

Municipality of Jasper
Committee of the Whole Meeting Agenda
August 26, 2025 | 9:30 am
Jasper Library & Cultural Centre – Quorum Room

Notice: Council members and a limited number of 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 Hall to chair meeting

2. Additions to agenda

3. Approval of agenda

3.1 August 26, 2025 Committee of the Whole agenda attachment

4. August 12, 2025 Committee of the Whole minutes attachment

4.1 Business arising from minutes

5. Delegations

6. Correspondence

7. New business

7.1 Utilities Master Plan Report attachment

7.2 Jasper Off-Site Levy Update attachment

7.3 Adoption of Jasper Off-Site Levies Bylaw (2025) attachment

7.4 Financial Tools to Incentivize Housing Development Policy attachment

7.5 Development of Property and Business Tax Policy attachment

8. Motion Action List attachment

9. Councillor upcoming meetings

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

10. Upcoming events

Last meeting of current Council – Tuesday, September 16

Nomination Day – Monday September 22

National Day for Truth and Reconciliation – Tuesday, September 30

All Candidates Forum – Tuesday, October 7, 6:30pm to 8:30pm

Advance Vote – Wednesday, October 15

Municipal Election – Monday, October 20

11. Adjournment

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

Municipality of Jasper
Committee of the Whole Meeting Minutes
Tuesday, August 12, 2025 | 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 during Council meetings is through Zoom livestreaming and participation is through in person attendance.		
Present	Mayor Richard Ireland, Deputy Mayor Wendy Hall, Councillors Kathleen Waxer, Ralph Melnyk, and Rico Damota		
Absent	Councillors Helen Kelleher-Empey and Scott Wilson		
Also present	Christine Nadon, Director of Protective & Legislative Services Beth Sanders, Director of Urban Design & Standards Courtney Donaldson, Director of Operations & Utilities Twyla Hale, Human Resources Manager Amanda Stevens, Communications Manager Marley Pollock, Town Planner Monica Rodriguez, Administrative Assistant Emma Acorn, Legislative Services Coordinator 20 observers		
Call to Order	Deputy Mayor Hall called the August 12, 2025 Committee of the Whole meeting to order at 9:30am.		
Additions/ Deletions to agenda	none		
Approval of agenda #383/25	MOTION by Councillor Damota that Committee approve the agenda for the August 12, 2025 Committee of the Whole meeting as presented.		
	FOR 5 Councillors	AGAINST 0 Councillors	CARRIED
Business arising from July 15, 2025 minutes	none		
Delegations	none		
Correspondence	none		
Jasper Off-Site Levies Bylaw	Committee received a presentation from Director of Urban Design & Standards Beth Sanders and Town Planner Marley Pollock regarding a draft bylaw and potential public hearing to address off-site levies in future planning.		

#384/25	MOTION by Mayor Ireland that Committee direct Administration to include in the August 26th Committee of the Whole meeting a presentation from ISL Engineering and Land Services Ltd. regarding the report which was included in the August 12, 2025 Jasper Off-Site Levies Bylaw Request for Decision.			
	FOR 5 Councillors	AGAINST 0 Councillors		CARRIED
#385/25	MOTION by Mayor Ireland that Committee direct to Administration to return to the August 26th Committee of the Whole meeting with the request for decision for the Jasper Off-Site Levies Bylaw 2025 as presented today and positioned in the order of items as to be considered after the review of the Utilities Master Plan and the ISL Report.			
	FOR 5 Councillors	AGAINST 0 Councillors		CARRIED
Rebuild Bylaw	Director of Protective & Legislative Services Christine Nadon reviewed a request for decision regarding a draft amending bylaw to address the amount of rebuilding required following the 2024 wildfire.			
#384/25	MOTION by Councillor Melnyk that Committee recommend Council give first and second reading to the Rebuild Bylaw at the next regular meeting.			
	FOR 5 Councillors	AGAINST 0 Councillors		CARRIED
Recess	Deputy Mayor Hall called a recess from 11:09am to 11:20am.			
Post-Wildfire Infrastructure Damage Assessment	Committee received a report from Director of Operations & Utilities Courtney Donaldson reviewing the damage to infrastructure following the 2024 wildfire and future repair considerations.			
#385/25	MOTION by Mayor Ireland that Committee recommend Council receive the report for information.			
	FOR 5 Councillors	AGAINST 0 Councillors		CARRIED
Health and Safety Policy	Committee received a request for decision on an updated Health and Safety Policy from Human Resources Manager Twyla Hale. The draft policy was first discussed at the June 24, 2025 Committee of the Whole meeting.			
#386/25	MOTION by Councillor Waxer that Committee recommend Council approve Policy E-109 Health and Safety as presented.			
	FOR 5 Councillors	AGAINST 0 Councillors		CARRIED

MOTION by Mayor Ireland that Committee recommend Council rescind Health & Safety Policy E-009.

#387/25	FOR 5 Councillors	AGAINST 0 Councillors	CARRIED
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Motion Action List Administration reviewed the Motion Action List.

#388/25 MOTION by Councillor Waxer that Committee approve the updated Motion Action List with date changes for the following item:

- Jasper Skatepark Committee

And, the removal of the following item:

- Advertising Bylaw 2025

	FOR 5 Councillors	AGAINST 0 Councillors	CARRIED
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Councillor upcoming meetings Councillor Melnyk will be attending a monthly Jasper Yellowhead Historical Society board meeting tomorrow.

Upcoming Events Council reviewed a list of upcoming events.

Adjournment #389/25 MOTION by Mayor Ireland that, there being no further business, the Committee of the Whole meeting of August 12, 2025 be adjourned at 12:12pm.

	FOR 5 Councillors	AGAINST 0 Councillors	CARRIED
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AGENDA ITEM 7.1

REQUEST FOR DECISION

Subject: Utility Master Plan Report
From: Bill Given, Chief Administrative Officer
Prepared by: Courtney Donaldson, Director of Operations & Utilities
Reviewed by: Vidal Michaud, Utilities Manager
Date: August 26, 2025



Recommendation:

Committee recommend Council adopt the Utility Master Plan (UMP) as presented.

Alternatives:

- That committee direct administration revise information and return to a future committee.
- That committee receive the report for information and take no further action.

Background:

- In 2023, Council approved \$250,000 in funding for the development of a comprehensive Utility Master Plan to provide a coordinated, long-term strategy for the Municipality's water, wastewater, and stormwater systems.
- During the final phase of the project, ISL was also tasked with supporting the Municipality's Off-Site Levy (OSL) review and preparation of a new bylaw.
- This additional work included a detailed review of the wastewater treatment plant (WWTP), focused on identifying infrastructure capacity thresholds and defining future upgrade trigger points.
- On July 8th, 2025, Council approved motion #348/25 for the allocation of \$305,000 from the Utility Capital Reserve for repairs to Water Production Pump 2 and the Water Treatment Plant Entrance Slab Failure.

Discussion:

The Municipality of Jasper in recent years, has lacked a comprehensive tool such as the UMP to assist in guiding its long-term utility planning. While utility assets were replaced in-kind as needed, these replacements were not guided by a comprehensive assessment of system condition, future demand, or strategic priorities.

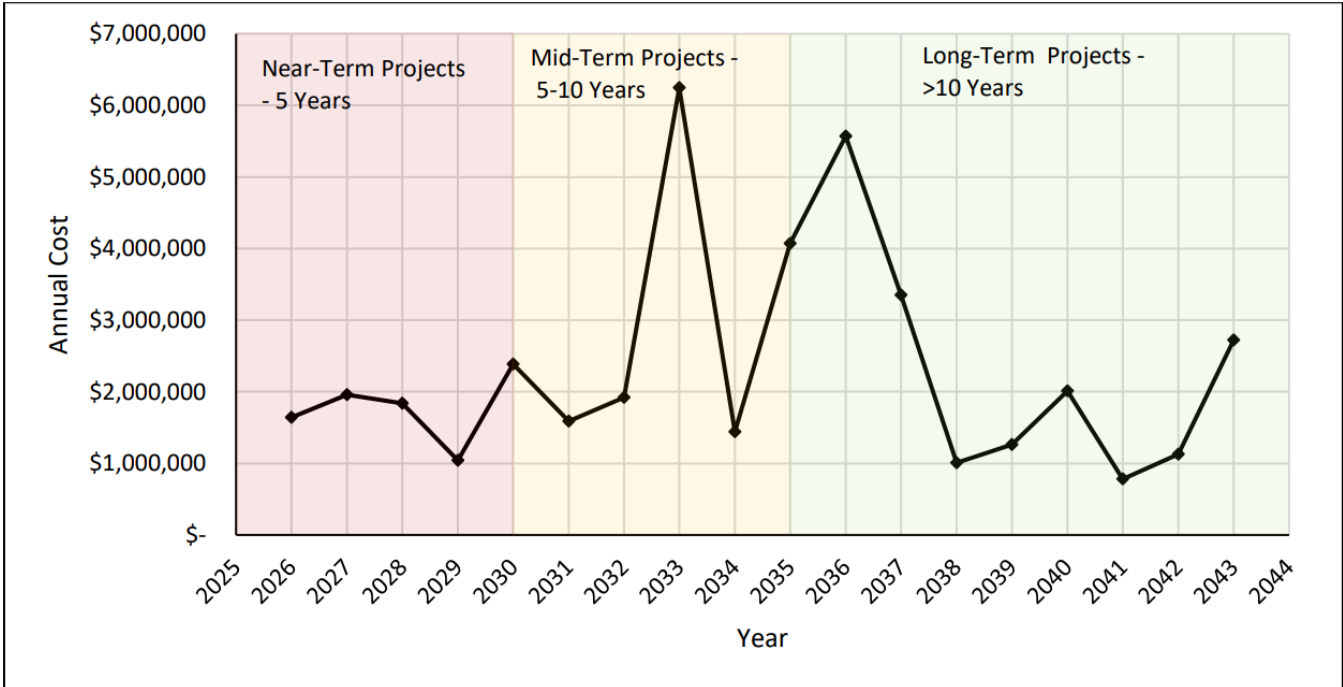
The Utility Master Plan (UMP), led by ISL Engineering in collaboration with municipal staff, included expanded system monitoring throughout 2023 and into 2024. Work was temporarily paused in 2024 due to a cyberattack affecting the consultant and operational disruptions from the Jasper wildfire complex. The project resumed later that year and continued into 2025.

The UMP includes system modeling and infrastructure reviews to identify current gaps, future capacity needs, and opportunities to improve service reliability. It replaces Jasper's previous case-by-case or asset-specific review approach with a coordinated framework that prioritizes investment across the full utility network.

The analysis concluded that while core utility systems generally function well and are currently sized appropriately to meet both current and future capacity demands, key risks and deficiencies must be addressed

to maintain service reliability and regulatory compliance.

Key drivers of costs in the UMP are projects aimed at maintaining service reliability and regulatory compliance. The study identifies a total of \$42 million in recommended system upgrades, organized into near-term (0–5 years), medium-term (5–10 years), and long-term (10–25 years) priorities. These upgrades address system performance, resiliency, and capacity, but do not include costs related to routine asset renewal or lifecycle replacement. As such, the figures represent additional capital needs that may arise beyond regular infrastructure maintenance and renewal programs.



- Near term:** \$5 million in high-priority upgrades are recommended within the next five years.
 - Production Well Flow Monitoring 2026 \$ 82,500
 - Replacement Production Pump (P-001) 2026 \$ 99,000
 - Replacement Large Pump (P-002) 2026 \$ 297,000 (* Completed in 2025)
 - WTP Entrance Slab Failure 2026 \$ 57,750 (* Completed in 2025)
 - Pyramid Lake Road Watermain Upgrade 2027 \$ 950,000
 - Potable Water Isolation Valve 2027 \$ 49,500
 - Stan Wright Drive Watermain Upgrade 2028 \$ 1,840,000
 - Resiliency Watermain 2030 \$ 1,660,000
- Medium term:** \$18.9 million in high-priority upgrades are recommended to be completed within ten years.
 - Water Supply Facilities (25 Projects) \$ 7,696,000
 - Water Distribution (7 Projects) \$ 4,960,000
 - Wastewater Collection (1 Project) \$ 790,000
 - Wastewater Facilities (24 Projects) \$ 1,365,000
 - Stormwater Collection (1 Project) \$ 4,070,000

The UMP is a valuable tool that will ensure the municipality is able to incorporate and forecast long-term planning into its utility budgets. ISL developed this report for the municipality, as has extensive experience developing UMPs for other communities. The UMP will enable a system wide approach to utility investment and ensure it is able to forecast needed capital expenditures proactively and reduce the number of emergent or unforeseen repairs resulting in greater financial accountability.

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
- Recognize the fundamental importance of our tourism economy

Inclusion Considerations:

The UMP incorporates climate adaptation and resiliency planning. Implementation of its recommendations will help ensure ongoing access to safe, reliable utility services for all Jasperites under changing environmental conditions.

Relevant Legislation:

- Alberta Municipal Government Act
- Alberta Environment and Protected Areas (AEPA) regulations for municipal utilities

Financial:

The UMP identifies an estimated \$42 million in recommended system upgrades. Future capital projects will be considered through the regular budgeting and long-range capital planning process. Administration will continue to see external funding where possible.

Attachments:

- [Utility Master Plan – Final Draft Report](#)

AGENDA ITEM 7.2

REQUEST FOR DECISION



Subject: Jasper Off-Site Levy Update (ISL Engineering, August 2025)

From: Bill Given, Chief Administrative Officer

Prepared by: Marley Pollock, Town Planner

Reviewed by: Beth Sanders, Director of Urban Design and Standards
Courtney Donaldson, Director of Operations and Utilities
Natasha Malenchak, Director of Finance and Administration

Date: August 26, 2025

Recommendation:

- That Committee recommend Council adopt the Jasper Off-Site Levy Update as presented.

Alternatives:

- That Committee direct administration to revise the report and return to a future Committee of the Whole meeting.

Background:

Section 648 of the *Alberta Municipal Government Act* (MGA) provides a financial framework to recover capital costs associated with new development and prescribes the requirements related to municipal Off-Site Levy bylaws.

Section 5.4 of The Agreement for the Establishment of Local Government in the Town of Jasper (2001) states that

The Minister agrees through written agreement with developers, within the Town of Jasper, to require payments of all appropriate off-site levies by the developers to the Municipality of Jasper.

The municipality's Off-Site Levy (OSL) rates were last revised in 2015.

The municipality recently completed the 2025 Utility Master Plan (UMP) and the 2025 Wastewater Treatment (WWTP) Plant Capacity Study. The UMP identified major water and wastewater upgrades needed to support both existing service demands and long-term growth, which is supported by the WWTP Study which focused on current and future capacity feasibility

Discussion:

The Municipality of Jasper engaged ISL Engineering and Land Services Ltd. to update the Municipality's Off-Site Levy (OSL) rates. The update also responds to redevelopment pressures following the 2024 Jasper Wildfire, which is expected to result in densification through purpose-built homes, accessory dwellings, and multi-unit housing on existing serviced parcels.

