

MUNICIPALITY OF JASPER
REGULAR COUNCIL MEETING AGENDA
September 27, 2022 | 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, September 27, 2022 attachment

Recommendation: That Council approve the agenda for the regular meeting of September 27, 2022 as presented.

3 APPROVAL OF MINUTES

3.1 Regular meeting minutes, September 6, 2022 attachment

Recommendation: That Council approve the minutes of the September 6, 2022 Regular Council meeting as presented.

3.2 Committee of the Whole meeting minutes, September 13, 2022 attachment

Recommendation: That Council approve the minutes of the September 13, 2022 Committee of the Whole meeting as presented.

4 CORRESPONDENCE

5 DELEGATIONS

6 NEW BUSINESS

6.1 Alberta/Japan Twinning Municipalities Association Conference attachment

Recommendation: That Council approve hosting the 2023 AJTMA conference and direct Administration to include \$6000 in the 2023 proposed budget to be presented to Council for approval.

6.2 Public Transportation Memorandum of Understanding attachment

Recommendation: That Council approve the Memorandum of Understanding for the provision of public transportation services with Parks Canada as presented.

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6.3 Municipal Position on Private Home Accommodations

7 NOTICES OF MOTION

8 COUNCILLOR REPORTS

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

9 UPCOMING EVENTS

National Day for Truth and Reconciliation – September 30

Jasper Folk Music Festival – October 1

Jasper Park Chamber of Commerce General Meeting – October 12, Zoom, 8:30am

NETMA – October 19, Wicked Cup, 5-7pm

Organizational Meeting – October 26, following Committee of the Whole

Intergovernmental meeting – October 27, 2pm

10 ADJOURNMENT

Recommendation: That, there being no further business, the regular meeting of September 27, 2022 be adjourned at _____.

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

Municipality of Jasper
Regular Council Meeting Minutes
 Tuesday, September 6, 2022 | 1:30 pm
 Jasper Library and Cultural Centre, Quorum Room

Virtual viewing and participation	Council attendance is in Council chambers at the Jasper Library and Cultural Centre. Due to a power outage caused by the Chetamon wildfire, staff were unable to livestream or record the meeting. The public were able to attend in person.		
Present	Mayor Richard Ireland, Deputy Mayor Rico Damota, Councillors Kathleen Waxer, Wendy Hall, Ralph Melnyk, Helen Kelleher-Empey, and Scott Wilson		
Also present	Bill Given, Chief Administrative Officer Sergeant Rick Bidaisee, Detachment Commander, Jasper RCMP Bob Covey, The Local Jason Stockfish, The Fitzhugh 1 observer		
Call to order	Mayor Ireland called the September 6, 2022 regular meeting to order at 1:30pm.		
Additions to agenda #378/22	MOTION by Councillor Waxer – BE IT RESOLVED that Council amend the order and add the following item to the agenda: - Add 6.0 Wildfire / power outage update - Move delegations ahead of correspondence		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Approval of agenda #379/22	MOTION by Councillor Waxer – BE IT RESOLVED that Council approve the agenda for the September 6, 2022 Regular Council meeting as amended.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Approval of Regular minutes #380/22	MOTION by Councillor Melnyk – BE IT RESOLVED that Council approve the minutes of the August 16, 2022 Regular Council meeting as presented.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Approval of Committee of the Whole minutes #381/22	MOTION by Councillor Wilson – BE IT RESOLVED that Council approve the minutes of the August 23, 2022 Committee of the Whole meeting as presented.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Correspondence – Parks Canada	At the August 23, 2022 Committee of the Whole meeting, Council received an invitation from Parks Canada for input on the Private Home Accommodation draft policy. Council requested that this item be added to the September 13, 2022 Committee of the Whole meeting agenda.		
Delegations - RCMP #382/22	Sergeant Rick Bidaisee, RCMP Detachment Commander, was present to answer questions and to give Council an update on strategic priorities; staffing at the unit; response to the wildfire and power outage; and the unique challenges of operating in a busy National Park.		
	MOTION by Councillor Waxer – BE IT RESOLVED that Council receive the verbal report for information.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Wildfire / power outage update	CAO Bill Given gave Council an update on the Chetamon wildfire and subsequent power outage in the Municipality of Jasper.		

Welcoming Week Proclamation #383/22	MOTION by Councillor Waxer – BE IT RESOLVED that Council proclaim September 9 to 18, 2022 Welcoming Week in Jasper.	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Rail Safety Week Proclamation #384/22	MOTION by Councillor Melnyk – BE IT RESOLVED that Council proclaim September 19 to 25, 2022 Rail Safety Week in Jasper.	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
September meeting schedule #385/22	MOTION by Councillor Damota – BE IT RESOLVED that Council postpone the September 20, 2022 regular Council meeting to the afternoon of September 27 2022 at 1:30pm.	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Notices of Motion	none			
Councillor Reports	Councillor Waxer reported attending a Food Security meeting. Councillor Wilson reported on the most recent Commercial Use of Public Space taskforce meeting. Mayor Ireland reported on the Emergency Advisory Committee meeting and shared kudos on the Activity Centre Reception Centre activation and communications out to the community.			
Upcoming events	Council received a list of upcoming events for information. Councillor Waxer noted that there was a resident in attendance that might wish to speak. Mayor Ireland asked if Council had any objection and none was expressed. Resident Dwain Wacko expressed a concern about the current situation and a desire for a public examination of the events leading up to the loss of power to the community. Council took note of the request.			
Adjournment #386/22	MOTION by Councillor Wilson – BE IT RESOLVED that, there being no further business, the regular meeting of September 6, 2022 be adjourned at 3:04pm.	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED

Mayor

Chief Administrative Officer

Municipality of Jasper
Committee of the Whole Meeting Minutes
Tuesday, September 13, 2022 | 9:30am
Jasper Library and Cultural Centre, Quorum Room

Virtual viewing and participation	Council attendance is in Council chambers at the Jasper Library and Cultural Centre. This meeting was also conducted virtually and available for public livestreaming through Zoom. Public viewing and participation during Council meetings is through Zoom livestreaming and in person attendance.		
Present	Mayor Richard Ireland, Deputy Mayor Rico Damota, Councillors Ralph Melnyk, Wendy Hall, Scott Wilson, Helen Kelleher-Empy and Kathleen Waxer		
Also present	Bill Given, Chief Administrative Officer Christine Nadon, Director of Protective & Legislative Services Faraz Khan, Municipal Energy Manager Emma Acorn, Legislative Services Coordinator Logan Ireland & Oliver Andrew, UpLift! Jasper Mural Festival Bob Covey, The Local Jason Stockfish, The Fitzhugh 9 observers		
Call to Order	Deputy Mayor Damota called the September 13, 2022 Committee of the Whole meeting to order at 9:32am and began with a Traditional Land Acknowledgement .		
Additions to the agenda	Mayor Ireland requested the following item be added to the agenda: <ul style="list-style-type: none">6.1 ACFA Letter of support request Councillor Wilson requested the following item be added to the agenda: <ul style="list-style-type: none">10.1 Intergovernmental agenda in-camera		
Approval of agenda #387/22	MOTION by Councillor Kelleher-Empy to approve the agenda for the September 13, 2022 Committee of the Whole meeting as amended with the additions: <ul style="list-style-type: none">6.1 ACFA Letter of support request10.1 Intergovernmental agenda in-camera		
	FOR 7 Councillors	AGAINST 0 Councillor	CARRIED
Business arising from minutes	There was no business arising from the minutes of the August 23, 2022 Committee of the Whole meeting. The minutes were approved at the September 6, 2022 regular meeting. Mayor Ireland declared a conflict of interest in regards to the next delegation to present as he is the father of one of the presenters. Mayor Ireland left the meeting at 9:36am.		
Delegations – UpLift! Jasper Mural Festival	Representatives of the UpLift! Jasper Mural Festival, Logan Ireland and Oliver Andrew, shared a recap of the two week mural festival which took place in Jasper from April 23 to May 8, 2022. The partners in the non-profit asked Council for their feedback and asked for future support to the project.		

#388/22 MOTION by Councillor Melnyk that Committee receive the verbal report on the UpLift! Mural Festival for information; and

That Committee refer the matter of UpLift! Jasper Mural Festival funding to the 2023 budget discussions.

FOR	AGAINST	
6 Councillors	0 Councillor	CARRIED

Mayor Ireland rejoined the meeting at 9:59am.

Correspondence – ACFA Letter of support request #389/22 MOTION by Mayor Ireland that Committee direct the Mayor to extend a letter of support to assist in the grant application for ACFA.

FOR	AGAINST	
7 Councillors	0 Councillor	CARRIED

Emergency Advisory Committee (EAC) Update CAO Bill Given gave Committee an overview of the roles and responsibilities of the Emergency Advisory Committee (EAC) and other positions within the municipal Emergency Management structure. Mayor Ireland presented an EAC report to Committee covering the Chetamon Wildfire and the subsequent power outage in Jasper. The report will be attached to the meeting’s minutes.

Director of Protective & Legislative Services, Christine Nadon was also present to answer questions and provide further details on the events which began with the wildfire on September 1, 2022.

#390/22 MOTION by Councillor Melnyk that Committee receive the Emergency Advisory Committee update for information.

FOR	AGAINST	
7 Councillors	0 Councillor	CARRIED

Recess Deputy Mayor Damota called a recess from 10:59 – 11:00am

Emergency Advisory Committee (EAC) Update #391/22 MOTION by Councillor Wilson that Committee direct Administration to request data from ATCO identifying the current maximum capacity for the generators in Jasper as well as our current utilization.

FOR	AGAINST	
7 Councillors	0 Councillor	CARRIED

#392/22 MOTION by Councillor Wilson that Committee direct Administration to compile a list and report back to Council on current properties and businesses on independent power generation that are able to supply their own power for the foreseeable future.

FOR	AGAINST	
7 Councillors	0 Councillor	CARRIED

#393/22

MOTION by Councillor Wilson that Committee direct Administration to request an updated timeline from ATCO on the reactivation of the transmission line.

FOR	AGAINST	
7 Councillors	0 Councillor	CARRIED

Deputy Mayor Damota relinquished the chair to Mayor Ireland in order to make the following motion:

#394/22

MOTION by Councillor Damota that Committee direct Administration to locate and provide Council with the detailed environmental impact analysis that Parks Canada conducted with ATCO on the Jasper Interconnection Project.

FOR	AGAINST	
7 Councillors	0 Councillor	CARRIED

Deputy Mayor Damota resumed chairing the meeting.

Municipal Energy
Manager Update

Municipal Energy Manager Faraz Khan presented Council with an Energy Management Assessment (EMA) report for the Municipality of Jasper which was conducted on July 14, 2022. The session was attended by the CAO; Communications Manager; and by the Directors of Finance & Administration, Community Development, and Operations. The session was facilitated by CLEAResult, who provide technical support for the Municipal Climate Change Action Centre (MCCAC) program.

#395/22

MOTION by Mayor Ireland that Committee accept the Energy Management Assessment report for information.

FOR	AGAINST	
7 Councillors	0 Councillor	CARRIED

RFD – Public
Transportation

Mr. Given presented recommendations regarding a draft Memorandum of Understanding on Public Transportation between the Municipality of Jasper and Parks Canada.

