

Municipality of Jasper  
**Committee of the Whole Meeting Agenda**  
April 8, 2025 | 9:30 am  
Jasper Library & Cultural Centre – Quorum Room

**Notice:** Council members and a limited number of staff are in Council chambers for meetings. Members of the public can attend meetings in person; view meetings through the Zoom livestream; or view archived Council meetings on YouTube at any time. To live-stream this meeting starting at 9:30 am, use the following Zoom link: <https://us02web.zoom.us/j/87657457538>

**1. Call to order** Deputy Mayor Melnyk to chair meeting

**2. Additions to agenda**

**3. Approval of agenda**

3.1 April 8, 2025 Committee of the Whole agenda attachment

**4. March 25, 2025 Committee of the Whole minutes** attachment

4.1 Business arising from minutes

**5. Delegations**

**6. Correspondence**

**7. New business**

7.1 Accessory Dwelling Incentive Program attachment

**8. Motion Action List** attachment

**9. Councillor upcoming meetings**

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

**10. Upcoming events**

[Jasper Business Recovery Lunch & Learn](#) – 12:00-1:00pm, April 10, 17, 24, & May 1, 631 Patricia St.

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

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

Wildfire Preparedness Information Session – 7:00pm, April 23, Multipurpose Hall

[NETMA](#) – 4:30-6:30pm, April 23, Jasper-Yellowhead Museum & Archives

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

[Emergency Preparedness Week](#) Open House – 3:00pm-7:00pm, May 7, Emergency Services Building

Community FireSmart Day – Saturday, May 10

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

**11. Adjournment**

*All regular and committee meetings of Council are video-recorded and archived on YouTube.*

Municipality of Jasper  
**Committee of the Whole Meeting Minutes**  
Tuesday, March 25, 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-Empy, Wendy Hall, and Rico Damota
Absent	Councillor Scott Wilson
Also present	Bill Given, Chief Administrative Officer Christine Nadon, Director of Protective & Legislative Services Beth Sanders, Director of Urban Design & Standards Lisa Daniel, Acting Assistant Director of Community Development Lucas Sherwin, Town Planner Isla Tanaka, Town Planner Emily Dawson, Financial Planner Caylee LaBranche, Business Liaison Emma Acorn, Legislative Services Coordinator Angie Thom, Director of Library Services Paul Butler, Jasper Park Chamber of Commerce Mike Merilovich, Resident Lisa Darrah, Rockaboo Mountain Adventures Peter Shokeir, The Fitzhugh Jacqui Sundquist, CBC Edmonton Bob Covey, The Jasper Local 21 observers
Call to Order	Deputy Mayor Melnyk called the March 25, 2025 Committee of the Whole meeting to order at 9:30am and began with a <a href="#">Traditional Land Acknowledgement</a> .
Additions or deletions to agenda	Councillor Kelleher-Empy and Councillor Damota both made requests to add items to the agenda as follows: <ul style="list-style-type: none"><li>• 7.7 Evergreens Foundation Update</li><li>• 7.8 Revisiting the 2025 Approved Budget</li></ul>
Approval of agenda #145/25	MOTION by Councillor Hall that Committee approve the agenda for the March 25, 2025 Committee of the Whole meeting as amended: <ul style="list-style-type: none"><li>• Add 7.7 Evergreens Foundation Update</li><li>• Add 7.8 Revisiting the 2025 Approved Budget</li></ul>
	FOR 6 Councillors
	AGAINST 0 Councillors
	CARRIED