The ISL report benchmarks Jasper's proposed levy rates against those of other Alberta municipalities, providing Committee with context regarding competitiveness and alignment with industry practices. Administration

recommends that Committee formally receive the report, hear directly from ISL on the methodology and recommendations, and consider how this information will inform the drafting of a new Off-Site Levy Bylaw.

The report further outlines levy methodologies, recommends annual reviews with a full bylaw review every three to five years, and advises that Council retain flexibility to set final rates below the calculated maximums if deemed appropriate for competitiveness. ISL will provide a brief presentation summarizing their findings and will be available to answer questions from Committee.

The final draft UMP report identifies seven major water and wastewater infrastructure projects tied to future growth. These include three water projects (**resiliency watermain, production well upgrades, and water treatment plant/reservoir upgrades**) and four wastewater projects (**Stone Mountain Lift Station, Cabin Creek sanitary upgrade, Highway 16 trunk sewer upgrade, and wastewater treatment plant upgrades**).

To assess the adequacy of these systems, ISL used a long-term growth projection of 16,000 people, representing a 50–75 year horizon.

This figure is not a municipal target, rather a long-range planning reference to mathematically test system capacity and establish infrastructure needs over many decades. Discussion about public policy choices related to the community's growth would happen in the context of the creation of Jasper's Town Plan in the future.

Costs in the report are provided in 2024 dollars and include a 30% contingency and 15% engineering allowance.

For water, the leviable share includes 100% of the resiliency watermain, 40% of production well upgrades, and 46% of water treatment plant and reservoir upgrades. For wastewater, 100% of the Stone Mountain Lift Station, Cabin Creek sanitary, and Highway 16 trunk sewer upgrades are leviable, along with 72% of the wastewater treatment plant upgrades.

Based on these allocations, ISL calculated maximum supportable levy rates of \$4,286.36 per residential unit and \$5.35 per square foot of non-residential floor area. These rates are higher than some neighbouring municipalities but remain within the provincial range. ISL recommends annual rate reviews and a full bylaw review every three to five years.

Final rate-setting decisions remain with Council, who may adopt the rates as proposed, establish lower rates, or phase implementation

The current Off-Site Levies Bylaw, adopted in 2015, is based on outdated rates that no longer reflect the true cost of growth-related infrastructure. Until the proposed 2025 bylaw is adopted, the Municipality continues to undercharge for off-site levies, shifting the financial responsibility from developers onto Jasper's taxpayers. Each day without updated rates results in a growing funding gap, where the tax base subsidizes development rather than growth, paying for growth. Adoption of the new bylaw will realign costs with modern infrastructure realities and protect the municipality's long-term financial sustainability.

Strategic Relevance:

- Invest in infrastructure to support housing.
- Ensure residents receive quality service that provides strong value for dollar.
- Invest in developing community focused housing units.

Relevant Legislation:

- *Agreement for the Establishment of Local Government in Jasper (2001)*
- *Alberta Municipal Government Act*

Financial:

The report identifies approximately \$37.5 million in growth-related capital projects, based on 2024 construction cost estimates. This includes \$15.7 million in water upgrades and \$21.8 million in wastewater upgrades. These figures will need to be indexed appropriately to reflect construction costs in future years.

Attachments:

- Jasper Off-Site Levy Update (ISL Engineering, August 2025)



Municipality of Jasper

JASPER OFF-SITE LEVY UPDATE

FINAL REPORT



August 2025



ISL Engineering and Land Services Ltd. is an award-winning full-service consulting firm dedicated to working with all levels of government and the private sector to deliver planning and design solutions for transportation, water, and land projects.

At ISL, your identity is part of our identity. Diversity, Equity, and Inclusion (DEI) speaks to our core values and provides space for our teams to bring their authentic selves to work. ISL believes DEI creates the best outcomes for our clients while sustaining a happy and thriving work environment that allows for career development opportunities for all staff. ISL is committed to a focused effort on continuous improvement and development of a respectful and safe workplace.





Corporate Authorization

This document entitled “Jasper Off-Site Levy Update” has been prepared by ISL Engineering and Land Services Ltd. (ISL) for the use of the Municipality of Jasper. The information and data provided herein represent ISL’s professional judgment at the time of preparation. ISL denies any liability whatsoever to any other parties who may obtain this report and use it, or any of its contents, without prior written consent from ISL.

Stephen Voegtlin, E.I.T.
Engineering Support



August 21 2025

Sarah Barbosa, P.Eng., ENV SP
Technical Reviewer

Permit to Practice	
<i>ISL Engineering and Land Services Ltd.</i>	
RM Signature:	
RM APEGA ID:	66731
Date:	2025-08-21
Permit Number P4741	
The Association of Professional Engineers and Geoscientists of Alberta	

Geoffrey Schulmeister, P.Eng., SCPM
Senior Reviewer

Executive Summary

Off-Site Levy Review Background

The Municipality of Jasper (the Municipality) engaged ISL Engineering and Land Services Ltd. (ISL) to undertake an Off-Site Levy Update to ensure up-to-date rates are used and adequate capital is collected from land development to fund off-site infrastructure required to support growth. The Municipality previously updated its off-site levy rates in 2015.

An Off-Site Levy is needed based on the following:

- The previous Off-Site Levy Bylaw was completed in 2015 and needs to be brought up to date in accordance with the Municipal Government Act.
- The Municipality has recently completed a Utility Master Plan, outlining infrastructure upgrades required to support growth within the townsite.
- The recent wildfire has caused damage to the municipality, rebuilding this area has the potential for significant intensification requiring additional infrastructure.

The recommendations of this Off-Site Levy Update are based on the following principles in accordance with the Municipal Government Act:

- The capital cost of infrastructure that benefits growth areas should be paid for by those areas.
- The capital cost of infrastructure should be financed through off-site levies.
- The capital cost of infrastructure with Municipality-wide benefit should be shared between growth areas and the existing population.
 - The portion being paid for by growth areas should be financed through off-site levies collected by the Municipality.
- The capital cost and implementation of on-site infrastructure should be paid for by the development and included in Standard Development Agreements.
- Off-site levies should reflect the full capital cost of new infrastructure.
 - Adjustments should be made to incorporate cost changes as they occur.
- Off-site levies and future adjustments to rates should be established through a transparent process.

Off-Site Levy Rate Summary

Off-site levy rates may be evaluated using either uniform or benefiting area rates; however, the Municipality has elected to maintain uniform rates for all types of infrastructure as outlined above. A summary of the levy rate per infrastructure improvement project is shown in **Table ES1** while the maximum potential off-site levy rates is provided in **Table ES2**. It should be noted that the maximum potential rates are presented; however, it is the decision of the Municipality's council and administration where to set rates. Off-site levy rates can be set anywhere up to the maximum supportable rate.

Table ES1 Off-Site Levy Rate per Infrastructure Project

Infrastructure Improvement Project	Levy Rate (\$/Flow%)	Levy Rate (\$/Unit)	Levy Rate (\$/sqft FFA)
Resiliency Watermain	\$16,600	\$344.18	\$0.44
Production Well Upgrades	\$14,018	\$290.65	\$0.38
WTP and Reservoir Upgrades	\$51,050	\$1,058.46	\$1.37
Stone Mountain Lift Station Upgrade	\$2,600	\$53.91	\$0.07
Cabin Creek Sanitary Upgrade	\$4,000	\$82.93	\$0.11
Highway 16 Trunk Sewer Upgrade	\$3,400	\$70.49	\$0.09
WWTP Upgrades	\$115,065	\$2,385.73	\$3.08

Table ES2 Off-Site Levy Rate Summary

Infrastructure Upgrade	Levy Rate	
	Non-Residential	Residential
	FFA sqft	Unit
Water	\$2.19	\$1,693.30
Wastewater	\$3.35	\$2,593.07
Total	\$5.53	\$4,286.36

Conclusions

The Municipality's off-site levies will be charged to any new or incremental development in the Municipality that will impact the need for upgrades in infrastructure, including the following:

- Water supply, distribution, and treatment
- Wastewater sewer collection and treatment

General assumptions applied in this off-site levy review are as follows:

- Infrastructure projects and associated costs are based on the Jasper UMP (ISL, 2025) with costs in 2024 dollars. The WWTP upgrades cost is based on the WWTP Capacity Study (ISL, 2025).
- Off-site levy rates are based on flow contribution percentage.
- Projects are considered to benefit future development only or are shared between future development and the existing population.
- Off-site levy rates can be broken down using uniform or flow percentage rate methodology.
 - All projects are considered to provide global benefit to the Municipality. Therefore, levy rates were calculated on a uniform basis.
- Potential grant funding of infrastructure were not included at this stage.
- No interest or carrying charges have been included at this stage.
- Details of potential endeavours to assist will be detailed by the Municipality in the formal off-site levy policy and/or future development agreements.

Additional assumptions pertaining to the infrastructure projects and the proportions of costs carried in the off-site levy rate calculations are summarized as follows:

- Water
 - The resiliency watermain is levied at 100%;
 - PVC piping is assumed for proposed watermain where the material is not specified;
 - All proposed watermain are estimated as PVC pressure pipe buried at 2.5 m deep (AEPA minimum);
 - An assumed hydrant spacing of 150 m where required;
 - Allowances for mobilization and general conditions have been included;
 - General conditions also cover temporary facilities, environmental protection, and records;
 - Costs are based on 2024 prices and rounded to the nearest \$10,000; and
 - The cost estimate is Class D with a 30% contingency and 15% engineering allowance.
- Wastewater
 - Stone Mountain Lift Station Upgrade, Cabin Creek Sanitary Upgrade, and the Highway 16 Trunk Sewer Upgrade are levied at 100% benefit as the upgrades are triggered by proposed development;
 - Sewers are estimated to be replaced by PVC at the same average depth as existing sewer being replaced;
 - Existing manhole spacing is maintained in refurbished sewers;
 - WWTP estimates are based on the WWTP Capacity Study (ISL, 2025);
 - Allowances for mobilization and general conditions have been included;
 - General conditions also cover temporary facilities, environmental protection, and records;
 - Costs are based on 2024 prices and rounded to the nearest \$10,000; and
 - The cost estimate is Class D with a 30% contingency and 15% engineering allowance.

Recommendations

Recommendations related to the Municipality's off-site levy update are as follows:

- The Municipality can consider implementing the maximum potential rates contained herein; however, the Municipality may choose to set lower rates to be competitive with other municipalities.
- The Municipality should consider the feedback and questions raised during the development community engagement session into its evaluation of off-site levy rates.
- The Municipality may wish to consider lower levy rates for non-residential development, given its typically positive implications on the municipal tax base.
- The Municipality should consider the suitability of the recommended rates for its purposes.
- The Municipality should determine which timing methodology to utilize in the Off-Site Levy Bylaw.
- The Municipality should review the off-site levy rates once a year to update the associated infrastructure project assumptions, costing, and timelines. This review is to support annual reporting requirements outlined in the MGA, which include details regarding levies collected and spent, and must be made publicly available (Brownlee LLP, 2019).
- The Municipality should complete a detailed review of the Off-Site Levy Bylaw every three to five years (Brownlee LLP, 2019).

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1.0 Introduction

The Municipality of Jasper (the Municipality) engaged ISL Engineering and Land Services Ltd. (ISL) to undertake an Off-Site Levy Update to ensure up-to-date rates are used and adequate capital is collected from land development to fund off-site infrastructure required to support growth. The Municipality previously updated its off-site levy rates in 2015.

Off-site levy policies include rates as well as potentially more important elements such as front ending responsibility and levy collection timing. These factors impact a municipality's ability to attract and maintain ongoing development. This is especially true for non-residential developments that may not require the same level of services as residential developments, making it easier for them to develop in rural areas.

A healthy non-residential base is critical for a municipality's financial sustainability as revenues from residential developments often cover 80% to 90% of their associated costs. In contrast, the revenue from non-residential developments may cover 140% to 160% of their associated costs.

1.1 Basis of Off-Site Levy Update

The previous Off-Site Levy Bylaw, last updated in 2015, now requires revision to align with the current provisions of the Municipal Government Act (MGA). In parallel, the Municipality recently finalized its Utility Master Plan (UMP) (ISL, 2025), which outlines critical water and wastewater infrastructure projects. These projects address both existing service needs and those driven by anticipated growth, forming the foundation for the Off-Site Levy update. Notably, growth-related projects are expected to accelerate, as many parcels are projected to densify due to the significant rebuilding efforts following the 2024 wildfires.

1.2 Guiding Principles

The recommendations of this Off-Site Levy Update are based on the following principles in accordance with the MGA, (Alberta Queen's Printer, 2023):

- The capital cost of infrastructure that benefits densification areas should be paid for by those areas.
- The capital cost of infrastructure should be financed through off-site levies.
- The capital cost of infrastructure with Municipality-wide benefit should be shared between densification areas and the existing population.
 - The portion being paid for by growth areas should be financed through off-site levies collected by the Municipality.
- The capital cost and implementation of on-site infrastructure should be paid for by the development and included in Standard Development Agreements.
- Off-site levies should reflect the full capital cost of new infrastructure.
 - Adjustments should be made to incorporate cost changes as they occur.
- Off-site levies and future adjustments to rates should be established through a transparent process.

2.0 Background Document Review

ISL performed a review of the recently completed UMP, the MGA, and the off-site levy bylaws of neighbouring municipalities. A summary of these reviews is discussed below.

2.1 Jasper Utility Master Plan (UMP)

In 2024, the Municipality retained ISL to develop a comprehensive Utility Master Plan (UMP) to assess the Jasper townsite's water supply, water treatment plant and reservoir, water distribution, wastewater collection, and stormwater systems to ensure that they can accommodate Jasper's existing and future demands over the next 25 years. (ISL, 2025). The UMP was built on top of water and sanitary model assessments developed in 2022. (ISL, 2022, and WSP, 2022). For all model reporting, and the UMP, a 25-year design horizon that envisioned a population of 10,662 was used for future system assessments.

The draft UMP was underway during the wildfire in the summer of 2024. After the 2024 wildfire, many buildings were partially or completely destroyed. As the damaged lots redevelop, smaller units, more accessory dwellings and more duplexes or 4-plexes are envisioned.

Based on this assumption, the Municipality has identified a higher long-range planning reference that considers the potential densification to a population of 16,000 people. This scenario exceeded the 25-year growth horizon used to date in water and sanitary sewer model development. Furthermore, this scenario assumes that two-thirds of the growth occurs in areas with fire damaged structures and the remaining one third occurs through the rest of the townsite. The post wildfire growth scenario envisions no expansion of the Municipality boundaries or additional new areas being serviced, but rather infill development focused most significantly on fire damaged areas.

