

Municipality of Jasper
Committee of the Whole Meeting Minutes
 Tuesday, April 22, 2025 | 9:30am
 Jasper Library and Cultural Centre, Quorum Room

Virtual viewing and participation	Council attendance is in Council chambers at the Jasper Library and Cultural Centre. This meeting was also conducted virtually and available for public livestreaming through Zoom. Public viewing and participation during Council meetings is through Zoom livestreaming and in person attendance.		
Present	Mayor Richard Ireland, Deputy Mayor Ralph Melnyk, Councillors Kathleen Waxer, Helen Kelleher-Empey, Wendy Hall, and Scott Wilson		
Absent	Councillor Rico Damota		
Also present	Bill Given, Chief Administrative Officer Natasha Malenchak, Director of Finance & Administration Emma Acorn, Legislative Services Coordinator Erin Toop, Transit Manager Peter Shokeir, The Fitzhugh Jacqui Sundquist, CBC Edmonton Bob Covey, The Jasper Local 13 observers		
Call to Order	Deputy Mayor Melnyk called the April 22, 2025 Committee of the Whole meeting to order at 9:30am and began with a Traditional Land Acknowledgement .		
Additions/ Deletions to agenda	Mayor Ireland requested the addition of the following item to the April 22, 2025 Committee of the Whole meeting agenda: <ul style="list-style-type: none"> • 11.1 In-Camera item - Strategic Priorities FOIP s.24(1)(a) 		
Approval of agenda #189/25	MOTION by Councillor Kelleher-Empey that Committee approve the agenda for the April 22, 2025 Committee of the Whole meeting as amended: <ul style="list-style-type: none"> • Add 11.1 In-Camera - Strategic Priorities FOIP s.24(1)(a) 		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Business arising from April 8, 2025 minutes	none		
Delegations	none		
Correspondence – Jasper Artists Guild #190/25	Committee received correspondence from the Jasper Artists Guild regarding the lease for the gallery at the Jasper Library & Cultural Centre. MOTION by Councillor Waxer that Committee refer the correspondence from the Jasper Artists Guild to Administration for a report back at a future Committee of the Whole meeting.		

FOR
6 Councillors

AGAINST
0 Councillors

CARRIED

Correspondence – Laurisa Reid

Committee received a letter from resident Laurisa Reid concerning the Municipality’s role in truth and reconciliation initiatives. The letter is included in the agenda package.

#191/25

MOTION by Councillor Waxer that Committee receive the correspondence from Laurisa Reid for information.

FOR
6 Councillors

AGAINST
0 Councillors

CARRIED

Capital Budget Carry Forward to 2025

Committee received a report from Administration regarding Capital Budget carry forward items. Director of Finance & Administration Natasha Malenchak reviewed the list and answered Committee questions.

#192/25

MOTION by Mayor Ireland that Committee recommend Council approve the carry forward capital list of incomplete 2024 projects to the 2025 capital budget as presented; and

That Committee recommend Council add the completion of site servicing for interim housing to the budget as presented.

FOR
6 Councillors

AGAINST
0 Councillors

CARRIED

Transit Initiatives Update

Committee received a report from Administration with Transit Manager Erin Toop reviewing updates to the Transit Service and sharing launch dates of spring and summer routes. Chief Administrative Officer Bill Given reviewed the funding and procurements aspects of transit and future considerations for the next Council to be elected in the fall of 2025.

#193/25

MOTION by Councillor Wilson that Committee receive the Transit Initiatives Update for information.

FOR
6 Councillors

AGAINST
0 Councillors

CARRIED

Motion Action List

Administration reviewed the Motion Action List.

#194/25

MOTION by Councillor Kelleher-Empy that Committee approve the updated Motion Action List with date changes for the following items:

- Moving Traffic Enforcement
- Parcel CH Access Road & Spruce Avenue Development Tender Award
- Transit Bus RFP
- In-Town Contractor Camps, Interim Residences & Laydown Requests

- Rockaboo Climbing Facility

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Councillor upcoming meetings

Councillor Melnyk will be at NETMA tomorrow which is being hosted at the Jasper-Yellowhead Museum & Archives. He will also be attending the Community Futures West Yellowhead meeting in Hinton on Thursday.

Councillor Waxer will be attending the Family & Community Support Services Association of Alberta Board meeting this Friday.

Councillor Kelleher-Empey will be attending the Evergreens staff event this Friday.

Upcoming Events

Council reviewed a list of upcoming events.

Move In-camera #195/25

MOTION by Councillor Hall to move in-camera at 10:45am to discuss agenda items:

- 11.1 In-Camera - Strategic Priorities FOIP s.24(1)(a)

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Mr. Given also attended the in-camera session.

Move out of camera #196/25

MOTION by Councillor Kelleher-Empey to move out of camera at 11:55am.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Adjournment #197/25

MOTION by Councillor Wilson that, there being no further business, the Committee of the Whole meeting of April 22, 2025 be adjourned at 11:56am.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED



Jasper Municipal Library

Spring Update and
2024 Financial Review



Vision

The Jasper Municipal Library is recognized as a welcoming and inclusive space that engages, strengthens and enhances our community's quality of life.

Operations

Hours

- ▶ 48 hours per week
- ▶ Monday & Tuesday 10am to 5pm
- ▶ Wednesday & Thursday 10am to 8pm
- ▶ Friday & Saturday 10am to 5pm

Staff

- ▶ Bibliographic Services Clerk
- ▶ Programmer
- ▶ Part-time Library Clerk
- ▶ Summer Library Clerk
- ▶ Director of Library Services
- ▶ 5 casual staff
- ▶ 7 regular volunteers

Services

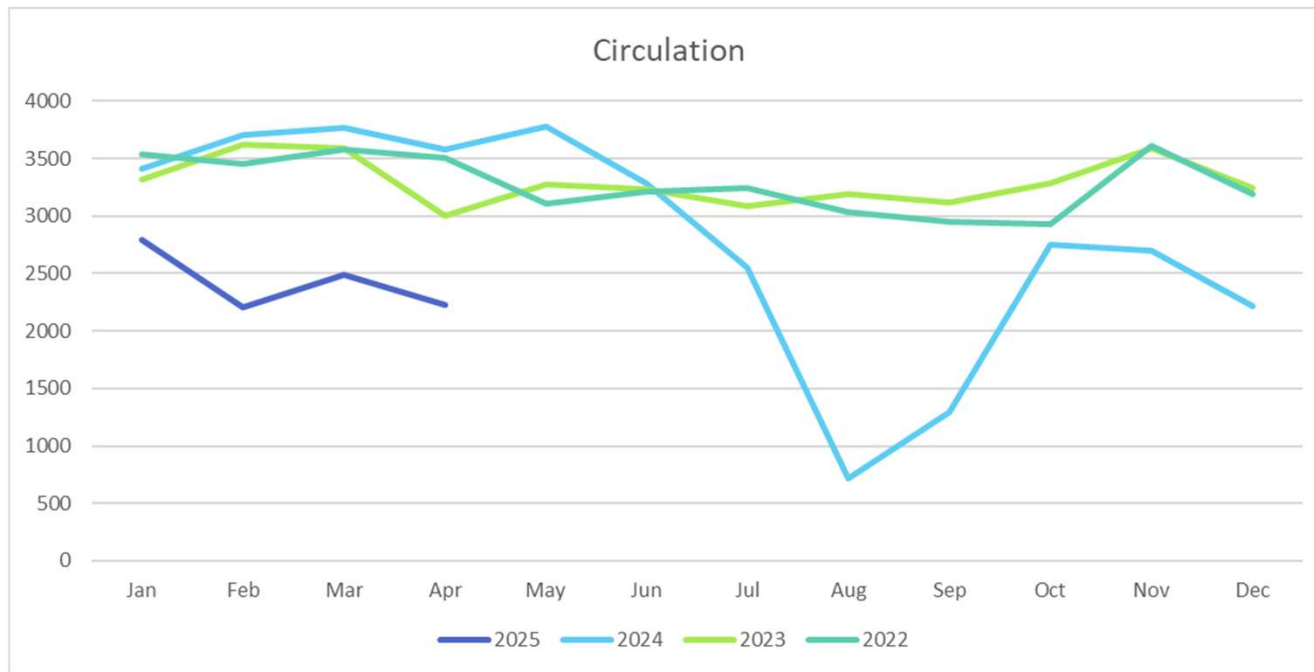
- ▶ Public wifi and computers
- ▶ Printing, scanning and photocopying
- ▶ Comfortable seating and work spaces
- ▶ Meeting rooms
- ▶ Lending
- ▶ Interlibrary loans
- ▶ Eresources including ebooks, audiobooks, music and movies
- ▶ Other resources such as Consumer Reports, PressReader and LOTE4Kids



Visitors



Circulation





Programs and Events

- ▶ Saturday Storytime
- ▶ Tween Steam
- ▶ Nerf Night
- ▶ From the Stacks
- ▶ Book Club
- ▶ Crafter Hours
- ▶ Gardening Talks
- ▶ Plant cuttings and Book giveaways
- ▶ The Deepest Part



Board Accomplishments

Plan of Service 2025-2029

Letter of Understanding 2025-2030
with Council

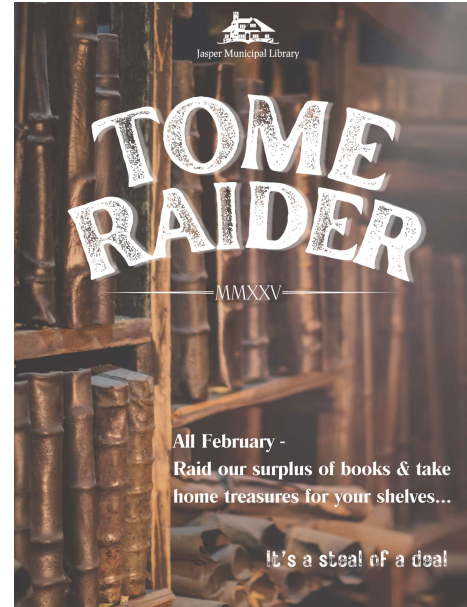
Review of Library Emergency Response
Plan

Participation in the UBC School of
Information *Informing Climate Action*
study begins

2024 Annual Financial Review

- ▶ A legislated requirement of all municipal libraries
- ▶ One part of the grant application for Provincial library funding





Thank you

**Financial Review Report
For Year ended December 31, 2024**

To: The Board of the Jasper Municipal Library

I have reviewed the accompanying financial statements of Jasper Municipal Library, which comprise the statement of financial position as of December 31, 2024 and the related statement of activities, balance sheet for the year then ended and the related equity to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. A review of the financial statements in accordance with for review engagements is a limited assurance engagement. Accordingly, I do not express such an opinion.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in Canadian standards; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Accountants' Responsibility

My responsibility is to conduct the review engagement in accordance with of Canadian Generally Accepted Accounting Principles (GAAP). The standards provided the framework of broad guidelines, conventions, rules and procedures of accounting. Those standards require to perform procedures to obtain limited assurance as a basis for reporting whether I am aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted by Canadian standards. I believe that the results of my procedures provide a reasonable basis for the conclusion.

