

Municipality of Jasper  
**Committee of the Whole Meeting Agenda**  
April 22, 2025 | 9:30 am  
Jasper Library & Cultural Centre – Quorum Room

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

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

**2. Additions to agenda**

**3. Approval of agenda**

3.1 April 22, 2025 Committee of the Whole agenda attachment

**4. April 8, 2025 Committee of the Whole minutes** attachment

4.1 Business arising from minutes

**5. Delegations**

**6. Correspondence**

6.1 Jasper Artists Guild attachment

6.2 Laurisa Reid attachment

**7. New business**

7.1 Capital Budget Carry Forward to 2025 attachment

7.2 Transit Initiatives Update attachment

**8. Motion Action List** attachment

**9. Councillor upcoming meetings**

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

**10. Upcoming events**

- [Wildfire Information Session](#) – 7pm, April 23, Multipurpose Hall of Jasper Activity Centre
- [NETMA](#) – 4:30-6:30pm, April 23, Jasper-Yellowhead Museum & Archives
- [Jasper Business Recovery Lunch & Learn](#) – 12-1pm, April 24, & May 1, 631 Patricia Street
- [Fifth Tuesday in April: No Council meeting](#) – April 29
- Community-to-Community Learning “[Enhancing Wildfire Resilience with Perspectives from Logan Lake & Jasper](#)” – 2-4pm, April 30, 965 Switzer Drive, Hinton
- Emergency Preparedness Week – May 4-10

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

Municipality of Jasper  
**Committee of the Whole Meeting Agenda**

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Jasper Library & Cultural Centre – Quorum Room

- National Day of Awareness for [Missing and Murdered Indigenous Women and Girls](#) and 2SLGBTQI+ people ([MMIWG2S](#)), also known as “[Red Dress Day](#)” – May 5
- Alberta Emergency Alert Test Alert – 1:55pm, May 7
- Emergency Preparedness Week Open House – 3pm-7pm, May 7, Emergency Services Building
- Community FireSmart Day – May 10
- Jasper Park Chamber of Commerce General Meeting – May 14
- [Alberta/Japan Twinned Municipalities Conference](#) – May 23-24, Stony Plain
- [The Evergreens Foundation 65<sup>th</sup> Anniversary Party](#) – 11am-2pm, May 24, Alpine Summit Seniors Lodge
- [Federation of Canadian Municipalities Annual Conference & Tradeshow](#) – May 29 - June 1, Ottawa

**11. Adjournment**

Municipality of Jasper  
**Committee of the Whole Meeting Minutes**  
Tuesday, April 8, 2025 | 9:30am  
Jasper Library and Cultural Centre, Quorum Room

Virtual viewing and participation	Council attendance is in Council chambers at the Jasper Library and Cultural Centre. This meeting was also conducted virtually and available for public livestreaming through Zoom. Public viewing and participation during Council meetings is through Zoom livestreaming and in person attendance.		
Present	Mayor Richard Ireland, Deputy Mayor Ralph Melnyk, Councillors Helen Kelleher-Empy, Wendy Hall, Rico Damota and Kathleen Waxer		
Absent	Councillor Scott Wilson		
Also present	Christine Nadon, Acting Chief Administrative Officer Beth Sanders, Director of Urban Design & Standards Leanne Pelletier, Municipal Housing Manager Emma Acorn, Legislative Services Coordinator Margot Walker, Resident Art Jackson, Resident Peter Shokeir, The Fitzhugh Bob Covey, The Jasper Local Jacqui Sundquist, CBC Edmonton 15 observers		
Call to Order	Deputy Mayor Melnyk called the April 8, 2025 Committee of the Whole meeting to order at 9:30am and began with a <a href="#">Traditional Land Acknowledgement</a> . He also noted that this week is <a href="#">National Tourism Week</a> in Canada, with this being the 15 <sup>th</sup> year of recognition.		
Additions and/or deletions to agenda #170/25	Councillor Kelleher-Empy made a request to add four items to the agenda related to community matters.  MOTION by Councillor Waxer that Committee add the following items to the April 8, 2025 Committee of the Whole meeting: <ul style="list-style-type: none"><li>• 7.2 Storage lots</li><li>• 7.3 Fire Pits</li><li>• 7.4 Dust</li><li>• 7.5 Closure of Geikie Street on 900 Block</li></ul>		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Approval of agenda #171/25	MOTION by Councillor Damota that Committee approve the agenda for the April 8, 2025 Committee of the Whole meeting as amended: <ul style="list-style-type: none"><li>• Add 7.2 Storage Lots</li><li>• Add 7.3 Fire Pits</li><li>• Add 7.4 Dust</li><li>• Add 7.5 Closure of Geikie Street on 900 Block</li></ul>		

