

Municipality of Jasper  
**Committee of the Whole Meeting Agenda**  
May 28, 2024 | 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 Waxer to chair meeting

**2. Additions to agenda**

**3. Approval of agenda**

3.1 May 28, 2024 Committee of the Whole agenda attachment

**4. May 14, 2024 Committee of the Whole minutes – approved May 21st** attachment

4.1 Business arising from minutes

**5. Delegations**

**6. Correspondence**

**7. New business**

7.1 Crosswalks near School Zones verbal

7.2 Appointments to Regional Assessment Review Board attachment

7.3 Annual Employee Housing Report attachment

7.4 Indigenous Relations Strategy and Action Plan attachment

7.5 Appointed Council Member on Jasper Food Alliance Committee attachment

7.6 Federal Housing Advocacy verbal

**8. Motion Action List** attachment

**9. Councillor upcoming meetings**

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

**10. Upcoming events**

Community Futures West Yellowhead Jasper Spring Business Walk – May 29

MOJ Wellness Committee BBQ Summer Kick-off – 3:30pm-6pm, May 30, Centennial Park

Alpine Summit Seniors Lodge BBQ & Fundraiser for Generator – 12-3pm, June 1, 509 Turret Street

Seniors' Week – June 3-9, 2024

Seniors Week 'Celebrating Seniors' Coffee – 2pm, June 5, Jasper Activity Centre

Gran Fondo Jasper – June 8, Jasper Museum

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

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

May 28, 2024 | 9:30 am

Jasper Library & Cultural Centre – Quorum Room

Banff Jasper Relay – 7am-7pm, June 8, Jasper Activity Centre

Federation of Canadian Municipalities Annual Tradeshow and Conference – June 6-9, Calgary

Jasper Park Chamber of Commerce Annual General Meeting – 5:30pm, June 12, Jasper Inn

NETMA – 4:45pm, June 19, Jasper Sky Tram

Diploma Ceremony for École Desrochers Graduates – 2pm, June 25, École Desrochers gymnasium

Jasper Junior/Senior High School Graduation – 1pm, June 27, Jasper Jr/Sr High School gymnasium

**11. In-Camera**

11.1 Human Resources Committee Update to Council FOIP s.19(1)

**12. Adjournment**

Municipality of Jasper  
**Committee of the Whole Meeting Minutes**  
Tuesday, May 14, 2024 | 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 Kathleen Waxer, Councillors Ralph Melnyk, Wendy Hall, Rico Damota and Scott Wilson
Absent	Councillor Helen Kelleher-Empey
Also present	Bill Given, Chief Administrative Officer Christine Nadon, Director of Protective & Legislative Services Christopher Read, Director of Community Development John Greathead, Director of Operations & Utilities Natasha Malenchak, Director of Finance & Administration Mona El Dabee, Energy & Environment Manager Emma Acorn, Legislative Services Coordinator Peter Shokeir, The Fitzhugh Bob Covey, The Jasper Local 6 observers
Call to Order	Deputy Mayor Waxer called the May 14, 2024 Committee of the Whole meeting to order at 9:30am and began with a <a href="#">Traditional Land Acknowledgement</a> .  Deputy Mayor Waxer also acknowledged that May 17, 2024 is Early Childhood Educator Day.
Additions/deletions to the agenda #215/24	MOTION by Councillor Damota that Committee add the following item to the agenda: <ul style="list-style-type: none"><li>11.1 In-Camera – Human Resources Committee Update</li></ul> FOR 6 Councillors                      AGAINST 0 Councillor <span style="float: right;">CARRIED</span>
Approval of agenda #216/24	MOTION by Councillor Hall that Committee approve the agenda for the May 14, 2024 Committee of the Whole meeting as amended: <ul style="list-style-type: none"><li>Add 11.1 In-Camera – Human Resources Committee Update</li></ul> FOR 6 Councillors                      AGAINST 0 Councillor <span style="float: right;">CARRIED</span>
Business arising from April 23, 2024 minutes	none

Delegations	none		
Correspondence	none		
Clean Energy Improvement Program Business Case for Jasper	CAO Bill Given presented a report to Committee including a business case for Jasper with the Clean Energy Improvement Program. Energy & Environment Manager Mona El Dabee, who attended online, recently joined the Municipality of Jasper and assisted in the preparation of the report.		
#217/24	MOTION by Councillor Wilson that Committee receive the Clean Energy Improvement Program business case for information; and  That Committee direct Administration draft a CEIP bylaw to support a residential program.	FOR 6 Councillors	AGAINST 0 Councillor  CARRIED
Compliance Deposit Waiver Request #218/24	Committee received a request from the Jasper Municipal Housing Corporation. Mr. Given reviewed the report and background for the request.  MOTION by Councillor Wilson that Committee recommend Council request Parks Canada waive or modify its compliance deposit requirement for the Connaught Affordable Housing project to support the development of affordable housing within the Municipality of Jasper; and  That Committee recommend Council request Parks Canada review the potential to establish an ongoing program to waive or modify other fees and levies to support affordable housing projects in general.	FOR 6 Councillors	AGAINST 0 Councillor  CARRIED
S-Block Parking Winter Seasonal Service Update #219/24	Committee received an update on the S-Block Parking Winter Seasonal Service pilot project from Director of Protective & Legislatives Services Christine Nadon.  MOTION by Councillor Melnyk that Committee direct Administration to continue maximizing usage and revenue opportunities for stalls in the S-Block Parking Lot until a permanent program is implemented; and  That Committee direct Administration to develop a proposal to better utilize the S-Block Parking Lot, including project scope and budget for larger stalls with a return on investment, and report at a future Committee meeting.	FOR 6 Councillors	AGAINST 0 Councillor  CARRIED
Recess	Deputy Mayor Waxer called a recess from 10:46am to 10:56am.		

