

Municipality of Jasper
Committee of the Whole Meeting Agenda
February 25, 2025 | 9:30 am
Jasper Library & Cultural Centre – Quorum Room

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

1. Call to order Deputy Mayor Waxer to chair meeting

2. Additions to agenda

3. Approval of agenda

3.1 February 25, 2025 Committee of the Whole agenda attachment

4. February 11, 2025 Committee of the Whole minutes attachment

4.1 Business arising from minutes

5. Delegations

6. Correspondence

6.1 RCMP Quarterly Report attachment

7. New business

7.1 Fire Department Staffing – Captain of Prevention attachment

7.2 Fire Department Staffing – Term Firefighters attachment

7.3 Interim Space for Non-Public Facing Businesses attachment

7.4 Council Remuneration – Post 2025 Election attachment

7.5 Jasper Municipal Housing Corporation – Additional Named Insured attachment

8. Motion Action List attachment

9. Councillor upcoming meetings

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

10. Upcoming events

[Hire Jasper Job Fair](#) – March 17, Jasper Employment & Education Centre

[AB Munis President’s Summit on Civility & Spring Municipal Leader’s Caucus](#) – March 5-7, Edmonton

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

11. Adjournment

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

Municipality of Jasper
Committee of the Whole Meeting Minutes
 Tuesday, February 11, 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 Kathleen Waxer, Councillors Helen Kelleher-Empy, Rico Damota and Scott Wilson		
Absent	Councillor Wendy Hall and Councillor Ralph Melnyk		
Also present	Christine Nadon, Director of Protective & Legislative Services Natasha Malenchak, Director of Finance & Administration Michael Fark, Director of Recovery Beth Sanders, Director of Urban Design & Standards Courtney Donaldson, Director of Operations & Utilities Marley Pollock, Town Planner Emma Acorn, Legislative Services Coordinator Bob Covey, The Jasper Local Peter Shokeir, The Fitzhugh Jacqui Sundquist, CBC Edmonton 14 observers		
Call to Order	Deputy Mayor Waxer called the February 11, 2025 Committee of the Whole meeting to order at 9:30am and began with a Traditional Land Acknowledgement .		
Approval of agenda #74/25	MOTION by Councillor Kelleher-Empy that Committee approve the agenda for the February 11, 2025 Committee of the Whole meeting as presented.		
	FOR 5 Councillors	AGAINST 0 Councillors	CARRIED
Business arising from January 28, 2024 minutes	none		
Delegations	none		
Correspondence	none		
Wildfire Recovery Strategic Priorities	Committee received a first draft of Wildfire Recovery Strategic Priorities from Administration for consideration. Director of Recovery Michael Fark reviewed the background and recommended priorities.		
#75/25	MOTION by Mayor Ireland that Committee direct Administration to seek feedback on the draft Recovery Strategic Priorities from the Recovery Advisory Committee and return to a		

future Committee of the Whole meeting.

FOR	AGAINST	
5 Councillors	0 Councillors	CARRIED

Parcel HI Roadway Naming Committee received recommendations and alternatives for consideration regarding the naming of the roadway to be installed on Parcel HI. Director of Urban Design & Standards Beth Sanders and Town Planner Marley Pollock were in attendance to review the background and answer Committee's questions.

#76/25 MOTION by Councillor Kelleher-Empy that Committee recommend Council approve the name "Fireweed Avenue" for the roadway on Parcel HI; and

That Committee direct Administration to initiate the required legislative steps to implement the road name.

FOR	AGAINST	
5 Councillors	0 Councillors	CARRIED

2024 Property Tax Relief Measures Committee received a report regarding the financial support requested by Council from the Government of Alberta to assist with tax relief and revenue stabilization. The Government of Alberta announced funding support on February 6, 2025. Director of Finance & Administration Natasha Malenchak reviewed the report and recommendations.

#77/25 MOTION by Councillor Kelleher-Empy that Committee recommend Council approve funding the required 10% municipal contribution toward tax relief for the 2024 year from the Financial Stabilization Reserve.

FOR	AGAINST	
5 Councillors	0 Councillors	CARRIED

Motion Action List Administration reviewed the Motion Action List.

#78/25 MOTION by Councillor Wilson that Committee approve the updated Motion Action List as presented.

FOR	AGAINST	
5 Councillors	0 Councillors	CARRIED

Councillor upcoming meetings & events Committee did not report any upcoming meetings.

Committee reviewed a list of upcoming events.

Adjournment #79/25 MOTION by Councillor Kelleher-Empy that, there being no further business, the Committee of the Whole meeting of February 11, 2025 be adjourned at 10:10am.

FOR	AGAINST	
5 Councillors	0 Councillors	CARRIED



February 12, 2025

AGENDA ITEM 6.1

Mayor and Council
Municipality of Jasper
Jasper, AB

To Mayor and Council,

Please find attached the quarterly Community Policing Report covering the period from October 1st to December 31st, 2024. This report serves to provide a quarterly snapshot of human resources, financial data, and crime statistics for the Jasper Detachment.

In the coming weeks and months, we will be engaging with the community and holding town hall meetings as we have done in the past. This will provide us with an opportunity to interact with the community we serve and hear from them directly about what policing issues or priorities they would like our detachment to focus on. I look forward to attending these meetings to connect with our community and will be providing more details as we organize the town hall meetings.

