

MUNICIPALITY OF JASPER
REGULAR COUNCIL MEETING AGENDA
February 18, 2025 | 1:30 pm
Jasper Library & Cultural Centre – Quorum Room
[Municipality of Jasper Strategic Priorities 2022-2026](#)



Notice: Council members and staff are at the Jasper Library and Cultural Centre. 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 1:30 pm, use this Zoom link:**
<https://us02web.zoom.us/j/87657457538>

1 CALL TO ORDER

2 APPROVAL OF AGENDA

2.1 Regular meeting agenda, February 18, 2025 attachment

Recommendation: That Council approve the agenda for the regular meeting of February 18, 2025 as presented.

3 APPROVAL OF MINUTES

3.1 Regular meeting minutes, February 4, 2025 attachment

Recommendation: That Council approve the minutes of the February 4, 2025 Regular Council meeting as presented.

3.2 Committee of the Whole meeting minutes, February 11, 2025 attachment

Recommendation: That Council approve the minutes of the February 11, 2025 Committee of the Whole meeting as presented.

4 DELEGATIONS

4.1 Accurate Assessment Group Ltd. – Troy Birtles attachment

Recommendation: That Council receive the presentation from Accurate Assessment Group Ltd. for information.

4.2 Jasper Park Chamber of Commerce – Paul Butler

5 CORRESPONDENCE

5.1 Jasper-Yellowhead Historical Society attachment

Recommendation: That Council receive the correspondence for information.

6 NEW BUSINESS

6.1 Director's Report – Protective & Legislative Services attachment

Recommendation: That Council receive the report for information.

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[Municipality of Jasper Strategic Priorities 2022-2026](#)

6.2 Jasper Recovery Coordination Centre Progress Update attachment

Recommendation: That Council receive the update for information.

6.3 Parcel HI Roadway Naming

Recommendation: That Council approve the name "Fireweed Avenue" for the roadway on Parcel HI.

6.4 2024 Property Tax Relief Measures

Recommendation: That Council approve funding the required 10% municipal contribution toward tax relief for the 2024 year from the Financial Stabilization Reserve.

6.5 Retirement Contributions Policy attachment

Recommendation: That Council approve Policy E-107 Retirement Contributions as presented.

7 NOTICES OF MOTION

8 COUNCILLOR REPORTS

9 UPCOMING EVENTS

[Hire Jasper Job Fairs](#) – February 19 & March 17, Jasper Employment & Education Centres
[Jasper Recreation Facilities Grand Reopening](#) – 5pm, February 19, Jasper Activity Centre
[AB Munis President's Summit on Civility & Spring Municipal Leader's Caucus](#) – March 5-7, Edmonton
[Federation of Canadian Municipalities Annual Conference & Tradeshow](#) – May 29 to June 1, Ottawa

10 IN CAMERA

10.1 Land Matters FOIP s. 25, 27, 29

11 ADJOURNMENT

Recommendation: That, there being no further business, the regular meeting of February 18, 2025 be adjourned at _____.

Please note: All regular and committee meetings of Council are video recorded and archived on YouTube.

Municipality of Jasper
Regular Council Meeting Minutes
 Tuesday, February 4, 2025 | 1:30pm
 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 both Zoom livestreaming and in-person attendance.		
Present	Mayor Richard Ireland, Deputy Mayor Kathleen Waxer, Councillors Helen Kelleher-Empey, Rico Damota, Ralph Melnyk, Scott Wilson, and Wendy Hall.		
Absent	none		
Also present	Bill Given, Chief Administrative Officer Beth Sanders, Director of Urban Design & Standards Christine Nadon, Director of Protective & Legislative Services Michael Fark, Director of Recovery Isla Tanaka, Town Planner Emma Acorn, Legislative Services Coordinator Jacqui Sundquist, CBC Edmonton Peter Shokeir, The Fitzhugh 17 observers		
Call to order	Mayor Ireland called the February 4, 2025 Regular Council meeting to order at 1:35pm due to technical difficulties. Mayor Ireland relinquished the Chair to Deputy Mayor Waxer in order to make the following motion.		
#61/25	MOTION by Mayor Ireland – BE IT RESOLVED that pursuant to article 3.4 of Bylaw 190, the Procedure Bylaw, that Council suspend for the balance of today’s meeting the operation of article 9.2.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Additions or deletions to agenda	Additions to the agenda were requested by both Councillor Melnyk and CAO Bill Given.		
Approval of agenda #62/25	MOTION by Councillor Wilson – BE IT RESOLVED that Council approve the agenda for the February 4, 2025 Regular Council meeting as amended:		
	<ul style="list-style-type: none"> • Add 10.1 In-camera – Human Resources • Add 10.2 In-camera – Land Matter 		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Approval of Regular minutes #63/25	MOTION by Councillor Kelleher-Empey – BE IT RESOLVED that Council approve the minutes of the January 21, 2025 Regular Council meeting as presented.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Approval of Committee of the Whole Meeting minutes #64/25	MOTION by Councillor Melnyk – BE IT RESOLVED that Council approve the minutes of the January 28, 2025 Committee of the Whole meeting as presented.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Delegations	none		
Correspondence	none		

Department Update – Urban Design & Standards	Council received a department update from Director of Urban Design & Standard Beth Sanders. Highlights included an introduction of team members and roles; a review of work over the last six months; a discussion on community engagement; and more.		
#65/25	MOTION by Councillor Hall – BE IT RESOLVED that Council receive the update for information.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Jasper Recovery Coordination Centre Progress Update	Council received a progress update from the Jasper Recovery Coordination Centre. Director of Recovery Michael Fark reviewed information on transitional accommodations; demolition permits and debris management; updates on the rebuild and foodbank trailer; communications and more.		
#66/25	MOTION by Councillor Wilson – BE IT RESOLVED that Council receive the update for information.		
	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Federation of Canadian Municipalities 2025 Annual Conference	MOTION by Councillor Wilson – BE IT RESOLVED that Council approve the attendance of any Councillor who wishes to attend the Federation of Canadian Municipalities 2025 Annual Conference May 29-June 1, 2025 in Ottawa.		
#67/25	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
AB Munis President’s Summit on Civility & 2025 Spring Municipal Leader’s Caucus	MOTION by Councillor Wilson – BE IT RESOLVED that Council approve the attendance of Councillor Melnyk and Councillor Waxer at the AB Munis President’s Summit on Civility & 2025 Spring Municipal Leader’s Caucus March 5-7, 2025 in Edmonton		
#68/25	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
In-Town Contractor Camps, Interim Residences & Laydown Requests	MOTION by Councillor Hall – BE IT RESOLVED that Council support in principle the approach to In-Town Contractor Camps, Interim Residences, and Laydown Requests as proposed.		
#69/25	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Temporary Pop-Up Business Village for Displaced Businesses	MOTION by Councillor Damota – BE IT RESOLVED that Council approve the Pop-Up Business Village initiative on Connaught Drive public washrooms parking lot as presented.		
#70/25	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Notices of Motion	none		
	Mayor Ireland left the meeting at 2:35pm.		
Councillor Reports	Councillor Damota and Councillor Melnyk attended a Community Futures West Yellowhead meeting on January 23 rd .		
Upcoming events	Council received a list of upcoming events for information.		
Move In-camera	MOTION by Councillor Kelleher-Empey to move in-camera at 2:35pm to discuss agenda items:		
#71/25	<ul style="list-style-type: none"> • 10.1 In-camera – Human Resources 		

- 10.2 In-camera – Land Matter

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Mr. Given also attended the in-camera session.

Move out of camera
#72/25

MOTION by Councillor Kelleher-Empey to move out of camera at 3:47pm.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Adjournment
#73/25

MOTION by Councillor Hall – BE IT RESOLVED that, there being no further business, the Regular Council meeting of February 4, 2025 be adjourned at 3:47pm.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Mayor

Chief Administrative Officer

Municipality of Jasper
Committee of the Whole Meeting Minutes
Tuesday, February 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 Kathleen Waxer, Councillors Helen Kelleher-Empy, Rico Damota and Scott Wilson		
Absent	Councillor Wendy Hall and Councillor Ralph Melnyk		
Also present	Christine Nadon, Director of Protective & Legislative Services Natasha Malenchak, Director of Finance & Administration Michael Fark, Director of Recovery Beth Sanders, Director of Urban Design & Standards Courtney Donaldson, Director of Operations & Utilities Marley Pollock, Town Planner Emma Acorn, Legislative Services Coordinator Bob Covey, The Jasper Local Peter Shokeir, The Fitzhugh Jacqui Sundquist, CBC Edmonton 14 observers		
Call to Order	Deputy Mayor Waxer called the February 11, 2025 Committee of the Whole meeting to order at 9:30am and began with a Traditional Land Acknowledgement .		
Approval of agenda #74/25	MOTION by Councillor Kelleher-Empy that Committee approve the agenda for the February 11, 2025 Committee of the Whole meeting as presented.		
	FOR 5 Councillors	AGAINST 0 Councillors	CARRIED
Business arising from January 28, 2024 minutes	none		
Delegations	none		
Correspondence	none		
Wildfire Recovery Strategic Priorities	Committee received a first draft of Wildfire Recovery Strategic Priorities from Administration for consideration. Director of Recovery Michael Fark reviewed the background and recommended priorities.		
#75/25	MOTION by Mayor Ireland 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.

