

Municipality of Jasper
Committee of the Whole Meeting Agenda

January 12, 2021 | 9:30 am

Place: Conducted virtually through Zoom

Notice: Public viewing and public participation during Council meetings will continue to be through Zoom live-streaming. 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 (Deputy Mayor Wilson to chair meeting)

2. Additions to agenda

3. Approval of agenda

3.1 January 12, 2021 Committee of the Whole agenda attachment

4. Approval of minutes

4.1 December 22, 2020 Committee of the Whole minutes attachment

5. Presentations

5.1 Emergency Coordination Centre (ECC) Update verbal

6. Business arising from minutes

7. Policy and Governance

7.1 Public health update and concerns, Council discussion verbal

7.2 [Council Strategic Priorities update](#), Council discussion verbal
[2020 – 2022 Business Plan](#)

8. Brief updates

8.1 In town paid parking attachment

8.2 Municipal elections 2021 – Returning Officer attachment

9. Other new business

10. Correspondence

11. Council representation on various boards, upcoming meetings

12. Upcoming events

Jan.12: JCHC meeting, Zoom, immediately following COTW

13. In Camera

13.1 Deliberative matter: intergovernmental agenda – FOIP, S. 21

13.2 Personnel matter: CAO performance feedback – FOIP, S. 17(4)(f)

Municipality of Jasper
Committee of the Whole Meeting Agenda
January 12, 2021 | 9:30 am
Place: Conducted virtually through Zoom

14. Adjournment

All regular and committee meetings of Council are video-recorded and archived on YouTube.

Municipality of Jasper

Strategic Priorities 2018-2022

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

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

Council's Mission

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

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



Municipality of Jasper
Committee of the Whole Meeting Minutes

Tuesday, December 22, 2020 | 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, Deputy Mayor Paul Butler, Councillors Helen Kelleher-Empey, Jenna McGrath, Rico Damota, Scott Wilson and Bert Journault
Also present	John Greathead, interim Chief Administrative Officer Gord Hutton, Buildings and Asset Manager Natasha Malenchak, Director of Finance and Administration Kayla Byrne, Legislative Services Coordinator Joanne McQuarrie, Fitzhugh 5 observers
Call to Order	Deputy Mayor Butler called the meeting to order at 9:33 am.
Approval of Agenda	MOTION by Councillor McGrath to approve the agenda for the December 22, 2020 Committee of the Whole meeting as presented. CARRIED
Approval of Minutes	MOTION by Councillor Damota to approve the minutes of the December 8, 2020 Committee of the Whole meeting as presented. CARRIED
Emergency Coordination Centre (ECC) Update	Council received an update from the municipal Emergency Coordination Centre. Active COVID-19 cases in the community remain high, but are decreasing. The Evergreens Foundation is currently dealing with an outbreak at the Alpine Summit Seniors Lodge. Council extended its gratitude to all healthcare workers. Regular ECC updates are being published on the municipal website.
Council Strategic Priorities	Council will meet for a Strategic Priorities meeting following the December 22 Committee of the Whole meeting.
Councillor Kelleher-Empey	Councillor Kelleher-Empey joined the meeting at 10:24 am.
Request for direction: Utility Fees 2021	Following discussions on 2021 utility fees, Councillors indicated they would like to see a Utility Fees Levy and Collection Bylaw similar to that which was presented at the December 15 meeting, but with no increases to the connection size line and the consumption size line; the intent of this is to highlight that Council has indicated it would like to move forward with a tiered model in the future. Councillors suggested a rate increase of 3.5 % for sewer and water and a 5 % increase for solid waste (garbage and recycling).

All three readings of the Utility Fees Levy and Collection Bylaw are scheduled for the January 5 regular meeting.

Recess

Deputy Mayor Butler called a recess from 11:05 am until 11:12 am.

Operating budget discussion

Councillors discussed tax deferral options for those in need; what the MOST funding could be utilized for; land rent relief from Parks Canada; and other options to reduce municipal expenses.

Administration is expecting to have a better understanding of what the MOST funding can be used for by February.

Council will further discuss the operating budget and service levels at the next Committee of the Whole meeting.

Adjournment

MOTION by Councillor Kelleher-Empey that, there being no further business, the meeting of December 22, 2020 be adjourned at 12:30 pm. CARRIED



REQUEST FOR DIRECTION

Subject: In Town Paid Parking

From: Bill Given, Chief Administrative Officer

Prepared by: Natasha Malenchak, Director of Finance & Administration

Reviewed by: Christine Nadon, Legislative Services Manager
Kayla Byrne, Legislative Services Coordinator

Date – Discussion: July 14; September 22; October 6; and November 23, 2020

Date – Notice: December 15, 2020

Date – Discussion: January 15, 2021

Date – Decision: TBD

Recommendation:

- That Council direct Administration to implement a paid parking pilot project in the 2021 budget year; and
- That Council direct Administration to present a project plan and public engagement plan prior to implementing the pilot project.

Options:

- That Council approve implementing paid parking in 2021, without a pilot program;
- That Council defer consideration of paid parking to the 2022 budget year; or
- That Council receive this report for information and take no further action on paid parking.

Background:

Under Governance and Social Equity, Council's Strategic Priorities include seeking out and pursuing alternate sources of revenue to fund municipal services. Municipalities can collect user fees for services provided, which can offset the amount of property taxes collected annually. Public parking in Jasper isn't free; it is paid for by property owners, and by extension their tenants.

