

Municipality of Jasper
Committee of the Whole Meeting Agenda
May 9, 2023 | 9:30 am
Jasper Library & Cultural Centre – Quorum Room

Notice: Council members and a limited number of staff are in Council chambers for meetings. Members of the public can attend meetings in person; view meetings through the Zoom livestream; or view archived Council meetings on YouTube at any time. To live-stream this meeting starting at 9:30 am, use the following Zoom link: <https://us02web.zoom.us/j/87657457538>

1. Call to order Deputy Mayor Waxer to chair meeting

2. Additions to agenda

3. Approval of agenda

3.1 May 9, 2023 Committee of the Whole agenda attachment

4. April 25, 2023 Committee of the Whole minutes – approved May 2, 2023 attachment

4.1 Business arising from minutes

5. Delegations

5.1 Sidewalk Seating Variance Request attachment

6. Correspondence

6.1 Write-off Request for Utility Billing attachment

7. New business

7.1 Business License Review – Councillor Damota verbal

7.2 Appointments to Regional Assessment Review Board attachment

7.3 Public Transit RFP Award attachment

7.4 Council Delegation to Hakone 2023 attachment

7.5 Business Continuity Policy attachment

8. Motion Action List

attachment

9. Councillor upcoming meetings

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

10. Upcoming events

Emergency Preparedness Week – May 7 to 13

Emergency Preparedness Week Open House – 3:00pm to 7:00pm, May 10, Emergency Services Building
Jasper Park Chamber of Commerce General Meeting, State of the Municipality address by the Mayor –
5:30pm, May 10, Cassio’s Restaurant

Alberta/Japan Twinned Municipalities Association Conference – May 12 & 13, Forest Park Hotel

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

Municipality of Jasper
Committee of the Whole Meeting Agenda

May 9, 2023 | 9:30 am

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FireSmart Day – May 14

Senior's Week – June 5-11

Jasper Park Chamber of Commerce Annual General Meeting – June 14

11. Adjournment

Municipality of Jasper
Committee of the Whole Meeting Minutes
 Tuesday, April 25, 2023 | 9:30am
 Jasper Library and Cultural Centre, Quorum Room

Virtual viewing and participation	Council attendance is in Council chambers at the Jasper Library and Cultural Centre. This meeting was also conducted virtually and available for public livestreaming through Zoom. Public viewing and participation during Council meetings is through Zoom livestreaming and in person attendance.		
Present	Mayor Richard Ireland, Deputy Mayor Ralph Melnyk, Councillors Rico Damota, Scott Wilson, Helen Kelleher-Empy and Kathleen Waxer		
Absent	Councillor Wendy Hall		
Also present	Bill Given, Chief Administrative Officer Christine Nadon, Director of Protective & Legislative Services Christopher Read, Director of Community Development Natasha Malenchak, Director of Finance & Administration Lisa Daniel, Childcare Services Manager John Greathead, Director of Operations & Utilities Emma Acorn, Legislative Services Coordinator Amanda Stevens, Communications Manager Bob Covey, The Jasper Local 3 observers		
Call to Order	Deputy Mayor Melnyk called the April 25, 2023 Committee of the Whole meeting to order at 9:30am and began with a Traditional Land Acknowledgement . Deputy Mayor Melnyk also congratulated Kelly Dawson, Captain of Training and Prevention at the Jasper Firehall, for her award “Pride Person of the Year” which was given out at the Jasper Pride & Ski Festival Awards Brunch on April 23.		
Additions/ deletions to the agenda	none		
Approval of agenda #190/23	MOTION by Councillor Damota that Committee approve the agenda for the April 25, 2023 Committee of the Whole meeting as presented.		
	FOR 6 Councillors	AGAINST 0 Councillor	CARRIED
Business arising from April 11, 2023 minutes	none		
Delegations	none		
Correspondence	none		

Early Learning and Child Care Action Plan	Council received an 'Early Learning and Child Care Action Plan' report from Christopher Read, Director of Community Development and Lisa Daniel, Childcare Services Manager.		
Recess	Deputy Mayor Melnyk called a recess from 10:47-10:57am.		
#191/23	MOTION by Mayor Ireland that Committee direct Administration to return to a future Committee of the Whole meeting with a revised document (The Early Learning and Child Care Action Plan) which reflects today's discussion particularly focused on the strategic element.		
	FOR 6 Councillors	AGAINST 0 Councillor	CARRIED
#192/23	MOTION by Councillor Kelleher-Empey that Committee direct Administration to determine the need for 7 days a week daycare and extended hours for daycare and return to a future Committee of the Whole meeting.		
	FOR 6 Councillors	AGAINST 0 Councillor	CARRIED
Paid Parking 2023	Director of Protective & Legislative Services, Christine Nadon, presented a report to Committee updating the current status of the Paid Parking Program which is scheduled to begin on May 1, 2023.		
#193/23	MOTION by Councillor Damota that Committee receive the report for information.		
	FOR 6 Councillors	AGAINST 0 Councillor	CARRIED
E-Bike Sharing Pilot Project	Committee received a report regarding the E-Bike Sharing Pilot Program from CAO Bill Given.		
#194/23	MOTION by Wilson that Committee direct Administration to pause development of the E-Bike sharing program and refer the matter to the 2024 budget discussion.		
	FOR 6 Councillors	AGAINST 0 Councillor	CARRIED
Communities in Bloom Terms of Reference	Mr. Given presented a draft Communities in Bloom Committee Terms of Reference for Committee's consideration. Committee discussed amendments to the membership section and purpose. It was also noted that item 4.3 would be removed as it was missed during editing.		
#195/23	MOTION by Mayor Ireland that Committee direct Administration to revise the terms of reference and return to a future meeting.		

AGENDA ITEM 5.1

April 27th 2023

To Whom it May Concern,

We, the applicants for street patio use on stalls directly in front of 618 - 620 Connaught Drive, request a minor variance for our application of an additional 18 inches (45cm) of width onto the municipal sidewalk.

The reason for this is simply that the given space allotted is just not enough to make it financially responsible for the costs required. The given square footage without any additional space will limit the seating to one row of tables and will not make the lease or use economically viable.

Our request for an additional 18 inches (45cm) of egress onto the edge of the sidewalk will enable a full width of 12 feet (366cm), will allow our businesses to have 2 rows of 4 person tables and allow for safe egress.

We would also like to bring to attention that the stalls across the street (heading East) are wider at 350cm, this is in contrast to the stall width on our side of the street (heading West) is only 320cm wide.

