

Municipality of Jasper
Committee of the Whole Meeting Agenda
September 27, 2022 | 9:30 am
Jasper Library & Cultural Centre – Quorum Room

Notice: Council members and staff are in Council chambers for meetings. Members of the public can attend meetings in person; view meetings through the Zoom livestream; or view archived Council meetings on YouTube at any time. 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 Damota to chair meeting

2. Additions to agenda

3. Approval of agenda

3.1 September 27, 2022 Committee of the Whole agenda attachment

4. September 13, 2022 Committee of the Whole minutes

attachment

4.1 Business arising from minutes (to be approved at Sept. 27 regular meeting)

5. Delegations

6. Correspondence

6.1 Small Business Letter – Lynn Wannop, Coco's Cafe & Catering attachment

6.2 Letter for Mayor & Council – Shelley Koebel, SnowDome Coffee Bar attachment

7. New business

7.1 Jasper Transportation Strategy and Action Plan attachment

7.2 Activity Centre Renovation Progress Update attachment

7.3 Director's Report – Finance & Administration attachment

7.4 Utilities Model Review attachment

7.5 Petro Canada attachment

7.6 Municipal Position on Private Home Accommodations attachment

8. Motion Action List

attachment

9. Councillor upcoming meetings

[9.1 Council appointments to boards and committees](#)

10. Upcoming events

National Day for Truth and reconciliation – September 30

Jasper Folk Music Festival – October 1

Jasper Park Chamber of Commerce General Meeting – October 12, Zoom,
8:30am

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

Municipality of Jasper
Committee of the Whole Meeting Agenda
September 27, 2022 | 9:30 am
Jasper Library & Cultural Centre – Quorum Room

NETMA – October 19, Wicked Cup, 5-7pm

Organizational Meeting – October 25, following Committee of the Whole

Intergovernmental meeting – October 27, 2pm

11. In camera

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

12. Adjournment

Municipality of Jasper
Committee of the Whole Meeting Minutes
Tuesday, September 13, 2022 | 9:30am
Jasper Library and Cultural Centre, Quorum Room

Virtual viewing and participation	Council attendance is in Council chambers at the Jasper Library and Cultural Centre. This meeting was also conducted virtually and available for public livestreaming through Zoom. Public viewing and participation during Council meetings is through Zoom livestreaming and in person attendance.		
Present	Mayor Richard Ireland, Deputy Mayor Rico Damota, Councillors Ralph Melnyk, Wendy Hall, Scott Wilson, Helen Kelleher-Empey and Kathleen Waxer		
Also present	Bill Given, Chief Administrative Officer Christine Nadon, Director of Protective & Legislative Services Faraz Khan, Municipal Energy Manager Emma Acorn, Legislative Services Coordinator Logan Ireland & Oliver Andrew, UpLift! Jasper Mural Festival Bob Covey, The Local Jason Stockfish, The Fitzhugh 9 observers		
Call to Order	Deputy Mayor Damota called the September 13, 2022 Committee of the Whole meeting to order at 9:32am and began with a Traditional Land Acknowledgement .		
Additions to the agenda	Mayor Ireland requested the following item be added to the agenda: <ul style="list-style-type: none">6.1 ACFA Letter of support request Councillor Wilson requested the following item be added to the agenda: <ul style="list-style-type: none">10.1 Intergovernmental agenda in-camera		
Approval of agenda #387/22	MOTION by Councillor Kelleher-Empey to approve the agenda for the September 13, 2022 Committee of the Whole meeting as amended with the additions: <ul style="list-style-type: none">6.1 ACFA Letter of support request10.1 Intergovernmental agenda in-camera		
	FOR 7 Councillors	AGAINST 0 Councillor	CARRIED
Business arising from minutes	There was no business arising from the minutes of the August 23, 2022 Committee of the Whole meeting. The minutes were approved at the September 6, 2022 regular meeting. Mayor Ireland declared a conflict of interest in regards to the next delegation to present as he is the father of one of the presenters. Mayor Ireland left the meeting at 9:36am.		
Delegations – UpLift! Jasper Mural Festival	Representatives of the UpLift! Jasper Mural Festival, Logan Ireland and Oliver Andrew, shared a recap of the two week mural festival which took place in Jasper from April 23 to May 8, 2022. The partners in the non-profit asked Council for their feedback and asked for future support to the project.		

#388/22	MOTION by Councillor Melnyk that Committee receive the verbal report on the UpLift! Mural Festival for information; and		
	That Committee refer the matter of UpLift! Jasper Mural Festival funding to the 2023 budget discussions.		
	FOR 6 Councillors	AGAINST 0 Councillor	CARRIED
	Mayor Ireland rejoined the meeting at 9:59am.		
Correspondence – ACFA Letter of support request #389/22	MOTION by Mayor Ireland that Committee direct the Mayor to extend a letter of support to assist in the grant application for ACFA.		
	FOR 7 Councillors	AGAINST 0 Councillor	CARRIED
Emergency Advisory Committee (EAC) Update	CAO Bill Given gave Committee an overview of the roles and responsibilities of the Emergency Advisory Committee (EAC) and other positions within the municipal Emergency Management structure. Mayor Ireland presented an EAC report to Committee covering the Chetamon Wildfire and the subsequent power outage in Jasper. The report will be attached to the meeting's minutes.		
	Director of Protective & Legislative Services, Christine Nadon was also present to answer questions and provide further details on the events which began with the wildfire on September 1, 2022.		
#390/22	MOTION by Councillor Melnyk that Committee receive the Emergency Advisory Committee update for information.		
	FOR 7 Councillors	AGAINST 0 Councillor	CARRIED
Recess	Deputy Mayor Damota called a recess from 10:59 – 11:00am		
Emergency Advisory Committee (EAC) Update #391/22	MOTION by Councillor Wilson that Committee direct Administration to request data from ATCO identifying the current maximum capacity for the generators in Jasper as well as our current utilization.		
	FOR 7 Councillors	AGAINST 0 Councillor	CARRIED
#392/22	MOTION by Councillor Wilson that Committee direct Administration to compile a list and report back to Council on current properties and businesses on independent power generation that are able to supply their own power for the foreseeable future.		
	FOR 7 Councillors	AGAINST 0 Councillor	CARRIED

#393/22	MOTION by Councillor Wilson that Committee direct Administration to request an updated timeline from ATCO on the reactivation of the transmission line.			
	FOR 7 Councillors	AGAINST 0 Councillor		CARRIED
	Deputy Mayor Damota relinquished the chair to Mayor Ireland in order to make the following motion:			
#394/22	MOTION by Councillor Damota that Committee direct Administration to locate and provide Council with the detailed environmental impact analysis that Parks Canada conducted with ATCO on the Jasper Interconnection Project.			
	FOR 7 Councillors	AGAINST 0 Councillor		CARRIED
	Deputy Mayor Damota resumed chairing the meeting.			
Municipal Energy Manager Update	Municipal Energy Manager Faraz Khan presented Council with an Energy Management Assessment (EMA) report for the Municipality of Jasper which was conducted on July 14, 2022. The session was attended by the CAO; Communications Manager; and by the Directors of Finance & Administration, Community Development, and Operations. The session was facilitated by CLEAResult, who provide technical support for the Municipal Climate Change Action Centre (MCCAC) program.			
#395/22	MOTION by Mayor Ireland that Committee accept the Energy Management Assessment report for information.			
	FOR 7 Councillors	AGAINST 0 Councillor		CARRIED
RFD – Public Transportation	Mr. Given presented recommendations regarding a draft Memorandum of Understanding on Public Transportation between the Municipality of Jasper and Parks Canada.			
#396/22	MOTION by Mayor Ireland that Committee recommend Council approve the Memorandum of Understanding for the provision of public transportation services with Parks Canada with revisions as discussed at today's meeting.			
	FOR 7 Councillors	AGAINST 0 Councillor		CARRIED
	Deputy Mayor Damota relinquished the chair to Mayor Ireland at 12:25pm and left the meeting.			
RFD – Alberta / Japan Twinning Municipalities	MOTION by Councillor Melnyk that Committee recommend Council approve hosting the 2023 AJTMA conference and direct Administration to include \$6,000 in the 2023 proposed budget to be presented to Council for approval.			

Association #397/22	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Parcel GB Development	<p>Mr. Given gave Council an update on Parcel GB Development. The developers are working through permit conditions with Parks Canada and will share information and renderings of the project once conditions have been met.</p> <p>Deputy Mayor Damota returned to the meeting at 12:34pm. Mayor Ireland relinquished the chair back to Deputy Mayor Damota.</p> <p>Mayor Ireland left the meeting at 12:36pm</p>		
Motion Action List	Administration reviewed the Motion Action List, which included the removal of items addressed at today's meeting and updated target completion dates.		
#398/22	<p>MOTION by Councillor Kelleher-Empey that Committee approve the updated Motion Action List.</p> <p>FOR 6 Councillors</p> <p>AGAINST 0 Councillors</p> <p>CARRIED</p>		
Councillor reports	<p>Mayor Ireland returned to the meeting at 12:39pm.</p> <p>Councillors Melnyk, Waxer, Hall, Wilson, and Damota will be in Calgary next week for the Alberta Municipalities tradeshow and convention.</p> <p>Councillor Hall will be attending a Jasper Library board meeting tomorrow.</p> <p>Councillor Melnyk will be at a Jasper Yellowhead Museum and Archives meeting this evening and a TransCanada Yellowhead Highway Association meeting this Friday.</p> <p>Councillor Kelleher-Empey will be participating in the Early Childhood Community Conversation tomorrow afternoon and a Community Futures West Yellowhead meeting in Grande Cache on Friday.</p> <p>Councillor Wilson will attend a meeting of the West Yellowhead Waste Management Authority on Thursday in Hinton.</p>		
Upcoming Events	Council reviewed a list of upcoming events.		
In Camera #399/22	<p>MOTION by Councillor Kelleher-Empey to move in camera at 12:47pm to discuss agenda items:</p> <ul style="list-style-type: none"> 10.1 Intergovernmental agenda <p>FOR 7 Councillors</p> <p>AGAINST 0 Councillors</p> <p>CARRIED</p>		

Mr. Given also attended the in camera session.

Revert to open
meeting
#400/22

MOTION by Councillor Wilson that Committee of the Whole revert to open meeting at 1:18pm.

FOR

7 Councillors

AGAINST

0 Councillors

CARRIED

Adjournment
#401/22

MOTION by Councillor Waxer, there being no further business, the Committee of the Whole meeting of September 13, 2022 be adjourned at 1:19pm.

FOR

7 Councillors

AGAINST

0 Councillors

CARRIED

**EAC Report to Council
September 13, 2022**

The Emergency generated by the Electric Power outage caused by the Chetamon wildfire, provided the first opportunity for an emergency response meeting of the newly constituted Emergency Advisory Committee (**EAC**). The committee had met previously to review emergency planning documents, including the community evacuation plan, with staff and Parks Canada.

As noted by our **CAO**, Mr. Given, the potential for an Emergency was recognized on Friday, September 2 with the start of the Chetamon wildfire. Municipal staff activated the Emergency Coordination Centre (**ECC**), in a limited sense, on the morning of Saturday, September 3, in order to be bettered prepared for the eventuality of a more immediate emergency. That situation did, in fact arise early in the morning of Monday, September 5, with the loss of the ATCO overhead transmission line which delivers power to all of Jasper and almost all of Jasper National Park

The **EAC** held its first meeting with the Director of the Emergency Coordination Centre (**ECC**), Christine Nadon, Deputy Director of **ECC** Mathew Conte, and member of the Emergency Management Agency (**EMA**) CAO Bill Given, commencing at 4pm on **Monday, September 5**.

During the initial meeting the **EAC** (Councillors Waxer and Melnyk, and Mayor Ireland) received a briefing from the **DEM** and **DDEM**, and from Mr. Given. The Committee was provided with an update and made inquiries regarding various items, including:

- the evolving fire status;
- the status of the ATCO transmission line;
- efforts and available resources to provide substitute generated power for the community;
- priorities for electrical re-energization;
- proposals and limitations of re-energization as advised by ATCO, including service to areas south of highway 16;
- the status of the Municipal response;
- the role of Emergency Social Services;
- actions taken by the Evergreens Foundation in respect to the voluntary transfer of independent residents in Alpine Summit Seniors Lodge.

Members of the **EAC** additionally inquired as to the safety and well-being of individuals, including vulnerable populations, life safety issues concerning use of BBQs and outdoor cooking stoves used indoors and messaging to discourage such use.

Committee members also discussed private sector efforts to reduce incoming visitation to the community and the national park and regarding resources which the private sector might be able to make available to address the power outage. The **EMA** undertook to convey offers of resources to ATCO for consideration as appropriate.

Members of the **EAC** also addressed the frequency of updates from the EMA to council and offered advice in that regard (which was accepted and actioned).

The **EAC** was advised that the recommendation of the **ECC** was that a Declaration of a State of Local Emergency (**SOLE**) was not required: upon such a Declaration, the legislation provides

the opportunity for the affected municipality to exercise exceptional powers, none of which powers were contemplated to be required.

The **EAC** accepted the recommendation of the **ECC** with respect to the Declaration of a **SOLE**, and otherwise commended the **ECC**, **DEM**, **DDEM** and **EMA** with respect to its efforts to date, particularly the quality and frequency of communications, and provided advice to continue those efforts.

On **Tuesday, September 6**, members of the **EAC** received, with Council, an update from Mr. Given regarding the Chetamon wildfire, the ongoing ATCO response, and the Municipal response.

The **EAC** convened again at 5:30 pm on **Wednesday, September 7**, with the **DEM**, **DDEM** and our **CAO**. In addition to receiving an update on all current matters, the **EAC** also had the opportunity to address questions directly to the ATCO incident commander, Amanda Mattern, who joined the meeting virtually. Members of the **EAC** posed questions regarding available resources, other options for generated electricity, including railway locomotives or generator cars, other sources of large generators, capacity limits, technical challenges, load reduction options, including lowering demand. Until power was lost to the community and Ms. Mattern was required to excuse herself to deal with the ongoing emergency, she was able to provide responses satisfactory to the **EAC** with respect to most inquiries. In some instances (hotel occupancy as a function of load capacity, for example) Ms. Mattern took the questions away for consideration by ATCO staff.

As part of the briefing provided by the **DEM** and **DDEM**, the **EAC** was apprised of concerns relating to the Waste Water Treatment Plant (**WWTP**). In particular, the **EAC** discussed the potential consequences of a loss of both ATCO generator power and back-up generator power to the **WWTP**.

