

Municipality of Jasper  
**Committee of the Whole Meeting Agenda**  
January 11, 2022 | 9:30 am  
Place: Conducted virtually through Zoom

**Notice:** Public viewing and public participation during Council meetings will continue to be through Zoom live-streaming. Council meetings are also archived on YouTube for viewing anytime.

To live-stream this meeting starting at 9:30 am, use the following Zoom link:

<https://us02web.zoom.us/j/87657457538>

**1. Call to order** Deputy Mayor Hall to chair meeting

**2. Additions to agenda**

**3. Approval of agenda**

3.1 January 11, 2022 Committee of the Whole agenda attachment

**4. Approval of minutes**

4.1 December 14, 2021 Committee of the Whole minutes attachment

**5. Presentations**

5.1 Jasper Municipal Library Bylaws and Letter of Understanding attachment

**6. Business arising from minutes**

**7. New business**

7.1 Library Letter of Understanding attachment

7.2 Policy Review Priority List attachment

7.2 2022 Utility Rates Model attachment

7.3 Bike Skills Park attachment

7.4 Sledding at Snape's Hill – Councillor Hall verbal

**8. Correspondence**

8.1 Parks Canada – Garage suites inquiry attachment

**9. Motion Action List**

attachment

**Council representation on various boards, upcoming meetings**

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

**10. Upcoming events**

Jasper in January Street Party – Saturday, January 29, 6-9pm

Intergovernmental Meeting – February 1, 9:30am

**13. Adjournment**

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

Municipality of Jasper  
**Committee of the Whole Meeting Minutes**  
 Tuesday, December 14, 2021 | 9:30am  
 Conducted virtually through Zoom

Virtual viewing and participation	This meeting was conducted virtually through Zoom. Public viewing and participation during Council meetings is through Zoom livestreaming.		
Present	Mayor Richard Ireland, Deputy Mayor Scott Wilson, Councillors Wendy Hall, Ralph Melnyk, Helen Kelleher-Empey, Kathleen Waxer and Rico Damota		
Absent	none		
Also present	Bill Given, Chief Administrative Officer Natasha Malenchak, Director of Finance & Administration Christine Nadon, Director of Protective & Legislative Services John Greatehead, Director of Operations Lisa Daniels, Childcare Services Manager Emma Acorn, Legislative Services Coordinator 11 observers		
Call to Order	Deputy Mayor Wilson called the December 14, 2021 Committee of the Whole meeting to order at 9:30am.		
Additions to the agenda	none		
Approval of agenda #494/21	MOTION by Councillor Melnyk to approve the agenda for the December 14, 2021 Committee of the Whole meeting as presented.		
	FOR 6 Councillors	AGAINST 0 Councillor	CARRIED
Approval of Minutes #495/21	MOTION by Councillor Kelleher-Empey to approve the minutes of the November 30, 2021 Committee of the Whole meeting as presented.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
	Councillor Damota resolved technical issues and joined the meeting at 9:32am.		
Presentations Federal-Provincial Early Learning and Child Care Agreement Info Report #496/21	Administration presented Council with an information report on the Federal-Provincial Early Learning and Child Care Agreement. Childcare Services Manager Lisa Daniels was present to answer questions and provide insight.  MOTION by Councillor Waxer that Committee receive the presentation for information.		
	FOR 7 Councillors	AGAINST 0 Councillor	CARRIED

Business Arising from Minutes	Council discussed Temporary Face Coverings Bylaw (#228) which was repealed at the June 15, 2021 meeting. The Province will be making announcements in the next few days regarding COVID restrictions and Council will be ready for special meeting to discuss if needed.		
Paid Parking Pilot Project Wrap-Up Report	Administration presented Council with recommendations and alternatives in a Paid Parking Pilot Project Wrap-up report. Councillors asked clarifying questions and discussed options.		
#497/21	<p>MOTION by Mayor Ireland that Committee recommend Council accept the Paid Parking Pilot Project Wrap-up Report as information and;</p> <ul style="list-style-type: none"> <li>that Committee recommend that Council approve the continuation of paid parking for future years subject to such amendments in scope and implementation as may be confirmed by separate motion of Council to be presented at the January 4, 2022 Regular Council meeting.</li> </ul>		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
#498/21	<p>MOTION by Mayor Ireland that Committee recommend that Council approve the expansion of on street paid parking areas to the areas shown in red on the map in the report coupled with an expansion of permitted residential parking in adjacent areas.</p>		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
#499/21	<p>MOTION by Councillor Hall that Committee recommend Council approve increases in signage and the addition of payment kiosks.</p>		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
#500/21	<p>MOTION by Councillor Damota that Committee recommend that Council approve the inclusion of off street municipal lots in the central core shown in blue on the map in the report.</p>		
	FOR 3 Councillors (IN FAVOUR – Councillors Wilson, Damota, and Waxer)	AGAINST 4 Councillors	DEFEATED
#501/21	<p>MOTION by Councillor Damota that Committee recommend that Council consider some exemptions for residents from the requirement of residents to pay for parking in paid parking zones.</p>		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED

#502/21	MOTION by Councillor Melnyk that Committee recommend to Council that paid parking should continue starting on May 1, 2022 and ending on October 31, 2022 with the opportunity to review it at that time for future years.			
	FOR 7 Councillors	AGAINST 0 Councillors		CARRIED
#503/21	MOTION by Councillor Damota that Committee direct Administration to return to Council with an expanded fee and time limit structure for on street and municipal parking lots.			
	FOR 7 Councillors	AGAINST 0 Councillors		CARRIED
Recess	Deputy Mayor Wilson called for a recess from 12:10pm – to 12:45pm.			
Paid Parking Pilot Project Wrap-Up Report continued	MOTION by Councillor Waxer that Committee recommend that Council accept Administration's recommended hours of operation for paid parking.			
#504/21	FOR 6 Councillors	AGAINST 0 Councillors		CARRIED
	Mayor Ireland was absent for the vote due to technical difficulties but joined immediately after the vote finished.			
Operating Budget 2022-2026 RFD	Administration presented recommendations and alternatives regarding the 2022-2026 proposed operating budget. Councillors asked clarifying questions and discussed options.			
Meeting Extension #505/21	MOTION by Councillor Melnyk at 1:29pm that the December 14, 2021 Committee of the Whole meeting be extended beyond four hours if necessary.			
	FOR 7 Councillors	AGAINST 0 Councillors		CARRIED
Operating Budget 2022-2026 Continued	MOTION by Councillor Hall that Committee recommend Council remove the \$25,000 amount for staffing from the request from Habitat for the Arts.			
	Councillor Hall withdrew her motion after further discussion with Council.			
#506/21	MOTION by Mayor Ireland that Committee recommend council to approve the 2022-2026 operating budget as presented.			
	FOR 7 Councillors	AGAINST 0 Councillors		CARRIED
	Based on today's discussions Mayor Ireland asked if Council would be interested in him writing to the provincial government in regards to the Federal-Provincial Early Learning			

and Child Care Agreement and its effect on lowest income families. Council agreed and thanked the Mayor for his offer.

Correspondence none

Motion Action List #507/21 Administration reviewed the Motion Action List with Council which included new proposed timelines for projects.

MOTION by Councillor Kelleher-Empey that Committee receive the Motion Action List as presented.

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

Councillor reports Councillor Hall attended a library board meeting on December 9.

Councillors Waxer, Hall, and Kelleher-Empey attended the lighting of the World Tree on December 10.

Councillor Melnyk will be attending a Jasper Museum meeting this evening.

Councillor Waxer attended a Communities in Bloom meeting on December 9.

Upcoming Events Council reviewed a list of upcoming events.

In Camera #508/21 MOTION by Mayor Ireland to move in camera at 2:54pm to discuss agenda item. 12.1 Personnel matter: CAO performance feedback – FOIP, S. 17(4)(f).

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

Mr. Given also attended the in camera meeting.

Move out of camera #509/21 MOTION by Mayor Ireland to move out of camera 4:03pm.

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

Adjournment #510/21 MOTION by Councillor Kelleher-Empey that, there being no further business, the Committee of the Whole meeting of December 14, 2021 be adjourned at 4:03pm.

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED



Jasper Municipal Library

# Library Bylaws for Safety and Use of Library Facilities

# Libraries Act

## Safety and Use of Library Facilities

**36(1)** A board may pass bylaws for the safety and use of the library, including

- (a) the terms and conditions under which
  - (i) the public may be admitted to the building,
  - (ii) public library property may be used or borrowed by members of the public, and
  - (iii) borrowing privileges may be suspended or forfeited;
- (b) notwithstanding subsection (3), fees to be paid by members of the public for
  - (i) the issuance of library borrowing cards,
  - (ii) the use of those parts of the building not used for the purposes of the public library,
  - (iii) photocopying,
  - (iv) receiving information in a printed, electronic, magnetic or other format, and
  - (v) receiving, on request, a library service not normally provided by a public library;
- (c) penalties to be paid by members of the public for abuse of borrowing privileges.

**(2)** The Regulations Act does not apply to bylaws passed under subsection (1).

**(3)** A bylaw or part of a bylaw that requires a member of the public to pay a fee or charge for any of the following is invalid:

- (a) admittance to any portion of a building used for public library purposes;
- (b) using library resources on library premises;
- (c) borrowing library resources, in any format, normally lent by the library;
- (d) acquiring library resources through inter-library loan;
- (e) consultation with members of the library staff;
- (f) receiving basic information service.

1983 cL-12.1 s40;1998 c19 s14



# Bylaws Cover

- ▶ Admittance to and Conduct in the Library
- ▶ Procedures for Acquiring a Library Card
- ▶ Responsibilities of a Cardholder
- ▶ Loan of Library Resources
- ▶ Penalty Provisions
- ▶ Freedom of Information and Protection of Privacy (FOIP)
- ▶ Services
- ▶ Room Rentals

# Discussion

The background features abstract, overlapping green geometric shapes in various shades of green, primarily concentrated on the right side of the page. The shapes include triangles and polygons, creating a modern, layered effect. The left side of the page is mostly white, providing a clean space for the text.

# Letter of Understanding

Defining how the Municipality and Library work together

# Why do we have one?

- ▶ Clarifies and formalizes the relationship
  - ▶ Supplements and interprets applicable legislation
  - ▶ Provides maximum benefit to ratepayers and library members
  - ▶ Spirit of co-operation and open communication
- ▶ Framework for working together

# Areas Covered

- ▶ Objectives
- ▶ Definitions
- ▶ Framework
  - ▶ Legislative
  - ▶ Non-Legislative
- ▶ Communication
  - ▶ Who talks to whom about what
- ▶ Finance
  - ▶ Budget
  - ▶ Building
  - ▶ Payroll
- ▶ Personnel
  - ▶ Record keeping
- ▶ Facility
  - ▶ Health and Safety
  - ▶ Information

# Discussion



Jasper Municipal Library

## AGENDA ITEM 7.1

### REQUEST FOR DECISION



**Subject:** Jasper Municipal Library – Bylaws and Letter of Understanding  
**From:** Bill Given, Chief Administrative Officer  
**Prepared by:** Christine Nadon, Director of Protective & Legislative Services  
**Reviewed by:** Emma Acorn, Legislative Services Coordinator  
**Date – Discussion:** January 11, 2022

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#### Recommendation:

- That Committee receive the Jasper Municipal Library Bylaws for information; and
- That Committee recommend Council approve the Jasper Municipal Library Letter of Understanding as presented.

#### Alternatives:

- That Committee request more information from the Jasper Library Board;
- That Committee recommend changes to the proposed Letter of Understanding; or
- That Committee recommend Council disallow the Jasper Municipal Library Board bylaws.

#### Background:

Through the establishment of the Library Board in the municipal Procedure Bylaw (#190), Council of the Municipality of Jasper has formally established municipal library services in Jasper, which are therefore subject to the provisions of the Alberta *Libraries Act* (RSA 2000, cL-11).

Section 37(1) of the Act indicates that “a municipal library board, on passing a bylaw under section 36, shall forthwith forward a copy of the bylaw to the council of the municipality”. The Library Board passed new bylaws in the fall of 2021, and is submitting them to Council for information. While Council does not need to formally approve the bylaws, it has the opportunity to invalidate or disallow the bylaws (section 38 of the Act) as required.

