

MUNICIPALITY OF JASPER
REGULAR COUNCIL MEETING AGENDA
September 1, 2026 | 1:30 pm
Jasper Library & Cultural Centre – Quorum Room
[Municipality of Jasper Strategic Priorities 2026-2030](#)



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 APPROVAL OF AGENDA

2.1 Regular meeting agenda, September 1, 2026 attachment

Recommendation: That Council approve the agenda for the regular meeting of September 1, 2026 as presented.

3 APPROVAL OF MINUTES

3.1 Legislative Committee meeting minutes attachment

Recommendation: That Council receive the draft minutes of the August 18, 2026 Legislative Committee meeting for information.

3.2 Regular meeting minutes, August 18, 2026 attachment

Recommendation: That Council approve the minutes of the August 18, 2026 Regular Council meeting as presented.

3.3 Committee of the Whole meeting minutes, August 25, 2026 attachment

Recommendation: That Council approve the minutes of the August 25, 2026 Committee of the Whole meeting as presented.

4 DELEGATIONS

5 CORRESPONDENCE

6 NEW BUSINESS

6.1 Jasper Recovery Coordination Centre Progress Update attachment

Recommendation: That Council receive the report for information.

6.2 Director's Report – Urban Design & Standards attachment

Recommendation: That Council receive the report for information.

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6.3 Rescinding Policy F-008: Encroachments

Recommendation: That Council rescind Policy F-008, Encroachments.

6.4 Access to Information and Protection of Privacy

attachment

Recommendations: That Council read for the first time, Bylaw #287, being a bylaw of the Municipality of Jasper in the province of Alberta for the purpose of establishing the administrative function and set fees in relation to the Access to Information Act and the Protection of Privacy Act.

That Council read for the second time, Bylaw #287, being a bylaw of the Municipality of Jasper in the province of Alberta for the purpose of establishing the administrative function and set fees in relation to the Access to Information Act and the Protection of Privacy Act.

That Council approve the Privacy Management Program as presented.

6.5 2026 Bike Park Project Plan

Recommendation: That Council approve the following support to the Jasper Park Cycling Association subject to confirmation of CFEP grant funding:

- *Up to \$90,000 cash contribution to be funded through debenture,*
- *Up to \$10,000 gifts-in-kind; and*

That Council approve the following support to the Jasper Park Cycling Association should CFEP grant funding not be secured or not fully funded:

- *Up to \$125,000 cash contribution to be funded through debenture,*
- *Up to \$10,000 gifts-in-kind; and*
- *Up to \$90,000 in repayable loan.*

6.6 Municipal Recovery Transition Framework

attachment

Recommendations: That Council authorize the extension of recovery positions as described in the Framework; and

That Council authorize disbanding the Recovery Advisory Committee following the conclusion of the closeout process outlined in the Framework.

6.7 Rescheduling of September 22, 2026 Committee meeting

attachment

Recommendations: That Council reschedule the September 22, 2026 Committee of the Whole meeting to September 29, 2026.

7 NOTICES OF MOTION

8 COUNCILLOR REPORTS

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9 UPCOMING EVENTS

Communities in Bloom Judges in Jasper – September 10
Jasper Folk Music Festival – September 11 & 12, Commemoration Park
NETMA – 4:30-6:30pm, September 16, Silverwater Restaurant, Chateau Jasper
Alberta Municipalities Convention – September 23-25, Edmonton Convention Centre
Library & Cultural Centre Anniversary – 6pm-9pm, October 2, Jasper Library & Cultural Centre

10 ADJOURNMENT

Recommendation: That, there being no further business, the regular meeting of September 1, 2026 be adjourned at

_____.

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

AGENDA ITEM 3.1

Legislative Committee Minutes

Tuesday, August 18, 2026

Quorum Room, Jasper Municipal Library & Cultural Centre



In attendance:

Mayor Richard Ireland, Councillor Kathleen Waxer, CAO Bill Given, Director of Protective & Legislative Services Christine Nadon, Legislative Services Coordinator Emma Acorn (recorder)

1. Call to order – Chair Kathleen Waxer

Councillor Waxer called the meeting to order at 10:33am.

2. Additions or deletions to the agenda – None

3. Approval of the agenda

MOTION by Mayor Ireland that the agenda for the August 18, 2026 Legislative Committee meeting be approved as presented.

In Favor – 2, Against – 0, CARRIED

4. Legislative Committee Motion Action List

The Committee reviewed the Legislative Committee Motion Action List which is included in the agenda package. The Committee recommended to change the target date for the Procedure Bylaw item to be updated to October 2026.

MOTION by Mayor Ireland that the Legislative Committee Motion Action List be amended as discussed.

In Favor – 2, Against – 0, CARRIED

Director Nadon left the meeting after this item.

5. Approval of June 2, 2026 Legislative Committee meeting minutes

MOTION by Mayor Ireland that the minutes of the June 2, 2026 Legislative Committee meeting be approved as presented.

In Favor – 2, Against – 0, CARRIED

6. Items for next Intergovernmental Meeting

The next Intergovernmental meeting is scheduled for September 1st and is to be hosted by Parks Canada. Committee discussed adding the following items to the agenda:

- Parks Canada Recovery Capital plan, priorities and processes (MOJ update request)
- Joint update on Land Use Planning transition (Joint Administration presentation)
- Planning & Development Advisory Committee update discussion (MOJ)

MOTION by Mayor Ireland that Committee approve the list of items for the next Intergovernmental meeting.

In Favor – 2, Against – 0, CARRIED

Legislative Committee Minutes

Tuesday, August 18, 2026

Quorum Room, Jasper Municipal Library & Cultural Centre



7. 2026 Alberta Municipalities Resolutions

Committee members discussed the resolutions being brought forward at the 2026 AB Munis convention this fall. The resolutions book was included in the agenda package. Committee discussed ranking the resolutions on a five-point scale as follows:

- 1 - Strong Oppose (Negative: Relevancy + Impact)
- 2 - Oppose (one of)
- 3 - Neutral (unknown / indirect)
- 4 - Support (one of ...)
- 5 - Strong Support (Positive: Relevancy + Impact)

MOTION by Mayor Ireland that the Committee approve the resolution recommendations, and direct administration to circulate them to Council.

