

MUNICIPALITY OF JASPER
REGULAR COUNCIL MEETING AGENDA
February 20, 2024 | 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 20, 2024 attachment

Recommendation: That Council approve the agenda for the regular meeting of February 20, 2024 as presented.

3 APPROVAL OF MINUTES

3.1 Regular meeting minutes, January 16, 2024 attachment

Recommendation: That Council approve the minutes of the January 16, 2024 Regular Council meeting as presented.

3.2 Committee of the Whole meeting minutes, January 23, 2024 attachment

Recommendation: That Council approve the minutes of the February 13, 2024 Committee of the Whole meeting as presented.

3.3 Special Council meeting minutes, January 23, 2024 attachment

Recommendation: That Council approve the minutes of the January 23, 2024 Regular Council meeting as presented.

3.4 Committee of the Whole meeting minutes, February 13, 2024 attachment

Recommendation: That Council approve the minutes of the February 13, 2024 Committee of the Whole meeting as presented.

4 CORRESPONDENCE

4.1 Association of Mountain Park Protection and Enjoyment - Director Debbie Harsen

attachment *Recommendation: That Council receive the correspondence for information.*

5 DELEGATIONS

6 NEW BUSINESS

MUNICIPALITY OF JASPER
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6.1 Affordable Housing Advocacy attachment

Recommendation: That Council authorize the Mayor to write a letter to the Minister of Alberta Seniors, Community and Social Services requesting that the Government of Alberta affordable income thresholds for Jasper be increased to match those of Banff beginning in 2024.

6.2 Child Care Advocacy attachment

Recommendation: That Council approve the Early Learning and Child Care bilateral agreement advocacy approach as presented.

6.3 Childcare Space Creation Funding Advocacy Request for Decision to Alberta Municipalities Spring Municipal Leaders' Caucus attachment

Recommendation: That Council support submitting the attached Request for Decision to the Alberta Municipalities Spring Leaders' Caucus.

6.4 Jasper Municipal Housing Corporation Shareholder Policy attachment

Recommendation: That Council approve the Jasper Municipal Housing Corporation Shareholder Policy as presented.

6.5 Jasper Municipal Housing Corporation Shareholder Resolutions attachment

Recommendation: That Council approve the following shareholder resolution with amendments to the Unanimous Shareholders Agreement and Bylaw No. 1, as recommended by Committee;

- *Resolutions 2024-1, 2024-2 & 2024-3 (Unanimous Shareholders Agreement)*
- *Resolution 2024-4 (Election of Directors)*
- *Resolution 2024-5 (JMHC Corporate By-law No. 1)*
- *Resolution 2024-6 (Ratification of Director's Acts)*
- *Resolution 2024-7 (Change of Directors)*

6.6 Jasper Municipal Housing Corporation – Director Appointments attachment

Committee Recommendation: That Council, representing the Municipality of Jasper as sole JMHC Shareholder, appoint the following individuals, to the Jasper Municipal Housing Corporation Board of Directors:

- 1. Councillors Scott Wilson and Rico Damota – October 2023 to November 15, 2025*
- 2. Nadine McIsaac, Edward Archibald, Laurie Rodger, Serge Martin and Andrea Ziegler –February 20, 2024 to March 1, 2026*

6.7 Community & Economic Development Policy Review attachment

Recommendation: That Council amend the Community and Economic Development Fund Policy B-117 as presented.

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6.8 Paid Parking 2024

Recommendation: That Council increase the paid parking rates to \$4.50/h on-street, and \$3.50/h or \$17/day in parking lots.

6.9 Communities in Bloom Appointments

attachment

Human Resources Committee Recommendation: That Council appoint Danny Frechette, Sarah Fougere, and Shelley Koebel to the Communities in Bloom Committee for a term commencing January 1, 2024 and concluding December 31, 2025.

7 NOTICES OF MOTION

8 COUNCILLOR REPORTS

[8.1 Council's appointments to boards and committees](#)

9 UPCOMING EVENTS

NETMA – 5-7pm, February 21, Municipality of Jasper Operations Building, 3 Compound Road
Jasper Park Chamber of Commerce General Meeting – 7:30am, February 21, Wicked Cup
[Coldest Night of the Year](#) – 4:00-7:00pm, February 24, Jasper Activity Centre
Strategic Priorities Review – February 29 to March 1, Pyramid Lake Lodge
Lever du Drapeau Franco-Albertain – 10:45am, March 8, École Jasper Elementary School

10 ADJOURNMENT

Recommendation: That, there being no further business, the regular meeting of February 20, 2024 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, January 16, 2024 | 1:30 pm
 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 Scott Wilson, Councillors Wendy Hall, Helen Kelleher-Empey, and Kathleen Waxer

Absent Councillors Ralph Melnyk and Rico Damota

Also present Bill Given, Chief Administrative Officer
 Natasha Malenchak, Director of Finance & Administration
 Christopher Read, Director of Community Development
 Mathew Conte, Jasper Fire Department, Fire Chief
 Amanda Stevens, Communications Manager
 Emma Acorn, Legislative Services Coordinator
 Jeff Wilson, The Men’s Shed
 Peter Shokeir, The Fitzhugh
 38 observers

Call to order Mayor Ireland called the January 16, 2024 Regular Council meeting to order at 1:30pm and began with a [Traditional Land Acknowledgement](#). He also welcomed teacher Heidi Konsgrud and her Grade Six class who attended the meeting to observe as part of their Social Studies curriculum.

Additions or Deletions MOTION by Councillor Hall– BE IT RESOLVED that Council amend the agenda for the January 16, 2024 Regular Council meeting by adding the following items:

- #10/24
- 6.7 Transit Service Standards
 - 6.8 Community Engagement
 - 6.9 Conference attendance CMHC
 - 5.1 Jeff Wilson - Men’s Shed

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|---------------|---------------|---------|
| FOR | AGAINST | |
| 5 Councillors | 0 Councillors | CARRIED |

Approval of agenda #11/24 MOTION by Councillor Wilson – BE IT RESOLVED that Council approve the agenda for the January 16, 2024 Regular Council meeting as amended:

- Add 6.7 Transit Service Standards
- Add 6.8 Community Engagement
- Add 6.9 Conference attendance CMHC
- Add 5.1 Jeff Wilson - Men’s Shed

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|---------------|---------------|---------|
| FOR | AGAINST | |
| 5 Councillors | 0 Councillors | CARRIED |

Approval of Regular minutes #12/24 MOTION by Councillor Waxer – BE IT RESOLVED that Council approve the minutes of the December 19, 2023 Regular Council meeting as presented.

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| FOR | AGAINST | |
| 5 Councillors | 0 Councillors | CARRIED |

Approval of Committee of the Whole minutes #13/24 MOTION by Councillor Wilson – BE IT RESOLVED that Council approve the minutes of the January 9, 2024 Committee of the Whole meeting as presented.

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| FOR | AGAINST | |
| 5 Councillors | 0 Councillors | CARRIED |

Correspondence none

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|---|---|--------------------------|---------|
| Delegations – Jeff Wilson | Resident Jeff Wilson; who presented at the November 7, 2023 Regular meeting, returned to provide an update to Council, and make a request for information regarding possible locations for a Men’s Shed. | | |
| #14/24 | MOTION by Councillor Wilson – BE IT RESOLVED that Council direct Administration to investigate the costs associated with providing municipal water and wastewater at the two proposed locations; and any ideas for alternative locations, for the Men’s Shed, and report back at a future Committee of the Whole meeting. | | |
| | FOR 5 Councillors | AGAINST 0 Councillors | CARRIED |
| Supplementary Assessment of Improvements and Supplementary Tax Bylaws | MOTION by Councillor Kelleher-Empey – BE IT RESOLVED that Council read for the first time, Bylaw #257, being a bylaw of the Specialized Municipality of Jasper in the province of Alberta to authorize the supplementary assessment of improvements for the taxation year 2024. | | |
| #15/24 | FOR 5 Councillors | AGAINST 0 Councillors | CARRIED |
| #16/24 | MOTION by Councillor Wilson – BE IT RESOLVED that Council read for the second time, Bylaw #257, being a bylaw of the Specialized Municipality of Jasper in the province of Alberta to authorize the supplementary assessment of improvements for the taxation year 2024. | | |
| | FOR 5 Councillors | AGAINST 0 Councillors | CARRIED |
| #17/24 | MOTION by Councillor Kelleher-Empey – BE IT RESOLVED that Council read for the first time, Bylaw #258, being a bylaw of the Specialized Municipality of Jasper in the province of Alberta to authorize the imposition of a supplementary tax for the taxation year 2024. | | |
| | FOR 5 Councillors | AGAINST 0 Councillors | CARRIED |
| #18/24 | MOTION by Councillor Waxer – BE IT RESOLVED that Council read for the second time, Bylaw #258, being a bylaw of the Specialized Municipality of Jasper in the province of Alberta to authorize the imposition of a supplementary tax for the taxation year 2024. | | |
| | FOR 5 Councillors | AGAINST 0 Councillors | CARRIED |
| Utilities Fees Levy and Collection Bylaw 2024 | Mr. Given and Natasha Malenchak, Director of Finance & Administration, reviewed the Utilities Fees Levy and Collection Bylaw and gave a recap of budget discussions held this past fall. | | |
| #19/24 | MOTION by Councillor Wilson – BE IT RESOLVED that Council read for the first time, Bylaw #259, being a bylaw of the Specialized Municipality of Jasper in the province of Alberta to provide for the levying and collection of fees for the provision of water, sewer, solid waste and recycling services in 2024. | | |
| | FOR 5 Councillors | AGAINST 0 Councillors | CARRIED |
| #20/24 | MOTION by Councillor Hall – BE IT RESOLVED that Council read for the second time, Bylaw #259, being a bylaw of the Specialized Municipality of Jasper in the province of Alberta to provide for the levying and collection of fees for the provision of water, sewer, solid waste and recycling services in 2024. | | |
| | FOR 5 Councillors | AGAINST 0 Councillors | CARRIED |

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| Director's Report – Finance & Administration | Council received a report from Director of Finance & Administration, Natasha Malenchak, highlighting the recent work accomplished in major projects, staffing, and communications. | | | |
| #21/24 | MOTION by Councillor Wilson – BE IT RESOLVED that Council receive the report for information. | | | |
| | FOR 5 Councillors | AGAINST 0 Councillors | | CARRIED |
| National Immigration Project, Local Immigration Project, and Settlement Services Renewals Support #22/24 | MOTION by Councillor Waxer – BE IT RESOLVED that Council approve submitting an application to continue the partnership with Immigration Refugees and Citizenship Canada (IRCC) to deliver existing and expanded national, regional, and local services for another 5-year term. | | | |
| | FOR 5 Councillors | AGAINST 0 Councillors | | CARRIED |
| Jasper-Hakone Committee Recommendations | The Jasper-Hakone Committee met on January 9, 2024 to discuss the possibility of a delegation to Hakone in the fall of 2024; the terms of reference for the Committee; and the student exchange. They presented their recommendations to Council. | | | |
| #23/24 | MOTION by Councillor Kelleher-Empy – BE IT RESOLVED that Council approve the 2024 delegation to Hakone; and That Council authorize the Mayor to write a letter to Tourism Jasper inviting them to formally participate the Hakone delegation, from November 1- November 4, 2024. | | | |
| | FOR 5 Councillors | AGAINST 0 Councillors | | CARRIED |
| #24/24 | MOTION by Councillor Waxer – BE IT RESOLVED that Council discontinue the Jasper-Hakone student exchange program permanently. | | | |
| | FOR 5 Councillors | AGAINST 0 Councillors | | CARRIED |
| #25/24 | MOTION by Councillor Kelleher-Empy – BE IT RESOLVED that Council appoint Councillor Waxer to act as the chair of the Jasper-Hakone Committee until the next Organizational Meeting. | | | |
| | FOR 5 Councillors | AGAINST 0 Councillors | | CARRIED |
| Recess | Mayor Ireland called a recess from 2:48pm to 2:58pm. | | | |
| Alberta Tourism Advocacy Summit #26/24 | MOTION by Councillor Kelleher-Empy – BE IT RESOLVED that Council approve the attendance of the Mayor and Councillor Hall at the Alberta Tourism Advocacy Summit in Edmonton February 4-6, 2024. | | | |
| | FOR 5 Councillors | AGAINST 0 Councillors | | CARRIED |
| #27/24 | MOTION by Councillor Kelleher-Empy – BE IT RESOLVED that Council cancel the February 6, 2024 Regular meeting due to an anticipated lack of Quorum; and That Council call a Special meeting for January 23, 2023, following the Committee of the Whole meeting to address time sensitive bylaws. | | | |
| | FOR | AGAINST | | |

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| | 5 Councillors | 0 Councillors | CARRIED |
| Transit Service Standards | Challenges for the transit system during the recent deep freeze led to questions about service standards. Administration did indicate there was a report already scheduled to come to the next Committee meeting with recommendations for the transit system and policy development. | | |
| #28/24 | MOTION by Councillor Waxer – BE IT RESOLVED that Council direct Administration to add Transit Service Standards to the January 23, 2024 Committee of the Whole meeting agenda. | | |
| | FOR 5 Councillors | AGAINST 0 Councillors | CARRIED |
| Community Engagement | Council discussed the various opportunities for engagement opportunities with residents. Community dinners, Community Conversations, and other methods of reaching out were discussed. | | |
| Conference attendance CMHC | Councillor Wilson; who acts as the Chair of the Jasper Municipal Housing Corporation as one of his Council board appointments, requested Council approval for his attendance at a related event. | | |
| #29/24 | MOTION by Councillor Wilson – BE IT RESOLVED that Council approve the attendance of Councillor Wilson at the 2024 National Housing Conference hosted by the Canada Mortgage and Housing Corporation in Ottawa March 18-19, 2024. | | |
| | FOR 5 Councillors | AGAINST 0 Councillors | CARRIED |
| Notices of Motion | none | | |
| Councillor Reports | <p>Councillor Waxer has begun work on the Communities in Bloom Committee and has reached out to the provincial office on the program for more information.</p> <p>Councillors Wilson and Waxer attended the Adults Community Conversation last Wednesday.</p> <p>Mayor Ireland and Councillor Waxer attended the Seniors Community Conversation last Wednesday.</p> <p>Councillor Waxer attended the Early Childhood Community Conversation last Wednesday.</p> | | |
| Upcoming events | Council received a list of upcoming events for information. | | |
| Adjournment #30/24 | MOTION by Councillor Kelleher-Empey – BE IT RESOLVED that, there being no further business, the Regular Council meeting of January 16, 2024 be adjourned at 3:33pm. | | |
| | FOR 5 Councillors | AGAINST 0 Councillors | CARRIED |

Mayor

Chief Administrative Officer

Municipality of Jasper
Committee of the Whole Meeting Minutes
 Tuesday, January 23, 2024 | 9:30am
 Jasper Library and Cultural Centre, Quorum Room

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| 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 Scott Wilson, Councillors Rico Damota, Helen Kelleher-Empey, Kathleen Waxer, Wendy Hall, and Ralph Melnyk | | |
| Absent | none | | |
| Also present | Bill Given, Chief Administrative Officer Natasha Malenchak, Director of Finance & Administration Christopher Read, Director of Community Development Mathew Conte, Jasper Fire Department, Fire Chief Lisa Daniel, Childcare Services Manager Leanne Pelletier, Municipal Housing Coordinator Amanda Stevens, Communications Manager Emma Acorn, Legislative Services Coordinator Pattie Pavlov & Sandra Coombe, Jasper Park Chamber of Commerce Peter Shokeir, The Fitzhugh Bob Covey, The Jasper Local 31 observers | | |
| Call to Order | Deputy Mayor Wilson called the January 23, 2024 Committee of the Whole meeting to order at 9:30am. | | |
| Additions/ deletions to the agenda #31/24 | MOTION by Councillor Kelleher-Empey that Committee add the following items to the January 23, 2024 Committee of the Whole meeting agenda: <ul style="list-style-type: none"> • 7.7 Crosswalks near School Zones • 7.8 Update on information request from Provincial Government • 10.1 In-camera item - Intergovernmental Matters FOIP s. 21(1)(a)(i) | | |
| | FOR 7 Councillors | AGAINST 0 Councillor | CARRIED |
| Approval of agenda #32/24 | MOTION by Councillor Hall that Committee approve the agenda for the January 23, 2024 Committee of the Whole meeting as amended. | | |
| | FOR 7 Councillors | AGAINST 0 Councillor | CARRIED |
| Business arising from January 9, 2024 minutes | none | | |

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| Delegations – Jasper Park Chamber of Commerce | Pattie Pavlov, Executive Director of Jasper Park Chamber of Commerce, shared concerns regarding the Public Transit Services and asked for any updates that could be shared with the public regarding future grants and projects. Ms. Pavlov did note that many concerns were addressed in the Transit Service Update report which is part of today’s agenda package. | | |
| Correspondence | none | | |
| Transit Service Standards | Councillor Waxer shared her concerns with Transit Service standards and vulnerable residents. | | |
| Transit Service Update | Committee received an update from Administration regarding the Transit Service. CAO Bill Given shared information on major projects, grant funding, service statistics, and ongoing work with communications and engagement. | | |
| Recess | Deputy Mayor Wilson called a recess from 10:53am to 11:36am to allow for the Special Council meeting which was called on January 16, 2024 at the Regular Council meeting. | | |
| Transit Service Update continued | The meeting resumed with a discussion on policy development for transit service standards. Deputy Mayor Wilson offered attendees in the gallery a chance to speak to the Transit Service update. Sandra Coombe, of the Jasper Park Chamber of Commerce, took the opportunity to ask questions and share her concerns. | | |
| #38/24 | <p>MOTION by Councillor Hall that Committee receive the Transit Service Update (September to December 2023) for information; and</p> <p>That Committee direct Administration to develop a Transit Service Standards Policy and return to a future Committee of the Whole meeting.</p> | | |
| | FOR 7 Councillors | AGAINST 0 Councillor | CARRIED |
| Recess | Deputy Mayor Wilson called a recess from 12:15pm to 1:15pm. | | |
| Crisis Team Jasper Society (CTJS) Funding Agreements | Committee received a report from Administration with draft funding agreements with CTJS for consideration. Director of Community Development, Christopher Read, reviewed the history of crisis intervention services in Jasper. | | |
| #39/24 | <p>MOTION by Mayor Ireland that Committee authorize Administration to enter into an F-104 Funding Agreement with the Crisis Team Jasper Society for After-Hours Crisis Response, substantially in the form presented and adjusted at the Committee of the Whole meeting on January 23, 2024.</p> | | |
| | FOR 3 Councillors (Ireland, Waxer, Melnyk) | AGAINST 4 Councillors | DEFEATED |

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| #40/24 | MOTION by Mayor Ireland that Committee authorize Administration to enter into F-104 Funding Agreements with the Crisis Team Jasper Society for Development and Implementation of a Crisis Team Advocate Recruitment and Training Program, substantially in the form presented at the Committee of the Whole meeting January 23, 2024. | FOR 6 Councillors | AGAINST 1 Councillor (Damota) | CARRIED |
| Meeting Extension #41/24 | MOTION by Councillor Melnyk at 2:59pm that Committee extend the January 23, 2024 Committee of the Whole meeting beyond four hours. | FOR 7 Councillors | AGAINST 0 Councillors | CARRIED |
| Recess | Deputy Mayor Wilson called a recess from 2:59pm to 3:09pm. | | | |
| Child Care Advocacy | Director of Community Development, Christopher Read, and Childcare Services Manager, Lisa Daniel, presented a report to Committee on child care capacity and affordability in Jasper. Along with recommendations for moving forward, they also provided updates on the Government of Alberta announcing new affordability grant rates in December 2023 and the effects of these changes. | | | |
| #42/24 | MOTION by Councillor Damota that Committee recommend Council approve the Early Learning and Child Care bilateral agreement advocacy approach as presented. | FOR 7 Councillors | AGAINST 0 Councillor | CARRIED |
| Affordable Housing Advocacy | Committee received recommendations from Administration regarding affordable housing advocacy for Jasper. Mr. Given and Municipal Housing Coordinator, Leanne Pelletier shared information on the Core Needs Income Threshold used by the Alberta Community Housing program to determine an applicant's eligibility for affordable housing. | | | |
| #43/24 | MOTION by Councillor Kelleher-Empey that Committee recommend Council authorize the Mayor to write a letter to the Minister of Alberta Seniors, Community and Social Services requesting that the Government of Alberta affordable income thresholds for Jasper be increased to match those of Banff beginning in 2024. | FOR 7 Councillors | AGAINST 0 Councillor | CARRIED |
| Jasper Municipal Housing Corporation Shareholder Policy | Committee received a draft Jasper Municipal Housing Corporation Shareholder Policy from Administration for consideration. | | | |
| #44/24 | MOTION by Councillor Melnyk that Committee recommend Council approve the Jasper Municipal Housing Corporation Shareholder Policy as presented. | | | |

FOR 7 Councillors AGAINST 0 Councillor CARRIED

Crosswalks near School Zones #45/24 MOTION by Councillor Damota that Committee refer the matter of pedestrian safety at the crosswalks on Bonhomme Street adjacent to the sports fields and the Southview Co-ops to the Traffic Advisory Committee.

