

**MUNICIPALITY OF JASPER
COMMITTEE-OF-THE-WHOLE MEETING**

DATE: Tuesday, February 10, 2015
 PLACE: **ESB meeting room**
 TIME: 9:30 a.m.
 PRESENTATION: 9:30 a.m. Tourism Jasper "Living the Brand"

A G E N D A

- 1.0 Call to Order
- 2.0 Additions to Agenda
- 3.0 Approval of Agenda
 - 3.1 February 10, 2015
- 4.0 Approval of Minutes
 - 4.1 January 27, 2015 attachment
- 5.0 Presentation
 - 5.1 Tourism Jasper "Living the Brand" (20-30 minutes) Mary Darling
- 6.0 Business Arising
- 7.0 Brief Updates
 - 7.1 Library report attachment
 - 7.2 Christmas Office Closures – request for direction attachment
- 8.0 Budget (Notice)
 - 8.1 RFD Final Figures attachment
- 9.0 Correspondence for Consideration
- 10.0 Council Representation on Various Boards, Upcoming Meetings
- 11.0 Upcoming Events
 - February 10 – Chamber mtg, 8 am @ The Crimson
 - February 12 - Taste of Jasper (Mayor to speak)
 - February 13 – MGA Standing Committee meeting (Mayor to attend)
 - February 24 – LEED celebration 1 pm – location to be advised
- 12.0 In Camera
 - 12.1 Deliberative mater (FOIP)
- 13.0 Adjournment

Deputy Mayor Wall advised that he is now Chairman of the Community Futures Committee. He advised that Community Futures and Western Diversification Fund meeting will be held in Quebec City at the same time as the FCM convention is held in Edmonton. Great possibility that the Deputy Mayor will be travelling to Quebec City in June. A brief discussion ensued on Western Diversification in northern Ontario giving out money for tourism in that province. Mayor Ireland suggested that this might be worth looking into.

Councillor Arsenault advised that she recently attended an ESAC meeting, where David Ireland joined the committee as a new member for the next two years. Councillor Arsenault also assisted with the Museum's Hops 'n Scotch event, will attend the Living the Brand event tomorrow, as well as the Social Media webinar on Thursday, January 29th.

Councillor Nesbitt advised that some community members are showing lots of interest in the Tour of Alberta. A session will be held on February 4th from 10 am to 5 pm at the Jasper Inn to set up a local committee with volunteers. Mayor Ireland and the CAO to attend this event. CAO will decide who will take part from the Municipal administration side.

Councillor Damota would like to see Strategic Plan on committee agendas on a regular basis so as not to lose track of some business items. He would like an update on where we are with future meetings with the towns of Banff and Canmore. Mayor Ireland indicated that a meeting had been arranged with the Minister of Municipal Affairs for February 6th, but that has now been postponed and rescheduled for the time of the Mayors' Caucus meetings in Edmonton in March. The CAO to bring forward the Strategic Plan at the last committee meeting of the month.

- | | |
|-------------------|---|
| In Camera Session | The in camera session was cancelled due to the CAO not being able to attend the meeting. |
| Adjournment | Motion by Councillor Damota that, there being no further business, the meeting be adjourned at 10:10 a.m. |

CAO REPORT

Subject: Library Project Update for January 2015

Prepared by: Mark Fercho, CAO

Date: February 10, 2015



The Municipality, the architects, the engineers, and the contractor developed a clear project plan to complete the construction of the Jasper Library and Cultural Centre project that does not increase the project cost or decrease the project scope for the completion.

The Municipality of Jasper shared the project schedule with the community in December 2014, as everyone was invited to be aware of the goals we will be monitoring through to project completion and opening of the facility. All parties are working together to produce a quality building for the community.

The progress made each month will be reported at the first Committee of the Whole meeting of Council the following month. This project report is for the work completed to the end of January 2015. Refer to the attached project schedule for the Gant chart of anticipated progress.

At this reporting period the project is: ON SCHEDULE

Construction Progress January 2015

- Concrete floor and wall architectural grinding, cementitious overlay, and architectural reglet installation to provide acceptable architectural concrete finish ongoing throughout building
- Improved existing welds on all suspended pipe grids, stairwells, and miscellaneous steel including priming in preparation for finish paint
- Relocated door and frame for ingress/egress within building
- Window returns prepared for drywall finishes
- Reconstructed interior roof above main stairwell in preparations for final exterior roof installation

Administrative Progress January 2015

- Radar scans confirming depth of rebar suspended concrete slabs
- Testing and sign-offs to satisfy building code requirements for operable windows
- Reviewed exterior finishes including stucco, roofing, and trims with product suppliers and representatives for remediation, completion and certification requirements
- Project review process underway for stairs, roofing and related items, operable walls, windows, and other architectural finishes where required

Next report (report for February 2015), **due: MARCH 10, 2015**

Attachment: Project Schedule

Director _____

CAO 

Agenda Item 7.1

Jasper Municipal Library - Master Completion Schedule

Denor Construction Ltd.

