

MUNICIPALITY OF JASPER
REGULAR COUNCIL MEETING AGENDA

Date: December 17, 2019 | Time: 1:30 p.m.

Place: Quorum Room, Jasper Library and Cultural Centre



1 CALL TO ORDER

2 APPROVAL OF AGENDA

2.1 Regular meeting agenda, December 17, 2019

attachment

3 APPROVAL OF MINUTES

3.1 Regular meeting minutes, December 3, 2019

attachment

4 PRESENTATIONS

5 BUSINESS ARISING FROM PREVIOUS MINUTES

6 DEPARTMENT REPORTS

6.1 Culture and Recreation

attachment

6.2 Finance and Administration

attachment

7 REQUESTS FOR DECISION

7.1 RFD: Expression of Interest regarding Family Resource Networks – waiver requested attachment

7.2 RFD: Interim Operating Budget 2020 attachment

7.3 RFD: 2020 to 2024 Capital Budget attachment

7.4 Notice: Electric Vehicle Charging Centre for Jasper attachment

7.5 RFD: Appointments to Boards and Committees attachment

8 BYLAWS

8.1 Bylaw Summary

attachment

8.2 Utility Rates Bylaw – 1st and 2nd reading

attachment

9 CORRESPONDENCE FOR INFORMATION, CONSIDERATION OR ACTION

10 OTHER NEW BUSINESS

11 COUNCILLOR REPORTS

12 UPCOMING EVENTS

Dec. 18: NETMA, Robson House, 4–7 pm

Dec. 20: Community Christmas Party, Jasper Activity Centre, 6 pm “

13 IN CAMERA

13.1 Legal Matter – FOIP, S.27

14 ADJOURNMENT

Please note: All regular and committee meetings of Council are audio-recorded.

Municipality of Jasper

Strategic Priorities 2018-2022

Council's aspiration is the continued enhancement of Community Health within the framework of the effective, efficient and fiscally responsible provision of municipal services.

To achieve that aspiration, Council has identified six priority areas on which to focus its efforts during the next four years.

Council's Mission

Council's mission is to advance the community's vision and interests by:

- fostering positive relationships;
- responsibly managing municipal finances and assets (through committed adherence to the municipal Asset Management Plan); and
- delivering municipal service levels effectively, efficiently and affordably.



Municipality of Jasper
Regular Council Meeting Minutes
Tuesday, December 3, 2019 | 1:30 p.m.
Quorum Room, Jasper Library and Cultural Centre

Present Deputy Mayor Paul Butler, Councillors Scott Wilson, Helen Kelleher-Empey, Jenna McGrath, Bert Journault and Rico Damota

Absent Mayor Richard Ireland

Also present Mark Fercho, Chief Administrative Officer
Christine Nadon, Legislative Services Manager
Kayla Byrne, Legislative Services Coordinator
Natasha Malenchak, Director of Finance and Administration
John Greathead, Director of Operations
Yvonne McNabb, Director of Culture and Recreation
Greg Van Tighem, Director of Protective Services
Neil Jones, Licensing and Enforcement Manager
Fuchsia Dragon, Fitzhugh
Mike Steffler, WSP
Claude Boocock, Jasper Artists Guild
Paul Godbout, Jasper Royal Canadian Legion
Greg Key, Jasper Royal Canadian Legion
Seven observers

Call to order Deputy Mayor Butler called the meeting to order at 1:30 pm.

Approval of agenda #252/19 MOTION by Councillor Kelleher-Empey – BE IT RESOLVED that Council approve the agenda for the regular meeting of December 3, 2019 as presented.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Approval of regular minutes #253/19 MOTION by Councillor Wilson – BE IT RESOLVED that Council approve the minutes of the November 19, 2019 regular council meeting as presented.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Presentations: Jasper Artists Guild Budget Council heard a presentation from the Jasper Artists Guild (JAG), who is seeking support to help offset the cost of rent at the Library and Cultural Centre and increase visitation to the art gallery.

Councillors inquired about rent costs at JAG's previous location and possible ways to increase visitor traffic. Mrs. Boocock suggested signage could help with visitation.

This request will be discussed further at future meeting.

Memorial Park Cenotaph	<p>Council heard a presentation from the Jasper Royal Canadian Legion, who is seeking support to update and revitalize the local cenotaph.</p> <p>Councillors inquired about timelines for this project and possible grant funding opportunities.</p> <p>This request will be discussed further a future meeting.</p>
Recess	Deputy Mayor Butler called a recess from 2:14 pm until 2:19 pm.
Bylaw Summary	Council received a list of bylaws currently in force and those in various stages of readings.
Notice: Interim Operating Budget 2020	Council gave notice that a request for decision regarding the interim operating budget will return at the next regular meeting. Councillors asked clarifying questions regarding debenture requests, new position requests, the base budget and external requests.
Recess	Deputy Mayor Butler called a recess from 3:29 pm until 3:28 pm.
Notice: 2020 to 2024 Capital Budget	<p>Council reviewed carry-forward projects and all of the 2020 capital budget requests. Following questions and discussions on each item Council indicated some capital items could return for decision at the next regular meeting. Those items are as follows:</p> <p>Arena:</p> <ul style="list-style-type: none"> • Arena lobby roof replacement • Replacement of slab and boards <p>Activity Centre:</p> <ul style="list-style-type: none"> • Exit signs • Automatic door openers <p>Fire:</p> <ul style="list-style-type: none"> • Rescue vehicle (phase 2) • Turnout gear (actual cost \$16,000) <p>Roads:</p> <ul style="list-style-type: none"> • Missing sidewalk linkages <p>Grounds:</p> <ul style="list-style-type: none"> • AMA demo & rehab grounds • Memorial bench replacements • Irrigation box/vault replacement • Small equipment <p>Water:</p> <ul style="list-style-type: none"> • Valve replacement program • Hydrant rebuilds • Reservoir cleaning • Valve actuator upgrades <p>Sewer:</p> <ul style="list-style-type: none"> • WWTP facility and op review

- Abandon trailer park manholes
 - Davit arm upgrades
- Garbage and recycling:
- Garbage bin replacement
 - Camera system for solid waste vehicles
- Administration:
- Exchange upgrade
 - Replace MDJHost 1 server at Activity Centre
 - Diamond software upgrade
 - JCHC housing project

Capital items that require further discussion are as follows:

- Arena:
- Engineering and architecture
 - Floor cleaner
 - Tractor/floor machine for ice removal
- Activity Centre:
- Retile basement showers
 - Main entrance upgrades /doors, canopy and lighting
 - Storage room in new multipurpose space
 - office/meeting space design and construction (C&R)
 - Parking lot paving and drains
 - Firespray downstairs
- Curling rink:
- Curling rink slab and brine lines
- Fire:
- Replace front sidewalk and plugs
 - Training room reno
- Operations:
- Operations services review (split roads, grounds, water, sewer, rec and garbage)
- Roads:
- Level 3 electric vehicle charger
- Grounds:
- Aerway aerator
 - Over seeder
 - Streetscape study
 - Jasper stage heaters and walls
- Water:
- Bulk water portion of S block sani/water station
 - Pick-up truck
- Administration:
- Office/meeting space design and construction (admin)

Direction: Utility
Rates Bylaw

Council expressed support in principle for the utility rates as presented.

This bylaw is scheduled for first and second reading at the next regular meeting.

RFD: 895A Bonhomme Street Staff House Maintenance #254/19	MOTION by Councillor Journault – BE IT RESOLVED that Council approve a project budget of \$26,665 for maintenance and repairs at the 895A Bonhomme Street municipal staff house.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
#255/19	MOTION by Councillor Journault – BE IT RESOLVED that Council approve a transfer from restricted reserves in the amount of \$15,590 to support maintenance and repair work at the 895A Bonhomme Street municipal staff house.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Meeting extension #256/19	MOTION by Councillor Damota – BE IT RESOLVED that Council extend the regular meeting of December 3, 2019 to go beyond four hours.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
RFD: Bylaw Enforcement Staff Designation #257/19	MOTION by Councillor Wilson – BE IT RESOLVED that Council set date of August 2021 for the implementation of Council’s decision on Bylaw Services. Administration would hire bylaw officers at the Community Peace Officers Level 2 level and a summer compliance officer at the Municipal Compliance Officer level until that decision implementation date.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
RFD: Jasper Delegation to Hakone in 2020 #258/19	MOTION by Councillor Kelleher-Empey – BE IT RESOLVED that Council approve sending a delegation to Hakone for the 2020 budget year.		
	FOR 5 Councillors	AGAINST 1 Councillor (Councillor McGrath)	CARRIED
	A budget for this delegation hasn’t been approved yet, but Administration is recommending approximately \$10,000 be allocated to the delegation using funds from the Hakone Delegation Restricted Reserve and the Council Projects budget item. This will be decided on at a future meeting.		
Notice: Appointments to Boards and Committees	Council gave notice that a decision will be made on appointments to boards and committees at the next regular meeting. Council’s Human Resources Committee will meet next week to review all the applications.		

Councillor
Reports

Councillor Damota attended a Jasper Partnership Initiative meeting.

Councillor Butler attended an Evergreens Foundation meeting; the organization will be electing a new chair in the near future.

Councillors Kelleher-Empey and Journault will attend a strategic planning meeting for Community Futures West Yellowhead, followed by the organization's Christmas Party.

Upcoming events

Council received a list of upcoming events

Adjournment
#259/19

MOTION by Councillor Damota – BE IT RESOLVED that, there being no further business, the regular meeting of December 3, 2019 be adjourned at 5:43 pm.

FOR
6 Councillors

AGAINST
0 Councillors

CARRIED

Mayor

Chief Administrative Officer

Culture & Recreation Department December 2019 Report

Facilities/Equipment:

- The Aquatic Centre slide opening is delayed due to the construction of the stairs to the slide landing. The Aquatic Centre is planning to open the remainder of the pools on December 21/19. During the shutdown a significant amount of work has been completed, the challenging part is a lot of it will not be visible to the public. Here are a few of the items that were addressed during the shutdown, the MCC electrical panel has been replaced, pumps and motors have been serviced, painting in the change rooms will be complete before opening, deck drains are being repaired, wade pool and receiving tank have been resurfaced. Pass holders holding an All Access Pass will have a pro-rated credit applied to their account.



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- The Aquatic Centre boiler repairs are not yet complete, parts have not been received for installation. Gord Hutton is working on options with the hired company so that we will be able to get the pools up and running.
- 4 alarms were attended to over the past month, 3 for the elevator at the Library/Culture Centre. This alarm is an easy target for toddlers as it is located at eye level, all calls were investigated and proven to be false alarms.
- Transition strips have been installed in the MPH (the final stage in the flooring replacement). Ceiling tiles are currently being replaced. The only remaining item in the MPH update will be replacement of the moveable wall. We await the structural engineers report in order to move forward with the installation of the new wall.
- A complete rebuild of the overhead gas infra-red heaters in the arena will take place in the spring, parts have been ordered as part of the 2019 capital request. We will lower the size of the burner heads from 125,000 BTU's to 80,000 BTU's. There are 8 burner heads so this will be a reduction of 360,000 BTU's. The existing heaters were installed for the Canada Games in 1995. The existing tubes on the heaters are steel tubes and do not like the humid environment, the ones above the rink have already been removed due to severity of rust and falling debris on the ice, the tubes will be replaced with aluminum tubing.
- We have been having power problems in our arena compressor room. Atco indicated that when there is an issue at the generating station, the system will try and rectify the problem 3 times before the power goes out completely.

Each time this occurs it produces a low voltage issue causing our refrigeration system to shut down. The only remedy provided was to install a battery back-up systems that will keep the voltage stable. We will look into having these installed in the new plant.

- I have attached an update of the slide project from Chandos.

Programs/ Services/Culture:

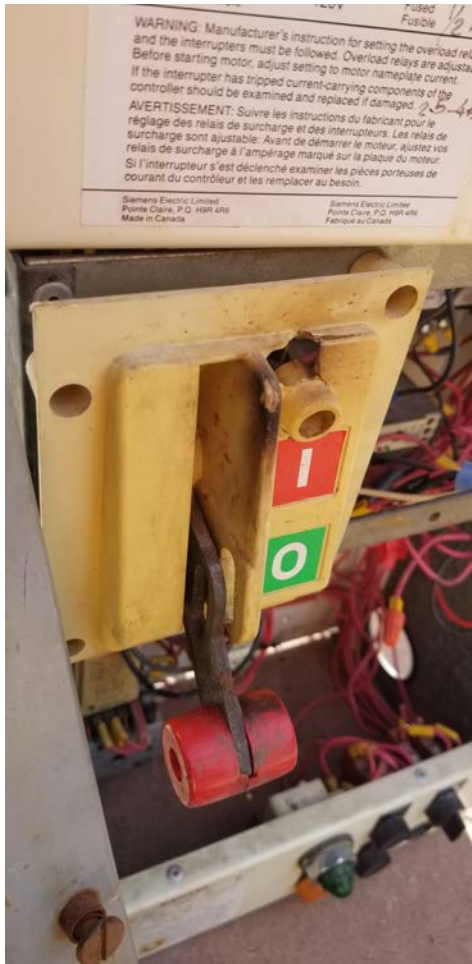
- The Recreation Facility & Services Review is complete. Council reviewed with RC Strategies the framework for the decision-making model. Council is in the process of providing feedback to RC Strategies on the draft report, once they have received the info, they estimate a few weeks to add it into the report, so it will likely be back with Council mid-January.
- Moon Light madness sale generated \$23,900 worth of sales this year as compared to \$31,368 in 2018. Last year was a two-week sale versus this year's one-week sale.
- During the Aquatic Centre shut down the staff were able to run extra first-aid courses.
- The Canada Day Committee underwent some large changes to their volunteer base, the Jasper Chamber of Commerce has stepped down from the committee as well as the Library and Museum. The Chamber intends to run an event in the mpm on Canada Day as a fundraiser for Robson House. Lynn Wannop plans to organize an event in Commemoration Park.
- A new arena sideboard ad was installed in December, Peter is currently working on an agreement for the 4 backlit ad panels on the score clock.
- There are two open weekends available in the arena in February and March, they were offered to our local groups, no one is interested so they have been offered to out of town groups on our wait list. There are presently 30 out of town groups on our wait list for tournament times.
- **Staffing:** John Cipolla retired after 14 years of service and Bem Pasagui has been hired as the new full time Custodian 2. Best of luck to John with his retirement and Welcome Aboard to Bem.
- Ashley Rodwell has been hired as the Fitness & Aquatic Centre Senior Clerk.

Gifts in Kind for the Month:

Aquatic Centre= \$9456.71
Year to date =\$ 152924.85
Activity Centre = \$6365.43
Year to date = \$52179.18

Submitted by Yvonne McNabb, Culture and Recreation Director, December 9, 2019.

Mcc Switches



New MCC



Old MCC



Old MCC



Asbestos board uncovered from 2004



New MCC



New CPP panel



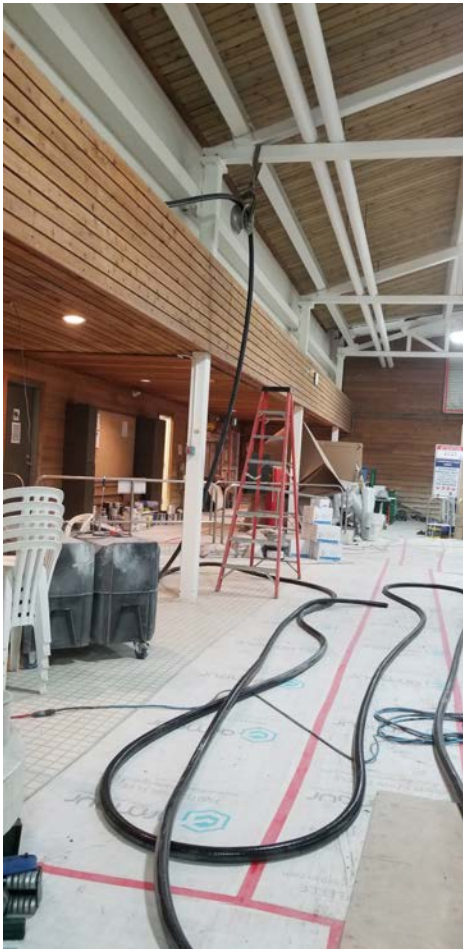
Old CPP Panel



Tech cable used to wire MCC



Pulley to set cable in place



Cable being strung for MCC



Slide steps column, old first landing

New bottom slide steps



Sundeck parts layout



Sundeck parts layout



Built



Receiving pool



Demolition of receiving pool



1950's pool basin



**Finance and Administration-Report to Council DECEMBER 17, 2019
October 1 to November 30, 2019
FINANCIAL REPORTS ENDING November 30, 2019 (2018)***



Budget Process

- 2019-2024 operating and capital budget presented to council and public November 26 and 27, 2019
- 2020-2024 Proposed Budget Itinerary attached

Finance & Administration Budget Q & A

- Residential to Non-Residential (Commercial) – 1,150:375, not including exempt or vacant properties
- 5.6% of proposed operating budget (\$26,066,048 including utilities) goes to capital reserves transfer (\$1,464,430)

Audit

- Interim audit conducted by Metrix Group first week of December
- Metrix Group will return March 2 to 6, 2020 to conduct 2019 year end audit.