FOR 7 Councillors AGAINST 0 Councillor CARRIED

Update on Province's Information Request The Province of Alberta has asked all municipalities to report on agreements they have with the federal government. Committee requested an update from Administration on this task. Mr. Given has met with representatives of the Provincial Government and the CAO of Banff to clarify the scope of what information is required.

Motion Action List Administration reviewed the Motion Action List.

#46/24 MOTION by Councillor Hall that Committee approve the updated Motion Action List with the removal of the following items:

- Child Care Advocacy
- Hakone, Japan Initiatives
- Crisis Team Jasper Society

And date changes for the following item:

- Paid Parking Correspondence

FOR 7 Councillors AGAINST 0 Councillors CARRIED

Councillor upcoming meetings Councillor Kelleher-Empey will be attending a meeting of the Trans Canada Yellowhead Highway Association this Friday.

Councillor Damota asked Committee if the next Legislative Committee meeting had been rescheduled. No decision has been reached.

Mayor Ireland and Mr. Given have a meeting with ATCO Electric scheduled for this Friday.

Mayor Ireland and Mr. Given will be meeting on Monday with their counterparts from Banff, Canmore, Drumheller, and Sylvan Lake to discuss the resort status initiative.

Councillor Hall and Councillor Melnyk attended a session with Community Futures West Yellowhead this past Thursday in Hinton.

Councillor Hall has training with the Yellowhead Regional Library this Monday.

Upcoming Events Council reviewed a list of upcoming events.

In-camera
#47/24

MOTION by Councillor Kelleher-Empy to move in-camera at 4:04pm to discuss added agenda item:

- 10.1 Intergovernmental Matter FOIP s. 21(1)(a)(i)

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| FOR | AGAINST | |
| 7 Councillors | 0 Councillors | CARRIED |

Move out of
camera
#48/24

Mr. Given and Ms. Acorn also attended the in-camera session.

MOTION by Councillor Melnyk to move out of camera at 4:33pm.

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| FOR | AGAINST | |
| 6 Councillors | 0 Councillors | CARRIED |

Councillor Damota was absent for the vote

Adjournment
#49/24

MOTION by Councillor Hall that, there being no further business, the Committee of the Whole meeting of January 23, 2024 be adjourned at 4:33pm.

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| FOR | AGAINST | |
| 6 Councillors | 0 Councillors | CARRIED |

Councillor Damota was absent for the vote.

Municipality of Jasper
Special Council Meeting Minutes
 Tuesday, January 23, 2024 | 11:00 am
 Jasper Library and Cultural Centre, Quorum Room

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|--|--|--------------------------|---------|
| 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 Scott Wilson, Councillors Wendy Hall, Kathleen Waxer, Helen Kelleher-Empey, Ralph Melnyk, and Rico Damota | | |
| Absent | none | | |
| Also present | Bill Given, Chief Administrative Officer Natasha Malenchak, Director of Finance & Administration Christopher Read, Director of Community Development Mathew Conte, Jasper Fire Department, Fire Chief Lisa Daniel, Childcare Services Manager Leanne Pelletier, Municipal Housing Coordinator Amanda Stevens, Communications Manager Emma Acorn, Legislative Services Coordinator Pattie Pavlov & Sandra Coombe, Jasper Park Chamber of Commerce Peter Shokeir, The Fitzhugh Bob Covey, The Jasper Local 27 observers | | |
| Call to order | Mayor Ireland called the January 23, 2024 Special Council meeting to order at 11:00am. | | |
| Additions or Deletions | Council agreed to add item 3.1.1 to the agenda in order to allow Jasper resident, Erik Dietiker, speak to Council regarding utility fees. | | |
| Approval of agenda #33/24 | MOTION by Councillor Hall that Council approve the agenda for the January 23, 2024 Special Council meeting as amended. <ul style="list-style-type: none"> • Add 3.1.1 Delegations – Erik Dietiker | | |
| | FOR 7 Councillors | AGAINST 0 Councillors | CARRIED |
| Supplementary Assessment of Improvements and Supplementary Tax Bylaws #34/24 | MOTION by Councillor Kelleher-Empey that Council read for the third time, Bylaw #257, being a bylaw of the Specialized Municipality of Jasper in the province of Alberta to authorize the supplementary assessment of improvements for the taxation year 2024. | | |
| | FOR 7 Councillors | AGAINST 0 Councillors | CARRIED |
| #35/24 | MOTION by Councillor Hall that Council read for the third time, Bylaw #258, being a bylaw of the Specialized Municipality of Jasper in the province of Alberta to authorize the imposition of a supplementary tax for the taxation year 2024. | | |
| | FOR 7 Councillors | AGAINST 0 Councillors | CARRIED |
| Delegations – Erik Dietiker | Jasper resident, Erik Dietiker, shared his concerns regarding utility and recycling fees. Council and Administration discussed the details of the current utility model and expressed an interest in having a workshop or a session during the next Strategic Planning sessions to further discuss the model. | | |
| Utilities Fees Levy and Collection Bylaw 2024 #36/24 | MOTION by Councillor Wilson that Council read for the third time, Bylaw #259, being a bylaw of the Specialized Municipality of Jasper in the province of Alberta to provide for the levying and collection of fees for the provision of water, sewer, solid waste and recycling services in 2024. | | |

FOR
6 Councillors

AGAINST
1 Councillor
(Damota)

CARRIED

Adjournment
#37/24

MOTION by Councillor Hall – BE IT RESOLVED that, there being no further business, the Special Council meeting of January 23, 2024 be adjourned at 11:35am.

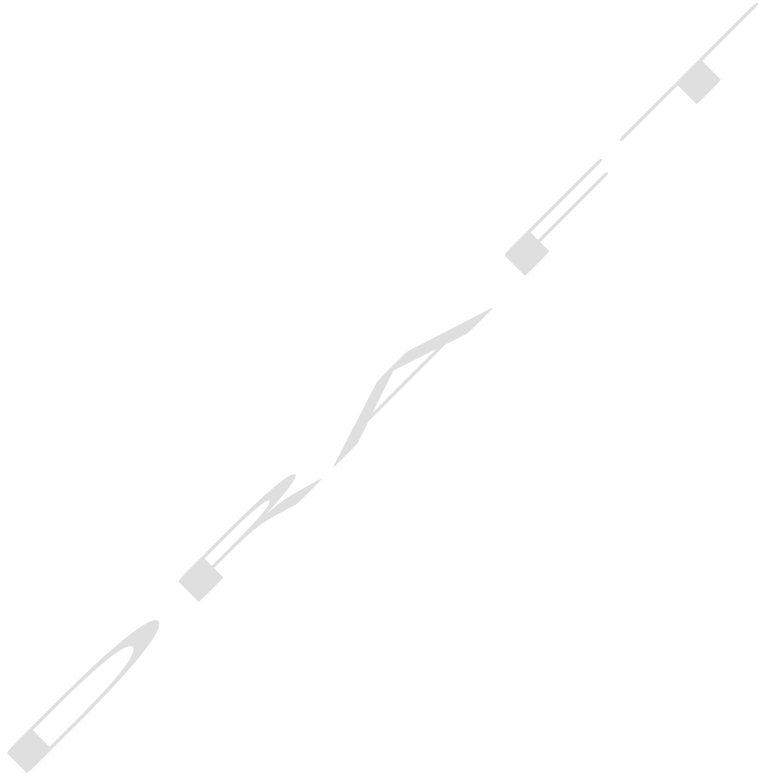
FOR
7 Councillors

AGAINST
0 Councillors

CARRIED

Mayor

Chief Administrative Officer



Municipality of Jasper
Committee of the Whole Meeting Minutes
Tuesday, February 13, 2024 | 9:30am
Jasper Library and Cultural Centre, Quorum Room

| | |
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| 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 Scott Wilson, Councillors Kathleen Waxer, Wendy Hall, Helen Kelleher-Empy and Ralph Melnyk |
| Absent | Councillor Rico Damota |
| Also present | Bill Given, Chief Administrative Officer Natasha Malenchak, Director of Finance & Administration Leanne Pelletier, Municipal Housing Coordinator Emma Acorn, Legislative Services Coordinator Katy Poirier, Protective Services Coordinator Lisa Darrah and Hannah Basso, Crisis Team Jasper Society Brooklyn Rushton, Tourism Jasper Peter Shokeir, The Fitzhugh Bob Covey, The Jasper Local 13 observers |
| Call to Order | Deputy Mayor Wilson called the February 13, 2024 Committee of the Whole meeting to order at 9:30am. |
| Additions/deletions to the agenda | none |
| Approval of agenda #38/24 | MOTION by Councillor Kelleher-Empy that Committee approve the agenda for the February 13, 2024 Committee of the Whole meeting as presented. FOR 5 Councillors AGAINST 0 Councillor CARRIED |
| Business arising from January 23, 2024 minutes | Committee shared updates on meetings over the past three weeks which were referenced in the upcoming events of the minutes, including meetings with ATCO and separate unrelated meetings with municipalities involved in the resort town status initiative. |
| Delegations – Crisis Team Jasper Society | Committee received a presentation from Lisa Darrah and Hannah Basso of the Crisis Team Jasper Society. Ms. Darrah provided background information on previous funding requests; updates to staffing and services provided; recent changes to provincial regulations, services, and funding; and shared hopes for moving forward with a F-104 agreement with the Municipality of Jasper. |

| | | | | |
|---|---|---------------------------------------|-------------------------------------|----------|
| Derelict Properties on Connaught Drive #43/24 | MOTION by Councillor Melnyk that Committee direct Administration to add a discussion about vacant commercial and residential properties to the next Intergovernmental Governmental meeting. | FOR 6 Councillors | AGAINST 0 Councillor | CARRIED |
| Tourism Jasper Destination Stewardship Plan | Committee received a report from Administration detailing the items in the Tourism Jasper Destination Stewardship Plan which are most relevant to the municipality; the roles the municipality is likely to play; and the activities either currently underway or planned. Tourism Jasper representative Brooklyn Rushton attended and spoke to the next steps they are planning for this year. | | | |
| #44/24 | MOTION by Councillor Waxer that Committee receive the Destination Stewardship Plan Alignment Review report for information. | FOR 6 Councillors | AGAINST 0 Councillor | CARRIED |
| Paid Parking 2024 | Committee received a paid parking wrap-up report from Administration reviewing the past year, including an analysis from HotSpot covering May to October 2023. CAO Given also provided recommendations and alternatives for Paid Parking 2024. | | | |
| #45/24 | MOTION by Councillor Hall that Committee recommend Council expand the paid parking program to year-round operations. | FOR 2 Councillors (Hall, Waxer) | AGAINST 4 Councillors | DEFEATED |
| #46/24 | MOTION by Councillor Hall that Committee recommend Council increase the paid parking rates to \$4.50/h on-street, and \$3.50/h or \$17/day in parking lots. | FOR 5 Councillors | AGAINST 1 Councillor (Wilson) | CARRIED |
| #47/24 | MOTION by Councillor Waxer that Committee direct Administration to designate a bus drop-off zone on Hazel Avenue adjacent to the RV parking lot. | FOR 6 Councillors | AGAINST 0 Councillor | CARRIED |
| #48/24 | MOTION by Councillor Waxer that Committee direct Administration to reconfigure the Connaught Drive 200-block parking lot to turn oversized parking stalls into regular sized paid parking stalls. | FOR | AGAINST | |

- Habitat for the Arts

| | | |
|---------------|---------------|---------|
| FOR | AGAINST | |
| 6 Councillors | 0 Councillors | CARRIED |

Councillor
upcoming
meetings

Councillor Melnyk will be attending the monthly museum meeting tonight and a Community Futures West Yellowhead training session on Thursday.

Councillor Kelleher-Empey has an Evergreens Foundation meeting this week.

Councillor Hall will be attending a Library Board meeting this evening and a Legislative Committee meeting next Tuesday morning.

Councillor Waxer will be attending the “Refocusing Alberta’s Healthcare System Community Consultation Session” this evening, and tomorrow will be at the Early Childhood Community Conversation.

Mayor Ireland plans to attend the upcoming Jasper-Hakone Committee meeting later this afternoon and a meeting of the West Yellowhead Regional Waste Management Authority tomorrow.

Upcoming Events

Council reviewed a list of upcoming events.

In-camera
#53/24

MOTION by Councillor Kelleher-Empey to move in-camera at 1:44pm to discuss:

- Jasper Municipal Housing Corporation Director Selection FOIP s. 19(1)

| | | |
|---------------|---------------|---------|
| FOR | AGAINST | |
| 6 Councillors | 0 Councillors | CARRIED |

Mr. Given, Ms. Pelletier, and Ms. Acorn also attended the in-camera session.

Move out of
camera
#54/24

MOTION by Councillor Hall to move out of camera at 2:16pm.

| | | |
|---------------|---------------|---------|
| FOR | AGAINST | |
| 6 Councillors | 0 Councillors | CARRIED |

#55/24

MOTION by Mayor Ireland that Committee direct Administration to follow up with identified applicants and report back to Council at the first opportunity.

| | | |
|---------------|---------------|---------|
| FOR | AGAINST | |
| 6 Councillors | 0 Councillors | CARRIED |

Adjournment
#56/24

MOTION by Councillor Kelleher-Empey that, there being no further business, the Committee of the Whole meeting of February 13, 2024 be adjourned at 2:17pm.

| | | |
|---------------|---------------|---------|
| FOR | AGAINST | |
| 6 Councillors | 0 Councillors | CARRIED |

AGENDA ITEM 4.1



February 14, 2024

Richard Ireland
Mayor, Municipality of Jasper
303 Pyramid Lake Rd, Jasper, AB
T0E 1E0

Subject: Funding for study on the Icefields Parkway

Dear Mayor Ireland,

In April of 2023, AMPPE held a session in Jasper with its members, to discuss and determine which issues were most impacting Jasper's visitor experience. The intention was for this feedback to help guide AMPPE's advocacy direction for the coming year.

While a number of issues were brought forward, after a full day of discussion and private interviews with a variety of local business leaders, one issue continued to rise to the forefront – the Icefields Parkway. Stakeholders recounted numerous issues on the Parkway including, permitted access, winter road maintenance, cell reception, avalanche control operations and Parks Canada's communication with stakeholders. As a result of this feedback, AMPPE's Board has fully committed to making the Icefields Parkway a priority within its advocacy program.

To identify the root of the issue and to obtain data-driven evidence to help create recommendations, AMPPE obtained a proposal for a study from Jasper-based transportation engineering consultant Erin Toop of Toop Consulting and her colleague Golnaz Azimi of Azimi Consulting. The cost for the study is \$19,000 plus GST. As AMPPE operates on a break-even basis, we must attract funding for this project from members.

Recognizing the importance of this study to Jasper's tourism operators, Tourism Jasper has committed to fund one third of the costs for the study (about \$6,400 plus GST).



**ADVOCATES FOR WORLD-CLASS VISITOR
EXPERIENCE IN CANADA'S MOUNTAIN NATIONAL PARKS**

We are writing to the Municipality of Jasper in hopes of obtaining the remaining two thirds of the study cost, \$12, 700 plus GST.

The study prepared by the consultants focuses on the first step of developing the advocacy strategy, which is establishing the baseline, understanding the current situation, and identifying the challenges and opportunities. The focus of this work will be on articulating the needs of the members and their challenges and identifying the current gaps, so that this information could be effectively communicated and presented to federal decision-makers. The study is attached for your reference.

AMPPE already employs a government relations team who, along with AMPPE's Executive Director, will use the information generated by this study to better formulate and articulate recommendations for improvement to the aspects mentioned regarding the Icefield Parkway. Currently, the information we do have is anecdotal. To be successful, we require data and facts to formulate fulsome arguments. The data and results derived from the study would be shared with the Municipality and Tourism Jasper and would add to Jasper's existing data pool.

I welcome any questions you may have about this project and would also be happy to discuss this at a Council meeting.

Please contact me at director@amppe.org or by telephone 587-335-0829. We look forward to making headway on this important project.

Sincerely,



Debbie Harksen
Director, Association of Mountain Park Protection and Enjoyment (AMPPE)
587 335 0829
director@amppe.org
www.amppe.org

cc: Bill Given and Tyler Riopel



**ADVOCATES FOR WORLD-CLASS VISITOR
EXPERIENCE IN CANADA'S MOUNTAIN NATIONAL PARKS**

Azimi Consulting Ltd.
13322 109b Ave.
Edmonton, AB T5M 2K5



Toop Consulting Ltd.
P.O. Box 3328
Jasper, AB T0E 1E0

toopconsulting

October 31, 2023

Association of Mountain Parks Protection and Enjoyment

PO Box 2999
Banff, Alberta T1L 1C7

Attention: Debbie Harksen

Via email : debbie@amppe.org

RE: Strategic Support for Icefields Parkway – Part 1

Following our meetings on May 5th and October 20th, 2023, we have prepared this work program to assist the Association of Mountain Parks Protection and Enjoyment (AMPPE) in preparing their approach for presenting the needs of their members regarding the Icefields Parkway to Parks Canada. This work program focuses on the first step of developing the strategy, which is establishing the baseline, understanding the current situation, and identifying the challenges and opportunities. The focus of this work will be on articulating the needs of the members and their challenges and identifying the current gaps, so that this information could be effectively communicated and presented to AMPPE members and Parks Canada.

AMPPE is also interested in opportunities to enhance cycling as an experience on the Icefields Parkway corridor as well as more broadly between the major Mountain Park destinations like Banff, Lake Louise and Jasper. This work will also include the first step of developing a cycling strategy, based on our understanding of alignment between AMPPE and Parks Canada, and consideration for other partners and existing active transportation funding opportunities.