FOR	AGAINST	
5 Councillors	0 Councillors	CARRIED

Parcel HI Roadway Naming Committee received recommendations and alternatives for consideration regarding the naming of the roadway to be installed on Parcel HI. Director of Urban Design & Standards Beth Sanders and Town Planner Marley Pollock were in attendance to review the background and answer Committee's questions.

#76/25 MOTION by Councillor Kelleher-Empy that Committee recommend Council approve the name "Fireweed Avenue" for the roadway on Parcel HI; and

That Committee direct Administration to initiate the required legislative steps to implement the road name.

FOR	AGAINST	
5 Councillors	0 Councillors	CARRIED

2024 Property Tax Relief Measures Committee received a report regarding the financial support requested by Council from the Government of Alberta to assist with tax relief and revenue stabilization. The Government of Alberta announced funding support on February 6, 2025. Director of Finance & Administration Natasha Malenchak reviewed the report and recommendations.

#77/25 MOTION by Councillor Kelleher-Empy that Committee recommend Council approve funding the required 10% municipal contribution toward tax relief for the 2024 year from the Financial Stabilization Reserve.

FOR	AGAINST	
5 Councillors	0 Councillors	CARRIED

Motion Action List Administration reviewed the Motion Action List.

#78/25 MOTION by Councillor Wilson that Committee approve the updated Motion Action List as presented.

FOR	AGAINST	
5 Councillors	0 Councillors	CARRIED

Councillor upcoming meetings & events Committee did not report any upcoming meetings.

Committee reviewed a list of upcoming events.

Adjournment #79/25 MOTION by Councillor Kelleher-Empy that, there being no further business, the Committee of the Whole meeting of February 11, 2025 be adjourned at 10:10am.

FOR	AGAINST	
5 Councillors	0 Councillors	CARRIED



MUNICIPALITY OF
JASPER

Agenda



Introduction to Accurate Assessment Group



Municipality's assessment summary for this past year



Assessment Shifting



Assessment Complaints



What's Next



ACCRATE

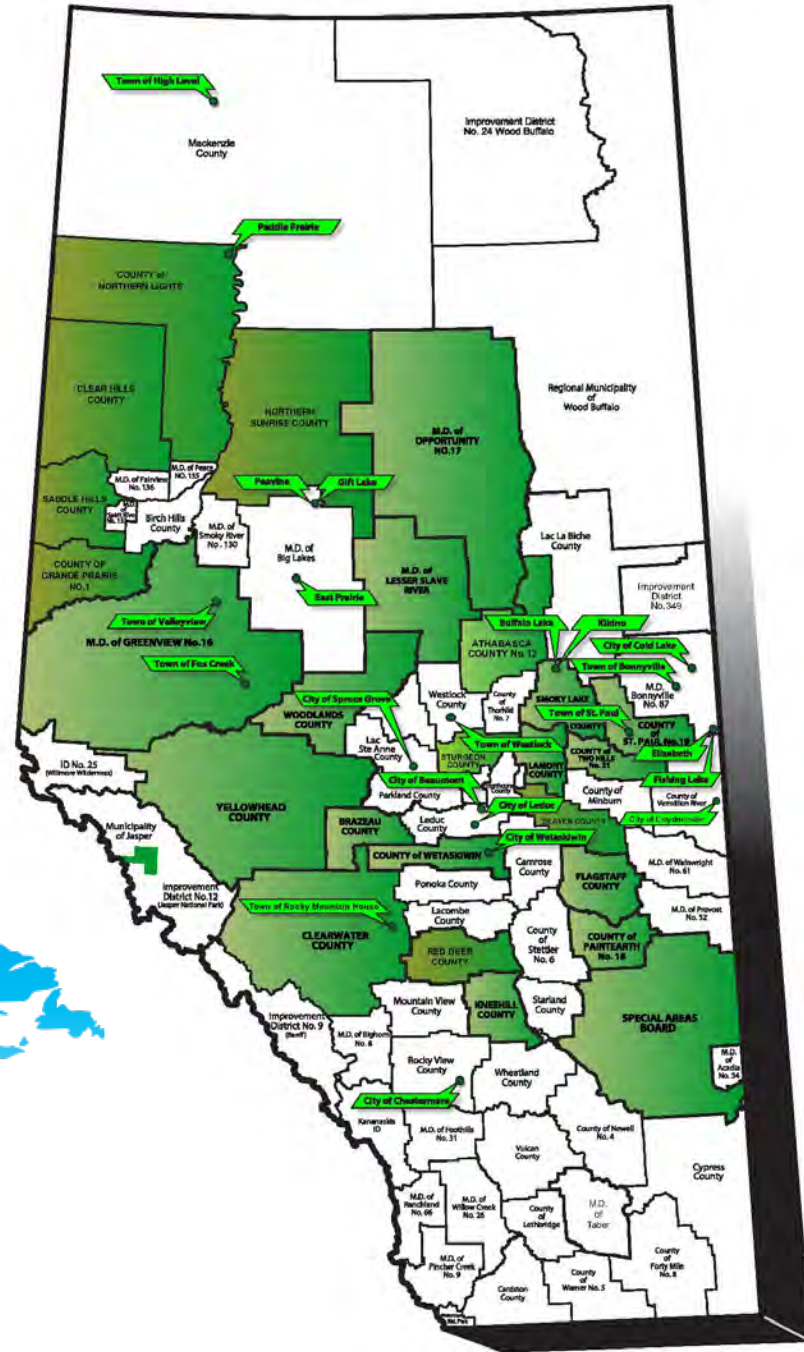
ASSESSMENT GROUP LTD.

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AAG's Client Partners

- ✓ 17 Rural Municipalities
- ✓ 6 Cities
- ✓ 7 Towns
- ✓ 8 Metis Settlements



Trusted Advisor



*At AAG, our purpose is to continuously seek improvement,
and earn the role of Trusted Advisor.*



TEAM DEPTH



Specializing in all aspects of Municipal Property Assessment

400+ Years of Combined Experience



COMMUNICATION



We connect with Rate Payers successfully

We communicate with Council, CAO's and Administration



DATA INTEGRITY



Our technology drives best practices for assessment operations.

Leaders in quality control through technology and experience



Residential



Non-Residential



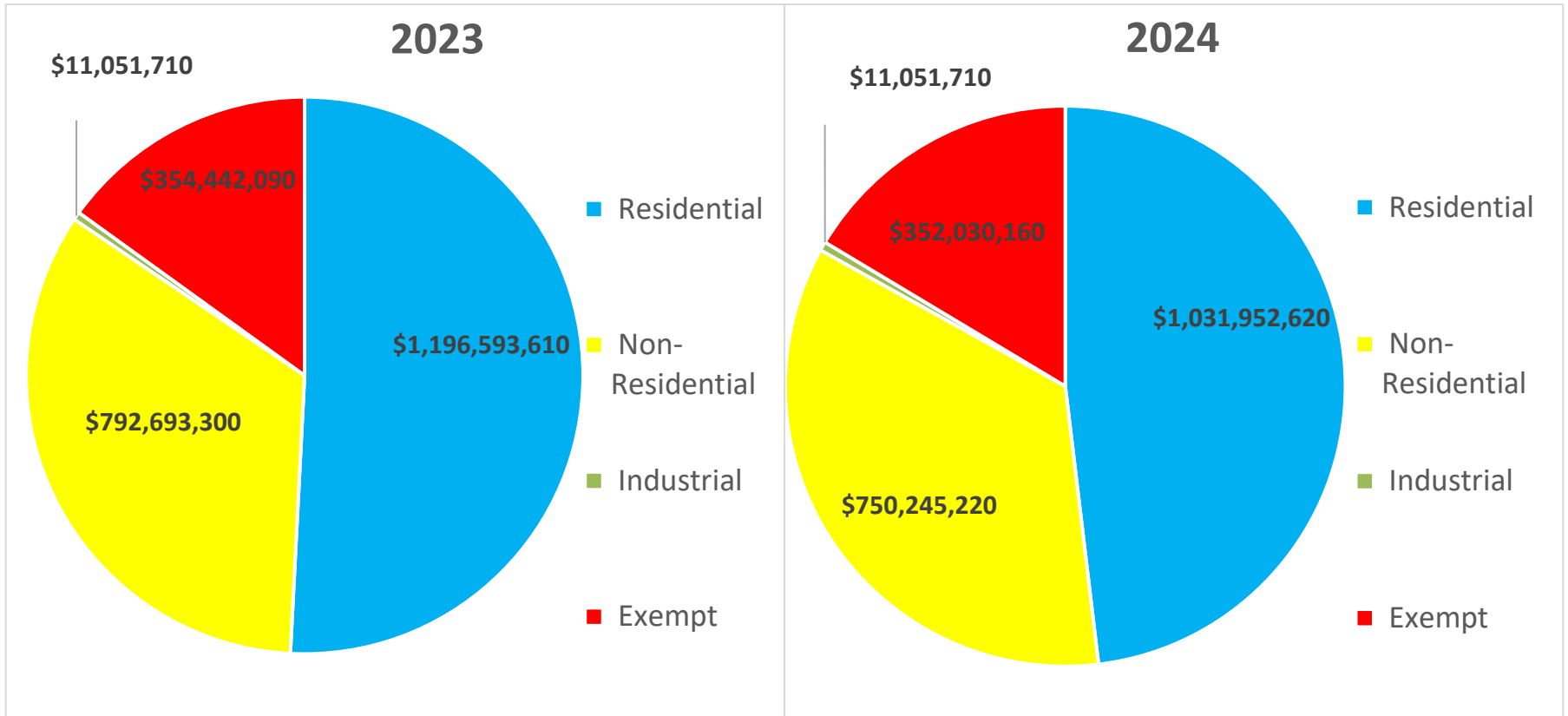
Farmland

Troy Birtles, AMAA	Assessment Manager
Kris Meadows, AMAA	Property Assessor
Levi Stewart	Property Assessor
Bob Daudelin, AMAA	Assessment Specialist
Kurt Hartman	Assessment Specialist
Josh McMillan	Property Assessor
Jesse Nelson	Property Assessor
Cory Allen	Property Assessor
Tyler Birtles	Property Assessor