ID	Task Name	Duration	Start	Finish	Month																																											
					December	January				February				March				April				May				June				July				August				September										
					1/3	2/0	2/1	2/2	2/2	1/0	1/1	1/1	1/2	2/0	2/0	2/1	2/2	3/0	3/0	3/1	3/2	3/2	4/0	4/1	4/1	4/2	5/0	5/1	5/1	5/2	5/3	6/0	6/1	6/2	6/2	7/0	7/1	7/1	7/2	8/0	8/0	8/1	8/2	8/3	9/0	9/1		
1	Project Timeline	187 days	Mon 12/15/14	Tue 09/01/15	[Summary bar]																																											
2	Interior Finishes	142 days	Mon 12/15/14	Tue 06/30/15	[Summary bar]																																											
3	Concrete Floors/Walls	45 days	Mon 12/15/14	Fri 02/13/15	[Task bar]																																											
4	Drywall/Painting	40 days	Mon 01/05/15	Fri 02/27/15	[Task bar]																																											
5	Millwork/Ceilings	32 days	Mon 02/16/15	Tue 03/31/15	[Task bar]																																											
6	Finishing/Flooring	44 days	Mon 03/02/15	Thu 04/30/15	[Task bar]																																											
7	Stairwells/Railings	45 days	Mon 03/16/15	Fri 05/15/15	[Task bar]																																											
8	Fixturing/Finishes	45 days	Mon 04/13/15	Fri 06/12/15	[Task bar]																																											
9	Final Cleaning	12 days	Mon 06/15/15	Tue 06/30/15	[Task bar]																																											
10	Exterior Finishes	70 days	Mon 04/13/15	Fri 07/17/15	[Summary bar]																																											
11	Roofing	20 days	Mon 04/13/15	Fri 05/08/15	[Task bar]																																											
12	Stucco/Stone/Cedar	42 days	Mon 05/04/15	Tue 06/30/15	[Task bar]																																											
13	Sitework	35 days	Mon 06/01/15	Fri 07/17/15	[Task bar]																																											
14	Turnover and Start-Up	45 days	Wed 07/01/15	Tue 09/01/15	[Summary bar]																																											
15	Inspections/Testing	20 days	Wed 07/01/15	Tue 07/28/15	[Task bar]																																											
16	Commissioning/LEED	22 days	Mon 08/03/15	Tue 09/01/15	[Task bar]																																											
17	Building Turnover	0 days	Tue 09/01/15	Tue 09/01/15	[Milestone diamond]																																											

Project: Jasper Library - Completion S
 Date: Mon 12/08/14

Task Split: [Blue bar] Progress Milestone: [Black diamond]
 Summary: [Black bar] Project Summary: [Black bar with arrow]
 External Tasks: [Grey bar] External Milestone: [Grey diamond]
 Deadline: [Grey bar with arrow]

Agenda Item: 7.1

REQUEST FOR DIRECTION

Subject: Christmas Week Office Closure Pilot Results

Prepared by: Mark Fercho, CAO

Date: February 10, 2015



Council discussion is requested with Administration as the follow-up of the pilot project this past holiday season. Staff were offered the ability to have holiday office closures for the Municipal Office and the Operations Reception area as a 2014 pilot, and report back to Council.

Background:

Many times of the year we require staff to be at work due to operational requirements, such as tax time for the Administration Office, while the Christmas season is very quiet for walk in customers in the Administration Office, for example where time off is possible. By balancing the ability to offer opportunities for time off when possible, with requesting staff support during busy times, we can foster a positive working environment that pays off for the employee and the community service.

The pilot change for the Municipal Office and the Operations Reception area was between December 22nd and January 2nd. All regular scheduled operations of the recreation center, aquatic center, garbage collection, water, sewer, etc were not affected and continued as scheduled.

For the Municipal Office, an analysis of cash receipts over the last three years for the week of Christmas through to the New Year showed very little activity during this time, one or two drop in visitors, and in 2010 there were no drop in visitors. The Activity Centre and the Fitness Centre were open, payments could be left at these stations, made through banks, or the mail.

For the Operations Reception, very few visitors actually go to the office, and there has not been reception at this office in the recent past. The exception is deliveries, which were provided notice and also a notice at the door for contact numbers of staff working. Operations continued, the change was only for the Operations reception area.

Most staff in these areas already booked off during this period. Closure allows more staff to be with their families. Some staff came in to catch up on projects, time off was from overtime banks, holidays or time without pay.

Review Results:

Comments and feedback were requested through the Christmas holidays, and through the Month of January. The few comments received were positive, with staff appreciating the closure to both take time off, and in some cases, catch up on work in a quiet office. There were no comments about people missing any service. The only minor issue was an arena schedule update not posting to the website. There were a total of two (2) transactions for the Administration office there were handled by the Aquatic and Recreation offices during this period. All comments received recommended continuing this practice in future years.

Strategic Relevance:

This initiative supports the Organizational Health objective in Council's Strategic Priorities through building the staff team by allowing operational flexibility.

Financial Implications

None.