To assess the water distribution and wastewater collection system under this scenario, the following assumptions were made in the UMP:

- Two-thirds of the additional population was allocated to sewer catchments containing damaged buildings or water system nodes adjacent to damaged lots.
- The remaining one-third was distributed across the occupied sewer catchments.
- The original sanitary modelling carried out by WSP applied constant inflow and infiltration (I-I) rates of 0.28 and 0.5 L/s/ha. These rates were maintained, and results for the post wildfire densification scenario are presented for the more conservative wet weather flow scenario using the higher I-I rate of 0.5 L/s/ha.
- Damaged tourist accommodations outside of the of Jasper townsite, including Alpine Village Jasper and Tekarra Lodge were assumed to be repaired to existing condition of water demand and sanitary loading.
- Jasper Park Lodge (JPL) and Pine Bungalows, which pump directly to the WWTP, were assumed to remain as-is and not contribute more flows than the existing system scenario.

The UMP recommended six projects that were required to service the additional growth, in addition to projects required to correct existing system deficiencies, or projects required for the 25-year population horizon (ISL, 2025). Projects recommended in UMP are the basis for levied projects in this OSL background report.

2.2 Current Off-Site Levy and Rate Bylaws

The current Off-Site Levy Bylaw came into effect in 2015. The findings from this bylaw review are summarized as follows (Municipality of Jasper, 2015):

- Off-site levies are to be calculated based on residential units and institutional/commercial square footage within the Municipality. The following areas are to be considered undevelopable for the purpose of levy calculation:
 - Environmental Reserve
 - Municipal Reserve
 - Any land provided to the Municipality or Province for roads and public utilities.
- The off-site levy is deemed to have been imposed regardless of whether the imposition was made as a specific condition of the development permit or subdivision approval.
- Payment of the levies is due either at the time of development permit issuance, execution of a development agreement, or prior to subdivision endorsement, whichever occurs first.
- Levies are collected and put into separate funds for each facility type levies are being collected for (as per the bylaw) and shall be kept separate from the Municipality's General Account.

The levy rates are applied uniformly to all new development noted in the Off-Site Levies Bylaw (Municipality of Jasper, 2015). The improvements and respective levy rates are shown in **Table 2.1**.

Table 2.1 Existing Off-Site Levy Rates by Infrastructure Improvement Project

Zoning	\$/sqft	\$/m ²
Rate 1: "C" Commercial Zoning	\$2.57	\$27.68
Rate 2: "R" Residential Zoning	\$1.93	\$20.60
Rate 3: "S" Block Zoning	\$1.27	\$13.82

2.3 Municipal Government Act

The governing authority for the off-site levy bylaw is the MGA, which states in Section 648(2), that the off-site levy may be used to pay for all or part of the capital cost of any or all of the following:

- New or expanded facilities for the storage, transmission, treatment or supplying of water;
- New or expanded facilities for the treatment, movement or disposal of wastewater;
- New or expanded storm sewer drainage facilities;
- New or expanded roads required for or impacted by a subdivision or development; and
- Land required for or in connection with any facilities described above.

As of January 1, 2018, an addition to the MGA states in Section 648(2.1) that an off-site levy may also be used to pay for all or part of the capital cost, including the cost of any related appurtenances and land required for or in connection with any of the following purposes:

- New or expanded community recreation facilities;
- New or expanded fire hall facilities;
- New or expanded police station facilities; and
- New or expanded libraries.

2.4 Off-Site Levy Bylaws of Neighbouring Municipalities

The review of the off-site levy bylaws of neighbouring municipalities is intended to create a benchmark for the Municipality of Jasper and include the following municipalities:

- | | | |
|---------------|---------------------|------------------------|
| • Airdrie | • Edson | • Nanton |
| • Blackfalds | • Fort Saskatchewan | • Okotoks |
| • Calgary | • Grande Prairie | • Olds |
| • Camrose | • High River | • Peace River |
| • Chestermere | • Hinton | • Penhold |
| • Cochrane | • Innisfail | • Red Deer |
| • Cold Lake | • Lacombe | • Rocky Mountain House |
| • Crossfield | • Lethbridge | • Strathmore |
| • Didsbury | • Medicine Hat | • Sundre |
| • Drumheller | • Morinville | • Sylvan Lake |

Table 2.2 provides an overview of the current levy rates, including infrastructure categories, rate type, and developable area assumptions, which may be currently under review. These rates are the combined total for water and wastewater rates as well as stormwater, transportation, and facilities where applicable.



Table 2.2 Neighbouring Municipalities for Off-Site Levy Bylaw Comparison Summary

Municipality	Year ¹		Rate Type	Developable Area Considered	Infrastructure Inclusion					Off-Site Levy (\$/ha)		% Paying Each Rate		Levy Breakdown by Land Use (\$/ha)		
	Bylaw	Rate			Water	Wastewater	Stormwater	Transportation	Facilities	Minimum	Maximum	Minimum	Maximum	Residential	Commercial	Industrial
Airdrie	2022	2022	Benefiting Area	Net	✓	✓	✓	✓		\$361,393	\$370,170	-	-	-	-	-
Blackfalds	2015	2018	Benefiting Area	Gross	✓	✓	✓	✓		\$55,619	\$126,703	5.5%	1.6%	55,619 – 126,703	55,619 – 117,542	55,619 – 124,286
Calgary	2019	2023	Benefiting Area	Net	✓	✓	✓	✓	✓	\$519,668	\$571,554	-	-	-	-	-
Camrose	2017	2017	Benefiting Area	Gross	✓	✓	✓	✓		\$12,561	\$201,472	4.2%	1.2%	-	-	-
Chestermere	2023	2023	Benefiting Area	Net	✓	✓	✓	✓	✓	\$235,019	\$391,393	1.0%	1.6%	235,019 – 391,393	245,977 – 391,393	355,283 – 281,141
Cochrane	2021	2023	Benefiting Area	Net	✓	✓		✓	✓	\$281,711	\$336,554	8.8%	1.8%	-	-	-
Cold Lake	2010	2010	Uniform	Net	✓	✓		✓		\$76,243		-	-	-	-	-
Crossfield	2023	2023	Benefitting Area	Not Specified	✓	✓		✓		\$40,363		-	-	-	-	-
Didsbury	2019	2019	Uniform	Net	✓	✓				\$65,572		-	-	-	-	-
Drumheller	1998	1998	Uniform	Gross	✓	✓	✓			\$4,942		-	-	-	-	-
Edson	2016	2016	Benefiting Area	Net	✓	✓		✓		\$17,606	\$102,394	1.5%	12.7%	21,109 – 102,394	21,109 – 102,394	21,022 – 102,394
Fort Saskatchewan	2017	2017	Benefiting Area	Net	✓	✓	✓	✓		\$29,961	\$104,140	67.5%	27.0%	62,940 – 104,140	62,940 – 104,140	29,961 – 61,904
Grande Prairie	2021	2021	Uniform	Net				✓		\$60,000		-	-	-	-	-
High River	2020	2020-2023	Benefiting Area	Net	✓	✓		✓	✓	\$157,944	\$317,243	0.4%	32.9%	-	-	-
Hinton	2014	2014	Uniform	Net	✓	✓	✓	✓		\$49,204		-	-	-	-	-
Innisfail	2017	2017	Benefiting Area	Not Specified	✓	✓		✓		\$14,190	\$23,996	6.9%	93.1%	-	-	-
Lacombe	2023	2024	Benefiting Area	Net	✓	✓	✓	✓	✓	\$56,996	\$97,462	0.3%	8.2%	-	-	-
Lethbridge	2023	2024	Uniform	Net	✓	✓	✓	✓		\$299,000		-	-	-	-	-
Medicine Hat	2019	2019	Benefiting Area	Net	✓	✓	✓	✓		\$33,331	\$168,307	-	-	-	-	-
Morinville	2018	2018	Benefiting Area	Net	✓	✓	✓	✓		\$61,406	\$148,502	54.3%	14.7%	61,406 – 148,502	61,406 – 148,502	62,838 – 148,502
Nanton	2010	2012	Uniform	Not Specified	✓	✓				\$85,030		-	-	-	-	-
Okotoks	2023	2024	Uniform	Gross	✓	✓		✓	✓	\$272,793		-	-	-	-	-
Olds	2023	2023	Benefiting Area	Net	✓	✓	✓	✓		\$72,723		-	-	-	-	-
Peace River	2021	2021	Benefiting Area	Net	✓	✓		✓		\$35,032	\$54,758	0.0%	0.2%	35,362 – 54,758	35,362 – 54,758	35,362 – 54,758
Penhold	2021	2021	Benefiting Area	Net	✓	✓		✓	✓	\$75,711	\$126,043	-	-	-	-	-
Red Deer	2019	2019	Benefiting Area	Net	✓	✓	✓	✓		\$76,529	\$308,956	2.3%	9.7%	-	-	-
Rocky Mountain House	2018	2017	Benefiting Area	Net	✓	✓		✓		\$65,898	\$113,465	6.5%	3.8%	65,898 – 113,465	65,898 – 113,465	69,212 – 112,268
Strathmore	2024	2024	Benefiting Area	Net	✓	✓	✓	✓		\$139,337	\$174,900	1.8%	26.2%	-	-	-
Sundre	2015	2015	Benefiting Area	Net	✓	✓		✓		\$16,907	\$37,671	-	-	-	-	-
Sylvan Lake	2024	2024	Benefiting Area	Net	✓	✓	✓	✓		\$18,958	\$154,314	0.0%	2.1%	18,958 – 154,314	31,870 – 126,278	18,958 – 126,278

¹ Bylaw year refers to the year in which the most recent amendment to the bylaw was completed and/or came into effect. The rate year refers to the year that the rate applies to when various rates are identified and dependent on the year of application.

3.0 Growth Projections/Development Areas

After the 2024 wildfire, many buildings were partially or completely destroyed. As the damaged lots redevelop, it is envisioned that there will be more accessory dwellings and duplexes/4-plexes.

Based on this assumption the Municipality has set a higher long-range planning reference that considers the potential densification to a population of 16,180 people. This scenario taken from the Jasper UMP exceeds the 25-year growth horizon used to date in water and sanitary sewer model development. Furthermore, this scenario assumes that two-thirds of the growth occurs in areas with fire damaged structures and the remaining one third occurs through the rest of the townsite. This growth scenario envisions no expansion of the Municipality's boundaries or additional new areas being serviced, but rather infill development focused on fire damaged areas.

3.1 Growth Projections

The existing population of the Municipality is approximately 4,738, which was obtained from the 2021 Census data. Future population projections are based on a high-density scenario where an additional 4,768 units are developed averaging 2.4 people/unit resulting in an additional population of 11,442 for a grand total of 16,180 people.

3.2 Densification

A summary of the existing and future population is provided in **Table 3.1**.

Table 3.1 Densification Summary

Type	Population Scenarios					
	Low		Medium		High	
	Population	Units	Population	Units	Population	Units
Existing	4,738	895	4,738	895	4,738	895
Future	1,094	456	3,340	1,392	11,442	4,768
Total	5,832	1,351	8,078	2,278	16,180	5,663

Notes:

Assumes a current population based on 2021 Census and 2.4 persons/unit.

The high growth value here falls in between the maximum and medium density scenarios in the densification spreadsheet provided by the Municipality.

895 units is the value of all residential units taken from the densification spreadsheet provided by the Municipality.

3.3 Densification Areas

This OSL is driven by densification in damaged areas (**Figure 3.1**), as a result flow percentage has been used to approximate land use OSL shares. To assess the breakdown of flow percentage between residential and commercial/institutional (**Table 3.2**), the following assumptions were made:

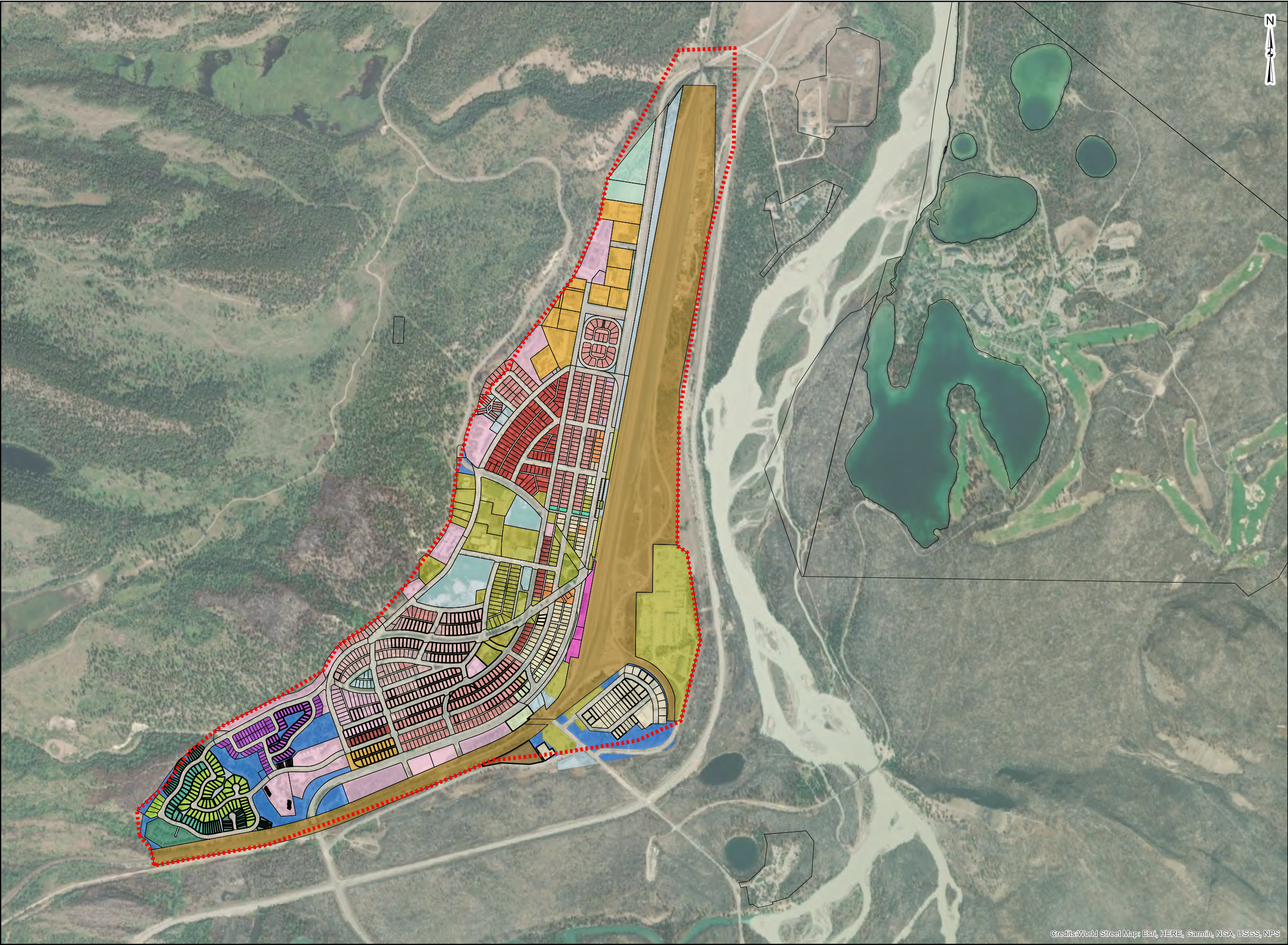
- The Storage & Services (S) zone has a maximum site coverage of around 60%, based on Jasper's land-use rules.
 - The site coverage is assumed to be closer to 40%.
 - Therefore, 4,000 m² of building floor space corresponds to 1 ha of land.
- The non-residential wastewater flow rate based on land area is assumed to be 40,000 L/d/ha based on Alberta Environment and Protected Areas (AEPA)'s guidelines (AEPA, 2012). It is assumed water use will be of a similar rate to wastewater.