Paid Parking Exemption for Indigenous Peoples	Committee received a report from the Community Development department regarding reconciliation efforts within the Municipality of Jasper. Director of Community Development Christopher Read presented recommendations and alternatives for Committee's consideration.		
#220/24	MOTION by Councillor Damota that Committee recommend Council direct Administration to waive Paid Parking fees for individuals/families who display a Parks Canada-issued Indigenous Park Pass in their vehicle.		
	FOR 6 Councillors	AGAINST 0 Councillor	CARRIED
Habitat Transition to a Public Board Report	Committee received a report from Mr. Read in response to a request made by Committee of the Whole at the November 2023 budget discussions regarding the administration of Habitat for the Arts.		
#221/24	MOTION by Councillor Melnyk that Committee receive the report for information.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Recess	Deputy Mayor Waxer called a recess from 11:43am to 12:50pm.		
2024 Tax Rate Alternatives	Committee received a report in response to a motion made at the December 19, 2023 Regular Council meeting directing Administration to provide a report on the potential implications of splitting the 2024 net tax increase at ratios other than 5:1 prior to establishing the 2024 mill rate. Director of Finance & Administration Natasha Malenchak and Mr. Given reviewed the comparisons and clarified other factors for consideration.		
#222/24	MOTION by Mayor Ireland that Committee recommend Council direct Administration to maintain the current tax rate ratio for the 2024 tax year; and		
	That Committee direct Administration to develop a draft Property Tax and Business Tax policy, for consideration prior to the 2025 budget discussions.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Recess	Deputy Mayor Waxer called a recess from 2:15pm to 2:22pm.		
Meeting Extension #223/24	MOTION by Councillor Melnyk that the May 14, 2024 Committee of the Whole meeting be extended beyond four hours.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED

ATCO Streetlight Conversion to LED Lighting Council received a presentation from ATCO at the April 16, 2024 Regular Council meeting regarding streetlights options for the Municipality. Administration presented a report today with recommendations and alternatives on ways to proceed.

#224/24 MOTION by Mayor Ireland that Committee recommend Council approve the conversion of our current lighting infrastructure to LED technology; and  
That Committee recommend Council direct Administration identify an appropriate source of funding to proceed with the conversion of decorative street lights along with the LED conversion.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Reallocation of Funds – Road Repair Committee received a report from Administration with Director of Operations & Utilities John Greathead reviewing the background for the request. Ms. Malenchak was available to answer wider budget questions.

#225/24 MOTION by Councillor Wilson that Committee recommend Council authorize the reallocation of \$22,000 from the road repair capital budget to purchase a used 1 ½ ton smooth drum roller and trailer.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

National Public Works Week Proclamation #226/24 Committee received a proclamation request from the Operations Department.  
MOTION by Councillor Damota that Committee recommend Council proclaim the week of May 19-25, 2024 National Public Works Week.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Motion Action List Administration reviewed the Motion Action List.

#227/24 MOTION by Councillor Wilson that Committee approve the updated Motion Action List with the removal of the following items:

- Clean Energy Improvement Program
- S-Block Parking 2023, Winter Seasonal Service
- Habitat for the Arts
- 2024 Mill Rate
- ATCO Streetlights
- Parks Canada Maligne Canyon Transit Service Request

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Councillor  
upcoming  
meetings

Councillor Melnyk attended a meeting of the Jasper Yellowhead Historical Society last week. He and Councillor Damota will be attending a Community Futures West Yellowhead meeting this Thursday.

Mayor Ireland and Councillor Hall attended the State of the Municipality Address last Wednesday.

Councillor Hall will be at a Library Board meeting this evening and Cultural Competency Training with Mark Young, Indigenous Relations Manager with Parks Canada, Jasper Field Unit, this Friday.

Upcoming Events

Council reviewed a list of upcoming events.

In-camera  
#228/24

MOTION by Councillor Hall to move in-camera at 3:04pm to discuss:

- Human Resources Committee Update FOIP s.19

FOR

6 Councillors

AGAINST

0 Councillors

CARRIED

Move out of  
camera  
#229/24

MOTION by Councillor Wilson to move out of camera at 4:04pm.

FOR

6 Councillors

AGAINST

0 Councillors

CARRIED

Adjournment  
#230/24

MOTION by Councillor Hall that, there being no further business, the Committee of the Whole meeting of May 14, 2024 be adjourned at 4:05pm.

FOR

6 Councillors

AGAINST

0 Councillors

CARRIED

## AGENDA ITEM 7.2

### REQUEST FOR DECISION

**Subject:** Appointments to Regional Assessment Review Board  
**From:** Bill Given, Chief Administrative Officer  
**Prepared by:** Natasha Malenchak, Director of Finance & Administration  
**Reviewed by:** Michelle Deschene, Finance Manager  
**Date:** May 28, 2024

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#### Recommendations:

- That Committee recommend Council appoint Rhonda Morgan (Jasper) as the Designated Clerk for the Regional Assessment Review Board for West Yellowhead for a 1- year term starting June 1, 2024.
- That Committee recommend Council appoint Leigh Beamish (Hinton) as the Designated Chair for the Regional Assessment Review Board for West Yellowhead for a 1- year term starting June 1, 2024. The Designated Chair's remuneration and expenses will follow the Town of Hinton Council Remuneration Policy.

#### Alternatives:

- That Committee direct Administration revise appointments and return to a future Committee of the Whole Meeting.

#### Background:

The Municipality of Jasper is a member of a Regional Assessment Review Board with the Town of Hinton, the Town of Edson and Improvement District -12. Each community must pass a bylaw to establish this regional board and become part of it.

Each Council must appoint their own board members (two or more per municipality) and their own municipal board clerk (ID-12-Exempt). The Specialized Municipality of Jasper shall act as the representative for Improvement District 12 on the Regional Assessment Review Board subject to a valid and current agreement between the Specialized Municipality of Jasper and Improvement District 12 (at present a current and valid agreement is in place). Councils must also jointly appoint a Designated Chair and a Designated Clerk for the Regional Assessment Review Board, as outlined in the recommendation above. The intent of the regional board is to have rotating communities providing a Designated Chair and Designated Clerk.