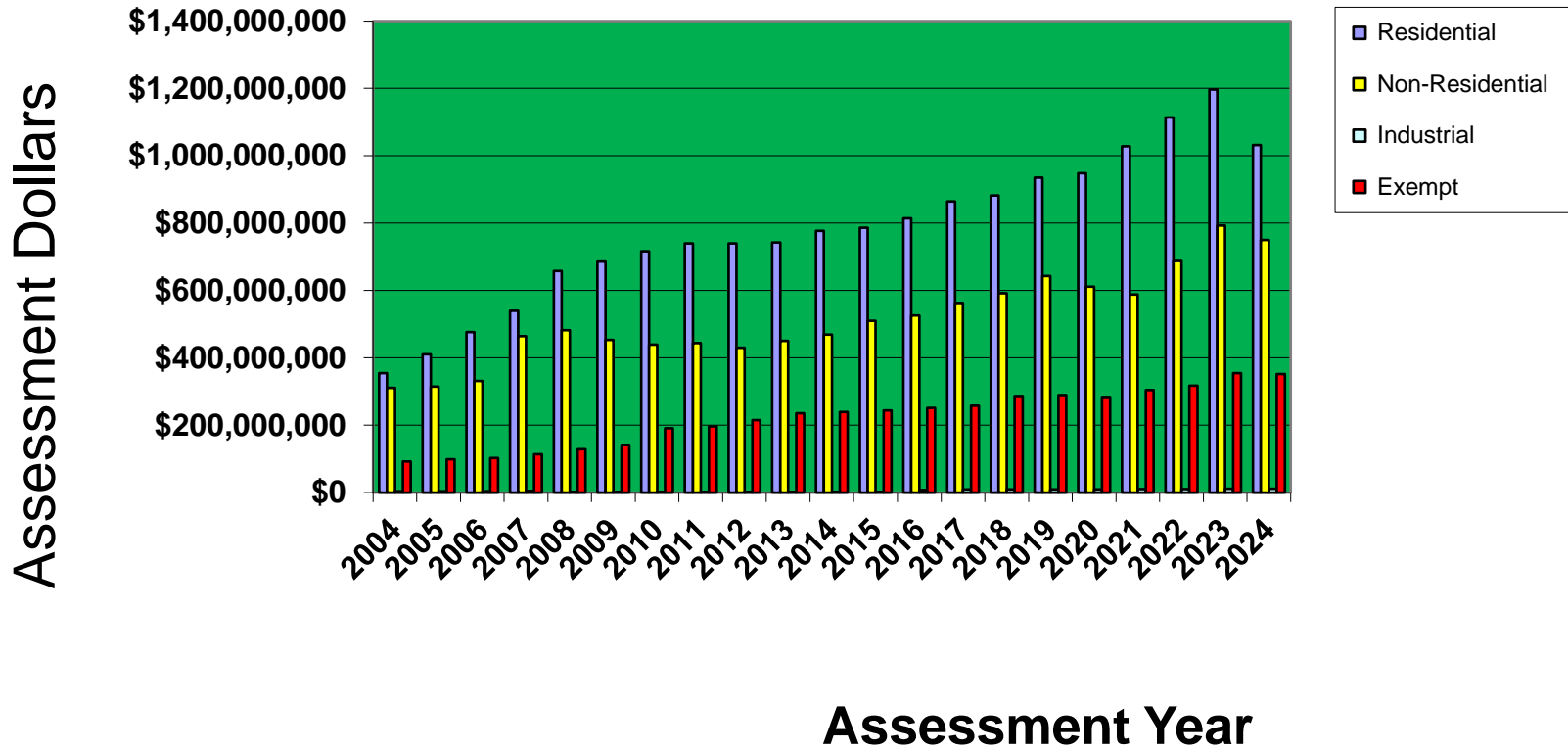
2023 Compared to 2024 Assessment

	2023	2024	Difference	
	Totals	Totals	\$	%
Residential	\$1,196,593,610	\$1,031,952,620	-\$164,640,990	-14%
Non-Residential	\$ 792,693,300	\$ 750,245,220	-\$42,448,080	-6%
Industrial (DIP)	\$ 11,051,710	\$ 11,051,710	\$129,480	0%
Exempt	\$ 354,442,090	\$ 352,030,160	-\$2,411,930	-1%
Grand Total:	\$ 2,354,780,710	\$ 2,145,279,710	-\$209,501,000	-10%