Training

Director of Finance and Finance Assistant attended:

- CAGFO in Vancouver September 30 to October 4, 2019
- NAIT Finance and Administration Emergency Training in Hinton October 11, 2019

Administration and IT News

- Studded Bike Tire Program – all coupons have been distributed.
- Staff working on automated bank downloads. Bank payments will be downloaded into Diamond instead of being manually entered by staff. Being done to optimize staff time and eliminate potential personal entry error.
- Administration staff to meet with Parks Canada to go over business licensing procedures.
- Windows update nearly complete – five workstations remain
- Installed diamond web client to improve remote speeds at CFS, Operations and Firehall.
- All old/disabled users have been deleted from the system; this frees up licenses for use.
- Assisted with planning and purchase of ArcGIS online asset management program for GIS employee.

AUMA News

October 9, 2019

AUMA's Insurance and Risk team has just returned from meetings with international underwriters. The message they received was clear: insurance premiums are going to increase across the market and around the world.

"Insurers and their underwriters are reporting losses over the last couple of years and increased risks ahead, so they're adjusting their premiums to ensure their viability," said our Chief Operating Officer, Steve Kruska. "MUNIX clients will be insulated from these price shocks because we cushion against them."

Steve went on to say that some insurers are increasing their premiums by between 80% and 100% while simultaneously reducing the limits on claims. MUNIX clients will not see drastic changes to their policies.

MUNIX, AUMA's reciprocal insurance exchange, was formed in 2002 to serve the insurance needs of its members. Created at a time when insurers had abandoned municipalities and associated non-profits, MUNIX is owned by you—the subscribers.

MUNIX subscribers can contribute to even better cushioning by engaging in risk management programs. The insurers see these programs as helping to reduce risk, which means we are able to pass along much better insurance pricing.

***Attachments:** All financial statements ending November 30, 2018 & 2019.

- Operating Budget by Department
- Council Expense Overview
- Capital Variance Reporting (2019 only)
- 2020-2024 Proposed Budget Itinerary, updated December 12, 2019

Report Submitted by:

A handwritten signature in black ink, appearing to read 'N. Malenchak', with a long horizontal flourish extending to the right.

Natasha Malenchak
Director of Finance & Administration



MUNICIPALITY OF JASPER 2019 Operating Budget

Summary of All Units

For the Eleven Months Ending November 30, 2019 (92%)

Revenues:

Finance & Administration - Revenues
Emergency Services - Revenues
Operations - Revenues
CFS - Revenues
Culture and Recreation - Revenues

YTD 2019	Budget	Variance	% of Budget
13,817,255	13,858,860	41,604	100.0%
1,037,024	1,443,461	406,437	72.0%
3,814,205	5,248,993	1,434,788	73.0%
3,186,943	3,294,556	107,613	97.0%
1,033,151	1,291,501	258,349	80.0%
22,888,580	25,137,371	2,248,791	91.0%



MUNICIPALITY OF JASPER 2019 Operating Budget

Summary of All Units

For the Eleven Months Ending November 30, 2019 (92%)

Expenditures:

Finance & Administration - Expenditures
Emergency Services - Expenditures
Operations - Expenditures
CFS - Expenditures
Culture and Recreation - Expenditures

YTD 2019	Budget	Variance	% of Budget
6,096,564	7,791,447	1,694,882	78.0%
1,740,735	2,268,428	527,693	77.0%
6,296,211	7,568,733	1,272,522	83.0%
3,343,717	3,732,180	388,462	90.0%
2,314,041	3,776,583	1,462,543	61.0%
19,791,268	25,137,371	5,346,102	79.0%



MUNICIPALITY OF JASPER
2018 Operating Budget

Summary of All Units

For the Eleven Months Ending Friday, November 30, 2018 (92%)

	YTD 2018	Budget	Variance	% of Budget
Revenues:				
Finance & Administration - Revenues	13,019,202	13,060,853	41,651	100.0%
Emergency Services - Revenues	770,150	545,858	-224,292	141.0%
Operations - Revenues	4,265,970	4,950,214	684,244	86.0%
CFS - Revenues	3,229,518	2,826,343	-403,175	114.0%
Culture and Recreation - Revenues	1,020,574	1,171,682	151,108	87.0%
Total Revenues	22,305,414	22,554,950	249,536	99.0%



MUNICIPALITY OF JASPER
2018 Operating Budget

Summary of All Units

For the Eleven Months Ending Friday, November 30, 2018 (92%)

	YTD 2018	Budget	Variance	% of Budget
Expenditures:				
Finance & Administration - Expenditures	5,885,600	7,296,955	1,411,355	81.0%
Emergency Services - Expenditures	1,567,806	1,317,708	-250,098	119.0%
Operations - Expenditures	5,718,168	7,085,051	1,366,883	81.0%
CFS - Expenditures	3,095,373	3,243,212	147,839	95.0%
Culture and Recreation - Expenditures	2,703,284	3,612,026	908,742	75.0%
Total Expenditures	18,970,231	22,554,952	3,584,721	84.0%



MUNICIPALITY OF JASPER 2019 Operating Budget

Council

For the Eleven Months Ending November 30, 2019 (92%)

Expenditures:

	YTD 2019	Budget	Variance	% of Budget
2-11-17-00-210 Leg-All Travel & Subsistance (Council)	23,358	30,600	7,242	76. %
2-11-18-00-110 Leg-Salaries R. Ireland Honorarium and meetings	70,541	78,600	8,059	90. %
2-11-18-00-130 Leg-Benefits R. Ireland	6,595	18,000	11,405	37. %
2-11-22-00-110 Leg-Salaries H. Kelleher-Empey Honorarium and meet	19,518	20,730	1,212	94. %
2-11-22-00-130 Leg-Benefits H. Kelleher-Empey	4,682	5,339	657	88. %
2-11-23-00-110 Leg-Salaries P. Butler Honorarim and meetings	17,050	20,730	3,679	82. %
2-11-23-00-130 Leg-Benefits P. Butler	4,556	5,339	783	85. %
2-11-23-00-210 Leg-Council - Council Projects	1,863	7,650	5,787	24. %
2-11-25-00-110 Leg-Salaries S. Wilson Honorarium and meetings	17,462	20,730	3,268	84. %
2-11-25-00-130 Leg-Benefits S. Wilson	4,577	5,339	762	86. %
2-11-26-00-110 Leg-Salaries J. McGrath Honorarium and meetings	23,506	20,730	-2,776	113. %
2-11-26-00-130 Leg-Benefits J. McGrath	4,885	5,339	454	91. %
2-11-27-00-110 Leg-Salaries R. Damota	16,721	20,730	4,008	81. %
2-11-27-00-130 Leg-Benefits R.Damota	4,539	5,339	800	85. %
2-11-28-00-110 Leg-Salaries B. Journault Honorarium and meetings	18,654	20,730	2,076	90. %
2-11-28-00-130 Leg-Benefits B. Journault	1,910	5,339	3,429	36. %
2-11-01-00-149 Leg-Computer Allowance Expense	2,322	0.00	-2,322	0. %
2-11-01-00-242 Leg-Council-Major Projects	4,447	10,000	5,553	44. %
2-11-01-00-290 Leg-Councillor Child Care Expense	0.00	1,000	1,000	0. %
Total Expenditures	247,187	302,265	55,078	82. %



MUNICIPALITY OF JASPER 2018 Operating Budget

Council

For the Eleven Months Ending November 30, 2018 (92%)

Expenditures:

	YTD 2018	Budget	Variance	% of Budget
2-11-17-00-210 All Travel & Subsistencent (Council)	25,223	30,000	4,777	84. %
2-11-18-00-110 Salaries R. Ireland Honorarium and Meetings	58,953	65,000	6,047	91. %
2-11-18-00-130 Benefits R. Ireland	6,185	7,341	1,156	84. %
2-11-22-00-110 Salaries H. Kelleher-Empey Honorarium and meetings	18,847	19,644	797	96. %
2-11-22-00-130 Benefits H. Kelleher-Empey	4,370	5,085	715	86. %
2-11-23-00-110 Salaries P. Butler Honorarium and meetings	16,259	19,644	3,385	83. %
2-11-23-00-130 Benefits P. Butler	4,242	5,085	843	83. %
2-11-23-00-210 Council - Council Projects	515	10,000	9,485	5. %
2-11-25-00-110 Salaries S. Wilson Honorarium and meetings	18,779	19,644	865	96. %
2-11-25-00-130 Benefits S. Wilson	4,366	5,085	719	86. %
2-11-26-00-110 Salaries J. McGrath Honorarium and meetings	20,753	19,644	-1,108	106. %
2-11-26-00-130 Benefits J. McGrath	4,464	5,085	621	88. %
2-11-27-00-110 Salaries R. Damota	14,059	19,644	5,585	72. %
2-11-27-00-130 Benefits R. Damota	4,133	5,085	952	81. %
2-11-28-00-110 Salaries B. Journault Honorarium and meetings	14,779	19,644	4,865	75. %
2-11-28-00-130 Benefits B. Journault	2,085	5,085	3,000	41. %
2-11-01-00-149 Computer Allowance Expense	1,591	14,000	12,409	11. %
2-11-01-00-242 Council - Major Projects	1,000	10,000	9,000	10. %
2-11-01-00-290 Councillor Child Care Expense	1,846	1,000	-846	185. %
2-11-01-00-762 Transfer to Restricted - Computer Council	14,000	14,000	0.00	100. %
Total Expenditures	236,450	299,717	63,266	79. %



MUNICIPALITY OF JASPER Capital 2019

For the Twelve Months Ending November 30, 2019

	YTD 2019	2019 Budget	Variance	% of Budget
Administration				
6-12-02-00-622 JCHC Housing (Program Development)	55,741	75,000	19,259	74%
6-12-02-00-630 Mangement Software	750	20,000	19,250	4%
6-12-02-00-631 Upgrade to Windows 10 (Software upgrade)	3,190	15,000	11,810	21%
6-12-02-00-632 Server Upgrade	18,578	35,000	16,422	53%
6-12-02-00-633 Improve Offsite Backup	4,609	17,500	12,891	26%
	82,868	162,500	79,632	
Protective Services				
6-23-01-00-201 ESB - Building Upkeep (Painting)	2,380	9,870	7,490	24%
6-23-01-00-610 Old fort Fire Supression	5,577	27,612	22,035	20%
6-23-01-00-639 Turnout Gear	8,552	16,000	7,448	53%
6-23-01-00-653 Fire - Rescue Vehicle (Phase 1)	363,150	375,000	11,850	97%
6-23-01-01-631 Fire - Commercial Washer & Dryer	11,465	12,000	535	96%
6-23-01-01-632 Fire - Breathing Air Fill Station Replacement	16,684	20,000	3,316	83%
	407,808	460,482	52,674	
Operations				
6-31-01-00-630 Ops - BMS Software Consolidation	0	100,000	100,000	0%
6-31-31-00-630 Operations building key system	0	20,000	20,000	0%
6-59-01-00-630 Sonar at Cemetery	536	4,748	4,212	11%
6-67-12-00-620 Municipal Housing Repairs	8,925	20,000	11,075	45%
	9,461	144,748	135,287	
Grounds				
6-72-10-00-641 Operations yard: reservoir yard; WWTP lands S Bloc	1,493	74,335	72,843	2%
6-72-10-00-642 Operations yard cleanup-special handling of emulsi		15,000	15,000	0%
6-72-10-00-643 Jim Vena Stage Project, Commeration Park	728,325	800,000	71,675	91%
	729,818	889,335	159,517	
Roads and Walks				
6-32-01-00-640 S-Block Parking	30,150	775,000	744,850	4%
6-32-01-00-650 Fleet Replacement Program (Roads 2017)	18,543	30,000	11,457	62%
6-32-00-00-610 Roads - Storm Drainage issues (laneways)	0	4,809	4,809	0%
6-32-00-00-630 Christmas Decoration Replacement Program	0	12,500	12,500	0%
6-32-00-00-640 Robson Park Master Plan	0	20,000	20,000	0%
6-32-01-00-616 Ops-Asphalt Repairs	0	106,896	106,896	0%
6-32-01-00-651 Ops-Fleet Replacement-Tandem with Snow Plow	0	373,000	373,000	0%
6-32-01-00-652 Ops-Fleet Replacement Program-Toolcat	0	70,750	70,750	0%
6-32-01-00-653 Snow Plow	0	120,000	120,000	0%
6-32-03-00-201 Wayfinding Signage	0	244,228	244,228	0%
	48,693	1,757,184	1,708,491	

Utilities					
<u>Water</u>					
6-41-01-00-638 Asset Management Software	50,000	50,000	0	100%	
6-41-01-00-639 Fire Suppression System for Reservoir Building	749	9,671	8,923	8%	
6-41-01-00-650 Fleet Replacement-Lease Buyout YR GMC 1500	14,087	15,912	1,825	89%	
6-41-01-00-651 Fleet Replacement Program - HydroVac	606,632	700,000	93,368	87%	
6-41-01-01-651 Fleet Replacement-Lease Buyout YR GMC 1500	14,054	15,912	1,858	88%	
6-41-01-00-610 Water Well #3 Pump #1&2	0	47,685	47,685	0%	
6-41-01-00-612 Decommissioning/Capping Old Water System	0	16,322	16,322	0%	
6-41-01-00-613 Domestic Water Well Head Protective Structures	0	15,000	15,000	0%	
6-41-01-00-632 Valve Replacement Program	0	50,000	50,000	0%	
6-41-01-01-631 Hydrant rebuilds	0	55,000	55,000	0%	
	685,522	975,502	289,980		
<u>Sewer</u>					
6-42-01-00-201 WWTP Annual Capital Requirement	2,414	2,286,829	2,284,416	0%	
6-42-01-00-613 Lift Station - Sleepy Hollow	603,319	1,017,064	413,745	59%	
6-42-01-00-614 Patricia/Willow Intersection Regrading	38,790	275,000	236,210	14%	
6-42-01-00-631 Sani-Dump Station Rehabilitation	0	11,412	11,412	0%	
6-42-01-00-640 Bio-Solids Disposal	0	50,000	50,000	0%	
	644,523	3,640,305	2,995,782		
<u>Garbage and Recycling</u>					
6-43-01-00-630 Garbage Bin Replacement Program	15,256	113,063	97,807	13%	
6-44-01-00-630 Hydraulic Arm for Baler	15,000	15,000	0	100%	
6-44-03-00-630 EV Charger - Library	22,493	22,500	7	100%	
	52,749	150,563	97,814		

Culture and Recreation					
<u>Activity Centre</u>					
6-72-06-00-625 C&R - Recreation Program & Service Review	47,000	80,000	33,000	59%	
6-72-06-00-626 C&R - Multi Purpose Hall updates	44,751	120,000	75,249	37%	
6-72-06-00-631 C&R - Computer Upgrades	2,481	4,000	1,519	62%	
6-72-06-01-623 Reception desk replacement (flooring worn through)	27,353	24,331	-3,022	112%	
6-72-06-01-640 Daycare Playground Renovation	92,627	67,904	-24,723	136%	
6-72-06-01-610 Parking Lot (remove large planters, add parking)	0	30,000	30,000	0%	
6-72-06-01-620 Kitchen make up air unit	0	71,750	71,750	0%	
6-72-06-01-637 Rooftop Unit #5	0	48,000	48,000	0%	
6-72-06-01-638 Roof Top Heating Units (2015/2016)	0	27,641	27,641	0%	
6-72-06-01-639 Kitchen Rooftop Unit	0	20,000	20,000	0%	
6-72-10-00-631 C&R - Planter Replacement	0	13,000	13,000	0%	
	214,213	506,626	292,413		
<u>Arena & Ice Plant</u>					
6-76-07-04-620 Design, permits, tender and contingency, ice plant	13,154	293,212	280,058	4%	
6-76-07-04-622 Arena - Ice Plant & Condenser Move & Rebuild	9,130	3,730,810	3,721,680	0%	
6-76-07-04-633 Stand Heating Units		30,000	30,000	0%	
6-76-07-04-761 Arena-Transfer to operating function		17,000	17,000	0%	
	22,284	4,071,022	4,048,738		
<u>Fitness & Aquatic Centre</u>					
6-77-08-00-620 Motor Control Centre replacement	17,682	201,820	184,138	9%	
6-77-08-00-621 Replace water slide stairs and water slide	243,863	765,202	521,339	32%	
6-77-08-00-623 C&R - Roof Beams (Sealed and Watershield)	14,700	53,000	38,300	28%	
6-77-08-00-624 F&A-Boiler	26,115	50,000	23,885	52%	
6-77-08-00-625 C&R - Dressing Room Wall Recoated	0	25,000	25,000	0%	
6-77-08-00-626 C&R - Wade Pool Resurfacing	0	11,000	11,000	0%	
6-77-08-00-627 C&R - Universal & Accessible Change Rooms Design	0	16,600	16,600	0%	
	302,361	1,122,622	820,261		

Total Capital Applied	3,200,298	13,880,888	10,680,590
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REQUEST FOR DECISION

Subject: Expression of Interest (EOI) regarding Family Resource Networks

Prepared by: Kathleen Waxer, Director of Community and Family Services

Reviewed by: Lisa Riddell, Community Development Manager, Beth LeBlanc, Community Outreach Services Manager
Mark Fercho, CAO, Christine Nadon, Legislative Services Manager

Date – Discussion: December 10, 2019

Date – Notice: Waiver of Notice (Requested due to the deadline of January 15, 2020).