The **EAC** was also advised of actions taken by Grande Yellowhead Public School Division in respect to the power outage; discussed again the issue of available resources, and the absence of need to Declare a **SOLE**.

The **EAC** took the opportunity of the meeting to inquire regarding the wellness of members of the **ECC** and other municipal staff.

The **EAC** also used the September 7 meeting as an opportunity to confirm messaging for a virtual meeting later that evening between Mr. Given and the Mayor on behalf of the Committee, and members of the Board of Directors of Tourism Jasper (**TJ**). A letter was prepared to be shared with **TJ** board members and other tourism industry stakeholders, which was subsequently shared with Council and publicly. The meeting with the Board of Directors of **TJ** provided an opportunity to confirm status of various aspects of the emergency, municipal and ATCO priorities, ongoing efforts towards power restoration, and both ongoing and emerging concerns of the Municipality. The meeting also provided an opportunity for participants to exchange information and for the municipality to hear perspectives, concerns, suggestions and messaging from the Board of Directors of **TJ** and individual industry operators.

The **EAC** convened again on **Friday, September 9** at 2:30 pm. Apart from receiving a current status update, members inquired regarding additional back-up generator support for the **WWTP**, the uptake of private generator use, particularly in the commercial sector, opportunities

and efforts to reduce demand, historical responses to prior significant power outages, and the ongoing impact on residents and businesses.

Members also used the meeting to confirm a list of direct requests to be conveyed to the Minister of Municipal Affairs and other Provincial officials at a virtual meeting scheduled for later that day.

The **EAC** recognized the need to elevate the administrative efforts between the Municipality, ATCO and Parks Canada to a political level. With the assistance of MLA Martin Long, the Committee was able to arrange a virtual meeting with Minister of Municipal Affairs, Rick McIver, the Associate Minister of Natural Gas and Electrical Power, Dale Nally, MLA Martin Long, and other Provincial representatives at 4:15 on **Friday, September 9**. The meeting began as a virtual, web-based meeting, but owing to power and internet constraints, converted to a telephone conference call within minutes.

The **EAC** employed the opportunity to briefly explain the extent of the continuing emergency to the Minister and his officials, and to briefly outline the losses and severe disruption, economically, socially, physically, mentally and emotionally to individuals, businesses, the municipality and the community caused by the power outage.

The Committee's first request to the Province was to inquire at the highest levels of ATCO whether there was any requirement for additional resources. The Associate Minister undertook to action that request and responded by telephone to Mayor Ireland late on Saturday afternoon that ATCO confirmed (consistent with advice from ATCO representatives on the ground in Jasper) that all required resources had been made available and that the critical needs were time to adjust to technical demands and complexity at the generator site, and safe access for line restoration crews in the area of transmission line damage.

In the context of a second 'ask' to the Province, the committee explained to the Minister and provincial representatives that the entire community of Jasper functions as an integral part of the local tourism offer and is, in fact, tourism product. By analogy, the **EAC** argued, if an agricultural community in Alberta suffered a devastating loss of product (crop) as a result of a natural weather event (hail, tornado, drought) provincial Disaster Relief would undoubtedly be made available. Similarly, the committee submitted, Disaster Relief should be made available to individuals and to business in Jasper who have lost income or incurred unexpected expenses as a result of a power outage caused by wildfire. Provincial Officials readily acknowledged that Disaster Relief could be made available, and undertook to start work to investigate options and processes. They have since made contact to liaise with finance personnel within the Municipality to further the initiative. Officials cautioned, however, that all Disaster Relief Programs are subject to eligibility requirements, including precise record keeping, and that all relief will be subject to an 'insurability' review. The Municipality was able to confirm that for its part, that precise records have been maintained since the activation of the ECC. The Municipality agreed to help extend the message to affected individuals and business that their first contact should be with their insurance provider. The Mayor spoke with the Executive Director of the Jasper Park Chamber of Commerce (**JPCC**) the following day, to help circulate that requirement to **JPCC** members.

As its third ask, the EAC requested confirmation that no Declaration of a **SOLE** was required to be made to access any provincial Disaster Relief funding or Program. Provincial Officials provided that confirmation. Provincial officials did, however, re-emphasized the need to first consider private insurance options and reiterated that provincial disaster relief is not a substitute for insurance products available on the market.

As a final gesture, and recognizing the challenges facing our Municipal administration in the face of the ongoing emergency, the Province offered to investigate on behalf of the Municipality, the availability of federal relief programs for individuals and for businesses.

The most recent meeting of the **EAC** occurred at 3:00 pm on Monday, **September 12**. At that time, the Committee received an update from Mr. Given (Ms. Nadon having earned a day off, and Mr. Conte being engaged in the ongoing work of the **ECC**). Members were advised that ATCO had successfully brought all generator capacity on line and successfully supplied uninterrupted power to all of the townsites (excluding those who have voluntarily opted to remain on their own generators - for which we extend gratitude.) The **EAC** was also advised that work was underway to replace poles and structures damaged by the wildfire. As of Monday, September 12, no firm date for repairs to and reactivation of the overground transmission grid line was available.

The **EAC** also inquired regarding the transitioning of messaging from the Municipality directed towards visitors. The Committee was advised that the **ECC** was to discuss that issue later on Monday and confirm a process for adjusting messaging.

Members of the **EAC** extend thanks and appreciation to the **DEM**, **DDEM**, and **EMA** for the quality and frequency of briefings provided to the **EAC**, and for updates provided to Council. We also extend great gratitude to all members of the **ECC** and municipal staff who have served the community in such exemplary fashion during the course of the present emergency, and will continue to do so until its conclusion and beyond.

Respectfully submitted,
Emergency Advisory Committee

Per: Richard Ireland, Chair

AGENDA ITEM 6.1



Lynn Wannop
Executive Chef & Owner
Coco's Cafe & Catering
608 Patricia St, PO Box 3097
Jasper AB, T0E 1E0

September 15, 2022

To Mayor and Council,

I would like to bring to your attention to the disappointment in the complete lack of small business interaction during the Chetamon Fire Power Outage crisis. We would like to know who was tasked to reach out to Jasper's small businesses during this or any crisis - because there was zero contact. After forcibly, and understandably, turning tourists away from Jasper, you completely cut off our livelihood with no support either in person, a call or email - nothing. Yesterday's conversation about Disaster Relief during the council meeting was the first mention of what stresses this has taken on our small businesses. But still - no one reached out to any of us and the major piece of the crisis has passed at this point.

Jasper is built on the support tourism brings - it cannot exist without them. This was proven over the pandemic - Jasper businesses depend on tourists to keep our doors open. Jasper as a town depends on its small businesses to feed, clothe & entertain these guests to keep them coming back again and again to our beautiful town and support our local economy - which we gladly do with open arms.

The Chetamon Fire, unlike the pandemic - offers no support for this town shutdown. There is no financial support for those who pulled in generators to pull themselves off the grid to help except insurance - and now some of which are facing a fight with their insurance over coverage because there was no state of emergency declared - You wouldn't know this because you didn't ask. If we can get insurance our premiums go up again - we now have to absorb another financial strain. As a small business we have to weigh whether or not it's worth it to claim - leaving us in another hard decision making situation. There's no support for those of us who lost our busiest day of the entire year, Labour Day Monday - followed by one of the strongest months of the year - again, this is gone, done. We can't get it back.

thefabulouscocoscafe@gmail.com

www.cocoscafe.ca

PO box 3097, 608 Patricia St, Jasper AB, T0E 1E0 780-852-4550



We have nothing left - after the pandemic there's little to no savings, emotionally we are at our end. I know I can personally speak to you about how hard I worked during the pandemic to help our beloved little town. You rewarded me with a Humanitarian Award for it. I do so much for Jasper out of loving where I live and all the people who reside here - where is the support when I need it in this time of crisis?

Fires are a reality of living in Jasper, and having just lived through the pandemic, there should be crisis support for Jasper's businesses built around this very real issue. We as businesses can't keep picking ourselves up and brushing ourselves off and helping Jasper when we have no help ourselves. We are beyond exhausted financially and emotionally.

I want to bring to your attention the fact that Hinton got grant money for businesses to apply for to help with covid recovery. Filling out an application offers their local businesses \$5000.00. I know that maybe that doesn't seem like a lot of money, but for a small business it is the difference in being able to pay rent, employees, bills - and keeping our doors open. Where is Jasper's small business support like this? If our neighbors in Hinton are able to apply to get support like this, why don't Jasper businesses have access to financial support like this?

Jasper's local government missed the boat on this - and we, Jasper's small businesses are again, left to pick up the pieces and figure out how to make our next payroll. I wanted to make sure you understand the negative impact this has put on us - it's really a big deal - and it needs to be fixed. We want not only to be heard, but we need support and understanding of the role our small businesses play in our local economy. Without us, there is no Jasper.

Yours most sincerely,

Lynn Wannop

From: [Lynn Wannop](#)
To: [Municipality of Jasper](#)
Subject: Re: Small Business Letter
Date: Thursday, September 15, 2022 3:32:14 PM
Attachments: [image001.png](#)

Hello again

I want to make one small amendment if you could please let the councilors know - I've just looked more into the Hinton Grant and it's for non-profit businesses, not all businesses. I apologize for the mis information.

Lynn

AGENDA ITEM 6.2

From: [SnowDome](#)
To: [Emma Acorn](#)
Subject: Letter for Council and Mayor
Date: Thursday, September 22, 2022 12:56:04 PM

Gabrielle Investments Ltd.
607 Patricia Street
Jasper AB T0E 1E0
hello@snowdome.coffee

September 23, 2022

Dear Mayor Ireland and Town Councillors,

Re: Early Cessation of Paid Parking

In light of the recent wildfire and shutdown of business in the community and Jasper National Park, I am writing as a business owner to request an action of support from Council to help bring back visitors and locals to the downtown core.

The message of "now is not the time to visit Jasper" is still resonating with people. Visitation to Jasper and the downtown business community has been slow to rebound. As a gesture of goodwill and a show of support to the downtown business community, please consider a cessation of paid parking for the remainder of the 2022 summer/fall tourism season with a return to a 2 hour parking limit.

Paid parking and its enforcement is a challenging topic at the best of times, but given the devastating impact of a season cut short, I trust Council will give this request a positive response with immediate action.

Sincerely,

Shelley Koebel

--

Shelley and Sam Koebel
Gabrielle Investments Ltd.
SnowDome Coffee Bar & Andromeda Coffee
Coin Clean Laundry
Jasper, Alberta

AGENDA ITEM 7.1

REPORT FOR INFORMATION

Subject: Jasper Transportation Strategy and Action Plan
From: Bill Given, Chief Administrative Officer
Prepared by: Bill Given, Chief Administrative Officer
Reviewed by: Emma Acorn, Legislative Services Coordinator
Date: September 27, 2022



Recommendation:

That Committee receive this report for information.

Alternatives:

- That Committee direct administration revise the workplan before proceeding.

Background:

A number of documents including the 2011 Jasper Community Sustainability Plan and the 2018 Transportation Master Plan include recommendations to explore the opportunity of future local and regional transit connections for the municipality. In 2021 Council supported a public transportation pilot project over the summer season. The pilot project ran from July 15 to Sept 26, and saw average daily ridership that grew over the course of the project (July - 20.5/day, August – 48.8/day, Sept – 49/day).

Based on the recommendations from the aforementioned plans and the success of the pilot project, administration applied for and secured a \$50,000 planning grant under the Federal Rural Transit Solutions Fund program in the fall of 2021. On May 24th, Committee directed Administration issue to an RFP for a public transportation system feasibility study.

On July 12, 2022, a consulting team led by WSP was selected as the chosen proponent to carry out this study.

On September 13, 2022 Committee of the Whole reviewed and recommended updates to a Memorandum of Understanding (MOU) with Parks Canada for the delivery to Public Transportation Services outside the townsite. The MOU will come to regular council on September 27th.

Discussion:

The Municipality of Jasper is striving toward environmental leadership and stewardship, and public transportation is an important tool in this endeavour. The aim of WSP's assignment is to study the feasibility of different public transportation options and prepare a Strategy and Action Plan to implement the most feasible options. The Strategy and Action Plan will be used to inform operational and capital budget discussions.

WSP has advanced progress in the first phase, Research and Context Setting, of their four-phase project plan. A review of the Research and Context Setting phase is included in the attached presentation. Some key opportunities and constraints identified through this first phase of the project are as follows.

Opportunities:

- Seasonal demand could present cost-saving opportunity, as most destinations would not require transit service coverage in the winter

- Potential partnership with Parks Canada and other existing transportation operators could be explored
- Shared transportation services (bike/e-bike sharing, carsharing, carpooling) could be implemented at relatively low cost to the Municipality (depending on findings from the study)
- Grant funding is available to support capital investments for public transit and associated active transportation improvements

Constraints:

- There are no existing local public transportation services to leverage or integrate with.
- Tourism market is seasonal, requiring different solutions for summer and winter seasons.
- Several existing transportation operators with different business interests and markets.
- Limitations on fleet storage and maintenance required for transit operations in Jasper and area, due to cap on municipal footprint.
- Newer public transportation options or shared mobility services are most effective when customers have access to and comfort with smartphone technology.

WSP's next steps are to conduct a partner and stakeholder engagement session with existing transportation providers within Jasper to discuss potential synergies and partnerships. This will be followed by the development and evaluation of transportation options for the municipality and will conclude with the strategy and action plan with a presentation to council.

Strategic Relevance:

Community Health

- Take proactive steps to reduce the risk of people becoming vulnerable and respond when they are vulnerable.
- Recognize the fundamental importance of our tourism economy.

Relationships

- Welcome the expertise, innovation, creativity and commitment of community members, groups, associations and businesses.

Environment

- Increase opportunities for active transportation and transportation alternatives.
- Include an environmental lens into our decision making and operational plans.

Relevant Legislation:

- Jasper Community Sustainability Plan

Financial:

The recommendation can be carried out within the existing approved budget and no additional resources are needed.

