

Municipality of Jasper
Committee of the Whole Meeting Agenda
February 27, 2024 | 9:30 am
Jasper Library & Cultural Centre – Quorum Room

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

1. Call to order Deputy Mayor Wilson to chair meeting

2. Additions to agenda

3. Approval of agenda

3.1 February 27, 2024 Committee of the Whole agenda attachment

4. February 13, 2024 Committee of the Whole minutes – approved February 20th attachment

4.1 Business arising from minutes

5. Delegations

6. Correspondence

7. New business

7.1 Climate Resilience Capacity Building Program attachment

7.2 Paid Parking Correspondence verbal

7.3 Jasper Hotel Association Request verbal

7.4 2023 Property Tax Receivable/Write-Off Request attachment

7.5 Transit Fleet Facility Procurement attachment

7.6 Sidewalk Seating Fees 2024 attachment

8. Motion Action List attachment

9. Councillor upcoming meetings

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

10. Upcoming events

Strategic Priorities Review – February 29 to March 1, Pyramid Lake Lodge

Levée du Drapeau Franco-Albertain – 10:45am, March 8, École Jasper Elementary School

[Jasper National Park Annual Public Forum](#) – 6:00pm-8:00pm, March 12, Jasper Activity Centre

Jasper Park Chamber of Commerce General Meeting – March 13, Fairmont Jasper Park Lodge

11. 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, February 13, 2024 | 9:30am
 Jasper Library and Cultural Centre, Quorum Room

Virtual viewing and participation	Council attendance is in Council chambers at the Jasper Library and Cultural Centre. This meeting was also conducted virtually and available for public livestreaming through Zoom. Public viewing and participation during Council meetings is through Zoom livestreaming and in person attendance.		
Present	Mayor Richard Ireland, Deputy Mayor Scott Wilson, Councillors Kathleen Waxer, Wendy Hall, Helen Kelleher-Empey and Ralph Melnyk		
Absent	Councillor Rico Damota		
Also present	Bill Given, Chief Administrative Officer Natasha Malenchak, Director of Finance & Administration Leanne Pelletier, Municipal Housing Coordinator Emma Acorn, Legislative Services Coordinator Katy Poirier, Protective Services Coordinator Lisa Darrah and Hannah Basso, Crisis Team Jasper Society Brooklyn Rushton, Tourism Jasper Peter Shokeir, The Fitzhugh Bob Covey, The Jasper Local 13 observers		
Call to Order	Deputy Mayor Wilson called the February 13, 2024 Committee of the Whole meeting to order at 9:30am.		
Additions/ deletions to the agenda	none		
Approval of agenda #50/24	MOTION by Councillor Kelleher-Empey that Committee approve the agenda for the February 13, 2024 Committee of the Whole meeting as presented.		
	FOR 5 Councillors	AGAINST 0 Councillor	CARRIED
Business arising from January 23, 2024 minutes	Committee shared updates on meetings over the past three weeks which were referenced in the upcoming events of the minutes, including meetings with ATCO and separate unrelated meetings with municipalities involved in the resort town status initiative.		
Delegations – Crisis Team Jasper Society	Committee received a presentation from Lisa Darrah and Hannah Basso of the Crisis Team Jasper Society. Ms. Darrah provided background information on previous funding requests; updates to staffing and services provided; recent changes to provincial regulations, services, and funding; and shared hopes for moving forward with a F-104 agreement with the Municipality of Jasper.		

#51/24 MOTION by Mayor Ireland that Committee receive the presentation from the Crisis Team Jasper Society for information.

FOR	AGAINST	
5 Councillors	0 Councillor	CARRIED

Correspondence – Parks Canada Committee received correspondence from Parks Canada regarding a transit service request to add a Maligne Canyon route.

#52/24 MOTION by Mayor Ireland that Committee receive the request for information; and,

That Committee refer the transit service request from Parks Canada to Administration for a report at a future Committee of the Whole meeting.

FOR	AGAINST	
5 Councillors	0 Councillor	CARRIED

Councillor Waxer joined the meeting at 10:15am.

Correspondence – Jasper United Church Committee received correspondence from the Jasper United Church regarding the utility billing rates for the property at 701 Turret Street.

#53/24 MOTION by Councillor Kelleher-Empy that Committee receive the correspondence for information; and,

That Committee refer the request from the Jasper United Church to Administration for a report back at a future Committee of the Whole meeting with additional details on the request and similar situations.

FOR	AGAINST	
6 Councillors	0 Councillor	CARRIED

Correspondence – RCMP Quarterly Report Committee received a quarterly report from the RCMP containing a community policing report and Jasper Provincial Detachment Crime Statistics.

#54/24 MOTION by Councillor Hall that Committee receive the Quarterly RCMP report for information.

FOR	AGAINST	
6 Councillors	0 Councillor	CARRIED

Derelict Properties on Connaught Drive Councillor Melnyk had requested this item be added to the agenda to address properties on Connaught Drive which have been vacant for numerous years. Administration confirmed these properties are taxed based on their yearly assessment values.

Recess Deputy Mayor Wilson called a recess from 10:39am to 10:50am.

Derelict Properties on Connaught Drive #55/24	MOTION by Councillor Melnyk that Committee direct Administration to add a discussion about vacant commercial and residential properties to the next Intergovernmental Governmental meeting.	FOR 6 Councillors	AGAINST 0 Councillor	CARRIED
Tourism Jasper Destination Stewardship Plan	Committee received a report from Administration detailing the items in the Tourism Jasper Destination Stewardship Plan which are most relevant to the municipality; the roles the municipality is likely to play; and the activities either currently underway or planned. Tourism Jasper representative Brooklyn Rushton attended and spoke to the next steps they are planning for this year.			
#56/24	MOTION by Councillor Waxer that Committee receive the Destination Stewardship Plan Alignment Review report for information.	FOR 6 Councillors	AGAINST 0 Councillor	CARRIED
Paid Parking 2024	Committee received a paid parking wrap-up report from Administration reviewing the past year, including an analysis from HotSpot covering May to October 2023. CAO Given also provided recommendations and alternatives for Paid Parking 2024.			
#57/24	MOTION by Councillor Hall that Committee recommend Council expand the paid parking program to year-round operations.	FOR 2 Councillors (Hall, Waxer)	AGAINST 4 Councillors	DEFEATED
#58/24	MOTION by Councillor Hall that Committee recommend Council increase the paid parking rates to \$4.50/h on-street, and \$3.50/h or \$17/day in parking lots.	FOR 5 Councillors	AGAINST 1 Councillor (Wilson)	CARRIED
#59/24	MOTION by Councillor Waxer that Committee direct Administration to designate a bus drop-off zone on Hazel Avenue adjacent to the RV parking lot.	FOR 6 Councillors	AGAINST 0 Councillor	CARRIED
#60/24	MOTION by Councillor Waxer that Committee direct Administration to turn oversized parking stalls into paid parking stalls.	FOR 6 Councillors	AGAINST 0 Councillor	CARRIED

Recess	Deputy Mayor Wilson called a recess from 12:00pm to 1:00pm.		
Jasper Municipal Housing Corporation Resolutions	Committee received resolutions for consideration as part of the development of the Jasper Municipal Housing Corporation. Municipal Housing Coordinator Leanne Pelletier and Mr. Given reviewed the work being done with Brownlee Law to ensure all incorporation functions are complete.		
#61/24	<p>MOTION by Mayor Ireland that Committee recommend Council approve the following shareholder resolutions after consideration of amendments discussed at the February 13th Committee of the Whole meeting;</p> <ul style="list-style-type: none"> • Resolutions 2024-1, 2024-2 & 2024-3 (Unanimous Shareholders Agreement) • Resolution 2024-4 (Election of Directors) • Resolution 2024-5 (JMHC Corporate By-law No. 1) • Resolution 2024-6 (Ratification of Director's Acts) • Resolution 2024-7 (Change of Directors) 		
	FOR 6 Councillors	AGAINST 0 Councillor	CARRIED
Community & Economic Development Policy Review #62/24	<p>Committee received a report from Administration detailing recent motions made regarding the Community & Economic Development Fund eligibility requirements.</p> <p>MOTION by Councillor Waxer that Committee recommend Council amend the Community and Economic Development Fund Policy B-117 as presented.</p>		
	FOR 6 Councillors	AGAINST 0 Councillor	CARRIED
Childcare Space Creation Funding Advocacy Request for Decision to Alberta Municipalities Spring Municipal Leaders' Caucus #63/24	<p>At the January 23, 2024 Committee meeting Administration presented a report on childcare service, sharing ways the Municipality could advocate for childcare in Jasper. Today Committee was presented with a draft Request for Decision to submit to the Alberta Municipalities Spring Leaders' Caucus, as one of the options for advocacy.</p> <p>MOTION by Councillor Waxer that Committee recommend Council support submitting the attached Request for Decision to the Alberta Municipalities Spring Leaders' Caucus.</p>		
	FOR 6 Councillors	AGAINST 0 Councillor	CARRIED
Motion Action List #64/24	<p>Administration reviewed the Motion Action List.</p> <p>MOTION by Councillor Kelleher-Empey that Committee approve the updated Motion Action List with the removal of the following items:</p> <ul style="list-style-type: none"> • Tourism Destination Stewardship Plan <p>And date changes for the following items:</p>		

- Habitat for the Arts

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Councillor upcoming meetings

Councillor Melnyk will be attending the monthly museum meeting tonight and a Community Futures West Yellowhead training session on Thursday.

