

MUNICIPALITY OF JASPER  
**REGULAR COUNCIL MEETING AGENDA**

Date: April 17, 2018 | Time: 1:30 p.m.

Place: Jasper Library and Cultural Centre, Council Chambers



- 1 CALL TO ORDER**
- 2 APPROVAL OF AGENDA**
  - 2.1 Regular meeting agenda, April 17, 2018 attachment
- 3 APPROVAL OF MINUTES**
  - 3.1 Regular meeting minutes, April 3, 2018 attachment
- 4 PRESENTATIONS**

Annual Financial Audit Presentation – Hawkings Epp Dumont attachment
- 5 BUSINESS ARISING FROM PREVIOUS MINUTES**
- 6 DEPARTMENT REPORTS**
  - 6.1 Operations attachment
- 7 INFORMATION ITEMS**
- 8 BYLAWS**
  - 8.1 Bylaw summary attachment
- 9 REQUESTS FOR DECISION**
  - 9.1 Notice – Structural Protection Unit (SPU) Trailer Purchase attachment
  - 9.2 Notice – Electric Vehicle Charger attachment
  - 9.3 RFD – Municipal Field Use Policy attachment
  - 9.4 RFD – Permanent Community Stage attachment
- 10 CORRESPONDENCE FOR INFORMATION, CONSIDERATION OR ACTION**
- 11 OTHER NEW BUSINESS**
- 12 COUNCILLOR REPORTS**
- 13 UPCOMING EVENTS**

**April 18:** Dinner with GYPSD Board, Sawridge Dining Room A, 6 p.m.  
**April 19:** Pride Festival flag raising, Emergency Services Building, 12 p.m., Mayor Ireland to speak  
**April 19:** Volunteer Celebration Banquet, Jasper Activity Centre, 6 p.m.  
**April 20:** Pride Festival VIP reception, location TBD, 5 p.m., Councillor McGrath to speak  
**April 25:** Tourism Entrepreneurship Start-up Seminar (TESS), Sawridge, 8 a.m. – 5 p.m.
- 14 ADJOURNMENT**

Municipality of Jasper  
**Regular Council Meeting Minutes**  
Tuesday, April 3, 2018 | 1:30 p.m.  
Council Chambers, Jasper Library & Cultural Centre

Present	Mayor Richard Ireland, Deputy Mayor Paul Butler, Councillors Jenna McGrath, Bert Journault and Scott Wilson
Absent	Councillors Helen Kelleher-Empey and Rico Damota
Also present	Mark Fercho, Chief Administrative Officer Christine Nadon, Legislative Services Manager Kayla Byrne, Legislative Services Coordinator Kathleen Waxer, Director of Community and Family Services Yvonne McNabb, Director of Culture and Recreation Dave Osborne, Licensing and Enforcement Manager Neil Jones, Bylaw Enforcement Officer Angie Thom, Director of Library Services Dale Karpluk, Jasper Library Board Chairperson Craig Gilbert, the Fitzhugh
Call to order	Mayor Ireland called the meeting to order at 1:30 p.m.
Approval of agenda #70/18	MOTION by Councillor McGrath – BE IT RESOLVED THAT Council approve the agenda for the regular meeting of April 3, 2018 as presented.  FOR 5 Councillors  AGAINST 0 Councillors  CARRIED
Approval of minutes #71/18	MOTION by Councillor Butler – BE IT RESOLVED THAT Council approve the minutes of the March 20, 2018 regular Council meeting as presented.  FOR 5 Councillors  AGAINST 0 Councillors  CARRIED
Community and Family Services report	Council received the report of the Director of Community and Family Services, which highlighted the job posting for a settlement worker, events, programs and childcare enrolment numbers.
Library financial review 2017	Council received the Jasper Municipal Library financial review for 2017.
Bylaw summary	Council received a summary of bylaws currently in force and those in various stages of readings in the Municipality.

Bylaw 208 – 1<sup>st</sup>  
reading  
#72/18

MOTION by Councillor Wilson – BE IT RESOLVED THAT Council read, for the first time, Bylaw #208: the Jasper Municipal Storage Lot Bylaw 2018, being a bylaw of the Specialized Municipality of Jasper in the province of Alberta to provide for the regulation and control of municipal storage lots.

FOR	AGAINST	
5 Councillors	0 Councillors	CARRIED

Council also discussed the annual storage agreement and its proposed renewal date and the amount of liability insurance for stored property.

Notice –  
Municipal Field  
Use Policy

Council gave notice that a request for decision regarding the draft Municipal Field Use Policy will return for decision at the next regular Council meeting. Administration noted the procedures accompanying this policy will also return at a committee of the whole meeting for input from Council.

Notice –  
Permanent  
Community Stage

Council gave notice that a request for decision regarding the support of a permanent community stage will return for decision at the next regular Council meeting. Council discussed the municipal contribution and potential grant funding for this project. Council also requested that representatives from Tourism Jasper attend the April 10 committee of the whole meeting to further discuss this item.

Councillor reports

Councillor McGrath will attend a Jasper Library Board meeting and participate in the board's policy review.

Councillor Journault will attend the TransCanada Yellowhead Highway Association annual general meeting. Council's recommendations brought forward at last year's AGM include the East gate expansion, traffic lights at Moberly Bridge, more passing lanes and more bike lanes.

Councillor Butler will attend a Jasper Partnership Initiative meeting and ARB training, which will cause him to miss the April 17 regular meeting. Councillor Butler, as a director of the Evergreens Foundation Board, will also attend the Alberta Seniors Communities and Housing Association's conference.

Upcoming events

Council received a list of upcoming events.

Adjournment  
#73/18

MOTION by Councillor Journault – BE IT RESOLVED THAT, there being no further business, the regular meeting of April 3, 2018 be adjourned at 2:38 p.m.