#396/22

MOTION by Mayor Ireland that Committee recommend Council approve the Memorandum of Understanding for the provision of public transportation services with Parks Canada with revisions as discussed at today's meeting.

FOR	AGAINST	
7 Councillors	0 Councillor	CARRIED

Deputy Mayor Damota relinquished the chair to Mayor Ireland at 12:25pm and left the meeting.

RFD – Alberta /
Japan Twinning
Municipalities

MOTION by Councillor Melnyk that Committee recommend Council approve hosting the 2023 AJTMA conference and direct Administration to include \$6,000 in the 2023 proposed budget to be presented to Council for approval.

Association #397/22	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Parcel GB Development	<p>Mr. Given gave Council an update on Parcel GB Development. The developers are working through permit conditions with Parks Canada and will share information and renderings of the project once conditions have been met.</p> <p>Deputy Mayor Damota returned to the meeting at 12:34pm. Mayor Ireland relinquished the chair back to Deputy Mayor Damota.</p> <p>Mayor Ireland left the meeting at 12:36pm</p>		
Motion Action List	Administration reviewed the Motion Action List, which included the removal of items addressed at today's meeting and updated target completion dates.		
#398/22	MOTION by Councillor Kelleher-Empey that Committee approve the updated Motion Action List.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Councillor reports	<p>Mayor Ireland returned to the meeting at 12:39pm.</p> <p>Councillors Melnyk, Waxer, Hall, Wilson, and Damota will be in Calgary next week for the Alberta Municipalities tradeshow and convention.</p> <p>Councillor Hall will be attending a Jasper Library board meeting tomorrow.</p> <p>Councillor Melnyk will be at a Jasper Yellowhead Museum and Archives meeting this evening and a TransCanada Yellowhead Highway Association meeting this Friday.</p> <p>Councillor Kelleher-Empey will be participating in the Early Childhood Community Conversation tomorrow afternoon and a Community Futures West Yellowhead meeting in Grande Cache on Friday.</p> <p>Councillor Wilson will attend a meeting of the West Yellowhead Waste Management Authority on Thursday in Hinton.</p>		
Upcoming Events	Council reviewed a list of upcoming events.		
In Camera #399/22	<p>MOTION by Councillor Kelleher-Empey to move in camera at 12:47pm to discuss agenda items:</p> <ul style="list-style-type: none"> • 10.1 Intergovernmental agenda 		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED

Mr. Given also attended the in camera session.

Revert to open
meeting
#400/22

MOTION by Councillor Wilson that Committee of the Whole revert to open meeting at 1:18pm.

FOR

7 Councillors

AGAINST

0 Councillors

CARRIED

Adjournment
#401/22

MOTION by Councillor Waxer, there being no further business, the Committee of the Whole meeting of September 13, 2022 be adjourned at 1:19pm.

FOR

7 Councillors

AGAINST

0 Councillors

CARRIED

EAC Report to Council September 13, 2022

The Emergency generated by the Electric Power outage caused by the Chetamon wildfire, provided the first opportunity for an emergency response meeting of the newly constituted Emergency Advisory Committee (**EAC**). The committee had met previously to review emergency planning documents, including the community evacuation plan, with staff and Parks Canada.

As noted by our **CAO**, Mr. Given, the potential for an Emergency was recognized on Friday, September 2 with the start of the Chetamon wildfire. Municipal staff activated the Emergency Coordination Centre (**ECC**), in a limited sense, on the morning of Saturday, September 3, in order to be bettered prepared for the eventuality of a more immediate emergency. That situation did, in fact arise early in the morning of Monday, September 5, with the loss of the ATCO overhead transmission line which delivers power to all of Jasper and almost all of Jasper National Park

The **EAC** held its first meeting with the Director of the Emergency Coordination Centre (**ECC**), Christine Nadon, Deputy Director of **ECC** Mathew Conte, and member of the Emergency Management Agency (**EMA**) CAO Bill Given, commencing at 4pm on **Monday, September 5**.

During the initial meeting the **EAC** (Councillors Waxer and Melnyk, and Mayor Ireland) received a briefing from the **DEM** and **DDEM**, and from Mr. Given. The Committee was provided with an update and made inquiries regarding various items, including:

- the evolving fire status;
- the status of the ATCO transmission line;
- efforts and available resources to provide substitute generated power for the community;
- priorities for electrical re-energization;
- proposals and limitations of re-energization as advised by ATCO, including service to areas south of highway 16;
- the status of the Municipal response;
- the role of Emergency Social Services;
- actions taken by the Evergreens Foundation in respect to the voluntary transfer of independent residents in Alpine Summit Seniors Lodge.

Members of the **EAC** additionally inquired as to the safety and well-being of individuals, including vulnerable populations, life safety issues concerning use of BBQs and outdoor cooking stoves used indoors and messaging to discourage such use.

Committee members also discussed private sector efforts to reduce incoming visitation to the community and the national park and regarding resources which the private sector might be able to make available to address the power outage. The **EMA** undertook to convey offers of resources to ATCO for consideration as appropriate.

Members of the **EAC** also addressed the frequency of updates from the EMA to council and offered advice in that regard (which was accepted and actioned).

The **EAC** was advised that the recommendation of the **ECC** was that a Declaration of a State of Local Emergency (**SOLE**) was not required: upon such a Declaration, the legislation provides

the opportunity for the affected municipality to exercise exceptional powers, none of which powers were contemplated to be required.

The **EAC** accepted the recommendation of the **ECC** with respect to the Declaration of a **SOLE**, and otherwise commended the **ECC**, **DEM**, **DDEM** and **EMA** with respect to its efforts to date, particularly the quality and frequency of communications, and provided advice to continue those efforts.

