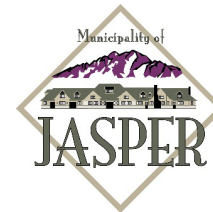


MUNICIPALITY OF JASPER
REGULAR COUNCIL MEETING AGENDA

January 18, 2022 | 1:30 pm
Conducted virtually through Zoom



Notice: Meetings are currently being conducted virtually. Presentations and public attendance at meetings will continue to be online until further notice. Council meetings are also archived on YouTube for viewing anytime. **To live-stream this meeting starting at 1:30 pm, use the following Zoom link: <https://us02web.zoom.us/j/87657457538>**

- 1 CALL TO ORDER**
- 2 APPROVAL OF AGENDA**
 - 2.1 Regular meeting agenda, January 18, 2022 attachment
- 3 APPROVAL OF MINUTES**
 - 3.1 Regular meeting minutes, January 4, 2022 attachment
- 4 PRESENTATIONS**
- 5 BUSINESS ARISING FROM PREVIOUS MINUTES**
- 6 BYLAWS**
 - 6.1 Bylaw Summary attachment
 - 6.2 Supplementary Assessment of Improvements 2022 – 1st & 2nd reading attachment
 - 6.3 Supplementary Tax Bylaw 2022 – 1st & 2nd reading attachment
 - 6.4 Utility Fees Levy and Collection Bylaw 2022 – 1st & 2nd reading attachment
- 7 REQUESTS FOR DECISION**
 - 7.1 Jasper Municipal Library – Letter of Understanding attachment
 - 7.2 Bike Skills Park attachment
- 8 CORRESPONDENCE FOR INFORMATION, CONSIDERATION OR ACTION**
- 9 OTHER NEW BUSINESS**
 - 9.1 Studded Tire Rebate Program – Councillor Damota verbal
- 10 MOTION ACTION LIST**
- 11 COUNCILLOR REPORTS**
 - [10.1 Council's appointments to boards and committees](#)
- 12 UPCOMING EVENTS**
 - Intergovernmental Meeting – Tuesday, February 1, Zoom – 9:30am
 - Emergency Management Training – Monday, February 28, in person (location TBD) – 8:30am
- 13 ADJOURNMENT**

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

Municipality of Jasper
Regular Council Meeting Minutes
 Tuesday, January 4, 2022 | 1:30 pm
 Conducted virtually through Zoom

Virtual viewing and participation	This meeting was conducted virtually through Zoom. Public viewing and public participation during Council meetings is through Zoom livestreaming.		
Present	Mayor Richard Ireland, Deputy Mayor Wendy Hall, Councillors Kathleen Waxer, Rico Damota, Scott Wilson, Helen Kelleher-Empey and Ralph Melnyk		
Also present	Bill Given, Chief Administrative Officer Christine Nadon, Director of Protective & Legislative Services Natasha Malenchak, Director of Finance & Administration John Greathead, Director of Operations Emma Acorn, Legislative Services Coordinator 12 observers		
Call to order	Mayor Ireland called the January 4, 2022 Regular meeting to order at 1:30pm.		
Additions to the Agenda #1/22	MOTION by Councillor Melnyk – BE IT RESOLVED that Council add the following item to today’s agenda: 13.1 Strategic Priorities – In-camera item		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Approval of agenda #2/22	MOTION by Councillor Damota – BE IT RESOLVED that Council approve the agenda for the January 4, 2022 regular meeting as amended.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Approval of regular minutes #3/22	MOTION by Councillor Waxer – BE IT RESOLVED that Council approve the minutes of the December 7, 2021 Regular meeting as presented.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Presentations	none		
Business arising	none		
Department Report	none		
Paid Parking RFD #4/22	Administration reviewed the Paid Parking Pilot Project Wrap-up report which was presented and discussed at the December 14, 2021 Committee of the Whole meeting. Council members asked clarifying questions and explored options. After discussion, Council split the recommendations into separate motions to be voted on individually.		
	MOTION by Councillor Wilson – BE IT RESOLVED 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.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
#5/22	MOTION by Councillor Wilson – BE IT RESOLVED that Council approve increases in signage and the addition of payment kiosks.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED

#6/22	MOTION by Councillor Wilson – BE IT RESOLVED that Council approve an exemptions program for residents from the requirement to pay for parking in paid parking zones; with such exemptions to be determined at a later date.	FOR 5 Councillors	AGAINST 2 Councillors (Ireland, Hall)	CARRIED
#7/22	MOTION by Councillor Wilson – BE IT RESOLVED that Council approve paid parking continue on a 12-month basis with rates set accordingly to the season.	FOR 3 Councillors	AGAINST 4 Councillors (Ireland, Damota, Kelleher-Empey, Melnyk)	DEFEATED
#8/22	MOTION by Councillor Damota – BE IT RESOLVED that Council approve paid parking continue starting on May 1, 2022 and ending on October 31, 2022 with the hours of operation from 9am to 9pm with the opportunity to review it at that time for future years.	FOR 6 Councillors	AGAINST 1 Councillor (Wilson)	CARRIED
#9/22	MOTION by Councillor Wilson – BE IT RESOLVED that Council add the off street expansion shown in royal blue on page 20 of today’s agenda to the paid parking inventory with rates to be determined at a later date.	FOR 5 Councillors	AGAINST 2 Councillors (Ireland, Kelleher-Empey)	CARRIED
Recess	Mayor Ireland called a recess from 3:36pm to 3:45pm.			
Paid Parking Continued #10/22	MOTION by Councillor Damota – BE IT RESOLVED that Council approve the following rate structure for the period of 2022: <ul style="list-style-type: none"> • \$2/hr off street paid parking in designated lots • \$3/hr on street paid parking • subject to a \$12/day rate in off street lots 	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Operating Budget 2022-2026 RFD #11/22	Administration reviewed the presentation schedule for the Capital Budget and Operating Budget for 2022 – 2026, which began in November, 2021. The Operating Budget was last discussed at the December 14, 2021 Committee of the Whole meeting.			
	MOTION by Councillor Wilson – BE IT RESOLVED that Council approve the 2022-2026 Operating Budget as presented today, January 4, 2022.	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Bylaw Summary	Council received a summary of bylaws currently in force.			
Correspondence	none			
Other New Business	none			
Motion Action List	Council received the Motion Action List for information.			
Council reports	none			

Upcoming events Council received a list of upcoming events for information.

In Camera #12/22 MOTION by Councillor Kelleher-Empey to move in camera at 4:35pm to discuss agenda item. 13.1 Strategic Planning

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

Mr. Given also attended the in camera session.

Move out of camera #13/22 MOTION by Councillor Melnyk to move out of camera 5:15pm.

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

Adjournment #14/22 MOTION by Councillor Waxer – BE IT RESOLVED that, there being no further business, the Regular meeting of January 4, 2022 be adjourned at 5:15pm.

