

Municipality of Jasper
Committee of the Whole Meeting Agenda
August 25, 2026 | 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 Rodger to chair meeting

2. Additions to agenda

3. Approval of agenda

3.1 August 25, 2026 Committee of the Whole agenda attachment

4. August 11, 2026 Committee of the Whole meeting minutes attachment

4.1 Business arising from minutes

5. Delegations

6. Correspondence

6.1 RCMP Quarterly Report attachment

7. New business

7.1 Rescinding Policy F-008: Encroachments attachment

7.2 Access to Information and Protection of Privacy attachment

7.3 Jasper Municipal Leasehold Assets Society Transfer of Assets attachment

7.4 Indigenous Relations Strategy attachment

7.5 2026 Bike Park Project Plan attachment

7.6 Municipal Recovery Transition Framework attachment

7.7 Green Burials Information Request – Councillor Waxer verbal

8. Motion Action List attachment

9. Councillor upcoming meetings

10. Upcoming events

Communities in Bloom Judges in Jasper – September 10

Jasper Folk Music Festival – September 11 & 12, Commemoration Park

NETMA – 4:30-6:30pm, September 16, Silverwater Restaurant, Chateau Jasper

Alberta Municipalities Convention – September 23-25, Edmonton Convention Centre

Library & Cultural Centre Anniversary – 6pm-9pm, October 2, Jasper Library & Cultural Centre

11. Adjournment

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

Church Lands Redevelopment Update	Committee received a report from Administration regarding a Church Lands Redevelopment Update. Director of Urban Design & Standards Beth Sanders reviewed the engagement undertaken within the community and progress made so far.		
#345/26	MOTION by Mayor Ireland that Committee receive the Church Lands Redevelopment Update for information.		
	FOR 6 Councillors	AGAINST 0 Councillor	CARRIED
2026 Community Conversations Interim Report	Committee received a Community Conversations Interim Report, with Director of Community Development Christopher Read reviewing the details and answering Committee questions. A mistake was found and acknowledged in the table of attendance included in the RFD. The totals were not calculating correctly, but the information was not included in the summary report, only the request for decision.		
#346/26	MOTION by Councillor Waxer that Committee receive the Community Conversations Interim Report for January to June 2026 for information.		
	FOR 5 Councillors	AGAINST 1 Councillor (Ireland)	CARRIED
Dinnerware, Jasper Activity Centre Community Kitchen #347/26	Mr. Read reviewed a report with recommendations and alternatives from Administration regarding the dinnerware used at the Jasper Activity Centre in the Community Kitchen.		
	MOTION by Councillor Melnyk that Committee refer replacement of all or part(s) of the Activity Centre dinnerware inventory to the 2027 budget discussions.		
	FOR 5 Councillors	AGAINST 1 Councillor (Rodger)	CARRIED
Recess	Deputy Mayor Rodger called a recess from 10:56am to 11:09am.		
Wastewater Treatment Plant Emergency Storage/Lagoon Re-commissioning #348/26	Committee received a report from Administration regarding the Wastewater Treatment Plant Emergency Storage/Lagoon Re-commissioning. A/Project Manager, Operations & Utilities, Vidal Michaud reviewed details on the project.		
	MOTION by Councillor Waxer that Committee recommend Council:		
	• Endorse the Municipality of Jasper's Wastewater Treatment Plant Emergency Storage/Lagoon Re-commissioning Project; and • Authorize the Municipality of Jasper to enter into a funding agreement with Housing, Infrastructure and Communities Canada under the Build Communities Strong Fund for a federal contribution of up to \$3,963,750, representing up to 50 percent of eligible project costs.		

AGENDA ITEM 4.1

Municipality of Jasper
Committee of the Whole Meeting Minutes
Tuesday, August 11, 2026 | 9:30am
Jasper Library & Cultural Centre, Quorum Room

Virtual viewing and participation	Council attendance is in Council chambers at the Jasper Library & Cultural Centre. This meeting was also conducted virtually and available for public livestreaming through Zoom. Public viewing during Council meetings is through both Zoom livestreaming and in-person attendance. Public participation is facilitated through in-person attendance.		
Present	Mayor Richard Ireland, Deputy Mayor Laurie Rodger, Councillors Ralph Melnyk, Danny Frechette, Kathleen Waxer, and Kable Kongsrud		
Absent	Councillor Wendy Hall		
Also present	Bill Given, Chief Administrative Officer Beth Sanders, Director of Urban Design & Standards Christopher Read, Director of Community Development Vidal Michaud, A/Project Manager, Operations & Utilities Logan Ireland, Project Recovery Manager Emma Acorn, Legislative Services Coordinator 12 observers		
Call to Order	Deputy Mayor Rodger called the August 11, 2026 Committee of the Whole meeting to order at 9:30am.		
Additions/deletions to the agenda	Mayor Ireland requested an in-camera item be added in regards to an Intergovernmental matter.		
Approval of agenda #343/26	MOTION by Councillor Waxer that Committee approve the agenda for the August 11, 2026 Committee of the Whole meeting as amended: • Add 11.2 In-camera – Intergovernmental Matter ATIA s.26(1)(a)(i)		
	FOR 6 Councillors	AGAINST 0 Councillor	CARRIED
Business arising from minutes	none		
Delegations	none		
Correspondence – #344/26	Committee received a letter from Mark Maki, Chief Executive Officer at Trans Mountain, sharing information on the proposed West Coast Oil Pipeline Project. MOTION by Councillor Waxer that Committee receive the correspondence for information.		
	FOR 6 Councillors	AGAINST 0 Councillor	CARRIED

	FOR 6 Councillors	AGAINST 0 Councillor	CARRIED
Future Ownership of CorCan Housing Units #349/26	CAO Bill Given reviewed a request for decision looking at ownership of CorCan Housing Units following the conclusion of the interim housing in 2028. MOTION by Mayor Ireland that Committee recommend Council authorize the Mayor to write to Parks Canada requesting that the agency consider transferring use or ownership of some or all of the CorCan housing units to the Municipality of Jasper, upon the conclusion of the interim housing program.		
	FOR 6 Councillors	AGAINST 0 Councillor	CARRIED
Motion Action List #350/26	Administration reviewed the Motion Action List. MOTION by Councillor Melnyk that Committee approve the updated Motion Action List with the removal of the following items: • Dishware at Multi Purpose Hall • Library & Cultural Centre Anniversary • Records Retention and Disposition Bylaw • First part of the Residential Parking item And date changes for: • Green Space Vision Plan • External Funding Trends & Community Outreach Services Capacity		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Councillor upcoming meetings	Councillor Frechette will be meeting with the Communities in Bloom Committee on August 28th to finalize details for judging event on September 10th. The Human Resources Committee of Council will be meeting this Thursday.		
Upcoming Events	Council reviewed a list of upcoming events.		
Move In-camera #351/26	MOTION by Mayor Ireland to move in-camera at 11:40am to discuss agenda items: • 11.1 Labour Relations - ATIA s. 29(1)(b), 29(1)(c) • 11.2 Intergovernmental Matter – ATIA s.26(1)(a)(i)		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
	Mr. Given also attended the in-camera session.		

Move out of camera #352/26	MOTION by Mayor Ireland to move out of camera at 12:11pm.		
	FOR	AGAINST	
	6 Councillors	0 Councillors	CARRIED
Adjournment #353/26	MOTION by Mayor Ireland that, there being no further business, the Committee of the Whole meeting of August 11, 2026 be adjourned at 12:12pm.		
	FOR	AGAINST	
	6 Councillors	0 Councillors	CARRIED



August 17th, 2026

AGENDA ITEM 6.1

Mayor and Council
Municipality of Jasper
Jasper, AB

To Mayor and Council,

Please find attached the quarterly Community Policing Report for the period of April 1st to June 30th, 2026. This report provides an overview of human resources, financial information, and crime statistics for the Jasper Detachment and reflects the ongoing priorities identified by the community we serve.

In addition to the information contained in the attached report, the Alberta RCMP is also advancing the rollout of the newly approved black-and-white General Duty vehicle design. This redesign is not simply cosmetic. It reflects a commitment to being a modern, professional, and approachable police service while maintaining a clear connection to the RCMP's history.

The updated look features white doors on a black base, along with high-visibility, reflective graphics to ensure the vehicles can be easily recognized in all conditions—day or night, in rural or urban settings, and across Alberta's diverse climates. This ensures RCMP vehicles are clearly identifiable as law-enforcement vehicles while remaining visually distinct as the RCMP.

Provinces, territories, and municipalities will be able to include local identifiers based on regional requirements. These variations allow for local flexibility and help demonstrate our connection with the communities we serve, while preserving a consistent, recognizable national RCMP identity.

Given the size and operational demands of the fleet, full conversion to the new design will take place gradually. Vehicles will transition to the new design as part of the natural replacement cycle, allowing older units to be retired without creating unnecessary incremental costs. This phased approach supports fleet consistency and modernization over time.

This modernization effort reflects the RCMP's ongoing commitment to ensuring members have the appropriate tools and training to serve their communities safely and effectively. Investments in equipment such as this are essential to maintaining high standards of policing and adapting to evolving operational demands.



We remain committed to transparency and to keeping our municipal partners informed of significant developments that impact policing services in your community. Should you have any questions or wish to discuss this initiative further, please do not hesitate to reach out.

Sincerely,



Sgt. Rick Bidaisee

Detachment Commander
Jasper RCMP Detachment



Alberta RCMP - Provincial Policing Report

Detachment Information

Detachment Name

Jasper

Detachment Commander

Sgt. Rick Bidaisee

Report Date

August 15, 2026

Fiscal Year

2026-27

Quarter

Q1 (April - June)

Community Priorities

Priority #1: Traffic Safety**Updates and Comments:**

This community priority will continue to be the number one priority for years to come. Given the current roads and highways infrastructure to manage the significant tourism influx, the unit continues to experience increase in calls for service pertaining to this priority. The constant each year, is the undivided two-way highways that transects the National Park in conjunction with inexperienced drivers, international drivers and contributing weather conditions experienced at higher elevations in the Canadian Rockies. The unit continues to focus on education, enforcement and policing visibility. Thus far, Q1 resulted in the issuance of one hundred and seventy-nine violation tickets and close to three times as much as it pertains to verbal and written warnings. The priority will also result in increases for the Alberta CheckStop Program in addition to various strategies such as school talks, bicycle safety presentations and ongoing targeted enforcement operations.

Priority #2:**Priority #3: Community Engagement****Updates and Comments:**

The Jasper RCMP continues to dedicate resources and efforts as it pertains to community engagement. Our goal is that of effective community policing to promote positive relationships, trust, communication, and shared responsibility. By combining proactive policing with meaningful community engagement, shared planning, and procedural justice, the RCMP can better understand local concerns and develop responses that are appropriate, sustainable, and community focused. The purpose of this strategy is to strengthen relationships between the local RCMP and the community through proactive





engagement, shared planning, transparent communication, and procedurally just policing practices. The objective is to build public trust, improve community safety, and ensure policing priorities reflect the needs and concerns of the Jasper National Park community. The overall goal is not simply to respond to crime and calls for service, but to work collaboratively with the community to prevent problems, improve public safety, and strengthen confidence in policing.





Community Consultations

Consultation #1

Date

April 25, 2026

Meeting Type

Community Connection

Topics Discussed

(1): Traffic Safety Jasper Half Marathon

Notes/Comments:

Jasper RCMP aided with traffic assistance and community engagement at the key intersection crossing of Highway 16 and Hazel Avenue. This annual event continues to attract significant attendance, with close to twelve hundred runners participating in various races at varying distances. Organizers, community volunteers and the local RCMP membership work closely together to promote a safe and enjoyable event to participants, their supporting friends and families.

Consultation #2

Date

April 24, 2026

Meeting Type

Community Connection

Topics Discussed

(1): Education Session (2): Crime Reduction Initiatives

Notes/Comments:

Jasper RCMP presented crime reduction initiatives and strategies at one of the employee orientation sessions for a major local stakeholder. Some of the topics include responsible decision-making related to alcohol and illicit street drugs and the implications and consequences of same as it pertains to Canadian laws. Additionally, included in the presentation was discussions pertaining to consent and the Canadian legal expectations. This topic was particularly geared around new employees, most of whom are originally from other countries and may not be familiar with how these laws apply in Canada compared to their home countries.



Consultation #3

Date

April 17, 2026

Meeting Type

Community Connection

Topics Discussed

(1): Education Session (2): Diversity (3): Youth

Notes/Comments:

Jasper RCMP members attended and participated at library event celebrating Jasper Pride and Ski Festival. This event was a book reading at the local library, hosted by members of our LGQBT1A2S+ community.

Consultation #4

Date

May 2, 2026

Meeting Type

Community Connection

Topics Discussed

Community liaison, education and safe community.

Notes/Comments:

Jasper RCMP invited by Parks Canada to assist with public safety, community liaison and engagement for the Douglas-Fir Hillside Razorback Prescribed Fire. The invitation also included the opportunity to spend time outdoors, and liaison with members of our indigenous communities while observing the prescribed fire.

Consultation #5

Date

June 21, 2026

Meeting Type

Community Connection

Topics Discussed

National Indigenous Peoples Day

Notes/Comments:

Jasper RCMP members attended this auspicious day, participating in various events while experiencing the opportunity to recognise and celebrate the rich cultures, traditions and contributions of Indigenous peoples.





Consultation #6

Date

June 25, 2026

Meeting Type

Community Connection

Topics Discussed

Jasper Junior Senior High School Graduation

Notes/Comments:

Jasper RCMP members participated in the local high school graduation ceremony. Members provided Red Serge duties for the formal graduation ceremonies. This is an annual participation event for the Jasper Detachment, celebrating the success of our community grads, their parents and guardians and the local school.

Consultation #7

Date

June 30, 2026

Meeting Type

Meeting with Elected Officials

Topics Discussed

Announcement of key funding for rebuilding Jasper National Park infrastructure post the 2024 Jasper Wildfire.

Notes/Comments:

The honourable Francois-Philippe Champagne, Minister of Finance and National Revenue visited Jasper to announce key financial funding for Jasper National Park. Jasper RCMP membership involved in community liaison, security and community engagement for the visit. Same included the official announcement, Canada Day events and meetings with community stakeholders.





Provincial Service Composition

Staffing Category	Established Positions	Working	Temporary Absences	Hard Vacancies
Regular Members	9	8	0	1
Detachment Support	3	3	0	0

Notes:

1. Data extracted on June 30, 2026 and is subject to change.
2. Temporary Absences are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.
3. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments:

Police Officers: Of the nine established positions, there are eight officers working. There is one hard vacancy.

Detachment Support: Of the three established positions, there are three resources working. There are no hard vacancies.



Jasper Provincial Detachment
Crime Statistics (Actual)
April - June: 2022 - 2026

All categories contain "Attempted" and/or "Completed"

July 6, 2026

CATEGORY	Trend	2022	2023	2024	2025	2026	% Change 2022 - 2026	% Change 2025 - 2026	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	0	1	0	0	N/A	N/A	0.0
Sexual Assaults		4	3	3	4	1	-75%	-75%	-0.5
Other Sexual Offences		0	1	0	0	0	N/A	N/A	-0.1
Assault		19	10	17	3	8	-58%	167%	-2.9
Kidnapping/Hostage/Abduction		0	0	0	2	0	N/A	-100%	0.2
Extortion		1	1	0	0	0	-100%	N/A	-0.3
Criminal Harassment		4	5	1	5	3	-25%	-40%	-0.2
Uttering Threats		7	3	5	2	1	-86%	-50%	-1.3
TOTAL PERSONS		35	23	27	16	13	-63%	-19%	-5.1
Break & Enter		2	5	9	0	4	100%	N/A	-0.1
Theft of Motor Vehicle		1	2	2	0	2	100%	N/A	0.0
Theft Over \$5,000		1	0	0	0	0	-100%	N/A	-0.2
Theft Under \$5,000		7	15	17	11	21	200%	91%	2.4
Possn Stn Goods		3	1	3	1	7	133%	600%	0.8
Fraud		7	8	14	6	8	14%	33%	0.0
Arson		0	0	0	0	0	N/A	N/A	0.0
Mischief - Damage To Property		13	9	8	11	8	-38%	-27%	-0.8
Mischief - Other		11	7	6	5	12	9%	140%	0.0
TOTAL PROPERTY		45	47	59	34	62	38%	82%	2.1
Offensive Weapons		0	1	0	0	1	N/A	N/A	0.1
Disturbing the peace		3	4	4	2	10	233%	400%	1.2
Fail to Comply & Breaches		8	6	11	7	6	-25%	-14%	-0.3
OTHER CRIMINAL CODE		1	6	2	1	1	0%	0%	-0.5
TOTAL OTHER CRIMINAL CODE		12	17	17	10	18	50%	80%	0.5
TOTAL CRIMINAL CODE		92	87	103	60	93	1%	55%	-2.5



Jasper Provincial Detachment Crime Statistics (Actual) April - June: 2022 - 2026

All categories contain "Attempted" and/or "Completed"

July 6, 2026

CATEGORY	Trend	2022	2023	2024	2025	2026	% Change 2022 - 2026	% Change 2025 - 2026	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		4	4	2	1	1	-75%	0%	-0.9
Drug Enforcement - Trafficking		0	2	0	2	0	N/A	-100%	0.0
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		4	6	2	3	1	-75%	-67%	-0.9
Cannabis Enforcement		1	0	0	0	0	-100%	N/A	-0.2
Federal - General		8	5	9	4	3	-63%	-25%	-1.1
TOTAL FEDERAL		13	11	11	7	4	-69%	-43%	-2.2
Liquor Act		5	10	9	7	0	-100%	-100%	-1.3
Cannabis Act		7	8	2	0	2	-71%	N/A	-1.8
Mental Health Act		15	15	16	15	7	-53%	-53%	-1.6
Other Provincial Stats		22	34	26	20	29	32%	45%	0.0
Total Provincial Stats		49	67	53	42	38	-22%	-10%	-4.7
Municipal By-laws Traffic		0	0	0	1	0	N/A	-100%	0.1
Municipal By-laws		7	16	11	1	8	14%	700%	-1.3
Total Municipal		7	16	11	2	8	14%	300%	-1.2
Fatals		1	0	0	0	0	-100%	N/A	-0.2
Injury MVC		4	3	3	2	1	-75%	-50%	-0.7
Property Damage MVC (Reportable)		26	38	24	18	18	-31%	0%	-3.6
Property Damage MVC (Non Reportable)		9	8	10	17	12	33%	-29%	1.5
TOTAL MVC		40	49	37	37	31	-23%	-16%	-3.0
Roadside Suspension - Alcohol (Prov)		9	13	8	9	4	-56%	-56%	-1.4
Roadside Suspension - Drugs (Prov)		0	1	0	1	0	N/A	-100%	0.0
Total Provincial Traffic		1,082	423	592	715	552	-49%	-23%	-76.8
Other Traffic		7	0	0	1	1	-86%	0%	-1.1
Criminal Code Traffic		11	14	4	8	6	-45%	-25%	-1.6
Common Police Activities									
False Alarms		10	11	12	8	17	70%	113%	1.1
False/Abandoned 911 Call and 911 Act		8	9	10	10	3	-63%	-70%	-0.9
Suspicious Person/Vehicle/Property		20	14	23	14	26	30%	86%	1.2
Persons Reported Missing		5	7	10	6	3	-40%	-50%	-0.5
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		19	8	11	6	7	-63%	17%	-2.6
Form 10 (MHA) (Reported)		0	3	3	4	1	N/A	-75%	0.3

AGENDA ITEM 7.1

REQUEST FOR DECISION

Subject: Rescinding Policy F-008 - Encroachments
From: Bill Given, Chief Administrative Officer
Prepared by: Christine Nadon, Director of Protective & Legislative Services
Reviewed by: Emma Acorn, Legislative Services Coordinator
Courtney Donaldson, Director of Operations & Utilities
Date: August 25, 2026



Recommendation:

- That Committee recommend Council rescind Policy F-008, Encroachments.