Attachments:

Jasper Transportation System Strategy and Action Plan – Project Update Presentation

Jasper Transportation Strategy & Action Plan Project Update

September 27, 2022



Agenda

1. Project Process and Timing
2. What we have done so far
 - Background Review - Site overview, opportunities, constraints
3. Where we are going next
 - Next Steps

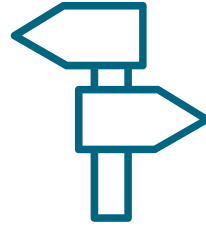
Project Process



Research & Context Setting



Identify Goals



Overview of potential
transit customers + key
destinations



Overview Jasper's 2021
Bus Pilot



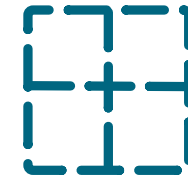
Existing and Potential
transportation services +
modes



Preliminary scan of
other jurisdictions



Funding and Revenue
Opportunities

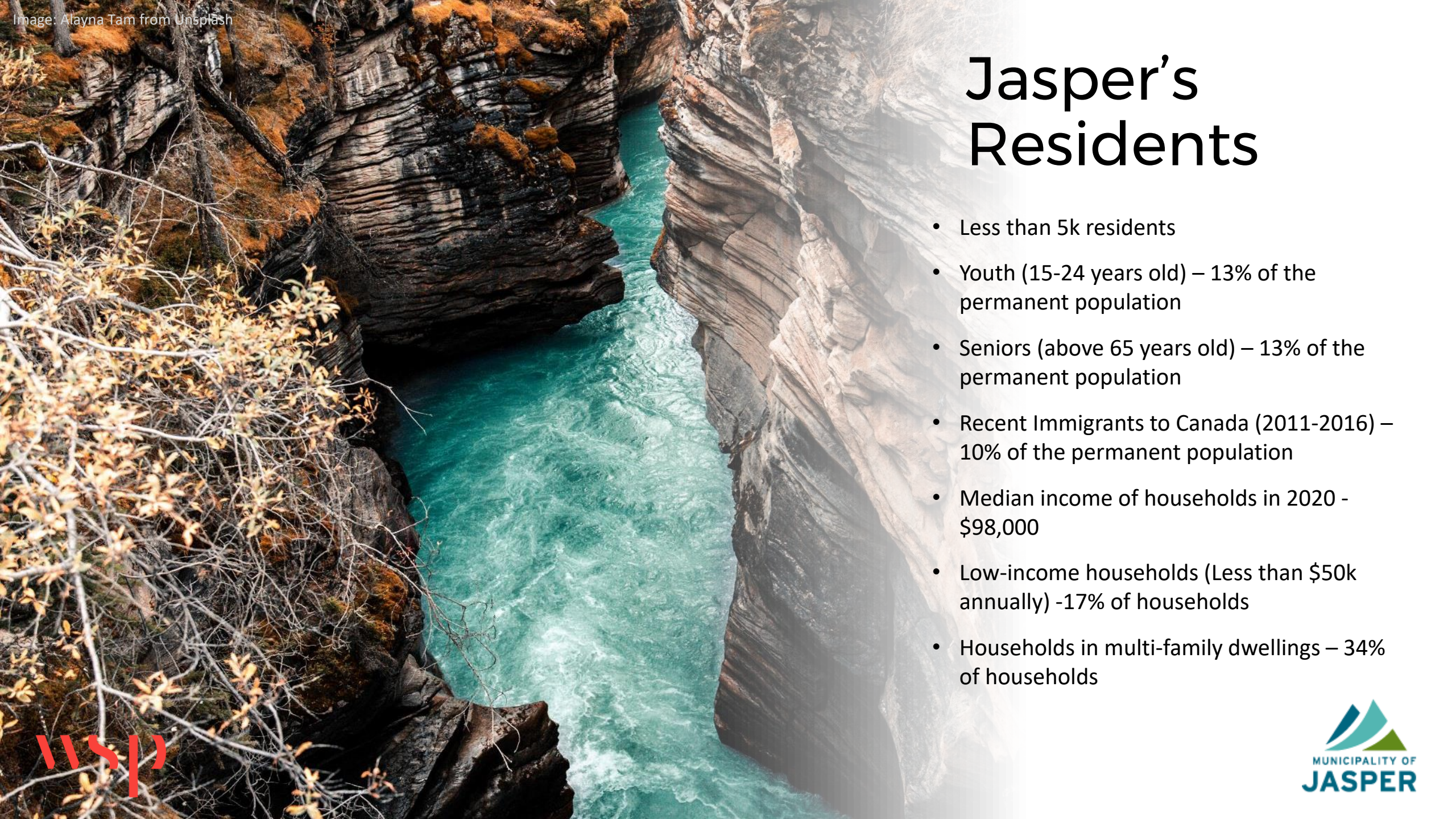


Opportunities +
Constraints

Jasper's Goals for Public Transportation

1. Reduce **vehicle congestion**
2. Prioritize **environmental sustainability**
3. Improve **quality of life** and **transportation options** for residents
4. Improve the **quality of experience** for visitors

Less than 5,000
residents
+ Over 1 million
seasonal visitors



Jasper's Residents

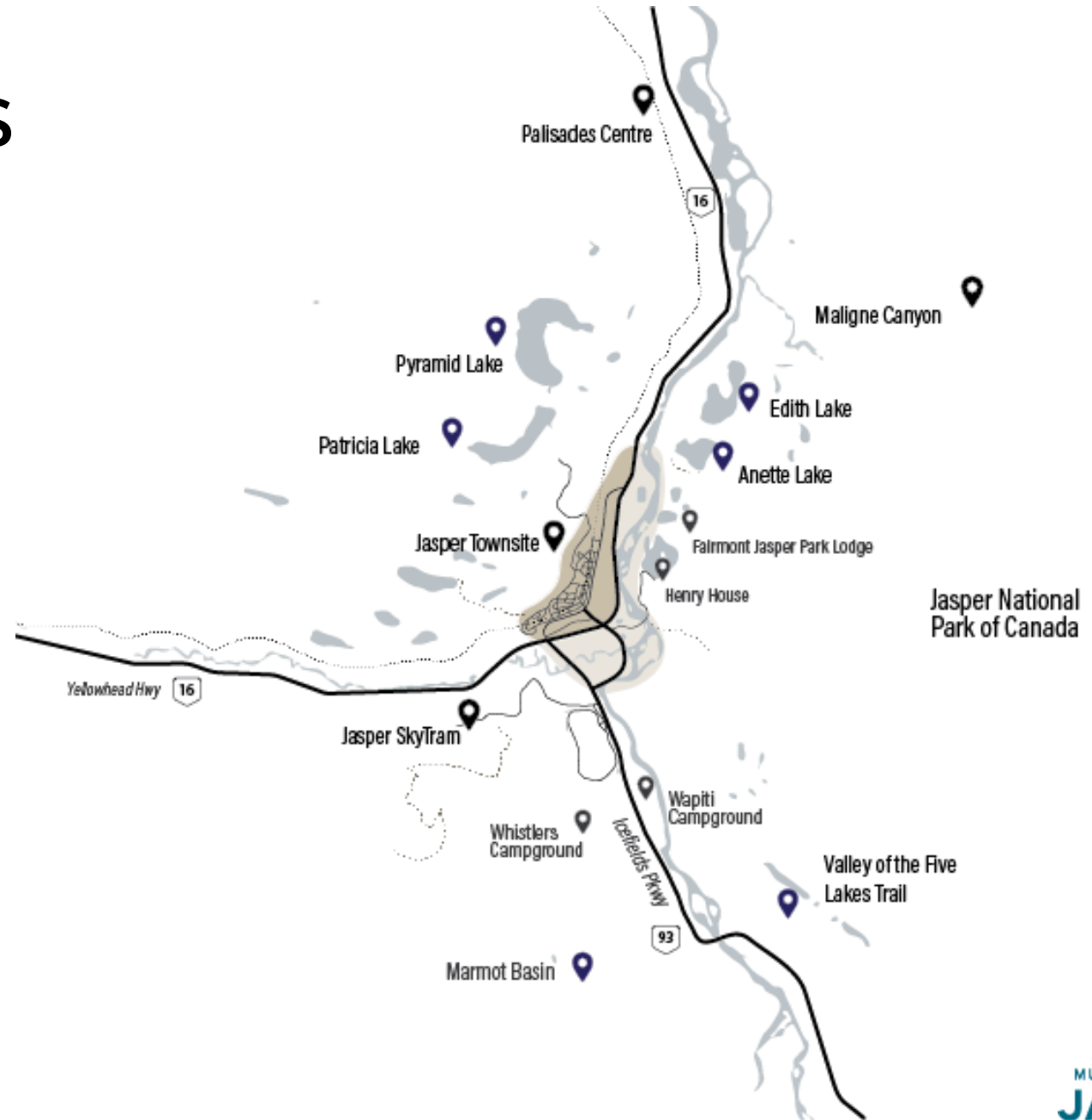
- Less than 5k residents
- Youth (15-24 years old) – 13% of the permanent population
- Seniors (above 65 years old) – 13% of the permanent population
- Recent Immigrants to Canada (2011-2016) – 10% of the permanent population
- Median income of households in 2020 - \$98,000
- Low-income households (Less than \$50k annually) -17% of households
- Households in multi-family dwellings – 34% of households

Jasper's Visitors

- Millions of seasonal visitors per year
 - Summer (June and August) is most popular (average of 450k visitors)
 - Spring and Fall (average 375k monthly visitors)
 - Winter least popular (150k monthly visitors)
- Jasper has different private transportation companies providing service for tourists
- Heavy reliance on car rentals and tourism bus companies

Key Destinations

	RANK SUMMER	RANK WINTER
Downtown Jasper	1	1
Pyramid/Patricia Lakes	2	4
Jasper Town	3	2
Icefields Parkway North	4	8
Highway 16 East	5	3
Maligne Canyon	6	6
Fairmont Jasper Park Lodge	7	5
Sky Tram	8	10
Lake Edith And Annette	9	11
Greater Jasper Area (Hwy 93A)	10	12
Highway 16 West	11	9
Marmot Basin	12	7



Jasper's Transportation Providers



PURSU^{IT}™



Hertz

AVIS®

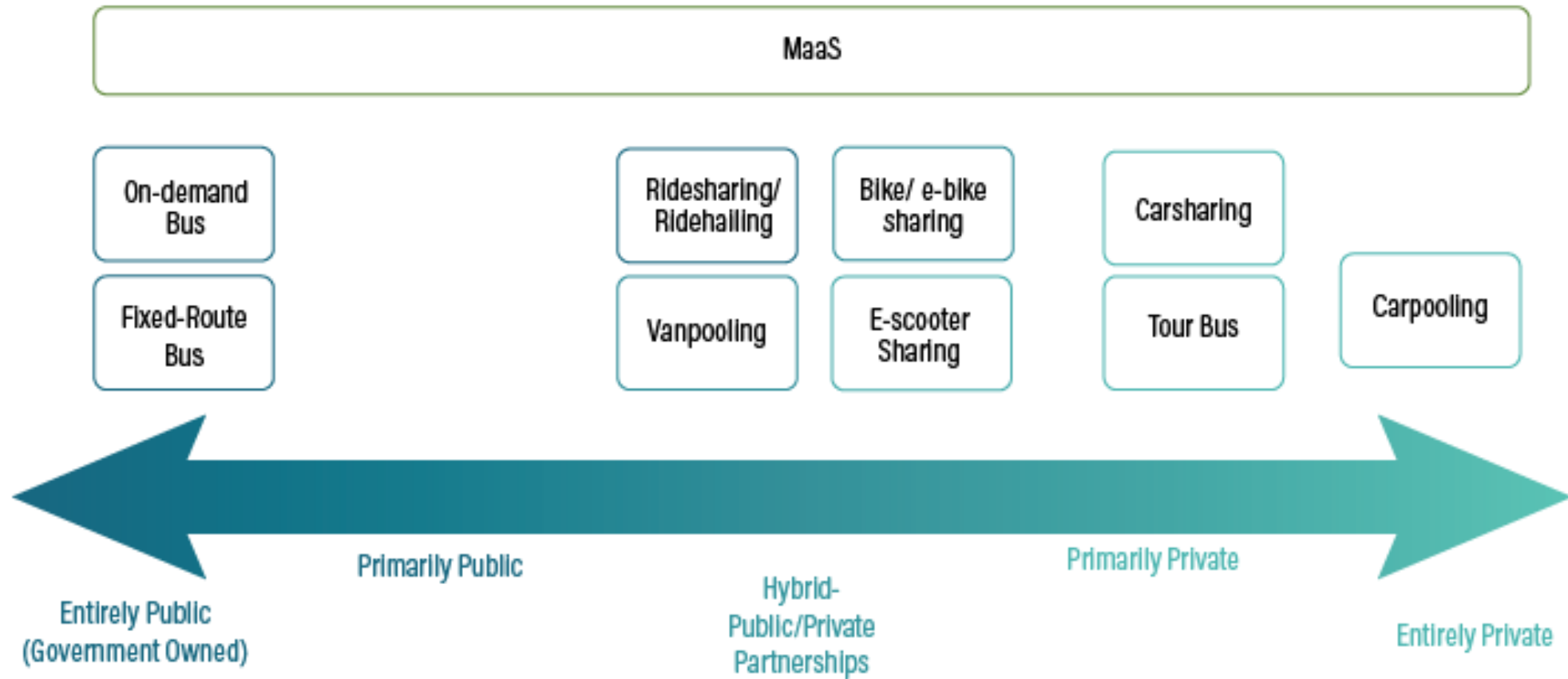


Key Stakeholders

- Current Transportation Providers (earlier slide)
- Parks Canada
- Tourism Jasper
- Jasper Chamber of Commerce
- VIA Rail Canada
- Rocky Mountaineer
- Accommodations

Emerging Technologies + Solutions

Spectrum of Service Delivery Models



Jurisdictional Review

- Reviewed other municipalities based on:
 - Similar rural or regional context to the Municipality of Jasper
 - Interesting or innovating mobility options
 - Fixed and on-demand transit systems



Jurisdictional Review Takeaways

- Risk in ridesharing partnership model
- Bike sharing popularity in tourist and mountainous resort destinations
- Tourist destinations to offer multiple public or shared transportation modes.
- Success in offering free transit rides for residents
- Subsidized ride hailing cost-effectiveness
- Transportation options to carry skis and bikes may be favorable in mountain destinations
- Higher parking fees to raise funds for transit
- Coordination with nearby towns on public transit

Funding

Revenue Streams

Fare Revenue/ User Fees

Chartering Services

Advertising

Capital Funding

Grant Funding

- Federation of Canadian Municipalities (FCM)
- Government of Canada
- Zero Emission Transit Fund (Government Of Canada)
- Zero Emission Vehicle Infrastructure Program (Natural Resources Canada)

Summary of Opportunities + Constraints

Opportunities	Constraints
<ul style="list-style-type: none">• Pilot project results indicate some demand for public transportation in Jasper• Bow Valley Regional Transit Services Commission has experience to learn from in delivering transit service in a Parks Canada jurisdiction• Grant funding is available to support capital investments• Seasonality:<ul style="list-style-type: none">○ Strong tourism market, particularly in summer season○ Significant number of key destinations in the summer season○ Seasonal demand could present cost-saving opportunity, as most destinations would not require transit coverage in the winter• Partnerships:<ul style="list-style-type: none">○ Potential partners in public transportation (existing transportation operators)○ Interest from Parks Canada in managing congestion○ Existing transportation operators with fleet and experience in the Jasper context○ Shared transportation services can be implemented at low cost to the Municipality and improve access to transportation options for both residents and visitors.	<ul style="list-style-type: none">• There are no existing public transportation services to leverage or integrate with• Tourism market is seasonal, requiring different solutions for summer and winter seasons• Several existing transportation operators with different business interests• Limitations on fleet storage and maintenance in Jasper and surrounding area, due to cap on municipal footprint• Newer public transportation options or shared mobility services are most effective when customers have access to and comfort with smartphone technology

Next Steps



AGENDA ITEM 7.2

REQUEST FOR DECISION

Subject: Activity Centre Renovation Progress Update & Scope Reduction
From: Bill Given, Chief Administrative Officer
Prepared by: Bill Given, Chief Administrative Officer
Reviewed by: Christopher Read, Director of Community Development
Date: September 27, 2022



Recommendation:

- Committee receive the September 2022 Activity Centre Renovation Progress Update for information; and,
- Committee direct administration to continue the design process with three (3) new arena dressing rooms; and,
- Committee endorse the design concept of non-gendered change rooms in the Aquatic Centre.