Business arising from March 11, 2025 minutes	none						
Delegations – Jasper Park Chamber of Commerce	Committee received a presentation from Jasper Park Chamber of Commerce Executive Director Paul Butler who shared concerns regarding the municipal budget and taxes.						
Delegations – Mike Merilovich	Jasper resident Mike Merilovich attended the meeting to share his concerns regarding item 7.4 on the agenda as he lives in close proximity to the parking lot area being discussed.						
Delegations – Lisa Darrah, Rockaboo Mountain Adventures	Lisa Darrah, Jasper resident and owner of Rockaboo Mountain Adventures, attended the meeting to address item 7.4 on the agenda which included questions as to the future of the climbing wall which was first installed in the Patricia Street parking lot with the intention of it being a seasonal installation.						
Recess	Deputy Mayor Melnyk called a recess from 10:58am to 11:11am.						
Correspondence	none						
Advocacy to CN Rail at Federation of Canadian Municipalities Conference #146/25	<p>Councillor Waxer requested Committee discuss potential advocacy to CN Rail at the upcoming Federation of Canadian Municipalities Conference which is set to take place in Ottawa at the end of May.</p> <p>MOTION by Councillor Waxer 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.</p>						
	<table border="0"> <tr> <td>FOR</td> <td>AGAINST</td> <td></td> </tr> <tr> <td>6 Councillors</td> <td>0 Councillors</td> <td>CARRIED</td> </tr> </table>	FOR	AGAINST		6 Councillors	0 Councillors	CARRIED
FOR	AGAINST						
6 Councillors	0 Councillors	CARRIED					
Jasper Municipal Library Letter of Understanding #147/25	<p>Committee received a report from Administration regarding an update to the letter of understanding between the Municipality of Jasper and the Jasper Municipal Library Board. Acting Assistant Director of Community Development Lisa Daniel reviewed the changes to the letter of understanding as it is up for renewal and there were recent changes to the Alberta Libraries Act. Director of Library Services Angie Thom was also in attendance.</p> <p>MOTION by Councillor Hall that Committee recommend Council approve the Jasper Municipal Library Letter of Understanding as presented.</p>						
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FOR	AGAINST						
6 Councillors	0 Councillors	CARRIED					

Jasper Seniors Society	Committee received a presentation from the Administration regarding facilities for Jasper's seniors following the loss of Pine Grove Manor in the 2024 wildfire. CAO Bill Given reviewed recommendations and alternatives for Committee's consideration.		
#148/25	MOTION by Mayor Ireland that Committee recommend Council authorize the Mayor to write a letter requesting that the Government of Alberta include additional living units for seniors and including a seniors' centre space in the plans for the rebuild of Pine Grove Manor.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Pop-Up Business Village Patricia Street Location	Administration presented recommendations to Committee on a Pop-Up Business Village location with Town Planner Lucas Sherwin sharing the background information. Mr. Sherwin was joined by Director of Urban Design & Standards Beth Sanders, Business Liaison Caylee LaBranche and Town Planner Isla Tanaka to help answer Committee questions.		
#149/25	MOTION by Mayor Ireland that Committee recommend Council consider approving a change to the location of the Pop-Up Business Village from 607 Connaught Drive to the 406/412 Patricia Street parking lot.		
	FOR 5 Councillors	AGAINST 1 Councillor (Melnyk)	CARRIED
Recess	Deputy Mayor Melnyk called a recess from 12:55pm to 2:00pm.		
Pop-Up Business Village Patricia Street Location continued	Committee continued discussing the pros and cons of a Pop-Up Business Village and the Rockaboo Mountain Adventures climbing wall location.		
#150/25	MOTION by Mayor Ireland 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.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Disaster Recovery Program Project List Update	Committee received a report from the Jasper Recovery Coordination Centre detailing projects which are covered under the Disaster Recovery Program. Financial Coordinator Emily Dawson reviewed the original project list and subsequent adjustments.		
#151/25	MOTION by Councillor Hall that Committee receive the report for information.		

FOR 6 Councillors                      AGAINST 0 Councillors                      CARRIED

Annual Equity, Diversity, and Inclusion Update #152/25                      Committee received the annual Equity, Diversity, and Inclusion Update from Administration.  
 MOTION by Councillor Waxer that Committee receive the 2024 Annual Report on the implementation of the 2022-2026 Equity, Diversity and Inclusion Plan for information; and That Committee recommend Council approve replacing the word Master with the word Action in the formal name of the plan.

FOR 6 Councillors                      AGAINST 0 Councillors                      CARRIED

Meeting Extension #153/25                      MOTION by Councillor Kelleher-Empy at 2:55pm that the March 25, 2025 Committee of the Whole meeting be extended past four hours.

FOR 6 Councillors                      AGAINST 0 Councillors                      CARRIED

Evergreens Foundation Update #154/25                      Councillor Kelleher-Empy provided an update on the Evergreens Foundation budget as she attended a board meeting last week.  
 MOTION by Councillor Kelleher-Empy that Committee receive the verbal report for information.

FOR 6 Councillors                      AGAINST 0 Councillors                      CARRIED

Revisiting the 2025 Approved Budget #155/25                      Committee discussed potentially revisiting the 2025 approved operating and capital budgets. Mr. Given shared timeline considerations.  
 MOTION by Councillor Damota that Committee recommend Council revisit the 2025 approved operating and capital budgets at the next Regular meeting.

