

MUNICIPALITY OF JASPER  
**REGULAR COUNCIL MEETING AGENDA**  
June 18, 2024 | 1:30 pm  
Jasper Library & Cultural Centre – Quorum Room  
[Municipality of Jasper Strategic Priorities 2022-2026](#)



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

**1 CALL TO ORDER**

**2 APPROVAL OF AGENDA**

2.1 Regular meeting agenda, June 18, 2024 attachment

*Recommendation: That Council approve the agenda for the regular meeting of June 18, 2024 as presented.*

**3 APPROVAL OF MINUTES**

3.1 Legislative Committee meeting minutes, June 4, 2024 attachment

*Recommendation: That Council approve the minutes of the June 4, 2024 Legislative Committee meeting as presented.*

3.2 Regular meeting minutes, June 4, 2024 attachment

*Recommendation: That Council approve the minutes of the June 4, 2024 Regular Council meeting as presented.*

3.3 Committee of the Whole meeting minutes, June 11, 2024 attachment

*Recommendation: That Council approve the minutes of the June 11, 2024 Committee of the Whole meeting as presented.*

**4 DELEGATIONS**

4.1 Jasper Municipal Library Board attachment

*Recommendation: That Council accept the Financial Review for the Municipality of Jasper Library Board.*

**5 CORRESPONDENCE**

**6 NEW BUSINESS**

6.1 Director's Report – Finance & Administration attachment

*Recommendation: That Council receive the report for information.*

MUNICIPALITY OF JASPER  
**REGULAR COUNCIL MEETING AGENDA**

June 18, 2024 | 1:30 pm

Jasper Library & Cultural Centre – Quorum Room

[Municipality of Jasper Strategic Priorities 2022-2026](#)

6.2 Electric Bus Procurement

*Recommendation: That Council authorize Administration to issue a Request for Proposals (RFP) for the supply of three battery-electric buses (BEBs) and associated charging infrastructure.*

6.3 Transit Fleet Facility Procurement

*Recommendation: That Council award Johnston Builders the contract for the construction of the Transit Fleet Facility in the amount of \$3,204,123, inclusive of the optional solar array.*

6.4 Traffic Safety Bylaw Amendment

attachment

*Recommendation: That Council read for the first time, Bylaw #262, being a bylaw of the Specialized Municipality of Jasper in the province of Alberta to amend Bylaw #244, the Traffic Safety Bylaw.*

*Recommendation: That Council read for the second time, Bylaw #262, being a bylaw of the Specialized Municipality of Jasper in the province of Alberta to amend Bylaw #244, the Traffic Safety Bylaw.*

**7 NOTICES OF MOTION**

**8 COUNCILLOR REPORTS**

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

**9 UPCOMING EVENTS**

NETMA – 4:45pm, June 19, Jasper Sky Tram

[National Indigenous Peoples Day](#) Flag Raising Ceremony – 9am, June 21, Emergency Services Building

Diploma Ceremony for École Desrochers Graduates – 2pm, June 25, École Desrochers gymnasium

Jasper Junior/Senior High School Graduation – 1pm, June 27, Jasper Jr/Sr High School gymnasium

Canada Day Pancake Breakfast hosted by MoJ – 8:30am-10:30am, July 1, Commemoration Park

Canada Day Flag Raising – 11am, July 1, Emergency Services Building

**10 ADJOURNMENT**

*Recommendation: That, there being no further business, the regular meeting of June 18, 2024 be adjourned at \_\_\_\_\_.*

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

# Legislative Committee Minutes

Tuesday, June 4, 2024

Quorum Room, Jasper Municipal Library & Cultural Centre



## In attendance:

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

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

Councillor Hall called the meeting to order at 10:00am.

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

### 3. Approval of the agenda

The agenda was approved by consensus.

### 4. Jasper Municipal Leasehold Assets Society (JMLAS) Transfer of Assets

Ms. Nadon reviewed the work done to date concerning the transfer of assets from the JMLAS to the Municipality and the Jasper Municipal Housing Corporation. Administration has sought legal advice and shared timeline information.

MOTION by Mayor Ireland that Legislative Committee receive this report for information; and

That Legislative Committee direct Administration to schedule a meeting of the Jasper Municipal Leasehold Assets Society to amend the society's memorandum of association; and

That Legislative Committee direct Administration to conduct research into the present holdings of the Jasper Municipal Leasehold Assets Society. APPROVED

### 5. Procedure Bylaw Review: Part 5 – Agenda

Committee reviewed and discussed the agenda section of the Procedure Bylaw.

### 6. Legislative Committee Motion Action List

The Committee reviewed the Legislative Committee Motion Action List which is included in the agenda package and requested it be updated with the motion for the JMLAS item.

### 7. Adjournment

- Next meeting: 10:00am, Tuesday, July 2, 2024
- Councillor Hall adjourned the meeting at 11:56am.

Municipality of Jasper  
**Regular Council Meeting Minutes**  
 Tuesday, June 4, 2024 | 1:30 pm  
 Jasper Library and Cultural Centre, Quorum Room

Virtual viewing and participation	Council attendance is in Council chambers at the Jasper Library and Cultural Centre. This meeting was also conducted virtually and available for public livestreaming through Zoom. Public viewing and participation during Council meetings is through both Zoom livestreaming and in-person attendance.		
Present	Mayor Richard Ireland, Deputy Mayor Kathleen Waxer, Councillors Ralph Melnyk, Wendy Hall, Scott Wilson, Helen Kelleher-Empey and Rico Damota		
Absent	none		
Also present	Christine Nadon, Director of Protective & Legislative Services Natasha Malenchak, Director of Finance & Administration Leanne Pelletier, Municipal Housing Coordinator Emma Acorn, Legislative Services Coordinator Peter Shokeir, The Fitzhugh 4 observers		
Call to order	Mayor Ireland called the June 4, 2024 Regular Council meeting to order at 1:30pm and began with a <a href="#">Traditional Land Acknowledgement</a> .		
Additions to the agenda #261/24	MOTION by Councillor Damota – BE IT RESOLVED that Council amend the agenda with the addition of the following items: <ul style="list-style-type: none"> <li>• 10.1 In-camera item – Human Resources Committee Update</li> <li>• 6.5 Flag Raising Request</li> </ul>		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Approval of agenda #262/24	MOTION by Councillor Kelleher-Empey – BE IT RESOLVED that Council approve the agenda for the June 4, 2024 Regular Council meeting as amended: <ul style="list-style-type: none"> <li>• Add 10.1 In-camera item – Human Resources Committee Update</li> <li>• Add 6.5 Flag Raising Request</li> </ul>		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Approval of Regular minutes #263/24	MOTION by Councillor Waxer – BE IT RESOLVED that Council approve the minutes of the May 21, 2024 Regular Council meeting as presented.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Approval of Committee of the Whole minutes #264/24	MOTION by Councillor Kelleher-Empey – BE IT RESOLVED that Council approve the minutes of the May 28, 2024 Committee of the Whole meeting as presented.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Delegations	none		
Correspondence – Jasper ACFA, Habitat for the Arts, Municipality of Jasper Library Board & Jasper Artists Guild #265/24	Council received a piece of correspondence from Jasper ACFA, Habitat for the Arts, Municipality of Jasper Library Board and Jasper Artists Guild containing a request for a water fountain in the Jasper Library & Cultural Centre.  MOTION by Councillor Melnyk – BE IT RESOLVED that Council support the request in principle and direct Administration to report back to a future Committee of the Whole meeting with a cost and feasibility report concerning the request for a water fountain at the Jasper Library & Cultural Centre.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED

<p>Appointments to Regional Assessment Review Board #266/24</p>	<p>MOTION by Councillor Waxer – BE IT RESOLVED that Council appoint Rhonda Morgan (Jasper) as the Designated Clerk for the Regional Assessment Review Board for West Yellowhead for a 1- year term starting June 1, 2024.</p>	<p>FOR 7 Councillors</p> <p>AGAINST 0 Councillors</p>	<p>CARRIED</p>
<p>#267/24</p>	<p>MOTION by Councillor Waxer – BE IT RESOLVED 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, 2024. The Designated Chair’s remuneration and expenses will follow the Town of Hinton Council Remuneration Policy.</p>	<p>FOR 7 Councillors</p> <p>AGAINST 0 Councillors</p>	<p>CARRIED</p>
<p>Annual Employee Housing Report</p>	<p>Council discussed the motions made at the May 28, 2024 Committee of the Whole meeting.</p>		
<p>#268/24</p>	<p>MOTION by Councillor Damota – BE IT RESOLVED that Council provide a waiver from Policy D-116 and authorize the 2024 staff accommodation rates with a 4.5% increase for 2024.</p>	<p>FOR 5 Councillors</p> <p>AGAINST 2 Councillors (Mayor Ireland, Councillor Wilson)</p>	<p>CARRIED</p>
<p>2024 Tax Rate Bylaw #269/24</p>	<p>MOTION by Councillor Kelleher-Empey – BE IT RESOLVED that Council give third reading to Bylaw #261, the 2024 Tax Rate Bylaw.</p>	<p>FOR 7 Councillors</p> <p>AGAINST 0 Councillors</p>	<p>CARRIED</p>
<p>Appointed Council Member on Jasper Food Alliance Committee #270/24</p>	<p>MOTION by Councillor Waxer – BE IT RESOLVED that Council appoint 1 x Councillor and 1 x alternate to the Jasper Food Alliance Committee for a one-year term.</p>	<p>FOR 6 Councillors</p> <p>AGAINST 1 Councillor (Councillor Wilson)</p>	<p>CARRIED</p>
<p>#271/24</p>	<p>MOTION by Councillor Kelleher-Empey – BE IT RESOLVED that Council appoint Councillor Waxer as the representative and Councillor Hall as alternate to the Jasper Food Alliance Committee.</p>	<p>FOR 7 Councillors</p> <p>AGAINST 0 Councillors</p>	<p>CARRIED</p>
<p>Flag Raising Request</p>	<p>Mayor Ireland relinquished the Chair to Deputy Mayor Waxer to address the item he requested be added to today’s agenda. He received a request from the Jasper Filipino Canadian Community for a flag raising on June 12<sup>th</sup> to celebrate Filipino Independence Day.</p>		
<p>#272/24</p>	<p>MOTION by Mayor Ireland – BE IT RESOLVED that Council approve the raising of the Filipino flag on a municipal flag pole at the Emergency Services building on June 12, 2024 as an act of inclusion, respect, and support for Jasper’s Filipino Community.</p>	<p>FOR 7 Councillors</p> <p>AGAINST 0 Councillors</p>	<p>CARRIED</p>
	<p>Deputy Mayor Waxer returned the chair to Mayor Ireland for the remainder of the meeting.</p>		

Notices of Motion	none						
Councillor Reports	<p>Councillor Kelleher-Empey attended the annual general meeting for the TransCanada Yellowhead Highway Association last Friday in Edmonton.</p> <p>Councillor Kelleher-Empey reported on the BBQ fundraiser which took place on Saturday for the Alpine Summit Seniors Home generator. Councillors Waxer, Damota, and Melnyk were also in attendance.</p> <p>Mayor Ireland, Councillor Hall and Councillor Damota met as the Legislative Committee this morning. The group discussed the Jasper Municipal Leasehold Assets Society and also continued work on the Procedure Bylaw.</p> <p>Councillor Waxer attended a session hosted by AB Munis on welcoming inclusive communities as well as a Communities in Bloom Committee meeting last week.</p> <p>Councillors Melnyk, Wilson, Hall, and Waxer all participated in the Community Futures West Yellowhead Business Walk on May 29<sup>th</sup>.</p>						
Upcoming events	Council received a list of upcoming events for information.						
In-camera #273/24	<p>MOTION by Councillor Damota to move in-camera at 2:45pm to discuss:</p> <ul style="list-style-type: none"> <li>• Human Resources Committee Update FOIP s. 19(1)</li> </ul> <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">FOR</td> <td style="width: 33%;">AGAINST</td> <td style="width: 34%;"></td> </tr> <tr> <td>7 Councillors</td> <td>0 Councillors</td> <td style="text-align: right;">CARRIED</td> </tr> </table>	FOR	AGAINST		7 Councillors	0 Councillors	CARRIED
FOR	AGAINST						
7 Councillors	0 Councillors	CARRIED					
Move out of camera #274/24	<p>MOTION by Councillor Melnyk to move out of camera at 3:45pm.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">FOR</td> <td style="width: 33%;">AGAINST</td> <td style="width: 34%;"></td> </tr> <tr> <td>7 Councillors</td> <td>0 Councillors</td> <td style="text-align: right;">CARRIED</td> </tr> </table>	FOR	AGAINST		7 Councillors	0 Councillors	CARRIED
FOR	AGAINST						
7 Councillors	0 Councillors	CARRIED					
Adjournment #275/24	<p>MOTION by Councillor Waxer – BE IT RESOLVED that, there being no further business, the Regular Council meeting of June 4, 2024 be adjourned at 3:45pm.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">FOR</td> <td style="width: 33%;">AGAINST</td> <td style="width: 34%;"></td> </tr> <tr> <td>7 Councillors</td> <td>0 Councillors</td> <td style="text-align: right;">CARRIED</td> </tr> </table>	FOR	AGAINST		7 Councillors	0 Councillors	CARRIED
FOR	AGAINST						
7 Councillors	0 Councillors	CARRIED					

\_\_\_\_\_  
Mayor

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

Municipality of Jasper  
**Committee of the Whole Meeting Minutes**  
Tuesday, June 11, 2024 | 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 Kathleen Waxer, Councillors Ralph Melnyk, Wendy Hall, Helen Kelleher-Empey and Scott Wilson
Absent	Councillor Rico Damota
Also present	Bill Given, Chief Administrative Officer Christine Nadon, Director of Protective & Legislative Services Vidal Michaud, Utilities Manager Emma Acorn, Legislative Services Coordinator Carrie Polard, Resident Peter Shokeir, The Fitzhugh Bob Covey, The Jasper Local 17 observers
Call to Order	Deputy Mayor Waxer called the June 11, 2024 Committee of the Whole meeting to order at 9:30am and began with a <a href="#">Traditional Land Acknowledgement</a> .
Additions/deletions to the agenda	none
Approval of agenda #276/24	MOTION by Councillor Hall that Committee approve the agenda for the June 11, 2024 Committee of the Whole meeting as presented.  FOR 6 Councillors                      AGAINST 0 Councillor  <span style="float: right;">CARRIED</span>
Business arising from May 28, 2024 minutes	none
Delegations	Resident Carrie Polard addressed Committee to ask questions about the Electric Bus Procurement item on today's agenda.
Correspondence	none
Electric Bus Procurement	Committee received a report from Administration sharing the work that has taken place over the last few years regarding transit in Jasper. CAO Bill Given reviewed past decisions, recommendations for moving forward, and alternatives available.

#277/24	MOTION by Councillor Wilson that Committee recommend Council authorize Administration to issue a Request for Proposals (RFP) for the supply of three battery-electric buses (BEBs) and associated charging infrastructure.	FOR 6 Councillors	AGAINST 0 Councillor	CARRIED
Recess	Deputy Mayor Waxer called a recess from 11:27am to 11:40am.			
Transit Fleet Facility Procurement #278/24	Committee received a request for decision from administration regarding the Transit Fleet Facility Procurement. Mr. Given reviewed the six applicants and scoring method used.			
	MOTION by Councillor Wilson that Committee recommend Council award Johnston Builders the contract for the construction of the Transit Fleet Facility in the amount of \$3,204,123, inclusive of the optional solar array; and			
	That Committee direct Administration to structure a contract representing the division of the design and construction phases.			
	FOR 6 Councillors	AGAINST 0 Councillor	CARRIED	
Traffic Safety Bylaw Amendment #279/24	Committee received a report from Director of Protective & Legislative Services Christine Nadon focused on e-scooter use in the townsite of Jasper and the relevant legislation.			
	MOTION by Councillor Wilson that Committee direct Administration to bring the Traffic Safety Bylaw back to a regular meeting to remove section 16.16 regarding skateboards, rollerblades and scooters in the central business district.			
	FOR 6 Councillors	AGAINST 0 Councillor	CARRIED	
Motion Action List	Administration reviewed the Motion Action List.			
#280/24	MOTION by Councillor Hall that Committee approve the updated Motion Action List with the removal of the following items:			
	<ul style="list-style-type: none"> <li>• Traffic Safety Bylaw</li> </ul>			
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED	
Councillor upcoming meetings	Mayor Ireland, Councillor Melnyk, and Councillor Kelleher-Empey will be attending the Jasper Park Chamber of Commerce annual general meeting tomorrow.			
	Mayor Ireland and Councillor Melnyk will be attending the flag raising tomorrow at the Emergency Services Building to celebrate Philippine Independence Day.			