Alternatives:

- That Committee receive the report for information and take no further action.

Background:

- In September 2013, Council approved [Bylaw #168 \(Encroachment Repeal Bylaw\)](#), repealing the previous Encroachment Bylaw (#44), and adopted [Policy F-008 \(Encroachments\)](#).
- On August 4, 2026, Council gave third reading to [Bylaw #286, the Jasper Encroachment Bylaw 2026](#).

Discussion:

The repeal of Encroachment Bylaw #044 in 2013 and adoption of Policy F-008 shifted the Municipality's approach to encroachments from a regulatory framework to an administrative policy. While Policy F-008 established processes for evaluating and managing encroachments, it did not provide the same enforcement mechanisms available through a bylaw. Addressing unauthorized encroachments therefore relied on voluntary compliance, negotiated agreements, or other available legal remedies.

Bylaw #286, the Jasper Encroachment Bylaw 2026, establishes an enforceable regulatory framework while retaining administrative processes developed through Policy F-008. The bylaw includes application requirements, encroachment agreements, evaluation criteria, utility review requirements, and provisions intended to protect municipal operations and emergency access. These provisions provide a consistent framework for determining when an encroachment on municipal land may be permitted.

The bylaw also provides mechanisms to address unauthorized or non-compliant encroachments that may affect municipal operations, infrastructure, safety, or liability. Clear definitions, classifications, and decision-making criteria support consistency in the administration of encroachment applications. Enforcement and cost-recovery provisions provide additional tools to address non-compliance and recover municipal costs where applicable.

Administrative authority under the bylaw is delegated to the Chief Administrative Officer, supporting timely administration of encroachment applications and agreements. The availability of an appeal to Council provides an opportunity for review of administrative decisions and maintains Council oversight of the regulatory framework.

The alternative of taking no further action would leave Policy F-008 in place alongside Bylaw #286. Maintaining both instruments would result in two municipal frameworks addressing the same subject and could create duplication or uncertainty in the administration of encroachments. Rescinding Policy F-008 would establish Bylaw #286 as the Municipality's governing framework for encroachments.

With Bylaw #286 adopted, Policy F-008 is no longer required as the Municipality's framework for managing encroachments. Rescinding the policy will remove the superseded administrative framework and provide clarity that encroachments on municipal lands are managed in accordance with Bylaw #286.

Strategic Relevance:

- Invest in practices and processes which support high-quality decision making.
- Align land use decisions to local priorities.
- Provide and maintain the core services and infrastructure that enable the visitor economy.

Inclusion Considerations:

- A clear and consistently applied regulatory framework supports equitable treatment of applicants seeking authorization to encroach on municipal lands.

Relevant Legislation:

- [Policy F-008 Encroachments](#) (2013)
- [Jasper Encroachment Bylaw 2026](#)

Financial:

None

Attachments:

None

AGENDA ITEM 7.2

REQUEST FOR DECISION

Subject: Access to Information and Protection of Privacy
From: Bill Given, Chief Administrative Officer
Prepared by: Christine Nadon, Director of Protective & Legislative Services
Reviewed by: Emma Acorn, Legislative Services Coordinator
Date: August 25, 2026



Recommendation:

- That Committee recommend Council give first and second reading to the *Access to Information and Protection of Privacy Bylaw*.
- That Committee recommend Council approve the Privacy Management Program as presented.

Alternatives:

- That Committee receive the report for information and take no further action.

Background:

- In 2025, the Province of Alberta replaced the *Freedom of Information and Protection of Privacy Act* (FOIP Act) with the *Access to Information Act* (ATIA) and the *Protection of Privacy Act* (POPA).

Discussion:

The new provincial legislation maintains several processes and exceptions to disclosure which were found in the previous FOIP Act. Significant changes, however, were introduced through the *Protection of Privacy Act*, which establishes a much more involved and comprehensive framework for public bodies to implement additional safeguards for the collection, use, disclosure and protection of personal information and other privacy related matters.

Under the new legislation, public bodies must designate a person or group of persons as the head of the organization for the purposes of the *ATIA* and *POPA*. Public bodies may also set fees payable to the Municipality for services under the *ATIA* and Regulations.

Administration has engaged Brownlee Law to assist in developing the municipality's regulatory framework to ensure we are in compliance with the new provincial requirements. Both the draft *Access to Information and Protection of Privacy Bylaw* and the Privacy Management Program (PMP) presented here.

The proposed *Access to Information and Protection of Privacy Bylaw*, attached to this report, would bring the Municipality into compliance as well as repeal the current *Freedom of Information and Protection of Privacy Bylaw*, which is now obsolete.

Under the *POPA* and the *Protection of Privacy (Ministerial) Regulations*, public bodies must also establish and implement a Privacy Management Program (PMP) consisting of documented policies and procedures that promote the public body's compliance with its duties under the Act. The PMP applies to all Council members

and employees, as defined by the POPA, including any third party that performs a service for the Municipality under contract.

The proposed bylaw and Privacy Management Program (PMP) represent the basic steps required to achieve compliance with current provincial legislation.

The breadth and scope of the PMP, combined with the recent *Records Retention and Disposition Bylaw* approved by Council, will require additional staffing to support program development and implementation. Administration will be presenting a request for Council's consideration during the upcoming budget presentations this fall.

Strategic Relevance:

- Invest in practices and processes which support high-quality decision making.
- Empower our staff by investing in the training and tools they require.

Relevant Legislation:

- [Municipal Government Act, RSA 2000, c M-26](#)
- [Access to Information Act, SA 2024, c A-1.4](#)
- [Protection of Privacy Act, SA 2024, c P-28.5](#)

Financial:

New legislative requirements imposed by the *Protection of Privacy Act*, combined with the organizational risk associated with municipal records management and access to information practices, will require an investment in staff resources in 2027.

Attachments:

- Draft *Access to Information and Protection of Privacy Bylaw*
- Draft Privacy Management Program

MUNICIPALITY OF JASPER
BYLAW #XXX

BEING A BYLAW OF THE SPECIALIZED MUNICIPALITY OF JASPER IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF ESTABLISHING THE ADMINISTRATIVE FUNCTION AND SET FEES IN RELATION TO THE ACCESS TO INFORMATION ACT AND THE PROTECTION OF PRIVACY ACT.

WHEREAS, pursuant to Section 98 of the *Access to Information Act* S.A. 2024, c. A-1.4, as amended from time to time, the Municipality of Jasper must designate a person or group of persons as the head of the Municipality for the purposes of the *ATIA* and *POPA*; and

WHEREAS, pursuant to Sections 96 and 98 of the *Access to Information Act* S.A. 2024, c. A-1.4, as amended from time to time, the Municipality of Jasper may set fees payable to the Municipality for services under the *ATIA* and Regulations;

NOW THEREFORE BE IT RESOLVED that the Council of the Municipality of Jasper, in the Province of Alberta, duly assembled, enacts the following:

1. CITATION

- 1.1 This Bylaw may be cited as the “Access to Information and Protection of Privacy Bylaw”.
- 1.2 Municipality of Jasper Bylaw #161, the “Freedom of Information and Protection of Personal Privacy Bylaw 2012”, is hereby repealed.

2. DEFINITIONS

- 2.1 “*ATIA*” means the *Access to Information Act* S.A. 2024, c. A-1.4, as amended from time to time;
- 2.2 “Applicant” means a person who makes a request for access to a record under Section 7(1) of the *ATIA*;
- 2.3 “Chief Administrative Officer” means the person appointed as the Chief Administrative Officer of the Municipality and includes any person who holds the position of Chief Administrative Officer in an acting capacity;
- 2.4 “*POPA*” means the *Protection of Privacy Act*, S.A. 2024, c. P-28.5, as amended from time to time;
- 2.5 “Province” means the Province of Alberta; and
- 2.6 “Municipality” means the Municipality of Jasper, including any board, committee, commission, panel, agency or corporation that is created or owned by the Municipality.

3. DESIGNATED HEAD

- 3.1 For the purpose of the *ATIA* and the *POPA*, the Chief Administrative Officer is designated as the Head of the Municipality.

4. FEES

- 4.1 Where an Applicant is required to pay a fee for services pursuant to the *Access to Information Act* S.A. 2024, c. A-1.4, as amended from time to time, the fee payable shall be in accordance with the *Access to Information Act Regulation*, Alta Reg 133/2025, as amended from time to time, or a successor Regulation that sets fees for requests for information from the Province.

5. SEVERANCE

- 5.1 If any provision herein is adjudged by a Court of competent jurisdiction to be invalid for any reason, then that provision shall be severed from the remainder of this Bylaw and all other provisions of this Bylaw shall remain valid and enforceable.

6. COMING INTO EFFECT

6.1 This Bylaw shall take effect and come into force effective after final reading and signature thereof by the Chief Elected Official and Chief Administrative Officer, or their authorized delegates.

6.2 Where a request for information is received, but has not been disposed of before the effective date of this Bylaw, the request is deemed to be a request made on the date that this Bylaw takes effect and comes into force, under the provision of the ATIA, for the purposes of the fees payable under this Bylaw.

READ a first time this ____ day of XXXX, 2026

READ a second time this ____ day of XXXX, 2026

READ a third time and finally passed this ____ day of XXXX, 2026

Mayor

Chief Administrative Officer

Policy Title: Privacy management Program

Policy # B-XXX

Date adopted by Council:



1. Scope

1.1 Purpose

- 1.1.1 The Municipality has enacted this Privacy Management Program (PMP) in accordance with the requirements of section 25 of the *Protection of Privacy Act (POPA)* and section 6 of the *Protection of Privacy (Ministerial) Regulations (PMR)*.
- 1.1.2 As a public body with custody or control of a high volume of personal information and highly sensitive personal information, this Privacy Management Program includes the prescribed requirements in both sections 6(1) and 6(2) of the PMR.
- 1.1.3 The goal of this Privacy Management Program is to promote the Municipality's compliance with its duties under the POPA and PMR in a manner that is proportional to the volume and sensitivity of the personal information in the custody or under the control of the Municipality.
- 1.1.4 Specifically, the purpose of this PMP is to:
 - a. Promote accountability within the Municipality for the collection, use, disclosure, and protection of personal information and other privacy related matters.
 - b. Demonstrate the Municipality's commitment to privacy and the proper administration of personal information.
 - c. Outline the safeguards and policies in place to protect personal information and to proactively identify and mitigate privacy risks.
 - d. Integrate privacy considerations in to the operations and planning of the Municipality.

1.2 Application

- 1.2.1 This Privacy Management Programs applies to all the personal information in the custody or under the control of the Municipality, including the Municipality's collection, use, disclosure, retention and deletion, and protection of that personal information.
- 1.2.2 This Privacy Management Program applies to all Council members and employees, as defined by the POPA, including any third party that performs a service for the Municipality under contract.

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2. Definitions

2.1.1 In this Privacy Management Program:

- a. **"ATIA"** means the Access to Information Act, SA 2024, c A-1.4, as amended or replaced.
- b. **"Automated system"** means any system, software, or process that uses computation as whole or part of a system to determine outcomes, make or aid decisions, inform policy implementation, collect data or observations, or interact with individuals. Automated systems include machine learning, statistics, or other data processing or artificial intelligence systems, but excludes passive computing.
- e. **"Employee"** means an employee of the Municipality and includes a person who performs a service for the Municipality as an appointee, volunteer or student or under a contract or agency relationship with the Municipality.
- c. **"Highly sensitive personal information"** means information that is considered highly sensitive in accordance with section 1 of the PMR, including biometric or financial information, or personal information about a minor, senior, or vulnerable individual.
- d. **"OIPC"** means the Office of the Information and Privacy Commissioner of Alberta.
- e. **"Personal information"** means recorded information about an identifiable individual, as defined by the POPA.
- f. **"PIA"** means a privacy impact assessment, as defined by section 26 of the POPA and section 7 of the PMR.
- g. **"PMP"** means Privacy Management Program as defined by section 25 of the POPA and section 6 of the PMR.
- h. **"PMR"** means the *Protection of Privacy (Ministerial) Regulations*, Alta Reg 143/2025, as amended or replaced.
- i. **"POPA"** means the *Protection of Privacy Act*, SA 2024, c P-28.5, as amended or replaced.
- j. **"PPR"** means the *Protection of Privacy Regulations*, Alta Reg 132/2025, as amended or replaced.
- k. **"Privacy complaint"** means a complaint from an individual that their personal information has been collected, used, or disclosed in contravention of the POPA.
- l. **"Privacy Head"** means the individual designated as the head of the Municipality pursuant to section 1(i) of the POPA and section 3.1 of this PMP, or their delegate.
- m. **"Privacy incident"** or **"privacy breach"** means any loss of, unauthorized access to, or unauthorized disclosure of personal information in the custody and under the control of the Municipality.
- n. **"Project"** in relation to a PIA, means an administrative practice, program, project or service.

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- o. **“Public Body”** or **“the Municipality”** means the Municipality of Jasper.
- 2.1.2 This PMP further adopts the defined terms of the ATIA and POPA, and their associated regulations. To the extent there is any conflict between a defined term in this PMP and any Act or Regulation, the definition in the Act or Regulation shall prevail.

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3. Roles and Responsibilities under the POPA

3.1 Privacy head of the Public Body

- 3.1.1 In accordance with section 1(i) of the POPA and sections 1(h)(iii) and 98(a) of the ATIA, the Privacy Head of the Municipality for the purposes of the POPA is the individual who holds the position of Chief Administrative Officer within the Municipality as per Bylaw XXXX.
- 3.1.2 The Privacy Head of the Municipality may delegate any authority under the POPA to another employee of the Municipality in accordance with section 55 of the Act. If the Privacy Head of the Municipality has delegated their authority under the POPA, that delegation is to be recorded in Appendix C to this PMP.
- 3.1.3 The Privacy Head of the Municipality is accountable for the Municipality's overall performance and compliance with the POPA and is responsible for carrying out the powers, duties, and functions of the Privacy Head as specified in the POPA.

3.2 Privacy Officer

- 3.2.1 The Municipality is required by section 6(1)(a) of the PMR to designate a Privacy Officer who is responsible for ensuring the Municipality's compliance with the POPA.
- 3.2.2 The Privacy Officer for the Municipality shall be designated by the Chief Administrative Officer.
- 3.2.3 In accordance with this PMP and any other relevant policies and procedures of the Municipality, the purpose of the role of Privacy Officer is to:
 - a. Serve as the primary contact within the Municipality for privacy matters, including privacy incidents and complaints, and requests for corrections to personal information.
 - b. Support the creation, development, and review of privacy policies and procedures.
 - c. Ensure the Municipality is operating in a manner that is compliant with POPA and this PMP.
 - d. Facilitating employee training and education on privacy matters.
 - e. Representing the Municipality during matters before the OIPC.
 - f. Liaising with third parties, such as service providers, insurers, technical specialists, and legal counsel on privacy matters.

3.3 Privacy Management Structure

- 3.3.1 The Privacy Officer shall report directly to the Privacy Head of the Municipality, or their delegate, in respect of any matter falling within the scope of the POPA or this PMP.
- 3.3.2 Any employee of the Municipality who has a matter involving compliance with this PMP or the POPA shall report the matter to the Privacy Officer, or their direct supervisor who shall then report the matter to the Privacy Officer.

