

MUNICIPALITY OF JASPER
REGULAR COUNCIL MEETING AGENDA
August 20, 2024 | 9:30am
[Municipality of Jasper Strategic Priorities 2022-2026](#)



Notice: Due to the ongoing wildfire and evacuation alert, this meeting will be conducted electronically. Members of the public can view meetings through the Zoom livestream; or view archived Council meetings on YouTube at any time. **To live-stream this meeting starting at 9:30am, use this Zoom link: <https://us02web.zoom.us/j/87657457538>**

1 CALL TO ORDER

2 APPROVAL OF AGENDA

2.1 Regular meeting agenda, August 20, 2024 attachment

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

3 APPROVAL OF MINUTES

3.1 Regular meeting minutes, July 16, attachment

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

3.2 Special Council meeting minutes, August 13, 2024 attachment

Recommendation: That Council approve the minutes of the August 13, 2024 Special Council meeting as presented.

4 CORRESPONDENCE

4.1 Consulate General of Japan in Calgary; Town of Ponoka; City of Medicine Hat; City of Grande Prairie; and District of Chetwynd attachment

Recommendation: That Council receive the correspondence for information.

5 NEW BUSINESS

5.1 Aquatera Annual Update attachment

Recommendation: That Council receive the presentation for information.

5.2 Temporary Relaxation of RV Parking Regulations attachment

Recommendation: That Council approve the temporary relaxation of RV parking regulations from August 16, 2024, to September 15, 2024, as proposed.

MUNICIPALITY OF JASPER
REGULAR COUNCIL MEETING AGENDA

August 20, 2024 | 9:30am

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

5.3 Planner and Administration Assistant Positions attachment

Recommendation: That Council approve the establishment of the following positions to support the recovery and rebuilding efforts for the municipality:

- *Four (4) full-time planner positions; and*
- *One (1) administrative assistant position.*

5.4 Motion Action List attachment

Recommendation: That Council approve the updated Motion Action List.

5.5 Council Remuneration Review Committee attachment

Recommendation: That Council rescind motion #332/24 that Council approve the Council Remuneration Review Committee Terms of Reference as presented; and

That Council direct Administration to conduct a review of council remuneration and preset recommendations at a future meeting.

6 NOTICES OF MOTION

7 COUNCILLOR REPORTS

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

8 UPCOMING EVENTS

AB Munis 2024 Conference & Tradeshow – September 25-27, Westerner Park, Red Deer

9 IN CAMERA

9.1 Land Use Planning Discussions Update FOIP s. 21

10 ADJOURNMENT

Recommendation: That, there being no further business, the regular meeting of August 20, 2024 be adjourned at _____.

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

Municipality of Jasper
Regular Council Meeting Minutes
 Tuesday, July 16, 2024 | 1:30 pm
 Jasper Library and Cultural Centre, Quorum Room

Virtual viewing and participation	Council attendance is in Council chambers at the Jasper Library and Cultural Centre. This meeting was also conducted virtually and available for public livestreaming through Zoom. Public viewing and participation during Council meetings is through both Zoom livestreaming and in-person attendance.		
Present	Mayor Richard Ireland, Deputy Mayor Helen Kelleher-Empy, Councillors Kathleen Waxer, Ralph Melnyk, Scott Wilson and Rico Damota.		
Absent	Councillor Wendy Hall		
Also present	Bill Given, Chief Administrative Officer Christopher Read, Director of Community Development Natasha Malenchak, Director of Finance & Administration Mona El Dabee, Energy & Environment Manager Bernd Manz, Interim Director of Operations & Utilities Emma Acorn, Legislative Services Coordinator Scott Hayes, The Fitzhugh Bob Covey, The Jasper Local 7 observers		
Call to order	Mayor Ireland called the July 16, 2024 Regular Council meeting to order at 1:30pm.		
Approval of agenda #324/24	MOTION by Councillor Kelleher-Empy – BE IT RESOLVED that Council approve the agenda for the July 16, 2024 Regular Council meeting as presented.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Approval of Legislative Committee minutes #325/24	MOTION by Councillor Damota – BE IT RESOLVED that Council approve the minutes of the July 2, 2024 Legislative Committee meeting as presented.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Approval of Regular minutes #326/24	MOTION by Councillor Waxer – BE IT RESOLVED that Council approve the minutes of the July 2, 2024 Regular Council meeting as presented.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Approval of Committee of the Whole minutes #327/24	MOTION by Councillor Kelleher-Empy – BE IT RESOLVED that Council approve the minutes of the July 9, 2024 Committee of the Whole meeting as presented.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Delegations	none		
Correspondence	none		
Director’s Report – Community Development	Council received a report from Director of Community Development Christopher Read detailing the work recently accomplished within the department. Highlights included updates on the Recreation Facility Renovation Project and Skate Park project; recent changes in staffing; service trends; and work being done with communications and engagement.		
#328/24	MOTION by Councillor Waxer – BE IT RESOLVED that Council receive the report for information.		