Engaging Parks Canada early in the process could open the door for future alignment on the outcomes of an Icefields Strategy and a successful implementation. We understand that AMPPE has been in contact with Parks Canada in Ottawa. However, we feel engaging Parks local leadership and staff is a very important step that needs to be taken by AMPPE leadership at the beginning of this process to highlight the importance of working together with Parks Canada and finding solutions for Icefields Parkway that are mutually beneficial to all parties involved. Based on our recent work with Parks Canada Staff, we are suggesting some communication at the start of this work program with the Field Unit

Superintendents in Jasper, Banff and LLYK, and the Highway Operations Unit Director in Revelstoke. This is to inform them of the process and how it could benefit their operations; and request that we, the consulting team, interview some key personnel in Visitor Experience, Integrated Land Use Planning, Visitor Safety, and Highway Operations to understand their current constraints related to the Icefields Parkway.

1. Work Program

1.1. Assess Current State – Document Review

Objective: to gain a better understanding of the current management practices of Icefields Parkway and the user experiences.

Description: A narrow and focused review of the existing strategic and operational documents for Icefield Parkway and any information relating to user experience and challenges.

Key Tasks:

- Gather and review available information and documents from Parks Canada relating to Icefields Parkway.
- Gather and review available information on user experience from AMPPE and other sources.
- Gather and review available policy and planning information from Parks Canada related to cycling and active transportation along the Icefields Parkway, as well as the broader active transportation connections between Banff, Lake Louise and Jasper.
- Prepare highlights and important notes including inconsistencies between existing documents, and gaps.
- Interviews with Parks staff (up to 8 people) to understand their objectives for the Icefields Parkway and any current limitations to their objectives.

Deliverables: A list of reviewed documents and important notes on each and a summary of Parks Canada Staff interviews

Fees: \$6,500 + GST

1.2. Articulate the Challenge: Gaps and Maps

Objective: to clearly identify and communicate AMPPE challenges regarding Icefields Parkway.

Description: An analysis of the background documents and interview results built on previous step; summarizing the information into a succinct communication tool for AMPPE to use in communicating the importance of an Icefields Parkway Strategy.

Key Tasks:

- Assess and analyze challenges, identify themes and categories, and create “buckets” to group these challenges and gaps.

- Identify gaps and inconsistencies between AMPPE needs and Parks Canada operational and management objectives for the Icefields Parkway.
- Identify alignment between AMPPE Member needs and Parks Canada's operational and management objectives for the Icefields Parkway, and any current limitations to Parks Canada's teams achieving their own objectives.
- Prepare a draft "Gaps and Maps" Communiqué.
- Review the draft with AMPPE and finalize.

Deliverables: compiled document of all the challenges and gaps and potential areas of alignment, and a one page "Gaps and Maps" Communiqué

Fees: \$7,500 + GST

1.3. Cycling Strategy Opportunity

Objective: to identify the steps to initiate a Cycling Strategy process for the Icefields Parkway and nearby Mountain Park destinations.

Description: There are many things to be considered to improve the cycling experience along the Icefields Parkway and connections to the major Mountain Park destinations. To address these issues and define realistic solutions, with all parties (users, Indigenous Peoples, tourism entities, municipalities, businesses, Parks Canada), a holistic strategy needs to be developed. This strategy would need to address issues such as cycling demand and key destinations, seasonality, stakeholder concerns, safety and comfort of cyclists, separation of cyclists from motor vehicles and other hazards, best practices for cycling facility design (the bike paths), cycling amenities (bike parking, campgrounds, water and food), signage and wayfinding, operations and maintenance requirements, communication and marketing, and coordination between jurisdictions. In a simplistic way, a strategy includes understanding and documenting existing conditions, identifying shared goals and objectives with partners and stakeholders, and ultimately defining an approach to get from the current state to the desired future state. Developing a strategy is a significant undertaking and includes many steps. Our proposed Task 1.3 will outline these steps and how AMPPE can initiate this process. This task will address how current funding opportunities and potential partners could impact the scope and scale of a strategy.

Key Tasks:

- Incorporate the results of Task 1.1 to inform the current state and identify alignment and challenges between AMPPE and Parks Canada.
- Identify potential study area and partners based on geography and potential cycling desire lines.

- Identify key stakeholders in the Icefields Parkway and Mountain Parks areas and potential tactics for engaging them in the strategy development.
- Identify existing and relevant active transportation planning and capital funding sources.
- Identify some best practices and resources for active transportation planning, and documents to include in the strategy.
- Identify opportunities for potential partners in the strategy to align with available funding sources (ex. adding municipal partners could provide access to federal funding that currently flows through Municipalities).

Deliverables: A “road map” for developing a cycling strategy including potential funding sources and relevant funding partners. This document would assist AMPPE with approaching potential partners and seek buy-in on a strategy and provide a framework for incorporating their input into a scope of work.

Fees: \$5,000 + GST

2. Roles and Responsibilities

This project is a collaborative initiative between our team (Erin and Golnaz), AMPPE (Debbie), and Global Public (Jordan):

| Team member | Role | Responsibility |
|-----------------|--------------------------|--|
| Debbie | AMPPE Project Manager | General coordination and communication between all project team Provide all available information to our team Assist in planning the interviews with Parks Canada (communication with their management to authorize their team to talk to us) |
| Jordan | Communication & Lobbying | Provide input on communication and challenges with Parks Canada Review the “Gaps and Maps” Communique and provide input |
| Erin and Golnaz | Consulting team | Project Management and delivery Gather information and review Prepare the “request/permission to interview” letter for Debbie Schedule meetings with Parks Prepare the documentation |

3. Timeline and Schedule

We are prepared to begin the work as early as **November 13th** and completing it in **10 weeks, not including the Christmas holidays**. However, there might be challenges for scheduling meetings/interviews, which could impact the timeline and the project delivery. We will rely on your assistance with scheduling and planning interviews and inform you in advance of any challenges and schedule change and provide recommendations to address them.

4. Fees

Our total fees to deliver the above work is **\$19,000** plus GST. This includes general disbursements and project coordination and management. We have assumed that all the meetings will be virtual or in the Jasper Townsite. If there's a need to travel at any time during this project, we will discuss the fees and travel costs with you and proceed accordingly.

We will invoice you monthly, based on percentage complete for each task.

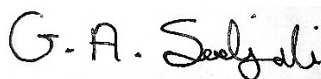
5. Closing

Thank you for the opportunity to provide you with the work program to assist with your approach to address Icefields Parkway issues and needs. If you are in agreement with the work program and the proposed fees, please date and sign this document in the space provided below and email it back to us.

Please don't hesitate to contact us if you have any questions or need to discuss this further.

Best Regards,

Azimi Consulting



Golnaz Azimi, M.Sc.

Community Infrastructure Consultant

Toop Consulting



Erin Toop, M.A.Sc.

Transportation Planning Consultant

AMPPE

Date

AGENDA ITEM 6.1

REQUEST FOR DECISION

Subject: Affordable Housing Advocacy
From: Bill Given, Chief Administrative Officer
Prepared by: Leanne Pelletier, Municipal Housing Coordinator
Date: February 20, 2024



Committee Recommendation:

- That Council authorize the Mayor to write a letter to the Minister of Alberta Seniors, Community and Social Services requesting that the Government of Alberta affordable income thresholds for Jasper be increased to match those of Banff beginning in 2024.

Alternatives:

- That Council receive this report for information and take no further action.

Background:

Calculated annually and released in June by the Government of Alberta Seniors, Community and Social Services department, the [Core Needs Income Threshold \(CNIT\)](#), is used by the Alberta Community Housing program to determine an applicant's eligibility for affordable housing.

To be eligible for affordable housing, an applicant's income must be lower than the CNIT for that community. Calculations used by the GOA to determine a community's CNIT result in wide-ranging maximum allowable income amounts across Alberta communities. Table 1.1 shows current CNIT amounts of note.

Table 1.1

| Community | CNIT – 1 bedroom (allowable income) |
|-----------|-------------------------------------|
| Okotoks | \$34,000 (lowest) |
| Jasper | \$42,000 |
| Banff | \$65,000 |
| Alliance | \$86,000 (highest) |

The Government of Alberta also conducts an [Alberta Apartment Vacancy and Rental Cost Survey \(AVS\)](#) annually. The survey identifies building type, unit type, number of units, rental rates and the number of vacancies in Alberta communities with populations between 1,000 and 9,999 that have at least 30 or more rental units. The survey report is recognized as the only official rental housing cost and vacancy information for rural Alberta. It provides the provincial government, housing industry, municipalities, and various other entities with essential housing information on private market vacancy and rental rates in multi-family dwellings in rural Alberta.

In the 2023 AVS, the Ministry has chosen to exclude both Banff and Jasper from the calculation of this year's provincial average rental costs and vacancy rates in the AVS, citing both communities' status as 'prominent resort towns that do not exhibit the typical characteristics of rural municipalities in Alberta'.

Discussion:

The CNIT data set shows a variance in CNIT amounts between the communities of Jasper and Banff in the amount of \$23,000. That is, a resident of Banff can earn up to \$23,000 more per year in income and still qualify for provincially supported affordable housing.

CNIT amounts have a direct impact on Jasper residents, determining eligibility for affordable housing at MPL Place and Evergreens facilities, as they are associated with Alberta Community Housing programs. Additionally,

any future developments that are funded by or associated with GOA affordable housing grants, initiatives and programs will be bound by CNIT restrictions.

This inequity in CNIT amounts between the two communities is not supported when considering the similarities between Jasper and Banff in cost of living and rental rates/availability. In the 2023 AVS report the GOA itself makes note of just how different Jasper and Banff are from the rest of the province, and how similar they are to each other with the following statement:

While Jasper and Banff, two prominent resort towns in Alberta, are included in the survey, they were intentionally excluded from our calculations for this year's average rental costs and vacancy rates. The survey results for these municipalities are included in the appendices. This recognizes that these towns do not exhibit the typical characteristics of rural municipalities in Alberta as they are internationally renowned touristic destinations. To ensure consistency in our historical analysis, data from previous years has also been revised to exclude Jasper and Banff.

Jasper and Banff 2023 Rental rates; collected by the GOA for the AVS are compared at right along with CNIT amounts.

| Location | CNIT max yearly income | AVS Avg rent Bachelor | AVS Avg rent 1 bed | AVS Avg rent 2 bed | AVS Avg rent 3 bed |
|----------|------------------------|-----------------------|--------------------|--------------------|--------------------|
| Jasper | \$42,000 | \$1683 | \$1632 | \$1834 | \$1325 |
| Banff | \$65,000 | \$1095 | \$1592 | \$1833 | \$1833 |

The chart above illustrates that on average, rent is more expensive in Jasper than Banff. However, Banff residents benefit from the ability to earn more and still qualify for affordable housing units, mitigating somewhat the high cost of living in a tourist destination; while Jasper’s lower income threshold reinforces barriers to economic stability and social mobility, by deterring individuals from seeking higher paying or more secure, stable work for fear of losing access to affordable housing.

As the GOA recognizes the similarity of the communities of Jasper and Banff in province wide rental rate averages, it should also recognize the similarities of the two communities when calculating the CNIT.

Strategic Relevance:

- Take proactive steps to reduce the risk of people becoming vulnerable and respond when they are vulnerable.
- Leverage and create opportunities for greater inclusion.
- Recognize the fundamental importance of our tourism economy.
- Increase awareness and understanding of our unique conditions with other orders of government and funders.

Inclusion Considerations:

A positive response to a request to the GOA to have the CNIT amount for Jasper match Banff would directly impact local residents seeking affordable housing now, and in the future, and contribute to the reduction of poverty and housing instability in our community.

Relevant Legislation:

- Alberta Housing Act

Financial:

There are no financial implications to the municipality for this recommendation.

AGENDA ITEM 6.2

REQUEST FOR DECISION

Subject: Child Care Advocacy
From: Bill Given, Chief Administrative Officer
Prepared by: Lisa Daniel, Childcare Services Manager
Reviewed by: Christopher Read, Director of Community Development
Date: February 20, 2024



Committee Recommendation:

That Council approve the Early Learning and Child Care bilateral agreement advocacy approach as presented.

Alternatives:

- That Council direct Administration to revise the advocacy approach.
- That Council receive this report for information and take no further action.

Background:

The Canada-Alberta Early Learning and Child Care Agreement, signed in November 2021, commits \$3.8 billion to early learning and care in Alberta with goal of making child care cost an average of \$10/day by 2026. This investment has been reshaping the landscape of early learning and care and creating opportunities for municipalities to address local child care gaps.

On September 12, 2023 Committee put forward the following motion:

#397/23 That Committee recommend Council write a letter to the Provincial Government requesting a current timeline on the implementation of the Federal/Provincial Early Learning and Child Care bilateral agreements.

On October 10, 2023 Committee amended the previous motion and made the following one:

#435/23 That Committee refer the matter of advocacy on the bilateral agreement for child care to a future Committee of the Whole meeting.

On November 27, 2023 Director Christopher Read and Childcare Services Manager, Lisa Daniel met with Assistant Deputy Ministers Joni Brodziak and Tanis Liebrich to discuss Municipal Childcare and the upcoming changes to the affordability grant.

Discussion:

In 2022, the Alberta government began lowering fees for families as part of its efforts to make child care more affordable. The amount that families save each month varies depending on the fees each child care provider charges. In Jasper, families pay an average of \$35-\$39 per day before Alberta Childcare Subsidy is applied. If families qualify for full subsidy (\$266/month) that lowers the daily rate to \$25 -\$27 per day.

During previous discussions about the ELCC bilateral agreement, Childcare Services Manager Lisa Daniel has mentioned that if the provincial funding model stays the same as its current model, Jasper may never achieve \$10 per day child care as our fees are higher than other communities.

In December 2023, the Government of Alberta announced new affordability grant rates for families enrolled full time. The rates for families enrolled 50 hours or less did not change. The amount that families save each month varies depending on the fees each child care provider charges, \$883 for children 0-18 months, \$709 for 19months- 3 years and \$626 for children 3-5 years of age. The equals about \$27-\$33 per day before subsidy and after subsidy is applied fees could be as low as \$15-\$21 per day.

With the updates to the Affordability Grant the province also introduced a new parent paid minimum amount. This means that before subsidy a parent's invoice must be at least \$217.50 for those with children enrolled full time and \$100 for those enrolled part time.

The biggest limiting factors to increasing child care capacity and affordability in Jasper are; lack of physical space and; the higher than average operating costs for child care in Jasper's unique context. In order to address this Administration recommends the following approaches to advocacy:

- Council write the Minister of Children and Family Services to request the Alberta government appoint a municipal childcare representative to the ELCC Advisory Committee
 - *Having a representative that understands municipally delivered childcare would help ensure Jasper's perspective informs future provincial decision making.*
- Council write the Minister of Children and Family Services, West Yellowhead MLA and Yellowhead MP to request the provincial and federal governments provide capital funding to support the creation of new physical spaces for childcare, and;
- Council support submitting a "Request for Decision" to the Alberta Municipalities spring Municipal Leaders Caucus calling on the Government of Alberta to establish a capital grant program to support the creation of new physical space for child care.
 - *Since 2018 British Columbia has offered the [ChildCareBC New Spaces Fund](#) to help support the creation of new physical spaced for child care. Under the program BC will pay up to 100% of eligible project costs toward items such as land purchase, construction, site development or renovations. In 2022 the BC funding for the program was was \$292 million, about \$84 million from provincial funds and the rest from federal funding under the Canada-Wide ELCC program.*
- Collaborate with other Municipal childcare providers in our region in advocacy efforts.

Strategic Relevance:

- Community Health
 - Take proactive steps to reduce the risk of people becoming vulnerable and respond when they are vulnerable;
 - Leverage and create opportunities for greater inclusion;
 - Recognize the fundamental importance of our tourism economy.
- Relationships
 - Collaborate with other municipalities, orders of government, Indigenous partners and advocacy associations.
- Organizational Excellence
 - Ensure residents receive quality service that provides strong value for dollar;
- Advocacy

- 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.

Inclusion Considerations:

- Accessible, inclusive, early learning and childcare is one way that we serve our diverse community.

Relevant Legislation:

- Early Learning and Child Care Act and Regulations
- Alberta Municipal Government Act
- Jasper's Community Child Care Strategy
- Federal-Provincial Child Care Agreement

Financial:

The recommendation can be supported within the approved 2024 operating budget.

AGENDA ITEM 6.3

REQUEST FOR DECISION

Subject: Childcare Space Creation Funding Advocacy Request for Decision to Alberta Municipalities Spring Municipal Leaders' Caucus

From: Bill Given, Chief Administrative Officer

Prepared by: Lisa Daniel, Childcare Services Manager

Reviewed by: Christopher Read, Director - Community Development

Date: February 20, 2024



Recommendation:

That Council support submitting the attached Request for Decision to the Alberta Municipalities Spring Leaders' Caucus.

Alternatives:

- That Council direct Administration to revise the advocacy approach.
- That Council receive this request for information only.

Background:

The Canada-Alberta Early Learning and Child Care Agreement, signed in November, 2021 commits \$3.8 billion to early learning and care in Alberta with goal of making child care cost an average of \$10/day by 2026 and building capacity in licensed child care. A part of the bilateral agreement is focused on space creation and will help enable up to 68,700 total new licensed spaces to be created by 2026. This Federal-Provincial investment has been reshaping the landscape of early learning and care and creating opportunities for municipalities to address local child care gaps.

On October 10, 2023 Committee passed the following motion: #435/23 that Committee refer the matter of advocacy on the bilateral agreement for child care to a future Committee of the Whole meeting.

At the January 23, 2024 Committee meeting Administration presented an RFD on Child Care Advocacy, and this was one of the supported advocacy efforts.

Discussion:

The capital costs of creating child care spaces in many municipalities is cost-prohibitive to the childcare providers in those communities. The lack of appropriate and significant financial support from the provincial government, combined with the structure of the allowable fees, renders space creation impossible for many providers including non-profits and those supported by municipalities.

Currently the province offers a space creation grant in the amount of \$5000 per space created for already licensed facilities and \$6000 per space for new licensed facilities. This amount does not adequately cover costs of capital project renovations that are required by most facilities to increase space in either existing or new locations.

There are limiting factors to increasing child care capacity and affordability specifically in Jasper, these include lack of physical space and the higher-than-average costs for renovating or adding on to current space. While Jasper may be on the higher end of renovation and building costs due to our location and other constraints, project pricing around the province shows that inflationary pressures affect most communities. Regardless, \$5,000 or \$6,000 capital support is a small fraction of the actual costs for space creation across Alberta. In order to address this, Administration recommends that Council supports submitting the attached “Request for Decision” to the Alberta Municipalities Spring Municipal Leaders Caucus calling on Alberta Municipalities to advocate to the Government of Alberta for a more comprehensive capital grant program to support the creation of new physical child care spaces.

As per Alberta Municipalities policy, to submit the attached to the Leaders Caucus requires approval of council.

Strategic Relevance:

- Community Health
 - Take proactive steps to reduce the risk of people becoming vulnerable and respond when they are vulnerable.
 - Leverage and create opportunities for greater inclusion.
 - Recognize the fundamental importance of our tourism economy.
- Relationships
 - Collaborate with other municipalities, orders of government, Indigenous partners and advocacy associations.
- Organizational Excellence
 - Ensure residents receive quality service that provides strong value for dollar.
- Advocacy
 - 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.

Inclusion Considerations:

- Accessible, inclusive, early learning and childcare is one way that we serve our diverse community.

Relevant Legislation:

- Early Learning and Child Care Act and Regulations
- Alberta Municipal Government Act
- Jasper’s Community Child Care Strategy
- Federal-Provincial Child Care Agreement

Financial:

There are no financial implications with this request.