In Favor – 2, Against – 0, CARRIED

8. Adjournment

- Next meeting: 10:30am, Tuesday, November 17, 2026
- Mayor Ireland adjourned the meeting at 12:28pm.

AGENDA ITEM 3.2

Municipality of Jasper
Regular Council Meeting Minutes
Tuesday, August 18, 2026 | 1:30pm
Jasper Library & Cultural Centre, Quorum Room

Virtual viewing and participation	Council attendance is in Council chambers at the Jasper Library & Cultural Centre. This meeting was also conducted virtually and available for public livestreaming through Zoom. Public viewing during Council meetings is through both Zoom livestreaming and in-person attendance. Public participation is facilitated through in-person attendance.		
Present	Mayor Richard Ireland, Deputy Mayor Laurie Rodger, Councillors Ralph Melnyk, Kathleen Waxer, and Danny Frechette.		
Absent	Councillors Wendy Hall and Kable Kongsrud		
Also present	Bill Given, Chief Administrative Officer Christine Nadon, Director of Protective & Legislative Services Christopher Read, Director of Community Development Emma Acorn, Legislative Services Coordinator Fred Wiebe & Shane Kutin, Aquatera 7 observers		
Call to order	Mayor Ireland called the August 18, 2026 Regular Council meeting to order at 1:30pm.		
Additions/deletions to agenda	none		
Approval of agenda #354/26	MOTION by Councillor Melnyk – BE IT RESOLVED that Council approve the agenda for the August 18, 2026 Regular Council meeting as presented.		
	FOR 5 Councillors	AGAINST 0 Councillors	CARRIED
Approval of Regular minutes #355/26	MOTION by Councillor Waxer – BE IT RESOLVED that Council approve the minutes of the August 4, 2026 Regular Council meeting as presented.		
	FOR 5 Councillors	AGAINST 0 Councillors	CARRIED
Approval of Committee of the Whole minutes #356/26	MOTION by Councillor Rodger – BE IT RESOLVED that Council approve the minutes of the August 11, 2026 Committee of the Whole meeting as presented.		
	FOR 5 Councillors	AGAINST 0 Councillors	CARRIED
Business arising from minutes	none		
Delegations – Aquatera Annual Update	Council received the annual Aquatera update from representatives Fred Wiebe and Shane Kutin. The presentation included information on recent community support; performance results; environmental performance; capital project summary; and more.		
#357/26	MOTION by Councillor Waxer – BE IT RESOLVED that Council receive the presentation for information.		
	FOR 5 Councillors	AGAINST 0 Councillors	CARRIED
Correspondence	none		
Director’s Report – Community	Council received a department update from Director of Community Development Christopher Read. Highlights included information on major projects in childcare;		

Development	recreation facilities; staffing; service trends; communications; engagement; events; and more.			
#358/26	MOTION by Councillor Frechette – BE IT RESOLVED that Council receive the report for information.			
	FOR 5 Councillors	AGAINST 0 Councillors		CARRIED
Records Retention and Disposition Bylaw #359/26	MOTION by Councillor Frechette – BE IT RESOLVED that Council read for the third time, Bylaw #285, being a bylaw of the Specialized Municipality of Jasper in the province of Alberta to regulate the retention and disposition of records.			
	FOR 5 Councillors	AGAINST 0 Councillors		CARRIED
Wastewater Treatment Plant Emergency Storage/Lagoon Re-commissioning #360/26	MOTION by Councillor Rodger – BE IT RESOLVED that Council endorse the Municipality of Jasper’s Wastewater Treatment Plant Emergency Storage/Lagoon Re-commissioning Project; and That Council authorize the Municipality of Jasper to enter into a funding agreement with Housing, Infrastructure and Communities Canada under the Build Communities Strong Fund for a federal contribution of up to \$3,963,750, representing up to 50 percent of eligible project costs.			
	FOR 5 Councillors	AGAINST 0 Councillors		CARRIED
Future Ownership of CorCan Housing Units #361/26	MOTION by Councillor Waxer – BE IT RESOLVED that Council authorize the Mayor to write to Parks Canada requesting that the agency consider transferring use or ownership of some or all of the CorCan housing units to the Municipality of Jasper, upon the conclusion of the interim housing program.			
	FOR 5 Councillors	AGAINST 0 Councillors		CARRIED
Notices of Motion	none			
Councillor Reports	Councillor Frechette attended a Community Futures West Yellowhead meeting on August 13th. Mayor Ireland and several Councillors met with Krista Gardner, AB Munis representative for Towns West, last week. Mayor Ireland and Councillor Waxer attended a Legislative Committee meeting this morning.			
Upcoming events	Council received a list of upcoming events for information.			
Adjournment #362/26	MOTION by Councillor Frechette – BE IT RESOLVED that, there being no further business, the Regular Council meeting of August 18, 2026 be adjourned at 2:52pm.			
	FOR 5 Councillors	AGAINST 0 Councillors		CARRIED

Mayor

Chief Administrative Officer

AGENDA ITEM 3.3

Municipality of Jasper
Committee of the Whole Meeting Minutes
Tuesday, August 25, 2026 | 9:30am
Jasper Library & Cultural Centre, Quorum Room