We, along with all the neighbouring businesses, support this small variance as our locations have excessively wide sidewalks in front of our leaseholds and do not believe this modification will be any impediment to traffic. Nor do we believe it will have any negative or major impact on our area.

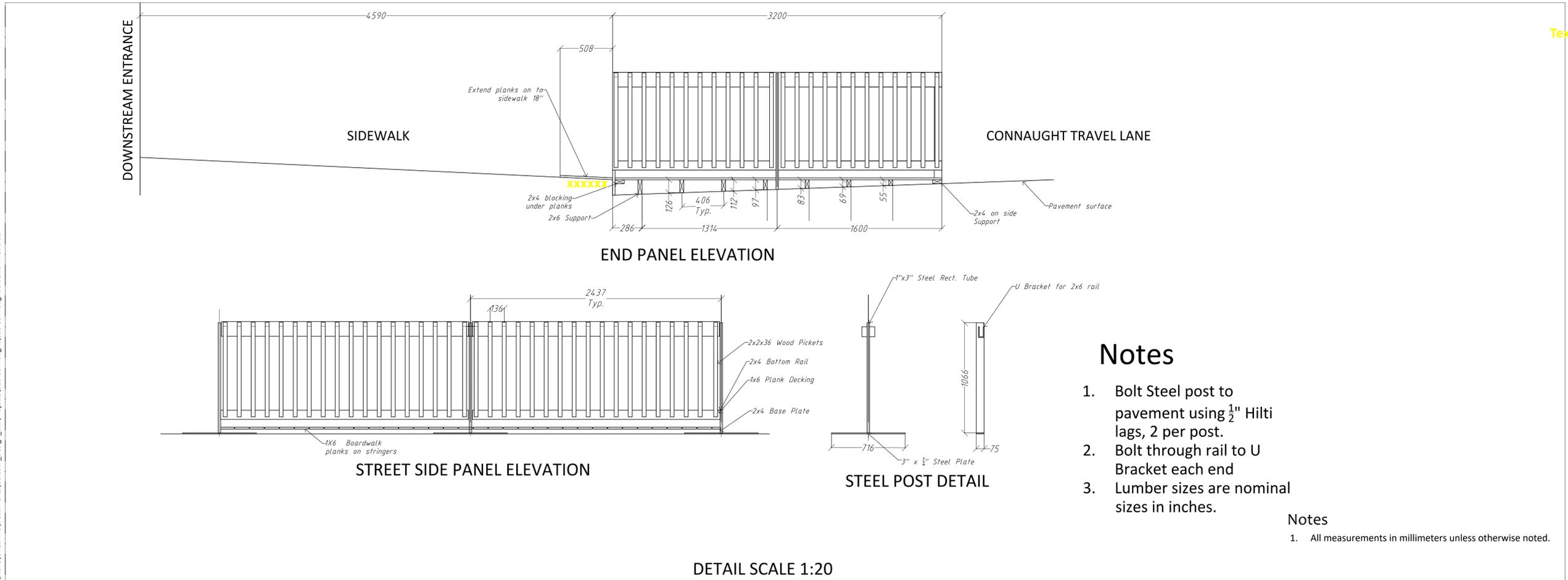
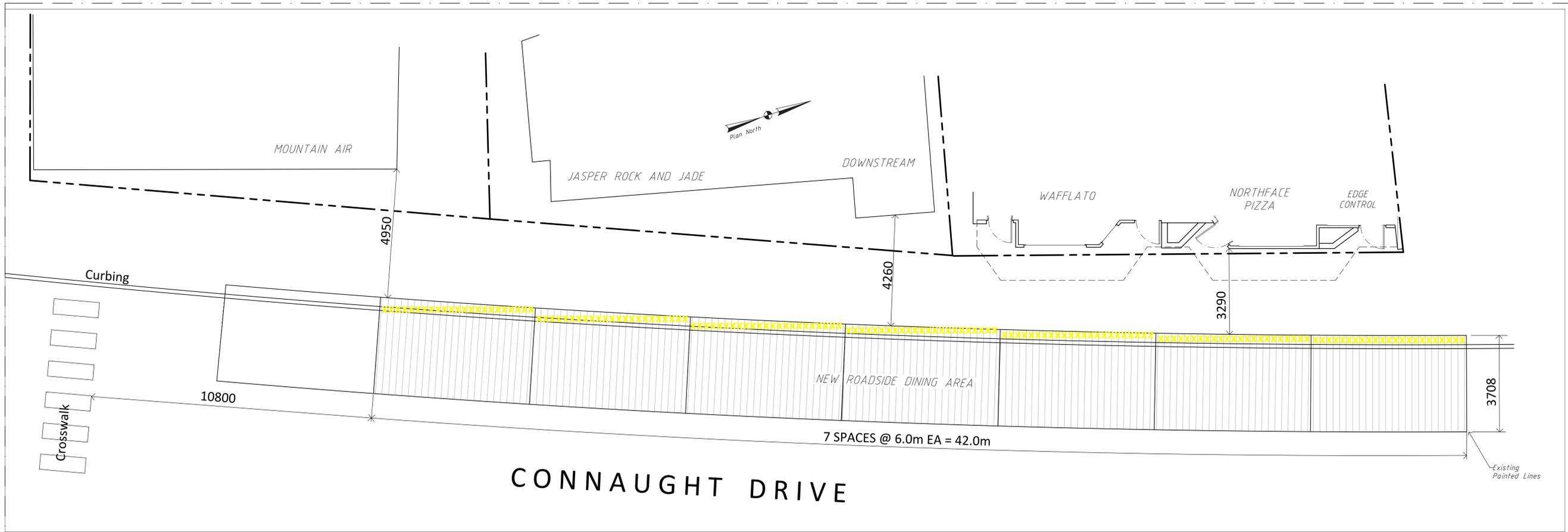
Soto Korogonas

Suhas Sawant

Brady Bangle



COLBATH DESIGN LTD.
the art of living in Jasper
 PO Box 2128 610 Connaught Drive #200C
 Jasper, AB T0E 1E0 780.852.2272



Notes

1. Bolt Steel post to pavement using 1/2" Hilti lags, 2 per post.
2. Bolt through rail to U Bracket each end
3. Lumber sizes are nominal sizes in inches.

Notes
 1. All measurements in millimeters unless otherwise noted.