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- 3.3.3 All employees, Council members, service providers, and volunteers of the Municipality are responsible for complying with privacy obligations under this PMP or the POPA, including completing mandatory privacy training.

3.4 Collection of Personal Information

- 3.4.1 The Municipality will only collect personal information where it has a valid purpose of the collection of that personal information in accordance with section 4 of the POPA.
- 3.4.2 The Municipality will only collect personal information in a manner provided for in section 5(1) of the POPA.
- 3.4.3 Where the Municipality collects personal information directly from an individual, the Municipality will provide notice to the individual in accordance with sections 5(2) and 5(4) of the POPA at the time of the collection.
- 3.4.4 Notice in accordance with section 5(2) of the POPA must be provided for the collection of personal information in oral, written, electronic, video, or audio formats.
- 3.4.5 The Privacy Officer may establish a standard collection notice to be used by the Municipality in accordance with section 5(2) of the POPA, which will then be referenced in Appendix D to this PMP.
- 3.4.6 Changes to the standard collection notice may be made on an as-needed basis in consultation with the Privacy Officer.

3.5 Use of Personal Information

- 3.5.1 The Municipality is prohibited from selling personal information for any purpose.
- 3.5.2 The Municipality will only use personal information in a manner provided for in section 12(1) of the POPA.
- 3.5.3 The Municipality will use personal information only to the extent necessary to enable the Municipality to carry out the purpose of the use in a reasonable manner.

3.6 Disclosure of Personal Information

- 3.6.1 The Municipality will only disclose personal information where provided for in section 13(1) of the POPA.
- 3.6.2 The Municipality will only disclose personal information to the extent necessary to enable the Municipality to carry out the purpose for disclosure in a reasonable manner.

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4. Privacy Policies and Procedures

- 4.1.1 The Municipality is required by section 6(1)(b) of the PMR to establish and identify certain policies and procedures that address the Municipality's duties under the POPA, including:
 - a. Corrections to personal information [section 5 of this PMP];
 - b. Privacy incident response [section 6 of this PMP];
 - c. Privacy complaints response [section 7 of this PMP];
 - d. The creation, use, and disclosure of non-personal data [section 9 of this PMP];
 - e. The use of personal information with respect to automated systems and artificial intelligence [section 10 of this PMP];
- 4.1.2 Policies and procedures of the Municipality that involve the Municipality's collection, use, disclosure, retention or destruction, or protection of personal information, or otherwise engage a power, duty, or function of the Municipality under the POPA, should be made with reference to this PMP to ensure consistency and compliance of privacy measures and policies across the Municipality.
- 4.1.3 The Municipality will maintain a list of policies and procedures that involve the collection, use, disclosure, retention or destruction, or protection of personal information, or otherwise engage a duty or responsibility of the Municipality under the POPA, as Appendix A to this PMP.

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5. Corrections of personal information

5.1 How to request corrections

- 5.1.1 In accordance with section 7 of the POPA, individuals may request the Municipality correct their personal information if the individual believes there is an error or omission in their personal information that is in the custody or under the control of the Municipality.
- 5.1.2 Individuals may make requests to correct their personal information in writing to the Privacy Head or their delegate by email to: privacy@jasper-alberta.ca. The Privacy Head or their delegate is responsible for determining whether the correction should be made in accordance with the POPA.
- 5.1.3 The Privacy Head or their delegate cannot correct opinions about an individual, including professional and expert opinions. Corrections are to be made to factual statements of personal information [e.g. a birth date].
- 5.1.4 If the Privacy Head or their delegate does not correct the information, for any reason, an annotation or link must be made with the personal information that was requested to be corrected with the requested correction so long as the requested correction is relevant and material to the record containing the personal information.

5.2 Notice of Corrections, Annotations, Linkages

- 5.2.1 The Privacy Head or their delegate must make the decision to correct the personal information and notify the individual of their decision within 30 business days of the request being made. The individual must be notified that either a correction was made, or an annotation or linkage was made.
- 5.2.2 The Privacy Head or their delegate may apply to the Information and Privacy Commissioner for an extension to the 30-business day period.
- 5.2.3 Where the Municipality has corrected the personal information, or annotated or linked the personal information, the Privacy Head or their delegate will notify any other public body or third party who the Municipality has disclosed the personal information to in the year before the correction request was made.
- 5.2.4 Notice under this section must state that either a correction was made, or if no correction was made that an annotation or linkage was made.
- 5.2.5 In accordance with section 7(5) of the POPA, the Privacy Head or their delegate does not need to provide notice where it is the Privacy Head's or their delegate's opinion that the correction, annotation, or linkage is not material and the individual who made the requested correct agrees in writing that the notification is not necessary.
- 5.2.6 If the Municipality receives notice from another public body that a correction, annotation, or linkage has been made, the Privacy Head or their delegate must make the correction, annotation, or linkage on any record containing the personal information included in the notice that is in the Municipality's custody or under its control.

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5.3 Transferring correction requests

- 5.3.1 If the Municipality receives a request to correct personal information, and the personal information was collected by another public body or another public body created the record containing the personal information that is the subject of the correction request, the Privacy Head or their delegate may transfer the correction request to the other public body.
- 5.3.2 A transfer of a request to correct personal information must be done within 15 business days of the date it was received.
- 5.3.3 If the Privacy Head or their delegate transfers the request, the Municipality must notify the individual who made the correction request as soon as possible.
- 5.3.4 If a request to correct personal information is transferred to the Municipality, the Privacy Head or their delegate must make reasonable efforts to respond to the request within 30 business days after receiving the transferred request.

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6. Privacy Incidents

6.1 Identification, investigation, and escalation

- 6.1.1 If the Municipality experiences, or is suspected to have experienced, a privacy incident or breach, the individual who discovers or suspects the incident or breach must immediately report it to the Privacy Officer, or to their direct supervisor who must immediately report it to the Privacy Officer.
- 6.1.2 The Privacy Officer, in coordination with other employees of the Municipality as necessary [e.g. IT, human resources, or internal legal counsel], shall take immediate steps to investigate, stop, contain, or mitigate the privacy incident.
- 6.1.3 The Privacy Officer will as soon as reasonably possible report the privacy incident to the Privacy Head.
- 6.1.4 The Privacy Officer may also report the privacy incident to, and coordinate the Municipality's response to the incident with, external stakeholders as necessary, including third-party service providers [e.g. external cybersecurity or IT providers, communications advisors], the Municipality's insurer, and/or external legal counsel (as necessary).

6.2 Real Risk of Significant Harm

- 6.2.1 Once the privacy incident has been stopped or contained, the Privacy Officer – in coordination with other employees of the Municipality as necessary – shall make the following determinations:
 - a. What personal information was the subject of the privacy incident;
 - b. Whether the loss, unauthorized access or disclosure of the personal information identified in (a) constitutes a significant harm to the individuals who the personal information is about, in accordance with section 4(2) of the PMR;
 - c. Whether as a result of the privacy incident, there exists a real risk of that significant harm to an individual, in accordance with section 4(1) of the PMR.
- 6.2.2 In making the determination as to whether a privacy incident has resulted in a real risk of significant harm to an individual, the Privacy Officer may consult the Office of the Information and Privacy Commissioner's guidance on [breach notification](#) and the [POPA Breach Notice Assessment Tool](#).¹

6.3 Notice of a Privacy Incident

- 6.3.1 If the Privacy Officer determines that there exists a real risk of significant harm to an individual as a result of the privacy incident, the Privacy Officer shall ensure the Municipality gives notice as required by section 10(2) of the POPA.
- 6.3.2 The form and content of the notice given to an individual for who there exists a real risk of significant harm as a result of the privacy incident shall comply with section 4(3) of the PMR.

¹ <https://oipc.ab.ca/breach-notification/>

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- a. Notice given under this section should follow the template notice set out in Appendix E of this PMP.
- 6.3.3 The form and content of the notice given to the Information and Privacy Commissioner shall comply with section 4(4) of the PMR.
 - a. The Municipality shall give notice to the Information and Privacy Commissioner using the Office of the Information and Privacy Commissioner's [breach notification form](#).²
- 6.3.4 The form and content of the notice given to the Minister shall comply with section 4(5) of the PMR.
 - a. The Municipality shall give notice to the Minister using the Government of Alberta's [online reporting portal](#).³
- 6.3.5 The notices required by section 10(2) of the POPA are to be given without unreasonable delay, having regard to the nature and context of the privacy breach, the actions required to stop, contain, and mitigate the breach, and the assessment of the real risk of significant harm to the affected individuals.
- 6.4 Documenting Privacy Incidents**
 - 6.4.1 The Privacy Officer should document a privacy incident concurrent to the steps taken under the other provisions of this section of the PMP to assist the Municipality in assessing and documenting the nature and scope of the incident, the steps taken to stop, contain, or mitigate the incident, if there is a real risk of significant harm as a result of the incident, whether notice is required to be given in accordance with the POPA, when and how that notice is given, measures put in place to prevent future incidents, or how the Municipality's incident response may be improved.
 - 6.4.2 In documenting a privacy incident, the Privacy Officer should use the Privacy Incident Report template included in Appendix F of this PMP.

² Available at <https://oipc.ab.ca/breach-notification/>.

³ <https://www.alberta.ca/report-a-privacy-incident-public-bodies>

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7. Privacy Complaints

7.1 Receiving a complaint

- 7.1.1 Individuals may make privacy complaint to the Municipality by submitting such a complaint, in writing, to the Privacy Officer at privacy@jasper-alberta.ca.
- 7.1.2 The Privacy Officer may contact the complainant to request any additional information necessary for the Municipality to investigate or resolve the privacy complaint.

7.2 Investigation and resolution

- 7.2.1 Upon receipt of a privacy complaint, the Privacy Officer may investigate a complaint. The Privacy Officer may choose not to investigate a complaint in situations where, including but not limited to:
 - a. The privacy complaint is abusive, threatening, frivolous, or vexatious.
 - b. There is insufficient information provided by the complainant to investigate the privacy complaint.
- 7.2.2 Regardless of whether or not the Municipality conducts an investigation into the privacy complaint, the Privacy Officer may decide whether to respond to a complainant or not.
- 7.2.3 If the Privacy Officer decides to respond to the complainant, the response may state that:
 - a. the Municipality has decided not to investigate the complaint;
 - b. the Municipality investigated the complaint and determined there was no unauthorized collection, use, or disclosure of the complainant's personal information; or
 - c. the Municipality investigated the complaint and determined there was an unauthorized collection, use, or disclosure of the complainant's personal information, and any resolution or mitigative measures proposed or implemented by the Municipality.
- 7.2.4 If the Privacy Officer decides to respond to a complainant, the response must be given within 30 business days of the day the privacy complaint was received as required by section 38(2) of the POPA.
- 7.2.5 Nothing in this section of this PMP is intended to alter any process set out in the POPA or any steps that the Municipality may or is required to take in response to a request or direction from the Information and Privacy Commissioner.

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8. Privacy Impact Assessments

8.1 What is a PIA and when are they required?

8.1.1 A Privacy Impact Assessment (PIA) is a process that assists the Municipality in reviewing the impact that a new project or significant change to an existing project may have on individual privacy. The purpose of a PIA is to:

- a. Identify and review risks associated with the Municipality's collection, use, and disclosure of personal information under the new or changed project.
- b. Develop mitigation strategies and safeguards regarding those risks.
- c. Address how the Municipality will comply with its duties under the POPA.
- d. Document the identification and mitigation of privacy issues on a proactive basis.

8.1.2 Privacy Impact Assessments must be completed by the Municipality when the Municipality is implementing a new, or a substantial change to an existing, project that will involve the collection, use, or disclosure of personal information, and if one of the following criteria – as set out in section 7(1) and 7(5) of the PMR – are met:

- a. The personal information at issue, if the subject of a privacy incident, could result in significant harm to an individual.
- b. The project will collect, use, or disclose highly sensitive personal information.
- c. The project will involve the personal information of a significant percentage of the population served by the Municipality.
- d. The project will involve data matching between the Municipality and another public body.
- e. The project is part of a common or integrated program or service.⁴
- f. The project involves the development or use of innovative technology, including an automated system and artificial intelligence.

8.1.3 In addition to the legislated requirements of the POPA and PMR, the Municipality may use the [PIA Assessment Tool](#) from the OIPC to assist it in determining whether a PIA is required for a project.⁵

8.2 Who completes the PIA and when?

8.2.1 It is the responsibility of all employees of the Municipality to identify when the Municipality is implementing a new or substantial change to an existing project that involves the collection, use, and disclosure of personal information, such that a PIA may be required and notify the Privacy Officer that a PIA may be required.

8.2.2 The Privacy Officer will make the determination as to whether a PIA is required or should otherwise be completed.

⁴ See section 1(d) of the POPA for the definition of "common or integrated program or service."

⁵ https://oipc.ab.ca/wp-content/uploads/2025/06/PIA_Submission_Assessment_Tool_202506.pdf

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- 8.2.3 The PIA will be completed by the Privacy Officer in coordination with the manager or director of the Municipality that is responsible for the implementation of the new, or substantial change to the existing, project.

8.3 Completing a PIA

- 8.3.1 When completing a PIA, the Municipality must include all of the required content as set out in section 7(2) of the PMR, including:

- a. A summary of the purpose of the collection, use, or disclosure of personal information for the new, or a substantial change to an existing, project.
- b. Identification of the personal information that will be collected, used, or disclosed, and the security arrangements that will be put in place to protect that personal information.
- c. Identification of the legal authority under the POPA or other legislation for the collection, use, or disclosure of the personal information.
- d. Identification of the privacy risks associated with the collection, use, or disclosure of personal information, and how those risks may be mitigated.
- e. Identification of the safeguards, as discussed in section 12 of this PMP, in place to protect the personal information, including when the personal information is transmitted, matched, or linked.
- f. Describe how the Municipality will ensure the personal information is accurate and complete, how corrections to the personal information will be handled, and how the information will be retained.
- g. The governance structure between the Municipality and another public body over the personal information if the project is part of a common or integrated program or service.

- 8.3.2 Where the Municipality has previously prepared a PIA for a project, the PIA may be amended or updated to account for any substantial change in fulfillment of the requirements of the POPA.

- 8.3.3 To complete a PIA, the Municipality will use the [PIA Template](#) provided by the OIPC as the standard form for all PIAs, in recognition that the OIPC requires a public body to follow that template if the PIA is required to be submitted to the Information and Privacy Commissioner. In addition, the Municipality may use the OIPC's [PIA Template Completion Guide](#) for guidance when completing a PIA.⁶

- 8.3.4 A PIA must include a level of detail consistent with the complexity of the project that the PIA relates to. For instance, if the PIA relates to the implementation of an automated system or artificial intelligence the PIA may also include an algorithm impact assessment.⁷

8.4 Submitting a PIA to the OIPC

⁶ The PIA template and template completion guide are available at: <https://oipc.ab.ca/resource/popa-pia-template-completion-guide/>

⁷ See Appendix C of the OIPC's template completion guide (link above).

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- 8.4.1 The Municipality is required to submit a copy of a PIA to the OIPC where required to do so by section 7(5) of the PMR.
- 8.4.2 Specifically, if the reason for the PIA being completed is one of the criteria in section 8.1.1(b) to (f) of this PMP,⁸ then the PIA must be submitted to the OIPC in accordance with the PMR.

9. Data derived from personal information and non-personal data

9.1 Definitions

9.1.1 For the purposes of this PMP:

- a. "Data-derived from personal information" – as defined in the POPA – means data created by data matching and that identifies any individual whose personal information was used in the data matching.
- b. "Data matching" – as defined in the POPA – linking personal information between two or more databases or other electronic sources of information.
- c. "Non-personal data" – as defined in the POPA – means data, including data derived from personal information, that has been generated, modified, or anonymized so that it does not identify any individual and includes synthetic data and any other type of non-personal data identified in the regulations to the POPA.

9.1.2 "Synthetic data" – as defined in the POPA – means artificial data created to maintain the structure and patterns of real data without being linked to any individual in the original data set.

9.2 Data matching

9.2.1 The Municipality in carrying out data matching may only:

- a. Do so for a purpose as set out in section 17(1) of the POPA.
- b. Collect personal information in accordance with section 17(2) of the POPA.
- c. Retain and use data derived from personal information in accordance with section 18 of the POPA.
- d. Disclose data derived from personal information in accordance with section 19(1) of the POPA.

9.2.2 The Municipality must protect any data derived from personal information in accordance with section 20 of the POPA.

9.3 Non-personal data

9.3.1 The Municipality in creating non-personal data may only:

- a. Do so for a purpose as set out in section 21(1) of the POPA;
- b. Create non-personal data in accordance with sections 21(2), (3), and (4) of the POPA.

⁸ See also section 7(5) of the PMR.

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- c. Use non-personal data in accordance with section 22 of the POPA.
- d. Disclose non-personal data in accordance with section 23 of the POPA.
- 9.3.2 Before creating any non-personal data, the Municipality will establish a data quality assurance process in accordance with section 5(1) of the PMR.
- 9.3.3 Before using or disclosing any non-personal data, the Municipality will conduct an assessment as specified in section 5(2) of the PMR.
- 9.3.4 The Municipality must protect any non-personal data in accordance with section 20 of the POPA.