On **Tuesday, September 6**, members of the **EAC** received, with Council, an update from Mr. Given regarding the Chetamon wildfire, the ongoing ATCO response, and the Municipal response.

The **EAC** convened again at 5:30 pm on **Wednesday, September 7**, with the **DEM**, **DDEM** and our **CAO**. In addition to receiving an update on all current matters, the **EAC** also had the opportunity to address questions directly to the ATCO incident commander, Amanda Mattern, who joined the meeting virtually. Members of the **EAC** posed questions regarding available resources, other options for generated electricity, including railway locomotives or generator cars, other sources of large generators, capacity limits, technical challenges, load reduction options, including lowering demand. Until power was lost to the community and Ms. Mattern was required to excuse herself to deal with the ongoing emergency, she was able to provide responses satisfactory to the **EAC** with respect to most inquiries. In some instances (hotel occupancy as a function of load capacity, for example) Ms. Mattern took the questions away for consideration by ATCO staff.

As part of the briefing provided by the **DEM** and **DDEM**, the **EAC** was apprised of concerns relating to the Waste Water Treatment Plant (**WWTP**). In particular, the **EAC** discussed the potential consequences of a loss of both ATCO generator power and back-up generator power to the **WWTP**.

The **EAC** was also advised of actions taken by Grande Yellowhead Public School Division in respect to the power outage; discussed again the issue of available resources, and the absence of need to Declare a **SOLE**.

The **EAC** took the opportunity of the meeting to inquire regarding the wellness of members of the **ECC** and other municipal staff.

The **EAC** also used the September 7 meeting as an opportunity to confirm messaging for a virtual meeting later that evening between Mr. Given and the Mayor on behalf of the Committee, and members of the Board of Directors of Tourism Jasper (**TJ**). A letter was prepared to be shared with **TJ** board members and other tourism industry stakeholders, which was subsequently shared with Council and publicly. The meeting with the Board of Directors of **TJ** provided an opportunity to confirm status of various aspects of the emergency, municipal and ATCO priorities, ongoing efforts towards power restoration, and both ongoing and emerging concerns of the Municipality. The meeting also provided an opportunity for participants to exchange information and for the municipality to hear perspectives, concerns, suggestions and messaging from the Board of Directors of **TJ** and individual industry operators.

The **EAC** convened again on **Friday, September 9** at 2:30 pm. Apart from receiving a current status update, members inquired regarding additional back-up generator support for the **WWTP**, the uptake of private generator use, particularly in the commercial sector, opportunities

and efforts to reduce demand, historical responses to prior significant power outages, and the ongoing impact on residents and businesses.

Members also used the meeting to confirm a list of direct requests to be conveyed to the Minister of Municipal Affairs and other Provincial officials at a virtual meeting scheduled for later that day.

The **EAC** recognized the need to elevate the administrative efforts between the Municipality, ATCO and Parks Canada to a political level. With the assistance of MLA Martin Long, the Committee was able to arrange a virtual meeting with Minister of Municipal Affairs, Rick McIver, the Associate Minister of Natural Gas and Electrical Power, Dale Nally, MLA Martin Long, and other Provincial representatives at 4:15 on **Friday, September 9**. The meeting began as a virtual, web-based meeting, but owing to power and internet constraints, converted to a telephone conference call within minutes.

The **EAC** employed the opportunity to briefly explain the extent of the continuing emergency to the Minister and his officials, and to briefly outline the losses and severe disruption, economically, socially, physically, mentally and emotionally to individuals, businesses, the municipality and the community caused by the power outage.

The Committee's first request to the Province was to inquire at the highest levels of ATCO whether there was any requirement for additional resources. The Associate Minister undertook to action that request and responded by telephone to Mayor Ireland late on Saturday afternoon that ATCO confirmed (consistent with advice from ATCO representatives on the ground in Jasper) that all required resources had been made available and that the critical needs were time to adjust to technical demands and complexity at the generator site, and safe access for line restoration crews in the area of transmission line damage.

In the context of a second 'ask' to the Province, the committee explained to the Minister and provincial representatives that the entire community of Jasper functions as an integral part of the local tourism offer and is, in fact, tourism product. By analogy, the **EAC** argued, if an agricultural community in Alberta suffered a devastating loss of product (crop) as a result of a natural weather event (hail, tornado, drought) provincial Disaster Relief would undoubtedly be made available. Similarly, the committee submitted, Disaster Relief should be made available to individuals and to business in Jasper who have lost income or incurred unexpected expenses as a result of a power outage caused by wildfire. Provincial Officials readily acknowledged that Disaster Relief could be made available, and undertook to start work to investigate options and processes. They have since made contact to liaise with finance personnel within the Municipality to further the initiative. Officials cautioned, however, that all Disaster Relief Programs are subject to eligibility requirements, including precise record keeping, and that all relief will be subject to an 'insurability' review. The Municipality was able to confirm that for its part, that precise records have been maintained since the activation of the ECC. The Municipality agreed to help extend the message to affected individuals and business that their first contact should be with their insurance provider. The Mayor spoke with the Executive Director of the Jasper Park Chamber of Commerce (**JPCC**) the following day, to help circulate that requirement to **JPCC** members.

As its third ask, the EAC requested confirmation that no Declaration of a **SOLE** was required to be made to access any provincial Disaster Relief funding or Program. Provincial Officials provided that confirmation. Provincial officials did, however, re-emphasized the need to first consider private insurance options and reiterated that provincial disaster relief is not a substitute for insurance products available on the market.

As a final gesture, and recognizing the challenges facing our Municipal administration in the face of the ongoing emergency, the Province offered to investigate on behalf of the Municipality, the availability of federal relief programs for individuals and for businesses.

