

MUNICIPALITY OF JASPER
REGULAR COUNCIL MEETING AGENDA
April 15, 2025 | 1:30 pm
Jasper Library & Cultural Centre – Quorum Room
[Municipality of Jasper Strategic Priorities 2022-2026](#)



Notice: Council members and staff are at the Jasper Library and Cultural Centre. 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 1:30 pm, use this Zoom link:**
<https://us02web.zoom.us/j/87657457538>

1 CALL TO ORDER

2 A PPROVAL OF AGENDA

2.1 Regular meeting agenda, April 15, 2025 attachment

Recommendation: That Council approve the agenda for the regular meeting of April 15, 2025 as presented.

3 APPROVAL OF MINUTES

3.1 Regular meeting minutes, April 1, 2025 attachment

Recommendation: That Council approve the minutes of the April 1, 2025 Regular Council meeting as presented.

3.2 Committee of the Whole meeting minutes, April 8, 2025 attachment

Recommendation: That Council approve the minutes of the April 8, 2025 Committee of the Whole meeting as presented.

4 DELEGATIONS

4.1 Mayor's Recognition Award Recipients verbal

5 CORRESPONDENCE

5.1 Jasper Yellowhead Museum & Archives – Request for Letter of Support attachment

Recommendation: That Council authorize the Mayor to provide a letter of support as requested by the Jasper Yellowhead Museum & Archives.

6 NEW BUSINESS

6.1 Day of Awareness for Missing & Murdered Indigenous Women, Girls, 2SLGBTQI+ individuals and Two-Spirit People (MMIWG2S), also known as "Red Dress Day", Proclamation attachment

Recommendation: That Council proclaim May 5, 2025 a local Day of Awareness for Missing and Murdered Indigenous Women, Girls, 2SLGBTQI+ individuals and Two-Spirit People (MMIWG2S), also known as "Red Dress Day."

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6.2 Jasper Recovery Coordination Centre Progress Update attachment

Recommendation: That Council receive the report for information.

6.3 Director’s Report – Operations & Utilities attachment

Recommendation: That Council receive the report for information.

6.4 Accessory Dwelling Incentive Program attachment

Recommendation: That Council approve the Accessory Dwelling Incentive Program; and

That Council approve the Accessory Dwelling Policy as presented.

7 NOTICES OF MOTION

8 COUNCILLOR REPORTS

9 UPCOMING EVENTS

Jasper Municipal Housing Corporation Meeting – April 15 following Regular Council meeting
[Jasper Business Recovery Lunch & Learn](#) – 12:00-1:00pm, April 17, 24, & May 1, 631 Patricia St.

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

[Wildfire Information Session](#) – 7:00pm, April 23, Multipurpose Hall

NETMA – 4:30-6:30pm, April 23, Jasper-Yellowhead Museum & Archives

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

Emergency Preparedness Week Open House – 3:00pm-7:00pm, May 7, Emergency Services Building

Community FireSmart Day – Saturday, May 10

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

10 ADJOURNMENT

Recommendation: That, there being no further business, the regular meeting of April 15, 2025 be adjourned at _____.

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

Municipality of Jasper
Regular Council Meeting Minutes
Tuesday, April 1, 2025 | 1:30pm
Jasper Library and Cultural Centre, Quorum Room

Virtual viewing and participation	Council attendance is in Council chambers at the Jasper Library and Cultural Centre. This meeting was also conducted virtually and available for public livestreaming through Zoom. Public viewing and participation during Council meetings is through both Zoom livestreaming and in-person attendance.		
Present	Mayor Richard Ireland, Deputy Mayor Ralph Melnyk, Councillors Kathleen Waxer, and Wendy Hall		
Absent	Councillors Helen Kelleher-Empey, Scott Wilson and Rico Damota		
Also present	Christine Nadon, Acting Chief Administrative Officer Andy Esarte, Acting Director of Recovery Beth Sanders, Director of Urban Design & Standards Lucas Sherwin, Town Planner Isla Tanaka, Town Planner Caylee LaBranche, Business Liaison Doug Olthaf, Housing & Social Recovery Manager Emma Acorn, Legislative Services Coordinator Jen Dillon, Protective Services Coordinator Tim Hovorka, Resident Mike Merilovich, Resident Carlos Rodriguez, Whistler's Inn & Jasper Downtown Hostel Bruno Ritter, Whistler's Inn Kevin Valdes, Resident Doug Albert, Jasper Source for Sports Henriette Desrosiers, Resident Lisa Darrah, Rockaboo Mountain Adventures Peter Shokeir, The Fitzhugh 28 observers		
Call to order	Mayor Ireland called the April 1, 2025 Regular Council meeting to order at 1:31pm.		
Approval of agenda #158/25	MOTION by Councillor Waxer – BE IT RESOLVED that Council approve the agenda for the April 1, 2025 Regular Council meeting as presented.		
	FOR 4 Councillors	AGAINST 0 Councillors	CARRIED
Approval of Regular minutes #159/25	MOTION by Councillor Melnyk – BE IT RESOLVED that Council approve the minutes of the March 18, 2025 Regular Council meeting as presented.		
	FOR 4 Councillors	AGAINST 0 Councillors	CARRIED
Approval of Committee of the Whole Meeting minutes #160/25	MOTION by Councillor Waxer – BE IT RESOLVED that Council approve the minutes of the March 25, 2025 Committee of the Whole meeting as presented.		
	FOR 4 Councillors	AGAINST 0 Councillors	CARRIED
Delegations	Council received delegates who all wished to speak to the “Pop-Up Business Village Patricia Street Location” item on the agenda. Delegates were each given three minutes to share their questions and concerns. Speakers included residents and business owners in the following order: <ul style="list-style-type: none">• Resident Tim Hovorka• Resident & Business Owner Carlos Rodrigues• Resident Mike Merilovich• Resident & Business Owner Bruno Ritter• Resident Kevin Valdes• Resident Henrietta Desrosiers		