10. Automated systems and artificial intelligence

10.1 The use of automated systems

- 10.1.1 The Municipality may use dedicated automated systems, automated systems integrated into the Municipality's information technology or productivity software, or artificial intelligence tools to assist in providing an operating program or activity of the Municipality.
- 10.1.2 Employees and Council members are prohibited from using personal automated system, including artificial intelligence tools, accounts as part of their duties or roles with the Municipality, unless they receive written authorization from the Privacy Head.
- 10.1.3 In allowing the use of automated systems or AI tools provided by the Municipality or providing written authorization under section 10.1.2, the Privacy Head may specify conditions, in addition to the requirements of this PMP, to the use of those automated systems or AI tools by employees and Council members, including:
 - a. What purpose an automated system or AI may be used for.
 - b. What types of information, including personal information, may be used as an input or prompt into an automated system or AI.
 - c. How the output of an automated system or AI may be used by the employee or Council member, and what degree of human oversight is required.
 - d. What security measures are required before an automated system or AI can be used with personal information.
- 10.1.4 The Municipality may at any time implement a standalone automated system or artificial intelligence policy, which may replace or alter this section of the PMP.

10.2 Personal information and automated systems

- 10.2.1 Notwithstanding any written condition provided under this section, the Municipality, including its Council members and employees, shall not input any personal information into an automated system or AI tool without having provided notice to the individual(s) whose personal information is being inputted that their personal information is being inputted into an automated system or AI to generate content or make decisions, recommendations, or predictions in accordance with section 5(2) of the POPA.

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- 10.2.2 The requirement to provide notice, as set out above, includes when an automated system or AI is being used to record or transcribe a call or meeting with any individual, including employees of the Municipality, where personal information may be discussed.
- 10.2.3 Where personal information is inputted into an automated system or AI, the output generated by the automated system or AI tool must be reviewed, including to verify the accuracy of the personal inputted into or outputted by the automated system, by the employee or Council member who inputted the personal information prior to any further use or disclosure of that output.
- 10.2.4 The output generated by an automated system or AI is not to be used as the sole basis for any decision where personal information was an input into the automated system or AI, or where the decision affects an individual. The automated system's output must be verified or confirmed by the appropriate decision maker within the Municipality prior to any decision being made.
- 10.2.5 The Municipality will keep a record of any decision made where an automated system or AI is used to assist in making a decision in accordance with section 10.2.4, including what personal information was inputted into the automated system or AI tool, the output of the automated system or AI tool, and how the output was used by the decision maker in making a final determination.

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11. Security classification

11.1 Security classification requirements

- 11.1.1 The Municipality is required by section 6(1)(c) of the PMR to establish a security classification system for any personal information, data derived from personal information, and non-personal data in the custody or under the control of the Municipality.
- 11.1.2 The purpose of the security classification system is to ensure the right security arrangements and safeguards are in place to protect personal information based on the type or sensitivity of the personal information and protect against the risk of loss or unauthorized access, use, disclosure of the personal information and any harm that may result.
- 11.1.3 The security classification system must assign a security classification level to all personal information, data derived from personal information, and non-personal data in the custody or under the control of the Municipality, which must reflect the sensitivity of the personal information.
- 11.1.4 The security arrangements, administrative safeguards, physical safeguards, and technical safeguards established by the Municipality to protect for personal information data derived from personal information, or non-personal data must be proportional to the security classification level of the personal information or data.

11.2 Security classification system

- 11.2.1 The Municipality has developed the following security classification system to apply to all personal information in its custody or under its control:

Level	Definition	Examples
Public	Personal information or data that if lost, accessed, used or disclosed without authorization would not result in harm to an individual or the Municipality.	Employee names and positions, published news or media reports, information posted to Municipality's website. Personal information where the individual has explicitly consented to public disclosure. Personal information that if disclosed would not be an unreasonable invasion of personal privacy as defined by section 20 of the ATIA.
Confidential	Personal information or data that if lost, accessed, used or disclosed	Personal information such as contact

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	without authorization would result in harm to an individual or the Municipality.	information, race, ethnic origin, religion, nationality, age, gender identity, sex, marital or family status, educational or employment history.
Restricted	Personal information or data that if lost, accessed, used or disclosed without authorization would result in serious harm to an individual or the Municipality.	Personal information such as biometric information, health information, financial information, educational, financial, criminal history, highly sensitive personal information. Personal information that is subject to legal privilege or required to be kept confidential by law. Workplace investigations.

11.2.2 The examples provided are not determinative of the security classification level for any piece or type of personal information. The determination of the security classification level to be applied to a piece or type of personal information is to be made by the employee creating the record containing the personal information based on the definitions provided and the considerations of the personal information and individual to whom it belongs. If necessary, the Privacy Officer may be consulted on the application of the security classification levels.

11.2.3 Nothing in this security classification system affects any obligation or right the Municipality may have to use or disclose personal information, data derived from personal information, or non-personal data under the POPA, the ATIA, or any other statute or law.

11.2.4 For the purposes of this section, “harm” is to be defined as including, but not limited to, the types of harms set out in section 4(2) the PMR. For clarity, the classification level of personal information is not determinative of whether there exists a real risk of significant harm should that personal information be subject to a loss, or unauthorized access or disclosure.

11.3 Implementation

11.3.1 Personal information in the custody or under the control of the Municipality must be classified in accordance with this security classification system, including records containing personal information that are created, used, or disclosed entirely within the Municipality, as well as records containing personal information that are created, used, or disclosed to persons external to the Municipality.

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- 11.3.2 Classification of a record is to be based on the personal information within the record that has the highest potential for harm. For example: an internal memo with personal information classified as Public and Confidential is to be given the classification of Confidential; an email sent to a third-party service provider with predominantly Confidential personal information with limited excerpts of Restricted personal information, is to be given the classification of Restricted.
- 11.3.3 All records created by the Municipality after the date that this PMP comes into force should be marked with the classification level assigned to the personal information within the record. If the record does not contain personal information, no classification level is required.

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12. Monitoring of Personal Information, Security Arrangements, and Safeguards

12.1 Proactive monitoring of personal information

- 12.1.1 The Municipality may establish processes for the proactive monitoring of information systems that hold or store personal information, including based on the security classification level of the personal information within the system or the potential harm posed by the loss, unauthorized access, or unauthorized disclosure of the personal information.
- 12.1.2 The Privacy Head or the Privacy Officer may complete periodic reviews or audits of access to personal information controls or may otherwise monitor the collection, use, disclosure, storage, retention, or destruction of personal information or information systems.
- 12.1.3 Proactive monitoring may include automated monitoring, regular inspections by employees, or random or irregular inspections by employees of information systems.

12.2 Security arrangements

- 12.2.1 The Municipality will maintain or implement reasonable security arrangements to protect personal information, data derived from personal information, and non-personal data against risks including that of unauthorized access, collection, use, disclosure, or destruction.
- 12.2.2 The security arrangements for a piece or type of personal information will be appropriate and proportional with the security classification level of that personal information.
- 12.2.3 Security arrangements, as defined in the PPR, include:
- a. Administrative safeguards;
 - b. Physical safeguards;
 - c. Technical safeguards.
- 12.2.4 The following table is to be used as a guide for the Municipality in establishing security arrangements and safeguards for personal information in accordance with the security classification level.

Level	Safeguards
Public	Administrative: subject to the Municipality's record retention bylaws, policies, or procedures; may be accessed by employees of the Municipality; review before disclosure by employee responsible for operating program or activity; disclosure confirmed to be in accordance with POPA or ATIA; standard privacy training for employees. Physical: Regular storage in the Municipality's offices or information and document management systems.

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	Technical: standard information system security measures, including ensuring software and security patches are up-to-date and reviewed regularly.
Internal and Confidential	Administrative: Public Safeguards; ⁹ controls to limit access to employees who require personal information for performance of duties; review of information before disclosure by employee responsible for operating program or activity with consult to Privacy Officer, if necessary; confidentiality provisions in contracts. Physical: Public Safeguards. Technical: Public Safeguards; encryption or password protected where necessary.
Restricted	Administrative: Public Safeguards; strict controls to limit access to limited number of employees based on role and employee level; review before disclosure by manager/director and Privacy Officer; confidentiality provisions in contracts; consult with legal counsel prior to access, use disclosure, if necessary. Physical: Secure and locked storage in the Municipality's offices with limited employee access. Technical: Public Safeguards; encryption and multi-factor authentication; electronic controls or permissions required for access by employees; password protection when disclosed.

12.2.5 In addition to the specified safeguards, the Municipality will ensure that all administrative, physical, and technical safeguards are updated regularly, including by reviewing policies, employee access permissions, ensuring software and security patches are current.

⁹ Where indicated, the safeguards for a security classification level should include, at a minimum, the safeguards for the lesser security classification level (e.g. the administrative safeguards for Confidential personal information should include the administrative safeguards for Public personal information, in addition to or as altered by the safeguards specific to Confidential personal information).

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13. Obtaining consent

13.1 When consent is required

- 13.1.1 In accordance with the POPA, the Municipality does not require consent to collect personal information; however, notice is required when collection is from the individual whose personal information is being collected. Consent is sufficient to allow the Municipality to use or disclose personal information in accordance with sections 12 and 13 of the POPA, respectively.
- 13.1.2 The PMR requires that the Municipality establish procedures related to managing consent under the POPA.

13.2 Obtaining consent

- 13.2.1 For clarity, where an individual has provided consent and the Municipality seeks to rely on that consent in accordance with sections 12 and 13 of the POPA, that consent must meet the requirements of section 2 of the PPR, including:
 - a. That it meets the requirements for written, electronic, or oral consent specified in the PPR;
 - b. That it specify the personal information to which the consent relates;
 - c. That it specify how the personal information may be used or to whom the personal information may be disclosed.
 - d. That it specify the date on which the consent is effective, and if applicable, the date on which the consent expires.
- 13.2.2 Where written, electronic, or oral consent is being provided in accordance with the POPA and this PMP, the Municipality may require an individual to provide identification prior to accepting their consent as the basis to use or disclose their personal information.
- 13.2.3 Consent may be withdrawn on notice to the Municipality, after which the consent will no longer be valid under the POPA. If an individual seeks to withdraw their consent, the Municipality may inform the individual the effect that withdrawing their consent may have on the Municipality's ability to use or disclose their personal information.

13.3 Electronic Consent

- 13.3.1 The Privacy Head has determined that the Municipality will accept electronic consent for any purpose that it would accept written consent. If an individual is expected to or asks to provide electronic consent, the Municipality will explicitly communicate that electronic consent is acceptable.
- 13.3.2 The Municipality will accept the following forms of electronic consent and signature:
 - a. Electronic signatures attached through dedicated pdf signing software (e.g. DocuSign);
 - b. An electronic signature file or image inserted into a document or email that appears next to the individual's name;

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- c. Where the individual inserts “signed electronically” next to their name in a document or email.
- d. Any other standard permitted by the Privacy Head where it is clear the individual has created or adopted an electronic signature for the purpose of providing consent

13.4 Oral Consent

- 13.4.1 The Privacy Head has determined that the Municipality will accept oral consent for any purpose that it would accept written consent, but only where the personal information being used or disclosed is classified as either Public or Confidential. Oral consent will not be accepted by the Municipality for personal information classified as Restricted. The Municipality will explicitly confirm with an individual whether oral consent is to be accepted.
- 13.4.2 Where the Municipality accepts and obtains oral consent, the Municipality will ensure a record of the consent is retained in accordance with the requirements of section 5(d) of the PPR.
- 13.4.3 Where the Municipality accepts and obtains oral consent, the Municipality will take any steps necessary to verify the identity of the individual providing the consent.

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14. Privacy Training

14.1 Mandatory training for employees

- 14.1.1 As required by section 6(1)(d) of the PMR, it is mandatory for employees of the Municipality to receive training regarding the Municipality's and its employee's obligations under the POPA.
- 14.1.2 Mandatory training is required for any employee, Council member, or volunteer of the Municipality that is involved in the collection, use, disclosure, or protection of personal information as part of their employment, officer or volunteer duties with the Municipality.
- 14.1.3 In addition to the mandatory training specified above, the Municipality may require or provide additional privacy training to employees or Council members who are regularly involved in the collection, use, disclosure, or protection of high volumes of personal information, highly sensitive personal information, or whose roles or duties would benefit from such training.
- 14.1.4 The mandatory training for new employees will be provided by the Municipality within three months of their start of their employment.
- 14.1.5 The mandatory training for existing employees will be provided within six months of the enactment of this PMP, and then at least every two years after an employee last received training.

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15. Availability and Review of PMP

15.1 Availability of PMP

- 15.1.1 The Municipality will make this PMP available to the public by posting a copy to the Municipality's website.
- 15.1.2 In accordance with section 6(4) of the PMR, the Municipality may withhold technical information, security-related information and other information that could compromise the security of personal information in the custody or under the control of the Municipality from the publicly available version of this PMP.

15.2 Review of PMP

- 15.2.1 This PMP shall be reviewed and assessed, and updated if necessary, within 2 years of its enactment and then every at least every 3 years thereafter.

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Appendix A – List of Associated Policies and Procedures

The following are policies and procedures of the Municipality that fall within the scope of section 4 of this PMP:

- Municipality of Jasper – Municipal Facilities Video Surveillance Policy No. D-011 and Administrative Procedures
- Municipality of Jasper – Use of Community Cameras Policy No. F-010 and Administrative Procedures
- Municipality of Jasper – Personnel Records Policy No. E-002 and Administrative Procedures
- Municipality of Jasper Bylaw No. 285 – Records Retention and Disposition Bylaw

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Appendix B – Legislation Reference Table

Section of this PMP	Section of POPA, PPR, PMR
Section 1	Section 25 of the POPA
Section 2	Section 1 of the POPA Section 1 of the PMR
Section 3.1	Section 1(i) of the POPA [and sections 1(h)(iii) and 98(a) of the ATIA]
Section 3.2	Section 6(1)(a) of the PMR
Section 3.3	Section 6(2)(a) of the PMR
Section 3.4	Sections 4 and 5 of the POPA
Section 3.5	Sections 11, 12(1), and 12(4) of the POPA
Section 3.6	Section 13(1) and 13(4) of the POPA
Section 4	Section 6(1)(b) of the PMR
Section 5.1	Section 7(1) and (2) of the POPA Section 6(1)(b)(i)(A) of the PMR
Section 5.2	Section 7(3) to (7) of the POPA
Section 5.3	Section 8 of the POPA
Section 6.1	Section 6(1)(b)(i)(B) of the PMR
Section 6.2	Sections 4(1) and 4(2) of the PMR
Section 6.3	Section 10(2) of the POPA Sections 4(3) to 4(5) of the PMR
Section 7.1	Section 6(1)(b)(i)(C) of the PMR
Section 7.2	Section 38(2) and 38(3) of the POPA
Section 8.1	Section 26 of the POPA

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	Section 6(2)(a)(ii) and 7(1) and 7(5) of the PMR
Section 8.2	Section 7(1) of the PMR
Section 8.3	Section 7(2) of the PMR
Section 9.1	Section 1 of the POPA
Section 9.2	Sections 17, 18, 19, and 20 of the POPA
Section 9.3	Sections 20, 21, 22, and 23 of the POPA Section 5(2) and 6(1)(b)(ii) of the PMR
Section 10.1	Sections 6(1)(b)(iii) and 6(2)(a)(v) of the PMR
Section 10.2	Section 5(2) of the POPA
Section 11.1	Sections 2 and 6(1)(c) of the PMR
Section 12.1	Section 6(2)(a)(iii) of the PMR
Section 12.2	Section 10(1) of the POPA Sections 1(1)(c) and 1(2) of the PPR Sections 3 and 6(2)(b) of the PMR
Section 13.1	Sections 12(1)(b) and 13(1)(c) of the POPA Section 6(2)(a)(iv) of the PMR
Section 14	Section 6(1)(d) of the PMR
Section 15.1	Sections 6(3) and 6(4) of the PMR
Section 15.2	Section 6(1)(e) of the PMR

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Appendix C – Delegation of Authority

In accordance with section 55(1) of the POPA, the Privacy Head of the Municipality has hereby delegated the following powers, duties, or functions under the POPA to stated individuals:

Authority/Section of POPA	Delegated Head of Municipality
Role of Privacy Officer	To be designated by the CAO
Sections 5(3) and 5(4) – dispensing with collection notice	Privacy Officer
Sections 7 and 8 – corrections of personal information	Privacy Officer
Section 13(1)(s), (cc), (ee) – disclosure of personal information	Privacy Officer
Section 15 – disclosure for research and statistical purposes	Privacy Officer
Section 23 – disclosure and conditions for non-personal data	Privacy Officer
Sections 28, 39, and 41 – advice and representations to the Information and Privacy Commissioner	Privacy Officer
Section 44 – duty to comply with Commissioner's orders	Privacy Officer
Section 54(1)(e) – determination of rights to be exercised on behalf of a minor	Privacy Officer

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Appendix D – Sample Collection Notice

[Section 5(2) of the POPA]

Purpose of sample collection notice

In instances where the Municipality is collecting personal information directly from an individual and is required by section 5(2) of the POPA to provide notice at the time of collection of:

- a. the purpose for which the information is collected,
- b. the specific legal authority for the collection,
- c. the email address, telephone number or other contact information to which the individual may direct the individual's questions about the collection, and
- d. the public body's intention, if any, at that time to input the information into an automated system to generate content or make decisions, recommendations or predictions;

the Municipality may use or adapt this standard collection notice. Prior to the Municipality implementing this collection notice for a specific collection of personal information, the Privacy Officer will review the notice and its proposed use to confirm it is accurate and adequate for the specific collection of personal information (e.g. inclusion on an intake form).