Accountants' Conclusion

Based on the financial review, I am not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with Canadian Generally Accepted Accounting Principles (GAAP).

Andrea Terrill

Andrea Terrill, CPA
April 10, 2025

Jasper Municipal Library
INCOME STATEMENT
For the Year Ended December 31, 2024

	Budget 2024	Actual 2024	Actual 2023
REVENUES			
GRANT - MUNICIPAL	207,957.00	207,957.00	201,900.00
GRANT - PROVINCIAL	34,704.00	34,704.00	34,704.00
GRANT - CANADA SUMMER JOB	-	-	-
GRANT - OTHER	-	-	-
INTEREST INCOME	500.00	5,603.44	3,509.59
MEMBERSHIPS	-	-	-
FINES	1,500.00	1,024.85	1,433.70
EQUIPMENT USE & PRINTING	4,000.00	3,181.05	3,079.20
BOOK SALE	1,500.00	1,215.00	1,479.15
FRIENDS OF THE LIBRARY SALES	-	730.00	-
RENT REVENUE	2,600.00	2,575.00	2,225.00
DONATIONS	500.00	247.40	329.75
DONATION FROM FRIENDS OF THE LIBRA	-	4,580.57	3,780.96
EXAM INVIGILATION	100.00	350.00	75.00
ACFA CUSTODIAL FEES	2,173.00	2,103.29	2,073.06
MISC REVENUE	-	43.12	59.81
Total Revenues	255,534.00	264,314.72	254,649.22
EXPENSES			
LIBRARY BOOKS	5,750.00	4,698.85	4,645.22
LIBRARY BOOKS THRU YRL (N/A 2024)	-	-	-
PERIODICALS	1,750.00	1,390.27	1,596.19
AUDIO VISUAL MATERIALS	750.00	18.95	-
ELECTRONIC RESOURCES	3,000.00	3,000.00	2,000.00
OTHER COLLECTION MATERIALS	-	-	-
SALARIES - REG STAFF	172,433.00	172,826.72	159,336.19
SALARIES - CASUAL	8,533.00	15,669.14	6,567.66
EMPLOYEE BENEFITS	18,097.00	16,108.12	14,270.94
ADDITIONAL HEALTH BENEFITS	8,100.00	8,057.58	7,662.18
STAFF PROFESSIONAL DEVELOPMENT 2024	2,000.00	3,631.26	529.98
TRAVEL & HOSPITALITY STAFF(N/A2024)	-	-	492.00
HONORARIUMS - VOLUNTEERS	200.00	-	-
VOLUNTEER APPRECIATION	750.00	624.34	410.11
PROMOTIONS	750.00	153.95	731.25
PROGRAMS	1,000.00	739.01	507.77
WRITER IN RESIDENCE PROGRAM	-	-	-
FINANCIAL REVIEW/AUDIT	1,000.00	1,000.00	1,000.00
BOARD EXPENSES	1,000.00	-	200.00
SUPPLIES - LIBRARY & OFFICE	4,350.00	3,301.78	1,174.82
SUPPLIES - OFFICE(N/A 2024)	-	-	2,087.72
POSTAGE & FREIGHT	300.00	191.00	131.38
TELEPHONE & FAX	1,500.00	1,383.61	1,274.52
INTERNET	-	-	-
PHOTOCOPIES (N/A 2024)	-	-	-
MEMBERSHIPS	600.00	253.20	242.21
LICENSES & SOFTWARE	850.00	603.10	829.29
SERVICE AGREEMENTS	150.00	126.00	545.46
SMALL EQUIPMENT	500.00	380.46	2,302.10
PHOTOCOPIER LEASE done 2023	-	-	-
FRIENDS OF THE LIBRARY - EXPENSE	-	-	-
OVERDRAFT & BANK FEES	75.00	60.84	142.98
OTHER EXPENSES	-	-	-
JANITORIAL & MAINTENANCE	500.00	1,070.02	195.34
CUSTODIAL FEES PAID TO MUNICIPALITY	21,728.00	21,032.93	20,730.60
UTILITIES	-	-	-
INSURANCE	-	432.60	-
CAPITAL - FURNITURE & EQUIPMENT	-	207.49	3,461.73
CAPITAL - BUILDING	-	-	-
CAPITAL - COMPUTER HARDWARE	-	-	-
CONTRIBUTION TO CAPITAL RESERVES	-	-	-
ANNUAL DEPRECIATION EXPENSE	-	5,372.95	9,706.95
Total Expenses	255,666.00	262,334.17	242,774.59
NET INCOME	- 132.00	1,980.55	11,874.63

Jasper Municipal Library
BALANCE SHEET
As at December 31, 2024

	<u>Actual 2024</u>	<u>Actual 2023</u>
ASSETS		
Cash	218,711.81	177,811.51
Cash on Hand	200.00	200.00
Term Deposits	160,705.70	178,946.08
Trust Fund FA Brewster Operating Term		
Prepaid Expenses	200.00	200.00
Fixed Assets	165,165.00	159,029.16
Accumulated Depreciation	- 135,036.95	- 129,864.00
Accounts Receivable ACFA	2,103.29	2,573.06
Accounts Receivable MOJ	619.00	21,678.35
GST Receivable	895.57	835.66
GST Receivable Books	306.81	479.86
	<hr/>	<hr/>
Total Assets	413,870.23	411,889.68
LIABILITIES		
Accounts Payable	1,000.00	1,000.00
EQUITY		
Brewster Trust Fund	2,000.00	2,000.00
Operating Reserve	20,000.00	20,000.00
Accumulated Surplus	388,889.68	377,015.05
Current Surplus	1,980.55	11,874.63
	<hr/>	<hr/>
Total Liabilities and Equity	413,870.23	411,889.68

REQUEST FOR DECISION

Subject: 2025 Budget Review Implications
From: Bill Given, Chief Administrative Officer
Reviewed by: Natasha Malenchak, Director of Finance & Administration
Date: May 13, 2025



Recommendation:

- That Committee receive the report for information and direct Administration to bring forward the 2025 Tax Rate Bylaw reflecting the approved 2025 Budget.

Alternatives:

- That Committee direct Administration to adjust the budget prior to presenting the 2025 Tax Rate Bylaw.

Background:

The 2024 wildfire resulted in the loss of approximately 30% of the structures in the municipality, including over 800 housing units, leading to a property tax assessment loss of approximately \$283 million. The community was also evacuated from July 22 to August 16, 2024, further impacting municipal revenues. On September 13, 2024 Council formally requested financial support from the Government of Alberta to assist with tax relief and revenue stabilization in response to these financial pressures.

On December 17, 2024, Council approved the 2025 municipal budget, which included a \$11,843,321 net municipal tax requirement, reflecting a 4.9% increase compared to 2024.

On March 14, 2025 the Municipality completed Conditional Grant Agreements (CGA) with the Province of Alberta for 'Tax Relief and Revenue Stabilization', and 'Interim Regional Transit Services'.

On March 25, 2025, the Jasper Park Chamber of Commerce appeared as a delegation before Committee of the Whole to express concerns about the 2025 municipal budget and requested that Council consider a reduction in the budget to help alleviate the tax burden on businesses. In response to this concern, on April 1, 2025, Council passed the following motion:

"That Council direct Administration to obtain the information from the provincial government regarding the implications of reopening our capital and operating budget."

Discussion:

Administration has reviewed the terms of the CGA and assessed the implications of budget reductions. Reducing the approved budget would result in a proportional decrease in the financial support provided by the Government of Alberta, with minimal to no net financial benefit to business taxpayers.

The 2025 budget was developed under the assumption that the Province of Alberta would provide financial support to offset municipal revenue losses resulting from the 2024 wildfire. These losses primarily relate to the municipal assessment base, which was significantly reduced by wildfire damage.

Administration estimates that the municipality's taxable assessment would have been approximately \$335,262,699 higher in 2025 if not for the properties lost to the fire. Had the Municipality not lost this assessment, 2025 property tax revenues collected would have been \$2.8M higher under a "Business as Usual" scenario.

Under the terms of the Conditional Grant Agreement (CGA) signed with the Province, the Government of Alberta will reimburse the Municipality for 90% of its actual annual revenue losses. As per Clause 2(b) of the CGA, the Province's funding is contingent on a cost-sharing arrangement, with the municipality contributing 10% of eligible losses. Clause 2(c) further states that annual funding from the Province will not exceed the municipality's reported actual revenue losses.

Using \$2.8M property tax loss amount, the Provincial and Municipal contributions at the 90/10 split would be as shown below:

- Provincial Contribution \$2,520,000
- Municipal Contribution \$280,000

If the Municipal Tax levy was reduced by \$553,559 Provincial and Municipal contributions could be expected to be reduced accordingly as shown below:

- Provincial Contribution \$2,021,797
- Municipal Contribution \$224,644

Removing the entire 2025 increase would save Jasper ratepayers just \$55,356.

Property Assessment Write Downs

It is also worth highlighting that properties physically damaged or destroyed by the 2024 wildfire have already had their municipal assessments adjusted downward to reflect the loss of structures. These assessments are now based solely on the value of the underlying land. Consequently, these properties are already experiencing a substantial reduction in their 2025 property tax bills, and the Provincial support ensures that there is no shift of tax burden to unaffected properties.

2024 Tax Credits

One factor that will modestly mitigate the impact of the 2025 municipal tax increase for some ratepayers is the application of provincial wildfire-related tax relief. In early 2025, the Municipality received support from the Government of Alberta under the 2024 Property Tax Relief program.