Table 3.2 Flow Percentage Summary

Flow Percentage Summary				
Land Use	Flow	Area	Population	Flow
		ha	-	L/s
Non-Residential	40,000 L/d/ha	1.00	-	1%
Residential	300 L/c/d	-	11,442.00	99%
Percentage				100%

Note:

Assumes a land area of 1 ha for non-residential development, uses 40 m³/d/ha based on AEPA's guidelines.



- Legend
- Townsite Boundary
 - ▭ Cadastral
 - ▭ Damaged Parcels within Townsite
- District Zone**
- C1 - Commercial
 - C2 - Tourist Commercial
 - C3 - Tourist Commercial Town Centre
 - C4 - Automobile Service Station
 - CCWa - Cabin Creek West One-Unit Dwelling
 - CCWb - Cabin Creek West Two-Unit Dwelling
 - CCWc - Cabin Creek West Multi-Unit Dwelling
 - CR - Community Reserve
 - HS - Hostel
 - I - Institutional
 - Lake Edith Residential
 - NOS - Natural Open Space
 - PS - Public Services
 - R1 - One-Unit Dwelling
 - R2 - Two-Unit Dwelling
 - R2H - Old Town Jasper Historic
 - R3a - Multi-Unit Small Lot Dwelling
 - R3b - Multi Dwelling
 - R4 - Compact Lot
 - ROS - Recreational Open Space
 - RY - Railyard
 - Road
 - S - Storage and Services (Block S)
 - Unzoned Cemetery 1
 - Unzoned Cemetery 2

0 175 350 700 Meters
1:14,000 NAD 1983 CSRS UTM Zone 11N

FIGURE 3.1
DISTRICT ZONES AND DAMAGED
WILDFIRE PARCELS
JASPER OFF-SITE LEVY



■ 4.0 Off-Site Levy Assumptions

The Municipality's off-site levies will be charged to any new or incremental development in the Municipality that will impact the need for upgrades in infrastructure, including the following:

- Water supply and distribution
- Wastewater sewer collection and treatment
- Stormwater conveyance

It should be noted that facilities infrastructure has not been included in the calculation of off-site levy rates as part of this Off-Site Levy Review.

Additional assumptions pertaining to the infrastructure projects and the proportions of costs carried in the off-site levy rate calculations for each infrastructure type are outlined in the following sections. General assumptions are as follows:

- Infrastructure projects and associated costs are based on the Jasper UMP (ISL, 2025) which uses 2024 dollars.
- Off-site levy rates are based on projects triggered due to growth.
- Projects are considered to benefit future development only or are shared between future development and the existing population.
- Off-site levy rates can be broken down using uniform or benefiting area rate methodology.
 - All projects are considered to provide global benefit to the Municipality. Therefore, levy rates were calculated on a uniform basis.
- Potential grant funding of infrastructure is not included at this stage. If grant funding is received, an update to the rates would be done at that time.
- No interest or carrying charges have been included at this stage.
- Details of potential endeavours to assist will be detailed by the Municipality in the formal off-site levy policy and/or future development agreements.

4.1 Water Infrastructure Assumptions

Assumptions pertaining to water infrastructure projects as part of this Off-Site Levy Update are as follows:

- The resiliency watermain is levied at 100%;
- PVC piping is assumed for proposed watermains where the material is not specified;
- All proposed watermains are estimated as PVC pressure pipe buried at 2.5 m deep (AEPA minimum);
- An assumed hydrant spacing of 150 m where required;
- Allowances for mobilization and general conditions have been included;
- General conditions also cover temporary facilities, environmental protection, and records;
- Costs are based on 2024 prices and rounded to the nearest \$10,000; and
- The cost estimate is Class D with a 30% contingency and 15% engineering allowance.

4.2 Wastewater Infrastructure Assumptions

Assumptions pertaining to wastewater infrastructure projects as part of this Off-Site Levy Update are as follows:

- Stone Mountain Lift Station Upgrade, Cabin Creek Sanitary Upgrade, and the Highway 16 Trunk Sewer Upgrade are levied at 100% benefit as the upgrades are triggered by proposed development;
- Sewers are estimated to be replaced by PVC at the same average depth as existing sewer being replaced;
- Existing manhole spacing is maintained in refurbished sewers;
- WWTP estimates are based on the WWTP Capacity Study (ISL, 2025);
- Allowances for mobilization and general conditions have been included;
- General conditions also cover temporary facilities, environmental protection, and records;
- Costs are based on 2024 prices and rounded to the nearest \$10,000; and
- The cost estimate is Class D with a 30% contingency and 15% engineering allowance.

5.0 Costing Details

5.1 Water Infrastructure

5.1.1 Water Infrastructure Projects

To facilitate Jasper' anticipated growth, the following are recommended water projects to be included in the Off-Site Levy Bylaw. The locations of each levied upgrade are shown in **Figure 5.1** and summarized in **Table 5.1** below. Details for each project are provided in the project sheets in **Appendix A**.

Table 5.1 Water Infrastructure Project Summary

Project ID	Project Description	Levied	Growth Benefit	Levied Project Cost
WAT-6	Resiliency Watermain	✓	100%	\$1,660,000
WTP-1	Production Well Upgrades	✓	40%	\$1,401,840
WELL-1	WTP and Reservoir Upgrades	✓	46%	\$5,105,034

5.1.2 Water Infrastructure Rates

Based on the water infrastructure upgrade projects and costs outlined above, the levy rates for the water infrastructure are summarized in **Table 5.2**.

Table 5.2 Water Infrastructure Levy Rate Summary

Project ID	Project Description	Levy Rate (\$/Flow%)	Levy Rate (\$/Unit)	Levy Rate (\$/sqft FFA)
WAT-6	Resiliency Watermain	\$16,600	\$344.18	\$0.44
WTP-1	Production Well Upgrades	\$14,018	\$290.65	\$0.38
WELL-1	WTP and Reservoir Upgrades	\$51,050	\$1,058.46	\$1.37

5.2 Wastewater Infrastructure

5.2.1 Wastewater Infrastructure Projects

To facilitate Jasper' anticipated growth, the following are recommended wastewater projects to be included in the Off-Site Levy Bylaw. The locations of each levied upgrade are shown in **Figure 5.2** and summarized in **Table 5.3** below. Details for each project are provided in the project sheets in **Appendix B**.

Table 5.3 Wastewater Infrastructure Project Summary

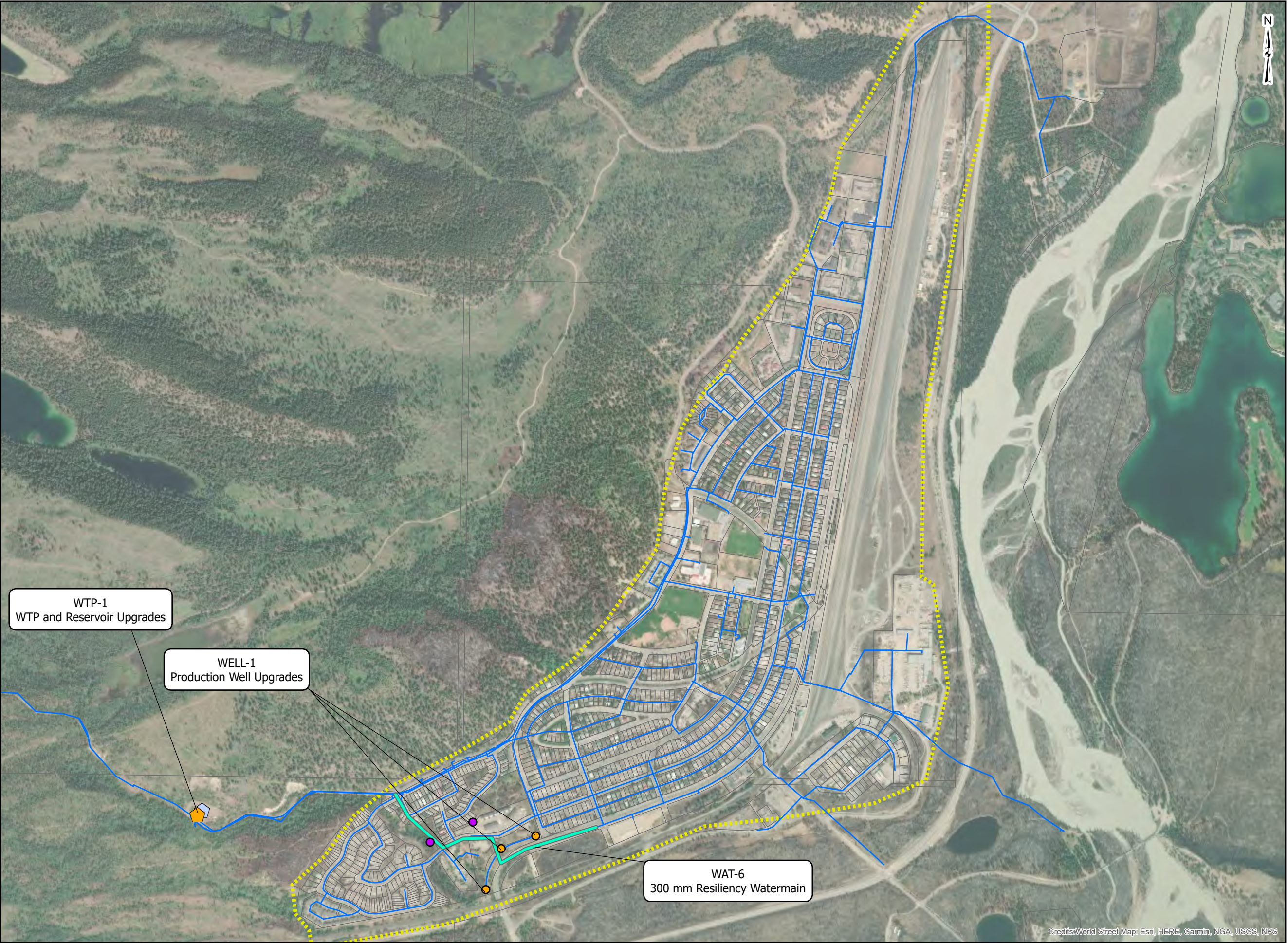
Project ID	Project Description	Levied	Growth Benefit	Levied Project Cost
SAN-3	Stone Mountain Lift Station Upgrade	✓	100%	\$260,000
SAN-4	Cabin Creek Sanitary Upgrade	✓	100%	\$400,000
SAN-5	Highway 16 Trunk Sewer Upgrade	✓	100%	\$340,000
WWTP-1	WWTP Upgrades	✓	75%	\$11,506,500

5.2.2 Wastewater Infrastructure Rates

Based on the wastewater infrastructure upgrade projects and costs outlined above, the levy rates for the wastewater infrastructure are summarized in **Table 5.4**.

Table 5.4 Wastewater Infrastructure Levy Rate Summary

Project ID	Project Description	Levy Rate (\$/Flow%)	Levy Rate (\$/Unit)	Levy Rate (\$/sqft FFA)
SAN-3	Stone Mountain Lift Station Upgrade	\$2,600	\$53.91	\$0.07
SAN-4	Cabin Creek Sanitary Upgrade	\$4,000	\$82.93	\$0.11
SAN-5	Highway 16 Trunk Sewer Upgrade	\$3,400	\$70.49	\$0.09
WWTP-1	WWTP Upgrades	\$115,065	\$2,385.73	\$3.08



- Legend
- Townsite Boundary
 - Cadastral
 - Water Reservoir
 - Water Treatment Plant
 - Resiliency Watermain
 - Water Main

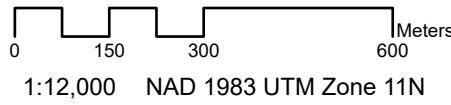


FIGURE 5.1
OSL PROJECTS
WATER UPGRADES
JASPER OFF-SITE LEVY





Legend

- Townsite Boundary
- Cadastral
- Wastewater Treatment Plant
- Lift Station
- Sewer Gravity Main
- Proposed Upgrade Diameter
 - 300 mm
 - 525 mm

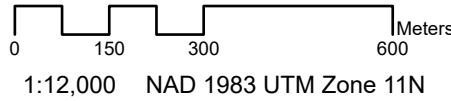


FIGURE 5.2
OSL PROJECTS
SANITARY UPGRADES
JASPER OFF-SITE LEVY



5.3 Summary of Levy Rates

Off-site levy rates may be evaluated using either uniform or benefiting area rates; however, the Municipality has elected to maintain uniform rates for all types of infrastructure as outlined above. A summary of the maximum potential off-site levy rates is provided in **Table 5.5** and full detail of the rates is outlined in **Appendix C**. It should be noted that the maximum potential rates are presented; however, it is the decision of the Municipality's council and administration where to set rates. Off-site levy rates can be set anywhere up to the maximum supportable rate.

Table 5.5 Off-Site Levy Rate Summary

Infrastructure Upgrade	Levy Rate	
	Non-Residential	Residential
	FFA sqft	Unit
Water	\$2.19	\$1,693.30
Wastewater	\$3.35	\$2,593.07
Total	\$5.53	\$4,286.36

5.3.1 Off-Site Levy Rate Comparison

Table 5.6 provides a comparison of the maximum proposed rates outlined above for the Municipality of Jasper with those of neighbouring municipalities.