The role of the Designated Clerk is to coordinate the scheduling of hearings across the region, based on board members' availability and the number and nature of assessment appeals in each community. Clerks in each municipality are then responsible for sending notices of hearing, tracking disclosure documents, communicating with board members and any other requirement outlined in legislation.

#### Discussion:

The request to appoint a designated Chair and Designated Clerk is part of the terms of Bylaw #245 between the Town of Hinton, Town of Edson and ID12 to appoint a designated chair and designated clerk for the region and board members to the Regional Assessment Review Board. The terms of bylaw #245 are listed below:



## **6. APPOINTMENT OF BOARD MEMBERS**

- 6.1 *The Council of each Partner Municipality shall be responsible to appoint two (2) or more Members to the LARBs and CARBs pursuant to this bylaw. Provided the members have taken the necessary training, the same individuals may be appointed to a LARB and CARB.*
- 6.2 *Each municipality may appoint one Member of their Council to the LARBs and CARBs pursuant to this bylaw. Provided they have taken the necessary training, Council Members may be appointed to a LARB and CARB.*

## **9.0 DESIGNATED CHAIR**

- 9.1 *On a rotating basis between Partner Municipalities, Councils of the Partner Municipalities must jointly appoint one Board Member as Designated Chair and must jointly prescribe the Designated Chair's term of office and remuneration and expenses.*

## **10.0 DESIGNATED CLERK**

- 10.1 *Councils of the Partner Municipalities must jointly appoint a Designated Clerk for the Regional Assessment Review Board.*
- 10.2 *The Designated Clerk, whenever possible, will be selected from the same municipality as the Designated Chair and be appointed for the same term of office.*

### **Strategic Relevance:**

- Engage other municipalities, orders of government and advocacy associations.
- Welcome the expertise, innovation, creativity and commitment of community members, groups, and associations.
- Strengthen our voice by partnering with those who share our interests.

### **Inclusion Considerations:**

In the interest of equitable representation and fair decision-making, the Municipality of Jasper is committed to fostering a Regional Assessment Review Board that embraces diversity, inclusivity, and expertise. Jasper actively seeks to appoint members who reflect the uniqueness of our community, ensuring a balanced approach to the assessment process. Our commitment to inclusivity upholds the value of fairness and justice for all stakeholders involved.

### **Relevant Legislation:**

- Municipal Government Act (RSA 2000, cM-26)
  - Part 11, Assessment Review Boards
- Matters Relating to Assessment Complaints Regulation, 2018
- Matters Relating to Assessment and Taxation regulation, 2018
- [Regional Assessment Review Board Bylaw #245](#)

**Financial:**

Expenses for board hearings are borne by the municipality in which the assessed property is located. Board members can participate in hearings in other communities, and are remunerated according to each community's council remuneration policy (unless otherwise defined in individual bylaws).

**Attachments:**

- Regional Assessment Review Board #245

**MUNICIPALITY OF JASPER  
BYLAW #245**

**BEING A BYLAW OF THE SPECIALIZED MUNICIPALITY OF JASPER IN THE PROVINCE OF ALBERTA TO ESTABLISH A REGIONAL ASSESSMENT REVIEW BOARD.**

**WHEREAS** pursuant to s. 454 of the *Municipal Government Act* (RSA 2000, cM-26), a council must by bylaw establish a Local Assessment Review Board (LARB) and a Composite Assessment Review Board (CARB).

**AND WHEREAS** pursuant to s. 455 of the *Municipal Government Act* (RSA 2000, cM-26), two or more Councils may agree to jointly establish a LARB and a CARB to have jurisdiction in their municipalities as a Regional Assessment Review Board.

**NOW THEREFORE** the Council of the Specialized Municipality of Jasper, in the Province of Alberta, duly assembled, enacts:

**1. CITATION**

- 1.1. This Bylaw may be cited as the "Regional Assessment Review Board Bylaw 2022".
- 1.2. Municipality of Jasper bylaw #210, the "Regional Assessment Review Board Bylaw" is hereby repealed.

**2. DEFINITIONS**

- 2.1. In this Bylaw:
  - 2.1.1. "*Board*" shall mean the West Yellowhead Regional Assessment Review Board.
  - 2.1.2. "*Clerk*" shall mean the clerk appointed by each Partner Municipality to carry out the administrative functions of their municipality's Board activities;
  - 2.1.3. "*Council*" shall mean the municipal council of each respective Partner Municipality.
  - 2.1.4. "*Designated Clerk*" shall mean the person appointed to carry out the duties and functions of the clerk of the Regional Assessment Review Board in accordance with s. 456 of the *Municipal Government Act* (RSA 2000, cM-26), jointly appointed by the Councils of the Partner Municipalities;
  - 2.1.5. "*Designated Chair*" shall mean the person appointed to carry out the duties and functions of the chair of the Regional Assessment Review Board in accordance with s. 454 of the *Municipal Government Act* (RSA 2000, cM-26), jointly appointed by the Councils of the Partner Municipalities.
  - 2.1.6. "*Member*" shall mean a member of the Regional Assessment Review Board;
  - 2.1.7. "*Minister*" shall mean the Minister determined by the Province to be responsible for the *Municipal Government Act* (RSA 2000, cM-26);

- 2.1.8. "*Partner Municipality*" shall mean the Specialized Municipality of Jasper, Town of Hinton, Town of Edson and Improvement District 12, who have agreed to jointly establish the Regional Assessment Review Board;
- 2.1.9. "*Presiding Officer*" shall mean the Member of a LARB designated to chair a hearing;
- 2.1.10. "*Provincial Member*" shall mean a person appointed as a Provincial Member to a CARB by the Minister;

### **3. PARTNER MUNICIPALITIES**

- 3.1 The Specialized Municipality of Jasper and the Partner Municipalities hereby jointly establish a Regional Assessment Review Board to exercise the functions of a Local Assessment Review Board (LARB) and a Composite Assessment Review Board (CARB) to have jurisdiction in their municipalities.