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

Mayor

Chief Administrative Officer

Municipality of Jasper Bylaw Summary

Updated: 1/14/2022

	Bylaw	Date Repealed	Repeals Bylaw	Replaced by Bylaw	Scheduled date for next reading			Date Forwarded	Date Certified
					First Reading	Second Reading	Third Reading & Approval		
243	Utilities Fees Levy and Collection Bylaw 2022		232		2022-Jan-18				
242	Supplementary Tax Bylaw 2022		234		2022-Jan-18				
241	Supplementary Assessment of Improvements Bylaw 2022		233		2022-Jan-18				
240	Connaught Utilities Local Improvement Tax Bylaw				2021-July-6	2021-Aug-17	2021-Aug-17	2021-Aug-3	2021-Aug-4
239	Connaught Utilities Borrowing Bylaw				2021-July-6	2021-Aug-17	2021-Aug-17	2021-Aug-3	2021-Aug-4
238	Temporary Compulsory Face Covering Repeal Bylaw		228, 230 & 231		2021-Jun-15	2021-Jun-15	2021-Jun-15	2021-Jun-10	2021-Jun-11
237	Rotation of Ballots Bylaw 2021		204		2021-Jun-01	2021-Jun-01	2021-Jun-15	2021-May-26	2021-May-28
236	Taxation Rates Bylaw 2021		227		2021-May-18	2021-Jun-01	2021-Jun-01	2021-May-26	2021-May-28
235	Code of Conduct for Elected Officials Bylaw				2021-May-18	2021-Jun-01	2021-Jun-15	2021-May-26	2021-May-28
234	Supplementary Tax Bylaw 2021		225		2021-Jan-19	2021-Jan-19	2021-Feb-02	2021-Jan-20	2021-Jan-22
233	Supplementary Assessment of Improvements 2021		224		2021-Jan-19	2021-Jan-19	2021-Feb-02	2021-Jan-20	2021-Jan-22
232	Utility Fees Levy and Collection Bylaw 2021		226		2021-Jan-05	2021-Jan-05	2021-Jan-05	2020-Dec-24	2020-Dec-24
231	Temporary Compulsory Face Covering Amending Bylaw #2				2020-Dec-08	2020-Dec-08	2021-Jan-05	2020-Dec-09	2020-Dec-10
230	Jasper Temporary Compulsory Face Covering Bylaw Amending Bylaw				2020-Sept-08	2020-Sept-08	2020-Sept-15	2020-Sept-08	2020-Sept-10
229	CMHC Borrowing Bylaw 2020				2020-Aug-18	2020-Aug-18	2020-Sept-01	2020-Aug-18	2020-Aug-19
228	Temporary Compulsory Face Covering Bylaw				2020-Aug-04	2020-Aug-04	2020-Aug-04	2020-Aug-04	2020-Aug-04
227	Tax Rates Bylaw 2020		217	236	2020-May-19	2020-May-19	2020-May-26	2020-May-19	2020-May-20
226	Utility Fees Levy and Collection Bylaw 2020 A	2021-Jan-05	223	232	2020-Apr-07	2020-Apr-07	2020-Apr-14	2020-Apr-07	2020-Apr-08

AGENDA ITEM 6.2

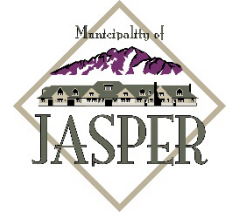
REQUEST FOR DECISION

Subject: Supplementary Assessment of Improvements and Supplementary Tax Bylaws 2022

From: Bill Given, Chief Administrative Officer

Prepared by: Natasha Malenchak, Director of Finance and Administration

Date: January 18, 2022



Recommendations:

- That Council give first and second readings to the Supplementary Assessment of Improvement 2022 Bylaw (#241); and
- That Council give first and second readings to the Supplementary Tax Bylaw 2022 (#242).

Alternatives:

- That Council determine not to conduct Supplementary Assessments and Taxes for 2022.

Background:

On January 19, 2021, Council gave first and second readings and on February 2, 2021, gave third reading passing Bylaw #233, being the Supplementary Assessments of Improvements 2021 bylaw, and Bylaw #234, being the Supplementary Tax Bylaw 2021.

Discussion:

The Supplementary Assessment of Improvement bylaw allows the Municipality to assess property having newly constructed buildings or major additions and renovations in the same tax year as they are completed and occupied. Prior to conducting supplementary assessments, inequities existed amongst properties based on the completion date of the improvements.

Without a supplementary assessment bylaw, improvements started and/or completed during 2022 would not be assessed for the 2022 tax year. This is inherently unfair and inequitable to those owners having the improvements completed by the end of 2021, since those owners would be subject to taxation on the completed project for the full 2022 tax year.

If a Council passes a bylaw authorizing supplementary assessments to be prepared in respect of property, then Section 369 of the Municipal Government Act (MGA) requires council to pass a bylaw authorizing it to impose a supplementary tax in the same year as the supplementary assessment is to be done.

Relevant Legislation

Alberta Municipal Government Act

- **Section 313** requires council to pass a bylaw before May 1st in the same year as the supplementary is to be done.

-**Section 314 (3)** states that a supplementary assessment must reflect the value of an improvement that has not been previously assessed or the increase in the value of an improvement since it was last assessed.

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-**Section 369 (1)** states that If in any year a council passes a bylaw authorizing supplementary assessments to be prepared in respect of property, the council must, in the same year, pass a bylaw authorizing it to impose a supplementary tax in respect of that property.

Financial Implications:

The approval of a 2022 Supplementary Assessment of Improvement Bylaw provides for a more fair and equitable allocation of taxes between owners whether they have completed projects in 2021 or 2022.

The last five years of municipal tax revenue generated from Supplementary Property Taxes:

Tax Year	2017	2018	2019	2020	2021
Municipal Supplementary Levy	\$20,042	\$4,976	\$17,540	\$828	\$5,163

Estimated supplementary assessment totals are not available for 2022 supplementary tax application due to the unknown completion dates of potentially affected projects.

**MUNICIPALITY OF JASPER
BYLAW #241**

BEING A BYLAW OF THE SPECIALIZED MUNICIPALITY OF JASPER IN THE PROVINCE OF ALBERTA TO AUTHORIZE THE SUPPLEMENTARY ASSESSMENT OF IMPROVEMENTS FOR THE TAXATION YEAR 2022.

WHEREAS pursuant to the provisions of the *Municipal Government Act* (RSA 2000, cM-26), a municipality may adopt a bylaw authorizing supplementary assessments to be prepared for the purpose of imposing a tax in the same year;

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

1. Citation

- 1.1 This Bylaw may be cited as the "Supplementary Assessment of Improvements Bylaw 2022".
- 1.2 The Specialized Municipality of Jasper Bylaw #233 "Supplementary Assessment of Improvements Bylaw 2021" is hereby repealed.