	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Business arising from March 25, 2025 minutes	none		
Delegations	Committee received two Jasper residents as delegations who wished to speak to an added agenda item. Residents Margot Walker and Art Jackson both shared their concerns with the use of the storage lots in the S-Block.		
Correspondence	none		
Accessory Dwelling Incentive Program #172/25	Committee received a report and draft policy from Director of Urban Design & Standards Beth Sanders and Municipal Housing Manager Leanne Pelletier.		
	MOTION by Councillor Kelleher-Empy that Committee recommend Council approve the Accessory Dwelling Incentive Program; and		
	That Committee recommend Council approve the Accessory Dwelling Policy with discussed amendments.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Storage Lots	Committee discussed adding an item to the next Intergovernmental meeting regarding future storage areas for resident RV's.		
#173/25	MOTION by Mayor Ireland that Committee direct Administration to add the topic of future storage lots to the next Intergovernmental meeting.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Fire Pits	Committee asked Administration if there was an updated information or legislation regarding having fire pits in the townsite following last summer's wildfire.		
#174/25	MOTION by Councillor Kelleher-Empy that Committee direct Administration to return to a future Committee of the Whole meeting with a report regarding the Fire Bylaw and communications for the upcoming season.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Dust	Committee asked Administration to share concerns with staff in Bylaw and at the Jasper Recovery Coordination Centre regarding dust, driving speed of trucks removing debris, and the tightness of the coverings on the back of the trucks when leaving town with full loads.		

Closure of Geikie Street on the 900 Block	Committee inquired of Administration as to the duration of the road closure on the 900 Block of Geikie Street. Acting Chief Administration Officer Christine Nadon confirmed the section of road will be staying closed for the foreseeable future and during the rebuild.		
Motion Action List	Administration reviewed the Motion Action List.		
#175/25	MOTION by Councillor Hall that Committee approve the updated Motion Action List with date changes for the following items: <ul style="list-style-type: none"> <li>• Wildfire Recovery Strategic Priorities</li> <li>• Climate Change Adaptation Plan</li> </ul>		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Councillor upcoming meetings	Starting tomorrow, Councillor Melnyk will be attending the <a href="#">Economic Developers of Alberta</a> conference in Kananaskis as part of his work with Community Futures West Yellowhead.		
Upcoming Events	Council reviewed a list of upcoming events.		
#176/25	MOTION by Mayor Ireland that Committee add the following item to the April 8, 2025 Committee of the Whole meeting agenda: <ul style="list-style-type: none"> <li>• 10.1 In-camera item: Labour Relations FOIP s. 18 (1)a, 24 (1)(b)(i)</li> </ul>		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Move In-camera #177/25	MOTION by Mayor Ireland to move in-camera at 11:00am to discuss agenda items: <ul style="list-style-type: none"> <li>• 10.1 Labour Relations FOIP s. 18 (1)a, 24 (1)(b)(i)</li> </ul>		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
	Ms. Nadon also attended the in-camera session.		
Move out of camera #178/25	MOTION by Councillor Kelleher-Empy to move out of camera at 12:32pm.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Adjournment #179/25	MOTION by Mayor Ireland that, there being no further business, the Committee of the Whole meeting of April 8, 2025 be adjourned at 12:33pm.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED

RECEIVED

APR 09 2025



Jasper Artists Guild (JAG)

P.O. Box 867  
500 Robson Street  
Jasper, Alberta T0E 1E0

780-852-1994  
www.jasperartistsguild.com

April 02, 2025

Jasper Municipal Leasehold Assets Society  
P.O. Box 520  
Jasper, Alberta T0E 1E0

Dear Sirs,

RE: Sub-lease Agreement with the Jasper Artists Guild expiring June 21, 2026

Please be advise that the Jasper Artists Guild wishes to continue the sub-lease of the space known as the Jasper Art Gallery located in the Library and Cultural Centre at 500 Robson Street, Jasper, Alberta.

Businesses and Not for Profit organizations located in Jasper have faced a series of adverse events including the pandemic, the Chetamon Wildfire and the 2024 wildfire which has had a significant impact on the community as a whole and organizations which rely on tourist traffic (in large part) to generate a sufficient revenue stream to meet ongoing expenses.

The Municipality of Jasper Council has been very supportive and has approved budget allocations for the last two years which were intended to hire staff for the summer period in 2024 (now delayed to 2025) and a reduction in lease payments for the 2025 calendar year.

We propose renewing the sub-lease for a period of ten years, with a fixed lease amount for the first three years based on the current monthly rate of \$984.64 inclusive of GST, and our share of janitorial services for the common area of \$52.50 inclusive of GST. Subsequently, we can renegotiate the remaining sub-lease period of seven years based on observed traffic patterns and recovery processes.

We believe this consideration will enable the Jasper Artists Guild to operate the Jasper Art Gallery successfully, and continue to contribute to the Jasper Experience.

Sincerely,



Russ Mann, Chair

CC: Emma Acorn  
Christine Nadon

## AGENDA ITEM 6.2

**Dear Mayor and Council,**

My name is Laurisa Reid, and I am a Jasper resident who has been raising concerns about the Municipality's approach to Indigenous relations and systemic racism. I am writing to express deep concern about the ongoing lack of accountability, transparency, and meaningful action in addressing these matters.

