

MUNICIPALITY OF JASPER
SPECIAL COUNCIL MEETING AGENDA

March 29, 2022 | 1:30 pm

Conducted virtually through Zoom &
Quorum Room, Jasper Library and Cultural Centre



Notice: Jasper Municipal Council will hold a special meeting at 1:30pm on Tuesday, March 29, to discuss sidewalk seating. Residents and business owners wishing to address Council on this matter will be invited to register to do so at the beginning of the meeting, either in person or on Zoom. Presenters must be in attendance at the beginning of the meeting to register (1:30pm start). Staff will be ready to take in requests starting at 1:20pm. Presenters will have 3 minutes to speak subject to questions from Council.

Please note that presenters in Council chambers will be livestreamed with audio only. Please join the meeting by Zoom if you would like to appear on the video and audio stream.

Members of the public can attend meetings in person; view meetings through the Zoom livestream; or view archived Council meetings on YouTube at any time. In the case of a lost internet connection staff hosting the Zoom meeting should have the system restarted and the meeting resumed within five minutes. Please rejoin by following the original link.

Pursuant to section 194(5) of the Municipal Government Act, and in the event the whole of council is present, they may consider any other matter with the agreement of Council.

To live-stream this meeting starting at 1:30 pm, use the following Zoom link: <https://us02web.zoom.us/j/87657457538>

- 1 **CALL TO ORDER** – Mayor Richard Ireland to Chair
- 2 **APPROVAL OF AGENDA**
 - 2.1 Special meeting agenda, March 29, 2022 attachment
- 3 **NEW BUSINESS**
 - 3.1 Sidewalk Seating attachment
 - 3.2 Arena Ice Plant Replacement Contract attachment
 - 3.3 Paid Parking Services RFP attachment
- 4 **ADJOURNMENT**

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

AGENDA ITEM 3.1

REQUEST FOR DECISION



Subject: Sidewalk Seating
From: Bill Given, Chief Administrative Officer
Reviewed by: Christine Nadon, Director of Protective and Legislative Services
Date: March 22, 2022

Recommendation:

- That Committee direct Administration to apply for a discretionary use permit for sidewalk seating, including the parameters described in attachment A.

Alternatives:

- That Committee provide different parameters for submission to Parks Canada; or
- That Committee direct Administration to open the sidewalk seating program for applications without submitting a discretionary use permit application.

Background:

At the February 8 meeting, Committee provided direction to Administration on how to administer the sidewalk seating program for 2022, including:

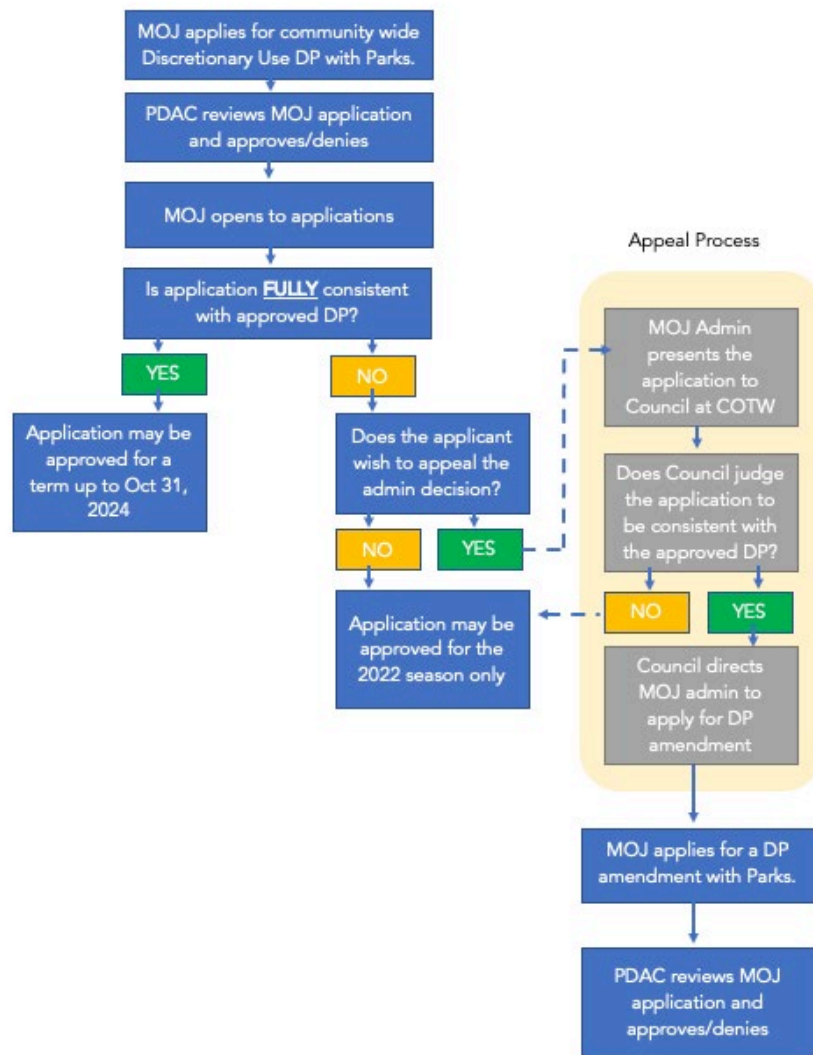
- That applications that are consistent with Parks Canada's architectural design and motif be given multi-year approvals for up to three years;
- That legacy installations that are not consistent with Parks Canada's architectural design and motif guidelines be granted approval for the 2022 operating season;
- That the process to renew existing applications where no change to the previously approved configuration is proposed be streamlined.
- That Administration work with Parks Canada to ensure an avenue of appeal for any applicant who is denied as a result of the application of the Parks Canada architectural design and motif guidelines.
- That for 2022, the \$1,650 per stall fee be discounted by 50% and in 2023 the discount be removed.