**618 to 620 Connaught Drive
 Commercial Use of Public Space
 Open Air Seating**

Revisions
 Issue for Permit
 05 May 2023

Design by SRC	Date 28.04.2023	Scale NONE
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Sheet Title
**Proposed
 Patio**

Sheet number
ID.01

C:\Users\steve\OneDrive\Documents\Colbath_Design_Ltd\Projects\620 Connaught\620 Connaught-Sidewalk Patio 02

AGENDA ITEM 6.1

[REDACTED]
Box [REDACTED]
Jasper AB
T0E 1E0

April 26th 2023

To the Mayor and Council,

I am writing to request your leniency and understanding regarding a water bill that is much larger than expected due to a plumbing valve failure that took some time to detect.

I rent a property in Jasper that is currently between tenants. I was away on holiday December and February and left the maintenance of the building to a trusted person. Unfortunately, he did not notice the leak until late February; he immediately contacted a plumber and fixed the problem.

The leak started after the end of the December billing cycle. The December water bill was higher than the historical usage but not alarmingly high. However, the February water bill was recorded at 4999L of water consumption totalling an incomprehensible and overwhelming amount of \$16,875.55 (acct 00332.03 Jan 1 - Feb 28).

One of the reasons why the leak went undetected for so long is our two-month billing cycle. If I had received a monthly bill, I would have noticed the abnormal usage sooner and taken action to stop the leak.

The leak did not cause any significant damage to the building or to any neighboring properties. Therefore, I do not have any insurance coverage for this incident. I have taken steps to prevent this from happening again, such as scheduling more frequent regular walk-throughs and shutting off unnecessary water lines.

I respectfully ask the council to consider these circumstances as an exceptional case and to forgive all or a portion of the bill pertaining to this incident. I appreciate your compassion and cooperation in this matter.

I appreciate your attention and consideration of this matter. Please contact me at your earliest convenience to discuss this issue and possible solutions. You can reach me by phone at [REDACTED] or by email at [REDACTED]

Thank you for your consideration,

[REDACTED]
[REDACTED]
[REDACTED]

AGENDA ITEM 7.2

REQUEST FOR DECISION

Subject: Appointments to Regional Assessment Review Board
From: Bill Given, Chief Administrative Officer
Prepared by: Natasha Malenchak, Director of Finance
Reviewed by: Christine Nadon, Director of Legislative Services
Date: May 9, 2023



Recommendation:

- Committee recommend that Council appoint Michelle Deschene (Jasper) as the Designated Clerk for the Regional Assessment Review Board for West Yellowhead for a 1-year term starting June 1, 2023.
- Committee recommend that Council appoint Leigh Beamish (Hinton) as the Designated Chair for the Regional Assessment Review Board for West Yellowhead for a 1-year term starting June 1, 2023, with Designated Chair's remuneration and expenses to follow the Town of Hinton Council Remuneration Policy.
- Committee recommend that Council appoint Scott Wilson to the Local Assessment Review Board (LARB) and Composite Assessment Review Board (CARB) established under the West Yellowhead Regional Assessment Review Board for a 3-year term commencing immediately until March 30, 2026.

Alternatives:

- N/A

Background:

The Municipality of Jasper is a member of a Regional Assessment Review Board with the Town of Hinton, the Town of Edson and Improvement District -12. Each community must pass a bylaw to establish this regional board and become part of it.

The Local Assessment Review Board (LARB) hears complaints about assessments for residential properties with three or fewer dwelling units. The LARB sits in panels of three to hear assessment complaints. Any three of the five local members currently acting as board members may be selected to hear a specific complaint.

The Composite Assessment Review Board (CARB) hears complaints about assessments for commercial properties and for residential properties with more than three dwelling units. The CARB also sits in panels of three.

Each Council must appoint their own board members (two or more per municipality) and their own municipal board clerk (except for ID-12). The Specialized Municipality of Jasper shall act as the representative for Improvement District 12 on the Regional Assessment Review Board subject to a valid and current agreement between the Specialized Municipality of Jasper and Improvement District 12 (current agreement is in place). Councils must also jointly appoint a Designated Chair and a Designated Clerk for the Regional Assessment Review Board, as outlined in the recommendation above. The intent of the regional board is to have rotating

communities providing a Designated Chair and Designated Clerk.

The role of the Designated Clerk is to coordinate the scheduling of hearings across the region, based on board members' availability and the number and nature of assessment appeals in each community. Clerks in each municipality are then responsible for sending notices of hearing, tracking disclosure documents, communicating with board members and any other requirement outlined in legislation. Michelle Deschene is currently appointed as board clerk for the Municipality of Jasper.

Discussion:

The request to appoint a designated Chair and Designated Clerk is part of the terms of Bylaw #245 between the Town of Hinton, Town of Edson and ID12 to appoint a designated chair and designated clerk for the region and board members to the Regional Assessment Review Board. The terms of the request for decision are specifically noted from bylaw #245 listed below:

6. APPOINTMENT OF BOARD MEMBERS

- 6.1 *The Council of each Partner Municipality shall be responsible to appoint two (2) or more Members to the LARBs and CARBs pursuant to this bylaw. Provided the members have taken the necessary training, the same individuals may be appointed to a LARB and CARB.*
- 6.2 *Each municipality may appoint one Member of their Council to the LARBs and CARBs pursuant to this bylaw. Provided they have taken the necessary training, Council Members may be appointed to a LARB and CARB.*

9.0 DESIGNATED CHAIR

- 9.1 *On a rotating basis between Partner Municipalities, Councils of the Partner Municipalities must jointly appoint one Board Member as Designated Chair and must jointly prescribe the Designated Chair's term of office and remuneration and expenses.*

10.0 DESIGNATED CLERK

- 10.1 *Councils of the Partner Municipalities must jointly appoint a Designated Clerk for the Regional Assessment Review Board.*
- 10.2 *The Designated Clerk, whenever possible, will be selected from the same municipality as the Designated Chair and be appointed for the same term of office.*

Strategic Relevance:

Relationships

- Engage other municipalities, orders of government and advocacy associations
- Welcome the expertise, innovation, creativity and commitment of community members, groups, and associations.

Advocacy

- Strengthen our voice by partnering with those who share our interests.

Inclusion Considerations:

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

Relevant Legislation:

- [Municipal Government Act \(RSA 2000, cM-26\)](#)
 - Part 11, Assessment Review Boards
- Matters Relating to Assessment Complaints Regulation, 2018
- Matters Relating to Assessment and Taxation regulation, 2018
- [Regional Assessment Review Board Bylaw #245](#)

Financial:

Expenses for board hearings are borne by the Municipality in which the assessed property is located. Board members can participate in hearings in other communities, and are remunerated according to each community's council remuneration policy (unless otherwise defined in individual bylaws).