FOR	AGAINST	
5 Councillors	0 Councillors	CARRIED

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Mayor

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Chief Administrative Officer



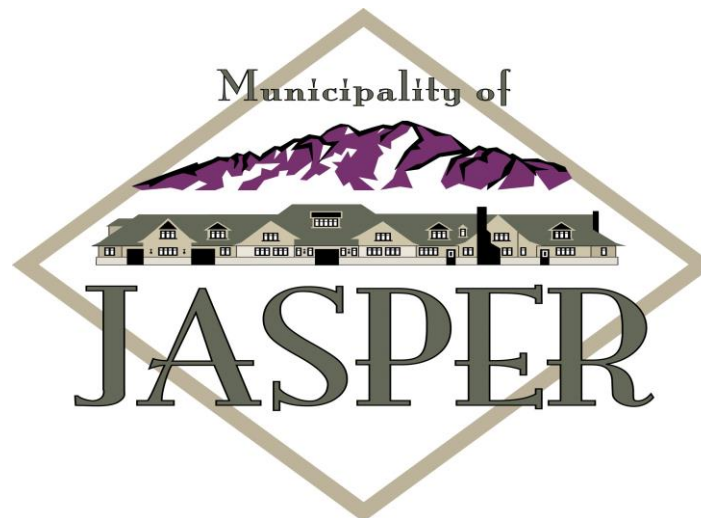
**METRIX GROUP** LLP

CHARTERED PROFESSIONAL  
ACCOUNTANTS

MUNICIPALITY OF JASPER  
2017 PRESENTATION TO COUNCIL

MICHAEL EPP, CPA, CMA, CA  
PARTNER

CHRIS GUILBEAULT, CPA, CA  
ASSOCIATE



# AUDITORS' REPORT

## SCOPE

- Management responsibility
- Auditor responsibility

## CANADIAN AUDITING STANDARDS (CAS)

- “Reasonable assurance”
- “Material misstatement”
- “Test basis”
- “Significant estimates”

## OUR OPINION

- “Clean report”

# CONSOLIDATED STATEMENT OF FINANCIAL POSITION

	2017	2016
<b>FINANCIAL ASSETS</b>		
CASH	\$ 9,885,308	\$ 8,313,550
TAXES AND GRANTS IN PLACE OF TAXES	278,716	196,219
TRADE AND OTHER RECEIVABLES	2,775,141	1,626,603
LOCAL IMPROVEMENTS	46,975	61,226
	<b>A</b>	
	<u>12,986,140</u>	<u>10,197,598</u>
<b>FINANCIAL LIABILITIES</b>		
ACCOUNTS PAYABLE AND ACCRUED LIABILITIES	1,870,480	1,335,764
DEPOSIT LIABILITIES	46,929	50,615
DEFERRED REVENUE	4,543,520	2,612,267
LONG-TERM DEBT	2,775,746	3,404,743
	<b>B</b>	
	<u>9,236,675</u>	<u>7,403,389</u>
<b>NET FINANCIAL ASSETS</b>	<b>A - B</b>	<b>C</b>
	<u>3,749,465</u>	<u>2,794,209</u>
<b>NON-FINANCIAL ASSETS</b>		
TANGIBLE CAPITAL ASSETS	57,994,935	58,432,682
INVENTORY FOR CONSUMPTION	40,813	41,367
PREPAID EXPENSES	344,400	316,495
	<b>D</b>	
	<u>58,380,148</u>	<u>58,790,544</u>
<b>ACCUMULATED SURPLUS</b>	<b>C+D</b>	
	<u>\$ 62,129,613</u>	<u>\$ 61,584,753</u>

# NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS

	<u>2017</u>	<u>2016</u>
<b>ENGINEERED STRUCTURES</b>	<b>\$ 28,518,561</b>	<b>\$ 28,886,745</b>
<b>BUILDINGS</b>	<b>22,815,968</b>	<b>23,491,047</b>
<b>LAND AND LAND IMPROVEMENTS</b>	<b>2,423,104</b>	<b>2,162,527</b>
<b>MACHINERY &amp; EQUIPMENT</b>	<b>2,497,960</b>	<b>2,332,578</b>
<b>VEHICLES</b>	<b>1,739,342</b>	<b>1,559,785</b>
	<u><b>\$ 57,994,935</b></u>	<u><b>\$ 58,432,682</b></u>

# TANGIBLE CAPITAL ASSET ADDITIONS

	<u>2017</u>
<b>CENTENIAL FIELD</b>	<b>\$ 360,154</b>
<b>MIETTE GIEKIE INTERSECTION</b>	<b>334,219</b>
<b>VEHICLE FLEET REPLACEMENT ROADS</b>	<b>199,766</b>
<b>VALVE REPLACEMENTS</b>	<b>134,970</b>
<b>FIRE DEPARTMENT AFRAC RADIO UPGRADE</b>	<b>131,300</b>
<b>JASPER WASTE WATER TREATMENT PLANT</b>	<b>125,827</b>
<b>OTHER</b>	<b><u>780,668</u></b>
	<b><u>\$ 2,066,904</u></b>



