

Municipality of Jasper
Committee of the Whole Meeting Agenda
March 25, 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 Melnyk to chair meeting

2. Additions to agenda

3. Approval of agenda

3.1 March 25, 2025 Committee of the Whole agenda attachment

4. March 11, 2025 Committee of the Whole minutes attachment

4.1 Business arising from minutes

5. Delegations

5.1 Jasper Park Chamber of Commerce verbal

6. Correspondence

7. New business

7.1 Advocacy to CN at Federation of Canadian Municipalities Conference – Councillor Waxer

7.2 Jasper Municipal Library - Letter of Understanding attachment

7.3 Seniors' Centre in Jasper attachment

7.4 Pop-Up Business Village Patricia Street Location attachment

7.5 Disaster Recovery Program Project List Update attachment

7.6 2024 Equity, Diversity & Inclusion Update attachment

8. Motion Action List attachment

9. Councillor upcoming meetings

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

10. Upcoming events

[Jasper Pride & Ski Festival](#) – April 4-13

[Jasper Park Chamber of Commerce General Meeting](#) – 6pm, April 16, Cassio's Restaurant

National Day of Awareness for [Missing and Murdered Indigenous Women and Girls](#) and 2SLGBTQI+ people ([MMIWG2S](#)), also known as "[Red Dress Day](#)" – May 5

[Federation of Canadian Municipalities Annual Conference & Tradeshow](#) – May 29 - June 1, Ottawa

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, March 11, 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 and participation during Council meetings is through Zoom livestreaming and in person attendance.		
Present	Mayor Richard Ireland, Deputy Mayor Ralph Melnyk, Councillors Kathleen Waxer, Wendy Hall, Rico Damota and Scott Wilson		
Absent	Councillor Helen Kelleher-Empey		
Also present	Bill Given, Chief Administrative Officer Michael Fark, Director of Recovery Natasha Malenchak, Director of Finance & Administration Beth Sanders, Director of Urban Design & Standards Leanne Pelletier, Housing Coordinator Emma Acorn, Legislative Services Coordinator Peter Shokeir, The Fitzhugh Jacqui Sundquist, CBC Edmonton Bob Covey, The Jasper Local 13 observers		
Call to Order	Deputy Mayor Melnyk called the March 11, 2025 Committee of the Whole meeting to order at 9:30am and began with a Traditional Land Acknowledgement .		
Additions or deletions to agenda	none		
Approval of agenda #118/25	MOTION by Councillor Waxer that Committee approve the agenda for the March 11, 2025 Committee of the Whole meeting as presented.		
	FOR	AGAINST	
	6 Councillors	0 Councillors	CARRIED
Business arising from February 25, 2025 minutes	none		
Delegations	none		
Correspondence	none		
Recovery Advisory Committee Recommendation	Committee received a request for decision from administration with Director of Recovery Michael Fark presenting recommendations from the Recovery Advisory Committee.		

s
#119/25

MOTION by Councillor Waxer that Committee receive the Recovery Advisory Committee (RAC) recommendations for information; and

That Committee direct Administration gather input on the triparty Jasper Recovery Plan from the RAC and return to a future meeting; and

That Committee refer the January 13, 2025 motion from the RAC to item 7.3 on today's agenda.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Housing
Accelerator Fund
and Housing
Action Plan
#120/25

Committee received a report on housing initiatives from the Urban Design & Standards department with Director of Urban Design & Standards Beth Sanders and Housing Coordinator Leanne Pelletier reviewing background and answering Committee questions.

MOTION by Councillor Damota that Committee recommend Council approve the Jasper Housing Action Plan dated March 11, 2025.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Residential
Density & Parking
Community
Engagement
Approach
#121/25

Committee received recommendations and alternatives for consideration regarding community engagement needed for future community planning. Ms. Sanders presented the approach and answered Committee questions.

MOTION by Councillor Wilson that Committee recommend Council receive the attached Community Engagement Approach for identifying town values and reviewing residential density and parking policies in the Land Use Policy (April to July 2025), as information.

FOR	AGAINST	
6 Councillors	0 Councillor	CARRIED

Recess

Deputy Mayor Melnyk called a recess from 11:11am to 11:21am.

Housing Manager
Position

Committee received a report from administration proposing a Housing Manager Position which could be a two-year term, funded through the Housing Accelerator Fund.

#122/25

MOTION by Councillor Wilson that Committee recommend Council approve the establishment of a Housing Manager position to create, oversee and implement the Municipality of Jasper's housing programs.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

2024 Property Tax
Receivable/Write-
Off Request

Committee received a request for decision regarding the property tax receivable for the Provincial Building. Director of Finance & Administration Natasha Malenchak shared

updates which have come about since this was first discussed at the January 14, 2025 Committee of the Whole meeting.

#123/25	MOTION by Mayor Ireland that Committee recommend Council direct Administration to write off Property Tax receivable for Roll 500000 (Provincial Building) for half of the amount levied in the amount of \$35,136.62.	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Transit Quarterly Update	Committee received a Transit Quarterly Update highlighting operations between September 17, 2024 to the end of February 2025. The report; which is included in the agenda package, includes service statistics; funding details, and more. CAO Bill Given reviewed the updates and ridership numbers.			
#124/25	MOTION by Councillor Hall that Committee receive the Transit Quarterly Report (September 17, 2024 to February 28, 2025) for information.	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Motion Action List	Administration reviewed the Motion Action List.			
#125/25	MOTION by Councillor Wilson that Committee approve the updated Motion Action List with the removal of the following item: <ul style="list-style-type: none">Property Tax Receivable Write-off Request – Provincial Building	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Councillor upcoming meetings	Councillor Wilson will be attending a meeting of the West Yellowhead Waste Management Authority this Thursday. Councillor Melnyk will be at a meeting of the Jasper-Yellowhead Historical Society this week. Councillor Waxer will be attending the Early Childhood Community Conversation this week. On Friday she will be at a Family & Community Support Services Association Of Alberta Board meeting.			
Upcoming Events	Council reviewed a list of upcoming events.			
Adjournment #126/25	MOTION by Councillor Hall that, there being no further business, the Committee of the Whole meeting of March 11, 2025 be adjourned at 12:10pm.	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED

AGENDA ITEM 7.2

REQUEST FOR DECISION



Subject: Jasper Municipal Library – Letter of Understanding
From: Bill Given, Chief Administrative Officer
Prepared by: Lisa Daniel, Assistant Director Community Development
Reviewed by: Christine Nadon, Director Legislative and Protective Services
Date: March 25, 2025

Committee Recommendation:

- That Committee recommend Council approve the Jasper Municipal Library Letter of Understanding as presented.

Alternatives:

- That Committee request more information from the Jasper Library Board; or
- That Committee recommend changes to the proposed Letter of Understanding.

Background:

Through the establishment of the Library Board in the municipal Procedure Bylaw (#190), Council of the Municipality of Jasper has formally established municipal library services in Jasper, which are therefore subject to the provisions of the Alberta *Libraries Act* (RSA 2000, cL-11).