2. Definitions

- 2.1 In this Bylaw:
 - 2.1.1 "*Council*" means the Council of the Specialized Municipality of Jasper;
 - 2.1.2 "*Municipality*" means the Specialized Municipality of Jasper in Jasper National Park in the Province of Alberta;

3. Supplementary Assessment

- 3.1 Council hereby directs the assessor for the Municipality to prepare supplementary assessments for improvements in the Municipality if such improvements:
 - 3.1.1 are completed in the year in which they are to be taxed;
 - 3.1.2 are occupied during all or any part of the year in which they are to be taxed;
or
 - 3.1.3 are moved into the Municipality during the year in which they are to be taxed and will not be taxed in that year by another municipality.
- 3.2 The Municipality shall prepare and maintain a supplementary assessment roll within the times and in the manner set out in the *Municipal Government Act* (RSA 2000, cM-26).

4. Severance

- 4.1 If any section in this bylaw is found to be invalid by a court of competent jurisdiction, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.

5. Coming into Force

5.1 This Bylaw shall come into force and effect on the date of final passing thereof.

READ a first time this day of 2022

READ a second time this day of 2022

READ a third time and finally passed this day of 2022

Mayor

Chief Administrative Officer

**MUNICIPALITY OF JASPER
BYLAW #242**

BEING A BYLAW OF THE SPECIALIZED MUNICIPALITY OF JASPER IN THE PROVINCE OF ALBERTA TO AUTHORIZE THE IMPOSITION OF A SUPPLEMENTARY TAX FOR THE TAXATION YEAR 2022.

WHEREAS pursuant to the *Municipal Government Act* (RSA 2000, cM-26), a municipality may authorize the imposition of a supplementary tax;

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

1. Citation

- 1.1 This Bylaw may be cited as the "Supplementary Tax Bylaw 2022".
- 1.2 The Specialized Municipality of Jasper Bylaw #234 "Supplementary Tax Bylaw 2021" is hereby repealed.

2. Definitions

- 2.1 In this Bylaw:
 - 2.1.1 "*Council*" means the Council of the Specialized Municipality of Jasper;
 - 2.1.2 "*Chief Administrative Officer*" means the individual duly appointed to that position for the Specialized Municipality of Jasper at any given time and includes any person authorized to act for and in the name of that individual;
 - 2.1.3 "*Municipality*" means the Specialized Municipality of Jasper in Jasper National Park in the Province of Alberta;

3. Supplementary Tax

- 3.1 Council hereby directs the Chief Administrative Officer to levy on all properties listed on the supplementary tax roll established pursuant to the Municipality's Supplementary Assessment of Improvements Bylaw 2022, taxed at the rate established in the Municipality's Tax Rate Bylaw 2022.

4. Severance

- 4.1 If any section in this bylaw is found to be invalid by a court of competent jurisdiction, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.

5. Coming into Force

- 5.1 This bylaw shall come into force and effect on the date of final passing thereof.

READ a first time this day of 2022

READ a second time this day of 2022

READ a third time and finally passed this day of 2022

Mayor

Chief Administrative Officer

AGENDA ITEM 6.4

REQUEST FOR DECISION

Subject: Utility Fees Levy and Collection Bylaw 2022
From: Bill Given, Chief Administrative Officer
Reviewed by: Natasha Malenchak,
Director of Finance & Administration
Date: January 18, 2022



Recommendations:

- That Council give first and second readings to the Utility Fees Levy and Collection Bylaw 2022.

Alternatives:

- That Council give first reading to the Utility Fees Levy and Collection Bylaw 2022 and;
- Provide amendments prior to second and third readings.

Background:

The Utility Fees Levy and Collection Bylaw is amended on annual basis to reflect adjustments in rates and/or to address technical matters. In the approved 2022 budget total utility expenses are \$6,356,904 of which \$3,886,059 is required to fund the operation of the water and wastewater systems.

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.

On January 11th Committee provided direction to Administration to incorporate the Connection, Consumption and Capital concept (CCC Rate model) in to the 2022 rates and present the bylaw at the next council meeting.

In addition to incorporating the CCC Rate model and establishing new rates the 2022 bylaw also incorporates minor changes that occurred in solid waste and recycling budgets in 2022. Reflected in the bylaw are increases to solid waste rates of 5.67% and an increase of 2.3% in recycling. These adjustments are purely inflationary in nature and do not reflect a change in service levels or rate models. The draft bylaw also includes a small number of wording changes and administrative matters.

Discussion:

During the committee meeting council expressed general support for principles that should be incorporated in to the 2022 Utility Fees Levy and Collection Bylaw. These principles included that:

- The CCC Rate model should be incorporated;
- A moderate and balanced solution should be sought;
- No customer should pay less than they paid under 2021 rates;
- Proportion of revenue that come through consumption charges should be reduced, and;
- Service lines up to 1" in diameter should be considered differently from those 1.5" and above.

The proposed rates for 2022 and their impact on customers are presented below.

2022 Proposed Rates

WATER	Rate	Per	Annual
Water Consumption (0-35 m3)	\$0.68	cubic meter	
Water Consumption (35-65 m3)	\$0.70	cubic meter	
Water Consumption (66-500 m3)	\$0.85	cubic meter	
Water Consumption (501+ m3)	\$1.10	cubic meter	
Connection <=1"	\$27.81	billing	\$166.84
Connection =1.5"	\$144.60	billing	\$867.57
Connection >1.5"	\$216.89	billing	\$1,301.35
Capital <=1"	\$41.33	meter/billing	\$248.00
Capital =1.5"	\$206.67	meter/billing	\$1,240.00
Capital >1.5"	\$366.83	meter/billing	\$2,201.00

SEWER	Rate	Per	Annual
Sewer Consumption (0-35 m3)	\$2.00	cubic meter	
Sewer Consumption (35-65 m3)	\$2.20	cubic meter	
Sewer Consumption (66-500 m3)	\$2.80	cubic meter	
Sewer Consumption (501+ m3)	\$3.45	cubic meter	
Connection <=1"	\$13.86	billing	\$83.16
Connection =1.5"	\$72.07	billing	\$432.43
Connection >1.5"	\$108.11	billing	\$648.65
Capital <=1"	\$25.33	meter/billing	\$152.00
Capital =1.5"	\$126.67	meter/billing	\$760.00
Capital >1.5"	\$224.83	meter/billing	\$1,349.00

Description

Water and waste water rates contained in the 2022 Utility Fees Levy and Collection Bylaw are based three components; **Consumption** charges billed at four different tiers based on volume and **Connection** and **Capital** charges billed at three different tiers based on service line diameter. It is important to note that some properties may have more than one incoming water service line and in these cases the customer will only a single connection charge billing.

The table on the next page illustrates the impact of the proposed rates on different classes of customers.