- Resident & Business Owner Doug Albert
- Resident & Business Owner Lisa Darrah

Correspondence	none		
Jasper Recovery Coordination Centre Progress Update	Council received a Jasper Recovery Coordination Centre progress update from Acting Director of Recovery Andy Esarte and Housing & Social Recovery Manager Doug Olthaf. The update included information the debris removal process; interim housing; the Recovery Pathfinders program; a needs assessment which is underway; the Business Lunch and Learn series; and more. The presentation is attached to these minutes as they were received after publication of the agenda.		
#161/25	MOTION by Councillor Melnyk – BE IT RESOLVED that Council receive the progress update for information.		
	FOR 4 Councillors	AGAINST 0 Councillors	CARRIED
Director’s Report – Urban Design & Standards	Council received a report from Director of Urban Design & Standards Beth Sanders. Highlights included a review of major projects; staffing updates; service trends; a discussion on community engagement; and more. The report can be found in the agenda package.		
#162/25	MOTION by Councillor Waxer – BE IT RESOLVED that Council receive the report for information.		
	FOR 4 Councillors	AGAINST 0 Councillors	CARRIED
Recess	Mayor Ireland called a recess from 2:49pm to 3:01pm.		
Jasper Municipal Library Board Letter of Understanding	MOTION by Councillor Hall – BE IT RESOLVED that Council approve the Jasper Municipal Library Letter of Understanding as presented.		
#163/25	FOR 4 Councillors	AGAINST 0 Councillors	CARRIED
Seniors’ Centre in Jasper	MOTION by Councillor Waxer – BE IT RESOLVED that Council authorize the Mayor to write a letter requesting that the Government of Alberta include additional living units for seniors; as well as a seniors’ centre space in the plans for the rebuild of Pine Grove Manor.		
#164/25	FOR 4 Councillors	AGAINST 0 Councillors	CARRIED
Pop-Up Business Village Patricia Street Location	Director Sanders was joined by Business Liaison Caylee LaBranche, Town Planner Lucas Sherwin, and Town Planner Isla Tanaka to review feedback received over the past week and the methodology used to collect the feedback. The presentation received by Council is attached to these minutes.		
#165/25	MOTION by Councillor Hall – BE IT RESOLVED that Council direct Administration to maintain the retail Pop-Up Village previously proposed location on Connaught Drive.		
	FOR 4 Councillors	AGAINST 0 Councillors	CARRIED
2024 Equity, Diversity & Inclusion Update	MOTION by Councillor Waxer – BE IT RESOLVED that Council approve replacing the word Master with the word Action in the formal name of the plan.		
#166/25	FOR 4 Councillors	AGAINST 0 Councillors	CARRIED

Revisiting the 2025 Approved Budget	Council discussed the implications of revisiting the 2025 approved capital and operating budgets.		
Recess	Mayor Ireland called a recess from 4:08pm to 4:17pm.		
Revisiting the 2025 Approved Budget #167/25	MOTION by Councillor Melnyk – BE IT RESOLVED that Council revisit the 2025 approved operating and capital budgets at a future Committee of the Whole meeting.		
	FOR 4 Councillors	AGAINST 0 Councillors	CARRIED
#168/25	MOTION by Councillor Melnyk – BE IT RESOLVED that Council direct Administration to obtain the information from the provincial government regarding the implications of reopening our capital and operating budgets.		
	FOR 4 Councillors	AGAINST 0 Councillors	CARRIED
Notices of Motion	none		
Councillor Reports	Councillor Melnyk attended the annual general meeting of the Jasper-Yellowhead Historical Society Monday evening.		
	Councillor Melnyk and Councillor Waxer will be attending a virtual meeting with Alberta Municipalities with updates for Towns West.		
Upcoming events	Council received a list of upcoming events for information.		
Adjournment #169/25	MOTION by Councillor Waxer – BE IT RESOLVED that, there being no further business, the Regular Council meeting of April 1, 2025 be adjourned at 4:33pm.		
	FOR 4 Councillors	AGAINST 0 Councillors	CARRIED

Mayor

Chief Administrative Officer

JASPER RECOVERY COORDINATION CENTRE (JRCC)

- April 1, 2025

PROGRESS UPDATE

JRCC EXECUTIVE SUMMARY

- **Interim Housing:** 76 households moved into Interim Housing as of March 28th.
- **Debris Management:** Debris removed on 82% of sites.
- **Town Rebuild:** 236 pre-application meetings since the end of October.
- **Social Recovery:** The first cohort of Recovery Pathfinders completed training.
- **Economic Recovery:** Business Lunch and Learn Series Launched. Commercial Continuity Initiative underway.
- **Communications:** New federal funding announced.