Attachments:

- Regional Assessment Review Board #245

**MUNICIPALITY OF JASPER
BYLAW #245**

BEING A BYLAW OF THE SPECIALIZED MUNICIPALITY OF JASPER IN THE PROVINCE OF ALBERTA TO ESTABLISH A REGIONAL ASSESSMENT REVIEW BOARD.

WHEREAS pursuant to s. 454 of the *Municipal Government Act* (RSA 2000, cM-26), a council must by bylaw establish a Local Assessment Review Board (LARB) and a Composite Assessment Review Board (CARB).

AND WHEREAS pursuant to s. 455 of the *Municipal Government Act* (RSA 2000, cM-26), two or more Councils may agree to jointly establish a LARB and a CARB to have jurisdiction in their municipalities as a Regional Assessment Review Board.

NOW THEREFORE 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 "Regional Assessment Review Board Bylaw 2022".
- 1.2. Municipality of Jasper bylaw #210, the "Regional Assessment Review Board Bylaw" is hereby repealed.

2. DEFINITIONS

- 2.1. In this Bylaw:
 - 2.1.1. "*Board*" shall mean the West Yellowhead Regional Assessment Review Board.
 - 2.1.2. "*Clerk*" shall mean the clerk appointed by each Partner Municipality to carry out the administrative functions of their municipality's Board activities;
 - 2.1.3. "*Council*" shall mean the municipal council of each respective Partner Municipality.
 - 2.1.4. "*Designated Clerk*" shall mean the person appointed to carry out the duties and functions of the clerk of the Regional Assessment Review Board in accordance with s. 456 of the *Municipal Government Act* (RSA 2000, cM-26), jointly appointed by the Councils of the Partner Municipalities;
 - 2.1.5. "*Designated Chair*" shall mean the person appointed to carry out the duties and functions of the chair of the Regional Assessment Review Board in accordance with s. 454 of the *Municipal Government Act* (RSA 2000, cM-26), jointly appointed by the Councils of the Partner Municipalities.
 - 2.1.6. "*Member*" shall mean a member of the Regional Assessment Review Board;
 - 2.1.7. "*Minister*" shall mean the Minister determined by the Province to be responsible for the *Municipal Government Act* (RSA 2000, cM-26);

- 2.1.8. "*Partner Municipality*" shall mean the Specialized Municipality of Jasper, Town of Hinton, Town of Edson and Improvement District 12, who have agreed to jointly establish the Regional Assessment Review Board;
- 2.1.9. "*Presiding Officer*" shall mean the Member of a LARB designated to chair a hearing;
- 2.1.10. "*Provincial Member*" shall mean a person appointed as a Provincial Member to a CARB by the Minister;

3. PARTNER MUNICIPALITIES

- 3.1 The Specialized Municipality of Jasper and the Partner Municipalities hereby jointly establish a Regional Assessment Review Board to exercise the functions of a Local Assessment Review Board (LARB) and a Composite Assessment Review Board (CARB) to have jurisdiction in their municipalities.

4. REGIONAL BOARD REVIEW COMMITTEE

- 4.1 The Regional Board Review Committee shall consist of the Clerks from each Partner Municipality.
- 4.2 The Regional Board Review Committee will hold an annual meeting for the Clerks to review the CARB and LARB roles and requirements for the year.
- 4.3 The Specialized Municipality of Jasper shall act as the representative for Improvement District 12 on the Regional Board Review Committee, subject to a valid and current agreement between the Specialized Municipality of Jasper and Improvement District 12.

5. ESTABLISHMENT OF BOARDS

- 5.1 The following West Yellowhead Regional Assessment Review Boards are hereby established:
 - 5.1.1 One or more LARBs that consist of one Member;
 - 5.1.2 One or more LARBs that consist of three Members;
 - 5.1.3 One or more CARBs that consist of one Provincial Member; and
 - 5.1.4 One or more CARBs that consist of one Provincial Member and two Members.

6. APPOINTMENT OF BOARD MEMBERS

- 6.1 The Council of each Partner Municipality shall be responsible to appoint two (2) or more Members to the LARBs and CARBs pursuant to this bylaw. Provided the members have taken the necessary training, the same individuals may be appointed to a LARB and CARB.
- 6.2 Each municipality may appoint one Member of their Council to the LARBs and CARBs pursuant to this bylaw. Provided they have taken the necessary training, Council Members may be appointed to a LARB and CARB.
- 6.3 Each municipality must rescind an appointment if the Member: (i) fails to successfully complete the training program set by the Minister; (ii) does not live up to their commitment to attend hearings; (iii) is no longer eligible pursuant to the Act and regulations passed thereto; or (iv) breaches the pecuniary interest provisions in s. 480 of the *Municipal Government Act* (RSA 2000, cM-26).

- 6.4 Notwithstanding section 6.1, Improvement District 12 shall be exempt from the responsibility to appoint Members to the LARBs and CARBs pursuant to this bylaw, subject to a valid and current agreement between the Specialized Municipality of Jasper and Improvement District 12.

7. TERM OF APPOINTMENT

- 7.1 A Member may be reappointed to the Board at the expiration of his or her term.
- 7.2 A Member may resign from the Board at any time on written notice to the Designated Clerk to that effect.
- 7.3 Each municipality shall have the right to rescind the appointment of their Board member.
- 7.4 Upon being appointed, the Member must successfully complete the training as prescribed by the Minister prior to participating in a hearing.

8.0 JURISDICTION OF THE BOARD

- 8.1 The Board shall have jurisdiction to exercise the functions of a LARB and the functions of a CARB under the provisions of the *Municipal Government Act* (RSA 2000, cM-26) in respect to assessment complaints made by taxpayers of a Partner Municipality.

9.0 DESIGNATED CHAIR

- 9.1 On a rotating basis between Partner Municipalities, Councils of the Partner Municipalities must jointly appoint one Board Member as Designated Chair and must jointly prescribe the Designated Chair's term of office and remuneration and expenses.

10.0 DESIGNATED CLERK

- 10.1 Councils of the Partner Municipalities must jointly appoint a Designated Clerk for the Regional Assessment Review Board.
- 10.2 The Designated Clerk, whenever possible, will be selected from the same municipality as the Designated Chair and be appointed for the same term of office.

11.0 PRESIDING OFFICER

- 11.1 The Members of every Board established under section 5.1.2 of this bylaw will select a Presiding Officer from among themselves who will:
- 11.1.1 Preside over and be responsible for the conduct of hearings;
 - 11.1.2 Vote on matters submitted to the Board unless otherwise disqualified; and
 - 11.1.3 Sign orders, decisions, and documents issued by the Board.