Table 5.6 Comparison of Levy Rates per Hectare across Neighbouring Municipalities

Municipality	Levy/ha	Cost/Unit
Jasper	-	\$4,286
Hinton	\$49,204	\$2,563
Edson Low	\$17,606	\$917
Edson High	\$102,394	\$5,333
Rocky Mountain House Low	\$65,898	\$3,432
Rocky Mountain House High	\$113,465	\$5,910
Average		\$3,631

Notes:

Assumes 8 units per acre (19.2 units per hectare)

Average excludes Jasper

6.0 Collection Timing

6.1 Current Off-Site Levy Bylaw

The current payment policy outlined in the Municipality's Off-Site Levy Bylaw is quoted as follows: *"The Off-Site Levy imposed pursuant to this Bylaw shall be paid upon the earlier of the following dates:*

- Levies shall become payable by the leaseholder to the Municipality prior to the superintendent issuing a building permit for the leasehold to which the levies apply, and shall be in addition to any other levies, fees or charges required by the superintendent as a condition of development.*
- Levies shall be returned to the leaseholder with respect to any amounts of gross floor area for which levies have been paid but which the superintendent certifies as not constructed at the time Parks Canada returns the leaseholder's performance bond. Interest will not be applied.*
- Levies shall be returned to the leaseholder with respect to any amounts of gross floor area for which levies have been paid but with respect to which the building permit has not been acted upon and has been allowed to expire as provided for and certified by the superintendent. Interest will not be applied.*
- Levies shall be due and payable, calculated pursuant to section 3.3 herein, with respect to any amounts of gross floor area constituting a greater amount of gross floor area than that for which levies have been paid and which the superintendent certifies as constructed at the time the leaseholder's performance bond is returned.*
- Parks Canada shall not be held liable for unpaid levies due and payable by any leaseholder."*

6.2 Off-Site Levy Bylaws of Neighbouring Municipalities

As part of the review of the off-site levy bylaws of neighbouring municipalities, the timing of the off-site levy collection was noted and is summarized in **Table 6.1**.

Table 6.1 Collection Timing Policies for Neighbouring Municipalities Summary

Municipality	Summary
City of Airdrie	Off-site levies are due prior to final subdivision registration or at development permit issuance.
Town of Blackfalds	Levies payable as a condition of subdivision/development approval.
City of Calgary	Staged payments for subdivisions (30/30/40 over 3 years) or full payment at Development Completion Permit.
City of Camrose	Levies collected through development agreements at subdivision/permit stage (with possible deferrals in agreements).
City of Chestermere	Levies payable at subdivision endorsement or as a condition of development permit.
City of Cold Lake	Levies payable at development agreement (subdivision/permit approval).
Town of Cochrane	Levies due at subdivision agreement or development permit stage.
Town of Crossfield	Levies collected at subdivision or permit approval time.
Town of Didsbury	Levies collected at development approval (subdivision or permit).
Town of Drumheller	Levies due at subdivision endorsement or prior to development permit issuance.
Town of Edson	Levies are due at subdivision or development permit stage, with a down-payment and installments.
City of Fort Saskatchewan	Levies due at development agreement signing, with up to 50% deferrable for one year.
City of Grande Prairie	50% at development agreement, 50% at building permit stage.
Town of High River	10/45/45 installment schedule over 2 years, or full payment at permit release.
Town of Hinton	Levies due at development approval stage via agreement.
Town of Innisfail	Levies due at development agreement (subdivision or development stage).
City of Lacombe	Levies due at subdivision endorsement or development permit issuance.
City of Lethbridge	Levies due via development agreement at subdivision stage or building permit.
City of Medicine Hat	Levies due at subdivision endorsement or building permit; possible deferred payment arrangements.
Town of Morinville	Levies payable at development approval stage.
Town of Nanton	Levies due before subdivision endorsement or development permit release (with possible deferral).
Town of Olds	Levies due at subdivision endorsement or development permit issuance.
Town of Okotoks	50/50 split for larger subdivisions, full payment at permit for developments.
Town of Peace River	Timing set in development agreement; no plan endorsement or permit/occupancy until paid.
Town of Penhold	Levies due at subdivision or permit; updated bylaw in 2021.
City of Red Deer	Levies due at subdivision or building permit; installments by agreement.
Town of Rocky Mountain House	Levies due at time of development agreement (subdivision stage).
Town of Strathmore	Levies due at plan endorsement or prior to development permit release.
Town of Sundre	Levies payable at development agreement signing (subdivision/permit stage).
Town of Sylvan Lake	Levies due at subdivision plan endorsement or development permit release.

As outlined in **Table 6.1**, the Municipality's current payment at building permit stage is comparable to many neighbouring municipalities. The off-site levy collection and timing policy may be outlined in either the Off-Site Levy Bylaw or in the Terms of the Agreement for the Development or Subdivision or subsequent agreements. This is ultimately the Municipality's decision.

7.0 Conclusions and Recommendations

7.1 Conclusions

The Municipality's off-site levies will be charged to any new or incremental development in the Municipality that will impact the need for upgrades in infrastructure, including the following:

- Water supply, distribution, and treatment
- Wastewater sewer collection and treatment

General assumptions applied in this off-site levy review are as follows:

- Infrastructure projects and associated costs are based on the Jasper UMP (ISL, 2025) with costs in 2024 dollars.
- Off-site levy rates are based on flow contribution percentage.
- Projects are considered to benefit future development only or are shared between future development and the existing population.
- Off-site levy rates can be broken down using uniform or flow percentage rate methodology.
 - All projects are considered to provide global benefit to the Municipality. Therefore, levy rates were calculated on a uniform basis.
- Potential grant funding of infrastructure were not included at this stage.
- No interest or carrying charges have been included at this stage.
- Details of potential endeavours to assist will be detailed by the Municipality in the formal off-site levy policy and/or future development agreements.

Additional assumptions pertaining to the infrastructure projects and the proportions of costs carried in the off-site levy rate calculations are summarized as follows:

- Water
 - The resiliency watermain is levied at 100%;
 - PVC piping is assumed for proposed watermain where the material is not specified;
 - All proposed watermain are estimated as PVC pressure pipe buried at 2.5 m deep (AEPA minimum);
 - An assumed hydrant spacing of 150 m where required;
 - Allowances for mobilization and general conditions have been included;
 - General conditions also cover temporary facilities, environmental protection, and records;
 - Costs are based on 2024 prices and rounded to the nearest \$10,000; and
 - The cost estimate is Class D with a 30% contingency and 15% engineering allowance.
- Wastewater
 - Stone Mountain Lift Station Upgrade, Cabin Creek Sanitary Upgrade, and the Highway 16 Trunk Sewer Upgrade are levied at 100% benefit as the upgrades are triggered by proposed development;
 - Sewers are estimated to be replaced by PVC at the same average depth as existing sewer being replaced;
 - Existing manhole spacing is maintained in refurbished sewers;

- WWTP estimates are preliminary and to be refined;
- Allowances for mobilization and general conditions have been included;
- General conditions also cover temporary facilities, environmental protection, and records;
- Costs are based on 2024 prices and rounded to the nearest \$10,000; and
- The cost estimate is Class D with a 30% contingency and 15% engineering allowance.

7.2 Recommendations

Recommendations related to the Municipality's off-site levy update are as follows:

- The Municipality can consider implementing the maximum potential rates contained herein; however, the Municipality may choose to set lower rates to be competitive with other municipalities.
- The Municipality should consider the feedback and questions raised during the development community engagement session into its evaluation of off-site levy rates.
- The Municipality may wish to consider lower levy rates for non-residential development, given its typically positive implications on the municipal tax base.
- The Municipality should consider the suitability of the recommended rates for its purposes.
- The Municipality should determine which timing methodology to utilize in the Off-Site Levy Bylaw.
- The Municipality should review the off-site levy rates once a year to update the associated infrastructure project assumptions, costing, and timelines. This review is to support annual reporting requirements outlined in the MGA, which include details regarding levies collected and spent, and must be made publicly available (Brownlee LLP, 2019).
- The Municipality should complete a detailed review of the Off-Site Levy Bylaw every three to five years (Brownlee LLP, 2019).

■ 8.0 References

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APPENDIX
Water Project Sheets

A

Project WAT-6: Resiliency Watermain

Payment Type: **Levy**

Project Description

This project is a 300 mm watermain connecting reservoir to Connaught Drive as a resiliency watermain.

Reference Documents

- 2025 Utility Master Plan (ISL)

Assumptions and Rationale

Following the devastating 2024 wildfire, enhancing the water system’s resilience and capacity to deliver higher fire flow rates across the network was identified as a key priority. The proposed 825 m, 300 mm diameter watermain would serve as a critical southwest loop, connecting the Municipality’s 450 mm feedermain from the reservoir to the existing 250 mm watermain on Connaught Drive. This new connection would significantly improve fire flows throughout the townsite—particularly in areas where the most substantial decreases were observed under the post-wildfire redevelopment scenario. It would also support future densification and accommodate land uses with higher fire flow demands, such as multi-family residential, institutional, commercial, and industrial developments.

Project Costs

Item	Cost
Estimated Construction Cost ¹	\$1,660,000
Developer Built Contribution	\$0
Municipality Contribution	\$0
Leviable Project Cost	\$1,660,000
Remaining Leviable Project Cost	\$1,660,000

¹ The project construction cost includes contingency and engineering costs.

Off-Site Levy Rates

Item	Cost	
	\$/FFA	\$/Unit
Base Levy Rate	\$0.44	\$344.18

Project WELL-1: Production Well Upgrades

Payment Type: **Levy**

Project Description

This project involves increasing the production capacity through upgrades to the existing production wells.

Reference Documents

- 2025 Utility Master Plan (ISL)

Assumptions and Rationale

Given the recent wildfires, production is slated to increase to meet fire flow demands and future densification.

Project Costs

Item	Cost
Estimated Construction Cost ¹	\$3,504,600
Developer Built Contribution	\$0
Municipality Contribution	\$2,102,760
Leviable Project Cost	\$1,401,840
Remaining Leviable Project Cost	\$1,401,840

¹ The project construction cost includes contingency and engineering costs.

Off-Site Levy Rates

Item	Cost	
	\$/FFA	\$/Unit
Base Levy Rate	\$0.38	\$290.65

Project WTP-1: WTP and Reservoir Upgrades

Payment Type: **Levy**

Project Description

This project addresses post-wildfire redevelopment demands through upgrades to the Water Treatment Plant (WTP) and reservoir.

Reference Documents

- 2025 Utility Master Plan (ISL)

Assumptions and Rationale

Given the recent wildfires and future densification, WTP upgrades and the reservoir size is slated to increase to meet demands.

Project Costs

Item	Cost
Estimated Construction Cost ¹	\$11,097,900
Developer Built Contribution	\$0
Municipality Contribution	\$5,992,866
Leviable Project Cost	\$5,105,034
Remaining Leviable Project Cost	\$5,105,034

¹ The project construction cost includes contingency and engineering costs.

Off-Site Levy Rates

Item	Cost	
	\$/FFA	\$/Unit
Base Levy Rate	\$1.37	\$1,058.46



APPENDIX
Wastewater Project Sheets

B

Project SAN-3: Stone Mountain Lift Station Upgrade

Payment Type: **Levy**

Project Description

This project involves retrofitting the Stone Mountain Lift Station with larger pumps.

Reference Documents

- 2025 Utility Master Plan (ISL)

Assumptions and Rationale

The Stone Mountain Lift Station requires a capacity upgrade to meet the new peak WWF demands due to growth.

Project Costs

Item	Cost
Estimated Construction Cost ¹	\$260,000
Developer Built Contribution	\$0
Municipality Contribution	\$0
Leviable Project Cost	\$260,000
Remaining Leviable Project Cost	\$260,000

¹ The project construction cost includes contingency and engineering costs.

Off-Site Levy Rates

Item	Cost	
	\$/FFA	\$/Unit
Base Levy Rate	\$0.07	\$53.91

Project SAN-4: Cabin Creek Sanitary Upgrade

Payment Type: **Levy**

Project Description

This project involves increasing the sewer capacity to 300 mm at the Cabin Creek sanitary main following the wildfire.

Reference Documents

- 2025 Utility Master Plan (ISL)

Assumptions and Rationale

This project involves increasing the sewer capacity to 300 mm to accommodate higher flows resulting from post-wildfire redevelopment.

Project Costs

Item	Cost
Estimated Construction Cost ¹	\$400,000
Developer Built Contribution	\$0
Municipality Contribution	\$0
Leviable Project Cost	\$400,000
Remaining Leviable Project Cost	\$400,000

¹ The project construction cost includes contingency and engineering costs.

Off-Site Levy Rates

Item	Cost	
	\$/FFA	\$/Unit
Base Levy Rate	\$0.11	\$82.93

Project SAN-5: Highway 16 Trunk Sewer Upgrade

Payment Type: **Levy**

Project Description

Increase sewer capacity in shallow section of the Highway 16 trunk sewer within the Jasper National Park maintenance facility yard based on increase flows due to the post-wildfire redevelopment scenario. The proposed size is 525 mm.

Reference Documents

- 2025 Utility Master Plan (ISL)

Assumptions and Rationale

With increased lift station output, two sections of the Highway 16 trunk sewer are surcharged due to growth and a capacity upgrade is recommended.

Project Costs

Item	Cost
Estimated Construction Cost ¹	\$340,000
Developer Built Contribution	\$0
Municipality Contribution	\$0
Leviable Project Cost	\$340,000
Remaining Leviable Project Cost	\$340,000

¹ The project construction cost includes contingency and engineering costs.

Off-Site Levy Rates

Item	Cost	
	\$/FFA	\$/Unit
Base Levy Rate	\$0.09	\$70.49

Project WWTP-1: WWTP Upgrades

Payment Type: **Levy**

Project Description

This project includes comprehensive upgrades to the Wastewater Treatment Plant (WWTP), encompassing general requirements, site works and civil improvements - including access road construction and landscaping - structural upgrades such as tanks and concrete infrastructure, as well as enhancements to process mechanical systems, electrical components, and instrumentation and controls.

Reference Documents

- 2025 Wastewater Treatment Plant Capacity Study (ISL)

Assumptions and Rationale

These upgrades are required to satisfy the needs of the Municipality over the next 25 years of growth.

Project Costs

Item	Cost
Estimated Construction Cost ¹	\$15,342,000
Developer Built Contribution	\$0
Municipality Contribution	\$3,844,000
Leviable Project Cost	\$11,506,500
Remaining Leviable Project Cost	\$11,506,500

¹ The project construction cost includes contingency and engineering costs.