2022 vs 2023 By Assessment Category

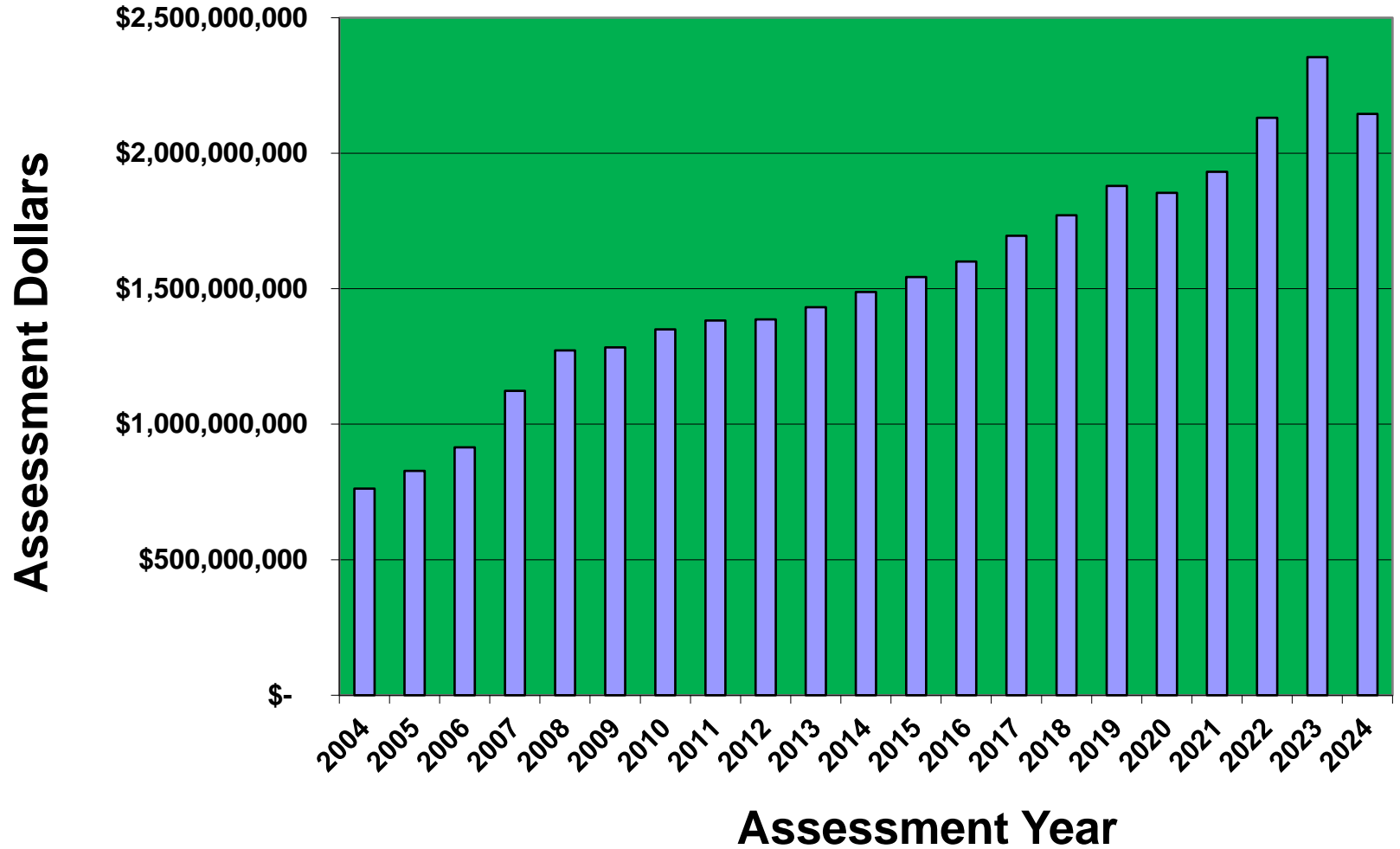


Municipality of Jasper Assessment History Comparison





Municipality of Jasper Assessment Total History Compare



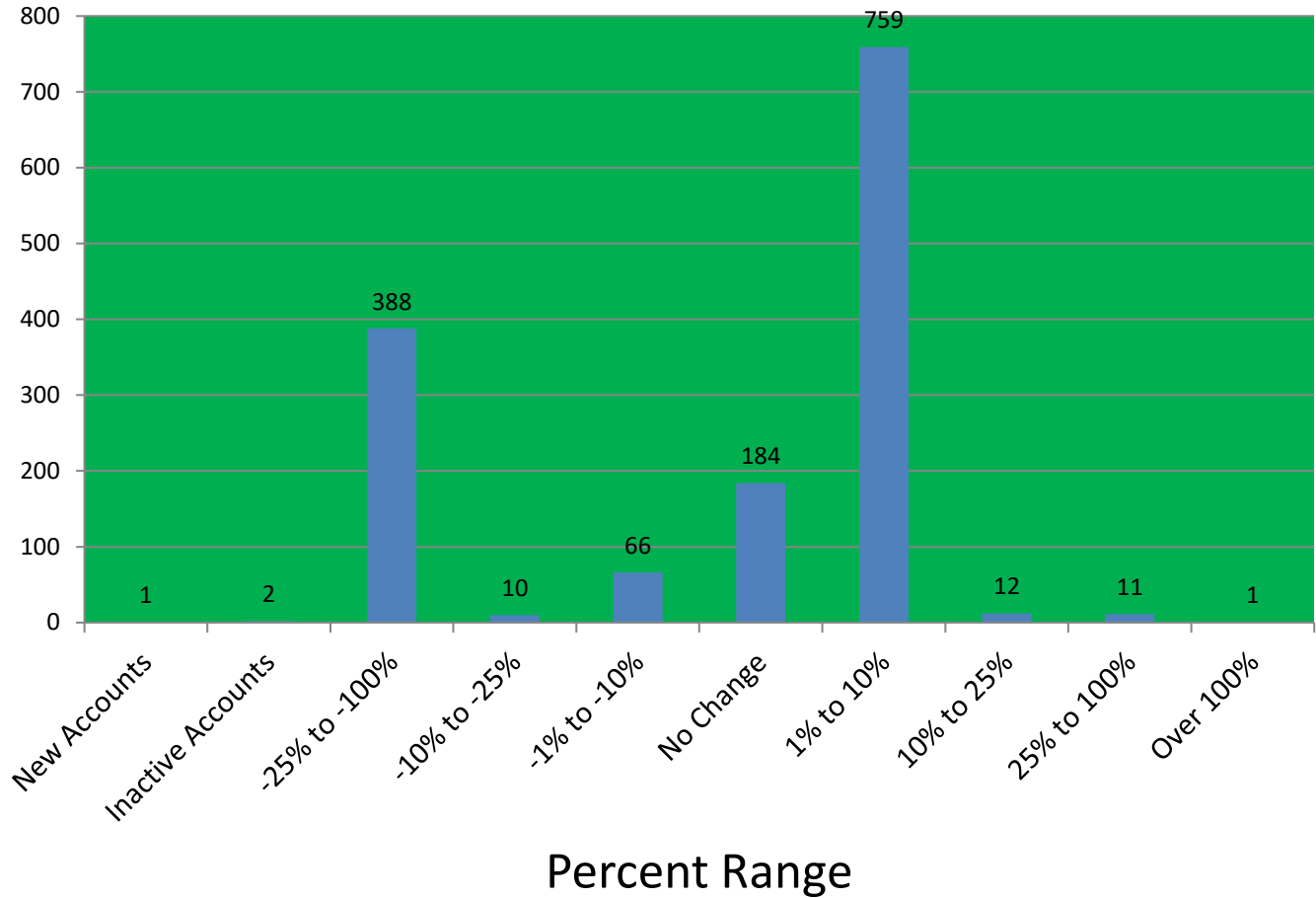
Taxable Assessment Change Compare by %

Range	Properties	%
-25% to -100%	388	27.1
-10% to -25%	10	0.7
-1% to -10%	66	4.6
No Change	184	12.8
1% to 10%	759	52.9
10% to 25%	12	0.8
25% to 100%	11	0.8
Over 100%	1	0.1
New Roll #'s	1	0.1
Inactive Roll #'s	2	0.1
Total Properties	1,434	100

70.3%

Taxable Assessment Change Compare by %

Number of Parcels



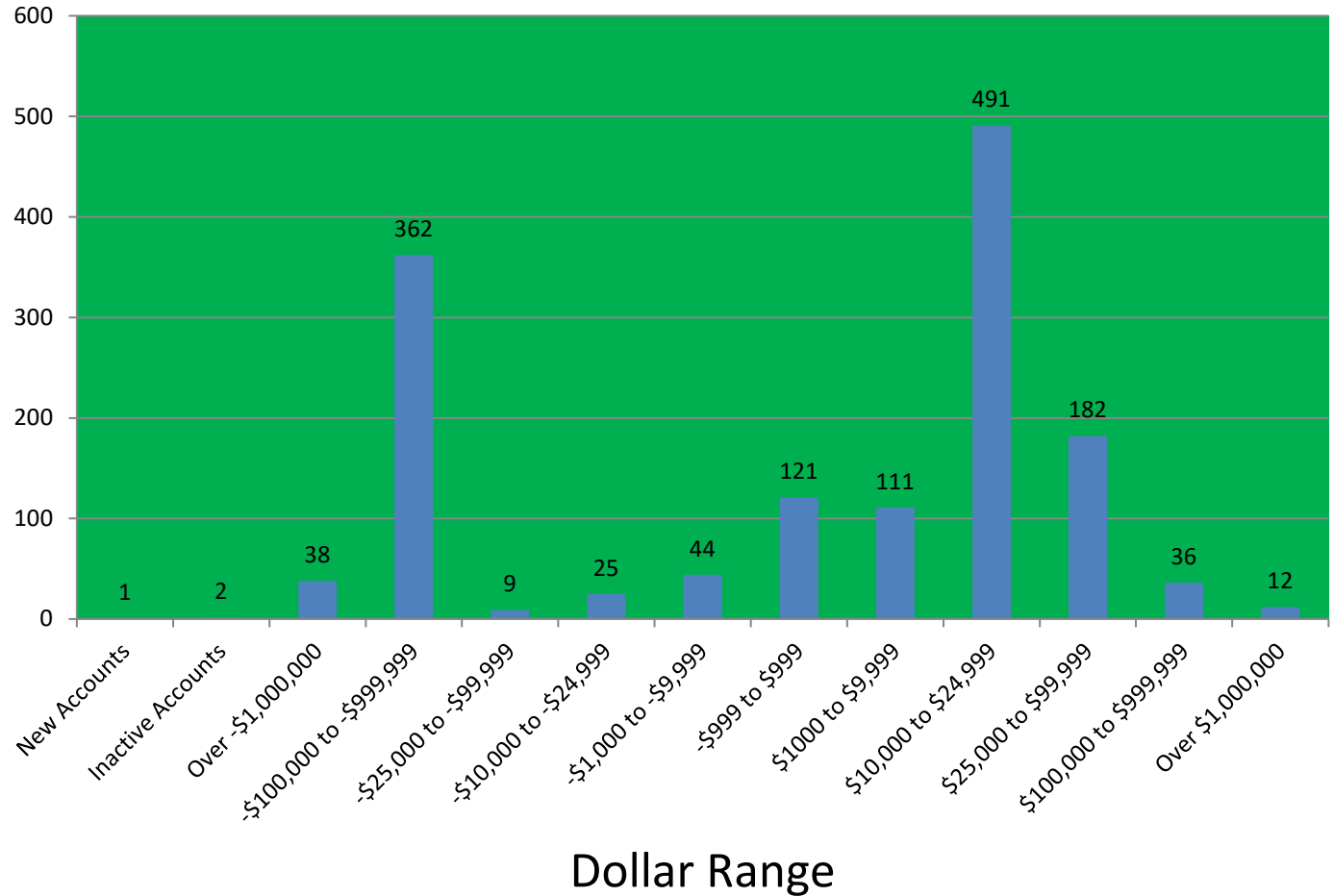
Taxable Assessment Change Compare by \$

Range	Properties	%
Over - \$1,000,000	38	2.6
-\$100,000 to -\$999,999	362	25.2
-\$25,000 to -\$99,999	9	0.6
-\$10,000 to -\$24,999	25	1.7
-\$1,000 to -\$9,999	44	3.1
-\$999 to \$999	121	8.4
\$1,000 to \$9,999	111	7.7
\$10,000 to \$24,999	491	34.2
\$25,000 to \$99,999	182	12.7
\$100,000 to \$999,999	36	2.5
Over \$1,000,000	12	0.8
New Roll #'s	1	0.1
Inactive Roll #'s	2	0.1
Total Properties	1,434	100