FOR 6 Councillors                      AGAINST 0 Councillors                      CARRIED

Motion Action List #156/25                      Administration reviewed the Motion Action List.

MOTION by Councillor Kelleher-Empy that Committee approve the updated Motion Action List with the removal of the following item:

- Jasper Seniors Society

And date changes for the following items:

- Parcel CH Access Road & Spruce Avenue Development Tender Award

- Wildfire Recovery Strategic Priorities

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Councillor  
upcoming  
meetings

Councillor Kelleher-Empey will be attending the Alberta Seniors & Community Housing Association meeting next week in Edmonton.

Councillor Hall will be completing the Pathfinders Program this Friday.

Councillors Melnyk, Waxer and Hall attended a meeting of the Recovery Advisory Committee yesterday and the next one is scheduled for April 8<sup>th</sup>.

Upcoming Events

Council reviewed a list of upcoming events.

Adjournment  
#157/25

MOTION by Councillor Hall that, there being no further business, the Committee of the Whole meeting of March 25, 2025 be adjourned at 3:30pm.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

## AGENDA ITEM 7.1

### REQUEST FOR DECISION

**Subject:** Accessory Dwelling Incentive Program  
**From:** Christine Nadon, Acting Chief Administrative Officer  
**Prepared by:** Leanne Pelletier, Municipal Housing Manager  
**Reviewed by:** Beth Sanders, Director Urban Design and Standards  
**Date:** April 8, 2025

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#### Recommendation:

- That Committee recommend Council approve the Accessory Dwelling Incentive Program; and
- That Committee recommend Council approve the Accessory Dwelling Policy.

#### Alternatives:

- That Committee direct Administration to return with additional information on:
  - ...
  - ...
- That Committee take no further action.

#### Background:

Municipal Council has identified housing as a strategic priority for enhancing community health, recognizing that stable housing is fundamental to quality of life, social well-being, community stability, and economic resilience. Past actions Council has taken to support this priority include approving the Housing Coordinator (2022) and Housing Manager (2025) positions, creating the Jasper Municipal Housing Corporation (2023), endorsing a submission for the Housing Accelerator Fund (HAF) (2024), and approving the Jasper Housing Action Plan (HAP) in March 2025.

The Housing Accelerator Fund (HAF) is a federal program administered by Canada Mortgage and Housing Corporation (CMHC) that provides targeted funding to municipalities to accelerate housing development of net new units. Jasper was successful in its application to the HAF, securing \$9.4M to advance local housing initiatives that support existing and future residents, balance growth with preserving neighborhood livability, and reflect community priorities and strategic priorities of Council and the National Park.

The Housing Action Plan contains eight strategic actions to increase housing availability and affordability. The Accessory Dwelling Incentive Program, one of the six HAF-funded actions, will assist homeowners in adding an ADU to their property for long-term rental. ADU Incentive Programs are one of ten best practices to promote net new units. Similar programs are in place in Banff, Edmonton, Calgary and Okotoks.

#### Discussion:

The community faces a perpetual housing shortage, as outlined in the 2022 Housing Gap analysis and confirmed by data collected in a recent survey conducted by the Jasper Chamber of Commerce as well as the Alberta Vacancy and Rental Rate Survey. The 2024 Jasper Wildfire Complex has compounded the problem, with a loss of 358 units, resulting in a large number of displaced residents. This program will produce additional net new

dwelling units in the community to be used for long-term rental, increasing housing options and affordability for residents. By incentivizing the construction of accessory dwellings, the aim is to support residents to include a net new accessory dwelling in their rebuild plans or to add to existing properties.

The Jasper HAF application included a target of 240 net new units and an annual housing supply growth rate of 17%. This initiative will assist the municipality in reaching its HAF funding requirements. Administration estimates the creation of 30 additional net new units in Jasper as a result of the program.

It is important to note that the intent of the grant funding is to create net new units in the community to house **residents in the long term**. Funding is not permitted for use of the creation of home accommodation units. Administration and Parks Canada are working to finalize the details of the mechanism to be used to ensure units created with this funding are restricted to residential long-term use. Tools considered include an amendment to lease and/or a funding agreement registered against title, that funds must be returned to the municipality if conversion to a PHA happens within a specific time frame.