INTERIM HOUSING

- The first phase of 76 households have moved into interim housing as of March 28. The JRCC Interim Housing team has extended offers to additional households and is working towards occupancy of all currently available units by June.
- There is occupancy at all four parcels in town.
- The JRCC continues to explore procurement of additional units and land in town to place additional units on.
- Marmot Meadows occupancy requirements have been met, and move-ins can commence as of April 1st as planned.

DEBRIS MANAGEMENT

- **Demolition permits:** 99% of demolition permits have been issued. Parks Canada remains in close contact with remaining leaseholders to assist with permitting.
- **Physical debris complete by Spring 2025:** Currently proceeding at a rate that matches our projections, with over 82% of lots having debris removed already and the remainder on track to have debris removed by May 2025. Sampling analysis and administrative work will continue thereafter to ensure sites are clean and safe for rebuild.
- **Post sampling and permit closure:** Parks Canada has started to receive post demolition confirmatory sampling results. They are now in process of evaluating and reviewing those submissions. Fencing around town will continue to remain up until demolition permits are closed.
- **Debris removal map:** Has moved to the [Wildfire Recovery Information](#) page. The map also contains information on issued development permits, building permits, and occupancy permits.
- While the post-debris removal sampling process occurs, lessees can submit development permit applications for review and approval; however, building permits cannot be issued until the demolition close-out permit is finalized.

JOINT TOWN REBUILD

- **Responding to development inquiries and reviewing applications:**
 - 229 pre-application meetings since October 28, 2024, +1450 emails/phone calls answered between December 1, 2024, and March 10, 2025, from lessees and contractors.
 - 85 Development Permits approved since August, including rebuilds of 4 fire-impacted homes, 1 condo complex, 1 apartment building, 2 outlying hotels, 1 commercial building, and 1 structure at Lake Edith.
- **Streamlining the development review and approval process**
 - Approved Land Use Policy update for roof pitch requirements and the rules related to replacing mobile homes in the R4 District.
- **Community support**
 - Published [Builders Guide](#).
 - Approved Housing Action Plan.
 - Community engagement about residential density and parking is beginning the week of April 7, 2025.

SOCIAL RECOVERY

- **Recovery Pathfinders:** The first cohort of Recovery Pathfinders completed their 5-part training program on March 28th. Twenty additional participants are currently being recruited for additional trainings in April and May of this year. The Jasper Rotary Club provided a seed grant to support the program as we look to identify a funder to support its full scope.
- **Needs assessment:** The JRCC is working with Canadian Red Cross data specialists to produce a formal needs assessment report. Data were drawn from a random sample survey of 800 households the registered with the Red Cross following the evacuation and demonstrated residence in Jasper (response rate: 46%) . A more open-ended "Social Assessment" is in progress in partnership with MoJ Community Development and will contribute to a holistic picture of community recovery needs.
- **Psychosocial preparedness:** The Social Recovery Working Group is turning its attention to the coming wildfire season and the psychosocial wellbeing of the community.

ECONOMIC RECOVERY

- **Business Lunch and Learn Series:** Thursdays, 12:00 PM – 1:00 PM | April 3 - May
1. Designed to help local businesses recover, create thriving workplaces, and build resilient business plans. More information can be [found here](#).
- **Commerce Continuity Initiative:** Received \$1.8 million in federal funding for this initiative
 - **Pop-Up Business Village:** JRCC collected feedback to inform Council's decisions about locating the Pop-Up Business Village in the Patricia Street parking lot.
 - **Industrial Land Impacts:** JRCC will be requesting responses from businesses who lost licensed commercial industrial space during the 2024 wildfire, to understand their interim space needs in relation to available space in designated lots 47, 48, and 49 of the S-block.

COMMUNICATIONS

- Prime Minister Carney announced on March 20, 2025, a \$187 million investment to repair and rebuild critical infrastructure in Jasper National Park. This funding, provided to Parks Canada over two years, will support the reconstruction of roads, campgrounds, trails, and permanent staff housing, and help provide interim housing options for staff and residents during rebuilding.
- Parks Canada launched the Resident Camping program on March 18. The long-term camping program is open from May 7 to October 13, 2025 for those affected by last year's wildfires.
- The Municipality of Jasper (MOJ) collected information from tenants about changes in rental rates and lease terms. While response to the initial request was limited, the MOJ recognizes the importance of monitoring these changes over time. Submissions will continue to be accepted from residents who have experienced official rent increases or lease term changes. Submissions can be made to: livinginjasper@jasper-alberta.ca.

Pop-Up Business Village Patricia Street Location

April 01, 2025
Item 6.5

Committee Motion (March 25, 2025)

That Council consider approving a change to the location of the Pop-Up Business Village from 607 Connaught Drive to the 406/412 Patricia Street parking lot.

What We Heard – Residents (Patricia Street)

Adjacent Neighbours	General Residents
<p>Mixed responses: Feedback was split between non-support and no concerns.</p> <ul style="list-style-type: none">• Do whatever it takes to support businesses.• Better to test the project on Connaught, away from residents while the impacts are less known.• Loss of parking for adjacent residents.• Additional noise and smells impact adjacent residents• Additional maintenance requirements (garbage, enforcement)	<p>Majority of general resident responses were in support of the Patricia Street location.</p> <ul style="list-style-type: none">• Patricia Street can bring new vitality to downtown and support recovery.• Patricia Street location keeps businesses downtown and encourage more foot traffic.• Loss of parking spaces on Patricia Street.• Connaught lot is not set up for foot traffic.