66.1%

Taxable Assessment Change Compare by \$

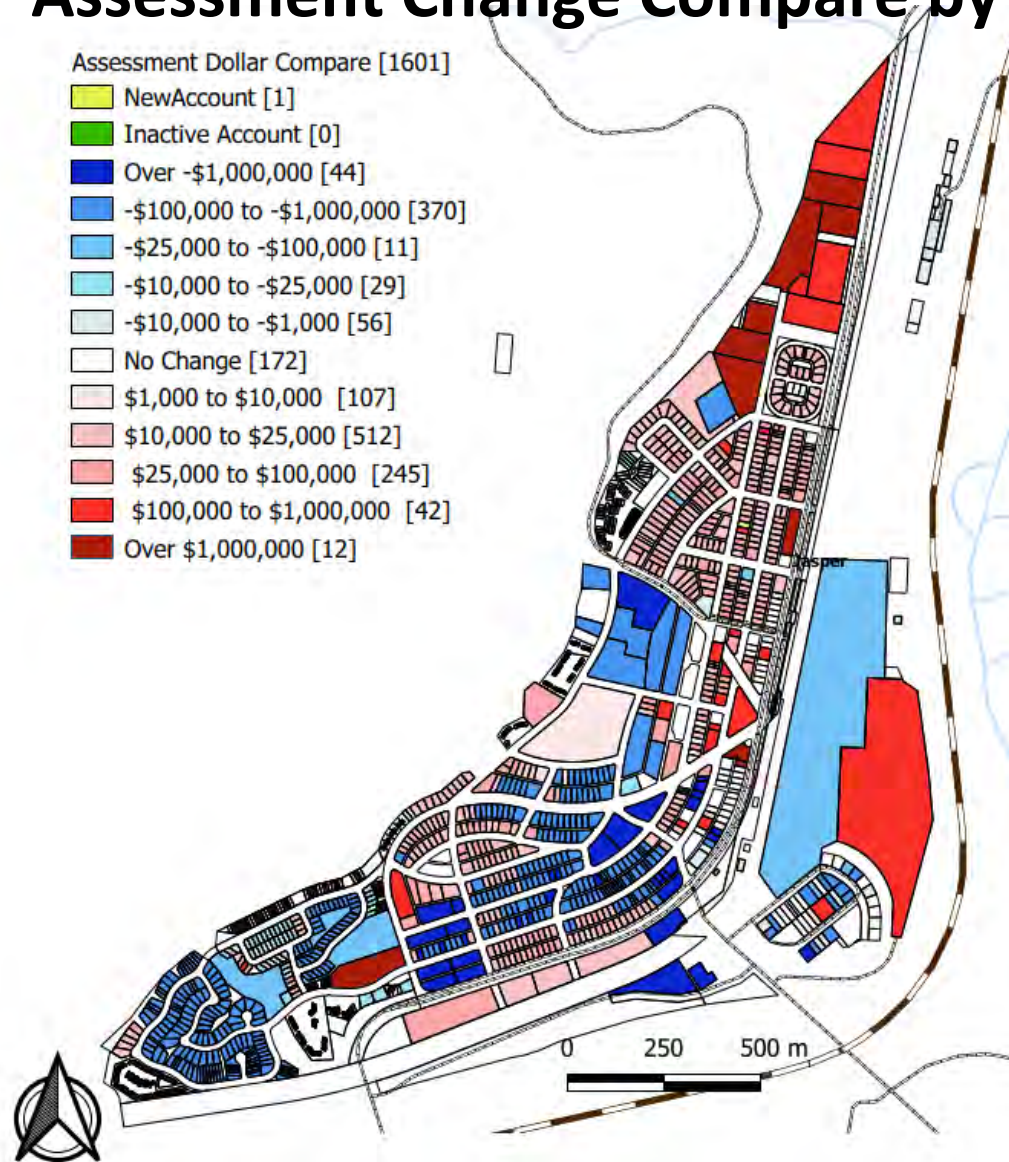
Number of Parcels



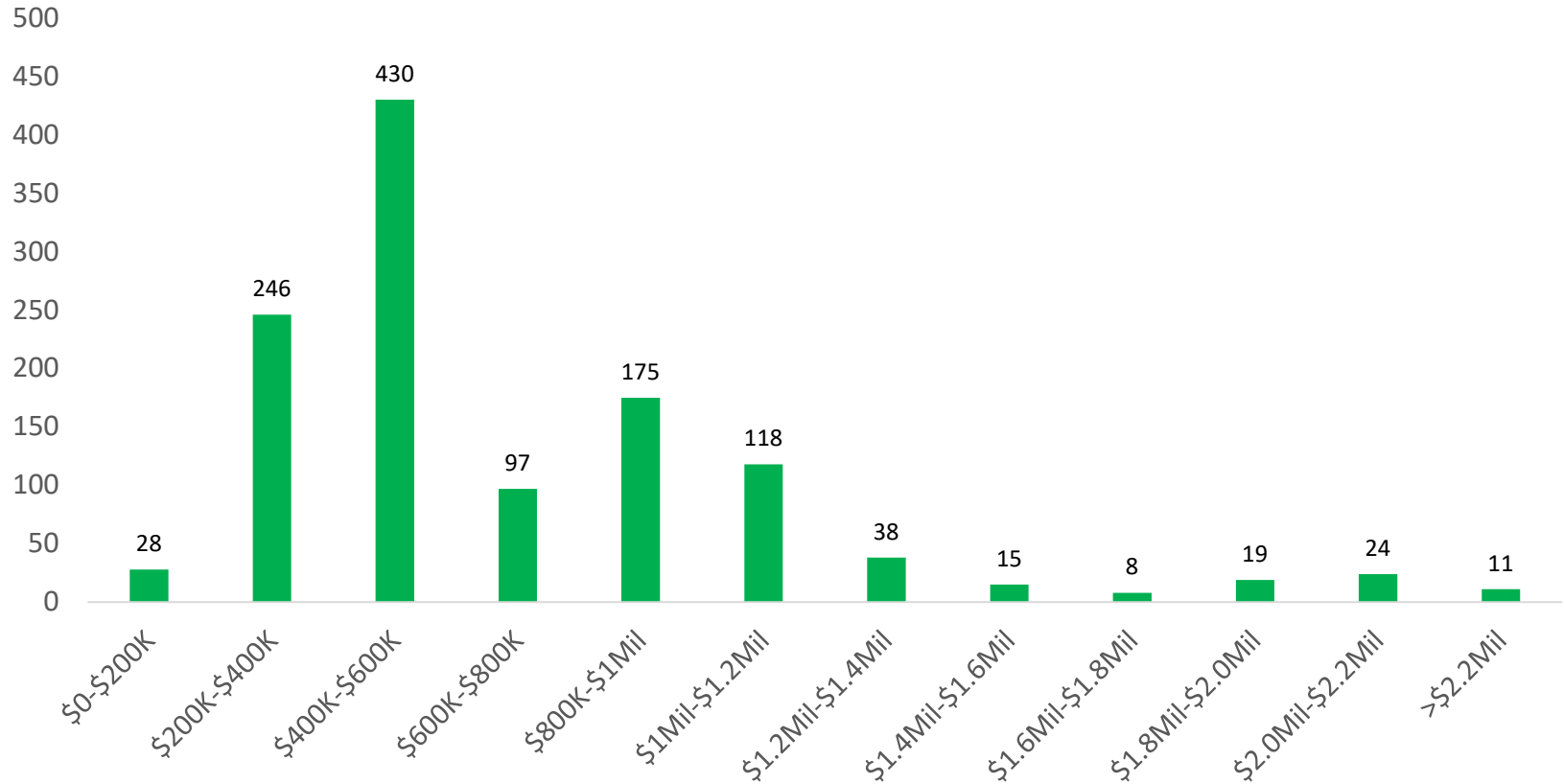
Assessment Change Compare by \$

Assessment Dollar Compare [1601]