Accompanying this RFD is the proposed Accessory Dwelling Incentive Program Policy. At this time, Administration is requesting approval of the Accessory Dwelling Incentive Program and Policy. After Council approval, Administration will finalize the administrative procedures within the Municipality and with our Parks Canada colleagues to begin the program on May 1, 2025, as the construction period begins.

**Strategic Relevance:**

This initiative aligns with the Jasper Council Strategic Priorities (2022-2026):

- Invest in infrastructure to support housing.
- Facilitate others in developing diverse housing options.
- Build our internal capacity to advance our housing priorities.

**Inclusion Considerations:**

The ADU Incentive Program supports equity and affordability by providing financial assistance to property owners seeking to create or legalize housing units. Grant funding can remove financial barriers some residents may have that contribute to an inability to develop. Additional support, for those that require it, to navigate the development process will also remove barriers and increase accessibility for the program.

**Relevant Legislation:**

- Canada National Parks Act
- Jasper Community Sustainability Plan
- Jasper Land Use Policy
- Alberta Municipal Government Act
- Alberta Building Code

**Financial:**

The Accessory Dwelling Incentive Program is fully funded by the Housing Accelerator Fund.

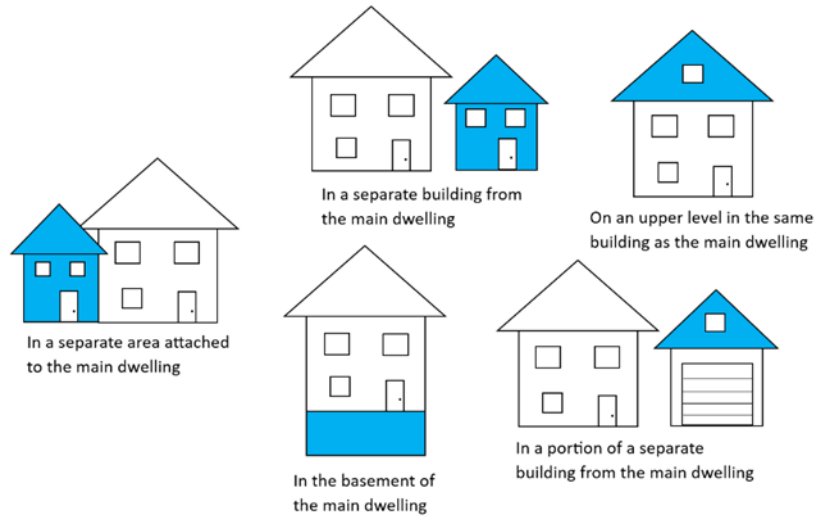
**Attachments:**

- Accessory Dwelling Unit Program Summary
- Accessory Dwelling Unit Policy



## Accessory Dwelling Incentive Program Summary

The CMHC Housing Accelerator Fund (HAF) allows the Municipality to disburse grants to eligible applicants for the development of **net new** ADUs on their property. Additionally, funding can be used by successful applicants to convert a previously constructed, unpermitted accessory dwelling to a permitted unit. The addition of new dwelling units in the community through the development of net new dwellings is considered a priority, as is the conversion of unpermitted dwelling units, bringing them in line with Land Use Policy and Alberta Building Code requirements.



*Image 1. Possible ADU configurations*

### **Selection of Successful Applicants**

Successful applicants will meet the requirements of the policy and will be chosen on a first-come, first-served basis. There is no preference in the selection or division of funds between net new accessory dwellings and previously constructed, unpermitted accessory dwellings. Grants will be distributed based on the total amount of funding allocated in the Program budget, with no limit to the number per year. There is also no preference for the location and/or type of accessory dwelling, whether it be detached from other units on the property, contained within an existing structure on site, situated in the basement, above a garage, or any of the other options for an accessory dwelling.

### **Eligibility**

The owner of any building or unit where an ADU is a permitted use is eligible to apply, provided they are pursuing formal approval for an accessory dwelling (net new - not previously approved) for their site. Grants are limited to **one** per property, except for situations where there are multiple dwellings on one site in an undivided interest situation (i.e. Duplex). Additional dwelling units are allowed in association with a primary dwelling unit.

The maximum grant amount is \$30,000 for a net new accessory dwelling and \$10,000 for a previously constructed, unpermitted accessory dwelling. The Housing Manager determines the category into which the proposed dwelling fits through a review of historical records for the property and a site visit.