Virtual viewing and participation	Council attendance is in Council chambers at the Jasper Library & Cultural Centre. This meeting was also conducted virtually and available for public livestreaming through Zoom. Public viewing during Council meetings is through both Zoom livestreaming and in-person attendance. Public participation is facilitated through in-person attendance.		
Present	Mayor Richard Ireland, Deputy Mayor Laurie Rodger, Councillors Wendy Hall, Ralph Melnyk, Danny Frechette, Kathleen Waxer, and Kable Kongsrud		
Absent	none		
Also present	Bill Given, Chief Administrative Officer Christine Nadon, Director of Protective & Legislative Services Christopher Read, Director of Community Development Doug Olthof, Director of Recovery Lisa Riddell, Community Development Manager Emma Acorn, Legislative Services Coordinator 16 observers		
Call to Order	Deputy Mayor Rodger called the August 25, 2026 Committee of the Whole meeting to order at 9:30am.		
Additions/ deletions to the agenda #363/26	MOTION by Councillor Waxer that Committee amend the agenda for the August 25, 2026 Committee of the Whole meeting as follows: • Move agenda item 7.4 Indigenous Relations Strategy to be in-camera.		
	FOR 7 Councillors	AGAINST 0 Councillor	CARRIED
Approval of agenda #364/26	MOTION by Councillor Hall that Committee approve the agenda for the August 25, 2026 Committee of the Whole meeting as amended.		
	FOR 7 Councillors	AGAINST 0 Councillor	CARRIED
Business arising from minutes	none		
Delegations	none		
Correspondence – RCMP Quarterly Report #365/25	Council received a quarterly report from Sergeant Rick Bidaisee, Detachment Commander of the Jasper RCMP. MOTION by Mayor Ireland – BE IT RESOLVED that Committee receive the correspondence for information.		

	FOR 7 Councillors	AGAINST 0 Councillors	CARRIED
Rescinding Policy F-008 Encroachments	Committee received a report regarding Policy F-008 Encroachments and the recently passed Bylaw #286, the Jasper Encroachment Bylaw 2026. Director of Protective & Legislative Services Christine Nadon reviewed the request and answered Committee questions.		
#366/26	MOTION by Councillor Waxer that Committee recommend Council rescind Policy F-008, Encroachments.		
	FOR 7 Councillors	AGAINST 0 Councillor	CARRIED
Access to Information and Protection of Privacy	Committee received a request for decision connected to recent changes in Provincial legislation surrounding privacy and access to information. Ms. Nadon reviewed the work undertaken to date; presented a draft bylaw for consideration; as well as a Privacy and Management Program.		
#367/26	MOTION by Mayor Ireland that Committee recommend Council give first and second reading to the Access to Information and Protection of Privacy Bylaw.		
	FOR 7 Councillors	AGAINST 0 Councillor	CARRIED
#368/26	MOTION by Councillor Waxer that Committee recommend Council approve the Privacy Management Program as presented.		
	FOR 7 Councillors	AGAINST 0 Councillor	CARRIED
#369/26	MOTION by Mayor Ireland that Committee direct Administration to forward to Brownlee Law a list of the concerns regarding the Privacy Management Program as expressed by Committee members during the August 25, 2026 Committee of the Whole meeting.		
	FOR 7 Councillors	AGAINST 0 Councillor	CARRIED
Jasper Municipal Leasehold Assets Society Transfer of Assets	Committee received an update on the transfer of assets from the Jasper Municipal Leasehold Assets Society to the Municipality of Jasper. Ms. Nadon reviewed the report and recommendations. Mr. Given assisted in answering Committee questions.		
#370/26	MOTION by Mayor Ireland that Committee direct Administration to return this item to the first Committee of the Whole meeting in September; and		
	That in the interim, Committee direct Administration to consult with our auditors regarding the potential to have an assignment of some of the leasehold assets directly to the Jasper Municipal Housing Corporation; and		

That Committee direct the Mayor to write to the Minister responsible for land titles to request a waiver of transfer fees or registration fees for all properties.

FOR	AGAINST	
7 Councillors	0 Councillor	CARRIED

Recess Deputy Mayor Rodger called a recess from 11:08am to 11:23am.

Indigenous Relations Strategy Mayor Ireland acknowledged that he had supported Councillor Waxer's earlier motion to move agenda item 7.4 Indigenous Relations Strategy to an in-camera discussion. After reflection, and with Councillor Waxer's support, he made the following motion.

#371/26 MOTION by Mayor Ireland that Committee refer the Indigenous Relations Strategy to a Council workshop to be arranged with Administration.

FOR	AGAINST	
7 Councillors	0 Councillor	CARRIED

2026 Bike Park Project Plan Committee received recommendations and alternatives for consideration regarding the Jasper Bike Park Project Plan. Mr. Read reviewed information on funding and work undertaken so far; as well as timeline considerations.

#372/26 MOTION by Councillor Waxer that Committee recommend Council approve the following support to the Jasper Park Cycling Association subject to confirmation of CFEP grant funding:

- Up to \$90,000 cash contribution to be funded through debenture,
- Up to \$10,000 gifts-in-kind; and

That Committee recommend Council approve the following support to the Jasper Park Cycling Association should CFEP grant funding not be secured or not be fully funded:

- Up to \$125,000 cash contribution to be funded through debenture,
- Up to \$10,000 gifts-in-kind; and
- Up to \$90,000 in repayable loan.

FOR	AGAINST	
7 Councillors	0 Councillor	CARRIED

#373/26 MOTION by Mayor Ireland that Committee direct Administration to provide Council with the terms of the license of occupation concurrent with this matter coming back to Council.

FOR	AGAINST	
7 Councillors	0 Councillor	CARRIED

Municipal Recovery Transition Framework Committee received the Municipal Recovery Transition Framework for consideration. Director of Recovery Doug Olthof and CAO Bill Given reviewed recommendations; alternatives; background; transition objectives; staffing considerations; and more.

#374/26

MOTION by Mayor Ireland that Committee receive the Municipal Recovery Transition Framework for information; and

That Committee recommend Council authorize the extension of recovery positions as described in the Framework; and

That Committee recommend Council dissolve the Recovery Advisory Committee following the conclusion of the closeout process outlined in the Framework; and

That Committee direct Administration to develop a draft terms of reference for an Economic Development Advisory Committee and return to a future Committee of the Whole meeting.