I also want to inform you of the Real Times Operations Centre (RTOC) that is supporting RCMP detachments across Alberta. In October 2022, RTOC was established to optimize our response to incidents around the province. RTOC involves senior police officers monitoring policing operations in real-time, assessing incident risk, coordinating specialized and expert resources, and managing the response. They provide members on the ground with guidance, direction, and support. It is also used to coordinate the deployment of all RCMP resources – federal, provincial, and municipal, both within Alberta and, if required, nationally. The RTOC facility uses cutting-edge technology to provide real time support during emergency situations to RCMP officers across Alberta and is another measure used to enhance public and police officer safety.





I always remain available to discuss your community-identified priorities and any other ideas you may have that will enhance our service delivery to address the priorities that are important to you. As the Chief of Police for your community, I invite you to contact me should you have any questions or concerns.

Best regards,

Sgt. Rick Bidaisee
Detachment Commander
Jasper RCMP Detachment





Alberta RCMP - Provincial Policing Report

Detachment Information

Detachment Name

Jasper

Detachment Commander

Sgt. Rick Bidaisee

Report Date

February 12, 2025

Fiscal Year

2024-25

Quarter

Q3 (October - December)

Community Priorities





Priority #1: Traffic - Safety (Motor Vehicles, Roads)

Updates and Comments:

Jasper RCMP continues to focus on traffic and community safety. The increased shadow population of specialized workforce personnel addressing the impacts of the Jasper Wildfire presents some unique challenges as it pertains to traffic safety. The community is now inundated with heavy equipment, including transport trucks, reclamation equipment, and supporting personnel. This specialized population has created increased traffic challenges and calls for service. Given the existing infrastructure and the requirements to operate within various mandates and timelines, adaptive approaches are being utilized to manage the Jasper rebuilding processes. Police observations and feedback from local residents have resulted in the Detachment Commander requesting the Jasper Recovery Coordination Centre (JRCC) to provide reminders and guidance to contractors operating within the community. Additionally, the Jasper Detachment membership have been directed to increase education, enforcement and policing visibility. The goal is to maintain community safety during this rebuilding process. The influx of personnel and equipment focused on demolition, debris removal, site preparation and rebuilding present some unique traffic management for our vibrant tourism community. Operating heavy equipment within a rural, tourism-based mountain community requires additional precautions, education, enforcement and traffic safety initiatives. There are ongoing concerns with regards to cyclists and pedestrians interacting within these new parameters. Motorists, pedestrians and cyclists in Jasper are required to adhere to the rules of the road more vigilantly as the streets are busier with out-of-town work vehicles and heavy equipment, compounded with increased tourism activity in the coming months. The Detachment Commander will continue to provide community engagement, education and direct targeted enforcement to assist in the continuation of community safety that the Municipality of Jasper and the Jasper National Park is known for. Edson Integrated Traffic will continue to assist the local detachment with this initiative. Additional traffic safety initiatives will be implemented in Q4 and into the new fiscal year.

Priority #2: Police / Community Relations - Police Visibility

Updates and Comments:

The unit continues to excel in the area of community engagement, policing visibility, and building community relationships. Q3 resulted in the continuation of fostering positivity, community harmony, and hope and vision for the rebuilding of town and Jasper National Park after the July Wildfire. Some examples of community engagement include coordination and implementing the Grey Cup visit to the local schools and the Jasper Legion, a school presentation with regards to the dangers of illicit street substance awareness, partaking in the Filipino Community Holiday Party, assisting in preparing and delivering of holiday hampers, and the community visit for the Governor General of Canada. These events were instrumental in promoting goodwill within the community. The community continues to





embrace and support their local RCMP. This is exemplified during agency interactions, community feedback and social media comments. Residents and employees of Jasper National Park and the Municipality of Jasper greatly appreciate and support all coordinating agencies of emergency services. The Jasper RCMP membership will continue to embrace the mandate and provide support to our local community as we navigate the rebuilding process together.





Community Consultations

Consultation #1

Date	Meeting Type
October 31, 2024	Community Connection
Topics Discussed	
Education Session	
Notes/Comments:	
The Grey Cup was presented to students and to the Legion.	

Consultation #2

Date	Meeting Type
December 19, 2024	Community Connection
Topics Discussed	
Education Session; Drugs	
Notes/Comments:	
Two members attended Jasper High School to deliver a presentation about drugs.	



Provincial Service Composition

Staffing Category	Established Positions	Working	Soft Vacancies	Hard Vacancies
Regular Members	9	7.5	1.5	0
Detachment Support	3	3	0	0

Notes:

1. Data extracted on December 31, 2024 and is subject to change.
2. Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.
3. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments:

Police Officers: Of the nine established positions, 7.5 officers are currently working with 1.5 officers on special leave (Parental leave). There is no hard vacancy at this time.

Detachment Support: Of the three established positions, three resources are currently working with none on special leave. There is no hard vacancy at this time.