What We Heard - Adjacent Residents (Patricia Street)

Specific Concerns	Mitigation
Increased noise from the parking lot compared to normal	<ul style="list-style-type: none">• Ensure that businesses are operating within the normal business bylaws (noise bylaw, traffic bylaw etc.)• Use approved grant funding to bring in power to the site to avoid generators.
No washrooms	<ul style="list-style-type: none">• Use approved grant funding to procure temporary washrooms
Additional maintenance obligations	<ul style="list-style-type: none">• Use approved grant funding for additional maintenance obligations (waste removal, site repairs, line painting etc)
Might be ugly	<ul style="list-style-type: none">• Work with individual businesses to ensure that structures look good.• Use approved grant funding for planters, picnic tables, screening for back of house functions.
What to do about parking ?	<ul style="list-style-type: none">• Loss of parking space is a trade-off of the project regardless of which site is used. From parking data report, the Patricia St lot has lower utilization during the summer compared to Connaught Dr.

What We Heard – Businesses Community (Patricia Street)

Pop-up Village Participants	Patricia Street Parking Lot Neighbouring Businesses	Chamber of Commerce Business Survey (open to all businesses)
<p>Some preferences for one site over the other, but generally neutral.</p> <p>Time is of the essence: Would like a decision so they can plan container designs and marketing materials.</p>	<p>More support for the Connaught location.</p> <p>Main concern was loss of parking next to their businesses.</p>	<p>Slightly more support for Connaught location.</p> <p>Main concern was loss of parking along Patricia Street.</p>

What We Heard – Businesses Community

Concerns Expressed (Chamber of Commerce Survey and Letters to Council)	Mitigation
Businesses <u>not</u> damaged will open a second location or new businesses will come into town.	This project is strictly for businesses that lost their commercial space in the fire and will only be available while they rebuild.
Washrooms for staff and the public are further away at the Patricia site.	If the Patricia location is chosen, washrooms with running water will be installed on site for staff (through grant funding). Other (non-food) businesses in the area do not offer washrooms to the public.
Loss of nearby parking stalls	Parking capacity reduced in either parking lot. (1275 parking stalls within a 5-minute walk of the downtown)

Location Comparison

Category	Connaught Drive	Patricia Street
Visitor Experience	<ul style="list-style-type: none"> • Closer to public washrooms • Easier for park and visit vehicle traffic • Along an entrance into town 	<ul style="list-style-type: none"> • Near key attractions. • More pleasant environment. • Further from noise and dust • More integrated with existing businesses
Connections to Other Businesses	<ul style="list-style-type: none"> • Further from hotels • Expands temporary commercial uses into the edge of downtown • Closer to locations where businesses lost their premises 	<ul style="list-style-type: none"> • Contributes to more pedestrian traffic throughout downtown • Fills gap in the commercial area along Patricia Street • Adds vitality to downtown core
Servicing Investment	<ul style="list-style-type: none"> • No need to procure temporary washrooms 	<ul style="list-style-type: none"> • Future events and activities could use infrastructure investment.

Location Comparison

Category	Connaught Drive	Patricia Street
Parking Stall Loss Impact	<ul style="list-style-type: none">• Less impact for vehicle traffic on businesses near Patricia Street and adjacent residents	<ul style="list-style-type: none">• Patricia Street has lower vehicle occupancy rate throughout summer
Resident Impact	<ul style="list-style-type: none">• Little or no impact on residents.	<ul style="list-style-type: none">• Some potential impacts on residents (noise, smells, traffic)
Expansion Capacity	<ul style="list-style-type: none">• Enough supply for current demand, more room for potential expansion	<ul style="list-style-type: none">• Enough supply for current demand and site activation, room for potential expansion

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 Traditional Land Acknowledgement . He also noted that this week is National Tourism Week in Canada, with this being the 15 th year of recognition.
Additions and/or deletions to agenda	Councillor Kelleher-Empy made a request to add four items to the agenda related to community matters.
#170/25	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">• 7.2 Storage lots• 7.3 Fire Pits• 7.4 Dust• 7.5 Closure of Geikie Street on 900 Block
	FOR 6 Councillors
	AGAINST 0 Councillors
	CARRIED
Approval of agenda	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">• Add 7.2 Storage Lots• Add 7.3 Fire Pits• Add 7.4 Dust• Add 7.5 Closure of Geikie Street on 900 Block
#171/25	

	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 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"> • Wildfire Recovery Strategic Priorities • Climate Change Adaptation Plan 		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Councillor upcoming meetings	Starting tomorrow, Councillor Melnyk will be attending the Economic Developers of Alberta 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"> • 10.1 In-camera item: Labour Relations FOIP s. 18 (1)a, 24 (1)(b)(i) 		
	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"> • 10.1 Labour Relations FOIP s. 18 (1)a, 24 (1)(b)(i) 		
	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

Jasper-Yellowhead
Historical Society  **Museum & Archives**

Mayor and Council
Municipality of Jasper
303 Pyramid Lake Road
Jasper, Alberta
T0E 1E0

April 15, 2025

Dear Mayor Ireland and Municipal Council Members,

On behalf of the Jasper-Yellowhead Museum and Archives, I am writing to respectfully request a letter of support to accompany our grant application to the Community Initiatives Program (CIP) of the Government of Alberta. This application pertains to the documentary film project, *From the Ashes: A Jasper Story*, in partnership with filmmaker Erin Karpluk, chronicling the July 2024 wildfires and their aftermath.