The Letter of Understanding between the Municipality of Jasper and the Library Board expired on March 1, 2025 and is up for renewal. This document supplements applicable legislation as it applies in the municipal context, with the goal of providing maximum benefit to ratepayers and library members. While this letter of understanding is not a legislated requirement under the Act, it supports a mutually beneficial and cooperative relationship between the parties involved, and is common practice in other Alberta communities where municipal library services are provided.

Discussion:

The updated Letter of Understanding (LOU) between the Municipality of Jasper and the Library Board aligns with recent changes to the Libraries Act that was updated May 2024.

Key updates include revised legislative wording and clearer definitions of facility, and personnel responsibilities. These changes reduce ambiguity and improve operational efficiency. The term of the agreement has also been changed from 3 years to 5 years to align with the term of the Library Boards Service Plan. Approving the LOU will strengthen collaboration, ensure service continuity, and enhance transparency.

Strategic Relevance:

- Nurture our most important relationships
- Welcome the expertise, innovation, creativity and commitment of community members, groups, associations and businesses
- Ensure residents receive quality service that provides strong value for dollar

Inclusion:

The updated Letter of Understanding supports equitable access to library services by all and ensures the library remains a welcoming space for all residents. Strengthening collaboration between the Municipality and the Library Board also promotes inclusive community engagement.

Relevant Legislation:

- Municipal Government Act (MGA)
- Alberta Libraries Act

Financial:

The Letter of Understanding is supported within the context of the approved 2025 Budget.

Attachment:

- Municipality of Jasper Library Board Letter of Understanding

This LETTER OF UNDERSTANDING made

This ___ day of _____, 2025

Between

The SPECIALIZED MUNICIPALITY OF JASPER

In the Province of Alberta

(hereinafter, the "Municipality")

And

The MUNICIPALITY OF JASPER LIBRARY BOARD

(hereinafter the "Board")

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1. OBJECTIVE

Through this Letter of Understanding, the Council of the Municipality of Jasper and the Board of the Jasper Municipal Library seek to clarify and formalize their relationship. This document supplements and interprets applicable legislation as it applies in the municipal context with the goal of providing maximum benefit to ratepayers and library members through the relationship between the Municipality of Jasper and the Municipality of Jasper Library Board. To this end, the Municipality and the Board share a spirit of co-operation and open communication while preserving their individual corporate identities.

2. DEFINITIONS

In this Letter of Understanding:

- 2.1. "Annual Operating Grant" means the funding provided by Council to the Board for the purposes of supplying library services and programs to the community;
- 2.2. "Municipality of Jasper Library Board" and "Board" means the Board of Trustees of the Jasper Municipal Library appointed by the Council of the Specialized Municipality of Jasper;
- 2.3. "Community" means the population potentially served by the Jasper Municipal Library and residing in the geographical region which includes but is not limited to the boundaries of the Specialized Municipality of Jasper;
- 2.4. "Council" means the Mayor and Councillors of the Specialized Municipality of Jasper;
- 2.5. "Director" means the Director of Library Services of the Jasper Municipal Library appointed by the Board;
- 2.6. "Libraries Act" means the Libraries Act (Revised Statutes of Alberta 2000, chapter L-11) current as of May 16, 2024, and the Libraries Regulation (Alberta Regulation 141/1998) with amendments up to and including Alberta Regulation 90/2024, current as of May 17, 2024.
- 2.7. "Library" means the Jasper Municipal Library;
- 2.8. "Library patron" means an individual or group who has applied for an annual membership to the Library for the purposes of borrowing items from the Library, or who enters the library physically or electronically to make use of Library resources;
- 2.9. "Library Reserve" means surplus income retained by the Board for some future use, or those monies annually budgeted by the Board for future use as determined by the Board;
- 2.10. "Municipal Administration" means the administration systems in place in the Specialized Municipality of Jasper to manage and deliver services to the citizens of Jasper; and

- 2.11. "Taxpayer" means an individual or business contributing property tax monies to the Specialized Municipality of Jasper

3. LEGISLATIVE FRAMEWORK

- 3.1. Municipality of Jasper Bylaw #034, the Jasper Library Board Bylaw, established the Board in 2003. Upon Board establishment, the Libraries Act, Part 1, Division 1, Section 3 , became effective: "On being established, the municipal library board is a corporation and shall be known as the "(Name of municipality) Library Board." This legislation establishes the Board as a corporation in its own right, as defined in provincial legislation and with all the accompanying rights and responsibilities;
- 3.2. Having been established under the aforementioned bylaw, the Board is bound by the Libraries Act;
- 3.3. Council shall appoint Board members pursuant to the Municipality of Jasper Procedure Bylaw #190, or its successors, and pursuant to the *Libraries Act*;
- 3.4. As a governing board, the Library Board has a mandate to manage, regulate and control Library operations in order to provide Library service to the community subject to terms and conditions imposed by enabling legislation and the provisions of the Libraries Act, Part 1, Division 3 Section 12.4:

"The municipal library board or an intermunicipal library board, subject to any enactment that limits its authority, has full management and control of the municipal library established by the board and shall, in accordance with the regulations, organize, promote and maintain comprehensive and efficient library services in the municipality or municipalities it serves and may cooperate with other boards and libraries in the provision of these services;"
- 3.5. The Board determines resources required to operate the Library and requests an Annual Operating Grant from Council in accordance with the Libraries Act. The Board shall provide such requests within the Municipality's budget timelines and schedules;
- 3.6. Council, through its enactment of Municipal Bylaw #190, or its successors, deems it appropriate to provide Library service in the community and therefore grants annual Library funding;
- 3.7. The Province of Alberta grants library funding depending upon the Board's adherence to the Libraries Act and in accordance with the Ministerial Grants Regulation;
- 3.8. In accordance with the Libraries Act, Council has the authority to disallow bylaws enacted by the Board.

4. NON-LEGISLATIVE FRAMEWORK

- 4.1. The Library is a community service;
- 4.2. Benefits to Taxpayers and the Library users are greatest when the Municipality and the Library work co-operatively to maximize the use of available resources;
- 4.3. Council and the Board intend to delivery Library services in the most effective manner possible within the constraints established by financial, physical and human resources;
- 4.4. Municipal Administration provides the following services to the Library and Board at no cost and with no impact to the Library's Annual Operating Grant:
 - Payroll services,
 - Building and grounds maintenance,
 - Advice and consultation on human resources matters and;
 - Consulting services.
- 4.5. The Municipality and the Library each have schedules and priorities, and every effort will be made by both organizations to accommodate these in order to provide the community with the highest level of services possible within the constraints established by financial, physical and human resources.
- 4.6. From time to time, there may be areas in which the interests of Council and the Board will diverge. The Municipality and the Board will approach such areas in a spirit of flexibility and cooperation.

5. COMMUNICATION

5.1. Political Link: Library Board and Municipal Council

5.1.1. Formal communications shall occur between the Mayor (or Deputy Mayor) and the Board Chair.

5.1.2. A special link exists in the person of the council member appointed to serve as a Board member, in that this individual, reports to Council on Library matters and to the Board on Council matters affecting the Library.