Estimated 2022 Rate Impact Analysis

			Per 2 Month Billing Period			Annual	
	Water	Sewer	Average m3	2021	2022	Change	Change
Tier 1	\$0.68	\$2.00	20	\$79.80	\$161.93	\$82.13	\$492.80
Tier 2	\$0.70	\$2.20	53	\$211.47	\$524.30	\$312.83	\$1,876.98
Tier 3	\$0.85	\$2.80	210	\$837.90	\$1,497.35	\$659.45	\$3,956.70
Tier 4	\$1.10	\$3.45	1543	\$6,156.57	\$7,704.17	\$1,547.60	\$9,285.58

Conclusions:

The 2022 Utility Fees Levy and Collection Bylaw contains rates that will meet provide the revenue required to operate the municipal water and wastewater systems, and;

- Guarantees that the core fixed costs of operating the system are covered, regardless of consumption, though the stability of the Connection charge component.
- Encourages conservation by providing financial motivation for large volume consumers to take active steps to reduce consumption through tiered Consumption rates.
- Supports 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.
- Advances asset management and reinvestment into water and wastewater infrastructure by beginning a 5-year phase in to meet recommendations from the 2017 Asset Management Study.
- Increases transparency and helping users understand the infrastructure replacement needs of the system through Capital charges.

**MUNICIPALITY OF JASPER
BYLAW #243**

BEING A BYLAW OF THE SPECIALIZED MUNICIPALITY OF JASPER IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE LEVYING AND COLLECTION OF FEES FOR THE PROVISION OF WATER, SEWER, SOLID WASTE AND RECYCLING SERVICES IN 2022.

WHEREAS the *Municipal Government Act* (RSA 2000, cM-26) authorizes a municipality to operate a water system as a public utility for the purpose of supplying and distributing water to customers in the Municipality and, subject to Council approval, to customers outside the Municipal boundaries;

AND WHEREAS the *Municipal Government Act* authorizes a municipality to pass a bylaw respecting public utilities and services provided by the municipality;

NOW THEREFORE the Council of the Specialized Municipality of Jasper, in the province of Alberta, duly assembled, enacts:

1.0 Citation

- 1.1 This bylaw may be cited as the "Utility Fees Levy and Collection Bylaw 2022".
- 1.2 This bylaw rescinds Bylaw #232 "Utility Fees Levy and Collection Bylaw 2021".

2.0 Definitions

- 2.1 In this bylaw
 - 2.1.1 "apartment building" shall mean a single building comprised of three or more dwelling units, not including secondary suites with shared entrance facilities, where none of the dwelling units are rented or available for rent or occupation for periods less than 30 days;
 - 2.1.2 "apartment unit" shall mean a dwelling unit in an apartment building;
 - 2.1.3 "black water" shall mean de-watered or partially de-watered sludge forming a semi-liquid mass and includes accumulated settled solids deposited in holding tanks, pit latrines, sewage lagoons and septic tanks;
 - 2.1.4 "bulk water" shall mean water obtained from the water system by truck, tanker or similar means, and at such times and locations as may be designated by the CAO;
 - 2.1.5 "chief administrative officer" (CAO) means the chief administrative officer of the Municipality of Jasper or designate;
 - 2.1.6 "dwelling unit" shall mean one or more rooms connected as a separate unit in the same structure and constituting an independent unit for residential occupancy by a household with facilities to sleep, cook and eat, and with its own sanitary facilities;
 - 2.1.7 "community non-profit rate" shall mean the community non-profit rate specified in **Schedule 1** which shall apply to:
 - 2.1.7.1 Parcel R9, Lot 2 (Jasper United Church);
 - 2.1.7.2 Parcel C (St. Mary and St. George's Anglican Church);
 - 2.1.7.3 Block A, Lot 1 (Our Lady of Lourdes Catholic Church);
 - 2.1.7.4 Block 18, Lot 14 (Jasper Lutheran Church);
 - 2.1.7.5 Block 26, Lot 13 (Jasper Pentecostal Church);
 - 2.1.7.6 Block 4, Lots 19-20 (Jasper Baptist Church);
 - 2.1.7.7 Block 5, Lot 4 (Jasper Park Chamber of Commerce, Robson House);
 - 2.1.7.8 Parcel A, Lots 3A and 4A (Jasper-Yellowhead Historical Society);
 - 2.1.7.9 Block 36, Lots 31 and 32 (Jasper Municipal Library);
 - 2.1.7.10 Athabasca Park (Parks Canada Administration Building),
 - 2.1.7.11 Un-surveyed lot known as Parcel U-124 (Friends of Jasper National Park and public washroom building), and
 - 2.1.7.12 Block 5, Lots 5 and 6 (Tourism Jasper Jackman House)
 - 2.1.8 "grey water" shall mean the fouled water supply of residences and businesses, and includes water-carried human wastes;

- 2.1.9 "leaseholder" shall mean a grantee or a person or other legal entity holding a valid lease or licence of occupation with the federal Crown for the use or occupation of land in Jasper National Park, and shall mean Canadian National Railway in respect of lots or land parcels held by Canadian National Railway, and shall mean Jasper National Park of Canada in respect to lots or land parcels held by the Crown;
- 2.1.10 "multi-unit dwelling" means one or more single buildings designed to contain three or more dwelling units not including secondary suites where none of the dwelling units are rented or available for rent or occupation for periods of less than 30 days;
- 2.1.11 "Municipality" shall mean the Municipality of Jasper;
- 2.1.12 "sewer system" shall mean the sanitary sewer system owned and operated by the Municipality and all accessories and appurtenances thereto, and shall include the wastewater treatment plant;
- 2.1.13 "water meter" shall mean a device designated and installed by the Municipality in each water service for the purpose of measuring water volume, and
- 2.1.14 "water system" shall mean the water system owned and operated by the Municipality of Jasper and all accessories and appurtenances thereto.
- 2.1.15 "zone" shall mean a zone established by a planning regime.

3.0 Water Rate

- 3.1 Every leaseholder of a lot or land parcel in the Municipality that is connected ~~solely~~ to the water system shall pay a water charge calculated by multiplying the volume in cubic meters of water consumed by the rate in **Schedule 1**.
- 3.2 The volume of water consumed will be measured by a water meter.

4.0 Combined Water and Sewer Rate

- 4.1 Every leaseholder of a lot or land parcel in the Municipality that is connected to both the water and the sewer systems shall pay a sewage charge calculated by multiplying the volume in cubic meters of water consumed by the rate in **Schedule 1**. The equivalent combined rate would be the sum of the water rate and the sewage rate.
- 4.2 The volume of sewage is calculated as being equal to the volume of water consumed by that leaseholder. The volume of water consumed will be measured by a water meter.