Over the past several months, I have sought clarification from municipal administration regarding who holds responsibility for Indigenous Relations. I have received conflicting information, and the current structure appears unclear. The Municipal website continues to state that Indigenous Relations is a designated area of responsibility, yet there is no consistent communication about who holds this role, nor any public information about strategies, plans, or accountability structures.

This confusion reflects a broader structural issue: there is no formal leadership or accountability for Indigenous Relations or reconciliation work within the Municipality. This is a serious concern.

To date, I have not found any publicly accessible strategy outlining how the Municipality plans to implement the TRC Calls to Action or respond to the MMIWG2S+ Calls for Justice. This includes in the areas of governance, post-wildfire rebuilding, and particularly housing. The absence of visible commitments or timelines sends a message that contradicts the Municipality's stated support for reconciliation.

When reviewing the Municipal website's housing section, I found no references to Indigenous rights or obligations. While problematic language regarding Indigenous people has since been removed- thanks to community input- the fact that it was published at all reflects a deeper issue in organizational culture and oversight.

Repeated follow-up on these issues has been met with long delays, limited communication, and the invitation to closed-door meetings rather than public forums, in addition to active exclusion from public forums. What has not occurred is a transparent, public response to direct questions. For example:

**Does the Municipality have a strategy to address anti-Indigenous racism, uphold treaty obligations, or implement the TRC Calls to Action and/or MMIWG2S+ Calls to Justice?**

If so, what are its goals, timelines, and public reporting mechanisms?

I am also deeply concerned about the decision to pursue oilfield rentals as part of the interim housing strategy, and whether Indigenous perspectives were sought in this process. Oilfield work camps- commonly referred to as "man camps"- have been repeatedly linked to increased rates of violence, trafficking, and disappearance of Indigenous women, girls, and Two-Spirit people.

While housing needs are urgent, more could have been done to mitigate harm. For example, minimizing corporate branding on the exterior of units, ensuring culturally safe processes for new tenants, and recognizing the emotional and historical weight of this form of housing. These are not neutral decisions. They have material and symbolic impacts on Indigenous community members.

Previous public commentary around housing has emphasized the importance of acknowledging that some community members may experience trauma in response to decisions. That same principle must apply when the trauma disproportionately affects Indigenous women and families. It is essential to

acknowledge and address these realities- not as afterthoughts, but as core considerations in policy design.

The duty to consult with Indigenous peoples is not a "distraction." It is both a constitutional obligation and a moral responsibility. This duty arises from Canada's assertion of sovereignty over lands that were never ceded and must be reflected in municipal governance. It is a responsibility that belongs to all levels of government, including the local level.

We must treat Indigenous nations as rights-holders, not simply as stakeholders. Failure to do so is a breach of legal, ethical, and treaty obligations.

Therefore, I am requesting that the Municipality commit to a public-facing anti-racism and reconciliation strategy that includes:

- **Formal commitments to the TRC Calls to Action and MMIWG2S+ Calls for Justice**, with defined timelines and deliverables;
- **Anti-racism and cultural safety training** for Council and municipal staff;
- **Clear reporting and public accountability mechanisms**;
- **Designation of a formal Indigenous Relations role** known and accessible to Council and the public;
- **Regular public engagement** with Indigenous communities, including those with Treaty 8 rights, historical ties to this land, and Jasper residents living away from their nations.

The Truth and Reconciliation Commission's final report states:

"Reconciliation requires constructive action on addressing the ongoing legacies of colonialism..." and "Reconciliation must create a more equitable and inclusive society..."

The people of Jasper and the Indigenous nations on whose land this town is built deserve a government that goes beyond symbolic gestures such as red dresses hung in the streets.

I remain committed to advocating for equity, justice, and transformation. I respectfully request that this letter be added to the public agenda, as I believe I have met the policy requirements for inclusion.

Sincerely,

**Laurisa Reid**

Box [REDACTED]

Jasper, AB

TOE 1E0

780-[REDACTED]



## AGENDA ITEM 7.1

### REQUEST FOR DECISION

**Subject:** Capital Budget Carry Forward to 2025  
**From:** Bill Given, Chief Administrative Officer  
**Prepared by:** Natasha Malenchak, Director of Finance and Administration  
**Date:** April 22, 2025

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#### Recommendation:

- That Committee recommend Council approve the carry forward capital list of incomplete 2024 projects to the 2025 capital budget as presented, and;
- Additionally add the completion of site servicing for interim housing to the budget as presented.

#### Alternatives:

- That Committee direct Administration to revise the capital carry forward list (by item(s) discussed) and return to a future committee meeting.

#### Background:

Council approved the 2025 Operating and Capital Budgets on December 17, 2024. During budget presentations, Administration informed Council that any incomplete 2024 projects would come back to Council as a separate Request for Decision at a later date.