Proposed costs to be covered by the grant are reviewed and approved by the Housing Manager.

### ***Eligible Expenses***

The Housing Manager will determine which expenses are eligible, considering the following:

- a. Directing investments towards Alberta Building Code requirements;
- b. Addressing the costs associated with construction;
- c. Architectural design, engineering, permitting fees, construction materials, labour costs, and utility connections are eligible;
- d. Not providing funding for items which have a high range of discretion such as appliances.

As this program applies to **net new** accessory dwelling units, eligible costs are those covering construction of additional dwelling units on a property, as well as conversion of an existing unpermitted unit into an accessory dwelling.

For previously constructed, unpermitted accessory dwellings, the funding can cover renovations, repairs, or upgrades necessary to meet Alberta Building Code requirements. This includes addressing structural, electrical, plumbing, fire safety, and accessibility issues, as well as obtaining permits.

### ***Process and Calculating Grant Funding***

A process is included in the policy to ensure fair, timely and effective distribution of funds. At the application stage, once the applicant has confirmed they will proceed with development in coordination with the Accessory Dwelling Incentive Program, their fees and charges will be eligible to be covered by the grant. Further, the program offers \$2,500 to cover design of the accessory dwelling, which can be accessed during the application stage upon submission of receipts and approval of the expenses by the Housing Manager.

Typical fees and charges at the Development Permit application stage include: Development Permit Application fees and off-site levies, if required.

The \$2,500 provided for design and reimbursement of development permit fees means that the majority, if not all, the costs for designing and obtaining a Development Permit are covered by the program resulting in little, or no costs for an applicant. If the applicant does not proceed with development of an ADU, they will be required to return funds.

At the Building Permit stage, there are associated permit fees which are also covered by the program. As Building Permit fees are based on the estimated cost of construction, these may vary greatly.

Any amounts that have not been used to cover associated fees and charges, will be eligible to cover the costs of construction. This final amount will be determined by the Housing Manager on review of the submitted outline of proposed costs. Confirmation of the final amount will be provided to the applicant at the time of issuing a Building Permit and then the amount will be paid to the applicant once the Development Inspector has granted approval for occupancy and final receipts/invoices are provided.

Administration notes that some costs associated with creating an Accessory Dwelling will not be covered as part of the program. These include: appliances; furniture; flooring; window coverings; and any required bonds (ie. Compliance Deposit).

### **Complimentary Services and Program Promotion**

To support applicants of the ADU Incentive Program, the Urban Design and Standards Department will develop online tools for interested parties to use and provide assistance for applicants with applications, inspections, and meeting requirements.

Promotion of the program will include a dedicated page on the Municipality of Jasper website, providing information, links and tools on ADU development. Administration will also consider postcards and/or flyers; newspaper advertising; application and requirements guide for different types of Accessory Dwellings; signage; and promotion on social media assets.

Administration will continue work on and introduce tools to promote and simplify the process to develop ADU's as they are completed, recognizing that ADU development is an actionable and feasible initiative to increase housing stock in the community over the long term. While this grant funding program is a tool to remove barriers to ADU development in the short-term as a large portion of the community rebuilds, ADU development can continue past the HAF agreement period, with tools to assist residents remaining in place, other than the grant funding program.

In conclusion, the ADU Incentive Program is an effective mechanism to support residents in adding housing stock in the community, incentivizing long-term rental to residents over short-term nightly rentals. Uptake in the program counts toward the HAF net new units and housing supply growth rate targets committed to with CMHC and required by HAF funding. As the community struggles with a housing shortage and residents are forced to rebuild their homes as a result of the fire, this program offers tangible rewards for residents choosing to establish long-term rental units in the community and removes barriers to development.

### **Financial Considerations**

To receive the funds from the Canadian Mortgage and Housing Corporation Housing Accelerator Fund, the municipality must provide evidence of completing milestones that relate to the 6 key initiatives that are included in the Housing Accelerator Fund agreement. Implementing the Accessory Dwelling Incentive Program meets one of the noted milestones. In addition to meeting milestones related to the initiatives, receiving funding is also directly tied to the number of new dwellings that receive a building permit within a 3-year period concluding December 18, 2027.