FOR

AGAINST

7 Councillors

0 Councillor

CARRIED

Green Burials Information Request #375/26

MOTION by Councillor Waxer that Committee direct Administration to prepare a report on the potential for adding a green burial area to the Jasper Cemetery and/or the possibility of allowing natural burial in the existing cemetery and return to a future Committee of the Whole meeting.

FOR

AGAINST

7 Councillors

0 Councillors

CARRIED

Motion Action List #376/26

Administration reviewed the Motion Action List.

MOTION by Councillor Melnyk that Committee approve the updated Motion Action List with the removal of the following items:

- Jasper Park Cycling Association
- Indigenous Relations Framework
- Recovery Advisory Committee Terms of Reference

And date changes for:

- Residential Parking
- Canada Day

FOR

AGAINST

7 Councillors

0 Councillors

CARRIED

Councillor upcoming meetings

Councillor Frechette will be meeting with the Communities in Bloom Committee this week.

Upcoming Events

Council reviewed a list of upcoming events.

Adjournment #377/26

MOTION by Mayor Ireland that, there being no further business, the Committee of the Whole meeting of August 25, 2026 be adjourned at 12:43pm.

FOR

AGAINST

7 Councillors

0 Councillors

CARRIED

JASPER RECOVERY COORDINATION CENTRE (JRCC)

September 1, 2026

PROGRESS UPDATE



SUMMARY OF KEY RECOVERY ACTIVITIES



DEBRIS REMOVAL

- All outstanding confirmatory sampling reports expected to be submitted by the end of September
- Total number of properties with permits issued (in and out of town): 393
 - Properties in-town cleared of debris: 369/369 - 100%
 - **Certificates of Completion issued: 384 - 97.71%**
 - In town non-commercial certificates: **339** (out of 341 properties with demolition permits)

This coordinated progress is enabling safe, timely debris removal; paving the way for rebuilding and protecting public health, safety, and the environment.

SITE PREPARATION

Site preparation status of properties impacted by the 2024 Jasper wildfire
within the Municipality of Jasper only



Updated: August 24 , 2026 - Source: Parks Canada

This coordinated progress is enabling safe, timely debris removal; paving the way for rebuilding and protecting public health, safety, and the environment.

INTERIM HOUSING

- 421 households (767 individuals) are currently in the program
- Move-outs and move-ins continue on a limited basis; seasonal vacancies are expected in September and October, with those units anticipated to be filled by winter seasonal staff in November
- Unmet needs: 244 households (370 individuals)

August 26, 2026	Households	Proportion
Parks Canada	103	24.5%
Other Government/Public Sector	61	14.5%
Large Businesses	60	14.3%
Small Businesses	189	44.9%
Other Eligible Households	8	1.9%
Total # of Households	421	

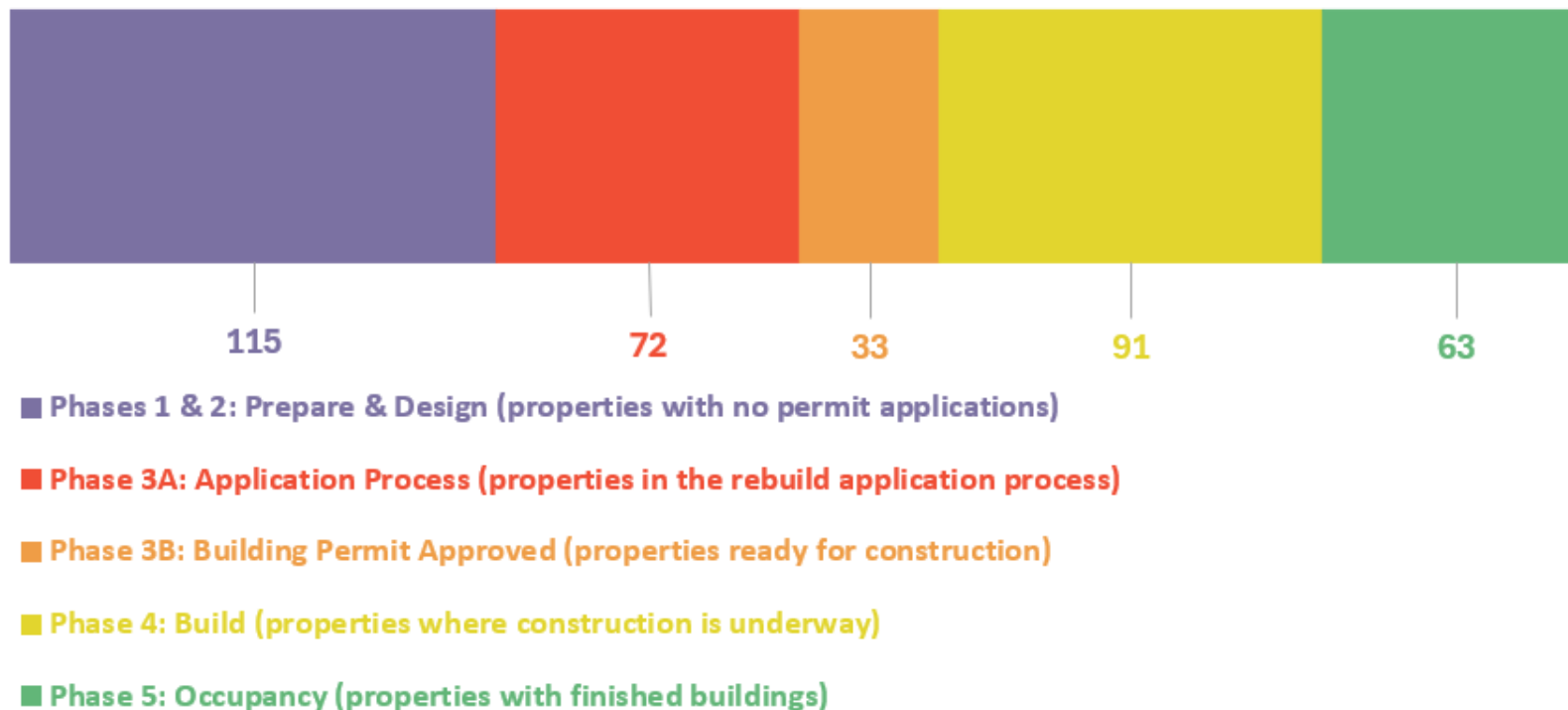
These combined actions underscore our ongoing progress toward delivering scalable and adaptable interim housing.