#### Discussion:

The carry forward process is to ensure that all capital project that have begun in the prior year can continue, and that any projects that did not commence but are still required can be initiated in the current fiscal year.

To determine that the projects listed should carry forward Administration has:

- Given vendors time to submit 2024 invoicing and;
- Deleted some of the 2024 capital projects that no longer need to occur or that were complete in 2024.

The recommended carry forward budget has been adjusted to the remaining budget post-2024 expenses incurred to be in the amount of \$10,155,742.32.

60% of recommended carry forward items are Work in Progress (WIP), the other 40% have not commenced.

The 2024 approved capital budget was \$54,939,623.51 and \$19,687,225.42 was expensed (\$22,691,725.58 including Parcel Servicing for Interim Housing which was not budgeted).

#### Strategic Relevance:

Relationships:

- Communicate and engage with residents.

Organizational Excellence:

- Proactively plan for and invest in the maintenance and management of our natural assets and built infrastructure.

**Inclusion Considerations:**

The remaining budget and associated activities for the listed capital projects are to be carried forward into the upcoming fiscal year. This transfer ensures the continued progress and successful completion of projects. The unspent funds from the current year will be reallocated accordingly.

**Relevant Legislation:**

Policy B-109 Fiscal Control and Financial Reporting:

- 5. CAPITAL BUDGET AUTHORITY
  - 5.1 The Capital Budget approved by Council establishes the scope, funding and spending authority for each Capital Project listed in the Capital Budget document for the identified period.

**Financial:**

If approved, the amounts and projects will be added to the 2025 Capital Budget within the financial software. The recommendation can be carried out within the existing approved budget and no additional resources are needed.

**Attachments:**

- 2024 Capital Report & Carry Forward to 2025



## MUNICIPALITY OF JASPER 2024 Capital Report and Carry Forward to 2025 Recommendation

For the Twelve Months Ending Tuesday, December 31, 2024

Budget	YTD 2024	Variance	Recommended CF	Notes	
		Legend:		CF=Carry Forward to 2025	
		Of Note		WIP=Work in Progress, CF to 2025 NR=Not Recommended to CF to 2025	
<b>Administration</b>					
6-12-01-23-201 PSAB Study	38,500.00	3,500.00	35,000.00	0.00	Complete
6-12-01-23-202 Space Analysis	19,928.17	49,928.17	-30,000.00	0.00	Complete-RFD Motion #290/30 June 20, 2023
6-12-01-24-620 Road Access, Fall Protection and Key System	25,000.00	0	25,000.00	25,000.00	CF
6-12-01-24-630 Asset Management Software	70,000.00	0	70,000.00	70,000.00	CF
			<b>95,000.00</b>		
<b>IT</b>					
6-12-03-23-201 IT Master Plan	10,734.25	10,223.75	510.50	0.00	Complete
6-12-03-24-630 Network Infrastructure Upgrade (Annual Program)	20,000.00	12,247.15	7,752.85	0.00	Complete
6-12-03-23-631 Server (CFS)	11,500.00	0	11,500.00	0.00	Complete
			<b>0.00</b>		
<b>Fire</b>					
6-23-01-23-620 Training Room Kitchen Renovation	47,796.05	48,754.43	-958.38	0.00	Complete
6-23-01-23-650 Command Fleet	32,174.52	30,610.07	1,564.45	0.00	Complete
6-23-01-23-651 Engine 2 Replacement	350,000.00	382,361.00	32,361.00	0.00	Complete
6-23-01-24-630 Aerial replacement	1,100,000.00	1,058,173.00	41,827.00	41,827.00	WIP
6-23-01-24-631 Gas Detection Equipment	20,000.00	14,721.55	5,278.45	0.00	Complete
6-23-01-24-632 AFRRCS Pagers	35,000.00	33,267.00	1,733.00	0.00	Complete
6-23-01-24-633 Structural Protection Wetlines	150,000.00	134,569.08	15,430.92	15,430.92	WIP
6-23-01-24-640 Landscaping	25,000.00	6,880.25	18,119.75	0.00	Complete
6-23-03-24-620 Residential Space Redesign	38,000.00	25,185.50	12,814.50	12,814.50	WIP
6-23-01-23-611 Structural Protection Unit (SPU) Driveway	26,825.55	0	26,825.55	0.00	Complete
6-23-01-23-621 Hose Tower repairs	32,336.00	0	32,336.00	32,336.00	WIP
6-23-01-24-201 Wildfire Mitigation Strategy	40,000.00	0	40,000.00	40,000.00	WIP
6-23-03-24-621 Residential Space Construction	140,000.00	0	140,000.00	140,000.00	WIP
6-23-03-24-634 RTU 2 Replacement	36,000.00	0	36,000.00	36,000.00	CF
			<b>318,408.42</b>		
<b>Bylaw</b>					
6-26-01-24-630 Event Signage	10,000.00	6,524.57	3,475.43	3,475.43	WIP
6-26-01-24-640 Storage Lot Improvements	65,000.00	18,732.86	46,267.14	0.00	Complete
6-26-01-24-650 Fleet (New)	85,000.00	0	85,000.00	85,000.00	WIP
			<b>88,475.43</b>		
<b>Legislative</b>					
6-11-01-00-201 Community Sustainability Plan	75,000.00	0	75,000.00	75,000.00	CF
6-11-01-24-630 Records Management Capital	30,000.00	0	30,000.00	30,000.00	CF
			<b>105,000.00</b>		