Jasper Provincial Detachment Crime Statistics (Actual) October - December: 2020 - 2024

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

January 6, 2025

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	0	1	0	0	N/A	N/A	0.0
Sexual Assaults		3	0	2	2	1	-67%	-50%	-0.2
Other Sexual Offences		3	0	0	0	0	-100%	N/A	-0.6
Assault		11	27	11	12	3	-73%	-75%	-3.1
Kidnapping/Hostage/Abduction		1	0	0	0	0	-100%	N/A	-0.2
Extortion		0	0	0	0	0	N/A	N/A	0.0
Criminal Harassment		1	4	2	3	1	0%	-67%	-0.1
Uttering Threats		1	4	2	2	0	-100%	-100%	-0.4
TOTAL PERSONS		20	35	18	19	5	-75%	-74%	-4.6
Break & Enter		4	1	3	0	2	-50%	N/A	-0.5
Theft of Motor Vehicle		0	1	2	1	0	N/A	-100%	0.0
Theft Over \$5,000		0	1	0	2	1	N/A	-50%	0.3
Theft Under \$5,000		6	13	22	5	7	17%	40%	-0.6
Possn Stn Goods		4	2	2	0	1	-75%	N/A	-0.8
Fraud		8	16	7	9	4	-50%	-56%	-1.5
Arson		0	0	0	0	0	N/A	N/A	0.0
Mischief - Damage To Property		7	7	9	4	2	-71%	-50%	-1.3
Mischief - Other		7	8	12	5	4	-43%	-20%	-0.9
TOTAL PROPERTY		36	49	57	26	21	-42%	-19%	-5.3
Offensive Weapons		0	0	2	1	0	N/A	-100%	0.1
Disturbing the peace		7	6	13	6	0	-100%	-100%	-1.4
Fail to Comply & Breaches		8	6	9	6	6	-25%	0%	-0.4
OTHER CRIMINAL CODE		4	0	3	1	0	-100%	-100%	-0.7
TOTAL OTHER CRIMINAL CODE		19	12	27	14	6	-68%	-57%	-2.4
TOTAL CRIMINAL CODE		75	96	102	59	32	-57%	-46%	-12.3



Jasper Provincial Detachment Crime Statistics (Actual) October - December: 2020 - 2024

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

January 6, 2025

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		1	1	3	3	0	-100%	-100%	0.0
Drug Enforcement - Trafficking		1	1	3	2	0	-100%	-100%	-0.1
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		2	2	6	5	0	-100%	-100%	-0.1
Cannabis Enforcement		6	0	2	4	0	-100%	-100%	-0.8
Federal - General		0	0	4	1	0	N/A	-100%	0.1
TOTAL FEDERAL		8	2	12	10	0	-100%	-100%	-0.8
Liquor Act		5	5	5	3	1	-80%	-67%	-1.0
Cannabis Act		10	4	9	13	3	-70%	-77%	-0.5
Mental Health Act		12	13	7	13	1	-92%	-92%	-2.2
Other Provincial Stats		33	19	22	24	16	-52%	-33%	-2.9
Total Provincial Stats		60	41	43	53	21	-65%	-60%	-6.6
Municipal By-laws Traffic		0	0	1	0	0	N/A	N/A	0.0
Municipal By-laws		5	5	10	7	0	-100%	-100%	-0.8
Total Municipal		5	5	11	7	0	-100%	-100%	-0.8
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		7	3	7	6	4	-43%	-33%	-0.3
Property Damage MVC (Reportable)		30	36	43	31	15	-50%	-52%	-3.5
Property Damage MVC (Non Reportable)		8	13	12	18	6	-25%	-67%	0.1
TOTAL MVC		45	52	62	55	25	-44%	-55%	-3.7
Roadside Suspension - Alcohol (Prov)		0	6	8	7	3	N/A	-57%	0.7
Roadside Suspension - Drugs (Prov)		0	0	0	0	0	N/A	N/A	0.0
Total Provincial Traffic		226	522	432	402	251	11%	-38%	-7.0
Other Traffic		1	2	4	2	0	-100%	-100%	-0.2
Criminal Code Traffic		8	13	8	5	6	-25%	20%	-1.2
Common Police Activities									
False Alarms		5	9	11	4	8	60%	100%	0.1
False/Abandoned 911 Call and 911 Act		5	9	3	8	2	-60%	-75%	-0.7
Suspicious Person/Vehicle/Property		19	16	23	13	7	-63%	-46%	-2.7
Persons Reported Missing		2	6	4	3	3	50%	0%	-0.1
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		9	23	8	16	3	-67%	-81%	-1.9
Form 10 (MHA) (Reported)		1	0	1	0	0	-100%	N/A	-0.2



Jasper Provincial Detachment Crime Statistics (Actual) January to December: 2020 - 2024

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

January 6, 2025

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Offences Related to Death		3	0	0	0	0	-100%	N/A	-0.6
Robbery		1	1	3	0	1	0%	N/A	-0.1
Sexual Assaults		11	3	12	8	3	-73%	-63%	-1.1
Other Sexual Offences		3	0	3	2	0	-100%	-100%	-0.4
Assault		77	65	71	54	38	-51%	-30%	-8.9
Kidnapping/Hostage/Abduction		1	3	0	0	0	-100%	N/A	-0.5
Extortion		0	1	2	2	1	N/A	-50%	0.3
Criminal Harassment		6	15	13	11	4	-33%	-64%	-0.8
Uttering Threats		22	21	18	13	7	-68%	-46%	-3.8
TOTAL PERSONS		124	109	122	90	54	-56%	-40%	-15.9
Break & Enter		9	6	7	7	17	89%	143%	1.7
Theft of Motor Vehicle		6	7	6	6	3	-50%	-50%	-0.7
Theft Over \$5,000		1	1	3	4	1	0%	-75%	0.3
Theft Under \$5,000		50	47	61	74	53	6%	-28%	3.3
Possn Stn Goods		7	8	11	6	6	-14%	0%	-0.4
Fraud		44	43	38	34	32	-27%	-6%	-3.3
Arson		1	0	0	0	0	-100%	N/A	-0.2
Mischief - Damage To Property		39	40	53	37	24	-38%	-35%	-3.3
Mischief - Other		28	42	49	30	23	-18%	-23%	-2.2
TOTAL PROPERTY		185	194	228	198	159	-14%	-20%	-4.8
Offensive Weapons		6	2	4	6	1	-83%	-83%	-0.6
Disturbing the peace		29	37	35	29	7	-76%	-76%	-5.2
Fail to Comply & Breaches		28	23	46	35	25	-11%	-29%	0.6
OTHER CRIMINAL CODE		13	10	17	11	5	-62%	-55%	-1.5
TOTAL OTHER CRIMINAL CODE		76	72	102	81	38	-50%	-53%	-6.7
TOTAL CRIMINAL CODE		385	375	452	369	251	-35%	-32%	-27.4



