

MUNICIPALITY OF JASPER  
**REGULAR COUNCIL MEETING AGENDA**  
September 21<sup>st</sup>, 2021 | 9:30 am  
Conducted virtually through Zoom



**Notice:** Meetings are currently being conducted virtually. Presentations and public attendance at meetings will continue to be online until further notice. Council meetings are also archived on YouTube for viewing anytime. **To live-stream this meeting starting at 9:30 am, use the following Zoom link: <https://us02web.zoom.us/j/87657457538>**

- 1 CALL TO ORDER**
- 2 APPROVAL OF AGENDA**  
2.1 Regular meeting agenda, September 21, 2021 attachment
- 3 APPROVAL OF MINUTES**  
3.1 Regular meeting minutes, September 7, 2021 attachment
- 4 PRESENTATIONS**
- 5 BUSINESS ARISING FROM PREVIOUS MINUTES**
- 6 DEPARTMENT REPORTS**  
6.1 John Greathead – Director of Operations attachment
- 7 REQUESTS FOR DECISION**  
7.1 Community Conversations Policy attachment  
7.2 Franchise Fees attachment  
7.3 Provincial Public Health Restrictions – CAO Bill Given verbal
- 8 BYLAWS**  
8.1 Bylaw Summary attachment
- 9 CORRESPONDENCE FOR INFORMATION, CONSIDERATION OR ACTION**
- 10 OTHER NEW BUSINESS**
- 11 COUNCILLOR REPORTS**  
[11.1 Council’s appointments to boards and committees](#)
- 12 UPCOMING EVENTS**  
Municipal Election All Candidates Forum – October 4, 2021 – being held virtually  
Advance Votes – Wednesday, October 6 & 13, 2021 – Activity Center  
Institutional Vote – Wednesday, October 13, 2021 – Seton Hospital, Pine Grove, Alpine Summit  
Election Day – Monday, October 18, 2021 – Activity Center  
Annual Ambassador/Business Awards – October 20<sup>th</sup> – being held virtually
- 13 ADJOURNMENT**

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

Municipality of Jasper  
**Regular Council Meeting Minutes**  
 Tuesday, September 7, 2021 | 9:30 am  
 Conducted virtually through Zoom

Virtual viewing and participation	This meeting was conducted virtually through Zoom. Public viewing and public participation during Council meetings is through Zoom livestreaming.						
Present	Mayor Richard Ireland, Councillors Paul Butler, Bert Journault, Helen Kelleher-Empey and Scott Wilson						
Also present	Bill Given, Chief Administrative Officer Yvonne McNabb, Director of Culture & Recreation Emma Acorn, Legislative Services Coordinator Amanda Stevens, Communications Officer Michelle McCarry, Energy Associates International Jay Manoharan, Energy Associates International 13 observers						
Absent	Deputy Mayor Rico Damota and Councillor Jenna McGrath						
Call to order	Mayor Ireland called the meeting to order at 9:32am.						
Approval of agenda #376/21	MOTION by Councillor Wilson – BE IT RESOLVED that Council approve the agenda for the September 7 <sup>th</sup> , 2021 regular meeting as presented.						
	<table border="0" style="width: 100%;"> <tr> <td style="text-align: left;">FOR</td> <td style="text-align: center;">AGAINST</td> <td></td> </tr> <tr> <td style="text-align: left;">5 Councillors</td> <td style="text-align: center;">0 Councillors</td> <td style="text-align: right;"><b>CARRIED</b></td> </tr> </table>	FOR	AGAINST		5 Councillors	0 Councillors	<b>CARRIED</b>
FOR	AGAINST						
5 Councillors	0 Councillors	<b>CARRIED</b>					
Approval of regular minutes #377/21	<p>MOTION by Councillor Butler – BE IT RESOLVED that Council approve the minutes of the August 17<sup>th</sup>, 2021 regular meeting with the following amendment:</p> <ul style="list-style-type: none"> <li>• Add the names Paul Butler, Helen Kelleher-Empey, and Bill Given to the list of attendees to the AUMA meeting referred to in the Councillor Reports.</li> </ul>						
	<table border="0" style="width: 100%;"> <tr> <td style="text-align: left;">FOR</td> <td style="text-align: center;">AGAINST</td> <td></td> </tr> <tr> <td style="text-align: left;">5 Councillors</td> <td style="text-align: center;">0 Councillors</td> <td style="text-align: right;"><b>CARRIED</b></td> </tr> </table>	FOR	AGAINST		5 Councillors	0 Councillors	<b>CARRIED</b>
FOR	AGAINST						
5 Councillors	0 Councillors	<b>CARRIED</b>					
Presentations Energy Associates International	Michelle McCarry and Jay Manoharan with Energy Associates International gave Council an overview of the factors taken into consideration when deciding on a natural gas procurement plan. The presentation included a breakdown of natural gas bill rates; wholesale market supply chain; natural gas drivers and the effects of COVID-19 on prices; and recommendations for next steps. Councillors asked questions to clarify the current plan, future considerations, and the amount of flexibility in the proposed motion on the natural gas procurement plan.						
Business arising from previous minutes	Council asked for clarification in regards to the status of allocations made to the COVID Reserve Fund which was discussed during the July 27 <sup>th</sup> Committee of the Whole meeting. Councillor Butler asked that “2021 Reserve Contributions” be added to the next Committee of the Whole agenda.						
Culture and Recreation Department Report	<p>The Director of Culture and Recreation, Yvonne McNabb, presented a department report, highlighting the hard work of current staff members, especially Brooke Ereth and Angella Franklin, who are juggling many challenging tasks including implementing new provincial masking requirements; recruiting with staff shortages across town; orientating and training of new staff; and scheduling. There is a nationwide shortage of lifeguards at the present which also adds to staffing pressure as students head back to school.</p> <p>The Activity Centre is getting back to a busy schedule and staff was commended for pivoting well with the new provincial masking requirements which were announced Friday. Culture &amp; Recreation staff are receiving questions about policies regarding vaccination requirements for use of the facility.</p>						