5.1.3. The Board reports formally to Council no less than two times per year, once for the purpose of presenting a service plan and budget for the following year, and once for the purpose of presenting a year-end report. The reviewed financial statement for the previous year may be part of the presentation of the year-end report or may be conveyed

to Council through the Municipality's Legislative Services Coordinator for placement on the Council agenda.

5.2. Administrative Link: Library Administration and Municipal Administration

- 5.2.1. The formal administration link between the Library and Municipal Administration shall be between the Library Director and the Municipality's Director of Community Development, or their delegates.
- 5.2.2. To facilitate communication, the Director (or designate) may be invited to attend meetings with Municipal personnel. Similarly, Municipal personnel may be invited to attend Library Board meetings and/or meetings with Library personnel.
- 5.2.3. Library issues requiring consideration at a regular meeting of Council shall be conveyed to the Municipality's Legislative Services Coordinator for placement on the Council agenda. The Library Board may also make representation directly to Council as a delegation by being placed on the Council agenda by the Municipality's Legislative Services Coordinator. Results of Council deliberations on Library matters shall be communicated to the required department director by the Legislative Services Coordinator, notwithstanding the aforementioned political link.

6. FINANCE

6.1. Library Operating Budget

- 6.1.1. To facilitate Council's budget deliberations and approvals, and notwithstanding the provisions of Part 1, Division 1, Section 5 of the Libraries Act, the Board and the Director shall draft the Library's annual budget proposal in accordance with the process and schedule established by Council. The Director of Community Development shall, on a timely basis, keep the Director apprised of developments in the budget process.
- 6.1.2. The Library budget shall include all costs and revenues associated with the Jasper Municipal Library's provision of library services and programs, including but not limited to Board operations, materials, equipment, furniture and salaries and benefits.
- 6.1.3. In accordance with the Libraries Act, the Board shall request from Council an Annual Operating Grant for the purpose of supplying library services and programs. The Board shall also consider and approve a minimum three-year business plan to accompany the grant request to Council.
- 6.1.4. Council may, at its discretion, choose to approve the Operating Grant on a multi-year basis.

6.2. Building Maintenance, Building Utilities and Grounds-Keeping

6.2.1. Exterior and interior building maintenance, utilities, grounds keeping, landscaping, building insurance and building recapitalization shall be funded directly by the Municipality. The Director shall be consulted during the development of this budget and, as part of the budget development process, shall be provided the opportunity to comment on proposed service levels.

6.3. Payroll and Accounting Services

6.3.1. The Municipality shall provide the Director with monthly and year end payroll and financial reports.

6.4. Tendering and Purchasing

6.4.1. Board policy shall govern the tendering and purchasing of goods and services for the Library. The Board shall make final decisions on purchasing and the awarding of contracts.

6.4.2. Invoices for goods and services purchased by the Municipality on behalf of the Library shall be authorized by the Director before payment.

6.5. Budget Surplus or Deficit

6.5.1. If, in a given year, a surplus accrues in the Library budget, that amount shall be deposited into the capital, operational reserve and/or project reserve accounts designated by the Board.

6.5.2. If, in a given year, a deficit occurs in the Library budget, the Board shall designate that amount to be transferred into the budget from the Library Reserve.

6.6. Library Reserve

6.6.1. The Board will maintain a Library Reserve to be allocated according to Board policies. The Board shall determine use of the Library Reserve.

6.7. Annual Financial Review

6.7.1. In accordance with legislation and Board policy, an annual financial review shall be conducted on the Library's accounts by a financial reviewer appointed by the Board and approved by Council with costs to be allocated to the Library budget.

7. PERSONNEL

7.1. Employment

7.1.1. All individuals employed to work in the Library are employees of the Board, and shall function under the Board's Policy Handbook.

7.1.2. The Board shall be responsible for employing (including hiring, supervision, evaluation, termination, etc.) the Director of Library Services.

7.1.3. As per Board policy, the Board delegates to the Director of Library Services the management of employment functions for all its employees below the level of Director.

7.2. Salaries, Wages and Benefits

7.2.1. The Board shall determine the salaries, wages and benefits paid to its employees.

7.2.2. The Board shall pay the deductible for its staff benefits directly. The Municipality, through payroll services, shall handle payroll deductions for the staff portion of the deductible as per an agreed upon process.

7.3. Personnel Records

7.3.1. The Municipality shall store the Library's payroll records. Retention and disposal of these documents shall be in accordance with the Municipality's record management policy.

8. FACILITIES

8.1. Library Facility

8.1.1. The Municipality shall provide the Board with a facility adequate for the provision of library services and programs in the community.

8.1.2. "Adequacy" of the facility includes, but is not limited to, facility type, location, access, size, safety standards, maintenance, amenities and other features. The facility shall be deemed "adequate" through agreement between the Board and Council, notwithstanding the provisions of Section 4.3 herein.

8.2. Maintenance

8.2.1. Maintenance of Library facilities includes, but is not limited to, heating, lighting, utilities, exterior and interior building upkeep, landscaping, grounds keeping, and other such activities. The library shall contact Operations for any noted maintenance required.

8.2.2. The Board shall be responsible for paying the Municipality for the library's portion of the janitorial costs for the Library and Cultural Centre.

8.2.3. Hanging, affixing or installing new items, such as library-specific shelving, to the library's section of the facility is the responsibility of the Library. Semi-permanent fixtures that support the function of the building (rather than the library), such as window blinds, are the responsibility of the Municipality.

8.2.3.1. The Library as leaseholder must request these installations through Operations giving the details, drawings, specification, the intent / purpose, the timeline, the qualifications and references of the installer as well as suitable insurance coverage for the work, etc.

8.2.3.2. The costs associated for such installation of library-specific items are the responsibility of the Library while costs for installation of building-support items are the responsibility of the Municipality.

8.2.3.3. The Library will solicit or seek installers The Municipality of Jasper can review and qualify / disqualify those the library proposes to use.

8.2.3.4. Operations will not supervise the work, but will inspect it at completion.

8.2.3.5. All damage and repairs for such installers or contractors will be the responsibility of the Library for library-specific items and they will be the responsibility of the Municipality for building-support items. Operations will not pursue a contractor or installer for resolution of such issues.

8.3. Insurance

8.3.1. The Jasper Library and Cultural Centre building, contents and liability insurance shall be provided by the Municipality through the Municipality's insurance policies.

8.3.2. The Library specific contents and liability insurance policy will be part of the Municipality's insurance policies and will be paid for by the Library Board.

8.3.3. Copies of insurance policies and certificates of insurance shall be provided as necessary to the Director of Library Services by the Finance and Administration Department.

8.4. Shared Space

8.4.1. With the consent of the Municipality, the Library may share space with other cultural organizations.

8.5. Health and Safety

8.5.1. All library staff shall participate in the Municipality's Health and Safety Program.

8.5.2. The Director of Library Services (or designate) shall participate in the Municipality's Health and Safety Committee and shall be responsible for the completion of Health and Safety inspections, Hazard Assessments, as well as any other required documentation for the Jasper Library and Cultural Centre. The Director shall also be responsible for organizing and completing required drills and related training.