This program's total budget is \$780,000 over three years. Although the HAF funds are disbursed in equal installments over the course of the agreement, and administration considered an amount per year equaling \$260,000 over the course of the HAF program, administration is recommending that the \$780,000 be spent as applications can be approved, without waiting for a new calendar year to begin.

Moreover, administration estimated demand at eight grants for net new accessory dwellings and two grants for previously constructed, unpermitted dwellings per year, however intends that the funding be released to the approved applicants on a first come, first served basis, with no preference for either type of accessory dwelling. So, for an example, if the \$780,000 in total over three years is made up from twenty-one net new accessory dwellings and nine previously constructed, unpermitted dwellings instead of twenty-four net new accessory dwellings and fifteen previously constructed, unpermitted dwellings, that would meet the intent of the program. Or, if it is made up of net new accessory dwellings only (for a total of twenty-six), that would also be consistent with the intent of the program. Administration will report back to Council if there is a higher interest in the program than the allocated Funds.

Policy Title: Accessory Dwelling Incentive Program Policy

Policy #

Effective Date: XXXX, 2025

Date adopted by Council:



## 1. POLICY STATEMENT

Accessory dwellings diversify housing options, increase housing supply through gentle density and allow property owners an income stream. The Municipality of Jasper’s Accessory Dwelling Incentive Program Policy is designed to facilitate the development of accessory dwellings in a manner consistent with overall housing goals. The incentive is intended to be financially meaningful, easy to access and administer, and aimed at investments that are directly related to suite construction.

## 2. PURPOSE

2.1. The Purpose of this Policy and corresponding administrative procedures is to establish the practices under which the municipality of Jasper conducts the Municipality of Jasper’s Accessory Dwelling Incentive Program, a program that provides grant funding to encourage the construction and formalization of accessory dwelling units.

## 3. SCOPE

3.1. This policy applies to all eligible properties within the townsite of Jasper. There are two types of accessory dwellings contemplated in the policy:

- a. Net new accessory dwellings – See Definitions section of this policy for the definition.
- b. Previously constructed, unpermitted accessory dwellings – see Definitions Section of this policy for the definition.

## 4. SELECTION OF SUCCESSFUL APPLICANTS

4.1. Successful applicants for the Accessory Dwelling Incentive Program grant funding will be selected on a first come, first served basis, as long as the application and applicant meet all requirements outlined in the policy. There is no preference for selection for net new accessory dwellings and previously constructed, unpermitted accessory dwellings.

## 5. ELIGIBILITY

### 5.1. Eligible Parties

- a. Any owner of a building or unit within the Jasper Townsite Boundary is eligible to apply for the Accessory Dwelling Incentive Program, provided they are pursuing

formal approval of a net new accessory dwelling for their site (See Definitions section of this policy for the definition of net new unit).

- b. Grants are limited to one per property except in an undivided half interest situation, where each half interest is eligible for one grant. Note that the definition of Accessory Dwelling Unit in the Land Use Policy limits the program to owners of the following dwelling types: single detached house, duplex, rowhouse. Garage and garden suites are considered eligible projects.
- c. The program is not available retroactively for accessory dwellings that have already received building permit approval prior to April 15, 2025.

#### **5.2. Maximum Grant Amounts**

- a. Costs for the creation of an accessory dwelling are eligible for up to the following maximum amounts per property:
  - i. Net new accessory dwelling - \$30,000
  - ii. A previously constructed, unpermitted accessory dwelling - \$10,000

#### **5.3. Determining the type of accessory dwelling for funding purposes**

- a. The Housing Manager, or their designate, has the sole discretion for determining whether an applicant applying for a grant is applying for:
  - i. A net new accessory dwelling; or
  - ii. A previously constructed, unpermitted accessory dwelling.
- b. A site visit may be required for this determination.

#### **5.4. Determining Eligible Costs**

- a. The Housing Manager, or their designate will determine which expenses are eligible, considering the following:
  - i. Directing investments towards Alberta Building Code requirements;
  - ii. Addressing the costs associated with construction; and
  - iii. Not providing funding for items which have a high range of discretion such as appliances.
- b. For net new accessory dwelling, eligible costs are those covering construction of additional dwelling units on a property, as well as conversion of an existing structure not usable as a dwelling into an accessory dwelling. Expenses such as architectural designs, engineering, permitting fees, construction materials, labour costs, and utility connections are eligible.
- c. For previously constructed, unpermitted accessory dwellings, the funding can cover renovations, repairs, or upgrades necessary to meet Alberta Building Code Requirements. This includes addressing structural, electrical, plumbing, fire safety, and accessibility issues, as well as obtaining permits.