Administration has since been working with Parks Canada to identify an application process that would be amenable to both organizations.

Discussion:

Administration believes the parameters presented in attachment A, which would form part of a discretionary use permit, are likely to be supported by Parks Canada. This approach also satisfies previous direction from Committee to provide for both longer term approvals and shorter term non-conforming installations.

As proposed, the avenue of appeal for any applicant who is denied as a result of the application of the Parks Canada architectural design and motif guidelines would be as shown in the diagram below.



Strategic Relevance:

Governance and Social Equity

- Seek out and pursue alternate sources of revenue

Economic Health and Fiscal Equity

- Continue to support tourism and economic development
- Where appropriate, improve equitable distribution of municipal service costs and ease the tax burden through the implementation of user fees

Financial:

Staff resources required to implement this program are included in the current operating budget.

Attachments:

- Attachment A: proposed parameters for sidewalk seating discretionary use permit application to Parks Canada.

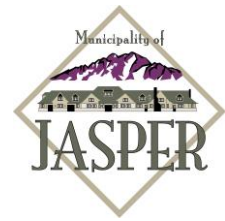
Attachment A: Sidewalk Seating Discretionary Use Permit Conditions

CONDITIONS:

1. Installations will only permitted May 15 to October 20.
2. Installations shall only be located on the sidewalk, with pedestrian sidewalk extensions located in the parking lane.
3. Sidewalk extensions into the street (at sidewalk height), fences (maximum 965 mm), railings and rails (minimum 865mm maximum 965mm), and planters shall all be made of wood either natural or treated / stained with natural wood colours.
4. Tents and Signage (including logos) will not be permitted.
5. Jersey Barriers will not be permitted.
6. Patio umbrellas, without logos, are permitted on Site, and must be neutral in colour (Black / Grey / White / Brown / Green).
7. For the 2022 season, non-conforming installations that had previously been used in 2021 will be accepted; with the exclusion of all tents, umbrellas and/or jersey barriers displaying advertising, logos, or non-conforming colours.

AGENDA ITEM 3.2

REQUEST FOR DECISION



Subject: Arena Ice Plant Replacement Contract
From: Bill Given, Chief Administrative Officer
Reviewed by: Christopher Read, Director of Community Development
Date: March 29, 2022

Recommendation:

That Council award the Jasper Arena Ice Plant Replacement Contract to ICOM Refrigeration in the amount of \$2,333,196.70.

Background:

The Jasper Arena is part of the Activity Centre, which is a Town owned facility located on a single block within the Town Site of Jasper. There are two separate buildings on the site – the Jasper Fitness and Aquatic Centre and the Jasper Activity Centre/Arena. The Activity Centre also houses the municipal administration offices, Wildflowers childcare centre, out of school care, the curling rink, and various community spaces including the multipurpose community hall.

The existing Arena Ice Plant, which supports the ice making for both the arena and curling rinks, is at end-of-life and is located next to the main entrance and across from the entrance to the childcare centre at the facility.

The Municipality of Jasper has included this project in the 2022 capital budget, and this contract amount is within the approved budget. WSP has been hired to provide project management services for the project, and as such has coordinated a bidding and selection process as described in their attached summary, including their recommendation of ICOM Refrigeration as the preferred bidder. Administration also supports this path forward.

It is anticipated that the project will run from summer 2022 through to construction completion in late 2022.

Strategic Relevance:

Organizational Health: ...improve the organizational health of the Municipality of Jasper by ... enhancing operational effectiveness, efficiency, responsiveness and adaptability,...