Natural Gas Procurement RFD #378/21	MOTION by Councillor Kelleher-Empey – BE IT RESOLVED that Council approve the purchase of Natural Gas under a partial-hedge, fixed price contract for a term of up to four years.	FOR 5 Councillors	AGAINST 0 Councillors	<b>CARRIED</b>
National Day for Truth and Reconciliation RFD #379/21	MOTION by Councillor Wilson - BE IT RESOLVED that Council proclaim September 30 <sup>th</sup> , The National Day for Truth and Reconciliation, in the Municipality of Jasper; and that Council direct administration to work with community and Indigenous partners to prepare a plan to honour and recognize the day.	FOR 5 Councillors	AGAINST 0 Councillors	<b>CARRIED</b>
Evergreens Foundation Capital Plan #380/21	MOTION by Councillor Butler – BE IT RESOLVED that recognizing the requisitioning authority of the Evergreens Foundation (EGF), Council confirms support of the Foundation’s Strategic Plan and support of the EGF in the development of new seniors’ supportive housing in Wildwood and Victor Lake.	FOR 5 Councillors	AGAINST 0 Councillors	<b>CARRIED</b>
Bylaw Summary	Council received a summary of bylaws currently in force.			
Correspondence	None			
Other new business	None			
Council reports	Councillor Kelleher-Empey indicated that the Community Futures Business Walk scheduled for September 13 <sup>th</sup> has been cancelled due to the current COVID conditions.  Mayor Ireland reported the Wednesday, September 1 <sup>st</sup> public information session conducted on Zoom for the Connaught Utility Servicing Project is available on the Municipality’s YouTube Channel. Mr. Given hosted the meeting and Mike Steffler from WSP was also available for technical information.  Mayor Ireland attended an AUMA Municipal Governance Committee meeting Friday of last week. A particular topic of interest was a discussion regarding municipalities’ ability to declare entertainment districts in their communities.			
Upcoming events	Council received a list of upcoming events for information.			
Adjournment #381 /21	MOTION by Councillor Journault – BE IT RESOLVED that, there being no further business, the regular meeting of September 7 <sup>th</sup> , 2021 be adjourned at 11:08am.	FOR 5 Councillors	AGAINST 0 Councillors	<b>CARRIED</b>

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Mayor

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Chief Administrative Officer

## DIRECTOR'S REPORT



**Submitted by:** John Greathead, Director of Operations

**Date:** September 21, 2021

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### Synopsis:

This has been an incredibly busy year at Operations, where we have seen some staff turnover; had difficulty sourcing contractors and materials; faced rapidly changing pricing on almost everything we need to purchase; experienced delays having goods delivered; and took on a significantly larger workload than the last several years.