### **4. REGIONAL BOARD REVIEW COMMITTEE**

- 4.1 The Regional Board Review Committee shall consist of the Clerks from each Partner Municipality.
- 4.2 The Regional Board Review Committee will hold an annual meeting for the Clerks to review the CARB and LARB roles and requirements for the year.
- 4.3 The Specialized Municipality of Jasper shall act as the representative for Improvement District 12 on the Regional Board Review Committee, subject to a valid and current agreement between the Specialized Municipality of Jasper and Improvement District 12.

### **5. ESTABLISHMENT OF BOARDS**

- 5.1 The following West Yellowhead Regional Assessment Review Boards are hereby established:
  - 5.1.1 One or more LARBs that consist of one Member;
  - 5.1.2 One or more LARBs that consist of three Members;
  - 5.1.3 One or more CARBs that consist of one Provincial Member; and
  - 5.1.4 One or more CARBs that consist of one Provincial Member and two Members.

### **6. APPOINTMENT OF BOARD MEMBERS**

- 6.1 The Council of each Partner Municipality shall be responsible to appoint two (2) or more Members to the LARBs and CARBs pursuant to this bylaw. Provided the members have taken the necessary training, the same individuals may be appointed to a LARB and CARB.
- 6.2 Each municipality may appoint one Member of their Council to the LARBs and CARBs pursuant to this bylaw. Provided they have taken the necessary training, Council Members may be appointed to a LARB and CARB.
- 6.3 Each municipality must rescind an appointment if the Member: (i) fails to successfully complete the training program set by the Minister; (ii) does not live up to their commitment to attend hearings; (iii) is no longer eligible pursuant to the Act and regulations passed thereto; or (iv) breaches the pecuniary interest provisions in s. 480 of the *Municipal Government Act* (RSA 2000, cM-26).

- 6.4 Notwithstanding section 6.1, Improvement District 12 shall be exempt from the responsibility to appoint Members to the LARBs and CARBs pursuant to this bylaw, subject to a valid and current agreement between the Specialized Municipality of Jasper and Improvement District 12.

## **7. TERM OF APPOINTMENT**

- 7.1 A Member may be reappointed to the Board at the expiration of his or her term.
- 7.2 A Member may resign from the Board at any time on written notice to the Designated Clerk to that effect.
- 7.3 Each municipality shall have the right to rescind the appointment of their Board member.
- 7.4 Upon being appointed, the Member must successfully complete the training as prescribed by the Minister prior to participating in a hearing.

## **8.0 JURISDICTION OF THE BOARD**

- 8.1 The Board shall have jurisdiction to exercise the functions of a LARB and the functions of a CARB under the provisions of the *Municipal Government Act* (RSA 2000, cM-26) in respect to assessment complaints made by taxpayers of a Partner Municipality.

## **9.0 DESIGNATED CHAIR**

- 9.1 On a rotating basis between Partner Municipalities, Councils of the Partner Municipalities must jointly appoint one Board Member as Designated Chair and must jointly prescribe the Designated Chair's term of office and remuneration and expenses.

## **10.0 DESIGNATED CLERK**

- 10.1 Councils of the Partner Municipalities must jointly appoint a Designated Clerk for the Regional Assessment Review Board.
- 10.2 The Designated Clerk, whenever possible, will be selected from the same municipality as the Designated Chair and be appointed for the same term of office.

## **11.0 PRESIDING OFFICER**

- 11.1 The Members of every Board established under section 5.1.2 of this bylaw will select a Presiding Officer from among themselves who will:
- 11.1.1 Preside over and be responsible for the conduct of hearings;
  - 11.1.2 Vote on matters submitted to the Board unless otherwise disqualified; and
  - 11.1.3 Sign orders, decisions, and documents issued by the Board.

## **12.0 HEARINGS**

- 12.1 Hearings will be held at such time as determined by the Designated Clerk, in the municipality where the property under complaint is located.
- 12.2 Each Partner Municipality shall provide, at their expense, adequate facilities for the hearings in their municipality.
- 12.3 The proceedings of the Board must be conducted in public except where the Board deals with information protected from disclosure under the provisions of the *Freedom of Information and Protection of Privacy Act* (RSA 2000, cF-25) and the *Municipal Government Act* (RSA 2000, cM-26).
- 12.4 The Designated Clerk shall attempt to have a majority of Members who do not reside in the municipality in which the property under complaint is located.

## **13.0 FEES**

- 13.1 The fees payable pursuant to s. 481(1) of the *Municipal Government Act* (RSA 2000, cM-26) shall be those established by each Partner Municipality for property located in that municipality, provided that such fees do not exceed the maximum fees set out in the *Matters Relating to Assessment Complaints Regulation Alberta Regulation* (AR 201/2017).

## **14.0 COSTS AND REMUNERATION**

- 14.1 Each Partner Municipality shall pay for administrative costs associated with the operations of the Board in their respective municipality, including remuneration for Members, the costs associated with any Provincial Members, and any legal fees.
- 14.2 Unless otherwise determined by the Partner Municipality which appointed the Member, Members shall receive remuneration for training sessions, meetings, decision writing, reviewing draft decisions, and hearings in accordance with the meeting fees set for municipal councillors in the respective Partner Municipality.

## **15.0 DISPUTE RESOLUTION**

- 15.1 In the event that a dispute arises between any of the Partner Municipalities regarding any of the clauses in this Bylaw, or over a financial matter regarding the operation of the LARBs or CARBs, the Chief Administrative Officers of the Partner Municipalities shall meet to consider the matter.
- 15.2 The decision of the panel of Chief Administrative Officers will be final.