Erin's professional experience and lifelong ties to the Jasper community make her a perfect creative partner for our organization in this endeavour. Combined with the Jasper Museum's longstanding commitment to historical preservation and storytelling, this collaboration is poised to result in a film that is emotionally compelling, educationally impactful and historically significant.

Documenting this chapter in Jasper's history is vital to ensure an accurate record of what happened and to offer future generations a clear understanding of the challenges we faced. The film will serve as both a testament and a forewarning: a tool for other vulnerable communities to learn from our experience, and a reminder that preparation, resilience, and unity matter. Jasper's spirit, strength, and ability to rebuild will stand at the heart of the story. Finally, the film will showcase Jasper as the beautiful destination it has always been, encouraging visitors to return.

For your review and convenience, I have enclosed a draft letter of support. Your endorsement would significantly strengthen our application and contribute meaningfully to the success of the film, ensuring that this chapter of Jasper's story is preserved for posterity.

Thank you for your time and thoughtful consideration.

Sincerely,

Heather Legacy

Heather Legacy
General Manager
Jasper-Yellowhead Museum and Archives

Community Initiatives Program
Project-Based Funding Stream
Government of Alberta

April 15, 2025

Re: *From the Ashes: A Jasper Story* - Documentary Film Project

To Whom it May Concern,

On behalf of Jasper Municipal Council, I am writing to recognize and commend the application submitted by the Jasper Yellowhead Museum and Archives, in partnership with film director Erin Karpluk, for the documentary film *From the Ashes: A Jasper Story* which will document the 2024 Jasper wildfires and their aftermath.

The wildfires of July 2024 were a defining moment in our town's history. The devastation left in their wake was unlike anything we have experienced – landscapes were forever altered, homes and livelihoods lost, and lives irrevocably changed. Yet in the face of this profound loss, we witnessed extraordinary resilience. Neighbours became lifelines, first responders became heroes, and a new collective spirit of rebuilding and recovery was born. *From the Ashes: A Jasper Story* will document how well our community prepared, how our teams did everything they could to protect us, and how residents came together afterward to grieve and rebuild. Jasper will have a permanent record for future generations, as well as a valuable resource for other communities, underscoring Jasper's strength and resilience in times of crisis. Finally, the film will showcase Jasper as the beautiful destination it has always been, encouraging visitors to return.

Erin Karpluk brings professional excellence and a personal connection to Jasper, making her the ideal creative partner for this important project. With the Jasper Museum's dedication to historical preservation and community storytelling, this collaboration promises to result in a film that is emotionally compelling, practically informative and historically significant.

I urge you to consider supporting this project, for the lasting impact it will have for Jasper and for all communities facing similar threats. Please accept this letter as an emphatic endorsement of the project and its funding request.

Sincerely,

Richard Ireland
Mayor, Municipality of Jasper

AGENDA ITEM 6.1

REQUEST FOR DECISION

Subject: Day of Awareness for Missing and Murdered Indigenous Women, Girls, 2SLGBTQI+ individuals, and Two-Spirit People (MMIWG2S), also known as "Red Dress Day", Proclamation

From: Bill Given, Chief Administrative Officer

Prepared by: Lisa Riddell, Acting Assistant Director of Community Services

Reviewed by: Emma Acorn, Legislative Services Coordinator

Date: April 15, 2025



Recommendation:

That Council proclaim May 5, 2025 a local Day of Awareness for Missing and Murdered Indigenous Women, Girls, 2SLGBTQI+ individuals and Two-Spirit People (MMIWG2S), also known as "Red Dress Day."

Alternatives:

That Council receive the report for information.

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 Plan](#) which sets out how the policy will be 'actioned' by administration over the five year period. Recognizing May 5th in Jasper is one way that we implement that policy and plan.

Similar to last year, a local group of residents will be organizing a Red Dress installation and learning opportunity along Patricia Street to coincide with May 5th.

Discussion:

In the attached draft proclamation, the language is not as traditional and leaves out the legal 'WHEREAS' phrasing. The traditional "WHEREAS" language in proclamations, which often includes formal, legal phrasing, can be hard to understand for people outside of a legal or governmental context.

If we use less complex language, it is one way that we can make a proclamation easier to read and understand. This shift is part of a broader effort to ensure that our communication is clear, inclusive and accessible. It is in line with Area of Focus 12: Inclusive Communication – within the Equity, Diversity and Inclusion Plan. By making proclamations easy to understand, we shift the focus from formality to understanding – for everyone.

Relevant Legislation:

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

Inclusion Considerations: The 2022-2026 Equity, Diversity and Inclusion Plan outlines broad goals to improve inclusivity within the organization and outward in our public service to the community. Inclusive Communication is Area of Focus 12 within that plan. The use of plain language is one way we make sure our communication is accessible and inclusive.

Strategic Relevance:

- Embrace our growing diversity.
- Leverage and create opportunities for greater inclusion.
- Nurture our most important relationships which are those within our organization.
- Continue along the path of Reconciliation

Financial:

Funding to support a proclamation of May 5th is included in the approved 2025 operating budget.

Attachments:

Draft Proclamation



Proclamation

Day of Awareness for Missing and Murdered Indigenous Women, Girls, 2SLGBTQI+ individuals, and Two-Spirit people (MMIWG2S)

May 5th is recognized as the National Day of Awareness for Missing and Murdered Indigenous women, girls, 2SLGBTQI+ individuals, and Two-Spirit people (MMIWG2S), also known as “Red Dress Day.”

