

MUNICIPALITY OF JASPER
REGULAR COUNCIL MEETING AGENDA
December 20, 2022 | 1:30 pm
Jasper Library & Cultural Centre – Quorum Room
[Municipality of Jasper Strategic Priorities 2022-2026](#)



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

1 CALL TO ORDER

2 APPROVAL OF AGENDA

2.1 Regular meeting agenda, December 20, 2022 attachment

Recommendation: That Council approve the agenda for the regular meeting of December 20, 2022 as presented.

3 APPROVAL OF MINUTES

3.1 Legislative Committee meeting minutes, December 6, 2022 attachment

Recommendation: That Council approve the minutes of the December 6, 2022 Legislative Committee meeting as presented.

3.3 Regular meeting minutes, December 6, 2022 attachment

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

3.4 Committee of the Whole meeting minutes, December 13, 2022 attachment

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

4 CORRESPONDENCE

5 DELEGATIONS

6 NEW BUSINESS

6.1 Jasper Municipal Library Board Appointments attachment

Human Resources Committee Recommendation: That Council appoint the following individuals to the Jasper Municipal Library Board: Joyce Melnyk, Lorena Alonso & Shawn Cardiff for a term commencing January 1, 2023 and concluding December 31, 2025.

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6.2 Procedure Bylaw #190 – Agenda Structure attachment

Legislative Committee Recommendation: That Council approve the suspension of Section 1.3 in Schedule 2 of the Procedure Bylaw (#190) until the completion of the Procedure Bylaw update, pursuant of section 3.4 of the existing bylaw.

6.3 Reserves Policy attachment

Recommendation: That Council approve the Reserves Policy (B-112) and Schedule A (Reserves Descriptions) as presented.

6.4 Regional All Hazards Incident Management Team Agreement attachment

Recommendation: That Council enter into the Northwest Alberta Emergency Resource Agreement as presented.

6.5 Commercial Use of Public Space – Patio Seating attachment

Recommendation: That Council approve the proposed standards for patio seating recommended by the Commercial Use of Public Space Taskforce as presented.

7 NOTICES OF MOTION

8 COUNCILLOR REPORTS

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

9 UPCOMING EVENTS

Intergovernmental Meeting – January 17, 9:30am, Parks Canada Lower Boardroom
Strategic Plan Review – January 24-26, Valemount, BC

10 ADJOURNMENT

Recommendation: That, there being no further business, the regular meeting of December 20, 2022 be adjourned at _____.

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

Legislative Committee Minutes

Tuesday, December 6, 2022

Quorum Room, Jasper Municipal Library & Cultural Centre



In attendance:

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

1. Call to order – Chair Wendy Hall

- Deputy Mayor Hall called the meeting to order at 10:34am

2. Additions or deletions to the agenda

- None

3. Approval of the agenda

- MOTION by Councillor Damota to approve agenda as presented. – CARRIED

4. Procedure Bylaw #190

4.1 Bylaw redraft and update

- Director Nadon provided an overview of the review process, and discussed potential edits. Administration will prepare a draft Procedure Bylaw for Council review in the new year.

4.2 2023 Agenda Structure

- MOTION by Mayor Ireland that the Legislative Committee recommend Council approve the suspension of section 1.3 of schedule 2 of the Procedure Bylaw (#190) until the completion of the Procedure Bylaw update, pursuant to section 3.4 of the existing bylaw. – CARRIED

4.3 Electronic Meetings

- MOTION by Mayor Ireland that the Legislative Committee direct Administration to draft the appropriate amendments to the Procedure Bylaw to incorporate electronic meetings requirements as per the Municipal Government Act. – CARRIED

5. Motions Workshop for Council

Mayor Ireland will raise this topic with CAO Given, and inquire whether a consultant could help with organizing a training session for Council. Perhaps this training could be configured with the upcoming Strategic Priorities workshop, time permitting. The group also discussed the possibility of enabling the chair to display motions on the monitor in Council chambers during meetings to help clarify the motions being considered by Council.

6. Adjournment

- MOTION by Councillor Damota to hold the next Legislative Committee meeting on Tuesday, February 7, 2023 at 10:30am. – CARRIED
- MOTION by Councillor Damota to adjourn the meeting at 11:22am. – CARRIED

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

Virtual viewing and participation	Council attendance is in Council chambers at the Jasper Library and Cultural Centre. 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 Wendy Hall, Councillors Kathleen Waxer, Rico Damota, Ralph Melnyk, Helen Kelleher-Empey and Scott Wilson		
Also present	Natasha Malenchak, Director of Finance & Administration John Greathead, Director of Operations Christine Nadon, Director of Protective & Legislative Services Amanda Stevens, Communications Manager Emma Acorn, Legislative Services Coordinator Bob Covey, The Local Jason Stockfish, The Fitzhugh 6 observers		
Call to order	Mayor Ireland called the December 6, 2022 regular meeting to order at 1:30pm and acknowledged today is the National Day of Remembrance and Action on Violence Against Women in Canada.		
Approval of agenda #553/22	MOTION by Councillor Hall – BE IT RESOLVED that Council approve the agenda for the December 6, 2022 regular meeting as presented.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Approval of Legislative Committee minutes #554/22	MOTION by Councillor Damota – BE IT RESOLVED that Council approve the minutes of the October 4, 2022 Legislative Committee meeting as presented.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
#555/22	MOTION by Councillor Hall – BE IT RESOLVED that Council approve the minutes of the November 1, 2022 Legislative Committee meeting as presented.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Approval of Regular meeting minutes #556/22	MOTION by Councillor Waxer – BE IT RESOLVED that Council approve the minutes of the November 1, 2022 Regular meeting as presented.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Approval of Committee of the Whole minutes #557/22	MOTION by Councillor Melnyk – BE IT RESOLVED that Council approve the minutes of the November 8, 2022 Committee of the Whole meeting as presented.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Approval of the Budget Presentation minutes #558/22	MOTION by Councillor Kelleher-Empey – BE IT RESOLVED that Council approve the minutes of the November 15 & 16, 2022 Budget Presentations meeting as presented.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED

Approval of Committee of the Whole minutes #559/22	MOTION by Councillor Waxer – BE IT RESOLVED that Council approve the minutes of the November 22, 2022 Committee of the Whole meeting as presented.	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Approval of the Budget Presentation minutes #560/22	MOTION by Councillor Damota – BE IT RESOLVED that Council approve the minutes of the November 29, 2022 Budget Presentations meeting as presented.	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Correspondence	none			
Property Assessment Services #561/22	MOTION by Councillor Damota - BE IT RESOLVED that Council enter into a 5-year agreement for Assessment Services with Accurate Assessment Group LTD. for a term from April 1st 2023 to March 31st 2028; and, That Council appoint Mr. Troy Birtles of Accurate Assessment Group as Assessor for the Municipality of Jasper.	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
2023 Budget Approval #562/22	MOTION by Councillor Hall – BE IT RESOLVED that Council approve the 2023-2025 Operating Budget as presented.	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
#563/22	MOTION by Councillor Wilson – BE IT RESOLVED that Council approve the 2023-2027 Capital Budget as presented.	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Notices of Motion	none			
Councillor Reports	<p>Councillor Kelleher-Empey spent two days last week with the Evergreens Foundation working on the four year strategic plan.</p> <p>Councillors Waxer and Melnyk attended the West Yellowhead Community Futures Orientation and Strategic planning last Friday.</p> <p>Mayor Ireland and Councillor Damota attended a meeting of the Jasper Partnership Initiative on November 30 at Robson House.</p> <p>Mayor Ireland travelled to Ottawa with CAO Bill Given from November 20-24 for the Tourism Industry Association of Canada conference. During the trip he was also able to schedule separate meetings with Parks Canada Vice President Andrew Campbell and Michaela Kent; the Federal Minister of Tourism, Randy Boissonault; Senator Karen Sorenson; and MP Gerald Soroka.</p> <p>Mayor Ireland also wanted to share ATCO has committed to arranging a time with Council to debrief on the Chetamon Wildfire and the subsequent power outage. They have completed an internal review and he wanted members of the community to know it will be coming forward.</p> <p>Councillor Damota noted there was a very complimentary message on social media from Senator Karen Sorenson regarding Mayor Ireland and his service.</p>			
Upcoming events	Council received a list of upcoming events for information.			

Adjournment
#564/22

MOTION by Councillor Waxer – BE IT RESOLVED that, there being no further business, the regular meeting of December 6, 2022 be adjourned at 2:23pm.

FOR
7 Councillors

AGAINST
0 Councillors

CARRIED

Mayor

Chief Administrative Officer

DRAFT

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

Virtual viewing and participation	Council attendance is in Council chambers at the Jasper Library and Cultural Centre. This meeting was also conducted virtually and available for public livestreaming through Zoom. Public viewing and participation during Council meetings is through Zoom livestreaming and in person attendance.		
Present	Mayor Richard Ireland, Deputy Mayor Wendy Hall, Councillors Scott Wilson, Ralph Melnyk, Helen Kelleher-Empy, Rico Damota and Kathleen Waxer		
Absent	none		
Also present	Bill Given, Chief Administrative Officer Christine Nadon, Director of Protective & Legislative Services Natasha Malenchak, Director of Finance & Administration Christopher Read, Director of Community Development Lisa Daniel, Childcare Services Manager Lisa Riddell, Community Development Manager Faraz Khan, Municipal Energy Manager Amanda Stevens, Communications Manager Emma Acorn, Legislative Services Coordinator James Jackson, Tourism Jasper Karen Edwards & Mary-Frances Smith, Community-University Partnership, University of Alberta Pattie Pavlov, Jasper Park Chamber of Commerce Bob Covey, The Jasper Local Jason Stockfish, The Fitzhugh 8 observers		
Call to Order	Deputy Mayor Hall called the December 13, 2022 Committee of the Whole meeting to order at 9:31am and began with a Traditional Land Acknowledgement .		
Additions to the agenda	none		
Approval of agenda #565/22	MOTION by Councillor Wilson that Committee approve the agenda for the December 13, 2022 Committee of the Whole meeting as presented.		
	FOR 6 Councillors	AGAINST 0 Councillor	CARRIED
Business arising	none		
Delegations – Tourism Jasper #566/22	Council received an update from James Jackson of Tourism Jasper highlighting their six year strategic plan, a 2022 Performance Review, a forecast for 2023 and a review of major initiatives.		

MOTION by Councillor Waxer that Committee receive the update from Tourism Jasper for information.

FOR	AGAINST	
6 Councillors	0 Councillor	CARRIED

Delegations - Community-University Partnership - School of Public Health, U of A
Council received a presentation from Director Karen Edwards and Graduate Student Mary-Frances Smith of the Community-University Partnership at the School of Public Health from the University of Alberta. The presentation included materials from the report to be received later in the meeting on the Jasper Early Learning Child Care Strategy. Director Edwards reviewed the methodology of the study, subsequent results and provided clarity to Council where requested.

Councillor Kelleher-Empy joined the meeting at 10:48m.

Correspondence – Office of the Minister Public Safety & Emergency Services #567/22
MOTION by Mayor Ireland that Committee direct Administration to review and report back to a future Committee of the Whole meeting regarding local impacts on service levels for victims of non-criminal trauma.

FOR	AGAINST	
7 Councillors	0 Councillor	CARRIED

Correspondence – Jasper Employment & Education Centre #568/22
MOTION by Councillor Kelleher-Empy that Committee recommend that Mayor Ireland provide a letter of support on behalf of Council to the Jasper Employment & Education Centre as per their request.

FOR	AGAINST	
7 Councillors	0 Councillor	CARRIED

Recess
Deputy Mayor Hall called a recess from 11:00 to 11:10am.

Early Learning and Child Care Strategy #569/22
Lisa Daniel, Childcare Services Manager, reviewed the report including recommendations on the Early Learning Child Care Strategy and shared the challenges faced by workers and parents.

MOTION by Councillor Waxer that Committee direct Administration to work with community stakeholders to develop a draft early learning and child care strategy for Jasper and return to a future Committee of the Whole meeting.

FOR	AGAINST	
7 Councillors	0 Councillor	CARRIED

#570/22
MOTION by Councillor Damota that Committee receive the attached report, Context and Considerations for Creating a Jasper Early Learning and Child Care Strategy for information.

FOR	AGAINST	
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	7 Councillors	0 Councillor	CARRIED
Community Conversations Annual Report #571/22	MOTION by Councillor Melnyk that Committee receive the Community Conversations annual report for 2022 for information.		
	FOR 7 Councillors	AGAINST 0 Councillor	CARRIED
Community Conversations Policy A-005 Policy Review #572/22	Lisa Riddell, Community Development Manager, presented a draft revised Policy A-005 for Council's consideration. Christopher Read, Director of Community Development, was also present to answer Council's questions.		
	MOTION by Mayor Ireland that Committee direct Administration to return to a future Committee of the Whole meeting with the following amendments to the Community Conversations policy:		
		<ul style="list-style-type: none"> • define with more clarity the role of council and staff • remove 'Recreation' and Include an area of focus for 'Economic Prosperity' 	
	FOR 7 Councillors	AGAINST 0 Councillor	CARRIED
Recess	Deputy Mayor Hall called for a recess from 12:30-1:30pm.		
Extension of meeting #573/22	MOTION by Councillor Melnyk at 1:30pm that the December 13, 2022 Committee meeting be extended beyond four hours if necessary.		
	FOR 7 Councillors	AGAINST 0 Councillor	CARRIED
Director's Report – Finance & Administration #574/22	Director of Finance & Administration, Natasha Malenchak, presented a director's report highlighting the work done in the department over the past few months.		
	MOTION by Councillor Kelleher-Empey that Committee receive the Finance & Administration Director's Report for information.		
	FOR 7 Councillors	AGAINST 0 Councillor	CARRIED
Reserves Policy #575/22	Natasha Malenchak, Director of Finance & Administration reviewed the updated draft of the Reserves Policy including Schedule A.		
	MOTION by Mayor Ireland that Schedule A be amended to delete the word 'maximum' in the target balance for the Community Housing Reserve.		
	FOR 7 Councillors	AGAINST 0 Councillor	CARRIED
	MOTION by Councillor Kelleher-Empey that the name 'Public Transportation Reserve' be		

#576/22

changed to 'Public Transportation and Parking Reserve', and;

That the purpose guideline be changed to reflect that the Public Transportation and Parking Reserve supports the development of public transportation solutions identified in the 2022 Public Transportation Study and public parking infrastructure.