Attachments:

ABMunis RFD Submission Package

MEMBER REQUEST FOR DECISION

SPRING MUNICIPAL LEADERS' CAUCUS

DATE:

13 February 2024

TOPIC:

Childcare Capital Grant Program

RECOMMENDATION:

That Alberta Municipalities advocate for the Alberta Government to establish capital grant program to support the creation of new physical spaces for licensed childcare, and;

That the capital grant program be focused on supporting non-profit and municipally operated child care facilities.

BACKGROUND:

In Alberta, there is a current shortage of approximately 50,000 child care spaces in licensed childcare facilities. The capital costs of creating child care spaces in many municipalities is cost-prohibitive to the childcare providers in those communities, especially for non-profit and municipal child care providers. The lack of appropriate and significant financial support combined with the structure of the allowable fees renders space creation not possible for many providers in many communities.

Currently the province offers a space creation grant in the amount of \$5000 per space created in already licensed facilities and \$6000 per space for new licensed facilities. This amount does not cover costs of capital project renovations that are required by most facilities to increase space. A larger capital project grant available to licensed non-profit and municipal programs would support an increase in space creation in those communities.

In British Columbia, ChildCareBC New Spaces Fund grant provides up to \$40,000 per space created, which more closely aligns with actual renovation/construction costs in Alberta. Support of this magnitude would support non-profits and municipalities in helping the province meet the commitments under the recent Federal-Provincial Child Care agreement.

As childcare is recognized as one factor in economic development, the lack of affordable high-quality childcare results in diminished economic development opportunities across the province.

Alberta Municipalities could add the strength of their membership to this issue, and advocate directly to the province to increase funding available for space creation.

We are asking Alberta Municipalities to take advocacy action on this issue to help solve this challenge facing many municipalities, regardless of non-profit licensed childcare services models in each municipality.



ENCLOSURES:

ChildCareBC New Spaces Fund – Frequently Asked Questions

BC Space Creation Eligibility Path – Flow Chart



ChildCareBC New Spaces Fund

Frequently Asked Questions

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Section 1 – General Inquiries

1. What are the key program highlights for the ChildCareBC New Spaces fund for fiscal 2023-24?

The Ministry of Education and Child Care (ministry) is focusing space creation investment to expand access to quality, inclusive community-based child care in areas with the greatest needs, in alignment with provincial priorities and commitments under the [Canada-Wide Early Learning and Child Care Agreement](#).

Program Highlights for 2023-24 include:

- The current New Spaces Fund intake will remain open based on budget availability. Applicants are encouraged to submit by January 2024 to ensure their application can be considered prior to fiscal year end. This website will be updated as needed with changes or anticipated closure dates for the 2023/2024 intake.
- Prioritization for projects with a cost per space of \$40,000 or less
- Increased priority for projects creating infant toddler child care spaces
- Increased priority on school age space creation, for BC School Boards, First Nation Schools, First Nation Independent Schools, and Other Eligible Independent Schools creating new School Age Care on School Grounds licence category type
- Eligibility for the funding of consulting services incurred up to 12 months prior to entering a funding agreement
- Requirement for projects to include a minimum 10% contingency fund

2. What is the School Age Care on School Grounds stream?

This funding stream is only available to BC School Boards, First Nation Schools, First Nation Independent Schools, and Other Eligible Independent Schools interested in creating or expanding access to new licensed School Age Care on School Grounds spaces through ground-up builds, renovations, and/or the purchase of equipment. This stream is intended to assist in the creation of licensed school-age child care spaces on school grounds through a more streamlined application process. Please note that these organizations are also eligible to apply under the ChildCareBC New Spaces Fund (Primary Stream) if creating other licensed child care types as well or instead of School Age Care on School Grounds spaces.

3. What are the expectations for providers to ensure spaces are affordable?

Where eligible, providers are required to apply for and enrol in [Child Care Operating Funding \(CCOF\)](#), the [Child Care Fee Reduction Initiative \(CCFRI\)](#), and [Early Childhood Educator Wage Enhancement \(ECE-WE\)](#), or any future B.C. government operating funding initiatives, where eligible and approved for, in order to receive their final funding instalment. They must apply each year for the length of their commitment period to ensure spaces are affordable.

4. Why is funding only available to public and not-for-profit organizations (societies) and not for businesses and corporate companies?

As B.C. transitions towards an integrated system for child care, public funding will focus on creating child care spaces that offer the best long-term benefits to the public – spaces in Indigenous-led, public sector, and not-for-profit child care centres. This aligns with recommendations from the Provincial Child Care Council, and requirements for federal funding through the [Canada Wide Early Learning and Child Care Agreement](#).

The [Start-Up Grants program](#) will continue to be available to providers, including for-profit providers, who wish to operate a licensed child care facility in their personal residence.

5. Will certain types of eligible organizations be favoured over other types as government allots available funding?

The ministry will look for the most viable projects that meet government's key priorities and support the child care needs of each community when selecting the projects that will be funded through the ChildCareBC New Spaces Fund. Consideration is given to the organization applying, however specific types of organizations will not be prioritized over others.

Projects serving priority areas, as listed in Section 3 of the [Funding Guidelines](#), will be prioritized for funding.

6. Is this funding available for all types of spaces?

No, funding is not available for occasional child care, child minding, recreational care, residential care, preschool, family, or in-home multi-age licence types.

If you are applying for funding under the School Age Care on School Grounds stream, funding is only available under that stream for the creation of spaces licensed under the School Age Care on School Grounds licence category.

If you are looking to create licensed child care spaces in your personal residence, you may be eligible to receive funding through the [Start-Up Grants](#).

7. What do you consider to be an infant-toddler space?

Licence types that serve infants and toddlers include Group Child Care (under 36 months) and Group Multi-Age Child Care.

8. Am I still eligible to apply if my project's provincial cost per space exceeds \$40,000?

While the funding maximum per project has been eliminated this year, the ministry is continuing to prioritize projects with a provincial cost per space under \$40,000. The ministry recognizes that spaces range in cost depending on location, building materials, and type of space being created and has established priority for projects under the provincial cost per space to ensure the fund creates as many spaces, through as many projects, in as many communities as possible. If you have questions about the cost per space, please contact the ministry directly at CCCF@gov.bc.ca or 1-888-338-6622 (option 5).

If applying under the School Age Care on School Grounds funding stream, your project must be under \$40,000 per space in order to be eligible for funding. You may apply under the primary New Spaces Fund if your cost per space does not meet this threshold. Please note, there may be additional application requirements under the primary New Spaces Fund.

9. What is the contingency requirement and why has it been added for all projects?

Organizations are required to include a contingency fund in their project budget. The contingency fund must represent at least 10% of the total project costs related to the child care build. You may choose to include a contingency higher than 10% if you choose to do so, the ministry asks that you provide an explanation for the higher amount. If your project is part of a larger build, this requirement only applies to the child care portion of the build.

Contingency funds have always been encouraged; however, they are now mandatory. This requirement has been added to help mitigate risks of cost escalations and better support project completion and success.

10. Who is going to work at these new child care facilities, given the shortage of qualified staff?

The ministry is aware of the challenges in child care in terms of affordability, shortage of spaces, and lack of qualified early childhood educators (ECEs). That is why the 10-year ChildCareBC plan has initiatives for each of these areas, including plans to recruit and retain ECEs through bursaries, increased access to post-secondary education and professional development opportunities, and wage enhancements. As part of the application for the ChildCareBC New Spaces Fund, applicants are encouraged to detail recruitment and retention strategies for ECEs and child care staff.

11. If a public sector organization applies for funding through the ChildCareBC New Spaces Fund, can they partner with a private business to deliver the child care?

No. Public sector organizations that receive funding through the ChildCareBC New Spaces Fund must either directly operate the program, or work with a not-for-profit organization (society) to deliver the child care. If a public sector organization is unable to secure a public or not-for-profit organization to offer the services, and is unable to provide the service themselves, they are required to provide written justification of the extenuating circumstances requiring them to partner with a for-profit provider on their application. The ministry will review these partnerships on a case-by-case basis.

If at any time (i.e., during the application process or, for those receiving funding through the ChildCareBC New Spaces Fund, during the service delivery commitment) the partnership plan changes, notification of this change must be submitted, in writing, to the ministry for review.

12. Who is responsible for securing insurance for the project? Is it sufficient for the contractor to name the organization as being insured under their plan?

As a recipient of the ChildCareBC New Spaces Fund, you as the organization are obligated to maintain insurance with insurers licensed in Canada. The contractor will have their insurance, and the recipient will need to secure insurance.

Once funding is approved and you begin your project, please obtain the required insurances detailed in Section 12 of your Funding Agreement and complete the Certificate of Insurance. A broker will be able to assist you with obtaining insurance for your project.

Please retain this document for your records and ensure it is available to the Province within 10 business days in the event it is requested.

13. My project is insured under the School Protection Plan, do I need to seek additional insurance?

You are obligated to maintain insurance for your project, if you are covered under a protection plan you may need to seek additional coverage as some protection plans do not insure against all losses. Once funding is approved, please review Section 12 of the Funding Agreement for insurance requirements.

Section 2 – Application Inquiries

14. The application asks: “How many years of experience do you have managing capital build projects?” What is defined as capital build experience, and why is it important?

Your application will be evaluated on several criteria, including years of experience in both operating a child care and managing capital build projects. Capital build experience refers to experience managing the development and ground-up builds of facilities or community amenities, such as playgrounds, skating rinks or community gardens. Applicants whose capital build experience includes child care builds, renovations or property acquisitions should include this information on their application.

The ministry is looking for experience in capital builds because organizations must navigate regulations such as child care licensing and local government requirements, which can be challenging.

While capital build experience will be evaluated, providers who have limited experience are eligible to apply, especially if their proposal will meet other priorities and criteria.

15. The application asks: “How much experience operating a licensed child care facility do you have?” Would it be enough to hire people with experience in child care operations?

There are several criteria, including location, organizational experience, and type of licensed child care spaces to be created, that will be considered as part of the application. Hiring experienced staff is important; however, it is the organization or identified operating partner that needs to show experience operating a child care facility. In

the space provided, demonstrate your experience managing staff, working with parents, purchasing equipment and supplies, etc.

While experience in child care will be evaluated, providers who have limited experience are encouraged to apply, especially if their proposal will meet other priorities and criteria.

16. If you are leasing a space, are you able to apply for funding? Does a signed lease have to be in place prior to applying for funding?

Yes, projects utilizing leased space are eligible to apply. If leasing space, the applicant must have a lease agreement with a third party at arm's length. Proof of the lease or proof of a draft agreement is required. Generally, the term of the lease agreement must meet or exceed the length of the service commitment in the funding agreement, or contain options to extend.

17. If a project requires a down payment to secure a lease in a building, how does the applicant go about securing the location, given funding is not awarded until after entering a Funding Agreement?

As stated above, it is a requirement for applicants to provide the location of the proposed space and proof of the lease or of a draft agreement at the time of application. However, lease payments are not an eligible expense for funding under the ChildCareBC New Spaces Fund. Additionally, any and all costs, with the exception of consulting services, incurred prior to signing the Funding Agreement will not be considered for funding, including the down payment to secure a lease. Draft agreements are accepted and may be a viable option for applicants who do not wish to secure a location prior to approval of funding.

18. Would funding from the federal government or a loan with the school board qualify as the organizational financial contribution towards a project? What is required to show the funding contribution on the application?

Yes, loans and other funding contributions would be considered as an organization's financial contribution. Volunteer contributions will be excluded. The applicant must be able to demonstrate that they have their contribution in place at the time of application. Please contact program staff at 1-888- 338-6622 (option 5) to discuss what you need to provide in your submission.

19. I have applied for funding through the UBCM Community Child Care Space Creation Program. Can I use this funding as a contribution towards a project?

Applicants may not use UBCM Space Creation funding to create the same spaces as those included in the New Spaces Fund application. However, you can apply for different spaces at the same facility. For example, if you applied to UBCM for infant-toddler spaces, you could apply for 3-5 and school-age spaces through the New Spaces Fund.

20. What kind of information is expected under Section 3.2 – Accessibility?

Your application will be evaluated on your ability to demonstrate principles of universal and accessible design, and your commitment to accessibility. In your response, include examples that support how the proposed facility incorporates these principles, this may include wheelchair ramps, inclusive bathroom design, bathroom, and stair hand rails, etc.

For resources and information on creating inclusive and accessible child care environments, refer to the [Rick Hansen Foundation – Accessibility Resources](#), [Early Learning Framework](#), [Inclusion BC](#), and the [Environment Rating Scales](#).

21. I must provide proof of ownership with my application; however, the developer will be transferring ownership of the facility once the project is complete. What can I provide with my application to prove ownership?

You must provide proof of final ownership of the facility at the time of application. This may be in the form of an agreement or contract signed by both parties showing you, the funding recipient, as the owner.

22. What impact will having to apply for the Child Care Fee Reduction Initiative (CCFRI) have on my ability to set parent fees for the facility when it opens?

Since April 1, 2021, newly established facilities applying for the CCFRI are required to set initial fees at or below the regional 70th percentile (inclusive of any ongoing administrative fee). This policy applies to:

- Facilities that are brand new to the market
- Facilities applying to the CCFRI after not participating for the prior year, and
- Facilities with certain kinds of licence changes

Details about CCFRI eligibility and assessment criteria are available in the [2023-24 CCFRI Funding Guidelines](#), which are available on the [CCFRI website](#)

23. What kind of information is required under Section 6.2 on the primary application – Community Priority Populations Served?

The ministry is looking for detailed information about policies and programming that are in place to support each demographic in this section, if applicable. For example, if you state that you offer programming for Indigenous children, you should provide details on the specific programming or services. See the [Application Resource](#) for more information.

If a question is simply checked “yes” in this section with no additional information or supporting documentation, the response will be insufficient to fully complete the evaluation process.

24. What documentation is required to demonstrate community need when applying under the primary ChildCareBC New Spaces Fund?

Documents that identify the child care need within the community include a community child care plan or child care needs assessment (see [Funding Guidelines](#) or [Funding Guidelines for School Age Care for definitions](#)). The plan should reference the proposed child care facility location and define the community need for additional child care spaces.

Community need is determined through the analysis of demographics and child population, current availability of child care spaces in the community, and an assessment of current and future child care space demands. The ministry will prioritize applicants that are able to demonstrate the creation of child care spaces that align with the community’s child care needs.

If the community does not have an available Community Child Care Plan or Child Care Needs Assessment, the Ministry will accept other documents that quantify and justify the local child care needs. This may include waitlist data, population data, utilization rates, or a letter from a local official outlining community need. Please

note, while the Ministry will accept this as confirmation of child care need, this type of documentation will not be considered as equivalent to a formal child care plan and will be assessed accordingly.

Section 3 – Eligibility Inquiries

25. If I'm relocating or extending my hours and moving the child care to another location, would I qualify for this funding if no new spaces are being created?

No, the intention of the New Spaces Fund is to create new licensed child care spaces. If the project is relocating and not building new child care spaces, it would not qualify for the New Spaces Fund.

However, if the relocation is required due to emergency circumstances, it may be eligible for funding through the [ChildCareBC Maintenance Fund](#) program.

If the organization is moving to a new location to increase the number of spaces, it may be eligible for the ChildCareBC New Spaces Fund.

26. If a child care facility is only open for after-school care, would extending operations to include before-school care be eligible?

No. Extending the hours of school age spaces to include before-school care in addition to after-school care is not creating new spaces, as these are considered existing spaces.

27. Are training activities eligible for funding?

No. Training activities are not eligible for funding. For more information on eligible and ineligible project costs, see Section 6 of the [Funding Guidelines](#) or [Funding Guidelines for School Age Care](#).

28. Are project management fees eligible for funding?

Yes. Fees related to project management are eligible for funding under the ChildCareBC New Spaces Fund, so long as the project manager is a third party at arm's length from the project and applicant. Project managers must be contracted out for their fees to be eligible for provincial funding. As these are considered professional fees, they must not exceed 15% of the total project costs.

Staff of the organization applying for funding cannot be paid for providing project management services. As stated in Section 6.2 of the Funding Guidelines, "project-related fees payable to the applicant and/or to a third party not at arm's length from the project or applicant for services" and "ongoing costs for existing staff salaries and benefits" are ineligible project costs.

29. If renovations are complete and an organization needs funding to purchase equipment, furniture, or a playground, would they be eligible to apply?

Yes. This program is intended to provide financial assistance to support the opening of child care spaces and can be accessed if your project is at a stage where equipment, furniture and a playground are required to become licensed and operational.

30. Would placing a portable on school grounds to both relocate current child care spaces within the school and add new licensed child care spaces be eligible to apply?

Yes. This type of project would be eligible to apply for funding as the project is creating new licensed child care spaces. If the project was *only* relocating existing spaces, it would not be eligible.

31. Would the funding cover only the purchase of a portable/modular building, or would it be able to cover everything associated with it, such as setting up the plumbing and electrical?

Yes, both. Eligible funding includes site development costs, building or renovations costs, equipment, and furnishing. Please refer to Section 6 of the [Funding Guidelines](#) or [Funding Guidelines for School Age Care](#) for a list of eligible items.

32. Are past Recipients of ChildCareBC New Spaces Fund/Child Care Major Capital funding allowed to access additional funding to complete their project?

No. All previously approved projects with signed funding agreements are bound by the terms of those funding agreements and are therefore not eligible to receive additional funding. The ChildCareBC New Spaces Fund considers funding for new projects that involve the creation of new licensed child care spaces that have not previously received funding through the program.

Section 4 – Project Timeline Inquiries

33. If a project was started before the grant was issued, could the grant funding be used for other project costs going forward?

Yes. Eligible project costs that are incurred after the signing of the Funding Agreement by both the recipient and the ministry may be considered for funding. Any costs (except for consulting services) incurred prior to signing the Funding Agreement are not eligible and will not be considered for funding. For more details on eligible costs please see the [Funding Guidelines](#) or [Funding Guidelines for School Age Care](#)

34. Do rezoning applications have to be completed before applying?

No. It is not required to have rezoning applications completed prior to applying. However, applicants should understand their local municipal bylaws, and have started any required rezoning process or be aware of the rezoning rules and associated costs.

35. Is there a time limit for when the project needs to be completed and the funding spent?

No. There is no time limit for when the project needs to be completed. The ministry is interested in having spaces open as soon as possible and will prioritize projects that demonstrate a readiness to begin. However, there is an understanding that larger projects may take more time to complete. The ministry will prioritize projects that start construction within **six months** of signing the Funding Agreement.