The Letter of Understanding between the Municipality of Jasper and the Library Board expired at the end of 2021 and is up for renewal. This document supplements applicable legislation as it applies in the municipal context, with the goal of providing maximum benefit to ratepayers and library members. While this letter of understanding is not a legislated requirement under the Act, it supports a mutually beneficial and cooperative relationship between the parties involved, and is common practice in other Alberta communities where municipal library services are provided.

#### Financial:

The Letter of Understanding and the Jasper Municipal Library Bylaws are supported within the context of the approved 2022 Budget.

#### Attachments:

- Municipality of Jasper Library Board Bylaws 2021 & Letter of Understanding



## SAFETY AND USE BYLAWS OF THE MUNICIPALITY OF JASPER LIBRARY BOARD

Approved by the Board on: Wednesday October 13, 2021

Accepted by Municipality of Jasper Municipal Council on: \_\_\_\_\_

The Municipality of Jasper Library Board enacts the following Bylaws pursuant to Section 36 of the Alberta *Libraries Act*.

1. Definitions in these Bylaws shall mean:
  - 1.1. **Applicant:** in the case of 8.0 below, a person who makes a request for access to a record under 8(1) of the *Freedom of Information and Protection Act*; elsewhere in the Bylaws means a person applying for a library card.
  - 1.2. **Board:** the Municipality of Jasper Library Board.
  - 1.3. **Cardholder:** the person to whom a library card has been issued.
  - 1.4. **Cardholder Categories** shall include the following:
    - 1.4.1. Adult: any person 18 years of age to 64 years of age.
    - 1.4.2. Juvenile: any person up to and including 17 years of age.
    - 1.4.3. Senior: any person 65 years of age or older.
    - 1.4.4. TAL Card borrower: a cardholder from outside the Regional Automation Consortium (TRAC) with a current TAL card.
    - 1.4.5. ME Libraries borrower: a cardholder from outside the Regional Automation Consortium (TRAC) whose card is registered in the ME Libraries program.
  - 1.5. **Good Standing:** a library member with no outstanding overdue items or charges.
  - 1.6. **Director:** the person charged by the Board with operation of the Jasper Municipal Library.
  - 1.7. **Library:** the Jasper Municipal Library.
  - 1.8. **Library resources:** any resources, regardless of format, that are held in the Jasper Municipal Library's collection, or borrowed by the Jasper Municipal Library, and includes but is not limited to books, periodicals, audio recordings, video recordings, projected media, paintings, drawings, photographs, toys and games, kits, and electronic databases.
  - 1.9. **Loan Period:** the period of time, as set out in schedule B, which a member may borrow library resources and includes any renewal of an original loan period.
  - 1.10. **TAL card:** the Alberta Library card allows a cardholder to borrow materials from any library participating in the Alberta Library Card program.
  - 1.11. **ME Libraries:** A provincial program that allows library card holders to borrow materials from any library in Alberta who participates in the Alberta Public Library Network.
2. Interpreting the Bylaws
  - 2.1. The Board is a corporation established under the *Libraries Act* Section 3(4) as defined by the *Interpretation Act, R.S.A.2000 Chapter I-8*.

### 3. Admittance to and Conduct in the Library

3.1. The library is to be open free of charge to the public for library purposes at the hours posted, except when closures are approved by a motion of the Board, or when closures are required for emergency or maintenance purposes.

3.2. No person using the library shall:

3.2.1. Violate any Library Board policy.

3.2.2. Create any unnecessary disturbance for other library users.

3.2.3. Take away any library item from the library unless the item has been properly checked out in accordance with library circulation policies and procedures.

3.2.4. Go into or stay in the library outside of those time periods chosen for public use, unless approved by the Director.

3.2.5. Solicit other library users and staff for personal, commercial, religious, or political reasons.

3.3. Persons who do not act in accordance with 3.2 shall be asked to put an end to their actions. If the action continues or the seriousness of the action justifies it, library staff will direct the person to leave the building. Library staff may also ask for outside assistance, including contacting local law enforcement officers.

3.4. All persons using the library shall comply with applicable public health regulations.

3.5. No member of the public is to be left in the library for any purpose, without a staff person or member of the Board present. Municipality of Jasper staff will have access to the library in the course of their duties. Emergency response personnel may have access to the library under special circumstances.

### 4. Procedures for Acquiring a Library Card

4.1. Any resident or non-resident is eligible to apply for a library card. A library card is issued upon:

4.1.1. Completion of an official Jasper Municipal Library card application form, including the preferred contact method.

4.1.2. Presentation of one piece of government photo identification as well as proof of residency in Jasper, if an adult, or juvenile is applying for a card. For a juvenile, who does not have the above proof, a parent or legal guardian must present government photo identification as well as proof of residency in Jasper. Alternatives may be accepted at the discretion of the Director.

4.2. Applicants will receive a library card which:

4.2.1. Is valid from the date of issue to the date of expiry, unless revoked by the Library Director under 7.3.

4.3. An applicant may receive a TAL card if the applicant is a resident cardholder in good standing. This is for use in libraries not participating in the ME libraries program.

4.4. An applicant may participate in the ME Libraries program if the applicant is a resident cardholder in good standing.

## 5. Responsibilities of a Cardholder

5.1. The cardholder named on a library card will be the only person that may use the card. The cardholder may designate alternate people to access his/her library records. The cardholder may designate alternate people to pick up items on hold.

5.2. Loss or theft of a current library card must be reported immediately to the Library. Cardholders are responsible for all library resources borrowed and all charges attributable before the loss or theft of the card is reported. Cardholders may be assessed a minimal charge as outlined in Schedule A for a replacement card. Fees are reviewed yearly by the Board and may be changed by a motion of the Board.

5.3. Cardholders must notify the library of any change of contact information as soon as possible.

5.4. A cardholder is responsible for all library items borrowed on their card and will compensate the library for all library items damaged or lost while borrowed on their card. In the case of a Child card, the parent or legal guardian who signed the Child/Young Adult cardholder's application form is responsible for all library items borrowed on that library card and will compensate the library for all library items damaged or lost while borrowed on that card.

5.5. A cardholder will return or renew any library items on or before the due date as provided in Schedule B.

## 6. Loan of Library Resources

6.1. There is no charge for using library resources on library premises or borrowing library resources normally lent by the library, consultation with library staff or receiving basic information service.

6.2. Loan periods for library resources are set out in Schedule B.

6.3. Library resources may be reserved and/or renewed in accordance with procedures established by the Director of Library Services.

## 7. Penalty Provisions

7.1. The procedures for demanding the return of overdue resources are set out in Schedule C.

7.2. As per 5.4, cardholders are responsible for all charges resulting from failing to return or the late return of library resources. The fine schedule is outlined in Schedule C.

7.3. A library card may be denied or revoked if the cardholder fails to satisfy the conditions prescribed in 6 or has previously shown that he/she cannot be trusted with library resources by repeated damage to or loss of library materials, non-payment of overdue fines, and/or loss or damage assessments.

7.4. In cases of serious dereliction, the Board may prosecute an offence under the *Libraries Act, s.41*. Such an offense is punishable under the *Libraries Act, s.41*. The range of penalties applying on conviction for such an offense is set out in Schedule C.

7.5. Any fine or penalty imposed pursuant to an offence under 7.4 inures to the benefit of the Municipality of Jasper Library Board in accordance with the *Libraries Act, s.42*.

## 8. Freedom of Information and Protection of Privacy (FOIP)

8.1 In accordance with s.95 of the *Freedom of Information and Protection of Privacy Act, RSA 2000, c.F-25*, the Director of Library Services is designated as Coordinator responsible for the purposes of the Freedom of Information and Protection of Privacy Act.

8.2 Where an Applicant is required to pay a fee for services, the fee payable is in accordance with the *Freedom of Information and Protection of Privacy Regulation, AR 186/2008*, and as amended from time to time or any successor regulation.

## 9. Services

9.1. Service fees are listed in Schedule D. Service fees are reviewed yearly by the Board and may be changed by motion of the Board.

## 10. Room Rentals

10.1 Charges for the use of library premises not normally used for public library purposes (i.e. library meeting rooms) are set out in Schedule E. Fees are reviewed yearly by the Board and may be changed by motion of the Board.

10.2 Renters are required to complete, sign, and follow the current Room Rental Agreement, which includes but is not limited to:

- No smoking will be allowed.
- Security: The renter shall ensure, during the stated period that the room is rented, that damage to contents and accessories be avoided and shall maintain discipline of the occupants relating to the potential damage that may occur to the contents and accessories of the building.
- In the event that damage occurs to any portion of the building, its contents or accessories, the renter shall assume the responsibility to reimburse the Library Board for the costs of the repairs or the replacement value of such damage.
- Maintenance: The renter shall be responsible for restoring the room and the immediate area used to its original state, including the placing of garbage and recycling in the proper containers.
- Fire regulations: The renter shall observe all fire regulations.
- The meeting room bookings will be on a first-come, first-served basis.
- Renters shall pay an amount determined by the Board. (Schedule E)
- Cancellations should be made 24 hours prior to the date of booking.
- If liquor will be served, the renter is responsible for securing the appropriate liquor license from the Alberta Gaming and Liquor Commission.
- Public Health Measures, AHS recommendations and Municipal bylaws will be followed. Library staff will inform renters about applicable measures in place.

READ A FIRST TIME: Oct 13, 2021, 6:10pm

READ A SECOND TIME: Oct 13, 2021, 6:15pm

READ A THIRD TIME: Oct 13, 2021, 6:18pm

SIGNED AND PASSED: October 13, 2021

CHAIRPERSON \_\_\_\_\_

TREASURER \_\_\_\_\_

#### SCHEDULE A – Fees for Library Cards

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Card Fee	Free
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Replacement Card Fee	\$2.00/ card
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All library cards are subject to review. Fees are reviewed yearly by the Board and may be changed by motion of the Board.

#### SCHEDULE B – Loan Periods for Library Resources

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1. All circulating resources are loaned for three weeks, with the following exceptions:
  - a. Video recordings and periodicals are loaned for one week.
  - b. Interlibrary items are typically loaned for three weeks unless otherwise authorized by the lending library.
2. Renewal Periods: All circulating resources may be renewed a maximum of two times for a total loan of nine weeks, with the exception of video recordings and periodicals which may be renewed twice for a total loan of three weeks.
  - a. Extended due dates may be granted at the discretion of the Library Director or designate in the event of upcoming travel, anticipated hospitalization or recuperation, or other foreseeable absences.
  - b. All renewals are subject to recall or reservations from other cardholders.

## SCHEDULE C – Overdue Fines and Procedures for the Return of Overdue Material

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Material Type	Charge per day
Video Recordings	\$1.00 to a maximum of \$10.00
All other material types	\$0.25 to a maximum of \$10.00

Fees are reviewed yearly by the Board and may be changed by motion of the Board.

### 1.0 Procedures for return of overdue materials

1.1. An overdue notice is produced one week after the item(s) is/are due and the cardholder is notified by their preferred contact method and/or a message is left. A record is kept of all notifications.

1.2. A second overdue notice is produced two weeks after the item(s) is/are due and the cardholder is notified by their preferred contact method and/or a message is left. A record is kept of all notifications.

1.3. A third and final notice is produced four weeks after the item(s) is/are due. It is printed and mailed to the cardholder.

1.4. Cardholders who have reached a maximum fine of \$20.00, or have other fees owing totaling an amount greater than \$20.00, will not be allowed to borrow resources until their account is paid.

1.5. Notwithstanding number 1.4., accounts may be paid in installments without loss of borrowing privileges and accounts may be reduced or waived under special circumstances at the discretion of the Library Director.

### 2.0 Penalties for lost or damaged items

2.1. The purchase cost as listed in the library's integrated library system (ILS) will be charged. If the item is found after it has been paid for, the found item becomes the property of the cardholder and the lost/damaged fee will not be waived.

#### SCHEDULE D – Service Fees

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Photocopying	\$0.25 per page
Printing	\$0.25 per page in Black & White, \$1.00 per page in colour
Laminating	\$1.00 per letter size page \$0.50 per piece of ID
Faxing (sending)	
First page within Alberta	\$1.00
First page within Canada and Continental USA	\$2.00
First page overseas	\$4.00
Each additional page	\$1.00
Faxing (receiving)	
1-5 pages	\$1.00
6-20 pages	\$2.00
Exam Invigilation	\$25.00/exam

Service fees are reviewed yearly by the Board and may be changed by motion of the Board.