5.0 Sewer Rate (not connected to Municipal water supply)

- 5.1 Every leaseholder of a lot or land parcel in the Municipality that is connected solely to the sewer system shall pay a sewage charge calculated as a percentage of the annual operating cost of the Jasper wastewater treatment plant equal to the volume of sewage that leaseholder contributes to the wastewater treatment plan expressed as a percentage of total flows received at the plant.
- 5.2 Every leaseholder to whom section 5.1 applies shall provide a means approved by the Municipality of measuring the volume in cubic meters of sewage entering the sewer system from the leaseholder's lot or land parcel.

6.0 Trucked Waste

- 6.1 Every leaseholder of a lot or land parcel in the Municipality that is not connected to either the water or the sewer system shall pay a sewage charge as per **Schedule 1**:
- 6.1.1 for each cubic meter of grey water deposited in the sewer system; and
- 6.1.2 for each cubic meter of black water deposited in the sewer system.
- 6.2 Every leaseholder to whom section 6.1 applies shall establish and maintain a municipal sewage account and the Municipality shall charge the service fee specified in **Schedule 1** for the establishment of the account.

- 6.3 Every leaseholder to whom section 6.1 applies who deposits grey water or black water sewage into the sewer system at any time when a member of the operating staff of is not present at the plant, and whose deposit results in a circumstance requiring the presence of a member of the operating staff, the Municipality shall charge the leaseholder the wastewater treatment plant call-out fees specified in **Schedule 1**.

7.0 Bulk Water

- 7.1 Every hauler of bulk water shall pay bulk water fees calculated as the volume of water obtained from the water system multiplied by the water rate specified in section 3.1 except that the minimum invoice for every such hauler shall be as per **Schedule 1** for every billing period during which such hauler purchased bulk water from the Municipality.
- 7.2 Every purchaser of bulk water not having an existing municipal bulk water account shall establish such an account and the Municipality shall charge the service fee specified in **Schedule 1** for the establishment of the account.

8.0 Solid Waste

- 8.1 The Municipality shall, with respect to every leaseholder of a lot or parcel located in the Municipality, charge the fees specified in **Schedule 1** for solid waste collection.
- 8.2 In the event the Parks Canada Agency increases the fees charged to the Municipality for the provision of solid waste services, the CAO may increase the fees specified in **Schedule 1** to the extent necessary to recoup those increased costs. The revised fees shall be advertised by the Municipality.
- 8.3 The Municipality shall establish a daily solid-waste collection schedule ensuring that solid waste collection is normally completed no later than 1:00 p.m. of each operating day. If an extra pickup is required on any operating day it shall be subject, in addition to the fees prescribed in section 10.1 herein, to the off-schedule surcharge specified in **Schedule 1**.
- 8.4 Every leaseholder of an institutional lot or parcel in the Municipality shall pay solid waste fees at the commercial rate specified in **Schedule 1** unless such zone or parcel:
- 8.4.1 is listed in section 2.1.7 as subject to the community non-profit rate; or
- 8.4.2 is used solely for residential purposes, in which case solid waste fees shall be levied in accordance with the character of such use; and
- 8.4.3 no water, sewer or solid waste accounts shall be levied in respect of Parcel CA.

9.0 Parks Canada Agency

- 9.1 The Parks Canada Agency shall pay water, sewer and solid waste charges on properties it uses and occupies within the Municipality as though it were a leaseholder.
- 9.2 The Municipality shall, in respect to its lots or land parcels in Jasper National Park of Canada outside the Municipality that are not connected to either the water or the sewer system, levy a sewage charge for each cubic meter of sewage deposited in the sewer system calculated at 0.8 multiplied by the per cubic meter trucked waste charge specified in section 6.1.
- 9.3 Occupants of Parks Canada Agency lands zoned "R1", "R2", "R3" or "R4" shall pay the solid waste charges specified in **Schedule 1** unless the Municipality is requested in writing by the Parks Canada Agency to direct such accounts elsewhere.
- 9.4 Parcel GJ shall be exempt from solid waste fees.

10.0 Recycling Fee

- 10.1 Every leaseholder of a lot or parcel upon whom the Municipality levies fees for solid waste collection shall also be charged the recycling fee specified in **Schedule 1** which fee shall be contributed to recycling operating budgets.

- 10.2 Every leaseholder referred to in section 10.1 and who is the subject of more than one solid waste account with the Municipality shall pay the recycling fee with respect to each of their solid waste accounts.

11.0 Accounts

- 11.1 Accounts shall be rendered to the leaseholder, except that:
- 11.1.1 water charge accounts shall be rendered to the tenants of rental dwelling units upon lands which are zoned R3 in respect to which:
- 11.1.1.1 each dwelling unit is serviced by an individual water meter;
- 11.1.1.2 not less than 10 rental dwelling units are located within a single leasehold; and
- 11.1.1.3 the leaseholder has provided to the Municipality current postal addresses for the tenants of the rental dwelling units and has requested in writing the accounts be sent to those addressed; and
- 11.1.1.4 the Municipality shall hold the leaseholder fully and entirely responsible for the payment of such accounts in the event the Municipality's reasonable efforts to collect such accounts prove unsuccessful.
- 11.2 water charge accounts shall be rendered to the tenants of rental dwelling units upon lands which are zoned CV-2, CO, CP, or CN.
- 11.2 Accounts shall be due and payable to the Municipality when rendered. Failure to receive an account shall not affect the liability to pay the account.
- 11.3 **Utility Service Charges, shall constitute a debt to the Municipality which may be recovered:**
- a. **By transferring the Outstanding Balance to the Tax Roll of the property owner, or**
- b. **By action in any Court of competent jurisdiction, or**
- c. **By distress upon and seizure of the goods and chattels of the person owing such rates or charges wherever they may be found in the Municipality.**
- 10.3.1 Utility Service Charges, which are six (6) months in arrears will be transferred to Property Taxes and a \$50.00 Administration fee will be added to the account in the event of a transfer to Property Taxes.**
- ~~Municipal utility service charges shall be a debt recoverable from the leaseholder by action and may be recovered by distress upon the seizure of the goods and chattel of the leaseholder, and there shall be a lien upon the property, collectable in the same manner as taxes.~~
- 11.4 The Municipality may terminate water services to any leaseholder when their municipal utility service charges are in arrears by 60 days or more from the rendering of the account.
- 11.5 When a new account is established the Municipality shall charge the leaseholder the **administration** ~~service~~ fee specified in **Schedule 1** for the establishment of the account.
- 11.6 For any services requested on or after June 1, 2009, a tenant to which section 11.1.2 applies, shall pay the Municipality the non-interest-bearing deposit specified in **Schedule 1**. The deposit shall be:
- 11.6.1 held on deposit by the Municipality for the full period for which services are delivered to the tenant; and
- 11.6.2 applied to any outstanding service account balance at the conclusion of the full period in which water services are delivered to the depositor or in the event no outstanding account balance exists, returned to the depositor.

12.0 Penalties

12.1 The penalty for late payment of service accounts shall be 2% per month (26.82% per annum) beginning on the 31st day after the rendering of the account.