Notice of Collection of Personal Information

*The Municipality is collecting your personal information, including **[insert specific personal information being collected if possible]** under the authority of section 4 **[insert specific subsection of section 4 – most often it may be 4(c), but 4(b) applies in terms of law enforcement matters. If 4(a) is relied on then the specific provision of the other enactment should be referenced as well]** of Alberta's Protection of Privacy Act. This information will be used by the Municipality for the purpose of **[insert general description of purpose of collection]**.*

[IF APPLICABLE] *The personal information collected may be inputted into automated systems or artificial intelligence tools to **[insert general description of use of automated system or AI tool, such as generate a summary, recommendation, etc.]** as part of the Municipality's purpose for collecting your personal information. All decisions made based on the personal information provided are made by an employee of the Municipality.*

The Municipality may use and disclose your personal information where permitted or required to by law, including where permitted by the Access to Information Act or Protection of Privacy Act.

*If you have any questions about the collection of your personal information, you may contact the Municipality's Privacy Officer at **[insert privacy officer email]**.*

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Appendix E – Sample Privacy Incident Notice

[Section 4(3) of the PMR]

Notice of Loss, Unauthorized Disclosure, and Unauthorized Access of Personal Information

In accordance with the Municipality's obligations under the *Protection of Privacy Act* and the *Protection of Privacy Ministerial Regulations*, the Municipality is writing to provide notice that your personal information that was in the custody and under the control of the Municipality was subject to **[a loss – an unauthorized disclosure – an unauthorized disclosure]**.

The personal information that was subject to the **[loss – unauthorized disclosure – unauthorized disclosure]** includes:

- **[Insert list of personal information affected, e.g. name, contact information, employment history (start date, salary (if not public)). It does not have to be a finite list of every piece of personal information, but needs to be a general description so the individual understands what information was affected].**

On **[insert date of discovery of privacy incident]**, the Municipality became aware that the personal information described above was **[insert description of circumstances of the loss, unauthorized access to, or unauthorized disclosure of personal information as required by section 4(3)(ii) of the PMR – for example, "was accessed by unauthorized third party who gained access to the Municipality's servers" or "was accidentally disclosed via email to ..."]**. The **[loss – unauthorized disclosure – unauthorized disclosure]** initially occurred on **[insert date of incident]**.

After discovering and investigating the **[loss – unauthorized disclosure – unauthorized disclosure]** of your personal information, the Municipality took the following steps to mitigate and reduce the risk of harm that may arise as a result of this incident:

- **[Insert list of mitigating and harm reducing steps taken. These will be context specific and should be developed in consultation with all relevant stakeholders – cybersecurity providers, insurers, legal counsel].**

If you have any questions regarding this notice, please contact the Municipality's Privacy Officer at **[insert privacy officer email]**.

The Municipality takes its duty to protect personal information seriously and will take steps to prevent similar incidents from occurring in the future. In keeping with the Municipality's obligations under the *Protect of Privacy Act* notice of this incident has also been given to the Information and Privacy Commissioner and the Minister of Technology and Innovation.

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Under section 37 of the *Protection of Privacy Act* you have a right to ask the Information and Privacy Commissioner to review this incident. A request to the Commissioner to review the circumstances of this incident must be in writing, must give notice of the request to the Municipality, and should contain sufficient detail, including a copy of this notice, to allow the Commissioner to review the incident. For more information on requesting reviews by the Commissioner, please see the [Office of the Information and Privacy Commissioner's website](#) for more information on requesting a review.

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Appendix F – Template Privacy Incident Report

Privacy Incident Report

Name of Privacy Officer completing privacy incident report:

Date report was started:

Date report was completed:

Section 1 – Description of Incident

Date and time privacy incident was discovered:

Date and time privacy incident first occurred:

Describe circumstance of incident (including how the incident occurred, nature and scope of the incident, how the incident was discovered and by who):

Section 2 – Affected personal information

Describe the types of personal information that were subject to loss, unauthorized access, or unauthorized disclosure as a result of the privacy incident:

Number of individuals whose personal information was subject to the privacy incident:

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Names and contact information of individuals whose personal information was subject to the privacy incident [either list here or confirm information is available]:

Section 3 – Response and mitigation

Describe the steps taken by Municipality upon discovery of privacy incident to report incident within the Municipality [e.g. who within the Municipality was notified of the incident and when, what immediate steps were taken to investigate, stop, contain, or mitigate the privacy incident]:

Describe the third-party stakeholders that were notified of the privacy incident in an effort to investigate, stop, contain, or mitigate the privacy incident [e.g. external cybersecurity or IT service provider, insurer, external legal counsel, external communications providers]:

Describe any other relevant information or investigative steps taken by the Municipality or a third-party stakeholder to investigate, stop, contain, or mitigate the privacy incident:

Section 4 – Assessment of real risk of significant harm

With reference to section 4 of the *Protection of Privacy Ministerial Regulations* and section 6.2 of the Municipality's Privacy Management Program, the Municipality is required to determine whether the personal information subject to the privacy incident presents a real risk of significant harm to any individual.

In making the determination as to whether a privacy incident has resulted in a real risk of significant harm to an individual, the Privacy Officer may consult the Office of the Information and

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Privacy Commissioner's guidance on [breach notification](#) and the [POPA Breach Notice Assessment Tool](#).¹⁰

Assessment of whether upon the affected personal information being lost, or disclosed or accessed with authorization there may be significant harm, as defined in section 4(2) of the *Protection of Privacy Ministerial Regulations* [list potential types of harm and how they would arise as a result of the incident]:

Assessment of whether there exists a real risk of the significant harms, as described above, to an individual as a result of the privacy incident:

- a. whether there is a reasonable basis to believe that the personal information has been misused or will be misused.
- b. whether the loss of, unauthorized access to or unauthorized disclosure of the personal information occurred as a result of malicious intent.
- c. the sensitivity of the personal information that was lost or accessed or disclosed without authorization.
- d. mitigating measures taken or other factors that reduce the risk of significant harm.

¹⁰ <https://oipc.ab.ca/breach-notification/>

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- e. any other relevant factors or considerations that may affect the assessment of whether there exists a real risk of significant harm.

Summary of assessment of real risk of a significant harm [the Privacy Officer must determine whether on consideration of the types of personal information affected, the harm that personal information could cause, and the potential for those harms to occur whether there is a real risk of significant harm]:

Section 5 – Notification of privacy incident

If the Privacy Officer has determined that there is a real risk of significant harm to an individual as a result of the privacy incident, notification must be given to the individual, the Information and Privacy Commissioner, and the Minister of Technology and Innovation.

See the Municipality's Privacy Management Program for information on how to give notice to each of the individual, Commissioner, and Minister.

Date notice given to individual(s):

Date notice given to Information and Privacy Commissioner:

Date notice given to Minister:

Section 6 – Lessons learned

Describe any steps or measures identified by the Municipality in responding to this privacy incident that should be implemented by the Municipality going forward to reduce the likelihood or the impact of future privacy incidents:

Describe whether any additional amount of privacy training for employees or Council members is required or recommended as a result of the privacy incident:

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Review of Privacy Incident Report by Privacy Head

Date:

Signature of Privacy Head

AGENDA ITEM 7.3

REQUEST FOR DECISION

Subject: Jasper Municipal Leasehold Assets Society Transfer of Assets
From: Bill Given, Chief Administrative Officer
Prepared by: Christine Nadon, Director of Protective & Legislative Services
Reviewed by: Emma Acorn, Legislative Services Coordinator
Date: August 25, 2026



Recommendation:

- That Committee direct Administration to proceed with transferring assets from the Jasper Municipal Leasehold Assets Society to the Municipality of Jasper.

Alternatives:

- That Committee receive the report for information and take no further action.

Background:

- The Jasper Municipal Leasehold Assets Society (JMLAS) was established in 1995. The members of the society are the members of municipal council.
- A number of assets which are functionally owned and operated by the Municipality of Jasper are held in trust by the JMLAS. These properties include:
 - Jasper Activity Centre (including the arena and fitness and aquatic centre)
 - Activity Centre parking lot
 - Centennial Park, Fireman's Park and Lion's Park
 - Cabin Creek residential property (1251 Cabin Creek Drive)
 - Cottage Medical Clinic
 - Robson House

Discussion:

The creation of the JMLAS was a novel approach to keep community assets under the ownership and control of a local entity at a time when provincial boards were being reorganized or dissolved. When the municipality was incorporated there may have continued to be some uncertainty about the stability of the local government and the assets continued to remain under the control of the JMLAS.

The 2023 creation of the Jasper Municipal Housing Corporation (JMHC) as a municipally controlled corporation has spurred discussions about the transfer of assets and possible dissolution of the JMLAS. The municipal auditors recommended that all JMLAS assets be transferred or assigned to the Municipality of Jasper first, then proceed with the transfer of specific assets to the JMHC. Transferring assets directly from the JMLAS to the JMHC would create additional fiscal reporting complexities and confusion.

The process to re-assign the leases involves directors of the JMLAS, which are each individual Municipality of Jasper elected official, would have to sign a resolution prepared by the Municipality's lawyers to enable the transfer from the JMLAS to the Municipality of Jasper.

Of the assets currently owned by the JMLAS, the residential properties and properties being leased to third parties would be transferred to the JMHC, while larger assets such as the Jasper Activity Centre, Centennial Park, and other smaller parks and parking lots would formally become assets of the Municipality of Jasper.

Transferring or assigning specific assets to the JMHC would secure the corporation's role as a management body and improve its borrowing capacity to fund other housing projects. The remaining properties would continue to be operationally managed by the Municipality with no impact to residents.

Overall, transferring the JMLAS assets to the Municipality provides a clear path to align legal ownership with the current management and use of these properties, while allowing appropriate housing assets to subsequently be transferred to the JMHC.

This approach follows the sequencing recommended by the municipal auditors, avoids additional financial reporting complexity, and supports the JMHC's role in managing municipal housing assets. Once the transfers are complete, the JMLAS will no longer be required, allowing the Municipality to simplify the existing ownership structure and proceed with its dissolution.

Strategic Relevance:

- Facilitate development of diverse housing options to meet community needs.
- Leverage JMHC to increase supply of below market housing.
- Invest in practices and processes which support high-quality decision making.
- Advance interests of strategic importance to secure policy and funding outcomes.

Relevant Legislation:

- [Municipal Government Act, RSA 2000, c M-26](#)
- [Societies Act, RSA 2000, c S-14](#)

Financial:

Transferring or assigning assets from one body to another does involve Alberta Land Titles Office fees. Administration currently estimates that the initial transfer of assets from the JMLAS to the Municipality of Jasper will cost approximately \$35,000 to \$40,000. Subsequent transfers from the Municipality of Jasper to the JMHC will cost less due to large assets (namely the Jasper Activity Centre complex and Centennial Park) being only transferred once.

Attachments:

- None

AGENDA ITEM 7.4

REQUEST FOR DECISION

Subject: Indigenous Relations Strategy
From: Bill Given, Chief Administrative Officer
Prepared by: Lisa Riddell, Community Development Manager
Bree-Anna Gaboury, Project Coordinator
Reviewed by: Christopher Read, Director of Community Development
Date: August 25, 2026



Recommendation:

- That Committee recommend Council adopt the Indigenous Relations Strategy as presented.

Alternatives:

- That Committee direct Administration to make revisions to the Strategy and return to a future meeting.
- That Committee receive this report for information and take no further action.

Background:

- **June, 2015** the Truth and Reconciliation Commission of Canada released its Calls to Action, 13 of which are directly related to municipal government.
- **July, 2021** - Council adopted [Policy E-115 Equity, Diversity and Inclusion](#).
- **October, 2021** - Council adopted the [2022-2026 Equity, Diversity and Inclusion Action Plan](#)
- **November, 2022** - Council approved the establishment of the Project Coordinator Position within the Community Development Department for the 2023 budget year. 20% of this position focuses on supporting the municipality's progress along the path of reconciliation
- **May, 2024** - Committee directed administration to schedule a Council workshop to inform the development of an Indigenous Relations Strategy and Action Plan.
- **June, 2025** – Council Workshop took place after being delayed by the 2024 wildfire.
- **July, 2025** – Committee directed Administration to engage Indigenous Partners and Indigenous residents to develop a strategy based on the framework – and return to a future meeting.

Discussion

Focus area 7 of the 2022-2026 Equity Diversity and Inclusion Action Plan (ED&I Plan) is to Advance Truth and Reconciliation Efforts. The framework and the Indigenous Relations Strategy is a direct outcome of activity 7I in the ED&I Plan which states:

With input from Inclusion Committee, Indigenous community members and Indigenous partners, identify areas the municipality can prioritize when it comes to reconciliation efforts.

From 2023 – 2026, the Community Development team has made significant progress building relationships with Indigenous Partners, Indigenous residents and with Parks Canada's Indigenous Relations team.

Informed by the TRC’s Calls to Action, and discussions over the past four years, the Community Development team has prepared a draft Indigenous Relations Strategy that builds on the approved framework and reflects Indigenous engagement to date paired with Council’s perspectives on supporting reconciliation and Indigenous relations in Jasper.

During the past year, administration has worked to compile and organize all of the specific input we have received via meetings, one-to-one conversations or emails. An initial draft strategy was completed and sent to partners in June 2026. Indigenous residents who participate in the Indigenous Resident Network were also given a copy of the draft to review. Final engagement with parks partners, Indigenous Partners, residents took place in July. The draft Indigenous Relations Strategy is divided into five key focus areas that reflect the framework:

Relationships	Cultural Belonging	Visibility	Collaboration	Accountability
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These five areas serve as the scaffolding on which many meaningful activities will grow, reflecting the voices of Indigenous partners, residents and Jasperites over time. The adoption of a multi-year Indigenous Relations Strategy is a signal of our commitment to advance relations and reconciliation, increase Indigenous visibility in the Town of Jasper, honour the traditional territory of Indigenous groups and create a welcoming space for Indigenous residents and visitors.

The adoption of the Indigenous Relations Strategy marks an important step forward in the Municipality of Jasper’s ongoing commitment to truth and reconciliation. By endorsing this strategy, council signals that truth and reconciliation is a municipal priority, embedded into daily operations, municipal facilities, service to community and future planning. This approach creates the conditions for ongoing collaboration with Indigenous partners and residents, ensuring future initiatives are informed, meaningful, and responsive to evolving needs and opportunities.

Strategic Relevance:

- Strengthen social cohesion to reinforce community belonging.
- Leverage recreational and cultural opportunities and spaces to increase community connection.
- Follow a path of Reconciliation to deliver on TRC Calls to Action.
- Foster public engagement and informed dialogue to strengthen trust and clarity.
- Nurture relationships that advance the community's interests.

Inclusion Considerations:

The draft strategy was informed by diverse input from Indigenous partners and residents to-date.

Relevant Legislation:

- [Policy E-115 Equity, Diversity and Inclusion Policy](#)

Financial:

Adopting the strategy is within the 2026 Operating budget, work associated with actions arising from a strategy would be part of the municipality’s regular business planning and budget approval process in future years.

Attachments:

Indigenous Relations Strategy – DRAFT – [LINK TO DOCUMENT](#)

AGENDA ITEM 7.5

REQUEST FOR DECISION

Subject: 2026 Bike Park Project Plan
From: Bill Given, Chief Administrative Officer
Prepared by: Christopher Read, Director of Community Development
Reviewed by: Angella Franklin, Recreation Facilities Manager
Natasha Malenchak, Director of Finance & Administration
Date: August 25, 2026



Recommendation:

- That Committee recommend Council approve the following support to the Jasper Park Cycling Association to subject to confirmation of CFEP grant funding:
 - Up to \$90,000 cash contribution to be funded through debenture,
 - Up to \$10,000 gifts-in-kind; and
- That Committee recommend Council approve the following support to the Jasper Park Cycling Association to should CFEP grant funding not be secured:
 - Up to \$125,000 cash contribution to be funded through debenture,
 - Up to \$10,000 gifts-in-kind; and,
 - Up to \$90,000 in repayable loan

Alternatives:

- That Committee recommend Council to approve a different value in funding and/or loan.
- That Committee recommend Council to approve the cash contribution to be funded through the Financial Stabilization Reserve.
- That Committee direct Administration to return to a future meeting following confirmation of CFEP funding.

Background:

- At the Tuesday, June 23, 2026 Committee of the Whole Meeting, after hearing a presentation on the current status of the Jasper Park Cycling Association's Bike Park Project, Committee passed the following motion:

" #279/26 MOTION by Councillor Melnyk that Committee receive the presentation for information; and direct Administration to bring a report back with options for the Jasper Park Cycling Association to a future Committee of the Whole meeting before the end of August 2026 "

- The bike park sits on land administered by the MOJ and is managed and maintained in partnership with Bike Jasper, in an F-104 relationship similar to the Skate Park and the Tennis/Pickleball Courts.

Discussion

Phase one of the project was completed in 2022 at a total cost of \$50,000 cash and \$100,000 gifts-in-kind from

the Municipality, many local businesses, and hundreds of volunteer hours. That project has proven the value of having a bike park and has also shown the success of the partnership, with Bike Jasper performing most of the maintenance and repairs over the last few years.

Since the June motion, administration met several times with Bike Jasper (the short name for the JPCA) and Hoots Inc (the selected builder). The project is permitted, designed, scheduled, and Bike Jasper and Hoots are ready to go. Over the last weeks, the team has focused the project down from two remaining phases with the associated extra costs to a hybrid final phase that will complete the project this fall.

The new streamlined and focused final phase will cost \$368,000 as planned.

Funding Plan (Assuming CFEP Funding):

Bike Jasper Secured	\$143,000
Alberta CFEP Grant	\$125,000
Municipal Cash	\$90,000
Municipal Gift in Kind	\$10,000

Funding Plan (Without CFEP Funding):

Bike Jasper Secured	\$143,000
Municipal Cash Contribution	\$125,000
Municipal Gift in Kind	\$10,000
Municipal Repayable Loan	\$90,000

If the project is completed as proposed the total asset value would be \$518,000. The municipal contribution of \$100K-\$125K would mirror the municipal support (~1/3) provided to the Skate Park and Tennis Court projects, and a backstop loan strategy was used on the Skate Park.