Councillor Wilson will be at a Jasper Municipal Housing Corporation meeting this Thursday.

Councillor Hall will be completing the Elected Official Education Program, with her last session to earn her certificate being completed tomorrow.

Councillor Hall will be attending a Yellowhead Regional Library Board trustee meeting Monday.

Council is scheduled for a utilities workshop Tuesday morning next week.

Councillor Waxer will be attending a meeting of the Jasper Food Alliance Committee this afternoon and the Early Childhood Community Conversation tomorrow.

Councillors Waxer and Melnyk will be attending the Short Film Premiere at the Jasper Activity today.

Upcoming Events Council reviewed a list of upcoming events.

Adjournment #281/24 MOTION by Councillor Kelleher-Empey that, there being no further business, the Committee of the Whole meeting of June 11, 2024 be adjourned at 12:41pm.

FOR

6 Councillors

AGAINST

0 Councillors

CARRIED

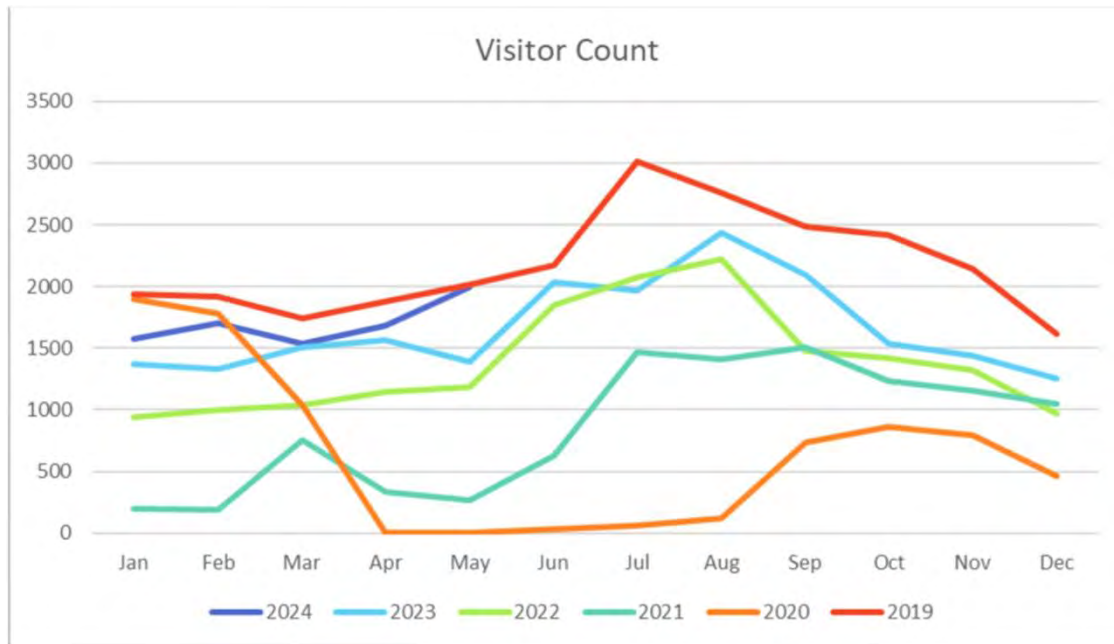
# Jasper Municipal Library

2023-2024 Update

# Operations

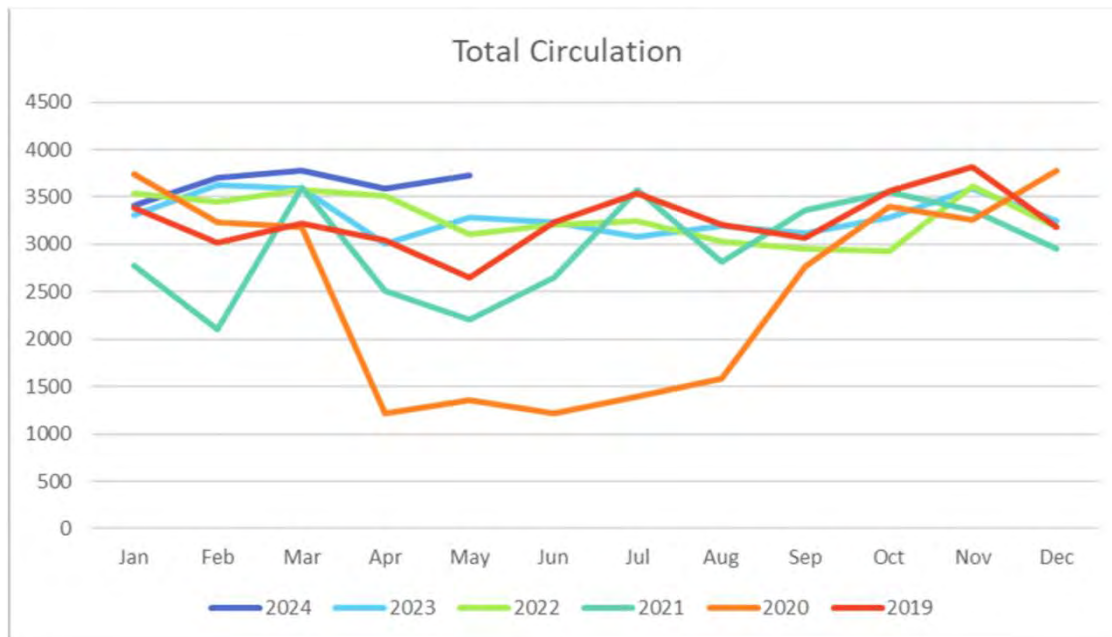
- Open Mondays as of January 8, 2024
- 48 hours per week, Monday & Tuesday 10am to 5pm, Wednesday & Thursday 10am to 8pm, Friday & Saturday 10am to 5pm
- Current staff
  - Bibliographic Services Clerk
  - Programmer
  - Part-time Clerk
  - Summer Clerk
  - 3 regular volunteers
  - Director of Library Services





## Visitor Count

- 2023 ended with 19,934 visits
- 2024 monthly numbers are ahead of 2023
- Visitation numbers continue to jump in the summer
- Seeing significant numbers of tourists looking for wifi and a place to work



## Circulation

- 2023 set a new circulation record of 39,572
- 2024 is on track to break that record
- After peaking in 2020 resource use has declined significantly
- Themed displays help promote collections
- New in 2024 – games and puzzles to borrow

# Programming/Events

- Partnerships
  - ACFA
  - Habitat for the Arts
  - Community Development
  - Schools
- Community members willing to share their passions & interests
- Better use of supports from Yellowhead Regional Library
  - Storytime Kits
- Participating in special events
  - Welcome Event
  - Jasper Folk Fest







Book Lovers' Weekend



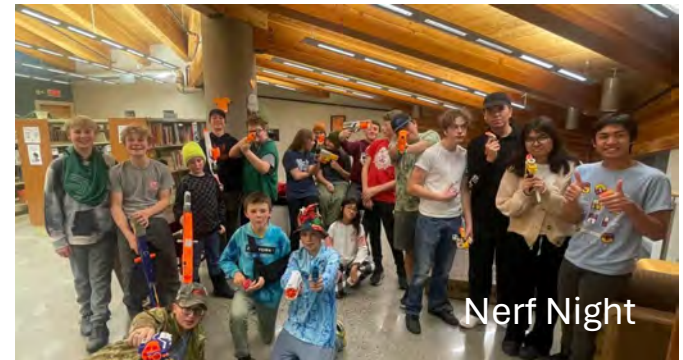
The Happiness Project



Red Dress Day



Snake Talk



Nerf Night

# Other

- Fire Story Walk created
- Service Canada contract extended
- Meeting Room usage has several long-term bookings
- Exam invigilation numbers higher than expected
- Wifi use continues to be high

**1 FireSmart Storywalk**

**What is this?**  
We're bringing reading to a whole new level!  
Storywalking introduces children to a world of imagination, exploration, and creativity.  
This FireSmart Storywalk presents fun and meaningful messages about wildfires and evacuating.  
Let's start a fun walk and read together!

**Emergency Plan**  
Work on an emergency plan together with your family. Everyone needs to understand what would happen and what to do in an emergency.  
Planning ahead will help you feel calm.  
Make a plan with your pets and other unique needs, such as each family member's health and abilities.  
Visit the library for more information.  
<https://openlibrary.ab.ca/>

**BE PREPARED, NOT SCARED**

Learn how Lynette the family pet prepares her family for wildfire emergencies

Conception by The Trailer Court Neighbours  
Written by Holly Lovellign + Barry Staf  
Illustrated by Kevell Mours

SCAN ME

Special thanks to FireSmart Canada for funding this Storywalk. Information sourced from FireSmart Canada & The Municipality of Jasper.



