in the evening. So the muni is actually collecting double.

I would suggest my fee be half price or significantly reduced.

Please keep in mind that we shuttle 95% of our guests to experience our activity – as well as keeping them downtown for 45 min after their tour to spend the \$ we all need at surrounding businesses.

Also after paying the government back we are all(most of us) struggling financially.

Thank you for considering this request,

Sincerely

Candace Broughton

Jasper Motorcycle Tours a division of New Way Tours Ltd.

610 Patricia St.

780- [REDACTED]



Delegations Deputy Mayor Melnyk invited any members of the public present in the gallery to use this opportunity to address Council regarding any items on the agenda. No one in the gallery responded.

Correspondence – Ana Berenguer Committee received correspondence from Jasper resident Ana Berenguer. The correspondence was emailed to Mayor & Council on March 1, 2024 and received a response from the Deputy Mayor. It was brought forward today to be formally included in the public record and has been attached to the minutes.

#121/24 MOTION by Councillor Kelleher-Empey that Committee receive the correspondence for information.

FOR	AGAINST	
6 Councillors	0 Councillor	CARRIED

Committee received correspondence from Darrell Savage, President of the Jasper Skatepark Committee, regarding a project fundraising shortfall.

#122/24 MOTION by Councillor Hall that Committee recommend Council approve interim financing of up to \$150,000 for the Jasper Skatepark Committee; and

That Committee direct Administration to recommend appropriate financing methods.

FOR	AGAINST	
6 Councillors	0 Councillor	CARRIED

Men’s Shed Location Options Committee received a report from Administration with Community Development Manager Lisa Riddell reviewing options explored for a location of The Men’s Shed.

#123/24 MOTION by Councillor Wilson that Committee direct Administration to develop a partnership to create a Men’s Shed in one bay of the 3-bay garage at the Activity Centre and return to a future Committee meeting with the proposed partnership agreement.

FOR	AGAINST	
6 Councillors	0 Councillor	CARRIED

2023 Community and Economic Development Report Committee received the annual Community & Economic Development Fund Report from Administration with Community Development Project Manager Jenna McGrath providing details on the application process, recipients, and the amounts awarded.

#124/24 MOTION by Councillor Kelleher-Empey that Committee recommend Council accept the 2023 Community & Economic Development Fund Report for information.

FOR	AGAINST	
6 Councillors	0 Councillor	CARRIED

2022-2023 Utility Receivable/Write-Off Request Committee received recommendations and alternatives from Administration regarding a request from the Jasper United Church concerning their utility bill. The original piece of correspondence was received at the February 13, 2024 Committee of the Whole meeting.

#125/24 MOTION by Councillor Kelleher-Empey that Committee direct Administration to set-up a utilities workshop to review the current model within the next three months; and that Committee tables this request to that workshop.

FOR	AGAINST	
5 Councillors	1 Councillor (Wilson)	CARRIED

Recess Deputy Mayor Melnyk called a recess from 10:36am to 10:46am.

Municipality of Jasper Library Board Insurance Committee received a request from the library board for the Municipality of Jasper to consider adding them to the municipal insurance policy as an Additional Named Insured (ANI). This would ensure that the organization has appropriate insurance coverage for its operations.

#126/24 MOTION by Councillor Hall that Committee recommend Council approve the Municipality of Jasper Library Board request to be an Additional Named Insured under the Municipality of Jasper insurance policy.

FOR	AGAINST	
6 Councillors	0 Councillor	CARRIED

Potential Amendment to Rates and Fees Bylaw 2024 Committee received a report from Director of Protective & Legislative Services Christine Nadon providing information on a possible amendment to the Rates and Fees Bylaw 2024 which is scheduled for third reading at the March 19<sup>th</sup> Regular Council meeting. The report was prepared in response to correspondence received from a business owner and discussed at the March 5<sup>th</sup> Regular Council meeting.

#127/24 MOTION by Councillor Waxer that Committee receive this report for information.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Public Statements Policy Committee received a draft policy for their consideration from the Legislative Committee of Council which last met on March 5, 2024.