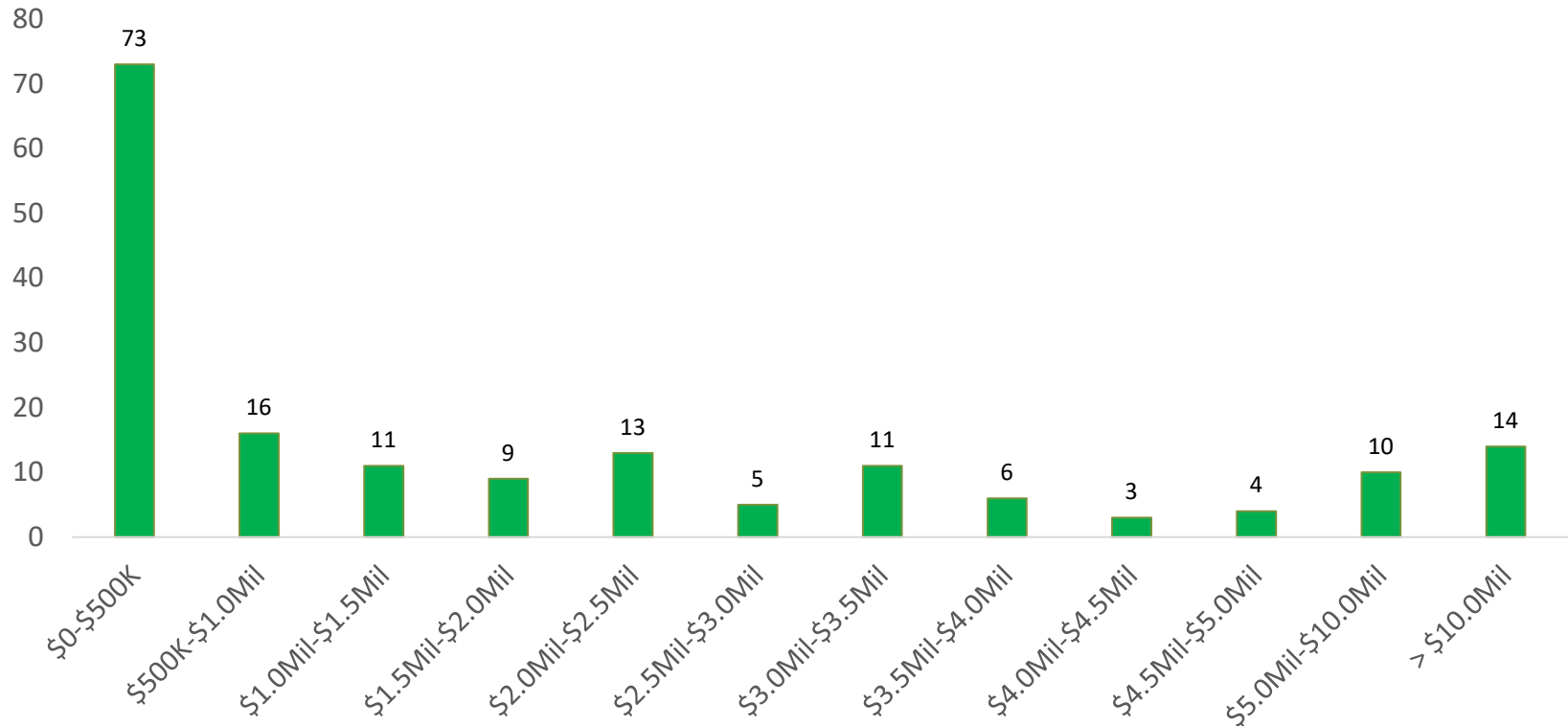
- NewAccount [1]
- Inactive Account [0]
- Over -\$1,000,000 [44]
- \$100,000 to -\$1,000,000 [370]
- \$25,000 to -\$100,000 [11]
- \$10,000 to -\$25,000 [29]
- \$10,000 to -\$1,000 [56]
- No Change [172]
- \$1,000 to \$10,000 [107]
- \$10,000 to \$25,000 [512]
- \$25,000 to \$100,000 [245]
- \$100,000 to \$1,000,000 [42]
- Over \$1,000,000 [12]



Distribution of Residential Assessed Values



Distribution of Non-Residential Assessed Values



New Roll #'s & Permit Comparison

New Roll #'s Summary

	2020	2021	2022	2023	2024
Residential/Non-Res	1	6	1	25	1

Development Permit

	2020	2021	2022	2023	2024
Development Permits	156	155	142	191	122

Overview

(NOT including Industrial or Linear)

Assessment Change by Area - Includes new construction and market inflation

Residential Town site	-11%
Cabin Creek	-53%
Stone Mountain	+4%
Mountain Co-ops	-2%
MH Subdivision	-18%
Commercial Areas	-1%
Lake Edith	+5%
Rural Properties	-15%
Overall Changes	-10%

Overview

(NOT including Industrial or Linear)

Sale comparison by area

Area	Number of Sales	Median ASR (Current Assessment)	Median ASR (Sales after July 2024)
Residential Town site	25 Sales	99.1%	4 Sales – 94.4%
Cabin Creek	12 Sales	98.7%	1 Sales – 99.6%
Stone Mountain	4 Sales	97.9%	1 Sales – 104.6%
Patricia Place/Aspen Gardens	3 Sales	95.5%	1 Sales – 102.2%
Mountain Co-ops	2 Sales	96.6%	0 Sales – N/A
MH Subdivision	4 Sales	101.4%	1 Sales – 111.1%
Lake Edith	2 Sales	94.2%	0 Sales – N/A
Overall	52 Sales	98.9%	8 Sales – 100.9%

Notable Changes to Assessment Classes (Shifting)

- Hotels are assessed based on the income approach. The income approach to value is: $VALUE = NOI / \text{Cap Rate}$.
- Hotel revenues have rebounded from the negative effects of COVID and have increased substantially.
- Seasonal accommodation and other outlying non res properties are seeing similar increases as in-town hotels.
- Hotel revenues will be monitored closely as we move past the wildfire.
- Despite the fact that we lost several accommodation properties (\$85 Mil in assessed value), the Hotel assessment base only dropped by \$11.5 mil. This is due to higher assessed values on the remaining properties.

Notable Changes to Assessment Classes (Shifting)

- Retail and office buildings are assessed based on the income approach. The income approach to value is:
 $VALUE = NOI / \text{Cap Rate}$.
- The retail/office/restaurants and other commercial assessment base (excluding hotels and resort locations) has dropped by \$31 Mil - the majority is from losses due to the Wildfire.

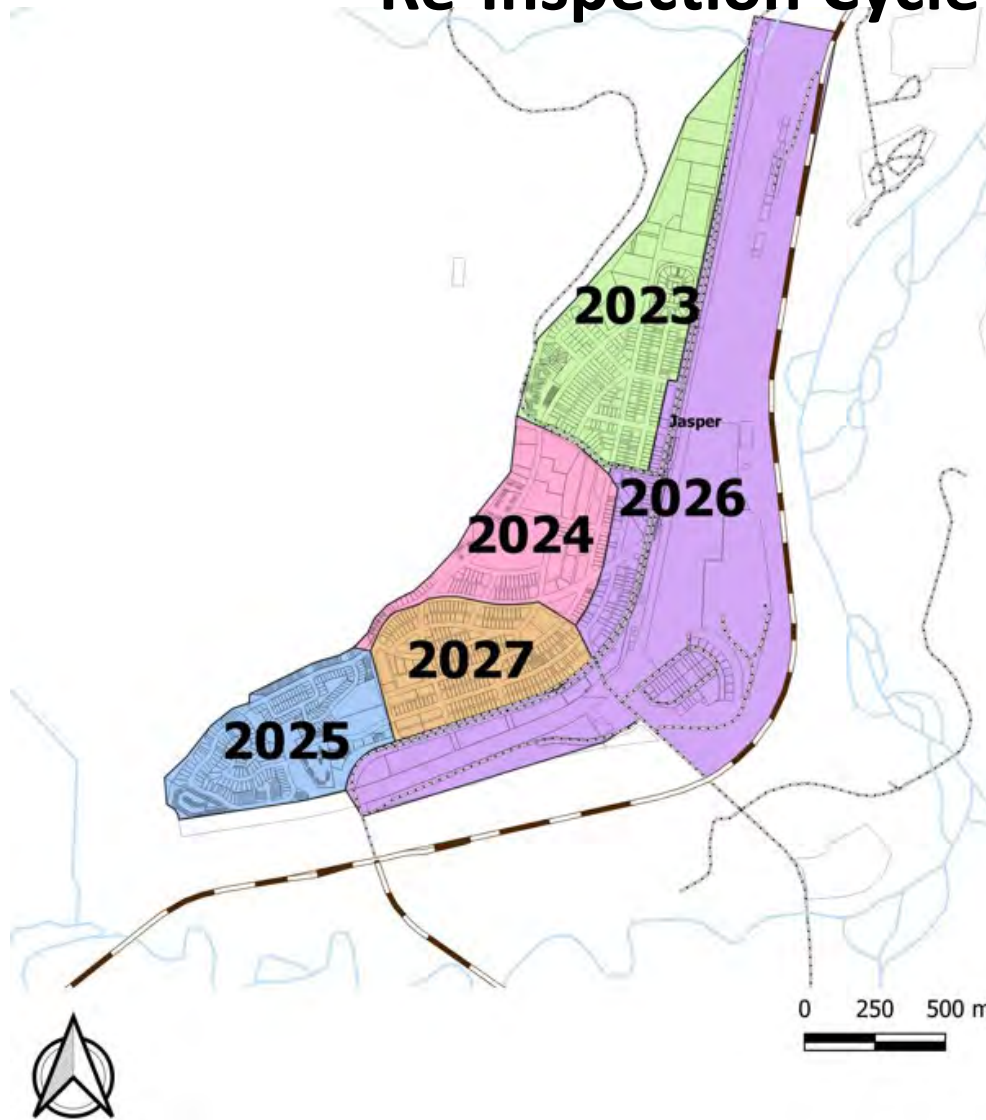
Assessment Shifting Summary

- Overall Residential down 14%.
- Overall Non-Residential down 6% including hotels.
- This represents a shift of overall tax burden to the non-residential sector.
- Within the Non-Residential class, the hotels not effected by the Wildfire increased more than the rest of the non-res class.
- This represents shifting within the non-residential assessment class.