Councillor Kelleher-Empey has an Evergreens Foundation meeting this week.

Councillor Hall will be attending a Library Board meeting this evening and a Legislative Committee meeting next Tuesday morning.

Councillor Waxer will be attending the “Refocusing Alberta’s Healthcare System Community Consultation Session” this evening, and tomorrow will be at the Early Childhood Community Conversation.

Mayor Ireland plans to attend the upcoming Jasper-Hakone Committee meeting later this afternoon and a meeting of the West Yellowhead Regional Waste Management Authority tomorrow.

Upcoming Events

Council reviewed a list of upcoming events.

In-camera #65/24

MOTION by Councillor Kelleher-Empey to move in-camera at 1:44pm to discuss:

- Jasper Municipal Housing Corporation Director Selection FOIP s. 19(1)

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Mr. Given, Ms. Pelletier, and Ms. Acorn also attended the in-camera session.

Move out of camera #66/24

MOTION by Councillor Hall to move out of camera at 2:16pm.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

#67/24

MOTION by Mayor Ireland that Committee direct Administration to follow up with identified applicants and report back to Council at the first opportunity.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Adjournment #68/24

MOTION by Councillor Kelleher-Empey that, there being no further business, the Committee of the Whole meeting of February 13, 2024 be adjourned at 2:17pm.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

AGENDA ITEM 7.1

REQUEST FOR DECISION

Subject: Climate Resilience Capacity Building Program
From: Bill Given, Chief Administrative Officer
Reviewed by: Emma Acorn, Legislative Services Coordinator
Date: February 27, 2024



Recommendation:

- That Committee receive the attached Climate Risk Assessment Report for information and;
- That Committee direct Administration to return to a future Committee meeting with recommendations on developing a Climate Change Adaptation Action Plan.

Alternatives:

- That Committee receive the attached Climate Risk Assessment Report for information and take no further action.

Background:

In February 2023 the Municipality of Jasper received \$80,000 from Municipal Climate Change Action Centre (MCCAC) to move forward with a climate resiliency capacity building project.

In March of 2023 the Municipality selected The Resilience Institute as the lead contractor, with the support of Associated Engineering, in developing a Climate Risk Assessment Report.

Discussion:

It is important to note that “Climate” and “Weather” refer to separate things:

Weather describes atmospheric conditions (such as temperature, humidity, precipitation, wind, cloudiness) in a place or region in the **short-term** – usually, hour-to-hour, day-to-day, and even weeks to months.

Climate refers to the average of weather conditions over 30 years or more. When describing southern Alberta as typically windy, you are describing an aspect of its climate. Weather can change dramatically in a place or region from day-to-day (e.g., hot and dry one day, followed by cold, wet conditions the next day). Climate, in contrast, changes more slowly since it represents the average weather over the long-term.

The Climate Risk Assessment examines the impacts of climate change on Jasper’s localized built, natural, and social/cultural systems. The assessment generally looks out to a future, 30-year time period centered around the 2050s. In some instances, climate hazards are discussed using data projected to the end of the century.

In terms of climate-related hazards, both **slow-onset (chronic) stresses** and **sudden-onset (acute) events** are discussed in this assessment. Sudden-onset events tend to be short duration events, that typically last minutes, hours, days, or weeks. **Slow-onset stresses**, are caused entirely by climate change, with impacts unfolding gradually, building up over longer time frames – decades or more. Examples of slow-onset impacts include warming trends in air and surface, water temperatures, drought and ecosystem shifts.

The purpose of a risk assessment is to identify as many potential risks as possible, not just the highest risks, so that subsequent adaptation actions are focused along a spectrum of short-, medium- and long-term actions that address both those highest risks and those of greatest concern to the community.

Key findings of the report include that Jasper can expect:

- warmer temperatures in every season of the year.
- to have zero days with a mean daily temperature of minus 30°C or colder by the end of century.
- to experience a significant reduction in freeze-thaw days over the next 30 years and a much shorter winter season.
- an increase in the number of extreme rainfall events is expected to increase, alongside a general increase in rainfall (not snow), including freezing rain.
- Wildfire risk will continue to be significant and compounded by dramatic annual variability in both drought and rainfall patterns, alongside increased annual and seasonal temperatures.

The report identifies approximately 20 specific recommendations across the following four thematic areas: Built Systems, Natural Systems, Social Systems and Economic Systems. While the recommended actions in the report are clear Administration recommends that an appropriate response would be to develop a more comprehensive action plan.

Creating a comprehensive action plan for change initiatives offers multiple advantages that are crucial for their success and lasting impact. Such a plan aligns all steps with the broader goals and strategies, ensuring that efforts are focused where they'll make the most difference. It also brings efficiency by identifying how different recommendations can work together, reducing wasted resources and overlapping efforts. This approach improves risk management by foreseeing challenges and preparing accordingly, making the change process smoother. A clear plan outlines specific milestones and timelines, keeping everyone on track and accountable. Moreover, it enhances communication and involvement among all stakeholders, setting clear expectations and fostering support, which is essential for successful change

Strategic Relevance:

- Collaborate with other municipalities, orders of government, Indigenous partners and advocacy associations.
- Welcome the expertise, innovation, creativity and commitment of community members, groups, associations and businesses.
- Value the unique opportunities and responsibilities arising from our location inside a National Park and World Heritage Site.
- Focus on prevention, mitigation, and preparation for natural disasters.
- Include an environmental lens into our decision making and operational plans.
- Proactively plan for and invest in the maintenance and management of our natural assets and built infrastructure.

Inclusion Considerations:

- Some vulnerable people face particularly elevated health risks related to climate change hazards.

- Climate change hazards could lead to significant life safety risks as well as economic risks, both of which have the potential to negatively impact local residents and businesses.

Financial:

The total cost of the Climate Risk Assessment Report was funded through the support by the Climate Resilience Capacity Building program from the Municipal Climate Change Action Centre.

Link to Attachment:

[Jasper Climate Risk Assessment Report - 2024](#)

Climate Risk Assessment Report



Gratitude

- We are grateful for the opportunity to partner with the Municipality of Jasper on this important step towards climate resilience.
- Our journey in assessing Jasper's climate risks was made possible thanks to the open engagement and generous guidance of numerous people in the community.

This project was funded by the Government of Alberta through the Municipal Climate Change Action Centre's Climate Resilience Capacity Building Program.



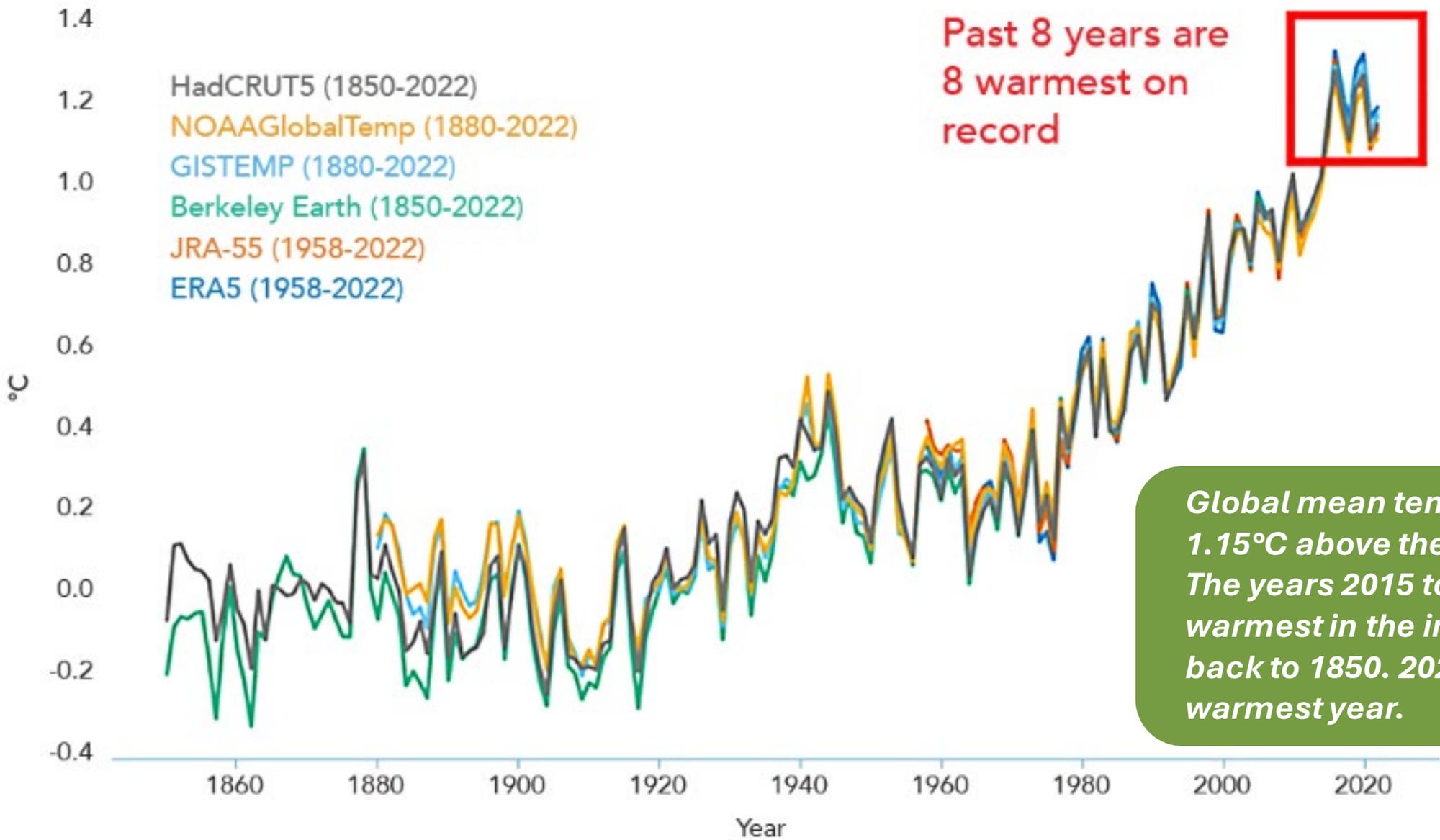
**Municipal
Climate Change
Action Centre**