This funding is not included in the existing 2026 operating or capital budgets. Council can approve funding this project through debt this year. Administration would not recommend reserves be allocated to this project at this time.

This approach guarantees the completion of the build this fall at a reasonable cost. Delayed or partial funding will result in rescheduling and re-costing of the build, projected to be 2 years and up to \$200,000 respectively due to builder availability, remobilization, and inflation.

The existing capacity of the Municipality of Jasper has very few opportunities to assist this project at scale, therefore the smaller in-kind amount reflects the municipality providing equipment that would otherwise have to be rented for the construction project.

Bike Jasper has a current active membership of 69 youth members and 228 adult members. The club runs many programs each year, from learn-to-ride to elite athlete training, and has seen a *“massive surge in unity and ambition to get ... back to their glory days.”* Bike Jasper leads weekly group rides both mountain and road, as well as the annual Bike Auction which drew in hundreds of residents and raised over \$15,000 this past spring.

Administration notes that in addition to the large number of residents and visitors who use the existing park and the associated increased sales for local businesses, having a more robust and varied skills park in town close to services allows users to build skills easily and safely before going out on the broader trail network. Like the skate park, the bike park is a safe space for children and youth especially to build not only skills but build community.

Administration recommends proceeding with the proposed funding approach because it provides a path to complete the bike park in 2026 while leveraging funding already secured by Bike Jasper and, if successful, the CFEP grant. The project would complete a community recreation asset that supports youth and adult participation, provides opportunities for skill development close to town services, and builds on an established partnership with Bike Jasper.

Strategic Relevance:

- Leverage recreational and cultural opportunities and spaces to increase community connection.
- Nurture relationships that advance the community's interests.
- Support local businesses to enhance economic resilience.
- Provide and maintain the core services and infrastructure that enable the visitor economy.

Inclusion Considerations:

The Bike Park is designed with sections that will accommodate and inspire riders on all forms of wheeled off-road bicycles, including 3- and 4-wheeled accessibility bikes.

Relevant Policy:

[F-104 Relationship with External Groups](#)

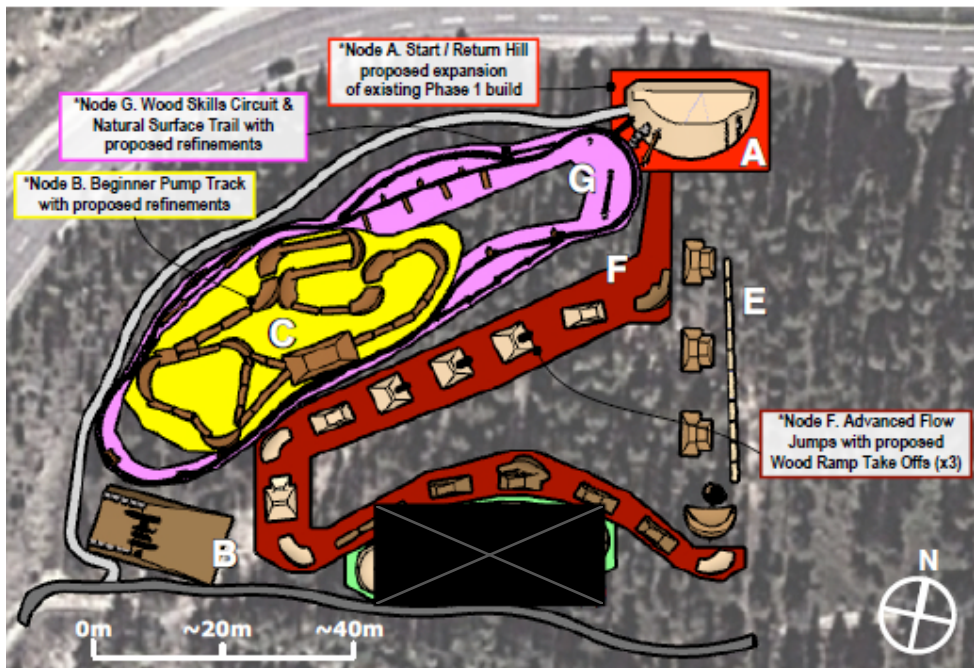
Financial:

The requested support from the municipality is comprised of two portions, a cash contribution of up to \$125,000 and potentially a re-payable loan of up to \$90,000 should provincial grant funding not be secured.

The Financial Stabilization Reserve is currently at \$1.975M

The Municipal Debt Limit (normalized) is currently at \$24.5M

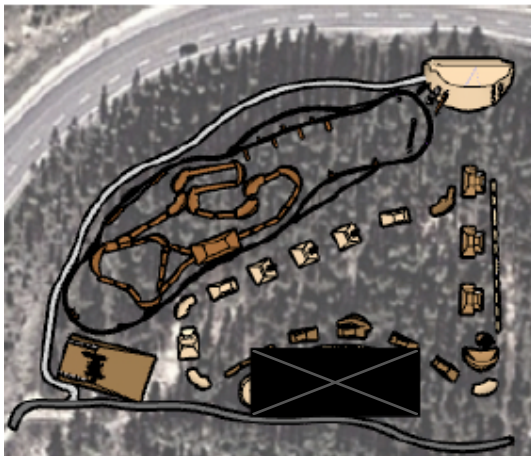
Attachment: Bike Park Project Plan



Skills Park Nodes

A	Start / Return Hill	●■◆	Ph 2 proposed
B	Start/Return, Prog. Drop Zone	●■◆	Ph 1 completed
C	Pump Track, Beginner	●	Ph2 proposed
			future proposed
E	Beginner Jump Area	●■	Ph 1 completed
F	Advanced Flow Jump Trail	◆	Ph 2 / future proposed
G	Wood Skills Circuit	●■◆	Ph 2 proposed

	width	difficulty	Trails
Ph 1 completed	6'6" (2.0m)	●	Compact Gravel Perimeter Trail (bi-directional)
Ph 2 proposed	3'3" (1.0m)	●■◆	Natural Surface Skills Zone Trail (bi-directional)



AGENDA ITEM 7.6

REQUEST FOR DECISION

Subject: Municipal Recovery Transition Framework
From: Bill Given, Chief Administrative Officer
Prepared by: Doug Olthof, Director of Recovery
Date: August 25, 2026



Recommendation:

- That Committee receive the *Municipal Recovery Transition Framework* for information; and
- That Committee recommend Council authorize the extension of recovery positions as described in the *Framework*; and
- That Committee recommend Council authorize disbanding the Recovery Advisory Committee following the conclusion of the closeout process outlined in the *Framework*; and
- That Committee Direct Administration to develop a draft terms of reference for an Economic Development Advisory Committee and return to a future meeting.

Alternatives:

- That Committee receive the Framework for information and take no further action.
- That Committee direct administration to make amendments to the Framework and return to a future meeting.

Background:

- August 13, 2024, Council passed a motion to direct administration to develop draft governance and organizational structures for a Recovery Office and terms of reference for a Recovery Committee and to establish a Director of Recovery position reporting to the CAO.
- August 22, 2024, the Jasper Recovery Coordination Centre (JRCC) was established, as a partnership between Parks Canada and the Municipality of Jasper to guide the recovery process.
- September 12, 2024 the Government of Alberta approved up to \$73.14 million in DRP funding to support Jasper's recovery from the 2024 Jasper Wildfire.
- July 17, 2025, Council approved the *Jasper Recovery Framework* and *Jasper Recovery Coordination Centre Year 1 Progress Report*.

Discussion:

The *Municipal Recovery Transition Framework* is a document produced by Jasper Recovery Coordination Centre (JRCC) that details the gradual wind-down of dedicated recovery operations in a manner that ensures effective continuation of recovery efforts over the transition period. The document sets out an orderly and supportive demobilization of recovery operations as recovery objectives are met and ongoing recovery-related activities are transferred to the business continuity departments of the JRCC's two partner agencies. The *Municipal Recovery Transition Framework* establishes late 2028 as the expected end-date for the JRCC's operations, subject to recovery progress and funding.

The framework focuses on four primary transition objectives:

- Orderly Demobilization,
- Compliance with Legal and Funding Obligations,
- Secure Transfer of Data and Assets, and
- Operational Readiness for Parks and the MOJ to assume responsibilities.

Transition activities are guided by principles emphasizing continuity of recovery objectives, clear accountability, effective knowledge transfer, risk management, retention of successful recovery practices, and transparent communication.

Jasper Recovery Coordination Centre

Governance will remain centralized under the JRCC until recovery objectives have been substantially achieved, responsibilities have been successfully transferred, and remaining work can be managed through regular organizational structures. Staffing and resources will gradually decrease as recovery activities conclude, with some temporary positions ending or being consolidated with other recovery positions, and others being extended to support ongoing recovery operations.

The framework also details the phased closure of JRCC working groups and the Recovery Advisory Committee. Transition plans for each group include knowledge transfer, documentation, lessons learned, and clear assignment of ongoing responsibilities to Parks Canada, the Municipality of Jasper, or partner organizations. Communications and reporting functions will continue throughout the transition period to ensure consistent messaging, public transparency, and accountability.

Staffing

Most municipal recovery positions are funded on a 90/10 cost share basis with the Government of Alberta (GOA) under the HARP (formerly DRP) program with some positions supported through other external funding sources. As recovery progresses and transition planning advances municipal recovery roles will follow one of four pathways.

Conclusion: positions will conclude as planned at the end of their approved funding periods.

Amalgamation: multiple positions may be amalgamated into a single consolidated position.

Extension: positions may require extension beyond their current end dates.

Transition: positions may be considered transition into the Municipality's regular operational structure.

Administration has already provided the GOA with a recovery staffing transition proposal (*Transition Framework Appendix A & B*). Under the proposal of the 22 externally supported MOJ recovery positions — 2 will be ending early, 9 will be ending as originally planned, and 11 are proposed for extension.

The staffing transition can be described as roughly following three phases: near-term rationalization of positions that are no longer required for recovery activities; retention of specialized/operational recovery capacity through 2027 and most of 2028; and then a the final major organizational transition in fall 2028, with only the Director of Recovery and Financial Recovery Coordinator carrying through to the end of 2028.

Discussion about the potential for any position to transition to the municipality's ongoing organizational structure will occur in the context of Council's annual budget development and decision-making processes.

Recovery Advisory Committee (RAC)

The RAC has substantially fulfilled its role in helping establish recovery priorities and providing community and partner perspectives during the initial phases of recovery. With recovery priorities and objectives now established, the Committee will begin to wind down in September 2026, with opportunities for members and constituent organizations to continue contributing through other appropriate forums.

The wind-down of the Committee does not signal an end to community and stakeholder engagement on issues that have emerged through recovery. Rather, as recovery matures, there is an opportunity to shift engagement toward more focused forums addressing longer-term priorities.

Economic development is one area where this distinction is particularly relevant. Remaining economic recovery work is increasingly narrow and focused on completing and closing out supports for fire-affected businesses, while economic development is a broader, longer-term function extending beyond the mandate and timeframe of recovery-specific bodies.

As the RAC concludes, a dedicated Economic Development Advisory Committee could provide a more focused forum for ongoing dialogue between the Municipality, business and tourism organizations, community partners and the broader community on Jasper's longer-term economic priorities, including those that continue to be influenced by recovery.

In summary, the *Municipal Recovery Transition Framework* provides an orderly approach to winding down dedicated recovery operations while maintaining the capacity needed to complete remaining recovery work. The recommended actions support this transition while shifting longer-term priorities into appropriate municipal processes and structures.

Strategic Relevance

- Maintain our system of community-based social infrastructure.
- Invest in practices and processes which support high-quality decision making.
- Advance interests of strategic importance to secure policy and funding outcomes.
- Nurture relationships that advance the community's interests.
- Support local businesses to enhance economic resilience.
- Provide and maintain the core services and infrastructure that enable the visitor economy.
- Align fiscal capacity to sustain priority services.
- Manage funding transitions to protect service stability.

Inclusion Considerations:

The Framework establish a roadmap for transition out of recovery that supports Jasper's continued functioning as a welcoming and inclusive community for all residents and visitors.

Relevant Legislation:

- [The Jasper Recovery Framework \(2025\)](#)

Financial:

All Municipality of Jasper work detailed in the *Framework* is carried out by dedicated municipal recovery staff funded 90% through the DRP program, or through recovery grants that support staffing and program delivery.

Jasper Recovery Coordination Centre



Municipal Recovery Transition Framework

Jasper Recovery Coordination Centre
is a partnership between the
Municipality of Jasper and Parks Canada

Municipal Recovery Transition Framework
August 25th, 2026

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Overview

The Jasper Recovery Coordination Centre (JRCC) was established as a temporary, multi-jurisdictional governance structure to provide a dedicated coordination function for recovery following the 2024 Jasper Complex Wildfire. The scale, pace, and interdependence of recovery activities required centralized oversight to align priorities, resolve cross-jurisdictional issues, and support delivery across Parks Canada, the Municipality of Jasper, and recovery partners.

As recovery progresses, objectives are met, and responsibilities shift to operational departments, a deliberate and structured transition is required. This Transition Framework outlines resourcing and transition planning to ensure recovery momentum is maintained as centralized coordination is wound down.

Purpose and scope

The purpose of the Municipal Recovery Transition Framework is to guide the orderly wind-down of JRCC operations and support the transfer of responsibilities to the Municipality of Jasper and Parks Canada. It establishes a common structure for transition planning, decision-making, and oversight, while maintaining continuity of critical services.

The scope of this framework is limited to municipal transition planning and execution. It does not redefine recovery priorities or objectives established in the Jasper Recovery Framework. Instead, it supports the Recovery Framework by setting out the objectives, principles, and processes required to enable demobilization, ensure compliance, manage

data and assets, and support the operational readiness of receiving organizations.

Once approved by Council, the Municipal Recovery Transition Framework will be combined with transition planning completed by Parks Canada to form a comprehensive approach to the ultimate demobilization of the recovery apparatus that was established following the Jasper Complex Wildfire.

Relationship to the Jasper Recovery Framework and objectives

This Framework is informed by the recovery objectives established in the Jasper Recovery Framework.

Each recovery objective was reviewed to determine how and when responsibility for delivery would conclude or transition as the JRCC winds down.

Recovery objectives were assessed to identify whether they:

- are expected to be completed under the JRCC; or
- will transition to Parks Canada or the Municipality of Jasper for ongoing delivery.

Objectives of transition planning

The objectives of transition planning define the outcomes required to support the orderly wind-down of the JRCC and the transfer of responsibilities to operational departments.

The following objectives guide transition activities, provide a basis for planning and monitoring progress, and establish clear conditions for transition completion:

Demobilization

Ensure an orderly and efficient demobilization of the JRCC while maintaining continuity of critical services.

Compliance

Ensure compliance with all legal, financial, contractual, and policy obligations.

Data and assets

Secure, transfer and appropriately manage data, systems, and assets.

Operational readiness

Support the operational readiness of receiving organizations to assume full responsibility for remaining recovery activities.

Principles of transition

Recovery objectives are addressed

Transition activities are grounded in the completion of recovery objectives. Where objectives are transferred, transition activities support the operational readiness of receiving organizations to assume responsibility.

Clear roles and accountability

All roles, responsibilities, and decision-making authority are clearly defined and understood to ensure effective handover, accountability, and continuity throughout the transition.

Knowledge is transferred and retained

Documentation of all aspects of recovery are captured and transferred to ensure continuity and to preserve institutional knowledge for ongoing recovery and future reference.

Risks are effectively managed

Transition risks are identified, monitored, and mitigated to manage a dynamic and challenging time in Jasper's recovery, allow for service continuity, and address organizational readiness.

Enhancements are retained where appropriate

Tools, processes, resources, staffing, and practices developed during recovery are retained and integrated into operating teams where they add long-term community benefit.

Transition is communicated effectively

Roles, responsibilities, timelines, and decisions are clearly communicated to internal teams, partners, and leadership to maintain confidence, transparency, and alignment throughout the transition.

Governance

The JRCC was created to co-locate resources and decision making, creating a coordination structure that could operate more responsively and effectively. Throughout recovery, this centralized model has enabled rapid issue resolution, cross-jurisdictional alignment, and consistent reporting during a period of extraordinary complexity.

Transition activities under this framework are guided by recovery objective completion, operational readiness of receiving organizations, and joint review by the JRCC co-directors and senior administrations.

Funding and accountability frameworks differ between the Municipality of Jasper and Parks Canada. The Municipality's recovery activities are significantly supported through the Province of Alberta's Disaster Recovery Program (DRP)¹, which establishes specific eligibility, reporting, and funding timelines. Parks Canada recovery activities are governed through federal funding authorities, departmental planning processes, and Government of Canada accountability requirements. Transition planning therefore considers both provincial DRP requirements and federal planning and funding processes.

JRCC and the role of co-directors

The JRCC continues to coordinate complex, multi-jurisdictional recovery activities and is expected to remain in place to late 2028, depending on recovery progress and funding. The co-directors provide a dedicated recovery governance function that does not otherwise exist within standard reporting structures.

Following the dissolution of the JRCC, recovery staff and resources will be managed through their respective organizations. This shift increases the importance of clear transition planning to avoid fragmented coordination during an intensive recovery period.

Maintaining the co-director roles through the conclusion of the JRCC is essential to sustaining coordinated governance, staff support and oversight, reporting, and decision-making across Parks Canada, the Municipality of Jasper, and recovery partners. Continuity in these roles is particularly important during transition, when staff terms are ending and responsibilities are shifting.