**5.5. Examples of Eligible Costs**

Net New Accessory Dwellings	Previously constructed, unpermitted Accessory Dwellings
Eligible Costs:	Eligible Costs:
Fees associated with permitting (examples: development permit application fee; building permit fee; safety codes fee; off-site levies) not including any bonds	Fees associated with permitting (examples: development permit application fee; building permit fee; safety codes fee; off-site levies) not including any bonds
Life and safety items (examples: fire rating, egress window, alarm systems)	Life and safety items (examples: fire rating, egress window, alarm systems)
Basic construction costs (examples: plumbing, electrical, heating, ventilation and air conditioning, framing)	Basic construction costs (examples: plumbing, electrical, heating, ventilation and air conditioning, framing)
Site improvement costs (examples: hard landscaping, site servicing) not including any bonds	
Design fees associated with design of accessory dwelling, engineering design	

**5.6. Ineligible Applications**

- a. Applications may be ineligible in the following situations:
  - i. Non-compliance with program requirements;
  - ii. Failure to obtain necessary permits within the required timeframes;
  - iii. Non-compliance with Alberta Building Code;
  - iv. Incomplete documentation;
  - v. Violation of Accessory Dwelling Incentive Program Policy;
  - vi. Identification of project costs that are ineligible (see guidance in section 5.7);
  - vii. Applications for accessory dwellings that have received building permit approval prior to applying for this grant;
  - viii. Applications for dwellings that do not meet the definition of accessory dwelling; and
  - ix. Applications to construct multiple new dwellings on a site, including those that do not meet the definition of an accessory dwelling.

**5.7. Ineligible Costs**

- a. Ineligible costs focus on items which have a high degree of variability with respect to cost and/or do not constitute a basic component of an accessory dwelling. Ineligible costs include:
  - i. Appliances;
  - ii. Furniture;
  - iii. Flooring;
  - iv. Window coverings; and
  - v. Optional landscaping improvements.

## **6. REQUIREMENTS**

- 6.1. Applications should include the following information:
  - a. All information typically required by the development authority for an accessory dwelling development permit application; and
  - b. A list of expenses proposed to be covered by the Accessory Dwelling Incentive Program with associated quotes.
- 6.2. Successful applicants are required to:
  - a. Comply with the Land Use Policy and all other pertinent bylaws and policies applying to properties within the Municipality of Jasper and Jasper National Park;
  - b. Comply with the development authority's development processes;
  - c. Ensure that all trades involved with the development hold a current valid Business Licence;
  - d. Submit receipts and photos for work completed that is proposed to be covered by the Additional Dwelling Unit Incentive Program;
  - e. Obtain a Building Permit within 6 months of receiving a Development Permit; and
  - f. Gain occupancy, and provide all required receipts and photos of completed work within 12 months of receiving the Building Permit to receive funding.

## **7. RESPONSIBILITIES**

- 7.1. The Urban Design and Standards Department: is responsible for carrying out this policy. Urban Design and Standards and specifically the Housing Manager or their designate, with Parks Canada, will oversee the implementation, administration, and enforcement of the Accessory Dwelling Incentive Program, including review of development permits, release of funding, and creation and distribution of educational resources. Urban Design and Standards will ensure, with Parks Canada, that policy objectives are met effectively and in accordance with applicable legislation and regulations.
- 7.2. Successful Applicants: are responsible for completing the development as approved and within the required timeframes. If program requirements are not met or the development is not completed as agreed to, the recipient must return any funds that have been provided.

## **8. PROCESS**

- 8.1. The process for the release of grant funding is as follows (visual depiction being developed):
  - (a) Application received by Housing Manager, or their designate;
  - (b) Urban Design and Standards reviews the application to determine whether the application is feasible and consistent with the Land Use Policy, whether identified costs are reasonable, whether the accessory dwelling meets the requirements of the Accessory Dwelling Incentive Program policy, and whether the accessory

dwelling is a net new accessory dwelling or a previously constructed, unpermitted accessory dwelling;