We were very fortunate to hire some great people for term and casual positions to manage the workload and I feel confident about completing much more work before this year ends. Morale within the Department is high and it is a daily pleasure for me to work with this crew.

We are currently sitting quite well within our budget and our capital purchases are on track.

### Utilities:

- 1) During the last 18 months a significant effort has been made to improve our metering, and stopping water loss. We can now account for 78% of the water produced (from ~45%).
- 2) Flow monitoring has been initiated on several sewer lines to ensure we are accurately reflecting usage.
- 3) Routine maintenance procedures such as water hydrant flushing and sewer main cleaning have been completed for the year. Problem areas will continue to have the sewer mains cleared monthly to prevent sewage back-ups.
- 4) We have hired 2 new staff within the Utilities Department to fill vacant positions.
- 5) The AEP required sampling for the "Lead Monitoring Program" has been completed. The lab results should be returning to the Municipality very soon. Our past lead sampling has never been a cause of concern.

### Roads:

- 1) Paving work is currently underway and should be completed by the first week of October. Major areas of work included milling and repaving on Geikie Street and Miette Avenue. Numerous other small repairs are also planned for this season.
- 2) Crack sealing on some of the roads was completed this year. We were unable to accomplish the amount of work we wanted due to shortages of the crack sealing material.
- 3) Numerous sidewalk repairs have been completed, including grinding of trip hazards and mud jacking to raise panels that had sunk.
- 4) The crosswalk has been installed on Bonhomme St by Willow Ave, as well as stop signs and paint lines on Elm St to address safety concerns raised by the schools.
- 5) Most of the street benches have been repaired and refurbished this year.
- 6) We will be trialling a "Green Alley", and will be constructing the structure this fall. We anticipate that this reduce some flooding as stormwater will infiltrate the ground easily,

reduce dust complaints, make maintenance simpler, and add a beautifying touch to our Town.

- 7) New bike racks are being constructed and will be installed later this year. We are working with Tourism Jasper to make them appealing as we did with the new street garbage bins.

#### **Grounds:**

- 1) Replacement of 60 trees along the median of Connaught Drive and in the Central Business District have been completed.
- 2) The large trees barrels were removed and replaced with a less obtrusive material as a trial. Hopefully this will be enough to discourage the elk and deer from harming our trees.
- 3) 7 picnic tables were replaced at Robson Park.
- 4) Material has been ordered to replace many of the planter boxes that have deteriorated over time. The removal and replacement of planters is anticipated to be completed over the next few months.
- 5) Numerous repairs and upgrades have been completed to the irrigation system throughout Town. This will be an on-going process over the next several years as we will be replacing many of the in ground vaults that house the controls and valves.
- 6) Numerous memorial benches have been replaced and several more are currently under construction.
- 7) We have continued to invest in electrically powered mowers, weed trimmers and leaf blowers for the Grounds crews. This equipment reduces exposure to harmful fumes and is usually much quieter to operate.

#### **Solid Waste and Recycling:**

- 1) We are still frustrated with the commercial cardboard issue in the Central Business District and will be coming to Council in the near future with some initiatives to consider which will assist the Department.
- 2) The new style garbage cans with decorative wraps are being installed throughout the Town.

#### **Fleet:**

- 1) We have disposed of some of our surplus vehicles including the Flat Bed Crane truck, and the WWTP Sludge truck.

#### **Facilities:**

- 1) We have hired term employees to cover staff vacancies.
- 2) We have been responding to more than anticipated maintenance needs at the aquatic centre.
- 3) Minor maintenance and painting has occurred at the Operations Building to improve the offices, lunch room and other common areas.
- 4) We conducted a work bee one afternoon to tidy up the grounds of the Operations Building.
- 5) We have been cleaning up the areas behind the Bylaw Office building to store materials such as sand, gravel and topsoil in a more organized manner.

## Other Items:

- 1) Operations has been working on the Lease Renewals in the Cabin Creek area. We have standardized our processes and have been issuing Easement and Encroachment agreements. We anticipate being able to shorten the process and aim to be able to complete these requests in a much more timely fashion.
- 2) Operations Staff assisted Parks Canada cleaning up the Marmot Pit so that we could use this site to support the Connaught Offsite Services project. We anticipate seeing significant savings for the project by reducing the travel time for handling and hoarding materials.
- 3) The Tesla Supercharger project is nearly complete, and the project should wrap up soon with paving, line painting and restoration of the disturbed ground still to complete.