12.0 HEARINGS

- 12.1 Hearings will be held at such time as determined by the Designated Clerk, in the municipality where the property under complaint is located.
- 12.2 Each Partner Municipality shall provide, at their expense, adequate facilities for the hearings in their municipality.
- 12.3 The proceedings of the Board must be conducted in public except where the Board deals with information protected from disclosure under the provisions of the *Freedom of Information and Protection of Privacy Act* (RSA 2000, cF-25) and the *Municipal Government Act* (RSA 2000, cM-26).
- 12.4 The Designated Clerk shall attempt to have a majority of Members who do not reside in the municipality in which the property under complaint is located.

13.0 FEES

- 13.1 The fees payable pursuant to s. 481(1) of the *Municipal Government Act* (RSA 2000, cM-26) shall be those established by each Partner Municipality for property located in that municipality, provided that such fees do not exceed the maximum fees set out in the *Matters Relating to Assessment Complaints Regulation Alberta Regulation* (AR 201/2017).

14.0 COSTS AND REMUNERATION

- 14.1 Each Partner Municipality shall pay for administrative costs associated with the operations of the Board in their respective municipality, including remuneration for Members, the costs associated with any Provincial Members, and any legal fees.
- 14.2 Unless otherwise determined by the Partner Municipality which appointed the Member, Members shall receive remuneration for training sessions, meetings, decision writing, reviewing draft decisions, and hearings in accordance with the meeting fees set for municipal councillors in the respective Partner Municipality.

15.0 DISPUTE RESOLUTION

- 15.1 In the event that a dispute arises between any of the Partner Municipalities regarding any of the clauses in this Bylaw, or over a financial matter regarding the operation of the LARBs or CARBs, the Chief Administrative Officers of the Partner Municipalities shall meet to consider the matter.
- 15.2 The decision of the panel of Chief Administrative Officers will be final.

16.0 BYLAW AMENDMENTS

- 16.1 In the event that the Council of a Partner Municipality wishes to amend the Regional Assessment Review Board Bylaw, the Clerk of that municipality will bring the proposed amendments to the Regional Board Review Committee for discussion and presentation to their respective Councils.
- 16.2 If the Councils of the Partner Municipalities cannot reach an agreement on the proposed amendments, the Mayors of the Partner Municipalities shall meet to consider the matter.

16.3 If a Partner Municipality intends to no longer be a part of the West Yellowhead Regional Assessment Review Board, they shall give the Councils of Partner Municipalities no less than thirty (30) days written notice of that intention prior to the meeting at which any motion or bylaw to cease participation in the Board is to be considered.

17.0 SEVERANCE

17.1 If any provision herein is found to be invalid by a court of competent jurisdiction, it shall be severed from the remainder of this Bylaw and shall not invalidate the whole bylaw.

18.0 COMING INTO EFFECT

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

READ a first time this 19 day of April, 2022

READ a second time this 19 day of April, 2022

READ a third time and finally passed this 3 day of May, 2022

Mayor

Chief Administrative Officer

AGENDA ITEM 7.3

REQUEST FOR DECISION

Subject: Public Transit RFP Award
From: Bill Given, Chief Administrative Officer
Reviewed by: Christopher Read, Director Community Development
Christine Nadon, Director Protective & Legislative Services
Date: May 9, 2023



Recommendation:

That Committee recommend Council award the RFP for Jasper Public Transportation (Transit) System to PWTransit Canada and;

That Committee recommend Council amend the 2023 operational budget to include and additional \$514,000 for public transit operation, to be funded as follows:

- \$50,000 from external contributions (GYPSD)
- \$17,000 from Fare Revenue
- \$197,000 from the Public Transportation and Parking Reserve
- \$250,000 from the 2022 year-end surplus

Alternatives:

- That committee receive the report for information and take no further action on establishing a public transit service.
- That committee recommend Council postpone the start of public transit service until 2024 and refer the matter to the fall budget deliberations.

Background:

The [2011 Jasper Community Sustainability Plan](#) and the [2018 Transportation Master Plan](#) include recommendations to explore the opportunity of future internal and regional transit connections for the town. In 2021 Council supported a public transportation pilot project with fixed-route bus service to a number of priority locations for the summer season.

In the fall of 2021 administration secured a \$50,000 planning grant under the Federal Rural Transit Solutions Fund program to conduct a planning study for public transportation. In September of 2022 Council approved a Memorandum of Understanding (MOU) for the provision of public transportation services with Parks Canada which provided the Parks Canada approval required for the municipality to provide Public Transportation Services to those locations outside of the Jasper townsite.

February 2023 Council was presented with the Public Transportation Strategy and Action Plan (the Action Plan) and directed administration to begin the next steps identified in the Action Plan with a focus on establishing a Fixed-Route Bus Service that would support the needs of both visitors and locals, including the specific need for student transportation. In March administration submitted a federal capital grant application seeking \$5M for EV busses, ebikes and associated charging infrastructure and facilities.

The Jasper Public Transportation (Transit) System RFP was posted to Alberta Purchasing Connection on March 24th 2023 with a closing date of April 14th. Two valid proposals were received by the RFP deadline and administration followed up with each proponent to ask clarifying questions.

Discussion:

The school board has identified that under new provincial funding guidelines for student transportation, approximately 100 students from Kindergarten through to Grade 12 will eligible for bussing in the upcoming school year. This total includes 36 who currently reside at Jasper Park Lodge and 75 newly eligible students who live in the Jasper townsite. The division has been working closely with administration and would like to partner in a municipal transit system to meet their need for student bussing.

The RFP requested respondents to supply proposals meeting the service level described in the Public Transportation Strategy and Action Plan which estimated 3,710 services hours per year (1,568 Winter hours and 2,142 Summer hours). The RFP proposed a 3 year agreement and requested that pricing submissions showing the total cost of operation (including provision of driver and fuel), maintenance and storage.

Under the terms of the RFP The highest rated, lowest priced, or any of the proposals do not necessarily have to be accepted by the municipality.

Scoring Components & Evaluation

Proposals were evaluated in the categories shown below and the information provided by through the RFP process resulted in the following scoring:

Evaluation categories

Related Project Experience	10%
Service Proposal	30%
Fleet	30%
Budget	30%

Proponent	Final Score
PWTransit Canada	90
SunDog Tours	75

PWTransit Canada Submission Details

PWTransit Canada (PWT) is a subsidiary of the largest privately-held bus company in Canada, Pacific Western Transportation and has provided custom, paratransit, on demand and conventional transit services to municipalities and transit agencies for more than fifty years in Alberta, British Columbia and Ontario. Notable examples of communities where PWT is currently operating public transit include the Cities of St. Albert, Leduc, Airdrie (AB), Prince George (BC) and Milton (ON). Additionally, since 1993 PWT has operated the transit system in British Columbia’s Sea-to-Sky Region which includes the communities of Whistler, Squamish and Pemberton.