8.5.3. The Board will be responsible for costs related to Library staff Health and Safety training unless otherwise provided for.

8.5.4. The Library shall maintain a sign in sheet for contractors coming into the Library and Cultural Centre during library hours. Library staff shall be responsible for giving the contractor(s) a Health and Safety talk including emergency exits and evacuation procedures.

8.5.4.1. If the contractor does not have keys, is not with Municipal staff with keys, and Library staff have been contacted to do so by Municipal staff, Library staff shall facilitate access to the required areas if possible. If not possible, Library staff will endeavour to contact Municipal staff for access.

8.5.5. All documentation to be forwarded to the Health and Safety Committee for review.

8.6. Library and Cultural Centre

8.6.1. During library hours, Library staff shall provide information services for the Library and Cultural Centre, including but not limited to, directional information, meeting rooms, events, and contact information for the various organizations in the Library and Cultural Centre.

8.6.2. The Library, when open, shall be the first point of contact for the alarm monitoring company who monitors the elevator and the fire panel.

8.6.2.1. The Director of Library Services shall be the first point of contact for the alarm monitoring company when the library is closed. If the Director is unavailable the

following people will be contact in this order by the alarm monitoring company until they reach someone: the Facilities Manager, Director of Community Development, Building and Asset Manager.

9. AMENDMENT

9.1. The provisions of this Letter of Understanding may be amended with the written consent of both parties.

10. TERM AND RENEWAL

10.1. This Letter of Understanding shall be effective on the __ day of _____, 2025 and shall remain in effect until expiring on the __ day of _____, 2030.

10.2. This Letter of Understanding may be renewed with the written consent of both parties.

11. ADMINISTRATION

11.1. The Director shall undertake communications relevant to the provisions of this agreement with respect to the Board and Library employees.

11.2. The CAO shall undertake communications relevant to the provisions of this agreement with respect to Council and Municipal employees.

The representatives of both parties, duly authorized in that regard, have signed this Letter of Understanding

Specialized Municipality Of Jasper)	_____
)	Mayor
)	_____
)	“seal”
)	_____
)	CAO

Municipality Of Jasper Library Board)	_____
)	Board Chair
)	_____
)	Director of Library Services

AGENDA ITEM 7.3

REQUEST FOR DECISION

Subject: Seniors' Centre in Jasper
From: Bill Given, Chief Administrative Officer
Prepared by: Lisa Riddell, Acting Assistant Director of Community Services
Reviewed by: Emma Acorn, Legislative Services Coordinator
Date: March 25, 2025



Recommendation:

That Committee recommend Council authorize the Mayor to write a letter requesting that the Government of Alberta include a seniors' centre space in the plans for the rebuild of Pine Grove Manor.

Options:

- That Committee direct Administration to return to a Committee meeting with additional information.
- That Committee receive the report for information and take no further action.

Background:

On October 22, 2024, Council discussed the Jasper Seniors Society lease of the lounge at the Jasper Activity Centre. Council passed a motion directing administration to enter into a 4-year lease agreement with the Jasper Seniors Society for the use of the current space (Motion #444/24). Council also directed administration to work with the Jasper Seniors' Society and other interested parties to develop a plan for a seniors' centre that will meet future demand (Motion #445/24).

The Jasper Seniors' Society is an active participant in Community Conversations where there have been several engaging discussions around supporting seniors since resumption of the conversations in October 2024.

Discussion:

Jasper's population is experiencing a demographic shift, with a growing number of seniors requiring dedicated community spaces and services. According to the 2021 Canadian Census, **13.1% of Jasper's population was aged 65 and older**, an increase from **10.4% in 2016**, indicating steady growth in the senior demographic. The town's **median age has also risen to 39.9 years**, reflecting an aging population that will continue to expand as more long-term residents retire. As the proportion of seniors in Jasper increases, so too does the need for infrastructure that supports aging in place, fosters social engagement, and provides accessible spaces for recreation and community connection.

There have been many conversations around the opportunities to *'build back better'* post-fire. While the loss of Pine Grove is devastating for the community as a whole, there is an opportunity to build back better with that site and that building specifically.

One opportunity raised is that the municipality of Jasper could advocate to the Government of Alberta to include a seniors' centre in the plans for the Pine Grove re-build. Integrating a seniors' centre directly adjacent to Pine Grove Manor presents a significant opportunity to enhance services and accessibility for Jasper's senior population. Proximity to an independent seniors' living facility would create natural synergies, making it easier for residents to access social, recreational, and support programs without transportation barriers. At the same

time, it is essential to emphasize that the seniors' centre would serve **all** older adults in Jasper, not just Pine Grove residents.

Coordination with the Evergreens Foundation will be essential. The Foundation plays a key role in providing housing and support services for seniors, and collaboration will help ensure that the new space complements and enhances existing services. A joint approach could also strengthen advocacy efforts, demonstrating a unified community need to the provincial government and increasing the likelihood of securing funding and support for the project.

Should the Government of Alberta indicate an interest in advancing the inclusion of a seniors' centre in the Pine Grove rebuild, securing a commitment will be the critical first step. Once that commitment is in place, close collaboration with a broad cross-section of Jasper seniors and senior-serving agencies will be essential to ensuring the centre is designed to meet the community's needs. Engaging with organizations such as the Jasper Seniors' Society, the Evergreens Foundation, and local healthcare providers will help shape plans that reflect the diverse needs and preferences of Jasper's aging population.

Relevant Legislation:

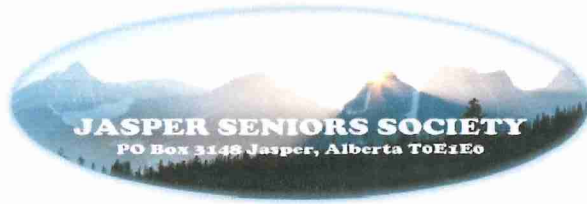
- [Policy E-115 – Equity, Diversity and Inclusion Policy](#)

Strategic Relevance:

- Leverage and create opportunities for greater inclusion
- Strengthen our voice by partnering with those who share our interests
- Contribute our voice to support community, industry, and partners in their advocacy efforts
- Increase awareness and understanding of our unique conditions with other orders of government and funders
- Engage other municipalities, orders of government and advocacy associations
- Welcome the expertise, innovation, creativity and commitment of community members, groups, and associations

Inclusion Considerations: The inclusion of a seniors' centre in the pine grove re-build would mean more accessible and inclusive spaces for seniors to gather and connect in Jasper. The space would also create opportunities for residents of Pine Grove to connect with seniors living in the community in general. The space would also be a welcome venue for senior-focused programming which we know to be protective against risk factors like loneliness and isolation.

Financial: The costs to engage in this advocacy can be addressed within the approved 2025 operating budget.