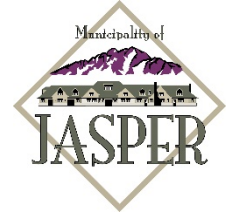
## Capital Projects:

- 1) The Capital work planned for the Library is in-progress, with some delay due to the Historic nature of the Project.
- 2) The keyless entry system at the Operations building is complete.
- 3) The used oil system project is in-progress and will be completed this year.
- 4) The Lock Out project has been delayed due to staffing shortage, anticipated to be complete later this year.
- 5) The Fall Restraint project will be going out for RFP in the near future.
- 6) The Wayfinding Project will be going out for Tender this autumn.
- 7) The Landscaping Truck was purchased earlier this year and is now in use.
- 8) The AMA building project is in-progress. Demolition work is expected to commence in the next few weeks.
- 9) The ¼ ton pickup has been ordered and delivery expected in Feb. 2023
- 10) The SCADA upgrades have been identified at this point and have been working with our current service provider on the various options and componentry needed. In-progress
- 11) The compost screener for use at the waste Transfer Station has been researched. We expect to issue a call for quotes this autumn.
- 12) The Hydraulic Modelling program is in the process of being defined. Administration has reached out to our consultants as well as other Municipalities to have a well-defined scope of work before proceeding with this. We expect to have this RFP out by December.
- 13) The Sewer Camera purchase will be happening in the immediate future. We have had several vendors come to Jasper to demonstrate their products for our Utilities staff.
- 14) The Service Truck with Crane has been ordered and delivery is planned for January 2023.
- 15) The various options for the sludge truck replacement are still under consideration. As part of the centrifuge replacement project, we may be modifying how we handle bio-solids, and therefore have been somewhat hesitant on this purchase.
- 16) The new solid waste vehicle has been ordered and delivery is expected by spring 2023. We have opted to have a compactor installed on a higher volume truck. This is expected to vastly improve our efficiency.
- 17) The replacement forklift has been ordered after a public procurement process. We expect to have delivery arranged in the near future.
- 18) Most of the other purchases have been mentioned elsewhere in the report.
- 19) The Connaught Services project has been progressing well with only a few minor unforeseen complications.

## **Health and Safety:**

- 1) Operations is in the process of going paperless with most of our required documentation including vehicle inspections, safe work procedures, tail board meetings etc. This will make our required reporting and our audit process much less cumbersome.
- 2) We have been conducting H&S meetings on a monthly basis including all staff at Ops. We have been placing a keener focus on in house training and have invested in getting staff certified to be able to provide this training.
- 3) We have also provided other training related to H&S for staff and I am pleased to report that safety has taken a much more serious role at Operations.

## REQUEST FOR DECISION



**Subject:** Community Conversations Policy

**From:** Bill Given, Chief Administrative Officer

**Prepared by:** Christine Nadon, Legislative Services Manager  
Lisa Riddell, Community Development Manager

**Date – Discussion:** July 13 & July 27, 2021; August 10 & 17, 2021; September 14, 2021

**Date – Decision:** September 21, 2021

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### Recommendation:

- That Council approve the Community Conversations policy as presented.

### Alternatives:

- Direct Administration to make changes to the draft policy and bring this matter back to an upcoming Committee of the Whole meeting; or
- Maintain the current boards and committees approach and not approve the draft policy.

### Background:

At the July 13, 2021 Committee of the Whole, Council directed Administration to draft a Community Conversations policy to support the development of a more effective and consistent approach to engaging the community on specific areas of interest. Edits approved by Council at the July 27, 2021 Committee of the Whole meeting are reflected in the attached draft policy.

The Community and Family Services department currently uses Community Conversations as a structured but somewhat informal process to engage the public on issues in the social realm. The formalization of Community Conversations through policy would reduce ambiguity, reduce inconsistency, define clear mandates and areas of focus, and improve the flow of information between Council, Administration and participating community members. A policy would also offer Council more flexibility around targeting the mandated areas of focus, as well as support the development, review and ongoing refinement of clear administrative procedures.

### Discussion:

The draft Community Conversations policy attached to this report presents information on role clarity; format; areas of focus; membership; and information flow for the proposed engagement model. The areas of focus presented reflect the current trends and observations gathered from current Community Conversations as well as the areas of interest identified by Council in the context of a targeted boards and committees review.