#128/24 MOTION by Councillor Hall that Committee recommend Council approve Policy F-112: Public Statements as presented; and

That Committee recommend Council rescind Policy F-011: Non-Standard Crosswalks; and

That Committee recommend Council rescind Policy F-012: Proclamation, Letter of Support and Flag Raising Policy



tomorrow night. He will be in Edmonton Thursday and Friday for the 2024 Spring Municipal Leaders' Caucus to present the Request for Decision which was approved at the February 20, 2024 Regular Council meeting.

Councillor Hall will attend a Jasper Municipal Library Board meeting this evening.

Councillor Waxer will attend the Early Childhood/School Age Community Conversation on Wednesday.

Upcoming Events Council reviewed a list of upcoming events.

Adjournment #131/24 MOTION by Councillor Kelleher-Empey that, there being no further business, the Committee of the Whole meeting of March 12, 2024 be adjourned at 11:24am.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

ATTACHMENT to March 12, 2024 Committee meeting minutes

**From:** Ana Berenguer <[REDACTED]>  
**Sent:** Friday, March 1, 2024 9:45:10 AM  
**Subject:** Jasper Transit

Good afternoon Mayor Ireland and Councillors,

I am writing to you today in regards to the last council meeting held on February 27, 2024. I am not understanding what the rush is for the procurement of the e-bus transit system.

As far as I know, the federal government and FortisAlberta, are conducting a study across nine communities in Alberta to see how well, or not well these buses will do in our climate as well as with the different regional energy requirements. This study is meant to guide them in strategic planning and decision-making for a greener future in Alberta. Why would we commit to anything when we still do not know anything about this study. In fact, this study is just in the preliminary stages.

There are 4600 residents in Jasper, of which approximately 2000 pay land based and property based taxes. The only way to pay for these expenditures is to increase taxes on a yearly basis. How can you put such a huge financial burden on the residents? And for those renting, the landlords will pass those tax increases to the tenant making their rents that much more expensive every year.

We all know that the Activity Centre renovation cost went up 45% from its original quote, as did the PWT project by 40%. What certainty can you give the residents that this will not happen again and that our taxes and rents won't continue to increase? You can't.

As mentioned in the last meeting, it was stated that most of these projects are based on grants provided by the provincial and federal government. There is an election next year, and there is a big possibility that our government will change parties. What happens if all grants are frozen for a certain amount of time? We are still responsible for these expenditures.

Also, how can such a small community be expected to pay for the transportation of all tourists in the summer months. Has anyone approached Parks Canada or the Federal Government and tried to suggest that perhaps if they could charge \$2 extra per vehicle going through the gates, give that back to our community, so we could in fact have enough savings in our budgets for these projects? If something like this was feasible, then by the time this study was completed, we would know exactly what to expect from these e-buses and spend the money accordingly.

I believe we are rushing into a very expensive project with blinders on, that in the end will cost us more than if we would just wait for the results of this study. It is always better to get these projects right the first time.

Thank you for your time,  
Ana Lea Berenguer

## ATTACHMENT to March 12, 2024 Committee meeting minutes

### Council

I am writing on behalf of the Jasper Skatepark Committee and Skatepark Improvement project to present a request for interim monetary support so that we can complete the Jasper Skatepark Improvement Project to the entire scope while we continue to fundraise on our own end.

To summarize a current update of where we currently are I will mention that we are approximately \$180,000 shy of our current goal for the total skatepark contract of \$1,058,000. With that said we can take into account a donation that should be forthcoming from Decore Hotels of \$10,000 (touched base with Karyn yesterday) as well as an in-kind component for site prep and earth-works which will be taken on by John Greathead and Muni staff, with Municipal Equipment, which we estimate would end up at around a value of \$30,000 but the exact number is not known at this moment (\*NOTE we will be meeting with John Greathead and Newline to discuss and nail down this In kind value later this week and will hopefully have this fully answered. With those two figures plugged in, we could project a **shortfall of approximately \$140,000**. As the council is fully aware from previous presentations, should we cut the budget of this project by \$140,000 (approximately 13% funding reduction) the design of the park would have to be altered which would reflect in a loss of features to the park as well as possible costs incurred in re-design and logistics further diminishing the finished product. For example: One way to cut cost would be to remove the mini bowl section or a significant part of it, which in turn takes away one of the best features for newcomers to learn and hone transition skills, an essential part of skateboarding, scootering and BMX. Obviously we would like to avoid that at all cost and it would especially be a shame to do so, when the project is only approximately 13% short of the total funding for a 40 plus year landmark amenity and asset of our community.