The most recent meeting of the **EAC** occurred at 3:00 pm on Monday, **September 12**. At that time, the Committee received an update from Mr. Given (Ms. Nadon having earned a day off, and Mr. Conte being engaged in the ongoing work of the **ECC**). Members were advised that ATCO had successfully brought all generator capacity on line and successfully supplied uninterrupted power to all of the townsites (excluding those who have voluntarily opted to remain on their own generators - for which we extend gratitude.) The **EAC** was also advised that work was underway to replace poles and structures damaged by the wildfire. As of Monday, September 12, no firm date for repairs to and reactivation of the overground transmission grid line was available.

The **EAC** also inquired regarding the transitioning of messaging from the Municipality directed towards visitors. The Committee was advised that the **ECC** was to discuss that issue later on Monday and confirm a process for adjusting messaging.

Members of the **EAC** extend thanks and appreciation to the **DEM**, **DDEM**, and **EMA** for the quality and frequency of briefings provided to the **EAC**, and for updates provided to Council. We also extend great gratitude to all members of the **ECC** and municipal staff who have served the community in such exemplary fashion during the course of the present emergency, and will continue to do so until its conclusion and beyond.

Respectfully submitted,
Emergency Advisory Committee

Per: Richard Ireland, Chair

AGENDA ITEM 6.1

REQUEST FOR DECISION

Subject: Alberta/Japan Twinned Municipalities Association (AJTMA) Conference

From: Bill Given, Chief Administrative Officer

Prepared by: Emma Acorn, Legislative Services Coordinator

Date: September 27, 2022



Recommendation:

- That Council approve hosting the 2023 AJTMA conference and direct administration to include \$6,000 in the 2023 proposed budget to be presented to Council for approval.

Alternatives:

- That Council approve hosting the AJTMA conference in 2023 and direct administration to use the funds in the Hakone Restricted Reserves.
- That Council recommend hosting in a future year.

Background:

On July 4, 1972, the Town of Jasper and the [Town of Hakone, Japan](#) established and were united in a Sister City relationship. The AJTMA is made up of many twinned municipalities throughout Alberta and Japan. The Association holds its conference and annual meeting in a different Alberta town each year.

As part of their duties as members of the Municipality's Hospitality and Twinned Communities Committee Councillors Ralph Melnyk and Kathleen Waxer attended the [Alberta/Japan Twinning Municipalities Association Conference in Taber, Alberta on June 3 & 4, 2022](#). On June 14, 2022 Committee directed administration to return to a future meeting with recommendations regarding hosting a future AJTMA conference in Jasper. The AJTMA has also reached out as they are still searching for a host for the 2023 conference.

Discussion:

The Municipality of Jasper last hosted an AJTMA conference on June 26 & 27, 2015. The conference was planned at the same time as a delegation of ten visitors from Hakone. The event was planned with an expectation of approximately 75 attendees.

The first evening of the conference was a welcome event at the Chateau Jasper including registration, meet and greet, magic show as entertainment along with appetizers and a bar.

The second day of the conference consisted of a buffet breakfast, opening ceremonies, a presentation on the history of Jasper/Hakone relationship by the respective Mayors, a keynote address by the Director of International & Intergovernmental Relations, group photos, lunch buffet, and finally the annual general meeting in the afternoon.

Strategic Relevance:*Relationships*

- Collaborate with other municipalities, orders of government, indigenous partners and advocacy associations.

Relevant Legislation:

[Policy B-019 Twinning/SisterCity Relationships](#)

Financial:

The AJTMA has been giving \$1,000 to the hosting community.

There is \$6,000 in Restricted Reserves for Hakone.

There is also some staff time required, mostly of an administrative nature including receiving registrations and fees prior to the conference; organization of meeting space, meals, guest speakers, accommodations, entertainment; and participation in the conference activities.

AGENDA ITEM 6.2

REQUEST FOR DECISION

Subject: Public Transportation MOU
From: Bill Given, Chief Administrative Officer
Reviewed by: Emma Acorn, Legislative Services Coordinator
Date: September 27, 2022



Recommendation:

That Council approve the Memorandum of Understanding (MOU) for the provision of public transportation services with Parks Canada as presented.

Alternatives:

- That Council direct administration revise the Memorandum of Understanding (MOU) with Parks Canada for the provision of public transportation services and return to a future committee.
- That Council receive the report for information and take no further action.

Background:

At the May 24, 2022 Committee of the Whole Meeting, Administration presented information on a process to develop a transportation system that serves both the Jasper townsite and outlying areas.

During the May 24, 2022 meeting, Council provided the following direction to Administration:

That Committee direct Administration issue an RFP for a public transportation system feasibility study,
And;
That Committee direct Administration finalize a Memorandum of Understanding with Parks Canada for the provision of public transportation services, and return to a future Committee meeting.

Discussion:

Municipal Administration and Parks Administration had previously discussed the concept of a MOU between the two organizations as an approach dealing with interjurisdictional matters resulting from a potential transportation system, and thus was identified in the subsequent Feasibility Study Request for Proposals (RFP) as a critical path to establishing a transportation strategy and action plan. Specifically the MOU was to address the establishment of roles and responsibilities of each party, and the conceptual approval for the use of Crown lands outside the townsite for a shuttle bus transit program in Jasper National Park.

Additionally an MOU between the Municipality and Parks would deal with such matters as, the term of agreement, routes and location of stops, funding, and/or other support for the system.

Jasper Administration and Parks Canada have arrived at a draft MOU which satisfies the needs of both parties.