#### SCHEDULE E – Meeting Room Rental Fees

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Board Room	\$25.00 for up to 4 hours \$50.00 for full day (limited to the hours of library operation)
Rotary Room	\$50.00 for up to 4 hours \$100.00 for full day (limited to the hours of library operation)

Fees will be waived for the Municipality of Jasper, the Rotary Club of Jasper, ACFA and Non-Profit Organizations. Fees are reviewed yearly by the Board and may be changed by motion of the Board.



This LETTER OF UNDERSTANDING made

This \_\_\_\_ day of \_\_\_\_\_, 2021

Between

The SPECIALIZED MUNICIPALITY OF JASPER

In the Province of Alberta

(hereinafter, the “Municipality”)

And

The MUNICIPALITY OF JASPER LIBRARY BOARD

(hereinafter the “Board”)

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## 1. OBJECTIVE

Through this Letter of Understanding, the Council of the Municipality of Jasper and the Board of the Jasper Municipal Library seek to clarify and formalize their relationship. This document supplements and interprets applicable legislation as it applies in the municipal context with the goal of providing maximum benefit to ratepayers and library members through the relationship between the Municipality of Jasper and the Jasper Municipal Library. To this end, the Municipality and the Board share a spirit of co-operation and open communication while preserving their individual corporate identities.

## 2. DEFINITIONS

In this Letter of Understanding:

- 2.1. "Annual Operating Grant" means the funding provided by Council to the Board for the purposes of supplying library services and programs to the community;
- 2.2. "Municipality of Jasper Library Board" and "Board" means the Board of Trustees of the Jasper Municipal Library appointed by the Council of the Specialized Municipality of Jasper;
- 2.3. "Community" means the population potentially served by the Jasper Municipal Library and residing in the geographical region which includes but is not limited to the boundaries of the Specialized Municipality of Jasper;
- 2.4. "Council" means the Mayor and Councillors of the Specialized Municipality of Jasper;
- 2.5. "Director" means the Director of Library Services of the Jasper Municipal Library appointed by the Board;
- 2.6. "Libraries Act" means the Libraries Act (Revised Statutes of Alberta 2000, chapter L-11) current as of September 1, 2019, and the Libraries Regulation (Alberta Regulation 141/1998) with amendments up to and including Alberta Regulation 134/2018, current as of June 28, 2018;
- 2.7. "Library" means the Jasper Municipal Library;
- 2.8. "Library patron" means an individual or group who has applied for an annual membership to the Library for the purposes of borrowing items from the Library, or who enters the library physically or electronically to make use of Library resources;
- 2.9. "Library Reserve" means surplus income retained by the Board for some future use, or those monies annually budgeted by the Board for future use as determined by the Board;
- 2.10. "Municipal Administration" means the administration systems in place in the Specialized Municipality of Jasper to manage and deliver services to the citizens of Jasper; and

- 2.11. "Taxpayer" means an individual or business contributing property tax monies to the Specialized Municipality of Jasper

### 3. LEGISLATIVE FRAMEWORK

- 3.1. Municipality of Jasper Bylaw #034, the Jasper Library Board Bylaw, established the Board in 2003. Upon Board establishment, the Libraries Act, Part 1, Section 4, became effective: "on being established the municipal library board is a corporation and shall be known as *The (name of municipality) Library Board.*" This legislation establishes the Board as a corporation in its own right, as defined in provincial legislation and with all the accompanying rights and responsibilities;
- 3.2. Having been established under the aforementioned bylaw, the Board is bound by the Libraries Act;
- 3.3. Council shall appoint Board members pursuant to the Municipality of Jasper Procedure Bylaw #190, or its successors, and pursuant to the *Libraries Act*;
- 3.4. As a governing board, the Library Board has a mandate to manage, regulate and control Library operations in order to provide Library service to the community subject to terms and conditions imposed by enabling legislation and the provisions of the Libraries Act, Part 1, Section 7:

*"The municipal board, subject to any enactment that limits its authority, has full management and control of the municipal library and shall, in accordance with the regulations, organize, promote and maintain comprehensive and efficient library services in the municipality and may co-operate with other boards and libraries in the provision of these services;"*

- 3.5. The Board determines resources required to operate the Library and requests an Annual Operating Grant from Council in accordance with the Libraries Act. The Board shall provide such requests within the Municipality's budget timelines and schedules;
- 3.6. Council, through its enactment of Municipal Bylaw #190, or its successors, deems it appropriate to provide Library service in the community and therefore grants annual Library funding;
- 3.7. The Province of Alberta grants library funding depending upon the Board's adherence to the Libraries Act and in accordance with the Municipal Affairs Grants Regulation;
- 3.8. In accordance with the Libraries Act, Council has the authority to disallow bylaws enacted by the Board.

#### 4. NON-LEGISLATIVE FRAMEWORK

- 4.1. The Library is a community service;
- 4.2. Benefits to Taxpayers and the Library users are greatest when the Municipality and the Library work co-operatively to maximize the use of available resources;
- 4.3. Council and the Board intend to delivery Library services in the most effective manner possible within the constraints established by financial, physical and human resources;
- 4.4. Municipal Administration provides the following services to the Library and Board at no cost and with no impact to the Library's Annual Operating Grant:
  - Payroll services,
  - Building and grounds maintenance,
  - advice and consultation on human resources matters and;
  - Consulting services.
- 4.5. The Municipality and the Library each have schedules and priorities, and every effort will be made by both organizations to accommodate these in order to provide the community with the highest level of services possible within the constraints established by financial, physical and human resources.
- 4.6. From time to time, there may be areas in which the interests of Council and the Board will diverge. The Municipality and the Board will approach such areas in a spirit of flexibility and cooperation.

#### 5. COMMUNICATION

##### 5.1. Political Link: Library Board and Municipal Council

- 5.1.1. Formal communications shall occur between the Mayor (or Deputy Mayor) and the Board Chair.
- 5.1.2. A special link exists in the person of the council member appointed to serve as a Board member, in that this individual, reports to Council on Library matters and to the Board on Council matters affecting the Library.
- 5.1.3. The Board reports formally to Council no less than two times per year, once for the purpose of presenting a service plan and budget for the following year, and once for the purpose of presenting a year-end report. The reviewed financial statement for the previous year may be part of the presentation of the year-end report or may be conveyed

to Council through the Municipality's Legislative Services Coordinator for placement on the Council agenda.

## 5.2. Administrative Link: Library Administration and Municipal Administration

5.2.1. The formal administration link between the Library and Municipal Administration shall be between the Library Director and the Municipality's Director of Community Development, or their delegates.

5.2.2. To facilitate communication, the Director (or designate) may be invited to attend meetings with Municipal personnel. Similarly, Municipal personnel may be invited to attend Library Board meetings and/or meetings with Library personnel.

5.2.3. Library issues requiring consideration at a regular meeting of Council shall be conveyed to the Municipality's Legislative Services Coordinator for placement on the Council agenda. The Library Board may also make representation directly to Council as a delegation by being placed on the Council agenda by the Municipality's Legislative Services Coordinator. Results of Council deliberations on Library matters shall be communicated to the Director by the Legislative Services Coordinator, notwithstanding the aforementioned political link.

## 6. FINANCE

### 6.1. Library Operating Budget

6.1.1. To facilitate Council's budget deliberations and approvals, and notwithstanding the provisions of Part 1, Section 8 of the Libraries Act, the Board and the Director shall draft the Library's annual budget proposal in accordance with the process and schedule established by Council. The Director of Community Development shall, on a timely basis, keep the Director apprised of developments in the budget process.

6.1.2. The Library budget shall include all costs and revenues associated with the Jasper Municipal Library's provision of library services and programs, including but not limited to Board operations, materials, equipment, furniture and salaries and benefits.

6.1.3. In accordance with the Libraries Act, the Board shall request from Council an Annual Operating Grant for the purpose of supplying library services and programs. The Board shall also consider and approve a minimum three-year business plan to accompany the grant request to Council.

6.1.4. Council may, at its discretion, choose to approve the Operating Grant on a multi-year basis.

## 6.2. Building Maintenance, Building Utilities and Grounds-Keeping

6.2.1. Exterior and interior building maintenance, utilities, grounds keeping, landscaping, building insurance and building recapitalization shall be funded directly by the Municipality. The Director shall be consulted during the development of this budget and, as part of the budget development process, shall be provided the opportunity to comment on proposed service levels.

## 6.3. Payroll and Accounting Services

6.3.1. The Municipality shall provide the Director with monthly and year end payroll and financial reports.

## 6.4. Tendering and Purchasing

6.4.1. Board policy shall govern the tendering and purchasing of goods and services for the Library. The Board shall make final decisions on purchasing and the awarding of contracts.

6.4.2. Invoices for goods and services purchased by the Municipality on behalf of the Library shall be authorized by the Director before payment.

## 6.5. Budget Surplus or Deficit

6.5.1. If, in a given year, a surplus accrues in the Library budget, that amount shall be deposited into the capital, operational contingency and/or project reserve accounts designated by the Board.

6.5.2. If, in a given year, a deficit occurs in the Library budget, the Board shall designate that amount to be transferred into the budget from the Library Reserve.

## 6.6. Library Reserve

6.6.1. The Board will maintain a Library Reserve to be allocated according to Board policies. The Board shall determine use of the Library Reserve.

## 6.7. Annual Financial Review

6.7.1. In accordance with legislation and Board policy, an annual financial review shall be conducted on the Library's accounts by a financial reviewer appointed by the Board and approved by Council with costs to be allocated to the Library budget.

## 7. PERSONNEL

### 7.1. Employment

7.1.1. All individuals employed to work in the Library are employees of the Board, and shall function under the Board's Policy Handbook.

7.1.2. The Board shall be responsible for employing (including hiring, supervision, evaluation, termination, etc.) the Director of Library Services.

7.1.3. As per Board policy, the Board delegates to the Director of Library Services the management of employment functions for all its employees below the level of Director.

### 7.2. Salaries, Wages and Benefits

7.2.1. The Board shall determine the salaries, wages and benefits paid to its employees.

7.2.2. The Board shall pay the deductible for its staff benefits directly. The Municipality, through payroll services, shall handle payroll deductions for the staff portion of the deductible as per an agreed upon process.

### 7.3. Personnel Records

7.3.1. The Municipality shall store the Library's payroll records. Retention and disposal of these documents shall be in accordance with the Municipality's record management policy.

## 8. FACILITIES

### 8.1. Library Facility

8.1.1. The Municipality shall provide the Board with a facility adequate for the provision of library services and programs in the community.

8.1.2. "Adequacy" of the facility includes, but is not limited to, facility type, location, access, size, safety standards, maintenance, amenities and other features. The facility shall be deemed "adequate" through agreement between the Board and Council, notwithstanding the provisions of Section 4.3 herein.



## 8.2. Maintenance

8.2.1. Maintenance of Library facilities includes, but is not limited to, heating, lighting, utilities, exterior and interior building upkeep, landscaping, grounds keeping, and other such activities. The library shall submit a work order for any noted maintenance required.

8.2.2. The Board shall be responsible for paying the Municipality for the library's portion of the janitorial costs for the Library and Cultural Centre.

8.2.3. Hanging, affixing or installing new items to the library's section of the facility is the responsibility of the Library.

8.2.3.1. The Library as leaseholder must request these installations through Operations giving the details, drawings, specification, the intent / purpose, the timeline, the qualifications and references of the installer as well as suitable insurance coverage for the work, etc.

8.2.3.2. The costs associated for such installation is the responsibility of the Library

8.2.3.3. The Library will solicit or seek installers on behalf of the library. Operations can review and qualify / disqualify those the library proposes to use.

8.2.3.4. Operations will not supervise the work, but will inspect it at completion.

8.2.3.5. All damage and repairs for such installers or contractors will be the responsibility of the Library, and Operations will not pursue a contractor or installer for resolution of such issues.