13.0 Severance

13.1 If any section in this bylaw is found by a court of competent jurisdiction to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.

COMING INTO FORCE

This bylaw shall come into force on the date of final passing thereof.

READ a first time this day of 2022.

READ a second time this day of 2022.

READ a third and final reading this day of 2022.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Schedule 1

CODE	GARBAGE	1-Jan-22 per	per year
G01	Garbage Residential In Town	\$57.34	billing \$344.06
G02	Garbage Commercial In Town	\$304.70	billing \$1,828.22
G03	Duplex - 1 side/Condo's/Row House	\$45.87	billing \$275.21
G04	Duplex - Both Sides (G03 x 2)	\$91.74	billing \$550.43
G05	Garbage S Block - Industrial Park	\$44.81	billing \$268.85
G06	Community Non-Profit Rate	\$54.27	billing \$325.59
G07	Garbage Fees - Four Plex (G04 x 4)	\$183.48	billing \$1,100.86
G08	Additional Garbage Pick-Ups	\$78.94	additional
G09	Multi-dwelling district lot - apartment building, per apartment	\$25.80	billing \$154.80
G10	Multi-dwelling district lot - Per multi-unit dwelling	\$44.33	billing \$265.95
G11	Additional Garbage Pick ups or self dumping	\$20.85	cubic yard
G12	Commercial off-schedule surcharge per pick up	\$20.85	pick up
G13	Additional pick up of solid waste not stored in solid waste container	\$129.37	hour
RECYCLING			
RECY01	Recycle Fee	\$31.83	billing \$191.01
RECY02	Recycle Fee Duplex (RECY01 x 2)	\$63.67	billing \$382.02
SEWER			
S01	Sewer Consumption (0-35 m3)	\$2.00	cubic meter
S02	Sewer Consumption (35-65 m3)	\$2.20	cubic meter
S03	Sewer Consumption (66-500 m3)	\$2.80	cubic meter
S04	Sewer Consumption (501+ m3)	\$3.45	cubic meter
S05	Connection <=1"	\$13.86	billing \$83.16
S06	Connection =1.5"	\$72.07	billing \$432.43
S07	Connection >1.5"	\$108.11	billing \$648.65
S08	Capital <=1"	\$25.33	meter/billing \$152.00
S09	Capital =1.5"	\$126.67	meter/billing \$760.00
S10	Capital >1.5"	\$224.83	meter/billing \$1,349.00
S11	Unconnected		
S12	Trucked grey water	\$11.54	cubic meter
S13	Trucked black water	\$18.23	cubic meter
S14	WW Call out for first 3 hours	\$320.53	1st 3 hrs
S15	WW Call out for every hour exceeding 3 hours	\$106.84	hr over 3 hrs
S16	WW Service fee (section 6.2, 7.2)	\$89.04	account
WATER			
W01	Water Consumption (0-35 m3)	\$0.68	cubic meter
W02	Water Consumption (35-65 m3)	\$0.70	cubic meter
W03	Water Consumption (66-500 m3)	\$0.85	cubic meter
W04	Water Consumption (501+ m3)	\$1.10	cubic meter
W05	Connection <=1"	\$27.81	billing \$166.84
W06	Connection =1.5"	\$144.60	billing \$867.57
W07	Connection >1.5"	\$216.89	billing \$1,301.35
W08	Capital <=1"	\$41.33	meter/billing \$248.00
W09	Capital =1.5"	\$206.67	meter/billing \$1,240.00
W10	Capital >1.5"	\$366.83	meter/billing \$2,201.00
W11	Bulk Water Minimun (section 7.1)	\$76.76	billing
W12	Water Service Deposit (section 11.6)	\$200.00	account
GENERAL			
ADMIN	Administration Fee (section 11.3.1 and 11.5)	\$50.00	transaction

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
Date – Decision January 18, 2022

Committee Recommendation:

- That Council approve the Jasper Municipal Library Letter of Understanding as amended with the addition of Schedule A.

Alternatives:

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

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).

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 is supported within the context of the approved 2022 Budget.

Attachment:

- Municipality of Jasper Library Board Letter of Understanding including Schedule A.

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")

TABLE OF CONTENTS

1. Objective	-	-	-	-	-	3
2. Definitions	-	-	-	-	-	3
3. Legislative Framework	-	-	-	-	-	4
4. Non-Legislative Framework	-	-	-	-	-	5
5. Communication	-	-	-	-	-	5
6. Finance	-	-	-	-	-	6
7. Personnel	-	-	-	-	-	8
8. Facilities	-	-	-	-	-	8
9. Amendment	-	-	-	-	-	10
10. Term and Renewal	-	-	-	-	-	10
11. Administration	-	-	-	-	-	11

AGEN

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. See Schedule A for the map of the library facility space within the Jasper Library and Cultural Centre.

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

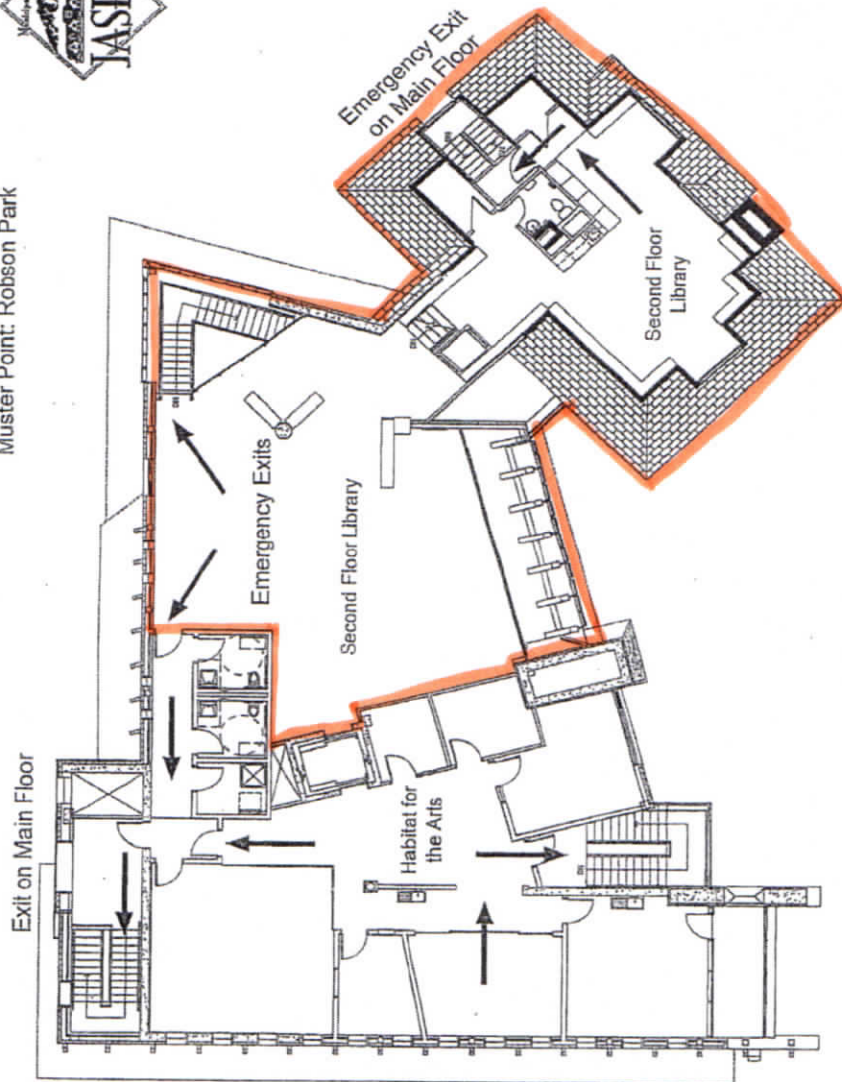
10.1. This Letter of Understanding shall be effective on the ___ day of _____, 202_ and shall remain in effect until expiring on the ___ day of _____, 202_.