Jasper Provincial Detachment Crime Statistics (Actual) January to December: 2020 - 2024

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

January 6, 2025

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		8	7	13	10	5	-38%	-50%	-0.3
Drug Enforcement - Trafficking		4	9	5	12	4	0%	-67%	0.3
Drug Enforcement - Other		0	0	1	0	0	N/A	N/A	0.0
Total Drugs		12	16	19	22	9	-25%	-59%	0.0
Cannabis Enforcement		18	2	5	5	1	-94%	-80%	-3.1
Federal - General		9	5	12	13	6	-33%	-54%	0.2
TOTAL FEDERAL		39	23	36	40	16	-59%	-60%	-2.9
Liquor Act		22	26	29	30	18	-18%	-40%	-0.4
Cannabis Act		25	15	23	26	11	-56%	-58%	-1.7
Mental Health Act		56	43	44	48	44	-21%	-8%	-1.9
Other Provincial Stats		118	85	101	87	105	-11%	21%	-2.4
Total Provincial Stats		221	169	197	191	178	-19%	-7%	-6.4
Municipal By-laws Traffic		4	2	2	0	0	-100%	N/A	-1.0
Municipal By-laws		40	48	44	36	19	-53%	-47%	-5.4
Total Municipal		44	50	46	36	19	-57%	-47%	-6.4
Fatals		0	2	3	0	0	N/A	N/A	-0.2
Injury MVC		21	26	21	21	14	-33%	-33%	-1.9
Property Damage MVC (Reportable)		117	148	165	157	67	-43%	-57%	-9.1
Property Damage MVC (Non Reportable)		32	34	46	60	43	34%	-28%	4.8
TOTAL MVC		170	210	235	238	124	-27%	-48%	-6.4
Roadside Suspension - Alcohol (Prov)		0	18	29	31	31	N/A	0%	7.5
Roadside Suspension - Drugs (Prov)		0	0	0	1	0	N/A	-100%	0.1
Total Provincial Traffic		1,574	3,169	2,747	2,285	1,900	21%	-17%	-23.2
Other Traffic		19	3	13	3	3	-84%	0%	-3.2
Criminal Code Traffic		51	41	50	47	24	-53%	-49%	-4.8
Common Police Activities									
False Alarms		42	39	32	22	52	24%	136%	0.3
False/Abandoned 911 Call and 911 Act		44	28	33	35	30	-32%	-14%	-2.1
Suspicious Person/Vehicle/Property		83	66	75	62	61	-27%	-2%	-4.8
Persons Reported Missing		26	29	23	24	19	-27%	-21%	-1.9
Search Warrants		0	0	1	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		49	62	63	44	21	-57%	-52%	-7.4
Form 10 (MHA) (Reported)		2	0	1	5	5	150%	0%	1.1

AGENDA ITEM 7.1

REQUEST FOR DECISION

Subject: Fire Department Staffing – Captain of Prevention
From: Bill Given, Chief Administrative Officer
Prepared by: Christine Nadon, Director of Protective & Legislative Services
Reviewed by: Mathew Conte, Fire Chief
Date: February 25, 2024



Recommendations:

- That Committee recommend Council approve the conversion of the Captain of Prevention position to a continuous role.

Alternatives:

- That Committee direct Administration to return to an upcoming Committee of the Whole with the following information:
 - ...
- That Committee receive the report for information.

Background:

In August 2024, following the wildfire, Council approved the establishment of a second Captain position for the Jasper Fire Department to be funded by the Disaster Recovery Program (DRP) for a two-year term.

Discussion:

The Captain of Prevention position has been posted since the fall and the department has been unable to attract and hire a qualified candidate for the position despite a re-assessment of the position and a slight modification of its placement upwards on the Canadian Union of Public Employees (CUPE) wage grid.

The purpose of the Captain of Prevention position is to assist with the increased workload related to the wildfire and the upcoming increased demand for building inspections and related outreach and planning. As a full-time officer position with the Jasper Fire Department, this position will also provide direct supervision and leadership to the full-time term and volunteer firefighters, in addition to taking Command shifts as part of a scheduled rotation. Our firefighters have been deeply affected by the incident, including our team of officers. The decrease in availability of our officers, both paid and volunteer, has resulted in an acute shortage of individuals qualified and fit for duty to take Command shifts, which results in unreasonable pressure on those remaining. Hiring a full-time Captain will alleviate these pressures immensely and afford our team an opportunity to recover adequately.

The Captain position will remain critical in the future, beyond wildfire recovery. The Fire Department currently counts on volunteer Captains and Lieutenants to complete the Command shifts rotation. There is compensation involved, but this service delivery model is not a reliable way to fulfill our service level requirements in the future. This second full-time Captain position will also provide greater opportunities for staff development and succession planning, which is an impending challenge for the department with three of our senior officers, both paid and volunteer, approaching retirement at varying rates.