Alternatives:

- Committee recommend council increase the budget by \$1,914,378 to accommodate 5 dressing rooms.
- Committee direct administration to continue with gender specific washrooms.

Background:

In 2019 the Municipality of Jasper secured provincial and federal grant funding towards a major renovation of the Activity Centre, Arena and Fitness and Aquatics Centre facilities. Since August of 2021, administration has engaged a Project Management firm (WSP), a Prime Consultant (GEC Architecture), a Cost Consultant (DMC Cost Management) and a Construction Manager (Carlson Construction). On February 22, 2022, Committee provided direction to administration on which design concepts should be further developed for Council's consideration. On May 3rd Council approved an expanded project scope and a total project budget of approximately \$14 million.

Discussion:

Following Council's approval to proceed with an expanded project scope, the Project Team (MoJ, WSP, GEC, DMC & Carlson) worked to develop a Schematic Design that better articulates spatial and architectural elements that didn't previously exist in the earlier budgeting phase of the project. A Schematic Design is what facilitates early cost estimating to ensure the project is capable of being completed within the approved budget before getting too far into the design and construction process.

The Schematic Design was finalized in late July 2022 followed by the completion of the Class D Cost Estimate in mid-August. The Class D Cost Estimate for the Schematic Design came in well over budget. Design assumptions that were made earlier in the project, combined with the proposed arena expansion's conflict with existing underground utilities, were driving factors in the estimated cost overage and forced the Project Team to re-evaluate the importance of each design element. A rigorous value engineering exercise was undertaken to realign the project with the approved budget without compromising the intent of the project, however, not enough could be done without a small reduction of scope.

Council's approval of the project scope included a proposed expansion to the Arena that would be home to five (5) new dressing rooms. It also included an expansion of the Arena's Zamboni room to change how the Zamboni entered and exited the building. The space required to appropriately address these two expanded areas has proven to be too much for the approved budget to accommodate. After a thorough review, it's been determined that reducing the Arena expansion to three (3) dressing rooms, and eliminating the expansion of the Zamboni room, the project is more adequately aligned with the \$14M of available budget.

In addition to a reduced project scope, the Project Team has discussed converting the male and female change rooms in the Aquatic Centre to non-gendered change rooms, as opposed to a general renovation as previously planned. Non-gendered change rooms are a design concept that is being adopted by a large majority of new aquatics facilities and is a marked step towards improved accessibility and inclusivity.

Attachments:

- GEC architecture – Activity Centre Renovation Council Presentation September 27, 2022
- Jasper Activity Centre Project Status Report September 2022



September 27, 2022

Municipality of Jasper **Activity Centre Renovation**

COUNCIL PRESENTATION



Contents

1.0 Arena

- 1.1 Arena Dressing Room Expansion - Option 1
- 1.2 Arena Dressing Room Expansion - Option 2

2.0 Aquatic Centre

- 2.1 Aquatic Centre Change Rooms - Option 1
- 2.2 Aquatic Centre Change Rooms - Option 2



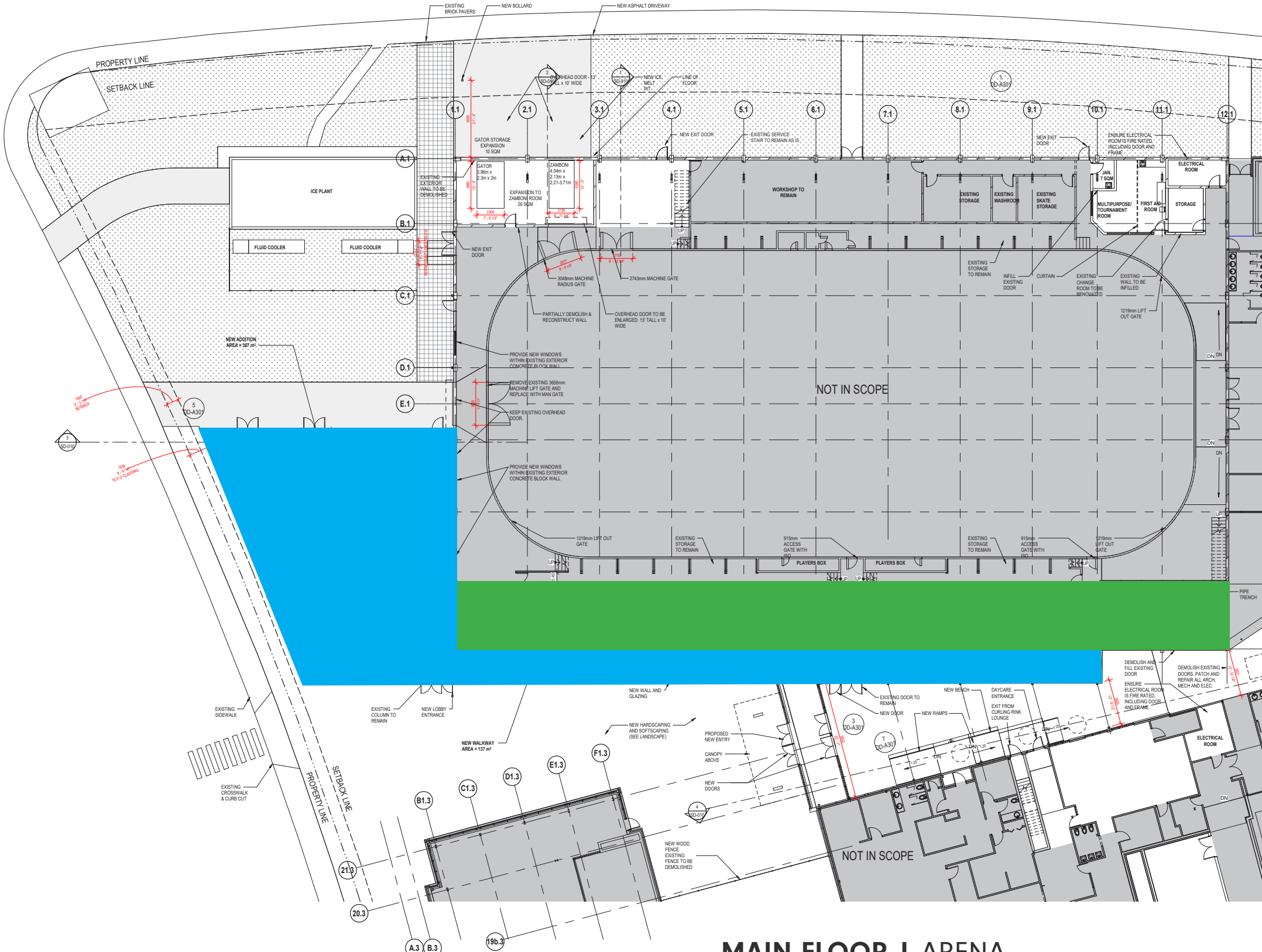
1.0 Arena

1.1 ARENA | DRESSING ROOM EXPANSION

OPTION 1

RENOVATION TO THE EXISTING DRESSING ROOMS

EXPANSION TO THE EXISTING ARENA (3 DRESSING ROOMS)