	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Jasper Dark Sky Festival Fee Waiver as per Policy F-104 #329/24	MOTION by Councillor Melnyk – BE IT RESOLVED that Council approve the request to waive all facility rental fees for the 2024 Jasper Dark Sky Festival as per policy F-104.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
National Drowning Prevention Week Proclamation #330/24	MOTION by Councillor Waxer – BE IT RESOLVED that Council proclaim July 21-27, 2024 as National Drowning Prevention Week in Jasper.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
2023 Year End Surplus Reserve Transfers #331/24	MOTION by Councillor Waxer – BE IT RESOLVED that Council approve the 2023 year-end tax supported surplus of \$150,525 be allocated to Reserves as per Policy B-112 in the following amounts: <ul style="list-style-type: none"> • \$75,263 (50%) to Fixed Assets Reserve; • \$15,053 (10%) to Community Housing Reserve; and • \$60,210 (40%) to Financial Stabilization Reserve. <p>That Council approve the 2023 year-end utility supported surplus of \$378,241 be allocated to Reserves as per Policy B-112 in the following amount: <ul style="list-style-type: none"> • \$378,241 (100%) to Utility Operating Reserve. </p>		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Council Remuneration Review Committee #332/24	MOTION by Councillor Damota – BE IT RESOLVED that Council approve the Council Remuneration Review Committee Terms of Reference as presented.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Clean Energy Improvement Program Tax Bylaw #333/24	MOTION by Councillor Wilson – BE IT RESOLVED that Council give first reading to the Clean Energy Program Tax Bylaw and; <p>That Council, establish 1:30pm, September 3, 2024 at Council Chambers as the date time and location for a public hearing on the proposed Clean Energy Improvement Program Tax Bylaw.</p>		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Family & Community Support Services Association of Alberta #334/24	MOTION by Councillor Kelleher-Empy – BE IT RESOLVED that Council authorize Councillor Waxer to attend this year’s Family & Community Support Services Association of Alberta annual conference; and <p>That Council endorse letting Councillor Waxer’s name stand as the Yellowhead Regional Representative.</p>		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
The Building Industry and Land Development Association Alberta Conference #335/24	MOTION by Councillor Waxer – BE IT RESOLVED that Council authorize Councillor Wilson to attend the Building Industry and Land Development Association Alberta Conference in Jasper on September 12-15, 2024.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED

Notices of Motion	none						
Councillor Reports	<p>Councillor Melnyk will be attending a meeting of the Jasper Yellowhead Historical Society this evening and a strategic planning session with the group on Thursday.</p> <p>Councillors Melnyk and Kelleher-Empey will be attending the Alberta/Japan Twinned Municipalities Association conference in Rocky Mountain House on July 26th & 27th.</p> <p>Councillor Kelleher-Empey will be at an Evergreens event on July 25th.</p> <p>Councillor Waxer attended a Communities in Bloom meeting last Wednesday.</p> <p>Mayor Ireland will be out of the community from July 18th to July 24th.</p>						
Upcoming events	Council received a list of upcoming events for information.						
Adjournment #336/24	<p>MOTION by Councillor Damota – BE IT RESOLVED that, there being no further business, the Regular Council meeting of July 16, 2024 be adjourned at 2:58pm.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">FOR</td> <td style="width: 33%;">AGAINST</td> <td style="width: 33%;"></td> </tr> <tr> <td>6 Councillors</td> <td>0 Councillors</td> <td style="text-align: right;">CARRIED</td> </tr> </table>	FOR	AGAINST		6 Councillors	0 Councillors	CARRIED
FOR	AGAINST						
6 Councillors	0 Councillors	CARRIED					

Mayor

Chief Administrative Officer

Municipality of Jasper
Special Council Meeting Minutes
 Tuesday, August 13, 2024 | 9:30am

Virtual viewing and participation	Due to the Jasper Wildfire Complex and subsequent evacuation this meeting was conducted virtually and available for public livestreaming through Zoom. All meeting attendees participated or observed by electronic means.			
Present	Mayor Richard Ireland, Deputy Mayor Helen Kelleher-Empey, Councillors Scott Wilson, Wendy Hall, Kathleen Waxer, Ralph Melnyk, and Rico Damota			
Absent	none			
Also present	Bill Given, Chief Administrative Officer Natasha Malenchak, Director of Finance & Administration Emma Acorn, Legislative Services Coordinator Jon Large, Parks Canada, Unified Commander Peter Shokeir, The Fitzhugh Bob Covey, The Jasper Local 74 observers			
Call to order	Mayor Ireland called the August 13, 2024 Special Council meeting to order at 9:32am.			
Additions or Deletions	none			
Approval of agenda #337/24	MOTION by Councillor Waxer that Council approve the agenda for the August 13, 2024 Special Council meeting as presented.			
	<table border="0" style="width: 100%;"> <tr> <td style="text-align: left;">FOR 7 Councillors</td> <td style="text-align: center;">AGAINST 0 Councillors</td> <td style="text-align: right;">CARRIED</td> </tr> </table>	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
FOR 7 Councillors	AGAINST 0 Councillors	CARRIED		
Update from Incident Management Team	<p>Council received an update on the Jasper Wildfire Complex from Parks Canada Unified Commander Jon Large which included time for questions from Council.</p> <p>CAO Bill Given also made a short presentation on the service delivery and Incident Command structure, including a review of the roles within Unified Command, the Emergency Advisory Committee, and how the main roles in the incident will change over time.</p>			
2024 Council Meeting Schedule #338/24	<p>MOTION by Councillor Wilson that Council cancel all Committee of the Whole meetings currently scheduled during the months of August, September, and October 2024 and hold Regular Council meetings at the same dates and times as the cancelled Committee of the Whole meetings would otherwise have been held; and</p> <p>That Council change the start time of its Regular meetings from 1:30pm to 9:30am on the first and third Tuesdays of the month until the end of October 2024.</p>			
	<table border="0" style="width: 100%;"> <tr> <td style="text-align: left;">FOR 7 Councillors</td> <td style="text-align: center;">AGAINST 0 Councillors</td> <td style="text-align: right;">CARRIED</td> </tr> </table>	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
FOR 7 Councillors	AGAINST 0 Councillors	CARRIED		
Financial Relief Recommendations	Council received recommendations and alternatives from Administration for financial relief following the Jasper Wildfire Complex and subsequent evacuation. The report, which was not ready in time for the publishing of the agenda package on Friday, is attached to the minutes.			
#339/24	<p>MOTION by Councillor Waxer that Council authorize the financial recommendations as presented:</p> <ul style="list-style-type: none"> • That Council authorize the immediate suspension of pre-authorized tax payments on all damaged or destroyed properties. • That Council direct Administration to defer collection of property taxes outlined in Tax Rate Bylaw #261 beginning July 22, 2024; and, 			