# Board Accomplishments

- Plan of Service update work
- Board reviewing and developing policies
  - Health and Safety
  - Emergency Planning
  - Collection Development
  - Application of Truth and Reconciliation Commission recommendations
  - Social Media
- Staff training to help meet Plan of Service goals and operational needs

# Upcoming

- Jasper Friends of the Library Society's Secret Garden Tour
- Summer Reading Club
  - School age Mondays 1:30pm
  - Preschool Saturday 10:30am
- Author Visit
- Culture Days with ACFA, Habitat, JAG
- Finalize updated Plan of Service
- Budget

# Financial Review

2023

# Jasper Municipal Library

2023-2024 Update

**Financial Review Report**  
*For Year ended December 31, 2023*

**To: The Board of the Jasper Municipal Library**

I have reviewed the accompanying financial statements of Jasper Municipal Library, which comprise the statement of financial position as of December 31, 2023 and the related statement of activities, balance sheet for the year then ended and the related equity to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. A review of the financial statements in accordance with for review engagements is a limited assurance engagement. Accordingly, I do not express such an opinion.

**Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in Canadian standards; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

**Accountants' Responsibility**

My responsibility is to conduct the review engagement in accordance with of Canadian Generally Accepted Accounting Principles (GAAP). The standards provided the framework of broad guidelines, conventions, rules and procedures of accounting. Those standards require to perform procedures to obtain limited assurance as a basis for reporting whether I am aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted by Canadian standards. I believe that the results of my procedures provide a reasonable basis for the conclusion.

**Accountants' Conclusion**

Based on the financial review, I am not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with Canadian Generally Accepted Accounting Principles (GAAP).

*Andrea Terrill*

Andrea Terrill, CPA  
June 5, 2024

**Jasper Municipal Library  
As at December 31, 2023**

Account No	Revenues	Budget 2023	Actual 2023	Actual 2022
<b>REVENUES</b>				
4010	GRANT - MUNICIPAL	201,900.00	201,900.00	193,800.00
4020	GRANT - PROVINCIAL	34,704.00	34,704.00	26,335.00
4030	GRANT - CANADA SUMMER JOB			1,800.00
4040	GRANT - OTHER			7,800.00
4100	INTEREST INCOME	100.00	3,509.59	17,611.85
4110	MEMBERSHIPS			
4120	FINES	3,000.00	1,433.70	1,432.55
4130	EQUIPMENT USE & PRINTING	4,000.00	3,079.20	3,177.00
4140	BOOK SALE	1,500.00	1,479.15	1,279.20
4150	FRIENDS OF THE LIBRARY SALES			
4170	RENT REVENUE	250.00	2,225.00	175.00
4180	DONATIONS	1,000.00	329.75	565.10
4182	DONATION FROM FRIENDS OF THE LIBRA		3,780.96	3,432.43
4185	EXAM INVIGILATION	100.00	75.00	325.00
4190	ACFA CUSTODIAL FEES	2,110.00	2,073.06	2,022.49
4200	MISC REVENUE		59.81	130.77
<b>Revenues Total</b>		<b>248,664.00</b>	<b>254,649.22</b>	<b>259,886.39</b>

**EXPENSES**

Account Number	Expenditures	Budget 2023	Actual 2023	Actual 2022
<b>Library Resources</b>				
5010	LIBRARY BOOKS	5,500.00	4,645.22	2,855.67
5015	LIBRARY BOOKS THRU YRL (N/A 2024)			
5030	PERIODICALS	1,750.00	1,596.19	1,668.36
5040	AUDIO VISUAL MATERIALS	1,200.00		132.10
5050	ELECTRONIC RESOURCES	2,000.00	2,000.00	2,000.00
5060	OTHER COLLECTION MATERIALS			
<b>Library Resources Total</b>		<b>10,450.00</b>	<b>8,241.41</b>	<b>6,656.13</b>
<b>Staff &amp; Volunteers</b>				
5200	SALARIES - REG STAFF	158,076.00	159,336.19	137,539.27
5210	SALARIES - CASUAL	8,284.00	6,567.66	13,158.17
5220	EMPLOYEE BENEFITS	16,636.00	14,270.94	11,601.63
5230	ADDITIONAL HEALTH BENEFITS	9,244.00	7,662.18	7,495.03
5240	STAFF PROFESSIONAL DEVELOPMENT 2024	1,000.00	529.98	440.58
5250	TRAVEL & HOSPITALITY STAFF(N/A2024)	750.00	492.00	
5260	HONORARIUMS - VOLUNTEERS	200.00		
5270	VOLUNTEER APPRECIATION	600.00	410.11	290.87
<b>Staff &amp; Volunteers Total</b>		<b>194,790.00</b>	<b>189,269.06</b>	<b>170,525.55</b>
<b>Promotions &amp; Programs</b>				
5300	PROMOTIONS	750.00	731.25	325.00
5310	PROGRAMS	1,000.00	507.77	827.35
5320	Writer in Residence program			13,223.20
<b>Promo &amp; Program Total</b>		<b>1,750.00</b>	<b>1,239.02</b>	<b>14,375.55</b>

**Administration & Board**

5400 FINANCIAL REVIEW/AUDIT	1,000.00	1,000.00	750.00
5410 BOARD EXPENSES	1,000.00	200.00	200.00
5420 SUPPLIES - LIBRARY & OFFICE	1,100.00	1,174.82	1,059.25
5430 SUPPLIES - OFFICE(N/A 2024)	3,250.00	2,087.72	972.80
5440 POSTAGE & FREIGHT	300.00	131.38	126.91
5450 TELEPHONE & FAX	1,500.00	1,274.52	1,168.03
5460 INTERNET			
5470 PHOTOCOPIES (N/A 2024)	200.00		15.47
5480 MEMBERSHIPS	1,000.00	242.21	248.65
5490 LICENSES & SOFTWARE	1,000.00	829.29	250.00
5500 SMALL EQUIPMENT	400.00	545.46	191.69
5510 PHOTOCOPIER LEASE done 2023	2,700.00	2,302.10	2,762.52
5530 FRIENDS OF THE LIBRARY - EXPENSE			1,980.16
5540 OVERDRAFT & BANK FEES	50.00	142.98	49.68
5550 OTHER EXPENSES			47.62

**Administration & Board Total** **13,500.00** **9,930.48** **9,822.78**

**Building Operations**

5600 JANITORIAL & MAINTENANCE	500.00	195.34	81.41
5610 CUSTODIAL FEES PAID TO MUNICIPALITY	21,095.00	20,730.60	20,224.92
5620 UTILITIES			
5630 INSURANCE			

**Building Operations Total** **21,595.00** **20,925.94** **20,306.33**

**Capital**

5900 CAPITAL - FURNITURE & EQUIPMENT		3,461.73	
5910 CAPITAL - BUILDING			
5970 CONTRIBUTION TO CAPITAL RESERVES			
5980 ANNUAL DEPRECIATION EXPENSE		9,706.95	9,225.30