MAIN FLOOR | ARENA

1.2 ARENA | DRESSING ROOM EXPANSION

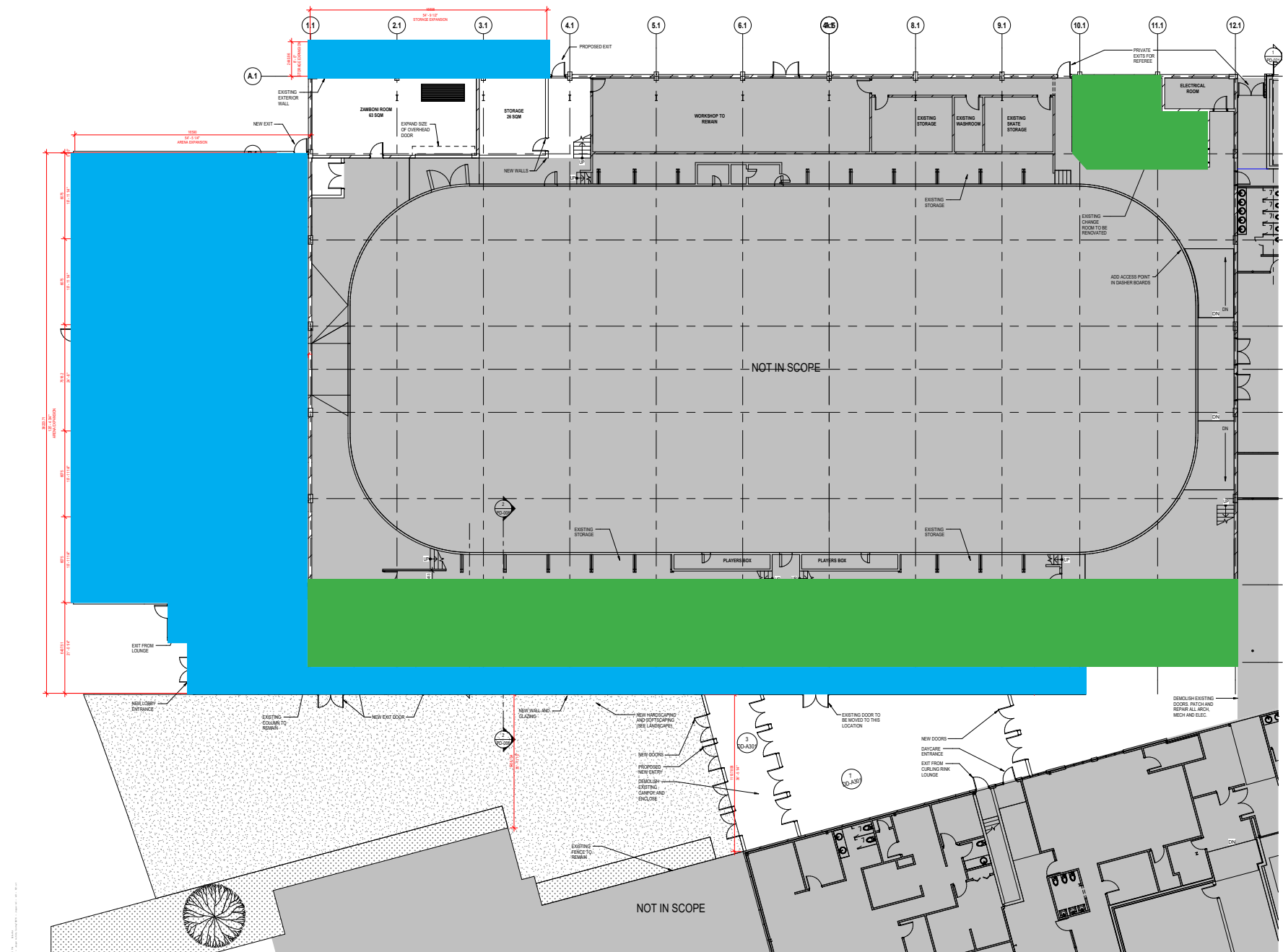
OPTION 2

Included in Required Scope

RENOVATION TO THE EXISTING DRESSING ROOMS

Included in Council Requested Scope

NEW DRESSING ROOM
EXPANSION (WEST & SOUTH)
AND ZAMBONI ROOM
EXPANSION, INCLUDING NEW
STORAGE ROOM



MAIN FLOOR | ARENA



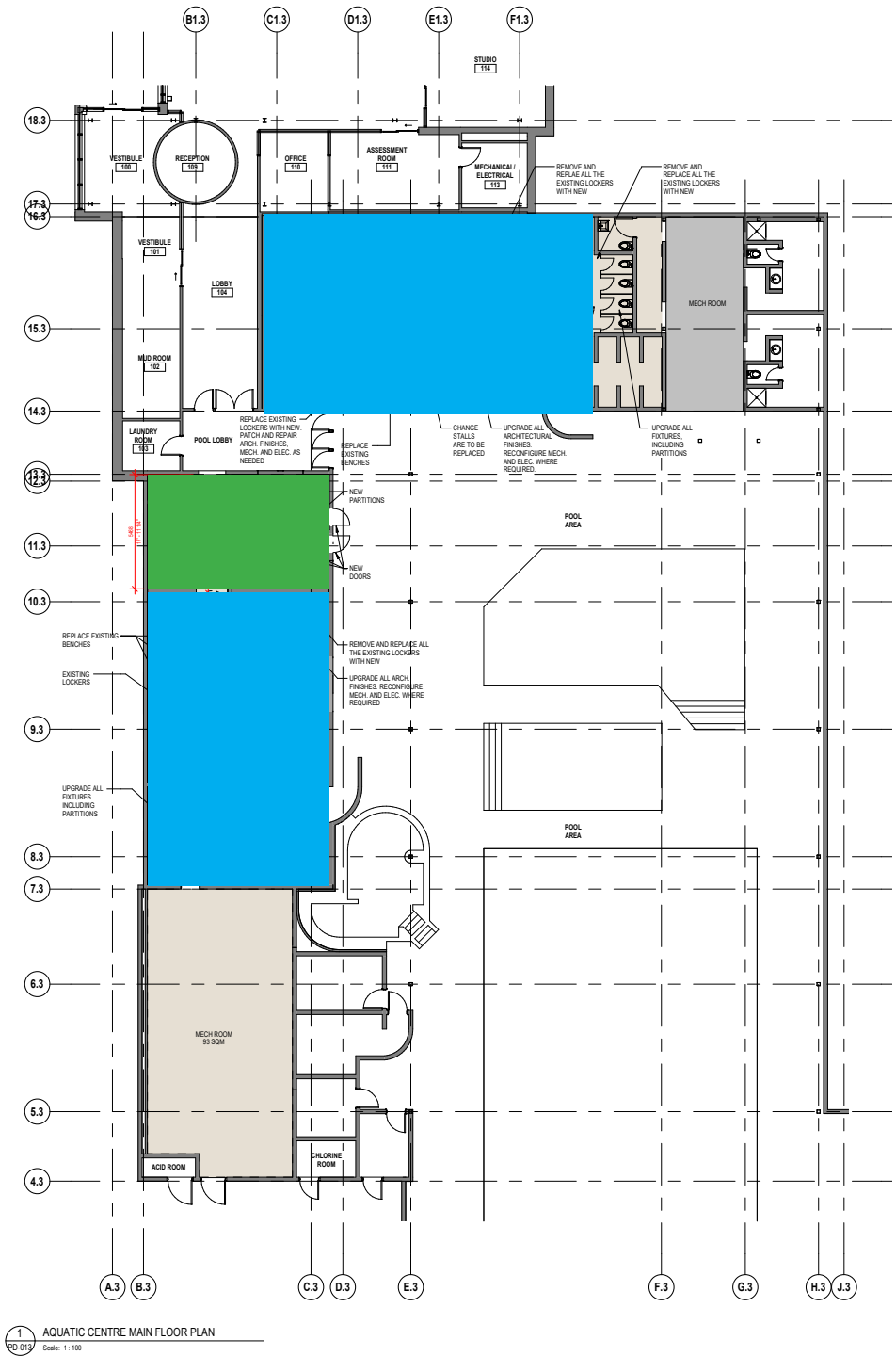
2.0

Aquatic Centre

2.1 AQUATIC CENTRE | CHANGE ROOMS

OPTION 1

- FULL **RENOVATION** OF MEN'S & WOMEN'S CHANGE ROOM
- NEW UNIVERSAL** ACCESSIBLE WASHROOMS & CHANGE ROOM



MAIN FLOOR | AQUATIC CENTRE

CONVERSION OF EXISTING
MEN & WOMEN'S CHANGE
ROOM INTO GENDER NEUTRAL
CHANGE ROOMS



EDMONTON

Suite 310, 14055 West Block NW
Edmonton, AB T5N 1L8
T: 780.421.8060

CALGARY

Suite 300, 2207 4th Street SW
Calgary, AB T2S 1X1
T: 403.283.7796

TORONTO

#403, 179 John Street
Toronto, ON M5T 1X4
T: 647.749.3388





**JASPER ACTIVITY CENTRE
COUNCIL UPDATE
PROJECT STATUS REPORT
SEPTEMBER 2022**



BUDGET STATUS	SCHEDULE STATUS																																												
Budget \$ 14,001,550	<table><thead><tr><th>Milestone</th><th>Date</th></tr></thead><tbody><tr><td colspan="2">Completed</td></tr><tr><td>Procurement of Prime Consultant</td><td>9-Dec-21</td></tr><tr><td>Building Condition Assessment</td><td>2-Feb-22</td></tr><tr><td>Scope Validation</td><td>4-May-22</td></tr><tr><td>Approval of Award – Construction Manager</td><td>06-Jul-22</td></tr><tr><td>Schematic Design Report</td><td>13-Jul-22</td></tr><tr><td>Award Construction Manager</td><td>19-Jul-22</td></tr><tr><td>Class D Cost Estimate</td><td>11-Aug-22</td></tr><tr><td colspan="2">Currently Underway</td></tr><tr><td>Approval of Schematic Design and Revised Scopes</td><td>27-Sep-22</td></tr><tr><td colspan="2"><i>Following the Schematic Design Report and the Class D Cost Estimate, the Project Team has conducted a value engineering exercise and awaits approval from Council to make a small scope reduction to realign the project with the approved budget.</i></td></tr><tr><td colspan="2">Upcoming</td></tr><tr><td>Start of Detailed Design</td><td>Oct 2022</td></tr><tr><td>Development Permit Application</td><td>Oct 2022</td></tr><tr><td>Class C Cost Estimate</td><td>Nov 2022</td></tr><tr><td>Issued For Tender Documents Complete</td><td>Apr 2023</td></tr><tr><td>Class A Cost Estimate</td><td>Apr 2023</td></tr><tr><td>Approval to Award Subtrade Tenders</td><td>May 2023</td></tr><tr><td>Construction Start</td><td>May 2023</td></tr><tr><td>Substantially Complete</td><td>May 2024</td></tr><tr><td>Total Completion</td><td>Jun 2024</td></tr></tbody></table>	Milestone	Date	Completed		Procurement of Prime Consultant	9-Dec-21	Building Condition Assessment	2-Feb-22	Scope Validation	4-May-22	Approval of Award – Construction Manager	06-Jul-22	Schematic Design Report	13-Jul-22	Award Construction Manager	19-Jul-22	Class D Cost Estimate	11-Aug-22	Currently Underway		Approval of Schematic Design and Revised Scopes	27-Sep-22	<i>Following the Schematic Design Report and the Class D Cost Estimate, the Project Team has conducted a value engineering exercise and awaits approval from Council to make a small scope reduction to realign the project with the approved budget.</i>		Upcoming		Start of Detailed Design	Oct 2022	Development Permit Application	Oct 2022	Class C Cost Estimate	Nov 2022	Issued For Tender Documents Complete	Apr 2023	Class A Cost Estimate	Apr 2023	Approval to Award Subtrade Tenders	May 2023	Construction Start	May 2023	Substantially Complete	May 2024	Total Completion	Jun 2024
Milestone	Date																																												
Completed																																													
Procurement of Prime Consultant	9-Dec-21																																												
Building Condition Assessment	2-Feb-22																																												
Scope Validation	4-May-22																																												
Approval of Award – Construction Manager	06-Jul-22																																												
Schematic Design Report	13-Jul-22																																												
Award Construction Manager	19-Jul-22																																												
Class D Cost Estimate	11-Aug-22																																												
Currently Underway																																													
Approval of Schematic Design and Revised Scopes	27-Sep-22																																												
<i>Following the Schematic Design Report and the Class D Cost Estimate, the Project Team has conducted a value engineering exercise and awaits approval from Council to make a small scope reduction to realign the project with the approved budget.</i>																																													
Upcoming																																													
Start of Detailed Design	Oct 2022																																												
Development Permit Application	Oct 2022																																												
Class C Cost Estimate	Nov 2022																																												
Issued For Tender Documents Complete	Apr 2023																																												
Class A Cost Estimate	Apr 2023																																												
Approval to Award Subtrade Tenders	May 2023																																												
Construction Start	May 2023																																												
Substantially Complete	May 2024																																												
Total Completion	Jun 2024																																												
Committed \$ 1,208,646																																													
Forecast Cost at Completion \$15,915,928																																													
Forecast Variance at Completion Over \$1,914,378																																													

Legend		
On Track	Requires Attention	Off Track



DIRECTOR'S REPORT

Natasha Malenchak,

Director of Finance & Administration

May 1 to August 31, 2022

*Reports to June 30, 2022

Major Projects

Information Technology

- Facilitate Email/Website changes
- Assisted with install of Door Controllers/Cameras at operations, pumphouse, reservoir, Connaught washrooms and firehall
- Assisted with install of new SCADA, Win911 PC and Hardware
- Upgraded a dozen computers and moved all security agents to new portal
- Repaired several issues caused by recent storms
- Installed new multi-Function printers at CFS/Finance, new contracts secured for upgraded machines at lower costs
- Audit review & budget planning
- Starting capital projects (Part Delays)

Budget and Planning

- Service profile reviews and Priority Based Budget for the upcoming budget presentation has commenced.
- Reserve policy rewrite.

Staffing

- Incident Command System 200 taken by Finance Assistant & Accounts Receivable Clerk and Director of Finance.
- Diamond Payables extra training.
- Priority Based Budgeting course facilitated by Finance at a lunch and learn session for the Management Team.
- Priority Based Budgeting workshop then facilitated for Senior Leadership Team the next day.

Service

Administration

- Utilities – July and August utility bills to be sent out mid-September.

Assessment and Taxation

- CARB Appeals – 2 appeals; only one is going to hearing.
- Request for Proposal for Assessment Services to be uploaded to Alberta Purchasing connection in September.
- More people are signing up for monthly pre-Authorized payments for taxes to begin in 2023.

Paid Parking

- Revenue by month (without GST)

Month	Paid Parking Revenue
May	\$14,038.32
June	\$93,160.33
July	\$152,920.58
August	\$176,943.46
TOTAL	\$437,062.69

Communications & Engagement

- Utility update prepared for levies collected in water and sewer at 75% of the 2022 year.
- Upcoming Public Budget Presentations scheduled for November 14 and 15, 2022.



MUNICIPALITY OF JASPER 2022 Operating Budget

Summary of All Units

For the Six Months Ending Thursday, June 30, 2022

	YTD 2022	2022 Budget	Variance
Revenue:			
Finance & Administration	16,066,638	18,574,731	2,508,093
Legislative & Protective Services	381,780	1,251,201	869,421
Operations	2,943,331	7,444,449	4,501,117
Community Development	2,006,168	4,001,980	1,995,812
Total Revenue	21,397,917	31,272,361	9,874,443
Expense:			
Finance & Administration	4,450,766	10,892,214	6,441,448
Legislative & Protective Services	1,116,447	2,910,724	1,794,278
Operations	2,686,238	10,024,450	7,338,212
Community Development	2,650,623	7,444,973	4,794,350
Total Expense	10,904,074	31,272,361	20,368,288
Net Surplus/(Deficit):			
Finance & Administration	11,615,872	7,682,517	(3,933,355)
Legislative & Protective Services	(734,667)	(1,659,523)	(924,857)
Operations	257,093	(2,580,001)	(2,837,095)
Community Development	(644,455)	(3,442,993)	(2,798,538)
Total Net Surplus/(Deficit)	10,493,843	0	(10,493,845)



MUNICIPALITY OF JASPER

Capital Expense Report

For the Six Months Ending Thursday, June 30, 2022

	YTD 2022	2022 Budget	Variance
Housing/Lot Servicing			
6-12-01-21-203 Housing- Affordable Housing Initiative	32,043.50	200,000.00	167,956.50
6-12-01-21-611 Housing- JCOS Utility Dev- Parcel Servicing GB	309,935.98	1,000,000.00	690,064.02
6-12-01-21-612 Housing-JCOS Utilit Dev- Parcel Servicing GC	389,526.66	1,500,000.00	1,110,473.34
IT			
6-12-01-22-630 Network Accessible Storage & Server	28,976.25	42,000.00	13,023.75
6-12-01-22-633 Network Infrastructure Upgrades	1,695.68	20,000.00	18,304.32
Administration			
6-12-01-21-202 Admin- Budget Review		20,000.00	20,000.00
6-12-01-21-630 Admin- Virtual City Hall		40,000.00	40,000.00
6-12-01-21-631 Admin- Asset Management Software		25,000.00	25,000.00
6-12-01-21-632 Admin- Roof access, Fall protection, Key system		22,500.00	22,500.00
6-12-01-22-620 Office/Meeting Space Design & Construction		150,000.00	150,000.00
6-12-01-22-631 Asset Management Software		45,000.00	45,000.00
6-12-01-22-632 Paper Shredder		8,000.00	8,000.00
Protective Services			
6-23-01-21-636 Fire- ESB Boiler and DHW Replacement	1,150.00	150,000.00	148,850.00
6-23-01-22-630 Gear storage lockers	11,803.75	13,000.00	1,196.25
6-23-01-22-650 Command Fleet	9,952.00	100,000.00	90,048.00
6-23-01-22-651 Engine 2 Replacement	51,957.13	350,000.00	298,042.87
6-23-01-21-610 Fire- Replace front sidewalk/parking plugs		40,000.00	40,000.00
6-23-01-21-620 Fire- Training Room Reno		20,000.00	20,000.00
6-23-01-21-632 Fire- Roof access, fall protection, key system		22,500.00	22,500.00
6-23-01-22-631 Keyless Entry System		30,000.00	30,000.00
Operations General			
6-31-01-21-630 Maintenance- Roof Access improvements		12,500.00	12,500.00
6-31-01-21-631 Maintenance- Lock out tag our panel for buildings		5,000.00	5,000.00
6-31-01-21-632 Maintenance- Roof Safety Fall Restraint Protection		5,000.00	5,000.00
6-31-31-21-631 Ops- Used Oil and Filter storage		25,000.00	25,000.00
Roads			
6-32-02-22-631 Parking Meters	21,603.30	20,000.00	(1,603.30)
6-32-02-22-610 Road Repair	177,277.80	200,000.00	22,722.20
6-32-02-21-202 Roads- Operations Service Review		10,000.00	10,000.00
6-32-02-21-612 Roads- Storm Drainage		4,809.00	4,809.00
6-32-02-22-611 Sidewalk Replacement/Repair		30,000.00	30,000.00
6-32-02-22-612 Green Alley		10,000.00	10,000.00
6-32-02-22-630 Loader		400,000.00	400,000.00
6-32-03-00-201 Wayfinding Signage		30,000.00	30,000.00