- That Council authorize that any penalties on outstanding property tax amounts not be applied for July 2024, as per Bylaw Tax Penalties #40.
- That Council direct Administration to return with a report outlining the options and cost associated with refunding property taxes for the period following July 22, 2024 on damaged or destroyed properties.
- That Council authorize the immediate suspension and waiver of all water, sewer, solid waste, recycling charges outlined in Utility Bylaw #259 on all damaged or destroyed properties as of July 22, 2024.
- That penalties on outstanding amounts under Utility Bylaw #259 from May and June 2024 be waived for all properties.
- That Council direct Administration to return with a report recommending options or strategies to mitigate the municipality's loss of utility and property tax revenue.

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

Recovery Office Structure and Committee Terms of Reference

Council received a report from Mr. Given regarding the long-term recovery effort the town is facing in the wake of the Jasper Wildfire Complex. Administration has identified establishment of a Recovery Office with guidance from a multi-stakeholder Recovery Committee as the key first steps in the recovery process.

#340/24

MOTION by Councillor Melnyk that Council direct Administration to develop draft Governance and organizational structures for a Recovery Office and a Terms of Reference for a Recovery Committee and return to a future Council meeting; and

That Council approve the establishment of a Director of Recovery position reporting to the CAO.

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

Global Covenant of Mayors for Climate & Energy

Council received a report from Administration investigating the costs and benefits associated with Jasper applying/agreeing to become a member of the "Global Covenant of Mayors for Climate Action".

#341/24

MOTION by Councillor Wilson that Council receive the report for information, recommend administration renew Partners for Climate Protection (PCP) membership, support Tourism Jasper with their initiative to obtain a GreenStep Sustainable Tourism Destination Certification and take no further action to join the Global Covenant of Mayors for Climate & Energy (GCoM) at this time.

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

Adjournment #342/24

MOTION by Councillor Kelleher-Empy – BE IT RESOLVED that, there being no further business, the Special Council meeting of August 13, 2024 be adjourned at 11:02am.

FOR	AGAINST	
7 Councillors	0 Councillors	CARRIED

Mayor

Chief Administrative Officer

REQUEST FOR DECISION

Subject: 2024 Jasper Wildfire Complex Tax and Utility Deferral of Payment
From: Bill Given, Chief Administrative Officer
Reviewed by: Natasha Malenchak, Director of Finance and Administration
Date: August 13, 2024



Recommendations:

- That Council authorize the immediate suspension of pre-authorized tax payments on all damaged or destroyed properties.
- That Council direct Administration to defer collection of property taxes outlined in Tax Rate Bylaw #261 beginning July 22, 2024; and,
- That Council authorize that any penalties on outstanding property tax amounts not be applied for July 2024, as per Bylaw Tax Penalties #40.
- That Council direct Administration to return with a report outlining the options and cost associated with refunding property taxes for the period following July 22, 2024 on damaged or destroyed properties.
- That Council authorize the immediate suspension and waiver of all water, sewer, solid waste, recycling charges outlined in Utility Bylaw #259 on all damaged or destroyed properties as of July 22, 2024.
- That penalties on outstanding amounts under Utility Bylaw #259 from May and June 2024 be waived for all properties.
- That Council direct Administration to return with a report recommending options or strategies to mitigate the municipality's loss of utility and property tax revenue.

Alternatives:

- That Council receive this report for information and direct Administration to maintain the current property tax and utility billing system.

Background:

As a result of the wildfire disaster, Administration continues to review municipal operations and assess whether considerations are required to adapt to the changed environment. Currently, Utility Rates Bylaw #259 and Tax Rate Bylaw #261 and associated Tax Penalties Bylaw #40 are in effect. These bylaws were established to outline a scale of charges, rates, fees and penalties to collect levies associated to each property.

The wildfire disaster has not only impacted access to municipal utilities, but also on the ability of residential and commercial customers to make payment on outstanding amounts owing.

The Jasper Wildfire Complex destroyed approximately 820 residential and nonresidential properties on July 24, 2024.

A preliminary, non-visual evaluation has revealed a potential loss in improvement assessment at approximately \$283,000,000.00. This equates to an approximate \$2,200,000 of Municipal, Evergreen and Alberta school property taxes for the 2024 fiscal year.

Discussion:

The wildfire has caused significant damage, displacing families, disrupting businesses, and creating an urgent need for recovery and rebuilding efforts.

This disaster has placed an extraordinary burden on many members of our community, making it challenging for them to meet their financial obligations. By deferring tax and utility payments, Council would provide much-needed relief, allowing residents and business owners to prioritize immediate needs such as housing, repairs, and necessities.

Given this recent catastrophe and the impact on the Jasper community, it is understandable that Jasper homeowners and businesses have their attention focused elsewhere and may miss tax and utility payments. Administration is therefore recommending that residents and businesses not be penalized on unpaid amounts until September 2024.

This extra time could also be used by Council to consider additional support in tax relief or deferral for those hardest hit residential and commercial properties who may have lost or sustained significant damage to their homes.

Strategic Relevance:

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

Inclusion Considerations:

This measure would not only demonstrate the Council’s commitment to supporting the community during this crisis but also help to ensure that those affected have the time and resources necessary to recover and rebuild without the added stress of financial deadlines.

Relevant Legislation:

Alberta Municipal Government Act
Municipality of Jasper

- [Tax Rate Bylaw #260](#)
- [Tax Penalty Bylaw #40](#)
- [Utility Rate Bylaw #259](#)

Financial:

Deferral of utility and tax payments will affect the Municipality of Jasper’s cash flow going forward and the municipality will need to seek solutions to off-set the revenue loss to maintain pre-existing service levels.