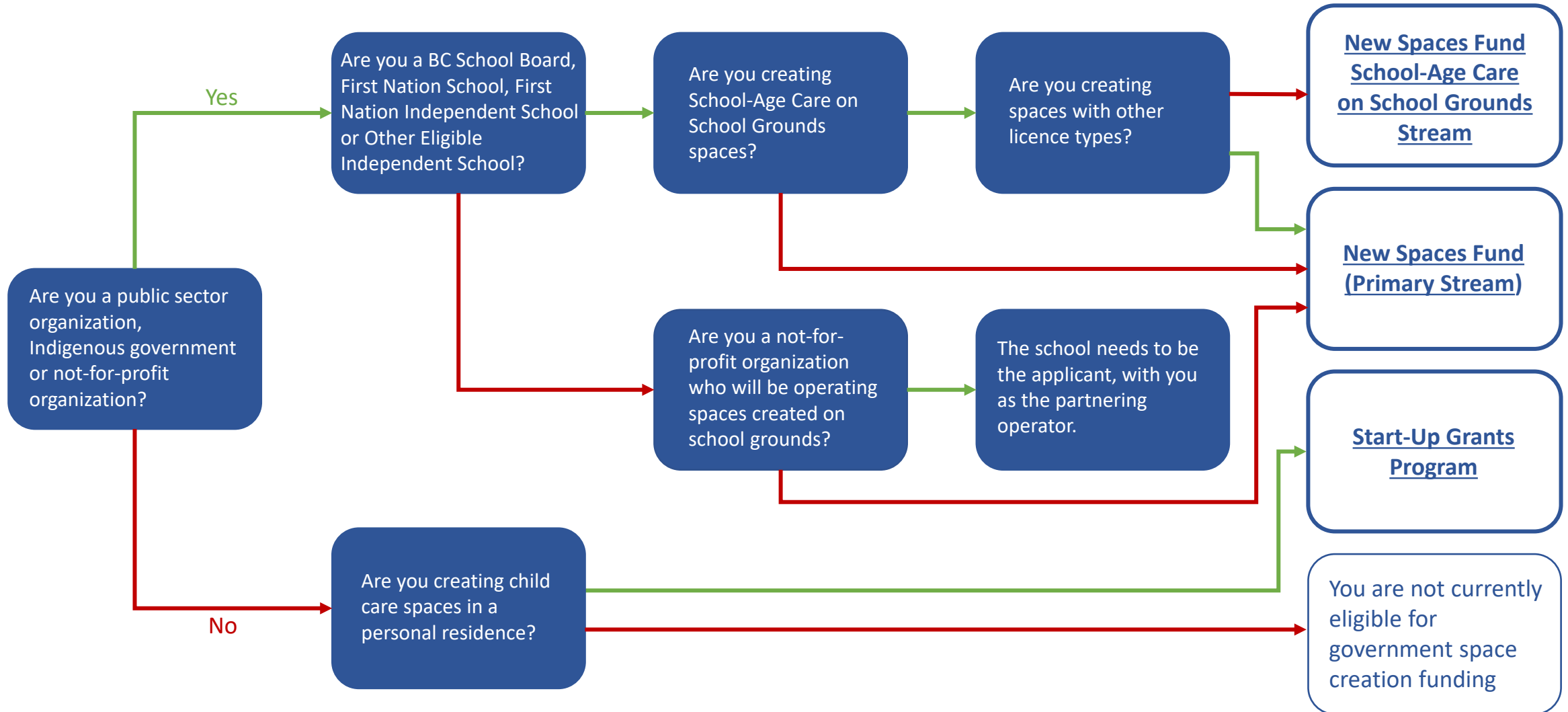
Section 5 – Evaluation and Selection Process Inquiries

36. Who will review these applications?

A dedicated team of ministry staff will review applications. When needed, experts in other ministries may be asked for input to ensure the review process considers the unique needs of each community and project.

Do you want to create licensed child care spaces?

Follow the path below to see which government funding program is right for you, then click the link for more information, including additional eligibility requirements and application resources.



Policy Title: Jasper Municipal Housing Corporation Shareholder

Policy #: B-123

Date adopted by Council: XXXX, 2024



1. POLICY STATEMENT

To enable and support role clarity and accountability the Municipality of Jasper will maintain a clear and transparent decision-making process for exercising its rights and duties as a shareholder of the Jasper Municipal Housing Corporation.

2. SCOPE

This policy applies to any actions that the Municipality undertakes as a shareholder of the Jasper Municipal Housing Corporation (the "Corporation").

3. STANDARDS

- 3.1. All actions of the Municipality as a shareholder of the Corporation require a resolution of Council, passed at Regular or Special Meeting of Council.
- 3.2. Following a resolution passed under 3.1, the desired action shall be provided to the Corporation in a written shareholder resolution, signed by either:
 - 3.2.1. the Mayor and Deputy Mayor, or;
 - 3.2.2. the Mayor and one Councillor
- 3.3. No individual member of council is entitled to exercise the Municipality's rights as a shareholder of the Corporation.
- 3.4. The Municipality's rights as a shareholder shall be those which are described in the Alberta Business Corporations Act and the Unanimous Shareholders Agreement between the Municipality and the Corporation, and shall not improperly intrude on the board of directors' responsibility to manage or supervise the management of the business and affairs of the Corporation.

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.

AGENDA ITEM 6.5

REQUEST FOR DECISION

Subject: JMHC Shareholder Resolutions
From: Bill Given, Chief Administrative Officer
Prepared by: Leanne Pelletier, Municipal Housing coordinator
Reviewed by: Bill Given, Chief Administrative Officer
Date: February 20, 2024



Committee Recommendation:

- That Council approve the following shareholder resolution with amendments to the Unanimous Shareholders Agreement and Bylaw No. 1, as recommended by Committee;
 - Resolutions 2024-1, 2024-2 & 2024-3 (Unanimous Shareholders Agreement)
 - Resolution 2024-4 (Election of Directors)
 - Resolution 2024-5 (JMHC Corporate By-law No. 1)
 - Resolution 2024-6 (Ratification of Director's Acts)
 - Resolution 2024-7 (Change of Directors)

Alternatives:

- That Council direct Administration to further amend the resolutions and return to a future Committee.

Background:

The Municipality of Jasper has established and incorporated a Municipally Controlled Corporation, the Jasper Municipal Housing Corporation (JMHC) to develop affordable housing in the community. While the JMHC has been incorporated, there remains outstanding organizational shareholder and director resolutions to pass, to meet requirements under the Business Corporations Act and operationalize the JMHC.

The Business Corporation Act allows matters to be dealt with via written resolution rather than through a meeting, provided that the resolution is signed by all the shareholders or all of the directors, as applicable. To formalize the procedure for shareholder resolutions, committee has recommended Council adopt the JMHC Shareholder Policy.

Administration has been working with Brownlee Law to ensure all incorporation functions are complete. The attached Resolutions have been drafted by them to ensure adherence to the Act.

Discussion:

Certain actions are required by both Shareholders and Directors to formalize and approve the foundational governance features of a corporation and ensure compliance with the BCA. Generally, there is an organizational meeting held after incorporation, where shareholder and director resolutions are passed. This ensures organizational documents are prepared and in order. They are required for the corporation's books and records, and to show that all proper corporate action has been taken.

As per legal counsel, the organizational Shareholder resolutions typically deal with the following (being matters

within the authority of the shareholders):

- Approval of Unanimous Shareholders' Agreement
- Election of Directors
- Confirmation of Bylaw
- Ratification of Director's Acts

As the corporation begins to engage in business dealings, decisions around day-to-day operations will be addressed at future meetings through, discussion and voting by Directors at a Directors meeting or by written resolution at a Shareholders meeting.

The attached resolutions, for shareholder and director consideration and discussion, are presented as to reflect the date of incorporation, and corporate appointments at that time, as well as any changes to appointments made thereafter.

Shareholder Resolutions

Shareholder resolutions are the business of the Municipality of Jasper, via Council. Council, as a whole, directs the corporation by providing written shareholder resolutions to the corporation.

Resolutions 2024-1, 2024-2 & 2024-3

- Ratifies the **Unanimous Shareholders Agreement**. A unanimous shareholders' agreement (USA) is a legal contract among all the shareholders of a company that outlines their rights, obligations, and arrangements concerning the management and operation of the business. In the case of the JMHC, the Municipality of Jasper, via Council is the sole shareholder. It is a legally binding document among the signatories and provides a level of control and stability in the management of a company.

Resolution 2024-4

- References the **Election of Directors as of October 20th, 2023**. Councilors Wilson and Melnyk were identified as Directors on incorporation papers based on their appointment to the JCHC at that time. Appointed Directors are required to sign the Consent to Act as Directors form.

Resolution 2024-5

- References the **Confirmation of Bylaw No 1** as enacted by the *Directors* of the corporation. Bylaw No 1 serves much the same purpose as the municipality's procedure bylaw in that it establishes the internal rules and regulations governing the operation and management of the corporation, including matters such as shareholder rights, director duties, and corporate procedures.

Resolution 2024-6

- Provides a **Ratification of Director's Acts**, which sanctions director actions performed after the fact, recognizing a concurrent need for initial Shareholder and Director organizational meetings.

Resolution 2024-07

- Acknowledges a **Change of Directorship**. At the October 24th, 2023 Council organizational meeting, Councillor Melnyk was removed as Director for the JCHC and Councillor Damota was appointed to the JCHC. Because appointment to the JCHC translates to appointment to the JMHC, a change of Directors

form is required to be executed. Note here that 'Alternates' are not recognized by Corporate Registries and are not included in the list of directors filed.

Of note is the ability of the Municipality of Jasper (via Council), as sole shareholder, to always have the authority to revisit and amend bylaws, the USA, or change the directors on the board at its sole discretion at any time in the future.

Two items remain outstanding and will be determined at a later date:

- Appointment of Accountants: Shareholder to pass resolution upon selection
- Appointment of External Directors: Shareholder to pass resolutions upon selection

The above items form the basis of the organization's governance and are required under legislation. Passing the resolutions allows the Jasper Municipal Housing Corporation to call its first meeting and begin deliberating on business decisions necessary for the day to day operations of the corporation.

Strategic Relevance:

- Build our internal capacity to advance our housing priorities.

Inclusion Considerations:

- The Municipal Inclusion Assessment Tool is not applicable to this recommendation.

Relevant Legislation:

- Municipal Governance Act
- Business Corporations Act

Financial:

There are no financial considerations at this time.

Attachments:

- Shareholders Resolutions 2024-1, 2024-2, 2024-3
- Unanimous Shareholders Agreement – Amended
- Shareholders Resolutions 2024-4, 2024-5, 2024-6
- Consent to Act as Director form
- Bylaw No. 1 - Amended
- Shareholder Resolution 2024-7

SHAREHOLDER RESOLUTIONS

Resolution #2024-1 Unanimous Shareholders Agreement

Resolution #2024-2 Unanimous Shareholders Agreement

Resolution #2024-3 Unanimous Shareholders Agreement

**RESOLUTIONS OF THE SHAREHOLDERS
OF Jasper Municipal Housing
Corporation
(THE "CORPORATION")
EFFECTIVE DATE:
October 20th, 2023**

BE IT RESOLVED THAT:

- 2024-1 The shareholders enter into a Unanimous Shareholder Agreement with the Corporation, in the form as put forth in front of the shareholders of the Corporation.
- 2024-2 Any director or officer of the Corporation be and is hereby authorized and directed to execute the Unanimous Shareholder Agreement on behalf of the Corporation.
- 2024-3 These resolutions may be signed by the shareholders of the Corporation in as many counterparts as may be necessary and delivered by electronic transmission, and such counterparts together shall constitute one and the same original instrument, each of which so signed shall be deemed to be an original.

The undersigned, being all the shareholders of the Corporation, hereby sign the foregoing resolutions, in accordance with the provisions of the *Business Corporations Act* (Alberta).

MUNICIPALITY OF JASPER

Per: _____

Per: _____

Unanimous Shareholders
Agreement

UNANIMOUS SHAREHOLDER AGREEMENT
(the "USA")

THIS AGREEMENT made effective the ___ day of _____, 20__.

BETWEEN:

MUNICIPALITY OF JASPER

a municipal corporation incorporated pursuant to the laws of the Province of Alberta
(hereinafter collectively referred to as the "**MOJ**")

OF THE FIRST PART

AND:

JASPER MUNICIPAL HOUSING CORPORATION

a body corporate duly incorporated pursuant to the laws of the Province of Alberta,
(hereinafter referred to as the "**Corporation**")

OF THE SECOND PART

WHEREAS:

- A.** The parties wish to enter into this Agreement for the purpose of defining and qualifying their respective rights and obligations to each other and the terms and conditions under which they will carry on their activities under the corporate structure of the Corporation;
- B.** The MOJ has created the Corporation for the purpose described in Recital C(ii) of this Agreement, and to cause the development of the Project via the Corporation's control of the Connaught Project Corp.;
- C.** Due to the dual nature of the project, the MOJ did not want to intermingle the JCHC Assets with the Connaught Facility so it decided to compartmentalize them as follows:
- (i) the Connaught Project Corp. will own the Connaught Facility and enter into Leases with the Occupants of the Connaught Facility; and
 - (ii) the Corporation will either manage the JCHC Assets or own and manage the JCHC Assets, as to be later determined;
- D.** The MGA requires all municipalities who acquire shares in a corporation incorporated pursuant to the Act to enter into a unanimous shareholder agreement which addresses those matters as set forth both in the MGA and in the Regulation, namely that the USA must address the following matters:
- (i) The matters referred to in section 146(1) of the Act;
 - (ii) The Corporation's service delivery standards and decision-making structure;
 - (iii) A dispute resolution process in the event of a dispute between shareholders; and
 - (iv) The method by which the shareholders must provide direction to the corporation with respect to what action, if any, the controlled corporation is to take regarding a proposed Material Change in response to one or more report received under Section 7(5) of the Regulation.
- E.** The parties intend that this Agreement shall operate and be construed as a Unanimous Shareholder Agreement under the Act.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of these premises and of the mutual covenants, agreements and conditions herein contained the parties hereby agree and declare as follows:

ARTICLE 1 - DEFINITIONS AND INTERPRETATION

1.01 Definitions

For the purposes of this Agreement and the Schedules hereto or any certificate, opinion or other document agreement, undertaking or assurance delivered in accordance with or in furtherance of the purposes and intent of this Agreement, unless there is something in the context inconsistent therewith, the following words and phrases will have the following meanings:

- (a) “**Act**” means the *Business Corporations Act*, R.S.A. 2000, and all regulations thereunder as amended from time to time and every statute that may be substituted therefor, and in the case of any such amendment and substitution, any reference in this Agreement to the Act shall be read as referring to such amended or substituted provisions;
- (b) “**Agreement**” means this Agreement as may be amended from time to time in accordance with the terms hereof, and the expressions “**herein**”, “**hereof**”, “**hereto**”, “**above**”, “**below**” and similar expressions if used in any sub-paragraph, paragraph, sub-section, Section or Article of this Agreement refer and relate back to the whole of this Agreement and not to that sub-paragraph, paragraph, sub-section, Section or Article only, unless otherwise expressly provided;
- (c) “**Appoint**” includes “**elect**” and vice versa;
- (d) “**Articles**” means the Articles of Incorporation of the Corporation filed on the ~~___~~^{20th} day of ~~_____, 20___~~ October, 2023, as from time to time amended or restated;
- (e) “**Board**” means the Board of Directors of the Corporation;
- (f) “**Business**” means: (i) initially, the investment of capital into the Connaught Project Corp. and the ownership of shares and control thereof of the Connaught Project Corp., in which the Corporation shall cause the Connaught Project Corp. to operate the Project to be operational and all activities necessarily related thereto; and (ii) investing capital into any subsequent housing projects;
- (g) “**Business Day**” means every day except Saturday, Sunday and a statutory holiday effective in the Province of Alberta;
- (h) “**Bylaws**” means any Bylaws of the Corporation as may be amended from time to time and in force and effect;
- (i) “**Connaught Facility**” means that building to be owned by the ~~Corporation~~ Connaught Project Corp. on the Lands, in which the Housing Units are located within;
- (j) “**Connaught Project Corp.**” means the Connaught Project Corp. in which the Corporation is to subscribe for ___ Class “A” Common, Voting shares and ___ Class “B” Common, Voting shares thereof;
- (k) “**Director(s)**” means the person(s) who is/are from time to time, in accordance with the terms of this Agreement, duly elected director(s) of the Corporation;
- (l) “**Financial Statements**” means those statements of the financial operation of the Corporation, including monthly statements of the Corporation’s revenues and expenses, as they are kept by the Corporation, and which comply with generally accepted accounting principles;
- (m) “**Housing Unit**” means a self-contained housing unit within the Connaught Facility, that is subject to a Lease;

- (n) "JCHC" means the Jasper Community Housing Company;
- (o) "JCHC Assets" means those assets owned by the MOJ but were formerly managed for the MOJ by the JCHC;
- (p) "Lands" means those lands legally described as:
- _____
- _____
- _____
- _____
- (q) "Lease" means such form of lease that the Connaught Project Corp. chooses for an Occupant to reside in a housing unit in the Project;
- (r) "Material Change" has that meaning as ascribed thereto in the Regulation;
- (s) "MGA" means the *Municipal Government Act*, RSA 2000, c.M-26 and all regulations thereunder as amended from time to time and every statute that may be substituted therefor, and in the case of any such amendment and substitution, any reference in this Agreement to the MGA shall be read as referring to such amended or substituted provisions;
- (t) "Occupants" mean those people who reside within one of the housing units of the Connaught Facility pursuant to a Lease, with the precondition that:
- (i) each Occupant has been approved of by the Connaught Project Corp. as an eligible occupant;
- (ii) that each Occupant qualifies as an "eligible resident" within the meaning of the *National Parks of Canada Lease and Licence of Occupation Regulation*, as either that regulation may be amended or replaced from time to time or the reference to "eligible resident" in this regulation may be amended or replaced from time to time
- and further that said Occupant is additionally either:
- (iii) a non-voting shareholder of the Connaught Project Corp.;
- (iv) an employee of a non-voting shareholder of the Connaught Project Corp.;
- (v) a nominee of a non-voting shareholder of the Connaught Project Corp.;
- (vi) a person selected by the MOJ directly;
- (u) "Officer(s)" means any officer(s) of the Corporation;
- (v) "Ordinary Resolution" has the meaning as set forth in the Act;
- (w) "Parties" means the initial parties to this Agreement and includes any person who may hereafter execute a counterpart of this Agreement upon becoming a shareholder and "Party" means any one of them;
- (x) "Project" means that housing project that will be owned by the Connaught Project Corp. for the purpose of increasing the supply of housing within the community of Jasper in which the Corporation shall cause the Connaught Project Corp. to enter into Leases with Occupants;
- (y) "Regulation" means the *Municipally Controlled Corporations Regulation*, A.R. 112/2018;

- (z) "Share(s)" means at all relevant times an issued Share or issued Shares, as the case may be, of the Corporation;
- (aa) "Special Resolution" has the meaning as set forth in the Act;

1.02 Derivative Meanings

All derivatives of any of the definitions set forth in Section 1.01 hereof shall have the meanings appropriate to the derivation of such definition.

1.03 Words that Reference Defined Terms in Legislation

Words and phrases used in this Agreement and not defined herein have the same meaning assigned to them respectively in the Act or in the MGA.

1.04 Effect of Unanimous Shareholder Agreement

This Agreement shall operate and be construed as a Unanimous Shareholder Agreement under the Act provided that if for whatever reason this Agreement is determined not to be a Unanimous Shareholder Agreement under the Act, the terms and provisions hereof shall be binding upon the Parties. Should a conflict exist between this Agreement and the Corporation's Articles or Bylaws, this Agreement shall govern and, if necessary, each shareholder shall vote its Shares so that the Corporation's Articles or Bylaws are amended to be consistent with this Agreement.

ARTICLE 2 - GOVERNANCE OF THE CORPORATION

2.01 Appointment of Directors

The Board shall consist of an odd number of Directors, of up to seven (7) Directors at the discretion of the MOJ, all of which are appointed by the MOJ, from time to time. The MOJ has the sole and unfettered right to elect, appoint or remove any Director, from time to time, [in its role as the shareholder of the Corporation](#).

2.02 Vacancies on Board of Directors

Vacancies on the Board shall be filled as stated in Section 2.01.

2.03 Board Positions

- (a) The Parties confirm that there shall be a Chairperson of the Board and a Vice-Chairperson of the Board, which shall be appointed in accordance with the Bylaws.
- (b) Only Directors shall be eligible to be either the Chairperson of the Board or the Vice-Chairperson of the Board.
- (c) All subsequent appointments of the Board position of Chairperson of the Board or Vice-Chairperson of the Board shall be done in accordance with the Bylaws.