Emergency Evacuation Routes

Muster Point: Robson Park



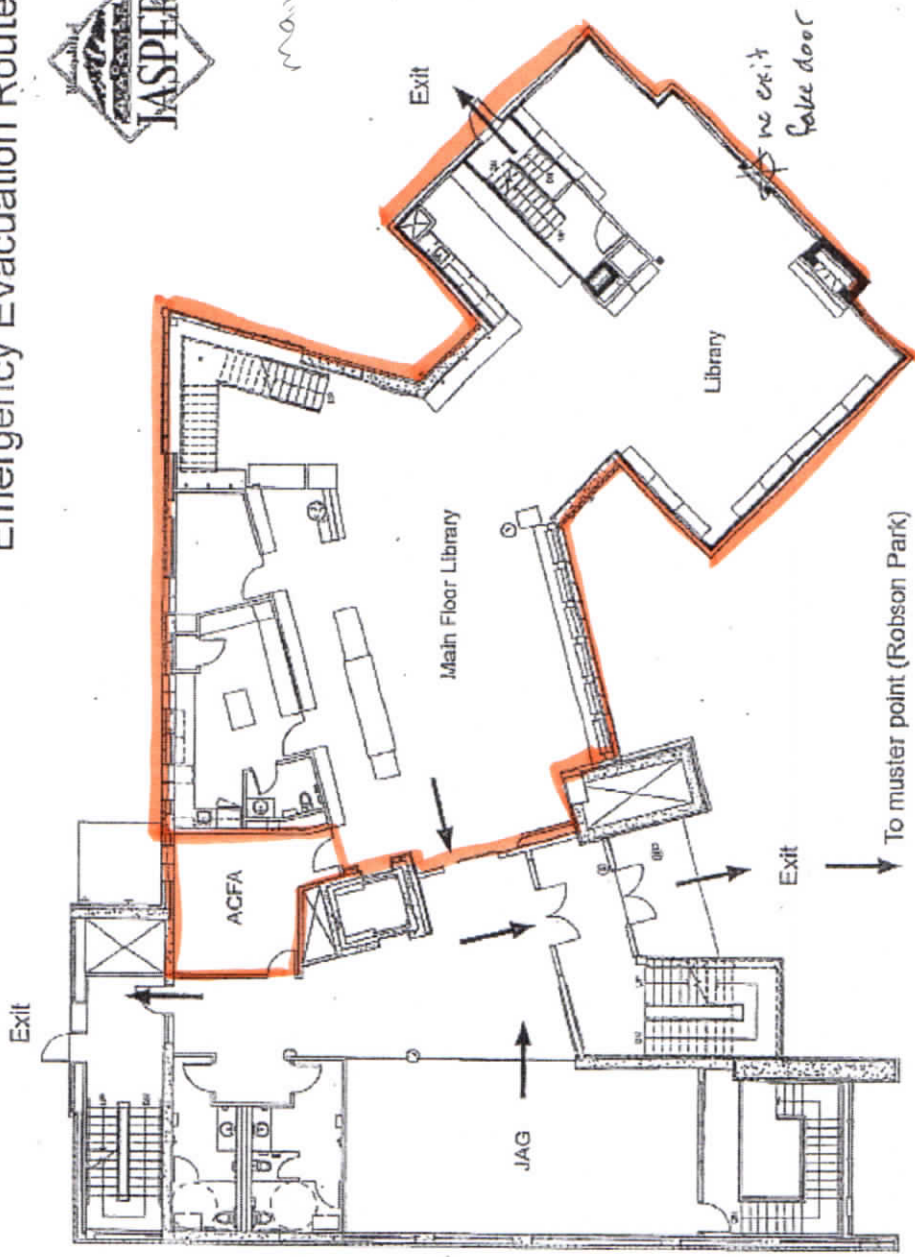
Second floor



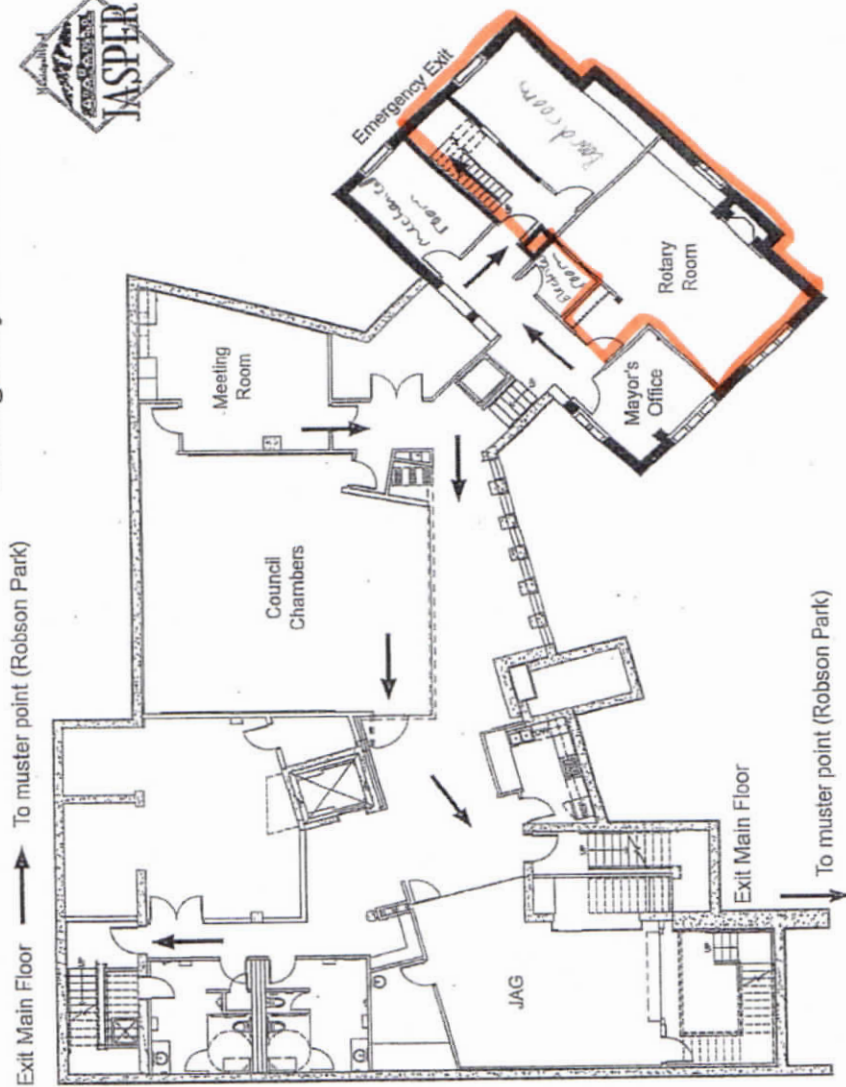
Emergency Evacuation Routes



Main Floor



Emergency Evacuation Routes



AGENDA ITEM 7.2

REQUEST FOR DECISION

Subject: Mountain Bike Skills Park Operating Agreement
From: Bill Given, Chief Administrative Officer
Reviewed by: Emma Acorn, Legislative Services Coordinator
Date – Discussion: January 11, 2022
Date – Decision: January 18, 2022



Committee Recommendations:

- That Council approve the Mountain Bike Skills Park Operating Agreement with the Jasper Park Cycling Association, as amended; and
- That Council endorse the use of the remnant parcel west of parcel GA, and direct Administration seek any development approvals that may be required by Parks Canada.

Alternatives:

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

Background:

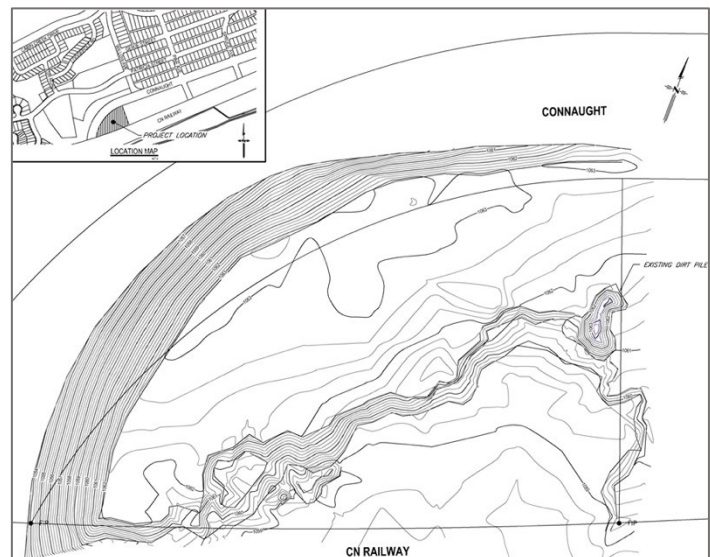
The Jasper Park Cycling Association (JPCA) has existed since 2012. In 2014 municipal Council provided support “in principle” for creating a bike skills park and since that time JPCA has made taken a number of steps toward the bike park’s creation.

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

On April 27th, 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 townsite 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 townsite 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 up to two (2) wildlife-proof waste collection bins throughout the Park, and will provide waste collection services;
- That it may provide in-kind support of the operations of the Park during the term of the Sublease. Operational requests that the municipality estimates would amount to 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 _____ and ending on _____.

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:

MOTION ACTION LIST

SHORT TITLE	REQUESTED (DATE)	RESPONSIBLE (WHO)	COUNCIL MOTION (DESCRIPTION)	TARGET (DATE)
Mountain Makers Arts & Culture	July 27, 2021	Director of Community Development & 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.	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
Fiscal Controls and Reporting Policy	September 28, 2021	Director of Finance & Administration	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.	February 2022
Speed Limits	October 5, 2021	Directors of Operations & Protective and Legislative	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.	January 2022
Equity, Diversity and Inclusion Policy Master Plan 2022-2026	October 12, 2021	Community Development Manager	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.	March 2022

World Tree	November 9, 2021	Community Development Manager	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.	February 2022