March 10, 2025

Municipality of Jasper, Mayor and Council
303 Pyramid Lake Road
PO Box 520
Jasper Alberta T0E1E0

At the March 10th, 2025 meeting of the Jasper Seniors Society it was moved that the Society would support and recommend that Council advocate to the Government of Alberta to include a seniors' centre in the plans for the rebuild of Pine Grove Manor.

Sincerely,

A handwritten signature in cursive script that reads 'Janis Marks'.

Janis Marks
President, Jasper Seniors Society

AGENDA ITEM 7.4

REQUEST FOR DECISION

Subject: Pop-Up Business Village Patricia Street Location
From: Bill Given, Chief Administrative Officer
Prepared by: Lucas Sherwin RPP, Town Planner
Reviewed by: Caylee LaBranche, Business Liaison
Date: March 25, 2025



Recommendations:

That Committee recommend Council approve changing the location of the Pop-Up Business Village from 607 Connaught Drive to the 406/412 Patricia Street parking lot.

That Committee direct Administration to return to a future meeting with recommendations for an appropriate fee structure to enable the year-round operation of the Rockaboo climbing facility for a 3-year term.

Alternatives:

- That Committee direct Administration to maintain the Retail Pop-Up Village at previously proposed location on Connaught Drive.
- That Committee direct Administration to identify alternate locations for the year-round operation of the Rockaboo climbing facility.
- That Committee direct Administration to work with Rockaboo to plan for winter seasonal operation of the climbing facility.

Background:

On December 09, 2024, Parks Canada provided the Municipality of Jasper with a Letter of Forbearance (Attachment 1) allowing the use of municipal parking lots for temporary commercial spaces to support the ongoing recovery of Jasper.

On February 04, 2025, Council approved the Pop-Up Business Village initiative on Connaught Drive public washrooms parking lot as presented.

In February 2025, the Jasper Recovery Coordinating Centre (JRCC) applied to the Federal Community Economic Development and Diversification grant to fund the Commerce Continuity Initiative.

On Thursday, March 06, 2025, the Government of Canada announced that the Municipality of Jasper's application was approved and allocated approximately \$1.8 M of federal funding, some of which will implement the Pop-Up Business Village project.

Discussion:

Following the impacts of the Jasper Wildfire Complex, many local businesses found themselves without retail space in Jasper. The Municipality of Jasper has developed the Pop-Up Business Village to provide space for businesses impacted by the fire to operate in the 2025 tourism season.

In January 2025, Administration presented the idea of the Pop-Up Business Village to Council. At the time, the Patricia Street lot location was not considered a feasible option. Therefore, Administration proceeded with planning for the Pop-Up Business Village at the Connaught Drive lot. This location was selected for several reasons, including:

- The first businesses to approach the Municipality of Jasper had identified the Connaught Drive location as their preferred location.
- The presence of the Rockaboo Ice Climbing Wall created some uncertainty about the usability of the Patricia Street lot early in the summer season.

Since January 2025, the following factors led Administration to start reconsidering the location of the Pop-Up Business Village. This includes:

- Warm winter temperatures lead to the early closure of the Rockaboo Ice Climbing wall and the observation that most of the lot could remain clear of ice during the spring melt.
- Advocacy from other organizations to reconsider the location of the Pop-Up Village and offers to help activate the space.

In evaluating the alternative locations, the following factors supported the relocation of the Pop-Up Business Village. These included:

- The Patricia Street lot has the potential to be a nicer space to visit and linger, especially given the potential for noise and dust from construction this summer as well as impacts of train noise on the Connaught Drive location.
- It benefits from increased foot traffic as visitors travel between the downtown and hotels on the north side of town.
- This creates the opportunity for more walk-up customers for participating businesses and may contribute to more spillover customers for surrounding businesses compared to the Connaught Street location which is more physically separate from existing businesses.
- The Patricia Street lot is close to common destinations including the Parks Information Centre, the Transit Hub, Tourism Jasper Info Centre and the Indigenous Art Walk, that already draw visitors.
- The Patricia Street location is already used as a temporary gathering space and servicing investments in that location will support long term use of grant funded infrastructure for events and future initiatives.

The cost of servicing and the potential for lost revenue from parking are similar for both sites and were not seen as differentiating the two options.

One potential challenge with the Patricia Street lot will be mitigating potential impacts on adjacent residents. To limit the impact of changing to the Patricia Street lot, the JRCC team is prepared to complete direct engagement and communication with adjacent residents and businesses during the set up and operation of the Pop-Up Business Village. If issues are identified, operational or design solutions can be implemented to reduce the impacts of, for instance, increased traffic or noise compared to past years.

The second challenge with the new location was the immediate availability of washrooms on the site. The Connaught Drive lot had direct access to public washrooms. The nearest is a public washroom to the Patricia

Street lot is about 100 metres to the east of the site and is available for visitors and staff as needed. Administration is satisfied that the Patricia Street lot is still well served by public washrooms that are available for staff and visitors.

Based on an analysis of the two locations, Administration is recommending that the location of the Pop-Up Business Village be changed to the public parking lot Patricia Street.

The primary alternative to the recommendation would be to proceed with the Pop-Up Business Village in the original Connaught Drive location. That lot remains a feasible location and is the site that has been planned for by Administration and participating businesses until recent weeks. This alternative is not recommended as the Patricia Street location was determined to be a more suitable location for this project.

A second alternative would be for the Municipality to maintain the Business Pop-Up Village at its current location and work with other parties to activate the Patricia Street site during the summer months. Other organizations have indicated that they have a desire to program and activate portions of the Patricia Street site potentially not used for parking. It may be possible to partner with those organizations to undertake that work without imposing the additional administrative burden of re-planning the Business Pop-Up Village to the new location. This alternative is not recommended for the following reasons:

- While there has been interest from other parties, there have been no concrete proposals received for programming or activation of the site.
- Site activation and programming are an important part of drawing in visitors and creating a great experience for businesses and visitors. Combining retail businesses with site programming and activation will lead to better outcome for participating businesses and better visitor experiences.
- Creating a single high-quality hub of activity allows the best return on public and private investment in the site rather than two hubs of activity of medium-quality and the duplication of costs related to servicing, staffing and maintenance.

Recommendation #2

The second recommendation associated with this Request for Decision is related to Rockaboo's request to keep the Ice Climbing wall structure up for the summer.

In late 2024, Rockaboo was approved to use a portion of the Patricia Street lot for a seasonal ice climbing structure to be removed in time for the summer peak season. Administration has received a request from Rockaboo to remain open in the summer season. The recommendation is for Committee to direct Administration return to Council with an appropriate fee structure for Rockaboo to remain in place for up to three years. Before returning, the Municipality of Jasper will require clarity on the summer usage of the space, potential space rental fees and input from Parks Canada as the development authority responsible for commercial development in Jasper.

Strategic Relevance:

- Recognize the fundamental importance of our tourism economy.
- Collaborate with other municipalities, orders of government, Indigenous partners and advocacy associations.

Inclusion Considerations:

The proposed project will enhance the Municipality's ability to provide recovery-related business support services and support a broader set of businesses than would be expected to be able to operate without that support.