With that said I am writing this request now to be presented on short notice due to our closing window of timeline to resolve this issue. Because the contractor, Newline Skateparks are now in the development phase of ordering supplies organizing lodging logistics for workers and drafting up detailed plans based upon the current scope, beginning ground-breaking in mid April, one can imagine that if the scope of the project and design were to be altered at this point they would have to know as soon as possible. Because of this, the **timing for a decision would need to be ideally by the end of the week** in order to give the Newline crew the time and runway should the scope of the project have to be altered.

On our end we are still fundraising and connecting with businesses securing funding from many different sources around the community. We are planning to do a fundraiser this spring to raise funds as well as awareness, bringing out the thermometer illustrating our goal and our current progress in-order to get the hype up for the stretch drive, We handed out a sponsorship package to Pursuit for possible funding and I am currently in contact with them for a donation which could be forthcoming soon as they are aware of our current situation. Not too sure how much they would be donating, but we will be following up with them as well as handing out sponsorship packages to many other businesses throughout the community

including Fairmont and other Hotels that we have yet to reach out. In saying this I am pointing out that there are still many sponsorship opportunities available within the community to be looked into and with the current phase of our project to begin construction this spring it is likely that there will be enough hype and interest to garner support from many different donors whether they be large or small. Because of this, we are confident that, should the Municipality decide to give this project the interim support of \$140,000 requested, we could have this paid back in a timely manner with hard work and diligence. To add to this, we feel that businesses and individuals would be further compelled to support a project and organization that is, being built right away, and is under contract to pay back borrowed money to the municipality. To this we have a precedence in the community of Lacombe Alberta, in which their skatepark committee found themselves in a similar situation being over \$100k short and needing to complete the project in a timely manner, they engaged in a contract with the Municipality to borrow the funds to complete the project and successfully paid it back in a timely manner, allowing the project to move forward unaltered and unabated.

Should the Council and Mayor decide to agree to interim support for \$140,000, I would be happy to meet up as soon as needed, to discuss terms and conditions in order to work this out formally. With all of this said we appreciate all of the support that the Municipality and Council have shown us and we cannot understate the importance of what has been allotted to this project over the years on the towns behalf. Thank you for taking the time to read and consider this request and please feel free to contact me at anytime if you have any concerns or questions.

Darrell Savage  
President  
Jasper Skatepark Committee  
PH: 780-  
Email:

## REQUEST FOR DECISION

**Subject:** Potential Amendment to Rates and Fees Bylaw 2024  
**From:** Bill Given, Chief Administrative Officer  
**Prepared by:** Christine Nadon, Director of Protective & Legislative Services  
**Date:** March 12, 2024



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### Recommendation:

- That Committee receive this report for information.

### Background:

At the March 5, 2024 regular Council meeting, Council gave first and second reading to the *Rates and Fees Bylaw 2024*, which is scheduled to return to Council for third and final reading at the March 19 regular meeting.

The proposed Rates and Fees Bylaw includes a change in rates for the use of the parking lane for the purpose of sidewalk seating or cafés as defined in the *Commercial Use of Public Space Bylaw*. Following the publication of the March 5 agenda, Council received correspondence from the only permit holder who currently holds a Commercial Use of Public Space permit for use of the parking lane downtown for purposes other than sidewalk seating or café (i.e. food and beverage purposes). The sender claims they do not utilize the parking lane between 6:00 p.m. and 9:00 p.m., and is asking for a rebate in the use of parking lane fee on that basis.

The 2023 fee for the use of the parking lane was \$1,650 per stall. The current fees contemplated by Council through the *Rates and Fees Bylaw 2024* are \$1,850 per stall in 2024 and \$2,050 per stall in 2025.

### Discussion:

While the current request before Council comes from the only permit holder utilizing the parking lane for purposes other than a sidewalk seating or café, the Commercial Use of Public Space Bylaw does provide for retailers and other businesses to participate in the program, at the discretion of the CAO or designate. A discounted fee approved by Council could therefore apply to future applications from downtown businesses for the use of the parking lane in front of their establishment.