### Resource allocation

Implementation of the draft policy would require additional resource allocation to support the process. Based on the current Community Conversations model, duties associated with the new areas of focus would include:

- Marketing, receiving participant applications, revising the schedule, keeping web content current;
- Facilitating the conversation;



- Taking and distributing notes to participants;
- Information gathering on relevant trends and opportunities;
- Synthesizing recommendations to Council; and
- Presenting reports to and answering any questions from Council.

In addition to staff (or contractor) time required to perform the aforementioned duties, Council may wish to consider complementary funding to enable Administration to take action on small items as they arise, such as initiating communications campaigns (i.e. posters and ads) or hosting training sessions on specific topics arising from Community Conversations. Administration is proposing that the discussion on resource allocation be included in the 2022 operating budget discussions.

#### Culture and Recreation Board

If supported by Council, the new Community Conversations engagement model with focus areas in *Arts and Culture* and *Recreation* would effectively cover the scope of the current Culture and Recreation Board. Administration's recommendation on this item would be that Committee recommend Council disband the Culture and Recreation Board and work on engaging current board members under the new approach. This recommendation would not come forward until an alternative engagement method is in place, in an effort to ensure a meaningful transition for Jasper residents appointed to the existing board.

#### **Relevant Legislation:**

The establishment of boards and committees is discretionary under the *Municipal Government Act*. However, if a Council wishes to have boards and committees, they must be established by bylaw (s. 145). The current proposal is presented as an engagement strategy, and therefore would fall outside of the scope of boards and committees as defined in the *Municipal Government Act*.

#### **Strategic Relevance:**

- Governance and Social Equity.
  - ...continuing provision of good governance, reflecting responsible, representative democracy at the local level, reinforcing openness, transparency and accountability, promoting equity, inclusion and respect in municipal administration and service provision
  - 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...

#### **Financial:**

Existing *Community Conversations* in the social realm are funded through the provincial Family and Community Social Services (FCSS) funding the Municipality receives annually. While the process may evolve to meet a new municipal policy, the current resource allocation is not expected to grow significantly for this area of focus. The additional resource requirement will be dependent on the policy-level direction set by Council. While some staff time is currently dedicated to operating the Culture and Recreation Board, the implementation of the *Community Conversations* model will come with an additional need for strong facilitation, communication and reporting skills. Administration is proposing that this discussion could be held as part of the 2022 operating budget presentations.

#### **Attachments:**

- Policy A-005: Community Conversations

**Policy Title:** Community Conversations Policy

**Policy #: A-005**

**Date adopted by Council:** \_\_\_\_\_

## 1. POLICY STATEMENT

The Municipality of Jasper recognizes the role of meaningful resident engagement to help ensure that municipal services and programs remain responsive to changing community needs.

The Municipality of Jasper is committed to engaging residents in identifying and exploring needs impacting the community and developing locally driven solutions to address those needs, through regular, facilitated *Community Conversations*.

As an addition to other communication channels and processes, *Community Conversations* are intended to facilitate dialogue and information flow: between residents; from residents to the municipality; and from the municipality to residents.

## 2. PURPOSE

The Municipality of Jasper will, by adopting this policy:

- Establish role clarity for Council, Administration and Residents participating in *Community Conversations*,
- Set out a consistent format for *Community Conversations*,
- Identify areas of focus for *Community Conversations*;
- Describe who may participate in *Community Conversations*, and;
- Define the expected information flow between *Community Conversations* and the municipality.

## 3. RELATED INFORMATION

### Membership

All residents of Jasper are welcome to participate in Community Conversations. Additionally, **an individual professional** representing an agency or organization that serves the community of Jasper is welcome to participate. This also includes anyone working on a time-limited project whose focus is on the community of Jasper. There is a short application process and individuals can apply and start participating at any time throughout the year.

### Roles

Councillors appointed to Community Conversations are expected to attend and share information on current Council topics of discussion but should not represent themselves as expressing the opinion or position of Council unless speaking to an action approved by a majority of council members via motion. Appointed Councillors are NOT expected to report back to all of Council summarizing what was talked about at Community Conversations.

Administration is expected to support Community Conversations by seeking participants, engaging participants, facilitating the conversations, taking notes and ensuring a smooth flow of information from residents participating in Community Conversation through to Council and back.