## 8.3. Insurance

8.3.1. Library building, contents and liability insurance shall be provided by the Municipality through the Municipality's insurance policies. Copies of insurance policies and certificates of insurance shall be provided as necessary to the Director of Library Services by the Director of Finance and Administration.

## 8.4. Shared Space

8.4.1. With the consent of the Municipality, the Library may share space with other cultural organizations.

## 8.5. Health and Safety

8.5.1. All library staff shall participate in the Municipality's Health and Safety Program.

8.5.2. The Director of Library Services (or designate) shall participate in the Municipality's Health and Safety Committee and shall be responsible for the completion of Health and Safety inspections, Hazard Assessments, as well as any other required documentation for the Jasper Library and Cultural Centre. The Director shall also be responsible for organizing and completing required drills and related training.

8.5.3. The Board will be responsible for costs related to Library staff Health and Safety training unless otherwise provided for.

8.5.4. The Library shall maintain a sign in sheet for contractors coming into the Library and Cultural Centre during library hours. Library staff shall be responsible for giving the contractor(s) a Health and Safety talk including emergency exits and evacuation procedures.

8.5.4.1. If the contractor does not have keys, is not with Municipal staff with keys, and Library staff have been contacted to do so by Municipal staff, Library staff shall facilitate access to the required areas if possible. If not possible, Library staff will endeavour to contact Municipal staff for access.

8.5.5. All documentation to be forwarded to the Health and Safety Committee for review.

## 8.6. Library and Cultural Centre

8.6.1. During library hours, Library staff shall provide information services for the Library and Cultural Centre, including but not limited to, directional information, meeting rooms, events, and contact information for the various organizations in the Library and Cultural Centre.

## 9. AMENDMENT

9.1. The provisions of this Letter of Understanding may be amended with the written consent of both parties.

## 10. TERM AND RENEWAL

10.1. This Letter of Understanding shall be effective on the \_\_\_ day of \_\_\_\_\_, 202\_\_ and shall remain in effect until expiring on the \_\_\_ day of \_\_\_\_\_, 202\_\_.

10.2. This Letter of Understanding may be renewed with the written consent of both parties.

## 11. ADMINISTRATION

11.1. The Director shall undertake communications relevant to the provisions of this agreement with respect to the Board and Library employees.

11.2. The CAO shall undertake communications relevant to the provisions of this agreement with respect to Council and Municipal employees.

The representatives of both parties, duly authorized in that regard, have signed this Letter of Understanding

Specialized Municipality Of Jasper	)	_____
	)	Mayor
	)	
	)	“seal”
	)	_____
		CAO
Municipality Of Jasper Library Board	)	_____
	)	Board Chair
	)	
	)	_____
		Director of Library Services

## AGENDA ITEM 7.2



### REQUEST FOR DECISION

**Subject:** Policy Review Priority List

**Prepared by:** Emma Acorn, Legislative Services Coordinator

**Reviewed by:** Christine Nadon, Director of Protective & Legislative Services

**Date – Discussion:** January 11, 2022

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#### Recommendation:

- That Committee recommend Council approve the Policy Review Priority List as presented.

#### Options:

- That Committee direct administration to revise the list based on feedback today.

#### Background:

*Policies* are Council statements that set service priorities or standards of performance for the Municipality. A policy addresses recurring issues to provide guidelines setting out the level and manner the Municipality will perform duties imposed on itself or those imposed on the Municipality by legislation.

*Administrative Procedures* are developed by the Municipality's Management Team and are approved by the Chief Administrative Officer (CAO), and are intended to operationalize policy.

Together, policies and procedures ensure that a point of view held by the Municipality of Jasper is translated into steps that result in an outcome compatible with that view.

On July 20, 2021 Council approved the A-001 Policy Development and Review Policy. Policy A-001 establishes that; the Municipality of Jasper will operate a standardized system of developing, recording, approving, distributing and reviewing policies and procedures; policies and procedures will be maintained centrally and will be easily accessible and; Policies and accompanying administrative procedures will be reviewed every four years from the date adopted by Council unless there is a legislative requirement for a policy to be reviewed earlier.

Council or Administration may also request to review a specific policy if it is deemed to no longer be meeting or fulfilling its original purpose or intent.

#### Discussion:

On July 13, 2021 Committee directed Administration to establish a Policy Review Priority list to guide the review cycle and that the following be the first priority:

- B-009 Fiscal and Financial Control Policy

Following the election Council has asked administration to propose a more detailed list of priorities for council consideration. Administrations' recommendation is presented below:

#### Underway

- B-009 Fiscal & Financial Controls - B-009 Admin Procedure

### Proposed Initial Priority List

- A-004 Citizen Engagement - A-004 Admin Procedure
- D-003 Joint Use of Municipal Facilities - D-003 Admin Procedure
- B-021 Interim Electronic Meetings and Participation - B-021 Admin Procedure
- B-012 Debt & Reserve Limits - B-012 Admin Procedure
- B-018 Budgets - B-018 Admin Procedure
- D-006 Project Approvals
- E-004 Staff Recruitment - E-004 Admin Procedure
- F-008 Encroachments
- F-009 Service Standards Policy - F-009 Admin Procedure

### Consider Removal

- B-017 Community Economic Development Fund- B-017 Admin Procedure
- C-002 Electronic Communications Devices Policy - C-002 Admin Procedures
- C-003 No Smoking Zones Policy - C-003 Admin Procedure

### **Relevant Legislation:**

- A-001 Policy Development and Review

### **Financial:**

Policy review will be conducted using existing “in house” resources, unless there is an identified need for external support of a technical nature on specific subject matter.

## AGENDA ITEM 7.3

### REQUEST FOR DECISION

**Subject:** Utility Rate Principles  
**From:** Bill Given, Chief Administrative Officer  
**Reviewed by:** Emma Acorn, Legislative Services Coordinator  
**Date - Discussion:** January 11, 2022

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#### Recommendations:

- That Committee direct Administration to incorporate the Connection-Consumption-Capital model into the 2022 Utility Fees Levy and Collection Bylaw, and;
- That the 2022 Utility Fees Levy and Collection Bylaw be presented for consideration at the next regular council meeting.

#### Alternatives:

- That Committee direct Administration maintain the flat rate utility rate model for 2022.
- That Committee direct Administration implement a tiered rate utility rate model for 2022.

#### Background:

The water, sewer, garbage and recycling services provided by the Municipality of Jasper are funded through user fees, which are set under the Utility Fees Bylaw. This process is separate from the property tax funded portion of the budget, but is directly linked to the service levels and capital expenses related to operating the services. In the approved 2022 budget total utility expenses equaled \$3,886,059.

For several years, Council and Administration have been discussing changes to the water and sewer rate model to more equitably distribute the costs of providing services between users, while also enabling increased capital reinvestment in maintaining the system.

In July of 2021 Committee reviewed the concept of moving away from flat-rate billing and toward a model with three different component charges: Base System Access, Tiered Consumption and Infrastructure Replacement. Discussion at committee suggested the names could be simplified to: **Connection, Consumption and Capital (CCC Rate model)**. Committee directed Administration to bring forward a report discussing the implications of the relative weighting between them.

In August Council reviewed the CCC Rate model and provided administration with further input into the design of the model.

#### Discussion:

There are a number of different approaches to utility billing. Today Jasper uses a 'Flat-Rate' billing model where customers pay a rate based solely on a single factor: the volume of water they consume.

### Flat Rate Model:

				Per 2 Month Billing Period				Annual	
	m3	Water	Sewer	Ave m3	2021	2022	Change	Change	Total Bill
<b>Current</b>		<b>1.41</b>	<b>2.58</b>						
<b>Flat Rate</b>		<b>\$1.96</b>	<b>\$3.52</b>	20	\$79.80	\$109.60	\$29.80	\$178.80	\$657.60
	3.52			53	\$211.47	\$290.44	\$78.97	\$473.82	\$1,742.64
				210	\$837.90	\$1,150.80	\$312.90	\$1,877.40	\$6,904.80
				1543	\$6,156.57	\$8,455.64	\$2,299.07	\$13,794.42	\$50,733.84

### FLAT RATE MODEL – Illustration of Impact on Customers

2021 Utility Fees Levy and Collection Bylaw uses the traditional ‘Flat-Rate’ billing model where customers pay a rate based the volume of water they consume, these are known as water charges. The same measure is also used to place a value on the wastewater that returns to the treatment plant for processing, these charges are known as sewer charges. In 2021 water charges were \$1.41/m<sup>3</sup> and sewer charges were \$2.58/m<sup>3</sup> with the higher sewer charge reflecting the higher costs of treating waste water.

In order to generate the revenue required to fund utility expenses in 2022 rates under the flat-rate model would have to increase to \$1.96/m<sup>3</sup> for water and \$3.52/m<sup>3</sup> for sewer. As shown below this would have a modest impact on low volume consumers (increase of \$178.80/yr) and a much larger impact on high volume consumers (increase of \$13,794.42/yr).

### Tiered Rate Model:

			Per 2 Month Billing Period				Annual	
			Ave m3	2021	2022	Change	Change	Total Bill
	Water	Sewer						
Tier 1	\$1.79	\$3.39	20	\$79.80	\$103.60	\$23.80	\$142.80	\$621.60
Tier 2	\$1.79	\$3.39	53	\$211.47	\$274.54	\$63.07	\$378.42	\$1,647.24
Tier 3	\$2.09	\$3.69	210	\$837.90	\$1,182.00	\$344.10	\$2,064.60	\$7,092.00
Tier 4	\$2.39	\$3.99	1543	\$6,156.57	\$9,686.54	\$3,529.97	\$21,179.82	\$58,119.24

### TIERED RATE MODEL – Illustration of Impact on Customers

Over the last couple of years there has been discussion of moving away from the flat-rate model and towards a tiered-rate model where charges increase as consumption increases. For example, the first 35 m<sup>3</sup> of consumption would be charged at a certain rate, with the next bracket (36 to 100 m<sup>3</sup>) charged at a slightly higher rate, and so on.

The tiered rate model, is designed to discourage users from consuming large amounts of water or to take active steps to reduce consumption. This approach supports environmental stewardship, reduces operational costs, prolongs the life of current infrastructure and can delay the need for system upgrades.

When compared to a flat-rate model, using a tiered rate model could reduce the increase in rates for small volume consumers slightly (increase of just \$142.80/yr) but it would have a substantial impact on high volume consumers (up \$21,179.82/yr). This would likely provide significant incentive for large volume consumers to take active steps to reduce their consumption and move into a lower billing tier. This is illustrated below.

### **CCC Rate Model:**

In contrast to either the flat-rate or tiered-rate models which are based solely on consumption volumes, the CCC rate model incorporates three distinct components; Connection, Consumption, and Capital in determining a customer's billing.

For transparency, each of the three components can be mapped to specific functions within the utility and each of the functions have quantifiable expenses that can be seen within the budget. Together these combined expenses equal the total approved utility expense in the 2022 budget (\$3,886,059).

#### **Connection - \$700,827**

A Connection charge ensures all properties connected to the system contribute to the core costs of having a system. This charge is commonplace across a variety of utility service providers as it provides greater revenue stability and predictability than a purely consumption-based model.

Costs recovered Connection charges include utilities management & billing staff, meter readings, inspections, testing, routine maintenance and computer systems. The Connection charge would also cover costs associated with the regular maintenance and operation of the system that is required no matter how much water is consumed. This approach may be particularly relevant to Jasper due to the seasonal variations in usage based on visitation.

Within the CCC model Connection charges can be applied based on the diameter of the water service line into a property which ranges from 5/8" up to 3".

#### **Consumption - \$2,496,489**

The second part of the rate model is the cost per cubic meter (m<sup>3</sup>) of water consumed similar to both the flat-rate and tiered-rate models.

Costs recovered through consumption rates would include waste-water treatment plant operational contract, water treatment operational costs and energy costs, specialized equipment for system maintenance, goods and supplies.

Within the CCC model Consumption charges can be applied using either a flat rate or tiered rate.

#### **Capital - \$688,742**

The final part of the model is the capital costs of repair, replacement and upgrading of the water and waste water systems.

The 2017 Asset Management Study (2017 AMS) recommended that the Municipality of Jasper should be reinvesting \$1.67 million annually into water and wastewater systems.