2.04 Directors Voting/Quorum

Except as otherwise required by law or by this Agreement, questions arising at any meeting of the Directors shall be decided by a majority of votes. Each Director shall have and exercise one vote only. A quorum of Directors shall be a majority of the Directors.

2.05 Casting Vote

In the case of an equality of votes at a meeting of the Board or of the Shareholder(s), no person shall have a second or casting vote in addition to his/her original vote.

2.06 Officers

The Parties confirm that as the initial Officers, but subject always to the appointment powers of the Board as contemplated within the Bylaws or amendments to the positions of any of the Officers, shall be a Chief Executive Officer plus any other officer the Board creates.

2.07 Removal

No Director or Officer may be removed from such position except in accordance with the terms of this Agreement or as stated in the Bylaws. If there is a discrepancy between this Agreement and the Bylaws pertaining to the removal of Directors or Officers, this Agreement shall govern.

2.08 Financial Reporting to the MOJ

The Corporation shall keep the Financial Statements and will provide them to the MOJ, as required by the MGA.

ARTICLE 3 - CORPORATION OPERATIONAL MATTERS**3.01 Conduct**

Unless otherwise authorized by a Special Resolution, the Board shall not authorize the Corporation to:

(a) Operational Matters:

- (i) sell, lease or exchange all or substantially all of the property of the Corporation other than in the ordinary course of business. For clarity, Connaught Project Corp. entering into individual Leases with Occupants is part of the ordinary course of business for the Corporation and will not require a Special Resolution from the Corporation to permit Connaught Project Corp. to do the same;
- (ii) be continued as a body corporate under the laws of another jurisdiction;
- (iii) carry on any business or activity other than the Business;

(b) Corporate Matters:

- (i) amalgamate or merge with any other corporation;
- (ii) issue Shares of any class, the transfer of Shares of any class, increase or decrease the authorized or issued capital of the Corporation, or alteration of the Corporation's Share structure and/or Articles in any way;
- (iii) issue stock options;
- (iv) redeem or purchase any of its own Shares otherwise than allowed by the terms of this Agreement;
- (v) reorganize;
- (vi) purchase shares or securities in any other corporation, firm or entity;

- (c) **Financial Matters:**
- (i) give financial assistance to any person;
 - (ii) make a general assignment for the benefit of creditors;
 - (iii) make a voluntary assignment to a trustee in bankruptcy;
 - (iv) subject to the provisions of the Act, give a guarantee on behalf of the Corporation to secure performance of an obligation of any person;
 - (v) mortgage, hypothecate, pledge or otherwise create a security interest in all or any property of the Corporation owned or subsequently acquired, to secure any obligation of the Corporation;
- (d) **Governance Matters:**
- (i) take or institute any proceedings for the winding up, reorganization or dissolution of the Corporation;
 - (ii) register to carry on business in other jurisdictions;
 - (iii) enter into any partnerships or joint ventures.

3.02 **Material Change**

- (a) Notwithstanding anything contained herein to the contrary, if a Material Change to the Corporation is proposed, the Corporation shall not and the Board shall not cause the Corporation to implement this Material Change without compliance with both Section 75.3 of the MGA and Section 7 of the Regulation first, which shall include:
- (i) For clarity, a Material Change as per Section 7(1) of the Regulation means:
- (A) a change in the type of services offered by the Corporation;
 - (B) the purchase, sale, transfer or issuance of any Shares in the Corporation that would result in a change to the controlling interest of the MOJ;
 - (C) a change in the geographic locations where the controlled corporation offers services, if that change was not contemplated in the business plan under section 75.1(3)(a) of the MGA; or
 - (D) a change in the business, financing, operations or affairs of the Corporation that would be considered important by a reasonable person taking into account the circumstances of the Corporation in its entirety.
- (ii) The MOJ notifying the residents of the MOJ of the proposed Material Change to the Corporation, which includes notifying them of the following:
- (A) The new services the Corporation intends to provide in the proposed Material Change;
 - (B) The names of any new shareholder of the Corporation;
 - (C) The geographic location in and outside Alberta in which the Corporation intends to provide services;

- (D) The market impact analysis, if any;
 - (iii) This information must be made available to residents not less than 30 days prior to this engagement process or as otherwise stated in the MGA;
 - (iv) The MOJ's residents being provided the opportunity to make representations to the MOJ's council concerning the proposed Material Changes.
 - (b) The MOJ shall provide a report to the Corporation summarizing the representations made during this engagement process of the proposed Material Change.
 - (c) After the MOJ's receipt of public input, the MOJ shall provide direction to the Corporation of any direction regarding the proposed Material Change
 - (d) Only after there has been compliance with Section 75.3 of the MGA, shall the Corporation be entitled to implement any proposed Material Change.

ARTICLE 4 - SHARES

4.01 Restriction on Issuance of New Shares

The Parties agree that no additional Shares in the Corporation shall be allotted without a Special Resolution.

ARTICLE 5 - COMPLIANCE WITH MGA AND REGULATION

5.01 Compliance with MGA

The Corporation and the MOJ agree and acknowledge that the Corporation is a "controlled corporation" within the meaning of the MGA and the Regulation and accordingly this Agreement must address the following matters:

- (a) Addressing Section 146(1) of the Act – Section 3.01 of this Agreement addresses this obligation;
- (b) Corporation's Service Delivery Standards and Decision-Making Structure – The Corporation's service delivery standard shall be determined by the Board;
- (c) Dispute Resolution Process Between Shareholders – As there is only one shareholder of the Corporation, there is no need to include a dispute resolution process;
- (d) Material Change to the Corporation – Prior to any Material Change to the Corporation being implement, the procedure in Section 3.02 of this USA shall be first followed.

ARTICLE 6 - GENERAL PROVISIONS

6.01 Further Assurances

The Parties and each of them do hereby covenant and agree to do such things and execute such further documents, agreements and assurances as may be necessary or advisable from time to time in order to carry out the terms and conditions of this Agreement in accordance with their true intent.

6.02 Singular, Plural and Gender

Wherever the singular, plural, masculine, feminine or neuter is used throughout this Agreement the same shall be construed as meaning the singular, plural, masculine, feminine, neuter, body politic or body corporate where the fact or context so requires and the provisions hereof and all covenants herein shall be construed to be joint and several when applicable to more than one Party.

6.03 Notices

- (a) Whether or not so stipulated herein, all notices, communication, requests and statements (the “Notice”) required or permitted hereunder shall be in writing.
- (b) Any Notice required or permitted hereunder shall be sent to the intended recipient at its address as follows:
 - (i) to the MOJ:

MUNICIPALITY OF JASPER
 PO Box 520
 Jasper, AB T0E 1E0
 Fax: (780) 852-4019
 Email: bgiven@jasper-alberta.ca

- (ii) to the Corporation:

JASPER MUNICIPAL HOUSING CORPORATION
 PO Box 520
 Jasper, AB T0E 1E0
 Fax: (780) 852-4019
 Email: lpelletier@jasper-alberta.ca

or to such other address as each Party may from time to time direct in writing.

- (c) Notice shall be served by one of the following means:
 - (i) by delivering it to the Party on whom it is to be served. Notice delivered in this manner shall be deemed received when actually delivered to such Party;
 - (ii) if delivered to a corporate party, by delivering it to the address specified in (c) during normal business hours. Notice delivered in this manner shall be deemed received when actually delivered;
 - (iii) by fax or email to the Party on whom it is to be served. Notice delivered in this manner shall be deemed received on the earlier of:
 - (A) if transmitted before 3:00 p.m. on a Business Day, on that Business Day; or
 - (B) if transmitted after 3:00 p.m. on a Business Day, on the next Business Day after the date of transmission; or
 - (iv) by mailing via first class registered post, postage prepaid, to the party to whom it is served. Notice so served shall be deemed to be received five (5) days after the date it is postmarked. In the event of postal interruption, no notice sent by means of the postal system during or within seven (7) days prior to the commencement of such postal interruption or seven (7) days after the cessation of such postal interruption shall be deemed to have been received unless actually received.

6.04 Unenforceable Terms

If any term, covenant or condition of this Agreement or the application thereof to any Party or circumstance shall be invalid or unenforceable to any extent, the remainder of this Agreement or application of such term, covenant or condition to a Party or circumstance other than those to which it is held invalid or unenforceable shall not be affected

thereby and each remaining term, covenant or condition of this Agreement shall be valid and shall be enforceable to the fullest extent permitted by law.

6.05 Amendments

This Agreement may only be altered or amended in any of its provisions when any such changes are reduced to writing and signed by the Parties.

6.06 Remedies Not Exclusive

No remedy herein conferred upon any Party is intended to be exclusive of any other remedy available to that Party but each remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing by law or in equity or by statute.

6.07 Preamble

The Parties hereby confirm and ratify the matters contained and referred to in the preamble to this Agreement and agree that same is expressly incorporated into and form part of this Agreement.

6.08 No Waiver

No consent or waiver, express or implied, by any Party to or of any breach or default by any Party in the performance by such other Party of his obligations hereunder shall be deemed or construed to be a consent or waiver to or of any other breach or default in the performance of obligations hereunder by such Party. Failure on the part of any Party to complain of any act or failure to act of another party or to declare such other Party in default, irrespective of how long such failure continues, shall not constitute a waiver by such Party of his rights hereunder.

6.09 Counterparts

This Agreement may be executed in several counterparts each of which when so executed shall be deemed to be an original, and such counterparts shall constitute the one and same instrument and, notwithstanding their date of execution, shall be deemed to bear date as of the date of this Agreement.

6.10 Division

The division of this Agreement into Articles, Sections, paragraphs or sub-paragraphs forms no part of this Agreement and shall be deemed to have been inserted and done for convenience.

6.11 Headings

The headings in this Agreement have been inserted for reference and as a matter of convenience only and in no way define, limit or enlarge the scope or meaning of this Agreement or any provision hereof.

6.12 Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the Province of Alberta and the laws of Canada applicable therein. Each of the parties hereby irrevocably attorns to the exclusive jurisdiction of the Courts of the Province of Alberta.

6.13 Time

Time shall be of the essence of this Agreement.

6.14 Survival

The provisions of this Agreement which by their respective context are meant to survive closing of a purchase or sale and/or termination of this Agreement shall respectively survive such closing or termination, as the case may be, for the benefit of the Party or Parties relying thereon and shall not be merged therein or therewith.

6.15 Business Day

In any case where time limited by this Agreement expires on a day that is not a Business Day, the time shall be extended to and shall include the next succeeding Business Day.

6.16 Statutory Reference

Any reference to a statute shall include and shall be deemed to be a reference to such statute and to the regulations made pursuant thereto and promulgated thereunder with all amendments made thereto and in force from time to time and any final judicial decisions interpreting the same, and to any statute or regulation that may be passed which has the effect of supplementing or superseding the statute so referred to or the regulations made pursuant thereto.

6.17 Non-Merger

Unless subsequently agreed in writing, the provisions of this Agreement shall not merge on but shall survive execution of supplementary documents and otherwise howsoever.

6.18 Enurement

This Agreement shall enure to the benefit of and be binding upon the Parties hereto, their heirs, executors, administrators, successors and permitted assigns.

IN WITNESS WHEREOF the corporate parties have hereunto executed this Agreement by the hands of their duly authorized officers in that behalf and the individual parties have set their hands and seals effective the day and year first above written notwithstanding the actual date or dates of execution hereof.

MUNICIPALITY OF JASPER

JASPER MUNICIPAL HOUSING CORPORATION

Per: _____

Per: _____

Per: _____

Per: _____

SHAREHOLDER RESOLUTIONS

Resolution #2024-4 Election of Directors

Resolution #2024-5 Confirmation of Bylaw No. 1

Resolution #2024-6 Ratification of Director's Acts

**RESOLUTIONS OF THE SHAREHOLDER
OF JASPER MUNICIPAL HOUSING CORPORATION
(THE "CORPORATION")
EFFECTIVE DATE: OCTOBER 20, 2023**

BE IT RESOLVED THAT:

ELECTION OF DIRECTORS

2024-4 The following persons be elected directors of the Corporation for a term expiring at the closing of the next annual meeting or resolutions of the shareholder or until their successors are elected or appointed:

**SCOTT WILSON
RALPH MELNYK**

CONFIRMATION OF BY-LAW No. 1

2024-5 By-law No. 1, the general administrative by-law of the Corporation enacted and made by the Directors of the Corporation, be and it is hereby confirmed as a bylaw of the Corporation.

RATIFICATION OF DIRECTORS' ACTS

2024-6 The business transacted at the first meeting of the Directors be and the same is hereby ratified and confirmed.

These resolutions may be signed and delivered by the shareholder of the Corporation by electronic transmission, including facsimile and email, and shall constitute the same original instrument.

The undersigned, being the shareholder of the Corporation entitled to vote at a meeting of shareholders, hereby confirms the foregoing resolutions, in accordance with the provisions of the *Business Corporations Act* (Alberta).

MUNICIPALITY OF JASPER

Per: _____

Per: _____

CONSENT TO ACT AS DIRECTOR

**TO: JASPER MUNICIPAL HOUSING CORPORATION
(the "Corporation")**

AND TO: THE SHAREHOLDERS THEREOF

I hereby certify as follows:

1. I am not less than eighteen (18) years of age;
2. I am not:
 - (a) a represented adult as defined in the *Adult Guardianship and Trusteeship Act*, or is the subject of a Certificate of incapacity that is in effect under the *Public Trustee Act*;
 - (b) a formal patient as defined in the *Mental Health Act*;
 - (c) the subject of an order under *The Mentally Incapacitated Persons Act*; or
 - (d) a person who has been found to be of unsound mind by a court elsewhere than in Alberta.
3. I do not have the status of a bankrupt.

I hereby acknowledge that the Corporation is relying upon this certificate for the purpose of ensuring compliance by the Corporation with the provisions of the *Business Corporations Act* (Alberta), and agree to advise the Corporation by instrument in writing delivered to the Corporation of any change in my status as hereinbefore declared.

I hereby consent to act as a director of the Corporation. This consent shall continue in effect from year to year so long as I am re-elected to the board of directors by the shareholders, but if I resign from the board of directors, this consent shall cease to have effect from the effective date of such resignation.

I further consent to the participation by any director at a meeting of the board of directors or of any committee of directors of the Corporation by means of such telephone, electronic or other communications facilities as permit all persons participating in the meeting to communicate with each other simultaneously and instantaneously, such consent to continue in effect unless revoked by an instrument in writing delivered to the Corporation.

Effective the 20th day of October, 2023.

Bylaw No. 1

JASPER MUNICIPAL HOUSING CORPORATION
(THE “CORPORATION”)

BYLAW No. 1

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JASPER MUNICIPAL HOUSING CORPORATION
(THE “CORPORATION”)

BYLAW NO. 1

A bylaw relating generally to the transaction of the business and affairs of the Corporation.

BE IT ENACTED as a bylaw of the Corporation as follows:

SECTION 1 - INTERPRETATION

1.01 Definitions

In these and other bylaws of the Corporation, unless the context otherwise requires:

- (a) “**Act**” means the *Business Corporations Act* of the Province of Alberta, and any statute that may be substituted therefor, as from time to time amended;
- (b) “**appoint**” includes “elect” and vice versa;
- (c) “**Articles**” mean the articles of incorporation of the Corporation and any amendments thereto that may have been made from time to time, as filed with the corporate registrar;
- (d) “**Board**” means the board of the Directors of the Corporation, acting in accordance with the Act, the Articles, these Bylaws, and the USA;
- (e) “**Bylaws**” means this bylaw and all other bylaws of the Corporation from time to time in force and effect;
- (f) “**Committee**” means any committee of the Board that is struck from time to time;
- (g) “**Corporation**” means the corporation which has adopted these Bylaws and to which the same apply;
- (h) “**Director**” means a person appointed as a director of the Corporation, as contemplated within the Articles, these Bylaws and the Act, and “**Directors**” means two (2) or more of them;
- (i) “**Municipality**” mean the Municipality of Jasper;
- (j) “**Officer**” means a person appointed as an officer of the Corporation, as contemplated within the Articles, these Bylaws and the Act, and “**Officers**” means two (2) or more of them;
- (k) “**Shareholder**” means a shareholder of the Corporation;
- (l) “**Telecommunication**” means any means or mode of electronic communication at a meeting that permits each participant to hear all other participants and to be heard by all participants;
- (m) “**USA**” means that Unanimous Shareholder Agreement amongst the Shareholder(s) of the Corporation, as it is amended from time to time.

1.02 Use Of Descriptor Words

Words and expressions defined in the Act have the same meanings when used in the Bylaws. Words importing the singular number include the plural and vice versa; words importing gender include masculine, feminine and neuter genders. Without limiting the generality of the foregoing, a reference to the Board shall include a sole Director when the Corporation has only a sole Director.

1.03 Bylaws Subject to the Act

The Bylaws are subject to the provisions of the Act, unless the Act otherwise specifically provides.

1.04 Conflict Between Bylaws and USA

The Bylaws are subject always to the provisions of the Articles and the USA and in the event of conflict between the provisions of any Bylaws and provisions of the Articles and/or the USA, the provisions of the Articles and/or the USA shall prevail.

1.05 Effect Of Headings

The headings used in this bylaw are inserted for convenience of reference only and do not affect the interpretation of this bylaw or any part hereof.

1.06 Effective Date

The Bylaws shall come into force when enacted by the Board in accordance with the Act.

SECTION 2 - BOARD OF DIRECTORS**2.01 Board of Directors**

Subject to the USA, the Directors shall manage or supervise the management of the business and affairs of the Corporation.

2.02 Composition of Board of Directors

The Board of Directors shall be appointed in accordance with the USA.

2.03 Duty of Care of Board of Directors

- (a) Subject to the USA, the Act and at law generally, every Director in exercising the Director's powers and discharging the Director's duties shall:
 - (i) act honestly and in good faith with a view to the best interests of the Corporation; and
 - (ii) exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
- (b) Every Director shall comply with this Act, the regulations, the Articles, these bylaws and the USA.

SECTION 3 - BOARD POSITIONS**3.01 Election of Chairperson**

- (a) The Board shall elect, from amongst their number the following positions:
 - (i) the Chairperson of the Board; and
 - (ii) the Vice-Chairperson of the Board;

plus any other positions on the Board that the Board determines is necessary at the first regular meeting of the Board of each calendar year.

- (b) The Board may exercise respectively such powers and authority and shall perform such duties, in addition to those specified in these Bylaws, as may from time to time be prescribed by the Board.
- (c) The Board, in their discretion, may remove any person elected in this Section 3.01, with or without cause, at any time. Notwithstanding the removal of any Director from their position in this Section 3.01, this removal does not remove the Director as being a Director on the Board.
- (d) Each person appointed by the Board in this Section 3.01 shall hold office until:
 - (i) a successor is appointed by the Board;
 - (ii) their resignation; or
 - (iii) their removal by the Board.

whichever first occurs.
- (e) For clarity, the people elected pursuant to this Section 3.01 are not Officers, but remain Directors.