Strategic Relevance:

- Recognize the fundamental importance of our tourism economy
- Nurture our most important relationships which are those within our organization, all of whom share a commitment to best serve our community
- Communicate and engage with residents
- Focus on prevention, mitigation, and preparation for natural disasters
- Empower our staff by investing in the training and tools they require
- Entrust our staff to develop healthy relationships with the people they serve
- Ensure residents receive quality service that provides strong value for dollar
- Pursue alternative revenue sources and equitable distribution of costs

Relevant Legislation:

- [Emergency Management Act](#) (RSA 2000, cE-6.8)
- [National Fire Code – 2023 Alberta Edition](#)
- [Jasper Fire Department Bylaw #189](#)

Financial:

The dollars required to fund the Captain of Prevention position are an eligible expense under the Disaster Recovery Program (DRP) while the position's duties are incremental and directly related to incident recovery. Administration anticipates this will be the case, subject to continuing DRP approvals, for a period of two years. The conversion of the Captain of Prevention position into a continuous role will represent an annual expense of approximately \$100,000, including salaries and benefits, once the position is no longer supported by DRP.

Attachments:

- None

AGENDA ITEM 7.2

REQUEST FOR DECISION

Subject: Fire Department Staffing – Term Firefighters
From: Bill Given, Chief Administrative Officer
Prepared by: Christine Nadon, Director of Protective & Legislative Services
Reviewed by: Mathew Conte, Fire Chief
Date: February 25, 2024



Recommendations:

- That Committee recommend Council approve the extension of eight term Firefighters positions to continue through the fall of 2025.

Alternatives:

- That Committee direct Administration to return to an upcoming Committee of the Whole with the following information:
 - ...
- That Committee receive the report for information.

Background:

In August 2024, following the wildfire, Council approved the hiring of 10 firefighters on a six-month term to be extended as needed. A total of eight term firefighters are currently employed by the Jasper Fire Department. Their current work term is set to come to an end at the end of April.

Discussion:

The current program involving eight term firefighters is working well for the department, guaranteeing levels of service during a period of recovery. The department continues to see an ongoing need for mental health resources and programs for firefighters, combined with continued progress on reintegrating volunteer firefighters into active duties and responding to calls. Striking that balance is proving to be a bit of a challenge, particularly as we head into hazard season and anticipate additional psychological health challenges to emerge. Extending the term of employment for full-time firefighters is critical to ensure the department can maintain our level of service and continue to “get trucks out the door” in a timely fashion and within prescribed standards, supporting the department as our team continues to recover.

The Protective Services leadership team is assessing what staffing beyond the upcoming hazard season should look like and will propose any changes to the current staffing complement as part of the 2026 operating budget approval process.

Strategic Relevance:

- Recognize the fundamental importance of our tourism economy
- Nurture our most important relationships which are those within our organization, all of whom share a commitment to best serve our community
- Communicate and engage with residents

- Focus on prevention, mitigation, and preparation for natural disasters
- Empower our staff by investing in the training and tools they require
- Entrust our staff to develop healthy relationships with the people they serve
- Ensure residents receive quality service that provides strong value for dollar
- Pursue alternative revenue sources and equitable distribution of costs

Relevant Legislation:

- [Emergency Management Act](#) (RSA 2000, cE-6.8)
- [National Fire Code – 2023 Alberta Edition](#)
- [Jasper Fire Department Bylaw #189](#)

Financial:

The dollars required to fund the term contract firefighter positions are eligible expenses under the Disaster Recovery Program (DRP) while the positions' duties are incremental and directly related to incident recovery.

Attachments:

- None

AGENDA ITEM 7.3

REQUEST FOR DECISION

Subject: Interim Space for Non-Public Facing Businesses
From: Bill Given, Chief Administrative Officer
Prepared by: Logan Ireland, Recovery Project Manager
Reviewed by: Michael Fark, Director of Recovery
Christine Nadon, Director of Protective & Legislative Services
Date: February 25, 2025



Recommendation:

- That Committee recommend Council discontinue the Storage Lots service to support recovery and rebuild related projects.
- That Committee direct Administration to bring a bylaw to rescind the *Storage Lots Bylaw #254* to the next regular meeting.

Alternatives:

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

Background:

The Municipality of Jasper currently has leases on three parcels of land dedicated to RV storage, accommodating 77 rented spaces, which include 55 trailers, 8 RVs, 2 vehicles, 8 boats, and 4 empty stalls reserved for occupants awaiting new trailers to replace those lost in the fire. There is a waitlist of approximately 75 users, with the longest waiting since 2015. The rental fee for a stall is \$468 annually, subject to a 2% annual increase.

Discussion:

The RV storage lots currently serve a small minority of Jasper's residents – just 77 individuals.

In light of the critical need for recovery and rebuild spaces to support recovery efforts, this municipal space has been identified as better suited for contractors and trades requiring storage for tools, materials, and equipment, and other emerging recovery and rebuild needs over the next number of years. Reallocating this space will provide essential operational support to non-public-facing businesses vital to recovery, while maximizing the utility of municipal resources during a period of heightened demand. Administration believes the broader community benefit of advancing reconstruction efforts outweighs the private individual benefit associated with storage of personal items on these sites.

Specifically, this land would contribute to an initiative supporting the development of an Industrial Pop-Up Park, providing temporary, non-customer-facing spaces for businesses that lost commercial space in the fire, ensuring they can maintain operations during their peak revenue season and directly contribute to the rebuild. These businesses, along with others requiring recovery and rebuild space, are essential to reconstruction, and without this initiative, they would likely have to operate outside Jasper, increasing logistical costs and extending recovery timelines. By keeping contractors and their workspaces local, the project provides a cost-effective and timely solution that strengthens Jasper's recovery capacity and mitigates financial strain on both businesses and the community.