In Canada, settler colonialism continues to perpetuate violence, discrimination, and marginalization towards Indigenous women, girls, 2SLGBTQI+ individuals, and Two-Spirit people. Indigenous women, girls, 2SLGBTQI+ individuals, and Two-Spirit people face disproportionate rates of discrimination, exclusion and violence, including going missing or being murdered, compared to their non-Indigenous counterparts.

MMIWG2S represents the ongoing crisis of missing and murdered Indigenous women, girls, 2SLGBTQI+ individuals, and Two-Spirit people. These individuals deserve not only recognition and respect but also access to safety, justice, and the opportunity to fully participate in all aspects of Canadian society.

May 5th serves as an important day each year to raise awareness, honor the lives lost, and advocate for justice, healing, and continued support for their families and communities.

We must come together as a community to reflect on the importance of safety, inclusion, equity, and the protection of human rights, particularly for Indigenous women, girls, 2SLGBTQI+ individuals, and Two-Spirit people, who have been, and continue to be, marginalized by colonial structures.

Now I, Mayor Richard Ireland, on behalf of Council and the Municipality of Jasper, do hereby proclaim May 5th as a Local Day of Awareness for Missing and Murdered Indigenous women, girls, 2SLGBTQI+ individuals, and Two-Spirit people.

I call on all citizens of Jasper, especially those not directly affected by this crisis, to stand in solidarity with Indigenous communities and Indigenous women, girls, 2SLGBTQI+ individuals, and Two-Spirit people.

DATE: May 5, 2025

SIGNATURE:

Richard Ireland
Mayor
Municipality of Jasper

JASPER RECOVERY COORDINATION CENTRE (JRCC)

- April 15, 2025

PROGRESS UPDATE

JRCC EXECUTIVE SUMMARY

- **Interim Housing:** 101 households (241 individual residents) have moved into Interim Housing as of April 9, 2025. Planning underway for additional units on additional in-town where funding permits.
- **Demolition Permits:** 99% of demolition permits issued, 93% physical debris removed, 4 sites currently processing confirmatory soil testing submissions , and 12 close-out permits issued
- **Town Rebuild:** 257 pre-application meetings since the end of October, over 1,600 emails and phone calls responded to from lessees and contractors since the beginning of December. 94 Development Permits have been issued since August.
- **Social Recovery:** Recruitment of up to 30 additional Pathfinder trainees continues, with training sessions slated to begin on April 14. Preliminary analysis of needs assessment data is complete and a report will be delivered by the end of April. Work continues to prepare supports and resources for the community as wildfire season approaches.
- **Economic Recovery:** Business lunch and learn series ongoing, this week in coordination with Community Futures West Yellowhead: April 17: A roundtable: emergency preparedness for small businesses.
- **Communications:** JRCC is allocating sites for the Resident Camping program. Once allocations are complete, Parks Canada will administer the program.

INTERIM HOUSING

- As of April 9, 2025, 101 interim housing units are occupied by 241 residents. A further 84 households (141 residents) are in various stages of lease-signing and move-in process with the Canadian Red Cross.
- We expect to achieve full assignment of existing in-town interim housing units by mid-April and full assignment of Marmot Meadows interim housing units by mid-May.
- In the coming week(s), JRCC plans to finalize agreements for the use of additional parcels of land within the townsite to accommodate more interim housing units. Arrival of additional interim housing units is expected to begin in July 2025.
- In total, the interim housing program by end of 2025 is expected to include 162 trailers units of single, double and triple unit configurations, a 120-room dorm-style complex, and 24 prefabricated houses. This represents housing for between 300-400 households.
- It is expected that all applicant households with school-aged children will be offered housing within the Jasper townsite by the start of the 2025-26 school year.

DEBRIS MANAGEMENT

- **Demolition permits:** 99% of demolition permits have been issued.
- **Physical debris removal complete by Spring 2025:** Currently proceeding at a rate that matches our projections, with over 93% of lots having debris removed already. Sampling analysis and administrative work will continue thereafter to ensure sites are clean and safe for rebuild.
- **Confirmatory soil sampling:** Reports have begun to be provided for Parks Canada review. 13 have been submitted; 2 have been confirmed contamination-free and passed for Certificate of Completion; 5 were returned for more information; the remainder are under review.
- **Demolition Close-out Permits:** 12 close-out permits have been issued.
- While the post-debris removal sampling process occurs, lessees can submit development permit applications for review and approval; however, building permits cannot be issued until the demolition close-out permit is finalized.
- The debris removal map has moved to the [Wildfire Recovery Information](#) page. The map also contains information on issued development permits, building permits, and occupancy permits.