Date – Decision: December 17, 2019

Recommendation:

- That Council direct Administration to apply to the Expression of Interest (EOI) to act as a HUB for the Family Resource Network that will form within our proposed network area (Jasper, Hinton, Edson, Yellowhead County and possibly Grande Cache) and to deliver Spoke services within the community.
- **Please note: the EOI indicates that there will be one ‘Hub’ chosen for each proposed network area.**

Options:

- Direct Administration to apply for the funding as the Hub for the proposed network area and to deliver spoke services locally;
- Direct Administration to apply for funding to offer spoke services only (the local, front-line services and supports that are for Jasper residents); or
- Direct Administration to refrain from applying.

Background:

- In November, the Municipality of Jasper received notice that the Government of Alberta was terminating all Children’s Services contracts as of March 31, 2020.
- These contracts funded both management and outreach services positions within the CFS department.
- The Government of Alberta has since announced a new Expression of Interest opportunity for the establishment of Family Resource Networks.
- Family Resource Network funding is a new approach based around a ‘Hub’ and ‘Spoke’ model to delivering services to children and families in Alberta. This funding includes many of the elements previously prioritized in the discontinued funding contracts.
- For reference, here are the definitions of a Hub and a Spoke: *“The Hub is a physical centre and anchor organization that arranges the delivery of a full array of services supports, and programming.”*

“The Spokes are the network of services, supports, and programming delivered to children, youth and families.” - Family Resource Network EOI 2019

- By responding to this Expression of Interest (EOI), the Municipality of Jasper has an opportunity to apply to replace some of the funding that Community and Family Services will lose as of March 31, 2020.
- Recognizing that this new approach to the delivery of services mirrors what the Municipality of Jasper has been implementing locally for over 25 years, CFS has been approached by the Hinton Friendship Centre and Edson Friendship Centre, Yellowhead County and the Town of Edson’s Family and Community Support Services (FCSS) offices with a request to act as the anchor organization (called the Hub) for the proposed network area, which will be made up of several communities including: Jasper, Hinton, Edson, Yellowhead County and potentially Grande Cache.
- If we apply for this funding as the Hub for our proposed network area and are successful, the Municipality of Jasper’s Community and Family Services’ Management team would coordinate the delivery of all the services, supports, programming and reporting for all of the communities in the proposed network area.
- Together, all of these services would form a regional ‘Family Resource Network.’
- Through formal partnerships with service agencies across the network area, the Hub is tasked with ensuring that there is consistency in services, supports and programming from one community to the next.
- By acting as the Hub for the regional Family Resource Network, our local knowledge and experience gleaned over the past several decades would be utilized on a regional level.
- **The benefit for Jasper in being the Hub is that the Municipality would be able to retain, through network funding, the knowledge and experience of CFS staff which might otherwise be lost due to reductions in funding allocated to FTEs (Outreach Services Manager, Casework Manager, Community Development Manager, CFS Director and Communications Specialist positions).**
- **CFS has the knowledge and experience to take on this role and to ensure that Jasper’s frontline services, as well as the rest of the region’s services, meet best practice. If another community, with less experience with this model of service delivery, becomes the hub, it could potentially put Jasper’s frontline services in a precarious position.**

Relevant Legislation:

Strategic Relevance:

- *Community Vision* (Jasper Community Sustainability Plan, September 2011 - Strategic Priorities 2018-2022 – Municipality of Jasper, pg. 3) “Jasper offers accessible services and cultural amenities, lifelong learning opportunities affordable housing and a safe and supportive living environment for all residents.”
- Governance and Social Equity. Specifically, “Develop and nurture mutually beneficial relationships and partnerships at the federal, provincial, local and international level to enhance community health and address issues and opportunities...”
- *Jasper’s Municipal Mission* (Strategic Priorities 2018-2022 – Municipality of Jasper, pg. 12) “Council has proclaimed Jasper to be a Welcoming and Inclusive Community and has committed to making decisions

through the lens of inclusion, keeping the interests of the community as a whole in mind, and advancing basic respect, truth and human dignity.”

Financial:

- Acting as the ‘Hub’ for the Family Resource Network would not impact the local tax envelope.



REQUEST FOR DECISION

Subject:	Interim Operating Budget 2020
Prepared by:	Natasha Malenchak
Reviewed by:	Mark Fercho, CAO
Date – Discussion:	External Municipal Requests, November 5,12 and December 3, 2019 Public Budget Presentations, November 26 and 27, 2019
Date – Notice:	December 3, 2019
Date – Additional Discussion:	December 10, 2019
Date – Decision:	December 17, 2019

Recommendation:

- That Council approve the 2020 Interim Operating Budget as presented to allow for continued municipal service provision into 2020, until the final 2020 Operating Budget is approved.

Options:

- As per the Municipal Government Act, section 242, Council must adopt an operating budget for each calendar year.

Background:

Alberta municipalities are required to adopt operating (s. 242) and capital (s. 245) budgets for each calendar year, and can adopt an interim operating budget for part of a calendar year. The interim operating budget allows Administration to continue with regular municipal business while Council discusses the proposed operating budget, which should be adopted by March 30 to allow sufficient time for the preparation of the tax rates bylaw and related documents, including tax notices to residents. It is understood that expenses incurred under the 2020 interim operating budget will match the 2019 approved expenditures levels until the final 2020 operating budget is adopted. More discussion on the 2020 operating budget will occur in the new year.

Relevant Legislation:

- Municipal Government Act, R.S.A. 2000, c.M-26, s.242

Strategic Relevance:

- Council's Mission - to advance the community's vision and interests by: responsibly managing municipal finances and assets (through committed adherence to the municipal Asset Management Plan
- Municipality of Jasper Mission Statement - To provide open, honest and accountable government to the residents of Jasper.
- Economic Health and Fiscal Equity - Maintain a commitment to asset management and the Asset Management Plan;

- Governance – Provide open, accountable and accessible government
- Fiscal Health – Enhance the municipal budget process

Financial:

Approval of the interim operating budget will allow the finance department to input the 2020 budget values in the municipal accounting software and ensure business continuity into 2020.

Attachments:

2019-2020 Budget Discussion and Decision Schedule (Updated December 12, 2019)

2020 Proposed Budget Highlights

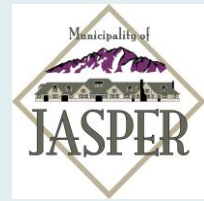
Note – Councilors have electronic copies of the proposed budget, which is also available on the municipal website.

Proposed 2020-2024 Budget Discussion and Decision Schedule

Updated December 12, 2019

*Subject to change

Itinerary	
November 5, 2019 Regular Meeting	<u>Municipal Requests</u> – Jasper Yellowhead Museum & Archives and Habitat for the Arts
November 12, 2019 Committee of Whole	<u>Municipal Requests</u> – Jasper Municipal Library Board, Jasper Victim Services Society and Jasper Skatepark Committee
November 19, 2019 Morning (9:30-11:30)	Capital Field Visit/Presentations
November 26, 2019 Special Public Meeting 6:00pm	Presentations by Finance and Administration, Community and Family Services and Culture and Recreation (Operating and Capital)
November 27, 2019 Special Public Meeting 6:00pm	Presentations by Operations and Protective Services (Operating and Capital)
December 3, 2019 Regular Meeting	<u>Municipal Requests</u> – Jasper Artist Guild <u>Request for Decision</u> - Notice (Interim Operating and Capital Budget) <u>Request for Direction</u> Utility Rate Bylaw
December 10, 2019 Committee of the Whole	<u>Request for Decision</u> - Discussion
December 17, 2019 Regular Meeting	Request for <u>Decision</u> 2020-2024 Interim Operating Budget Request for <u>Decision</u> 2020-2024 Capital Budget 1 st and 2 nd Reading request of 2020 Utility Rate Bylaw
January 7, 2020 Regular Meeting	3 rd reading request of 2020 Utility Rate Bylaw
January 14, 2020 Committee of the Whole	TBD
January 21, 2020 Regular Meeting	TBD
January 28, 2020 Committee of the Whole	TBD
February 4, 2020 Regular Meeting	TBD
February 11, 2020 Committee of the Whole	TBD
Regular Meeting	1 st and 2 nd reading request of 2020 Tax Rate Bylaw
Regular Meeting	3 rd reading request of 2020 Tax Rate Bylaw



2. THE OPERATING BUDGET

Each Budget contains two segments: **operating and capital**.

OPERATING BUDGET-funds services such as snow removal, protective and community services along with recreation programs for residents. Activities are budgeted for annually by organizational units based on the estimated operational requirements of each program within that unit. Consideration is given regarding inflationary pressures, growth, service quality, and the changing needs of residents. If a positive balance exists within the Operating Fund at the end of a given fiscal year, the balance is transferred to reserves, ensuring a year end closing balance of zero.

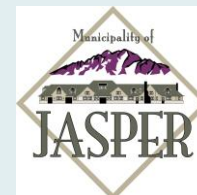
The development of the operating budget is presented in two segments:

1. **Base** –the foundation for required resources to maintain Council approved service standards and to meet statutory and/or regulatory requirements.
2. **Growth** –new operating programs, recommended changes to service levels or changes in overall expenses (e.g. Salaries and Benefits, Insurance and Commodity costs). Changes to the base budget would be considered a tax requirement and would ultimately affect the tax rate and result in growth.

The budget is presented in two sections: **municipal and utility**.

The **MUNICIPAL (TAX-BASED)** budget covers all other infrastructure and services. It is the largest entity in this fund and covers all municipal operations. This fund is not allowed to operate at a deficit. The difference between annual expenditures and other revenues generated by the fund forms the annual property tax levy. The municipal operating fund consists of departmental operational budgets, of which funds are utilized within each of the departments and restricted up to the approved budget amount.

The budget planning process is a full-year initiative as preparation begins in early January for the following budget year. In November, divisional presentations are presented to Council and the public for consultation. Council deliberations occur before the budget is approved on an interim basis prior to the calendar year end. Once the budget is approved, any amendment to the budget must have formal approval through Council. The final tax rate is then approved by May of the following year.



2020 Tax Funded Services by Department

Does not include utility fees (water, sewer, garbage and recycling)

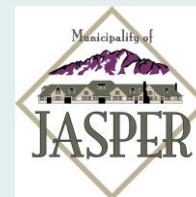
Municipal Service Provision	\$113,960	1.43%
Operations	Fleet, Roads & Sidewalks (Snow Removal, Traffic Signs) Building Maintenance, Grounds, Cemetery	
Culture and Recreation	Fitness & Aquatic Centre (local enjoyment and tourist attraction), Arena (large economic impact to the town), Curling Rink, Activity Centre, Playgrounds, Parks (town events), Sports Fields, Racquet Sports, Skate Park, Connaught Washrooms (commercial need for tourists), Library and Cultural Centre (Library, Jasper Artists Guild, Habitat for the Arts, meeting space), Health & Safety Program	
Protective Services	Fire Department, Bylaw Department (business Licensing, bylaw education and enforcement), Emergency Management	
Administration and Council	Budget, Taxes, Assessments, Council, Legislative Services, HR, Accounts Payable and Receivable, Utility Invoicing, Payroll, Audits and Reporting, IT Services	
Community and Family Services	Daycare, Out of School Care, Community Outreach Services (worker, administration and programs), Community Dinners, Parent Link, Local Immigration Partnership, Settlement Services, Community Development and Family and Community Support Services (FCSS). Projected grant funding for 2019 \$2.8M.	
Land Rent, Use and Planning	Mandatory federal payment for land rent, use and planning	
Other	General Capital, Jasper Housing Corporation, External Contributions	
RMA Premium Increase (15%)	9,500	0.12%
Utility Increase (based on usage)	39,500	0.49%
Non Union Increase Sal and Ben	32,000	0.40%
Legislative Staff Request	62,500	0.78%
Maintenance Staff Request	61,500	0.77%
Community and Family Services part time to 0.8 FTE request	10,500	0.13%
ESS position	24,600	0.31%
Total prior to Debenture Payments	354,060	4.44%
Arena, Aquatic and Activity Centre Debenture request (2.5M for 15yrs)	69,260	0.87%
Subtotal	423,320	5.30%
Estimated New Assessment Growth		-0.21%
Total		5.09%

Additional Requests from External Groups

Habitat for the Arts (IOTAD)	20,000	0.25%
Jasper Yellowhead Museum and Archives	16,000	0.20%
Victim Services	0	0.00%
Jasper Municipal Library	3,914	0.05%
Jasper Skatepark Committee	2021 Capital Support Request	0.00%
Jasper Artist Guild		
Subtotal		0.50%
Total	39,914	5.59%

Additional Requisitions (Individual Levy-not Municipal)

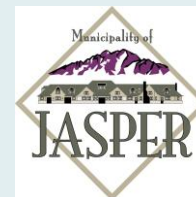
Alberta School Foundation	4,707,024	
Designated Industrial Property	5,300	
Evergreens	660,204	
Policing	126,269	



The **UTILITIES-BASED** budget is established to maintain delivery of services as well as fund capital in utility related infrastructure. The utility rate funds the operating and capital costs for water, waste water, stormwater, and solid waste, and recycle programs that support Jasper's ability to provide clean, safe drinking water to its residents, as well as protect the natural environment through waste water treatment, stormwater, solid waste and recycling management. Utility – provides for the operation of four utility categories: water, wastewater, storm, and solid waste. Similarly, to the municipal fund, this fund is balanced to zero as any surplus or deficit is either transferred to/from the appropriate reserve. The utility operating fund consists of the four-utility department's budget, of which funds are utilized in each of the areas and restricted up to the approved budget amount.