Consulate-General of Japan in Calgary

Suite 950, 517- 10th Avenue SW
Calgary, Alberta, Canada
T2R 0A8

*His Worship Mayor Richard Ireland
Mayor of Jasper
303 Pyramid Lake Rd
Jasper, AB T0E 1E0*

Email: rireland@jasper-alberta.ca

July 29th 2024

Dear Your Worship,

I am saddened to hear about the tragic situation in Jasper and would like to express my heartfelt sympathies to all the affected people as a result of the recent wildfires.

I personally want to express my condolences to you and your family on the loss of your family home.

I understand how greatly devastating the situation must be for the people of Alberta. We have a long-standing sister-city relationship between Jasper and Hakone. Jasper is visited by many Japanese tourists every year and they bring many fond memories back home. There are also some Japanese nationals that call Jasper home. Japan stands with the people of Jasper and Alberta during this difficult time.

On behalf of the Consulate-General of Japan in Calgary, I sincerely hope that life in Jasper and surrounding area will return to its vibrant and lively atmosphere soon.

Sincerely,

*Mr. Takehiko Wajima
Consul-General of Japan in Calgary*



July 30, 2024

Mayor Richard Ireland
Municipality of Jasper
Email: rireland@jasper-alberta.ca

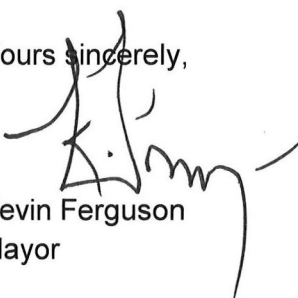
Dear Mayor Ireland:

It was with great sadness that we learned of the fire that caused both damage and destruction to your beautiful town. We are also aware of the personal loss of your family home, and recognize the extreme challenges you are currently encountering.

On behalf of the Town and Council of Ponoka, I wanted to let you know that your community is ever present in our minds, and we wish you all the best as you work to rebuild. If there is a way we can assist in the immediate future, and, even further down the road, let us know if there is anything we can do to assist your municipality and residents in the days ahead.

Take care.

Yours sincerely,


Kevin Ferguson
Mayor





OFFICE OF THE MAYOR
City of Medicine Hat

580 First Street SE
Medicine Hat, AB T1A 8E6
Phone: 403-529-8181
Fax: 403-529-8182
mayor@medicinehat.ca

July 31, 2024

Municipal Administration Office
P.O. Box 520
Jasper, Alberta TOE 1E0

via email: info@jasper-alberta.ca

Dear Mayor Ireland:

On behalf of the City of Medicine Hat City Council and Administration, we wish to express our sympathy to the Town of Jasper for the losses suffered in the recent wildfire. We send our deepest condolences to all who are facing unprecedented challenges in the wake of this disaster.

Jasper holds a special place in the hearts of many, and its beauty and spirit have touched countless lives. As fire continues to threaten your town, remember that you are not alone. Communities across Alberta and beyond are rooting for you, offering their support, and praying for rain and cooler temperatures to aid in containment efforts.

As a fellow Albertan and a representative of the City of Medicine Hat, I am deeply moved by the courage and resilience your community has shown. The way you've come together to protect lives, property, and the natural beauty of Jasper National Park is nothing short of remarkable. The task of rebuilding the townsite and residential structures will be another testament to the strength of your townspeople.

While we may be separated by distance, please know that we stand in solidarity with you. Our emergency services personnel are ready to assist in any way possible, and we are closely monitoring the situation to provide any additional support needed. We wish you courage and strength as you move through the recovery phase of this wildfire season and offer you hope and encouragement for the days and months ahead.

Stay strong, Jasper. Together, we will overcome this challenge, rebuild, and emerge even stronger. If there's anything we can do to support you during this difficult time, please don't hesitate to reach out.

Sincerely,

Deputy Mayor Shila Sharps

*c: City of Medicine Hat City Council
Ann Mitchell, City of Medicine Hat City Manager*

August 6, 2024

Mayor Richard Ireland
Municipality of Jasper
Email: rireland@jasper-alberta.ca

Dear Mayor Ireland,

On behalf of the City of Grande Prairie and its residents, I want to extend our heartfelt sympathies to you and the people of Jasper during this incredibly challenging time. The devastation caused by the wildfires, particularly the loss of 358 structures and your own home of 67 years, is unimaginable. Our thoughts are with everyone affected by this tragedy.

We are committed to standing with you and your community as you navigate the aftermath of these events. Our Grande Prairie Regional Emergency Partnership (GPREP) team is dedicated to providing services and support to those who have been displaced. Please know that you have our full support and resources at your disposal to help your community rebuild and recover.

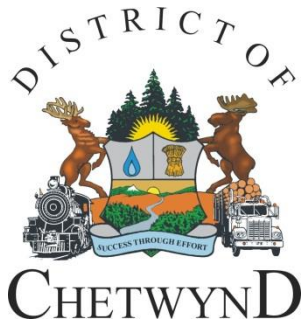
Jasper has always been a resilient and vibrant community, and I have no doubt that, under your continuing leadership, it will rise again from this adversity. Jasper holds a very special place in the hearts of residents from Grande Prairie, and across Alberta and Canada. As our nearest mountain community, it serves as a home away from home for many. We are here to assist in any way we can, and I encourage you to reach out if there is anything specific you need from us.

Sincerely,



Mayor Jackie Clayton





District of Chetwynd

Box 357
Chetwynd, BC
Canada V0C 1J0

tel: (250) 401-4100
fax: (250) 401-4101
email: d-chet@gochetwynd.com

August 8, 2024

Mayor and Council
Municipality of Jasper
RE: Wildfire

Dear Mayor and Council,

On behalf of the District of Chetwynd Mayor and Council, please accept this letter expressing our deepest sympathy and support for the devastation to your home caused by the recent wildfire.