JOINT TOWN REBUILD

- **Responding to development inquiries and reviewing applications:**
 - 257 pre-application meetings since October 28, 2024, +1600 emails/phone calls answered between December 1, 2024, and April 4, 2025, from lessees and contractors.
 - 95 Development Permits approved since August, including rebuilds of 7 fire-impacted homes, 1 condo complex, 1 apartment building, 3 outlying hotels, 2 commercial buildings, and 1 structure at Lake Edith.
- **Streamlining the development review and approval process**
 - Pre-approval of commonly requested variances for like-for-like rebuilds of fire-impacted properties
 - 4 proposals received for e-permitting software
- **Community support**
 - Accessory Dwelling Unit Incentive Program and Policy to Council for approval (April 15)
 - Community engagement on town values and residential density and parking (April 7-11)

SOCIAL RECOVERY

- **Recovery Pathfinders:** Registration is nearing completion for the second and third cohorts of Recovery Pathfinder trainees. Up to 30 participants will be training on April 14. The first cohort of Recovery Pathfinders completed their 5-part training program on March 28. The Jasper Rotary Club provided a seed grant to support the program as we look to identify a funder to support its full scope.
- **Needs assessment:** Preliminary analysis of needs assessment data is now complete. The data are drawn from a random sample survey of 800 households that registered with the Red Cross following the evacuation and demonstrated residence in Jasper (response rate: 46%) . A report is in production that also includes data drawn from a more open-ended "Social Assessment" conducted by the Community Development Department.
- **Psychosocial preparedness:** The JRCC Social Recovery Team and the Canadian Red Cross will participate in wildfire preparedness events in April and May to support community psychosocial wellness as we enter the wildfire season.

ECONOMIC RECOVERY

- **Commerce Continuity Initiative:**
 - **Pop-Up Village:** Pop-Up Retail Village site plan and utilities being developed for the Connaught Drive parking lot location. Team is working closely with participating businesses.
 - **Interim Industrial Park:** Interim Space Survey for S-Block Businesses complete. Using results to guide allocation, site planning, and utilities.
- **Business Lunch and Learn Series:** Thursdays, 12:00 PM – 1:00 PM | Upcoming sessions
 - This week- April 17 - Emergency Preparedness for Small Business: Economic Roundtable Discussion with Community Futures West Yellowhead
 - Next week- April 24 - Emerging Stronger: Rebuilding Your Business After Disaster, with Business Disaster Recovery Specialist Angela Groeneveld

COMMUNICATIONS

- R4 and Land Use Policy updates public [newsletter](#) shared with email subscribers.
- JRCC is allocating the sites for the Resident Camping program. Once allocations are complete, Parks Canada will administer the program. The long-term camping program is open for those affected by last year's wildfires from May 7 to October 13, 2025.
- JRCC issued a call-out to businesses that lost commercial floor space in the S-block, inviting them to apply for space through the Interim Industrial Park program. The first round of allocations will begin on April 18.



AGENDA ITEM 6.3

DIRECTOR'S REPORT

Courtney Donaldson

Director of Operations and Utilities

February – April 2025

Major Projects

- ISL engineering has completed the Utility Master Plan (UMP) draft, which is now under review by the MOJ Utilities team. The UMP will assist in determining future investment in infrastructure projects and off-site levies.
- The Transit Garage project is on schedule, and the anticipated turnover to the Municipality is in late May 2025. The team is in the process of updating the service agreement with PWT for a reduction of \$10/hr for the use of the transit garage, equating to a \$37,100 annual operating savings.
- The Circular Materials (CM) Extended Producer Responsibility (EPR) Initiative for Residential Recycling came into action on April 1, 2025, and the MOJ was able to execute a contract with CM. This equates to \$8,000 monthly in revenue for an 18-month term, which offsets some operational expenses related to residential recycling.
- The Sani-Dump and Bulk water filling station project is almost complete. The Sani-Dump side is confirmed operational for use, and the Bulk water side is to be operational within the month. Finance has set up the accounting software. Project Management was moved in-house and led by Nic Bazin with the assistance of Vidal Michaud. Over the coming days, signage will be erected, and communications will be prepared with more information.

Staffing

- The Utilities team has hired a Waste Water Junior Operator starting April 14, 2025.
- The Facilities and Maintenance team has filled two open term positions and is currently in the interview process for a Plumber/Gasfitter position.
- A one-year-term fleet mechanic position was posted to determine whether an automotive mechanic could be recruited versus a heavy-duty (HD) mechanic. The department has faced challenges in filling the HD mechanic position. In the short term, HD tasks are being performed infrequently by a casual employee after hours who also works for Parks Canada on a full-time basis, or they are outsourced by companies in Hinton and Edson.
- Postings are now live for seasonal positions in the grounds department for the coming summer term.
- The Asset Coordinator job description and posting are now submitted to HR for review, classification, and posting.
- The Operations and Utilities team is examining the frequency and nature of after-hours calls that result in overtime. It is also evaluating the various on-call schedules and working towards increasing departmental emergency coverage and collaboration for better service response and reduced redundancy and cost.

Service Trends

- The department is seeing increased requests for new utility installations and upgrades.
- Municipal Permit conditions and approvals continue to be tracked, evaluated, reviewed, and approved through the department at this time in coordination with Parks Canada, Bylaw, and Urban Standards and Design teams. This has created an extensive increase in tasks and coordination for the administrative and management team.
- Continue to support recovery efforts and are providing Municipal contributions to disaster recovery for items such as water provision for interim housing sites and fence removal at Patricia Circle to allow for the installation of CorCan Units. Of note, Trans Mountain is covering disposal fees related to the fence removal.

Communications & Engagement

- The department is responding to requests from residents and insurance companies on municipal permit conditions. This also includes liaising with residents and contractors regularly.
- The department managers have attended three conferences of note and include the AB Municipal Paving Management Group on April 8 in Lacombe (Laurent), AWWOA Water Works from March 10-14 in Banff (Vidal), and the IAMA Conference in Red Deer from February 26-27 on Asset Management (Nic).