2020 Rate Funded Utility Services

Municipal Utility Service Provision	\$31,354	0.72%
Operation Utilities	(including salary and benefit grid step increase, contract % increase and CPI policy % increase)	
Water	Treatment, distribution/supply, repair, renew, contracted services, billing	
Sewer	Treatment, transportation, repair, renew, contracted service, billing	
Garbage	Collection, transportation, repair and renew	
Recycling	Collection, transportation, repair and renew, reduce landfill impact)	
WWTP Contracted Services	\$300,000	6.85%
WWTP Debenture (\$2,200,000) at 15 years increase not offset	\$43,000	0.98%
Transfer to Restricted Reserves (capital asset betterment, replacement, management, new)	\$10,500	0.24%
Increase in contracted Services (utility, contracted serv, supplies)	\$24,600	0.56%
Subtotal	\$409,454	9.35%
Other Important to Note		
Increase to Transfer of Reserve in Public Works/Debt Retired	\$94,000	0.00%
Local Improvement Levy (covered by user)	\$65,000	1.48%
Transfer of projects to operating offset by revenue transfers from reserves	\$195,000	4.45%
Total	\$669,454	15.28%



6. MUNICIPAL TAXES AND UTILITY RATES

Estimated 2020 Municipal Residential Property Taxes

Proposed increase in Municipal Service Provision only

Assessed Value	\$100,000	\$350,000	\$500,000	\$750,000
2018 Taxes	237	828	1,183	1,775
2019 Taxes	233	814	1,164	1,745
2020 Taxes*	240	839	1,199	1,798
Annual Tax Increase*	7	24	35	52

Estimated 2020 Municipal Commercial Property Taxes

Proposed increase in Municipal Service Provision only

Assessed Value	\$100,000	\$1,000,000	\$2,000,000	\$4,000,000
2018 Taxes	1,207	12,068	24,136	48,272
2019 Taxes	1,187	11,868	23,736	47,472
2020 Taxes*	1,222	12,222	24,444	48,888
Annual Tax Increase*	35	354	708	1,416

*Final budget increases are subject to Council decision. Changes in the property assessment base may also affect the estimates presented.

Estimated Average Utility Bill, Residential Users, Single Dwelling

Based on a 30 cubic meters water consumption over a two-month billing cycle

	2018 Rates	2019 Rates	* 2020 Rates	Increase
Water	\$38.88	\$41.02	\$42.35	\$1.33
Sewer	\$56.55	\$61.49	\$69.53	\$8.04
Garbage	\$53.64	\$55.83	\$56.65	\$0.82
Recycling	\$19.13	\$21.81	\$31.12	\$9.31
TOTAL*	\$168.19	\$179.82	\$199.62	\$19.80

Estimated Average Utility Bill, Commercial Users

Based on a 1,000 cubic meters water consumption over a two-month billing cycle

	2018 Rates	2019 Rates	*2020 Rates	Increase
Water	\$1,293.26	\$1,367.22	\$1,411.52	\$44.30
Sewer	\$1,873.82	\$2,049.62	\$2,317.75	\$268.13
Garbage	\$285.02	\$296.46	\$300.89	\$4.43
Recycling	\$19.13	\$21.81	\$31.12	\$9.31
TOTAL*	\$3,471.23	\$3,711.77	\$4,061.28	\$349.51

*Final budget increases are subject to Council decision.



REQUEST FOR DECISION

Subject:	2020 to 2024 Capital Budget
Prepared by:	Natasha Malenchak
Reviewed by:	Mark Fercho, CAO;
Date – Discussion:	Public budget presentations, November 26 and 27, 2019
Date – Notice:	December 3, 2019
Date – Discussion:	December 10, 2019
Date – Decision:	December 17, 2019

Recommendation:

As per the Municipal Government Act (MGA), section 242, Council must adopt a capital budget for each calendar year. Council may choose to delay approval of specific items to allow for more time, information and discussion.

- That Council approve the 2020 to 2024 Capital Budget as presented; or

Options:

- That Council approve the 2020 to 2024 Capital Budget as presented, with the exception of the following items, which will require further approval by a separate Council resolution; and/or
- That Council remove the following items from the 2020 to 2024 Capital Budget.

Background:

Alberta municipalities are required to adopt operating (s. 242) and capital (s. 245) budgets for each calendar year. Adopting the capital budget before the year starts helps Administration plan and get projects to market when there is less competition and prices are better. Proposals developed later in the year tend to be less cost effective, and delayed project starts are operationally difficult to manage during our short and busy summer season.

Following a similar process as in 2019, Administration is proposing that Council identify items that require more information and discussion prior to approval or removal from the proposed capital budget and approve the remainder of the items at the December 17 regular meeting. The proposed capital budget includes forecasts into 2024; any items beyond 2020 will require further Council approval as part of the 2021 capital budget approval process.

Relevant Legislation:

- Municipal Government Act, R.S.A. 2000, c.M-26, s.242

Strategic Relevance:

- Governance – Provide open, accountable and accessible government
- Fiscal Health – Enhance the municipal budget process
- Economic Health and Fiscal Equity - Maintain a commitment to asset management and the Asset Management Plan

Financial:

Approval of the capital budget will allow department directors to move forward with the planning and tendering of capital projects for 2020, leading to more cost-effective contracts and increased chances of attracting qualified contractors to the remote location of Jasper.

Attachments:

Proposed Capital Budget, 2020, including funding sources for the 2020 capital projects;
2020 Capital December 17, 2019 decision listing;
2020 Capital for further Discussion in 2020 listing;
Restricted Reserve Forecasting 2019-2021;
2019 Capital Project Carry Forward Projection; and,
2021-2024 Capital Budgets
Capital Debenture Tax Impact Estimates

PROPOSED 2020 CAPITAL & ENHANCEMENT									
Department	Project Name	Budget	Funding Source	RR	Donation	MSIC	ICIP	Debt	Debt w/o ICIP
	Capital Project Manager/Contract (.5 FTE)	60,000	Op RR RMR Transfer	60,000					
Recreation:									
Arena	Arena Lobby Roof Replacement	270,000	Debt/ICIP/MSIC			89,991	108,000	72,009	180,009
subject to Recreation Review	Replacement of slab and boards (incl contingency)	1,470,000	Debt/ICIP/MSIC			489,951	588,000	392,049	980,049
	Engineering and Architecture for 2021 construction plans, Arena universal and accessible changerooms	540,000	Debt/ICIP/MSIC			179,982	216,000	144,018	360,018
	Floor Cleaner	5,000	Debt/ICIP/MSIC			1,667	2,000	1,334	3,334
	Tractor/Floor Machine for Ice Removal	50,000	Debt/ICIP/MSIC			16,665	20,000	13,335	33,335
Activity Centre	Rettie Basement Showers	50,000	Debt/ICIP/MSIC			16,665	20,000	13,335	33,335
	Main entrance upgrades/doors, canopy, lighting	245,000	Debt/ICIP/MSIC			81,659	98,000	65,342	163,342
	Exit Signs	15,000	Debt/ICIP/MSIC			5,000	6,000	4,001	10,001
	Storage Room in New Multi Purpose Space	75,000	Debt/ICIP/MSIC			24,998	30,000	20,003	50,003
	Office/Meeting Space Design & Construction	250,000	Debt/ICIP/MSIC			83,325	100,000	66,675	166,675
	Parking lot paving and drains	250,000	Debt/ICIP/MSIC			83,325	100,000	66,675	166,675
	Fire spray downstairs (subject to recommendations of Rec Prog and Serv Review)	100,000	Debt/ICIP/MSIC			33,330	40,000	26,670	66,670
	Automatic Door Openers	15,000	RR	15,000					
Curling Rink	Curling Rink Slab and Bins Lines (2018 approved denominator \$28,840 on hold with this item) - (subject to recommendations of Rec Prog and Serv Review)	600,000	300k Donation 300k Debt		300,000			300,000	300,000
	NOTE-\$300,000 Donation expires April 2020								
Sub-total Culture and Recreation		3,995,000		75,000	300,000	1,106,556	1,328,000	1,185,444	2,513,444
Protective Services:									
Fire	Rescue Vehicle (Phase 2)	375,000	MSIC			375,000			
	Turnout Gear	22,000	Op RR RMR Transfer	22,000					
	Replace front sidewalk/parking plugs	20,000	RR	20,000					
	Training Room Reno	30,000	RR	30,000					
Sub-total Protective Services		447,000		72,000	0	375,000	0	0	0
Operations:									
Roads	Operations Service Review (Split Roads, Grounds, Water, Sewer, Rec and Garb)	10,000	Op RR RMR Transfer	10,000					
	Level 3 electric vehicle charger	100,000	RR	100,000					
	Missing sidewalk linkages with the town site TBD (100 meters/year)	50,000	RR	50,000					
Grounds	Aerway aerator	13,000	RR	13,000					
	AMA Demo & Rehab Grounds	50,000	Op RR Transfer	50,000					
	Memorial bench replacements @ 5 per year (backlog) transfer from Reserves	15,000	RR	15,000					
	Over seeder	8,200	RR	8,200					
	Irrigation box/vault replacement	20,000	RR	20,000					
	Small Equipment	10,000	Op RR RMR Transfer	10,000					
	Streetscape Study	80,000	Op RR RMR Transfer	80,000					
	Jasper Stage Heaters and Retractable Walls	75,000	RR	75,000					
	Operations Service Review (Split Roads, Water, Sewer, Rec and Garb)	10,000	Op RR RMR Transfer	10,000					
		441,200		441,200	0	0	0	0	0
Utilities:									
Water	Operations Service Review (Split Roads, Water, Sewer, Rec and Garb)	30,000	Op RR RMR Transfer	30,000					
	Bulk water portion of S Block Sani/Water station	125,000	RR	125,000					
	Pickup Truck	60,000	RR	60,000					
	Valve Replacement Program	50,000	RR	50,000					
	Hydrant rebuilds - 12 units per year - on-going annual BMP program	55,000	Op RR RMR Transfer	55,000					
	Reservoir Cleaning	10,000	Op RR RMR Transfer	10,000					
	Valve Actuator Upgrades	25,000	RR	25,000					
Sewer	Operations Service Review (Split Roads, Grounds, Water, Sewer, Rec and Garb)	30,000	Op RR RMR Transfer	30,000					
	WWTP Facility and Op Review	300,000	RR	300,000					
	Abandon Trailer Park Manholes	30,000	Op RR Transfer	30,000					
	Davit Arm Upgrades	10,000	RR	10,000					
Garbage & Recycling	Garbage Bin Replacement	60,000	RR	60,000					
	Camera System for Solid Waste Vehicles	7,500	RR	7,500					
	Operations Service Review (Split Roads, Grounds, Water, Sewer, Rec and Garb)	40,000	Op RR RMR Transfer	40,000					
		832,500		832,500	0	0	0	0	0
Administration:									
	Exchange Upgrade (email system)	20,000	Op RR RMR Transfer	20,000					
	Replace MDJHost1 Server at AC	30,000	RR	30,000					
	Diamond Software Upgrade	8,000	RR	8,000					
	JCHC Housing Project	245,000	Op RR RMR Transfer	245,000					
	Office/Meeting Space Design & Construction (adm portion)	150,000	RR	150,000					
		453,000		453,000	0	0	0	0	0
		6,168,700		1,873,700	300,000	1,481,556	1,328,000	1,185,444	2,513,444
Restricted Reserves or Funding			1,873,700						
Grant Funding and Donations			1,781,556						
Debt C&R (15 years at 2.538%)			2,513,444						

Funding Source Legend

Op RR RMR Transfer	Operating Restricted Reserve Repair/Maintain/Replace Transfer
Debt	Debenture
ICIP	Investing in Canada Infrastructure Program
MSIC	Municipal Sustainability Initiative Capital Funding
RR	Restricted Reserves

PROPOSED 2020 CAPITAL & ENHANCEMENT (Capital RFD Scheduled Dec 17, 2019)			
Department	Project Name	Budget	Funding Source
	Capital Project Manager/Contract (.5 FTE)	60,000	Op RR RMR Transfer
Recreation:			
<i>Arena</i>	Arena Lobby Roof Replacement	270,000	Debt/ICIP/MSIC
	Replacement of slab and boards (incl contrnigency)	1,470,000	Debt/ICIP/MSIC
<i>Activity Centre</i>	Exit Signs	15,000	Debt/ICIP/MSIC
	Automatic Door Openers	15,000	RR
Sub-total Culture and Recreation		1,830,000	
Protective Services:			
<i>Fire</i>	Rescue Vehicle (Phase 2)	375,000	MSIC
	Turnout Gear	16,000	Op RR RMR Transfer
Sub-total Protective Services		391,000	
Operations:			
<i>Roads</i>	Missing sidewalk linkages with the town site TBD (100 meters/year)	50,000	RR
<i>Grounds</i>	AMA Demo & Rehab Grounds	50,000	Op RR Transfer
	Memorial bench replacements @ 5 per year (backlog) transfer from Reserves	15,000	RR
	Irrigation box/vault replacement	20,000	RR
	Small Equipment	10,000	Op RR RMR Transfer
Sub-total Ops/Roads/Grounds		145,000	
Utilities:			
<i>Water</i>	Valve Replacement Program	50,000	RR
	Hydrant rebuilds - 12 units per year - on-going annual BMP program	55,000	Op RR RMR Transfer
	Reservoir Cleaning	10,000	Op RR RMR Transfer
	Valve Actuator Upgrades	25,000	RR
<i>Sewer</i>	WWTP Facility and Op Review	300,000	RR
	Abandon Trailer Park Manholes	30,000	Op RR Transfer
	Davit Arm Upgrades	10,000	RR
<i>Garbage & Recycling</i>	Garbage Bin Replacement	60,000	
	Camera System for Solid Waste Vehicles	7,500	RR
Sub-total Utilities		547,500	
Administration:			
	Exchange Upgrade (email system)	20,000	Op RR RMR Transfer
	Replace MDJHost1 Server at AC	30,000	RR
	Diamond Software Upgrade	8,000	RR
	JCHC Housing Project	245,000	Op RR RMR Transfer
Sub-total Administration		303,000	
		3,216,500	
Restricted Reserves or Funding		1,086,500	
Grant Funding and Donations		959,942	
Debt C&R (15 years at 2.538%)		1,170,059	

Funding Source Legend

Op RR RMR Transfer	Operating Restricted Reserve Repair/Maintain/Replace Transfer
Debt	Debenture
ICIP	Investing in Canada Infrastructure Program
MSIC	Municipal Sustainability Initiative Capital Funding
RR	Restricted Reserves

PROPOSED 2020 CAPITAL & ENHANCEMENT for futher Discussion in 2020

Department	Project Name	Budget	Funding Source
Recreation:			
<i>Arena</i>	Engineering and Architecture for 2021 construction plans, Arena universal and accessible changerooms	540,000	Debt/ICIP/MSIC
	Floor Cleaner	5,000	Debt/ICIP/MSIC
	Tractor/Floor Machine for Ice Removal	50,000	Debt/ICIP/MSIC
<i>Activity Centre</i>	Retile Basement Showers	50,000	Debt/ICIP/MSIC
	Main entrance upgrades/doors, canopy, lighting	245,000	Debt/ICIP/MSIC
	Storage Room in New Multi Purpose Space	75,000	Debt/ICIP/MSIC
	Office/Meeting Space Design & Construction	250,000	Debt/ICIP/MSIC
	Parking lot paving and drains	250,000	Debt/ICIP/MSIC
	Fire spray downstairs (subject to recommendations of Rec Prog and Serv Review)	100,000	Debt/ICIP/MSIC
<i>Curling Rink</i>	Curling Rink Slab and Brine Lines (2018 approved dehumidifier \$28,840 on hold with this item) (subject to recommendations of Rec Prog and Serv Review)	600,000	300k Donation 300k Debt
Sub-total Culture and Recreation		2,165,000	
Protective Services:			
<i>Fire</i>	Replace front sidewalk/parking plugs	20,000	RR
	Training Room Reno	30,000	RR
Sub-total Protective Services		50,000	
Operations:			
<i>Roads</i>	Operations Service Review (Split Roads, Grounds, Water, Sewer, Rec and Garb)	10,000	Op RR RMR Transfer
	Level 3 electric vehicle charger	100,000	RR
<i>Grounds</i>	Aerway aerator	13,000	RR
	Over seeder	8,200	RR
	Streetscape Study	80,000	Op RR RMR Transfer
	Jasper Stage Heaters and Retractable Walls	75,000	RR
	Operations Service Review (Split Roads, Water, Sewer, Rec and Garb)	10,000	Op RR RMR Transfer
Sub-total Ops/Roads/Grounds		296,200	
Utilities:			
<i>Water</i>	Operations Service Review (Split Roads, Water, Sewer, Rec and Garb)	30,000	Op RR RMR Transfer
	Bulk water portion of S Block Sani/Water station	125,000	RR
	Pickup Truck	60,000	RR
<i>Sewer</i>	Operations Service Review (Split Roads, Grounds, Water, Sewer, Rec and Garb)	30,000	Op RR RMR Transfer
<i>Garbage & Recycling</i>	Operations Service Review (Split Roads, Grounds, Water, Sewer, Rec and Garb)	40,000	Op RR RMR Transfer
Sub-total Utilities		285,000	
Administration:			
	Office/Meeting Space Design & Construction (adm portion)	150,000	
Sub-total Administration	Staff Housing \$?	150,000	
		2,946,200	