## **16.0 BYLAW AMENDMENTS**

- 16.1 In the event that the Council of a Partner Municipality wishes to amend the Regional Assessment Review Board Bylaw, the Clerk of that municipality will bring the proposed amendments to the Regional Board Review Committee for discussion and presentation to their respective Councils.
- 16.2 If the Councils of the Partner Municipalities cannot reach an agreement on the proposed amendments, the Mayors of the Partner Municipalities shall meet to consider the matter.

16.3 If a Partner Municipality intends to no longer be a part of the West Yellowhead Regional Assessment Review Board, they shall give the Councils of Partner Municipalities no less than thirty (30) days written notice of that intention prior to the meeting at which any motion or bylaw to cease participation in the Board is to be considered.

**17.0 SEVERANCE**

17.1 If any provision herein is found to be invalid by a court of competent jurisdiction, it shall be severed from the remainder of this Bylaw and shall not invalidate the whole bylaw.

**18.0 COMING INTO EFFECT**

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

**READ** a first time this 19 day of April, 2022

**READ** a second time this 19 day of April, 2022

**READ** a third time and finally passed this 3 day of May, 2022

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Mayor

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Chief Administrative Officer

## AGENDA ITEM 7.3

### REQUEST FOR DECISION

**Subject:** Annual Employee Housing Report  
**From:** Bill Given, Chief Administrative Officer  
**Prepared by:** Leanne Pelletier, Municipal Housing Coordinator  
**Reviewed by:** Bill Given, Chief Administrative Officer  
**Date:** May 28, 2024

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#### Recommendation:

- That Committee receive the Annual Employee Housing Report for information and;
- That Committee recommend Council provide a waiver from Policy D-116 and authorize the 2024 staff accommodation rates as proposed by Administration.

#### Alternatives:

- That Committee receive this report for information, and direct Administration establish the 2024 staff accommodation rates according to policy D-116.
- That Committee approve maintaining the rental rates for staff accommodation units at their current level for the 2024 year and direct Administration to return with recommended policy revisions in 2025.

#### Background:

Municipal Council approved [Policy D-116, the Municipal Employee Housing Policy](#) in April 2022 and [corresponding administrative procedures](#) in January 2023. Under Section 5.1 of the administrative procedures, an annual employee housing report is to be provided to Council. Included in the report are details on the occupancy, revenue, capital expenditures and cost to operate staff accommodation units.

The Municipality of Jasper owns one single family home and one duplex, and rents one town house for staff accommodation. Eligibility, requests for placement, and rent amounts are governed by policy D-116 administrative procedures, which have been in effect for less than 18 months.

Section 6 of the administrative procedures details how the Jasper Market Rate and staff accommodation rental amounts are determined, allowing for an annual review to assess necessary rent adjustments.

#### Discussion

The Municipality of Jasper recognizes the importance of providing housing to aid in staff recruitment and retention, and aims to provide eligible employees with affordable and appropriate housing. Policy and procedure is in place with the intent to ensure rents are fair and equitable, reflecting Jasper market rental rates and that opportunities for occupancy reflect need.

The municipality has access to three staff accommodation units: 1251 Cabin Creek and 895 Bonhomme are intended for transitional housing, for full-time employees of the municipality, and a 6-bedroom rented home for temporary housing of term and seasonal staff.



In 2023, the staff accommodation program operated at a loss due to:

- Fluctuating seasonal demand for temporary, term and seasonal staff housing units.
- Planned vacancy for renovations to 895A Bonhomme, an approved capital project, which were put on hold for potential tenancy.

A review of Jasper Market Rate and current staff accommodation rental rates was conducted as per policy. Recommended rental rates from 2 local realtors and rental rates from the Alberta Apartment and Vacancy Report for Jasper and Banff are to be used in the calculation.

Policy states that assigned rental rates are the lower of; 15% below the Jasper Market Rate for like properties, or 30% of the employee’s total gross monthly income. Rental rates for the rented town home are based on a cost recovery basis based on 100% occupancy.

Using the data sets specified in the policy would result in the following rental increases for staff accommodation:

Property	2023 Rate	Policy 2024 Rate	% Increase	Calculated 2024 Market Rate
1251 CC – 3 bed Single Detached Home	\$1838.34	\$1992.20	8.75	\$2350
895 Bonhomme – 4 bed Duplex	\$1983.33	\$2861.67	44	\$3360
# 3 Swift Crescent – 6 bed Town Home	\$700/room	\$700*		\$800

*\*based on cost recovery*

Administration notes that while the 8.75% rent increase for 1251 Cabin Creek Drive could be considered reasonable year over year, the 44% increase for 895 Bonhomme is likely not. An outlier data point for 4-bedroom units contributed to this large increase. Additionally, comparing rental rates of apartments to single detached homes has reduced the median market rate for a single detached home.

In lieu of using the rates determined by policy, administration recommends the following rental rates based on additional research into the local rental market and market trends:

**Administration Recommended Rates**

Property	2023 Rate	Recommended 2024 Rate	% Increase	Calculated 2024 Market Rate
1251 CC – 3 bed Single Detached Home	\$1838.34	\$2003.42	9*	\$2350
895 Bonhomme – 4 bed Duplex	\$1983.33	\$2161.82	9*	\$3360
#3 Swift Crescent	\$700/room	\$700/room	0	\$800

*\* 9% increase is lower than the CPI for rent in Alberta which rose 16.2% year over year in April 2024*

Looking forward administration will assess whether revisions to the policy are required, to ensure data used to calculate rates accurately reflect the local market, while providing employees with affordable and appropriate housing.

This report is presented later than stated in the administrative procedures to incorporate the completed and audited financial year 2023, providing an accurate review of staff accommodation revenue and expenses.

**Strategic Relevance:**

- Explore increasing the number of units available for municipal staff accommodation.

- Proactively plan for and invest in the maintenance and management of our natural assets and built infrastructure.
- Pursue alternative revenue sources and equitable distribution of costs.