	YTD 2022	2022 Budget	Variance
Water			
6-41-01-21-630 Water- Annual Valve Replacement	41,835.74	35,000.00	(6,835.74)
6-41-01-21-633 Water- Hydraulic modelling	51,223.78	90,000.00	38,776.22
6-41-01-22-630 Annual Valve Replacement Program	9,087.06	150,000.00	140,912.94
6-41-01-22-631 Annual Hydrant rebuilds - 20 units per year	3,099.87	55,000.00	51,900.13
6-41-01-22-632 Water Access Control	7,424.01	50,000.00	42,575.99
6-41-01-21-202 Water- Operations Service Review		30,000.00	30,000.00
6-41-01-21-635 Water- Commercial Water Meter Replacement		250,000.00	250,000.00
6-41-01-22-635 Residential water meter upgrade		800,000.00	800,000.00
6-41-01-22-650 Service Van (Replacement)		70,000.00	70,000.00
Sewer			
6-42-01-21-203 Sewer- WWTP Annual Capital Requirement	233,166.00	3,341,372.68	3,108,206.68
6-42-01-21-611 Sewer- Sanitary RV disposal portin of S Block	9,866.00	440,000.00	430,134.00
6-42-01-21-631 Sewer- Main line camera for structural assessment	7,844.60	125,000.00	117,155.40
6-42-01-22-630 Lateral Downsize Repairs	23,121.03	180,000.00	156,878.97
6-42-01-22-632 Sewer Flow Meter	30,390.80	150,000.00	119,609.20
6-42-01-22-633 Sanitary Hydraulic modeling	7,297.00	100,000.00	92,703.00
6-42-01-21-202 Sewer- Operations Review		30,000.00	30,000.00
6-42-01-21-610 Sewer- Abandon Trailer Park Manholes		30,000.00	30,000.00
6-42-01-22-203 WWTP Annual Capital Requirement		1,418,000.00	1,418,000.00
6-42-01-22-631 Triaxle pup		50,000.00	50,000.00
Solid Waste			
6-43-01-22-630 Garbage Bin Replacement Program	20,534.70	60,000.00	39,465.30
6-43-01-21-202 Garbage- Operations Service Review		40,000.00	40,000.00
Grounds			
6-72-10-21-636 Ball diamond bleachers (x2)	17,229.00	27,000.00	9,771.00
6-72-10-22-203 Hazardous/fruit trees maintenance	18,505.00	30,000.00	11,495.00
6-72-10-21-202 Grounds- Operations Service Review		10,000.00	10,000.00
6-72-10-21-621 Log Cabin portion of renovations		200,000.00	200,000.00
6-72-10-22-631 Memorial Bench Program		15,000.00	15,000.00
6-72-10-22-640 Skatepark		927,500.00	927,500.00
6-72-10-22-641 Lion's Park Refurbishment Plan		10,000.00	10,000.00
6-72-10-22-642 Robson Park Refurbishment Plan		10,000.00	10,000.00
Municipal Housing			
6-67-12-00-620 Municipal Housing Repairs	24,525.34	40,000.00	15,474.66
6-67-14-22-620 Cabin Creek Housing Repairs		50,000.00	50,000.00

	YTD 2022	2022 Budget	Variance
Activity Centre			
6-72-06-21-620 Activity Centre - Renovations Design and Eng	72,477.71	300,000.00	227,522.29
6-72-06-22-620 Activity Centre Portion of Renovation	1,587.00	1,975,294.00	1,973,707.00
6-72-06-00-639 C&R- Automatic Door Openers		15,000.00	15,000.00
6-72-06-01-610 Parking Lot (remove large planters, add parking)		10,000.00	10,000.00
6-72-06-21-621 Act Ctr- Mechanical Room fire Stopping		20,000.00	20,000.00
6-72-06-21-632 Act Ctr- Roof access, Fall protection, Key system		22,500.00	22,500.00
6-72-06-22-201 Capital Project Manager/Contract		72,000.00	72,000.00
6-72-06-22-610 Parking Lot		12,000.00	12,000.00
6-72-06-22-621 Curling Rink Envelop Repairs		60,000.00	60,000.00
6-72-06-22-622 Removal of Heater Lines		48,000.00	48,000.00
6-72-06-22-623 Curling Rink Air Supply and Dehumidification		270,000.00	270,000.00
6-72-06-22-624 Mechanical Room Fire Stopping		24,000.00	24,000.00
6-72-06-22-625 Storage Room in New Multi Purpose Space		60,000.00	60,000.00
6-72-06-22-630 Rooftop Unit		36,000.00	36,000.00
6-72-06-22-631 Facility Door Replacement		36,000.00	36,000.00
6-72-06-22-635 Kitchen equipment replacement		22,500.00	22,500.00
6-72-06-22-639 Automatic Door Openers		54,000.00	54,000.00
6-76-06-22-632 Building cameras		36,000.00	36,000.00
6-76-06-22-633 Security System		60,000.00	60,000.00
6-76-06-22-634 Keyless entry for all buildings		24,000.00	24,000.00
Arena			
6-76-07-04-620 Design,permits,tender and contingency, ice plant	11,572.80	150,000.00	138,427.20
6-76-07-04-622 Arena - Ice Plant & Condenser Move & Rebuild	3,012.00	3,712,550.50	3,709,538.50
6-76-07-21-620 Arena portion of renovations	44,612.13	450,000.00	405,387.87
6-76-07-21-631 Arena- Glass Lift	8,334.99	10,000.00	1,665.01
6-76-07-22-620 Arena Portion of Renovation (Construction)		2,837,262.00	2,837,262.00
6-76-07-22-630 Sound system components		12,000.00	12,000.00
Fitness & Aquatic Centre			
6-77-08-21-201 F&A- Structure review	37,049.00	200,000.00	162,951.00
6-77-08-21-620 Aquatic portion of Renovations	21,723.71	168,990.00	147,266.29
6-77-08-22-635 Weight Room Benches	512.23	12,000.00	11,487.77
6-77-08-22-636 Non cardio fitness equipment	12,941.37	25,000.00	12,058.63
6-77-08-21-630 F&A- Main Mechanical Room Boiler Design		40,000.00	40,000.00
6-77-08-22-620 Aquatic Portion of Renovation Construction		937,416.00	937,416.00
6-77-08-22-621 Main Mechanical Room Air Supply		300,000.00	300,000.00
6-77-08-22-622 Main Mechanical Room Fire Stopping		18,000.00	18,000.00
6-77-08-22-623 Asbestos Exterior Finishes Abatement and Replaceme		240,000.00	240,000.00
6-77-08-22-631 Valve Exercise program		18,000.00	18,000.00
6-77-08-22-632 Domestic hot water tanks x2		48,000.00	48,000.00
6-77-08-22-633 Sump pump replacement for backwashes		20,000.00	20,000.00
6-77-08-22-634 Washers and Dryers x2 each		10,000.00	10,000.00
Daycare			
6-53-01-22-620 Daycare interior and exterior windows		20,000.00	20,000.00
6-53-01-22-640 Daycare yard Astro Turf		25,000.00	25,000.00
6-53-01-22-641 Daycare yard drainage		250,000.00	250,000.00
Municipal Buildings			
6-67-14-21-620 Cottage Clinic Interior and Exterior Repairs		10,000.00	10,000.00
6-74-01-21-620 Library- Exterior Wood Refinishing		20,000.00	20,000.00
6-74-01-21-621 Library- Basement Window Concrete Lintel Repairs		15,000.00	15,000.00
6-74-01-21-622 Library- Site Drainage and Egress Improvements		20,000.00	20,000.00
6-74-01-22-630 Generator Library		40,000.00	40,000.00
Total Capital Expense	1,754,894.92	26,130,694.18	24,375,799.26

AGENDA ITEM 7.4

REQUEST FOR DECISION

Subject: Utility Rate Model Outcomes Review
From: Bill Given, Chief Administrative Officer
Reviewed by: Natasha Malenchak, Director of Finance & Administration
Date: September 27, 2022



Recommendation:

Committee receive the Utility Rate Model Outcomes Review for information and maintain the CCC model.

Alternatives:

- That committee direct administration to discontinue to the utility rate model for 2023.
- That committee direct administration present alternatives to address the treatment of church properties under the CCC rate model.

Background:

The Utility Fees Levy and Collection Bylaw is amended on annual basis to reflect adjustments in rates and/or to address technical matters. In the approved 2022 budget total utility expenses are \$6,356,904 of which \$3,886,059 is required to fund the operation of the water and wastewater systems.

On January 11th, 2022, committee provided direction to administration to incorporate the Connection, Consumption and Capital concept (CCC Rate model) in to the 2022 rates and on February 1st Council gave third reading to the bylaw.

At that time Council also directed administration to provide an update on the outcomes of the new model after four billing cycles.

Discussion:

Water and wastewater rates contained in the 2022 Utility Fees Levy and Collection Bylaw are based on three components; Consumption charges (billed at four different tiers based on the volume of water or waste water) and Connection and Capital charges billed at three different tiers (based on service line diameter). The objectives of the CCC rate model were to:

- Guarantees that the core fixed costs of operating the system are covered, regardless of consumption, through the stability of the Connection charge component.
- Encourages conservation by providing financial motivation for large volume consumers to take active steps to reduce consumption through tiered Consumption rates.
- Supports equity by ensuring that those who consume more and/or generate a personal gain through commercial consumption contribute more to supporting the costs of the system.
- Advances asset management and reinvestment into water and wastewater infrastructure by beginning a 5-year phase in to meet recommendations from the 2017 Asset Management Study.

- Increases transparency and helping users understand the infrastructure replacement needs of the system through Capital charges.

The municipality has now delivered four billing cycles under the new rate model (Jan-Feb, Mar-Apr, May-Jun, Jul-Aug) and results are shown in the attached review document. Highlights are as follows:

- **Total Revenue is in alignment with budget forecasts;** After 75% of the year, total levied revenue stands at approximately 75% of the forecasted budget amount; \$2.9M YTD revenue vs \$3.8M forecasted annual revenue.
- **Capital and Connection revenue is very consistent across billing cycles.** Total Capital and Connection revenue per billing cycle:
 - Jan-Feb \$198,797.01
 - Mar-Apr \$199,476.24
 - May-Jun \$207,667.41
 - Jul-Aug \$203,008.93
- **Residential customers provide a greater proportion of Capital and Connection charge revenue than Commercial customers;** from a high of 70% / 30% in the Jan-Feb billing period to a low of 67% / 33% in the May-Jun period.
- **Commercial customers provide a greater proportion of Consumption revenue than Residential customers;** from a high of 81% / 19% on sewer in the Jul-Aug billing period to a low of 69% / 31% on water in the Jan-Feb billing.
- **Consumption charges provide the majority of the revenue.** Total Consumption revenue per billing cycle:
 - Jan-Feb \$457,617.29
 - Mar-Apr \$518,207.90
 - May-Jun \$523,890.39
 - Jul-Aug \$730,550.55
- **Consumption charges and total revenue demonstrate a very close alignment with the visitor cycle.**

Other Observations

There was some public discussion suggesting the new rate model increased residential bills by 200%, 300% or more. At the time administration suggested that on average the increase would be approximately \$50/month for most residential customers. Unfortunately, the introduction of these new rates happened at a time where water consumption rates fluctuate dramatically and when water bleeders were turned on. Along with other billing issues (the format of the billing template not calculating properly), the ultimate impact of the new model was difficult for the public to assess.

Since that time, residents who were signed up for the bleeder program received credits on their March/April bill. Administration can report that the new fees added an average of \$54.17/month (\$108.33 per billing period) to residential utility accounts.

One unexpected impact was on a church property. By definition these properties are non-residential and typically have very low consumption but in some cases they have multiple service lines supporting different parts of the property. Because of these multiple service lines, the Church properties saw a significant and unexpected increase.

Overall the CCC Rate model is performing as expected by generating the required revenue that was forecast in the budget. The addition of Connection and Capital charges have increased revenue consistency stability and there are no significant unexpected outcomes of the model.

Strategic Relevance:

- Proactively plan for and invest in the maintenance and management of our natural assets and built infrastructure.
- Ensure residents receive quality service that provides strong value for dollar.
- Pursue alternative revenue sources and equitable distribution of costs.

Relevant Legislation:

- [Utility Fees Levy and Collection Bylaw 2022 \(#243\)](#)

Financial:

The utility rate model is performing as expected and will generate the revenue required to support the service in 2022. There are no direct financial impacts as a result of the recommended motion.

Attachments:

- 2022 Utility Update



MUNICIPALITY OF JASPER
2022 Operating Budget
Water Supply & Distribution
&

Sanitary Sewage Serv & Treatment

For the Eight Months Ending Wednesday, August 31, 2022

	YTD 2022	Budget	Variance	% of Budget
Water Levy (Connection/Capital and Consumption)	960,777	1,405,410	444,633	68. %
Sani-Levy (Connection/Capital and Consumption)	1,968,409	2,480,649	512,240	79. %
	2,929,186	3,886,059	956,873	75. %



MUNICIPALITY OF JASPER 2022 UTILITY UPDATE

Water	Connection Fee			Capital Fee				
	<1"	1.5"	> 1.5"	<1"	1.5"	> 1.5"	TOTAL	%
January 1 - February 28								
RESIDENTIAL	\$32,259.60	\$144.60	\$2,602.68	\$48,893.39	\$206.67	\$4,401.96	\$88,508.90	70%
COMMERCIAL	\$2,030.13	\$3,209.01	\$8,080.55	\$3,347.73	\$4,836.07	\$16,674.17	\$38,177.66	30%
TOTAL	\$34,289.73	\$3,353.61	\$10,683.23	\$52,241.12	\$5,042.74	\$21,076.13	\$126,686.56	
Sewer	Sewer Connection Fee			Sewer Capital Fee			TOTAL	%
RESIDENTIAL	\$16,077.60	\$72.07	\$1,297.32	\$29,965.39	\$126.67	\$2,697.96	\$50,237.01	70%
COMMERCIAL	\$1,011.78	\$1,599.40	\$4,027.79	\$2,051.73	\$2,964.07	\$10,218.67	\$21,873.44	30%
TOTAL	\$17,089.38	\$1,671.47	\$5,325.11	\$32,017.12	\$3,090.74	\$12,916.63	\$72,110.45	

Consumption	
TOTAL	%
\$30,556.69	31%
\$69,180.07	69%
\$99,736.76	
Consumption	
TOTAL	%
\$93,484.75	26%
\$264,395.78	74%
\$357,880.53	

Total CCC	
TOTAL	%
\$119,065.59	53%
\$107,357.73	47%
\$226,423.32	
Total CCC	
TOTAL	%
\$143,721.76	33%
\$286,269.22	67%
\$429,990.98	

Total Combined Water & Sewer		
	TOTAL	%
RESIDENTIAL	\$170,559.67	30%
COMMERCIAL	\$393,626.95	70%
	\$564,186.62	