	Budget	YTD 2024	Variance	Recommended CF	Notes
<b>Operations-General Maintenance</b>					
6-31-01-23-630 Boom Lift	147,019.15	146,061.63	957.52	0.00	Complete
6-31-01-24-630 Power Monitoring Test Programmer	30,000.00	390.00	29,610.00	29,610.00	WIP
6-31-01-21-631 Maintenance- Lock out tag our panel for buildings	2,071.53	0	2,071.53	2,071.53	CF
6-31-01-23-631 Power Monitoring Test Programmer	30,000.00	0	30,000.00	30,000.00	CF
6-31-01-23-632 Vibration Monitor	50,000.00	0	50,000.00	50,000.00	WIP
6-31-01-24-620 Roof Access Improvements	50,000.00	0	50,000.00	50,000.00	CF
6-31-31-23-631 Lock out Tag Panels	9,547.69	1,491.20	8,056.49	8,056.49	WIP
6-31-31-23-621 Maintenance Office & Storage Expansion & Redesign	30,000.00	0	30,000.00	30,000.00	CF
6-31-31-23-622 Roof Access Improvements (Pending Assessment)	50,000.00	0	50,000.00	50,000.00	CF
6-31-31-23-630 Office HVAC Replacement	100,000.00	0	100,000.00	100,000.00	CF
6-31-31-24-630 Bays HVAC Replacement	50,000.00	0	50,000.00	50,000.00	CF
				<b>399,738.02</b>	
<b>Roads</b>					
6-32-01-24-610 Road Repair	250,000.00	250,000.00	0.00	0.00	Complete
6-32-01-24-611 Sidewalk Replacement/Repair	50,000.00	23,788.70	26,211.30	26,211.30	WIP
6-32-01-24-201 Transportation Master Plan Update	170,000.00	0	170,000.00	170,000.00	CF
6-32-02-23-201 Streetscape Study	80,000.00	0	80,000.00	80,000.00	CF
6-32-03-00-201 Wayfinding Signage	30,000.00	0	30,000.00	30,000.00	CF
				<b>306,211.30</b>	
<b>Transit</b>					
6-34-01-24-610 Transit Stop Improvement	31,000.00	4,295.92	26,704.08	26,704.08	WIP
6-34-01-24-620 Transit Fleet Facility Design	85,000.00	68,279.82	16,720.18	0.00	Complete
6-34-01-24-621 Transit Fleet Facility Construction	1,863,000.00	1,681,122.14	181,877.86	181,877.86	WIP
6-34-01-24-630 E-bike Program- Fleet (24)	44,000.00	0	44,000.00	44,000.00	CF
6-34-01-24-631 E-bike Program- Fleet Charging Stations (2)	38,000.00	0	38,000.00	38,000.00	CF
6-34-01-24-650 Transit Fleet Zero Emission Bus Purchases (3)	1,125,000.00	0	1,125,000.00	1,125,000.00	CF
				<b>1,415,581.94</b>	
<b>Water</b>					
6-41-01-23-201 Treatment Process review and capital plan	118,364.23	48,580.90	69,783.33	69,783.33	WIP
6-41-01-23-203 Utility Master and Infrastructure Renewal Plan	83,845.31	42,447.34	41,397.97	41,397.97	WIP
6-41-01-23-640 Parcel CH Servicing	895,894.12	344,237.50	551,656.62	551,656.62	WIP
6-41-01-24-630 Annual Valve Replacement Program	150,000.00	22,318.10	127,681.90	0.00	NR
6-41-01-24-631 Annual Hydrant rebuilds - 20 units per year	55,000.00	23,455.97	31,544.03	0.00	NR
6-41-01-24-632 Leak detection equipment	40,000.00	19,720.48	20,279.52	20,279.52	WIP
6-41-01-24-635 Infrastructure replacement tooling	25,000.00	24,465.35	534.65	534.65	WIP
6-41-01-24-633 Well VFD lifecycle replacement	120,000.00	0	120,000.00	120,000.00	CF
6-41-01-24-634 MCC lifecycle replacement	80,000.00	0	80,000.00	80,000.00	CF
				<b>883,652.09</b>	
<b>Sewer</b>					
6-42-01-22-203 WWTP Annual Capital Requirement	821,659.47	494,348.00	327,311.47	0.00	Complete
6-42-01-23-201 WWTP Annual Capital Requirement	619,248.50	508,932.47	110,316.03	110,316.03	WIP
6-42-01-23-620 Bulk Water Sani Dump Control Building	259,102.51	189,713.34	69,389.17	69,389.17	WIP
6-42-01-23-640 Parcel CH Servicing	864,511.63	343,432.49	521,079.14	521,079.14	WIP
6-42-01-24-201 WWTP Annual Capital Replacement	2,600,000.00	475,782.52	2,124,217.48	2,124,217.48	WIP
6-42-01-24-630 Waste Treatment Plant Security Fence	110,000.00	90,868.83	19,131.17	0.00	Complete
6-42-01-23-630 Lateral Downsize Repairs	69,436.36	0	69,436.36	0.00	NR
6-42-01-24-610 Sanitary mainline spot relining	150,000.00	0	150,000.00	150,000.00	CF
6-42-01-24-650 Sludge Truck end-of-life replacement	220,000.00	0	220,000.00	220,000.00	WIP
				<b>3,195,001.82</b>	