**Financial:**

In 2023 the Municipal Staff Accommodation program sustained an operating loss of \$69,458. It should be noted that this amount includes \$62,325 in funds transferred to restricted reserves for future renovations, repair and maintenance of housing assets.

A previously approved capital project, renovations to the basement of 895 Bonhomme to better align the space with need, was not undertaken during 2023.

Rent charged to the municipality for the town home at 3 Swift Crescent has not seen rate increases during the rental period.

Increased rental rates will improve staff accommodation financials, however transfers to reserves and unplanned vacancies will continue to impact overall profit.

**Attachments:**

- Annual Employee Housing Report Tables

**Municipality of Jasper  
2023 Annual Employee Housing Report Tables**



**Unit Detail**

Unit	Status	Description	Rent Collected	Persons Housed	Tenant Details
1251 Cabin Creek Dr.	Owned	Single Family Home	\$22,060.00	4	Fire Chief/Director of Emergency Management
895 A Bonhomme St.	Owned	½ Duplex	0\$	NA	Vacant
895 B Bonhomme St.	Owned	½ Duplex	\$23,800	3	Director of Operations
#3 Swift Crescent	Rented	Row House	\$27,608	9	Varies – Temporary Housing

**Facility Capital Expenditures**

Unit	Description of Expenditure	Project Start Date	Project End Date	Budgeted Amount	Actual Amount
1251 Cabin Creek Dr.	None in 2023				
895 A Bonhomme St.	None in 2023				
895 B Bonhomme St.	None in 2023				

**Profit / Loss**

Unit	Revenue	Expenses						Total Expense	Total Profit/Loss
Owned	Rent Collected	Insurance	Prop Tax	Goods & Supplies	Maintenance Costs	Contracted & General Serv	Transfer to restricted		
1251 Cabin Creek Dr.	\$22,060	1,127	4,481	0	4,444	889	16,130	\$27,071	-\$5,011
895 A Bonhomme	\$0	1,248	3,500	1,535	2,155	3,385	23,098	\$34,921	-\$34,921
895 B Bonhomme	\$23,800	1,248	3,500	0	2,154	535	23,097	\$30,534	-\$6,734
<b>Total</b>	<b>\$45,860</b>	<b>3,623</b>	<b>11,481</b>	<b>1,535</b>	<b>8,753</b>	<b>4,809</b>	<b>62,325</b>	<b>92,526</b>	<b>-\$46,666</b>
	<b>Revenue</b>	<b>Expenses</b>							
Rented	Rent Collected	Rent Paid							
#3 Swift Crescent	\$27,608	50,400						\$50,400	-\$22,792
								<b>Total Loss</b>	<b>-\$69,458</b>
<b>Of which \$62,325 is funds transferred to reserves</b>									

## AGENDA ITEM 7.4

### REQUEST FOR DECISION

**Subject:** Indigenous Relations Strategy and Action Plan  
**From:** Bill Given, Chief Administrative Officer  
**Prepared by:** Lisa Riddell, Community Development Manager  
**Reviewed by:** Jenna McGrath, Project Coordinator  
**Date:** May 28, 2024

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#### Recommendation:

- That Committee direct Administration to schedule a Council workshop to inform the development of an Indigenous Relations Strategy and Action Plan.

#### Alternatives:

- That Committee direct Administration to write the plan and return to a future Committee meeting.
- That Committee receive the report for information and take no further action.

#### Background:

On July 6, 2021 Council adopted the [Equity, Diversity and Inclusion Policy](#). On October 12, 2021 Council adopted the five-year Equity, Diversity and Inclusion Master Plan, which sets out how the policy will be actioned by administration over the five-year period (2022-2026).

In the 2023 budget, Council approved the establishment of the Project Coordinator Position within the Community Development Department. 20% of this position focuses on supporting the municipality's progress along the path of reconciliation. Throughout 2023 and in 2024, the Project Coordinator made significant progress building relationships with Indigenous Partners and with Parks Canada's Indigenous Relations team.

On April 25, 2024 Council and senior leadership engaged in a facilitated discussion with Indigenous Partners. The Municipality of Jasper asked specifically about what kinds of things partners wished to see the MOJ focus on in the spirit of truth and reconciliation.

#### Discussion:

Administration recommends scheduling a Council workshop to review that input and inform the development of an Indigenous Relations Strategy and Action Plan. This approach ensures that the strategy is shaped by direct input from Council based on what Council heard from Indigenous partners, fostering a collaborative environment essential for genuine reconciliation efforts. It also allows for a thorough understanding of the community's needs and priorities, ensuring that the strategy is comprehensive and actionable.

Draft pillars for the Indigenous Relations Strategy and Action Plan have been developed by administration, and these will serve as a foundational framework for the workshop discussions. The draft pillars include:

- **Cultural Awareness and Education:** Enhance understanding and appreciation of Indigenous histories and cultures within the community.

- **Partnerships and Collaboration:** Strengthen relationships and partnerships with Indigenous communities and organizations.
- **Visibility and Economic Opportunities:** Promote economic development opportunities for Indigenous peoples in Jasper. Indigenize community spaces using Indigenous art and languages.
- **Ongoing Community Engagement:** Encourage active participation and input from Indigenous community members in municipal decision-making processes. Build and nurture relationships with Indigenous Partners.
- **Support for Indigenous Events:** Support and participate in Indigenous cultural events, including National Indigenous Peoples' Day, June 21 (NIPD), National Day for Truth and Reconciliation, Sep 30 (NDTR) and National Inquiry into Missing and Murdered Indigenous Women and Girls, May 5 (MMIWG).

These pillars provide a structured approach to developing a strategy that is aligned with both the needs of Indigenous partners and the strategic goals of the Municipality.

An alternative approach is for administration to write the plan without Council input. This would expedite the development process but may result in a plan that lacks the nuanced understanding and buy-in from Council, potentially leading to less effective implementation. Additionally, without Council's direct involvement, the plan might miss critical perspectives and insights that could enhance its relevance and impact.