**Reinvestment in to Utilities Infrastructure**

	<b>2017 AMS Recommendation</b>	<b>Actual 2018</b>	<b>Actual 2019</b>	<b>Actual 2020</b>	<b>Actual 2021</b>
<b>Water</b>	<b>\$940,000</b>	<b>\$283,387</b>	<b>\$312,054</b>	<b>\$318,085</b>	<b>\$318,085</b>
<b>Sewer</b>	<b>\$730,000</b>	<b>\$35,960</b>	<b>\$59,679</b>	<b>\$60,872</b>	<b>\$60,872</b>
<b>TOTAL</b>	<b>\$1,670,000</b>	<b>\$319,347</b>	<b>\$371,733</b>	<b>\$378,957</b>	<b>\$378,957</b>

The table above contrasts the 2017 AMS recommendation with actuals transfers to reserves for capital since that time and suggests that from 2018 to 2021 the system has been underfunded by approximately \$1,300,000 each year.



Within the CCC model Capital charges can be applied based on the diameter of the water service line into a property which ranges from 5/8" up to 3".

### Benefits of the CCC Rate Model:

Conceptually, the CCC rate model has a number of benefits over either the flat-rate or tiered-rate models including:

- Guaranteeing that the core fixed costs of operating the system are covered, regardless of consumption, through the stability of the Connection charge component.
- Encouraging conservation by providing financial motivation for large volume consumers to take active steps to reduce consumption through tiered Consumption rates.
- Supporting equity by ensuring that those who consume more and/or generate a personal gain through commercial consumption contribute more to supporting the costs of the system.
- Increasing transparency and helping users understand the infrastructure replacement needs of the system through Capital charges.

### Testing the CCC Rate Model:

The CCC rate model is highly flexible and able to meet any policy outcome that council might desire. This is illustrated in the scenarios below.

#### CCC Rate Model Scenario 1

			Per 2 Month Billing Period				Annual	
	Water	Sewer	Ave m3	2021	2022	Change	Change	Total Bill
<b>Tier 1</b>	\$1.35	\$2.55	20	\$79.80	\$111.33	\$31.53	\$189.20	\$668.00
<b>Tier 2</b>	\$1.75	\$2.75	53	\$211.47	\$276.50	\$65.03	\$390.18	\$1,659.00
<b>Tier 3</b>	\$2.00	\$3.10	210	\$837.90	\$1,093.87	\$255.97	\$1,535.80	\$6,563.20
<b>Tier 4</b>	\$2.60	\$3.70	1543	\$6,156.57	\$9,508.43	\$3,351.86	\$20,111.18	\$57,050.60

In this version of the model generates the amount of revenue required to fund the expenses in the 2022 budget but does so through: a tiered consumption rate with the lowest rate being reduced from 2021 and the addition of a \$100/year Connection charge and a \$100/yr Capital charge for all users.

This scenario has a slightly increased impact on the lowest volume users when compared to the purely tiered-rate model above (total change up \$189.20 here vs. up \$142.80 in the tiered model) but the additional Connection and Capital charges are actually slightly mitigated by lowest tier Consumption rates being set below the existing 2021 rates. This model still has a substantial impact on the highest volume consumers but would also provide a significant financial incentive for them to reduce consumption and move in to the tier 3 rate.

### CCC Rate Model Scenario 2

			Per 2 Month Billing Period				Annual	
	Water	Sewer	Ave m3	2021	2022	Change	Change	Total Bill
<b>Tier 1</b>	\$0.70	\$1.50	20	\$79.80	\$260.67	\$180.87	\$1,085.20	\$1,564.00
<b>Tier 2</b>	\$0.80	\$1.60	53	\$211.47	\$406.53	\$195.06	\$1,170.38	\$2,439.20
<b>Tier 3</b>	\$1.00	\$1.80	210	\$837.90	\$962.80	\$124.90	\$749.40	\$5,776.80
<b>Tier 4</b>	\$1.20	\$2.00	1543	\$6,156.57	\$5,228.40	-\$928.17	-\$5,569.02	\$31,370.40

This version of the CCC model maintains tiered consumption charges but sees all rates, including the top tier, set significantly below the 2021 rates. It still generates the required amount of revenue but does so by significant increases to both the Connection and Capital charges. Here annual connection charges are as follows: 5/8" to 3/4" - \$300, 1" to 1.5" - \$700 and 2" to 3" - \$1400 and annual Capital charges are set at \$1000 for all customers.

This scenario has a significantly increased the cost on the lowest volume users when compared to all the previous model above (total annual change is \$1085.20) because of the additional Connection and Capital charges. For large volume consumers, even with the addition of Connection and Capital charges the shift to lower rates actually offers a savings over of over \$5,000/year.

### CCC Rate Model Scenario 3

			Per 2 Month Billing Period				Annual	
	Water	Sewer	Ave m3	2021	2022	Change	Change	Total Bill
<b>Tier 1</b>	\$0.60	\$1.40	20	\$79.80	\$65.83	-\$13.97	-\$83.80	\$395.00
<b>Tier 2</b>	\$1.10	\$2.10	53	\$211.47	\$845.60	\$634.13	\$3,804.78	\$5,073.60
<b>Tier 3</b>	\$1.50	\$2.50	210	\$837.90	\$1,556.93	\$719.03	\$4,314.20	\$9,341.60
<b>Tier 4</b>	\$2.25	\$3.25	1543	\$6,156.57	\$8,888.43	\$2,731.86	\$16,391.18	\$53,330.60

Finally, this version of the CCC model again maintains a tiered Consumption rate, but the top two tiers are set above current rates and the bottom tiers are significantly reduced. Annual connection charges are as follows: 5/8" to 3/4" - \$55, 1" to 1.5" - \$700 and 2" to 3" - \$1200. Annual Capital charges are set very low for the smallest service sizes with 5/8" to 3/4" at just \$100/yr and everything 1" and above paying \$3500/yr.

This scenario is the first that delivers a reduction to the smallest consumers (down \$83.80/yr) but it does so by shifting the burden to the largest consumers who would see an increase of over \$16,000/yr. There would still be a significant incentive for large consumers to reduce consumption and move into a lower tier.

### Conclusions:

Any of the scenarios above are able to meet the revenue required to fund 2022 operations. Using the current "flat rate" model would require rates of approximately \$1.96 for water and \$3.52 for sewer but provides limited ability for council to exercise policy control over how the burden is distributed between customer types. In contrast the CCC rate model has a number of additional benefits and can be adjusted to meet any policy outcome Council desires.

## AGENDA ITEM 7.4

### REQUEST FOR DECISION

**Subject:** Mountain Bike Skills Park Operating Agreement  
**From:** Bill Given, Chief Administrative Officer  
**Reviewed by:** Emma Acorn, Legislative Services Coordinator  
**Date:** January 11, 2022

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#### Recommendations:

That Committee recommend Council approve the Mountain Bike Skills Park Operating Agreement with the Jasper Park Cycling Association, as presented, and;

That Committee recommend Council endorse the use of the remnant parcel west of parcel GA and direct administration seeking any development approvals that may be required by Parks Canada.

#### Alternatives:

- That Committee direct administration to amend the Mountain Bike Skills Park Operating Agreement and provide a new draft to the Jasper Park Cycling Association.
- That Committee direct administration to discontinue work on the Mountain Bike Skills Park Operating Agreement.

#### Background:

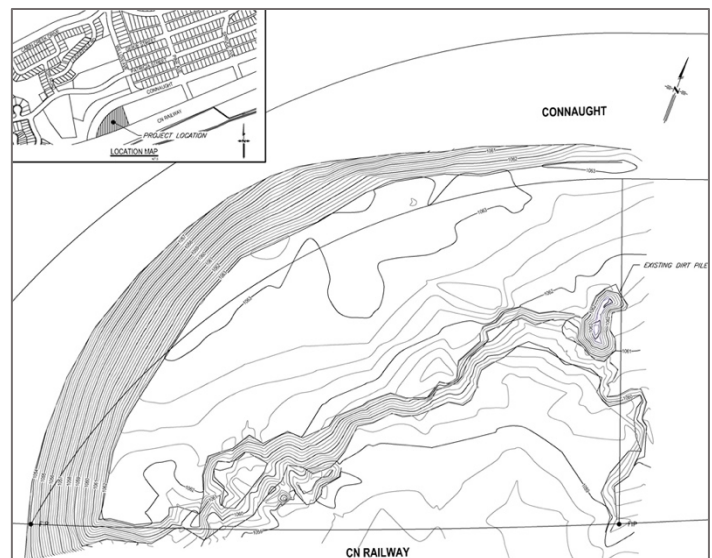
The Jasper Park Cycling Association (JPCA) has existed since 2012. In 2014 municipal Council provided support “in principle” for creating a bike skills park and since that time JPCA has made taken a number of steps toward the bike park’s creation.

The proposed site is a remnant parcel west of parcel GA (shown at right).

On April 27<sup>th</sup>, 2021 JPCA presented to council seeking support to advance the project and Committee directed Administration to work with the JPCA to draft an appropriate agreement and return to council.

#### Discussion:

The draft agreement is for a 3 year term and does not commit the municipality to anything other than moderate operational support that can be provided “in-kind” from within the existing operational budget. The agreement does provide the opportunity for the JPCA to make funding requests of more than \$2,000 subject to Council through the MOJ’s public budget process.



The draft agreement spells out other responsibilities of each party as outlined below:

### **MOJ Responsibilities**

- To install and maintain an entrance sign for the park;
- To inspect the safety and condition of the Park monthly from the beginning of April through until the end of October of each year.
- To provide wildlife-proof waste collection bins throughout the Park, and will provide waste collection services;
- To assist in the installation of capital projects or improvements as recommended by the JPCA and as approved by the Municipal Council of Jasper through the MOJ's public budget process and subject to availability of personnel and equipment.
- To provide liability insurance and add the JPCA as a named insured under the MOJ's general umbrella liability insurance policy;

### **JPCA Responsibilities**

- To appoint a liaison person and alternate liaison person to communicate with the MOJ on any matters relating to the Park.
- Not to erect any improvements on the Park such as (but are not limited to) trails, trail features, kiosks, signs and trail markers; without the MOJ's previous consent.
- To monitor and inspect the safety and condition of the Park once a week from the beginning of April through until the end of October of each year of the leasehold term;
- To ensure the Park is in a good state of repair and all structures, trails, trail features and obstacles are sound and adhere to the approved design specifications.
- To have "work bees" every second month, starting in April. The work bees will undertake tasks such as inspections, maintenance, minor improvements, minor ground repairs and clean-up
- To obtain written approval from the MOJ at least thirty (30) days prior to hosting a special event at the Park.

### **Financial:**

In-kind Municipal support including signage, waste receptacles and safety inspections can be provided within the approved 2022 operating budget.

There is no operating grant or dedicated capital support in the approved 2022 budget.