	Budget	YTD 2024	Variance	Recommended CF	Notes
<b>Solid Waste</b>					
6-43-01-24-630 Garbage Bin Replacement Program	60,000.00	14,561.50	45,438.50	0.00	Complete
6-43-90-24-660 WYRWA contribution to Cell Development	135,000.00	135,152.00	-152.00	0.00	Complete
6-43-01-24-201 EPR Adaptation	70,000.00	0	70,000.00	70,000.00	CF
6-43-01-24-631 Refit old Garbage Cans and permanent locations	300,000.00	0	300,000.00	300,000.00	CF
				<b>370,000.00</b>	
<b>Daycare</b>					
6-53-01-24-630 Kitchen Flooring replacement	25,000.00	1,855.28	23,144.72	0.00	Complete
6-53-01-24-640 Daycare yard Astro Turf	35,000.00	0	35,000.00	35,000.00	CF
				<b>35,000.00</b>	
<b>Housing</b>					
6-67-01-24-620 JCHS Community Housing -Parcel GC Site Development	16,450,401.00	8,499.50	16,441,901.50	0.00	Moving to JMHC Budget
6-67-01-24-630 Staff Housing - Furnish 1/2 Bonhomme duplex	15,000.00	5,804.56	9,195.44	9,195.44	CF
6-67-14-21-620 Cottage Clinic Interior and Exterior Repairs	10,000.00	10,000.00	0.00	0.00	Complete
6-67-01-23-620 JCHC Community Housing - Parcel GC Site Dev & Const	5,000,000.00	0	5,000,000.00	0.00	Moving to JMHC Budget
6-67-01-24-621 Staff Housing - Duplex Secondary Suite	200,000.00	0	200,000.00	200,000.00	CF
				<b>209,195.44</b>	
<b>Activity Centre</b>					
6-72-06-22-620 Activity Centre Portion of Renovation	2,165,001.87	0.00	0.00	0.00	Complete
6-72-06-23-640 Tennis Courts	85,000.00	71,919.17	13,080.83	0.00	Complete
6-72-06-24-620 Activity Centre Portion of Renovation (Construction)	3,911,286.00	3,324,958.86	586,327.14	586,327.14	WIP
6-72-06-21-620 Activity Centre - Renovations Design and Eng	49,045.27	0	49,045.27	49,045.27	WIP
6-72-06-23-630 Kitchen Equipment Replacement	8,065.65	0	8,065.65	8,065.65	WIP
6-72-06-24-621 Fire Separation Basement	44,000.00	0	44,000.00	44,000.00	CF
6-72-06-24-630 Fire and Security Monitoring	163,000.00	0	163,000.00	163,000.00	CF
6-72-06-24-631 MPH Projector	20,000.00	0	20,000.00	20,000.00	WIP
				<b>870,438.06</b>	
<b>Grounds</b>					
6-72-10-22-640 Skatepark	920,522.00	466,416.28	454,105.72	454,105.72	WIP
6-72-10-23-630 Irrigation upgrade	4,854.25	1,993.16	2,861.09	0.00	NR
6-72-10-23-631 Memorial Bench Program	15,000.00	3,167.74	11,832.26	0.00	NR
6-72-10-23-642 Sportfield Upgrade	57,630.00	14,650.00	42,980.00	42,980.00	WIP
6-72-10-24-201 Hazardous/fruit trees removal/replanting	50,000.00	12,460.50	37,539.50	37,539.50	WIP
6-72-10-24-610 Underpass Drainage	50,000.00	9,951.58	40,048.42	0.00	Complete
6-72-10-24-630 Irrigation upgrade	25,000.00	746.16	24,253.84	24,253.84	CF
6-72-10-24-640 Com. and Cent. Park Improvement	250,000.00	234,911.34	15,088.66	15,088.66	WIP
6-72-10-24-650 1/2 ton pickup	75,000.00	69,150.00	5,850.00	0.00	Complete
6-72-10-23-640 Columbarium & Cemetery Improvements	180,000.00	0	180,000.00	180,000.00	CF
6-72-10-23-641 Underpass Beautification/H&S	20,000.00	0	20,000.00	20,000.00	CF
6-72-10-24-202 Robson Park Refurbishment Plan (Design/Construction)	30,000.00	0	30,000.00	30,000.00	CF
6-72-10-24-631 Memorial Bench Program	15,000.00	0	15,000.00	15,000.00	CF
				<b>818,967.72</b>	
<b>Arena</b>					
6-76-06-24-620 Arena portion of Renovation (Construction)	4,469,475.00	4,469,475.00	0.00	0.00	Complete
6-76-06-24-621 Player Bench Improvements	40,000.00	50,310.15	-10,310.15	0.00	Complete
6-76-06-24-630 Floor Machine	18,000.00	13,973.29	4,026.71	0.00	Complete
6-76-07-21-620 Arena portion of renovations	240,178.86	240,178.86	0.00	0.00	Complete
6-76-07-22-620 Arena Portion of Renovation (Construction)	735,189.13	735,189.13	0.00	0.00	Complete
6-76-07-23-630 Hot Water upgrade/replacement	90,000.00	0	90,000.00	90,000.00	CF
				<b>90,000.00</b>	