FOR	AGAINST	
7 Councillors	0 Councillor	CARRIED

#577/22

MOTION by Mayor Ireland that Committee recommend Council approve Reserves Policy (B-112) and Schedule A (Reserve Descriptions) as amended.

FOR	AGAINST	
7 Councillors	0 Councillor	CARRIED

Clean Energy
Improvements
Program
#578/22

Committee received a report from Faraz Khan, Municipal Energy Manager, on the Clean Energy Improvement Program.

MOTION by Councillor Wilson that Committee direct Administration to work with Alberta Municipalities and develop the following and present them at a future committee of the whole meeting:

- A Clean Energy Improvement Program business case for Jasper
- Draft Clean Energy Improvement Tax bylaw

FOR	AGAINST	
7 Councillors	0 Councillor	CARRIED

Regional All
Hazards Incident
Management
Team Agreement
#579/22

Christine Nadon, Director of Protective & Legislative Services, presented the Regional All Hazards Incident Management Team Agreement to Council for their consideration.

MOTION by Councillor Wilson that Committee recommend Council enter into the Northwest Alberta Emergency Resource Agreement as presented.

FOR	AGAINST	
7 Councillors	0 Councillor	CARRIED

Commercial Use
of Public Space -
Patio Seating

CAO Bill Given reviewed the work done by the Commercial Use of Public Space Task force including their meeting schedule, considerations, and recommendations. Pattie Pavlov was also in attendance as a member of the task force.

#580/22

MOTION by Councillor Wilson that Committee recommend Council approve the proposed standards for patio seating recommended by the Commercial Use of Public Space Taskforce with the following amendments:

- That the additional consideration related to previously approved installations be changed to read "Installations that received 3-year approvals in 2022 shall not be required to meet the new standards until their existing 3-year approval expires."; and

- That the additional consideration related to new installation applications be changed to read “Installations meeting the criteria proposed above shall be granted a 5-year term to guarantee financial returns from their infrastructure capital investment.”

And,

That Committee direct Administration to work with Parks Canada to implement the proposed standards for the 2023 season and beyond.

FOR	AGAINST	
5 Councillors	2 Councillor (Mayor Ireland & Councillor Waxer)	CARRIED

Motion Action List #581/22 Administration reviewed the Motion Action List.

MOTION by Councillor Damota that Committee approve the updated Motion Action List including the removal of the following items:

- Parcel GB Development Information
- Alberta/Japan Twinning Municipalities
- Community Conversations – Communications
- Reserve Policy
- Clean Energy Improvement Program
- Multi-purpose Hall Sound System

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

Councillor reports Mayor Ireland has a meeting with the board of the Jasper Destination Marketing Corporation later this week. He is also meeting later this week with the Jasper Park Chamber of Commerce regarding an event proposal for next June.

Councillor Melnyk has a Jasper Yellowhead Historical Society meeting this evening.

The Emergency Advisory Committee meeting will be meeting tomorrow afternoon.

Upcoming Events Council reviewed a list of upcoming events.

Closed Session #582/22 MOTION by Councillor Wilson at 4:18pm that Committee move in to closed session (in-camera) subject to FOIP, S. 17(4)(f), to discuss human resource related matters.

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

Open Session #583/22 MOTION by Councillor Melnyk that Committee move back to open session at 4:52pm.

FOR	AGAINST
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7 Councillors

0 Councillors

CARRIED

Adjournment
#584/22

MOTION by Councillor Kelleher-Empy that, there being no further business, the Committee of the Whole meeting of December 13, 2022 be adjourned at 4:52pm.

FOR

AGAINST

7 Councillors

0 Councillors

CARRIED

DRAFT



REQUEST FOR DECISION

Subject: Appointments to Jasper Municipal Library Board
Prepared by: Emma Acorn, Legislative Services Coordinator
Reviewed by: Christine Nadon, Director of Protective & Legislative Services
Date – Decision: December 20, 2022

Human Resources Committee Recommendation:

That Council appoint the following individuals to the Jasper Municipal Library Board:

- Joyce Melnyk
- Lorena Alonso
- Shawn Cardiff

For a term commencing January 1, 2023 and concluding December 31, 2025.

Alternatives:

- Not to appoint applicants and re-advertise board and committee vacancies.

Background:

Annual advertising took place in November on the Municipality's website and in the Fitzhugh to fill vacancies on municipal boards and committees for the upcoming term starting in January. The only board with vacancies effective December 31, 2022 is the Jasper Municipal Library Board, with three board member positions to be filled.

The deadline for applications was November 28, 2022. As stated in the Procedure Bylaw (#190), terms on the Municipal Library Board are three years. This board has the capacity for six members-at-large. Administration received three applications for the vacant positions, all of which were forwarded to Council's Human Resources (HR) Committee for review.

Committee members must be appointed before the end of the calendar year to begin their term starting January 1, 2023.

Relevant Legislation:

- [Procedure Bylaw #190](#)

Strategic Relevance:

- Relationships – Welcome the expertise, innovation, creativity and commitment of community members, groups, associations and businesses.

Financial:

- There is no remuneration for sitting on Council's boards and committees.

Follow Up Actions:

- Applicants will be notified if they have or have not been appointed to the board or committee of their choice. Successful applicants will be put in contact with respective board and committee chairs for further instruction.

Attachments:

- Draft list of members for 2023 Jasper Municipal Library Board

Boards & Committees 2023

Jasper Municipal Library Board



Member	Original appt. date	Term commencing	Term concluding	Eligible for further term
Lorena Alonso, 2 nd term	Dec.17, 2019	Jan. 1, 2023	Dec.31, 2025	No
Joyce Melnyk, 2 nd term	Dec.17, 2019	Jan. 1, 2023	Dec.31, 2025	No
Diane Tremblay, 1 st term	Dec. 15, 2021	Jan. 1, 2021	Dec. 31, 2023	Yes
Tiffany Toussaint, 2 nd term	Dec. 18, 2018	Jan.1, 2022	Dec. 31, 2024	No
Keslin Park, 1 st term	Dec 7, 2021	Jan 1, 2022	Dec 31, 2024	Yes
Shawn Cardiff, 1 st term	Dec 20, 2022	Jan 1, 2023	Dec 31, 2025	Yes
Councillor Wendy Hall	Reviewed annually			

REQUEST FOR DECISION



Subject: Procedure Bylaw #190 – Agenda Structure
Prepared by: Bill Given, Chief Administrative Officer
Reviewed by: Emma Acorn, Legislative Services Coordinator
Date: December 20, 2022

Legislative Committee Recommendation:

- That Council approve the suspension of Section 1.3 in Schedule 2 of the Procedure Bylaw (#190) until the completion of the Procedure Bylaw update, pursuant of section 3.4 of the existing bylaw.