Restricted Reserves or Funding	781,200
Grant Funding and Donations	821,615
Debt C&R (15 years at 2.538%)	1,343,386

Funding Source Legend

Op RR RMR Transfer	Operating Restricted Reserve Repair/Maintain/Replace Transfer
Debt	Debt
ICIP	Investing in Canada Infrastructure Program
MSIC	Municipal Sustainability Initiative Capital Funding
RR	Restricted Reserves

Reserve Name	2019		2020		2021 BBF
	Current	Estimated Use	2020BBF	2020 Add	Estimated Use
Restricted Funds-Recreation(C)	559,742	296,081	263,661	156,945	75,000
Restricted Funds-Fire (C)	776,833	57,870	718,963	266,078	72,000
Restricted Funds-Administration (O)	1,358,042	87,500	1,270,542	142,800	453,000
Restricted Funds-Public Housing (C)	243,074	95,000	148,074	30,960	
Restricted Funds-Utilities (C)	1,825,077	957,826	867,251	559,372	832,500
Restricted Funds-CFS	148,973	31,799	117,174	22,148	0
Restricted Funds-Library (C)	167,154	0	167,154	51,000	0
Restricted Funds-Bylaw (C)	13,029	0	13,029	13,029	0
Restricted Funds-Parking Authority (C)	436,460	0	436,460	0	220,600
Restricted Funds-Cemetery (C)	8,000	0	8,000	8,160	0
Restricted Funds - Environmental Stew	122,833	17,500	105,333	0	0
Restricted Funds-Roads (C)	730,450	547,039	183,411	245,350	220,600
Restricted Funds-Staff Development (O)	3,566	0	3,566	0	0
Restricted Funds-Computer Council (O)	12,409	0	12,409	4,667	0
Restricted Funds-Winter Road Mtn (O)	50,000	0	50,000	0	0
Restricted Funds-Election (O)	19,834	0	19,834	0	0
Restricted Funds-Cultural Support (O)	14,000	0	14,000	0	0
Restricted Funds-Legal (O)	20,000	0	20,000	20,400	0
Restricted Funds-Health and Safety (WCB) (O)	31,269	0	31,269	0	0
Restricted Funds-Hakone Visit (O)	4,000	0	4,000	2,000	6,000
Total	6,389,667	2,090,615	4,299,052	1,495,843	1,873,700
					3,921,195



MUNICIPALITY OF JASPER
Capital Reporting

For the Eleven Months Ending Saturday, October 31, 2019

	Prior Year Carry Forward	Initial Approved Budget	2019 YTD	2019 Budget	Approx. Carry Forward	Notes	2020 Carry Forward Request
Protective Services							
6-23-01-00-201 ESB - Building Upkeep (Painting)	2016 CF	14,499	2,380	9,870	7,490	Did not get done again in 2019	Y
6-23-01-00-610 Old fort Fire Suppression	2018 CF	175,000	5,577	27,612	22,035	WIP, valve design and purchase complete, Installation April 2020	Y
Operations							
6-31-01-00-630 Ops - BMS Software Consolidation				100,000	100,000		Y
6-31-01-00-630 Operations building key system	2018 CF	20,000		20,000	20,000	WIP, to be completed in 2020	Y
Roads, Streets and Walks							
6-32-00-00-610 Roads - Storm Drainage Issues (laneways)	2018 CF	15,000		4,809	4,809	Design to commence in 2020	Y
6-32-00-00-630 Christmas Decoration Replacement Program	2018 CF	12,500		12,500	12,500		Y
6-32-00-00-640 Robson Park Master Plan	2017 CF	20,000		20,000	20,000	Will be out for RFP before year end	Y
6-32-01-00-616 Ops-Asphalt Repairs				106,896	106,896	Was unable to complete due to weather	Y
6-32-03-00-201 Wayfinding Signage	2015 CF	290,000		244,228	244,228	Working with Parks for cost savings/common alignment	Y
6-32-01-00-640 S-Block Parking			30,150	775,000	744,850	Bids came in at 666,000, construction was pending on PDAC, Parks approval late in year therefore will need to occur in 2020	Y
Grounds							
6-72-10-00-641 Operations yard: reservoir yard; WWTP lands S Bloc	2018 CF	75,000	1,493	74,335	72,843	RFP being developed and completion expected in 2020	Y
6-72-10-00-643 Jim Vena Stage Project, Commemoration Park			452,721	800,000	347,279	Project will be mostly completed in 2019, 50k electrical may carry over if not done	Y
6-72-10-00-631 C&R - Planter Replacement				13,000	13,000	Need to complete desing before work begins	Y
Utilities							
<i>Water</i>							
6-41-01-00-639 Fire Suppression System for Reservoir Building	2019 CF	20,000	749	9,671	8,923		Y
6-41-01-00-610 Water Well #3 Pump #1&2	2016 CF	350,000		47,685	47,685	WIP complete early 2020	Y
6-41-01-00-612 Decommissioning/Capping Old Water System	2016 CF	20,000		16,322	16,322		Y
6-41-01-00-613 Domestic Water Well Head Protective Structures	2016 CF	15,000		15,000	15,000		Y
6-41-01-00-632 Valve Replacement Program				50,000	50,000		Y
6-41-01-01-631 Hydrant rebuilds				55,000	55,000	WIP, ongoing program into future years	Y
<i>Sewer</i>							
6-42-01-00-201 WWTP Annual Capital Requirement	2018 CF	175,000	2,414	2,286,829	2,284,416	WIP, ongoing into next year	Y
6-42-01-00-631 Sani-Dump Station Rehabilitation	2017 CF	15,000		11,412	11,412		Y
6-42-01-00-640 Bio-Solids Disposal				50,000	50,000		Y
<i>Waste & Recycling</i>							
6-43-01-00-630 Garbage Bin Replacement Program	2018 CF	74,843	15,256	113,063	97,807	New options being sought, deferred purchase thus far, ongoing project into future years	Y
Culture and Recreation							
<i>Activity Centre</i>							
6-72-06-00-625 C&R - Recreation Program & Service Review			31,250	80,000	48,750	WIP, Mark has the timelines for completion	Y
6-72-06-00-626 C&R - Multi Purpose Hall updates			44,751	120,000	75,249	WIP, almost complete but will have to request carry forward the remainder to cover the ceiling tiles and wall.	Y
6-72-06-01-610 Parking Lot (remove large planters, add parking)	2018 CF	30,000		30,000	30,000	Will be a carry forward, hopefully will be tied in with the paving	Y
6-72-06-01-620 Kitchen make up air unit	2016 CF	50,750		71,750	71,750		Y
6-72-06-01-637 Rooftop Unit #5	2017 CF	20,000		48,000	48,000		Y
6-72-06-01-638 Roof Top Heating Units (2015/2016)	2017 CF	48,000		27,641	27,641		Y
6-72-06-01-639 Kitchen Rooftop Unit	2018 CF	71,750		20,000	20,000		Y
<i>Arena & Ice Plant</i>							
6-76-07-04-620 Design, permits, tender and contingency, ice plant	2018 CF	300,000	13,154	293,212	280,058	Carry forward request, WIP	Y
6-76-07-04-622 Arena - Ice Plant & Condenser Move & Rebuild			9,130	3,730,810	3,721,680	Carry forward request, WIP	Y
6-76-07-04-633 Stand Heating Units	2017 CF	30,000		30,000	30,000	WIP, parts ordered, burner heads will be done in 2019, will need a carry forward of aprox 12,000 to complete in 2020	Y
6-76-07-04-761 Arena/Curling Rink-Transfer to operating function				17,000	17,000	Will need to occur in 2020	Y
<i>Fitness & Aquatic Centre</i>							
6-77-08-00-621 Replace water slide stairs and water slide	2018 CF	600,000	243,863	765,202	521,339	WIP, should be completed by the end of January. Invoicing still to occur in January	N
6-77-08-00-623 C&R - Roof Beams (Sealed and Watershield)			14,700	53,000	38,300	WIP	Y
6-77-08-00-627 C&R - Universal & Accessible Change Rooms Design				16,600	16,600		Y

Total Capital to Carry Forward to 2020

9,298,861 *Already accounted for in 2019 Reserves, Deferred Revenue
Debtenture and Grants due

*WIP-Work in Progress

NEW PROPOSED 2021 CAPITAL		Budget	Funding Source
Department	Project		
<i>Subject to Rec Service Review</i>	Capital Project Manager/Contract (.5 FTE)	60,000	Op RR Transfer
Recreation:			
<i>Activity Centre</i>	Sidewalk replacement/entrance walkway redone	250,000	Debt/ICIP/MSIC
	Roof top Unit	15,000	Debt/ICIP/MSIC
	Sound System upgrade	40,000	Debt/ICIP/MSIC
	Main electrical distribution	156,000	Debt/ICIP/MSIC
	Basement ventilation	90,650	Debt/ICIP/MSIC
	Upgrade basement finishes	168,000	Debt/ICIP/MSIC
	Increase accessibility	178,270	Debt/ICIP/MSIC
	Squash court heating	25,530	Debt/ICIP/MSIC
	Facility ventilation & HVAC	869,590	Debt/ICIP/MSIC
<i>Grounds</i>	Log Cabin interior/exterior roof and bathrooms	200,000	Debt/ICIP/MSIC
	Centennial Park Lower Backstop	7,000	RR
	Ball diamond bleachers (x2)	27,000	RR
<i>Arena</i>	Showers Retiled and Plumbing	50,000	Debt/ICIP/MSIC
	Universal and Accessible Change Rooms	2,117,410	Debt/ICIP/MSIC
	Arena seating emergency exits from upper level code compliance	75,000	Debt/ICIP/MSIC
	Dehumidifier and Hvac	190,000	Debt/ICIP/MSIC
<i>Aquatic</i>	Structure Review (determine future repair or replace of building and/or components)	200,000	Debt/ICIP/MSIC
<i>Subject to 2020 structure review</i>	Burner for boiler x1 of 2	20,000	RR
	Sound System	20,000	Debt/ICIP/MSIC
	Sand filter Wade Pool	40,000	RR
	Sand filter Hot Tub	25,000	RR
	Heat exchangers	25,000	RR
	Upgrade c12 system	300,000	Debt/ICIP/MSIC
	Locker replacement	90,000	Debt/ICIP/MSIC
	Universal and Accessible Change Rooms	200,000	Debt/ICIP/MSIC
	Main Mechanical Room Boilers, Burner x1	20,000	RR
	Main Pool Basin Refinish	200,000	Debt/ICIP/MSIC
	Chemical Feed System	21,000	RR
	Contingency	500,000	Debt/ICIP/MSIC
<i>Fitness Centre</i>	Weight Room Benches	12,000	RR
	Non cardio fitness equipment	25,000	RR
<i>Skatepark</i>	Matching CFEP Grant Contribution	703,000	CFEP(Donation)/Debt
Sub-total Recreation		6,920,450	
Protective Services:			
<i>Fire</i>	Building Upgrades	40,000	Op RR RMR Transfer
	Turnout gear	16,000	Op RR RMR Transfer
	AED's	10,000	RR
	Hose	12,000	RR
Sub-total Protective Services		78,000	
Operations:			
<i>Roads</i>	Generator for Library	40,000	RR
	Led Sign Boards	30,000	RR
	Memorial bench replacements @ 10 per year (backlog)	15,000	RR
	Missing sidewalk linkages with the town site TBD (100 meters/year)	50,000	RR
	Connaught Patricia CBD upgrades	150,000	RR
	800 block Geikie from Larch to Pine (asphalt rehab)	200,000	RR
<i>Grounds</i>	Operations lands expansion, building and redevelopment project start (Phase 2)	300,000	RR
	Missing sidewalk linkages with the town site TBD (100 meters/year)	50,000	RR
	Town Trail Interp Signage	50,000	RR
Sub-total Operations		885,000	
Utilities:			
<i>Water</i>	Reservoir Cleaning	10,000	Op RR RMR Transfer
	Fleet Replacement Program-Sweeper	310,000	RR
	Annual Valve Replacement Program	50,000	RR
	Hydrant rebuilds - 20 units per year - on-going annual BMP program	55,000	Op RR RMR Transfer
	LED Sign Board	30,000	RR
<i>Sewer</i>	Lateral Downsize Repairs	100,000	RR
	Sanitary RV disposal portion of S Block Sani/Water station	125,000	RR
	Lift Station Generators	20,000	RR
	WWTP Annual Capital Requirement	3,100,000	debt/ture
<i>Garbage & Recycling</i>	Garbage Bin Replacement Program	60,000	RR
	Refit old Garbage Cans	60,000	Op RR RMR Transfer
	Baler Replacement	300,000	RR
	Electronic Route Management system for solid waste vehicles	30,000	RR
Sub-total Utilities		4,250,000	
Administration:			
	Licence Upgrades/Audit - AD, Exchange, Office and Adobe	20,000	Op RR RMR Transfer
	Staff Phishing/Security Training	15,000	Op RR RMR Transfer
	Network Infrastructure Upgrades	10,000	Op RR RMR Transfer
	JCHC Housing Project	180,000	Op RR RMR Transfer
Sub-total Administration		225,000	
		12,358,450	

Restricted Reserves or Funding	5,049,785
Debt/ture C&R	4,208,665
Debt/ture WWTP	3,100,000

Funding Source Legend

Op RR RMR Transfer	Operating Restricted Reserve Repair/Maintain/Replace Transfer
Debt	Debt/ture
ICIP	Investing in Canada Infrastructure Program
MSIC	Municipal Sustainability Initiative Capital Funding
RR	Restricted Reserves

PROPOSED 2022 CAPITAL

Department	Project	Budget	Funding Source
	Capital Project Manager/Contract (.5 FTE)	60,000	Op RR RMR Transfer
Recreation:			
<i>Activity Centre</i>	Fridge replacement kitchen #3	7,500	RR
	Building cameras	30,000	RR
	Security system replacement for Admin, Activity Centre and Pool	50,000	RR
	Removal of Heater Lines	40,000	RR
<i>Fitness and Aquatic</i>	Washers and Dryers x 2 each	10,000	RR
	Pool LED Lighting (Replacement and New)	256,000	
Sub-total Recreation		393,500	
Protective Services:			
<i>Fire</i>	Turnout Gear	16,000	Op RR RMR Transfer
	Rope Gear	5,000	Op RR RMR Transfer
	Command 1 (fleet)	75,000	RR
Sub-total Protective Services		96,000	
Operations:			
<i>Roads</i>	Missing sidewalk linkages with the town site TBD (100 meters/year)	50,000	RR
	Connaught Patricia CBD upgrades	300,000	RR
	Fleet Replacement Program	250,000	RR
	800 Block Miette paving	150,000	RR
<i>Grounds</i>	Memorial bench replacements @ 10 per year (backlog)	15,000	RR
	Operations lands expansion, building and redevelopment (Phase 3)	300,000	RR
Sub-total Operations		1,065,000	
Utilities:	Service Truck	120,000	RR split by 3
<i>Water</i>	Fleet Replacement Program - Backhoe	250,000	RR
	Reservoir Cleaning	10,000	Op RR RMR Transfer
	Valve Replacement Program	50,000	RR
	Hydrant rebuilds - 20 units per year - on-going annual Best Management Practice	55,000	Op RR RMR Transfer
<i>Sewer</i>	WWTP Annual Capital Requirement	175,000	RR
	Lateral Downsize Repairs	100,000	RR
<i>Garbage & Recycling</i>	Garbage Bin Replacement Program	60,000	RR
Sub-total Utilities		820,000	
Administration:			
	Network Infrastructure Upgrades	10,000	Op RR RMR Transfer
	Network/Security Audit	15,000	Op RR RMR Transfer
	Server	20,000	RR
	Paper Shredder	8,000	RR
Sub-total Administration		53,000	
Total		2,487,500	