Should Council wish to address the issue it could do so at the regular Council meeting by amending the proposed Rates and Fees Bylaw prior to third reading. An appropriate motion would be:

*That Council amend Schedule A of the Rates and Fees Bylaw 2024 to include a fee of [INSERT AMOUNT] for the use of the parking lane for less than 12 hours a day.*

This approach would apply to permits issued for purposes other than sidewalk seating or cafés. The rationale behind this recommendation is that the installation criteria for sidewalk seating installations are more permanent in nature than for retail or other uses, including reserved commercial parking in this instance. A discount would be provided in the context that all parts of the installation are removed from each of the permitted stall for at least one hour within the 9:00 a.m. to 9:00 p.m. timeframe when paid parking is in effect. A proposed rate of \$1,650 for such uses was discussed at the last Committee of the Whole meeting. Administration is in support of any fixed rate (as opposed to a pro-rated rate) Council may choose to implement.

Specific edits to the *Rates and Fees Bylaw 2024* could be captured as follows:

**Schedule A – Streets and Public Space Use Fees**

<b>Description</b>	<b>Fee</b>
Commercial Public Space Use Permit Fee*	\$50
Commercial Public Space Use Fees:*	\$50 - \$400
Farmers’ Market	\$60 per event
Sidewalk Seating or Use of Parking Lane – permit application fee	\$100
Sidewalk Seating – use of public sidewalk	\$25 per seat
Sidewalk Seating – use of parking lane, 2024	\$1,850
Sidewalk Seating – use of parking lane, 2025 and beyond	\$2,050
Use of parking lane, less than 12 hours a day	\$X,XXX
Storage for Items Removed from the Street	\$105 per day
Work Performed by Municipality	Cost plus 25%

\* Exemptions from Fees:

- Jasper charitable and not-for-profit organizations
- Any other application deemed by the CAO or his designate to be exempt

Administration has identified potential enforcement challenges with this request, and is recommending that the proposed hours of use be documented in the Commercial Use of Public Space permit. This would facilitate monitoring of whether permitted installations are indeed removed from the parking lane or not, and remain compliant with the “use of the parking lane for less than 12 hours a day” provision.

Early removal of installations in the evening (before 9:00p.m.) could result in private vehicles using the permitted stalls overnight, leading to vehicles being parked in the permitted stalls between the hours of 9:00a.m. and 11:00a.m. the next day without being otherwise out of compliance with existing paid parking and time limit restrictions (two hours) in place downtown. The Bylaw Enforcement Service would not be in a position to enforce moving such vehicles out of the permitted stalls as 24 hours’ notice is required to implement parking bans that are not permanently signed.

**Strategic Relevance:**

- Recognize the fundamental importance of our tourism economy
- Increase opportunities for active transportation and transportation alternatives
- Entrust our staff to develop healthy relationships with the people they serve
- Ensure residents receive quality service that provides strong value for dollar
- Pursue alternative revenue sources and equitable distribution of costs

**Relevant Legislation:**

- [Commercial Use of Public Space Bylaw](#)
- [Business Licensing Bylaw](#)

**Financial:**

This change will have no material financial impact for the organization.



**Certification of Municipality of Jasper  
Bylaw #260  
Rates and Fees Bylaw 2024**

I, Alan Fehr, Field Unit Superintendent of Jasper National Park of Canada, pursuant to Article 4.4 of the Agreement for the Establishment of Local Government in the Town of Jasper (“Local Government Agreement”) have reviewed the Municipality of Jasper Bylaw # 260, which received its first and second reading on the 5th day of March 2024 by the Council of the Municipality hereby certify with respect to Bylaw #260 that:

- 1) there are no impacts on the environment, or that any environmental impacts can be appropriately mitigated; and
- 2) there is no encroachment on Canada’s authority in the areas of land use planning and development.

Dated at the Town of Jasper, in the Province of Alberta, this 8th day of March 2024.