Options:

- That Council direct Administration to revert to the order of agenda items as outlined in Schedule 2, section 1.3 of the Procedure Bylaw.

Background:

Item 1.3 in Schedule 2 of the Procedure Bylaw (#190) prescribes the format of agendas for regular council meetings. This ordering of agenda items also establishes the “flow” of council meetings. The bylaw does not explicitly prescribe the format of committee of the whole agendas but as a matter of practice Administration applies the same order as is used in regular council meetings.

The established format is:

- Call to Order
- Approval of Agenda
- Approval of Minutes
- Presentations/Appointments/Recognitions
- Business arising from Minutes
- Departmental Reports
- Bylaws
- RFDs
- Other New Business
- Correspondence for Consideration or Action
- Information Items – Upcoming Events
- Adjournment

The Legislative Committee met on July 5, 2022 and reviewed two samples agendas with proposed revisions to the agenda structure. The “proposed” order of items below has been adopted in regular and committee meeting agendas for the latter part of 2022. It was discussed again at the December 6, 2022 meeting.

Existing	Proposed - Regular	Proposed - Committee
Call to Order	Call to Order	Call to Order
Approval of Agenda	Approval of Agenda	Approval of Agenda
Approval of Minutes	Approval of Minutes	Approval of Minutes

Presentations/Appointments/Recognitions	Delegations	Delegations
Business arising from Minutes	Correspondence	Correspondence
Departmental Reports	New Business	New Business
Bylaws	Notices of Motion	Motion Action List
RFDs	Council Reports	Councillor Upcoming Meetings
Other New Business	Upcoming Events	Upcoming Events
Correspondence for Consideration or Action	Adjournment	Adjournment
Information Items – Upcoming Events		
Adjournment		

Discussion:

The matter before Council at this time is whether or not to revert to the agenda order presented in the Procedure Bylaw. In order to continue with the “proposed” order of items, Council would be required to pass a motion to indicate their intention. Administration is proposing that this new order of items could remain in place until a new version of the Procedure Bylaw is adopted. The current motion passed by Council enables the change in the order of items to remain in place until December 31, 2022 only, pursuant to section 3.4 of the current Procedure Bylaw.


Administration is now seeking guidance on how to move forward in 2023.

Relevant Legislation:

- [Municipal Government Act](#)
- [Bylaw #190 Procedure Bylaw](#)

Financial: There would be no additional costs incurred as a result of this recommendation.

Attachments: none

Policy Title:	Reserves Policy	
Policy #	B-112	
Effective Date:	, 2022	
Date adopted by Council:	, 2022	

1. POLICY STATEMENT

The Municipality of Jasper is committed to prudent business practices which ensure the long-term financial stability and flexibility of the Municipality by maintaining Financial Reserves that:

- Enhance the Municipality’s financial strength;
- Support cash flow management and flexibility;
- Achieve Council Strategic Priorities;
- Enable property tax and utility levy stabilization;
- Reduce the need for debt financing;
- Allow saving for future funding requirements; and
- Provide a foundation for provision of consistent service delivery.

2. PURPOSE

The purpose of this policy is to maintain consistent standards and guidelines for the management of reserves and execution of reserve transactions, and to ensure that all reserve transactions are approved by Council.

3. GUIDING PRINCIPLES

- 3.1 All Operating and Capital Reserve funds must be fully described and include a purpose, source of funding, minimum level, optimum or target level.
- 3.2 The establishment of a new Reserve, which will require a new Reserve Description, must be approved by Council.
- 3.3 Reserve Descriptions for all Reserve Funds shall be attached to this policy as Schedule A.
- 3.4 Council will approve all Reserve Transactions by:
 - Approval of the annual Operating or Capital budget;
 - A carryover project that was contained in an approved Operating or Capital budget; or
 - A Council resolution.
- 3.5 Draws from Reserves must not exceed the fund balance.
- 3.6 Interest earned on Reserve Fund investments shall be added to the funds.

4. FINANCIAL REPORTING

- 4.1 Regular reporting on the Reserves will occur at a minimum of twice annually.
- 4.2 The Consolidated Financial Statements of the Municipality report Reserves within accumulated surplus, along with equity in tangible capital assets and unrestricted surplus (deficit).

5. RESPONSIBILITIES

Council

- Review and consideration of reserve contributions in the annual budgeting process
- Review and consider redesignation and/or release of reserves
- Review and receive reserve reporting twice annually
- Review and approve any revisions to this Policy.

CAO

- Review and approve any procedures related to this policy.
- Implementation and enforcement of this policy.

Director of Finance and Administration

- Prepare and present annual operating and capital budgets.
- Prepare and present reserve reporting twice annually.
- Prepare and present year end annual surplus transfers.
- Recommend policy and procedure changes.

Directors and Managers

- Carry out the policy based on established procedures.

6. DEFINITIONS

“Financial Reserve” an effective tool to support municipal asset management planning, as they allow for funds to be set aside to manage assets throughout their lifecycle. Municipal financial reserves are not a measure of wealth, but rather are a planning tool.

“Municipality” means the corporation of the Municipality of Jasper.

“Funds” means a sum of money saved or made available for a particular purpose. They are either budgeted, owing, collected, received, or held by any person for the benefit of the municipality, or held by the municipality in trust.

“Capital Reserves” means the portion of unrestricted net assets that Council has designated to acquire or construct new Capital assets and replace and rehabilitate major Capital infrastructure as required.

“Operating Reserves” means the portion of unrestricted net assets that Council has designated for use in:

- a) Emergencies to sustain financial operations for a reasonable period in the event of significant and unanticipated, unbudgeted increases and/or losses in operating revenues,
- b) Funding budgeted contingencies for non-emergent but unpredictable revenues, volatile expenditures and unanticipated opportunities or challenges; and/or
- c) Funding for the mitigation of tax rate increases.

“Restricted” means a reserve (Operating or Capital) of money that can only be used for specific purposes.

“Optimal Balance” The minimum committed and maximum recommended balance for the Reserve as approved by Council.

“Redesignation of Reserve Funds” The process to change the purpose of Reserved funds from one Reserve to another through Council Approval Process.

“Release of Reserve Funds” Reserve funds for which the purpose has been fulfilled or changed and is consequently closed. Any funding resulting from the release of a Reserve will be identified for redesignation to another Reserve or general surplus.

“Reserves” are created when funds are set aside (designated) for a future purpose. Funds within a Reserve are

restricted to the use described in the approved Reserve Description.

“Reserve Description” is a listing of Reserve Descriptions is found in Schedule “A” of this policy. Each Reserve Description contains the following:

- The overall purpose of the Reserve;
- The source of the Reserve funds;
- When the Reserve can be accessed (the application);
- Minimal annual contribution; and
- Optimal Balance formula, if applicable.

“Reserve Transactions” The following activities are considered a Reserve Transaction:

- Contributions to the Reserve from internal or external sources;
- Withdrawals from the Reserve to fund expenditures;
- Redesignation of the Reserve Funds;
- Release of the Reserve Funds.