Relevant Legislation:

- Letter of Forbearance
- [Commercial Use of Public Space Bylaw \(#246\)](#)

Financial:

Funding for this work is expected to be 100% covered by a combination of the Community Economic Development and Diversification Grant (92%) and revenue generated through cost-recovery mechanisms (8%), including fees for retail spaces. This funding also includes re-imbursment of existing staff time associated with the implementation of this project.

Attachments:

- Letter of Forbearance



Office of the Superintendent
Jasper Field Unit
P.O. Box 10
Jasper, Alberta
T0E 1E0

December 9, 2024

Mr. Bill Given
Chief Administrative Officer
Municipality of Jasper
bgiven@town.jasper.ab.ca

**Subject: Forbearance of Wildfire Displaced Businesses and Community Organizations' Use
Licence of Occupation Public Parking Lots U201**

Dear Mr. Given:

Parks Canada recognizes that many businesses and community organizations have been affected by the loss of their locations and that the Municipality of Jasper is open to working with these groups to provide space on municipal public parking lots for temporary use during rebuilding.

Notwithstanding the alienation clause Article 13.00, of the Licence of Occupation dated November 1, 2006 for public parking, Parks Canada recognizes that the Municipality of Jasper desires to enter into agreements with displaced businesses and community organizations to provide a location for continuation of services. Therefore, in accordance with Article 22.02 of the Licence of Occupation, consider this letter to be a maximum five (5) year conditional forbearance for the commercial and institutional use of public parking lots.

The conditions of the forbearance are as follows:

1. It will be the responsibility of the Licensee to contact Parks Canada in writing if there are any unforeseen alterations to the situation as described above.
2. Agreements for commercial use shall only be made available to businesses that lost lease or sub-lease space as a result of the 2024 Wildfire Complex.
3. All development proposals must be submitted for approval in accordance with Article 10.00 Submission of Plans and Specifications of the Licence of Occupation.

Consistent with Article 22.02 of the Licence of Occupation this limited abstaining from the enforcement of His Majesty's contractual rights does not "constitute a waiver of any subsequent breach of that covenant" for which Parks Canada reserves the further right to not recognize this forbearance past the stated expiry date.

If you have any questions or would like to discuss, please contact Erin Saunders, Realty and Municipal Services Manager, at (780) 820-0521.

Yours truly,

Alan Fehr
Field Unit Superintendent

AGENDA ITEM 7.5

REQUEST FOR DECISION

Subject: Disaster Recovery Program Project List Update
From: Bill Given, Chief Administrative Officer
Prepared by: Emily Dawson, Financial Coordinator
Reviewed by: Michael Fark, Director of Recovery
Date: March 19, 2025



Recommendation:

That Committee receive the report for information.

Alternatives:

That Committee direct Administration to revise the project list and return to a future Committee meeting.

Background:

The Jasper Recovery Coordination Center (JRCC) is working closely with the Disaster Recovery Program (DRP) team to ensure we adhere to required regulations and best practices for reporting, approving and reconciling eligible expenses.

The original project list was presented to council on October 1, 2024, with a budget of \$73,141,000. This budget remains consistent with current expectations; however, some changes are required to reflect cost increases or decreases identified in the original list.

The MoJ received the first advance from the DRP in the amount of \$36,570,500 last fall. We are projected to spend over 90% of this by April month end under the assumption that all invoices for identified expenses are received. To receive additional advances from DRP, we must reconcile our expenditures to the first payment. Administration has expanded the original project list to include more specific projects, enabling more effective reconciliation.

Discussion:

The original project list was a broad overview of expected recovery costs. We have since broken the original list into more specific projects for reconciliation. The DRP permits one submission per project, therefore, having more detailed projects enables us to submit multiple reconciliations against our advance. Some adjustments have been made to the original list and certain expenses have been reallocated between projects based on new information as we continue through the recovery process.

- The project budget remains the same at \$73,141,000.
- There is an increase in the estimated recovery costs by \$1.6 million. This is due to additional costs such as hotels for essential workers, snow removal, and protective services.
- We created a new project with a budget of \$6 million related to site servicing for interim housing.
- Evacuation costs have decreased by \$2.597 million due to receiving estimates from the local communities.

- Uninsurable infrastructure has decreased by \$5.003 million due to decrease of risk.

The first advance from DRP was \$36,570,500.00. We are anticipating having used majority of these funds by the end of April. Therefore, it is imperative that we begin reconciling against this new project list to allow for an additional advance.

- Estimate of a remaining \$1.4 million by the end of April.
- The finance department has seen a large influx of invoices since the 2024 Wildfire Event as expected.
- The bulk of payments to date is related to site servicing, evacuation centers, and structural protection.
- We are expecting a decline of wildfire recovery costs in 2025 as the large bulk of foreseen expenditures are related to 2024 recovery.

Adjustments to the project list are required to allow the JRCC and Finance Department to continue to manage the financial portion of recovery efforts. Administration is bringing forward this report to remain consistent with our intention to keep council regularly informed on our work with DRP and any changes related to DRP funding.

Strategic Relevance:

- Collaborate with other municipalities, orders of government, Indigenous partners and advocacy associations.
- Pursue alternative revenue sources and equitable distribution of costs.
- Increase awareness and understanding of our unique conditions with other orders of government and funders.

Inclusion Considerations:

The Disaster Recovery Program submissions support inclusive recovery efforts by ensuring that all affected areas of the community receive appropriate attention and allow access to restored services.

Relevant Legislation:

- [Disaster Recovery Regulation under the Alberta Emergency Management Act](#)
- [B-109 Fiscal Controls and Financial Reporting Policy](#)

Financial:

The new DRP Project List remains consistent with our total estimated expenditure of \$73,141,000. The municipal contribution also remains the same at 10%. The DRP expenditures to date and future expenses provides council with more insight into what we are planning for and what we have spent to date in relation to our recovery efforts.

Attachments:

- Original DRP Project List Submission
- Updated DRP Project List Submission
- DRP Expected Expenditures

Attachment 1 – Original DRP Submission List

Project Name	Brief Damage Description	Estimate
Evacuation costs	Reception center costs	\$22,797,000.00
Emergency operations and Mutual Aid	Structural Protection in Town, Alberta Wildfire	\$10,200,000.00
Waste Management	Uninsurable waste management costs, fencing, sifting	\$4,094,000.00
Uninsurable infrastructure damage	Repair and replacement to pre-disaster functional condition; restoring property damaged as part of necessary actions	\$23,550,000.00
Recovery	JRCC, rebuild development planning, contract fire fighters	\$12,500,000.00
		\$73,141,000.00
Completed by: Michael Fark		
Position: Director of Recovery MoJ		
Date: Sept 20, 2024		