Alan Fehr  
Field Unit Superintendent of  
Jasper National Park of Canada



**MUNICIPALITY OF JASPER  
 BYLAW #260**

**BEING A BYLAW OF THE SPECIALIZED MUNICIPALITY OF JASPER IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE ADOPTION OF RATES AND FEES.**

**WHEREAS** the *Municipal Government Act* (RSA 2000, cM-26) provides that Council may pass bylaws to establish fees on behalf of the Municipality; and

**AND WHEREAS** the *Municipal Government Act* (RSA 2000, cM-26) provides for the establishment of fees for licences, permits and approvals by bylaw;

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

**1. CITATION**

1.1. This Bylaw may be cited as the "Rates and Fees Bylaw 2024".

**2. PURPOSE**

2.1. This Bylaw amends Bylaw #246, the *Commercial Use of Public Space Bylaw 2022*, and Bylaw #110, the *Town of Jasper Business Licensing Bylaw 2008A*.

**3. AMENDMENTS**

3.1. Schedule A – Streets and Public Space Use Fees of Bylaw #246, the *Commercial Use of Public Space Bylaw 2022*, is hereby amended as follows:

**Schedule A – Streets and Public Space Use Fees**

Description	Fee
Commercial Public Space Use Permit Fee*	\$50
Commercial Public Space Use Fees:*	\$50 - \$400
Farmers' Market	\$60 per event
Sidewalk Seating or Use of Parking Lane – permit application fee	\$100
Sidewalk Seating – use of public sidewalk	\$25 per seat
Use of parking lane, 2024	\$1,850
Use of parking lane, 2025 and beyond	\$2,050
Storage for Items Removed from the Street	\$105 per day
Work Performed by Municipality	Cost plus 25%

\* Exemptions from Fees:

- Jasper charitable and not-for-profit organizations
- Any other application deemed by the CAO or his designate to be exempt

3.2. Schedule B – Fees of Bylaw #110, the *Town of Jasper Business Licensing Bylaw 2008A*, is hereby amended as follows:

**Schedule B – Fees**

Description	Fee
Licence Fees – All Businesses	\$185
Other Fees – Licence Transfer	\$100

**4. RATIFICATION**

4.1. Except as hereinbefore expressly provided, all provisions of Bylaw #246, the *Commercial Use of Public Space Bylaw 2022*, are hereby ratified and confirmed and shall continue in full force and effect.

4.2. Except as hereinbefore expressly provided, all provisions of Bylaw #110, the *Town of Jasper Business Licensing Bylaw 2008A*, are hereby ratified and confirmed and shall continue in full force and effect.

**5. SEVERABILITY**

5.1. If any provision herein is adjudged by a Court of competent jurisdiction to be invalid for any reason, then that provision shall be severed from the remainder of this Bylaw and all other provisions of this Bylaw shall remain valid and enforceable.

**6. COMING INTO EFFECT**

6.1. This Bylaw shall come into force and effect on the final day of passing thereof.

**READ** a first time this 5<sup>th</sup> day of March, 2024

**READ** a second time this 5<sup>th</sup> day of March, 2024

**READ** a third time and finally passed this    day of    , 2024

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

<b>Policy Title:</b>	<b>PUBLIC STATEMENTS POLICY</b>	
<b>Policy #:</b>	<b>F-112</b>	
<b>Effective Date:</b>	<b>XXXX, 2024</b>	
<b>Date adopted by Council: XXXX, 2024</b>		

**POLICY**

Jasper is a welcoming and inclusive community which works to increase awareness about the issues faced by under-represented groups; promote cultural diversity; and create an environment where all citizens feel valued and empowered.

Council recognizes that as a democratically elected body it can play a crucial role in shaping perceptions; fostering social cohesion; supporting vulnerable and marginalized populations; and advancing broader political and social objectives on behalf of the people it represents through the use of public statements.

All public statements endorsed by the Municipality shall be processed consistently, foster inclusion, and advance dignity and respect within the community.

**PURPOSE**

This policy is intended to provide consistency and equity in how requests for public statements are handled.

**SCOPE**

This policy applies to any requests, including but not limited to, requests for proclamations, letters of support, non-standard crosswalks and flag raisings at municipal facilities.

**STANDARDS**

Council may authorize requests for proclamations, letters of support, non-standard crosswalks and flag raisings at municipal facilities.

The request must be brought forward by either a not-for-profit organization located or having a presence within the municipality, or a citizen of the Municipality of Jasper.

Requests should meet at least one of the following criteria. The cause should be:

- Of local, provincial, national, or international significance;
- Of benefit to the community; or
- An initiative of the Municipality of Jasper.