“Tangible capital assets” are non-financial assets having physical substance that:

- Are held for use in the production or supply of goods and services, for rental to others, for administrative purposes or for the development, construction, maintenance or repair of other tangible capital assets;
 - Have useful economic lives extending beyond an accounting period;
 - Are to be used on a continuing basis; and
 - Are not for sale in the ordinary course of operations.
- Examples of Tangible Capital Assets (TCA) include such diverse items as roads, buildings, vehicles, equipment, land, water and other utility systems, computer hardware and software.

7. ATTACHMENTS:

- Schedule “A” Reserves Descriptions

Schedule A - Reserves Description

Annual General Capital Reserve	
<u>Purpose / Guidelines</u>	The Annual General Capital Reserve supports municipal capital projects or purchases through one calendar year. Funds are not intended to be held in the reserve and carried over year to year unless explicitly approved by council as a “carry-forward” item in the capital budget.
<u>Funding Source(s)</u>	<ul style="list-style-type: none"> • Annual Transfer from general municipal operating revenue • Unexpended Annual General Capital Reserve funds at year-end prior (unless Council approves a “carry-forward”)
<u>Contribution Formula</u>	<ul style="list-style-type: none"> • Annual contributions in to the reserve will be equal to the amount required to fund the capital plan as approved by council.
<u>Target Balance</u>	N/A

Fixed Assets Reserve	
<u>Purpose / Guidelines</u>	The Fixed Assets Reserve supports future and large-scale projects for; Municipal Buildings; Machinery and Equipment; Roads, Sidewalks, Parking Lots and/or Streetscape elements; Grounds and/or Cemetery. The Fixed Assets Reserve shall not fund water, wastewater, garbage or recycling projects.
<u>Funding Source(s)</u>	<ul style="list-style-type: none"> • Annual Transfer from general municipal operating revenue • Annual Operating Surplus • Sales of Fixed Assets • Interest from the reserve
<u>Contribution Formula</u>	<ul style="list-style-type: none"> • The annual transfer from general municipal operating revenue shall be equal to no less than 1.4% of the Net Book Value of the municipality’s Tangible Capital Assets. • 50% of any Annual Operating Surplus shall be contributed to the reserve. • 100% of the proceeds from any sale of fixed assets shall be contributed to the reserve.
<u>Target Balance</u>	\$3,500,000 - \$7,000,000 (one-two year capital renewal as per recommendations of Strategic Asset Management Study 2015)

Fleet Reserve	
<u>Purpose / Guidelines</u>	The Fleet Reserve supports the future needs and ongoing replacement of the municipality's fleet including heavy and light duty vehicles and fire response vehicles.
<u>Funding Source(s)</u>	<ul style="list-style-type: none"> • Annual Transfer from general municipal operating revenue • Sales of Fleet Assets • Interest from the reserve
<u>Contribution Formula</u>	<ul style="list-style-type: none"> • The annual transfer from general municipal operating revenue shall be equal to no less than 0.35% of the Net Book Value of the municipality's Tangible Capital Assets. • 100% of the proceeds from any sale of fleet assets shall be contributed to the reserve.
<u>Target Balance</u>	\$650,000-\$1,030,000 (one-two year capital renewal as per recommendations of Strategic Asset Management Study 2015)

Community Housing Reserve	
<u>Purpose / Guidelines</u>	The Community Housing Reserve acts as a "savings account" to support future contributions toward the development and construction of new community housing projects.
<u>Funding Source(s)</u>	<ul style="list-style-type: none"> • Annual Transfer from general municipal operating revenue • Annual Operating Surplus • Interest from the reserve • Sales of Housing Assets • Contributions from external parties
<u>Contribution Formula</u>	<ul style="list-style-type: none"> • The annual transfer from general municipal operating revenue shall be equal to \$10 for each resident of the municipality according to the federal census. • 10% of any Annual Operating Surplus shall be contributed to the reserve. • 100% of the proceeds from any sale of housing assets shall be contributed to the reserve.
<u>Target Balance</u>	\$2,500,000

Public Transportation & Parking Reserve	
<u>Purpose / Guidelines</u>	The Public Transportation & Parking reserve supports the development of public transportation solutions identified in the 2022 Public Transportation Study may be used for the initial purchase of capital items and/or operational subsidies. The reserve may also fund the establishment and maintenance of public parking infrastructure.
<u>Funding Source(s)</u>	<ul style="list-style-type: none"> • Paid Parking Revenue • Payments in Lieu of Parking • Profit from municipally operated public transportation services • Interest from the reserve
<u>Contribution Formula</u>	<ul style="list-style-type: none"> • An amount equal to 10% of Paid Parking Revenue from the prior year shall be contributed to the reserve • Up to 100% of any payments in Lieu of Parking shall be contributed to the reserve. • 100% of any revenue after expenses from municipally operated public transportation services shall be contributed to the reserve.
<u>Target Balance</u>	N/A

Financial Stabilization Reserve	
<u>Purpose / Guidelines</u>	The Financial Stabilization reserve assists in mitigating the impact of unforeseen events or planned fluctuations in activity on municipal property taxes. The fund also supports preparation for future costs that do not occur annually. Funds are set aside for the future expense to lessen one time spike in a given fiscal year and can be associated with training, elections, travel and special projects related to council to name a few. They may also be used to offset additional costs incurred do to an above average snow year or increase in legal fees as examples.
<u>Funding Source(s)</u>	<ul style="list-style-type: none"> • Annual Transfer from general municipal operating revenue • Annual Operating Surplus • Interest from the reserve
<u>Contribution Formula</u>	<ul style="list-style-type: none"> • The annual transfer from general municipal operating revenue shall be reviewed and approved by council during the annual operating budget. • 40% of any Annual Operating Surplus shall be contributed to the reserve.
<u>Target Balance</u>	<p>\$2,000,000-\$4,000,000</p> <p>The fund should be equal to 1-2 months of operating expense for the municipality.</p>

Utility Operating Reserve	
<u>Purpose / Guidelines</u>	The Utility Operating reserve assists in mitigating the impact of unforeseen events or planned fluctuations in activity on utility rates.
<u>Funding Source(s)</u>	<ul style="list-style-type: none"> • Annual Utility Operating Surplus • Interest from the reserve
<u>Contribution Formula</u>	<ul style="list-style-type: none"> • 100% of any Annual Utility Operating Surplus shall be contributed to the reserve.
<u>Target Balance</u>	<p>\$500,000-\$1,000,000</p> <p>The fund should be equal to 1-2 months of utility operating expense.</p>

Utility Capital Reserve	
<u>Purpose / Guidelines</u>	The Utility Capital Reserve supports future and large-scale projects for the municipal water and wastewater systems.
<u>Funding Source(s)</u>	<ul style="list-style-type: none"> • Revenue from utility billing “Capital Charge” • Offsite Levies • Unexpended Utility Capital Reserve funds at year-end prior (unless Council approves a “carry-forward”) • Interest from the reserve
<u>Contribution Formula</u>	<ul style="list-style-type: none"> • 100% of the revenue from Capital Charges • 100% of Offsite Levies
<u>Target Balance</u>	\$1,670,000-\$3,340,000 (one-two year capital renewal as per recommendations of Strategic Asset Management Study 2015)