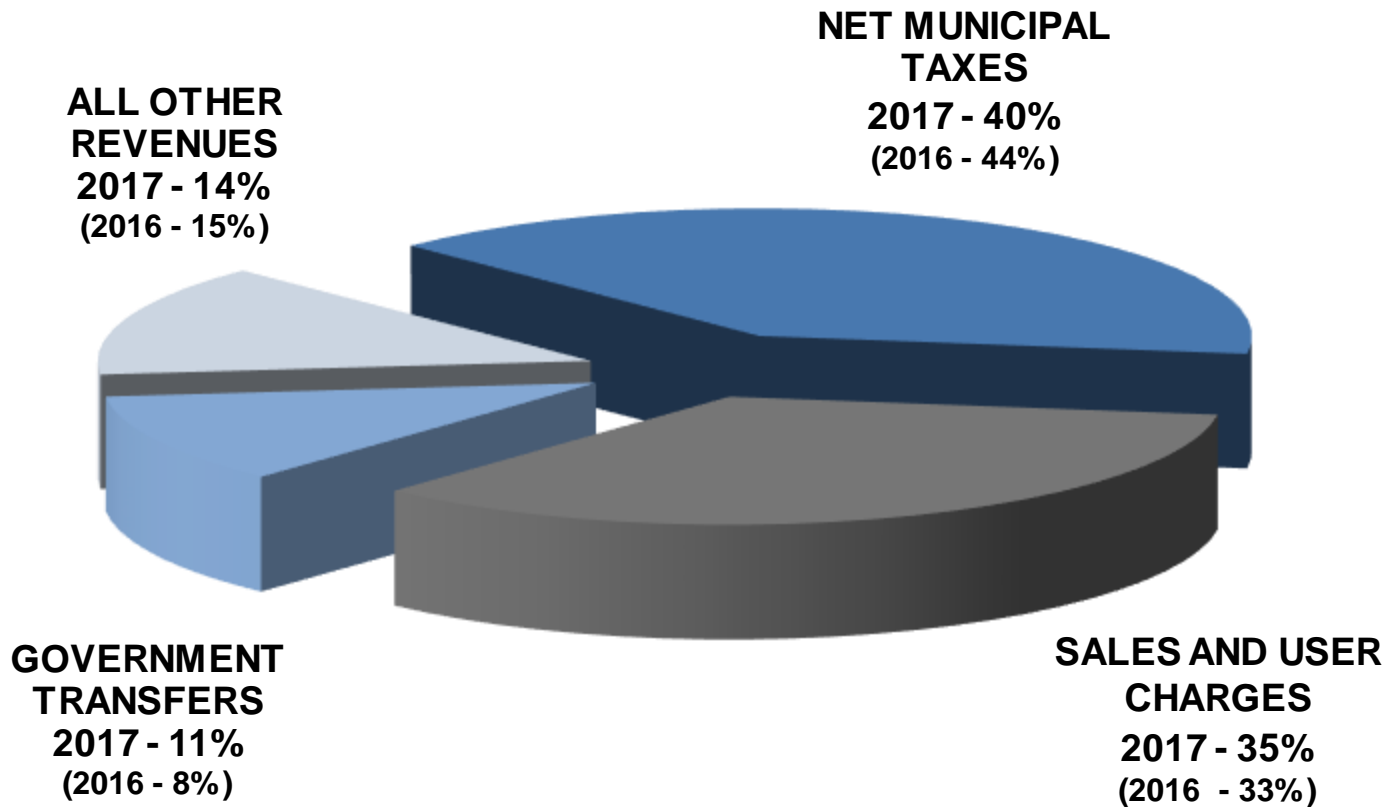
# FIVE-YEAR DEBT TO TCA SUMMARY

	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>
<b>FINANCIAL ASSETS</b>	12,986,140	10,197,598	11,007,009	9,451,696	7,907,993
<b>FINANCIAL LIABILITIES</b>	9,236,675	7,403,389	9,251,500	9,114,336	8,748,735
<b>NET FINANCIAL ASSETS (DEBT)</b>	3,749,465	2,794,209	1,755,509	337,360	(840,742)
<b>NON-FINANCIAL ASSETS</b>	58,380,148	58,790,544	58,339,765	58,640,415	58,511,259
<b>ACCUMULATED SURPLUS</b>	62,129,613	61,584,753	60,095,274	58,977,775	57,670,517
<b>LONG-TERM DEBT</b>	2,775,746	3,404,743	4,001,616	4,777,831	5,520,117
<b>TCA ADDITIONS</b>	2,066,904	2,686,203	2,050,358	2,055,148	1,653,449

# OPERATING REVENUE

	<u>2017</u>	<u>2016</u>	<u>% Change</u>
NET MUNICIPAL PROPERTY TAXES	\$ 6,629,822	\$ 6,553,567	1.2 %
USER FEES AND SALES OF GOODS	5,773,875	4,839,982	19.3 %
GOVERNMENT TRANSFERS FOR OPERATING	1,771,570	1,222,753	44.9 %
ALL OTHER REVENUE	2,370,469	2,177,702	8.9 %
	<u>\$ 16,545,736</u>	<u>\$ 14,794,004</u>	<u>11.8 %</u>