### **Attachments:**

Jasper Mountain Bike Skills Park Operating Agreement (DRAFT)

## **Jasper Mountain Bike Skills Park Operating Agreement**

BETWEEN

Municipality of Jasper  
(hereinafter called "MOJ")

AND

Jasper Park Cycling Association  
(hereinafter called "JPCA")

WHEREAS the MOJ and the JPCA have a shared goal to provide safe, maintained and free access to a mountain bike skills park within the town site of Jasper, Alberta;

WHEREAS the bike park will be called the Jasper Mountain Bike Skills Park (hereinafter called "the Park");

WHEREAS the Municipality of Jasper holds a Land Use Agreement for open space, walkways and right of way for public utilities on the remnant site west of Parcel GA in the town site of Jasper, in Jasper National Park, in the Province of Alberta, as said parcel shown in Schedule A;

AND WHEREAS the Park will be maintained and monitored from the beginning of April through until the end of October of each year that the Park is operational and open to users;

The JPCA agrees to the following:

- To appoint a liaison person and alternate liaison person to communicate with the MOJ on any matters relating to the Park. Once appointed, contact information for both the liaison person and alternate liaison person will be provided to the MOJ. Should the liaison person and alternate liaison person change, the JPCA will ensure updated contact information is provided to the MOJ;
- Not to erect any improvements on the Park and premises without the MOJ's previous consent. Improvements may include, but are not limited to, trails, trail features, kiosks, signs and trail markers;
- To monitor and inspect the safety and condition of the Park once a week from the beginning of April through until the end of October of each year of the leasehold term;
- To ensure the Park is in a good state of repair and all structures, trails, trail features and obstacles are sound and adhere to the approved design specifications. Should the Park require

maintenance to address deficiencies or concerns, the JPCA will inform the MOJ to schedule maintenance, repairs or closure of the Park to address deficiencies or concerns as soon as practicable. The JPCA will take reasonable actions to communicate closures with users of the park;

- Will make financial requests to the MOJ no later than September 1 of each year, in alignment with the MOJ's annual budget cycle. Requests of more than \$2,000 will be subject to approval from Jasper Municipal Council through the MOJ's public budget process. All requests must include a detailed proposal, budget, quotations and a proposed start date for all work;
- To have "work bees" every second month, starting in April. The first session will be held within the first 2 weeks after the ground is totally free of snow and/or ice. The second, third and fourth session will occur the first week of the months of June, August and October. Volunteers for the work bees will be from the JPCA membership. The work bees will perform such tasks as inspections, maintenance, minor improvements, minor ground repairs and clean-up;
- To obtain written approval from the MOJ at least thirty (30) days prior to hosting a special event at the Park. Special events will be in accordance with the MOJ's existing bylaws, policies, procedures and practices;

The MOJ agrees to the following:

- To install and maintain an entrance sign for the park;
- That it may remove, move or change any unauthorized structure or trail feature and will notify the JPCA of any changes as soon as practicable;
- In addition to the JPCA's inspections, the MOJ will inspect the safety and condition of the Park monthly from the beginning of April through until the end of October of each year of the leasehold term. Inspections will include the ensuring that all safety-related signage throughout the park remains visible and intact;
- That it will provide wildlife-proof waste collection bins throughout the Park, and will provide waste collection services;
- That it may provide funding to be used for regular operations of the Park during the term of the Sublease. Operational requests of more than \$2,000 will be subject to approval from Jasper Municipal Council through the MOJ's public budget process;
- That it will assist in the installation of capital projects or improvements as recommended by the JPCA and as approved by the Municipal Council of Jasper through the MOJ's public budget process. The extent of such assistance may be limited, subject to availability of personnel and

equipment.

- That it will provide liability insurance and add the JPCA as a named insured under the MOJ's general umbrella liability insurance policy;

**The MOJ and the JPCA both agree to the following:**

- Prior to the seasonal opening of the Park at the beginning of April of each year of the leasehold term, both parties will meet to complete a safety inspection checklist.
- The MOJ, at its discretion, may remove any hazard it deems as unsafe, has unreasonably impacted the environment of the Park, or for any other reason at any time. The JPCA, at its discretion, may also remove any hazard it deems as unsafe, has unreasonably impacted the environment of the Park, or for any other reason at any time. Both parties are responsible for notifying one another of any removals as soon as practicable.
- If the Park or a section of the Park is deemed to be unsafe for any reason, the Park in its entirety or the appropriate section will be closed by the MOJ. The MOJ will contact the JPCA with respect to any closures as soon as practicable.

**REVIEW**

This Operating Agreement shall be reviewed by both parties after the first 12 months and may be updated as required to the mutual satisfaction of the MOJ and the JPCA.

**TERM**

This Operating Agreement is for a term of three (3) years, commencing **DATE** and ending on **DATE**.

Within six months prior to the expiration, this Operating Agreement will be reviewed and updated as required to the mutual satisfaction of the MOJ and the JPCA.

**TERMINATION**

This Operating Agreement may be terminated by the MOJ in its sole discretion, at any time, and for any reason.

Termination of this Operating Agreement is subject to the MOJ providing the JPCA with a minimum of sixty (60) days' notice.

**SIGNATURES**

IN WITNESS WHEREOF the parties have set their hands and witness thereto:



Box 10  
Jasper AB  
T0E 1E0

December 8, 2021

Bill Given  
CAO, Municipality of Jasper  
P.O. Box 520  
Jasper, Alberta  
T0E 1E0

Dear Mr. Given:

**Subject: Garage Suites – Municipality of Jasper Requirement Query  
Jasper National Park**

Parks Canada and the Municipality of Jasper embarked on a community consultation process in 2019 to gather information on Accessory Dwelling Units (Secondary Suites, Garage Suites, and Carriage Homes) in an effort to address residential housing shortages in the Town of Jasper. As a result of the consultation process, in 2020 the restriction on owner occupancy for the Compact Lot District was removed and the Interim Policy for Secondary Suites was enacted. Parks Canada is currently working through adjustments to the private home accommodation requirements and is expecting to release a draft to the Municipality for review within a few weeks.

Parks Canada would also like to explore the feasibility of Garage Suites with the Municipality of Jasper. Parks Canada Architects have provided the attached set of concept design plans for a garage suite to assist the field unit in formulating an Interim Policy for Garage Suites. The benefit of a garage suite is to create one extra dwelling unit on a site while not compromising required on-site parking, soft landscaping requirements, or Jasper's Architectural Motif. The interim policy will only be applicable to one-unit and two-unit dwelling districts, with lane access, and only for detached garages located at the rear of the property.

The following plan explanations have been provided by our Architects to guide you through the concept plans:

Plan A01

R1 Case 1 Interior lot with back lane. Setbacks are as shown. Maximum building footprint is 30% of site coverage or 140 sq.m. whichever is lesser. Based on the site plan, the main building built to the setbacks maxes out at 11.64mx11.97m for 139 sq.m. Maximum size for the garage/garden units is 10% of site coverage which is 45 sq.m. Garages have a minimum setback of 0.9 m from the rear property line.

Plan A11

Type 2 – Garage Unit. This floor plan is a combined two vehicle garage and residential unit. Fire protection requirements by the Alberta Building Code should be applied. A single exit is provided as allowed by the Alberta Building Code table 9.9.7.4. A stacked washer and dryer is located



underneath the stairs to maximize the space.

Plan A12

The second floor is designed as a studio unit. Ample headroom above the bedroom and living area is achieved using dormers as shown on A14.

Plans A13, A14 and A15

The eave height is raised higher on this design in order to provide more usable space in the attic. A steep roof slope of 12:12 is used to able to gain more space. Triangular windows are provided the maximize the wall space.

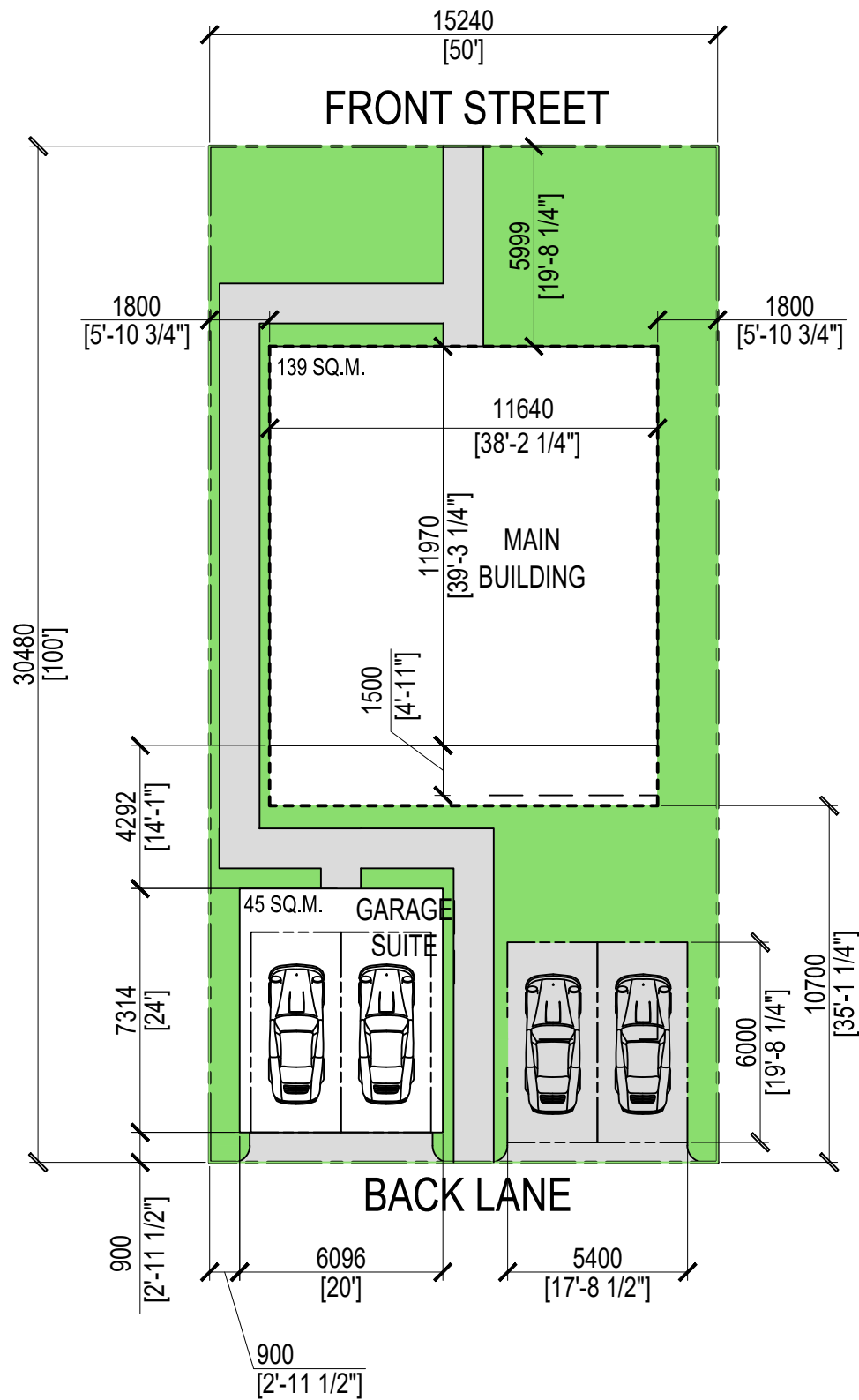
Prior to Parks Canada finalizing the interim land use policy for garage suites, we request the Municipality of Jasper review this concept and bring forward any concerns you may have regarding municipal utilities, increased vehicle congestion in alleys, emergency services, or any other municipal concerns that this may raise.

If you have any questions or concerns, please contact me at the number below.

Yours truly,



Dave Kreizenbeck  
Senior Realty and Development Officer  
Jasper National Park  
Email: [dave.kreizenbeck@pc.gc.ca](mailto:dave.kreizenbeck@pc.gc.ca)  
Phone: (780)820-0146



1 SITE PLAN  
SCALE: 1:200

ONE-UNIT DWELLING DISTRICT (R1) CASE 1:  
INTERIOR LOT WITH BACK ALLEY, GARAGE SUITE OR GARDEN SUITE.

LOT: 15.24 MX30.48 M = 464.52 SQ.M.  
FRONT SETBACK: 6 M  
SIDE SETBACK: 1.8 M  
REAR SETBACK: 10.7 M

MAIN BUILDING: 139 SQ.M. (30% SITE COVERAGE, MAX AT 140 SQ.M.)