NORTHWEST ALBERTA EMERGENCY RESOURCE AGREEMENT

THIS AGREEMENT made this _____ day of _____ A.D. 20 _____

BETWEEN:

Big Lakes County	Town of Fairview
Birch Hills County	Town of Fox Creek
Central Peace Fire & Rescue Commission	Town of Grande Cache
City of Grande Prairie	Town of High Level
Clear Hills County	Town of High Prairie
County of Grande Prairie No. 1	Town of Manning
County of Northern Lights	Town of Peace River
Lac Ste. Anne County	Town of Rainbow Lake
Mackenzie County	Town of Sexsmith
Municipal District of Greenview No. 16	Town of Wembley
Municipal District of Lesser Slave River No. 124	Town of Whitecourt
Municipal District of Opportunity No. 17	Town of Slave Lake
Municipal District of Peace No. 135	Woodlands County
Municipal District of Smoky River No. 130	
Municipal District of Spirit River No. 133	
Northern Sunrise County	
Saddle Hills County	

WHEREAS the parties to this Agreement are all Municipal Corporations or Regional Service Commissions within the Province of Alberta, incorporated pursuant to the *Municipal Government Act RSA 2000, M-26*, as amended;

AND WHEREAS the purpose of this agreement is provide the ability for signatories to access needed resources to mitigate or support emergency response initiatives from sources outside predetermined mutual aid agreements.

AND WHEREAS each party to this Agreement provides fire protection services within their respective boundaries;

AND WHEREAS each of the parties hereto acknowledge and agree that it is desirable and to the parties mutual benefit that from time to time, each be able to provide fire protection assistance to any or all of the other parties to this Agreement;

AND WHEREAS the parties hereto wish to enter into this Agreement to formalize the systems and procedures which can be utilized in order for the parties to request fire resources and assistance from the other party to this Agreement and to respond to such requests;

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT in consideration of the mutual covenants, agreements and premises set out herein, the parties hereto hereby agree as follows:

1. In this Agreement, the following words and terms shall have the following meanings:
 - a) "Assistance" shall mean firefighting, fire protection or other resources available pursuant to this Agreement. Assistance may relate to incidents which the Requesting Party does not attend or does not believe it will attend, or incidents which the Requesting Party does attend, but believes it would be prudent to require further or other forces for firefighting/protection purposes.
 - b) "Claims" shall mean any and all manner of action or actions, cause or cause of action, suits, proceedings, demands, debts, dues, sums of money, costs, expenses and damages of every nature and kind arising at law, equity, statute or otherwise which any party has, had, or may have.
 - c) "Effective Date" shall mean May 1, 2016.
 - d) "Equipment" shall mean firefighting vehicles, apparatus and other equipment.
 - e) "Personnel" shall mean firefighters, fire officers, command and general staff.
 - f) "Consumables" shall mean tools, equipment and products once used cannot be recovered.
 - g) "Designated Officer" shall mean person whom in their scope of responsibilities can authorize the employment or deployment of equipment, personnel, consumables and delegations of authority for the provision of services.

- h) "Requesting Party" shall mean a party to this Agreement which requests Assistance from another party to this Agreement.
 - i) "Responding Party" shall mean a party to this Agreement which responds to the request for Assistance made by a Requesting Party.
 - j) "Information Flow" shall mean the collection and dissemination of information in regard to signatory parties and designated officer (s)
2. If a Mutual Aid Agreement exists between the Requesting Party and Responding Party that agreement shall take precedence over this Agreement.
 3. Subject to the terms and conditions of this Agreement, any party to this Agreement may request the Assistance of another party to this Agreement.
 4. Subject to the terms and conditions of this Agreement, the parties to this Agreement agree that they will endeavor to provide Assistance to the other party to this Agreement, upon request. However, the parties hereto acknowledge and agree that there are and will be times and circumstances in which Assistance cannot be provided. Without restricting the generality of the forgoing, Assistance may be refused when the Responding Party or its designate or fire chief, or his or her designate, deems it imprudent or unsafe to provide such Assistance. At all times, whether or not Assistance will be provided, and the nature of the Assistance to be provided, if any, will be in the unfettered discretion of the Responding Party.
 5. This Agreement shall come into force and effect upon the Effective Date, and shall remain in full force and effect until each of the parties hereto withdraws from this Agreement in accordance with the provisions of this Agreement.
 6. Any one of the parties to this Agreement may withdraw from this Agreement by providing the other party with six (6) months written notice of their intention to withdraw.
 7. All requests for Assistance pursuant to this Agreement shall be directed to the Designated Officer of the Responding Party. In the event that the authorized representative of the Responding Party is someone other than the Responding Party's Designated Officer, the authorized representative will confirm the request with the Responding Party's Designated Officer, or his or her designate as soon as reasonably possible. If the Responding Party's Designated Officer or designate cannot be contacted, the Responding Party may, but will not be required to, respond.

The Requesting Party shall complete the request form "Appendix A" and forward to the manager or designate of the Responding Party at the time of request or as soon as reasonably possible.

8. The Requesting Party Designated Officer may delegate authority to another Responding Party to, request, employ or command equipment or personnel as defined. When operating under the delegation of authority the party doing so must present the delegation of authority form to any Party which is to be requested, employed or commanded.

The delegation of authority form is provided in Appendix C of the document.

9. A Responding Party may, after responding to a request for Assistance, withdraw their Assistance in the event that the Responding Party, the Responding Party's Designated

Officer, or the designate of either of them, deems it prudent or desirable to withdraw Assistance. Without restricting the generality of the forgoing, Assistance may be withdrawn if the Responding Party's Equipment or services are required elsewhere, or it is deemed to be unsafe to provide or continue providing Assistance.

10. When providing Assistance, the following command and control structure will apply:

- a. The first fire department of a Party to arrive at the scene of an incident shall assume incident command;
- b. In the event that a Responding Party is the first fire department to arrive at the scene of an incident, the Responding Party will assume incident command until such time as the Requesting Party's fire department arrives and is ready to assume incident command;
- c. The Requesting Party shall have incident command over all incidents which occur within its geographic boundaries, provided that the Requesting Party's fire department is in attendance and does not relinquish incident command;
- d. Commands and requests of an incident commander shall be communicated in accordance with the command structure of the department to whom the commands or requests are directed;

11. In providing Assistance, a Responding Party shall not be required to provide Equipment which is not owned by the Responding Party, or employees or volunteers who are not employed or usually utilized by the Responding Party.

12. It is acknowledged and agreed by the parties hereto that a Responding Party providing Assistance pursuant to this Agreement shall be entitled to bill or charge the Requesting Party for Equipment or services, or for the Assistance, being provided. However, each party to this Agreement agrees that they will, and hereby does, indemnify and save harmless any Responding Party from which they request Assistance, in accordance with the terms and provisions of this Agreement.

A rate schedule for the purposes of billing is provided in Appendix B of the document.

13. A Requesting Party to this Agreement shall and hereby does indemnify and save harmless a Responding Party who provides Assistance to that Requesting Party from and against all Claims, of every nature and kind whatsoever including Claims arising from damaged property, or injury to persons, which arise out of, or are in anyway attributable to the provision of Assistance, except those Claims which are due to the gross negligence of any employee, volunteer or representative of the Responding Party.