- (c) The applicant is notified of the results of the review and the amount of funding and list of expenses for which they are eligible for should they meet the required timeframes and submission requirements;
- (d) Applicant confirms they will proceed with the accessory dwelling development in coordination with the Accessory Dwelling Incentive Program;
- (e) If the applicant has costs associated with the design of a net new accessory dwelling, detailed receipts may be submitted for re-imbusement up to \$2,500;
- (f) Formal review of the development application is conducted by the development authority to determine compliance with the Land Use Policy, the application is updated as required and a development permit is issued.
- (g) Development permit fees and charges will be calculated and paid for through the Program.
- (h) Typical development permit and building permit processes are followed;
- (i) A Building Permit must be obtained within 6 months of issuance of the Development Permit;
- (j) At the time the Building Permit is issued, confirmation of approved amount of funding will be provided by the Housing Manager, along with eligible expenses and required time frame for receiving Occupancy; and
- (k) Upon granting of Occupancy, applicant submits receipts for eligible expenses up to the amount agreed to with the Municipality and is reimbursed, provided that the required timeframes have been met and all expenses were previously approved by the Housing Manager.

## 9. DEFINITIONS

9.1. **Accessory dwelling unit** means an independent dwelling unit on a site that is associated with a larger principal dwelling unit.

9.2. **Net new accessory dwelling** means an accessory dwelling that is constructed new in a building that is not existing or, in areas of buildings that currently do not contain an accessory dwelling. Examples of this would be a basement of an existing dwelling that currently does not contain a separate dwelling at of the time of application for this incentive program and being renovated to contain an accessory dwelling. Or, new



construction of an accessory building that contains an accessory dwelling either in whole or in part.

9.3. **Previously constructed, unpermitted accessory dwelling** means accessory dwellings that currently exist on site but a development permit has never been issued for their construction as of the time of application for this incentive program.

9.4. **Primary dwelling unit** means the principal dwelling on a site, and, if the site has an accessory dwelling unit, the dwelling unit to which an accessory dwelling unit is associated.

9.5. **Property Owner** means an individual, group, or entity that holds a lease to real property.

## MOTION ACTION LIST

SHORT TITLE	REQUESTED (DATE)	RESPONSIBLE (WHO)	COUNCIL MOTION (DESCRIPTION)	TARGET (DATE)	STATUS
Jasper Skatepark Committee	March 19, 2024	CAO and Director of Finance & Administration	That Council authorize, in principle, interim financing to the Jasper Skatepark Committee, not to exceed \$150,000, with loan details to be presented to Council following completion of the Skatepark construction.	May 2025	
Moving Traffic Enforcement	July 9, 2024	Director of Protective & Legislative Services	That Committee direct Administration to return to a future Committee of the Whole meeting with additional information on moving traffic enforcement, including the proposed scope of work and an outline of anticipated equipment requirements.	April 2025	
Climate Change Adaptation Plan	August 27, 2024	CAO 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.	April 2025	Recommended to be deferred to 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.	April 2025	
Transit Bus RFP	November 19, 2024	CAO	That Council direct Administration to reissue an RFP in spring of 2025 for the procurement of electric buses and/or any other viable zero emission options.	April 2025	
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	

<b>In-Town Contractor Camps, Interim Residences &amp; Laydown Requests</b>	<b>January 28, 2025</b>	<b>CAO and Director of Urban Design and Standards</b>	That Committee direct Administration to return with legislative changes as required to implement the changes.	<b>April 2025</b>	
<b>Wildfire Recovery Strategic Priorities</b>	<b>February 11, 2025</b>	<b>Director of Recovery</b>	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.	<b>April 2025</b>	Recommended to be deferred to May 2025
<b>Recovery Advisory Committee Recommendations</b>	<b>March 11, 2025</b>	<b>Director of Recovery</b>	That Committee direct Administration gather input on the triparty Jasper Recovery Plan from the Recovery Advisory Committee and return to a future meeting.	<b>May 2025</b>	
<b>Grande Yellowhead Public School Division Joint Agreement</b>	<b>March 18, 2025</b>	<b>Director of Community Development</b>	That Council direct Administration to bring an update to a future meeting on a joint agreement with the Grande Yellowhead Public School Division.	<b>June 2025</b>	
<b>Advocacy at FCM</b>	<b>March 25, 2025</b>	<b>CAO</b>	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.	<b>May 2025</b>	
<b>Rockaboo Climbing Facility</b>	<b>March 25, 2025</b>	<b>Director of Recovery</b>	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.	<b>April 2025</b>	

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	