	Budget	YTD 2024	Variance	Recommended CF	Notes
<b>Fitness and Aquatic</b>					
6-77-08-21-620 Aquatic portion of Renovations	104,661.80	104,661.80	0.00	0.00	Complete
6-77-08-22-620 Aquatic Portion of Renovation Construction	456,199.64	456,199.64	0.00	0.00	Complete
6-77-08-22-632 Domestic hot water tanks x2	48,000.00	46,762.00	1,238.00	0.00	Complete
6-77-08-22-634 Washers and Dryers x2 each	10,000.00	3,473.00	6,527.00	0.00	Complete
6-77-08-23-631 Mechanical room pumps	30,000.00	26,697.55	3,302.45	0.00	Complete
6-77-08-24-620 Aquatic Portion of Renovation (Construction)	2,730,000.00	2,275,499.92	454,500.08	454,500.08	WIP
6-77-08-24-631 Boiler 2 Replacement	229,755.00	229,755.00	0.00	0.00	Complete
6-77-08-23-633 F&A-Boiler (x2)	129,230.00	9,441.37	119,788.63	0.00	Complete
6-77-08-21-201 F&A- Structure review	148,561.00	0	148,561.00	0.00	Complete
6-77-08-22-631 Valve Exercise program	18,000.00	0	18,000.00	18,000.00	CF
6-77-08-22-633 Sump pump replacement for backwashes	20,000.00	0	20,000.00	20,000.00	WIP
6-77-08-23-630 Sand filters (Main and Spa)	250,000.00	0	250,000.00	0.00	NR-move to 2026
6-77-08-24-610 Replace pool electrical bonding	135,500.00	0	135,500.00	0.00	NR-move to 2026
6-77-08-24-621 Repair Insulation in Entrance	150,000.00	0	150,000.00	150,000.00	CF
6-77-08-24-630 Weight Room Benches	5,000.00	0	5,000.00	0.00	NR
6-77-08-24-632 Add Main Mechanical Room Air Supply	114,600.00	0	114,600.00	114,600.00	CF
6-77-08-24-633 Fire Alarm System	52,972.00	0	52,972.00	52,972.00	CF
				<b>810,072.08</b>	
<b>Library</b>					
6-69-03-24-630 Community internet	10,000.00	0	10,000.00	10,000.00	CF
6-69-03-24-631 Generator	100,000.00	0	100,000.00	100,000.00	CF
6-74-01-21-621 Library- Basement Window Concrete Lintel Repairs	15,000.00	0	15,000.00	15,000.00	CF
6-74-01-21-622 Library- Site Drainage and Egress Improvements	20,000.00	0	20,000.00	20,000.00	CF
				<b>145,000.00</b>	
<b>JRCC</b>					
6-24-01-24-610 Parcel GA HK Servicing - Interim Modular Housing	0	2,033,158.56	-2,033,158.56	772,681.45	WIP
6-24-01-24-611 Parcel HH HF Servicing Interim Modular Housing	0	971,341.60	-971,341.60	1,724,556.45	WIP
				<b>2,497,237.90</b>	
Total Capital Expense	54,939,623.51	22,691,725.58	30,147,618.06	12,652,980.22	

## AGENDA ITEM 7.2

### REQUEST FOR DECISION

**Subject:** Transit Initiatives Update  
**From:** Bill Given, Chief Administrative Officer  
**Reviewed by:** Jasper Transit Manager  
**Date:** April 22, 2025



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#### Recommendation:

That Committee receive the Transit Initiatives Update for information.

#### Alternatives:

- That Committee direct Administration to return with further information.

#### Background:

In early 2023 Council received the [Transportation Strategy & Action Plan](#) (the Transit Strategy) and; directed administration to begin the next steps to establish a fixed-route bus service beginning September 5, 2023.