Off-Site Levy Rates

Item	Cost	
	\$/FFA	\$/Unit
Base Levy Rate	\$3.08	\$2,385.73



APPENDIX Detailed Off-Site Levy Calculations

C



Table C1: Water Off-Site Levy Calculations

ID	Project	Quantity	Unit	Unit Cost	Capital Cost	Updated Capital Cost	Levy Project Type	Grant Funded	Remaining Capital Cost	Developer Built/Financed	Existing Town Contribution	Levies Collected	Total Levied
WAT-6	Resiliency Watermain	1	LS	\$1,660,000	\$1,660,000	\$1,660,000	New	\$ -	\$1,660,000	\$ -	\$ -	\$ -	\$1,660,000
WELL-1	Production Well Upgrades	1	LS	\$3,504,600	\$3,504,600	\$3,504,600	New	\$ -	\$3,504,600	\$ -	\$2,102,760	\$ -	\$1,401,840
WTP-1	WTP and Reservoir Upgrades	1	LS	\$11,097,900	\$11,097,900	\$11,097,900	New	\$ -	\$11,097,900	\$ -	\$5,992,866	\$ -	\$5,105,034
Total Water					\$16,262,500	\$16,262,500		\$ -	\$16,262,500	\$ -	\$8,095,626	\$ -	\$8,166,874



Table C2: Wastewater Off-Site Levy Calculations

ID	Project	Quantity	Unit	Unit Cost	Capital Cost	Updated Capital Cost	Levy Project Type	Grant Funded	Remaining Capital Cost	Developer Built/Financed	Existing Town Contribution	Levies Collected	Total Levied
SAN-3	Stone Mountain Lift Station Upgrade	1	LS	\$260,000	\$260,000	\$260,000	New	\$ -	\$260,000	\$ -	\$ -	\$ -	\$260,000
SAN-4	Cabin Creek Sanitary Upgrade	1	LS	\$400,000	\$400,000	\$400,000	New	\$ -	\$400,000	\$ -	\$ -	\$ -	\$400,000
SAN-5	Highway 16 Trunk Sewer Upgrade	1	LS	\$340,000	\$340,000	\$340,000	New	\$ -	\$340,000	\$ -	\$ -	\$ -	\$340,000
WWTP-1	Wastewater Treatment Plant Upgrade	1	LS	\$15,342,000	\$15,342,000	\$15,342,000	New	\$ -	\$15,342,000	\$ -	\$3,835,500	\$ -	\$11,506,500
Total Wastewater					\$16,342,000	\$16,342,000		\$ -	\$ 16,342,000	\$ -	\$3,835,500	\$ -	\$12,506,500

AGENDA ITEM 7.3

REQUEST FOR DECISION

Subject: Adoption of Jasper Off-Site Levies Bylaw (2025)

From: Bill Given, Chief Administrative Officer

Prepared by: Marley Pollock, Town Planner

Reviewed by: Beth Sanders, Director of Urban Design and Standards
Courtney Donaldson, Director of Operations and Utilities
Natasha Malenchak, Director of Finance and Administration

Date: August 26, 2025



Recommendation:

- That Committee recommend Council give first reading to the Jasper Off-Site Levies Bylaw (2025) as presented; and
- That Committee recommend that Council set the date, time, and location of the public hearing for September 16, 2025, at 1:30 p.m. in the Quorum Room; and

Alternatives:

- That Committee direct administration to revise the draft bylaw, and return to a future Committee of the Whole meeting, in the following ways:
 -
 -
- That Committee direct administration to amend the bylaw prior to first reading in the following ways:
 -
 -

Background:

An off-site levy is a charge imposed by a municipality and collected as a condition of development. The purpose is to allow municipalities to recover capital costs for new or expanded municipal infrastructure. The Municipality of Jasper's Off-site Levies Bylaw #187 was adopted in 2015. No Consumer Price Index (CPI) adjustments have been made since the bylaw's adoption, and the calculations do not reflect current construction costs. Further, in anticipation of the Municipality assuming planning and development authority under Alberta's Municipal Government Act, the current bylaw needs to be updated.

In anticipation of the redevelopment of 358 structures in the 2024 Jasper Wildfire Complex—with net new dwelling units or commercial floor area—the Municipality engaged ISL Engineering and Land Services Ltd. to prepare two companion documents: the Jasper Utility Master Plan (2025) and the Jasper Off-Site Levy Update (2025). These technical reports identify existing infrastructure capacity, outline where upgrades or expansions will be needed to support new development and provide a methodology for distributing the associated capital costs for net new development through off-site levies in a transparent and equitable manner. The proposed bylaw brings the Municipality's practice of collecting off-site levies into alignment with the Municipal Government Act (Alberta).

Discussion:

The proposed bylaw will modernize the Municipality of Jasper's framework for calculating, collecting, and administering levies by:

1. Providing clarity for users of the bylaw (administration, builders and contractors).
2. Providing predictability for the building industry.
3. Increasing transparency about how off-site levies are used and reported.
4. Ensuring that net new development pays for additional needed infrastructure.
5. Ensuring the cost calculations reflect current infrastructure needs and costs.
6. Aligning the Municipality's off-site levy practice with the requirements of the Municipal Government Act (Alberta).

Cost recovery for net new development

The current Off-Site Levies Bylaw, adopted in 2015, no longer fully addresses the Municipality's infrastructure needs. The rates established nearly a decade ago are outdated and do not reflect the current costs of providing growth-related infrastructure. In addition, the 2015 bylaw has proven difficult to administer in some areas, leading to added complexity for both staff and users. As a result, the Municipality is not collecting sufficient funds to cover the infrastructure required for net new development, and over time the financial responsibility has shifted from developers to the broader tax base. Without updated rates, the gap between costs and revenues continues to widen, placing increasing pressure on municipal resources. Updating the Off-Site Levies Bylaw offers an opportunity to realign costs with today's realities, simplify administration, and ensure that growth contributes more fairly to the infrastructure it requires.

The proposed 2025 bylaw introduces modernized rates that more accurately reflect today's infrastructure costs, ensuring that new development contributes appropriately to the services it relies on. Without an effective off-site levies bylaw, the Municipality is left without the proper tools to recover the true costs of new infrastructure. Adoption of the proposed 2025 bylaw will close the funding gap, protect taxpayers from subsidizing private net new development, and align costs with current infrastructure realities. Most importantly, it will provide long-term financial sustainability for Jasper, ensuring that growth is supported by fair, transparent, and responsible funding mechanisms.

The Consumer Price Index (CPI) remains the industry standard for indexing Off-Site Levies Bylaws in Alberta. Administration investigated the potential use of the Municipal Price Index (MPI) as an alternative; however, Finance recommended against incorporating MPI at this time, noting that it would create additional administrative work and that there is insufficient information to implement the change at this time. They have committed to continuing research on the applicability of MPI and indicated that it may be a suitable replacement for CPI in the future. For the present, however, Finance advised that CPI provides the most practical and widely recognized approach for levy indexing.

Engagement feedback

The Municipality of Jasper, in collaboration with ISL Engineering, hosted two targeted workshops. One in-person (July 16, 2025) and one virtual (July 29, 2025) with local builders, contractors, and industry professionals to review and discuss the proposed 2025 Off-Site Levies Bylaw (summary attached).

Feedback from engagement also emphasized the importance of fairness and clarity, principles this bylaw advances through evidence-based calculations and transparent administrative procedures.

Strategic Relevance:

- Invest in infrastructure to support housing.
- Ensure residents receive quality service that provides strong value for dollar.
- Invest in developing community focused housing units.
- Take active and strategic steps to advance Jasper's interests, including the acquisition of land-use planning and development authority and attaining Resort Municipality Status.
- Build our internal capacity to advance our housing priorities.

Inclusion Considerations:

The proposed bylaw supports inclusion by enabling infrastructure growth to accommodate the development of additional housing in Jasper, as identified in the Housing Action Plan. Further, off-site levies are a means to ensure equitable development infrastructure costs, where net new development covers the costs for net new development, rather than the general tax base.

The accompanying direction to develop financial tools to incentivize affordable housing will ensure that equity considerations are integrated into the development process. This layered approach helps reduce barriers to housing access for equity-deserving populations.

Relevant Legislation:

- *Canada National Parks Act*
- *Agreement for the Establishment of Local Government in Jasper (2001)*
- *Jasper Community Sustainability Plan (2011)*
- *Alberta Municipal Government Act*
- *Municipality of Jasper Off-Site Levies Bylaw #187 (2015)*

Financial:

The off-site levy rates proposed in Schedule "A" are grounded in detailed cost estimates provided by ISL Engineering and are based on the actual and projected costs of infrastructure upgrades necessary to support net new residential and non-residential development. All levies collected will be held in dedicated reserve accounts and used exclusively for new capital projects related to water, sanitary sewage, and storm sewer drainage facilities.

The bylaw contributes to financial sustainability by updating the levy calculations and indexing levy rates annually.

Attachments:

- Jasper Off-Site Levies Bylaw 2025
- Stakeholder Engagement Summary

MUNICIPALITY OF JASPER BYLAW #

**BEING A BYLAW OF THE MUNICIPALITY OF JASPER WITH RESPECT TO THE
DETERMINATION AND COLLECTION OF OFF-SITE LEVIES FOR THE DEVELOPMENT OR
REDEVELOPMENT OF RESIDENTIAL AND NON-RESIDENTIAL PROPERTIES WITHIN THE
TOWN OF JASPER**

WHEREAS in accordance with Section 5.4 of the Agreement for the Establishment of Local Government in the Town of Jasper, the Minister has agreed “... to require payment of all appropriate off-site levies by the developers to the Municipality of Jasper”;

AND WHEREAS Council of the Municipality of Jasper wishes to establish off-site levies for:

- (a) new or expanded facilities for the storage, transmission, treatment or supplying of water;
- (b) new or expanded facilities for the treatment, movement or disposal of sanitary sewage, and;
- (c) new or expanded storm sewer drainage facilities

AND WHEREAS the Municipality has engaged ISL Engineering and Land Services Ltd. to prepare the Jasper Utility Master Plan dated August 21, 2025, and the Jasper Off-Site Levy Update dated August 21, 2025;

AND WHEREAS the Jasper Utility Master Plan details the water, sanitary sewage and storm sewage drainage facilities that are required to be constructed or upgraded as a result of subdivision or development or which are impacted by subdivision or development;

AND WHEREAS the Jasper Off-Site Levy Update considers the fair and equitable calculation and allocation of off-site levies for water, sanitary sewage and storm sewer drainage facilities;

AND WHEREAS based upon the information and principles set out in the Jasper Off-Site Levy Update and Jasper Utility Plan, the Council of the Municipality of Jasper wishes to adopt a bylaw to set out the object of off-site levies, set the amount of off-site levies, indicate how the off-site levies are determined and provide for the payment of off-site levies;

NOW THEREFORE BE IT RESOLVED THAT THE COUNCIL OF THE MUNICIPALITY OF JASPER IN THE PROVINCE OF ALBERTA, DULY ASSEMBLY, ENACTS AS FOLLOWS:

1. Citation

- 1.1. This bylaw may be cited as the “Jasper Off-site Levies Bylaw 2025”.

2. Definitions

2.1. In this bylaw:

- (a) “accessory dwelling unit” means an independent dwelling unit on a site that is associated with a larger principal dwelling unit. This term includes secondary suites, garden suites, and garage suites.
- (b) “Agreement for the Establishment of Local Government in the Town of Jasper” means the Agreement for the Establishment of Local Government in the Town of Jasper signed by the Minister of Canadian Heritage on June 13, 2001;
- (c) “building permit” means a document issued by the superintendent or their delegate under the Town of Jasper Land Use Policy that authorizes the construction, alteration, or demolition of a building. Where a building permit is issued by the Municipality of Jasper, it refers to the authorization granted under municipal bylaws and the Alberta Safety Codes Act for the same purposes.
- (d) “CAO” means the individual duly appointed to that position for the Municipality of Jasper at any given time and includes any person authorized to act for and in the name of that individual;
- (e) “consumer price index” means the consumer price index published annually by Statistics Canada to reflect rates of inflation;
- (f) “Council” means the Council of the Municipality of Jasper;
- (g) “development” means a building or an addition to or replacement of a building and includes redevelopment;
- (h) “development permit” means a document issued under the Town of Jasper Land Use Policy or the Municipality’s Land Use Bylaw, as the case may be, that permits a specific development and includes, where applicable, a plan or drawings, specification or other documents;
- (i) “dwelling unit” means two or more rooms connected as a separate unit in the same structure and constituting an independent unit for residential occupancy. Dwelling units include both primary and accessory units (secondary suites, garage suites and garden suites).

- (j) “gross floor area” means the total floor area of all floors of a building with a clear ceiling height of 1.8 metres or more, contained within the outside of the exterior and basement walls or glazing line of windows, but excluding enclosed or open parking and loading areas and floor areas devoted exclusively to mechanical or electrical equipment servicing the development;
- (k) “Jasper Community Sustainability Plan” means the Jasper Community Sustainability Plan approved by the Minister of Environment and Minister responsible for Parks Canada effective September 2011 pursuant to the *Canadian National Parks Act*, as amended or replaced from time to time;
- (l) “Minister” means the Minister responsible for the Parks Canada Agency in accordance with the *Canadian National Parks Act*;
- (m) “Municipality” and “Municipality of Jasper” means the Municipality of Jasper in Jasper National Park in the Province of Alberta;
- (n) “non-residential” means uses described in the Jasper Community Sustainability Plan, which are not residential;
- (o) “off-site levies” means the off-site levies established and authorized under Section 5.4 of the Agreement for the Establishment of Local Government in Jasper or Part 17 of the Municipal Government Act (Alberta), as the case may be, and described in this Bylaw;
- (p) “residential” means residential uses described in the Jasper Community Sustainability Plan including dwelling units in any form as described in the Town of Jasper Land Use Policy or the Municipality’s Land Use Bylaw, as the case may be;
- (q) “superintendent” means an officer appointed under the Parks Canada Agency Act who holds the office of superintendent of a park or of a national historic site of Canada, and includes any person appointed under the Act who is authorized by such an officer to act on the officer’s behalf, and
- (r) “Town” and “Town of Jasper” means the Town of Jasper as defined in the Agreement for the Establishment of Local Government in Jasper.

2.2. The following schedules are attached to and form part of this bylaw:

Schedule “A”: Off-Site Levies

3. Purpose and Object of Bylaw

- 3.1. The purpose of this bylaw is to:
- (a) impose and provide for the payment of off-site levies in respect of the subdivision and development of lands in the Town of Jasper which will require or impact new or upgraded water, sanitary sewage and storm sewer drainage facilities;
 - (b) set out the object of the off-site levies, and;
 - (c) indicate how the amount of off-site levies was determined and will be calculated.
- 3.2. The object of the off-site levies set out in this bylaw is to pay for all, or any portion, of the capital costs for any or all of the following:
- (a) new or upgraded water, sanitary sewage and storm sewer drainage facilities required for or impacted by subdivision or development; and
 - (b) land required for or in connection with the facilities described in subsection (a).

4. Imposition of Levy

- 4.1. The Municipality of Jasper requests the Minister to require payment to the Municipality of, and if applicable Council imposes, off-site levies for development within the Town of Jasper.
- 4.2. Off-site levies shall be determined, calculated and payable in accordance with the provisions of this bylaw.