Participants in Community Conversations are expected to have read and understood the Municipality's Community Conversations Policy and administrative procedures. They are not expected to facilitate, take notes or report directly to Council. Participants may choose to assist to facilitate conversations or break-out room style conversations. Participants are not prevented from presenting to Council representing themselves as individual residents of Jasper or representing a community group or external agency but

**Policy Title:** Community Conversations Policy

**Policy #: A-005**

**Date adopted by Council:** \_\_\_\_\_

should not represent themselves as expressing an opinion on behalf of other Community Conversations participants. Participants may determine via consensus what items to include in summary reports to council, or what response to provide to a matter referred to Community Conversations by council.

**Areas of Focus**

Community Conversations will be structured to support dialogue in the following focus areas:

- Social Wellbeing (by life-stage)
  - Early Childhood
  - School Age
  - Adults
  - Seniors
- Arts and Culture
- Recreation
- Environmental Responsibility

**Format**

Area of Focus	Length of Conversation	Frequency of Conversation	# per year
Early Childhood	1hr	Monthly	9 (excl. Jul, Aug, Dec)
School Age	1hr	Monthly	9 (excl. Jul, Aug, Dec)
Adults	1hr	Monthly	9 (excl. Jul, Aug, Dec)
Seniors	1hr	Monthly	9 (excl. Jul, Aug, Dec)
Arts and Culture	1hr	Monthly	9 (excl. Jul, Aug, Dec)
Recreation	1hr	Monthly	9 (excl. Jul, Aug, Dec)
Environmental Responsibility	1hr	Monthly	9 (excl. Jul, Aug, Dec)

**Information Flow**

**Community Conversations to Council**

Each community conversation focus area shall provide a report summarizing the trends and opportunities identified to Committee of the **Whole a minimum of three times** per year. Reports shall be presented by administration using standard municipal report processes.

Report to Council	For the period covering
December (first COTW)	September to November
April (first COTW)	January to March
July (first COTW)	April to June

**Council to Community Conversations**

Council may, via motion approved by a majority of council members at regular council or committee of the whole, choose to refer matters to a Community Conversation for feedback and community input.

**4. RESPONSIBILITIES**

**CAO**

- Designate administrative resources, within approved budgets to support Community Conversations.

**Policy Title:** Community Conversations Policy

**Policy #: A-005**

**Date adopted by Council:** \_\_\_\_\_

- Approve any procedures related to the policy.

*Council*

- Budget appropriate resources to support Community Conversations.
- Ensure that a municipal councillor is appointed to participate on each *Community Conversation*.
- Receive information, recommendations from *Community Conversations'* participants.
- Establish by policy the areas of focus for *Community Conversations*.

DRAFT



## REQUEST FOR DECISION

Subject: ATCO Franchise Fees

Prepared by: Bill Given, Chief Administrative Officer

Reviewed by: Natasha Malenchak, Director of Finance and Administration

Date - Notice: Sept 14, 2021

Date – Decision: Sept 21, 2021

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### Recommendation:

That Council approve an increase of 2% to the ATCO Electricity franchise fee and; an increase of 2% to the ATCO Gas Franchise fee.

### Alternatives:

- Receive this report for information and take no action.
- Recommend a franchise fee increase of another amount.

### Background:

ATCO Electric has a current agreement with the Municipality of Jasper having a term of 10 years commencing July 22, 2012, to July 22, 2022. The fee in collected by the Municipality has not changed in 9 years.

ATCO Gas is also in a current agreement for 10 years that commenced March 1st of 2017 and expired February 28th, 2027. The gas franchise fee has also remained the same since the beginning of this agreement.

Pursuant to Section 45 of the *Municipal Government Act* (MGA), the Municipality has granted the right to provide electricity and gas utilities to ATCO Electric and ATCO Gas and Pipeline Ltd. ("ATCO") respectively. These agreements grant the companies exclusive rights to provide electricity and natural gas within the Municipality of Jasper and includes utility rights-of-way and exclusive use or access to municipal lands in order to provide electricity and natural gas distribution services to their customers.

In exchange for granting the franchises, the Municipality may charge the companies a franchise fee, which they pass on to their customers.

The fees are calculated as a percentage of the distribution charges and is shown separately on customer bills. The Alberta Utilities Commission ("AUC") is responsible for regulating electricity and gas utilities, including the approval of franchise fees.