GARAGE/GARDEN SUITE: 45 SQ.M. (10% SITE COVERAGE)  
SETBACK FROM MAIN BUILDING: 1.5 M  
SETBACK: 0.9 M

MINIMUM PARKING REQUIRED: 4

TOTAL LANDSCAPING(MIN 50% OF LOT AREA): 268 SQ.M. (58%)  
POSSIBLE SOFT LANDSCAPE (MIN 50% OF TOTAL LANDSCAPING): 164 SQ.M. (61%)

LEGEND:

- PROPERTY LINE
- SETBACK
- BUILDING
- BUILDING - ALTERNATE LOCATION
- OPEN PARKING

Canada



Parks Canada  
Parcs Canada  
Asset & Environmental  
Management  
Architectural &  
Engineering Services  
Gestion des biens et  
de l'environnement  
Services d'architecture  
et d'ingénierie

revisions	description	date
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A	A detail no. no. du detail	A
C	B location drawing no. sur dessin no.	B C
	C drawing no. dessin no.	

project	projet
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JASPER ACCESSORY  
DWELLING UNIT  
STUDY

JASPER NATIONAL PARK, AB

drawing	dessin
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SITE PLAN  
(R1 CASE 1)

Designed By	TA	Conçu par
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Date		(yyyy/mm/dd)
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Drawn By	AC	Dessiné par
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Date		(yyyy/mm/dd)
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Reviewed By	TA/JD	Examiné par
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Date		(yyyy/mm/dd)
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Approved By	J. DAVIGNON	Approuvé par
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Date		(yyyy/mm/dd)
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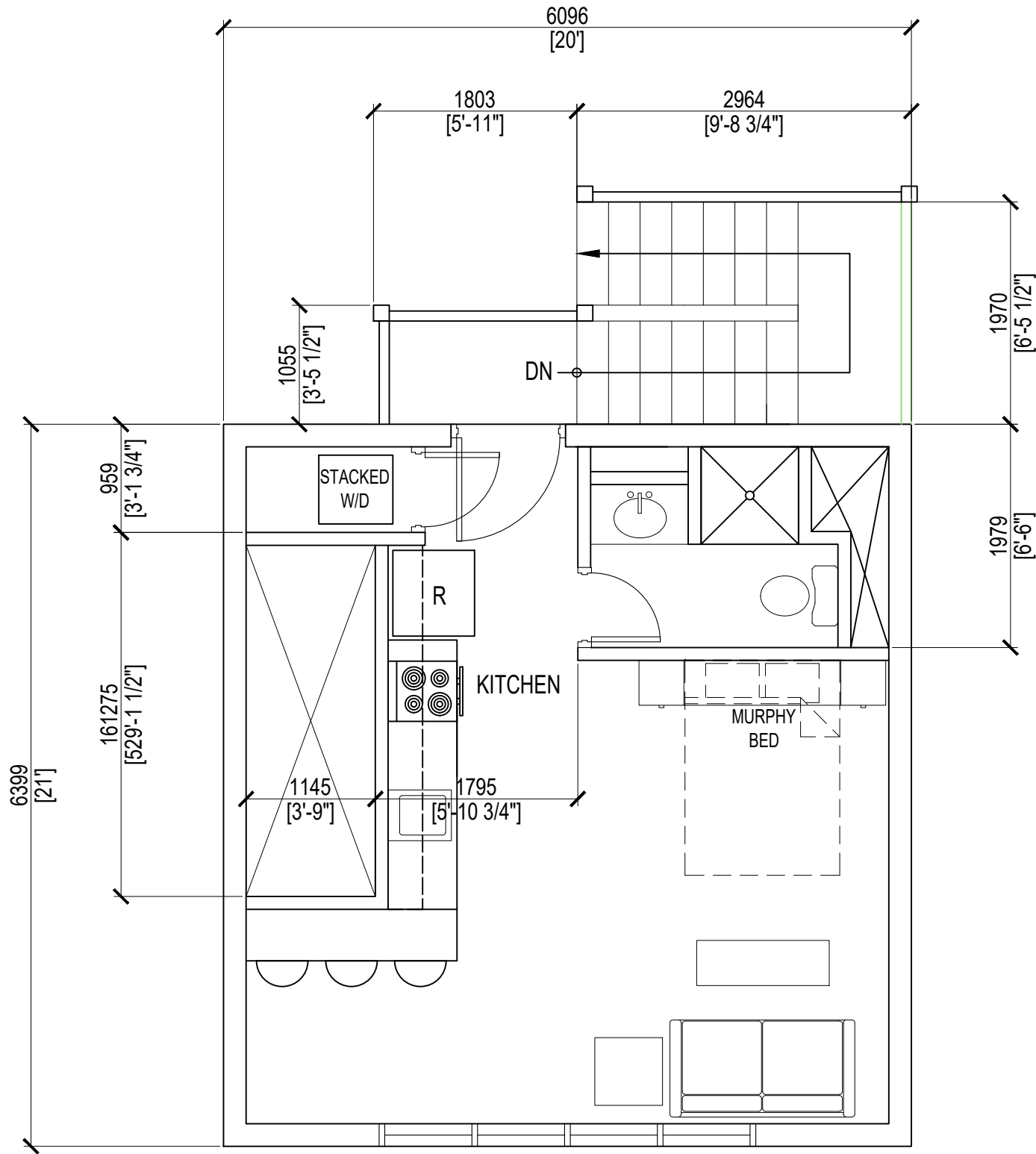
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Drawing no.	A01	No. du dessin
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2020-01-07 3:16pm By: Adrian Camacho  
C:\Users\Adrian Camacho\AppData\Local\Temp\FinalJob\_23120\Jasper Garden Unit\_v3\_1\_2020.dwg



1 SECOND FLOOR PLAN  
SCALE: 1:50

Canada



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Engineering Services

Parcs Canada

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de l'environnement  
Services d'architecture  
et d'ingénierie

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revisions	description	date
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project project

## JASPER ACCESSORY DWELLING UNIT STUDY

JASPER NATIONAL PARK, AB

drawing dessin

## FLOOR PLAN (TYPE 2 - GARAGE UNIT)

Designed By TA Conçu par

Date (yyyy/mm/dd)

Drawn By AC Dessiné par

Date (yyyy/mm/dd)

Reviewed By TA/JD Examiné par

Date (yyyy/mm/dd)

Approved By J. DAVIGNON Approuvé par

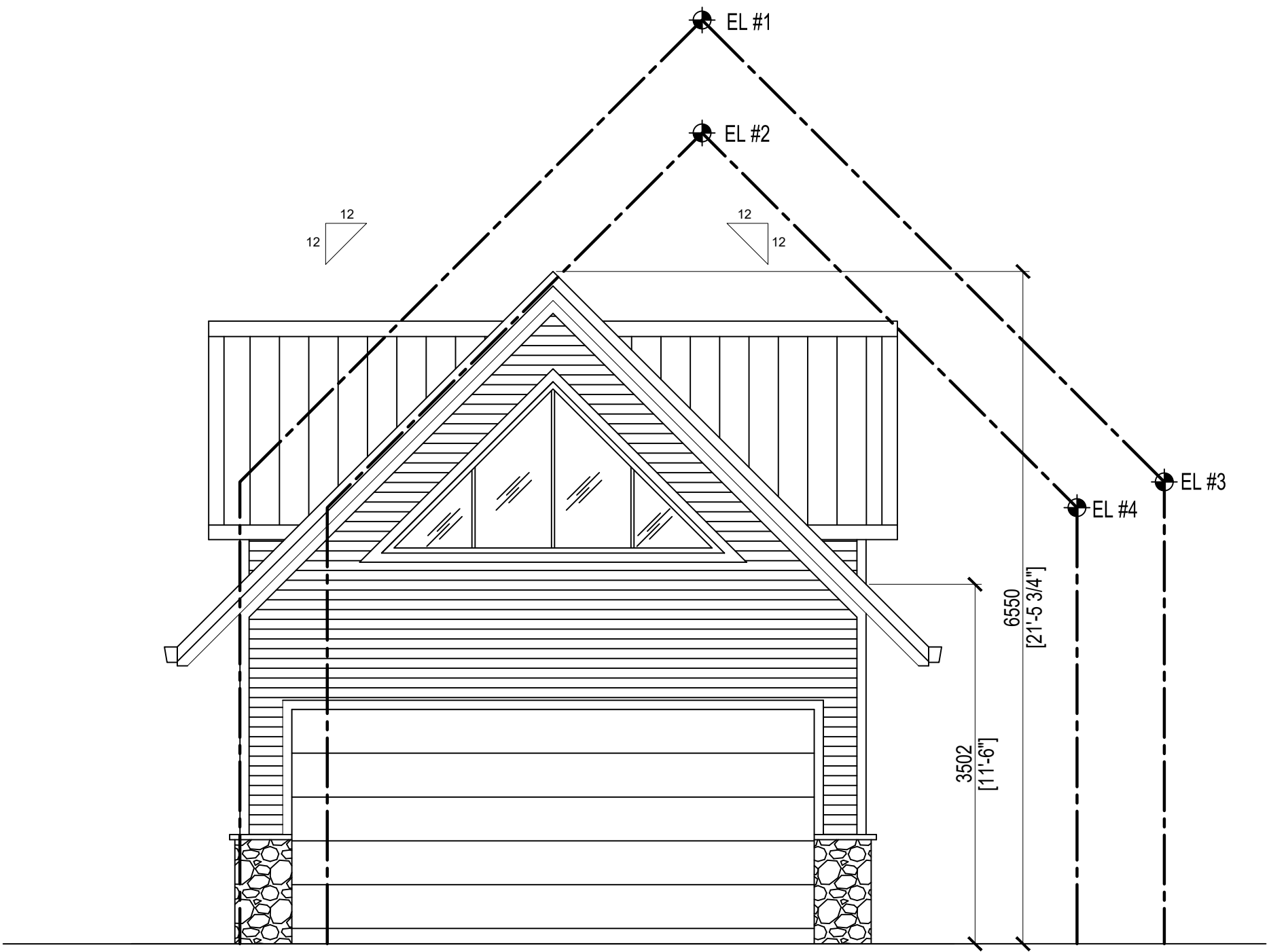
Date (yyyy/mm/dd)

Project no. No. du projet

Drawing no. No. du dessin

A12

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1 FRONT ELEVATION  
SCALE: 1:50

LEGEND:

- EL #1 - 9.0M MAX RIDGE HEIGHT FOR R1 & R2
- EL #2 - 7.9M MAX RIDGE HEIGHT FOR R2H
- EL #3 - 4.5M MAX EAVE HEIGHT FOR R1 & R2
- EL #4 - 4.25M MAX EAVE HEIGHT FOR R2H

Canada



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Parcs Canada  
Asset & Environmental  
Management  
Architectural &  
Engineering Services  
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de l'environnement  
Services d'architecture  
et d'ingénierie

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revisions	description	date
A	A detail no. no. du detail	A
B	B location drawing no. sur dessin no.	B C
C	C drawing no. dessin no.	

project  
JASPER ACCESSORY  
DWELLING UNIT  
STUDY  
JASPER NATIONAL PARK, AB



drawing  
ELEVATION  
(TYPE 2 - GARAGE UNIT)

Designed By TA Conçu par  
Date (yyyy/mm/dd)  
Drawn By AC Dessiné par  
Date (yyyy/mm/dd)  
Reviewed By TA/JD Examiné par  
Date (yyyy/mm/dd)  
Approved By J. DAVIGNON Approuvé par  
Date (yyyy/mm/dd)

Project no. No. du projet

Drawing no. A13 No. du dessin

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	<p>A detail no. no. du detail</p> <p>B location drawing no. sur dessin no.</p> <p>C drawing no. dessin no.</p>	

project	projet
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# JASPER ACCESSORY DWELLING UNIT STUDY

JASPER NATIONAL PARK, AB

drawing	dessin
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ELEVATION  
(TYPE 2 - GARAGE UNIT)

Designed By	TA	Conçu par
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Date (yyyy/mm/dd)

Drawn By	AC	Dessiné par
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Date (yyyy/mm/dd)

Reviewed By	Examiné par
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Date (yyyy/mm/dd)