5. Determination and Calculation of Off-Site Levies

- 5.1. The off-site levies set out in this Bylaw were determined in accordance with the information and calculations from the Jasper Utility Master Plan and Jasper Off-Site Levy Update, which are incorporated into this bylaw by reference.
- 5.2. Off-site levies will be calculated as follows:
- (a) Residential: On a per dwelling unit basis, based on the increase in the total number of dwelling units as a result of the development. For the purposes of this Bylaw, “dwelling unit” has the meaning set out in the Town of Jasper Land Use Policy or the Municipality’s Land Use Bylaw, as the case may be, and includes on-site staff accommodation units.

- (b) Non-Residential: On a per square foot of gross floor area basis, based on the increase in the gross floor area as a result of the development as set out in Schedule “A” to this bylaw.
- 5.3. In the case of a development composed of a combination of residential and non-residential uses, off-site levies shall be calculated as the total sum of off-site levies for residential and non-residential uses for the development.
- 5.4. The determination of the increase in the total number of dwelling units or gross floor area as a result of a development shall be based on the plans and specifications found in the approved development permit for the development.
- 5.5. On March 1 of each year commencing March 1, 2026,
 - (a) the amount of off-site levies described in Schedule “A” to this Bylaw shall be altered by a factor equal to the most recently published Statistics Canada annual “all goods and services” Consumer Price Index figure for the Province of Alberta, and;
 - (b) the revised off-site levies will be published by the Municipality.

6. Payment of Off-site Levies

- 6.1. Off-site levies shall become payable by a leaseholder to the Municipality:
 - (a) prior to the issuance of a building permit and after the issuance of a development permit to the leaseholder for the development for which off-site levies apply, if the development permit is approved by Parks Canada, or;
 - (b) at the time specified in the approved development permit or development agreement if the development permit is approved by the development authority for the Municipality.

and will be in addition to any other levies, fees or charges imposed as a condition of development permit approval.

- 6.2. Off-site levies shall be returned to the leaseholder with respect to any amounts of gross floor area dwelling units for which off-site levies have been paid but which are certified by the relevant authority or determined by the Municipality as not constructed at the time of issuance of an occupancy permit for the development. No interest will be calculated or payable by the Municipality to the leaseholder.
- 6.3. Off-site levies shall be returned to the leaseholder with respect to:

- (a) any dwelling units for which off-site levies have been paid but with respect to which the building permit has expired as provided for and certified by the relevant authority or determined by the Municipality, and;
- (b) any amounts of gross floor area for which off-site levies have been paid but with respect to which the building permit has expired as provided for and certified by the relevant authority or determined by the Municipality.

No interest will be calculated or payable by the Municipality to the leaseholder.

- 6.4. Off-site levies shall be due and payable, calculated in accordance with Section 5.2 and Schedule “A” of this Bylaw with respect to any amounts of gross floor area constituting a greater amount of gross floor area than that for which off-site levies have been paid and which the relevant authority certifies or the Municipality determines as constructed at the time of issuance of an occupancy permit for the development, for non-residential development.
- 6.5. Any payment of off-site levies imposed by this bylaw that is not paid when due is a debt owing by the leaseholder to the Municipality and will be subject to interest in accordance with any policies adopted by the Municipality from time to time.
- 6.6. Parks Canada shall not be liable for unpaid off-site levies due and payable by any leaseholder.

7. Exemptions

- 7.1. Council may, from time to time and by resolution exempt from the collection of off-site levies:
 - (a) development on lands owned in whole or in part by a public body or bodies, where such development will be used in whole or in part for public service purposes, or
 - (b) the development of lands which, in the opinion of Council, will not require or impact new or upgraded water, sanitary sewage and storm sewage drainage facilities.

8. Off-site Levies Administration and Fund

- 8.1. All funds derived from the application of this bylaw shall be set up as reserve funds to pay all or part of the capital costs of all or any of the following:
 - (a) new, upgraded or expanded facilities for the storage, transmission, treatment or supplying of water;

- (b) new, upgraded or expanded facilities for the treatment, movement or disposal of sanitary sewage, and;
 - (c) new, upgraded or expanded storm sewage drainage facilities.
- 8.2. Council delegates to the CAO the power and responsibility to administer and enforce this bylaw and establish, maintain and administer the off-site levies funds in accordance with this bylaw.
- 8.3. The CAO must, at least once per calendar year, provide Council with a report detailing all off-site levies imposed under this bylaw, collections and expenditures during the previous calendar year, unpaid off-site levy amounts owing as at the end of the previous calendar year.

9. Severability

- 9.1. Each provision of this bylaw is independent of all other provisions. If any provision of this bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this bylaw will remain valid and enforceable.

10. Repeal and Effective Date

- 10.1. This bylaw comes into force and effect on the date on which it receives third reading and is passed.
- 10.2. Bylaw #187, Jasper Off-site Levies Bylaw 2015, is repealed.

READ a first time this ____ day of _____ 2025

READ a second time this ____ day of _____ 2025

READ a third time and passed this ____ day of _____ 2025

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Schedule “A”

Off-site Levies

	Levy Rate	
	Non-Residential	Residential
Water	\$2.19 / square foot	\$1,693.30 / dwelling unit
Wastewater	\$3.35 / square foot	\$2,593.07 /dwelling unit
TOTAL	\$5.53 / square foot	\$4,286.36 / dwelling unit

Engagement Summary – Proposed Off-Site Levies Bylaw

July 2025

Purpose of Engagement

The Municipality of Jasper, in collaboration with ISL Engineering, hosted two targeted engagement sessions to review and discuss the proposed 2025 Off-Site Levies Bylaw. The objectives of these sessions were to:

- Provide a high-level overview of off-site levies and their role in funding municipal infrastructure
- Compare the existing Off-Site Levies Bylaw #187 (2015) with the proposed 2025 version
- Highlight key changes related to:
 - Structure & Definitions
 - Levy Rates
 - Administrative Processes
 - Exemptions & Rebates
 - Implementation Timeline
- Address participant questions
- Gather feedback to inform the bylaw refinement process

Engagement Format

Two sessions were held to accommodate participant availability and encourage broad industry participation:

- In-Person Session: Held locally, with ten industry professionals in attendance on July 16, 2025.
- Virtual Session: Attended by three industry professionals on July 29, 2025.

Participants were provided with contact information following the sessions and given the opportunity to review materials and submit feedback, questions, or comments at a later date.

Feedback

Theme	Industry Feedback	The 2025 Bylaw
<i>Clarity on When Off-Site Levies are Applicable</i>	Participants expressed a desire for clearer language in the bylaw outlining what types of development activity trigger the application of off-site levies.	The 2025 bylaw explicitly states that only net new residential units or increases to non-residential gross floor area trigger a levy. Like-for-like rebuilds are exempt, which is particularly relevant post-wildfire. This is not clearly defined in the 2015 bylaw.
<i>Transparency of Fund Usage</i>	There was a desire for greater transparency and communication from Municipal Administration about how collected levies are used to support infrastructure.	Both the 2015 and 2025 bylaws require off-site levies to be held in reserve funds and used for specific infrastructure categories. The key improvement in the 2025 bylaw is that it formally delegates authority to the CAO to administer and enforce the bylaw, including the management of levy funds, which was not explicitly stated in the 2015 version.
<i>Support for On-Site Staff Accommodation</i>	One participant advocated for the exploration of rebates, grants, or other mechanisms to support on-site commercial staff housing.	After consideration, Administration recommends exploring a program for financial tools to incentivize affordable housing, separate from an off-site levies bylaw.
<i>Clarity on Rate Calculations</i>	Participants noted that the methodology for calculating levy rates was not well understood in the existing bylaw and requested better clarity and support.	The 2025 bylaw references the <i>Off-Site Levy Report (2025)</i> and <i>Utility Master Plan</i> from ISL Engineering, which provide clear costing methodology. It also standardizes calculation: per unit for residential, per ft ² for non-residential.
<i>Support for Green Energy Initiatives</i>	Stakeholders expressed a desire for more modern support for green building. Rebates in Bylaw #187 were seen as outdated.	Administration recommends providing financial incentives through a program, rather than a bylaw. This will allow for greater flexibility to respond to evolving community needs and avoids the need to amend the bylaw as green building standards change. The new bylaw does not include rebates for green initiatives.

Adoption of Jasper Off- Site Levies Bylaw (2025)

Committee of the
Whole - August 26,
2025

Recommendation

- ▶ • Give first reading to the Jasper Off-Site Levies Bylaw (2025)
- ▶ • Set Public Hearing for September 16, 2025 - 1:30 p.m. in the Quorum Room

Background



- Off-site levy: charge to recover capital costs for new/expanded infrastructure



- Bylaw #187 adopted in 2015 - no CPI updates, outdated calculations



- Anticipation of Jasper gaining planning authority under MGA



- ISL prepared Utility Master Plan + Off-Site Levy Update Report (2025)

Discussion



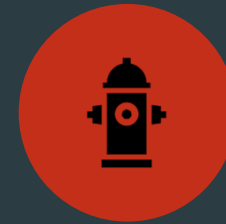
THE PROPOSED BYLAW
WILL MODERNIZE LEVY
FRAMEWORK BY:



PROVIDING CLARITY AND
PREDICTABILITY FOR
ADMINISTRATION &
BUILDERS



INCREASING
TRANSPARENCY IN USE
& REPORTING

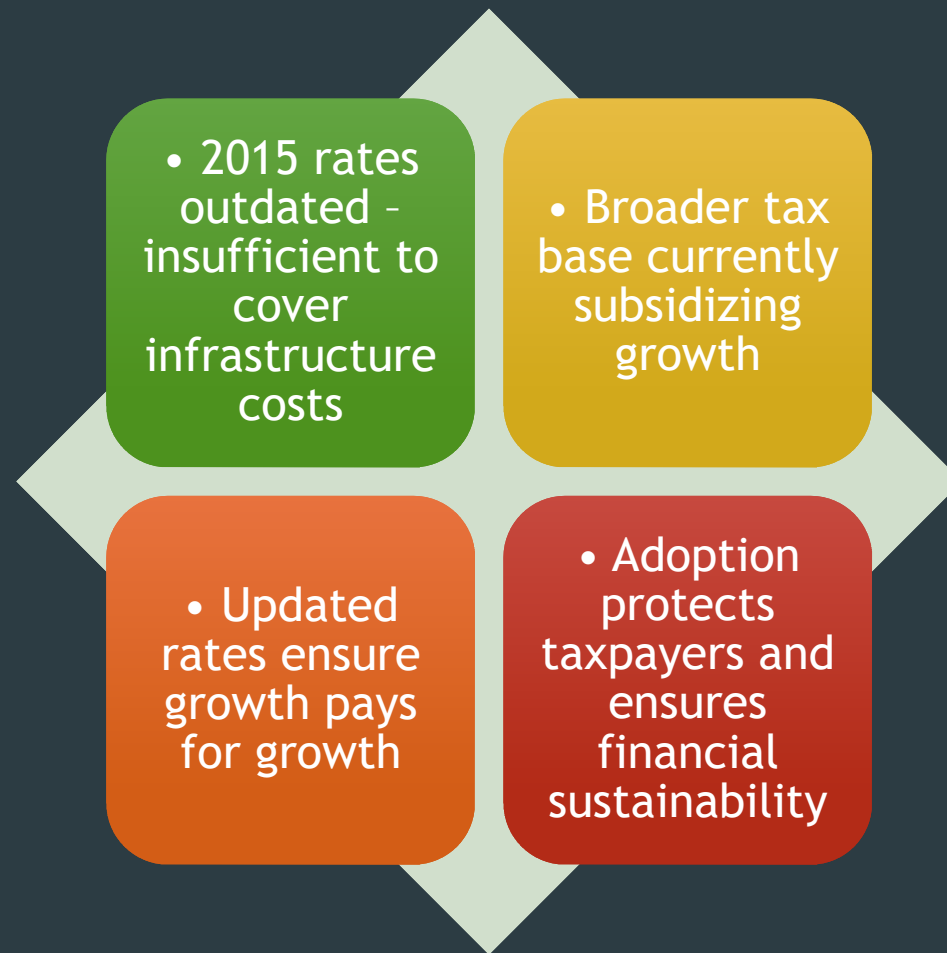


ENSURING NET NEW
DEVELOPMENT FUNDS
NEEDED
INFRASTRUCTURE



ALIGNING WITH
ALBERTA MGA
REQUIREMENTS

Cost Recovery



Engagement Feedback



- Two workshops held: in-person (July 16) and virtual (July 29)
- Participants: local builders, contractors, industry professionals
- Feedback emphasized fairness, clarity, and transparency

Financial



- Rates based on ISL cost estimates



- Levies dedicated to water, sanitary, storm infrastructure



- Funds placed in reserve for growth-related projects



- Annual indexing ensures rates remain current

Financial

Infrastructure Upgrade	Non-Residential (per sq. ft.)	Residential (per unit)
Water	\$2.19	\$1,693.30
Wastewater	\$3.35	\$2,593.07
Total Schedule “A” Levy Rate	\$5.53	\$4,286.36

Next Steps

- Committee recommends first reading



- Public Hearing - September 16, 2025



- Council consideration of bylaw adoption following hearing post election

Questions?

AGENDA ITEM 7.4

REQUEST FOR DECISION

Subject: Financial Tools to Incentivize Housing Development Policy
From: Bill Given, Chief Administrative Officer
Prepared by: Leanne Pelletier, Municipal Housing Coordinator
Reviewed by: Beth Sanders, Director of Urban Design and Standards
Emily Dawson, Finance Manager
Date: August 26, 2025



Recommendation:

- That Committee recommend Council approve the Financial Tools Policy to incentivize housing development.

Alternatives

- That Committee direct administration to revise the draft Financial Tools Policy and return to a future committee.
- That Committee receive the report for information and take no further action.

Background:

In recognition of the community's increasing need for diverse and affordable housing options, Council has designated housing as one of its six Strategic Priorities. To advance this priority and implement the Jasper Housing Action Plan, approved by Council on March 11 2025, the Municipality of Jasper successfully applied for and received \$9.4M in grant funding from the Canada Mortgage and Housing Corporation (CMHC) through the Housing Accelerator Fund (HAF).

The \$9.4M HAF grant is tied to the completion of HAF milestones, estimated to result in a target of 240 net new units being incentivized through policies and programs that remove barriers and accelerate new residential development. Failure to meet commitments may result in repayment obligations or future funding ineligibility.

Eight initiatives were identified in the Housing Action Plan to incentivize accelerated housing development in the community, including an initiative to introduce financial incentives, cost or fee structures to encourage and incentivize housing.