**Capital Total** **-** **13,168.68** **9,225.30**

**TOTAL EXPENDITURES** **242,085.00** **242,774.59** **230,911.64**

**Surplus (Deficit)** **6,579.00** **11,874.63** **28,974.75**

**Jasper Municipal Library**  
**INCOME STATEMENT**  
For the Year Ended December 31, 2023

	<b>Budget</b>		
	<b>2023</b>	<b>Actual 2023</b>	<b>Actual 2022</b>
<b>REVENUES</b>			
GRANT - MUNICIPAL	201,900.00	201,900.00	193,800.00
GRANT - PROVINCIAL	34,704.00	34,704.00	26,335.00
GRANT - CANADA SUMMER JOB		-	1,800.00
GRANT - OTHER		-	7,800.00
INTEREST INCOME	100.00	3,509.59	17,611.85
MEMBERSHIPS		-	
FINES	3,000.00	1,433.70	1,432.55
EQUIPMENT USE & PRINTING	4,000.00	3,079.20	3,177.00
BOOK SALE	1,500.00	1,479.15	1,279.20
FRIENDS OF THE LIBRARY SALES		-	
RENT REVENUE	250.00	2,225.00	175.00
DONATIONS	1,000.00	329.75	565.10
DONATION FROM FRIENDS OF THE LIBRA		3,780.96	3,432.43
EXAM INVIGILATION	100.00	75.00	325.00
ACFA CUSTODIAL FEES	2,110.00	2,073.06	2,022.49
MISC REVENUE		59.81	130.77
<b>Total Revenues</b>	<b>248,664.00</b>	<b>254,649.22</b>	<b>259,886.39</b>
<b>EXPENSES</b>			
LIBRARY BOOKS	5,500.00	4,645.22	2,855.67
LIBRARY BOOKS THRU YRL (N/A 2024)		-	
PERIODICALS	1,750.00	1,596.19	1,668.36
AUDIO VISUAL MATERIALS	1,200.00	-	132.10
ELECTRONIC RESOURCES	2,000.00	2,000.00	2,000.00
OTHER COLLECTION MATERIALS		-	
SALARIES - REG STAFF	158,076.00	159,336.19	137,539.27
SALARIES - CASUAL	8,284.00	6,567.66	13,158.17
EMPLOYEE BENEFITS	16,636.00	14,270.94	11,601.63
ADDITIONAL HEALTH BENEFITS	9,244.00	7,662.18	7,495.03
STAFF PROFESSIONAL DEVELOPMENT 2024	1,000.00	529.98	440.58
TRAVEL & HOSPITALITY STAFF(N/A2024)	750.00	492.00	
HONORARIUMS - VOLUNTEERS	200.00	-	
VOLUNTEER APPRECIATION	600.00	410.11	290.87
PROMOTIONS	750.00	731.25	325.00
PROGRAMS	1,000.00	507.77	827.35
WRITER IN RESIDENCE PROGRAM		-	13,223.20
FINANCIAL REVIEW/AUDIT	1,000.00	1,000.00	750.00
BOARD EXPENSES	1,000.00	200.00	200.00
SUPPLIES - LIBRARY & OFFICE	1,100.00	1,174.82	1,059.25
SUPPLIES - OFFICE(N/A 2024)	3,250.00	2,087.72	972.80
POSTAGE & FREIGHT	300.00	131.38	126.91
TELEPHONE & FAX	1,500.00	1,274.52	1,168.03
INTERNET		-	
PHOTOCOPIES (N/A 2024)	200.00	-	15.47
MEMBERSHIPS	1,000.00	242.21	248.65
LICENSES & SOFTWARE	1,000.00	829.29	250.00
SMALL EQUIPMENT	400.00	545.46	191.69
PHOTOCOPIER LEASE done 2023	2,700.00	2,302.10	2,762.52
FRIENDS OF THE LIBRARY - EXPENSE		-	1,980.16
OVERDRAFT & BANK FEES	50.00	142.98	49.68
OTHER EXPENSES		-	47.62
JANITORIAL & MAINTENANCE	500.00	195.34	81.41
CUSTODIAL FEES PAID TO MUNICIPALITY	21,095.00	20,730.60	20,224.92
UTILITIES		-	
INSURANCE		-	
CAPITAL - FURNITURE & EQUIPMENT		3,461.73	
CAPITAL - BUILDING		-	
CONTRIBUTION TO CAPITAL RESERVES		-	
ANNUAL DEPRECIATION EXPENSE		9,706.95	9,225.30
<b>Total Expenses</b>	<b>242,085.00</b>	<b>242,774.59</b>	<b>230,911.64</b>
<b>NET INCOME</b>	<b>6,579.00</b>	<b>11,874.63</b>	<b>28,974.75</b>



**Jasper Municipal Library  
BALANCE SHEET  
As at December 31, 2023**

	<u>Actual 2023</u>	<u>Actual 2022</u>
<b>ASSETS</b>		
Cash	177,811.51	96,146.19
Cash on Hand	200.00	200.00
Term Deposits	178,946.08	209,217.10
Trust Fund FA Brewster		2,000.00
Operating Term		20,000.00
Prepaid Expenses	200.00	200.00
Fixed Assets	159,029.16	159,029.76
Accumulated Depreciation	- 129,864.00	- 120,157.65
Accounts Receivable ACFA	2,573.06	
Accounts Receivable MOJ	21,678.35	32,356.28
GST Receivable	835.66	549.89
GST Receivable Books	479.86	223.48
	<hr/>	<hr/>
<b>Total Assets</b>	<b>411,889.68</b>	<b>399,765.05</b>
<b>LIABILITIES</b>		
Accounts Payable	1,000.00	750.00
<b>EQUITY</b>		
Brewster Trust Fund	2,000.00	2,000.00
Operating Reserve	20,000.00	20,000.00
Accumulated Surplus	377,015.05	348,040.30
Current Surplus	11,874.63	28,974.75
	<hr/>	<hr/>
<b>Total Liabilities and Equity</b>	<b>411,889.68</b>	<b>399,765.05</b>

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**Jasper Municipal Library**  
**ADJUSTING JOURNAL ENTRIES**  
**For year ended December 31, 2023**

		DEBIT	CREDIT
<b>AE01</b>			
12/31/2023	5400 Financial Review	\$ 1,000.00	
	2105 Accounts payable		\$ 1,000.00
	<i>TO RECORD AP FOR FINANCIAL REVIEW 2023</i>		
<b>AE02</b>			
12/31/2023	5980 Annual Depreciation Expense	\$ 9,706.95	
	1952 Accumulated Depreciation		\$ 9,706.95
	<i>TO RECORD AMORTIZATION FOR FISCAL</i>		
<b>AE03</b>			
12/31/2023	1050 Accounts Receivable MOJ	\$ 21,678.35	
	4010 Municipal Grant		\$ 21,678.35
	<i>TO RECORD MOJ REMAINDER OF RECEIVABLE</i>		
<b>AE04</b>			
12/31/2023	5200 SALARIES - REG STAFF	\$ 1,447.00	
	5210 SALARIES - CASUAL	\$ 210.53	
	5220 EMPLOYEE BENEFITS	\$ 116.81	
	5230 ADDITIONAL HEALTH BENEFITS	\$ 46.86	
	4010 GRANTS - MUNICIPAL		\$ 1,821.20
	<i>TO RECORD THE SALARY ACCRUAL FOR DECEMBER 24-31, 2023 PAID IN JANUARY 2024</i>		
<b>AE05</b>			
12/31/2023	1065 Prepaid Expense	\$ 200.00	
	5480 Memberships		\$ 200.00
	<i>TO RECLASS AS LIBRARY TRUSTEES ASSOC 2024 MEMBERSHIP FEES PAID TO PREPAID</i>		

**Jasper Municipal Library**  
**Notes to the Financial Statements**  
**For year ended December 31, 2023**

**Basis of Accounting**

The accompanying financial statements of the Jasper Municipal Library have been prepared on the accrual basis of accounting and, accordingly, reflect all significant receivables, prepaid expenses, payables and other liabilities.

**Use of Estimates**

The preparation of financial statements in accordance with GAAP accounting principles requires estimates and assumptions that affect the reported amounts of assets and liabilities and the reported amounts of revenue and expenses during the reporting period. Accordingly, actual results could differ from those estimates; amounts differ would be immaterial. The following adjusting journal entries are aligned with the basis of accounting and use of estimates as describes above.

**AE01**

*TO RECORD AP FOR FINANCIAL REVIEW 2023*

As the financial statements are prepared on an accrual basis, an amount was included to record the payment of the financial review to be reflected in the 2023 financial statements. The accrual entry will offset the actual payment made in 2024.

**AE02**

*TO RECORD AMORTIZATION FOR FISCAL*

Property and equipment are stated at cost, or fair value if contributed. Depreciation of property and equipment is charged to expense over the estimated useful lives of the respective assets on a straight-line basis.

**AE03**

*TO RECORD MOJ REMAINDER OF RECEIVABLE*

In 2023, there was \$178,400.45 recorded as Municipal Grant Income. In accordance with GAAP, revenue recognition principle states revenue must be recorded in the period it was earned. There is an outstanding remaining amount for the municipal grant revenue that will be received in 2024 for fiscal 2023. As such, a receivable accrual entry was made on the best estimate to record the remainder of the municipal grant revenue based on the best estimate. This was the historical data reflecting the actual municipal grant aligned with the fiscal budget. Accrual entry was recorded to align 2023 budget with revenues.

**AE04**

*TO RECORD THE SALARY ACCRUAL FOR  
DECEMBER 24-31, 2023 PAID IN JANUARY 2024*

As the financial statements are prepared on an accrual basis, the full fiscal year salary expenses need to be recorded in 2023 to reflect the full 2023 fiscal year expenses. Thus, a best estimate based on 3 month historical data was used to calculate salaried and casual wages as well as employee benefits. Once the salary expenses are paid in 2024, for the fiscal 2023 period of December 24-31, the accrual entry will offset this record.