Financial:

The project will be funded through the approved 2022 capital budget.



March 24, 2022

RE: Jasper Ice Plant Replacement Project – Award Executive Summary

WSP, in conjunction and coordination with the Municipality of Jasper, prepared a Request for Proposals to provide design-build services of The Jasper Ice Plant Replacement. The Ice Plant was to be housed in a separate building NW of the main facility and was to be connected to already existing in-slab refrigeration piping routed to the arena and curling rink.

The RFP was released for public participation on Alberta Purchasing Connection on December 6, 2021 and closed on January 25, 2022. The closure of the RFP resulted in a response from two proponents: ICOM Refrigeration and Brenex Construction.

The Evaluation Team based their evaluation on the criteria set forth in the RFP; suitability of the proposed solution, the proponent's qualifications, and the price/costing rationale. The evaluation process consisted of reviewing the proposals individually, engaging in a group discussion, scoring the proposals individually, and averaging the results to determine the successful proponent. The preliminary round of evaluation yielded additional clarification questions to ensure the proposals are like-for-like comparisons. After obtaining clarification responses from the proponents, the team reconvened to discuss any changes to their scores in light of the clarifications.

After careful consideration, the Evaluation Team's results and averages determined ICOM Refrigeration to be the most appropriate proponent to facilitate the completion of the scope of work. As such, WSP recommends award for the Jasper Ice Plant Replacement Contract to ICOM Refrigeration in the amount of \$2,333,196.70.

Sincerely,

Cathy Wang

Project Manager

WSP Project Inc.

AGENDA ITEM 3.3

REQUEST FOR DECISION



Subject: Paid Parking Services RFP
From: Bill Given, Chief Administrative Officer
Reviewed by: Natasha Malenchak
Date: March 29, 2022

Recommendation:

That Council award the RFP for Mobile Parking Payment Technology Services to HotSpot Parking Inc. for a five year term to April 31, 2027.

Background:

On January 19, 2021, Council approved a Paid Parking Pilot Project for 2021. The 2021 pilot project ran from July 21 through until October 11 with paid parking in effect from 9am to 5pm daily for all 2-hour on-street parking in the downtown core. After direct expenses the 2021 pilot provided a net positive financial return to the municipality of just over \$33,000.

On January 4, 2022 Council approved the continuation of paid parking as a regular program of the municipality subject to specific operating parameters as defined by council including:

- The program to be in effect from May 1 to October 31 with the hours of operation from 9am to 9pm.
- The program area be expanded to additional on-street areas and identified off-street municipal lots.
- That signage be increased and physical kiosks be added.
- That residents be provided with credits equal to 500 hours of parking, and;
- That the 2022 rate structure be:
 - \$2/hr or \$12/day in designated off-street lots
 - \$3/hr in on-street spaces

On February 2, 2022 Administration issued a Request for Proposals (RFP) aligned with the operating parameters established by council. The RFP closed on February 15th.

Discussion:

The RFP proposed a five-year operating term with the opportunity to renew for either an additional five-year term, or 5 one-year terms at the sole discretion of the municipality. The municipality has the ability to adjust the service delivery parameters as needed through the course of the term.

Three valid submissions were received in response to the RFP and evaluated by administration.

Scoring Components & Evaluation

Evaluation of proposals was conducted by a committee including the directors of Finance and Administration, Protective and Legislative Services and the CAO. The information provided by through the RFP process resulted in the following consolidated scoring of the submissions:

Evaluation categories

Related Project Experience 40%
Service Plan/Schedule 20%
Budget 10%
References 30%

Proponent	Final Score
PaybyPhone	69.7
HotSpot	68.8
Honk Mobile	45.7

With less than 1 point separating the top two submissions, the evaluation identified that the solutions proposed by either PaybyPhone or HotSpot were capable of serving the Municipality's needs. The solutions and price are extremely similar when evaluated in isolation.

In making the recommendation to award to HotSpot administration is additionally acknowledging that the established relationship and experience working with Hotspot in 2021 have value that needs to be considered. This familiarity will enable a more efficient and effective start up and delivery of the program for Jasper.

Section 7. (a) in the terms of the RFP specifically state that the "...highest rated, lowest priced, or any proposal will not necessarily be accepted."

Strategic Relevance:

Governance and Social Equity

- Seek out and pursue alternate sources of revenue

Economic Health and Fiscal Equity

- Pursue equitable allocation of costs between the community and visitors and among community rate-payers by expanding visitor user fees where feasible.
- Where appropriate, improve equitable distribution of municipal service costs and ease the tax burden through implementation of user fees.

Financial:

Paid Parking Revenue is included in the 2022 operational budget.