#### **Strategic Relevance:**

- Continue along the path of reconciliation (TRC Call to Action 57 and 45 iii)
- Welcome the expertise, innovation, creativity and commitment of community members, groups, associations and businesses.
- Embrace our growing diversity.
- Leverage and create opportunities for greater inclusion.
- Promote and enhance recreational and cultural opportunities and spaces.

#### **Inclusion Considerations:**

The proposed Council workshop will promote equity and inclusion by ensuring that the development of the Indigenous Relations Strategy is informed by the diverse individual perspectives of Council members to better represent the collective views of Jasper residents.

#### **Relevant Legislation:**

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

#### **Financial:**

The financial impact of scheduling a Council workshop is minimal and can be accommodated within the existing budget. Costs associated with the workshop, such as facilitation and logistics, will be managed within the current operational funds.

#### **Attachments:**

None

## AGENDA ITEM 7.5

### REQUEST FOR DECISION

**Subject:** Appointed Council Member on Jasper Food Alliance Committee  
**From:** Bill Given, Chief Administrative Officer  
**Prepared by:** Lisa Riddell, Community Development Manager  
**Reviewed by:** Jenna McGrath, Community Development Coordinator  
**Date:** May 28, 2024



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#### Recommendation:

- That Committee recommend Council appoint 1 x Councillor and 1 x alternate to the Jasper Food Alliance Committee.

#### Alternatives:

- That Committee direct Administration to return to a future Committee meeting with more information.
- That Committee receive the report for information and take no further action.

#### Background:

In the 2023 budget, Council approved the establishment of the Project Coordinator Position within the Community Development Department. 30% of this position focuses on engaging local partners in creating a Food Security Strategy for Jasper. Throughout 2023 and in 2024, the Project Coordinator made significant progress building collaborative relationships with food-focused organizations.

On May 7, 2024 Council approved policy [A-107 Council Representation on External Boards and Committees](#) which is intended to provide consistency and equity in how request for elected official representation on external boards and committees are handled.

#### Discussion:

The [Jasper Food Alliance](#) was formed in 2023 and established a clear mission: *The Jasper Food Alliance increases food security in Jasper through partnerships, programming and research to create a resilient, regional food system.* In early 2024, the Jasper Food Alliance also conducted a Food Security Survey in the community, the results of which will help to shape the broad-based strategic planning around food security for the community of Jasper.

Part of establishing the Jasper Food Alliance included establishing Terms of Reference that set out the parameters by which the group will operate. The Terms of Reference were approved by the Jasper Food Alliance on February 20, 2024.

Under policy A-107 Council may choose to appoint members to represent the municipality on external boards or committees that meet one or more of the following criteria:

- The municipality provides ongoing financial contributions greater than \$2,500 per year to the organization
- The municipality maintains a membership in the organization.
- The organization is a lessee of space within a municipal facility.

- The work of the organization aligns with council's strategic priorities.

Through the Project Coordinator Position, the Municipality of Jasper contributes more than \$2,500 per year towards supporting the Jasper Food Alliance and the development of a Food Security Strategy for Jasper. The JFAC Terms of Reference list the Municipality of Jasper as a member of the JFA Committee. Additionally, the JFAC's work aligns closely with two of Council's Strategic Priorities:

- Take proactive steps to reduce the risk of people becoming vulnerable and respond when they are vulnerable.
- Welcome the expertise, innovation, creativity and commitment of community members, groups, associations and businesses.

In terms of the commitment, the Jasper Food Alliance Committee meets 4 times per year, and may meet more frequently as required. Typical meetings have been 1.5 hours in length.

Administration recommends that Council appoint one member and one alternate to the Jasper Food Alliance Committee. While the Project Coordinator continues to support the group administratively in meetings and planning processes, Council's participation will ensure that the Food Security Strategy for Jasper includes the perspective and insights of Council which will enhance its relevance and impact.

**Strategic Relevance:**

- Take proactive steps to reduce the risk of people becoming vulnerable and respond when they are vulnerable.
- Welcome the expertise, innovation, creativity and commitment of community members, groups, associations and businesses.

**Inclusion Considerations:**

The Jasper Food Alliance is guided by inclusive values: Cooperation, Community, Caring, Creativity, Diversity, Sustainability and Learning. The JFA takes a non-judgemental, person-focused, collaborative approach in its efforts to improve availability, affordability and access to diverse foods and food distribution systems that meet changing and diverse food needs.

**Relevant Legislation:**

- [Policy A-107 Council Representation on External Boards or Committees](#)
- [Policy E-115 Equity, Diversity and Inclusion Policy](#)

**Financial:**

The financial impact of appointing a member of Council to sit on the JFA can be accommodated within the existing budget.

**Attachments:**

Jasper Food Alliance Committee Terms of Reference



## **Jasper Food Alliance (JFA) Committee Terms of Reference**

### **1. Purpose & Responsibilities of the JFA Committee**

1.1 To play a leadership role in advancing food security in Jasper including:

1.1.1 - Provide a forum for JFA members to come together to identify trends, challenges, gaps and opportunities for collaborative action; and

1.1.2 - Inform the development of tools, resources, campaigns, programs, initiatives and events that advance the community's overall understanding of food security and the conditions needed to ensure that every resident's food needs are met.