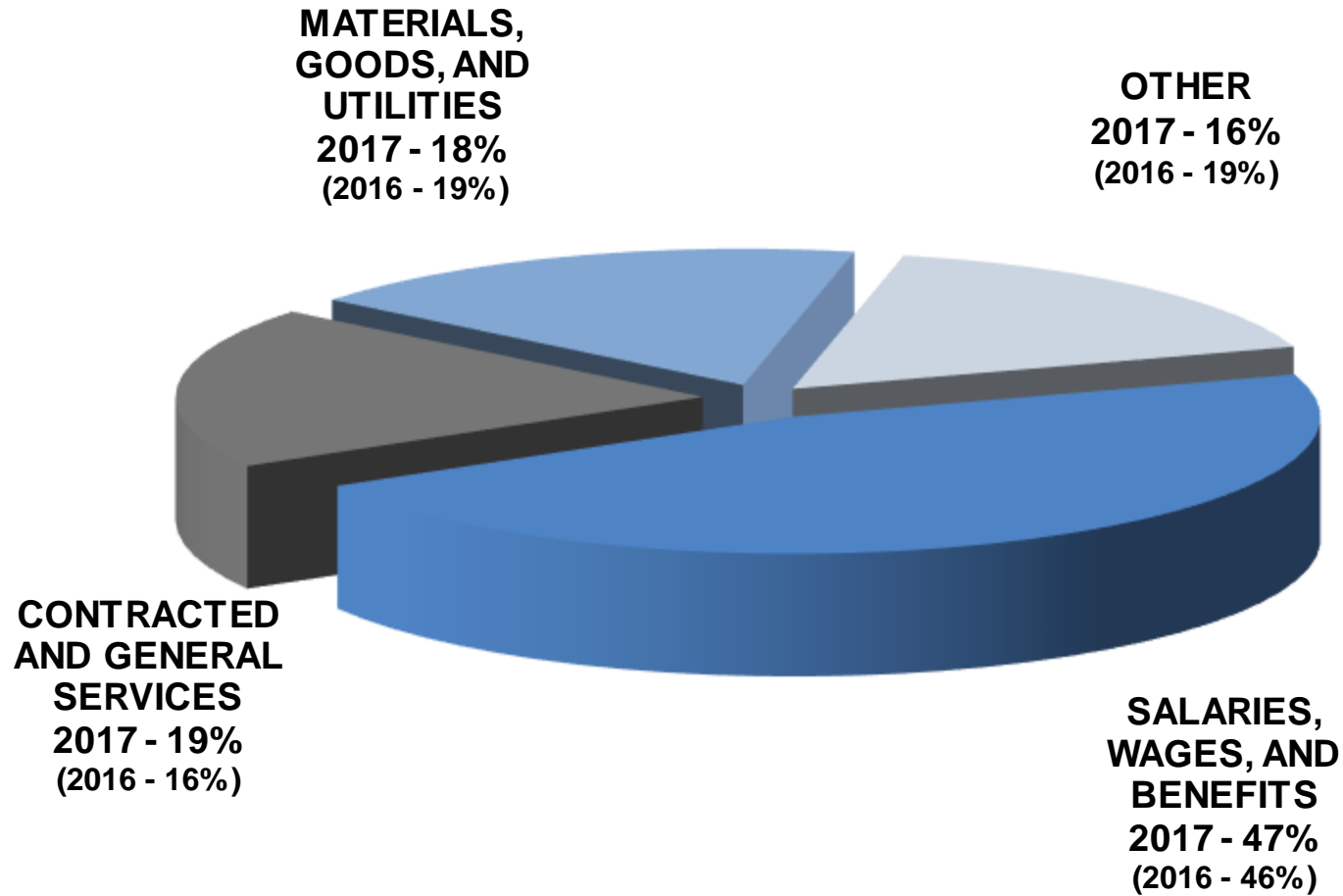
# REVENUE



# EXPENSES BY OBJECT

	<u>2017</u>	<u>2016</u>	<u>% Change</u>
<b>SALARIES, WAGES AND BENEFITS</b>	<b>\$ 7,955,448</b>	<b>\$ 7,045,435</b>	<b>12.9 %</b>
<b>CONTRACTED AND GENERAL SERVICES</b>	<b>3,276,053</b>	<b>2,349,929</b>	<b>39.4 %</b>
<b>MATERIALS, GOODS AND UTILITIES</b>	<b>3,013,797</b>	<b>2,796,512</b>	<b>7.8 %</b>
<b>OTHER</b>	<b>2,837,133</b>	<b>2,812,411</b>	<b>0.9 %</b>
	<b><u>\$ 17,082,431</u></b>	<b><u>\$ 15,004,287</u></b>	<b><u>13.9 %</u></b>

# EXPENSES BY OBJECT



# ANNUAL SURPLUS

	<b>2017</b>	<b>2016</b>
<b>ANNUAL SURPLUS BEFORE OTHER INCOME</b>	<u>(536,695)</u>	<u>(210,283)</u>
<b>OTHER INCOME</b>		
<b>GOVERNMENT TRANSFERS FOR CAPITAL</b>	1,081,555	1,687,668
<b>OTHER CONTRIBUTIONS FOR CAPITAL</b>	-	3,694
<b>GAIN ON DISPOSAL OF CAPITAL ASSETS</b>	-	8,400
	<u>1,081,555</u>	<u>1,696,068</u>
<b>ANNUAL SURPLUS</b>	544,860	1,489,479
<b>ACCUMULATED SURPLUS, BEGINNING OF YEAR</b>	<u>61,584,753</u>	<u>60,095,274</u>
<b>ACCUMULATED SURPLUS, END OF YEAR</b>	<u><b>62,129,613</b></u>	<u><b>61,584,753</b></u>

# ACCUMULATED SURPLUS

	<b>2017</b>	<b>2016</b>
<b>UNRESTRICTED SURPLUS</b>	<u>2,468,583</u>	<u>2,284,434</u>
<b>RESTRICTED SURPLUS:</b>		
<b>GENERAL OPERATIONS</b>	1,505,686	1,436,654
<b>CAPITAL</b>	<u>2,889,180</u>	<u>2,774,500</u>
	<u>4,394,866</u>	<u>4,211,154</u>
<b>EQUITY IN TANGIBLE CAPITAL ASSETS</b>	<u>55,266,164</u>	<u>55,089,165</u>
<b>ACCUMULATED SURPLUS TOTAL</b>	<u><b>62,129,613</b></u>	<u>61,584,753</u>

# SUMMARY

- EXCESS OF REVENUE OVER EXPENSES:  
**2017 - \$544,860** (2016 – \$1,489,479)
  
- NET FINANCIAL ASSETS  
**2017 – \$3,749,465** (2016 – \$2,794,209)

Measure of the economic resources required by the Municipality to provide services in the future.

- THANK YOU TO MANAGEMENT & STAFF





## OPERATIONS - Department Report

April 17, 2018

- ✓ Street sweeping
  - On-going as conditions permit
- ✓ Line painting
  - To commence once roadways are thawed and cleaned
- ✓ Spring cleanup
  - To commence once ground has thawed and seasonal crews return at end of April.
- ✓ Centennial Park project –
  - Final placement of topsoil and grass seed on the outer areas of the pitch when site conditions allow.
  - Construction Completion Certificate (CCC) inspection to be performed thereafter and awarded if work is accepted.
  - Contractor will maintain until remainder of 2018.
- ✓ Exchange Lands –
  - Construction Completion Certificate (CCC) was awarded in August of 2017.
  - Field will open for use when field conditions are suitable.
  - JCL will maintain the field until late August and the final inspection will be performed to issue a Final Acceptance Certificate (FAC).
- ✓ Library Wayfinding Signage
  - Agreement signed
  - Shop drawings submitted for review
  - Start-up meeting and ground-truthing is scheduled for April 20<sup>th</sup> on site
  - Sign manufacturing to commence thereafter.
  - Completion date not currently known.
- ✓ Bio-solids
  - Options for shipping materials are being finalized for late spring of 2018
  - Other interests are being pursued but none are available for 2018.
- ✓ Transportation Management Plan (TMP)
  - Update report and presentation to Council on April 24<sup>th</sup>.
- ✓ Storm Drainage Issues (gravel laneways)
  - Resolved one location along Connaught this spring.
  - Will investigate costs associated with others in 2018.
  - Gravel laneways will have dust treatment this season.
- ✓ New tires for Loader
  - Ordered
- ✓ Christmas Decoration Replacement Program
  - Will replace all decorations this coming holiday season
- ✓ Operations yard; reservoir yard; WWTP lands and S Block recycling station space assessment & conceptual design & final redevelopment design & drawings (Phase 1)
  - Start-up meeting with WSP in early May
  - Will involve OPS and other corporate departments
- ✓ Operations building key system - includes hardware and organization-wide software
  - No progress to date
- ✓ Operations yard cleanup - Special handling of emulsion from Spray Patching unit
  - No progress to date
- ✓ Memorial bench replacements @ 10 per year (backlog has accumulated...change policy)
  - No progress to date