Decision to conclude JRCC operations

Transition and closeout decisions are framed by the Jasper Recovery Framework, DRP requirements, and the evolving operational context, and are informed by the planning and governance processes of Parks Canada and the Municipality of Jasper. The JRCC will remain in place until transition activities are complete and receiving organizations are operationally prepared to assume responsibility.

¹ In 2025, the Disaster Recovery Program and the Municipal Wildfire Assistance Program were combined under the newly formed Hazard Assistance and Resilience Program (HARP). The Government of Alberta's support for Jasper's recovery is nevertheless framed by the terms and conditions of the Disaster Recovery Program, as it was initiated prior to the establishment of the HARP.

Conclusion of the JRCC will occur only when:

- transition activities, including transfer of responsibilities, knowledge, systems, and governance functions, are completed;
- recovery objectives that cannot or should not be transitioned have been substantially completed; and
- remaining recovery work can be managed within regular organizational structures while maintaining applicable funding, accountability, and reporting requirements under both provincial and federal governance frameworks.

This approach ensures that demobilization is deliberate and evidence-based, while recognizing funding timelines and constraints. Decisions to transfer, conclude, or retain activities will be planned and coordinated to maintain alignment with long-term recovery outcomes, with centralized governance retained only for as long as it adds value.

Resource planning

Staffing levels and working group structures will scale down progressively as recovery objectives are achieved and responsibilities are transferred into regular organizational structures. As centralized coordination requirements diminish, roles will shift, working groups will be merged or concluded, and focus will move toward closeout activities including documentation and handover.

It is anticipated that the physical JRCC space will no longer be required by the end of 2028.

Following the closure of the physical JRCC workspace, any remaining JRCC functions will continue through virtual coordination and integration within existing Parks Canada and Municipality of Jasper facilities

Working groups

JRCC working groups were established to ensure strong coordination to advance defined recovery priorities and are inherently temporary in nature. As transition planning progresses, working groups will be assessed against objective completion, dependency on centralized coordination, and the operational readiness of Parks Canada and the Municipality of Jasper to assume responsibility for remaining activities.

The timing and sequencing of working group demobilization will be aligned with transition milestones and funding constraints. The exact dates will be confirmed through joint review by the JRCC co-directors and senior leadership as recovery progresses.

Debris Management Working Group

Planned approach

The Debris Management Working Group concluded following the substantive completion of debris removal and environmental mitigation objectives and in recognition of the diminished utility of continued centralized coordination.

Undertake closeout activities include facilitating a working group lessons-learned session and ensuring proper knowledge capture and record retention.

Anticipated conclusion and closeout complete by: March 31, 2026

Post close-out responsibility

Environmental monitoring resides with Parks Canada. Coordination of ongoing construction activities transfers to the Construction Coordination Working Group.

Interim Housing Working Group

Planned approach

The Interim Housing Working Group will conclude following the phased demobilization of interim housing. Demobilization will be aligned with rebuilding progress, reductions in interim housing demand, and funding availability. The approach will prioritize early and transparent communication with tenants and applicants, providing as much advance notice as possible regarding changes to eligibility, intake, and site closures. Clear decision points for stopping intake of new applications will be established and communicated in advance. A detailed demobilization plan will be prepared separately from this framework.

Demobilization planning will be coordinated closely with the Social Recovery function and relevant service providers to support households in transitioning to permanent housing. The objective is to provide appropriate transition supports and minimize disruption, recognizing the significant personal and financial impacts associated with interim housing wind-down.

The working group will continue to oversee applications and prioritization, support Canadian Red Cross (CRC) operations, and manage the phased drawdown of interim housing assets, sequencing sites to control costs while minimizing impacts to tenants.

A detailed demobilization plan will be developed by the Interim Housing Working Group based on the triggers below. The plan will involve members from the broader JRCC, including Social Recovery and Construction Coordination leads.

Triggers

Demobilization sequencing will be guided by three primary factors: confirmed funding timelines, rebuild completion and occupancy progress, and leaseholder or site-specific constraints.

- Funding for rental units of interim housing has been extended into 2028.
- Rebuild completion timelines are subject to variability and are difficult to predict with certainty. Close tracking of rebuild progress will help inform housing demand projections. Housing needs assessments will be carried out in partnership with the Municipality of Jasper's Urban Design and Standards department and will inform a more detailed understanding of the availability of permanent housing that meets the needs of interim housing residents.
- Site remediation is to be completed during the construction seasons in 2028 and 2029 and will be coordinated by the JRCC and/or its constituent agencies.

- Use of campgrounds for resident and contractor stays to be continuously evaluated based on need and park recovery priorities.

Closeout activities

- Facilitate working group lessons-learned sessions associated with:
 - Phase 2 site servicing and interim housing delivery
 - Operations
 - Demobilization
 - Site remediation

Anticipated conclusion and closeout complete by: December 2028.

Post close-out responsibility

Responsibility for any residual coordination with in-town landowners will fall to the Municipality of Jasper. Any remaining site restoration activities taking place following the conclusion of the JRCC will be led by Parks Canada and may include ongoing arrangements between Parks Canada and the Municipality of Jasper. Management of out-of-town facilities will be led by Parks Canada.

Economic Recovery Working Group

Planned Approach

The Economic Recovery Working Group formally concluded operations as a standalone group in May 2026. Ongoing economic recovery oversight will be integrated into the Social Recovery Working Group to ensure completion and closeout of recovery-specific fire-affected business supports of the Commerce Continuity Initiative. Longer-term economic development coordination will transition to the regular administrative departments of the Municipality of Jasper.

The integration of residual economic recovery functions into the Social Recovery Working Group is intended to be intentionally narrow in scope, focused only on the completion and closeout of recovery-specific economic objectives. Care will be taken to ensure that the social recovery mandate of the working group remains primary, and that the integration does not obscure or diminish the distinct community well-being and social support functions that are central to its work.

Closeout Activities (Completed in April 2026)

- Facilitation of economic recovery lessons-learned session
- Confirmation that economic recovery initiatives are transitioned to the Social Recovery Working Group and appropriate operational partners

Conclusion and Closeout Completed in: May 2026 (as a standalone Working Group)

Thereafter integrated into the Social Recovery Working Group through May 2028 to coincide with closeout of the Commerce Continuity Initiative.

Post Close-Out Responsibility

Following Economic Working Group closeout, responsibility for business support, economic development, and tourism promotion will continue within the regular operational mandates of partner organizations, including the Municipality of Jasper, Parks Canada, the Jasper Park Chamber of Commerce, Tourism Jasper, and other delivery partners.

Social Recovery Working Group

Planned Approach

The Social Recovery Working Group will continue to coordinate recovery activities that support individuals, households, and overall community well-being. Beginning May 2026, economic recovery coordination functions will be integrated into this Working Group to ensure alignment across social, housing, workforce, and business-related recovery activities.

Following integration, the working group will provide coordinated oversight of:

- Social recovery coordination related to housing transitions, displacement, and community well-being
- Economic recovery coordination supporting workforce stability and business continuity
- High-level monitoring of social and economic recovery trends to inform communications and transition planning

The integration of economic recovery functions reflects interdependence of housing stabilization, workforce retention, and business recovery.

Closeout Activities

- Confirmation that recovery-specific social initiatives are complete or transitioned to operational delivery
- Facilitation of social recovery lessons-learned sessions
- Final reporting on the completion of the Commerce Continuity Initiative, which comprises three components — the commercial pop-up village, the interim industrial park, and the laydown sites. Oversight of final economic recovery reporting and transition (in coordination with economic partners)

Anticipated Conclusion and Closeout Complete By: Dec 2028

Aligned with interim housing demobilization, stabilization recovery-related social impacts, and closeout of the Commerce Continuity Initiative.

Post Close-Out Responsibility

Following integration and closeout of the Social Recovery Working Group, responsibility for mental health, wellbeing, community development and related function will rest with the regular agencies and organizations that have participated in the Social Recovery Working Group, including the Municipality of Jasper's Community Development Department, Recovery Alberta, the Jasper Community Team Society, and the Jasper Employment and Education Centre.

Rebuild Working Group

Planned approach

The mandate of the Rebuild Working Group is to support the reconstruction of homes and businesses impacted by the fire while creating opportunities to address the long-term housing shortage in the town of Jasper. The working group also exists to explore and coordinate measures to ensure that the rebuild results in greater resilience to climate hazards and that address social inequities by providing more affordable and diverse housing options.

To date, a large focus of the working group has included activities associated with simplifying and expediting development review, permitting, and approvals. In the near term, operational development review and permitting will continue to be delivered by Parks Canada, with workload support from the Municipality of Jasper, and progressively embedded within regular operations. Future transfer of planning and development authority to the Municipality of Jasper is a separate governance and policy process and is explicitly outside the scope of JRCC activities and this working group.

Over time, the focus of the Rebuild Working Group is expected to evolve rather than diminish. Current priorities include supporting complex rebuild cases, adapting policy as needs arise, facilitating applicants through development and building permit processes, and managing elevated application volumes. Once a substantial number of rebuild scenarios have progressed through development permitting and associated policy refinements are in place, the policy-intensive work is expected to taper. However, elevated permitting volumes are anticipated to persist for some time, and construction activity is expected to remain significantly elevated through the 2027 and 2028 construction seasons. .

Closeout activities will include

- Confirmation that operational permitting and development functions are fully embedded in regular organizational structures
- Facilitation of a lessons-learned session focused on rebuild coordination, surge capacity, and intergovernmental collaboration.

Anticipated conclusion and closeout complete by: December, 2028

Post close-out responsibility

Following Working Group close-out, rebuild coordination functions transition to regular intergovernmental and interdepartmental coordination between Parks Canada and the Municipality of Jasper.

Operational development review, permitting, and any future transfer of planning authority will be managed independently through established legislative, policy, and governance processes, outside of the JRCC framework.

Construction Coordination Working Group

Planned approach

The Construction Coordination Working Group will continue to operate as a JRCC-led coordination forum to support recovery-related construction activity, with its scope and resourcing gradually reduced as rebuild volumes decline. The working group will be evaluated following the 2027 construction season to determine whether the existing level of centralized coordination remains necessary or whether construction coordination requirements have normalized to the point where they can be effectively managed within regular operational structures of the Municipality of Jasper and Parks Canada.

The Working Group's role is limited to coordination and alignment. Permitting, compliance, and enforcement functions remain the responsibility of Parks Canada, the Municipality of Jasper, the Province, and other regulators within their regular mandates.

Closeout activities

- Confirmation that recovery-driven construction coordination is no longer required or has transitioned to regular operational coordination
- Documentation of lessons learned

Anticipated conclusion and closeout complete by: November, 2028

Post close-out responsibility

Ongoing construction coordination will be managed through regular operational channels within Parks Canada and the Municipality of Jasper, outside of the JRCC framework.

Compliance & Enforcement Sub-Committee

Role and purpose

The Compliance and Enforcement Sub-Committee operates under the Construction Coordination Working Group and provides a forum for coordinating and resolving compliance and regulatory issues related to recovery construction. It enables detailed matters to be addressed by operational leads with support from the JRCC.

Composition

The Sub-Committee is largely comprised of existing operational staff from Parks Canada, the Municipality of Jasper, and other regulatory or enforcement partners, reflecting its role as an operational coordination forum. JRCC recovery staff participate in and support the sub-committee.

Planned approach and duration

The Sub-Committee will operate only while recovery-driven construction activity generates elevated or atypical compliance and enforcement issues that benefit from centralized coordination.

The Sub-Committee will be evaluated bi-annually each spring and fall, with the objective of determining whether:

- The volume and complexity of compliance issues have materially changed; and
- Outstanding issues can be effectively managed through regular operational coordination without a dedicated recovery forum.

As conditions stabilize, the Sub-Committee is expected to conclude in advance of the Construction Coordination Working Group, with responsibilities reverting to regular operational and interdepartmental coordination.

Closeout and transition

Closeout will include confirmation that:

- Outstanding compliance and enforcement issues have been resolved or are being managed through standard processes; and
- Roles, escalation pathways, and coordination mechanisms are clearly embedded within regular operations.

Lessons learned from the sub-committee will be captured through a session facilitated by the Construction Coordination Working Group. No standalone post-closeout governance is anticipated.

Recovery Advisory Committee

Role and Purpose

On September 10, 2024, Jasper Municipal Council formally adopted terms of reference for a ten-member Recovery Advisory Committee. The Recovery Advisory Committee's purpose is to provide community perspectives on recovery priorities related to community wellbeing, reconstruction, environmental restoration, the improvement of fire-affected community amenities, and support for local businesses. As a committee of council, the Recovery Advisory Committee provides advice to the co-Directors of the JRCC and can, by way of motion, provide advice to Council.

Composition

The Recovery Advisory Committee is comprised of 10 representatives: two members of Municipal Council (and 1 alternate), 2 representatives of Parks Canada's Jasper Field Unit, 1 representative of Tourism Jasper, 1 representative of the Jasper Park Chamber of Commerce, 1 representative of Community Futures West Yellowhead, 1 representative of the Jasper Employment and Education Centre, and 2 members of the general public. Administrative support is provided by the co-directors of the JRCC.

Planned Approach and Duration

Over the first two years of recovery, the Recovery Advisory Committee made significant contributions to recovery planning, including providing review and feedback on the Jasper Wildfire Recovery Framework and through regular discussions of emergent recovery challenges. With recovery priorities and objectives now established, the opportunity exists to embed community perspectives directly in

the working group structure of the JRCC as well as non-recovery forums related to priorities that will continue beyond focused recovery operations.

Beginning the September 2026, the Recovery Advisory Committee will begin to wind down operations. To the extent that they are not already doing so, the committee's constituent members will be invited to participate in one or more recovery working groups or other advisory bodies. This may include the establishment of an economic development advisory committee under the office of the Municipality's Chief Administrative Officer.

Closeout and Transition

Closeout will include one or more facilitated "lessons learned" sessions with members of the Recovery Advisory Committee. As with the various JRCC working groups, the lessons will be documented and retained to inform future operations within the Municipality of Jasper and Parks Canada, and as a reference for future recovery operations in other communities.

Document management, knowledge retention, and lessons learned

Effective document management supports the retention of records, systems, and assets, while preserving institutional knowledge necessary for ongoing recovery and inform future disaster responses. This section describes expectations for record keeping, knowledge retention, and lessons learned in support of the Transition Framework's Data and Assets objective.

Document management activities are intended to ensure continuity for the Municipality of Jasper and Parks Canada, maintain compliance with legal and funding requirements, and create a durable record of the Jasper recovery effort.

Record keeping and information management

The JRCC will ensure that records created or managed through recovery activities are complete, organized, and appropriately stored prior to transition. Each working group and functional lead is responsible for confirming that records are up to date and accessible to receiving organizations.

Records to be retained include, at a minimum:

- Governance and planning documents, including terms of reference, and charters;
- Administrative records such as meeting agendas and minutes, correspondence, briefings, and action trackers;
- Project and program records, including plans, schedules, budgets, contracts, funding agreements, technical studies, and deliverables; and
- Records of key decisions and approvals, including context and rationale where required for future interpretation.

Knowledge transfer and handover

For each working group, function, or major initiative, the JRCC will ensure that:

- Ongoing responsibilities and ownership are clearly identified;

- Outstanding issues, dependencies, and risks are documented;
- Key contacts, relationships, and external partners are identified; and
- Context for all decisions and approaches is captured along with the outcomes.

Working groups will complete a close-out or handover review to confirm that records are complete, responsibilities are transferred, and no critical knowledge gaps remain.

Lessons learned

The Jasper recovery represents a complex, multi-jurisdictional effort involving municipal, provincial, and federal partners, Indigenous partners, non-governmental organizations, and the private sector. Capturing lessons learned is essential to ongoing staff and team development, strengthening recovery delivery, and informing future recovery efforts.

Importantly, the lessons learned process should not be limited to JRCC staff or formal working group members. Individuals and teams who played a significant role in advancing recovery objectives, even if not formally embedded within the JRCC structure, will be invited to contribute. For example, having Parks Canada team leads involved in soil sampling, environmental surveillance, and permitting contribute to debris management lessons learned.

Lessons learned will be captured in a consistent and structured manner using facilitated sessions. Working groups will identify what worked well, what could be improved, and key insights related to governance, resourcing, coordination, and tools. Facilitation can come from within the JRCC, however it is important facilitators are viewed as impartial and independent from the work to draw out candid feedback.

Transfer of project management practices and tools

The JRCC has developed and refined project management practices, tools, and templates that have supported effective coordination and delivery at scale. As part of transition, these practices and materials will be documented and transferred to the Municipality of Jasper and Parks Canada for operational use where appropriate.

This includes templates, reporting formats, and other tools that may support ongoing recovery activities or future projects, helping to embed effective practices developed during recovery into operations.

Staffing

Municipality of Jasper Resourcing

The Municipality of Jasper has established a range of temporary and recovery-specific positions to support wildfire recovery and participation in the JRCC. These positions are funded through the DRP and have varying terms and funding end dates that reflect the evolving needs of the recovery effort.

As recovery progresses and transition planning advances, it is anticipated that municipal recovery roles will follow one of four pathways.

1. Some positions will conclude as planned at the end of their approved funding periods where recovery objectives have been met and no ongoing operational requirement remains.
2. Where practical, more than one DRP-funded positions will be amalgamated into a single consolidated role.
3. Other positions will require extension beyond their current end dates in order to complete Recovery Framework objectives, support transition and demobilization activities, or manage elevated workloads that persist beyond the initial recovery horizon.
4. Several positions have core functions that are expected to continue beyond the JRCC and will transition into the Municipality's regular operational structure.