In partnership with



Global Mean Temperature

Compared to 1850-1900 average



Assessment Scope

- Climate-related hazards that have direct impacts on Jasper and are within the Municipality's control and influence
- Both slow-onset (chronic) stresses and sudden-onset (acute) discrete events
- RCP 8.5 scenario, i.e., the most conservative scenario
- 30-year time-period centered around the 2050s

Key Findings



Daily mean temperatures in every season are expected to increase over this century. This will result in warmer temperatures in every season of the year and could impact residents and visitors' ability to recreate safely and enjoyably.



Jasper can expect to have zero days with a mean daily temperature of minus 30°C or colder by the end of century. Extreme cold days, and extreme cold periods are projected to reduce.



Jasper is projected to experience a significant reduction in freeze-thaw days over the next 30 years, the result of which is a shorter winter season.



The number of extreme rainfall events is expected to increase, alongside a general increase in rainfall (not snow), including freezing rain.



Wildfire (and smoke) risk will continue to be significant and compounded by dramatic annual variability in both drought and rainfall patterns, alongside increased annual and seasonal temperatures.

Next Steps - *recommendations*

The following are a few key recommendations for steps towards climate resilience for built, natural, social, and economic systems, as well as the following overarching steps:

1. Building on the results of the risk assessment in a timely manner, develop a **Climate Change Adaptation Action Plan** that targets both the high risks as identified in this assessment, and those risks that are significant to residents, departments and businesses.
2. Implement early adaptation actions ("low hanging fruit") that can be achieved in the near future. For example, that have "co-benefits" and can be incorporated into existing processes and funding sources.
3. Explore a community engagement project, for example a youth-led or mountain themed, Stories of Resilience, that can help build momentum and awareness about resilience.
4. Collaborate with neighbouring communities and rights-holders to develop multi-valued approaches to the adaptation planning.

Economic System

- Complete market research to better understand perceptions of Jasper as an appealing tourist destination in the face of climate change.
- Engage with tourism operators to educate them on findings from this report and encourage them to adapt their business practices to address climate risks.
- Explore diversification of economy in the context of a changing environment.

Built System

- Create inventory of cooling infrastructure and amenities throughout the Municipality and region. Use findings to inform future investments and plans.
- Cooling spaces could include use of shade trees and should include spaces and cooling centers that visitors can escape the heat.
- Explore non-combustion-based forms of backup power (e.g., on-site renewables, batteries), including residential energy generation options.

Natural System

- Investigate ways to conserve water to reduce demands on the natural environment.
- Collaborate with water users and interest groups to create dialogue on water conservation and sharing.
- Continue to share information and revise messaging with both residents and the visiting public, on the increased and changing risks of wildlife/human interactions and ways to reduce encounters.

Social System

- Increase access to cooling and clean air spaces, with special consideration for vulnerable populations (e.g., the elderly, people with medical conditions, unhoused).
- Increase publicly accessible, outdoor cooling amenities to make it safer, and more comfortable to spend time outside in hotter conditions.
- Assess and revise as needed standard operating procedures for extreme heat and wildfire smoke conditions for outdoor workers.



This report is based on the best available knowledge at the time of our partnership. It is important to note that climate change is an evolving circumstance that could impact risks to your community.

Thank you for your time



AGENDA ITEM 7.4

REQUEST FOR DECISION

Subject: 2023 Property Tax Receivable/Write-Off Request
From: Bill Given, Chief Administrative Officer
Prepared by: Natasha Malenchak, Director of Finance and Administration
Date: February 27, 2024



Recommendation:

- That Committee recommend Council direct Administration to write off Property Tax receivable for Roll 500000 (Provincial Building) for half of the amount levied in the amount of \$32,678.23, and;
- That Council authorize Administration to process the write off annually going forward.

Alternatives:

- That Committee recommend Council directs Administration to keep the amount set as a Property Tax receivable in the amount of \$32,678.23.

Background:

In January 2020, the Municipality received correspondence from Alberta Municipal Affairs stating only 75% of the 2019 tax levy and 50% of levies going forward in future years would be considered. Therefore in 2019, the levy in the amount of \$47,418.83 issued received payment in the amount of \$35,564.12. Council directed Administration to write off the outstanding amount of \$11,854.71 in unpaid municipal taxes.

In 2020, Roll 500000 was levied \$45,487.84. The letter from January 24, 2020, explained that the province would only be approving a payment of 50% of the 2020 levied taxation. A payment was received in the amount of \$22,743.92 (50% of amount due) on March 19, 2021.

In 2021, Roll 500000 was levied \$51,490.50 and a payment of \$25,745.25 (50% of amount due) was received on December 2, 2021 leaving an outstanding amount due in the same amount. Administration has deemed this property tax receivable as uncollectable due to notice from the Provincial Government.

In 2022, Roll 500000 was levied \$58,323.69 and a payment of \$29,161.85 (50% of amount due) was received on October 20, 2022, leaving an outstanding amount due in the same amount. Administration has deemed this property tax receivable as uncollectable due to notice from the Provincial Government.

In 2023, Roll 500000 was levied \$65,356.46 and a payment of \$29,161.85 (50% of amount due) has yet to be received. Administration has deemed this 50% of the property tax receivable as uncollectable due to notice from the Provincial Government.

Discussion:

The provincial Grants In Place of Taxes program (GIPOT) is meant to cover the costs of the services municipalities provide to Crown properties, which are exempt from tax. The federal government maintains a similar program called Payment in Lieu of Taxes (PILT). As stated by the federal government the general principle of both

programs is the same:

"Most federal [and provincial] properties benefit from the services provided by Canadian municipalities. The Government of Canada firmly supports the principle that, as a property owner, even though it is exempt from taxation, it should share in the cost of local government equitably with other property owners in the community."

Unfortunately, beginning in 2019 the province of Alberta has unilaterally decided to pay less than the full amount of property taxes levied by local municipalities. The recently announced provincial budget shows that the Government of Alberta continues to only cover half the amount of property taxes that would normally be owed for provincial properties that are exempt from taxation. With the province paying less the costs of providing essential services such as policing, fire, water and waste management, and transportation for provincial properties is essentially shifted to all other property owners in the municipality.

Administration has deemed this property tax receivable as "uncollectible" because municipalities are created under provincial legislation and have no mechanism to collect unpaid amounts from the government of Alberta. For the purposes of the annual audit administration must recommend that council authorize the write off of these uncollectible amounts.

Inclusion Considerations:

- The Municipal Inclusion Assessment Tool is not applicable to this recommendation.

Relevant Legislation:

Municipal Government Act, RSA 2000, Chapter M-23

Grants in place of taxes

Section 366

(1) Each year a municipality may apply to the Crown for a grant if there is property in the municipality that the Crown has an interest in.

(2) The Crown may pay to the municipality a grant not exceeding the amount that would be recoverable by the municipality if the property that the Crown has an interest in were not exempt from taxation under this Division.

Grants in place of taxes

Section 380

(1) Each year a municipality may apply to the Crown for a grant if there is a business in the municipality operated by the Crown.

(2) The Crown may pay to the municipality a grant not exceeding the amount that would be recoverable by the municipality if the business operated by the Crown were not exempt from taxation under this Division.

Cancellation, reduction, refund or deferral of taxes

Section 347

(1) If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:

(a) cancel or reduce tax arrears;

(b) cancel or refund all or part of a tax;

(c) defer the collection of a tax.

Strategic Relevance:

Advocacy

- Increase awareness and understanding of our unique conditions with other orders of government and funders.

Financial:

The write off expense of \$32,678.23 in 2023 fiscal year will reduce the taxes receivable and the 2023 year-end surplus or increase year end deficit.

Attachments:

- 2023 Tax Notice; Roll 500000.

2023 Tax Notice



P.O. Box 520
 Jasper, AB
 T0E 1E0
 Ph: (780) 852-6511/6505

Roll # **Year** **Date**
 500000 2023 Jun 13, 2023

Copy sent to:

**** REPRINT**

Municipal Address: 627,29 &31-Patricia St.
 Lot/ Block/ Plan: 9 to 13 /9 /1285TR

Your property is assessed as indicated below for the taxation year 2023 .