In November 2023 the Municipality entered into an agreement with the Ministry of Infrastructure and Communities for capital project funding through the Rural Transit Solutions Fund, which includes an 80% Federal contribution toward a bus barn facility, electric bus chargers and electric bus fleet, as well as smaller stop improvements and shared e-bikes.

On May 7, 2024 Council approved policy [F-114 Transit Service Standards](#) which requires the presentation of quarterly transit reporting.

#### Discussion:

This report provides an update on the Rural Transit Solutions Fund project progress and recent transit planning work toward Summer 2025 service changes and enhancements.

- Following the cancellation of the Summer 2024 electric fleet procurement process, Administration has and continues to explore multiple electric bus fleet procurement opportunities. These include:
  - Requesting an extension to the Rural Transit Solutions Fund project timeline to allow Administration to take a strategic approach to electric bus procurement. The extension will provide an extra full year to obtain more market information and the opportunity to join the CUTZEB joint procurement initiative if it becomes viable and feasible for the Municipality. The project extension request to March 31, 2027 has been approved by email and updated agreement paperwork is forthcoming.
  - Expressing interest in a Canadian electric bus and charger joint procurement initiative provided by CUTZEB. CUTZEB is currently seeking a second agency to participate in their second round of joint

procurement and expects the procurement process to take one year from the date that agreements are signed by at least two participating parties.

- Connecting with other agencies and communities who are studying electric bus fleet or who have recently run procurement processes for electric bus fleet. Administration is focusing on learning from organizations with information about light- and medium-duty electric fleet.
- The Bus Barn facility is scheduled to open on June 1 and Administration is coordinating with the transit operating company to have the Jasper Transit fleet moved into the facility in mid-July. The Municipality will see a reduction in the hourly rate to operate Jasper Transit service by moving the Jasper Transit fleet into the Bus Barn and on to Municipal property. Administration continues to coordinate with the operating company on the details of an updated agreement.
- Summer 2025 transit service is planned to launch in three waves:
  - May 14, 2025 – an abridged Summer 2025 transit service will launch with the Campground Loop providing service to Whistlers Campground. This will exclude Wapiti Campground for the first three weeks of service as Wapiti will be closed to campers until June 4.
  - June 4, 2025 – full Summer 2025 transit service will commence with service to both Whistlers and Wapiti Campgrounds on June 4.
  - June / July 2025 – Jasper Regional Recovery Transit Service is estimated to launch in early summer, following the procurement process and selection of a preferred vendor. This service will connect the west-end of Hinton and Marmot Meadows with the downtown Jasper Transit Hub. Administration estimates it will provide five (5) round-trips per day between Hinton and Jasper and seven (7) round-trips per day between Marmot Meadows and Jasper, pending results of the procurement process and refinement of the service plan.
- The procurement process for a turnkey operation the Jasper Regional Recovery Transit Service is underway. An RFP was posted on April 8 and the opportunity closes on April 30. Evaluation will begin on May 1, targeting the selection of the preferred vendor by mid-May.

### **Strategic Relevance:**

- Recognize the fundamental importance of our tourism economy.
- Take proactive steps to reduce the risk of people becoming vulnerable and respond when they are vulnerable.
- Communicate and engage with residents.
- Increase opportunities for active transportation and transportation alternatives.

### **Inclusion Considerations:**

The provision of transit within the community supports equitable access to transportation and supports mobility for residents who may not own a private automobile. This mobility enables more individual autonomy and increase access to work and social events.



**Relevant Legislation:**

- Alberta Traffic Safety Act and Commercial Vehicle Regulations
- [Policy F-114 Transit Service Standards](#)

**Financial:**

The Federal Ministry of Infrastructure and Communities, through the Rural Transit Solutions Fund program has agreed to provide the Municipality of Jasper with \$5 Million toward capital projects to improve the Jasper Transit system. To date, the Municipality has claimed a total of \$1,639,912.75 in funds to cover an eligible \$2,049,890 in capital expenses.

The Alberta Ministry of Municipal Affairs has granted the Municipality of Jasper with \$2 Million in operating funding for interim regional transit services between the Town of Hinton and Jasper, to support a regional approach to interim housing.

The financial impact of the Jasper Transit operating company moving fleet into the municipal bus barn is estimated to be an annual operating cost savings of approximately \$37,000.

**Attachments:**

None

## MOTION ACTION LIST

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

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

<b>2025 Capital and Operating Budgets</b>	<b>April 1, 2025</b>	<b>CAO and Director of Recovery</b>	That Council direct Administration to obtain the information from the provincial government regarding the implications of reopening our capital and operating budgets.	<b>April 2025</b>	
<b>Fire Bylaw &amp; Communications</b>	<b>April 8, 2025</b>	<b>Director of Protective &amp; Legislative Services</b>	That Committee direct Administration to return to a future Committee of the Whole meeting with a report regarding the Fire Bylaw and communications for the upcoming season.	<b>May 2025</b>	