**AE05**

*TO RECLASS AB LIBRARY TRUSTEES ASSOC  
2024 MEMBERSHIP FEES PAID TO PREPAID*

Prepaid expenses consist of expenses paid in advance of services or goods provided. The 2024 AB Library Trustees Association membership fees were paid in the 2023 fiscal year but have been reclassified into prepaid and will be expenses next fiscal.



## DIRECTOR'S REPORT

Natasha Malenchak, Director of Finance & Administration

Jan 1, 2024, to May 31, 2024

**\*Reports to May 31, 2024**

### Major Projects

#### Information Technology

- Performed Diamond Year End update and updated required workstations.
- Upgraded/Replaced around a dozen computers.
- Installed patch panel to clean up/organize wiring and equipment in the Activity Center server room.
- Replaced activity center network equipment and switched servers to Fiber Optic connections.
- Increased storage and memory in operations server.
- Cut/spliced/moved many data/phone/security cables at the activity center as they were in the way of contractors for the elevator and aquatic renovations.
- Completed consultation and begun planning/implementation of the Municipal IT Masterplan.
- Signed new contract with "Managed Service Provider" TRINUS to increase their role to improve user support, available expertise, streamline IT processes and improve security many practices.
- Added security (DKIM) record to email and worked through several related issues.
- Working with Shaw to improve internet connections and add cellular failover at activity center.
- Setup connections at fill/dump station and connected EleMech to remotely setup cloud software.

#### Budget and Planning

- 2023 Year End Audit has been conducted. The financial statements were presented to Council and public at the April 30, 2024, regular Council meeting and submitted to the province for the May 1<sup>st</sup> deadline.
- 2024 Grant Funding allocation announcements for Jasper indicate:
  - Local Government Fiscal Framework - Replacing Municipal Sustainability Initiative
    - \$728,701 (Capital Funding)
    - \$123,552 (Operating Funding)
    - \$852,253 Total Funding for 2024

### Staffing

- New Accounts Payable clerk hired in May 2024.
- Finance Assistant & AR Clerk took the Logistics Section Chief course (ICS) in High River in April.
- Finance Assistant & AR Clerk, Finance Manager and Director of Finance participated in the Municipality/Parks Emergency exercise in May 2024.
- Training is complete for casual Admin front desk staff.
- Sr. Finance Assistant trained on cash receipting.
- Finance Receptionist, Sr. Finance Assistant & Finance Manager completed Equity Sequence Training.
- Payroll Clerk & Finance Manager attended Cultural Competency Training with Parks Canada staff.

### Service

#### Administration

- Business License had 772 renewals to date.
- Utility bills will be for May 1, 24 to June 30, 24. Utility bills will be sent out by July 12, 2024.

#### Assessment & Taxation

- Assessment open house held March 12 and the Municipality has received 12 appeals (1 LARB and 11 Carb) requesting \$32,352,000 million in assessment change. The outcome will not be known until a later date.

### Communications & Engagement

- The 2024 Utility Fees Levy and Collection Bylaw receive 3 readings in January 2024.
- 2024 Tax Rate Bylaw received 3 readings in May 2024.
- Assessment Notice was mailed out January 31, 2024, 2024 Tax Notices mailed out June 11, 2024, and payments are due by July 15, 2024.



MUNICIPALITY OF JASPER  
**2024 Operating Budget**  
**Summary of All Units**

For the Five Months Ending Friday, May 31, 2024

	YTD 2024	Budget	Variance
<b>Revenue:</b>			
Finance & Administration - Revenue	750,272	19,914,599	19,164,327
Legislative & Protective Services - Revenue	564,204	2,117,912	1,553,708
Operations - Revenue	2,320,154	9,300,135	6,979,981
Community Development - Revenue	2,288,399	5,189,333	2,900,934
<b>Total Revenue</b>	<b>5,923,028</b>	<b>36,521,979</b>	<b>30,598,951</b>
<b>Expense:</b>			
Finance & Administration - Expense	3,284,047	10,650,957	7,366,910
Legislative & Protective Services - Expense	813,901	4,518,599	3,704,698
Operations - Expense	2,329,212	12,414,046	10,084,834
Community Development - Expense	2,825,004	8,938,377	6,113,373
<b>Total Expense</b>	<b>9,252,164</b>	<b>36,521,979</b>	<b>27,269,815</b>
<b>Net Surplus/(Deficit):</b>			
Finance & Administration - Net Surplus/(Deficit)	-2,533,775	9,263,642	11,797,418
Legislative & Protective Services - Net Surplus/(Deficit)	-249,697	-2,400,687	-2,150,990
Operations - Net Surplus/(Deficit)	-9,058	-3,113,911	-3,104,853
Community Development - Net Surplus/(Deficit)	-536,605	-3,749,044	-3,212,439
<b>Total Net Surplus/(Deficit)</b>	<b>-3,329,136</b>	<b>0</b>	<b>3,329,136</b>



MUNICIPALITY OF JASPER  
**2024 Operating Budget**  
**Council**

For the Five Months Ending Friday, May 31, 2024

	YTD 2024	Budget	Variance
<b>Revenue:</b>			
1-62-03-00-920 ComServices-Transfer from Restricted	0.00	12,500	12,500
<b>Total Revenue</b>	0.00	12,500	12,500
<b>Expense:</b>			
2-11-17-00-210 Leg-All Travel & Subsistance (Council)	3,972	30,000	26,028
2-11-17-00-214 Leg-Council-Professional Development	8,816	16,000	7,184
2-11-18-00-110 Leg-Salaries R. Ireland Honorarium and meetings	39,179	96,688	57,509
2-11-18-00-130 Leg-Benefits R. Ireland	4,548	9,983	5,435
2-11-20-00-110 Coun-Salaries Melnyk Hon & Meeting	13,295	28,017	14,722
2-11-20-00-130 Coun-Benefits Melnyk Hon & Meetings	3,011	6,441	3,431
2-11-22-00-110 Leg-Salaries H. Kelleher-Empey Honorarium and meet	9,092	26,221	17,130
2-11-22-00-130 Leg-Benefits H. Kelleher-Empey	2,760	6,215	3,455
2-11-25-00-110 Leg-Salaries S. Wilson Honorarium and meetings	10,071	25,155	15,084
2-11-25-00-130 Leg-Benefits S. Wilson	2,816	6,271	3,455
2-11-27-00-110 Leg-Salaries R. Damota	10,520	28,000	17,480
2-11-27-00-130 Leg-Benefits R.Damota	2,843	6,671	3,828
2-11-32-00-110 Leg-Salaries W.Hall	13,054	28,392	15,338
2-11-32-00-130 Leg-Benefits W.Hall	2,996	6,463	3,467
2-11-33-00-110 Leg-Salaries K.Waxer	11,784	27,344	15,560
2-11-33-00-130 Leg-Benefits K.Waxer	2,920	6,289	3,369
2-11-02-00-217 Leg-Council Hospitality Costs	5,128	2,122	(3,005)
2-11-23-00-210 Leg-Council - Council Projects	0.00	30,000	30,000
2-11-01-00-252 Leg-Council-Contract Mtn & Rep Comp	0.00	11,196	11,196
2-11-01-00-762 Leg-Transfer to Restricted Computer Council	0.00	3,500	3,500
2-62-22-00-761 ComServices-Hakone Exchange (Trf to Reserve)	0.00	2,500	2,500
2-62-22-00-201 ComServices-Hakone Travel & Subsistance	0.00	12,500	12,500
<b>Total Expense</b>	146,802	415,967	269,165
<b>Net Surplus/(Deficit)</b>	<b>(146,802)</b>	<b>(403,467)</b>	<b>(256,665)</b>