Land Use Descriptions			Total Assessment		
709	Prov Urban Municipal				\$5,055,810
814	Urban Non Profit Exempt				\$1,105,960
820	Urban Municipal Exempt				\$1,737,930
					\$0
TOTAL ASSESSMENT					\$7,899,700
EDUCATION/EVERGREEN TAXES			MUNICIPAL TAXES		
EDUCATION SERVICES	MILL RATE	TAXES	MUNICIPAL SERVICES	MILL RATE	TAXES
			Exempt	0.000000	
			Commercial-Municipal-Urban	0.012927	\$65,356.46
TOTAL EDUCATION TAXES (A)					\$0.00
TOTAL MUNICIPAL TAXES (B)					\$65,356.46
LOCAL IMPROVEMENT					\$0.00
LOCAL IMPROVEMENT TAXES (C)					\$0.00

You have been assessed under the provisions of the Municipal Government Act. Taxes are due and payable to the Municipality of Jasper. 8.04% of your Municipal taxes go to Parks Canada for Land Rent, Use & Planning and, 4.17% to Provincial Rural Police Funding. Unpaid taxes may be recovered as provided in the Municipal Government Act. If you require a tax receipt please contact our office.
Current Taxes: A 3% penalty will be applied monthly starting July 18th.

CURRENT TAXES (A + B + C)
\$65,356.46

Add/Credit Arrears/Credit
\$29,161.84

AMOUNT DUE July 17, 2023
\$94,518.30

Payable AFTER July 17, 2023
\$96,478.99

REMITTANCE PORTION
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Roll#	N/A Code	Year	Date
500000	ALBE0003	2023	Jun 13, 2023
DUE DATE		AMOUNT DUE	
July 17, 2023		\$94,518.30	
ENTER AMOUNT OF PAYMENT			
\$			

Is your Name / Address Correct? Yes No
 If not, put the correct name and address on the reverse side of this remittance form and return with your payment.

AGENDA ITEM 7.5

REQUEST FOR DECISION

Subject: Transit Fleet Facility Procurement
From: Bill Given, Chief Administrative Officer
Reviewed by: Vidal Michaud, Utilities Manager
Date: February 27, 2024



Recommendation:

That Committee direct Administration to issue the Transit Fleet Facility Request for Proposals.

Alternatives:

- That Committee direct Administration to revise the Transit Fleet Facility procurement process before proceeding.
- That Committee cancel the Transit Fleet Facility project and notify the federal grant funder.

Background:

In early 2023 Council received the Transportation Strategy & Action Plan (the Transit Strategy) and directed Administration to begin the next steps to establish a fixed-route bus service beginning in 2023. On September 5th Jasper Transit commenced operations.

The Transportation Strategy and Action Plan recommended that the municipality contract the transit service for the first three years. This “turn-key” approach would see the contacted price reflect providing, storing, cleaning, and maintaining fleet vehicles in addition to the actual day to day driving.

The Strategy further noted that *“With the significant grant funding available for capital, there is a benefit to the Municipality to acquire its own fleet vehicles, as it would remove the vehicle cost from the contracted rate for bus operation.”*

In early 2023 Administration applied and was successful in obtaining a federal capital grant to support the municipality in procurement of transit capital items. The grant will contribute up to eighty percent (80%) of the total Eligible Expenditures for the Project to a maximum of five million dollars (\$5,000,000). Key components of the application for the grant were the purchase of up to 3 zero-emission transit buses (ZEB) as well as the construction of a transit facility to house the ZEB.

On November 22, 2023, after a public procurement process, Administration selected a consultant to conduct a scoping study to determine a suitable site, provide a concept design and to provide a class D cost estimate for a transit facility. The Transit Hub Study was received on January 23, 2024.

During the 2024 budget discussions while the capital plan was approved including a number of transit related items, Administration was directed to return to Council with more information before initiating procurement processes.

Discussion:

The development of Jasper’s transit system has been in alignment with the recommendations of the 2023 Transportation Strategy, starting with a 3 year “turn-key” contract for operation while the municipality pursued capital grants for fleet and facilities. Additionally, system's ridership has exceeded the projections set out in the Strategy, which anticipated 15,000 riders over the last six months of 2023. Despite operating for only four months last year, the system recorded 15,390 riders.

Based on the successful grant application the next steps for the system are to move forward with the municipality developing its own fleet storage facility and procuring buses. It is assumed that the municipality will continue to contract the operation of the service even when the municipality owns its own fleet and facility.

The benefits and costs associated of the municipality owning these assets are discussed in more detail below.

Overall Transit Capital Plan

Below is an overview of transit-related items included in the approved 2024 budget. The total expenditure for the years 2024 and 2025 amounts to \$6,280,000. Federal grants will provide the bulk of this funding, contributing \$5 million. The municipality's portion, totaling \$1,280,000, will be drawn from reserves (\$554,000) and through borrowing (\$726,000). As shown, municipality's direct contribution represents a relatively small proportion of the total expenditure.

Item	2024 Funding			2025 Funding			Total
	Reserves	Debt	Grant	Reserves	Debt	Grant	
E-bike Fleet (24)	\$8,800		\$35,200	\$8,800		\$35,200	\$88,000
E-bike Charging Stations	\$7,600		\$30,400	\$7,600		\$30,400	\$76,000
Fleet Facility Design	\$17,000		\$68,000				\$85,000
Fleet Facility Construction		\$726,000	\$1,137,000			\$1,767,000	\$3,630,000
Zero Emission Bus Purchase	\$225,000		\$900,000	\$225,000		\$900,000	\$2,250,000
Transit Stop Improvement	\$4,200		\$16,800	\$30,000			\$51,000
Bus Charging Infrastructure				\$20,000		\$80,000	\$100,000
Totals	\$262,600	\$726,000	\$2,187,400	\$291,400	-	\$2,812,600	\$6,280,000
	A	B	C	D	E	F	

Total Transit Capital Projects		\$6,280,000
Total Municipal Funding	(A + B + D +E)	\$1,280,000
Total Grant Funding	(C + F)	\$5,000,000

The borrowing outlined above is slated to be taken in late 2024, with repayments scheduled to commence in 2025. Administration intends to spread out the borrowing over a 5-year period, resulting in annual payments of \$166,204. With this payment arrangement, the total payments over the 5 years, encompassing both principal and interest, would amount to ~\$831,020.

The expected useful life of the transit fleet facility is 30+ years.

Costs and Benefits of a transit fleet facility

Indoor transit fleet facilities play a crucial role in enhancing the operational efficiency and longevity of transit vehicles. By providing a sheltered environment, these facilities protect vehicles from the detrimental effects of harsh weather conditions, thereby reducing wear and tear and extending the service life of buses. The controlled setting within these facilities also enables more efficient and effective maintenance and repair

activities, ensuring vehicles remain in optimal condition for reliable service while potentially lowering maintenance expenses. Finally, storing vehicles indoors ensures they are maintained in a state of readiness, with critical systems like heating, cooling, and battery charges kept at optimal levels, allowing for immediate deployment without the delays often associated with weather-related preparations.

Estimated costs associated with the proposed municipal transit facility and buses include:

- \$166,204 per year for 5 years in loan repayment.
- \$35,000 per year in facility operational costs.
- \$57,000 per year in contribution to fleet replacement reserve.

Currently the contracted operator is responsible for storage of transit buses and any costs associated with storage are included in the overall fee that the municipality pays to the contractor. In consultation with the contractor, Administration estimates that the municipality providing the buses and storage facility as proposed would lead to a reduction in the cost of the annual service contract.

The estimated savings associated with the municipality owning its own fleet and facility is:

- \$215,000 per year in contracted services.

Specifics of Design Concept

Administration has developed a scoping study to determine a suitable site, provide a detailed concept design that can form the basis of public Request for Proposal for construction.

The proposed transit facility concept can accommodate up to 6 ZEB or other transit fleet vehicles. This would allow for future expansion of the transit fleet over time. In the interim this facility will be able to store vehicles that are currently stored in the existing public works building.

The proposed transit fleet facility offers; an asset with a useful lifespan that greatly exceeds the proposed 5-year loan term; significant operational benefits for transit system operation including better system reliability; and significant savings in future contract costs.

Strategic Relevance:

- Relationships
 - Communicate and engage with residents.
 - Collaborate with other municipalities, orders of government, Indigenous partners and advocacy associations.
- Environment
 - Increase opportunities for active transportation and transportation alternatives.
 - Value the unique opportunities and responsibilities arising from our location inside a National Park and World Heritage Site.
- Organizational excellence
 - Proactively plan for and invest in the maintenance and management of our natural assets and built infrastructure.
 - Ensure residents receive quality service that provides strong value for dollar.

Inclusion Considerations:

The provision of public transit services supports greater social inclusion by providing equitable access to essential services, reducing transportation costs, and increasing opportunities for social engagement. Indoor storage of transit fleet will support improve system uptime and reduce the risk of service interruptions for those who rely on transit.

Relevant Legislation:

- [Policy B-120 – Procurement](#)

Financial:

A Class D cost estimate predicts direct construction costs of \$3,050,145 (inclusive of a \$435,108 contingency) and other associated costs totalling an additional \$1,300,934. The actual market cost of construction will not be known until the close of the RFP.