Fundamentally, purpose of the draft MOU is to provide Parks Canada licensing approval of the available lands required to provide municipal Public Transportation Services to those locations outside of the Jasper townsite in Jasper National Park. In addition to general legal and legislative terms, the MOU also outlines roles and

responsibilities for each party, Highlights include:

- Municipal commitments for the completion of a Transportation Feasibility Study, fair Transportation Service procurement processes, oversight of the management, administrative, and operational requirements of the Public Transportation System;
- Municipal commitments for the safe operating condition of all system components, responsible land use and applicable land issues management, green alternatives for transportation vehicles;
- Municipal management of business operations as a not-for-profit for the transportation service, including marketing and communications, fare collection, ridership data/statistics collection;
- Parks Canada contributions to transportation/transit planning and route designation, and infrastructure development (as needed, where budgets allow);
- Parks Canada commitment to seek funding to make a financial contributions where possible to the operation of the system;
- Parks Canada in-kind support for municipal grant applications both through administrative resources to support applications and letters of support to compliment municipal submissions, and
- Parks Canada public promotion of the transportation service and additional in-kind support for data collection.

The Agreement Term proposes a five-year period from April 1st, 2023 to March 31st, 2028, with a term renewal of five (5) years permitted, provided the terms and conditions remain mutually satisfactory.

Both parties share a goal of facilitating visitor and resident transportation through an affordable, accessible, greener alternative to private vehicle use, which led to the successful completion of a draft MOU.

Strategic Relevance:

From the DRAFT 2022-2026 strategic plan

Environment

- Increase opportunities for active transportation and transportation alternatives.
- Include an environmental lens into our decision making and operational plans.

Financial:

No financial commitment on behalf of the Town is explicit in the Transportation Services MOU that has not been previously approved by Council, such as the completion of the Transportation Services Feasibility Study. Any related capital and operating costs will be presented to Council for consideration as part of the 2023, or future, Municipal Budget Processes.

Attachments:

- Town of Jasper - Jasper National Park Transportation Services Memorandum of Understanding

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("Agreement") dated the ____ day of _____, 2022

BETWEEN: His Majesty the King in right of Canada
As represented by the Minister of the Environment and Climate Change, Parks Canada Agency, Jasper National Park
(hereinafter referred to as "Parks Canada")

OF THE FIRST PART,

AND: The Municipality of Jasper
(hereinafter referred to as "The Municipality")

OF THE SECOND PART.

WHEREAS His Majesty is the owner of all those certain lands and premises lying and being in Jasper National Park of Canada, in the Province of Alberta.

AND WHEREAS pursuant to Subsection 10(1) of the Canada National Parks Act, S.C. 2000, c.32, Her Majesty the Queen entered into an agreement for the Establishment of local government in the Town of Jasper between Her Majesty and the Municipality of Jasper, signed by the Minister of Canadian Heritage and the Chairperson of the Jasper Town Committee on June 13 and 25, 2001, respectively; dated the 25th day of June, 2001 ("Local Government Agreement");

AND WHEREAS pursuant to the Local Government Agreement, His Majesty has agreed to enter into a Memorandum of Understanding with the Municipality of Jasper for the purpose of granting the Municipality the ability to deliver Public Transportation Services to locations outside of the Town of Jasper.

NOW THEREFORE THIS UNDERSTANDING WITNESSETH, that the Parties hereto mutually agree, one with the other, as follows:

ARTICLE 1.00 DEFINITIONS

1.01 In this Agreement:

- (a) "Act" means the *Canada National Parks Act*, S.C. 2000, c. 32;
- (b) "Agreement" means this Memorandum of Understanding and any attached Appendices;
- (c) "Applicable Environmental Law" means:
 - (i) all applicable statutes and regulations, and all by-laws, declarations, policies, directives, plans, approvals, requirements, guidelines, standards and orders made pursuant thereto by any competent authority concerned with any analysis of environmental impacts, protection or remediation, health, chemical use, safety or sanitation; and
 - (ii) the applicable common law.
- (d) "Contaminant" means any toxic, dangerous or hazardous substance or material as targeted by Applicable Environmental Law that, when released into an environment in concentrations exceeding in situ natural occurrence levels, poses or is likely to pose immediate or long-term hazard to human health or safety, the environment, or the normal conduct of business;
- (e) "Council" means the council of the Municipality of Jasper;

- (f) “Fixed-Infrastructure” means buildings, structures, fixtures, chattels and other improvements such as bus stops, bus shelters, and signage, which exist from time to time on or under any land licensed to the Municipality for the purpose of this Agreement;
- (g) “Municipality” means the Municipality of Jasper, a Specialized Municipality established by Order in Council dated the 24th day of July, 2001 under Sections 88 and 138 of the *Municipal Government Act* of Alberta;
- (h) “National Parks Lease and Licence of Occupation Regulations” means the *National Parks of Canada Lease and Licence of Occupation Regulations SOR 92-25*, as amended;
- (i) “Park” means Jasper National Park of Canada, in the Province of Alberta;
- (j) “Parks Canada Agency” means the Parks Canada Agency a body corporate established under section 3 of the *Parks Canada Agency Act*, S.C. 1998, c.31;
- (k) “Parties” means Parks Canada and The Municipality as described above; “Party” shall be construed accordingly;
- (l) “Public Transportation Services” means services available for public use that will allow users to travel to and from various designated locations in and out of the Town of Jasper, these services may include; conventional fixed-route programs with scheduled service, on-demand programs with designated stops, seasonal services, and/or a mixture of the foregoing;
- (m) “Public Transportation System” means the parts and components such as Fixed-Infrastructures, buses, equipment, tools, services, and programs that all together create the mechanism and interconnected network to provide the Public Transportation Services;
- (n) “Superintendent” means the Superintendent of the Park or any person authorized to act on that behalf; and
- (o) “Town” means the Town of Jasper as described in Plan Number 85860 in the Canada Lands Surveys Records at Ottawa, a copy of which is on file at the Land Titles Office for the North Alberta Land Registration District, Edmonton, as Plan Number 022-1301.