Jasper National Park is truly an international treasure, and while we all share some of your grief we also know that it is incredibly more heartrending for the people who live and work in the Municipality of Jasper and have now lost so much. As "almost neighbors", many of us in Chetwynd have visited Jasper, many on multiple occasions. We, like so many millions of other visitors, have marveled at the wonder, beauty, and majesty of Jasper and we mourn the loss and damage that you have suffered.

We know that as Local Government leaders you will all be incredibly busy for the foreseeable future helping to re-shape your community, and we would like you to know that your commitment, efforts, and long hours are recognized and appreciated.

Warmest Regards,

Allen Courtoreille
Mayor

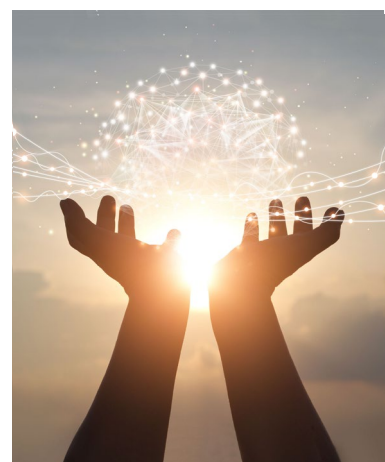
Steve McLain
Chief Administrative Officer

Vision Statement

Chetwynd exists in order that area residents have sustainable opportunities for
Security, Health, Safety and Prosperity
in surroundings that display the best of our natural environment.

Jasper Council Presentation

August 20, 2024



Agenda

- Introduction
- Jasper & Aquatera
- Community Support
- Performance Results
- Capital Summary
- Wildfire Complex
- Questions

Jasper and Aquatera

- Operating in Jasper since July 2021
- Four (4) local operators in Jasper
- Hinton operator (IV/IV) trained in Jasper operations for support & contingency
- Continued development of operators
- Supported the Municipality with approval renewal (June 2024)
- New Jasper QA/QC & Operations program – regulatory requirement
- Maintenance team support for capital projects, operations

Community Support

2022

- ✓ \$ 500.00 - Jasper Volleyball Club
- ✓ \$ 250.00 - Multisport Canada Marathon in Jasper
- ✓ \$ 1000.00 - Staff participation in Santa's Anonymous

2023

- ✓ \$ 500.00 - Jasper Community Outreach
- ✓ \$ 500.00 - Jasper Pride Society Ski Festival
- ✓ \$2500.00 - Jasper Skate Park
- ✓ \$ 250.00 - Multisport Canada Marathon in Jasper
- ✓ \$1000.00 - Santa's Anonymous Jasper
- ✓ \$1000.00 - Jasper Community Outreach
- ✓ \$ 150.00 - Crisis Team Society Golf Tournament

2024

- ✓ \$ 500.00 - Jasper Community Team Society – Coldest Night of the Year
- ✓ \$ 500.00 - Jasper Pride & Ski Festival
- ✓ Tours – Provide community/school groups with educational tours

Jasper Performance Results

Category	Performance Standard	Target	Result	Weight	Result	
Technical	Aquatera- Jasper Site Work WCB Reportable Claims	0=100%, 1=75%, 2=50%, >2=0%	0=100%	10%	10.0%	No WCB claims
Technical	Operational Improvement Completion %	Plan Completion (1 = more than 50%, 0 - less than 50%)	1	10%	10%	Jasper SharePoint, QAQC Program, Ops Program, additional support/oversite, operator cross training
Technical	Asset Maintenance	Preventative Maintenance Completion Rate (more than 90% = 1, less than 90% = 0)	1	10%	10%	92% completion rate for PM's (July 1 to June 30)
Technical/ Environmental	Reporting Requirements as Specified within Schedule 11	Schedule 11 reports complete (yes = 1, no = 0)	1	20%	20%	All regulatory reporting submitted and maintained relationship with regulators
Environmental	Approval Limits	Number of months in Compliance / 12 months	11/12	20%	18%	One non-compliance (untreated wastewater TSS)
Capital Projects	Capital Budget	Meet Council Approved Budget (under budget = 1, over budget = 0)	0	10%	0%	Over budget due to unexpected hydrovac costs
Capital Projects	Capital Project Delivery Timeline	Meet Council Approved Timeline (number of projects on schedule / total number of projects)	0/1	10%	0%	Significant delays with optimization
Transparency	Annual Presentation to Council- Reporting the calculated results of the Performance Standards	Presentation Complete = 1 Presentation Not Complete = 0	1	10%	10%	

Performance Results Highlights

- WCB Reportable Claims
 - No lost time injuries
- Operational Improvements
 - Weekly operational planning meeting (safety, maintenance, contractor management, procurement)
 - Jasper SharePoint for all documents
 - QA/QC & Operations program completed
 - Perimeter fencing, overhead crane
 - Increased operator participation in safety program
- Asset Maintenance
 - 92% completion rate
 - 789 total PM's, 725 completed

Environmental Performance

- In February 2024, a non-compliance was reported due to untreated wastewater TSS being missed for January 29th to 30th. Review off all WWTP monitoring requirements with operators as mitigative action.
- Root cause analysis (RCA) with corrective actions are completed for non-compliances.
- Note: So far, four (4) non-compliances and two (2) notifications, associated with the Jasper wildfire and its impact, have been reported to AEP.

Jasper Capital Project Summary

The 2023/2024 year saw the completion of a major (\$2.89M) wastewater dewatering overhaul comprised of a new centrifuge, polymer system, and sludge pumps.

The project was commissioned in early Fall of 2023, with design parameter optimization being completed in Spring 2024.