## Capital 2024 As at May 31, 2024

	YTD 2024	2024 Budget	Variance
<b>Administration</b>			
6-12-01-23-201 PSAB Study	3,500.00	38,500.00	35,000.00
6-12-01-23-202 Space Analysis	44,164.75	19,928.17	(24,236.58)
6-12-01-24-620 Road Access, Fall Protection and Key System		25,000.00	25,000.00
<b>IT</b>			
6-12-01-24-630 Asset Management Software		70,000.00	70,000.00
6-12-03-23-201 IT Master Plan	10,223.75	10,734.25	510.50
6-12-03-23-631 Server (CFS)		11,500.00	11,500.00
6-12-03-24-630 Network Infrastructure Upgrade (Annual Program)	4,608.47	20,000.00	15,391.53
<b>Housing</b>			
6-67-01-23-620 JCHC Community Housing - Parcel GC Site Dev & Cons		5,000,000.00	5,000,000.00
6-67-01-24-620 JCHS Community Housing -Parcel GC Site Developmen	7,173.50	16,450,401.00	16,443,227.50
6-67-01-24-621 Staff Housing - Duplex Secondary Suite		200,000.00	200,000.00
6-67-01-24-630 Staff Housing - Furnish 1/2 Bonhomme duplex		15,000.00	15,000.00
6-67-14-21-620 Cottage Clinic Interior and Exterior Repairs	10,000.00	10,000.00	0.00
<b>Daycare</b>			
6-53-01-24-630 Kitchen Flooring replacement		25,000.00	25,000.00
6-53-01-24-640 Daycare yard Astro Turf		35,000.00	35,000.00
<b>Protective Services</b>			
6-23-01-23-611 Structural Protection Unit (SPU) Driveway		26,825.55	26,825.55
6-23-01-23-620 Training Room Kitchen Renovation	18,249.92	47,796.05	29,546.13
6-23-01-23-621 Hose Tower repairs		32,336.00	32,336.00
6-23-01-23-650 Command Fleet	24,163.27	32,174.52	8,011.25
6-23-01-23-651 Engine 2 Replacement		350,000.00	350,000.00
6-23-01-24-201 Wildfire Mitigation Strategy		40,000.00	40,000.00
6-23-01-24-630 Aerial replacement	1,041,442.23	1,100,000.00	58,557.77
6-23-01-24-631 Gas Detection Equipment	12,960.75	20,000.00	7,039.25
6-23-01-24-632 AFRRCS Pagers	33,267.00	35,000.00	1,733.00
6-23-01-24-633 Structural Protection Wetlines	97,643.71	150,000.00	52,356.29
6-23-01-24-640 Landscaping		25,000.00	25,000.00
6-23-03-24-620 Residential Space Redesign	16,836.00	38,000.00	21,164.00
6-23-03-24-621 Residential Space Construction		140,000.00	140,000.00
6-23-03-24-634 RTU 2 Replacement		36,000.00	36,000.00
<b>Legislative</b>			
6-11-01-00-201 Community Sustainability Plan		75,000.00	75,000.00
6-11-01-24-630 Records Management Capital		30,000.00	30,000.00
<b>Bylaw</b>			
6-26-01-24-630 Event Signage		10,000.00	10,000.00
6-26-01-24-640 Storage Lot Improvements		65,000.00	65,000.00
6-26-01-24-650 Fleet (New)		85,000.00	85,000.00
<b>Operations General</b>			
6-31-01-21-631 Maintenance- Lock out tag our panel for buildings		2,071.53	2,071.53
6-31-01-23-630 Boom Lift	146,061.63	147,019.15	957.52
6-31-01-23-631 Power Monitoring Test Programmer		30,000.00	30,000.00
6-31-01-23-632 Vibration Monitor		50,000.00	50,000.00
6-31-01-24-620 Roof Access Improvements		50,000.00	50,000.00
6-31-01-24-630 Power Monitoring Test Programmer		30,000.00	30,000.00
6-31-31-23-621 Maintenance Office & Storage Expansion & Redesign		30,000.00	30,000.00
6-31-31-23-622 Roof Access Improvements (Pending Assessment)		50,000.00	50,000.00
6-31-31-23-630 Office HVAC Replacement		100,000.00	100,000.00
6-31-31-23-631 Lock out Tag Panels	1,491.20	9,547.69	8,056.49
6-31-31-24-630 Bays HVAC Replacement		50,000.00	50,000.00

	YTD 2024	2024 Budget	Variance
<b>Roads</b>			
6-32-01-24-201 Transportation Master Plan Update		170,000.00	170,000.00
6-32-01-24-610 Road Repair		250,000.00	250,000.00
6-32-01-24-611 Sidewalk Replacement/Repair		50,000.00	50,000.00
6-32-02-23-201 Steetscape Study		80,000.00	80,000.00
6-32-03-00-201 Wayfinding Signage		30,000.00	30,000.00
<b>Transit</b>			
6-34-01-24-610 Transit Stop Improvement	397.72	31,000.00	30,602.28
6-34-01-24-620 Transit Fleet Facility Design	3,400.00	85,000.00	81,600.00
6-34-01-24-621 Transit Fleet Facility Construction	3,415.00	1,863,000.00	1,859,585.00
6-34-01-24-630 E-bike Program- Fleet (24)		44,000.00	44,000.00
6-34-01-24-631 E-bike Program- Fleet Charging Stations (2)		38,000.00	38,000.00
6-34-01-24-650 Transit Fleet Zero Emission Bus Purchases (3)		1,125,000.00	1,125,000.00
<b>Water</b>			
6-41-01-23-201 Treatment Process review and capital plan	27,046.93	118,364.23	91,317.30
6-41-01-23-203 Utility Master and Infrastructure Renewal Plan	20,923.16	83,845.31	62,922.15
6-41-01-23-640 Parcel CH Servicing	9,553.25	895,894.12	886,340.87
6-41-01-24-630 Annual Valve Replacement Program		150,000.00	150,000.00
6-41-01-24-631 Annual Hydrant rebuilds - 20 units per year - ong	10,572.19	55,000.00	44,427.81
6-41-01-24-632 Leak detection equipment	19,720.48	40,000.00	20,279.52
6-41-01-24-633 Well VFD lifecycle replacement		120,000.00	120,000.00
6-41-01-24-634 MCC lifecycle replacement		80,000.00	80,000.00
6-41-01-24-635 Infrastructure replacement tooling	24,465.35	25,000.00	534.65
<b>Sewer</b>			
6-42-01-22-203 WWTP Annual Capital Requirement		821,659.47	821,659.47
6-42-01-23-201 WWTP Annual Capital Requirement	335,040.85	619,248.50	284,207.65
6-42-01-23-620 Bulk Water Sani Dump Control Building	50,867.22	259,102.51	208,235.29
6-42-01-23-630 Lateral Downsize Repairs		69,436.36	69,436.36
6-42-01-23-640 Parcel CH Servicing	9,553.25	864,511.63	854,958.38
6-42-01-24-201 WWTP Annual Capital Replacement	22,875.36	2,600,000.00	2,577,124.64
6-42-01-24-610 Sanitary mainline spot relining		150,000.00	150,000.00
6-42-01-24-630 Waste Treatment Plant Security Fence		110,000.00	110,000.00
6-42-01-24-650 Sludge Truck end-of-life replacement		220,000.00	220,000.00
<b>Garbage &amp; Recycling</b>			
6-43-01-24-201 EPR Adaptation		70,000.00	70,000.00
6-43-01-24-630 Garbage Bin Replacement Program	6,461.50	60,000.00	53,538.50
6-43-01-24-631 Refit old Garbage Cans and permanent locations		300,000.00	300,000.00
6-43-90-24-660 WYRWA contribution to Cell Development	135,152.00	135,000.00	(152.00)
<b>Activity Centre</b>			
6-72-06-21-620 Activity Centre - Renovations Design and Eng		49,045.27	49,045.27
6-72-06-22-620 Activity Centre Portion of Renovation	2,165,001.87	2,165,001.87	0.00
6-72-06-23-630 Kitchen Equipment Replacement		8,065.65	8,065.65
6-72-06-23-640 Tennis Courts	54,032.17	85,000.00	30,967.83
6-72-06-24-620 Activity Centre Portion of Renovation (Constructio	160,485.09	3,911,286.00	3,750,800.91
6-72-06-24-621 Fire Separation Basement		44,000.00	44,000.00
6-72-06-24-630 Fire and Security Monitoring		163,000.00	163,000.00
6-72-06-24-631 MPH Projector		20,000.00	20,000.00
<b>Skatepark</b>			
6-72-10-22-640 Skatepark	1,523.81	920,522.00	918,998.19
<b>Grounds</b>			
6-72-10-23-630 Irrigation upgrade		4,854.25	4,854.25
6-72-10-23-631 Memorial Bench Program	568.94	15,000.00	14,431.06
6-72-10-23-640 Columbarium & Cemetery Improvements		180,000.00	180,000.00
6-72-10-23-641 Underpass Beautification/H&S		20,000.00	20,000.00
6-72-10-23-642 Sportfield Upgrade	14,650.00	57,630.00	42,980.00
6-72-10-24-201 Hazardous/fruit trees removal/replanting	9,117.50	50,000.00	40,882.50
6-72-10-24-202 Robson Park Refurbishment Plan (Design/Construction		30,000.00	30,000.00
6-72-10-24-610 Underpass Drainage		50,000.00	50,000.00
6-72-10-24-630 Irrigation upgrade		25,000.00	25,000.00
6-72-10-24-631 Memorial Bench Program		15,000.00	15,000.00
6-72-10-24-640 Com. and Cent. Park Improvement		250,000.00	250,000.00
6-72-10-24-650 1/2 ton pickup		75,000.00	75,000.00