As of the date of this report, approximately **\$698,000** in tax credits are being held on property tax accounts. This amount is greater than the proposed 2025 increase in the municipal tax requisition and will partially or fully offset tax increases for many properties.

Other Alternatives

Council could also consider using municipal reserves to offset all or part of the 2025 net tax increase. However, this approach carries significant financial and operational risks. The Municipality of Jasper maintains relatively limited financial reserves, which are intended to provide stability in emergencies or to meet specific long-term capital needs. Drawing from these reserves for one-time operating relief would limit the municipality's flexibility

to respond to future needs and emergencies. Recently Council has approved covering the municipality's 10% contribution toward 2024 Property Tax relief using the Financial Stabilization Reserve.

Further increasing the use of reserves to reduce taxes in 2025 would defer rather than eliminate the underlying cost pressures. Businesses and other taxpayers would face the full 2025 increase — plus any additional increases for 2026 — all at once in the following year. This "double impact" could be more difficult for the business community to absorb in 2026, particularly if economic conditions remain uncertain.

In summary, while Council has multiple tools available to mitigate the impact of the proposed 2025 municipal tax increase, each option carries trade-offs that limit its effectiveness or introduce longer-term risks. Reducing or eliminating the increase would result in disproportionate losses in provincial recovery funding and create budget shortfalls that would necessitate service reductions. Relying on municipal reserves for short-term relief would undermine long-term financial resilience and potentially shift the burden to future years.

The design of the Provincial support program, combined with tax assessment adjustments and wildfire-related relief credits, already ensures that the most affected property owners will receive targeted support. Therefore, maintaining the proposed municipal tax requirement is the most fiscally responsible and equitable approach available.

Strategic Relevance:

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

Inclusion Considerations:

Maintaining the approved 2025 budget ensures that wildfire recovery funding is maximized and available services are preserved across all demographics. Avoiding a shift in tax burden away from commercial properties prevents the disproportionate impact that such a shift would have on residents with fixed or lower incomes.

Relevant Legislation:

- Conditional Grant Agreement – Tax Relief and Revenue Stabilization
- [Municipal Government Act](#) (RSA 2000, c. M-26) – Part 8, Financial Administration

Financial:

Removing the entire 2025 increase would save Jasper ratepayers just \$55,356 (the reduction in the required municipal 10% contribution). In Alberta, municipalities are legislatively required to pass a property tax bylaw annually to authorize the collection of property taxes for the year. This requirement is outlined in Section 353 of the Municipal Government Act (MGA). Municipalities typically aim to pass it by early May to facilitate timely billing and notice to ratepayers ahead of the June 30th payment deadline.

Attachments:

- None

REQUEST FOR DECISION

Subject: 2025 Capital Expense Reallocation Operations & Utilities
From: Bill Given, Chief Administrative Officer
Prepared by: Courtney Donaldson, Director of Operations & Utilities
Reviewed by: Natasha Malenchak, Director of Finance & Administration
Date: May 13, 2025



Recommendation:

That Committee recommend Council approve the reallocation of capital funds within the 2025 Operations Department capital budget as presented.

Alternatives:

- That Committee direct Administration to revise the proposed capital reallocation and return to a future Committee of the Whole meeting.
- That Committee receive the report for information and take no further action.

Background:

On December 17, 2024, Council approved the 2025 Operating and Capital Budgets.

Discussion:

The 2024–25 wildfire complex has left lingering air quality issues, including dust and particulate accumulation on public surfaces. As a result, administration has reassessed departmental priorities and identified street and turf sweepers as critical assets necessary to protect public health and improve cleanliness.

Additionally, the Operations Department building, which supports approximately 35 staff members, has insufficient toilet facilities. This creates a compliance concern under Alberta Occupational Health & Safety legislation. An additional \$25,000 is proposed for washroom installation as part of an existing renovation plan.

The Municipality's current street sweeper has reached the end of its service life and is no longer reliable. Its downtime has directly impacted the department's ability to maintain clean streets and pathways, which is particularly problematic given community expectations and increasing concerns about air quality related to the 2024–25 wildfire season.

To fund these high-priority items without increasing overall expenditures, administration is recommending a reallocation of funds from lower-priority projects already approved in the 2025 capital plan.

Total funds requested for re-allocation: **\$495,000**, distributed as follows:

- Street Sweeper – \$405,000
- Turf Sweeper – \$70,000

- Operations Building Renovation (in addition to existing budget) – \$25,000

Amounts would be re-allocated from the existing operational capital items as shown below.

Amount to Reallocate	Initial Budget Amount	Expense Name	Budget Category
\$ 50,000	\$ 100,000	Dry Storage	Ops Building Maintenance
\$ 30,000	\$ 300,000	Sanding Truck (Replacement)	Roads
\$ 30,000	\$ 30,000	LED Sign Board	Roads
\$ 130,000	\$ 130,000	Excavator and Haul	Grounds
\$ 170,000	\$ 250,000	Trackless	Grounds/Roads
\$ 15,000	\$ 300,000	Road Repair	Roads
\$ 10,000	\$ 50,000	Sidewalk repair	Roads
\$ 60,000	\$ 70,000	EPR	Solid Waste

This will not impact sidewalk or road repair and anticipate lower levels of budget use in the 2025 year due to ongoing/impending construction activities.

The proposed reallocation supports urgent operational needs while remaining within the approved capital budget. Acquisition of a new street sweeper is essential to maintaining community cleanliness and responding to environmental health concerns exacerbated by wildfire dust and debris. The current equipment has no book value and cannot be relied upon to deliver basic service levels. Further delays will extend the department’s inability to meet expectations.

The turf sweeper will enable maintenance of active public spaces including green spaces and sports fields, many of which remain in use and valued despite regional wildfire impacts. Clean, well-maintained parks reinforce community well-being and Jasper’s appeal as a tourism destination.

Renovation funding for an additional washroom responds to current facility shortcomings and projected staff movement. This adjustment ensures legal compliance and provides a safe, accessible work environment.

No viable alternatives, such as leasing or deferral, can meet the immediate operational and regulatory requirements. This internal reallocation provides a cost-neutral solution to urgent service delivery issues.

Strategic Relevance:

- Ensure residents receive quality service that provides strong value for dollar.
- Recognize the fundamental importance of our tourism economy
- Proactively plan for and invest in the maintenance and management of our natural assets and built infrastructure

Inclusion Considerations:

This initiative supports equitable access to clean and safe public spaces, particularly benefiting individuals with respiratory sensitivities, families, and staff by ensuring hygienic conditions and adequate facilities.

Relevant Legislation:

- [B-109 Fiscal Controls and Financial Reporting](#)

Financial:

The proposed changes are cost-neutral. Reallocation of funds will occur entirely within the approved 2025 Operations capital budget. No new funding is required.

Attachments:

- None

REQUEST FOR DECISION

Subject: 2025 Bulk Water Incentive Program
From: Bill Given, Chief Administrative Officer
Prepared by: Courtney Donaldson, Director of Operations & Utilities
Reviewed by: Natasha Malenchak, Director of Finance & Administration
Date: May 13, 2025



Recommendation:

That Committee recommend Council approve the 2025 Bulk Water Rate Incentive Program as presented.

Alternatives:

- That Committee direct Administration to revise the 2025 Bulk Water Incentive Program and return to a future Committee of the Whole meeting.
- That Committee receive the report for information and take no further action.

Background:

- *Bylaw #266, Utility Fees Levy and Collection Bylaw 2025* was given third reading by Council on January 21, 2025.
- Schedule 1 of the Bylaw establishes a Bulk Water rate of \$11.31 per cubic meter.

Discussion:

The Town is preparing to launch a new Bulk Water Facility and Sani Dump to serve a wide range of users. Under the current utility bylaw, bulk water rates are uniform for all account holders. In anticipation of requests from local commercial users for pricing that reflects their in-town status and economic contributions, administration has proposed a limited-duration incentive for the 2025 calendar year.

The incentive would reduce the rate for eligible in-town commercial account holders or final users to \$7.31/m³, while maintaining the standard \$11.31/m³ rate for others. Commercial water haulers transporting water outside of municipal limits will continue to pay the full rate. Businesses outside municipal limits that can demonstrate financial hardship may apply for inclusion in the program and will be evaluated individually.

Administration is not proposing to amend the bylaw, as the incentive program is a time-limited initiative intended only for the 2025 calendar year. The existing bylaw rate remains in effect, with the incentive administered as a conditional rebate to eligible users. This approach avoids a formal bylaw amendment process for a temporary measure and preserves flexibility for future evaluation.

Administration recommends implementing a temporary bulk water rate incentive for 2025 to support commercial businesses operating within the municipal boundary. This recommendation is grounded in the

principle of providing targeted, short-term relief to local businesses that contribute to the town's economy and tax base, while maintaining overall cost recovery for utility services. The incentive rate of \$7.31 per cubic meter reflects a strategic reduction designed to balance business support with fiscal responsibility. Eligibility would be determined by business location, with the opportunity for case-by-case evaluation of hardship applications from businesses located outside the municipal boundary.

The recommendation includes safeguards to ensure that the discounted rate is not misapplied. Specifically, water haulers delivering to clients outside the municipal boundary will be billed at the standard rate of \$11.31 per cubic meter for those deliveries. This measure preserves the program's intent and prevents circumvention of the incentive's purpose.

The primary alternative considered was to take no action and maintain the current uniform bulk water rate of \$11.31 per cubic meter for all users in 2025. While this would uphold administrative simplicity and preserve projected revenue, it would not address the concerns expressed by local commercial users seeking rate relief during the start-up year of the new facility. Additionally, it would forgo an opportunity to demonstrate municipal support for businesses that operate year-round within Jasper and contribute to the local economy.

Compared to the alternative, the recommended incentive program offers a balanced and time-limited approach that addresses business needs without permanently altering the rate structure. It also allows for administrative flexibility in evaluating hardship cases, ensuring the program remains equitable while manageable in scope.

Strategic Relevance:

- Ensure residents receive quality service that provides strong value for dollar.

Inclusion Considerations:

This program promotes equitable access to municipal services by recognizing the unique challenges faced by local businesses. By including a case-by-case assessment for commercial users experiencing financial hardship, the program introduces a flexible mechanism to consider diverse business circumstances and barriers.