In 2024 there is no net tax impact for transit capital projects and in 2025 there is a net tax impact of \$168,400 for repayment of debt to be taken in 2024, and ~\$50K per year in contributions to the Fleet Reserve for future replacement. In 2024 Visitor Paid Parking will contribute \$146,500 toward the operation of the transit system.

Attachments:

- Municipality of Jasper EV Transit Hub Study



Municipality of Jasper

EV Transit Hub Study

January 23, 2024



METAFOR

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6. Site Design and Landscaping	pg 7
Appendix A – Site Survey Drawing	
Appendix B – Concept Design Drawings	
Appendix C – Class D Budget	



Jasper EV Transit Hub Design Requirements Report

1.0 Project Overview

The Municipality of Jasper (MOJ) has implemented a fixed-route public transit system in 2023. The bus service is currently under a 3-year service agreement with a 3rd party contractor to provide the operation staff as well as the fleet infrastructure. The MOJ has applied for the Rural Transit Solutions Fund; the federal grant seeks to help Canadians living in rural and remote areas get around their communities more easily for their day-to-day activities and connect with other communities nearby. A key component is to receive funding for up to 3 zero-emission transit buses (ZEB) as well as the construction of a transit facility to house the ZEB. The MOJ anticipates being successful in receiving the grant funding and would like to start the development process for the transit facility.

The building will be located at the existing Public Works yard site, situated in the northwest corner of the site along a natural gas right of way. The building is being constructed and fit out to house new electric buses that will be purchased by the MOJ.

The scope of work will include the grading of existing gravel yard area to accommodate the new building, construction of new pre-engineered bus storage building approximately 25.2m x 16m in size with an attached covered outdoor storage area (single bay wide) of 25.2m x 6m, and an office space of 6m x 12.9m to be of wood frame construction.

The building is to be designed and constructed to be 15% more efficient than 2020 NECB requirements.

MOJ will prepare the site for construction by removing existing equipment, sea cans and hose drying rack and completing required tree removals impacted by the proposed building location and construction laydown area.

2.0 Property Description

The transit hub will be located at the Towns Public Works site located east of #3 Compound Road, in the Jasper Town site. The site is roughly 14,100 m² and houses the MOJ Public Works Building and yard storage for servicing of materials or equipment, the operation of equipment, ancillary municipal office space, and a gravel parking area. The building is proposed to be located in the northwest corner of the site south of the natural gas ROW to reduce impact to existing site operations and optimize bus movements through the site.

Legal address for the site is:

PARCEL GJ, PLN 022 2152 LTO,

85883 CLSR WITHIN S.E. 1/4 SEC. 16TWP. 45 RGE. 1 W.6 M.

Any land use amendments between the MOJ and Parks Canada will be completed by MOJ as required.



Image of Public Works Site.



3.0 Project Goals

- To stay within the \$4.5M budget.
- To minimize operational and lifecycle costs through innovation.
- To provide heated storage for a minimum of 6 buses and unheated storage for 2 additional buses under an outdoor canopy.
- To meet all the space requirements described in Section 2.
- To meet/comply with the objectives of the MOJ and Parks Canada Development and Design Guidelines.
- To comply with the National Building Code 2020, and related Fire Code, Plumbing Code and the National Energy Code for Buildings 2020.
- To maximize the amount of solar-ready roof/canopy area so that a future solar PV expansion can be dedicated to EV bus charging.
- The building is to be designed and constructed to be 15% more efficient than 2020 NECB requirements.

4.0 Permitting and Development Requirement Summary

Parcel GJ - District Zone: I – Institutional



Development Requirements

- Article 24.00 Institutional District (I), AND Section 7.00 Town of Jasper Land Use Policy - Jasper National Park. Zoning requirements can be found at https://laws-lois.justice.gc.ca/eng/regulations/C.R.C.,_c._1111/FullText.html

Development and Building Permit Application

- Under section 'Development Forms' Applying for permits to build or renovate in the park - Jasper National Park. <https://parks.canada.ca/pn-np/ab/jasper/gestion-management/permis-permits/amenagement-development/development>
<https://parks.canada.ca/pn-np/ab/jasper/gestion-management/permis-permits/amenagement-development/building>
- Building Impact Assessment: Preapproved Impact Assessment will be completed coordinated by MOJ and completed by Parks Canada.

Approved Safety Code Agencies

- Superior Safety Codes, Edmonton AB
- The Inspections Group, Edmonton AB

5.0 Building Design Summary

5.1 Structure:

- Anticipated foundations will be comprised of strip footings and pad footings with perimeter insulation (to be confirmed by geotechnical report).
- 200mm Slab on grade with insulation.
- Pre-engineered steel structure for the main storage building and covered outdoor storage area. Roof to be mono pitch slope facing south for maximum solar exposure.
- Minimum interior height clearance in bus storage bay to underside of structure to be 5m.
- Roof loads to accommodate for future PV clamped to standing seam roof ribs. Allow for 4lbs/ft² additional weight for PV panel and clamp and racking system.
- Wood framed building attached to pre-engineered structure for the office space.

5.2 Building Envelope:

- Building cladding will be insulated metal panel system with standing seam metal roof or insulated standing seam metal panel roof.
- Walls to be minimum R26 effective; Roof to be R40 effective.
- Overhead doors to be 12'x12' and to be R14 minimum with auto operators and sensors for entry and exit to bus storage bays.
- Man doors to be painted insulated metal doors with thermally broken metal frames.
- Windows to be double pane Low-E argon filled sealed units in aluminum thermally broken frames.
- Allow for roof gutters and downspouts with heat tracing.



5.3 Office Interiors:

- Interior partitions will be 2x4 wood frame construction with 1 hr fire rating for partitions separating office from mechanical and janitor rooms. Office wall between to storage bay to have 2hr fire rating (1hr rating from metal panel system for storage garage and 1 hr rating for partition on office side).
- Doors to be painted hollow metal in pressed steel metal frames. Door from storage bay to office area to have 1.5 hr rating.
- Flooring to be vinyl composite tile with rubber base.
- Ceilings to be t-bar grid and acoustic ceiling tiles.
- Walls to be GWB painted.
- Walls for office area and washroom to be full height to under side of roof deck.
- Washroom to receive FRP panel to 1200mm high on all sides.

5.4 Storage Bay Interiors:

- Floor to be exposed concrete with anti slip hardener – Pentra Sil 244+ or equivalent.
- All exposed steel structure to be painted.
- Metal wall and roof panel system, interior face to be white, exterior face – color to be confirmed during design.

5.5 Mechanical Systems Summary:

Primary HVAC

- Condensing gas-fired boiler with constant speed primary pumps, and secondary variable speed sensor-less pumps.
- Hydronic base board heating in office with 80% efficient HRV with electric reheat.
- Gas fired Unit Heaters for storage bay with 80% efficient HRV, no electric reheat.
- Mini-split system with indoor unit installed in workstation and kitchenette area.

Storage Bay Plumbing

- Linear trench drains – poly drain or equivalent.
- Oil grit separator.
- Allow for 2 interior hose bibs and 2 exterior frost-free hose bibs.

Office Plumbing

- Allow for an electric domestic on-demand heater located in the kitchenette. Low-flow plumbing fixtures in washroom.
- Minimum 100mm sanitary line.

5.6 Electrical Systems Summary:

Main Distribution

- Main distribution board is to be oversized to allow for solar PV, future owner supplied BESS, and to accommodate full complement of electric buses (six).



- Main distribution to feed full building loads which includes but not limited to lights, heating, heat trace, receptacles, bus chargers and initial connection to solar PV array.
- Allow for future doubling of EV bus load and BESS.

Lighting Storage Bays

- High bay LED lighting on occupancy sensor.
- LED Emergency exit lighting as required.

Office Lighting

- 2'x2' LED troffer light fixture with occupancy sensor for each space.
- LED Emergency exit lighting as required.

Exterior Building Lighting

- Provide LED zero cut off wall mounted fixtures above overhead doors and at each man door. Exterior lighting design to be compliant with Dark Sky requirements.

Communications:

- Provide data and phone connection to offices. Includes in-active equipment outlets, horizontal cabling, patch panels, communication rack, security system.
- Provide cabling for wireless access points. Access points by MOJ.

Security:

- Allow for Intrusion System only, with perimeter door contacts motion sensors in office area. Allow for keypad at office entrance and one storage bay man door.
- Provide rough in for 4 CCTV camera location around the perimeter of building.

Fire Alarm:

- To National Building Code of Canada requirements.
- Addressable pull stations at exits, smoke, and heat detectors in service rooms.
- Horn strobes for notification (signaling).

Electric Bus Charging

- Provide one level 3 (DC fast Charger) 125 kW and two level 2 chargers 19 kW. Manufacturer and model to be confirmed by MOJ.

Photovoltaic Array

- Provide preliminary PV array layout to maximize available roof area.
- Provide empty conduit runs back to main electrical room based on preliminary PV array layout.

6.0 Site Design and Landscaping Summary

6.1 Building Services:

- Allow for all service connections to existing services in roadway and utility right of way. Services will include water, sanitary, natural gas and electricity.