Restricted Reserves or Funding 2,487,500

PROPOSED 2023 CAPITAL

Department	Project	Budget	Funding Source
	Capital Project Manager/Contract (.5 FTE)	60,000	OP RMR RR transfer
Recreation:			
<i>Activity Centre</i>	Floor machine for Activity Centre	12,000	RR
	Kitchen equipment replacement	15,000	RR
<i>Arena</i>	Sound system components	10,000	RR
<i>Grounds</i>	Log Cabin Roof	15,000	RR
<i>Fitness and Aquatic</i>	Domestic hot water tanks x2	40,000	RR
Sub-total Recreation		92,000	
Protective Services:			
<i>Fire</i>	Turn Out Gear	16,000	Op RMR RR Transfer
	Training Props	10,000	RR
	Hydraulic Tools	12,000	RR
<i>Bylaw</i>	SUV	65,000	RR
Sub-total Protective Services		103,000	
Operations:			
<i>Roads</i>	Fleet Replacement Program	250,000	RR
	Memorial bench replacements @ 10 per year (backlog)	15,000	RR
	Connaught Patricia CBD upgrades	300,000	RR
	Wayfinding Signage	100,000	RR
	Holiday Lights	100,000	RR
	Alley Improvements	500,000	RR
<i>Grounds</i>	Excavator and Haul Trailer	130,000	RR
	Trackless machine	150,000	RR
Sub-total Operations		1,545,000	
Utilities:			
<i>Water</i>	Fleet Replacement Program	250,000	RR
	Reservoir Cleaning	10,000	Op RMR RR Transfer
	Valve Replacement Program	50,000	RR
	Hydrant rebuilds - 20 units per year - on-going annual Best Management Practice	55,000	Op RMR RR Transfer
<i>Sewer</i>	WWTP Annual Capital Requirement	175,000	RR
	Lateral Downsize Repairs	100,000	RR
<i>Garbage & Recycling</i>	Garbage Bin Replacement Program	60,000	RR
	Garbage Truck	400,000	RR
Sub-total Utilities		1,100,000	
Administration:			
	Network Infrastructure Upgrades	10,000	Op RMR RR Transfer
	Server	30,000	RR
Sub-total Administration		40,000	
Total		2,940,000	

Restricted Reserves or Funding 2,940,000

PROPOSED 2024 CAPITAL			
Department	Project	Budget	Funding Source
	Capital Project Manager/Contract (.5 FTE)	60,000	Op RMR RR transfer
Recreation:			
Activity Centre	Fire Alarm Panel	30,000	RR
Arena	Arena Lobby Roof	325,000	RR
Fitness and Aquatic	Lobby Flooring	75,000	RR
	Weight Room Benches	5,000	RR
subject to 2020 structural review	Sand Filters	175,000	RR
Sub-total Recreation		610,000	
Protective Services:			
Fire	Aerial replacement (over two years) (2024/25)	700,000	RR
	Building maintenance	20,000	Op RMR RR Transfer
	Turn out Gear	16,000	Op RMR RR Transfer
Sub-total Protective Services		736,000	
Operations:			
Roads	ZoomBoom	500,000	RR
	Alley Improvements	500,000	RR
	Wayfinding Signage	50,000	RR
	Holiday Lights	100,000	RR
Grounds	Baseball Diamond Safety Nets	120,000	RR
Sub-total Operations		1,270,000	
Utilities:			
Water	Fleet Replacement Program	250,000	RR
	Water Meter Replacement (Phase 1)	500,000	RR
	Valve Replacement Program	50,000	RR
	Hydrant rebuilds - 20 units per year - on-going annual Best Management Practice	55,000	Op RMR RR Transfer
	Reservoir Cleaning	10,000	Op RMR RR Transfer
Sewer	WWTP Annual Capital Requirement	175,000	RR
	Lateral Downsize Repairs	100,000	RR
Garbage & Recycling	Garbage Bin Replacement Program	60,000	RR
	Garbage Truck	400,000	RR
Sub-total Utilities		1,600,000	
Administration:			
	Server	38,500	RR
	Network Infrastructure Upgrades	10,000	Op RMR RR Transfer
	Sustainability Plan	150,000	RR
Sub-total Administration		198,500	
		4,474,500	
Restricted Reserves or Funding		4,474,500	

Capital Debenture and Future Year Tax Impact Estimates

	Phase 1 (begins beginning of 2019)	Interest	Principal	Total	Reserve Offset	Budget Impact	Budget % Impact	Notes
2019	3.4M planned debt payments of	96,335	184,250	280,584				Applied Q4, therefore transfer to reserves to offset 1st year payments in 2020 RFD
	Phase 2 (begins beginning of 2020)							
2020	Payments of 3.4M	77,034	192,226	269,260	-200,000	69,260	0.87%	offset by the 2019 planned debenture payments transferred to reserves as per RFD
	2.5M planned debt							Take debt out in last Quarter
	Phase 3 (begins beginning of 2021)							
2021	Payments of 3.4M	72,591	196,668	269,260			0.00%	2nd year of payments on 3.4M
	Payments of 2.5M	62,574	140,630	203,205	-11,325	191,880	2.28%	1st year of payment on 2.5M, 11,325 offset with left over reserves eft from 2019
	4.2M planned debt							Take debt out in last Quarter
2022	Payments of 3.4M	68,046	201,214	269,260			0.00%	3rd year payment on 3.4M
	Payments of 2.5M	59,028	144,222	203,250			0.00%	2nd year payment on 2.5M
	Payments of 4.2M	110,320	250,923	361,243	0	361,243	4.05%	1st year payment on 4.2M



REQUEST FOR DECISION

Subject: Electric Vehicle Charging Center for Jasper

Prepared by: Mark Fercho, CAO

Reviewed by: Tesla, ATCO and Parks Canada

Date – Notice: December 17, 2019

Date – Discussion: TBD

Date – Decision: TBD or January 7, 2020

Recommendation:

- That Council confirm:
 - there is a role for electric vehicle chargers on public lands, to encourage electric vehicles until commercial charging stations are available on commercial lands, or;
 - electric vehicle chargers should only be placed on commercial spaces.
- That Council designate the South end of the Connaught Municipal parking lot across from Robinsons as the location for EV charging stations for a 15 year period, expiring at the end of 2035.
- That Council authorize the Mayor and CAO to enter into any agreements or grant funding request required to install Municipal or third party EV Chargers and infrastructure to the Council approved location, and that any agreements with third party providers will expire at the end of 2035 with options for renewal.

Background:

In future there may be commercial electric vehicle “gas” stations to charge EV’s, as there are gas stations to fill gas powered cars now. This is not the case here today, perhaps it will be in the future, although the industry is a longways from this model becoming a reality. Perhaps there is a possible location and “transitional” agreement that may be created in Jasper between the Municipality, Tesla, ATCO, and possibly others for this purpose, for a set period of 15 years to achieve this goal on public lands in a municipal parking lot.

EV charger 101 (*simplified and general for our area, varies globally*):

- Level 1 charger is basically plugging in a regular home wall outlet and charging over many hours/days
- Level 2, there are two plug types, Tesla and J1772, around 3 to 8 hours to charge an EV
- Level 3 there are three plug types, Tesla, CCS and CHAdeMO, less than an hour to charge an EV
- There can be one type of plug only at a charging station, or a combination of plug types at a charging station, depending on its configuration.
- See the graphics at the end of this report



At this time in Jasper

- There are level 2 chargers at Sawridge and JPL that are preferably for their customers, however, others can sometimes use them. These have both Tesla, and J1772 plugs for all other type of EV's.
- The Municipality installed a J1772 level 2 charger at the library on public land, in a public parking space, for anyone to use, cost was \$23k. Anyone can charge for free, to encourage electric vehicles in Jasper.
- Level 3 chargers are required to "put the town on a map" for EV routes and travel corridors as a EV stop and "refill" location, attracting business in town from EV travellers, and also for local EVs too
- A level 3 charger, installed in a public parking, general plug, estimated capital cost is about \$120,000, pending capital cost/location. In addition, operating costs (including electricity delivery and retail electricity consumption costs, maintenance, and other operational costs) is estimated to be \$1,100 per month or higher depending on frequency of station use.

This report is to propose a joint effort by the Municipality, Tesla and ATCO, with an open invitation to other EV charger providers to join this location and work together to bring Level 3 EV charging to Jasper.

Propose a project of a coordinated EV charging station in a municipal parking lot under a "transitional agreement" for 15 years:

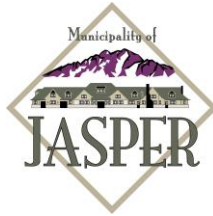
Proposed Jasper location for a Municipally coordinated project in a municipal parking lot is the of the farthest north parking lot on Connaught, at the South end of that lot across from Robinsons. This location avoids all the "prime" downtown parking spots so charger parking does not cause conflict with regular parking in prime downtown locations, these are the farthest from downtown parking stalls, however, this far parking lot on Connaught is also the most expensive to put electrical services into as it has the farthest distance to install new electrical infrastructure. Tesla is willing to cover this cost to achieve this objective.

The proposed coordinated EV charging station would have:

- **8 Tesla Level 3 Superchargers** will be installed by Tesla, this is their equipment and will be removed after 15 years if the agreement is not renewed.
 - These can only charge Tesla vehicles owned by locals or visitors
 - Tesla will cover the cost of the monthly transmission and equipment capital fee to ATCO of approximately \$10,000.00 per month, the actual cost will vary with use.
 - Because EV drivers rely on charging, it's important that spaces be accessible to those needing a charge. It is recommended that stalls be dedicated parking for cars while charging only.
 - Dedicating stalls is preferred to support EV adoption, but Council could decide to establish a mix of parking, with some general-purpose parking permitted with strict time limits. If a mixed-parking approach is preferred by Council, it is recommended that complaints be monitored and stalls be dedicated if complaints become common. Tesla and the Municipality will need to monitor complaints, and Tesla will manage signage accordingly.
 - Tesla will also have to pay for the electricity for these chargers in addition to the transmission costs, but Tesla will charge users a "fee" to use the charger, roughly 44 cents per minute in an attempt to recover a portion the electrical costs only (these are very fast charging 250kv level 3 chargers). This is far from "profit", the site will run a heavy loss from transmission and electricity costs and only recover the small amount of total costs with a fee for use of the charger.



- **4 Level 2 - J1772 (anyone can plug in) chargers**, will be installed by Tesla at their cost, and future post 15 years could be determined, these would be open for use by locals and visitors
 - These can charge any vehicle (note these are a much slower charge rate than Level 3 charging)
 - Tesla will cover the monthly transmission fee to ATCO
 - Tesla will pay for the electricity for these chargers, Tesla will reserve the right to charge a “fee” for the use of the charger, however the current level 2 chargers do not have this technology. Again, the site will run a heavy loss from transmission, capital and electrical costs will be paid up front and monthly, however even if a fee is implemented in the future it would only recover a small portion of these costs.
- **Electrical distribution infrastructure**, contribution for use of public land: Tesla will install power to this location at their cost, this power connecting electrical infrastructure will remain after the 15 year agreement ends for municipal purposes, this is a significant local investment valued at \$200,000.00 of electrical infrastructure to be put in the ground permanently and available for other uses in the future .
- Tesla will also install additional capacity in the new electrical service to the site which can be leveraged to service any additional loads, including any generic Level 3 chargers in the future (these charger units would not be handled by Tesla) at this location. Without this new electrical capacity, the capital cost of installing future Level 3 chargers would be significantly higher at this location (or indeed any location without the necessary electrical distribution infrastructure). The planned capacity can add two level 3’s.
- **Universal Level 3 charger partnership: ATCO, Municipality of Jasper and possibly Parks Canada:** ATCO’s nonregulated division has been installing, owning, and operating universal Level 3 charging stations in southern Alberta in partnership with municipalities. For this Jasper project and at this location, they may be interested in participating, with the objective of supporting the town in bringing the first universal fast charging infrastructure to Jasper, and critically, as a stepping stone to enabling Jasper’s own municipal fleet electrification in the near future. Specifically, ATCO’s role in this project would be to:
 - a) Install, own and operate universal Level 3 charging station
 - b) Pay for the ongoing operating costs, including the monthly transmission, distribution, and retail electricity costs, maintenance costs, 3rd party transaction costs, 3rd party network costs (approximately \$1,100 /month)
 - c) Charge a user fee to recover the operating costs. Similar to Tesla, this will be far from “profit”, and the site is projected to run at a loss
 - d) Engage with Parks and Municipality of Jasper to offer special charging fees to Parks and Municipal electric vehicles, if Parks or the Muni have EV fleet vehicles, this would be a stop for a fast charge during a workday, or if someone forgot to charge a fleet vehicle overnight, to get a quick charge.
- Municipality of Jasper (and possibly in partnership with Parks Canada) would have to contribute the capital cost of the universal level 3 charger (muni and ATCO have jointly applied for federal grant funding to cover up to 50% of the capital cost of the universal chargers). The estimated capital cost is approximately \$60,000 for charger and related equipment costs, and \$60,000 for engineering/design/installation costs, for a total estimated cost of \$120,000. This is a relatively small investment for a 50kv unit, compared to the large Tesla investment to develop this EV charging site.
- **Non-Exclusive use of site (all types of plugs for all types of cars can charge at this site):** Other electric vehicle charger companies and electric vehicle manufacturers would be invited and welcome to also install their chargers (and they may also need to bring more electrical infrastructure to do so) on this parcel of land if designated by Council during the life of this proposed 15 year “transitional” agreement.



If the Municipality were to construct a “public” electric vehicle charging station, and wanted it to reflect the actual cars using the chargers, it would likely be quite similar to this proposal for this site, **as over 60% of the EV’s out there are Tesla today** and that doesn’t seem likely to change in the near term, that is what will be needed by EV users too: <https://cleantechnica.com/2019/10/22/tesla-75-85-of-us-electric-vehicle-sales/>

Parks Canada – 50 National Parks & Historic Sites (This is a SEPARATE agreement between Tesla and Parks Canada, and not associated with this proposal) Jasper park is considering these.....

- Parks Canada announced that Tesla and Parks would collaborate to install EV charging stations, the charging stations will be AC Level 2 with both Tesla and SAE J1772 connectors for use by all the plug-ins available on the market.
- Details of final projects pending but hundreds of connectors have already shipped to Parks properties across Canada for installation.
- [Clipping of Parks Canada and Tesla news story](#)
- *"Visitors will now have access to zero-emission vehicle charging stations at all national parks that are reachable by car. Canadians using practical solutions to reduce their emissions will now have the opportunity to do so while visiting our amazing national parks, national marine conservation areas, and national historic sites. We are also committed to having charging infrastructure at or near the 25 most popular Parks Canada destinations across the country by 2021. By 2025, the Agency will double the number of destinations offering this service to the 50 most popular places."* Parks Canada quote
- Parks Canada in Jasper plans to install these level 2 chargers donated by Tesla with both types of plugs (can charge any type of electrical vehicle) in another parking lot in Jasper.