Relevant Legislation:

- [Utility Fees Levy and Collection Bylaw 2025](#)

Financial:

The projected revenue for Bulk Water for the 2025 year was \$108,098. This estimate is based on 9557.74/m³ at \$11.31/m³.

Based on actual usage from April 1 2024 to April 1 2025 actual usage was 4487.281/m³ which equates to slightly less than half of the anticipated volume for a 1-year cycle. However, this data relied on operators indicating their estimated usage and is subject to human error. With automated controls, a public facing location, and the closure of other similar Parks Canada facilities, we anticipate the 2025 volume to be on par, or potentially exceed the 2025 estimate based on demolition and construction activities. We anticipate minimal financial impact to the projected revenue.

Attachments:

- The Program



2025 Bulk Water Incentive Program

Description:

The 2025 Bulk Water Incentive Program introduces a short-term, location-based rate incentive for bulk water users, designed to support those located within the municipal boundary. Under this program, in-town account holders—including both commercial businesses and residents—are eligible for a discounted rate of \$7.31/m³, while all other users outside the municipal limits continue to pay the standard rate of \$11.31/m³. This structure acknowledges the economic and community contributions of local users while ensuring equitable cost recovery for municipal services. To prevent misuse, in-town businesses delivering water to clients outside the municipality will be charged the standard rate for those deliveries. This program would be in effect until December 31, 2025.

Tier	Rate
2025 Incentive Rate	\$7.31
Standard Rate	\$11.31

Eligibility:

- Commercial business hauling to any commercial business within municipal boundaries
- Commercial business hauling to any other properties within municipal boundaries
- Municipality of Jasper residents hauling to residential property within municipal boundaries
- Municipality of Jasper residents filling their RVs for recreational use anywhere

**Commercial businesses expressing financial hardship located outside the municipality may apply for the incentive program. Participation will be evaluated on a case-by-case basis for consideration.*

How to Apply:

To enroll or inquire about the 2025 Bulk Water Incentive Program please contact Janet Schmidt – jschmidt@jasper-alberta.ca

REQUEST FOR DECISION

Subject: Commercial Continuity Initiative Grant Implementation
From: Bill Given, Chief Administrative Officer
Prepared by: Caylee LaBranche, Business Liaison
Reviewed by: Michael Fark, Director of Recovery
Date: May 13, 2025



Recommendation:

That Committee recommend Council approve the expenditure of \$1,982,258 to implement the Commercial Continuity Initiative, to be funded by the federal Community Economic Development and Diversification (CEDD) grant and cost-recovery revenue.

Alternatives:

That Committee direct Administration to revise the proposed fee and rate structures and return to a future Committee of the Whole meeting.

Background:

[Bylaw #140, Rates and Fees Bylaw 2010](#) was passed by Council in October of 2010 and in March of 2024 Council approved [Bylaw #260 Rates and Fees Bylaw 2024](#).

December 9, 2024: Parks Canada issued a five-year forbearance allowing temporary commercial uses on public parking lots.

January 28, 2025: Council approved the Pop-Up Business Village initiative on Connaught Drive public washrooms parking lot.

On February 4th Council supported in principle the approach to contractor laydown and industrial spaces and on March 4th Council repealed the storage lots bylaw to support repurposing the S-Block for interim business use.

On March 6, 2025, the Government of Canada approved the Municipality of Jasper's \$1.82M application to the CEDD program to support wildfire-impacted businesses.

Discussion:

The Commercial Continuity Initiative (CCI) is a direct response to the economic disruptions experienced by businesses following the 2024 wildfires. Council has previously endorsed several related initiatives, including the Pop-Up Business Village, contractor laydown areas, and the repurposing of the S-Block for interim industrial use. Together, these form the foundation of the CCI. The proposed implementation plan totals \$1,982,258 and includes capital investments in site servicing and preparation, procurement of necessary equipment, staff support, and marketing activities intended to restore economic activity and support displaced commercial operators.

The funding for the initiative includes a confirmed \$1.82M non-repayable contribution from the federal

Community Economic Development and Diversification (CEDD) program. The remaining 8% municipal contribution (\$158,580) will be recovered through user fees associated with the temporary business village, contractor laydown areas, and interim industrial spaces. These fees, which are structured under the authority of the CAO using Bylaw 260 (Rates and Fees Bylaw 2024), are projected to offset both the municipal contribution and lost revenues from displaced parking and RV storage uses.

Administration recognizes that the repurposing of 35–40 parking stalls at the Connaught Drive site and the S-Block RV storage lot will result in approximately \$200,000 in foregone revenue over the three years of the program. However, this loss is mitigated against and expected to be fully offset through the cost-recovery fee framework embedded in the initiative. Furthermore, aligning the implementation with existing council-approved bylaws and Parks Canada’s five-year forbearance policy ensures both regulatory compliance and operational feasibility.

Fee Framework:

To facilitate implementation and off-set lost revenue, Administration proposes the collection of fees consistent with the Municipality’s overall fee schedule approach. Administration will implement the fees under the broad authority delegated to the CAO (Municipal Manager) in the 2010 Rates and Fees bylaw. Section 3.1 of the bylaw states:

"Council hereby authorizes the Municipal Manager to establish, levy and collect rates, fees and charges for municipal services and the use of municipal facilities."

Section 5.1 provides additional ability for administration to implement fees for unforeseen circumstances: "Council hereby authorizes the Municipal Manager to establish and collect Incidental Fees."

The rate and fee structure has been established based on the following principles:

- To be equitable among the various fee and rate payers
- To recover the municipal revenues lost through the CCI
- To fund the 8% required municipal contribution
- To recover non-DRP eligible administrative expenses in excess of grant funding amounts
- To utilize the grant funding to subsidize the CCI and otherwise minimize costs to participants of the programs

Proposed Fee table

Service Area	Description	Proposed Unit	Fee	Notes
Contractor Laydown and Staging Area Use	Temporary use of public lands including parking lots, parking lanes, and roadways (e.g. staging, storage of materials, equipment, etc.	Per m ² per month	\$1.00 / m ² out of town; \$1.50 / m ² in town.	Fees vary by site location and servicing level. Does not include paid parking areas.
Interim Industrial Park – Storage Space Rental	Rental of un-serviced storage space within a 20’ Sea Can	Per bay per month	\$250	Bays include limited access to power and fencing

Service Area	Description	Proposed Unit	Fee	Notes
Interim Industrial Park – Workshop Space Rental	20' Sea Can rental for a workshop	Per unit per month	\$650	Powered sea cans with heating and air conditioning modified for office or workshop usage.
Pop-Up Village – Retail Space	Temporary commercial retail space in Pop-Up Village	Per space per month	\$350 for up to 2 stalls; \$500 up to 4 stalls; larger usages based on 4 stall rate.	Includes access to shared servicing and marketing support

*Utilities and servicing are funded through the grant in some cases, and will be directly billed to tenants in other cases.

**Rates may be adjusted on a pro-rata basis for unique business requirements for sea cans or space (e.g. 40' storage sea cans vs. 20').

Strategic Relevance:

- **Foster a healthy Community:** Recognize the fundamental importance of our tourism economy &;
- Enable and facilitate events that provide opportunities to increase community connections.
- **Maintain Strong Relationships:** Welcome the expertise, innovation, creativity and commitment of community members, groups, associations and businesses.

Inclusion Considerations:

The CCI prioritizes accessibility for displaced businesses and rebuild contractors, supporting equitable participation and long-term economic resilience. This initiative supports equitable recovery by fostering a faster, more cost-effective recovery process for the entire community.

Relevant Legislation:

- [Canada National Parks Act](#)
- Parks Canada Forbearance Letter (Dec 9, 2024)
- [Rates and Fees Bylaw 2010 \(#140\)](#)
- [Commercial Use of Public Space Bylaw \(#246\)](#)

Financial:

The project will be fully funded through a combination of federal grant and municipal cost recovery. No net new funding is requested from general taxation.

Total project cost: \$1,982,258

- CEDD Grant (92%): \$1,823,678
- Municipal Contribution (8%): \$158,580 (fully offset by user fee revenues)

Revenues are estimated to be approximately \$360,000 which are expected to:

- Fund 8% contribution requirement of \$158,580
- Offset parking revenue impacts of \$60,000 over three years
- Offset RV lot revenue of \$135,300 over three years

Fees collected in excess of the required 8% contribution will revert to general revenues. In the unlikely case of a revenue shortfall, administration would come forward to Council for approval to utilize reserves to fulfill the municipal cost-share requirement.

Attachments:

- CEDD Grant Contribution Agreement
- Letter of Forbearance (Parks Canada)

THIS AGREEMENT made in duplicate

BETWEEN:

**His Majesty the King in Right of Canada
as represented by the Minister responsible for Western Economic Diversification Canada**

(the "Minister")

- and -

Municipality of Jasper (located at Jasper, AB)

(the "Recipient")

WHEREAS:

- A. The Minister is offering the Recipient a financial Contribution under the Western Diversification Program for the Project described in this Agreement.
- B. The Recipient wishes to accept the financial Contribution under the terms and conditions set out in this Agreement.

NOW THEREFORE, in consideration of the promises and payments made herein, the parties agree as follows:

1. DEFINITIONS

1.1 Unless otherwise defined herein, the following terms shall have the following meanings:

- (a) "Agreement" means this agreement together with all schedules and attachments and all amendments made in writing between the parties.
- (b) "Assisted Capital" means those costs described in the Statement of Work that have been designated for reimbursement under this Agreement.
- (c) "Assisted Non-Capital" means those costs described in the Statement of Work that have been designated for reimbursement under this Agreement.
- (d) "Cancellation Date" means the date set out in the Statement of Work, which is the latest date by when the Recipient shall demonstrate to the Minister that the Project has commenced, which is usually indicated by the Recipient incurring Project Costs.
- (e) "Completion Date" means the date set out in the Statement of Work, as the final date on which the Recipient can incur Project Costs.
- (f) "Contribution" means the conditional financial payment from the Minister to the Recipient, described in more detail and the amount of which is set out in the Statement of Work, which shall only be applied towards the Project Costs, which are assisted.