Suggested Capital Projects

- Backup Generator Upgrade
- Laboratory Upgrades
- Equalization Tank
- Headworks/Blower MCC Room Replacement
- Relining of Lagoons (Identified in Approval Renewal)

Capital projects by Associated Engineering

- UV Disinfection Replacement
- Process Air Blower Replacement

Jasper Wildfire Complex

- Extended WWTP power outage occurred, critical equipment only
- Three operators (and families) evacuated immediately, one remained until required to leave
- Hinton operator provided remote and in person monitoring, additional WWTP operator dispatched from Grande Prairie
- Continuous monitoring (remote when not in person)
- Ongoing support of Jasper operators (Pay, Benefits, EAP, Schedule Coverage, flights/travel, obtaining hotels)
- Daily updates with Alberta Environment
- WWTP process remained relatively stable despite challenging situation and conditions
- Distribution operators dispatched from Grande Prairie to support with flushing needed for town reentry
- Oversight/support coverage for Utility Manager respite

QUESTIONS

AGENDA ITEM 5.2

REQUEST FOR DECISION

Subject: Temporary Relaxation of RV Parking Regulations
From: Bill Given, Chief Administrative Officer
Reviewed by: Neil Jones, Licensing & Enforcement Manager
Date: August 20, 2024



Recommendation:

That Council approve the temporary relaxation of RV parking regulations from August 16, 2024, to September 15, 2024, as proposed.

Alternatives:

- That Council direct Administration to revise the proposed RV parking regulations and return with an updated proposal to a future meeting.
- That Council receive the report for information and take no further action.

Background:

The Jasper Wildfire Complex event saw Jasper successfully evacuate approximately 25,000 residents on July 22, 2024.

On July 24, 2024 the fire entered the town. Fortunately, due to the courageous and professional efforts of fire crews, all critical infrastructure in the community was saved as were approximately 70% of the town's total structures. Unfortunately, the 30% of structures that were destroyed were largely residential in nature.

The evacuation order for the community extended until August 16th when residents were allowed to return.

Jasper has a long-standing practice of regulating recreational vehicle use within the townsite under the Municipality's [Traffic Safety Bylaw #244](#).

Discussion:

In response to the recent wildfire that destroyed approximately 820 residential units, the Municipality has initiated efforts to accommodate displaced residents. As part of these efforts, temporary adjustments to Traffic Safety Bylaw # 244 have been proposed to allow for the use of RVs and trailers as transitional accommodation within the townsite. These changes are intended to provide flexibility to residents as they re-enter Jasper and begin the community's recovery.

In advance of the community re-entry on the 16th administration approved the following temporary relaxation of RV regulations in areas where dwellings are still standing (green zones):

- **Waiving the 72-hour time limit** for parking an RV or trailer on a roadway in front of a resident's home.
- **Allowing trailers to be left unattached** on a roadway.
- **Permitting the use of RVs or trailers as transitional accommodation** until September 15, 2024.

Residents are encouraged to park RVs and trailers in residential driveways whenever possible to reduce roadway congestion. Using a RVs or trailers parked in public parking lots for accommodation remains prohibited. Bylaw Officers will manage complaints and address any safety or access issues that arise during this period.

In red zones, where dwellings have been destroyed, RV and trailer parking on roadways is prohibited to ensure that emergency, utility, and contractor access is not impeded during cleanup efforts.

While administration acted quickly to respond to a community need, the measures should receive formal Council approval for continued deviation from the bylaw.

The proposed temporary relaxation of RV parking regulations is a practical and necessary response to the immediate housing needs of residents displaced by the wildfire. Allowing the use of RVs and trailers adjacent to habitable dwellings provides an accessible and flexible solution for residents as they transition back into their homes or as they arrange interim accommodations while longer term transitional housing is established.

The remaining restrictions in areas adjacent to damaged or destroyed properties ensures that essential recovery operations are not hindered, balancing the need for residential flexibility with public safety and operational efficiency.

Alternative options, such as revising the parking regulations or delaying their implementation, were considered. However, these alternatives could complicate the re-entry process for residents and delay their ability to find immediate shelter. The recommended course of action offers a timely and effective solution that aligns with the broader recovery efforts while addressing community concerns.

Strategic Relevance:

- Take proactive steps to reduce the risk of people becoming vulnerable and respond when they are vulnerable.
- Leverage and create opportunities for greater inclusion.
- Facilitate others in developing diverse housing options.
- Communicate and engage with residents.

Inclusion Considerations:

This temporary adjustment supports community stability by enabling residents to remain in Jasper or nearby during the recovery phase, thereby maintaining their connection to the community.

Relevant Legislation:

- [Traffic Safety Bylaw #244](#)

Financial:

There are no financial impacts arising from the recommendation.

Attachments:

None

AGENDA ITEM 5.3

REQUEST FOR DECISION

Subject: Planner and Administration Assistant Positions
From: Bill Given, Chief Administrative Officer
Prepared by: Beth Sanders RPP, Director of Urban Design and Standards
Date: August 20, 2024



Recommendation:

That Council approve the establishment of the following positions to support the recovery and rebuilding efforts for the municipality:

- Four (4) full-time planner positions;
- One (1) administrative assistant position.

Alternatives:

- That Council receive the report and take no further action.
- That Council approve the establishment of a smaller number of positions.

Background:

In July of 2022 Mayor Ireland wrote Parks Canada CEO Ron Hallman formally requesting that Land Use Planning and Development Approval Authority (LUP & DA) powers be delegated to the Municipality of Jasper. In the fall of 2022, an administrative working group was created to review the issue and recommend a path forward.

The Municipality of Jasper and Parks Canada have been discussing an increased role for the municipality in planning and development matters. In anticipation of coming changes on April 2, 2024 Council approved the establishment of the Municipality of Jasper's first Director of Urban Design and Standards.