- ✓ Annual Valve Replacement Program
  - Will initiate during late summer / early fall unless something emergent is required.
- ✓ Fleet Replacement Program-HydroVac
  - Specifications being developed
- ✓ Fleet Replacement Program – Lift unit; E-truck; backhoe
  - Considering a capital budget reallocation, will be forward to Council in late May or early June.
- ✓ Asset management system with GIS and table top review of water well hydrology
  - MAMO grant application submitted and has been short-listed; next update at end of April.
- ✓ Water system bleeders - assess, remove, rehab
  - Will initiate once seasonal programs for hydrant flushing, sewer flushing and valve actuation are completed.
- ✓ Fire Suppression System for Reservoir Building (Wildfire Threat)
  - Being developed in conjunction with the well building generator installation
- ✓ Components and installation for connection of a diesel generator to the water well building
  - Development permit has been applied for via Parks Canada
  - Generator is on order
  - Concrete pad for generator will be tendered soon
- ✓ WWTP Annual Capital Requirement
  - No progress has yet to be reported by Suez
- ✓ Abandon Trailer Park sewer manholes
  - Will initiate in fall of 2018
- ✓ Redesign & reconstruct access to Lift Station #6 (Patricia Circle)
  - Will initiate in fall of 2018
- ✓ Storm line from Patricia/Willow to Connaught (design only)
  - WSP has completed the design
  - Capital project for submission during 2019 budget process
- ✓ Garbage Bin Replacement Program
  - Orders will be placed in late spring
- ✓ Hydraulic Arm for Baler
  - Contractor to advise on status or alternate repairs

R. Bruce Thompson, Director - Operations

**Municipality of Jasper Bylaw Summary**

**Updated: 4/13/2018**

	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
208	Jasper Municipal Storage Lot Bylaw 2018		136		3-April-18				
207	Supplementary Tax Bylaw 2018		200		16-Jan-18	16-Jan-18	6-Feb-18	17-Jan-18	17-Jan-18
206	Supplementary Assessment of Improvements 2018		199		16-Jan-18	16-Jan-18	6-Feb-18	17-Jan-18	17-Jan-18
205	Jasper Levy and Collection of Utility Fees		197		5-Dec-17	19-Dec-17	2-Jan-18	20-Dec-17	20-Dec-17
204	Jasper Rotation of Ballots 2017		169		4-Jul-17	4-Jul-17	18-Jul-17	5-Jul-17	6-Jul-17
203	Tax Rates 2017		202		4-Jul-17	4-Jul-17	18-Jul-17	5-Jul-17	6-Jul-17
202	Tax Rates 2017		194	203	16-May-17	16-May-17	30-May-17	16-May-17	19-May-17
201	Inter-Municipal Assessment Review Board		139		2-May-17	2-May-17	16-May-17	9-May-17	11-May-17
200	Imposition of Suppl. Taxx		185	207	7-Feb-17	7-Feb-17	21-Feb-17	8-Feb-17	9-Feb-17
199	Suppl. Assess. of Improv.		184	206	7-Feb-17	7-Feb-17	21-Feb-17	8-Feb-17	9-Feb-17
198	ATCO 10 year agreement		77		20-Dec-16	21-Feb-17	7-Mar-17	27-Feb-17	28-Feb-17
197	Utilities Fees 2017		183	205	6-Dec-16	6-Dec-16	20-Dec-16	7-Dec-16	12-Dec-16
196	Parking Authority 2017		186		6-Dec-16	6-Dec-16	20-Dec-16	7-Dec-16	12-Dec-16
195	Traffic Safety Bylaw		104		2-Aug-16	2-Aug-16	16-Aug-16	3-Aug-16	8-Aug-16
194	Tax Rates 2016		188	202	17-May-16	24-May-16	7-Jun-16	25-May-16	25-May-16
193	Commercial Use of Public Spaces				5-Apr-16	5-Apr-16	19-Apr-16	6-Apr-16	6-Apr-16
192	Imposition of Supplementary Tax		185	200	2-Feb-16	16-Feb-16	1-Mar-16	17-Feb-16	19-Feb-16
191	Supplementary Assessment of Improvements		184	199	2-Feb-16	16-Feb-16	1-Mar-16	17-Feb-16	19-Feb-16
190	Procedure Bylaw Amendment		166		15-Dec-15	5-Jan-16	19-Jan-16	6-Jan-16	8-Jan-16



## REQUEST FOR DECISION

**Subject:** Structural Protection Unit (SPU) Trailer Purchase

**Prepared by:** Greg Van Tighem, Director of Protective Services  
Don Smith, Deputy Fire Chief

**Reviewed by:** Natasha Malenchak, Director of Finance and Administration  
Christine Nadon, Legislative Services Manager

**Date – Notice:** April 17, 2018

**Date – Decision:** May 1, 2018

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### **Recommendation:**

That Council approve an expenditure of \$150,000 from the Protective Services restricted reserves for the purchase of a wildland-urban interface Structural Protection Unit trailer.

### **Options:**

- Not approve the request
- Consider renting resources for the upcoming fire season

### **Background:**

- A review of the Municipality's Community Wildfire Protection Plan identified that in the event of a large scale wildfire, the Municipality may not be able to access mutual aid resources fast enough or be able to guarantee the availability of units in time of critical need.
- Consultants Don Mortimer and Stu Walkinshaw recommended that a second Structural Protection Unit (SPU) trailer be added to the fleet. Given the size of the potential affected area, current resources would not be adequate to establish industry accepted protection solutions. The first Municipality of Jasper SPU unit was purchased in 2011.
- Upcoming recommendations from the Office of the Fire Commissioner of Alberta will include that more communities purchase SPU trailers to increase the resources available in any given area in the province.

### **Strategic Relevance:**

- Governance – Ensure Jasper is a safe and healthy community
- Fiscal Health – protecting values at risk
- Relationships – with Parks Canada and other communities as mutual aid partners

### **Financial:**

- A quote from a rental company came in at a per diem rate of \$3,415. During last year's fire season, conditions were considered extreme for approximately 100 days.

- Municipal Sustainability Initiative Grant Guidelines (2017) suggest that this purchase would be eligible. We will apply through MSIC funding in 2018 if the guidelines still suggest it is an eligible project.