Water	Connection Fee			Capital Fee				
	<1"	1.5"	> 1.5"	<1"	1.5"	> 1.5"	TOTAL	%
March 1 - April 30								
RESIDENTIAL	\$32,260.97	\$144.60	\$2,602.68	\$48,895.40	\$206.67	\$4,401.96	\$88,512.28	70%
COMMERCIAL	\$2,062.04	\$3,209.01	\$8,297.44	\$3,395.15	\$4,836.07	\$16,673.97	\$38,473.68	30%
TOTAL	\$34,323.01	\$3,353.61	\$10,900.12	\$52,290.55	\$5,042.74	\$21,075.93	\$126,985.96	
Sewer	Sewer Connection Fee			Sewer Capital Fee			TOTAL	%
RESIDENTIAL	16078.28	72.07	1297.32	29966.62	126.67	2697.96	\$50,238.92	69%
COMMERCIAL	\$1,027.69	\$1,599.40	\$4,135.90	\$2,080.80	\$2,964.07	\$10,443.50	\$22,251.36	31%
TOTAL	\$17,105.97	\$1,671.47	\$5,433.22	\$32,047.42	\$3,090.74	\$13,141.46	\$72,490.28	

Consumption	
TOTAL	%
\$33,178.03	29%
\$80,365.23	71%
\$113,543.26	
Consumption	
TOTAL	%
\$101,858.10	25%
\$302,806.54	75%
\$404,664.64	

Total CCC	
TOTAL	%
\$121,690.31	51%
\$118,838.91	49%
\$240,529.22	
Total CCC	
TOTAL	%
\$152,097.02	32%
\$325,057.90	68%
\$477,154.92	

Total Combined Water & Sewer		
	TOTAL	%
RESIDENTIAL	\$273,787.33	38%
COMMERCIAL	\$443,896.81	62%
	\$717,684.14	

Water	Connection Fee			Capital Fee				
	<1"	1.5"	> 1.5"	<1"	1.5"	> 1.5"		
May 1 - June 30							TOTAL	%
RESIDENTIAL	\$32,262.77	\$144.60	\$2,602.68	\$48,898.13	\$206.67	\$4,401.96	\$88,516.81	67%
COMMERCIAL	\$2,395.39	\$3,211.38	\$9,801.45	\$3,964.98	\$4,839.46	\$19,617.72	\$43,830.38	33%
TOTAL	\$34,658.16	\$3,355.98	\$12,404.13	\$52,863.11	\$5,046.13	\$24,019.68	\$132,347.19	
Sewer	Sewer Connection Fee			Sewer Capital Fee				
							TOTAL	%
RESIDENTIAL	\$16,079.19	\$72.07	\$1,297.32	\$29,968.29	\$126.67	\$2,697.96	\$50,241.50	67%
COMMERCIAL	\$1,193.83	\$1,600.58	\$4,885.57	\$2,430.04	\$2,966.15	\$12,002.55	\$25,078.72	33%
TOTAL	\$17,273.02	\$1,672.65	\$6,182.89	\$32,398.33	\$3,092.82	\$14,700.51	\$75,320.22	

Consumption	
TOTAL	%
\$24,072.57	23%
\$81,782.90	77%
\$105,855.47	\$1.00
Consumption	
TOTAL	%
\$71,008.72	17%
\$347,026.20	83%
\$418,034.92	

Total CCC	
TOTAL	%
\$112,589.38	47%
\$125,613.28	53%
\$238,202.66	
Total CCC	
TOTAL	%
\$121,250.22	33%
\$372,104.92	75%
\$493,355.14	

Total Combined Water & Sewer		
	TOTAL	%
RESIDENTIAL	\$233,839.60	32%
COMMERCIAL	\$497,718.20	68%
	\$731,557.80	

Water	Connection Fee			Capital Fee				
	<1"	1.5"	> 1.5"	<1"	1.5"	> 1.5"		
July 1 - August 31							TOTAL	%
RESIDENTIAL	\$32,207.16	\$144.60	\$2,602.68	\$48,815.48	\$206.67	\$4,401.96	\$88,378.55	68%
COMMERCIAL	\$2,285.97	\$3,209.01	\$8,948.11	\$3,802.38	\$4,836.07	\$17,774.46	\$40,856.00	32%
TOTAL	\$34,493.13	\$3,353.61	\$11,550.79	\$52,617.86	\$5,042.74	\$22,176.42	\$129,234.55	
Sewer	Sewer Connection Fee			Sewer Capital Fee				
							TOTAL	%
RESIDENTIAL	\$16,051.46	\$72.07	\$1,297.32	\$29,917.64	\$126.67	\$2,697.96	\$50,163.12	68%
COMMERCIAL	\$1,139.29	\$1,599.40	\$4,460.23	\$2,330.28	\$2,964.07	\$11,117.99	\$23,611.26	32%
TOTAL	\$17,190.75	\$1,671.47	\$5,757.55	\$32,247.92	\$3,090.74	\$13,815.95	\$73,774.38	

Consumption	
TOTAL	%
\$36,465.84	24%
\$117,219.48	76%
\$153,685.32	
Consumption	
TOTAL	%
\$106,882.55	19%
\$469,982.68	81%
\$576,865.23	

Total CCC	
TOTAL	%
\$124,844.39	44%
\$158,075.48	56%
\$282,919.87	
Total CCC	
TOTAL	%
\$157,045.67	24%
\$493,593.94	76%
\$650,639.61	

Total Combined Water & Sewer		
	TOTAL	%
RESIDENTIAL	\$281,890.06	30%
COMMERCIAL	\$651,669.42	70%
	\$933,559.48	

Water	Connection Fee			Capital Fee				
	<1"	1.5"	> 1.5"	<1"	1.5"	> 1.5"		
Jan 1 - August 31							TOTAL	%
RESIDENTIAL	\$128,990.50	\$578.40	\$10,410.72	\$195,502.40	\$826.68	\$17,607.84	\$353,916.54	69%
COMMERCIAL	\$8,773.53	\$12,838.41	\$35,127.55	\$14,510.24	\$19,347.67	\$70,740.32	\$161,337.72	31%
TOTAL	\$137,764.03	\$13,416.81	\$45,538.27	\$210,012.64	\$20,174.35	\$88,348.16	\$515,254.26	
Sewer	Sewer Connection Fee			Sewer Capital Fee				
							TOTAL	%
RESIDENTIAL	\$64,286.53	\$288.28	\$5,189.28	\$119,817.94	\$506.68	\$10,791.84	\$200,880.55	68%
COMMERCIAL	\$4,372.59	\$6,398.78	\$17,509.49	\$8,892.85	\$11,858.36	\$43,782.71	\$92,814.78	32%
TOTAL	\$68,659.12	\$6,687.06	\$22,698.77	\$128,710.79	\$12,365.04	\$54,574.55	\$293,695.33	

Consumption	
TOTAL	%
\$124,273.13	26%
\$348,547.68	74%
\$472,820.81	
Consumption	
TOTAL	%
\$373,234.12	21%
\$1,384,211.20	79%
\$1,757,445.32	

Total CCC	
TOTAL	%
\$478,189.67	48%
\$509,885.40	52%
\$988,075.07	
Total CCC	
TOTAL	%
\$574,114.67	28%
\$1,477,025.98	72%
\$2,051,140.65	

Total Combined Water & Sewer		
	TOTAL	%
RESIDENTIAL	\$1,052,304.34	35%
COMMERCIAL	\$1,986,911.38	65%
	\$3,039,215.72	
Bleeder Adjustments		
	TOTAL	
RESIDENTIAL	\$25,320.95	
COMMERCIAL	\$84,708.77	
	\$110,029.72	
Total Combined (Post Bleeder Adj) Water & Sewer		
	TOTAL	%
RESIDENTIAL	\$1,026,983.39	35%
COMMERCIAL	\$1,902,202.61	65%
	\$2,929,186.00	

Units	%
1,199	87%
181	13%
1,380	

AGENDA ITEM 7.5

REQUEST FOR DECISION

Subject: Left Turn Option for Petro-Canada and Bright Spot Restaurant
From: Bill Given, Chief Administrative Officer
Prepared by: John Greathead, Director of Operations and Utilities
Date: September 27, 2022



Recommendation:

That Committee receive this report for information.

Alternative:

Committee direct Administration to prepare a Local Improvement Levy Bylaw to facilitate the proposed access, and return to a future Committee of the Whole.

Background:

During the Jasper Connaught Offsite Services (JCOS) Project, Administration temporarily removed the curbs and constructed an access to support the businesses on the lot west of Hazel Avenue due to the disruption caused by this project. Once the work was complete, the curbs and median were replaced, closing the access to the property by westbound traffic, thus restoring the median to its original design.

Council was approached to consider the installation of a new left turn option to allow for increased traffic flow to this property.

Discussion:

Administration worked with WSP to design and assess the viability of the construction of a turning lane to allow access to this property.

WSP has reviewed the site and has concerns with the potential impacts of this new turning lane without doing a full Traffic Impact Assessment (TIA) on it. The issues that will need to be addressed as part of the TIA are:

1. Sight lines of the WB left turn movement: the proposed left turn lane is located on a horizontal curve. Trees on the median will block the WB left turning vehicle driver's sight lines to the oncoming vehicles. To provide a clear sight triangle, trees on the median within the driver's sight triangle need to be removed.
2. WB left turn lane storage length: the proposed left turn lane storage length should be able to accommodate the left turn vehicles to avoid the left turn vehicle queue spills back onto the adjacent WB through lane.
3. Concerns of left hand turning traffic from the commercial development onto the WB lane of Connaught Drive.
4. Adequate lane width to safely accommodate large vehicles with potential swing issues.
5. Separation distance from Hazel Avenue.
6. Spilling of traffic offsite onto the roadway during peak hours.

For the above listed reasons, Administration does not recommend proceeding with the requested installation of a left-turn lane. If Council did wish to advance this proposal, Administration would recommend that the costs be 100% funded by the benefitting property.

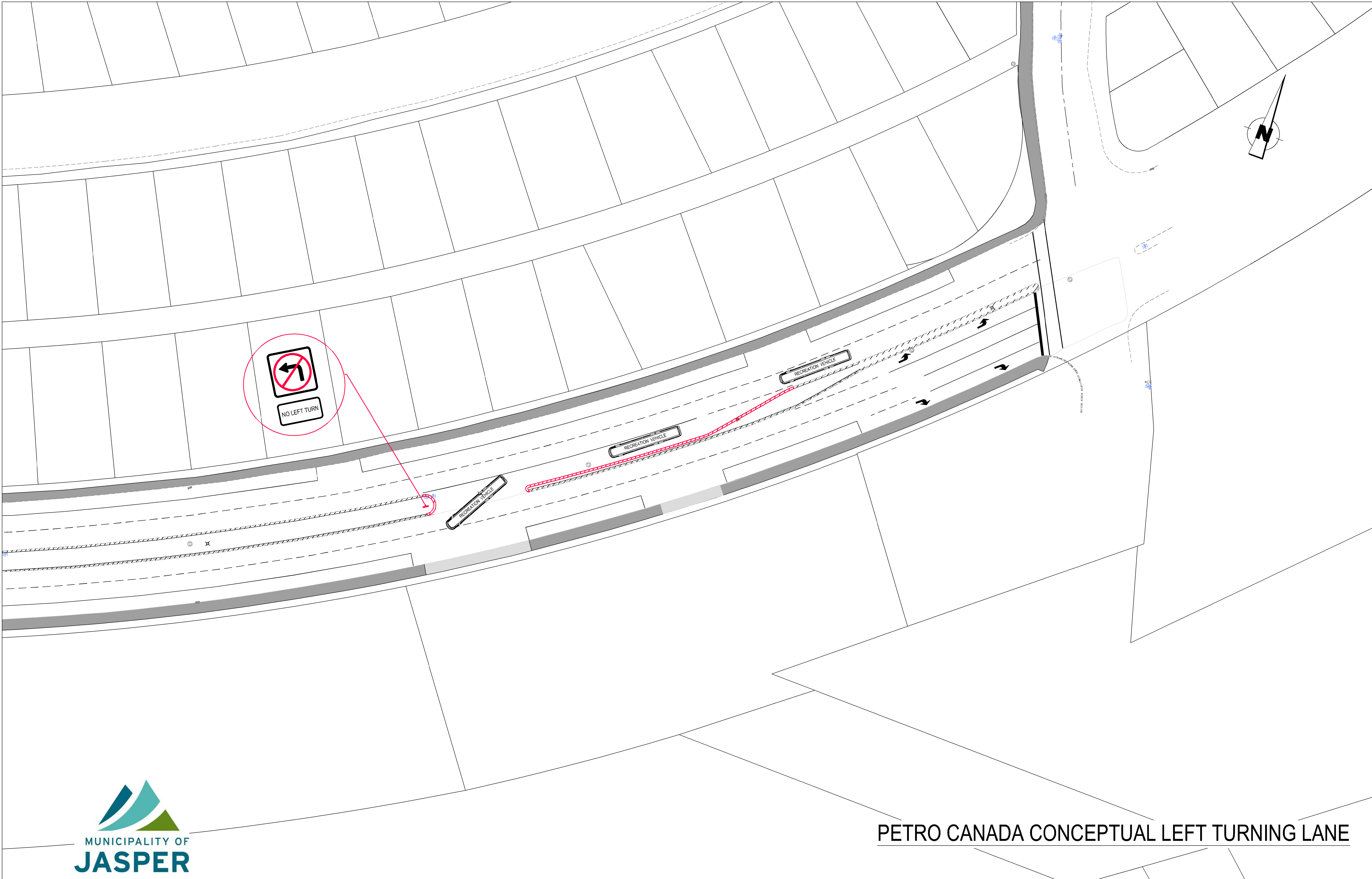
Financial:

If this left hand turn lane is feasible, the approximate cost we estimate to complete this work, would be as follows:

• TIA	\$25,000
• Relocating street lights	\$60,000
• Road/Curb demolition	\$25,000
• New Road	\$80,000
• New Curb/Island	\$40,000
• Signs	\$5,000
• Adjustment of utilities	\$10,000
• <u>Engineering</u>	<u>\$25,000</u>
• TOTAL	\$270,000

Attachments:

The conceptual drawing provided illustrates a coach style RV which has the worst case scenario that may potential use this facility. With this type of vehicle, it provides a much larger opening to accommodate its turning movement. The TIA should look at what the increase in traffic volumes will be and the impacts it will have to the adjacent roadway.