On July 24, 2024 the Jasper Wildfire Complex fire entered the town. Fortunately, due to the courageous and professional efforts of fire crews, all critical infrastructure in the community was saved as were approximately 70% of the town's total structures. Unfortunately, the 30% of structures that were destroyed were largely residential in nature.

On August 1, 2024 Beth Sanders joined as Director of Urban Design and Standards.

Discussion:

When the Urban Design and Standards department was conceptualized, we anticipated a staff complement of two planners and one administrative assistant at full build-out. As a result of the Jasper Complex Wildfire, there is an accelerated need for the Municipality to participate in the planning and development decisions being made jointly with Parks Canada. Two additional 3-year-term planners are proposed to assist with the current demand for planning and development work.

This complement of four planners and one administrative assistant will allow the municipality to be active participants in the coming decisions about how to recover and rebuild Jasper.

The table below illustrates a sampling of the tasks to be completed in both the short and longer term:

Short term (3 months)	Longer term (3 years)
Prepare an Interim Town Plan	Prepare Jasper's Town Plan
Prepare an interim land use policy	Prepare Jasper's Land Use Bylaw
Prepare interim architectural design standards and aspirations	Prepare design standards and design aspirations
Create a streamlined development review and approval process	Review and update the development review and approval process

Strategic Relevance:

- Build our internal capacity to advance our housing priorities.
- Facilitate others in developing diverse housing options.
- Communicate and engage with residents.
- Collaborate with other municipalities, orders of government, indigenous partners and advocacy associations.
- Increase opportunities for active transportation and transportation alternatives.
- Proactively plan for and invest in the maintenance and management of our natural assets and built infrastructure.
- Pursue the acquisition of tools and authorities to enhance service delivery, equity and affordability.
- Take active and strategic steps to advance Jasper's interests, including the acquisition of land-use planning and development authority and attaining Resort Municipality Status.

Inclusion Considerations:

Increased staffing will facilitate more comprehensive engagement with all community members in shaping Jasper's future development while also ensuring that there is adequate capacity to support residents looking to rebuild and helping them move toward housing security.

Relevant Legislation:

- [Canada National Parks Act](#)
- [Jasper Community Sustainability Plan](#)
- Agreement for the Establishment of Local Government in the Town of Jasper
- [Alberta Municipal Government Act](#)

Financial:

The expected total annual cost for the positions (including associated costs such as benefits; an allowance for office, travel, accommodation and expenses) is \$850,500. After three years, the annual cost for two planners and one administrative assistant is would be decline to \$486,000 including associated costs.

Resources needed for recovery efforts are eligible for funding through the provincial Disaster Relief Program.

Attachments:

None

AGENDA ITEM 5.4

REQUEST FOR DECISION

Subject: Council Motion Action List
From: Bill Given, Chief Administrative Officer
Prepared by: Emma Acorn, Legislative Services Coordinator
Date: August 20, 2024



Recommendations:

- That Council approve the Motion Action List as presented; and
- That Council direct Administration to continue updating the Motion Action List and forward to Council on a bi-weekly basis until the resumption of Committee of the Whole meetings.

Alternatives:

- That Council make no changes to the Motion Action List until Committee of the Whole meetings resume.
- That Council approve the following changes to the Motion Action List:

Background:

Council was on their regularly scheduled summer break when a wildfire and subsequent evacuation of the town took place on July 22, 2024. The first meeting scheduled after their summer break was a Committee of the Whole meeting at 9:30am on August 13, 2024. A Special Council meeting was called in place of the Committee of the Whole meeting at which the following motion was passed:

“MOTION #338/24 - That Council cancel all Committee of the Whole meetings currently scheduled during the months of August, September, and October 2024 and hold Regular Council meetings at the same dates and times as the cancelled Committee of the Whole meetings would otherwise have been held; and

That Council change the start time of its Regular meetings from 1:30pm to 9:30am on the first and third Tuesdays of the month until the end of October 2024.”

The Motion Action List is a reoccurring, but not legislated, agenda item for Committee of the Whole meetings and assists in tracking items for both Council and Administration.

Recent events have shifted the focus and priorities required by all and a review of the list is recommended.

Discussion:

Effective recovery planning following a disaster requires robust administrative processes that ensure coordination, efficiency, and adaptability. In light of recent events Administration is recommending the removal of the following items from the Motion Action List:

1. Global Covenant of Mayors for Climate & Energy – Decision reached at August 13, 2024 Special Council meeting

2. Federal Housing Advocacy – Housing advocacy will be one of the main priorities and focuses of Council but not in the same form that this original motion was intended.
3. S-Block Parking – Although important to look at in the future, Administration believes staff efforts need to be directed elsewhere in the next year.
4. 2024 Tax Rate Alternatives – The financial wellbeing of the residents, businesses, and the Municipality are at the top of everyone’s priority list; however, the staff in finance and administration will need to be focused on the more immediate needs and will not have the capacity to look at this within the timeframe this motion action list is intended.

Administration also has recommended target date changes to:

1. Jasper Skatepark Committee
2. Moving Traffic Enforcement

Strategic Relevance:

- Take proactive steps to reduce the risk of people becoming vulnerable and respond when they are vulnerable.
- Ensure residents receive quality service that provides strong value for dollar.
- Increase awareness and understanding of our unique conditions with other orders of government and funders.
- Focus on prevention, mitigation, and preparation for natural disasters.