Recommendations regarding the conclusion, extension, or transition of individual positions are addressed on a role-by-role basis in *Appendix A* and are presented in a graphic timeline format in *Appendix B*.

Positions considered as candidates for transition to ongoing municipal operations will be subject to Council's regular budget decision making process.

Appendix A:

Municipality of Jasper Recovery Positions Transition Planning

Director of Recovery

The Director of Recovery provides overall municipal leadership for wildfire recovery activities, providing co-directorship of the JRCC on behalf of the municipality and ensuring alignment between recovery objectives, municipal priorities, Council direction, and external funding requirements. Key responsibilities include senior-level coordination with Parks Canada and other partners, oversight of recovery working groups, issue escalation and resolution, and accountability for delivery against the Jasper Recovery Framework. Beginning in April 2026, the Director of Recovery assumed responsibility for chairing the interim housing and social recovery working groups, and for the achievement of objectives related to those working groups (see below). In May 2026, the Director of Recovery also assumed direct responsibility for ongoing economic recovery objectives.

The position is funded through DRP and is currently resourced as a full-time role. The dedicated full-time Director of Recovery position is expected to continue through December, 2028, providing executive oversight and governance of recovery activities through the remainder of the recovery and transition period.

Housing and Social Recovery Manager

The Housing and Social Recovery Manager is responsible for overseeing municipal recovery initiatives related to interim housing and social recovery, and for coordinating the delivery of programs that support community stabilization and longer-term recovery. The position was funded through DRP and its core responsibilities include management of interim housing operations and planning, coordination of housing transition and demobilization activities, oversight of social recovery initiatives, and liaison with Parks Canada, service providers, and community partners. By April 2026, the stabilization of recovery operations allowed for the amalgamation of this role with that of the Director of Recovery.

Business Liaison

The position was funded through DRP and concluded in May 2026. At the end of this term, economic recovery coordination responsibilities were absorbed by the Director of Recovery, and the Economic Recovery Working Group was concluded. The Business Liaison position was not extended beyond its original end-date, as the ongoing management of economic recovery functions absorbed into the consolidated recovery structure.

Recovery Project Manager

The Recovery Project Manager supports the delivery of municipal recovery initiatives by providing day-to-day coordination, project management, and integration across recovery capital projects and JRCC

working groups. Core responsibilities include managing and tracking recovery capital projects, coordinating municipal inputs to construction and rebuild activities, supporting construction coordination functions, supporting the planning and execution of interim housing site demobilization and remediation. The role plays a key interface function between the JRCC, municipal departments, external partners, and contractors, ensuring continuity as recovery activities evolve and responsibilities transition back to municipal operations.

The position is funded through DRP through September 2027. Based on the scope and timing of remaining recovery and transition activities, interim housing site remediation, and ongoing construction coordination responsibilities, the role is expected to be required through September 2028 and will require extension by DRP. From June 2026 onward, the position will be staffed through a secondment arrangement with the Municipality of Jasper's Operations Department. Following the conclusion of recovery activities, the functions associated with the role will transition to the role of Operations Project Manager within that department.

Recovery Liaison and Information Advisor

The Recovery Liaison and Information Advisor supports the delivery of clear, coordinated, and timely communications related to wildfire recovery activities. Responsibilities include coordinating recovery-related messaging, supporting JRCC communications functions, liaising with Parks Canada and other partners on joint communications, and supporting public-facing updates related to recovery programs, and advising the Director of Recovery on information and communications matters. The role plays a key function in ensuring consistency and accuracy of recovery information during periods of high public interest and transition.

The position is funded through DRP until September 2027. Given the ongoing need for coordinated recovery communications during the operation of the physical JRCC, the role should be extended until September 2028. After the JRCC concludes, recovery communications responsibilities are expected to be absorbed into the Municipality of Jasper's regular communications operations.

Social Recovery Coordinator

The Social Recovery Coordinator supports the delivery of social recovery programming and initiatives in partnership with other recovery partners. This includes the coordination of multi-agency inputs to programs like the Pathfinders program, as well as the coordination of the JRCC ongoing needs assessment strategy, and administrative tasks related to the collaboration of recovery partners and funders. The Social Recovery Coordinator is expected to play a key role in coordinating a multi-agency case management approach to supporting resident transitions out of interim housing as that program demobilizes. They will also coordinate the ongoing adaptation of social recovery programs and supports to address shifting community needs as recovery continues to progress. This position is funded by DRP and will be required throughout the demobilization of interim housing, which is expected to conclude in fall 2028.

Financial Recovery Coordinator

The position is funded through DRP and has primary responsibility for the financial management and reconciliation of DRP and PrairiesCan grant programs. This position will need to continue until such time as both granting programs are substantially completed, projected to be December 2028.

Economic Recovery Coordinator

This position supports economic recovery by acting as a primary point of contact between the Municipality of Jasper and local businesses who lost physical space in the wildfire. Responsibilities include supporting implementation of the Commerce Continuity Initiative, coordinating business support programs and grants, liaising with funding partners including PrairiesCan, and providing information and guidance to businesses navigating recovery and rebuild activities. The role also supports engagement, reporting, and coordination with economic recovery partners and working groups as required.

The position is funded through the CCI and the PrairiesCan grant through spring, 2028. No extension or transition of the position into municipal operations is anticipated, with remaining economic support functions expected to return to regular municipal and external economic development channels following program close-out. The position will play a key role in concluding the CCI and leading the closeout of economic recovery components including final reporting, partner coordination, and transition of remaining responsibilities to operational organizations.

Town Planner (Recovery) Roles – Urban Design and Standards

The Municipality of Jasper established four Town Planner (Recovery) positions within the Urban Design and Standards department to support the elevated planning, development review, and policy workload. These positions play a central role in enabling the coordinated rebuild of the community through the JRCC, supporting expedited development review, updating regulatory and policy frameworks, and integrating recovery priorities such as housing flexibility, wildfire mitigation, and climate resilience into land use planning.

Collectively, the Town Planner (Recovery) roles support recovery-aligned planning activities, including development application review, inter-agency coordination with Parks Canada, preparation and implementation of planning policy updates, participation in JRCC working groups, and engagement with residents, builders, and professionals navigating the rebuild process. The roles support both day-to-day development activity and broader policy and regulatory work required to facilitate recovery in alignment with DRP and the Jasper Recovery Framework.

All four Town Planner (Recovery) positions are funded through DRP through September 2027. As recovery-specific planning duties within the JRCC conclude and rebuild activity begins to normalize, the opportunity exists to retain two planning positions to support the long-term leadership and capacity of the Urban Design and Standards department. These retained positions are expected to

support ongoing development planning management and senior-level planning functions within the department.

The remaining two Town Planner (Recovery) positions are expected to end in November 2027, including one seconded position and one term position. Positions retained beyond September 2027 will transition from DRRP funding to municipal funding and become part of the Municipality of Jasper's regular operational structure.

Recovery Outreach Workers

Two Recovery Outreach Worker positions have been maintained to support the transition of social recovery programming into regular municipal operations. The positions currently extend to October and December 2026, respectively. Recovery Outreach Workers have played a vital role in providing support and guidance to individuals and families impacted by the 2024 wildfire. As recovery case-loads decrease, there is concurrent increase in the need for case-managed support for individuals and families transitioning from interim housing into permanent housing in the community. To address this need, one of the two remaining Recovery Outreach Workers will transition from the Municipality of Jasper's Community Development Department to the JRCC and will take up a specific role in assisting transitions out of interim housing. This Recovery Outreach Worker will work closely with the Social Recovery Coordinator and external partners including the Canadian Red Cross to implement a housing transition strategy in conjunction with the demobilization of the interim housing program.

No extension of the position concluding in October 2026 is anticipated.

For the Recovery Outreach Worker position scheduled to conclude in December 2026, an extension is required through to September 2028, when the interim housing program is substantively concluded. These positions are funded by DRP and currently report to the Municipality of Jasper's Community Development Department. Following September 2026, the one remaining Recovery Outreach Worker will report to the JRCC.

Construction Coordinator – Recovery

The Construction Coordinator – Recovery supports the planning, coordination, and delivery of recovery-related construction and infrastructure activities for the Municipality of Jasper. At a high level, the role provides coordination across municipal departments, contractors, consultants, Parks Canada, and JRCC working groups to support recovery construction, infrastructure repair, and rebuild activities. The position contributes to construction sequencing, issue resolution, and coordination of recovery-related works to support timely delivery and compliance with applicable recovery funding requirements.

The position is funded through DRP through September 2027. Based on the anticipated volume and complexity of ongoing recovery and rebuild activity, the role may require extension beyond the initial

funding period to September 2028 if construction coordination demands remain elevated. At the conclusion of the required coordination period, the position is expected to conclude.

IT Technician

The IT Technician supports JRCC and recovery operations by providing information technology services required to enable recovery activities. Responsibilities include supporting hardware and software needs, user access and permissions, systems setup and maintenance, and troubleshooting to ensure continuity of JRCC operations and recovery-related work. The role also supports information management needs associated with recovery systems and tools used during the JRCC lifecycle.

The position is funded through DRP through September 2027. The role is expected to conclude at the end of this funding period, aligned with the wind-down of JRCC operations.

Human Resources Consultant

The Human Resources Consultant provides recovery-focused human resources support to the Municipality of Jasper, with responsibilities centred on workforce planning, staffing transitions, labour relations support, and organizational readiness during the recovery period. At a high level, the role supports recovery staffing strategies, advises leadership and managers on workforce adjustments arising from recovery activities, and contributes to recovery-related reporting and analytics to inform decision-making. The position also supports HR considerations associated with the establishment, operation, and demobilization of recovery and JRCC-related roles.

The position is funded through DRP until September 2027. Consistent with the wind-down of recovery staffing and transition of responsibilities back into regular municipal structures, the Human Resources Consultant role is expected to conclude at the end of the approved funding period.

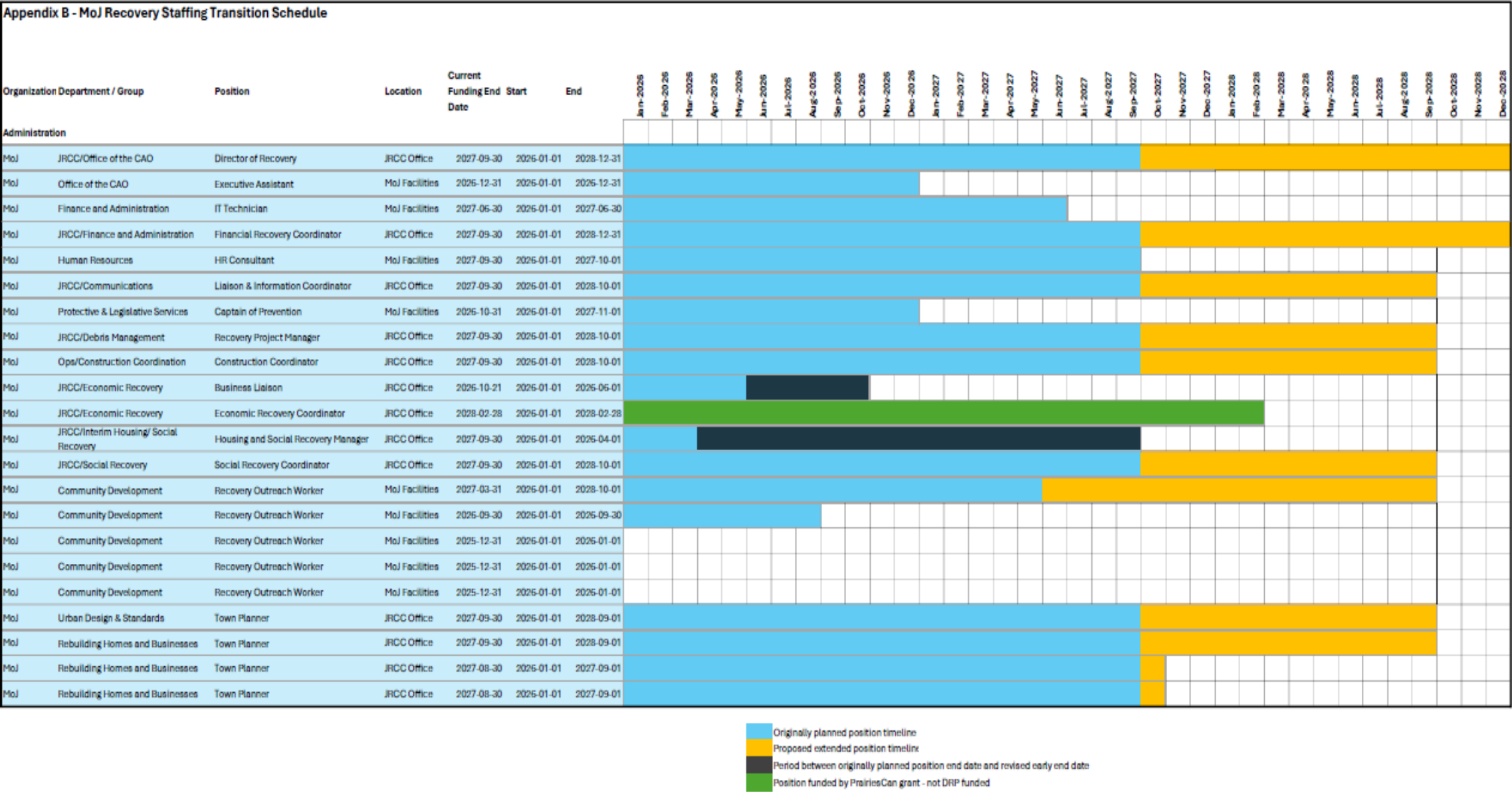
Captain of Prevention

The Captain of Prevention provides specialized fire prevention and life safety oversight in support of wildfire recovery and rebuild activities. At a high level, the role supports fire prevention inspections, code compliance, and occupancy-related reviews associated with recovery and reconstruction, and works closely with JRCC functions, municipal departments, and external partners to ensure public safety requirements are met during periods of elevated construction and occupancy change. The role also supports wildfire prevention and preparedness initiatives that are directly linked to recovery activities.

The position is funded through DRP through September 2027. The role is expected to conclude at the end of this funding period, aligned with the tapering of recovery-related rebuild activity and the transition back to regular municipal fire prevention operations. No extension or transition of the Captain of Prevention position beyond the current funding term is anticipated.

Appendix B:

Municipality of Japer Recovery Positions Planning Graph



MOTION ACTION LIST

SHORT TITLE	REQUESTED (DATE)	RESPONSIBLE (WHO)	COUNCIL MOTION (DESCRIPTION)	TARGET (DATE)	STATUS
Indigenous Relations Framework	July 15, 2025	Director of Community Development	That Committee direct Administration to engage Indigenous Partners and Indigenous residents to develop a strategy based on the framework – and return to a future meeting.	August 2026	
Recovery Advisory Committee Terms of Reference	November 18, 2025	Director of Recovery	That Committee direct Administration to return to a future Committee of the Whole meeting with recommendation regarding potential amendments to the Terms of Reference for the Recovery Advisory Committee.	August 2026	Recommended to be deferred to September 2026
Tax Policy – Principles & Engagement Approach	February 10, 2026	CAO and Director of Finance & Administration	That Committee direct Administration to undertake the engagement process, as discussed, on the proposed areas of focus and guiding principles for a Tax Policy and return to a future meeting.	September 2026	
2027 Paid Parking Program	March 10, 2026	Director of P&L Services and Director of F&A	That Committee direct Administration to explore the feasibility of a year-round visitor paid parking program; including potential winter operating models, and to engage with the community and report back at a future Committee meeting.	September 2026	
Canada Day	April 28, 2026	Director of Community Development	That Committee direct Administration to bring forward a report to discuss future municipal involvement in organizing Canada Day events, prior to the 2027 budget discussions.	August 2026	
Green Space Vision Plan	May 12, 2026	Director of Urban Design & Standards	That Committee direct Administration to refer the financial costs and available grant funding for the preparation of a new plan for green spaces to the 2027 budget discussion.	November 2026	

Jasper Economic Impact & Opportunity Assessment	June 9, 2026	CAO	That Committee direct Administration to return to a future Committee of the Whole meeting prior to 2026 budget presentations with a report identifying opportunities for Council and the Municipality to support the recommendations and strategic actions in the report presented today.	October 2026	
External Funding Trends & Community Outreach Services Capacity	June 9, 2026	Director of Community Development	That Committee direct Administration to report on options to maintain community social service levels as part of 2027 budget deliberations.	November 2026	
Jasper Park Cycling Association	June 23, 2026	Director of Community Development	That Committee direct Administration to bring a report back with options for the Jasper Park Cycling Association to a future Committee of the Whole meeting before the end of August 2026.	August 2026	
Jasper Transit Business Planning	June 23, 2026	Director of Operations	That Committee direct Administration to incorporate the following expansion options into the 2026 - 2031 Transit business plan and return prior to budget: • Summer frequency increase; • Year-round townsite service by fixed route; • Winter service span increase; and Marmot Basin winter service.	October 2026	
Arnica Avenue Servicing Cost Recovery Policy	June 23, 2026	Director of Finance & Administration	That Committee direct Administration to develop an Arnica Avenue Servicing Cost Recovery Policy and return to a future meeting.	September 2026	
Rural Renewal Program	July 7, 2026	CAO	That Council direct Administration to return to a future Committee meeting with a report on the Rural Renewal Program; including recommendations, before the annual Organizational meeting.	September 2026	
Residential Parking	July 14, 2026	Director of Urban Design & Standards	That Committee direct Administration to provide an update regarding future residential parking plans at a future Committee of the Whole meeting.	August 2026	Recommended to be deferred to September 2026