- (g) "Contingency Fee" means any payment or other compensation that is contingent upon or is calculated upon the basis of a degree of success in soliciting or obtaining the Contribution or negotiating the whole or any part of its terms.
- (h) "Effective Date" means the date the Minister executes this Agreement.
- (i) "Final Client Reporting Date" means the date set out in the Statement of Work, which is the final date by when the Recipient must provide such information and reports as requested by the Minister, with respect to the Performance Indicator results.
- (j) "Financial Statements" include the prepared balance sheet, income statement, statement of cash flow, and any other supporting documentation including notes. Financial statements shall be complete and correct, shall be in accordance with the books and records of the Recipient, and represent fairly the financial condition and results of operations of the Recipient, as at the dates and for the periods indicated.
- (k) "Non-Assisted Capital" means those costs described in the Statement of Work that have not been designated for reimbursement under this Agreement.
- (l) "Non-Assisted Non-Capital" means those costs described in the Statement of Work that have not been designated for reimbursement under this Agreement.
- (m) "Notice of Default" has the meaning ascribed to it in Section 6.2 of this Agreement.
- (n) "Performance Indicators" means the indicators more particularly described in the Statement of Work that the parties shall use to measure the progress and success of the Project.
- (o) "Project" means the activities described in the Statement of Work.
- (p) "Project Costs" means those costs described in the Statement of Work.
- (q) "RDA" means Regional Development Agency. Western Economic Diversification Canada (WD) is one of seven RDAs across Canada, who are the front line for economic development in Canada and help to address key economic challenges by providing regionally tailored programs, services, knowledge, and expertise.
- (r) "Repayment Terms" means those conditions that are triggered by Section 4.9 and/or 6.2 and/or otherwise specified under the Special Conditions section of Attachment "A" of this Agreement.
- (s) "Stacking" means the maximum total funding toward the Project, from federal, provincial and municipal government sources, expressed as a percentage of Total Project Costs as shown in the Statement of Work.
- (t) "Statement of Work" means the document attached to this Agreement as Attachment "A".
- (u) "Shared Cost Commencement Date" means the date set out in the Statement of Work, as the earliest date on which the Recipient can begin incurring Project Costs.
- (v) "Western Canada" means the provinces of British Columbia, Alberta, Saskatchewan and Manitoba.

2. THE PROJECT

2.1 The Recipient shall carry out the Project in a diligent and professional manner.

- 2.2 The Recipient shall not alter the scope of the Project as defined in the Statement of Work without prior written consent of the Minister.
- 2.3 This Agreement shall not be amended or assigned in whole or in part by the Recipient without the prior written consent of the Minister.
- 2.4 This Agreement shall survive the expiration or termination of any part of this Agreement until all repayment terms are deemed satisfied by the Minister.
- 2.5 The Recipient shall implement or operate the Project in Alberta, Saskatchewan, and/or Manitoba.

3. THE CONTRIBUTION

- 3.1 Provided the Recipient is in compliance with its obligations under this Agreement, the Minister shall provide the Recipient with a non-repayable Contribution not exceeding **\$1,823,678**, calculated as detailed in the Statement of Work. Disbursements not exceeding the amount of the Contribution will be made upon the Minister's receipt of the following from the Recipient, no later than six (6) months following the Completion Date:
- (a) one or more claims for reimbursement of the Assisted Capital and the Assisted Non-Capital, which the Recipient has incurred and paid, it being understood that the claim must be accompanied by such vouchers, receipts and other documentation, including progress reports, as may be requested by the Minister; and
 - (b) any other material that the Minister requests.
- 3.2 Any payment made by the Minister under this Agreement is subject to there being an appropriation by Parliament for the fiscal year in which the payment is being made. Should the appropriation be reduced or denied by Parliament, this Agreement may be terminated, or the Contribution reduced proportionately.
- 3.3 The Minister will notify the Recipient with a minimum of 3 months advance notice of a termination or reduction of the Contribution for this Project in the event the Western Diversification Program Terms and Conditions are terminated or amended.
- 3.4 The maximum amount that the Minister shall pay under this Agreement is the amount of the Contribution. Funding for this Project does not imply, directly or indirectly, any commitment of continued funding from the Government of Canada for this Project after the Project Completion Date.
- 3.5 The Minister shall not pay any portion of the Contribution towards any Project Costs that the Recipient incurs prior to the Shared Cost Commencement Date or after the Completion Date.
- 3.6 The Recipient shall make requests for reimbursement of Assisted Capital and Assisted Non-Capital as described in the Statement of Work at least annually, as of the Shared Cost Commencement Date, but not more frequently than four times per year.
- 3.7 The Minister shall not pay any interest on the Contribution.
- 3.8 (a) For the purposes of this Agreement, total government assistance, including any tax credit related to the Project to which the Recipient is or will be entitled, shall not exceed the stacking limit indicated on the Statement of Work; and

- (b) The Recipient undertakes to inform the Minister promptly in writing of any reduction in Projects Costs or of any additional federal, provincial or municipal assistance that becomes available to the Project above the amounts set out in the Statement of Work. Should the stacking limit set out in the Statement of Work be exceeded, the Minister shall have the right to adjust the Contribution or to recover forthwith any excess assistance paid up to the total of the Contribution disbursed as a debt due to His Majesty the King in Right of Canada.

3.9 The Minister shall only make payments on Assisted Non-Capital incurred under this Project for travel and hospitality within the guidelines provided by the Minister to the Recipient.

3.10 If, in the opinion of the Minister, the Recipient is not in compliance with all terms and conditions of this Agreement, the Minister reserves the right to withhold any portion of payment (including the entirety of a payment) until the Recipient has complied with the Agreement to the satisfaction of the Minister and provided any reports required by the Minister including, but not limited to progress reports and the final report.

4. RECIPIENT'S REPRESENTATIONS AND COVENANTS

4.1 (a) The Recipient declares that any person who has been lobbying on its behalf to obtain the Contribution and who is required to be registered pursuant to the *Lobbying Act* was registered pursuant to such Act at the time the lobbying occurred; and

(b) The Recipient represents and warrants to the Minister that it has not, nor has any other person, corporation, or organization, directly or indirectly paid or agreed to pay, and covenants that it and they shall not directly or indirectly pay, any person to solicit this Agreement or the Contribution, for a commission, Contingency Fee or any other consideration dependent on the execution of this Agreement or the payment of the Contribution or any portion thereof.

4.2 The Recipient shall preserve and keep available, for six years after completion of the Project:

- (a) proper books of account recording Project revenues and costs;
- (b) accounts and records that are necessary in the circumstances to support the books of account; and
- (c) adequate administrative documentation to support the Recipient's decisions made concerning the Project.

4.3 The Recipient shall, if requested by the Minister, permit any authorized representative of the Minister, or auditors engaged by the Minister or the Auditor General for Canada, reasonable access to its premises to do the following:

- (a) inspect and assess the progress of the Project; and
- (b) examine the Recipient's books, accounts and any other records related to the Project and the Contribution, and to make copies thereof.

4.4 The Recipient shall provide the Minister with a list of all amounts owing in arrears to the federal government under any legislation or other contribution agreements and acknowledges that the Minister may offset the Contribution against any such amounts the Recipient owes in arrears to the federal government.

- 4.5 The Recipient shall not dispose of, or relinquish control over, any asset the acquisition or development of which is funded, in whole or in part, by the Contribution, including intellectual property developed or acquired as a result of carrying out the Project, during the term of this Agreement, without the prior written consent of the Minister.
- (a) The Recipient shall make reasonable efforts to ensure that the results of the Project are exploited in Canada, with the objective of maximizing the economic benefits to Canada.
- 4.6 The Recipient shall obtain the prior written consent of the Minister to any change that, in the sole judgement of the Minister, may materially affect the governance, management, or financing of the Recipient during the term of this Agreement.
- 4.7 The Recipient shall obtain appropriate insurance coverage for the Project and shall maintain such insurance coverage in full force and effect until the Project has been completed and shall provide evidence of such insurance coverage to the Minister, at the Minister's request.
- 4.8 The Recipient shall obtain all necessary licenses, permits, and approvals required for the Project by applicable legislation, regulations and by-laws.
- 4.9 The Recipient, if directed by the Minister, shall forthwith repay to the Minister any overpayments or unexpended balances of the Contribution, and such amounts shall constitute a debt due to His Majesty the King in Right of Canada. These debts will be due upon notice to the Recipient and any amounts unpaid after 30 days from the day of notice will be subject to the same interest as would be calculated in an event of default as described in Section 6.5 of this Agreement.
- 4.10 The Recipient shall to the satisfaction of the Minister, ensure that all Project Costs are incurred in a manner that is transparent, competitive and consistent with value for money principles. The Minister has no obligation to make a contribution toward any individual Project Costs above \$50,000 unless the Recipient demonstrates, to the satisfaction of the Minister, that:
- (a) The supplier was selected through a competitive process and the Recipient chose the supplier offering the best value that also fully met the requirements of the Project; or
- (b) The selection of a sole source supplier is justified.

5. REPORTING

- 5.1 The Recipient shall provide the following reports to the Minister, in a form satisfactory to the Minister, at the following times:
- (a) Progress Reports a minimum of twice a year, and every year one progress report must be submitted and received by the Minister between January 1st and March 15th.
- (b) A Final Report to be submitted on the Final Client Reporting Date. The Final Report shall include:
- (i) a summary of Project activities completed;
- (ii) the extent to which Performance Indicators were achieved; and
- (iii) a description of the expected results that have accrued to date.

- (c) Financial Statements within six (6) months of the Recipient's year end or additional reports as may be requested by the Minister and/or as required by the Special Conditions set out in Part 1.v) of the Statement of Work.

6. DEFAULT

6.1 The following constitute events of default on behalf of the Recipient:

- (a) submitting false or misleading information to the Minister or failing to disclose relevant information which may have a negative impact on the Recipient's financial position;
- (b) failing to satisfy a term or condition of this Agreement, including those outlined in the Statement of Work and Attachment "B";
- (c) failing to pay to the Minister any amount due in accordance with this Agreement;
- (d) becoming bankrupt or insolvent, going into receivership or taking the benefit of any statute from time to time in force relating to bankrupt or insolvent debtors;
- (e) an order is made or a resolution is passed for the winding up of the Recipient or the Recipient is dissolved; or
- (f) in the opinion of the Minister, the Recipient ceases to carry on operations or business.