REBUILDING HOMES AND BUSINESSES

- Over 100 rebuild dwelling units have been permitted for occupancy across 63 properties
- Over 50% of rebuilding properties have received their building permit
- Updated Out-of-Town Fire Resiliency Policy is now in effect, including requirements for non-combustible building materials, a 1.5 m non-combustible buffer around new buildings, and a 10 m setback for coniferous plants. The policy is available on the [Parks Canada Jasper Recovery](#) website
- Outreach to leaseholders who have not started rebuilding will take place in the Fall to assess challenges and support needs.
- New Coordinated Development Permit Review Process: Municipal and Parks Canada approvals will now occur concurrently during the development permit review stage, helping to streamline the process and provide applicants with a more coordinated, consolidated response.

REBUILDING HOMES AND BUSINESSES

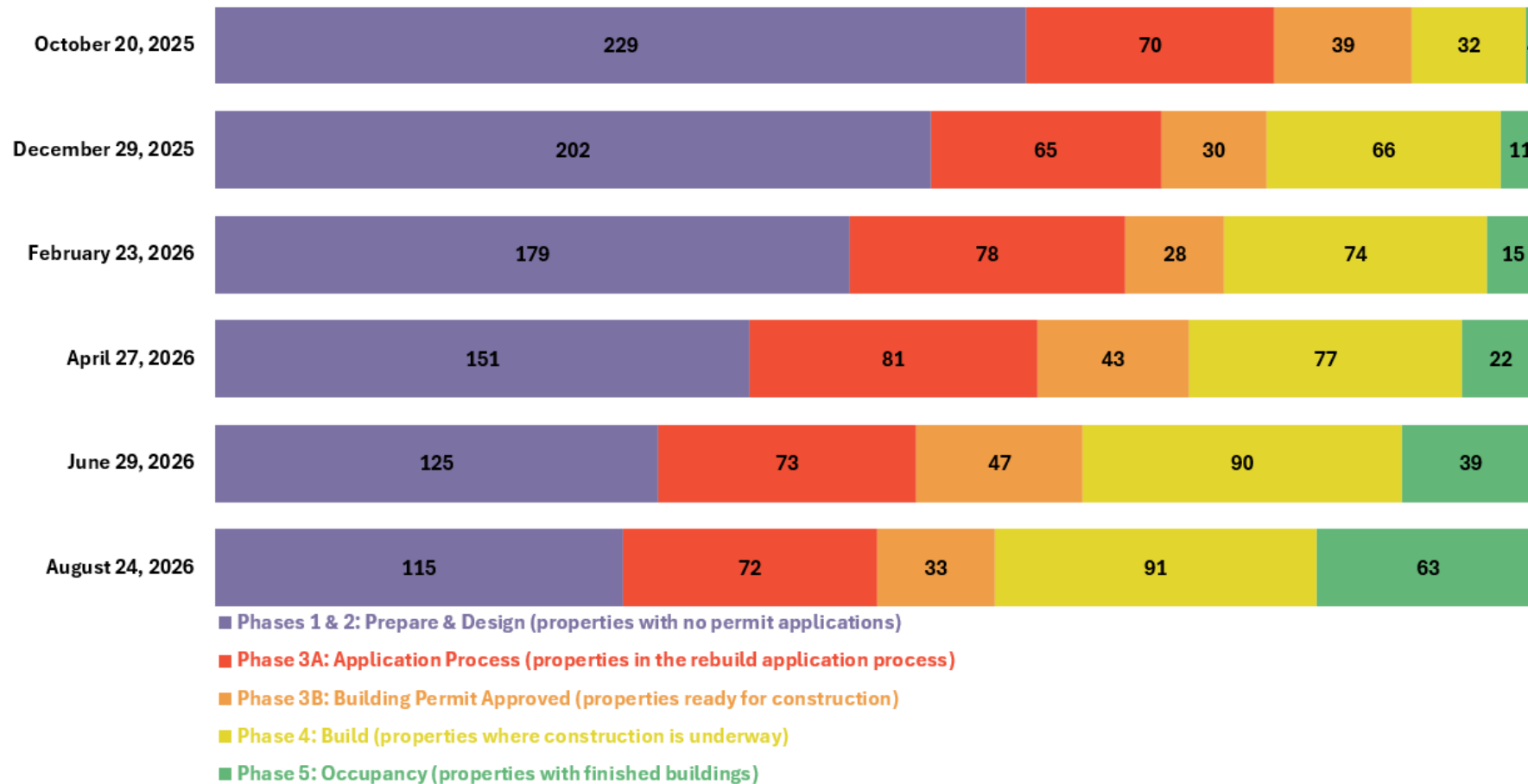
Rebuild status of properties impacted by the 2024 Jasper wildfire within the Municipality of Jasper only



Updated: August 24, 2026 - Source: Parks Canada (Phases 1&2, 3A, 3B, and 5) and Municipality of Jasper (Phase 4)

REBUILDING HOMES AND BUSINESSES

Rebuild status over time of 374 fire-damaged properties within the Municipality of Jasper



REBUILD – DWELLING UNITS

Updated August 24, 2026

Rebuilding properties with active building permits		Rebuilding properties with occupancy permits	
124		63	
# Replacement Units	# Net New Units	# Replacement Units	# Net New Units
204	95	74	32

SOCIAL RECOVERY

- Developing support programming for residents transitioning out of interim housing
- Pathfinders monthly meetups continue. Additional training sessions to begin in October
- Community Spiritual Circles continue until November 2026
- The Healing Through Fire Program offer for Jasper high school students has been postponed until the spring due to infrastructure work at Lake Annette

ECONOMIC RECOVERY

- **Recovery Advisory Committee**

- The Recovery Advisory Committee will begin a wind-down process in the coming weeks
- Administration is developing terms of reference for an Economic Development Advisory Committee

ECONOMIC RECOVERY

CCI – Commerce Continuity Initiative

■ **Interim Industrial Park**

- The Interim Industrial Park remains fully occupied and continues to accept applications for the waitlist.
- One tenant is expected to transition to a permanent location before year-end, with additional transitions anticipated next spring.