14. A Requesting Party shall, and hereby does, indemnify and save harmless a Responding Party from and against all Claims relating to the injury or death to persons responding to a request for Assistance from that Requesting Party, except where caused by the gross negligence of the Responding Party.

15. Notwithstanding paragraph 10, 11 and 12 of this Agreement, the parties to this Agreement covenant and agree that a Responding Party will not in any way be liable to a Requesting Party for:
 - a. Failure to respond to a request for Assistance, or failure to provide Assistance;
 - b. Failure to respond to a request for Assistance within a certain period of time, or in a timely fashion;
 - c. Consequential, indirect, exemplary or punitive damages;
 - d. Economic loss;
 - e. Any Claims that arise as a result of a party's refusal or inability to provide Assistance;
 - f. Any Claim that arises or results from the manner in which a Responding Party provides or does not provide Assistance, save and except Claims directly arising from the gross negligence of the Responding Party while providing Assistance.
16. The Parties hereto shall, at their own respective cost and expense, maintain in full force and effect during the term of this Agreement, general liability insurance in an amount not less than \$5,000,000.00 per occurrence for personal injury and/or property damage, together with such other insurance that may be agreed to in writing by the parties hereto as being reasonable and obtainable.
17. Nothing in this Agreement, nor any of the acts of any party hereto shall be construed, implied or deemed to create a relationship of agency, partnership, joint venture, or employment as between the parties hereto, or any of them, and none of the parties have the authority to bind any other party to this Agreement to any obligation of any kind.
18. No party may assign this Agreement without the written consent of the other parties hereto.
19. The terms and conditions contained in this Agreement shall extend to and be binding upon the respective successors and permitted assigns of the parties to this Agreement.
20. In this Agreement, the singular shall mean the plural, and the masculine the feminine, and vice versa, as the context of this Agreement may require.
21. This Agreement may be executed in counterparts each of which when so executed shall be deemed to be an original and such counterparts shall constitute one in the same instrument, notwithstanding their date of execution.
22. In the event that any dispute arises pursuant to the terms of this Agreement, or the interpretation thereof, the parties hereto agree that, in the event that such a dispute cannot be resolved by mutual negotiations, they will submit the dispute to a third party arbitrator for a determination of the dispute pursuant to the *Arbitration Act of Alberta*. The costs of the arbitrator will be shared equally between the parties to any such dispute.
23. The parties hereto will notify their fire department officers of this Agreement so that they may become familiar with this Agreement, and its terms.

24. The parties hereto further acknowledge and agree that they will comply with all laws, rules, regulations, and codes applicable to the provision of firefighting services within the Province of Alberta.
25. Each party will provide a list of designated officer (s) including primary and emergency contacts to the party managing information flow.
26. It is the responsibility of each party to update the party managing information flow of adoption or changes in status on or before January 31 of each year. The party managing information flow shall disseminate signatory updates by February 28 of each year.
27. The contacts for information flow management are specified in Appendix D.
28. Signatory parties shall provide an affirmation document of the resolution in council of the adoption of this agreement. The affirmation document should provide a corporate seal and signature of those who have authority to enter into the agreement. The affirmation document shall be attached to the Northwest Emergency Resources Agreement.

APPENDIX A

Resource Request Form

Requesting Party; _____

Responding Party: _____

The Requesting Party formally requests the following resources from the Responding Party for an estimated duration of _____ days.

1: _____

2: _____

3: _____

4: _____

5: _____

6: _____

7: _____

If further resources are required attach an addition sheet.

- A- The Requesting Party agrees that if personnel are to be deployed for greater the 12 (twelve) hours at a distance of greater 150 Km from home base, lodging will be supplied for a minimum of 8 (eight) hour rest period.
- B- The Requesting Party agrees to ensure adequate food and lodging are supplied to Responding Party personnel if deployed greater than 24 (twenty four) hours.
- C- The Requesting Party agrees to pay the Responding Party at the rates specified in Appendix B.
- D- The Responding Party Designated Officer will respond Via E-mail as to what resources can be supplied.

Requesting Party Designated Officer: _____

Contact Information:

Signature: _____ Cellular Phone:

Date: _____ E-Mail: _____

APPENDIX B

Rate Schedule

- 1- Mileage – Under One Ton Current CRA Rate FOB To and from event.
- 2- Mileage –One Ton and Over \$00.75 / Km FOB To and from event.
- 3- Lodging – Cost Recovery
- 4- Meals – Breakfast \$20.00 – Lunch \$20.00 – Supper \$ 30.00
- 5- Consumables- Cost Recovery
- 6- Personnel Career – Cost Recovery
- 7- Personnel Volunteer - \$25.00/ Hr. Overtime after 8 (eight) hours at 1.5 X Rate /Day
- 8- Personnel Paid on Call – Cost Recovery
- 9- Damaged Equipment – Cost Recovery of repair or replacement
- 10- Fire Apparatus: Based on 12 Hour Day without staffing
 - i. Type 1 – 2 Engines - \$350.00 / Hr to a Maximum of \$4200.00/Day
 - ii. Type 3 – 5 Engines - \$250.00 / Hr to a Maximum of \$3000.00/Day
 - iii. Type 6 – 7 Engines - \$200.00 / Hr to a Maximum of \$2400.00/Day
 - iv. Tender w/ Rated Pump - \$300.00 / Hr to a Maximum of \$3600.00/Day
 - v. Tender wo/ Rated Pump - \$250.00 / Hr to a Maximum of \$3000.00/Day
 - vi. Ladder - \$350.00 / Hr to a Maximum of \$4000.00/Day
 - vii. ATV – UTV - \$100.00 / Hr to a Maximum of \$1200.00/Day
 - viii. Rescue Heavy- \$350.00 / Hr to a Maximum of \$4200.00/Day
 - ix. Rescue Light - \$200.00 / Hr to a Maximum of \$2400.00/Day
 - x. Squad/Car - \$ 50.00 / Hr to a Maximum of \$ 600.00/Day
 - xi. Sprinkler Trailer - \$400.00 / Day
 - xii. Specialty Apparatus - ie: Hazmat, Responding Party Rate
- 11- Fire Apparatus: Based on 24 Hour Day without staffing
 - i. Command Vehicle - \$100.00 / Hr to a Maximum of \$2400.00/Day
 - ii. Command Center - \$175.00 / Hr to a Maximum of \$4200.00/Day
- 12- Other Vehicles and Construction Equipment – Current Alberta Road Builders Rates
- 13- One Time Administration Fee - \$250.00
- 14- Responding Party will provide backup data for cost recovery items.

APPENDIX C

Delegation of Authority

Authority has been assigned to _____ act on behalf of the

Municipality of _____,

to mitigate the _____ incident.

You have full authority to (request, employ or command) _____ equipment, personnel required. Your primary responsibility is to organize and direct your assigned or ordered resources for efficient and effective control of the incident.

You are accountable to _____ or his/her designated representative listed below.