Attachment 2 – Updated Project List

Project Name	Brief Damage Description	Estimate
Emergency Operations (ICP Hinton to Aug 16)	Hinton ICP (July 22, 2024 - August 16, 2024)	\$500,000.00
Emergency Operations (ICP Hinton Post-Aug 16)	Hinton ICP (Post August 16, 2024)	\$2,200,000.00
Mutual Aid - Structural Protection - Multiple	Structural Protection and Deployment	\$4,000,000.00
Mutual Aid - Structural Protection - Multiple	Structural Protection and Deployment	\$3,500,000.00
ESS Reception Centre Costs - Calgary Inv 1	Reception center costs	\$6,700,000.00
ESS Reception Centre Costs - Calgary Inv 2	Reception center costs	\$500,000.00
ESS Reception Centre Costs - Edmonton	Reception center costs	\$11,000,000.00
ESS Reception Centre Costs - Grande Prairie	Reception center costs	\$2,000,000.00
Waste Management	Uninsurable waste management costs, fencing, sifting	\$4,094,000.00
Uninsurable Municipal Infrastructure	Roads, traffic signs, municipal park , crosswalks	\$3,600,000.00
Water Systems	Operations water damage list (WSP) + cap and abandon line under Maligne Lake and Mt. Robson Hotels	\$3,000,000.00
Uninsurable infrastructure damage	Repair and replacement to pre-disaster functional condition; restoring property damaged as part of necessary actions	\$11,147,000.00
Other	Generators	\$800,000.00
Transitional Housing	Housing costs from Evacuation date to Interim housing date	\$3,600,000.00
DRP Submission wages	2024 DRP wages and overtime	\$200,000.00
Administrative Recovery Costs	JRCC, rebuild development planning, contract fire fighters, snow removal, protected services	\$10,300,000.00
Interim housing	Site servicing and incremental costs	\$6,000,000.00
		\$73,141,000.00
Completed by: Emily Dawson		
Position: Finance Coordinator, JRCC		
Date: March 19, 2024		

Attachment 3 – DRP Expenditures

Activity	Amount	Description
Wildfire Complex Operating Costs	\$ 165,057.00	Expenses related to ICP
Land and Utilities Response Cost	\$ 1,439,225.00	Water and waste response costs
Structural Protection Costs	\$ 5,283,978.00	Deployment costs
JRCC Costs to Date	\$ 6,601,321.00	Recovery costs to date
JRCC Cost Recovery to Date	-\$ 2,633,092.00	Invoice recovery for costs incurred
Calgary Evacuation Center	\$ 6,414,735.00	Mutual aid evacuation center - Calgary
Site Servicing	\$ 3,758,096.65	Interim housing
	<u>\$ 21,029,320.65</u>	DRP PAID TO DATE
Edmonton Evacuation Center	\$ 10,384,335.00	Estimated cost waiting on invoices
GP Evacuation Center	\$ 2,000,000.00	Estimated cost waiting on invoices
	<u>\$ 12,384,335.00</u>	To be paid by end of April
Outstanding Site Servicing Costs	\$ 1,132,144.15	Additional engineering and servicing costs
Estimated Outstanding SPU Invoices	\$ 600,000.00	Estimated deployment costs outstanding
	<u>\$ 1,732,144.15</u>	Likely paid end of March
	<u>\$ 35,145,799.80</u>	Estimated Total DRP Expenses End of April
Amount Received From GOA DRP	<u>\$ 36,570,500.00</u>	Original advance
Estimated Advance Remaining	<u>\$ 1,424,700.20</u>	End of April Balance- contingent on receiving invoices
	96.10%	Percent of advance used

AGENDA ITEM 7.6

REQUEST FOR DECISION

Subject: 2024 Equity, Diversity & Inclusion Update
From: Bill Given, Chief Administrative Officer
Prepared by: Lisa Riddell, Acting Assistant Director of Community Services
Reviewed by: Emma Acorn, Legislative Services Coordinator
Date: March 25, 2025



Recommendation:

That Committee receive the 2024 Annual Report on the implementation of the 2022-2026 Equity, Diversity and Inclusion Plan for information; and

That Committee recommend Council approve replacing the word *Master* with the word *Action* in the formal name of the plan.

Alternatives:

That Committee direct Administration to return to a future Committee of the Whole meeting with additional information.

Background:

On July 6, 2021, Council adopted the [Equity, Diversity and Inclusion Policy](#). On October 12, 2021 Council adopted the five-year, [Equity, Diversity and Inclusion Plan](#) which sets out how the policy will be 'actioned' by administration over the five-year period. In March each year, Committee receives a report on activities completed in the previous calendar year.

Discussion:

In 2024, the Municipal Inclusion Committee met 4 times and reviewed/updated the Terms of Reference. In 2024, the Inclusion Committee reviewed the results from two surveys that collected data on demographics and on sentiment around inclusivity in the workplace. The results of the two surveys were used by the committee in 2024 to action priorities for the year.

Here is a summary of activities within the 2022-2026 ED&I Plan and the status of those activities in 2023 and after 2024.

Activity Status	2023	2024
Complete	18%	38%
Underway	64%	61%
Not started yet	18%	2%

Goals for 2025 based on the ED&I Plan include but are not limited to:

- Complete the Indigenous Relations Strategy with guidance and input from Indigenous Partners
- Complete the Inclusive Public Engagement Policy and strategy
- Bring the Food Security strategy, approved by the Jasper Food Alliance, to Council

- Increase capacity to use the inclusion tool in capital projects, policy review, program development, service assessments etc.
- Offer ED&I, Anti-racism and cultural safety training and inclusion tool training into onboarding of staff.
- Indigenize place and space names within the community.
- Bring in anti-racism training for leadership and council.
- Bring in training on inclusive hiring for the management team.
- Research and establish organizational standards for inclusive signage
- Establish a general staff onboarding module on ED&I commitments and action.
- Establish a method for staff or the public to report instances of racism or discrimination on municipal property or within municipal facilities.
- Sponsor a workplace inclusion champion award in the community.
- Submit the application to join the Coalition of Inclusive Municipalities
- Research the potential of an equity advisory committee in town made up of members of the public.

We have learned throughout the past two years that the word *Master Plan* is a traditional term that can be viewed as colonial language. It sounds very top-down vs. collaborative and community-driven. With that, we have omitted the word in the name of the plan.

Relevant Legislation:

- [Policy E-115 – Equity, Diversity and Inclusion Policy](#)

Inclusion Considerations: The 2022-2026 Equity, Diversity and Inclusion Plan outlines broad goals to improve inclusivity within the organization and outward in our public service to the community. The plan is a living document and will be updated as we continue to learn more about equity and inclusion.

Strategic Relevance:

- Embrace our growing diversity.
- Leverage and create opportunities for greater inclusion.
- Nurture our most important relationships which are those within our organization.
- Continue along the path of Reconciliation

Financial:

Funding to continue to implement the ED&I Plan is included in the approved 2025 operating budget.

Attachment:

Progress Report – 2022-2026 ED&I Plan

Equity, Diversity & Inclusion Plan - Progress Report

Here are activities that took place in 2024 under each Area of Focus in the ED&I action plan:

Area of Focus 1) Engage employees through the Municipal Inclusion Committee

- Held 4 x Inclusion Committee meetings that facilitate recommendations related to ED&I to the CAO and senior leadership.
- Developed a committee member handbook that orients new committee members to the organization's commitment to ED&I.