6.2 If an event of default occurs, the Minister may inform the Recipient, by a notice dated and in writing (the "Notice of Default"), of one or more of the following:

- (a) that the Minister's obligation to pay the Contribution to the Recipient is hereby terminated as a result of an event of default occurring;
- (b) that the Recipient shall repay to the Minister, all or part of the Contribution forthwith and that such an amount is a debt due to His Majesty the King in Right of Canada and may be recovered as such; and
- (c) that the Recipient shall use its best efforts to dispose, at fair market value as determined at the sole discretion of the Minister, of any assets it has acquired through the proceeds of the Contribution and shall provide the Minister with the proceeds of such disposal, as directed by the Minister.

6.3 The Recipient shall not be deemed to be in default of this Agreement until and unless the Minister has given to the Recipient the "Notice of Default" informing the Recipient of the Recipient's failure to comply with the terms hereof and thereafter the Recipient does not cure such failure within fourteen calendar days after receipt of such notice.

6.4 The fact that the Minister may refrain from exercising a remedy under the Agreement will not constitute a waiver of such right and any exercise of a right or remedy will not prevent the Minister in any way from later exercising any other right or remedy under the Agreement or other applicable law.

6.5 The Recipient shall pay, in addition to any amount due as a result of an event of default, interest on such amount, calculated from the date of the Notice of Default until the date that the full amount payable has been received by the Minister.

6.6 In accordance with the *Interest and Administrative Charges Regulations* under the *Financial Administration Act*, the rate of interest on the amount due as a result of an event of default, shall be fixed at 3 percent above the minimum rate at which the Bank of Canada is prepared to make loans as at the date of the Notice of Default.

6.7 Section 6 of this Agreement shall survive the expiration or termination of this Agreement.

7. ENVIRONMENT

7.1 The Recipient represents that any environmental issues or concerns relating to the Project which are known or ought to be known to the Recipient have been disclosed to the Minister, and the Recipient shall inform the Minister of any environmental issues or concerns regarding the Project which arise during the term of this Agreement.

7.2 The Recipient covenants and agrees that all activities in relation to the Project shall be conducted in compliance with Applicable Laws. For greater certainty, Applicable Laws include, without limitation, the following:

- (i) the *Impact Assessment Act*, S.C. 2019 c. 28, s. 1 and any regulations as amended from time to time;
- (ii) all other applicable statutes and regulations, and all by-laws, declarations, directives, plans, approvals, requirements, guidelines, standards and orders made pursuant thereto by any competent authority concerned with environmental assessment, protection or remediation, health, chemical use, safety or sanitation; and
- (iii) the applicable common law.

7.3 The Recipient represents that the Project is not a “designated project” as defined in the *Impact Assessment Act*, S.C. 2019 c. 28, s. 1 (IAA) and that an impact assessment (IA) or a determination under section 82 of IAA, are not required for the Project.

7.4 If, as a result of changes to the Project or otherwise, the Project is a “designated project” as defined in the IAA, the Recipient agrees that construction of the Project, including site preparation, will not be undertaken or will be suspended and no funds or additional funds will become or will be payable by the Minister to the Recipient for the Project unless, and until:

- (a) in the case of an IA, a decision statement has been issued to the Recipient; or
- (b) in the case of a determination under section 82 of IAA, the Minister determines that the Project is not likely to cause significant adverse environmental effects or is likely to cause significant adverse environmental effects that are justified in the circumstances.

7.5 For any IA or determination made under IAA, as a result of changes to the Project or otherwise:

- (a) the Recipient will comply with, to the satisfaction of the Minister and at the Recipient’s own expense, all conditions included in the decision statement issued under IAA, or other conditions that the Minister may require in coming to a determination under section 82 of IAA.
- (b) the Recipient will allow the Minister and its agents, employees, servants or contractors to access and enter at any time during reasonable hours upon any real property under the ownership or control of the Recipient for the purpose of ensuring that any conditions and mitigation measures are implemented for the Project.

8. NOTICE

- 8.1 (a) Any notice or communication authorized or permitted with respect to this Agreement shall be effectively given if:
- (i) delivered by hand;
 - (ii) sent by letter;
 - (iii) sent by facsimile; or
 - (iv) sent by PDF via e-mail.
- (b) Any notice that is delivered by hand shall be deemed to have been received on delivery.
- (c) Any notice which has been mailed shall be deemed to have been received eight (8) calendar days after being mailed.
- (d) Any notice sent by facsimile shall be deemed to have been received twenty-four (24) hours after the time that is printed on the dispatcher's confirmation slip.
- (e) Any notice that is delivered by PDF via e-mail is deemed to have been received on delivery
- 8.2 (a) The Minister's address for notice shall be:
- Assistant Deputy Minister
Alberta Region
Western Economic Diversification Canada
Suite 1500 Canada Place
9700 Jasper Avenue
Edmonton, Alberta T5J 4H7
FAX #: (780) 495-4557
Email Address: ab.info@prairiescan.gc.ca
- (b) The Recipient's address for notice shall be:
- Bill Given
Chief Administrative Officer
Municipality of Jasper
PO Box 520,
Jasper, AB, T0E 1E0
Telephone: +1 780 852 6501
Fax: +1 780 852 4019
E-mail : bgiven@jasper-alberta.ca
- (c) Either the Minister or the Recipient may change the address and other information stipulated above, provided that a written change of address notice is issued to the other party.

9. PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS

- 9.1 The Recipient shall comply with the requirements contained in Attachment "B" concerning advance notice for communications activities (i.e. events and announcements) related to the Project; funding announcements and/or official signing ceremonies; federal funding recognition including placement of signs and references on websites, in news releases and in publications including annual reports; Project milestones and success stories and photos.
- 9.2 The Recipient acknowledges that WD is subject to the Official Languages Act, R.S.C. 1985, c. 31 (4th Supp.).
- 9.3 If applicable, in making any announcements of this Contribution, the Recipient shall comply with the spirit of the "*Official Languages Act*".
- 9.4 The Recipient shall, if the Minister has determined there is or is likely to be a significant demand and communicated this significant demand to the Recipient:
- (a) ensure that any member of the public can communicate with and obtain available services from the office in either official language;
 - (b) ensure that appropriate measures are taken, including the provisions of signs, notices and other information on services and the initiation of communication with the public, to make it known to members of the public that those services are available in either official language at the choice of any member of the public;
 - (c) communicate by using such media of communication as will reach members of the public in the official language of their choice in an effective and efficient manner; and,
 - (d) identify and consider the community economic needs of the Official Languages Minority Community (OLMC) in their community and adapt their services to ensure substantive equality to those provided to both the linguistic majority and minority.

10. INDEMNITY

- 10.1 The Recipient shall indemnify and save harmless the Minister and the Minister's representatives, successors, assigns, servants and agents against and from all actions, suits, damages, losses, charges, expenses, claims and demands whatsoever (including necessary legal costs) which may hereafter be brought or made against the Minister or which the Minister may sustain, pay or incur as the result of or in connection with or arising out of any action of the Recipient.
- 10.2 Neither party shall have any liability for any indirect, incidental, special or consequential damages, however caused and on any theory of liability (including negligence), arising out of this Agreement, including but not limited to loss of anticipated profits, even if such party has been advised of the possibility of such damages. These limitations shall apply notwithstanding any failure of essential purpose of any limited remedy.

10.3 The Recipient acknowledges that the Minister may provide funding to numerous companies, entities, and consortia, some of which may be competitive ("Competitive Entity") with the Recipient. The Minister shall not be liable to the Recipient for any claim arising out of, or based on: (i) the provision of funding by the Minister to any Competitive Entity; or (ii) actions taken by any partner, officer or other representative of the Minister to assist a Competitive Entity, whether or not such action has a detrimental effect on the Recipient or the Project provided that the Minister will in all circumstances maintain the confidentiality of all information provided to it by the Recipient in accordance with this Agreement.

10.4 The Minister's liability under this Agreement shall be limited in the aggregate to a sum equal to or less than the Contribution.

10.5 Section 10 of this Agreement shall survive the termination or expiration of this Agreement.

11. FORCE MAJEURE

11.1 The Recipient will not be in default by reason only of any failure in performance of the Project described in the Statement of Work if such failure arises without the fault or negligence of the Recipient and is caused by any event of force majeure.

11.2 Force majeure means any cause which is unavoidable or beyond reasonable control of the Recipient, including war, riot, insurrection, orders of government, strikes, or any act of God or other similar circumstance which is beyond the Recipient's control, and which could not have been reasonably circumvented by the Recipient without incurring unreasonable cost.

12. SEVERABILITY

12.1 Any provision of this Agreement prohibited by law or otherwise ineffective will be ineffective only to the extent of such prohibitions or ineffectiveness and will be severable without invalidating or otherwise affecting the remaining provisions of the Agreement.

13. APPLICABLE LAW

13.1 This Agreement shall be governed by, and is to be interpreted in accordance with, the applicable federal laws and the laws in force in the Province of Alberta to the jurisdiction of the Courts of Alberta and all courts competent to hear appeals from the Courts of Alberta.

14. GENERAL

14.1 This Agreement is an agreement for the Contribution only. It does not create a partnership, agency, joint venture, or employer/employee relationship between the parties and the Recipient shall not represent itself as such, including in any agreement with a third party.

14.2 No current or former public servant or public office holder to whom the *Conflict of Interest Act*, the Conflict of Interest and Post-Employment Code for Public Office Holders or the Values and Ethics Code for the Public Service applies shall derive direct benefit from the funding Agreement unless the provision or receipt of such benefits is in compliance with such legislation and codes; and no member of the Senate or the House of Commons shall be admitted to any share or part of the Agreement, or to any benefit arising from it, that is not otherwise available to the general public.