Sledding at Snape's Hill	January 11, 2022	Director of Operations	That Committee direct Administration to return to Council with a report identifying any opportunities for closure or partial closure of Willow Street and Geikie Street to accommodate sledding at Snape's hill.	February 2022

Municipality of Jasper



List of recommendations
Regular meeting, Tuesday, January 18, 2022

Additions to agenda

That Council agree to add/delete the following items to the January 18, 2022 regular meeting agenda:

Approval of agenda

That Council approve the agenda for the regular meeting of January 18, 2022 as presented.

Approval of minutes

That Council approve the minutes of the January 4, 2022 Regular Council meeting as presented.

Supplementary Assessment of Improvements Bylaw 2022 – 1st reading, 2nd reading

That Council read for the first time, Bylaw #241: Supplementary Assessment of Improvements Bylaw 2022, being a bylaw of the Specialized Municipality of Jasper in the province of Alberta to authorize the supplementary assessment of improvements for the taxation year 2022.

That Council read for the second time, Bylaw #241: Supplementary Assessments of Improvements Bylaw 2022, being a bylaw of the Specialized Municipality of Jasper in the province of Alberta to authorize the supplementary assessment of improvements for the taxation year 2022.

Supplementary Tax Bylaw 2022 – 1st reading, 2nd reading

That Council read for the first time, Bylaw #242: Supplementary Tax Bylaw 2022, being a bylaw of the Specialized Municipality of Jasper in the province of Alberta to authorize the imposition of a supplementary tax for the taxation year 2022.

That Council read for the second time, Bylaw #242: Supplementary Tax Bylaw 2022, being a bylaw of the Specialized Municipality of Jasper in the province of Alberta to authorize the imposition of a supplementary tax for the taxation year 2022.

Utility Fees Levy Collection Bylaw 2022 – 1st reading, 2nd reading

That Council read for the first time, Bylaw #243: being a bylaw of the Specialized Municipality of Jasper in the province of Alberta to provide for the levying and collection of fees for the provision of water, sewer, solid waste and recycling services in 2022.

That Council read for the second time, Bylaw #243: being a bylaw of the Specialized Municipality of Jasper in the province of Alberta to provide for the levying and collection of fees for the provision of water, sewer, solid waste and recycling services in 2022.

Committee Recommendation – Jasper Municipal Library Board Letter of Understanding

That Council approve the Jasper Municipal Library Letter of Understanding as amended with the addition of Schedule A.

Municipality of Jasper



List of recommendations

Regular meeting, Tuesday, January 18, 2022

Committee Recommendation – Bike Skills Park

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

That 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.

Adjournment

That, there being no further business, the regular meeting of January 18, 2022 be adjourned at

_____.