### **2. Chair**

2.1. The chair of the JFA Committee shall be chosen annually by the voting members of the committee.

2.2. In the absence of the Chair, another appointed committee member shall serve as the chair of the committee.

2.3. The Chair shall preside during JFA meetings:

2.4. The Municipality's Project Coordinator shall support the JFA Committee administratively and shall:

2.4.1. Schedule and arrange meetings;

2.4.2. Set and distribute agendas;

2.4.3. Maintain and distribute minutes;

2.4.4. Prepare recommendations to be advanced to appropriate individuals or groups by the Chair;





### 3. Membership

- 3.1. The Jasper Food Alliance Committee is comprised of a maximum of 10 members with equal voting rights.
- 3.2. The Municipality of Jasper's Project Coordinator supports the JFA Committee administratively and is not a voting member.
- 3.3. **Appointed JFA committee members:** Out of the 10 total committee members, a minimum of 5 members are appointed each year. Appointed members representing an organization may be volunteer or paid. Members are appointed each year by March 15 from the below three organizations:

Organization	Members
Jasper Food Bank	2
Jasper Local Food Society	2
Municipal Council	1

If an appointed member cannot attend a meeting, they may send an alternate in their place.

- 3.4. **Elected JFA committee members:** Up to 5 elected members may also apply to join the Jasper Food Alliance Committee. Individual residents as well as representatives of a local business, agency or organization are welcome to apply to join. There can be a maximum of 2 representatives from any one organization, business or agency at any one time. Applications for additional committee member positions are solicited annually in January, received in February and up to 5 members are able to join by the spring meeting. Members can also apply to join throughout the year.
- 3.5. **Affiliate members:** The Jasper Food Alliance also welcomes affiliate members – those who are welcome to attend JFA committee meetings but do not vote on decisions, and who play a vital role in advancing food security in Jasper. Affiliate members receive a monthly update from the Jasper Food Alliance Committee. They may ask to be added to or removed from the JFA Committee's distribution list at any time.
- 3.6. **Non-voting, guest attendees:** These are individuals who may be invited to participate in JFA Committee discussions, from time to time, when such individuals possess a particular insight, knowledge, skill or expertise that may assist the JFA committee's work. They do not have voting rights at the meeting's they attend.



#### **4. Quorum and Voting**

- 4.1. Quorum for the Jasper Food Alliance Committee shall be half or more of the total voting members.
- 4.2. All JFA Committee members will vote on all motions – JFA Committee members may indicate where a conflict of interest exists and request to abstain from a vote.

#### **5. Meeting Frequency**

- 5.1. At minimum, the JFA Committee will meet 4 times per year, and may meet more frequently as required.
- 5.2. Meetings will be scheduled based on member availability and members will be given a month's notice of meetings.

#### **6. Terms of Reference**

- 6.1. The Jasper Food Alliance Committee Terms of Reference may only be approved and amended by the JFA Committee with a motion passed by majority vote at a meeting where quorum is present.

Dated at Jasper, Alberta this \_\_\_\_ of \_\_\_\_\_, 2024

\_\_\_\_\_

Jasper Food Alliance Chair

Print name: \_\_\_\_\_

## MOTION ACTION LIST

SHORT TITLE	REQUESTED (DATE)	RESPONSIBLE (WHO)	COUNCIL MOTION (DESCRIPTION)	TARGET (DATE)	STATUS
Transit Capital Projects	December 19, 2023	CAO	That Council direct Administration to return to a future Council meeting for approval prior to awarding or procuring any transit capital projects.	May 2024	Recommended to be deferred to June
Global Covenant of Mayors for Climate & Energy	January 9, 2024	CAO	That Committee recommend Council postpone the consideration of joining the "Global Covenant of Mayors for Climate & Energy" until July 2024.	July 2024	
Crosswalks near School Zones	January 23, 2024	Director of Operations & Utilities and Director of Protective & Legislative Services	That Committee refer the matter of pedestrian safety at the crosswalks on Bonhomme Street adjacent to the sports fields and the Southview Co-ops to the Traffic Advisory Committee.	May 2024	
Climate Change Adaptation Action Plan	February 27, 2024	CAO	That Committee direct Administration to return to a future Committee meeting with recommendations on developing a Climate Change Adaptation Action Plan.	June 2024	
The Men's Shed	March 12, 2024	Director of Community Development	That Committee direct Administration to develop a partnership to create a Men's Shed in one bay of the 3-bay garage at the Activity Centre and return to a future Committee meeting with the proposed partnership agreement.	June 2024	
Utilities Workshop & Jasper United Church Request	March 12, 2024	CAO and Director of Finance & Administration	That Committee direct Administration to set-up a utilities workshop to review the current model within the next three months; and that	June 2024	

Municipality of Jasper

			Committee tables this request to that workshop.		
<b>Jasper Skatepark Committee</b>	<b>March 19, 2024</b>	<b>CAO and Director of Finance &amp; Administration</b>	That Council authorise, 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.	<b>September 2024</b>	
<b>Federal Housing Advocacy</b>	<b>April 9, 2024</b>	<b>CAO</b>	That Committee direct Administration to contact the office of the Federal Housing and Infrastructure Minister to coordinate an advocacy meeting.	<b>May 2024</b>	Recommended to be deferred to June
<b>Traffic Safety Bylaw</b>	<b>April 23, 2024</b>	<b>Director of Protective &amp; Legislative Services</b>	That Committee direct Administration to review the Traffic Safety Bylaw section 16.16 and return to a future Committee of the Whole meeting with recommendations.	<b>July 2024</b>	
<b>Clean Energy Improvement Program</b>	<b>May 14, 2024</b>	<b>Energy &amp; Environment Manager</b>	That Committee direct Administration draft a CEIP bylaw to support a residential program.	<b>July 2024</b>	
<b>S-Block Parking</b>	<b>May 14, 2024</b>	<b>Director of Protective &amp; Legislative Services and Director of Operations &amp; Utilities</b>	That Committee direct Administration to develop a proposal to better utilize the S-Block Parking Lot, including project scope and budget for larger stalls with a return on investment, and report at a future Committee meeting.	<b>August 2024</b>	
<b>2024 Tax Rate Alternatives</b>	<b>May 14, 2024</b>	<b>CAO and Director of Finance &amp; Administration</b>	That Committee direct Administration to develop a draft Property Tax and Business Tax policy, for consideration prior to the 2025 budget discussions.	<b>August 2024</b>	