Financial limitations will be consistent the best approach to the values at risk. Specific direction for this incident covering the management and other concerns are:

1: _____

2: _____
—

3: _____
—

4: _____
—

5: _____
—

6: _____
—

_____ will represent me on any occasion that I am not immediately

available. This authority is effective _____.

Requesting Designated Officer

Designated Officer Signature

Date and Time

APPENDIX D

Information Flow

The **Town of High Level** has agreed to manage the information flow for all agreed parties associated with Northwest Emergency Resource Agreement.

Letters of affirmation can be sent via post or courier to:

Town of High Level
Northwest Emergency Resource Agreement
Attn: Director of Protective Services
10511 – 103 Street
High Level, AB
T0H 1Z0

Updates to Status and Designated Officers lists can be sent via post or courier to:

Town of High Level
Northwest Emergency Resource Agreement
Attn: Rodney Schmidt
10511 – 103 Street
High Level, AB
T0H 1Z0

Alternate Contact Methods;

Fax: 780 926 2899

E-Mail rschmidt@highlevel.ca

REQUEST FOR DECISION

Subject: Commercial Use of Public Space – Patio Seating
From: Bill Given, Chief Administrative Officer
Prepared by: Christine Nadon, Director of Protective and Legislative Services
Date: December 20, 2022



Recommendation:

- That Council approve the proposed standards for patio seating recommended by the Commercial Use of Public Space Taskforce; and

Alternatives:

- That Council approve the proposed standards for patio seating recommended by the Commercial Use of Public Space Taskforce with the following amendments:
 - ...

Background:

The Municipality of Jasper’s sidewalk seating program was first implemented in 2016 through the Commercial Use of Public Space Bylaw. The COVID-19 pandemic prompted an increased demand for outdoor seating, resulting in the program being expanded into parking lanes downtown under temporary approvals from Parks Canada. Following a number of discussions and processes since 2020, Council struck the Commercial Use of Public Space Taskforce in June of 2022 to undertake a review of the conditions which might attach to a discretionary use permit for sidewalk seating. The main deliverable from the task force, as set out in its terms of reference, is to recommend preferred approach(es) to the design of on-going commercial use of public space installations to Council for consideration.

The Commercial Use of Public Space Taskforce met on July 22, August 4 and 31, and once more on December 5 to confirm the group’s recommendations to Council. Over the course of its deliberations, the group:

- reviewed and discussed the correspondence received from JNP Superintendent Fehr with Parks Canada’s perspectives;
- had an open discussion on what the goals of the taskforce are and what other municipalities or destinations might be relevant comparators.
- identified Banff, Canmore, Nelson, Edmonton, and Breckinridge (Colorado) as comparative communities and reviewed the information collected from the comparator communities; and
- engaged in a facilitated workshop and discussed who is served/impacted by patios, the “do’s & don’ts” of being successful and some potential design principles.

Discussion:

Administration translated the group’s principles into potential standards as follows:

Issue	Proposed Standard
Term	May 1 to Oct 24
Clear Pedestrian Zone	A clear pedestrian pathway equal to the width of the existing sidewalk shall be maintained at all times. When a “walkaround or boardwalk” is installed, the maximum width of the pedestrian zone is limited to the width of the parking lane/stall
Pedestrian access	Ensure the chosen pedestrian pathway does not present or create additional barriers for persons with limited mobility.
Orientation (Walk-Around)	Allowed
Orientation (Parking Lane)	Allowed
Height	Minimum 91cm Maximum 107cm
Materials	Wood or Painted Metal Wood should be stained or brown pressure-treated Metal shall be painted black or consistent with approved building colours.
Max Size	Maximum of 3 stalls, adjacent only to the building the business is located in.
Tents	Not Allowed
Umbrellas	Allowed - umbrellas must be black in colour or consistent with approved building colours. - Single colour logos allowed
Jersey Barriers	Not Allowed - MOJ should provide flower planters for use on the end of installations facing the direction of oncoming traffic on Connaught Dr.
Additional Considerations	Walk-Around installations must include signage (in a form prescribed or provided by the MOJ) to indicate the pedestrian pathway.
Additional Considerations	Parking Lane installations must have wood or metal barriers parallel to the driving lane in a way that prevents children from accessing the roadway.
Additional Considerations	MOJ should develop a set of template designs meeting all required criteria for the use of businesses.
Additional Considerations	Installations that received 3-year approvals in 2022 <i>shall not</i> be required to meet the new standards <i>until</i> their existing 3-year approval expires.
Additional Considerations	Installations meeting the criteria proposed above <i>shall</i> be granted a 5-year term to guarantee financial returns from their infrastructure capital investment.

Next steps on this matter would be for Council to confirm its support for the Commercial Use of Public Space Taskforce’s recommendations on standards, and then to formally forward those standards to Parks Canada for consideration.

Strategic Relevance:

Environment

- Value the unique opportunities and responsibilities arising from our location inside a National Park and World Heritage Site.

Community Health

- Recognize the fundamental importance of our tourism economy

Relationships

- Welcome the expertise, innovation, creativity and commitment of community members, groups, associations and businesses
- Communicate and engage with residents

Financial:

Council set fees for sidewalk seating as part of the [Commercial Use of Public Space Bylaw \(#246\)](#) in 2022. In the absence of further action from Council, the fees for 2023 will be set at \$1,650 per parking stall, or \$25 per seat for the use of the public sidewalk, depending on the layout option selected by the applicant. All applications will be subject to a \$100 permit application fee, as outlined in the bylaw. The projected revenue for sidewalk seating for 2023 is reflective of this fee structure.

Attachments:

- CUPS Taskforce Terms of Reference

Commercial Use of Public Space Taskforce

Terms of Reference

1. Purpose & Responsibilities of the Taskforce

- 1.1. To develop and recommend to Council, prior to October 1, 2022, appropriate standards for future commercial use of public space installations by;
 - 1.1.1. Undertaking a comprehensive review of the regulatory and legislative framework that applies to commercial use of public space installations;
 - 1.1.2. Researching practices from other municipalities;
 - 1.1.3. Considering the operational needs of businesses;
 - 1.1.4. Considering the expectations and needs of residents and visitors;
 - 1.1.5. Considering the positioning of Jasper as an international destination, within a unique National Park environment.

2. Membership

- 2.1. The Taskforce shall be comprised of; Voting members who will direct the work of the group, discuss and debate alternatives and vote to make decisions on the best way forward. The membership shall be as follows:
 - 2.1.1. Voting members
 - (2) Members of Jasper Municipal Council
 - (2) Members of Jasper Park Chamber of Commerce
 - (2) Members of Tourism Jasper

3. Quorum and Voting

- 3.1. The quorum for the Taskforce shall be the majority of the Voting Members appointed.
- 3.2. All Voting Members will vote on all motions.

4. Meetings & Minutes

- 4.1. The Taskforce will establish a meeting schedule at its initial meeting.
- 4.2. Meetings shall generally not exceed 1.5 hours in length unless the members present unanimously consent to an extension.
- 4.3. Notice of all meetings shall be given to all working group members.
- 4.4. Notice of meetings is deemed to be given by email delivery of the agenda, together with supporting documentation, to committee members no later than four days prior to a scheduled meeting.