- 14.3 This Agreement and the attachments attached hereto contain the entire agreement between the parties with respect to the subject matter hereto and shall supersede all previous negotiations, representations and documents in relation hereto made by either of the parties.
- 14.4 Time is to be considered of the essence of this Agreement.
- 14.5 All information provided by the Recipient to the Minister will be treated in accordance with the *Access to Information Act* and the *Privacy Act*. These laws govern, protect and limit the collection, use and disclosure of personal, financial and technical information by federal government departments and agencies. Information, documents or records provided, or to be provided, to the Minister pursuant to this Agreement shall not be prohibited from disclosure by the Minister under section 13 or section 20 of the federal *Access to Information Act*, unless the information document or record is identified and marked by the Recipient as a document or record of a nature described by those provisions, and that it truly qualifies as such. Notwithstanding the above, the Minister reserves the right to make information relating to this Agreement available to the public, including providing limited information on a public website as part of a list of all projects funded by the Minister. The Recipient hereby represents that they have authority to consent and consents to the information being made available to the public.
- 14.6 The Recipient's rights to confidentiality shall not impede the Minister in fulfilling subsidy notification obligations to the World Trade Organization under Article 25 of the Agreement on Subsidies and Countervailing Measures.
- 14.7 The parties hereto using their best efforts to consult and negotiate in good faith shall address any dispute or controversy arising from or relating to this Agreement. If a solution cannot be agreed upon within a period of 90 days, all differences shall be subject to arbitration by the *Arbitration and Mediation Institute of Canada*.
- 14.8 This Agreement shall terminate after in the opinion of the Minister, all the terms and conditions in this Agreement, including the provision of a Final Report as set out in clause 5.1(b), have been satisfied. The Recipient acknowledges that sections 4.2, 4.3, 6 and 10 and its obligations under those sections will survive the termination of this Agreement.

15. EFFECTIVE DATE AND COUNTERPART

- 15.1 Each party warrants that the person signing this Agreement has full authority to execute this document.
- 15.2 This Agreement may be executed in counterparts, each of which when so executed shall be deemed to be an original and such counterparts together shall constitute one and the same instrument and shall be effective upon the date of execution by the Minister.
- 15.3 This Agreement shall be binding and enure to the benefit of any successor or assign of the Recipient.
- 15.4 This Agreement shall be effective upon the date of execution by the Minister.

IN WITNESS WHEREOF the parties hereto have executed this Agreement through duly authorized representatives.

For the Minister

Name and Title Date

Municipality of Jasper

Name and Title Date

ATTACHMENT "A"

Statement of Work

I. PROJECT SCOPE

i) Description

The Recipient will deliver a business continuity and recovery program for small businesses in the Municipality of Jasper affected by the summer 2024 wildfire. This project aims to help businesses that lost physical locations during the wildfires to keep operations running, protect jobs, and reduce rebuild costs. The Recipient will hire temporary staff and contractors to plan, prepare, and maintain interim service locations for business operations, promote businesses, and provide business recovery advisory services. Additionally, the Recipient will purchase equipment to support staff, prepare and service land for project use, construct or obtain structures for business operations, and site reclamation. This project will contribute to the economic recovery for the region.

ii) Project Location

The Recipient shall carry out the Project in JASPER, AB .

iii) Project Costs

	Project Costs	RDA Assistance	RDA %
Assisted Capital			
Pop-Up Business Village and Interim Industrial Park (1)	\$1,285,892	\$1,183,021	92.0%
Total Assisted Capital	\$1,285,892	\$1,183,021	92.0%
Assisted Non-Capital			
Project Support Costs (2)	\$696,366	\$640,657	92.0%
Total Assisted Non-Capital	\$696,366	\$640,657	92.0%
Total Assisted	\$1,982,258	\$1,823,678	92.0%
TOTAL PROJECT COSTS	\$1,982,258	\$1,823,678	92.0%

PROJECT COST COMMENTS

(1) Pop-Up Business Village and Interim Industrial Park - includes costs for site preparation and repair; utility installations; utility costs and network connectivity specific to the project locations for the duration of the project; temporary structures for local artisans, businesses, and staff to operate from. Additionally, it covers costs for office equipment; supplies; business relocation; permanent landscaping at the project locations, increased maintenance and security services. It also includes capital costs related to supply and set up of interim workshop and storage structures, and site security measures such as fencing and gates.

(2) Project Support Costs - includes costs such as one full-time equivalent and one 70% part-time equivalent position to deliver the project and marketing and promotion of the businesses for the project locations. Additionally, it covers internal costs which are directly attributable to this project, including salary and benefits for positions such as project managers, planning personnel, Business Liaison, operations team managers, Finance, Communications personnel, and labourers.

The above costs include only Project Costs, as set out above, incurred directly to carry out the Project and are subject to verification as direct amounts for which payments to third parties can be proven.

iv) Cashflow

The amounts to be paid by the Minister shall not exceed the following amounts in the Minister's fiscal years ending March 31:

<u>Year</u>	<u>Amount</u>
2024/25	\$38,640
2025/26	\$1,088,834
2026/27	\$331,312
2027/28	\$364,892

v) Special Conditions

- 1) At the sole discretion of the Minister, advances may be provided as deemed appropriate. The Recipient must account for each advance received, within 90 days of the end of the advance period for quarterly advances, or within 60 days of the end of the advance period for monthly advances.
- 2) The Minister may contribute up to 100% of Total Assisted Project Costs incurred by the Recipient up to March 31, 2025. The Minister's total Contribution for approved Total Assisted Project Costs will not exceed the total amount of funding available up to March 31, 2025, as per the table of Cashflow, Section I., iv. of the Statement of Work.
- 3) The total Contributions paid by the Minister shall not exceed 92% of Total Project Costs upon Project Completion. At Project Completion, any contribution paid in excess of 92% of Total Project Costs shall be deemed repayable immediately at the completion of the Project.

vi) Dates

Shared Cost Commencement Date	March 1, 2025
Completion Date	March 31, 2028
Cancellation Date	June 1, 2025
Final Client Reporting Date	June 30, 2028

vii) Stacking Limit and Funding

Stacking Limit 100 %

PROJECT FUNDING

RDA non-repayable Contribution	\$1,823,678
Operating Capital	\$158,580
TOTAL PROJECT FUNDING	\$1,982,258

II. PROJECT MEASUREMENT

This section describes the basis for measuring the progress, outcomes and success of the Project. Reporting by the Recipient shall reflect these parameters.

i) Timeline of Project Activity

Hire support staff for project delivery	May 2025
Opening of business and industrial structures	June 2025
Complete mid-point evaluation of project activities	August 2026
Decommissioning of temporary spaces, remediation, business transitions.	March 2028

ii) Performance Indicators

Expected Results	Performance Indicator	Baseline Value	Baseline Date	Target Value	Target Date
Communities are developing economically in the Prairies	Number of HQP (including STEM) jobs created (Total)	0.0	March 2025	1.0	March 2028
	Number of non-HQP jobs created (Total)	0.0	March 2025	1.0	March 2028
	Number of jobs maintained (Total)	0.0	March 2025	33.0	March 2028
	Number of contributing partners engaged in advancing community-based projects (e.g., providing financial or in-kind support)	0.0	March 2025	1.0	March 2028
	Number of SMEs assisted	0.0	March 2025	21.0	March 2028
Prairie economic development is supported	Number of businesses created, maintained, or expanded (Total)	0.0	March 2025	21.0	March 2028

iii) Expected Results/Methodology & Timing

The Recipient shall continue to provide information and reports with respect to the performance Indicators, as requested by the Minister, until the Final Client Reporting Date.

Progress on this project shall be evaluated against project milestones and performance indicators. The recipient shall continue to provide information and reports with respect to the performance indicators, as required by the Minister, until the Final Client Reporting Date. The project is expected to contribute \$1.97 million in sales and maintain 33 jobs, providing immediate economic relief and long-term stability for Jasper.

ATTACHMENT "B"

COMMUNICATIONS PROTOCOL

I. Funding Announcement/Event

- (a) The Recipient hereby consents to a public funding announcement/event by, or on behalf of, the Minister in the form of a news release and/or news conference or event (in-person or digital), if recommended by the Minister.
- (b) The Minister shall inform the Recipient, in writing, of the date on which the public announcement is to be made and ensure the proposed date permits the participation of both parties, and their representatives. The Recipient shall maintain the confidentiality of the Agreement until such date.
- (c) The Recipient shall advise the Minister, in writing, at least fifteen (15) days in advance of any official ceremony to be held in connection with the Project.
- (d) The Recipient hereby consents to the participation by the Minister, or a representative of the Minister, at any such official ceremony and to have the event take place on a day mutually agreed upon by the Recipient and the Minister. (Posting of the contribution on the Western Economic Diversification Canada's website under the Proactive Disclosure requirement does not constitute a Project funding announcement.)

II. Federal Funding Recognition

- (a) The Recipient also consents to the placement of a bilingual sign that identifies the federal government's participation in the Project, on the Project site at any time prior to the Completion Date of the Project, if recommended by the Minister.
- (b) The Recipient shall, in all of its publications (digital and print), public website, social media platforms, news releases and presentations regarding the Project, or making mention thereof, including in its annual reports, acknowledge, if recommended by the Minister, that the Project was supported and/or funded in part by Western Economic Diversification Canada.
- (c) Any use of Western Economic Diversification Canada's name, its Federal Identity Program (FIP) official government identifier with the Canadian flag logo, or the Canada wordmark, requires prior written approval of the Minister.
- (d) Visit <http://www.wd-deo.gc.ca/images/cont/10036a-eng.pdf> for guidelines on how to acknowledge Western Economic Diversification Canada's support.

III. Project Milestones

- (a) The Recipient shall provide the Minister with an opportunity to participate in milestone events and provide milestone information and proposed dates for milestone events at least 15 days in advance, thereby enabling the Minister to use the opportunity to promote the Recipient's Project and Western Economic Diversification Canada's role in supporting it.
- (b) The Recipient agrees to the implementation of appropriate communications activities, which the Minister or the Recipient may initiate in conjunction with the other, such as a feature story, an official opening, ceremonies, celebrations. The Minister and the Recipient shall cooperate in these activities. Examples of Project milestones, for promotional

purposes, include:

- Sod-turnings / Ribbon cuttings / Grand openings
- Successful nominations and awards
- Completion of prototype and first product produced
- Expansion into new markets, significant sales, new contracts
- First shipment or launch of new product, new technology
- Completion/graduation of training by students or interns
- Launch of new program, tool or reference
- Promotional/Media campaign

IV. Success Stories/Photos

From time to time Recipients may be required to provide support, photos, video footage, interviews, and/or quotes for the development of articles to be used in Western Economic Diversification Canada’s publications, public website, and/or social media platforms. It is understood that, in accepting the funding, Recipients agree to provide support when called upon to do so.

V. Proactive Disclosure

Proactive disclosure is a requirement of the Government of Canada whereby all grants and contributions are posted to Open Government portal website 30 days following the financial quarter.