Strategic Relevance:

- Environmental Responsibility – Foster and support environmental initiatives including electric vehicles

Financial:

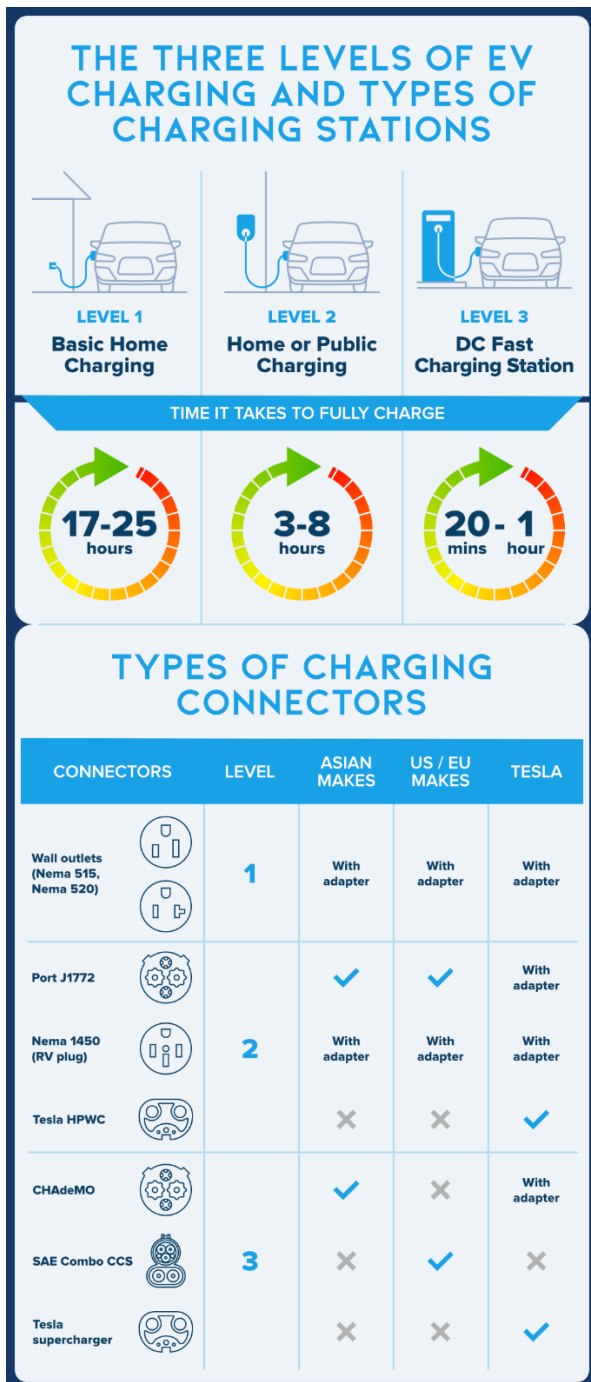
All Tesla project costs will be covered by Tesla. Electrical connection upgrades (est. \$200,000 in value) would remain on municipal land at the end of the 15-year term with Tesla. Depending on grant funding received, the cost of this initiative if it includes a municipal universal level 3 charger could be up to \$1200,000. ATCO has agreed to pay all ongoing costs for a Municipal-ATCO and possibly Parks level 3 charger.

Communications:

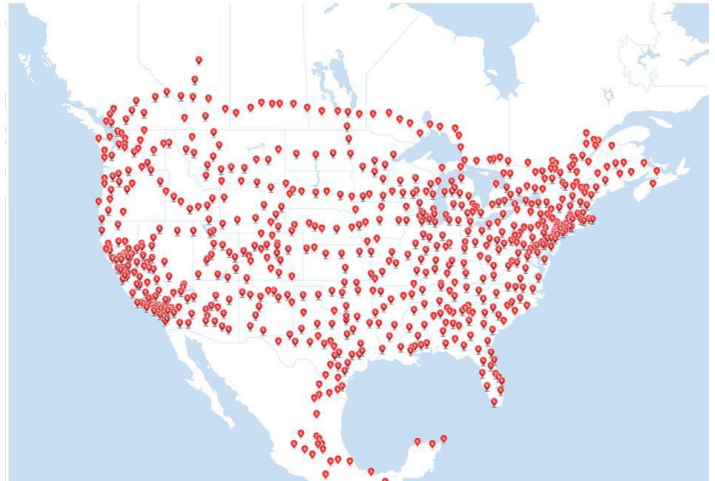
- Communications on this joint initiative would include ATCO, Tesla, Parks Canada and Municipality of Jasper approved messages, also messages from any other EV charger provider that joins this initiative.

Attachment:

- Types of Charging Station, image from carrentals.com <https://www.carrentals.com/blog/electric-vehicle-roadtrip/>
- Tesla Supercharger Station image and 2019 Tesla network image
- ATCO fleet supercharger initiative with Jasper graphic



Tesla station layout and equipment



Tesla supercharger network 2019

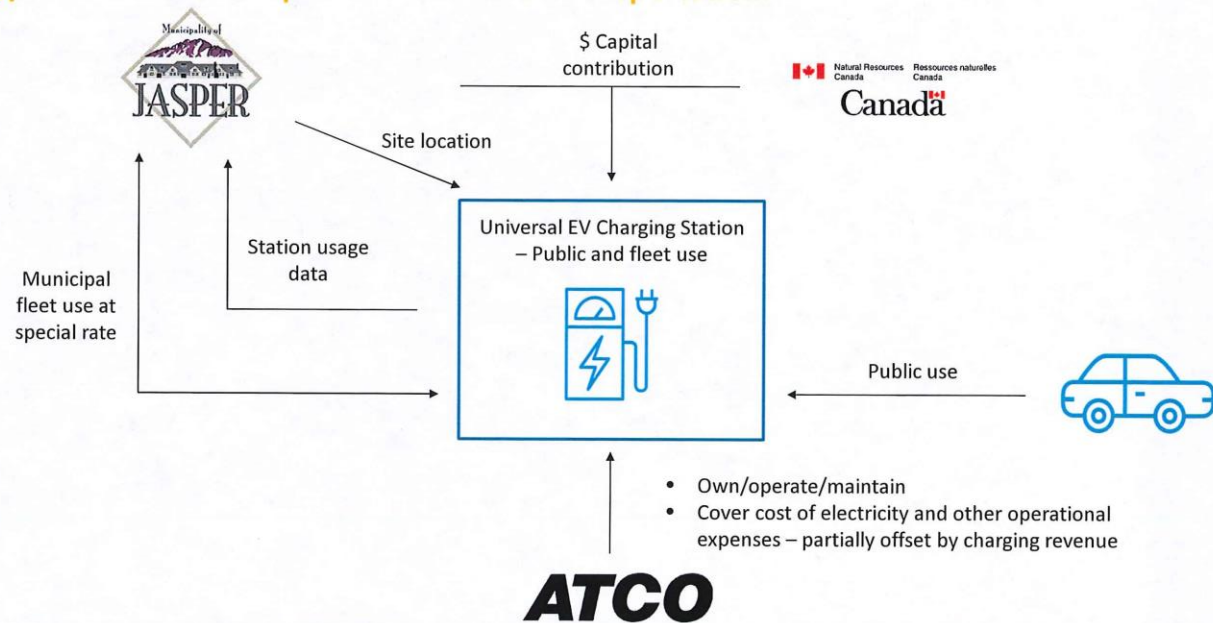
Types of Charging Stations

Charging Station Types Image credit: <https://www.carrentals.com/blog/electric-vehicle-roadtrip/>



Alberta Community EV Charging Project

Objective: partner with municipalities to bring fast charging infrastructure to the community, enabling public and fleet adoption of low carbon transportation.





REQUEST FOR DECISION

Subject: Appointments to Boards and Committees
Prepared by: Kayla Byrne, Legislative Services Coordinator
Reviewed by: Christine Nadon, Legislative Services Manager
Date – Notice: December 3, 2019
Date – Decision: December 17, 2019

Recommendation:

That Council appoint the following individuals to Council's boards and committees:

Applicant	Board or Committee	Term
Lorena Alonso	Jasper Municipal Library Board	Jan. 1, 2020-Dec.31, 2022
Joyce Melnyk	Jasper Municipal Library Board	Jan. 1, 2020-Dec.31, 2022
Colleen Chalifoux	Culture and Recreation Board	Jan. 1, 2020-Dec.31, 2022
Elizabeth McLachlan	Culture and Recreation Board	Jan. 1, 2020-Dec.31, 2022
Katherine Schmaltz	Culture and Recreation Board	Jan. 1, 2020-Dec.31, 2022

Options:

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

Background:

Annual advertising took place in November on the Municipality's website, in the Fitzhugh and the Jasper Local to recruit board members for the Culture and Recreation Board and the Jasper Municipal Library Board. The deadline for applications was November 25. As stated in the Procedure Bylaw #190, terms on the Culture and Recreation Board and the Municipal Library Board are three years. Both boards have the capacity for six members-at-large. As of December 31, 2019 the above mentioned boards will have the following vacancies:

Culture and Recreation	3 vacancies
Jasper Municipal Library Board	2 vacancies

Two applications have been received for the Culture and Recreation Board. Four applications have been received for the Jasper Municipal Library Board (one applicant indicated they are interested in the Culture and Recreation Board should they not be appointed to the Library Board).

Each application has been reviewed by Council and its HR Committee.

Relevant Legislation:

- Procedure Bylaw #190

Strategic Relevance:

- Organizational Health: Striving to improve the organizational health of the Municipality of Jasper by fostering Council-Staff relationships and enhancing operational effectiveness, efficiency, responsiveness and adaptability

Financial:

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

Follow Up Actions:

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

Attachments:

- Current list of members for each board and committee.
- Relevant section of the Procedure Bylaw

Municipality of Jasper

Boards & Committees 2019

Culture and Recreation Board



Member	Original appt. date	Term commencing	Term concluding	Eligible for further term
Sandy Robinson	Jan. 2018	Jan. 2018	Dec. 31, 2020	Yes
Marianne Garrah	March 17, 2015	Jan. 1, 2018	Dec. 31, 2020	No
Steve Young	Dec. 18, 2018	Jan. 1, 2019	Dec. 31, 2021	Yes
Rick Bidaisee	Dec. 20, 2016	Jan. 1, 2017	Dec. 31, 2019	Yes
Judy Mathewson	Dec. 20, 2016	Jan. 1, 2017	Dec. 31, 2019	Yes
Greg Van Tighem	March 6, 2012	Jan. 1, 2017	Dec. 31, 2019	Yes
Councillor Rico Damota	Reviewed at Council's annual organizational meeting			

Municipality of Jasper

Boards & Committees 2019

Jasper Municipal Library Board



Member	Original appt. date	Term commencing	Term concluding	Eligible for further term
Gloria Kongsrud	Jan. 1, 2011	Jan. 1, 2017	Dec.31, 2019	No
Dale Karpluk	March 17, 2013	Jan. 1, 2015	Dec. 31, 2019	No
Sandy Cox	Dec.16, 2014	Jan. 1, 2018	Dec. 31, 2020	No
Angela Lemire	Dec. 15, 2015	Jan. 1, 2019	Dec. 31, 2021	No
Tiffany Toussaint	Dec. 18, 2018	Jan.1, 2019	Dec. 31, 2021	Yes
Stephen Eldred	Dec. 18, 2018	Jan., 2019	Dec. 31, 2021	Yes
Councillor Jenna McGrath	Reviewed at Council's annual organizational meeting			

- 21.4 Pecuniary interests for in-camera items are to be noted however, the description is not required.

PART 3 COUNCIL COMMITTEES

22.0 Establishment

- 22.1 Council may establish such committees as it considers necessary or advisable for the orderly and efficient handling of the affairs of the Municipality and does establish the committees set out in Schedule 3 to this bylaw;
- 22.2 When establishing a committee, Council shall by bylaw adopt terms of reference for the committee that:
- 22.2.1 names it;
- 22.2.2 establishes membership, purpose and authority;
- 22.2.3 sets the term or directs that the committee exists on an on-going basis at the pleasure of Council; and
- 22.2.4 allocates any necessary budget or other resources.
- 22.3 The CAO shall facilitate an annual review by Council of the terms of reference of all committees prior to the Council's organizational meeting and the making of committee appointments.

23.0 Committee members

- 23.1 Councillors shall be appointed as Council committee members as per section 5.3.3 at the organizational meeting or at any other time it becomes necessary or expedient to appoint a committee member. Members-at large may be appointed at any time when it is necessary or expedient. Members at large shall, at the first committee meeting following appointment, by signing, affirm the Code of Conduct set out in Schedule 1 to this Bylaw.
- 23.2 The Mayor shall be an ex-officio member of all committees to which Council has the right to appoint members, unless prohibited by statute or bylaw, and shall be counted to determine quorum and has all the rights and privileges of the other committee members including the right to make motions and vote.
- 23.3 Council Committee meetings shall be open to all members of Council, but only those members specifically appointed to that committee, or appointed ex-officio are entitled to take part in discussion and debate and vote on any matter before the committee.
- 23.4 Each member-at-large committee member's appointment shall become effective on the 1st day of January of the first year of the member's term of office and shall expire on the 31st day of December of the member's final year of office.
- 23.5 Members-at large shall be appointed for a three -year term. However, in the event of a vacancy occurring mid-term, the committee member appointed to fill such vacancy shall be appointed for the remainder of the term of the member whose absence created the vacancy.
- 23.6 Council may appoint members-at-large on its own motion or on the recommendation of a sub-committee.
- 23.7 Vacancies for memberships-at- large shall be advertised except when a vacancy occurs mid-term and there are acceptable applications remaining from the last recruitment cycle, when an appointment may be made from those applications, without advertising.
- 23.8 A member-at-large who has served two consecutive three-year terms shall be ineligible for reappointment for one calendar year after the expiry of the most recent term, unless there are no other qualified applicants, in which case the member-at-large may be reappointed three months after the expiry of their most recent term.
- 23.9 To be eligible for appointment to a committee as a member-at-large a person shall:

- 23.9.1 be sixteen years of age or older;
- 23.9.2 have been a resident of Jasper for a period of not less than the six consecutive months prior to the date of his application; and
- 23.9.3 apply to Council during the period in which the Municipality requests applications from the public.
- 23.10 Any committee member shall resign immediately and another member shall be appointed in his place:
 - 23.10.1 when such person's residency changes to a location other than Jasper;
 - 23.10.2 when such person, appointed to the committee as a Councillor, ceases to be a member of Council;
 - 23.10.3 when a member-at-large is elected to the Council;
 - 23.10.4 when Council, having provided in writing a request and its reason or reasons for such request, asks for any reason for the resignation of a committee member.
 - 23.10.5 when required to do so by a Council committee's terms of reference
- 23.11 Any committee member may resign at any time by providing written notice to the CAO.
- 23.12 Any member-at-large absent from three consecutive regular meetings of a committee, unless such absence is authorized by resolution of the committee, will automatically forfeit their membership as of the date of the third consecutive meeting. Any member-at-large forfeiting their membership may be eligible for re-appointment but not for the unexpired portion of the term forfeited.

24.0 Election of Officers

- 24.1 At its annual organizational meeting, a committee shall elect a chair and vice-chair for a one year term from among the members unless Council designates:
 - 24.1.1 the chair of a committee; or
 - 24.2.2 the manner in which the chair shall be selected.
- 24.2 A committee member may serve as chair for a maximum of two terms of office.
- 24.3 No serving Councillor shall be elected chair or vice-chair of a committee.
- 24.4 A chair of a committee may be removed from office by a vote of a majority of the members of the committee. No motion to remove the chair shall be in order unless notice of motion has been given in writing at a regular meeting of the committee held at least seven days prior to the meeting at which the motion is considered.

25.0 Voting and Quorum

- 25.1 The quorum for a committee shall be a majority of the members appointed.
- 25.2 The chair of a committee, if present, shall preside at every meeting. The vice-chair shall act in the absence of the chairperson.
- 25.3 At any regular meeting of a committee at which the chair and vice-chair are absent, the committee may, subject to the provisions of section 24.3, elect an acting chair for the duration of that meeting. The acting chair shall step down immediately upon the arrival at the meeting of either the chair or the vice-chair.
- 25.4 Subject to section 21, all members, including the chair and vice chair, shall vote on all motions.
- 25.5 In the event of a tied vote, the motion shall be defeated.