AUC Rule 29 Applications for Municipal Franchise Agreements and Associated Franchise Fee Rate Riders allows the Municipality to amend franchise fee rates annually by applying for a rate change and advertising a proposed rate change not less than 45 days prior to its implementation. The AUC has set franchise fee caps of 20% on electric utilities and 35% on gas utilities.

**Discussion:**

As shown in the table to the right, franchise fees make up a material portion of the municipality’s non-property tax revenue. Looking forward, in 2022, the combined total increase as recommended, would help offset increases in Municipal tax requisition by \$122,262. Franchise Agreements allows for an annual change to the franchise fee percentage, but this right has not been exercised for several years.

Jasper Franchise Fee Annual Revenue		
	Electricity	Gas
2016	\$215,160.58	\$191,652.62
2017	\$229,319.52	\$218,133.43
2018	\$236,554.77	\$173,164.54
2019	\$246,556.52	\$196,344.41
2020	\$232,499.79	\$189,933.39
2021 YTD	\$124,278.97	\$114,638.96

A survey of comparator municipalities shows that franchise fees in Jasper are below average.

	Franchise Fee Rate Comparator		
	Electricity	Gas	Combined Average
Jasper	6%	17%	23%
Banff	6.00%	31.20%	37%
Canmore	12.00%	27.00%	39%
Hinton	12.70%	14.60%	27%
Edson	4.75%	20.00%	25%
Okotoks	20.00%	5.25%	25%
Red Deer	0.00%	35.00%	35%
Grande Prairie	10.00%	25.00%	35%
Cold Lake	4.25%	13.00%	17%
<b>Average</b>	8.71%	21.38%	30%

There is a limited window of opportunity to direct a change in the fee if it is to have effect for the 2022 municipal budget year.

The Municipality must first decide if a change is required and what the new fee percentage should be. A public notice of the proposed change, including the effect of the change for the average residential customer, must be published in in the local newspaper with the greatest circulation.

Residents must have at least 14 days from the publication of the notice to make their concerns known to the Municipality and the Municipality is to respond to these concerns.

The Municipality will then advise ATCO by letter the new desired fee percentage. This letter must include a copy of the public notice with publication details (date and name of newspaper), and any comments the Municipality wants to include on the public response.

Copies of the Municipality’s letter and public notice will be included with the application. ATCO must receive the municipality’s request (complete with a copy of the notice) by **November 12, 2021**. ATCO will then apply to the AUC to change the rate in order to obtain approval and commence billing the new fee effective January 1, 2022.

Below chart represents the change in revenue for each commodity for every 1% change in franchise fee collection:

Year	Rate	Electricity Distribution	Franchise fee	Every 1% increase
Estimated 2021	6%	\$4,044,809	\$242,688.54	
Estimated 2022	6%	\$4,687,934	\$281,276.04	
	7%	\$4,687,934	\$328,155.38	\$46,879.34
Year	Rate	Gas Distribution		
Estimated 2021	17.10%	\$1,264,558	\$216,239.42	
Estimated 2022	17.10%	\$1,425,190	\$243,707.49	
	18.10%	\$1,425,190	\$257,959.39	\$14,251.90

**Impact Estimates (increase per month based on 1% of change)**

**Electricity**

**Residential** – based on an average of 625kWh/month would see a monthly increase of \$1.23.

**Small Commercial** - based on an average of 20kw of demand and a usage of 7500kWh/month would see a monthly increase of \$5.17.

**Large Industrial** (example: hotels) – based on an average 50kw of demand and a usage of 16,650kWh/month would see a monthly increase of \$11.45.

**Gas**

**Residential** – based on average use of 10GJ/month would see a monthly increase of \$0.56.

**Commercial** (applies to over 90% of commercial customers in Jasper) – based on average use of 32GJ/month would see a monthly increase of \$1.10.

**Relevant Policy:**

[Bylaw 158 ATCO Electric Franchise Authorization Bylaw](#)

[Bylaw 198 ATCO Gas and Pipelines Limited Franchise Agreement Bylaw](#)

*Albert Municipal Government Act - Section 45*

*Electric Utilities Act*

*Gas Utilities Act*

**Strategic Relevance:**

Governance: ...reinforcing openness, transparency, and accountability

Seek out and pursue alternate sources of revenue

**Implications of Recommendation:**

Municipality of Jasper will be able to secure non-property tax revenue for coming year(s), effective January 1, 2022.