Initials: _____



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

December 9, 2024

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

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

Dear Mr. Given:

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

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

The conditions of the forbearance are as follows:

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

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

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

Yours truly,

Alan Fehr
Field Unit Superintendent

REQUEST FOR DECISION

Subject: 2025 Municipal Election
From: Bill Given, Chief Administrative Officer
Prepared by: Emma Acorn, Legislative Services Coordinator
Reviewed by: Christine Nadon, Director of Protective & Legislative Services
Date – Discussion: May 13, 2025
Date – Decision: May 20, 2025



Recommendations:

- That Committee recommend Council provide for Special Ballots for the 2025 municipal election pursuant to the *Local Authorities Election Act*.
 - Applications for Special Ballots may be made to the Returning Officer in writing; by telephone; in person; or by email.
 - Applications for Special Ballots must be submitted between September 1, 2025 and October 10, 2025.
 - The Special Ballot sealed outer envelope must be forwarded so that it reaches the Returning Officer not later than October 17, 2025.
- That Committee recommend Council provide for holding an Advance Vote for the 2025 municipal election, pursuant to the *Local Authorities Election Act*.
- That Committee recommend Council authorize the Returning Officer to designate the location of one or more institutional voting stations for the 2025 municipal election, pursuant to the *Local Authorities Election Act*.
- That Committee recommend Council give first and second reading to the Rotation of Ballots Bylaw 2025.

Administration is requesting separate motions for the three items above. The sub-bullets for the special ballot process (application methods and specified deadlines) are intended to form one detailed motion.

Background:

In preparation for the upcoming municipal election, the aforementioned items require Council decisions in order to be implemented as part of the 2025 electoral process. The proposals included in this report are reflective of past practices in the Municipality of Jasper, supported by the Returning Officer, and subject to the provisions of the *Local Authorities Election Act* (LAEA).

Special Ballots

An elector whose name is contained in the permanent electors register and who is unable to vote at an advance vote or at the voting station on election day may apply to vote by special ballot. (LAEA s. 77.1(1))

Council must pass a resolution to allow for special ballots, including the application methods (s. 77.1(2)). The

Returning Officer is also requesting the establishment of a specific timeframe for applications for special ballots and setting a deadline to allow sufficient time for the ballots to be returned and accounted for prior to election day (s. 77.1(2.1)). Special ballots issued prior to Nomination Day (September 22) would be blank, to be completed by eligible electors once the candidates list is final and made public.

Advance Vote

A Council resolution is required to authorize an advance vote (LAEA s. 73(2)). The Returning Officer is responsible for setting the days and hours when the advance vote is to be held.

Institutional Vote

A Council resolution is required to either designate institutional voting stations, or authorize the Returning Officer to designate institutional voting stations. This provision allows an elector who is confined to a treatment centre in the local jurisdiction, or is a resident in a supportive living facility in the local jurisdiction, to vote at an institutional voting station (LAEA s. 80).

Rotation of names on ballots

Council can pass a bylaw, no less than two months before an election, which provides for the rotation of candidates' names on ballots, in a format prescribed under the LAEA. Without a Council resolution, candidates' names shall be arranged alphabetically in order of the surnames (LAEA s. 43).

Financial:

The Legislative Services department holds an operating budget of \$22,000 to conduct the 2025 municipal election. These funds are intended to cover expenses related to hiring election workers, wages, training, supplies, printing and advertising. All of the initiatives outlined above are expected to be conducted within this budget allocation.

Communications:

- Most elections items have legislated advertising requirements under the LAEA, which must be followed.

Relevant Legislation:

- [Local Authorities Election Act \(RSA 2000, cL-21\)](#)
- [Rotation of Ballots Bylaw 2021](#)

Attachments:

- Draft Rotation of Ballots Bylaw

MUNICIPALITY OF JASPER
Bylaw #XXX

BEING A BYLAW OF THE MUNICIPALITY OF JASPER IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE PRINTING OF BALLOTS IN LOTS FOR THE 2025 MUNICIPAL ELECTION.

PURPOSE

WHEREAS a general municipal election will be conducted in Jasper during the year 2025; and

WHEREAS the *Municipal Government Act*, RSA 2000, cM-26 as amended provides for Council to pass bylaws for municipal purposes; and

WHEREAS pursuant to the provisions of the *Local Authorities Election Act*, RSA 2000, cL-21 as amended, it is necessary that a municipal bylaw be passed not less than two months before an election to allow for the printing of ballots in lots providing for the rotation of the names of candidates;

NOW THEREFORE, COUNCIL OF THE SPECIALIZED MUNICIPALITY OF JASPER IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS:

1. Citation

- 1.1 This bylaw may be cited as the "Jasper Rotation of Ballots Bylaw 2025."
- 1.2 The Municipality of Jasper Bylaw #237, the "Jasper Rotation of Ballots Bylaw 2021" is hereby repealed.

2. Definitions

- 2.1 In this bylaw:
 - 2.1.1 "Council" shall mean the Council of the Municipality of Jasper;
 - 2.1.2 "Returning Officer" shall mean the person duly appointed to that position by Council for the 2025 municipal election.

3. Printing of Ballots

- 3.1 Council hereby directs the Returning Officer to ensure that ballots to be used during the 2025 municipal election shall be printed as follows:
 - 3.1.1 each ballot shall contain the name of each candidate;
 - 3.1.2 the names of the candidates on each ballot shall be arranged alphabetically in order of the surnames and, if two or more candidates have the same surname, the names of those candidates shall be arranged alphabetically in the order of their given names;
 - 3.1.3 ballots shall be printed in as many lots as there are candidates for the office;
 - 3.1.4 in the first lot the names of the candidates shall appear in alphabetical order;
 - 3.1.5 in the second lot the names shall appear in the same order, except that the first name in the first lot shall be placed last;
 - 3.1.6 in each succeeding lot, the order shall be the same as that of the preceding lot, except that the first name in the preceding lot shall be placed last; and
 - 3.1.7 tablets of ballots to be used at each voting station shall be made up by combining ballots from the different lots in regular rotations so that no two consecutive electors may receive ballot papers from the same lot, and so that each candidate's name shall appear first and in each other position substantially the same number of times on the ballot used.

4. Severance

- 4.1 If any section of the bylaw is found to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.

Coming into Force

This bylaw shall come into force and effect on the final day of passing thereof.

READ a first time this day of 2025.

READ a second time this day of 2025.

READ a third time and finally passed this day of 2025.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

MOTION ACTION LIST

SHORT TITLE	REQUESTED (DATE)	RESPONSIBLE (WHO)	COUNCIL MOTION (DESCRIPTION)	TARGET (DATE)	STATUS
Jasper Skatepark Committee	March 19, 2024	CAO and Director of Finance & Administration	That Council authorize, in principle, interim financing to the Jasper Skatepark Committee, not to exceed \$150,000, with loan details to be presented to Council following completion of the Skatepark construction.	May 2025	Recommended to be deferred to August 2025
Moving Traffic Enforcement	July 9, 2024	Director of Protective & Legislative Services	That Committee direct Administration to return to a future Committee of the Whole meeting with additional information on moving traffic enforcement, including the proposed scope of work and an outline of anticipated equipment requirements.	May 2025	
Climate Change Adaptation Plan	August 27, 2024	CAO and Director of Urban Design & Standards	That Council direct Administration to proceed with developing a five-year Climate Change Adaptation Action Plan with internal resources and present the plan at a future Committee of the Whole Meeting in spring 2025.	June 2025	
Parcel CH Access Road & Spruce Avenue Development Tender Award	September 17, 2024	CAO	That Council direct Administration to initiate a Local Improvement Bylaw process to recover the servicing costs the Parcel CH Access Road from benefitting adjacent parcels.	June 2025	Recommended to be deferred to July 2025
Transit Bus RFP	November 19, 2024	CAO	That Council direct Administration to reissue an RFP in spring of 2025 for the procurement of electric buses and/or any other viable zero emission options.	June 2025	Recommended to be deferred to December 2025
Utility Rate Model	January 21, 2025	CAO and Director of Finance & Administration	That Council direct Administration to host a workshop to review the utility rate model with interested stakeholders.	June 2025	

In-Town Contractor Camps, Interim Residences & Laydown Requests	January 28, 2025	CAO and Director of Urban Design and Standards	That Committee direct Administration to return with legislative changes as required to implement the changes.	May 2025	
Wildfire Recovery Strategic Priorities	February 11, 2025	Director of Recovery	That Committee direct Administration to seek feedback on the draft Recovery Strategic Priorities from the Recovery Advisory Committee and return to a future Committee of the Whole meeting.	May 2025	
Recovery Advisory Committee Recommendations	March 11, 2025	Director of Recovery	That Committee direct Administration gather input on the triparty Jasper Recovery Plan from the Recovery Advisory Committee and return to a future meeting.	May 2025	Recommended to be deferred to July 2025
Grande Yellowhead Public School Division Joint Agreement	March 18, 2025	Director of Community Development	That Council direct Administration to bring an update to a future meeting on a joint agreement with the Grande Yellowhead Public School Division.	June 2025	
Advocacy at FCM	March 25, 2025	CAO	That Committee direct Administration to prepare a report regarding the status and implications of CN Rail's decision to move operations from Jasper and bring it to a future meeting prior to mid-May.	May 2025	
Rockaboo Climbing Facility	March 25, 2025	Director of Recovery	That Committee direct Administration to return to Council with recommendations for an appropriate fee structure to enable the year-round operation of the Rockaboo climbing facility for a potential three year term, and prior to returning the Municipality of Jasper will require clarity on the summer usage of the space, potential space rental fees, input from Parks Canada as the development authority responsible for commercial development in Jasper, and resident and industry feedback into the impact of the attraction on the downtown landscape in the winter months.	May 2025	

2025 Capital and Operating Budgets	April 1, 2025	CAO and Director of Recovery	That Council direct Administration to obtain the information from the provincial government regarding the implications of reopening our capital and operating budgets.	April 2025	
Fire Bylaw & Communications	April 8, 2025	Director of Protective & Legislative Services	That Committee direct Administration to return to a future Committee of the Whole meeting with a report regarding the Fire Bylaw and communications for the upcoming season.	May 2025	
Jasper Artists Guild Lease	April 22, 2025	CAO	That Committee refer the correspondence from the Jasper Artists Guild to Administration for a report back at a future Committee of the Whole meeting.	July 2025	Recommended to be deferred to November 2025