3.02 Chairperson of the Board

Without limiting anything contained in this Bylaw, the Chairperson of the Board shall:

- (a) preside over each regular meeting, special meeting and the annual meeting of the Board and of the Shareholders, and in doing so be the chairperson of such meetings;
- (b) vote on all matters before the Board;
- (c) be an ex-officio member of all Committees of the Corporation. Notwithstanding the membership ex-officio of any Committee:
 - (i) the Chairperson of the Board shall not have any voting rights at any Committee meeting unless the Chairperson of the Board is appointed by the Board to be a member of the Committee; and
 - (ii) the Chairperson of the Board shall not be a chairperson of the Committee unless the members of the Committee agree that the Chairperson of the Board shall be the chairperson of the Committee;
- (d) either:
 - (i) attend at all meetings of the Board and Committees of the Board for the purposes of being the recording secretary of the meeting; or
 - (ii) otherwise ensure that a recording secretary is present at such meetings;

and thereafter enter or cause to be entered in records kept for that purpose, minutes of all proceedings at such meetings; and
- (e) exercise such other powers and authority and perform such other duties as may from time to time be prescribed by the Board.

3.03 Vice-Chairperson of the Board

The Vice-Chairperson of the Board shall:

-
- (a) have the powers of the Chairperson of the Board, in the absence or inability of the Chairperson of the Board to discharge its duties;
 - (b) exercise such other powers and authority and shall perform such other duties as may from time to time be prescribed by the Board.

SECTION 4 - BOARD MEETINGS

4.01 Frequency and Number of Board of Directors

The Board, by resolution, may establish the date and number of regular meetings of the Board held during a calendar year, however, there shall be not less than two (2) regular meetings per year.

4.02 Calling of Director Meetings

The Chairperson of the Board:

- (a) may call a meeting of the Board at the discretion of the Chairperson of the Board; and
- (b) shall call a meeting upon receipt of written request by at least two (2) Directors. Upon receipt of a written request as stated, the Chairperson of the Board shall call this meeting within no less than forty-five (45) days of receipt of this request, or sooner should the circumstances reasonably require this.

4.03 Notice of Director Meeting

Notice of the time and place of every Board meeting shall be given to each Director personally, by telephone, by facsimile transmission, or by electronic mail with a read receipt notifying the sender that the email has been read, not less than forty-eight (48) hours before the time fixed for the holding of such Board meeting, provided that any Board meeting may be held at any time and place without such notice if:

- (a) all the Directors are present thereat and signify their waiver of such notice at such meeting; or
- (b) all the Directors present thereat signify their waiver of such notice and all the Directors that are absent have signified their consent to the meeting being held in their absence.

A notice of a meeting of the Board must specify the purpose or the business to be transacted at the meeting.

4.04 Quorum for Meeting

A quorum of Directors shall be constituted when a simple majority of the Board attends.

4.05 Voting on Matters

- (a) Subject to both Section 4.10 of the Bylaws and anything contained to the contrary in the USA, all matters put to the Board shall be decided by a majority vote. For clarity, any matter that is subject to a tie vote shall be defeated.
- (b) At every Board meeting every question shall be decided in the first instance by a show of hands, unless before or upon the declaration of the result by the show of hands, a poll is demanded by at least one (1) Director.
- (c) If a poll is demanded in the manner above mentioned, it shall be taken forthwith without adjournment and the result of such poll shall be deemed to be the resolution of the Board at which the poll was demanded. The recording secretary of the Board meeting shall cause to be entered into the minutes of the Board meeting, how each Director voted with respect to the matter that was voted on by such poll.

- (d) Subject to a poll vote in Section 4.05(c), a declaration by the Chairman that a resolution has been carried or carried by a particular majority, or lost, shall be conclusive and an entry to that effect in the book of proceedings of the Board shall be conclusive evidence thereof, without proof of the number or proportion of the votes recorded in favor of, or against such resolution.

4.06 Casting Vote

Subject to the USA, in the case of an equality of votes at a meeting of the Board, no person shall have a second or casting vote in addition to the person's original vote.

4.07 Agenda for Director Meetings

The Chairperson of the Board shall establish the agenda for any meeting of the Board. The attendees of a meeting of the Board shall adopt the agenda at the beginning of the meeting and may, upon agreement of a majority of those Directors present at the meeting, add or delete items from the agenda.

4.08 Participation via Telecommunication

A Director may participate in a meeting of the Board or of a Committee of Directors by Telecommunication and a Director participating in a meeting by those means is deemed to be present at the meeting.

4.09 Meetings to be Held in Public

A meeting of the Corporation may be held in the absence of the public if the subject-matter being considered is in the best interests of the Corporation to be considered in the absence of the public, or concerns something that would be ordinarily excluded pursuant to the terms of the *Freedom of Information and Protection of Privacy* (Alberta) which includes, but is not limited to the following:

- (a) the security of the property of the Corporation;
- (b) personal information of an individual, including an employee of a Corporation;
- (c) a proposed or pending acquisition or disposition of property by or for a Corporation;
- (d) labour relations or employee negotiations; or
- (e) a law enforcement matter, litigation or potential litigation, including matters before administrative tribunals affecting the Corporation;

and no other subject-matter is to be considered in the absence of the public, subject to Section 4.10 of these Bylaws.

4.10 Written Resolution in Lieu of a Meeting

Section 117 of the Act permits a written resolution of the Board in lieu of holding a meeting.

Accordingly, a resolution or resolutions signed by all of the Directors, as such, without meeting together, whether embodied in the form of minutes of a meeting of Directors or not, shall be valid and effectual as if passed at a meeting of the Board duly called and constituted and shall be entered into the minute book of the Corporation accordingly, and may relate back to any date therein stated to be the effective date thereof. A Director may signify their assent to such resolution or resolutions in writing or by means of Telecommunication with respect to which a written record is made.

SECTION 5 - BOARD COMMITTEES

5.01 Delegation of Board Powers

The Board may delegate some, but not all, of its powers to Committees as it thinks fit. Notwithstanding any delegation of its powers to committees, the Board remains responsible and accountable for all decisions made by any Committee.

5.02 Appointment of Committees

The Board may appoint standing or ad hoc committees that it deems necessary consisting of Directors and others and may assign duties and responsibilities to the committees that are not inconsistent with the Act, the USA and these Bylaws.

5.03 Committees of Directors

Unless otherwise ordered by the Board, each Committee of Directors shall have power to fix its quorum at not less than a majority of its members, to elect its chairperson and to regulate its own procedures.

The terms of reference for the foregoing Committees shall be established by each Committee and ratified by the Board, from time to time and as needed. All Committees shall be accountable to the Corporation through the Board.

5.04 Committee Advisories

Subject always to the provisions of the USA and the directives of the Board, any Committee may seek out and utilize people who are not Directors to attend meetings of the Committee and provide an advisory function for the Committee and its members. For clarification, and without restricting the foregoing, such individual(s) shall not be deemed or implied to be members of the Committee by virtue of such attendance, and shall not vote upon any business or affairs of the particular Committee.

SECTION 6 - BOARD MATTERS (ADMINISTRATIVE)

6.01 Minutes

- (a) The Board shall cause all minutes of a meeting of the Board or a written resolution thereof to be entered into the minute book of the Corporation within thirty (30) days of the formal adoption of the minutes of the meeting or written resolution. The minutes of each meeting of the Board shall be approved at the next meeting of the Board, where reasonably possible.
- (b) The Board shall prepare and circulate amongst the Board for review and consideration, draft minutes of the most recent meeting of the Board within thirty (30) days after said meeting.

6.02 Corporate Seal

The Board may adopt and change a corporate seal which shall contain the name of the Corporation and the Board may cause to be created as many duplicates thereof as the Board shall, from time to time, determine.

6.03 Execution of Documents

Subject always to the restrictions or requirements of the USA:

- (a) the Board by resolution may from time to time direct the manner in which, and the person or persons, by whom, any particular instrument or class of instruments or documents may or shall be signed;
- (b) in the absence of a Board resolution, but subject always to the USA, any particular instrument or class of instruments must be signed on behalf of the Corporation by:

- (i) any one Director; and
- (ii) either the Chief Executive Officer or their designate;

or if the Corporation is authorized to have and has only one Director, then by any such person acting alone.

- (c) subject to the execution of the instrument by the representative(s) of the Corporation duly authorized under the Act, the USA and these Bylaws, any Director or Officer may affix the corporate seal to any instrument requiring the same.

SECTION 7 - OFFICERS

7.01 Appointment of Officer Positions

The Board shall appoint the Chief Executive Officer and such other officer positions as the Board sees fit. Without limitation of the foregoing:

- (a) the powers of the officer positions shall be set by the Board, from time to time; and
- (b) the remuneration of each officer position, if any, shall be set by the Board from time to time.

7.02 Powers and Duties of Chief Executive Officer

The Chief Executive Officer shall, subject always to the delegation of responsibilities to other Officers, contractors, consultants and/or employees of the Corporation:

- (a) have supervision of the business and affairs of the Corporation and such other additional powers and duties as the Board may specify from time to time;
- (b) to the extent such duties are not delegated to another Officer:
 - (i) attend and be the secretary at all meetings of the Shareholder(s) for the purposes of being the recording secretary of the meeting and shall enter or cause to be entered in records kept for that purpose, minutes of all proceedings at such meetings;
 - (ii) be the custodian of the corporate seal, if any, of the Corporation and shall have charge of all books, papers, reports, certificates, records, documents, registers and instruments belonging to the Corporation;
 - (iii) be responsible for registering or filing of, or causing to be registered or filed, all reports, certificates and all of the documents required by law to be registered or filed by the Corporation;
 - (iv) keep or cause to be kept, proper accounting records in compliance with the Act and shall be responsible for the deposit of monies and other valuable effects of the Corporation in the name and to the credit of the Corporation in such banks or other depositories as the Board may from time to time designate;
 - (v) be responsible for the disbursement of the funds of the Corporation; and
 - (vi) render to the Board, whenever so directed, an account of all financial transactions and of the financial position of the Corporation;
 - (vii) give or cause to be given as and when instructed, all notice to Shareholder(s), the Board, Officers, Auditors and members of Committees of the Board;

- (viii) provide operational reports or other statements as to the affairs of the Board, as the Board may require from time to time;
- (ix) certify any documents of the Corporation except when some other Officer or agent has been appointed for any such purpose;
- (x) ensure that the policies and programs of the Corporation are implemented;
- (xi) advise and inform the Board on the operations and affairs of the Corporation; and
- (xii) carry out any lawful direction of the Board from time to time.

7.03 Other Officers

The powers and duties of all other Officers shall be such as prescribed by the Directors.

7.04 Variation of Powers and Duties

The Board may from time to time vary, add to or limit the powers, authority and duties of any Officer.

7.05 Removal and Discharge of Officers

The Board, in its discretion, may remove any Officer, with or without cause, at any time, unless the resolution or contract providing for the appointment of such Officer stipulates otherwise. Each Officer appointed by the Board shall hold office until a successor is appointed, or until their earlier resignation or removal by the Board.

7.06 Term of Office

Each Officer appointed in these Bylaws shall hold office until:

- (a) a successor is appointed by the Board;
- (b) their resignation; or
- (c) their removal by the Board,

whichever first occurs.

SECTION 8 - SHAREHOLDER MEETINGS

8.01 Meeting

An annual meeting of the Shareholder(s) shall be called by the Chairperson of the Board. In no case shall an annual Shareholder meeting be called later than fifteen (15) months from the last preceding annual Shareholder(s) meeting.

8.02 Notice of Meeting

Written notice of the annual Shareholder meeting shall be provided to the Shareholder(s) by mail postmarked, facsimile transmission or electronic mail with a read receipt not less than twenty-one (21) days prior to the date of the annual Shareholder meeting.

8.03 Agenda for Shareholder Meetings

The Chairperson of the Board shall establish the agenda for any meeting of the Shareholder(s). The attendees of a meeting of the Shareholder(s) shall adopt the agenda at the beginning of the meeting and may, upon agreement of a majority of those Shareholder(s) present at the meeting, add or delete items from the agenda.

8.04 Calling of Special Shareholder Meetings

The Chairperson of the Board shall call a special meeting of the Shareholder(s) upon receipt of a request from no less than five (5%) percent of the issued shares of the Corporation.

8.05 Shareholder Quorum

- (a) A quorum is present irrespective of the number of persons actually present at the meeting, if the holder or holders of no less than 2/3rds of all the issued Shares entitled to vote at the meeting are present in person.
- (b) If a quorum is present at the opening of a meeting of shareholders the Shareholders present may proceed with the business of the meeting, notwithstanding that a quorum is not present throughout the meeting.
- (c) If a quorum is not present at the opening of a meeting of the Shareholders, the Shareholders present may adjourn the meeting to a fixed time and place but may not transact any other business.

8.06 Telecommunication/Virtual Meetings

Any representative of a Shareholder(s) or any other person entitled to attend a meeting of Shareholder(s) may participate in the meeting by means of telephone, video or other communication facilities that permit all persons participating in the meeting to hear each other and a person participating in such a meeting by those means is deemed to be present at the meeting.

8.07 Persons Entitled to be Present at Meetings

- (a) The following persons are entitled to be present at a meeting of the Shareholder(s):
 - (i) those representatives of the Shareholder(s) entitled to vote thereat;
 - (ii) the Directors;
 - (iii) the auditor of the Corporation; and
 - (iv) others who, although not entitled to vote, are entitled or required under any provision of the Act, these Bylaws, or any other legislation to be present at the meeting.
- (b) A meeting of the Shareholders of the Corporation may be held in the absence of the public only as permissible pursuant to *Freedom of Information and Protection of Privacy Act* (Alberta) if the subject-matter being considered in the absence of the public concerns it, which may include, but not be limited to:
 - (i) the security of the property of the Corporation;
 - (ii) personal information of an individual, including an employee of a Corporation;
 - (iii) a proposed or pending acquisition or disposition of property by or for a Corporation;
 - (iv) labour relations or employee negotiations; or
 - (v) a law enforcement matter, litigation or potential litigation, including matters before administrative tribunals affecting the Corporation;

and no other subject-matter is to be considered in the absence of the public, subject to section 8.13 of these Bylaws.

8.08 Notice of Adjourned Meeting

If a meeting of Shareholder(s) is adjourned by one or more adjournments for an aggregate of less than 30 days, not less than five days' notice of the time and place of the adjourned meeting shall be given to those persons entitled to receive such notice as provided by the Act.

8.09 Chairperson of Shareholder(s) Meetings

The chairperson of any meeting of the Shareholder(s) shall be the first mentioned of such of the following persons as have been appointed and who is present at the meeting of the Corporation:

- (a) the Chairperson of the Board; and
- (b) the Vice-Chairperson of the Board.

If no such person is present within fifteen minutes from the time fixed for the holding of the meeting of the Shareholder(s), the Shareholder(s) present and entitled to vote shall choose one of their number then present to be chairperson of that meeting.

8.10 Chairperson's Declaration as to Vote

At any meeting, unless a ballot is demanded, a declaration by the chairperson of the meeting that a resolution has been carried or carried unanimously or by a particular majority or lost or not carried by a particular majority shall be conclusive evidence of the fact without proof of the number or portion of votes recorded in favour of or against the motion.

8.11 Voting by Ballot

- (a) If a ballot is demanded by any person entitled to vote at a Shareholder(s) meeting and the demand is not withdrawn, the ballot so demanded shall be taken in such manner as the chairperson of the meeting shall direct. Each person who is entitled to vote at the meeting upon the question shall vote that number of votes provided by the Act, USA or the Articles, as the case may be.
- (b) The declaration by the chairperson of the meeting that the vote upon the question has been carried, or carried unanimously or by a particular majority, or lost or not carried by a particular majority and an entry in the minutes of the meeting shall be prima facie evidence of the fact without proof of the number of proportion of votes recorded in favour of or against any resolution or question.

8.12 Scrutineers

The chairperson of any meeting of the Shareholder(s) may appoint one or more scrutineers to count and report upon the results of the voting.

8.13 Written Resolution in Lieu of a Meeting

Section 141 of the Act permits a written resolution of the Shareholders in lieu of holding a meeting.

Accordingly, a resolution or resolutions signed by all of the Shareholders who are entitled to vote on such meeting, as such, without meeting together, whether embodied in the form of minutes of a meeting of Shareholders who are entitled to vote on such meeting or not, shall be valid and effectual as if passed at a meeting of the Shareholders who are entitled to vote on such meeting duly called and constituted and shall be entered into the minute book of the Corporation accordingly, and may relate back to any date therein stated to be the effective date thereof. A Shareholder may signify its assent to such resolution or resolutions in writing or by means of Telecommunication with respect to which a written record is made.

SECTION 9 - CONFLICTS OF INTEREST

9.01 Disclosure of Conflicts of Interest of Directors and Officers

- (a) A Director or Officer who
- (i) is a party to a material contract or material transaction or proposed material contract or proposed material transaction with the Corporation, or
 - (ii) is a director or an officer of or has a material interest in any person who is a party to a material contract or material transaction or proposed material contract or proposed material transaction with the Corporation,
- shall disclose in writing to the Corporation or request to have entered in the minutes of meetings of the Board the nature and extent of the Director's or Officer's interest, as the case may be.
- (b) The disclosure required by subsection (a) shall be made, in the case of a Director or Officer:
- (i) at the meeting at which a proposed contract or transaction is first considered, wherein the Director or Officer shall disclose in writing to the Corporation or request to have entered in the minutes of meetings of Board the nature and extent of the Director's or Officer's interest as the case may be;
 - (ii) if the Director or Officer was not interested in a proposed contract or transaction at the time of the meeting referred to in Section 9.01(b)(i), at the first meeting after the Director or Officer becomes so interested;
 - (iii) if the Director or Officer becomes interested after a contract or transaction is made, at the first meeting after the director becomes so interested; or
 - (iv) if a person who is interested in a contract or transaction later becomes a director, at the first meeting after the person becomes a Director or Officer.
- (c) Where a proposed contract or transaction is dealt with by resolution under Section 4.10 instead of at a meeting, the disclosure that would otherwise be required to be made in accordance with this Section shall be made:
- (i) forthwith on receipt of the resolution, or
 - (ii) if the Director or Officer was not interested in the proposed contract or transaction at the time of receipt of the resolution, at the first meeting after the Director of Officer becomes so interested.
- (d) If a material contract or material transaction or proposed material contract or proposed material transaction is one that, in the ordinary course of the Corporation's business, would not require approval by the Board or Shareholders, a Director or Officer shall disclose in writing to the corporation, or request to have entered in the minutes of a Board meeting, the nature and extent of the Director's or Officer's interest, as the case may be forthwith after the Director or Officer becomes aware of the contract or transaction or proposed contract transaction.
- (e) A Director or Officer referred to in Section 9.01(d) shall not vote on any resolution to approve the contract or transaction unless the contract or transaction is:
- (i) a contract or transaction relating primarily to the Director's or Officer's remuneration as a Director, Officer, employee or agent of the Corporation or an affiliate of the Corporation; or
 - (ii) a contract or transaction for indemnity or insurance under the Bylaws or the USA.