PWT’s extensive experience operating transit services on behalf of municipalities and transit agencies in BC, Alberta and Ontario has allowed them to create robust policies, procedures, recruitment and retention techniques, training programs, maintenance programs that will benefit the Jasper operation.

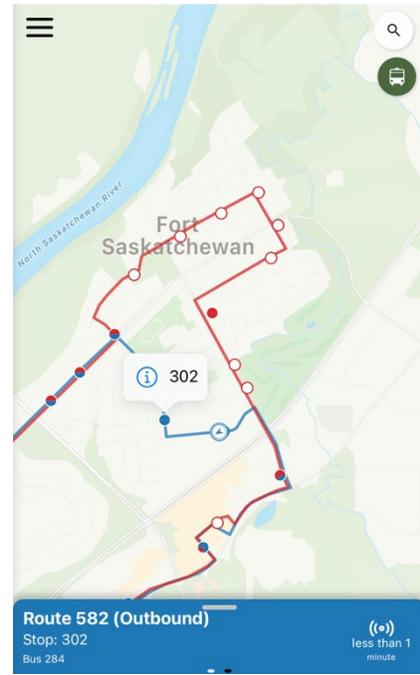
The proposed Jasper operation would consist of one (1) local Transit Supervisor / Customer Service Agent and two (2) drivers reporting in to PWTransit’s Director of Operations located in Edmonton. The plan includes the Transit Supervisor performing some driving work, to support scheduled breaks for drivers and address the seasonal adjustments associated with the service in terms of better matching supply of hours with required drivers to operate the service on a regular basis. PWT has arranged to use a local third party for its required fleet maintenance and storage.

The PWT proposal includes the provision of a driver and customer facing transit app and web portal called PassioGO. For the public the app provides access to real-time bus tracking, route and schedule information as well as transit alerts. The system provides riders with accurate ETA communication based on live trip data compared to past timing history in system. PassioGO also allows riders to select a home stop and receive text alerts when the bus is approaching (i.e. five minutes away) their stop.

For drivers, in vehicle displays provide quick visual cues to drivers regarding on-time performance: If a driver pulls up to a stop ahead of schedule the display flashes red to indicate that they must wait before leaving for an on-time departure. If a driver is on/behind schedule the display tablet display remains green to indicate the driver can continue on route without delay.

For transit system planning and operation the PassioGO system also provides:

- Stop-by-stop passenger counting (on and off)
- Reporting of passenger travel habits and identification of system “hot-spots”.
- A data feed that can support public stop displays, in bus destination sign changes, automated stop annunciators and info out to common apps such as Google or Apple maps which offer transit routing planning.



The proposal from PWTransit Canada is detailed and demonstrates solid policy and practice. The company has an extensive portfolio of current transit system operation in a variety of different environments including comparable communities such as Whistler. Administration is confident that PW Transit Canada can meet the service expectations of the Municipality.

Should Council choose to delay the start of public transit services until 2024 Grande Yellowhead School Division would have to determine how they will provide service for students in the 2023/24 school year.

Strategic Relevance:

- Take proactive steps to reduce the risk of people becoming vulnerable and respond when they are vulnerable.
- Leverage and create opportunities for greater inclusion.
- Recognize the fundamental importance of our tourism economy.
- Value the unique opportunities and responsibilities arising from our location inside a National Park and World Heritage Site.
- Increase opportunities for active transportation and transportation alternatives.
- Ensure residents receive quality service that provides strong value for dollar.

Inclusion Considerations:

The provision of public transit services will support greater social inclusion by providing equitable access to essential services, reducing transportation costs, and increasing opportunities for social engagement.

Relevant Legislation:

- [Jasper Community Sustainability Plan](#)
- Town of Jasper - Jasper National Park Transportation Services Memorandum of Understanding

Financial:

Below, administration presents a conservative financial forecast outlining the expected costs to the municipality, although it's likely that the actual performance will exceed these baseline expectations.

Based on 3710 service hours per year the annual cost of service proposed by PWTransit Canada for 40 passenger busses is as follows:

Year 1 - \$563,623.20 Year 2 - \$580,531.90 Year 3 - \$597,947.85

The approved 2023 operational budget contained \$70,000 in funding for public transit, of which approximately \$20,000 has been used in transit consulting and procurement support.

Grande Yellowhead School Division estimates that they will have approximately \$100,000 to support transportation for Jasper students for the 2023/2024 school year.

Municipal administration forecasts 2023 rider fare revenue of \$17,000 based on approximately 7000 paid users at a fare rate of \$2.50 per one way trip.

In future years additional portions of the cost could be off-set through ridership fares, advertising or sponsorships. The Public Transportation and Parking Reserve had a 2022 year-end balance of \$451,859.

AGENDA ITEM 7.4

REQUEST FOR DECISION

Subject: Council Delegation to Hakone 2023
From: Bill Given, Chief Administrative Officer
Prepared by: Christine Nadon, Director of Protective & Legislative Services
Reviewed by: Emma Acorn, Legislative Services Coordinator
Date: May 9, 2023



Recommendation:

- That Committee recommend Council approve a Jasper delegation to Hakone in the fall of 2023; and
- That Committee set the following parameters for the allocation of funding for the delegation:
 - The Mayor's expenditures will be funded entirely through the Hakone Travel and Subsistence budget; and
 - The balance of the funds available will be divided amongst other councillors who wish to join the delegation.
- That Committee direct Administration to promote the opportunity to join the delegation to Jasper residents and secure commitments from interested community members.

Alternatives:

- That Committee direct Administration to defer a delegation to Hakone to 2024;
- That Committee set different parameters for the allocation of expenses from the Hakone Travel and Subsistence for a delegation to Hakone in 2023;
- That Committee receive this report for information;
- That Committee direct Administration to discontinue work on this item and inform Hakone that a Jasper delegation to Hakone has been postponed.

Background:

At the February 14, 2023 Committee of the Whole meeting, Committee directed Administration to find more information on the timelines, costs, and delegation size for a trip to Hakone, Japan in the fall of 2023. Following the presentation of a draft itinerary and cost estimate at the April 11, 2023 meeting, Committee passed the following motion:

- That Committee direct Administration to work on next steps to organize a 2023 delegation to Hakone, including development of a more robust itinerary and including a discussion with the Hospitality and Twinned Communities Committee on how to determine who will take part in the delegation.