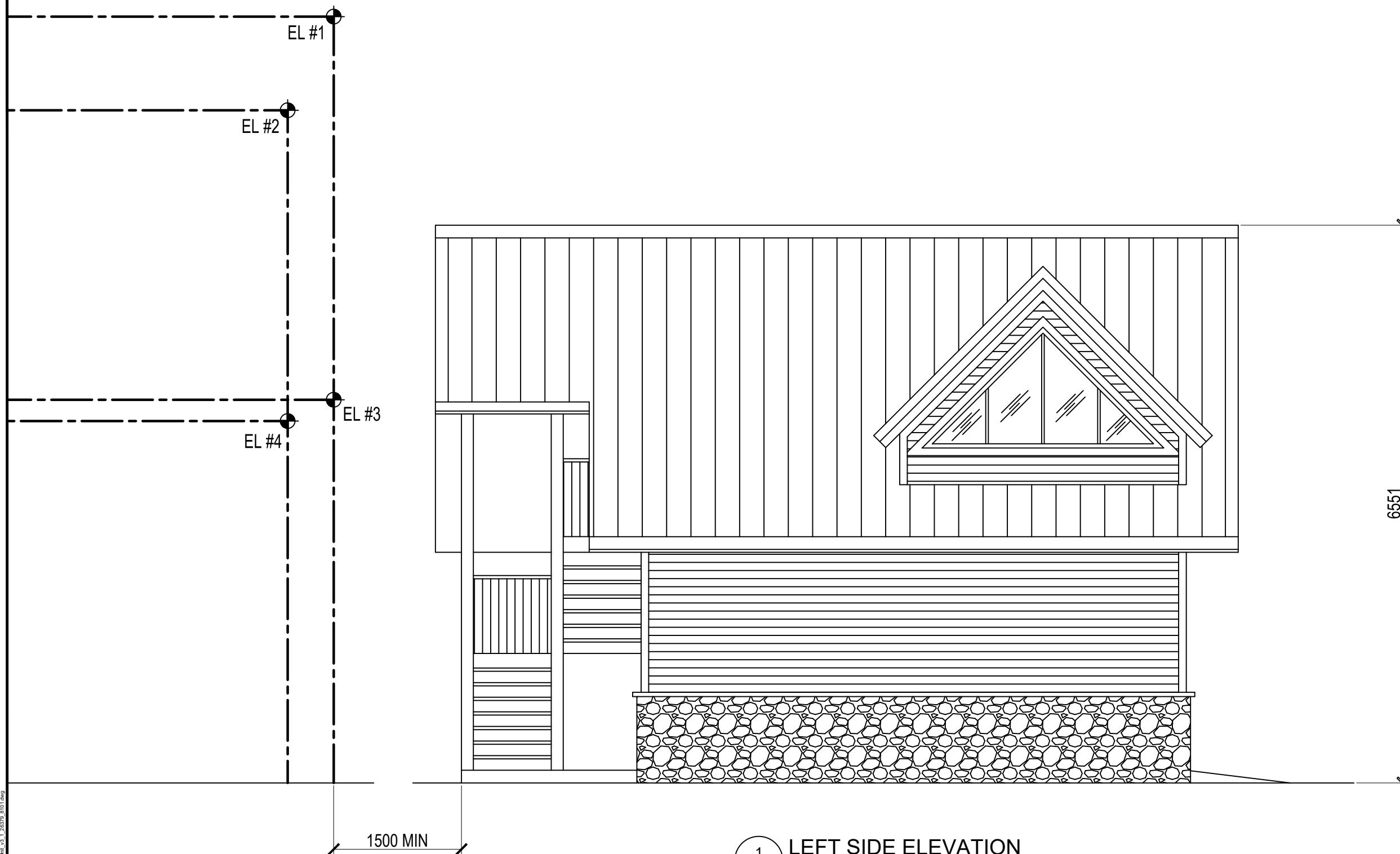
Approved By _____	Approuvé par _____
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Date (yyyy/mm/dd)

Project no.	No. du projet
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Drawing no.	No. du dessin
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A14



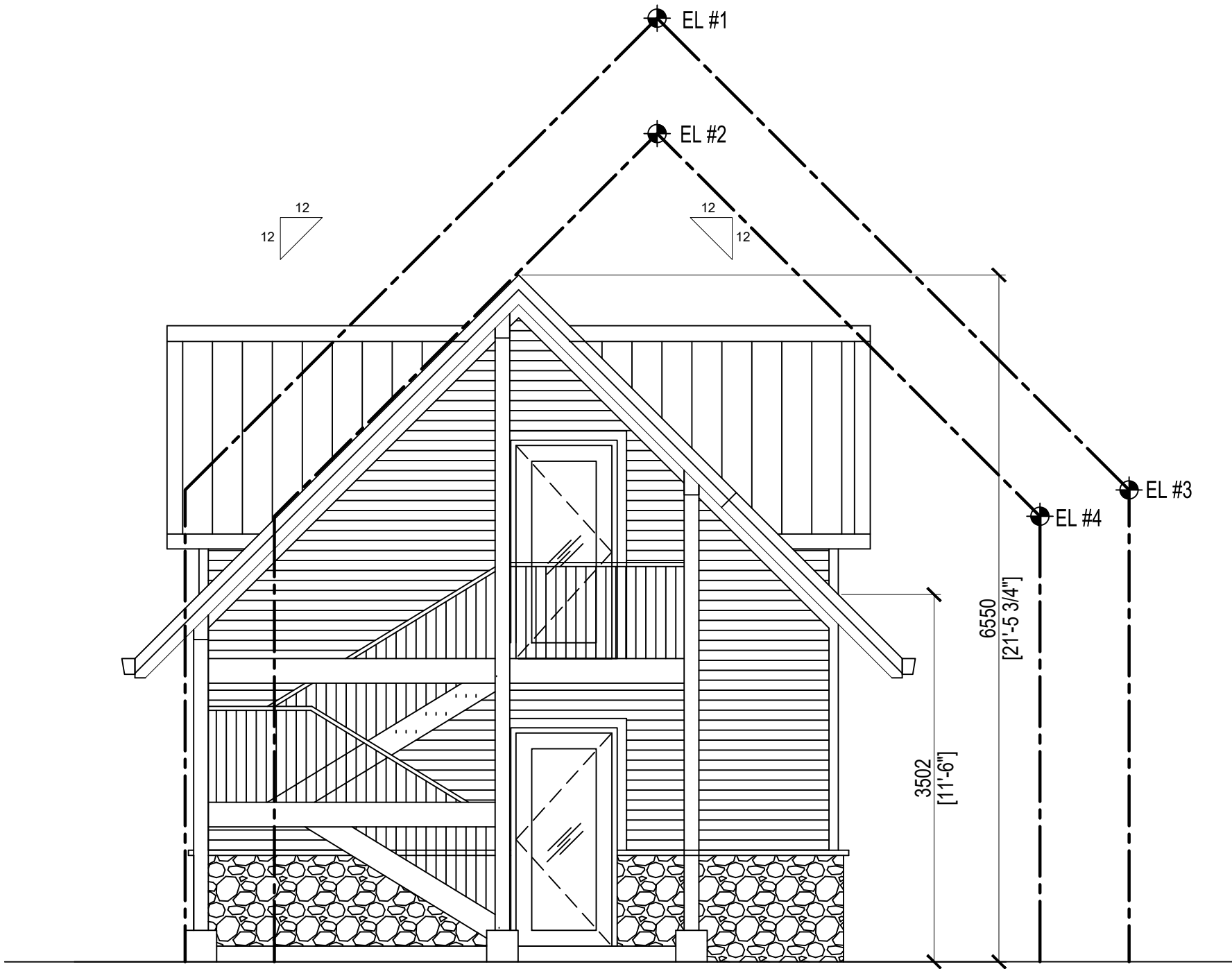
**LEGEND:**

EL #1 - 9.0M MAX RIDGE HEIGHT FOR R1 & R2

EL #2 - 7.9M MAX RIDGE HEIGHT FOR R2H

EL #3 - 4.5M MAX EAVE HEIGHT FOR R1 & R2

EL #4 - 4.25M MAX EAVE HEIGHT FOR R2H



1 REAR ELEVATION  
SCALE: 1:50

LEGEND:

- EL #1 - 9.0M MAX RIDGE HEIGHT FOR R1 & R2  
EL #2 - 7.9M MAX RIDGE HEIGHT FOR R2H  
EL #3 - 4.5M MAX EAVE HEIGHT FOR R1 & R2  
EL #4 - 4.25M MAX EAVE HEIGHT FOR R2H

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et d'ingénierie

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revisions	description	date
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project	projet
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JASPER ACCESSORY  
DWELLING UNIT  
STUDY

JASPER NATIONAL PARK, AB

drawing	dessin
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ELEVATION  
(TYPE 2 - GARAGE UNIT)

Designed By	Conçu par
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TA

Date	(yyyy/mm/dd)
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Drawn By	Dessiné par
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AC

Date	(yyyy/mm/dd)
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Reviewed By	Examiné par
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TA/JD

Date	(yyyy/mm/dd)
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Approved By	Approuvé par
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J. DAVIGNON

Date	(yyyy/mm/dd)
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Project no.	No. du projet
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Drawing no.	No. du dessin
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A15

## MOTION ACTION LIST

SHORT TITLE	REQUESTED (DATE)	RESPONSIBLE (WHO)	COUNCIL MOTION (DESCRIPTION)	TARGET (DATE)
Bike Skills Park	April 27, 2021	CAO	That Committee of the Whole direct Administration to work with the JPCA to draft a recommended agreement to come back to Council and to approve, in principle, the use of the remnant site west of parcel GA for a bike skills park.	January 2022
Principles for Utility Rates Bylaw	July 13, 2021	Director of Finance & Administration & Director of Operations	That Committee direct Administration to bring forward a report discussing the implications of the relative weighting between the three utility components (base system access; tiered consumption; and infrastructure replacement).	January 2022
<del>Paid Parking Pilot Project Wrap Up Report</del>	<del>July 27, 2021</del>	<del>CAO</del>	<del>That Committee direct Administration to present a wrap up report on the paid parking pilot project at one Committee of the Whole meeting upon project completion.</del>	<del>December 2021</del>
Mountain Makers Arts & Culture	July 27, 2021	Director of Culture & Recreation & CAO	That Committee direct Administration to come back to a future Committee of the Whole meeting with a report to follow up on the request made in the presentation today July 27, 2021.	January 2022
S-Block Parking	September 14, 2021	Director of Protective and Legislative Services	That Committee direct Administration to return to a future Committee of the Whole meeting with a policy level discussion regarding the use of S-block parking.	<del>January</del> February 2022
Relationship with JCTS & Friends of Jasper Culture & Recreation	September 14, 2021	CAO	That Committee direct Administration to bring forward recommendations on how to enhance the relationship between the municipality and local non-profit organizations including Jasper Community Team Society and Friends of Jasper Culture and Recreation.	February 2022
Municipal Staff Housing	September 14, 2021	Director of Finance and Administration	That Committee direct Administration to bring forward a draft policy to address all aspects of Municipal Staff Housing.	February 2022



<b>Fiscal Controls and Reporting Policy</b>	<b>September 28, 2021</b>	<b>Director of Finance &amp; Administration</b>	That Committee direct Administration to revise the Internal Fiscal Controls and Reporting Policy based on the discussion today and return to a future Committee of the Whole meeting.	<b>January February 2022</b>
<b>Speed Limits</b>	<b>October 5, 2021</b>	<b>Directors of Operations &amp; Protective and Legislative</b>	That Council direct Administration to revisit speed limits in the community with a focus on reducing speed limits to 30km/hr unless otherwise posted and provide a report to Committee of the Whole. This report should contain examples of streets that should be 50km/hr including the reasons.	<b>January 2022</b>
<b>Equity, Diversity and Inclusion Policy Master Plan 2022-2026</b>	<b>October 12, 2021</b>	<b>Community Development Manager</b>	That Committee direct Administration to improve the plan as required based on feedback from the internal Inclusion Committee, and return with a final version in 2022.	<b>March 2022</b>
<del><b>Visual Identity and logo redesign</b></del>	<del><b>November 9, 2021</b></del>	<del><b>Director of Protective and Legislative Services</b></del>	<del>That Committee direct Administration to undertake a visual identity and logo redesign project based on the inputs from the Tourism Jasper brand development initiative public engagement process; and</del>  <del>That Administration return to Council with options to view in mid-December 2021 and with a clear template showing Council's role in the decision-making process for approval.</del>	<del><b>December 2021</b></del>
<b>Policy Development and Review Priority List</b>	<b>November 9, 2021</b>	<b>CAO</b>	That Committee direct Administration to return to a future Committee of the Whole meeting with a policy development and review priority list prior to Strategic Planning Meetings scheduled for January 2022.	<b>January 2022</b>
<b>World Tree</b>	<b>November 9, 2021</b>	<b>Community Development Manager</b>	That Committee direct Administration to provide the support requested by the World Tree Team from within the existing 2021 budget and to bring forward a report with recommendations on the best way to provide ongoing support in future years.	<b>February 2022</b>
<del><b>Paid Parking</b></del>	<del><b>December 14, 2021</b></del>	<del><b>CAO</b></del>	<del>That Committee direct Administration to return to Council with an expanded fee and time limit structure for on street and municipal parking lots.</del>	<del><b>January 2022</b></del>