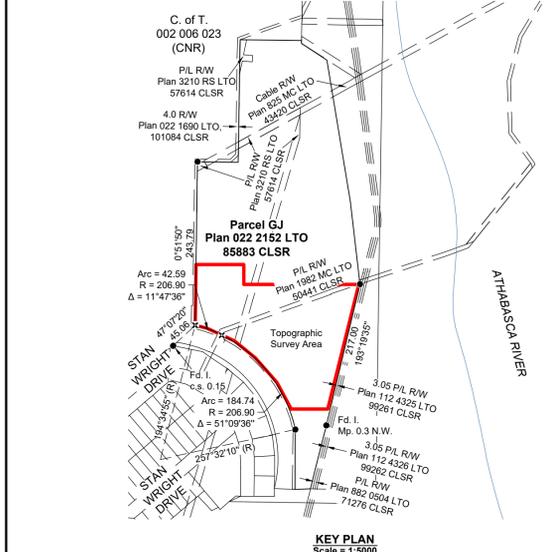
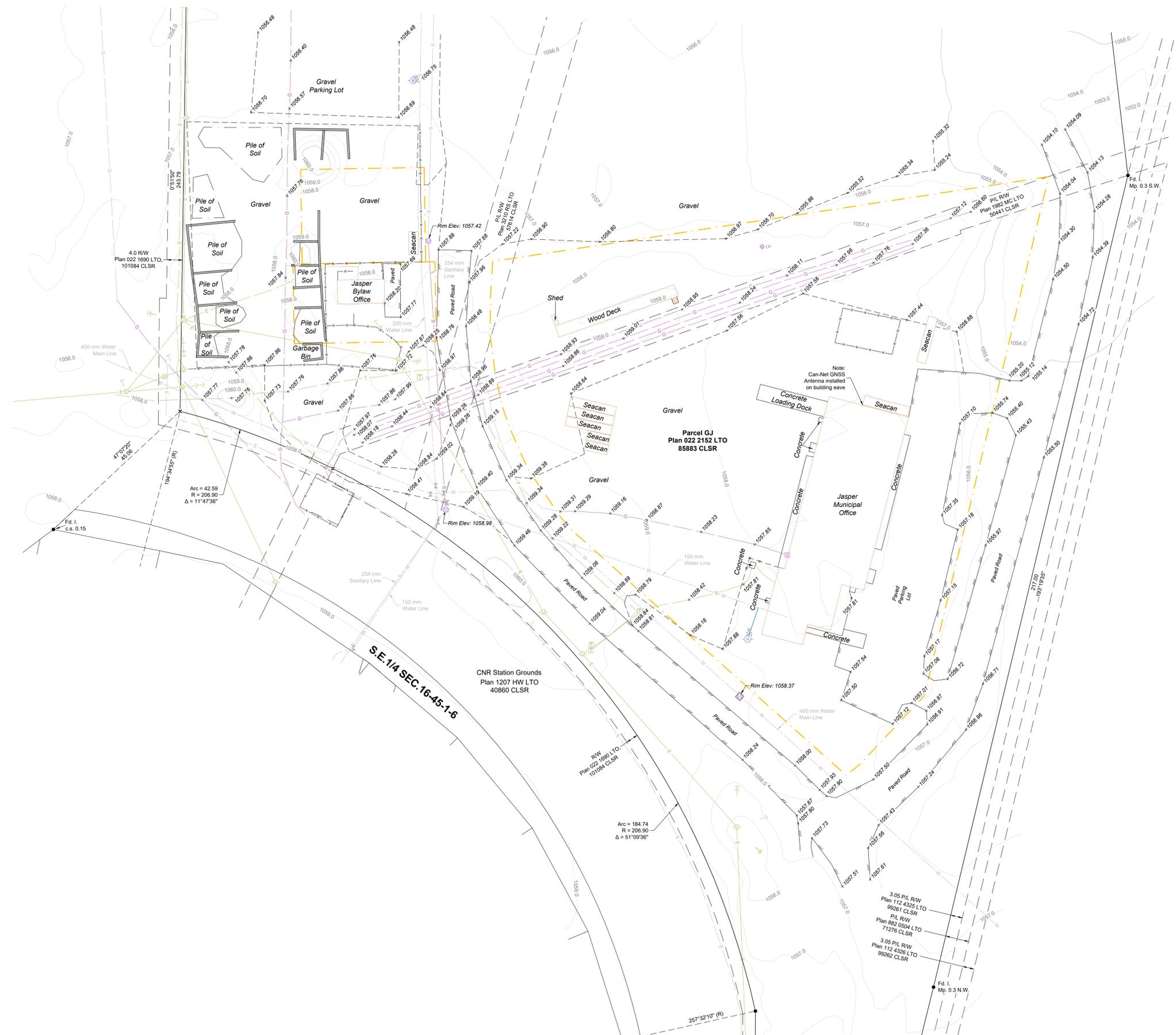
6.2 Storm Drainage:

- Storm drainage shall be to MOJ and Parks Canada requirements and contained on site or directed to a existing storm drainage system – surface run off to ditches and existing swales.
- Building site to be gravel and blend into existing Public Works yard grading and drainage.

6.3 Landscaping:

- The Architectural Motif Guidelines for the Town of Jasper sets out general guidelines and the Town of Jasper Land Use Policy contains requirements such as maintaining a minimum amount of soft landscaping (vegetative) for each zoning district. Link to requirements are at <https://parks.canada.ca/pn-np/ab/jasper/gestion-management/permis-permits/amenagement-development/reglements-regulations/plantations-planting>.
- No specific landscaping requirements have been identified at this time. Any landscaping requirements will be confirmed during design stage and completed by MOJ.

APPENDIX A - SITE SUREVEY



METAFOR STUDIO

LEGEND

- Statutory Iron Post found
- ▭ Building
- Edge of Water
- Edge of Gravel
- Edge of Pavement
- Pile of Soil
- ▬ 0.50 Wire Concrete Barriers
- ▬ License of Occupation Boundaries (Approximate)
- ▬ Guy Wire
- ▬ Communication Service Box
- ⊕ Gas Meter
- ⊕ Power Pole
- ⊕ Yard Lamp
- ⊕ Bollard
- ⊕ Manhole Unknown
- ⊕ Fire Hydrant
- ⊕ Water Valve
- ⊕ Water Valve (Not Located)
- ▬ Major Contour Interval
- ▬ Minor Contour Interval
- ⊕ Spot Elevation
- ▭ Area of survey extents

UTILITY LEGEND

- Communications Aboveground
- Power Overhead Cables
- Power Underground
- Natural Gas Pipe Main
- Sanitary Sewer Pipe Main
- Water Pipe Main
- Natural Gas Pipe Underground
- Sanitary Sewer Pipe Underground
- Water Pipe Underground
- Power Cable Underground

UTILITY LEGEND - NOT LOCATED (Provided By Parks)

- Natural Gas Pipe Underground
- Sanitary Sewer Pipe Underground
- Water Pipe Underground
- Power Cable Underground

ABBREVIATIONS

- CNR Canadian National Railway
- CCM Canadian Control Marker
- CLSR Canada Lands Survey Records
- c.s. Countersunk
- CSRS Canadian Spatial Reference System
- E. East
- Fd. Found
- GNSS Global Navigation Satellite System
- I. Statutory Iron Post
- LTO Land Titles Office
- M. Meridian
- Mp. Marker Post
- NAD83 North American Datum 1983
- No. Number
- P/L Pipeline
- (R) Radial Bearing
- R. Radius
- R/W Right-of-Way
- RGE. Range
- S. South
- SEC. Section
- TWP. Township
- UTM Universal Transverse Mercator
- W. West

NOTES

Elevations are geoidic and are derived from CCM 736119. Distances and elevations are in metres and decimals thereof. Contours derived from 2020 LIDAR data and provided by Parks. Contour Interval: 1.0 metre. Water and sanitary line diameters are in millimetres and have been provided by Parks. Date of Survey: December 12th, 2023.



**PLAN SHOWING
TOPOGRAPHIC SURVEY
OF PART OF
PARCEL GJ
PLN 022 2152 LTO, 85883 CLSR
WITHIN
S.E. 1/4 SEC. 16
TWP. 45 RGE. 1 W.6 M.
MUNICIPALITY OF JASPER
ALBERTA**

SCALE 1:500 UNLESS OTHERWISE NOTED

REV.	DATE	DESCRIPTION	BN	BRG	ROKK
0	Jan. 4/24	Plan Issued			
		DESCRIPTION	DRAF	CHKD	SURV

The location of underground facilities marked (and depth if applicable) are approximate only, represent the information available at the time of survey and are to assist the physical location at the time of construction. McElhanney Ltd. and its directors and employees are not responsible or liable for the location of any underground conduits, pipes, cables or other facilities whether shown on or omitted from this plan. Before excavating with machinery within 5m of the crossing area, facilities involved must be exposed by hand digging or hydrovac. Clients and/or contractors are responsible to perform Alberta First Call 1-800-242-3447 prior to construction.

APPENDIX B - CONCPET DESIGN DRAWINGS

Fd. L.
Mp. 0.3 S.W.