- **SCHEDULE 3 – ELIGIBLE CAPITAL PROJECT ASSETS** Costs directly related to, and in support of the following assets are eligible for MSI capital funding, where the asset is associated with an eligible activity defined in Schedule 1. The purchase of land and/or rights-of-way including legal and survey fees, are eligible under MSI capital where the purchase is associated with an asset identified below.

**Fire**

- Fire halls
  - Fire training facilities
  - Specialized firefighting and rescue vehicles (including basic on-board equipment necessary for vehicle functionality), such as:
    - pumper trucks
    - rapid attack trucks
    - aerial trucks
    - water delivery tankers (or tanker shuttles)
    - dangerous goods spill recovery tankers and related equipment
    - mobile command post vehicles (excluding cars and pickup trucks)
    - equipment vehicles
    - personnel carriers (vehicles with the primary purpose of transporting multiple fire services personnel to the scene of the fire)
    - wildland equipment trailers
  - Specialized firefighting and rescue protective equipment
  - Fixed central communications and computerized information management hardware and software that is integral to the delivery of fire services
- Protective Services restricted reserves have sufficient funds to accommodate this capital request if funding is not secured through grant funding.

**Follow Up Actions:**

- The SPU trailer would be acquired as soon as possible following Council approval. Fire season is upon us and we are facing significant risk.

**Attachments:**

- Capital Expense Request Form



## REQUEST FOR DECISION

**Subject:** Electric Vehicle Charger

**Prepared by:** Janet Cooper, Environmental Stewardship Coordinator

**Reviewed by:** Mark Fercho, CAO  
Maira McKinnon, Municipal and Realty Services, Parks Canada

**Date – Discussion:** April 10 and April 24, 2018

**Date – Notice:** April 17, 2018

**Date – Decision:** May 1, 2018

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### **Recommendation:**

That Council approve the expenditure of \$50,000 from the environmental stewardship reserve fund to install a DC fast-charging (Level 3) public electric vehicle charger in the Connaught Drive parking lot across from the Astoria Hotel.

### **Options:**

- Defer making a decision until the 2019 budget process (grant funds unknown at this time); or
- Not approve the request.

### **Background:**

ATCO Electric and the Municipality of Jasper have been working toward opportunities for electric vehicle (EV) charging stations in Jasper. ATCO completed the project costing shortly before a major grant funding opportunity was posted with a deadline of March 22. The Municipality of Jasper submitted a funding application to Natural Resources Canada through the *Electric Vehicle and Alternative Fuel Infrastructure Deployment Initiative* project proposal for 50% of the total project cost of \$100,000. The expenditure of \$50,000 from the environmental stewardship reserve fund is subject to approval by Council and Parks Canada.

Electric vehicles are projected to cost the same as the equivalent gas-powered vehicles by the early 2020s and already cost less to operate and maintain. Electric vehicles are an emerging technology; sales are expected to increase dramatically over the next five years as more affordable models become available. In Alberta, electric vehicles emit two-thirds of the emissions of the average gas-powered car. This will improve further as coal is removed from the provincial electricity system. Increased adoption of electric vehicles will reduce greenhouse gas emissions from the transportation sector and contribute to Canada's climate change strategies.

The availability of reliable charging infrastructure is a key factor in electric vehicle (EV) adoption. Supporting faster adoption of electric vehicles aids in reducing greenhouse gas emissions. Alberta lags behind Ontario, Quebec and BC in the number of EVs on the road and the number of charging ports. Most large centres offer a variety of Level 2 charging ports and DC fast charging stations. Having EV chargers in Jasper would establish connectivity for EV drivers travelling to Edmonton along Highway 16, west to Kamloops and south to Canmore. It

would build partnerships across western Canada and into the western states of the U.S. to provide an EV charging network and would attract visitors driving EVs.

Offering a Level 3 public electric vehicle charger will put Jasper on the map (literally, on PlugShare), in addition to the existing level 2 chargers in Jasper at the Sawridge hotel and Jasper Park Lodge.

**Level 3 Charging** (one hour of charge ~ 250 km of range)

Level 3, called DC-Quick, will recharge your battery from empty to 80% in 30-45 minutes. Level 3 stations can be found along major highways throughout Canada. There are three standards of Level 3 charging: CHAdeMO which is used by the Asian auto manufacturers; CCS which is used by the North American and European auto manufacturers; and Supercharger which is used by Tesla. Most Level 3 stations in North America (with the exception of Tesla Superchargers) have both CHAdeMO and CCS. This allows users to simply pull up to the station and pick the standard that their car needs. Level 3 is only designed to be used for long trips.

**Relevant Legislation:**

- Bylaw #001, Jasper Community Vision:
  - Jasper is a leader in sound environmental practices. Residents and visitors respect the inherent value of JNP and accept and honour their environmental responsibilities.

**Strategic Relevance:**

- Jasper Community Sustainability Plan (2011):
  - 2.1 Environmental Integrity: Foster sustainable living by reducing community resource dependency and demonstrating leadership in environmental stewardship.
  - 2.1.3 Services – Energy: The Municipality and Parks Canada will pursue opportunities to promote and support green energy alternatives ....
  - 2.2.1 Sustainable Tourism Economy: Increase transportation options and access to and from Jasper
  - 2.2.2 A Green Destination, a Green Community: Support and showcase Jasper as a green destination and a leader in environmental practices and sustainability.

**Financial:**

- Working in partnership with ATCO Electric, total project costs to install in the proposed location on Connaught Dive are as follows:

Engineering and design	\$9,000
Equipment and Procurement	\$63,000
Construction	\$20,000
Signage	\$6,000
Public Opening/start of sales	\$2,000
<b>Total Project cost</b>	<b>\$100,000</b>

- Additionally, there will be monthly wire and energy costs (transmission fees) from ATCO to run the station. ATCO has estimated approximately \$700 per month, based on modelling for one charge per day. Usage rates can be set per vehicle charge – either an hourly charge or a flat rate.

**Policy Title:** MUNICIPAL FIELD USE POLICY

**Policy #:** D-014

**Effective Date:** DRAFT #3

**Date adopted by Council:**



## **POLICY**

The Municipality of Jasper will provide and maintain safe sports and events fields, striving to balance field management best practices with continued use and enjoyment by field users.

## **PURPOSE**

The purpose of this Policy is to encourage recreation and events on municipal sports fields while ensuring fields are kept in safe and serviceable condition. This requires staff to monitor and manage the type of use and amount of play on a field during both the regular and off-season, make decisions on uses or closures, and maintain the fields accordingly.