Discussion:

Addressing housing affordability and accelerating new construction requires a coordinated approach that leverages both the regulatory and financial tools available to municipalities. Regulatory levers, such as Land Use Bylaw amendments, can influence the type, scale, and density of development. Financial tools complement this by directly reducing development costs, improving project feasibility, and incentivizing desired housing outcomes.

Financial tools may include waiving, reimbursing or reducing fees associated with:

- Development and building permit fees
- Subdivision fees
- Rezoning fees
- Off-Site Levies
- Local Improvement Levies
- Municipal property tax
- Street and Public Space Use Permit fees

The use of these tools is well established in Alberta. The Province recently passed legislation exempting non-profit affordable housing entities from property taxes. Edmonton and Calgary, Red Deer, St. Albert and Canmore have introduced a range of the above financial tools. Local authorities across the country are leveraging this practice to align housing outcomes with community priorities. The benefits of introducing financial tools include lowering overall development costs, increasing project financial viability, and enabling more affordable rents tied to reduced construction expenses.

Currently, both Parks Canada and the Municipality collect development related fees. The proposed policy will enable the development of administrative procedures for fee reduction, regardless of which agency collects fees. Methods include reimbursement, internal transfer of funds and paying fees on proponents' behalf. Upon transfer of land use authority, the municipality will determine its own fee schedule for planning services, incorporating waiving or reduced fees for new and desired development.

To advance this housing initiative, administration has drafted a Financial Tools to Incentivize Housing Development Policy aligned with the Housing Action Plan. The policy provides guidelines for lowering development costs, drawing on proven practices from other jurisdictions, and targeting projects that deliver multiple affordable units. The \$1.2 million allocation within the Housing Accelerator Fund (HAF) allows the Municipality to launch the program without using municipal operating funds.

Administration will track program uptake, housing units delivered, the funds spent and will report results to Council. This evidence-based approach will enable Council to decide whether to extend, adapt, or conclude the program once HAF funding is depleted.

By adopting the Financial Tools to Incentivize Housing Development Policy, the Housing Action Plan is advanced, while maximizing the use of HAF funds. In addition, we establish a model that can be sustained or adapted to continue supporting affordable and higher-density housing in the future.

Strategic Relevance:

- Invest in developing community focused housing units.
- Facilitate others in developing diverse housing options.
- Pursue alternative revenue sources and equitable distribution of costs.

Inclusion Considerations:

The proposed policy advances equity and inclusion by enabling the creation of a greater number and wider variety of housing units within the community. By supporting developments that include affordable, mixed-density, and diverse unit types, the policy ensures that housing options are available to residents across

different income levels, household sizes, and life stages. This broader range of housing opportunities strengthens the community’s capacity to welcome and sustain diverse individuals and families in Jasper.

Relevant Legislation:

- Municipal Government Act
- Parks Canada National Parks Act/Land Use Regulations

Financial:

- \$1.2 million of the \$9.4 million HAF grant is budgeted for financial tools to incentivize housing development.
- These funds will offset revenue impacts resulting from the program incentives.
- No additional municipal funding is required at program launch.
- When funds are depleted, Council will determine whether the program should continue in whole or in part, using municipal or other funds, as available.
- **Case Study on Financial Impact:**
Project description: The Connaught Affordable Housing Development is a 40-unit development consisting of 1- and 2-bedroom units, with 100% of units’ rent to be set below the median market rent. The development also includes 8 accessible units.

Current applicable fees and charges that could be reduced for Affordable Housing through the Proposed Policy		
Off-Site Levies	\$66,210	One time waiving of fees
SPSU Fees	\$8,070	One time waiving of fees
MOJ Portion – Prop Tax	\$300,000 (est.)	Can apply for exemption yearly (est. \$20,000 per year) 15-year exemption

Attachments:

- Overview of Financial Tools
- DRAFT Policy – Financial Tools to Incentivize Housing Development

Overview of Financial Tools:

Planning and Development Fees Currently Under Parks Canada Jurisdiction for MOJ incentive consideration

Tool	Explanation	Current Practice	Implementation	Target
Development and Building Permit Application Fees	Application fees exist for development and building permit applications.	Proponents pay Parks Canada fees directly. Parks Canada has opted not to implement new Fee Schedule in order to support rebuild.	Administrative, MOJ reimburses proponents from allocated funding in whole or in part.	- Affordable housing, - Market housing.
Subdivision Fees	Fees for subdivision of Lot.	Proponents pay Parks Canada fees directly. Parks Canada has opted not to implement new Fee Schedule in order to support rebuild.	Administrative, MOJ reimburses proponents from allocated funding in whole or in part.	- Affordable housing, - Market housing.
Rezoning Fees	Fees and surcharges as a result of applying to rezone property (ie. land- use policy amendment).	Proponents pay Parks Canada fees directly. Parks Canada has opted not to implement new Fee Schedule in order to support rebuild.	Administrative, MOJ reimburses proponents from allocated funding in whole or in part.	- Affordable housing, - Market housing.

Planning and Development Fees Currently Under MOJ Jurisdiction for incentive consideration

Off-Site Levies	Fee to recover costs for new capital tied to additional dwelling units.	Calculated by MOJ, proponent pays MOJ directly.	Administrative, MOJ covers fee through internal accounting of allocated funds in whole or in part.	- Affordable housing, - Market housing.
Local Improvement Levies	Fee charged to recover costs of specific infrastructure improvements that directly benefit a defined area or group of properties.	Calculated by MOJ based on project costs, apportioned among benefiting properties, proponent pays MOJ directly.	Administrative, MOJ covers fee through internal accounting of allocated funds in whole or in part.	-Affordable Housing
Municipal Property Tax	Annual taxes paid to the town for services like fire, road maintenance, and local government operations. Does not include provincial portion or HMB.	Calculated by MOJ, proponent pays MOJ directly.	-More involved: Council approval and Bylaw amendment required. <i>Section 364.2 of the MGA</i> -MOJ covers fee through internal accounting of allocated funds in whole or in part.	-Affordable rental housing
Street and Public Use Permit Fees	Charge to developer for using public lands during development; extended site, road closures, etc.	Calculated by MOJ, proponent pays MOJ directly.	Administrative, MOJ covers fee through internal accounting of allocated funds in whole or in part.	-Affordable housing

Policy Title:

Financial Tools to Incentivize Housing

Policy #

Effective Date:

Date adopted by Council:



1. POLICY STATEMENT

The Municipality of Jasper is committed to addressing the community's housing needs by enabling and encouraging the creation of long-term, stable and affordable housing. Using targeted financial tools, supported by Housing Accelerator Fund resources, for example, the Municipality will reduce financial barriers to development, construction and increased density to incent a diverse and sustainable housing supply.

2. PURPOSE

The purpose of this policy is to guide the use of financial tools to incent housing development in Jasper, with a focus on affordable and long-term rental housing.

3. SCOPE + ELIGIBILITY

This policy applies to the use of financial tools and incentives designed to encourage and support housing development within the Municipality of Jasper. The scope of the policy includes, but is not limited to, measures such as fee reimbursement, reductions or waivers for project planning and development, tax incentives and other financial mechanisms that may be deemed appropriate to advance housing objectives. Eligible projects may include new construction, additions, or conversions of existing buildings, provided they meet the Municipality's zoning, building, and housing standards and result in a net new unit.

Where the *Municipal Government Act* does not require Bylaw amendments to implement financial tools, administration is granted flexibility to determine the specific type and structure of financial programs, ensuring that the approach remains responsive to changing market conditions, community needs, and program objectives.

If implementing a financial tool requires amending or creating a new bylaw, administration will bring the matter to Council for approval.

Eligibility requirements will vary by program and may consider factors such as:

- Demonstration of financial need.
- The type of housing being developed (e.g., affordable, rental, supportive, ownership).
- The scale or location of the development.
- Alignment with broader community planning or housing strategies.
- The applicant's ability to meet program criteria and deliver on intended outcomes.

Policy Title:

Financial Tools to Incentivize Housing

Policy #

Effective Date:

Date adopted by Council:



All applicants must meet the minimum standards set out in program guidelines to be eligible for consideration under this policy.

4. FINANCIAL TOOLS

Fees, in whole or in part, for consideration of reimbursing, waiving, reducing or exempting under this policy include:

- Development and building permit fees
- Subdivision fees
- Rezoning fees
- Off-Site Levies
- Local Improvement Levies
- Municipal property tax
- Street and Public Space Use fees

5. PROGRAM SUSTAINABILITY AND LONGEVITY

Projects must support long-term housing solutions and not be used for short-term or vacation rental purposes.

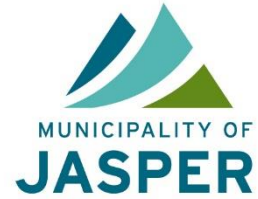
Program funding will remain available until the allocated HAF funding has been spent.

Council may choose to extend funding through the municipal budget upon HAF funding ending, for all or portions of this program.

AGENDA ITEM 7.5

REQUEST FOR DECISION

Subject: Development of Property and Business Tax Policy
From: Bill Given, Chief Administrative Officer
Prepared by: Emily Dawson, Finance Manager
Reviewed by: Natasha Malenchak, Director of Finance
Date: August 26th, 2025



Recommendation:

Committee direct administration to develop a tax policy and return to a meeting following the 2025 municipal election.

Alternatives:

- That Committee direct administration to seek council approval of a tax rate ratio annually as part of the municipal budget process.
- That Committee direct administration to seek council approval of a tax rate ratio annually in advance of the Tax Rate Bylaw.
- That Committee receive the report for information and take no further action.

Background:

Section 358.1 of the Alberta Municipal Government Act states that *(2) No municipality other than a non-conforming municipality shall in any year have a tax ratio greater than 5:1.*

The municipality currently operate at a 5:1 split, meaning commercial properties are taxed at five times than residential properties.

On May 24, 2024, Council passed the following motion:

"MOTION by Mayor Ireland that Committee recommend Council direct Administration to maintain the current tax rate ratio for the 2024 tax year; and

That Committee direct Administration to develop a draft Property Tax and Business Tax policy, for consideration prior to the 2025 budget discussions."

In July 2024, the Municipality was impacted by the Jasper Complex wildfire, which resulted in administrative reprioritization and a delay in this work.

On May 20, 2025, Council directed Administration to *"set up a workshop to look at the residential/business taxation split."*

In August 2025, administration facilitated a Council workshop, to provide clarity and background on our current tax ratio and process.

Discussion:

While this work had been paused due to the Jasper Complex wildfire Council has affirmed its continued importance as well as a desire to advance the issue before the close of the current term.

At present, decisions on the tax-ratio are made on an ad-hoc basis. This allows Council flexibility to respond to emerging conditions without being bound by a prescribed process. While this ensures maximum political discretion, it provides limited predictability for taxpayers and can impose a high administrative burden during key times of the year.

A formal policy would enable Council to establish a consistent and transparent framework for determining the relationship between residential and non-residential taxation.

A policy-based approach continues to be the recommended approach because it improves transparency, provides administrative guidance, and supports long-term planning. While a policy framework requires upfront work to establish and periodic review to maintain relevance, it helps ensure decisions stay consistent over time.

Another option would be to integrate tax ratio decisions directly into the annual budget process. This would ensure alignment with financial planning and may improve administrative efficiency. However, the complexity and time constraints of budget deliberations could limit the depth of discussion on tax policy issues.

A further alternative would be to consider tax ratio decisions separately and schedule them in advance of the annual Tax Rate Bylaw. This approach provides a clearer process and allows focused public and Council discussion. However, this approach may still be reactive and subject to short-term pressures without a guiding policy framework.

Given these considerations, administration recommends developing a formal policy to guide future tax ratio decisions. Bringing a draft forward after the municipal election will allow the new Council to review, refine, and, if appropriate, adopt the policy in time for the 2026 budget cycle.

Strategic Relevance:

- Ensure residents receive quality service that provides strong value for dollar.
- Pursue alternative revenue sources and equitable distribution of costs.
- Communicate and engage with residents.

Inclusion Considerations:

A formalized tax policy can promote equity by applying consistent and transparent criteria across residential and non-residential ratepayers. It may also support engagement with a diverse range of business and property stakeholders, ensuring fair representation in policy outcomes.

Relevant Legislation:

- Municipal Government Act (Alberta)
- Policy A-101: Policy Development and Review

Financial:

Development of the draft policy will be completed using existing administrative resources. No additional budget is required at this stage.

Attachments:

- None

MOTION ACTION LIST

SHORT TITLE	REQUESTED (DATE)	RESPONSIBLE (WHO)	COUNCIL MOTION (DESCRIPTION)	TARGET (DATE)	STATUS
Jasper Skatepark Committee	March 19, 2024	CAO and Director of Finance & Administration	That Council authorize, in principle, interim financing to the Jasper Skatepark Committee, not to exceed \$150,000, with loan details to be presented to Council following completion of the Skatepark construction.	September 2025	Recommended to be deferred to November 2025
Parcel CH Access Road & Spruce Avenue Development Tender Award	September 17, 2024	CAO	That Council direct Administration to initiate a Local Improvement Bylaw process to recover the servicing costs the Parcel CH Access Road from benefitting adjacent parcels.	September 2025	Recommended to be deferred to November 2025
Transit Bus RFP	November 19, 2024	CAO	That Council direct Administration to reissue an RFP in spring of 2025 for the procurement of electric buses and/or any other viable zero emission options.	December 2025	
Jasper Artists Guild Lease	April 22, 2025	CAO	That Committee refer the correspondence from the Jasper Artists Guild to Administration for a report back at a future Committee of the Whole meeting.	November 2025	
2026 Budget	May 20, 2025	CAO and Director of Finance & Administration	That Council direct Administration to incorporate increased non-property tax revenue into the development of the 2026 budget.	November 2025	
Taxation Workshop	May 20, 2025	CAO and Director of Finance & Administration	That Council direct Administration to set up a workshop to look at the residential/business taxation split.	August 2025	Recommended to be removed
Health & Safety Policy E-109	June 24, 2025	CAO	That Committee direct Administration to revise Policy E-109 and return to a future Committee meeting.	August 2025	Recommended to be removed

Indigenous Relations Framework	July 15, 2025	Director of Community Development	That Committee direct Administration to engage Indigenous Partners and Indigenous residents to develop a strategy based on the framework – and return to a future meeting.	May 2026	
Jasper Off-Site Levies Bylaw	August 12, 2025	Director of Urban Design and Standards	<p>That Committee direct Administration to include in the August 26 Committee of the Whole meeting a presentation from ISL Engineering and Land Services Ltd. regarding the report which was included in the August 12, 2025 Jasper Off-Site Levies Bylaw Request for Decision.</p> <p>That Committee direct to Administration to return to the August 26 Committee of the Whole meeting with the request for decision for the Jasper Off-Site Levies Bylaw 2025 as presented today and positioned in the order of items as to be considered after the review of the Utilities Master Plan and the ISL Report.</p>	August 2025	Recommended to be removed