Residents currently utilizing the space for RV storage would be required to find alternative solutions. While this decision will inconvenience RV owners, alternative options, such as storage in Hinton or Valemount, are available. Administration has been working on solutions to ease this transition for tenants.

The most pressing need identified by the Jasper Recovery Coordination Centre is for the storage lot located at #10 Stan Wright Drive, immediately across from the S-Block paved parking lot. The existing bylaw mandates a 90-day notification period for users to remove their property from the premises in the event of a lot closure. This notice period may be reasonable for the other two storage lots located in S-Block. However, Administration is recommending a 30-day notice period should be provided to the user of #10 Stan Wright Drive. While the properties located in this specific lot cannot be accommodated in the other two storage lots, users facing particularly difficult circumstances with relocating their units could be granted temporary space in municipally controlled paved parking lots, depending on the size of their unit. This solution would be temporary in nature, up to the full 90-day notice period.

Strategic Relevance:

- Facilitate others in developing diverse housing options
- Pursue alternative revenue sources and equitable distribution of costs
- Welcome the expertise, innovation, creativity and commitment of community members, groups, associations and businesses

Inclusion Considerations:

By repurposing these spaces, the Municipality fosters broad recovery efforts that can benefit the majority of residents and businesses.

Relevant Legislation:

- [Storage Lots Bylaw \(#254\)](#)
- [Commercial Use of Public Space Bylaw \(#246\)](#)

Financial:

Reallocating this space for recovery and rebuilding activities will result in the termination of RV rental agreements and a total annual revenue loss for all three lots of approximately \$37,000. Based on initial interest, Administration estimates that alternate use of the parcels would generate close to the same amount, and potentially more revenue.

Attachments:

- None

AGENDA ITEM 7.4

REQUEST FOR DECISION

Subject: Council Remuneration – Post 2025 Election
From: Bill Given, Chief Administrative Officer
Reviewed by: Christine Nadon, Director of Protective & Legislative Services
Date: February 25, 2024



Recommendations:

- That Committee recommend Council approve policy B-104 as presented.

Alternatives:

- That Committee recommend Council approve policy B-104 including the following amendments:
 - ...
- That Committee direct Administration to bring policy B-104 to a future Committee of the Whole meeting including the following amendments:
 - ...

Background:

Council remuneration is reviewed by the outgoing Council for the next Council prior to a general municipal election. At the [July 16, 2024 Regular meeting](#) Council approved the establishment of a Council Remuneration Review Committee including public members to complete this work. At the [August 20, 2024 Regular meeting](#), Council reconsidered its decision due to the Jasper Wildfire and its ongoing impacts on the community.

At the October 22, 2024 regular meeting, Council directed Administration to maintain the current remuneration model (interpreted by Administration as “maintain per diems”), incorporate the indicator of mountain towns, and return to a future Committee meeting.

Discussion:

Remuneration for elected officials in the Municipality of Jasper is more complex than that of municipalities of similar size. Jasper’s context is unique and as a result the workload is more significant. Comparisons of the municipality’s assessment value; the volume and value of tourism; and the location within an internationally acclaimed National Park, all point to Jasper being a more complex municipality than population alone would indicate.

There is great variability with the time requirements of the role. Elected officials are never really off duty. Constituents interact with their elected officials at all times – when they are in the grocery store, out with their families, recreating etc.

Administration is proposing the following principles related to elected official compensation:

- Remuneration must be fair and reasonable;
- Remuneration must not be a barrier to a diverse and representative pool of candidates from Jasper residents;

- Remuneration must recognize the complexity, responsibilities, and time commitments associated with the role of elected officials in the Municipality of Jasper due to:
 - Intergovernmental Relations;
 - Tourism Based Economy; and
 - Wildfire Recovery.

Based on council direction, and informed by the above principles, Administration has updated the council member compensation and benefits policy with the following changes:

The proposed Policy B-104 – Council Member Compensation & Benefits consolidates and refines the existing Policy B-004 and its associated administrative procedure by integrating all relevant provisions into a single document. This change eliminates the need for a separate administrative procedure, ensuring that compensation guidelines, benefits, and expense reimbursements are outlined in one reference document for improved clarity and accessibility.

A key structural change in B-104 is the explicit definition of base salaries, specifying monthly compensation amounts for the Mayor (\$8,295) and Councillors (\$2,380). These amounts align with the average remuneration of elected officials in comparable Alberta mountain towns. In contrast, B-004 presented a more general approach without a direct monthly breakdown. Additionally, B-104 modifies the Consumer Price Index (CPI) adjustment methodology, reducing the frequency of adjustments to once per four-year term at the midpoint, compared to B-004's annual cost-of-living adjustments. This approach balances salary fairness with financial predictability.

B-104 retains per diems for Council members attending meetings where they act as official representatives of the Municipality. These rates, which were previously detailed in a separate administrative procedure, are now explicitly included within the policy:

- Out-of-town meetings: \$240.00 per diem
- Local meetings (less than 3 hours): \$120.00
- Local meetings (more than 3 hours): \$200.00

By embedding these per diem rates directly into the policy, B-104 enhances transparency and ensures that compensation remains clearly defined.

The benefits structure is also clarified in B-104, specifying employer-paid contributions under the Alberta Municipalities (ABMunis) benefits program. This replaces the broader descriptions found in B-004 and enhances transparency regarding insurance, health, and dental benefits.