The last Jasper delegation to Hakone in 2012 included the Mayor, four councillors, one staff member, two spouses, and one member from the public. Hakone last visited Jasper with 10 delegates in 2015. The Hakone Town Office has requested that Council plan their delegation for November 1 to November 4, 2023, and have advised they would be prepared to welcome approximately 10 delegates. Nine delegates from Jasper participated in 2012, and Hakone is preparing for a similar group size in 2023. While the question has been asked, staff in Hakone have not specified a maximum number of delegates.

Discussion:

Following a discussion with the Hospitality and Twinned Communities Committee (Mayor Ireland and Deputy Mayor Waxer), Administration revisited the quote provided by the travel agent to extend the trip from six to nine nights, and to change return flights to Tokyo to arrival in Osaka and departure from Tokyo. The increase in cost for the change in flights proved to be cost prohibitive, nearly doubling the cost of the airfare. Based on this information, the Hospitality and Twinned Communities Committee directed Administration to return to Committee of the Whole with cost estimates based on an extended trip duration, based on return flights to Tokyo only. A side trip to the Osaka and Kyoto area remains possible through ground transportation.

The revised estimated trip cost has now increased from \$5,700 to \$6,900, factoring in three additional nights at approximately \$400 a night per hotel room. This estimate does not include any additional ground transportation (likely high speed train) to other destinations such as Kyoto, or any guided excursion while in Japan. Administration has obtained quotes for various excursions, which range from \$100 on the lower end to \$200 per person. With the addition of transportation for a trip to the Kyoto area following a visit to Hakone, and one excursion a day while travelling, Administration estimates that the total trip cost would be in the range of \$8,000 per person (based on single occupancy).

Administration is proposing that formal canvassing of Council and community members to firm up a delegation size based on this cost estimate would be a logical next step. Once a delegation composition is nearing completion, information and decisions on the excursions for each destination could take place based on the interests of delegation members.

Administration has reviewed the Council remuneration data for the fall of 2012 (last delegation to Hakone), and it does not appear that Council members received remuneration for participating in the delegation.

Strategic Relevance:

- Community Health
 - Promote and enhance recreational and cultural opportunities and spaces
 - Embrace our growing diversity
- Relationships
 - Collaborate with other municipalities, orders of government, Indigenous partners and advocacy associations

Relevant Legislation:

- [Policy B-019: Twinning and Sister City Relationships](#)
- [Policy B-019: Administrative Procedures](#)

Financial:

Council has allocated \$10,000 towards a potential Jasper delegation to Hakone in the fall of 2023.

AGENDA ITEM 7.5

REQUEST FOR DECISION

Subject: Business Continuity Policy
From: Bill Given, Chief Administrative Officer
Reviewed by: Christine Nadon, Director of Protective & Legislative Services
Date: May 9, 2023



Recommendation:

- That Committee recommend Council approve the Business Continuity Policy as presented.

Alternatives:

- That Committee direct Administration revise the business continuity policy and return to a future committee of the whole meeting; or
- That Committee receive the report for information and take no further action.

Background:

In September 2022, Jasper faced a sustained community-wide power outage as a result of the Chetamon wildfire. The power outage impacted both general municipal operations as well as the broader community. Following the event, municipal staff conducted an internal “after action” analysis to identify learnings and opportunities for improvement. The after-action report recommended that the Municipality should develop a formal business continuity plan for the organization.

Business continuity is the process of planning and implementing measures to ensure that an organization can continue to provide essential services, maintain critical operations, and recover quickly from unexpected events or disruptions.

Discussion:

Business continuity differs from emergency management in that emergency management mainly focuses on responding to an immediate crisis, while business continuity focuses on maintaining the long-term operations of the organization. The challenge of prioritizing and maintaining municipal operations was also experienced during the early days of the COVID-19 pandemic.

A Business Continuity plan and ongoing program would help the Municipality of Jasper plan and respond to potential disruptions, such as power outages, natural disasters, or cyber-attacks. It helps identify critical business functions, establishes procedures for responding to disruptions, and ensures that resources are available to quickly restore normal operations. The first step in developing an effective business continuity process is for Council to establish the purpose, context, scope, and governance of the business continuity program.

The attached draft policy applies to all internal and external municipal services and outlines the key considerations for developing a business continuity plan for the Municipality.

These key considerations include:

- Planning for both minor and major threats, such as wildfires, extreme weather, power outages, pandemics, labour disruptions, and cyber-attacks;
- Identifying any linkages or overlap with the Emergency Management Plan;
- Defining, categorizing, and prioritizing municipal services, as well as describe the conditions under which services may be reduced or suspended; and
- Identifying the resources required to support the plan's implementation.

As presented, the policy states that the business continuity plan must be presented to the Emergency Advisory Committee for approval and that the plan be reviewed every three years or following an incident that results in a disruption or loss of municipal services.

Establishing a Council policy on Business Continuity will guide the development of a plan and program to help ensure that essential municipal services can continue during and after unexpected events that could disrupt normal operations.

Strategic Relevance:

- Empower our staff by investing in the training and tools they require.
- Focus on prevention, mitigation, and preparation for natural disasters.

Inclusion Considerations:

- The Municipal Inclusion Assessment Tool has been applied to this RFD. Portions of the RFD have been developed using plain language.

Relevant Legislation:

- [Canada National Parks Act](#)
- [Jasper Community Sustainability Plan](#)
- Agreement for the Establishment of Local Government in the Town of Jasper
- [Alberta Municipal Government Act](#)
- [Jasper Public Engagement Policy \(#A-004\)](#)
- [Commercial Use of Public Space Bylaw \(#246\)](#)

Attachment:

- Draft Business Continuity Policy

Policy Title: Business Continuity

Policy #:

Date adopted by Council:



1. POLICY STATEMENT

Recognizing that the community of Jasper is exposed to a wide variety of threats, the Municipality of Jasper shall develop, maintain and regularly review a Business Continuity Plan for municipal services.

2. SCOPE

The Business Continuity Plan shall consider all internal and external services provided by the Municipality of Jasper. The Business Continuity Plan is not intended to address any matters related to emergency response.