The cost of construction, paving, painting, snow removal, sweeping and maintenance of public parking is currently funded by property taxes. Implementing paid parking downtown and in municipal parking lots would allow the Municipality to charge visitors for a service they use. The size and number of parking lots in town is directly linked to our visitor population, who by large are the main users of the municipal parking infrastructure. Paid parking would allocate expenses more equitably between taxpayers, service users and visitors.

At the July 14th meeting, Council indicated to Administration to set up presentations from external groups on paid parking services.

Council received presentations from three (3) external paid parking companies at the August 25th Committee of the whole meeting <https://ab-jasper.civicplus.com/ArchiveCenter/ViewFile/Item/892>.

At the December 15th regular meeting, councillors discussed having extensive public engagement prior to making a decision. The decision date will be determined following further directives from council.

Policy and governance considerations:

- How residents could maintain free access to parking, either through a residents' pass or parking pass program, to reflect that residents are already contributing to the parking infrastructure through property taxes or rent;
- A residential parking permit program (possibly one or two blocks abutting the Central Business District) to address spillover impacts;
- How fees collected could be used (i.e. offset property tax increases, set reserves higher for aging capital infrastructure, etc.);
- Determining the right mix of parking to meet needs of residents, visitors and workers; and
- Choosing a payment method or system that would be consistent for all paid parking in Jasper.

Additional information:

- Jasper currently has unpaid, two-hour on-street parking in the Central Business District (three blocks by two blocks – from Hazel Avenue to Pyramid Lake Road; and from Connaught Drive to Geikie Street). On-street parking in this area includes:
 - 348 passenger vehicle stalls;
 - 14 RV stalls;
 - 3 accessible stalls; and
 - 0 reserved stalls.
- There are eight municipal parking lots (also unpaid), which provide:
 - 347 passenger vehicle stalls;
 - 62 RV stalls;
 - 7 accessible stalls; and
 - 83 reserved stalls.
- Possible parking payment features:
 - Credit card and debit payment; and
 - Smart phone app versus Parking Payment Machines (PPM)
- At Public Budget Presentation on November 23rd, Administration indicated that paid parking might generate an additional of \$925,000, as follows:
 - Revenue - \$1,110,000 (based on \$1/per hour at 50% capacity)
 - Expense - \$120,000 (based on no capital purchase)
 - Staff Expense - \$65,000 (additional bylaw control)
 - ~925k/year

Strategic Relevance:

- Council Mission – Council's mission is to advance the community's vision and interests by:
 - Responsibly managing municipal finances and assets (through committed adherence to the municipal Asset Management Plan); and
 - Delivering municipal service levels effectively, efficiently, and affordably.

- Governance and Social Equity – Reinforce openness, transparency, and accountability; accountable and accessible government:
 - Seek out and pursue alternate sources of revenue; and
 - Allocate expenses equitably among and between taxpayers, service users and visitors.
- Economic Health and Fiscal Equity – Focused on sustaining community economic health and vitality, and committed to enhancing equity in fiscal management, Council will:
 - Maintain a commitment to asset management and the Asset Management Plan
 - Pursue equitable allocation of costs between the community and visitors and amount community ratepayers by:
 - Expanding visitor user fees where feasible

Follow Up Actions:

- Administration can research and develop a project plan, as directed by Council.
- Administration may add paid parking financials to the proposed 2021 operating budget if Council approves the implementation of this project, with or without a pilot program, in 2021.
- Administration may start working on a public engagement plan based on the direction provided by Council. The formal identification of stakeholders to include in the engagement process would be part and parcel of the planning work, and subject to input from Council.



REQUEST FOR DECISION

Subject: Municipal Elections 2021 – Returning Officer

From: Bill Given, Chief Administrative Officer

Prepared by: Christine Nadon, Legislative Services Manager
Kayla Byrne, Legislative Services Coordinator

Date – discussion: January 12, 2021

Date – decision: January 19, 2021

Recommendation:

- That Council appoint Christine Nadon as Returning Officer for the 2021 municipal election.
- That Council appoint Kayla Byrne as Substitute Returning Officer for the 2021 municipal election.

Background:

The next general municipal election in Alberta is scheduled for Monday, October 18, 2021.

As per section 13(1) of the *Local Authorities Elections Act* (LAEA), an elected authority may appoint a returning officer by resolution. In the absence of such a resolution, this responsibility falls on the Chief Administrative Officer.

Recent changes to the LAEA include the extension of the nomination period, which officially started on January 1, 2021. Administration has set up a process by which prospective candidates can submit their nomination papers by mail for the time being. The appointment of a returning officer at this time would streamline the nomination process and, subject to COVID-19 best practices, would allow for other nomination methods (i.e. in person) to be implemented.

Relevant Legislation:

- *Local Authorities Elections Act* (RSA 2000, cL-21)
- *Municipal Government Act* (RSA 2000, cM-26)

Strategic Relevance:

- Municipality of Jasper Mission
 - To provide open, honest and accountable government to the residents of Jasper.
- Governance and Social Equity
 - Reinforce openness, transparency and accountability

Financial:

- Since the last elections, annual allocations have been transferred to restricted reserves to cover the costs of municipal elections. The current budget is set at \$19,000 for 2021, to be transferred from the Elections restricted reserve, which currently sits at \$23,501. The cost of running the 2017 election process was approximately \$17,000. These funds cover expenses related to hiring, wages, training, supplies, printing and advertising.