A notable addition in B-104 is the introduction of a \$100 per month technology allowance for the Mayor's cell phone expenses, which was not included in B-004. This provision acknowledges the communication needs of the Mayor's role and formalizes financial support for these expenses. Additionally, expense reimbursements in B-104 are now directly linked to Municipal Policy B-007: Staff & Councillor Expenses, ensuring that claims align with established financial policies.

Another structural improvement is the introduction of supplementary pay for Councillors serving as Deputy Mayor. Under B-104, the Deputy Mayor will receive an additional \$500 per month in recognition of the

increased responsibilities associated with fulfilling the Mayor's duties when required. This provision ensures that the role is appropriately recognized and that Councillors are compensated for the additional time commitment and responsibilities involved.

Overall, B-104 enhances clarity, removes redundancy, and consolidates all compensation and expense-related details into a single, user-friendly document. By aligning elected officials' salaries with comparable Alberta mountain towns and integrating administrative procedures within the policy itself, B-104 improves accessibility, transparency, and governance efficiency. The proposed changes ensure that compensation remains fair and predictable while recognizing the unique governance challenges of Jasper, including intergovernmental relations, the demands of a tourism-based economy, and ongoing wildfire recovery efforts.

Strategic Relevance:

- Nurture our most important relationships which are those within our organization, all of whom share a commitment to best serve our community.
- Ensure residents receive quality service that provides strong value for dollar.
- Empower our staff by investing in the training and tools they require.

Inclusion Considerations:

This policy supports greater inclusivity in municipal leadership by ensuring that financial constraints do not deter potential candidates from seeking office. The childcare reimbursement provision, in particular, reduces barriers for parents, while the elimination of per-diems provides stable compensation, allowing for diverse participation in municipal governance.

Relevant Legislation:

- [Local Authorities Election Act](#)
- [B-004 Council Member Compensation and Benefits Policy](#)
- [B-004 Council Member Compensation and Benefits Administrative Procedures](#)

Financial:

The policy remains within the Municipality's overall budget for Council remuneration. The mid-term CPI adjustment ensures salaries retain purchasing power while avoiding annual budget fluctuations and reducing administrative burden associated with annual adjustments.

Attachments:

- Draft Policy B-104: Council Remuneration

Policy Title: Council Member Compensation & Benefits

Policy #: B-104

Date adopted by Council: XXXX, 2025



1. POLICY STATEMENT

The Municipality of Jasper ensures that council member compensation is fair, reasonable, and reflective of role responsibilities. Remuneration must not create financial barriers, allowing a diverse and representative pool of candidates to seek office. Compensation must also recognize the unique governance challenges in Jasper, including intergovernmental relations and the demands of a tourism-based economy.

2. COMPENSATION STRUCTURE

2.1. Base Salaries

Elected officials receive a base salary to compensate them for their participation in regularly scheduled Council and committee-of-the-whole meetings, preparation and research for Council-related activities, and day-to-day interactions with the public.

- The Mayor's monthly base salary shall be \$8,295 per month.
- The Councillor's monthly base salary shall be \$2,380 per month.
- Councillors serving as Deputy Mayor shall receive an additional \$500 per month for the duration of their term in that role.

2.2. Meeting Honoraria

Council members shall receive additional remuneration for attending meetings where they act as official representatives of the Municipality. Two-thirds of the payment shall be honorarium, and one-third shall be a non-accountable expense allowance. This includes:

- Out-of-town meetings: \$240.00 per diem;
- Local meetings (less than 3 hours): \$120.00;
- Local meetings (more than 3 hours): \$200.00.

2.3. Cost of Living Adjustments

To ensure council remuneration remains fair and maintains purchasing power over time, a single cost-of-living adjustment (CPI) will be applied once during each four-year term, occurring at the mid-point of the term (two years after the municipal election).

- The adjustment will be based on the Alberta average cost of living index as reported by Statistics Canada.
- Council may commission an independent review to assess inconsistencies with other comparable municipalities.
- A full remuneration review will occur prior to each municipal election.

3. BENEFITS

Council members shall have access to a benefits package comparable to that of municipal employees.

3.1. Insurance & Health Benefits

The Municipality contributes as follows under the Alberta Municipalities (ABMunis) benefits program:

- **Life Insurance & Accidental Death and Dismemberment (AD&D):** Up to \$30,000, 100% employer-paid.
- **Dental Plan:** 90% employer-paid.
- **Extended Health Care:** 90% employer-paid.

Policy Title: Council Member Compensation & Benefits

Policy #: B-104

Date adopted by Council: XXXX, 2025



4. OTHER COMPENSATION & EXPENSES

4.1. Technology Allowance

- Council members may claim up to \$2,000 for a computer or device purchase during their term.
- Alternatively, members may claim \$500 per year, up to a maximum of \$2,000 over four years.
- The Mayor shall receive a monthly allowance of \$100 to cover costs associated with a cell phone used for official municipal duties.

4.2. Childcare Expenses

- Council members may be reimbursed for reasonable childcare expenses incurred while attending official meetings, conferences, conventions, or seminars, upon submission of receipts.

4.3. Expense Reimbursements

- Allowable expenses (e.g., accommodation, travel, meals) incurred while performing official duties will be reimbursed in accordance with Municipal Policy B-007: Staff & Councillor Expenses

5. REVIEW

This policy shall be reviewed prior to each municipal election and may be amended by Council as needed.