3. STANDARDS

The Business Continuity Plan shall:

3.1. Consider disruption from both minor and major threats including but not limited to:

- Wildfire
- Extreme Weather
- Loss of Power
- Pandemic
- Labour Disruption
- Cyber Attack

3.2. Consider and identify linkages or overlap with the Emergency Management Plan.

3.3. Define, categorize and prioritize municipal services.

3.4. Describe the conditions which would lead to reduction or suspension of municipal services.

3.5. Identify the resources required to support the implementation of the plan.

3.6. Be presented to the Emergency Advisory Committee for approval.

3.7. Be reviewed every three years, or; following an incident where there was a disruption or loss of municipal services.

4. RESPONSIBILITIES

Council

Review and approve any revisions to this Policy.

CAO

Ensure the development and maintenance the Business Continuity Plan.

Review and approve any procedures related to this Policy.

Directors and Managers

Carry out the policy based on established Procedures.

5. DEFINITIONS

“Business Continuity” means the capability of the municipality to continue to deliver services at acceptable predefined levels following or during a disruptive incident.

“Business Continuity Plan” means documented procedures that inform municipal staff how to respond, recover, resume and restore to a predefined level of operation following disruption.

“Incident” means a situation that might be, or could lead to, a disruption, loss, emergency, or crisis.

“Threat” means a potential cause of an unwanted incident, which can result in harm to individuals, the environment, or the community.

MOTION ACTION LIST

SHORT TITLE	REQUESTED (DATE)	RESPONSIBLE (WHO)	COUNCIL MOTION (DESCRIPTION)	TARGET (DATE)	STATUS
Fruit Trees on Municipal Property	August 23, 2022	CAO & Director of Operations	That Committee direct Administration to return to a future committee of the whole meeting with proposed alternatives on how to deal with fruit trees on municipal land.	May 2023	
Provision of Services to Private Leaseholders at No Cost	November 1, 2022	Director of Operations	That Council direct Administration to bring the matter of the provision of services to private leaseholders at no cost back to the first Committee of the Whole meeting in April 2023.	May 2023	
Clean Energy Improvement Program	December 13, 2022	Director of Operations and Director of Finance & Administration	That Committee direct Administration to work with Alberta Municipalities and develop the following and present them at a future committee of the whole meeting: <ul style="list-style-type: none"> • A Clean Energy Improvement Program business case for Jasper • Draft Clean Energy Improvement Tax bylaw 	July 2023	
JCHC Governance	January 10, 2023	CAO	That Committee direct Administration to begin the process of converting the Jasper Community Housing Corporation to a Municipally Controlled Corporation, by developing: <ol style="list-style-type: none"> 1. a draft business plan 2. a draft Unanimous Shareholder's Agreement 	June 2023	
Public Transportation Study and Action Plan	February 14, 2023	CAO	That Committee recommend Council receive the Transportation Strategy & Action Plan, excluding the appendices, for information; and That Committee direct Administration begin the next steps identified in the Action Plan with a focus on:	May 2023	

			<ul style="list-style-type: none"> Establishing a Fixed-Route Bus Service beginning in 2023 Conducting a E-Bike Sharing Pilot Project in 2023-Move to budget 2024 discussion list 		
Hakone, Japan Initiatives 2023	February 14, 2023	Director of Protective & Legislative Services	<ol style="list-style-type: none"> That Committee direct Administration to re-evaluate the High School Student Exchange Program and develop recommendations for Council’s consideration for 2024 and beyond. That Committee direct Administration to explore alternate delivery models for managing the Twinned Municipalities and Hospitality Committee and provide a recommendation at a future meeting. 	June 2023	Admin currently focusing on AJTM conference and delegation planning
Local Service Level Impacts for Victims of Non-Criminal Trauma	February 28, 2023	Director of Community Development	Committee receive this report for information and request that Administration return to a future Committee of the Whole meeting with a report on crisis intervention needs in Jasper.	September 2023	
S-Block Parking 2023	March 14, 2023	Director of Protective & Legislative Services	<p>That Committee direct Administration to revise the Storage Lots Bylaw to increase rental fees to \$450 annually, including a provision to provide a \$30 annual discount for electronic payments, and return to a regular meeting for first reading.</p> <p>That Committee direct Administration to develop a program for the S-Block parking lot where unused commercial stalls are made available to residents for winter seasonal vehicle storage, and summer seasonal and overnight paid parking.</p> <p>That Committee direct Administration to work towards standardizing practices in storage lots, including:</p> <ul style="list-style-type: none"> renewing leases with Parks Canada, developing a maintenance plan with the Ops Department, and 	May 2023	

			bringing forward recommendations for capital upgrades in 2024.		
Jasper Hockey League	March 21, 2023	Director of Community Development	That Council receive the correspondence regarding the Jasper Hockey League conduct for information; and direct Administration to come back to a future Committee meeting with recommendations.	June 2023	
Communities in Bloom	April 4, 2023	Director of Operations	That Council receive the report for information, and; that Council direct administration to continue exploring options with community partners for running the Communities in Bloom program.	April 2023	Received report at April 25 COTW, going to May 2 Regular
Community-wide Internet Access	April 11, 2023	Director of Community Development	That Committee direct Administration to seek out and apply for opportunities for partnerships and/or grants for small scale, vulnerable population specific internet access solutions.	September 2023	
Council Delegation to Hakone 2023	April 11, 2023	Director of Protective & Legislative Services	That Committee direct Administration to work on next steps to organize a 2023 delegation to Hakone, including development of a more robust itinerary and including a discussion with the Hospitality and Twinned Communities Committee on how to determine who will take part in the delegation.	May 2023	
Free Recreation Access Policy	April 18, 2023	Director of Community Development	That Council approve granting free Annual All-Access passes to all residents 75+ to begin by June 1, 2023 and continue annually thereafter, and; that Council direct Administration to return to a future Committee of the Whole meeting with a draft Free Recreation Access Policy.	September 2023	Pass program development underway, to launch June 1.
Resolutions for 2023 AB Munis	April 18, 2023	CAO	That Council approve the Protection for Vulnerable Residential Tenants resolution for submission to Alberta Municipalities as presented and direct Administration to seek a seconder for the resolution.	May 2023	Corresponding with other munis.

<p>Early Learning and Child Care Strategy</p>	<p>April 25, 2023</p>	<p>Director of Community Development</p>	<p>That Committee direct Administration to return to a future Committee of the Whole meeting with a revised document (The Early Learning and Child Care Action Plan) which reflects today's discussion particularly focused on the strategic element.</p> <p>That Committee direct Administration to determine the need for 7 days a week daycare and extended hours for daycare and return to a future Committee of the Whole meeting.</p>	<p>July 2023</p>	