ARTICLE 2.00 PURPOSE

- 2.01 The purpose is to make Parks Canada lands available to enable the Municipality to deliver Public Transportation Services to locations outside of the Town of Jasper in Jasper National Park. This Agreement will outline each Party’s roles and responsibilities towards achieving this deliverable.

The goal is to provide an essential service to the public: providing visitors and residents with an affordable, accessible, and lower-carbon alternative to private vehicles in order to facilitate their movement around the Park.

ARTICLE 3.00 TERM

- 3.01 This Agreement shall be in effect for and during the Term of five (5) years commencing on the 1st day of April, 2023, and ending on the 31st day of March, 2028, both days inclusive (“Term”), subject to sooner termination as provided herein.

- 3.02 The Parties may agree to renew this Agreement for one Term of five (5) years on terms and conditions that are mutually satisfactory.
- 3.03 The Parties may revisit the terms and conditions of this agreement and amend them from time to time if it is mutually beneficial.

ARTICLE 4.00 TERMINATION

- 4.01 This Agreement may be terminated by either Party giving one to the other twelve (12) months written notice of such termination.

ARTICLE 5.00 USE OF LAND

- 5.01 Parks Canada agrees to license land in Jasper National Park for the purpose of the Municipality's Public Transportation Services as proposed in this Agreement.

After lands for this initiative have been designated, the use of land will be granted by way of a National Parks of Canada licence of occupation as authorized by the National Parks Lease and Licence of Occupation Regulations.

The Municipality will be subject to all covenants, terms, and conditions of the licence of occupation in the management and use of Land for this program.

ARTICLE 6.00 ROLES AND RESPONSIBILITIES

- 6.01 Subject to Council approval and funding through the Municipality's regular budget processes the Municipality makes the following commitments towards the Public Transportation System:
- (a) the Municipality shall conduct a Transit Feasibility Study prior to the delivery of any services;
 - (b) the Municipality shall ensure that any procurement for contracted service providers is conducted using a fair and open competitive process;
 - (c) the Municipality, or its contractor(s), shall be responsible for the oversight, management, administration and operational requirements of the Public Transportation System on a day-to-day basis;
 - (d) the Municipality shall ensure that any Fixed-Infrastructure required for the Public Transportation System is developed in accordance with the Jasper National Park development permitting process;
 - (e) the Municipality, or its contractor(s), shall be responsible for ensuring that all components of the transportation system including vehicles and Fixed-Infrastructure are kept in good condition, fully operational and safe;
 - (f) the Municipality shall ensure that any lands used for this program are free of contaminants and waste and that agents of the Municipality regularly monitor, clean up, and address any issues on the lands;
 - (g) the Municipality shall be responsible for the design, development and maintenance of all marketing materials related to the Public Transportation System including but not limited to maps, brochures, website, apps, and vehicle branding;
 - (h) the Municipality shall design and develop a fare collection system to allow revenue to be generated from user fees;

- (i) the Municipality shall collect user data for each year of the program including, but not limited to, statistics on the number of passengers per day/month/season, pick up and drop off statistics, revenues generated, and user feedback and comments;
- (j) the Municipality shall endeavor to operate the Public Transportation System on a full-cost recovery basis, where any excess of revenue over expenditure is reinvested in the system; and
- (k) the Municipality shall explore green alternatives such as zero-emission or hydrogen powered vehicles.

6.02 Parks Canada makes the following commitments towards the Public Transportation System:

- (a) Subject to ministerial approval Parks Canada shall license lands outside the Town of Jasper to the Municipality where both Parties agree that said lands will fulfill the purpose of this Agreement;
- (b) Parks Canada shall contribute to a transit plan for the area outside the Town of Jasper by designating a route (or routes) and identifying pick-up/drop off areas;
- (c) Parks Canada shall provide in-kind support to the Municipality's grant application process by way of support letters and administrative capacity;
- (d) Parks Canada may, in certain areas and subject to discussion and funding, develop infrastructure outside the Town of Jasper such as: widening roads for bus stops and turnaround points, permitting or installing signage and transit only gates (as needed);
- (e) Parks Canada shall advertise and otherwise actively promote the service on the Jasper National Park website, within visitor information locations and in printed materials as appropriate; and
- (f) Parks Canada shall assist the Municipality in collecting data (e.g., installing traffic counters, collecting visitation numbers at the campgrounds and at sites where there is a pick up/drop off location, etc.).

ARTICLE 7.00 FUNDING

7.01 The Municipality shall be responsible for funding the Public Transportation System to fulfill its commitments in Article 6.01.

7.02 Parks Canada shall seek funding to make financial contributions toward the operation of the Public Transportation System;

ARTICLE 8.00 INSURANCE

8.01 The Municipality and its contractor(s) shall obtain and maintain general liability insurance in such amounts and on such terms as a prudent operator should maintain. Such insurance will provide that His Majesty the King in right of Canada is named as an additional insured and shall include coverage for bodily injury, including death, to any person, as well as loss of or damage to any property. Limits of liability shall be not less than two million dollars (\$2,000,000) per occurrence of personal injury suffered or alleged to be suffered by reason of or in the course of operations under this Agreement, whether occurring by reason of acts of omissions of the Municipality, or any sub-contractor, or both.

8.02 The insurance shall be issued by an insurance company or companies which would be satisfactory to the Superintendent and shall provide for a minimum of

thirty (30) days notice in writing by such company or companies to the Municipality or Parks Canada of cancellation or amendment of such insurance.