AGENDA ITEM 6.4

Policy Title: Accessory Dwelling Incentive Program Policy

Policy # B-124

Effective Date: XXXX, 2025

Date adopted by Council: XXXX, 2025



1. POLICY STATEMENT

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

2. PURPOSE

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

3. SCOPE

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

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

4. SELECTION OF SUCESSFUL APPLICANTS

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

5. ELIGIBILITY

5.1. Eligible Parties

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

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

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

5.2. Maximum Grant Amounts


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

5.3. Determining the type of accessory dwelling for funding purposes

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

5.4. Determining Eligible Costs

- a) The Housing Manager, or their designate will determine which expenses are eligible, considering the following:
 - (1) Directing investments towards Alberta Building Code requirements;
 - (2) Addressing the costs associated with construction; and
 - (3) Not providing funding for items which have a high range of discretion such as appliances or furniture.
- b) For net new accessory dwelling, eligible costs are those covering construction of additional dwelling units on a property, as well as conversion of an existing structure not usable as a dwelling into an accessory dwelling. Expenses such as

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architectural designs, engineering, permitting fees, construction materials, labour costs, and utility connections are eligible.

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

5.5. Examples Of Eligible Costs

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

5.6. Ineligible Applications

- a) Applications will be deemed ineligible in the following situations:
 - (1) Non-compliance with program requirements;
 - (2) Failure to obtain necessary permits within the required timeframes;
 - (3) Non-compliance with Alberta Building Code;
 - (4) Incomplete documentation;
 - (5) Violation of Accessory Dwelling Incentive Program Policy;
 - (6) Identification of project costs that are ineligible (see guidance in section 5.7);

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- (7) Applications for accessory dwellings that have received building permit approval prior to applying for this grant;
- (8) Applications for dwellings that do not meet the definition of accessory dwelling; and
- (9) Applications to construct multiple new dwellings on a site, including those that do not meet the definition of an accessory dwelling.

5.7. Ineligible Costs

- a) Ineligible costs focus on items which have a high degree of variability with respect to cost and/or do not constitute a basic component of an accessory dwelling.

Ineligible costs include:

- (1) Appliances;
- (2) Furniture;
- (3) Flooring;
- (4) Window coverings; and
- (5) Optional landscaping improvements.

6. REQUIREMENTS

6.1. Applications will include the following information:

- a) All information typically required by the development authority for an accessory dwelling development permit application; and
- b) A list of expenses proposed to be covered by the Accessory Dwelling Incentive Program with associated quotes.

6.2. Successful applicants are required to:

- a) Comply with the Land Use Policy and all other pertinent bylaws and policies applying to properties within the Municipality of Jasper and Jasper National Park;
- b) Comply with the development authority's development processes;
- c) Ensure that all trades involved with the development hold a current valid Business License;
- d) Submit receipts and photos for work completed that is proposed to be covered by the Additional Dwelling Unit Incentive Program;
- e) Obtain a Building Permit within 6 months of receiving a Development Permit; and
- f) Gain occupancy, and provide all required receipts and photos of completed work within 12 months of receiving the Building Permit to receive funding.

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7. RESPONSIBILITIES

7.1. **The Urban Design and Standards Department:** is responsible for carrying out this policy. Urban Design and Standards and specifically the Housing Manager or their designate, with Parks Canada, will oversee the implementation, administration, and enforcement of the Accessory Dwelling Incentive Program, including review of development permits, release of funding, and creation and distribution of educational resources. Urban Design and Standards will ensure, with Parks Canada, that policy objectives are met effectively and in accordance with applicable legislation and regulations.

7.2. **Successful Applicants:** are responsible for completing the development as approved and within the required timeframes. If program requirements are not met or the development is not completed as agreed to, the recipient must return any funds that have been provided.

8. PROCESS

8.1. The process for the release of grant funding is as follows (visual depiction being developed):

- a) Application received by Housing Manager, or their designate;
- b) Urban Design and Standards reviews the application to determine whether the application is feasible and consistent with the Land Use Policy, whether identified costs are reasonable, whether the accessory dwelling meets the requirements of the Accessory Dwelling Incentive Program policy, and whether the accessory dwelling is a net new accessory dwelling or a previously constructed, unpermitted accessory dwelling;
- c) The applicant is notified of the results of the review and the amount of funding and list of expenses for which they are eligible for should they meet the required timeframes and submission requirements;
- d) Applicant confirms they will proceed with the accessory dwelling development in coordination with the Accessory Dwelling Incentive Program;
- e) If the applicant has costs associated with the design of a net new accessory dwelling, detailed receipts may be submitted for re-imbusement up to \$2,500;
- f) Formal review of the development application is conducted by the development authority to determine compliance with the Land Use Policy and Architectural Motif, the application is updated as required and a development permit is issued.
- g) Development permit fees and charges will be calculated and paid for through the Program.

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- h) Typical development permit and building permit processes are followed;
- i) A Building Permit must be obtained within 6 months of issuance of the Development Permit;
- j) At the time the Building Permit is issued, confirmation of approved amount of funding will be provided by the Housing Manager, along with eligible expenses and required time frame for receiving Occupancy; and
- k) Upon granting of Occupancy, applicant submits receipts for eligible expenses up to the amount agreed to with the Municipality and is reimbursed, provided that the required timeframes have been met and all expenses were previously approved by the Housing Manager.

9. DEFINITIONS

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

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

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

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

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