Requests must align with Council’s strategic priorities and Council policies.

Requests may be denied for any reason deemed sufficient by Council.

Requests may not be contrary to the Charter of Rights and Freedoms, or the Alberta Human Rights Act.

All requests must be submitted in accordance with the steps described in the Administrative Procedure associated with this policy.

**Policy Title: PUBLIC STATEMENTS POLICY**

**Policy #: F-112**

**Effective Date: XXXX, 2024**

**Date adopted by Council: XXXX, 2024**



## **DEFINITIONS**

“**Dignity**” means the inherent worth and value of every individual, regardless of their background, identity or circumstance.

“**Respect**” means the fundamental principles which guide the behavior of individuals interacting with one another with civility, consideration and fairness.

“**Public Statements**” means actions endorsed by Council resolution which may not directly address substantive policy challenges, or operational matters but nonetheless have value in their ability to inspire, unify, and communicate the community’s priorities to the wider world. Public statements may include but are not limited to proclamations, letters of support, non-standard crosswalks and flag raisings at municipal facilities.

## **RESPONSIBILITY**

### **Council:**

Review and approve any revisions to this policy.

### **CAO:**

Review and approve any procedures related to this policy.

### **Directors and Managers:**

Carry out the policy based on established procedures.

**Policy Title: PUBLIC STATEMENTS POLICY**

**Policy #: F-112**

**ADMINISTRATIVE PROCEDURES**

**Effective Date: XXXX, 2024**

**Date approved by the CAO: XXXX, 2024**



## **SCOPE**

These procedures shall apply to all external requests for public statements received by the Municipality of Jasper, including but not limited to, proclamations, letters of support, non-standard crosswalks and flag raisings at municipal facilities.

## **GENERAL**

Requests for proclamations, non-standard crosswalks or flag raisings may be received and approved by motion at Regular Council meetings.

Requests for letters of support may be received and supported in principle at Committee of the Whole meetings and Regular Council meetings.

Requestors must indicate whether they wish to appear before Council to present their request. No person shall address Council for more than three (3) minutes, exclusive of the time required to answer questions, unless and to the extent allowed by Council.

## **PROCLAMATIONS**

Requests for proclamations must be made in writing to the Legislative Services Department and received at least six (6) days prior to the applicable Regular meeting at which the request will go forward. Council must approve proclamations by motion.

All requests for proclamations must contain a draft copy of the wording of the proclamation. The Municipality of Jasper may revise the wording of the proclamation at the request of Council.

Organizations may only request one (1) proclamation annually.

Once approved, the proclamation will be posted on the Municipality of Jasper's website. All other advertising, publicity or media coverage is the responsibility of the organization or person requesting the proclamation.

## **LETTERS OF SUPPORT**

Requests for letters of support must be made in writing to the Legislative Services Department and received at least six (6) days prior to the applicable meeting at which the request will go forward, and fourteen (14) days prior to the date the requestor requires the letter. Requests that do not fall under the parameters outlined in the policy may require additional processing time.

Requests for letters of support must provide details regarding the project or grant being applied for and the amount of the grant (if applicable), contact information regarding the intended addressee, and background information on the organization requesting the letter. A draft copy of the letter of support should be provided to include in the meeting's agenda package.

In the absence of objection from Council members, Council may direct Administration to proceed with providing a letter of support without passing a motion. Once Council has supported the request in principle, the Legislative Services Department will coordinate with the Mayor or Deputy Mayor to review and sign the letter of support on behalf of the Municipality of Jasper.

**Policy Title: PUBLIC STATEMENTS POLICY**

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**ADMINISTRATIVE PROCEDURES**

**Effective Date: XXXX, 2024**

**Date approved by the CAO: XXXX, 2024**



Once signed, the letter of support will be provided to the requesting organization who is then responsible for forwarding the letter to the appropriate organization.

### **NON-STANDARD CROSSWALKS**

Requests for non-standard crosswalks must be made in writing to the Legislative Services Department and received at least six (6) days prior to the applicable Regular meeting at which the request will go forward. Council must approve non-standard crosswalks by motion.

Each non-standard crosswalk requires an annual request to Mayor and Council. Approval is for one year, and each non-standard crosswalk must be repainted each year. There is a two-year maximum time limit in any one location if there are other applicants for that same location.