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- (f) For the purpose of this section, a general notice to the Board by a Director or Officer is a sufficient disclosure of interest in relation to any contract or transaction made between the Corporation and a person in which the Director or Officer has a material interest or of which the Director or Officer is a director or officer if
- (i) the notice declares the Director or Officer is a director or officer of or has a material interest in the person and is to be regarded as interested in any contract or transaction made or to be made by the corporation with that person, and states the nature and extent of the director's interest, and
 - (ii) at the time disclosure would otherwise be required under this Section 9.01, the extent of the Director's or Officer's interest in that person is not greater than that stated in the notice.
- (g) If a material contract or material transaction is made between a corporation and one or more of its directors or officers, or between a corporation and another person of which a director or officer of the corporation is a Director or Officer or in which the Director or Officer has a material interest,
- (i) the contract or transaction is neither void nor voidable by reason only of that relationship, or by reason only that a Director or Officer with an interest in the contract or transaction is present at or is counted to determine the presence of a quorum at a Board meeting or Committee meeting that authorized the contract or transaction, and
 - (ii) a director or officer or former director or officer of the corporation to whom a profit accrues as a result of the making of the contract or transaction is not liable to account to the Corporation for that profit by reason only of holding office as a Director or Officer,
- if the director or officer disclosed the Director's or Officer's interest in accordance with this Section and the contract or transaction was approved by the Board or the Shareholders and it was reasonable and fair to the Corporation at the time it was approved.
- (h) Even if the conditions of subsection (g) are not met, a Director or Officer acting honestly and in good faith is not accountable to the Corporation or to its Shareholders for any profit realized from a material contract or material transaction for which disclosure is required hereunder, and the material contract or material transaction is not void or voidable by reason only of the interest of the director or officer in the material contract or material transaction, if
- (i) the material contract or material transaction was approved or confirmed by a meeting of the Shareholders,
 - (ii) disclosure of the interest was made to the Shareholders in a manner sufficient to indicate its nature before the material contract or material transaction was approved or confirmed; and
 - (iii) the material contract or material transaction was reasonable and fair to the Corporation when it was approved or confirmed.
- (i) If a Director or Officer corporation fails to comply with this section, a Court may, on application of the Corporation or any of its Shareholders, set aside the material contract or material transaction on any terms that it thinks fit, or require the Director or Officer to account to the Corporation for any profit or gain realized on it, or both.
- (j) Notwithstanding anything else contained to the contrary herein, this Section 9.01 shall not apply to any contract between the Corporation and the Shareholder.

SECTION 10 - INDEMNIFICATION**10.01 Indemnification of Directors or Officers for Other Corporations on behalf of Corporation**

- (a) Except in respect of an action by or on behalf of the Corporation or body corporate to procure a judgment in its favour, the Corporation shall indemnify a Director, Officer, a former Director, a former Officer or a person who acts or acted at the Corporation's request as a Director or Officer of a body corporate of which the Corporation is or was a Shareholder or creditor, and the Director or Officer's heirs and legal representatives, against all costs, charges and expenses, including any amount paid to settle an action or satisfy a judgment, reasonably incurred by him in respect of any civil, criminal or administrative action or proceeding to which the Director or Officer is involved is made a party by reason of being or having been a Director or Officer of that Corporation or body corporate, if:
- (i) the Director or Officer acted honestly and in good faith with a view to the best interests of the Corporation; and
 - (ii) in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, the Director or Officer had reasonable grounds for believing that the Director or Officer's conduct was lawful.
- (b) The Corporation may with the approval of the court indemnify a person referred to in Section 10.01(a) in respect of an action by or on behalf of the Corporation or body corporate to procure a judgment in its favour, to which the person is made a party by reason of being or having been a Director of the Corporation or body corporate, against all costs, charges and expenses reasonably incurred by the person in connection with the action if the person fulfils the conditions set out in Section 10.01(a)(i) - (ii).

10.02 Indemnification of Others

Subject to Section 10.01(a), the Corporation may from time to time indemnify and save harmless any person who was or is a party or is threatened to be made a party to any threatened, pending or contemplated action, suit or proceeding, whether civil, criminal, administrative or investigative (other than an action by or in the right of the Corporation) by reason of the fact that the person is or was an employee or agent of the Corporation, or is or was serving at the request of the Corporation as a Director, Officer, employee, agent of or participant in another corporation, partnership, joint venture, trust or other enterprise, against expenses (including legal fees), judgments, and fines in any amount actually and reasonably incurred by the person in connection with such action, suit or proceeding if the Board determines that:

- (a) the person acted honestly and in good faith with a view to the best interests of the Corporation; and
- (b) in the case of a criminal or administrative action or proceeding that is enforced by monetary penalty, the person had reasonable grounds for believing that their conduct was lawful.

10.03 Right of Indemnity not Exclusive

The provisions for indemnification contained in this Section 10 shall not be deemed exclusive of any other rights to which those seeking indemnification may be entitled under any bylaws, USA, vote of Shareholder(s) or otherwise, both as to acting in an official capacity and as to acting in any other capacity while holding such office and shall continue as to a person who has ceased to be a Director and shall enure to the benefit of the heirs and legal representatives of such person.

SECTION 11 - GENERAL PROVISIONS**11.01 Bylaw Amendment**

The Bylaws may only be made, amended or repealed as stipulated in the USA.

11.02 Notices

In addition to any other method of service permitted by the Act any notice or document required by the Act, the regulations, the Articles or the Bylaws may be sent to any person entitled to receive same in the manner set out in the Act for service upon a Shareholder or director and by any means of Telecommunication with respect to which a written record is made. A notice sent by means of Telecommunication shall be deemed to have been given on the first business day after the date upon which the written record is made.

11.03 Waiver of Notice

Any Shareholder, Director, Officer, auditor or member of the Corporation may waive the requirement to give or the time for any notice required to be given to it under any provision of the Act, the regulations thereunder, the Articles, the Bylaws or otherwise, and such waiver or abridgment, whether given before or after the meeting or other event of which the notice is required to be given, shall cure any defect in the giving or in the time of such notice as the case may be. Any such waiver as aforesaid shall be in writing for the waiver to be valid. Additionally, the attendance at any meeting of the Shareholders, the Directors or the Corporation itself shall be deemed to constitute a waiver of the notice of the meeting and to abridge the time thereof.

11.04 Signature on Notice

The signature to any notice to be given by the Corporation may be lithographed, written, printed or otherwise mechanically or electronically reproduced.

11.05 Counterpart Documents

Any resolution in writing may be executed in counterpart and shall thereupon be binding upon the person or persons whose signatures appear thereon subject to the execution of one or more similar counterparts to be executed in the aggregate by the remaining person or persons named or referred to therein.

11.06 Solicitors Authorization

The solicitors for the Corporation, as its agents, are authorized to, without further action or authorization from the Corporation, its Board, or Officers, as the case may be, execute and file with Alberta Corporate Registry or any other similar entity, whether in or outside of the Province of Alberta, any and all documents contemplated by the *Business Corporations Act* or any other applicable legislation or regulation, including but not limited to, a Notice of Change of Address.

Enacted by the Board as of the ___ day of _____, 20__.

As evidenced by the signature of the Chief Executive Officer of the Corporation endorsed below.

Chief Executive Officer

SHAREHOLDER RESOLUTIONS

Resolution #2024-7 Change of Directors

**RESOLUTIONS OF THE SHAREHOLDER
OF JASPER MUNICIPAL HOUSING CORPORATION
(THE "CORPORATION")
EFFECTIVE DATE: OCTOBER 24, 2023**

WHEREAS Ralph Melnyk has been removed as a director of the Corporation;

AND WHEREAS Rico Damota has been appointed as a director of the Corporation.

NOW THEREFORE BE IT RESOLVED THAT:

2024-7 A) The removal of Ralph Melnyk as a director of the Corporation is hereby approved.

B) The appointment of Rico Damota as a director of the Corporation is hereby approved.

C) The directors of the Corporation are confirmed as being the following persons:

**SCOTT WILSON
RICO DAMOTA**

D) Christopher A. Huygen is hereby authorized and directed to execute and file a Notice of Directors at Alberta Corporate Registry to effect such director appointment, and to further make all necessary amendments to the corporate minute book.

E) These resolutions may be signed and delivered by the shareholder of the Corporation by electronic transmission, including facsimile and email, and shall constitute the same original instrument.

The undersigned, being the sole shareholder of the Corporation entitled to vote at a meeting of shareholders, hereby confirms the foregoing resolutions, in accordance with the provisions of the *Business Corporations Act* (Alberta).

MUNICIPALITY OF JASPER

Per: _____

Per: _____

AGENDA ITEM 6.6

REQUEST FOR DECISION

Subject: Jasper Municipal Housing Corporation Director Selection
From: Bill Given, Chief Administrative Officer
Prepared by: Leanne Pelletier, Municipal Housing Coordinator
Reviewed by: Bill Given, Chief Administrative Officer
Date: February 20, 2024



Recommendations:

- That Council, representing the Municipality of Jasper as sole JMHC Shareholder, appoint the following individuals, to the Jasper Municipal Housing Corporation Board of Directors:
 1. Councillor Scott Wilson - October 20, 2023 to November 15, 2025
 2. Councillor Rico Damota - October 24, 2023 to November 15, 2025
 3. Nadine McIsaac, Edward Archibald, Laurie Rodger, Serge Martin and Andrea Ziegler – February 20, 2024 to March 1, 2026
- That Council, representing the Municipality of Jasper as sole JMHC Shareholder, select alternate individuals from received JMHC Director applications for appointment to the JMHC Board of Directors.

Background:

The Jasper Municipal Housing Corporation (JMHC) MCC is a legally separate entity, to be governed by an appointed Board of Directors and formalized through a Unanimous Shareholders Agreement and Articles of Incorporation. Board member selection and appointment is necessary under the MGA, Business Corporations Act and Unanimous Shareholders Agreement (USA).

Article 2 of the proposed Jasper Municipal Housing Corporation USA states the following with regard to Appointment of Directors:

- *The Board shall consist of an odd number of Directors, of up to seven (7) Directors at the discretion of the MOJ, all of which are appointed by the MOJ, from time to time. The MOJ has the sole and unfettered right to elect, appoint or remove any Director, from time to time.*

Recognizing the requirement to select and appoint a JMHC Board of Directors; at the October 10, 2023 Committee meeting Council received a draft Jasper Municipal Housing Corporation Board Skills Matrix, for consideration and discussion. The Board Skills matrix was developed as a tool to assist in evaluating and ranking JMHC Director applications. Administration also presented on the strategy to recruit to the Board. The amended JMHC Board Skills Matrix was approved by Council at the October 17th Regular Council Meeting.

Administration advertised JMHC Board Director positions from December 21, 2023 to January 11, 2024 on numerous platforms. Fifteen applications for the position of JMHC Director were received. Applications have been evaluated and scored by administration using the JMHC Board Skills Matrix.

As noted in the JMHC Business Plan, two (2) Director positions are to be assigned to Municipal Councilors, to ensure the municipally controlled corporation will at all times continue to be in alignment with the municipality's interests and community needs.

Discussion:

The Municipality of Jasper, as sole JMHC Shareholder, holds the responsibility for operationalizing the MCC and ensuring the completion of all necessary corporate actions, including the crucial task of selecting and appointing Directors. After Council appointments, five (5) open Director positions exist on the JMHC Board.

Recent efforts to recruit to the Board and invite applications from interested parties resulted in fifteen applications for JMHC Director positions being received, for the five open Director positions.

To ensure a well-rounded and effective JMHC governing body, specific qualities and areas of expertise have been identified as beneficial in candidates, that will contribute most to the board's success. These qualities and areas of expertise comprise the JMHC Board Skills Matrix, a tool developed to assist with evaluating and ranking Board applications. This tool ensures that the collective expertise of the Board covers all required areas and identifies potential gaps, guiding the recruitment process.

Administration has reviewed and evaluated the JMHC Director submissions using the Board Skills Matrix tool and the following methodology; individuals were assigned a level of experience/knowledge for each category, including None, Low, Medium, and High. Levels were assigned points; 0, 1, 2 and 4 respectively, and an individual score was calculated.

High ranking individuals were then considered in relation to the Board's requirements as a whole, ensuring that the Board, as a collective entity, has expertise and experience in all required areas by ensuring individual Directors have complimentary skills.

Strategic Relevance:

- Build our internal capacity to advance our housing priorities.
- Facilitate others in developing diverse housing options.
- Welcome the expertise, innovation, creativity and commitment of community members, groups, associations and businesses.
- Strengthen our voice by partnering with those who share our interests.

Inclusion Considerations:

A Skills Matrix encourages objective evaluation of candidates based on their skills, qualifications, and experiences rather than subjective biases. By clearly defining the desired skills and competencies, it helps reduce the influence of unconscious bias that can hinder diverse candidates' selection.

Relevant Legislation:

- Municipal Government Act
- GOA - Municipally Controlled Corporations Regulation
- Business Corporations Act

Financial:

The recommendation does not have financial implications and no additional resources are needed.

Policy Title: COMMUNITY & ECONOMIC DEVELOPMENT FUND

Policy #: B-117

Effective Date: XXXX, 2024

Date adopted by Council: XXXX, 2024



1. POLICY STATEMENT

The Municipality of Jasper is committed to providing funding support to projects that help build community capacity.

The Municipality of Jasper's Community & Economic Development (CED) Fund provides financial support to projects that fit into one of the below streams:

STREAM A: Community Development

- Build community connection
- Promote community health and wellbeing
- Advance environmental stewardship

STREAM B: Economic Development

- Develop entrepreneurial skills
- Develop employment skills
- Increase jobs or businesses

2. SCOPE

The Community and Economic Development Fund supports projects that occur within the Municipality of Jasper.

3. STANDARDS

The CED Fund may award a total of up to \$10,000 per year.

All funding requests will be presented to Committee of the Whole and require a motion of Council for final approval.

All funding will be aligned with Council Policy [F-104 Relationships with External Groups](#)

APPLICANTS

Funding will be granted to organizations or individuals that meet these requirements and follow these practices:

- Operated in a non-discriminatory manner, as set out by the Municipality's [Equity, Diversity and Inclusion policy \(E-015\)](#) and the Alberta Human Rights Act
- Efficient, effective and fiscally responsible
- In good financial standing with the Municipality of Jasper

The following types of organizations/programs are *ineligible* for funding:

- Organizations that have already received municipal funding through the budget process in the calendar year for which they are applying
- Organizations with a partisan political affiliation, or which participate in partisan political activities at the federal, provincial, or municipal level
- Organizations which act primarily as a funding source for other groups
- Faith-based organizations where the services/activities include the promotion and/or required adherence to a specific faith

- Organizations whose programs fall within the legislated mandate of other governments or municipal departments
- Provincial, national, or international organizations which do not have an active local chapter in Jasper
- Organizations with objectives which are inconsistent with Council's commitment to diversity, inclusion, human rights and basic human dignity

PROJECT ELIGIBILITY

To qualify for funding, applicants must demonstrate:

- How their initiative contributes to community or economic development in Jasper
- How they have removed barriers to accessing their proposed project for groups at risk of exclusion (lower income, youth, older adults, immigrants, visible minorities, individuals with diverse abilities, etc.) using the inclusion tool included in the application package
- How they have helped build capacity to sustain project outcomes beyond the funding period

Applicants that can show additional funding sources, or in-kind contributions from other groups, will receive more favorable consideration in the evaluation.

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.

5. DEFINITIONS

Barrier – an obstacle that prevents someone from movement or access. There are different types of barriers (physical, geographical, technological, motivational, language etc.).

Community Capacity – the ability of a community, its people and organizations, to solve problems and improve or maintain certain conditions.

Community connection – a sense of belonging to something bigger than oneself. Social connection between and among community members strengthens community connection.

Community health – the physical, mental, emotional and economic wellbeing of people in a specific geographic region.

Employment skills – including things like communication, motivation and initiative, leadership, dependability, teamwork, patience, adaptability, language or technical training.

Entrepreneurial skills – various skillsets such as leadership, business management, time management, creative thinking, problem solving.

Environmental stewardship – the responsible use and protection of the natural environment through active participation in conservation efforts.

Inclusivity – providing equal access to opportunities and resources for people who might otherwise be excluded.

Jobs or businesses – refers to new positions, new types of work or new ventures entirely.

AGENDA ITEM 6.9

REQUEST FOR DECISION

Subject: 2024 Communities in Bloom Appointments
From: Bill Given, Chief Administrative Officer
Prepared by: Emma Acorn, Legislative Services Coordinator
Reviewed by: Christine Nadon, Director of Protective & Legislative Services
Date: February 20, 2024



Human Resources Committee Recommendation:

- That Council appoint Danny Frechette, Sarah Fougere, and Shelley Koebel to the Communities in Bloom Committee for a term commencing January 1, 2024 and concluding December 31, 2025.

Alternatives:

- That Council direct Administration to re-advertise board and committee vacancies.

Background:

Annual advertising for board and committee positions took place in November on the Municipality's website, social media, and the Fitzhugh to recruit board members for the Jasper Municipal Library Board and the Communities in Bloom Committee. The deadline for applications was November 27, 2023. No applications were received for the Communities in Bloom Committee, and at the December 19, 2023 regular meeting, Council directed Administration to re-advertise the positions.

The three vacancies were re-advertised in January with more detail on the committee's purpose and a new deadline of January 31, 2024. The updated terms of reference for the Communities in Bloom Committee gives Council the ability to appoint members to either a one or two-year term.

Relevant Legislation:

[Procedure Bylaw #190](#)

Strategic Relevance:

Organizational Health

- Striving to improve the organizational health of the Municipality of Jasper by fostering Council-Staff relationships and enhancing operational effectiveness, efficiency, responsiveness and adaptability

Financial:

There is no remuneration for sitting on Council's boards and committees.

Follow Up Actions:

Applicants will be notified if they have or have not been appointed to the committee. Successful applicants will be put in contact with respective board and committee chairs for further instruction.

Attachments: Communities in Bloom Committee Terms of Reference

Communities in Bloom Advisory Committee Terms of Reference

1. Purpose & Responsibilities of the Committee

To foster community pride and engagement in maintaining the appearance and liveability of Jasper, and; to provide an effective link between the community and Municipal Administration in order to contribute to the long term success of the Municipality's participation in the Communities in Bloom program and local beautification and environmental initiatives by;

- 1.1. Contributing ideas and expertise to inform administration's long and short-term business planning, and to assist in determining appropriate goals and objectives with respect to beautification and environmental initiatives;
- 1.2. Assisting in the identification of strengths and weaknesses in local beautification and environmental initiatives;
- 1.3. Encourage positive relations with the community which support the Municipality's efforts and to provide input on the marketing, education, and promotion of the Municipality's beautification and environmental programs;
- 1.4. To be kept informed of special events, promotions and public campaigns.

2. Membership

The Communities in Bloom Advisory Committee will consist of the following:

- 2.1. (1) Councillor;
- 2.2. (3) Public Members, and;
- 2.3. In addition to the regular members above, the following organizations will also be invited to recommend one (1) member each to the committee:
 - Parks Canada,
 - Tourism Jasper,
 - Jasper Park Chamber of Commerce

2.4 Members will be appointed by decision of the Municipal Council to a one or two year term.

2.5 The Chair of the Committee will be a Councillor and shall be appointed by Council on the recommendation of the Mayor.

3. Quorum and Voting

- 3.1. The quorum for the Communities in Bloom Advisory Committee shall be the majority of the Members appointed.
- 3.2. The Committee will make recommendations to administration or Council by consensus on any issues but is not a decision making body.

4. Meetings & Minutes

- 4.1. The committee will meet at least 2 times per year.
- 4.2. Meetings shall not exceed 1.5 hours in length unless the members present unanimously consent to an extension.
- 4.3. Notice of all meetings shall be given to all Council members.

4.4. Notice of meetings is deemed to be given by circulation of the agenda, together with supporting documentation, at least 2 business days prior to the meeting.

5. Administrative Support

5.1. The committee shall be supported by the Operations and/or the Community Development department(s).

6. Reporting Relationship

6.1. The committee shall act in an advisory capacity to Council and Municipal Administration

6.2. The committee may recommend items to Council or Administration for consideration and action.

6.3. A rationale shall be provided to the Committee by Administration for action/inaction on recommendations.

7. Funding

7.1. Funding for the operation of the committee shall be determined by council through the annual budget process.

8. Terms of Reference

8.1. The Committee's Terms of Reference may only be approved and amended by Council at a regular meeting.