	YTD 2024	2024 Budget	Variance
<b>Library</b>			
6-74-01-21-621 Library- Basement Window Concrete Lintel Repairs		15,000.00	15,000.00
6-74-01-21-622 Library- Site Drainage and Egress Improvements		20,000.00	20,000.00
6-69-03-24-630 Community internet		10,000.00	10,000.00
6-69-03-24-631 Generator		100,000.00	100,000.00
<b>Arena</b>			
6-76-06-24-620 Arena portion of Renovation (Construction)	1,349,528.97	4,469,475.00	3,119,946.03
6-76-06-24-621 Player Bench Improvements		40,000.00	40,000.00
6-76-06-24-630 Floor Machine		18,000.00	18,000.00
6-76-07-21-620 Arena portion of renovations	240,178.86	240,178.86	0.00
6-76-07-22-620 Arena Portion of Renovation (Construction)	735,189.13	735,189.13	0.00
6-76-07-23-630 Hot Water upgrade/replacement		90,000.00	90,000.00
<b>Fitness &amp; Aquatic Centre</b>			
6-77-08-21-201 F&A- Structure review		148,561.00	148,561.00
6-77-08-21-620 Aquatic portion of Renovations	104,661.80	104,661.80	0.00
6-77-08-22-620 Aquatic Portion of Renovation Construction	456,199.64	456,199.64	0.00
6-77-08-22-631 Valve Exercise program		18,000.00	18,000.00
6-77-08-22-632 Domestic hot water tanks x2	9,034.00	48,000.00	38,966.00
6-77-08-22-633 Sump pump replacement for backwashes		20,000.00	20,000.00
6-77-08-22-634 Washers and Dryers x2 each		10,000.00	10,000.00
6-77-08-23-630 Sand filters (Main and Spa)		250,000.00	250,000.00
6-77-08-23-631 Mechanical room pumps	8,066.11	30,000.00	21,933.89
6-77-08-23-633 F&A-Boiler (x2)		129,230.00	129,230.00
6-77-08-24-610 Replace pool electrical bonding		135,500.00	135,500.00
6-77-08-24-620 Aquatic Portion of Renovation (Construction)	606,731.98	2,730,000.00	2,123,268.02
6-77-08-24-621 Repair Insulation in Entrance		150,000.00	150,000.00
6-77-08-24-630 Weight Room Benches		5,000.00	5,000.00
6-77-08-24-631 Boiler 2 Replacement	147,512.00	229,755.00	82,243.00
6-77-08-24-632 Add Main Mechanical Room Air Supply		114,600.00	114,600.00
6-77-08-24-633 Fire Alarm System		52,972.00	52,972.00
Total Capital Expense	8,213,712.31	54,939,623.51	46,725,911.20

**MUNICIPALITY OF JASPER  
BYLAW #262**

**BEING A BYLAW OF THE SPECIALIZED MUNICIPALITY OF JASPER IN THE PROVINCE OF ALBERTA TO AMEND BYLAW #244, THE TRAFFIC SAFETY BYLAW.**

**WHEREAS** the Agreement for the Establishment of Local Government in Jasper, June 13, 2001, provides the Municipality with authority and responsibility for the regulation of traffic within the Town of Jasper;

**AND WHEREAS** Section 16 of the *Traffic Safety Act* (RSA 2000, cT-6), as amended, provides that a Council may pass bylaws regulating and controlling traffic within the Municipality;

**AND WHEREAS** Section 7 of the *Municipal Government Act* (RSA 2000, cM-26), as amended, provides that a Council may pass bylaws for municipal purposes respecting the enforcement of bylaws including imposing fines and penalties for infractions of bylaws;

**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 "Traffic Safety Amending Bylaw 2024".

**2. PURPOSE**

2.1. This Bylaw amends Bylaw #244, the *Traffic Safety Bylaw*.

**3. AMENDMENTS**

3.1. Section 16 of Bylaw #244, the *Traffic Safety Bylaw*, is hereby amended as follows:

**16. SUNDRY**

- 16.1 No Person shall allow trees, hedges or shrubs on property within the Town to impede the safe and efficient circulation of Vehicles or Pedestrians.
- 16.2 The CAO may require any Person in contravention of Section 16.1 herein to remove the impediment to safe circulation of Vehicles or Pedestrians within seven (7) Clear Days of being so notified to do so. If the Person fails to comply with such notice, the CAO may direct employees or agents of the Municipality to enter upon such property to remedy the situation and the cost thereof shall be paid to the Municipality upon demand and failing payment of such cost shall be charged against the property as a special assessment to be recovered in like manner as other taxes.
- 16.3 No Person shall damage or allow to be damaged any street furniture, street signs, public utility fixtures or any other utility system or work of the Municipality.
- 16.4 No Person shall impede, obstruct or otherwise interfere with, or allow be impeding, obstructing or otherwise interfering with, any street furniture, street signs, public utility fixtures or any other utility system or work of the Municipality.
- 16.5 No Person shall deface, place or make any advertisement, legend or sign of any kind on any Roadway, Sidewalk, street furniture, or hoarding unless authorized to do so by the CAO.
- 16.6 Every Leaseholder or occupant of any premises or lot who, for the purpose of entering the premises or lot, is required to drive any Vehicle across any Sidewalk or boulevard, or both, shall cause to be constructed, at their expense, in place of the Sidewalk or boulevard, or both, a crossing of full width so designed and maintained as in the opinion of the CAO to be suitable for both Pedestrians using the Sidewalk or boulevard, or both, and Vehicles using the driveway, and no construction or repair of such crossing shall commence unless prior written approval has first been obtained from the CAO for the work.
- 16.7 No Person shall load or unload goods or merchandise across a Sidewalk or boulevard where loading or unloading facilities have been provided to such premises to which the goods are being delivered or from which they are being taken.
- 16.8 No Person shall place or permit to be placed any sign upon privately held property indicating that no parking is permitted on a Roadway adjacent to such property.
- 16.9 No Person other than a Municipal employee or Municipal contractor in the normal course of his duties shall mark any curb with paint or similar substance indicating that no parking is permitted.

- 16.10 No Person shall park or drive any motor Vehicle upon any land held by the Municipality under a Lease, Licence of Occupation or a land use agreement with the Parks Canada Agency, which the Municipality uses or permits to be used as a playground, recreation area or public park, except on such part thereof as the CAO may designate for Vehicular parking in writing or by a sign or signs. Town employees or agents of the Town in the performance of their duties are exempt from this section.
- 16.11 No Person shall place or leave on, across or over any part of a Town street or Sidewalk, a cord or cable preventing safe movement of Pedestrian or Vehicular traffic.
- 16.12 No Person shall discharge or dispose of liquid or solid waste matter from a Trailer or Vehicle on a Roadway.
- 16.13 Every Person operating a Vehicle within the Town of Jasper shall on the request of a Peace Officer or a Bylaw Enforcement Officer,
  - 16.13.1 stop the Vehicle and provide information respecting the Vehicle; and
  - 16.13.2 produce for inspection any licence, certificate, permit or pass required by this Bylaw or the laws of the Province of Alberta with respect to the operation of the Vehicle.
- 16.14 No Person shall leave a horse unattended on a Sidewalk or a Roadway.
- 16.15 No Person travelling on a coaster, sled, toboggan, skis, roller skis, roller skates, rollerblades, bicycle, tricycle or toy Vehicle of any kind or similar device shall cling to or attach themselves or their conveyance to a Vehicle upon a Roadway.
- 16.16 No Person shall toboggan or ski on any Highway.

**4. RATIFICATION**

- 4.1. Except as hereinbefore expressly provided, all provisions of Bylaw #244, the *Traffic Safety Bylaw*, are hereby ratified and confirmed and shall continue in full force and effect.

**5. SEVERABILITY**

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

**6. COMING INTO EFFECT**

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

**READ** a first time this    day of    , 2024

**READ** a second time this    day of    , 2024

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

\_\_\_\_\_  
Mayor

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