All costs for the initiative, including painting and temporary traffic control required, are the responsibility of the applicant.

The Municipality of Jasper Mayor and Council reserves the right to remove the non-standard crosswalk at any time. Non-standard crosswalks will be subject to additional terms and conditions as determined by the Operations and Community Development departments.

### **REQUESTS TO RAISE FLAGS AT MUNICIPAL FACILITIES**

Requests to raise flags at municipal facilities must be made in writing to the Legislative Services Department and received at least six (6) days prior to the applicable Regular meeting at which the request will go forward. Council must approve flag raising requests by motion.

In the event multiple requests are received for the same day, the first request received by the Municipality of Jasper shall be considered first by Council.

Flags will be raised for a maximum of 10 days, unless otherwise approved by Council.

## AGENDA ITEM 6.4

### REQUEST FOR DECISION

**Subject:** Skatepark Interim Financing  
**From:** Bill Given, Chief Administrative Officer  
**Reviewed by:** Emma Acorn, Legislative Services Coordinator  
**Date:** March 19, 2024

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#### **Recommendation:**

That Council authorise interim financing to the Jasper Skatepark Committee, not to exceed \$150,000, with loan details to be presented to Council following completion of the Skatepark construction.

#### **Alternatives:**

- That Council direct Administration to identify alternative approaches to providing interim financing to the Jasper Skatepark Committee.
- That Council decline to provide interim financing to the Jasper Skatepark Committee.

#### **Background:**

The Jasper Skatepark Committee has been fundraising to build a new skatepark for many years. The municipality has previously worked with the committee to identify an appropriate site (in Centennial Park, on a former baseball diamond). Additionally, Council has approved a financial contribution of \$300,000 toward the construction of the facility.

Upon completion of the construction of the project the committee would turn the asset over to the municipality.

On March 12th Committee received correspondence from the Jasper Skatepark Committee requesting support to allow construction of the skatepark to begin in April 2024, while the committee continued to fundraise.

#### **Discussion:**

The construction of a new skatepark has been a significant community project with an expected total cost of \$1,058,000. Despite very successful fundraising efforts, including seeking grants and sponsorships, the Skatepark Committee is currently approximately \$180,000 short of the total needed. The Municipality has committed to providing approximately \$30,000 in in-kind support to help reduce the project cost and the Committee feels they have approximately \$10,000 in likely sponsorships coming forward. Together these two items reduce the projected shortfall to \$140,000.

Providing interim financing to the Skatepark Committee via a low-interest loan would facilitate the timely commencement and completion of the skatepark, ensuring that the community benefits from this facility without undue delay. This approach reflects a partnership model between the Municipality and community groups, demonstrating the Municipality's support for community-led initiatives.

Administration would propose that the loan could be "self-funded" from the Municipality's Financial Stabilization reserve which, has a current balance of \$1.69 million.

The loan's details, including the actual total value, term and interest rate, would be finalized at the construction project's conclusion, allowing for flexibility based on the project's final financial outcome. This strategy enables the Skatepark Committee to continue seeking additional funding, with the security of knowing financial support is available if required.

In summary, Administration recommends providing a low-interest loan from the Municipality's Financial Stabilization Reserve to cover the Skatepark project's ~\$140,000 shortfall, ensuring its completion without delay. This loan, with terms to be decided post-construction, supports the Skatepark Committee's ongoing fundraising efforts and demonstrates the Municipality's commitment to community projects. This approach enables the timely development of the skatepark.

**Strategic Relevance:**

- Promote and enhance recreational and cultural opportunities and spaces.
- Leverage and create opportunities for greater inclusion.
- Welcome the expertise, innovation, creativity and commitment of community members, groups, associations and businesses.

**Inclusion Considerations:**

Participation in formalized recreation programs can present a financial barrier for some families on modest incomes. The skatepark provides an additional low-cost/no-cost recreation option for the community. Providing interim financing will reduce stress on community volunteers.

**Relevant Legislation:**

- Alberta Municipal Government Act

**Financial:**

As of today, the Financial Stabilization reserve has a current balance of \$1,690,667.33 The Approved 2024 budget projected a year-end balance of \$1,075,496 for the fund.