6. RESPONSIBILITIES

Council

Review and approve any revisions to this Policy.

CAO

Review and approve any procedures related to this Policy.

DRAFT

AGENDA ITEM 7.5

REQUEST FOR DECISION

Subject: Jasper Municipal Housing Corporation – Additional Named Insured
From: Bill Given, Chief Administrative Officer
Reviewed by: Christine Nadon, Director of Protective & Legislative Services
Date: February 25, 2025



Recommendation:

- That Committee recommend Council approve the Jasper Municipal Housing Corporation request to be an Additional Named Insured under the Municipality of Jasper insurance policy.

Alternatives:

- That Committee decline the Municipality of Jasper Municipal Housing Corporation request to be an Additional Named Insured under the Municipality of Jasper insurance policy.

Background:

On August 15, 2023, Council approved the creation of the Jasper Municipal Housing Corporation (JMHC) as a Municipally Controlled Corporation (MCC).

The Municipality of Jasper Library Board was approved to be an Additional Named Insured (ANI) under the Municipality's insurance policy on March 19, 2024.

On February 18, 2025, the JMHC Board of Directors approved a motion requesting that the Municipality add the JMHC as an Additional Named Insured under the Municipality's insurance policy.

Discussion:

The JMHC has requested to be added to the Municipality of Jasper's insurance policy as an Additional Named Insured (ANI). This designation would extend the Municipality's liability and umbrella policies and their associated limits to JMHC.

To qualify as an ANI, an entity must be a registered non-profit or municipally controlled corporation and must provide services that contribute positively to the community. The Municipality's insurer requires a copy of Council minutes showing a motion to add JMHC as an ANI. Any property, buildings, or vehicles owned by JMHC would have to be added separately to the Municipality's schedules.

Adding JMHC as an ANI will ensure that the organization has appropriate insurance coverage for its operations. The premiums associated with the coverage will be billed to the Municipality and then invoiced to and recovered from JMHC.

Strategic Relevance:

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

Inclusion Considerations:

Adding JMHC as an ANI supports equitable access to housing by ensuring that the organization has appropriate risk management measures in place. This inclusion allows for continued development of affordable housing opportunities within Jasper, benefiting residents of diverse backgrounds.

Financial:

This change will have no impact on the Municipality of Jasper's operating budget. All costs incurred will be covered by the Jasper Municipal Housing Corporation.

Attachments:

- None

MOTION ACTION LIST

SHORT TITLE	REQUESTED (DATE)	RESPONSIBLE (WHO)	COUNCIL MOTION (DESCRIPTION)	TARGET (DATE)	STATUS
Jasper Skatepark Committee	March 19, 2024	CAO and Director of Finance & Administration	That Council authorize, in principle, interim financing to the Jasper Skatepark Committee, not to exceed \$150,000, with loan details to be presented to Council following completion of the Skatepark construction.	May 2025	
Moving Traffic Enforcement	July 9, 2024	Director of Protective & Legislative Services	That Committee direct Administration to return to a future Committee of the Whole meeting with additional information on moving traffic enforcement, including the proposed scope of work and an outline of anticipated equipment requirements.	February 2025	Recommended to be deferred to April 2025
Climate Change Adaptation Plan	August 27, 2024	CAO	That Council direct Administration to proceed with developing a five-year Climate Change Adaptation Action Plan with internal resources and present the plan at a future Committee of the Whole Meeting in spring 2025.	April 2025	
Parcel CH Access Road & Spruce Avenue Development Tender Award	September 17, 2024	CAO	That Council direct Administration to initiate a Local Improvement Bylaw process to recover the servicing costs the Parcel CH Access Road from benefitting adjacent parcels.	March 2025	
Jasper Seniors Society	October 22, 2024	CAO & Director of Community Development	That Council direct Administration to work with the Jasper Seniors Society and other interested parties to develop a plan for seniors' centre that will meet future demand.	March 2025	
Council Remuneration Review	October 22, 2024	CAO and Director of Protective & Legislative Services	That Council direct Administration to maintain the current remuneration model, incorporate the indicator of mountain towns, and return to a future Committee meeting.	February 2025	

Transit Bus RFP	November 19, 2024	CAO	That Council direct Administration to reissue an RFP in spring of 2025 for the procurement of electric buses and/or any other viable zero emission options.	April 2025	
Strategic Priorities – Wildfire Recovery	January 14, 2025	CAO	That Committee direct Administration to develop draft Wildfire Recovery Strategic Priorities, leveraging existing guidance documents and previous public engagement processes, and return to a future Committee of the Whole meeting.	March 2025	Recommended for removal
Property Tax Receivable Write-off Request – Provincial Building	January 14, 2025	CAO and Director of Finance & Administration	That Committee recommend Council direct Administration to keep the amount set as a Property Tax receivable in the amount of \$35,136.62 and return the matter to a future Committee of the Whole meeting in early March 2025.	March 2025	
Utility Rate Model	January 21, 2025	CAO and Director of Finance & Administration	That Council direct Administration to host a workshop to review the utility rate model with interested stakeholders.	June 2025	
In-Town Contractor Camps, Interim Residences & Laydown Requests	January 28, 2025	CAO and Director of Urban Design and Standards	That Committee direct Administration to return with legislative changes as required to implement the changes.	March 2025	Recommended to be deferred to April 2025
Wildfire Recovery Strategic Priorities	February 11, 2025	CAO	That Committee direct Administration to seek feedback on the draft Recovery Strategic Priorities from the Recovery Advisory Committee and return to a future Committee of the Whole meeting.	March 2025	