BLUE LINE INDICATED
PROPOSED AREA OF
CLEARING BY TOWN PRIOR
TO CONSTRUCTION

PROPOSED LINE OF
CONSTRUCTION FENCE

PROPOSED NEW
TRANSIT HUB

GRADE AREA
AROUND BUILDING

CONSTRUCTION
STAGING AREA

WOOD DECK

URW

OFFICE

35' BUS
35' BUS
35' BUS
35' BUS
35' BUS
35' BUS

APRON 5m

FUTURE EXPANSION /
COVERED SPACE

CONCRETE LOADING DOCK

GRAVEL

CONCRETE

EXISTING BUILDING

CONCRETE

PAVED PARKING LOT

PAVED ROAD

PAVED ROAD

217.00
193°18'35"

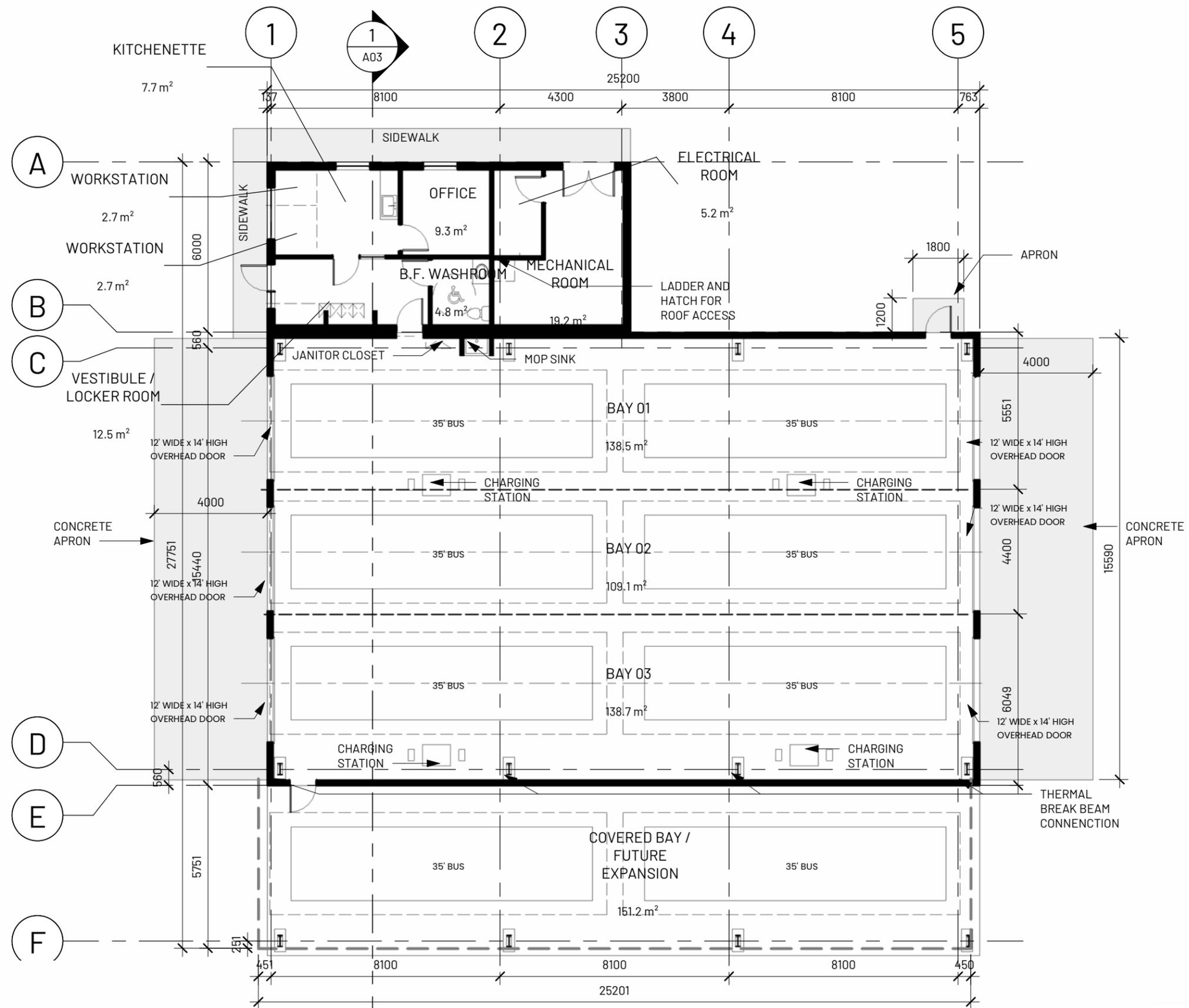


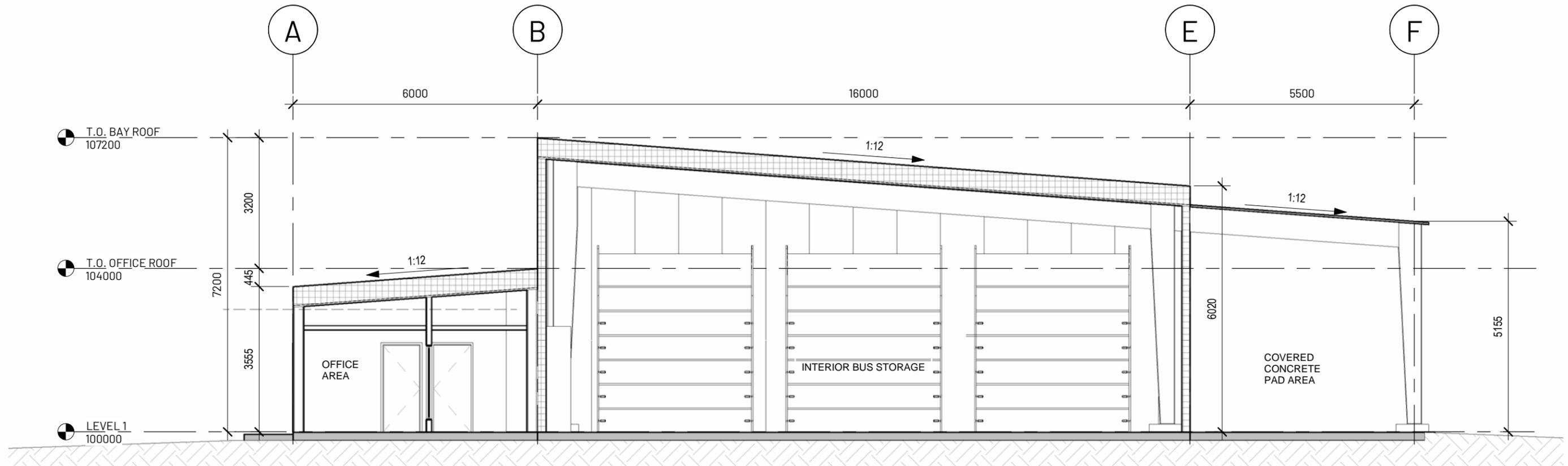
JASPER TRANSIT HUB SITE PLAN

1:600

Municipality Of Jasper
24/01/17

A01





1 Section A
A03 1:100

AGENDA ITEM 7.6

REQUEST FOR DECISION

Subject: Sidewalk Seating Fees 2024
From: Bill Given, Chief Administrative Officer
Prepared by: Christine Nadon, Director of Protective & Legislative Services
Reviewed by: Neil Jones, Licensing & Enforcement Manager
Date: February 27, 2024



Recommendations:

- That Committee recommend Council approve increasing the Sidewalk Seating fee for the use of the parking lane to \$2,150 per stall.
- That Committee direct Administration to bring the proposed *Rates and Fees Bylaw* for first and second reading at the March 5, 2024 Regular Council meeting.

Alternatives:

- That Committee recommend Council approve increasing the Sidewalk Seating fee for the use of the parking lane to a different fee per stall;
- That Committee direct Administration to maintain the current rates for Sidewalk Seating; or
- That Committee direct Administration to defer work on a *Rates and Fees Bylaw* and bring back the *Commercial Use of Public Space Bylaw* and the *Business Licensing Bylaw* for first and second reading at the March 5, 2024 Regular Council meeting.

Background:

Fees for sidewalk seating installations are included in the Schedule A of the Municipality's *Commercial Use of Public Space Bylaw*. In 2022, Administration proposed that a fee of \$1,650 per stall would be appropriate for sidewalk seating installations. In view of the fact that the business community was still recovering from the pandemic at that time, Council approved a 50% reduction to the proposed fee for 2022 (\$825 per stall) and the implementation of the full fee for 2023 and beyond (\$1,650).

After reviewing program statistics for the paid parking program in 2023, Administration is recommending that the fee per stall for sidewalk seating installations be increased for 2024.

Discussion:

Sidewalk seating installations and boardwalks are permitted to be setup in the parking lane in the downtown core, an area which is designated as zone 1010 in the paid parking program (on-street two-hour parking). Zone 1010 has approximately 241 stalls, which generated a total of \$498,933 in 2023 at the rate of \$3.50 per hour. This data suggests that the value of a parking stall in zone 1010 from May to October 2023 was \$2,070. Based on the same usage and the 2024 rates approved by Council, the value of a parking stall in this zone for 2024 is estimated at \$2,661 for the season.

In 2023, Administration approved a number of five-year permits for sidewalk seating installations downtown. The permits issued clearly identify that terms and conditions of the permit may change year over year, and that a renewal process is required annually to ensure current terms and conditions are met; annual fees are paid;

and that the installation still meets the criteria in place at the time of the initial permit approval.

While the value of an on-street paid parking stall in the commercial district is now estimated at over \$2,600 for 2024, Administration recognizes that increasing the sidewalk seating fee from \$1,650 per stall to \$2,600 would represent a significant increase for business operators, hence the recommendation to increase the fees to \$2,150 per stall for 2024. Most approved installations cover an area equivalent to two or three parking stalls.