AGENDA ITEM 7.6

REQUEST FOR DECISION

Subject: Municipal Position on Private Home Accommodations
From: Bill Given, Chief Administrative Officer
Prepared by: Bill Given, Chief Administrative Officer
Reviewed by: Emma Acorn, Legislative Services Coordinator
Date: September 27, 2022



Recommendation:

That Committee recommend Council approve the municipal input on Private Home Accommodation regulations as presented and direct administration to forward the information to Parks Canada for their consideration.

Alternatives:

- That Committee direct administration provide additional or different input to Parks Canada on PHA regulations.
- That Committee recommend Council request Parks Canada maintain the current regulations on PHAs and lift the moratorium on new PHA applications.

Background:

In 2019 the Municipality of Jasper and Parks Canada Agency (Parks) jointly retained a consultant to review issues related to Accessory Dwelling Units (ADUs) and Private Home Accommodations (PHAs) in the townsite. The intent of the review was to develop a series of recommendations related to encouraging more housing for eligible residents, while managing the impact of tourist accommodations on the supply of affordable housing. The review included public engagement activities in the spring of 2019 and led to the completion of the *Accessory Dwelling Units and Private Home Accommodations: Options and Recommendations* report (2019 PHA & ADU Report) later that fall. In early 2020, following the 2019 PHA & ADU Report, Parks placed a temporary moratorium on issuing new PHA applications.

In early May of 2022, Council received correspondence from Parks Canada inviting feedback on a suite of proposed amendments to the Private Home Accommodation Draft Policy. Following public feedback the proposed amendments were withdrawn by Parks.

Best currently available information indicates that there are approximately 140 existing PHAs advertising a total of approximately 180 guest rooms available for rent in Jasper. The municipality requires all PHA operators to maintain valid municipal business licence.

Discussion:

The changes to PHA regulations proposed by Parks in early May solicited a significant amount of public feedback and were withdrawn before the municipality had an opportunity to thoroughly analyse them. Given that administration has not yet seen a revised suite of regulations, the position below is presented in two sections; foundational principles and comment on the May proposal.

Relevant Legislation:

Parks Canada – [Town of Jasper Land Use Policy \(Article 31.00 Private Home Accommodation\)](#)

Municipality of Jasper – [Business Licensing Bylaw \(#110\)](#)

Municipality of Jasper – [Public Engagement Policy \(#A-004\)](#)

Strategic Relevance:

- Communicate and engage with residents.
- Welcome the expertise, innovation, creativity and commitment of community members, groups, and associations.
- Contribute our voice to support community, industry, and partners in their advocacy efforts.

Financial:

There is no direct financial cost to the municipality arising from this recommendation.

Attachments:

Recommended Input to Parks Canada on PHA regulations

Recommended Input to Parks Canada on PHA regulations:

Foundational Principles

Principle	Municipal Administration Recommendation
Public Input and Transparency of Decision Making	<p>In most land-use and development process the principles of natural justice are typically ingrained within the process. Principles of natural justice suggest that whenever a person's "rights, privileges or interests" are at stake, there is a duty to act in a procedurally fair manner. Lightly adapted natural justice principles that would appear to be most relevant to changes to development approvals or regulations are:</p> <p>Notice Affected parties be should be given adequate notification of the date, time, place of where decisions will be made as well as detailed notification of the issue to be discussed.</p> <p>Disclosure Affected parties should be provided with access to the relevant information informing the discussion.</p> <p>Opportunity to be heard Affected parties should be provided with an opportunity to present whatever evidence they wish to be considered.</p> <p>In addition to the principles above, good practice would be to apply the International Association for Public Participation (IAP2) model of public engagement. It is unclear whether this model has been applied, but if it has it would seem that it has only been to the "Consult" level when the "Collaborate" level could be more appropriate. The Collaborate level of the IAP2 suggests a "...partner[ship] with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution."</p> <p>Finally, the parties ultimately deciding the issue should conduct their deliberations in full view of the public and those impacted by the decision.</p>
Link between PHAs and Affordable Housing	<p>While housing availability and affordability continue to be critical issues for Jasper, the suggestion that PHAs have a significant impact on housing affordability (either positive or negative) remains largely unsubstantiated. While <i>some</i> PHAs may lend themselves to conversion to secondary suites, not all will and for those that <i>may</i> it is likely the leaseholder would face material cost barriers for the renovations to meet secondary suite standards. In this context there are likely other approaches that would have greater impact on improving the supply of housing and it's relative affordability.</p>
Application of Changes to Existing PHAs	<p>Where a leaseholder:</p> <ol style="list-style-type: none"> 1. Has in good faith sought and received approval for a PHA under Parks Canada processes, and; 2. Continues to operate within the limits of the approval they received from Parks Canada; <p>the PHA approval should continue to be valid until such time the has been discontinued for a period of 12 months.</p>
Annual Inspection	<p>PHAs should be subject to annual inspection by the approving authority to ensure the operator continues to comply with the terms of their original approval.</p>

Recommended Input to Parks Canada on PHA regulations:

Comment on May Proposal

Requirement	Parks May – Proposal	Municipal Administration Recommendation
No Kitchen in PHA Area	Kitchens are already prohibited in existing policy, but current wording is inexplicit. The proposed change would increase clarity in the Land Use Policy to explicitly state that kitchens are prohibited in PHA Areas.	The combination of a mini-fridge, sink, toaster and/or microwave should <u>not</u> be considered a “kitchen”. These amenities are common and may be located in a private property, or a commercial accommodation. The addition of a range/oven using either a 30 or 50 amp outlet, or natural gas should be what determines a kitchen.
PHA Gross Floor Area (GFA) Limitation	The LUP already limits the floor area of Home-Based Businesses (which include PHAs) to 10% of a dwelling’s GFA. However, the LUP will be updated to make it clear that this limit also applies to PHAs.	Maximum of up to 20% of the Usable Floor Area (UFA) should be considered, and any existing non-confirming PHAs should be allowed to continue subject to Principle 1 above.
PHA Area Definition	PHAs are intended to take up a small portion of a primary dwelling, and consist of 1 or 2 bedrooms and associated bathrooms only. However, the LUP does not contain a clear definition of PHA area. The LUP will be updated with a PHA Area definition that clearly states what constitutes a PHA.	A clear definition of what constitutes PHA is will assist all parties.
PHA Parking (Not Obstructed)	Clarification that PHA on-site parking stalls may not block (tandem parking) other on-site required parking stalls. For properties with no lane access, PHA parking stalls may still be located in the front setback, provided required soft landscaping ratios are being met.	This is a reasonable recommendation that considers on-street congestion which may impede municipal services such as street sweeping or snow clearing.
PHA Parking Signage	Required on-site PHAs stalls will need to be clearly signed.	This is a reasonable recommendation. Required signage should be a standardized format.
No Independent Access to PHAs	PHAs with independent access resemble and have been used as illegal secondary suites. The LUP will be updated to clarify no independent access to PHAs and unimpeded access from the dwelling to the PHA area from within the primary dwelling.	Where an independent access has been appropriately approved it should be allowed to be maintained. This is a modern expectation of both visitors and resident owners. Dealing with illegal secondary suites should be addressed through other mechanisms.
Compliance Inspections	Current LUP requires compliance issues to be rectified within 60 days. The proposed update is to strengthen compliance action by more closely aligning with current lease wording to enable the Superintendent to request compliance with a “reasonable time”, and upon default, the ability to suspend, or terminate the PHA permit.	While the ability to suspend or terminate a PHA permit should be maintained, there should also be a system of financial penalties (fines) for non-compliance.

Recommended Input to Parks Canada on PHA regulations:

PHA Existing Non Conforming Expiry	Past practice had PHA permits issued with no expiry, and little information on the permit, resulting in difficulty with compliance actions. Instead of grandfathering past-issued permits indefinitely, all existing PHA permits will expire on December 31, 2024.	Municipal administration is unsure of the enforceability of this provision.
PHA DU 3-Year Term	New PHA Discretionary Use permits will be issued for a maximum term of 3 years. Upon expiry, a new permit must be obtained, demonstrating compliance with all requirements.	New and/or compliant PHA permits should be valid and transferrable between property owners until the use is discontinued for a period of 12 months.
Non-conforming Secondary Suite PHAs	Some existing non-conforming PHAs resemble secondary suites, with independent access and their own kitchens. In an effort to make these existing PHAs comply with life safety codes, permit holders will be allowed to apply for secondary suite permits for their existing PHA area (until December 31, 2022) and obtain a new PHA DU Permit for the space. This new PHA type would be exempt from the new / clarified restrictions on independent access, 10% gross floor area, and kitchen and could be operated as both a PHA or a secondary suite.	<p>PHAs that meet all requirements for a secondary suite, and all requirements for a PHA should be allowed to operate as either.</p> <p>The cost and time required to rectify code issues should be considered and the timeline for coming into compliance should be extended.</p>
Removal of PHA Kitchen	Many PHAs were erroneously approved with components that, considered together, meet the definition of a “kitchen” (e.g. sinks, cupboards, microwaves, toasters and mini refrigerators). With the exception of PHAs that have submitted applications to convert to a secondary suite, removal of kitchen appliances (refrigerators, microwaves, toasters, etc.) will be required by December 31, 2022. Removal of sinks and cupboards will be required by December 31, 2024.	<p>Municipal administration is unsure of the enforceability of this provision.</p> <p>The combination of a mini-fridge, sink, toaster and/or microwave should <u>not</u> be considered a “kitchen”. These amenities are common and may be located in a private property, or a commercial accommodation. The addition of a range/oven using either a 30 or 50 amp outlet, or natural gas should be what determines a kitchen.</p>

MOTION ACTION LIST

SHORT TITLE	REQUESTED (DATE)	RESPONSIBLE (WHO)	COUNCIL MOTION (DESCRIPTION)	TARGET (DATE)
S-Block Parking	September 14, 2021	Director of Protective & Legislative Services	That Committee direct Administration to return to a future Committee of the Whole meeting with a policy level discussion regarding the use of S-block parking.	October September 2022
Parcel GB Development Information	March 8, 2022	CAO	That Committee direct Administration to request preliminary information such as renderings and site plans for the proposed GB development and return to a future Committee of the Whole meeting.	October September 2022
Petro Canada	May 17, 2022	CAO and Director of Operations	That Council receive the letter for information, and; that Council direct Administration to return to a future committee of the whole meeting with a report in respect to the request from Petro Canada.	September 2022
Policy B-017 Community & Economic Development Fund	May 24, 2022	Director of Community Development	That Committee refer the matter of funding the Community Economic Development Fund to the 2023 budget discussion. That Committee direct Administration to conduct a review of the administrative procedures for Policy B-017 Community & Economic Development Fund and present recommendations at a future Committee meeting.	October September 2022
JCHC Governance Review - 1	June 14, 2022	CAO	That Committee direct Administration to review corporate structures that would enable JCHC to assume debt independent of the Municipality while also being able to provide some manner of equity in return for capital contributions.	October September 2022
JCHC Governance Review - 2	June 14, 2022	CAO	That Committee direct Administration identify the resources required to produce a strategy to address the 2021 gap and return to Committee prior to the 2023 budget discussions.	October September 2022

Alberta / Japan Twinning Municipalities Association	June 14, 2022	Director of Protective & Legislative Services	That Committee direct Administration to follow items 1, 2, 4, and 5 in the recommendations and refer item 3 to a future committee of the whole meeting 4-Profile the MOJ's twinning relationship on the new website 5-Prepare/develop a video from the community of Jasper to send to Hakone to acknowledge the 50 th anniversary of the twinning relationship	September 2022
Developing a Municipal Position on Private Home Accommodations	July 12, 2022	CAO	That Committee direct Administration to prepare a draft position on PHAs including a review of any new PHAs proposal issued by Parks Canada, and; That committee direct Administration to present the draft Municipal opinion to Committee of the Whole in a closed session at a future meeting.	September 2022
Utilities Model Review	February 2, 2022	CAO & Director of Finance & Administration	Committee directed Administration to review the utilities model upon completion of four billing cycles following implementation. This was first discussed at the February 2, 2022 Regular Council meeting.	September 2022
Jasper Museum Storage Container	August 9, 2022	Director of Operations	That Committee direct Administration to work with the JYHSMA to identify locations on Municipal property for the storage container subject to Parks Canada approval and the JYHSMA covering any associated costs.	September 2022
Sledding at Snape's Hill	August 9, 2022	Director of Community Development	That Committee direct Administration investigate other potential sites to develop a tobogganing hill in the south end of the town site.	October 2022
Recreational Use of Municipal Outdoor Facilities Policy	August 9, 2022	Director of Community Development	That Committee direct Administration to prepare and present at a future committee meeting a draft policy and administrative procedures regarding recreational use of outdoor Municipal facilities.	October 2022
Community Conversations – Town Internet Access	August 23, 2022	Director of Finance & Administration	That Committee direct Administration to explore opportunities for town wide internet access.	November 2022
Community Conversations – Indigenous Education Session	August 23, 2022	Director of Community Development	That Committee direct Administration to arrange an Indigenous education session for Council prior to September 30, 2022, National Day for Truth & Reconciliation as per Call to Action #57.	September 2022

Community Conversations – Communications	August 23, 2022	Director of Protective & Legislative Services	That Committee direct Administration to investigate systems that would improve the sound quality of Council meetings.	November 2022
Community Conversations – Environmental Responsibility	August 23, 2022	Director of Operations	That Committee direct Administration to explore capacity to undertake the work identified by the Environmental Responsibility Community Conversation; and, if there is insufficient current capacity, to explore expanding capacity prior to budget 2023 discussions.	October 2022
Cabin Creek Traffic Safety	August 23, 2022	Director of Operations	That Committee direct Administration to address the safety concerns identified in Cabin Creek, and implement the recommendations based on consultation with the RCMP and the Bylaw Department.	November 2022
Fruit Trees on Municipal Property	August 23, 2022	Director of Operations	That Committee direct Administration to return to a future committee of the whole meeting with proposed alternatives on how to deal with fruit trees on municipal land.	November 2022
Emergency Advisory Committee Update	September 13, 2022	CAO & Director of Protective & Legislative Services	<p>That Committee direct Administration to request data from ATCO identifying the current maximum capacity for the generators in Jasper as well as our current utilization.</p> <p>That Committee direct Administration to compile a list and report back to Council on current properties and businesses on independent power generation that are able to supply their own power for the foreseeable future.</p> <p>That Committee direct Administration to request an updated timeline from ATCO on the reactivation of the transmission line.</p> <p>That Committee direct Administration to locate and provide Council with the detailed environmental impact analysis that Parks Canada conducted with ATCO on the Jasper interconnection project.</p>	September 2022