ARTICLE 9.00 SUBMISSION OF PLANS AND SPECIFICATIONS

- 9.01 (a) The Municipality shall obtain all permits, licences and authorizations required under the Act, all regulations thereunder and any other applicable statutes and regulations; and
- (b) The Municipality shall submit for the approval of the Superintendent, plans and specifications for any construction, additions, or alterations to any land including Fixed-Infrastructure thereon designated for the Public Transportation System in a licence of occupation.
- (c) The plans and specifications referred to in Article 9.01 (b) shall be in accordance with but not limited to the current development review process, Park management plans, community plans, by-laws, guidelines, approvals, requirements, standards, orders, directives, policies and zoning that are applicable to the lands.

ARTICLE 10.00 APPLICABLE LAWS

10.01 The Municipality shall, in carrying out obligations under this Agreement, comply with the provisions of the Act, all regulations thereunder and all other applicable statutes and regulations, as well as all applicable laws, regulations, by-laws, and orders of all federal, provincial and municipal governments and statutory bodies.

ARTICLE 11.00 LIABILITY AND INDEMNITY

- 11.01 The Municipality shall at all times indemnify and save harmless Parks Canada or any of their servants, agents and all those for whom Parks Canada is responsible at law, from and against all claims, demands, losses, costs, damages, actions, suits or proceedings by whomsoever made, brought or prosecuted in any manner based upon, arising out of, related to, occasioned by or attributable to:
- (a) the Municipality's use of land under this Agreement;
- (b) any action taken or things done by any contractors, sub-contractors, in relation to this Agreement; and
- (c) any action taken or things done or maintained by virtue thereof, or the exercise in any manner of rights or fulfillment of any obligations arising hereunder.

ARTICLE 12.00 DISPUTE RESOLUTION

12.01 In the event of any dispute regarding the interpretation, or performance of this Agreement, or alleged breach of this Agreement, either Party may give written notice of the dispute to the other Party and representatives of the Municipality and Parks Canada shall meet within ten (10) business days after the notice of dispute is given. Parties shall attempt in good faith and make all reasonable efforts to resolve the matter equitably and to the satisfaction of both Parties.

If the Parties' representative(s) cannot resolve the dispute within ten (10) business days after they first meet, the dispute shall be referred to a court of competent jurisdiction.

ARTICLE 13.00 GENERAL TERMS

- 13.01 The Municipality shall not assign, transfer or otherwise alienate any rights, authorizations, terms, or conditions under the Agreement. Notwithstanding, nothing shall prevent the Municipality from contracting out the operation of any part of the Public Transportation System, by way of service or operating contract.
- 13.02 Nothing contained in this Agreement, nor any acts of the Parties, shall be deemed to constitute a partnership or joint venture, nor is any agency relationship created or intended to be created between the Municipality and Parks Canada pursuant to this Agreement.
- 13.03 If any provision of this Agreement or the application thereof to any circumstances shall be held to be invalid or unenforceable, then the remaining provisions of this Agreement, or the application thereof to other circumstances, shall not be affected thereby and shall be held valid and enforceable to the full extent permitted by law.
- 13.04 Time is of the essence in this Agreement and any part thereof.
- 13.05 Subject to its terms, this Agreement shall endure to the benefit of and be binding upon the Parties, their lawful heirs, executors, administrators, successors, and contractors.
- 13.06 Nothing expressed or implied in this Agreement is intended to or shall be construed to confer on or to give any person, other than the Parties hereto and their respective successors, any rights or remedies under or by reason of this Agreement.
- 13.07 This Agreement shall be interpreted in accordance with the laws of the Province of Alberta, except insofar as such laws may be inconsistent with federal Crown prerogative or any paramount federal laws and in accordance with the laws of Canada applicable therein. In the event of any inconsistency, the laws of Canada shall prevail.
- 13.08 In the event that Parks Canada is required to respond to an Access to Information Request to an inquiry with respect to this Agreement, the Municipality shall provide to Parks Canada all relevant documents and information within its care and control that are applicable to such inquiry.
- 13.09 No member of the House of Commons of Canada or the Senate of Canada shall be admitted to any share or part of the Agreement or to any benefit to arise therefrom.

ARTICLE 14.00 GENERAL NOTICE

- 14.01 All notifications associated with this Agreement must be given in writing and delivered in accordance with this section.

For Parks Canada:

Moira McKinnon
Manager, Realty and Municipal Services
Jasper National Park
P.O. Box 10
Jasper, Alberta, T0E 1E0
Moira.mckinnon@pc.gc.ca

And for the Municipality:

Bill Given
Chief Administrative Officer
Municipality of Jasper
P.O. Box 520
Jasper, Alberta, T0E 1E0
BGiven@town.jasper.ab.ca

14.02 Notice shall be deemed to have been delivered:

- (a) if delivered by hand, upon receipt;
- (b) if delivered by email, upon receipt;
- (c) if delivered by registered mail, upon receipt.

Parks Canada and the Municipality may change their respective addressees and delivery addresses by delivering a notice of change.

IN WITNESS WHEREOF the Parties have agreed and execute this Memorandum of Understanding.

SIGNED, SEALED AND EXECUTED by:

Parks Canada,
on behalf of His Majesty
the King in right of Canada

Municipality of Jasper

Superintendent
Jasper National Park

Chief Administrative Officer

MEMORANDUM OF UNDERSTANDING

BETWEEN

**HIS MAJESTY THE KING
IN RIGHT OF CANADA**

AND

**THE MUNICIPALITY OF JASPER
(PUBLIC TRANSPORTATION SYSTEM)**