■ **Pop-Up Village**

- The 2026 operating season is entering its final months with businesses wrapping up by the end of October. Fall Fest and Dark Sky Festival activities planned to support business visibility and visitor engagement.
- Several participants have successfully returned to permanent locations, reflecting the Village's intended role as temporary support during business recovery.

■ **Contractor Laydown Sites**

- The Industrial Laydown Site has reached full occupancy.
- The Woodlot and Snow Dump sites continue to provide contractor staging and storage space in support of Jasper's rebuild.



DIRECTOR'S REPORT

Beth Sanders RPP

Director of Urban Design and Standards

May 28, 2026 – August 26, 2026

Major Projects

Development Planning

- Bi-weekly meetings with Parks to support the transfer of land use planning and development authority
- Change in permitting process with Parks; concurrent review of Development Permits
- Begin engaging with Indigenous Partners on Town Plan
- Update the Planning and Development Advisory Committee (PDAC) process

Housing

- Housing Action Plan:
 - Pre-approved designs for Garden Suite, Garage Suite and Multi Family dwelling (2+4)
 - Affordable Housing Property Tax Grant Program approved
- Housing Accelerator Fund (HAF):
 - \$1.5M of additional HAF funding - Transportation Aligned Housing Initiative; deliverables include increased transit connectivity, increased transportation options including e-bike rental and a car share program
 - Jan 1 2026, to date: 179 Dwelling units issued building permits, year 2 HAF goal 320
 - 80 are net new dwelling units added to housing stock
- Connaught Below Market Housing project (construction completion: January 2027):
 - Building name selected: The Alder
 - Project remains on schedule and on budget
- Jasper Municipal Housing Corporation corporate filing and Annual Resolutions complete

Energy and Environment

- Agreement signed with FCM for \$70,000 to conduct a feasibility study to prioritize actions from the Climate Adaptation Action Plan in regard to extreme heat and wildfire climate hazards
- Pre-qualified for funding through FCM's Accelerating Circularity in Construction Materials program; (application underway)
- Planned installation of the EVenture northwest Alberta level 3 EV charging station at the Bonhomme Street Activity Centre parking lot before the end of 2026

Staffing

- No vacancies

Service Trends (Jan 1 – August 24, 2026)

- 148 Municipal Approval Letters issued
- 208 Street and Public Space Use permits issued
- 23 sidewalk seating permits issued
- 10 event permits approved or under review
- 80 ADU Incentive Program applications received (19 are complete, and proponents have either received funding or are confirmed for funding)
- 2 agreements for the Clean Energy Improvement Program for low-interest loans (1 authorized, 1 pending), and 1 pre-qualification approved

Communications & Engagement

- Anglican Church and United Church sites redevelopment
 - Public engagement June 4-July 5, 2026
 - Update to Council on August 11, 2026
- Jasper Housing Enablement Initiative - Capacity building 'mddl School' event October 2026

MUNICIPALITY OF JASPER
BYLAW #287

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

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

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

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

1. CITATION

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

2. DEFINITIONS

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

3. DESIGNATED HEAD

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

4. FEES

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

5. SEVERANCE

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

6. COMING INTO EFFECT

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

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

READ a first time this ____ day of September, 2026

READ a second time this ____ day of September, 2026

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

Mayor

Chief Administrative Officer

Privacy Management Program

Date adopted by Council:



1. Scope

1.1 Purpose

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

1.2 Application

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

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2. Definitions

2.1.1 In this Privacy Management Program:

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

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

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3. Roles and Responsibilities under the POPA

3.1 Privacy head of the Public Body

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

3.2 Privacy Officer

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

3.3 Privacy Management Structure

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

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

3.4 Collection of Personal Information

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

3.5 Use of Personal Information

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

3.6 Disclosure of Personal Information

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

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4. Privacy Policies and Procedures

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

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5. Corrections of personal information

5.1 How to request corrections

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

5.2 Notice of Corrections, Annotations, Linkages

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

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5.3 Transferring correction requests

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

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6. Privacy Incidents

6.1 Identification, investigation, and escalation

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

6.2 Real Risk of Significant Harm

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

6.3 Notice of a Privacy Incident

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

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

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

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

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

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7. Privacy Complaints

7.1 Receiving a complaint

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

7.2 Investigation and resolution

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

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8. Privacy Impact Assessments

8.1 What is a PIA and when are they required?

- 8.1.1 A Privacy Impact Assessment (PIA) is a process that assists the Municipality in reviewing the impact that a new project or significant change to an existing project may have on individual privacy. The purpose of a PIA is to:
- a. Identify and review risks associated with the Municipality's collection, use, and disclosure of personal information under the new or changed project.
 - b. Develop mitigation strategies and safeguards regarding those risks.
 - c. Address how the Municipality will comply with its duties under the POPA.
 - d. Document the identification and mitigation of privacy issues on a proactive basis.
- 8.1.2 Privacy Impact Assessments must be completed by the Municipality when the Municipality is implementing a new, or a substantial change to an existing, project that will involve the collection, use, or disclosure of personal information, and if one of the following criteria – as set out in section 7(1) and 7(5) of the PMR – are met:
- a. The personal information at issue, if the subject of a privacy incident, could result in significant harm to an individual.
 - b. The project will collect, use, or disclose highly sensitive personal information.
 - c. The project will involve the personal information of a significant percentage of the population served by the Municipality.
 - d. The project will involve data matching between the Municipality and another public body.
 - e. The project is part of a common or integrated program or service.⁴
 - f. The project involves the development or use of innovative technology, including an automated system and artificial intelligence.
- 8.1.3 In addition to the legislated requirements of the POPA and PMR, the Municipality may use the [PIA Assessment Tool](#) from the OIPC to assist it in determining whether a PIA is required for a project.⁵