Primary purpose of each field under this policy:

- Centennial Pitch – Jasper’s premier sports pitch, events as secondary use
- "Exchange Lands" – multipurpose field, sports and events
- Centennial Diamonds – softball and baseball, events as secondary use

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**Policy Title: MUNICIPAL FIELD USE POLICY**

**Policy #: D-014**

**ADMINISTRATIVE PROCEDURES – DRAFT #2**

**Effective Date:**

**Date approved by the CAO:**



## SCOPE

These field use procedures shall apply to all municipal sports and event fields within the Municipality of Jasper.

## SPECIFIC USE AND EVENTS

Specific events and uses will be assigned to designated fields to best suit the type of turf and ensure appropriate use of municipal fields. This is not an exhaustive list.

Centennial Pitch	Exchange Lands	Centennial Baseball Diamonds
<ul style="list-style-type: none"><li>• Rugby</li><li>• Soccer</li><li>• Football</li><li>• Volleyball</li></ul>	<ul style="list-style-type: none"><li>• Folk festival</li><li>• Rugby</li><li>• Soccer</li><li>• Cross-country skiing</li><li>• Volleyball</li><li>• Winter games</li><li>• Spontaneous use</li><li>• Other events</li></ul>	<ul style="list-style-type: none"><li>• Baseball</li><li>• Other events</li></ul>

## FIELD USE AND BOOKINGS

- Municipal sports fields may be booked between 7 a.m. and dusk or 10 p.m., whichever comes first.
- Minimum booking length is two hours.
- A damage deposit is required prior to field use.
- A pre-event and post-event inspection may be required.
- Groups who refrain from using the fields due to poor field conditions and/or weather at their own discretion must notify the Municipality of Jasper in writing within 24 hours in order to receive a credit for the unused time.

The Municipality of Jasper reserves the right, at its sole discretion, to close, discontinue, withdraw a permit or not permit any event which has the potential to cause damage to the field or is deemed unsafe.

## FIELD CONDITION ASSESSMENTS

Municipal grounds staff will make a determination on the status of fields by 2 p.m. every weekday. Weekend assessments will be completed the morning prior to any scheduled events. Municipal staff will assess the turf/field conditions and determine whether a field should be closed using the following criteria as a guideline:

- Is there visual ponding of water on the turf surface?
- Does water sponge when walking on the playing field?
- Is there frost in the base or subgrade of the field? (Check turf frost probe)
- Are there any extreme weather conditions, e.g. hail storms or wind storms expected?

**Policy Title: MUNICIPAL FIELD USE POLICY**

**Policy #: D-014**

**ADMINISTRATIVE PROCEDURES – DRAFT #2**

**Effective Date:**

**Date approved by the CAO:**



- Is the field safe to play on?
- What kind and how much damage could occur if the fields were to remain open for the event?
- How many field closures have there been recently?
- What is the time of year and the cumulative amount of stress on the field thus far?

## **FIELD CLOSURES**

As a result of the field conditions assessment, the Municipality of Jasper may close sports fields and cancel any scheduled events. User groups will be notified as soon as possible. Bookings will be automatically removed from contracts and all fees and charges will be reimbursed to user groups when a field is closed by the Municipality of Jasper due to poor field conditions.

Groups who play or continue to play on closed or wet fields will be charged and invoiced at the full unsubsidized rate and will be held responsible for the cost of field repairs and any resulting lost revenues. They may also have future field use privileges revoked.

## **DETERIORATING CONDITIONS**

A field in marginal condition may be available for use depending on the weather and state of the field at the time of inspection. In this case, municipal grounds staff will leave the field open to user discretion. In general, if weather and surface conditions improve by the weekend, the field may be suitable for use. However, if the weather worsens or field conditions remain poor (snow, frost, standing water, muddy or mushy playing surface), user groups are expected to show good judgement by not using the field.

If during an event or play where conditions deteriorate to the threshold that field damage is imminent, the Municipality of Jasper may decide to advise the user group(s) that the threshold for damage has been reached and any further use may result in forfeit of the full damage deposit. The user group becomes responsible to continue, wait for conditions to improve or discontinue the event or play.

If rain begins after the event starts, users are asked to exercise good judgement and responsibility by refraining from using fields.

## **PROHIBITED ACTIVITIES, COMPONENTS AND EQUIPMENT**

Any sport, activity, event, component or equipment which may pierce, penetrate, scar, cause rutting or damage the structure or surface of the turf grass on the sports field portion of each park is prohibited. This includes, but is not limited to:

- cleats longer than ½ inch (soccer, rugby);
- livestock;
- tents;
- tent pegs;
- stages;
- vehicle or cartage wheels or tires;

**Policy Title: MUNICIPAL FIELD USE POLICY**

**Policy #: D-014**

**ADMINISTRATIVE PROCEDURES – DRAFT #2**

**Effective Date:**

**Date approved by the CAO:**



- Javelin, caber tossing, shot put, golf;
- Storage of non-municipal equipment on fields or within grounds;
- Consumption of alcohol without a permit;
- Or others as determined at the sole discretion of the Municipality of Jasper

### **FIELD MAINTENANCE**

- Sports field maintenance is scheduled on a regular basis from Monday to Friday, between the hours of 7 a.m. and 2 p.m. from April 1 to October 30.
- Additional field maintenance for specific events (including grooming and lining) may be arranged at additional costs to users. This service is subject to staff availability.
- Pre and post-season maintenance can be arranged. Billable costs will be based on weather and field conditions, manpower, material and equipment costs.
- If additional Municipality of Jasper staff attention is needed, a minimum of 72 hours' notice is required.
- For safety reasons, no group will groom or rake diamonds using motorized equipment. Hand raking is permitted.
- Trenching or digging on fields or ball diamonds for the purpose of drainage is prohibited.
- Additional cleanup costs may be levied to groups for leaving a facility in an unkempt or littered condition.

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## REQUEST FOR DECISION

**Subject:** Permanent Community Stage

**Prepared by:** Mark Fercho, CAO

**Date – Notice:** April 3, 2018

**Date – Discussion:** April 9, 2018

**Date – Decision:** April 17, 2018

### Recommendation:

- That Council support, in principle, the concept the Community Stage as presented by Tourism Jasper on March 13, 2018 and work in partnership with Tourism Jasper to secure the remainder of the funds required for construction.