Assessment Complaints

- Property owners are provided the opportunity to review their assessment with the assessor via open house or phone call.
- If unhappy with the result, the property owner still has the right to file an assessment complaint with the Local Assessment Review Board (Residential) or Composite Assessment Review Board (Non-Residential).
- Many Non-Residential property owners employ tax agents to represent them in assessment reviews or complaints heard at board levels.
- To date, no assessment complaints have been filed against the 2025 tax year assessments.

Re-Inspection Cycle



Moving Forward and Next Steps

- **Attended Assessment Open House – will be held March 20th.**
- **Council presentation today**
- **Address any assessment complaints**
- **Reinspection cycle to concentrate on the area noted on the previous map. Residential RFI letters will be mailed to property owners in this area – this is a new process we hope will increase data integrity**
- **Review all new permits and uncompleted permits from Parks Canada. It is estimated that many permits will be granted for new construction on properties effected by the Wildfire.**
- **Monitor real estate values on a moving forward basis**
- **Monitor income producing properties for changes**





THANK YOU



AGENDA ITEM 5.1

Jasper-Yellowhead Historical Society
Box 42,
Jasper, Alberta
T0E 1E0

RECEIVED
FEB 12 2025

January 31, 2025

Mayor Richard Ireland
Municipality of Jasper
Box 520 Jasper, Alberta
T0E 1E0

Dear Richard

Re: Jasper Museum and Archives Update

The purpose of this letter is two-fold. First, the Jasper-Yellowhead Historical Society wants to express our gratitude for the support that you and your fellow councillors have shown to our Museum and Archives. The Municipal Grant is extremely important for our continuation. As well, the additional support of Municipal staff for our bottle recycling efforts has been very timely and much appreciated as well. This has provided additional assistance partially addressing our short term lost revenues.

The other purpose of this letter is to bring awareness to you regarding our new initiatives and efforts, with the hope that should the occasion arise, you may be able to point people in our direction. The need to increase revenues is our primary goal to ensure our viability. To accomplish this, additional fund-raising activities have been initiated or are about to be, including:

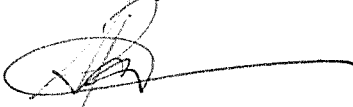
- Adopt an Animal Program
- Corporate sponsorship/naming for the Alcove and Showcase galleries
- Increasing our bottle and can recycling ability by re-utilization of storage space
- Increasing our corporate membership
- Increasing our general membership
- Expanding our participation in community events with increased services support.

We have also been very active pursuing various additional corporate and government grant programs. Unfortunately, the majority appear to be designed for organizations that require rebuilding efforts, or who will be upgrading their activities or increasing additional services and staff. To date, we have failed to qualify for the vast majority because of our non-profit charity status or the fact we do not have a "Recovery Program or activity" to direct the funds for. Our need is operational, with reduced revenues and ongoing expenses. This has prompted an increase to our efforts in lobbying our Provincial and Federal governments directly for additional support.

As you can see, we have a lot on our plate. However, our Board and staff recognize the importance of a healthy and financially stable Museum and Archives to our community and are working diligently to ensure our viability. We are confident that 2025 will be a watershed year with our Historical Society's Museum and Archives coming out stronger and reinvigorated for the future.

Thank you once again, and should you have any questions, please feel free to give me a call.

Sincerely,

A handwritten signature in black ink, appearing to read 'Steve Pavlov', with a long horizontal flourish extending to the right.

Steve Pavlov
President JYHS



DIRECTOR'S REPORT

Christine Nadon,

Director of Protective & Legislative Services

February 2025

Major Projects

- The residential space renovation project at the Fire Hall is progressing well and is currently ahead of schedule. Rescheduling trades to earlier dates may present some challenges. The demolition, mechanical, framing, drywall, mudding and first coat of paint are now complete. Flooring is next, followed by millwork, plumbing final scope, electrical and fire alarm final scope, paint final scope, and window treatments. The initial targeted completion date for the project was the end of April, 2025. The project is converting an existing 2-bedroom residential suite into a 4-bedroom suite for on-duty first responders at the station.
- The Protective Services team is spearheading a municipal After-Action Review following the 2024 Jasper Wildfire. First responders, staff and industry partners from across the province participated in a workshop held in Jasper in early February. The purpose of the project is to focus on future-oriented actions and changes required to improve emergency management and emergency service; build a fact-based accounting of the incident; provide an opportunity for the response community to debrief their experiences; and share lessons learned with other communities to contribute to better public safety. A final report is expected to be published by the end of April.
- Consolidating supports, planning and delivery of ongoing mental health programs for firefighters remains a priority. Recovery from the wildfire continues to pose challenges for our team, despite the supports and programs currently available. Our leadership team continues to listen, learn and adapt as we go along on the long road to recovery, supporting our volunteers and staff through various challenges. The service and sacrifice of our first responders, and the lasting effects of the incident on our team cannot be overstated.

Staffing

- The Bylaw Enforcement Service is recruiting for a Bylaw Enforcement Officer.
- The Fire Department is facing challenges recruiting a Captain of Prevention to support the department's leadership (officers) including filling Command shifts, completing fire inspections and investigations, public outreach and FireSmart initiatives.
- The Fire Department is currently employing eight term firefighters working a four days on, four days off schedule, providing coverage for Fire Department calls as our team recovers from the 2024 wildfire. The term firefighters are on stand-by overnight while on shift, providing guaranteed coverage for any emergencies in the Town of Jasper and Jasper National Park. The term firefighters' wages are covered by Disaster Recovery funding.
- A proposed plan for Fire Department staffing will be presented to Council in coming weeks.

Service Trends

- The Bylaw Enforcement Service and Legislative Services continue to see increased workloads and more complex files as we navigate recovery, demolition, rebuild and interim housing solutions. This includes public safety on sidewalks and parking lanes in demolition areas; anticipating challenges related to rebuild; enforcement considerations in new neighborhoods (interim housing); and increased correspondence and requests from the public. Our staff is developing strong relationships with JRCC and Urban Design and Standards teams to ensure service provision is as seamless and effective as possible.

Communications & Engagement

- A municipal election will be held on October 20, 2025. New legislative requirements from the provincial government include a voter registry, where residents will be encouraged to register in advance using the Voterlink platform. Public communications on this item are forthcoming.

JASPER RECOVERY COORDINATION CENTRE (JRCC)

- February 18, 2025

PROGRESS UPDATE

JRCC EXECUTIVE SUMMARY

- **Interim Housing:** The first units of interim housing have started to arrive to the four parcels in town. On schedule for occupancy for the first phase of tenants by the end of February
- **Demolition Permits:** 97% of demolition permits have been issued
- **Town Rebuild:** Since December 1, 2024: 110 pre-application meetings and responded to over 1000 emails and phone calls from Lessees and Contractors. Reduced requirements on compliance deposits and foundation permitting
- **Social Recovery:** Food bank trailer began operating Feb 13, 2025. First "Pathfinder" training sessions begin February 17. Initiating 6-months post-incident needs assessment
- **Economic Recovery:** Working on a Commerce Continuity Initiative to help businesses who lost commercial space. Council approved part 1 of 3 with the retail pop-up village
- **Communications:** Preparing a 'What We Heard Summary' on the December and January open houses by end of February

TRANSITIONAL ACCOMMODATIONS

- **57 households bridging to Interim Housing. During offer process for interim housing, 11 have chosen another alternative and aware of program end Feb 28**
 - 16 MoJ, 15 PC, 6 Health Care, 2 Education, 16 vulnerable
 - 17 Individuals, 17 couples, 22 families of three or more
 - 70 total reservations; 14 short term (10 former transitional, 4 MOJ)
 - Transitional accommodations organized through the MoJ will not involve cost recovery
 - Contingency plan in the works for potential gap between availability of Interim Housing and end of transitional accommodations program

INTERIM HOUSING

- Interim housing units arriving in Jasper and in process of being connected to utilities and configured onsite
- Parks Canada has procured over 300 interim housing units. This includes:
 - ✓ 200 duplex units most of which will be located on serviced land in town
 - ✓ 120 single unit dorm style camp to be located at Marmot Meadows
- Work is ongoing to finalize site layouts, facilitate unit installation and utility connections and address parking, amenity considerations and property management
- Eligibility and prioritization matrix for occupancy finalized, cost recovery model and rents are now public

DEBRIS MANAGEMENT

- **Demolition permits:** 97% of demolition permits have been issued: demolition permits have been issued for 348 of 358 primary structures representing 596 of the 615 dwelling units damaged/destroyed. Parks Canada remains in close contact with remaining leaseholders to assist with permitting
- **Illegal dumping:** Multiple reports of illegal dumping of debris have occurred, investigations are ongoing. Working collaboratively with partners and contractors to ensure proper processes are in place to safeguard the community from this in the future
- **On track for debris removal by Spring 2025:** Currently proceeding at a rate that matches our projections, enabling the town to be rebuild ready by May 2025
- **Post sampling and permit closure:** Anticipating the submission of post-debris removal sampling. Parks Canada is ready to review these reports and close demolition permits. This critical step signifies the site is rebuild ready