Area of Focus 2) Build capacity through ED&I Training

- Received funding to bring a trainer to Jasper to train the leadership team and council on using an Inclusion Tool to reveal ways that policies, services, programs, and decisions can be more equitable.
- Completed training for communications staff on plain language and plain design principles, supporting inclusive, accessible signage and print/web content.

Area of Focus 3) Policy review and interpretation

- Added an Inclusion considerations section to the Request For Decision format/process
- Revised the Community Guide, a document written and designed with inclusivity and accessibility as guiding principles (to be distributed in Spring 2025)
- Passed a Paid Parking exemption for Indigenous peoples within the town of Jasper.
- Updated the Community and Economic Development Fund application process to be more accessible with flexible application formats and more personalized supports for applicants.

Area of Focus 4) Accessibility

- Accessibility was at the forefront of the Recreation Facilities Renovation project with several updates to both facilities improving accessibility for groups at risk of exclusion.

Area of Focus 5) Attract and retain a diverse workforce

- Used Job posting format with images and plain language.
- Started discussions on onboarding and standardized practice to improve inclusivity.
- Joined the Alberta Living Wage Network and calculated Jasper's living wage. Took steps to bring the Municipality of Jasper into the living wage range for 2023.

Area of Focus 6) Welcome and review feedback from staff

- Reviewed the results from the staff census with the Inclusion Committee to identify priority areas for improvement.

Area of Focus 7) Advance Truth and Reconciliation Efforts

- Leadership and Council met with Indigenous Partners at the Palisades to priority-set and inform municipal work around truth and reconciliation.
- Implemented the first year of a 3-year Indigenous Relations workplan that gathered significant input towards an Indigenous Relations strategy

- Attended Simpcw ceremony at the cultural use site in Jasper National Park
- Organized and attended Cultural Competency training for 35 Municipal staff and partner organizations.
- Attended 4 x Parks/Muni Indigenous Relations meetings to align priorities and identify opportunities to collaborate.
- Attended the Jasper Indigenous Forum with Parks. Organized, attended & facilitated Municipal conversation with 13 Indigenous partners & council. Drafted Indigenous Relations priority areas with feedback ready for strategy workshop with Council.
- Attended 2 x meetings with Indigenous community members
- Worked with Indigenous Partners and Parks to organize National Indigenous Peoples' Day celebrations in June
- Created and sent update to 30 Indigenous partners in May, June and November (break due to fire).
- Prepared and submitted 1 Canadian Heritage Grant for NIPD 2025

Area of Focus 8) Welcome and review feedback from the community

- Utilized Engagejasper.ca, an engagement portal designed to increase public participation,
- Coordinated 6 x Jasper Food Alliance meetings. Administered a food security survey, compiled data from 365 respondents, and shared with the alliance
- Coordinated, promoted, and attended 1x Community Cooking Circle with 14 participants
- Created childcare survey with 49 participants

Area of Focus 9) Be a leader in ED&I work in the community

- In collaboration with the newcomer network, developed a film series and awareness campaign showcasing newcomer contributions to the community. 250 people attended the Film Premiere and 85% of attendees surveyed cited they learned something new about newcomer experiences.
- Applied to continue the Local Immigration Partnership and Settlement Services in Jasper for 5 more years.
- Applied to the Rural Mental Health Project for funds for Community Outreach Services programming – specifically designed with as few barriers as possible to reach individuals and families at risk of exclusion.
- Prepared an application to join the Coalition of Inclusive Municipalities
- Designed and launched Recovery Outreach Services in response to the wildfire building on the success of Jasper's well-known Community Outreach Services program.

Area of Focus 10) Support Cultural Programming and events in the community

- Utilized the Community Dinner Program to showcase diverse community groups, cultures, and foods
- Supported the Jasper Pride Festival Society with the annual Rainbow Crosswalk initiative.
- Planned Welcoming Week and Culture Night activities. Cancelled and re-worked into the multi-cultural World Tree Lighting after the fire.

Area of Focus 11) Support inclusive public engagement

- Utilized Engagejasper.ca, an engagement portal designed to increase public participation, specifically from harder-to-reach groups.

- Hosted 9 Community Conversations between October and December 2024 and reported to Council on emerging recovery needs.
- Collected 220 surveys for social assessment, engaged 152 youth
- Attended 4 x planning meetings for migration to Social Pinpoint
- Two staff became trained in IAP2 – a standard of training for public engagement professionals that stresses inclusive public participation.
- Attended 2x Community Dinner – Social assessment
- Enhanced engagejasper / Granicus
- Created communications project on Granicus (28 participants)
- Explored 4x engagement platforms
- Housing survey project (1162 engaged)
- Prepared 1x Public Engagement on Granicus for JRCC Transportation (182 participants)

Area of Focus 12) Inclusive communications

- Communications staff completed training on plain language and plain design principles, supporting inclusive, accessible signage and print/web content.
- Plain language was used in the communications during the July 2024 evacuation and wildfire response.
- Vulnerable Person's Registry was used to communicate with individuals who may require extra care and attention during an emergency during the July 2024 evacuation and wildfire response.

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.	May 2025	
Moving Traffic Enforcement	July 9, 2024	Director of Protective & Legislative Services	That Committee direct Administration to return to a future Committee of the Whole meeting with additional information on moving traffic enforcement, including the proposed scope of work and an outline of anticipated equipment requirements.	April 2025	
Climate Change Adaptation Plan	August 27, 2024	CAO	That Council direct Administration to proceed with developing a five-year Climate Change Adaptation Action Plan with internal resources and present the plan at a future Committee of the Whole Meeting in spring 2025.	April 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.	March 2025	Recommended to be deferred to April 2025
Jasper Seniors Society	October 22, 2024	CAO & Director of Community Development	That Council direct Administration to work with the Jasper Seniors Society and other interested parties to develop a plan for seniors' centre that will meet future demand.	March 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.	April 2025	

Municipality of Jasper

Utility Rate Model	January 21, 2025	CAO and Director of Finance & Administration	That Council direct Administration to host a workshop to review the utility rate model with interested stakeholders.	June 2025	
In-Town Contractor Camps, Interim Residences & Laydown Requests	January 28, 2025	CAO and Director of Urban Design and Standards	That Committee direct Administration to return with legislative changes as required to implement the changes.	April 2025	
Wildfire Recovery Strategic Priorities	February 11, 2025	Director of Recovery	That Committee direct Administration to seek feedback on the draft Recovery Strategic Priorities from the Recovery Advisory Committee and return to a future Committee of the Whole meeting.	March 2025	Recommended to be deferred to April 2025
Recovery Advisory Committee Recommendations	March 11, 2025	Director of Recovery	That Committee direct Administration gather input on the triparty Jasper Recovery Plan from the Recovery Advisory Committee and return to a future meeting.	May 2025	
Grande Yellowhead Public School Division Joint Agreement	March 18, 2025	Director of Community Development	That Council direct Administration to bring an update to a future meeting on a joint agreement with the Grande Yellowhead Public School Division.	June 2025	