Proposed Rates and Fees Bylaw

Instead of updating the *Commercial Use of Public Space Bylaw* to establish a new fee, Administration is proposing to enact the change through a new *Rates and Fees Bylaw*, which would amend existing municipal bylaws. In 2023, Council also approved increasing the business licensing fees from \$165 annually to \$185 annually while a more thorough assessment of the business licensing program takes place over the course of 2024. This change in fee would also be included in the new proposed *Rates and Fees Bylaw*, as presented as an attachment to this report. Administration's proposal is to continue adding updated fees to this new bylaw as fee reviews progress in different areas, as opposed to trying to capture changes to all fees across the municipal organization at once, which would require a significant amount of time and resources to complete.

Strategic Relevance:

- Community Health
 - Recognize the fundamental importance of our tourism economy
- Environment
 - Increase opportunities for active transportation and transportation alternatives
- Organizational excellence
 - Entrust our staff to develop healthy relationships with the people they serve
 - Ensure residents receive quality service that provides strong value for dollar
 - Pursue alternative revenue sources and equitable distribution of costs

Inclusion Considerations:

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

Relevant Legislation:

- [Commercial Use of Public Space Bylaw](#)
- [Business Licensing Bylaw](#)

Financial:

The revenue projection included in the 2024 operating budget is closer to the 2023 budget actuals, which were based on a fee per stall of \$1,650. In 2023, the Bylaw Enforcement Service issued permits for approximately 40 parking stalls to be used for the purpose of sidewalk seating installations or boardwalks. The new proposed fee of \$2,150 could generate an additional \$15,000 in revenue in 2024 (conservative estimate).

Attachment:

- Draft Rates and Fees Bylaw

**MUNICIPALITY OF JASPER
BYLAW #XXX**

**BEING A BYLAW OF THE MUNICIPALITY OF JASPER IN THE PROVINCE OF ALBERTA TO
PROVIDE FOR THE PURPOSE OF ADOPTING RATES AND FEES.**

WHEREAS the *Municipal Government Act* (RSA 2000, cM-26) provides that Council may pass bylaws to establish fees on behalf of the Municipality; and

AND WHEREAS the *Municipal Government Act* (RSA 2000, cM-26) provides for the establishment of fees for licences, permits and approvals by bylaw;

NOW THEREFORE BE IT RESOLVED that the Council of the Specialized Municipality of Jasper, in the Province of Alberta, duly assembled, enacts:

1. CITATION

1.1. This Bylaw may be cited as the "Rates and Fees Bylaw 2024".

2. PURPOSE

2.1. This Bylaw amends Bylaw #246, the *Commercial Use of Public Space Bylaw 2022*, and Bylaw #110, the *Town of Jasper Business Licensing Bylaw 2008A*.

3. AMENDMENTS

3.1. Schedule A – Streets and Public Space Use Fees of Bylaw #246, the *Commercial Use of Public Space Bylaw 2022*, is hereby amended as follows:

Schedule A – Streets and Public Space Use Fees

Description	Fee
Commercial Public Space Use Permit Fee*	\$50
Commercial Public Space Use Fees:*	\$50 - \$400
Farmers' Market	\$60 per event
Sidewalk Seating or Use of Parking Lane – permit application fee	\$100
Sidewalk Seating – use of public sidewalk	\$25 per seat
Use of parking lane, 2022 season	\$825 per parking stall
Use of parking lane, 2024 and beyond	\$2,150
Storage for Items Removed from the Street	\$105 per day
Work Performed by Municipality	Cost plus 25%

* Exemptions from Fees:

- Jasper charitable and not-for-profit organizations
- Any other application deemed by the CAO or his designate to be exempt

3.2. Schedule B – Fees of Bylaw #110, the *Town of Jasper Business Licensing Bylaw 2008A*, is hereby amended as follows:

Schedule B – Fees

Description	Fee
Licence Fees – All Businesses	\$185
Other Fees – Licence Transfer	\$100

4. RATIFICATION

4.1. Except as hereinbefore expressly provided, all provisions of Bylaw #246, the *Commercial Use of Public Space Bylaw 2022*, are hereby ratified and confirmed and shall continue in full force and effect.

4.2. Except as hereinbefore expressly provided, all provisions of Bylaw #110, the *Town of Jasper Business Licensing Bylaw 2008A*, are hereby ratified and confirmed and shall continue in full force and effect.

5. SEVERABILITY

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

6. COMING INTO EFFECT

- 6.1. This Bylaw shall come into force and effect on the final day of passing thereof.
- 6.2. At the time of coming into effect of this bylaw, the provisions of this bylaw shall apply to all property stored in a Municipal storage lot.

READ a first time this day of , 2024

READ a second time this day of , 2024

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

Mayor

Chief Administrative Officer

DRAFT

MOTION ACTION LIST

SHORT TITLE	REQUESTED (DATE)	RESPONSIBLE (WHO)	COUNCIL MOTION (DESCRIPTION)	TARGET (DATE)	STATUS
Clean Energy Improvement Program	December 13, 2022	Director of Operations & Utilities and Director of Finance & Administration	That Committee direct Administration to work with Alberta Municipalities and develop the following and present them at a future committee of the whole meeting: <ul style="list-style-type: none"> • A Clean Energy Improvement Program business case for Jasper • Draft Clean Energy Improvement Tax bylaw 	February 2024	Recommended to be deferred to April 2023
Paid Parking Correspondence	July 18, 2023	Director of Protective & Legislative Services	That Council direct Administration to refer the matter of resident and paid parking along Geikie Street to a Committee of the Whole meeting following the conclusion of the 2023 Paid Parking Program.	February 2024	
S-Block Parking 2023, Winter Seasonal Service	September 12, 2023	Director of Protective & Legislative	That Committee direct Administration to report back on the 2023-24 S-Block Parking Lot winter seasonal service to a Committee of the Whole meeting in the spring.	May 2024	
Jasper Folk Music Festival 2023	July 18, 2023	Director of Protective & Legislative Services	That Council defer discussion of appointing board members to societies to a future Committee of the Whole meeting, prior to the Organizational meeting in October 2023.	February 2024	Recommended to be deferred to March 2023
Snape's Hill Happy Little Trees	October 3, 2023	Director of Operations & Utilities	That Council refer the suggestion of entering into a joint agreement with Parks Canada and Jasper Yellowhead Historical Society to a future Committee of the Whole meeting.	March 2024	
Habitat for the Arts	November 22, 2023	Director of Community Development	That Committee direct Administration to discuss transitioning to a public board with Habitat for the Arts and return with a report in 2024.	March 2024	Recommended to be deferred to April 2023

Labour Market Study	November 28, 2023	CAO	That Committee direct Administration to review the study to identify opportunities for the Municipality of Jasper to participate in implementation and to return to a future Committee of the Whole meeting with recommendations.	March 2024	
Jasper Hotel Association	December 19, 2023	Director of Protective & Legislative Services	That Council refer the request to the Emergency Management Agency and request a status update at a future Committee of the Whole meeting.	March 2024	
Transit Capital Projects	December 19, 2023	CAO	That Council direct Administration to return to a future Council meeting for approval prior to awarding or procuring any transit capital projects.	February 2024	
2024 Mill Rate	December 19, 2023	Director of Finance & Administration	That Council direct Administration to provide a report on the potential implications of splitting the 2024 net tax increase at ratios other than 5:1 and return to a future Committee of the Whole meeting prior to establishing the 2024 mill rate.	March 2024	
Global Covenant of Mayors for Climate & Energy	January 9, 2024	CAO	That Committee recommend Council postpone the consideration of joining the "Global Covenant of Mayors for Climate & Energy" until July 2024.	July 2024	
The Men's Shed	January 16, 2024	Director of Operations & Utilities and Director of Community Development	That Council direct Administration to investigate the costs associated with providing municipal water and wastewater at the two proposed locations; and any ideas for alternative locations, for the Men's Shed, and report back at a future Committee of the Whole meeting.	March 2024	
Transit Service Standards Policy	January 23, 2024	CAO	That Committee direct Administration to develop a Transit Service Standards Policy and return to a future Committee of the Whole meeting.	April 2024	

Crisis Team Jasper Society	January 23, 2024	Director of Community Development	That Committee authorize Administration to enter into F-104 Funding Agreements with the Crisis Team Jasper Society for Development and Implementation of a Crisis Team Advocate Recruitment and Training Program, substantially in the form presented at the Committee of the Whole meeting January 23, 2024.	March 2024	Recommended to be removed
Crosswalks near School Zones	January 23, 2024	Director of Operations & Utilities and Director of Protective & Legislative Services	That Committee refer the matter of pedestrian safety at the crosswalks on Bonhomme Street adjacent to the sports fields and the Southview Co-ops to the Traffic Advisory Committee.	May 2024	
Parks Canada Maligne Canyon Transit Service Request	February 13, 2024	CAO	That Committee refer the transit service request from Parks Canada to Administration for a report at a future Committee of the Whole meeting.	April 2024	
Jasper United Church Utilities Request	February 13, 2024	Director of Finance & Administration	That Committee refer the request from the Jasper United Church to Administration for a report back at a future Committee of the Whole meeting with additional details on the request and similar situations.	March 2024	