JOINT TOWN REBUILD

- **Responding to development inquiries and reviewing applications:**
 - First development permit for rebuild of a fire impacted property issued February 3, 2025
 - 110 pre-application meetings, +1000 emails/phone calls answered between Dec 1/24 to Feb 9/25
- **Streamlining the development review and approval process**
 - Compliance deposit requirements reduced
 - Requirement for foundation elevation checks eliminated
 - Updating policies for roof pitch requirements and the rules related to replacing mobile homes. Details on these updates available in March
- **Community support**
 - Hosted builders meeting on February 7, 2025
 - Builders guide drafted and circulated to builders for review

SOCIAL RECOVERY

- **Food bank:** The foodbank trailer is operational as of February 13, 2025
- **Recovery Pathfinders:** First "Pathfinder" training sessions to begin on February 17, with more sessions to follow. Additional cohorts of Pathfinders will be recruited for participation throughout the remainder of 2025
- **Needs assessment:** Preparing to launch a community needs assessment six months post event in collaboration with the Conference Board of Canada, the Canadian Red Cross and academic partners from Alberta Universities

ECONOMIC RECOVERY

- **Retail Pop-Up Village proposal:** Council approved a temporary retail village (May–October, 3 years, possible 2-year extension) to support businesses unable to rebuild before peak season
 - Goal: Keep businesses open, sustain economic diversity and reduce rebuilding barriers
 - Funding: Applied for support for operations, beautification and space activation
 - Part 1 of 3 phase Commerce Continuity Initiative
- **Local contractor and construction support:** working with BILD Alberta to support local contractors in the rebuild process
- **Business lunch and learn series exploration:** Exploring bringing in experts on Business Recovery topics for business owners to attend in late March or April

COMMUNICATIONS

- Preparing a 'What We Heard Summary' on the December and January open houses to share with the public by end of February
- Federal Ministerial Announcement on February 6, 2025, brought in five media outlets to Jasper and resulted in dozens of media articles about interim housing and EI benefit extensions
- Supporting interim housing direct communications to applicants
- Working on interim housing information pieces prior to occupancy
- Continue promoting drop-in hours for questions on rebuilding at the Parks Canada Admin Building and virtual until February 28, 2025

AGENDA ITEM 6.5

REQUEST FOR DECISION

Subject: Retirement Contributions Policy
From: Bill Given, Chief Administrative Officer
Reviewed by: Cindy Moretti, Human Resources Manager
Date: February 18, 2025



Recommendation:

- That Council approve Policy E-107 Retirement Contributions as presented.

Alternatives:

- That Council direct Administration to revise Policy E-107 and return to a future Committee meeting.
- That Council receive the report for information and take no further action

Background:

Policy [E-007 \(Local Authorities Pension Plan\)](#) was adopted on January 22, 2019. Under E-007 only continuous positions are eligible to participate in the LAPP program.

On December 17, 2024, Council approved the Municipality of Jasper's participation in a Group RRSP program through ABMunis, allowing for an employer-matching RRSP contribution program.

March 3, 2025, is the deadline for contributing to an RRSP for the 2024 tax year.

Discussion:

The Municipality of Jasper currently provides retirement benefits to eligible employees through the Local Authorities Pension Plan (LAPP) as outlined in Policy E-007. However, temporary employees, including those supporting the Jasper Recovery Coordination Centre (JRCC), have been unable to participate in LAPP due to their employment status. In order to recruit qualified staff for the JRCC the municipality needed to offer a competitive compensation package including some form of retirement savings. A number of JRCC staff were hired with the expectation that they could participate in an RRSP contribution program.

The existing Policy E-007 applies solely to LAPP and mandates pension contributions for employees in either full-time or part-time continuous positions.

The proposed Policy E-107 retains LAPP participation but introduces an employer-matching RRSP contribution program for employees ineligible for LAPP due to temporary status. Key changes include:

1. **Optional RRSP Program** – Employees meeting the criteria can voluntarily participate in an RRSP program, providing a supplementary retirement savings option.
2. **Flexibility in Benefits** – The policy allows for adaptation based on availability and specific eligibility criteria determined by municipal administration.

The associated administrative procedure outlines the features of the RRSP program. To qualify, employees must hold a term position of six months or longer, with employer contributions set at 5% of the employee's base salary.

Participation is optional, and contributions are considered taxable income but can be deducted from taxable income when filing a tax return. The benefit begins on the first day of eligible employment and ends when the employee's term concludes. The Human Resources (HR) Manager is responsible for administering the program, ensuring compliance, and managing contributions through payroll in coordination with the Finance department. The Municipality retains the right to review and adjust the program as needed.

Employees in positions lasting less than six months are not eligible to participate in either the LAPP or RRSP programs. Employees in positions of less than six months are excluded from LAPP and RRSP programs to ensure administrative efficiency and cost-effectiveness. Short-term employment results in frequent turnover, making enrollment, contribution tracking, and account management impractical within a brief period. Additionally, retirement savings programs are designed for sustained employment, ensuring contributions accumulate meaningful benefits. Extending employer-matching RRSP contributions to very short-term employees would create disproportionate administrative costs relative to the benefits provided.

The recommended approach of adopting Policy E-107, as it ensures equitable access to retirement savings benefits for all extended-term employees while maintaining fiscal responsibility. Furthermore, implementing the policy now allows eligible employees to contribute before the March 3, 2025, deadline, ensuring they receive the full financial advantage for the 2024 tax year.

If a decision is delayed, employees who would otherwise be eligible to participate may miss the opportunity to contribute in time for the 2024 tax year, which could significantly affect employee morale and retention within the JRCC.

Strategic Relevance:

- Nurture our most important relationships which are those within our organization, all of who share a commitment to best serve our community.

Inclusion Considerations:

The policy increases equity across different employment types. It addresses barriers to participation in employer-sponsored retirement plans, ensuring that employees who contribute to municipal operations for extended periods are not disadvantaged due to their temporary status.

Relevant Legislation:

- [Local Authorities Pension Plan Regulation \(AR 366/93\)](#)

Financial:

The estimated cost of extending the RRSP program to eligible employees is less than \$40,000, which can be accommodated within the approved 2025 budget. There are no anticipated additional funding requirements at this time.

Attachments:

- [Policy E-007 – Local Authorities Pension Plan](#)
- Proposed Policy E-107 – Retirement Contributions

Policy Title: LOCAL AUTHORITIES PENSION PLAN

Policy # E-007

Effective Date: January 22, 2019

Date adopted by Council: January 22, 2019



POLICY

Council values the service of municipal employees and recognizes the importance of retirement planning for the future.

The Municipality of Jasper shall provide a pension plan to all eligible employees through the Local Authorities Pension Plan (LAPP).

SCOPE

This policy shall apply to all municipal employees.

RESPONSIBILITY

Administration of this policy shall be the responsibility of the Manager of Human Resources and the Director of Finance and Administration, in accordance with the Alberta Pensions Services Corporation regulatory framework.

Policy Title: LAPP & Employer Matching RRSP Contributions

Policy #: E-107

Date adopted by Council:



1. POLICY STATEMENT

The Municipality of Jasper shall provide eligible employees with a secure and sustainable pension plan through the Local Authorities Pension Plan (LAPP), ensuring financial stability in retirement. In addition, the Municipality may offer a Registered Retirement Savings Plan (RRSP) Contribution Program under certain conditions as a supplementary retirement savings option. This policy aligns with the Municipality's commitment to supporting employee financial well-being while maintaining fiscal responsibility.

2. SCOPE

This policy applies to all eligible employees of the Municipality of Jasper. Participation in LAPP is mandatory for qualifying employees, while participation in an RRSP program is optional and subject to availability and specific eligibility criteria as determined by the Municipality through administrative procedure.

3. STANDARDS

3.1. Local Authorities Pension Plan (LAPP)

3.1.1. The Municipality shall enroll all eligible employees in the Local Authorities Pension Plan (LAPP) as required by plan regulations.

3.1.2. Contributions to LAPP shall be made by both the employee and the Municipality, in accordance with LAPP's prescribed contribution rates.

3.2. Employer RRSP Contributions

3.2.1. The Municipality may, at its discretion, offer RRSP contributions to certain employee groups who would not otherwise be eligible for enrolment in LAPP.

4. RESPONSIBILITIES

Council

Review and approve any revisions to this Policy.

CAO

Review and approve any procedures related to this Policy.

Directors and Managers

Carry out the policy based on established procedures.

Oversee employee enrollment in LAPP and any applicable RRSP matching program.

5. DEFINITIONS

"Local Authorities Pension Plan (LAPP)" A defined benefit pension plan for public sector employees in Alberta.

"Employer RRSP Contribution" A voluntary employer-sponsored benefit in which the employer contributes to an employee's RRSP, up to a specified limit.