Inclusion Considerations:

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

Relevant Legislation:

- [Bylaw #190: Procedure Bylaw](#)

Financial:

None

Attachment:

Motion Action List

MOTION ACTION LIST

SHORT TITLE	REQUESTED (DATE)	RESPONSIBLE (WHO)	COUNCIL MOTION (DESCRIPTION)	TARGET (DATE)	STATUS
Transit Capital Projects	December 19, 2023	CAO	That Council direct Administration to return to a future Council meeting for approval prior to awarding or procuring any transit capital projects.	August 2024	
Global Covenant of Mayors for Climate & Energy	January 9, 2024	CAO	That Committee recommend Council postpone the consideration of joining the "Global Covenant of Mayors for Climate & Energy" until July 2024.	July 2024	Recommended to be removed
Climate Change Adaptation Action Plan	February 27, 2024	CAO	That Committee direct Administration to return to a future Committee meeting with recommendations on developing a Climate Change Adaptation Action Plan.	July 2024	Recommended to be deferred to August 2024
Jasper Skatepark Committee	March 19, 2024	CAO and Director of Finance & Administration	That Council authorize, in principle, interim financing to the Jasper Skatepark Committee, not to exceed \$150,000, with loan details to be presented to Council following completion of the Skatepark construction.	September 2024	Recommended to be deferred to October 2024
Federal Housing Advocacy	April 9, 2024	CAO	That Committee direct Administration to contact the office of the Federal Housing and Infrastructure Minister to coordinate an advocacy meeting.	August 2024	Recommended to be removed
S-Block Parking	May 14, 2024	Director of Protective & Legislative Services and Director of Operations & Utilities	That Committee direct Administration to develop a proposal to better utilize the S-Block Parking Lot, including project scope and budget for larger stalls with a return on investment, and report at a future Committee meeting.	August 2024	Recommended to be removed

2024 Tax Rate Alternatives	May 14, 2024	CAO and Director of Finance & Administration	That Committee direct Administration to develop a draft Property Tax and Business Tax policy, for consideration prior to the 2025 budget discussions.	August 2024	Recommended to be removed
Clean Energy Improvement Program	July 9, 2024	CAO and Energy & Environment Manager	That Council, establish 1:30pm, September 3, 2024 at Council Chambers as the date time and location for a public hearing on the proposed Clean Energy Improvement Program Tax Bylaw.	September 2024	July 16, Regular 1 st reading
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.	August 2024	Recommended to be deferred to October 2024
Financial Relief Recommendations	August 13, 2024	CAO and Director of Finance & Administration	That Council direct Administration to return with a report outlining the options and cost associated with refunding property taxes for the period following July 22, 2024 on damaged or destroyed properties. That Council direct Administration to return with a report recommending options or strategies to mitigate the municipality's loss of utility and property tax revenue.	September 2024	
Recovery Office Structure and Committee Terms of Reference	August 13, 2024	CAO	That Council direct Administration to develop draft Governance and organizational structures for a Recovery Office and a Terms of Reference for a Recovery Committee and return to a future Council meeting; and That Council approve the establishment of a Director of Recovery position reporting to the CAO.	September 2024	

AGENDA ITEM 5.5

REQUEST FOR DECISION

Subject: Council Remuneration Review Committee
From: Bill Given, Chief Administrative Officer
Reviewed by: Emma Acorn, Legislative Services Coordinator
Date: August 20, 2024



Recommendation:

- That Council rescind motion #332/24 that Council approve the Council Remuneration Review Committee Terms of Reference as presented; and
- That Council direct Administration to conduct a review of council remuneration and preset recommendations at a future meeting.

Alternatives:

- That Council direct Administration to revise the terms of reference for the Council Remuneration Review Committee and return to a future meeting.
- That the review be conducted through an existing or new committee of Council.
- That Council receive the report for information and take no further action.

Background:

The Municipality of Jasper's Policy B-004 on Council Member Compensation and Benefits, effective November 1, 2017, outlines the structure for council remuneration, including monthly honorariums, daily honorariums for meetings, and accountable expense allowances.

The associated administrative procedures stipulate that council pay is to be reviewed in advance of each municipal election.

The next municipal election will be held in October of 2025. Under section 25(1) of the Local Authorities Election Act the first day that a person may file a nomination to become a candidate in the election is January 1, 2025.

At the [July 16, 2024 Regular meeting](#) Council approved the establishment of a Council Remuneration Review Committee including public members to complete this work.

Discussion:

Establishing an independent Council Remuneration Review Committee composed of members of the general public would be best practice to ensure transparency and impartiality in determining council pay.

That said, the Jasper Wildfire Complex, subsequent evacuation of the town and loss of approximately 800 housing units may require reconsidering the focus and priorities of Council and Administration.

Members of the public are also likely to focus on recovery in their personal and professional lives over the near term. Additionally, administration's capacity to support the coordination of committee meetings and public members will be extremely strained.

Administration has identified opportunities to build on past work, and the current work of other municipalities who have undertaken reviews in advance of the coming 2025 election. Using this approach administration feels confident in developing recommendations for Council in an efficient manner. Public transparency can be supported by Council, receiving the report in a public form and tabling consideration of the report for some period of time to allow for public comment and feedback before Council proceeds to final decision making.

Using the approach outlined above, administration feels confident that a report could be delivered to Council in three weeks or less.

The regular review of Council remuneration is required under municipal policy. While best practice would be to form an independent remuneration review committee including of members public the current situation requires rethinking that approach. Administration can leverage the work of other municipalities to gather and present current data and public transparency can be accomplished by allowing a longer time for public review prior to final decision making.

Strategic Relevance:

- Communicate and engage with residents.
- Ensure residents receive quality service that provides strong value for dollar.

Inclusion Considerations:

This approach acknowledges the strained capacity of public members who may be focused on personal recovery. By leveraging existing municipal data and ensuring transparency through extended public review periods, the process remains accessible and considerate of diverse needs and circumstances.

Relevant Legislation:

- [Local Authorities Election Act](#)
- [Policy B-004: Council Member Compensation & Benefits](#)

Financial:

None

Attachments:

None