26.0 Meeting Protocols

- 26.1 Regular committee meetings shall be held not less than once each calendar month except during the months of July and August when a committee may determine an alternate schedule.
- 26.2 The chair may call a meeting of the committee at any time and must do so if a majority of committee members so request in writing, including a statement of purpose of the meeting. A special meeting requested by committee members must be held within 14 days after the request is received.
- 26.3 Notice of committee meetings not approved in the annual schedule, or cancellation of a previously scheduled meeting, must comply with requirements for public notice as set out in this bylaw and be filed with the Municipality a minimum of two working days prior to the meeting.
- 26.4 A committee shall conduct its meetings in public.
- 26.5 An organizational meeting of a committee shall be held each year during the month of January at which the committee shall:
 - 26.5.1 elect officers pursuant to section 24;
 - 26.5.2 determine the time and place of regular meetings of the committee for that year;
- 26.6 Minutes shall be prepared for all committee meetings and must:
 - 26.6.1 include all decisions and other proceedings;
 - 26.6.2 include the names of committee members present at and absent from the meeting;
 - 26.6.3 include any abstentions made under the Act by any member and the reason for abstention;
 - 26.6.4 include the signatures of the chair and the recording secretary; and
 - 26.6.5 be retained in a safe manner and be available upon request. A copy of the minutes must be filed with the CAO or his delegate within three working days of being confirmed by the committee.
- 26.7 When a committee is of the opinion that a meeting should be held in-camera, the motion passed to authorize the in-camera meeting shall include the reason for holding the meeting in-camera and the meeting shall be conducted in accordance with the Act.
- 26.8 No committee or any member has:
 - 26.8.1 power to pledge the credit or course of action of the municipality or enter into any agreement on behalf of the committee or municipality;
 - 26.8.2 power to authorize any expenditure to be charged against the municipality without prior approval by Council; or
 - 26.8.3 authority to act, except as established in the terms of reference for the committee.
- 26.9 Councillors appointed to a committee by Council shall keep Council informed as to committee activities.
- 26.10 The CAO shall appoint an administrative representative to each committee who shall not be a member of the committee and may not vote on any matter. The administrative representative shall:
 - 26.10.1 ensure required notice is given, and accurate minutes are kept, for all regular and special meetings of the committee; and

26.10.2 provide advice, research, information and additional support staff as required by the committee.

26.11 A committee shall report to Council as required

COMING INTO FORCE AND REPEAL

Bylaw #166, Procedure, is hereby repealed.

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

READ a first time this 15 day of December 2015

READ a second time this 5 day of January 2016

READ a third and finally passed this 19 day of January 2016

Mayor

Chief Administrative Officer

SCHEDULE 3 COUNCIL COMMITTEES: TERMS OF REFERENCE

CULTURE AND RECREATION BOARD

1.0 Establishment and Membership

- 1.1 Council hereby establishes the Municipality of Jasper Culture and Recreation Board (the Board), which shall consist of seven members to be appointed by council as follows:
 - 1.1.1 six members-at-large; and
 - 1.1.2 one councillor, or their alternate.
- 1.2 No person shall be eligible for appointment to the Board as a member-at-large when that person is, in any capacity, an employee of or contractor with the Culture and Recreation department.
- 1.3 Any member-at-large who becomes in any capacity, an employee of or contractor with the Culture and Recreation department shall immediately resign.

2.0 Purpose

- 2.1 The Board shall:
 - 2.1.1 with the appropriate director, complete and provide to Council for approval an annual strategic plan for culture and recreation in the Municipality, such plan to establish the Board's mission, goals and objectives, and such plan to be submitted to the CAO not later than November 30th of the year prior to the year in which the plan has effect; and
 - 2.1.2 with the director, complete and provide to Council for approval an annual budget for culture and recreation in the Municipality of Jasper, such budget to be submitted to the CAO not later than November 30th of the year prior to the year in which the budget has effect; and
 - 2.1.3 advise the director with respect to the implementation of the approved plan within the approved budget, including but not limited to:
 - 2.1.3.1 proposed amendments to approved capital budgets; and
 - 2.1.3.2 proposed amendments to approved operating budgets.
- 2.2 Notwithstanding the provisions of Section 2.1 above, the Board shall advise the director with respect to culture and recreation operations, programmes and facilities, including in respect of public playgrounds, recreation centres, and other recreation facilities owned or controlled by the Municipality on matters including:
 - 2.2.1 recommendations for such rules and standards as it may deem necessary from time to time, provided always that such rules and standards are not inconsistent with this bylaw or with the policies, procedures and practices of Council and the Municipality, and provided also that such rules and standards shall be subject always to the approval of the CAO
 - 2.2.2 equipment;
 - 2.2.3 signage and marking;
 - 2.2.4 staffing;
 - 2.2.5 the development, maintenance and use of any lands or facilities owned or controlled by the Municipality and used or intended to be used for public park or public recreation purposes; and

- 2.2.6 the proposed purchase, sale or disposal of any lands or facilities owned or controlled by the Municipality and used or intended to be used for public park or public recreation purposes.
- 2.3 In fulfilling its obligations pursuant to this bylaw and in the interest of establishing and maintaining well-balanced, coordinated culture and recreation programmes, the Board shall:
 - 2.3.1 consider the development of a broad range of recreation services that will provide opportunity for people of all ages to use their leisure time in a wholesome and satisfying manner;
 - 2.3.2 co-operate with and encourage public, private, civic, social and religious organizations supporting, promoting, and working for culture and recreation in it broadest application within the Municipality; and
 - 2.3.3 hear and consider representations by any individual, organization or delegation of residents with respect to culture and recreation.
- 2.4 The CAO shall consult the Board with respect to:
 - 2.4.1 performance evaluations for the position of director, culture and recreation; and
 - 2.4.2 staffing of the position of director, culture and recreation.

JASPER GREENSPACE ADVISORY COMMITTEE

1.0 Establishment and Membership

- 1.1 Council hereby establishes the Municipality of Jasper Greenspace Advisory Committee (the Committee), which shall consist of five members to be appointed by Council as follows:
 - 1.1.1 four members-at-large; and
 - 1.1.2 one councillor, or their alternate.
 - 1.1.3 Notwithstanding paragraph 1.1, Council may appoint an additional committee member aged 16 to 25 years to represent Jasper youth.
- 1.2 No person shall be eligible for appointment to the Committee as a member-at-large when that person is, in any capacity, an employee of or contractor with the Municipality of Jasper Environmental Services department.
- 1.3 Any member-at-large who becomes in any capacity, an employee of or contractor with the Municipality of Jasper Environmental Services department shall immediately resign.

2.0 Purpose

- 2.1 “Greenspace” means areas whether natural, cultural or archaeological that have important natural functions and/or cultural significance and/or that serve as green corridors or open space areas, or are designated Open Space in the Jasper Community Sustainability Plan or its successors;
- 2.2 The Committee shall:
 - 2.2.1 review and report annually, and not later than March 31st of each year, to Council on committee activities and more frequently when deemed necessary or desirable by the Committee or as required by Council;

- 2.2.2 provide input into policies and budgets related to greenspace designation, development, management and preservation;
- 2.2.3 recommend implementation practices the Municipality can adopt to meet its greenspace objectives as established in the Jasper Community Sustainability Plan and the Town of Jasper - Green Space Vision Plan (2003); and
- 2.2.4 promote public awareness of the role greenspace has in protecting and enhancing quality of life.
- 2.3 The Committee shall:
 - 2.3.1 provide a forum for citizens to engage in greenspace initiatives, issues and concerns;
 - 2.3.2 advise Council with respect to the designation, development, protection, management and conservation of greenspace areas within the Municipality;
 - 2.3.3 advise Council on proposed actions that would have impacts on existing greenspace guidelines, and encourage and facilitate cooperation and coordination with allied service agencies operating within the Municipality;
 - 2.3.4 upon request of Council, investigate and provide timely advice to Council or other parties on specific topics or issues related to greenspace.

LIBRARY BOARD

1.0 Establishment and Membership

- 1.1 Council hereby establishes the Municipality of Jasper Library Board (the Board), which shall consist of seven members to be appointed by Council as follows:
 - 1.1.1 six (6) members-at-large; and
 - 1.1.2 one councillor, or their alternate.
- 1.2 No person shall be eligible for appointment to the Board as a member-at-large when that person is, in any capacity, an employee of, or contractor with, the Board.
- 1.3 Any member-at-large who becomes in any capacity, an employee of or contractor with the Board shall immediately resign.

2.0 Purpose

- 2.1 The Board shall manage, regulate and control the municipal library.
- 2.2 The Board shall conduct its business in accordance with the Libraries Act R.S.A. 2000 c. L-11.

Municipality of Jasper Bylaw Summary

Updated: 12/13/2019

	Bylaw	Date Repealed	Repeals Bylaw	Replaced by Bylaw	Scheduled date for next reading			Certification by Parks	
					First Reading	Second Reading	Third Reading & Approval	Date Forwarded	Date Certified
223	Utility Fees Levy and Collection Bylaw 2020		212		19-Dec-17	19-Dec-17			
222	Records Management Bylaw				19-Nov-19				
221	Traffic Advisory Committee Repeal Bylaw		111		19-Oct-15	19-Nov-05	19-Nov-19		
220	Waste Water Treatment Plant Borrowing Bylaw				19-Aug-20	19-Oct-01	19-Oct-15		
219	Jasper Recreation Complex Renovation Phase 1 Borrowing Bylaw 2019				19-Aug-20	19-Oct-01	19-Oct-15		
218	Taxation of Hostelling International Property Bylaw 2019				19-Jul-16	19-Aug-13	19-Aug-20	19-Aug-14	19-Aug-15
217	Taxation Rates Bylaw 2019		209		19-May-21	19-May-21	19-Jun-04	19-May-27	19-May-27
216	Traffic Safety Bylaw 2019		195		19-Apr-16				
215	Waste Reduction Regulation Bylaw				19-Apr-02	19-May-21	19-Jun-04	19-May-27	19-May-27
214	Supplementary Tax Bylaw 2019		207		19-Jan-22	19-Jan-22	19-Feb-05	19-Jan-23	19-Jan-24
213	Supplementary Assessment of Improvements 2019		206		19-Jan-22	19-Jan-22	19-Feb-05	19-Jan-23	19-Jan-24
212	Jasper Levy and Collection of Utility Fees Bylaw 2019		205		18-Dec-18	18-Dec-18	8-Jan-19	18-Dec-18	19-Dec-18
211	Cannabis Consumption Bylaw				18-Sep-18	18-Sep-18	2-Oct-18	19-Sep-18	20-Sep-18
210	Regional Assessment Review Board Bylaw		201		5-Jun-18	19-Jun-18	3-Jul-18	25-Jun-18	26-Jun-18
209	Tax Rate Bylaw 2018		203		15-May-18	15-May-18	5-Jun-18	25-Jun-18	17-May-18
208	Jasper Municipal Storage Lot Bylaw 2018		136		3-April-18	5-Jun-18	19-Jun-18	6-Jun-18	7-Jun-18
207	Supplementary Tax Bylaw 2018		200	214	16-Jan-18	16-Jan-18	6-Feb-18	17-Jan-18	17-Jan-18
206	Supplementary Assessment of Improvements 2018		199	213	16-Jan-18	16-Jan-18	6-Feb-18	17-Jan-18	17-Jan-18

**MUNICIPALITY OF JASPER
BYLAW #223**

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 2020.

WHEREAS the Municipal Government Act (R.S.A. 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 2020".
- 1.2 This bylaw rescinds Bylaw #212 "Jasper Levy and Collection of Utility Fees Bylaw 2019".

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 **\$1.41**.
- 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 sewer systems shall pay a sewage charge calculated by multiplying the volume in cubic meters of water consumed by **\$2.32**. 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

- 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 calculated as follows:
 - 6.1.1 **\$9.29** for each cubic meter of grey water deposited in the sewer system; and
 - 6.1.2 **\$14.70** 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 2 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 2.

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 **\$61.90** 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 2 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 2 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.
 - 11.1.2 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 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 service fee specified in Schedule 2 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 2. The deposit shall be:
- 11.7.1 held on deposit by the Municipality for the full period for which services are delivered to the tenant; and
 - 11.7.2 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 December 2019.

READ a second time this day of December 2019.

READ a third and final reading this day of January 2020.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

SCHEDULE 1

**CHARGES FOR SOLID WASTE COLLECTION AND DISPOSAL SERVICES
IN THE TOWN OF JASPER**

<u>Residential Leaseholds</u>	<u>Charge</u>
Residential lot inside the Municipality on which development comprises one dwelling unit per year	\$ 339.75
Residential lot inside the Municipality on which development comprises a duplex, per unit, per year	\$ 271.77
Multi-dwelling district lot or parcel on which development comprises one or more apartment building, per apartment unit, per year	\$ 153.00
Multi-dwelling district lot or parcel on which development comprises multi-unit development, per multi-unit dwelling, per year	\$ 263.00
<u>Commercial Leaseholds</u>	
(a) base rate for every commercial lot, and for pick-up per week of up to 8 cubic yards, per year	\$ 1,805.31
(b) for any additional pick-up of self-dumping solid waste containers, per cubic yard	\$ 20.60/cu.yd
(c) for any pick-up of solid waste not stored in solid waste containers compatible with the Haul-All collection system, per hour	\$ 128.00/hr
Commercial off-schedule surcharge per pick up	100% of fee calculated in (b) above
Storage and services lot (S-Block), per year	\$ 265.51
Community non-profit rate	\$ 339.75

SCHEDULE 2

<u>Water Service Deposit</u>	<u>Charge</u>
Water service deposit pursuant to section 11.6	\$ 248.00
<u>Recycling Fee</u>	
Annual recycling fee pursuant to section 10.1	\$ 187.00
<u>Wastewater Treatment Plan Call-out Fees</u> pursuant to section 6.3	
For the first three (3) hours or any portion thereof	\$ 258.00
For every full hour or portion thereof of a call-out exceeding three (3) hours	\$ 86.00
<u>Account Service Fee</u>	
Service Fee pursuant to sections 6.2, 7.2 and 11.5	\$ 71.70

Municipality of Jasper



List of recommendations

Regular meeting, Tuesday, December 17, 2019

Additions to agenda

BE IT RESOLVED that council agree to add/delete the following items to today's regular meeting agenda:

Approval of agenda

BE IT RESOLVED that council approve the agenda for the regular meeting of Tuesday, December 17, 2019 as presented.

Approval of minutes

BE IT RESOLVED that council approve the minutes of the December 3, 2019 regular Council meeting as presented.

Interim Operating Budget 2020

BE IT RESOLVED that Council approve the 2020 Interim Operating Budget as presented to allow for continued municipal service provision into 2020, until the final 2020 Operating Budget is approved.

2020 to 2024 Capital Budget

BE IT RESOLVED that Council approve the 2020 to 2024 Capital Budget as presented;

- Or that Council approve the 2020 to 2024 Capital Budget as presented, with the exception of the following items, which will require further approval by a separate Council resolution;
- Or that Council remove the following items from the 2020 to 2024 Capital Budget.

Appointments to Boards and Committees

BE IT RESOLVED that Council appoint the following individuals to Council's boards and committees:

Applicant	Board or Committee	Term
Lorena Alonso	Jasper Municipal Library Board	Jan. 1, 2020-Dec.31, 2022
Joyce Melnyk	Jasper Municipal Library Board	Jan. 1, 2020-Dec.31, 2022
Colleen Chalifoux	Culture and Recreation Board	Jan. 1, 2020-Dec.31, 2022
Elizabeth McLachlan	Culture and Recreation Board	Jan. 1, 2020-Dec.31, 2022
Katherine Schmaltz	Culture and Recreation Board	Jan. 1, 2020-Dec.31, 2022

Utility Fees Levy and Collection Bylaw 2020 – 1st reading

BE IT RESOLVED that Council read for the first time Bylaw #223, the Utility Fees Levy and Collection Bylaw, 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 2020.

Utility Fees Levy and Collection Bylaw 2020 – 2nd reading

BE IT RESOLVED that Council read for the second time Bylaw #223, the Utility Fees Levy and Collection Bylaw, being a bylaw of the Specialized Municipality of Jasper in the Province of Alberta to provide for

Municipality of Jasper



List of recommendations

Regular meeting, Tuesday, December 17, 2019

the levying and collection of fees for the provision of water, sewer, solid waste and recycling services in 2020.

In Camera

BE IT RESOLVED that Council move in camera at _____ to discuss agenda item 13.1 Legal Matter – FOIP, S.27.

Revert to regular meeting

BE IT RESOLVED that Council revert back to regular meeting at _____.

Adjournment

BE IT RESOLVED that, there being no further business, the regular meeting of Tuesday, December 17, 2019 be adjourned at _____.

FOLLOW-UP ACTION LIST (FUAL)

Date: _____

MEETING (Date) / Item / Notes	WHO (lead)	ACTION (to/via)	TARGET (Status)
2019-12-10/ Business Plan for the Jasper Library & Cultural Centre to be discussed at a future meeting.			
2019-12-10/ Independently or request AUMA to lobby on behalf of Jasper for more policing during peak season.			