**Follow up actions:**

Administration to follow advertising guidelines and application procedures to ensure timely enactment should it be direction from council.

# Municipality of Jasper Bylaw Summary

Updated: 9/3/2021

	Bylaw	Date Repealed	Repeals Bylaw	Replaced by Bylaw	Scheduled date for next reading			Date Forwarded	Date Certified
					First Reading	Second Reading	Third Reading & Approval		
240	Connaught Utilities Local Improvement Tax Bylaw				2021-July-6	2021-Aug-17	2021-Aug-17		2021-Aug-4
239	Connaught Utilities Borrowing Bylaw				2021-July-6	2021-Aug-17	2021-Aug-17		2021-Aug-4
238	Temporary Compulsory Face Covering Repeal Bylaw		228, 230 & 231		2021-Jun-15	2021-Jun-15	2021-Jun-15	2021-Jun-10	2021-Jun-11
237	Rotation of Ballots Bylaw 2021		204		2021-Jun-01	2021-Jun-01	2021-Jun-15	2021-May-26	2021-May-28
236	Taxation Rates Bylaw 2021		227		2021-May-18	2021-Jun-01	2021-Jun-01	2021-May-26	2021-May-28
235	Code of Conduct for Elected Officials Bylaw				2021-May-18	2021-Jun-01	2021-Jun-15	2021-May-26	2021-May-28
234	Supplementary Tax Bylaw 2021		225		2021-Jan-19	2021-Jan-19	2021-Feb-02	2021-Jan-20	2021-Jan-22
233	Supplementary Assessment of Improvements 2021		224		2021-Jan-19	2021-Jan-19	2021-Feb-02	2021-Jan-20	2021-Jan-22
232	Utility Fees Levy and Collection Bylaw 2021		226		2021-Jan-05	2021-Jan-05	2021-Jan-05	2020-Dec-24	2020-Dec-24
231	Temporary Compulsory Face Covering Amending Bylaw #2				2020-Dec-08	2020-Dec-08	2021-Jan-05	2020-Dec-09	2020-Dec-10
230	Jasper Temporary Compulsory Face Covering Bylaw Amending Bylaw				2020-Sept-08	2020-Sept-08	2020-Sept-15	2020-Sept-08	2020-Sept-10
229	CMHC Borrowing Bylaw 2020				2020-Aug-18	2020-Aug-18	2020-Sept-01	2020-Aug-18	2020-Aug-19
228	Temporary Compulsory Face Covering Bylaw				2020-Aug-04	2020-Aug-04	2020-Aug-04	2020-Aug-04	2020-Aug-04
227	Tax Rates Bylaw 2020		217	236	2020-May-19	2020-May-19	2020-May-26	2020-May-19	2020-May-20
226	Utility Fees Levy and Collection Bylaw 2020 A	2021-Jan-05	223	232	2020-Apr-07	2020-Apr-07	2020-Apr-14	2020-Apr-07	2020-Apr-08
225	Supplementary Tax Bylaw 2020		214		2020-Jan-21	2020-Jan-21	2020-Feb-04	20-Jan-22	20-Jan-23
224	Supplementary Assessment of Improvements 2020		213		20-Jan-21	2020-Jan-21	2020-Feb-04	20-Jan-22	20-Jan-23
223	Utility Fees Levy and Collection Bylaw 2020		212		19-Dec-17	19-Dec-17	20-Jan-07	19-Dec-19	19-Dec-23



# Municipality of Jasper



List of recommendations  
Regular meeting, Tuesday, September 21, 2021

## **Additions to agenda**

That Council agree to add/delete the following items to the September 21<sup>st</sup>, 2021 regular meeting agenda:

## **Approval of agenda**

That Council approve the agenda for the regular meeting of September 21<sup>st</sup>, 2021 as presented.

## **Approval of minutes**

That Council approve the minutes of the September 7<sup>th</sup>, 2021 regular Council meeting as presented.

## **Community Conversations Policy**

That Council approve the Community Conversations Policy as presented

## **Franchise Fees**

That Council approve an increase of 2% to the ATCO Electricity Franchise Fee and; an increase of 2% to the ATCO Gas Franchise Fee.

## **Adjournment**

That, there being no further business, the regular meeting of September 21<sup>st</sup>, 2021 be adjourned at

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