Director _____

CAO 

Agenda Item 7.2

balanced and in sufficient detail that Council has confidence that operations as directed will be sustained at the level of service set by Council through policies, bylaws and other directives

Relevance to Council Priorities: The Budget preparation process involves presentations by the various departments. Each department reviews the budget and requests a funding level to sustain current operations and fund new initiatives. These presentations were reviewed by Council on December 16 and 17. The Public was invited to attend these meetings which will be held Dec 16 at the Multi-Purpose in the Activity Centre and Dec 17 at the Upstairs Meeting Room, Emergency Services Building.

Options:

1. Accept the Budget as presented.
2. Council may make any changes it deems desirable.

Attachments:

- Budget Changes Summary
- Budget Summary Spreadsheet
- Operating Budget Highlights
- 2014 Budget Final Report

Director 

CAO 

Agenda Item 8.1

Budget Changes

Directors have reviewed preliminary budgets presented in December.
Collective Agreement and all utility costs incorporated into budget.

The following changes from the interim budget that are in the final budget for Council consideration:

CFS		
	reduce request in amount for Community Foundation Development	-7500
Administration		
	reduce amount allocated to Council Projects	-2500
	include separate line for contribution to Heritage Rodeo	10000
	include new expense - CAO evaluation	1000
Protective Services		
	increase Travel and Subsistence	4900
	increase insurance liability	1000
Culture and Recreation		
	increase chemical costs - Aquatic centre	4000
	increase expenses in Aquatic centre	1000
Operations		
	Adjustments to salaries and utilities	9372
	Total Increase in Requests	21272

Expenditure	2015	2014	2015 Net Tax Envelope	2014 Net Tax Envelope	2015 Increase (Decrease)	
					\$	%
Operational Services	5,851,974	5,450,087	1,924,958	1,845,723	79,235	4.29%
Culture & Recreation	2,944,499	2,747,530	1,758,009	1,627,530	130,479	8.02%
Culture Library	172,515	172,515	172,515	172,515	0	0.00%
Culture Museum	47,235	46,305	47,235	46,305	930	2.01%
Culture Programs	0	1,000	0	1,000	-1,000	-100.00%
Administration and Finance	1,560,489	1,503,060	1,415,544	1,344,960	70,584	5.25%
Land Rent and Planning	623,205	608,005	623,205	608,005	15,200	2.50%
General Capital	165,000	165,000	165,000	165,000	0	0.00%
Franchise Revenue			-345,000	-345,000	0	0.00%
FCS, COS, Daycare	1,864,661	1,758,586	383,763	378,993	4,770	1.26%
Protective Services	1,110,947	1,106,860	686,118	679,119	6,999	1.03%
Jasper Community Housing Corp	31,804	31,275	27,902	27,373	529	1.93%
Total	14,372,329	13,590,223	6,859,249	6,551,523	307,726	4.70%

2015 Budget by Homeowner



Council approved the 2015 interim operating budget at its January 6 meeting, proposing a 4.37% tax increase. The final proposed budget accommodates the new Collective Agreement and final figures from the 2014 utilities. The final 2015 budget proposes a 4.7% tax increase, a total increase of one third of one percent (0.33%) or from approximately \$2.50 to \$5.00 increase to an annual tax bill, over the interim budget.

The interim budget presented by Administration focused on investments in existing infrastructure and maintaining current service levels. This final budget also accommodates the new collective agreement and all utility costs to maintain services at their current levels.

Projected Impact on Residential Tax Payers

Assessed Value	\$750,000	\$500,000	\$300,000
2014 Taxes	\$2005.50	\$1337.00	\$802.20
2015 Taxes	\$2093.14	\$1395.47	\$837.26
Tax Increase at the interim budget: 4.37%	\$87.64	\$58.43	\$35.06
Tax Increase Final Budget at 4.7%	\$94.25	\$62.83	\$37.70
Increase in Utilities*	\$ 7.00	\$ 7.00	\$ 7.00

*per two-month billing cycle

*Utility rates will be reviewed in the Asset Management Plan project this year and subject to a new rate structure and new rates to be proposed for late 2015 and 2016.

Projected Impact on Residential Water Rates

Based on a consumption of 35 cubic meters over a two-month billing cycle

	2014	2015
Water	\$33.25	\$39.90
Sewer	\$53.55	\$53.90
Garbage	\$45.14	\$44.87
Recycling	\$4.00	\$4.27
TOTAL	\$135.94	\$142.94
Increase		\$7.00

Residential Water Rates in Other Communities

Based on average monthly consumption of 15 cubic meters

	2014	2015
Jasper	\$0.95/m ³	\$1.14/m ³
Banff	\$1.42/m ³	
Edson	\$1.47/m ³	
Canmore	\$1.82/m ³	
Hinton	\$1.99/m ³	
Ponoka	\$2.65/m ³	
Calgary	\$2.77/m ³	

Draft Operating Budget 2015

Highlights – Projected

- \$14.3M in total expenditures
- \$7.5M in offsetting revenues
- \$6.8M net cost of operations (\$6.8M in 2014)
- \$307,726 (4.70%) increase in net cost of operations over 2014 (preliminary budget was 4.37%)
- \$15,200 increase in Land Rent and Land Planning Services to a total of \$623,005.00, or 9.1% of the total municipal tax envelope paid to Parks Canada
- 1% increase in taxes generates about \$65,550 in revenue