### Options:

- Approve the funding request subject to grant funding (may not be confirmed in time for CN funding); or
- Not approve the request.

### Background:

- On March 13, 2018 Tourism Jasper Presented to Council the potential for a permanent stage in Jasper, along with drawings and possible uses
- A permanent stage on the “exchange lands”, which are intended for multi-use including community celebrations, would support events in proximity to downtown; potentially attract new events to town; and provide benefits to Jasper’s social fabric.



**Financial:**

- The funding model proposed by Tourism Jasper on March 13, 2018 is below:

COMMUNITY STAGE FUNDING		
<b>ESTIMATED FUNDING SOURCES</b>		
<b>TOURISM JASPER</b>		
CN	\$300,000	37.5%
Community Partners	\$200,000	25%
Tourism Jasper	\$100,000	12.5%
<b>SUB-TOTAL</b>	<b>\$600,000</b>	<b>75%</b>
<b>OTHER FUNDING OPPORTUNITIES</b>		
Municipality of Jasper		
Provincial Grants		
Federal Grants		
<b>SUB-TOTAL</b>	<b>\$200,000</b>	<b>25%</b>
<b>TOTAL</b>	<b>\$800,000</b>	<b>100%</b>
<b>ESTIMATED PROJECTED COST</b>	<b>\$800,000</b>	<b>100%</b>

- There are some potential grant funding opportunities the Municipality and Tourism Jasper can pursue that would pay the cost of capital construction, subject to the funding organization’s approval.
- The cost of renting a mobile stage, transportation to Jasper, set up, take down and return transport (full cost of rental a stage in Jasper) is between \$1,200 to \$5,000 for each event, as reported by organizations that have rented a stage for events in Jasper in the past few years.
- With proper maintenance the stage can be expected to last at least 25 to 30 years.
- Maintenance involves a general visual inspection annually to check for any scratches on the steel. A liquid powder coating is easy to apply for repairs to protect the metal. The steel surface has poly finish so cleaning off graffiti is not a problem. The roof also requires a visual inspection from the ground annually to ensure there has been no structural damage.
- The wood is protected from any direct contact with water or UV rays which are the major sources of wood damage. Being wood it should probably be re-stained and sealed every five to seven years or so.
- There are also maintenance costs related to lighting or electrical issues. Bulbs will have to be changed periodically depending on the type of lighting. Stage bulbs can potentially cost upwards of \$300 but some good quality bulbs are also estimated to last 20,000 hours.
- With these considerations, probable cost for annual maintenance would be around \$3,000.
- Stage and field rental rates could be determined to cover costs of annual maintenance based on an average number of events per year, along with some savings for future replacement.

**Potential Grant Funding Sources (examples):**

Government of Alberta: Community, culture and recreation infrastructure grants:

Eligible organizations can apply for funding to support projects that build stronger communities and improve social inclusion. Communities can apply for funding to support new, expanded or renewed community centres and hubs, amateur sport, cultural and recreational installations and facilities.

<https://www.alberta.ca/ICIP-community-culture-recreation.aspx>

Government of Canada: Canada Cultural Spaces Fund (CCSF):

The objectives of the Canada Cultural Spaces Fund (CCSF) are to contribute to improved physical conditions for arts and heritage related creation, presentation, preservation and exhibition, and to increased and improved access for Canadians to performing arts, visual arts, media arts and to museum collections and heritage displays through the construction and/or renovation of arts and heritage facilities. The CCSF also supports the acquisition of specialized equipment, as well as feasibility studies related to cultural spaces.

[https://www.canada.ca/content/dam/pch/documents/services/funding/cultural-spaces-fund/ccsf\\_application\\_guidelines-eng.pdf](https://www.canada.ca/content/dam/pch/documents/services/funding/cultural-spaces-fund/ccsf_application_guidelines-eng.pdf)

**Attachments:**

- Tourism Jasper's letter of request for Municipal support for the Community Stage



Mark Fercho  
Chief Administrative Officer  
Municipality of Jasper  
Box 520, Jasper, Alberta  
T0E 1E0

RE: Tourism Jasper request for Municipality of Jasper's support for Community Stage

Dear Mr. Fercho,

By means of this letter, Tourism Jasper is officially requesting the support in concept for the Community Stage as presented to the Committee of the Whole Meeting on March 13, 2018.

To date, Tourism Jasper has tentatively secured roughly 75% or \$600,000 of the estimated \$800,000 cost of the project from the private sector. To ensure these funds are accessible and eventually released, Tourism Jasper is requesting the Municipality of Jasper's commitment to the project, and its further commitment to work in partnership with Tourism Jasper to secure the remainder of the funds and ensure the project comes to fruition.

It is our hope that the stage become a municipal asset, for use to the entire community. As such, we further hope to gain the approval of the project in concept, enabling funding confirmation and take this project through to the next phase.

Respectfully,



IF YOU  
ENCOUNTER  
A MOUNTAIN  
LION

1.

Don't run.

2.

Raise your  
arms and make  
yourself big.

3.

Show your teeth.

4.

Grab a stick and  
fight the mountain  
lion violently, striking  
its nose and eyes.

James Jackson  
General Manager  
Tourism Jasper

# Municipality of Jasper

List of recommendations  
Regular meeting, Tuesday, April 17, 2018



## **1. Additions to agenda**

BE IT RESOLVED THAT Council agree to add/delete the following items to today's regular meeting agenda.

## **2. Approval of agenda**

BE IT RESOLVED THAT Council approve the agenda for the regular meeting of Tuesday, April 17, 2018 as presented.

## **3. Approval of minutes**

BE IT RESOLVED THAT Council approve the minutes for the April 3, 2018 regular Council meeting as presented.

## **4. Municipal Field Use Policy**

BE IT RSEOLVED THAT Council approve Policy D-014: Municipal Field Use Policy.

## **5. Permanent Community Stage**

BE IT RESOLVED THAT Council support, in principle, the concept the Community Stage as presented by Tourism Jasper on March 13, 2018 and work in partnership with Tourism Jasper to secure the remainder of the funds required for construction.

## **6. Adjournment**

BE IT RESOLVED THAT, there being no further business, the regular meeting of April 17, 2018 be adjourned at \_\_\_\_\_ p.m.