8.2 Who completes the PIA and when?

- 8.2.1 It is the responsibility of all employees of the Municipality to identify when the Municipality is implementing a new or substantial change to an existing project that involves the collection, use, and disclosure of personal information, such that a PIA may be required and notify the Privacy Officer that a PIA may be required.
- 8.2.2 The Privacy Officer will make the determination as to whether a PIA is required or should otherwise be completed.

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

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

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

8.3 Completing a PIA

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

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

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

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

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

8.4 Submitting a PIA to the OIPC

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

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

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

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

9.1 Definitions

9.1.1 For the purposes of this PMP:

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

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

9.2 Data matching

9.2.1 The Municipality in carrying out data matching may only:

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

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

9.3 Non-personal data

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

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

⁸ See also section 7(5) of the PMR.

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

10. Automated systems and artificial intelligence

10.1 The use of automated systems

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

10.2 Personal information and automated systems

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

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

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11. Security classification

11.1 Security classification requirements

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

11.2 Security classification system

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

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

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

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

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

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

11.3 Implementation

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

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

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

12.1 Proactive monitoring of personal information

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

12.2 Security arrangements

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

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

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

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

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

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13. Obtaining consent

13.1 When consent is required

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

13.2 Obtaining consent

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

13.3 Electronic Consent

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

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

13.4 Oral Consent

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

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14. Privacy Training

14.1 Mandatory training for employees

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

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15. Availability and Review of PMP

15.1 Availability of PMP

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

15.2 Review of PMP

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

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Appendix A – List of Associated Policies and Procedures

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

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

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Appendix B – Legislation Reference Table

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

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

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Appendix C – Delegation of Authority

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

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

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Appendix D – Sample Collection Notice

[Section 5(2) of the POPA]

Purpose of sample collection notice

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

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

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

Notice of Collection of Personal Information

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

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

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

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

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Appendix E – Sample Privacy Incident Notice

[Section 4(3) of the PMR]

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

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

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

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

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

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

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

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

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

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

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Appendix F – Template Privacy Incident Report

Privacy Incident Report

Name of Privacy Officer completing privacy incident report:

Date report was started:

Date report was completed:

Section 1 – Description of Incident

Date and time privacy incident was discovered:

Date and time privacy incident first occurred:

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

Section 2 – Affected personal information

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

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

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

Section 3 – Response and mitigation

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

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

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

Section 4 – Assessment of real risk of significant harm

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

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

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

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

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

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

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

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

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

Section 5 – Notification of privacy incident

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

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

Date notice given to individual(s):

Date notice given to Information and Privacy Commissioner:

Date notice given to Minister:

Section 6 – Lessons learned

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

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

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Review of Privacy Incident Report by Privacy Head

Date:

Signature of Privacy Head

Jasper Recovery Coordination Centre



Municipal Recovery Transition Framework

AGENDA ITEM 6.6

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

Municipal Recovery Transition Framework
August 25th, 2026

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Overview

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

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

Purpose and scope

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

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

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

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

Relationship to the Jasper Recovery Framework and objectives

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

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

Recovery objectives were assessed to identify whether they:

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

Objectives of transition planning

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

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

Demobilization

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

Compliance

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

Data and assets

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

Operational readiness

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

Principles of transition

Recovery objectives are addressed

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

Clear roles and accountability

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

Knowledge is transferred and retained

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

Risks are effectively managed

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

Enhancements are retained where appropriate

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

Transition is communicated effectively

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

Governance

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

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

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

JRCC and the role of co-directors

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

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

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

Decision to conclude JRCC operations

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

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

Conclusion of the JRCC will occur only when:

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

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

Resource planning

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

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

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

Working groups

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

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

Debris Management Working Group

Planned approach

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

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

Anticipated conclusion and closeout complete by: March 31, 2026

Post close-out responsibility

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

Interim Housing Working Group

Planned approach

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

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

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

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

Triggers

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

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

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

Closeout activities

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

Anticipated conclusion and closeout complete by: December 2028.

Post close-out responsibility

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

Economic Recovery Working Group

Planned Approach

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

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

Closeout Activities (Completed in April 2026)

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

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

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

Post Close-Out Responsibility

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

Social Recovery Working Group

Planned Approach

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

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

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

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

Closeout Activities

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

Anticipated Conclusion and Closeout Complete By: Dec 2028

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

Post Close-Out Responsibility

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

Rebuild Working Group

Planned approach

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

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

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

Closeout activities will include

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

Anticipated conclusion and closeout complete by: December, 2028

Post close-out responsibility

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

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

Construction Coordination Working Group

Planned approach

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

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

Closeout activities

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

Anticipated conclusion and closeout complete by: November, 2028

Post close-out responsibility

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

Compliance & Enforcement Sub-Committee

Role and purpose

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

Composition

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

Planned approach and duration

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

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

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

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

Closeout and transition

Closeout will include confirmation that:

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

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

Recovery Advisory Committee

Role and Purpose

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

Composition

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

Planned Approach and Duration

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

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

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

Closeout and Transition

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

Document management, knowledge retention, and lessons learned

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

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

Record keeping and information management

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

Records to be retained include, at a minimum:

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

Knowledge transfer and handover

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

- Ongoing responsibilities and ownership are clearly identified;

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

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

Lessons learned

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

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

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

Transfer of project management practices and tools

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

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

Staffing

Municipality of Jasper Resourcing

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

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

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

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

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

Appendix A:

Municipality of Jasper Recovery Positions Transition Planning

Director of Recovery

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

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

Housing and Social Recovery Manager

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

Business Liaison

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

Recovery Project Manager

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

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

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

Recovery Liaison and Information Advisor

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

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

Social Recovery Coordinator

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

Financial Recovery Coordinator

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

Economic Recovery Coordinator

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

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

Town Planner (Recovery) Roles – Urban Design and Standards

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

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

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

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

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

Recovery Outreach Workers

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

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

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

Construction Coordinator – Recovery

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

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

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

IT Technician

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

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

Human Resources Consultant

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

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

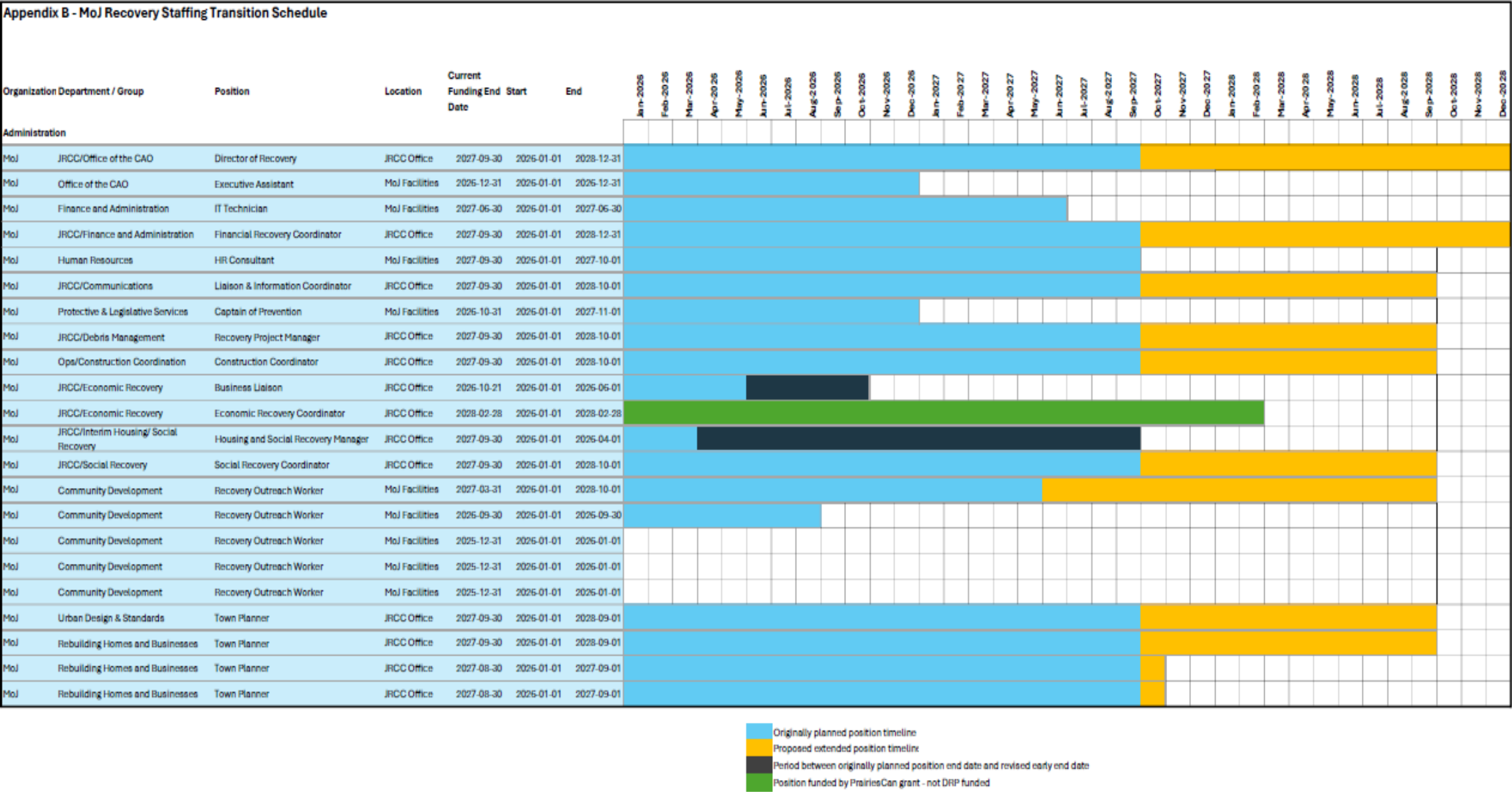
Captain of Prevention

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

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

Appendix B:

Municipality of Japer Recovery Positions Planning Graph



AGENDA ITEM 6.7

REQUEST FOR DECISION

Subject: Rescheduling of September 22, 2026 Committee meeting
From: Bill Given, Chief Administrative Officer
Prepared by: Emma Acorn, Legislative Services Coordinator
Reviewed by: Christine Nadon, Director of Protective & Legislative Services
Date: September 1, 2026



Recommendation:

- That Council reschedule the September 22, 2026 Committee of the Whole meeting to September 29, 2026.

Alternatives:

- Not cancel the meeting and continue with the originally scheduled meeting if Quorum can be met.

Background:

- On November 3, 2025 at the Organizational meeting following the municipal election, Council approved the calendar of meetings for the 2025/2026 year.
- On October 20, 2026 Council will approve the calendar of meetings for the 2026/2027 year.
- The 2026 AB Munis Convention & Tradeshow is taking place Tuesday, September 22 to Friday, September 25 in Edmonton with Elected Officials Education Program (EOEP) taking place the first day.

Discussion:

Three Councillors are currently enrolled in courses and will be unable to attend the Committee of the Whole meeting currently scheduled for Tuesday, September 22nd. There are five Tuesdays in September and currently there is no meeting scheduled for September 29th. The remaining members may or may not be able to meet Quorum, therefore it is recommended to reschedule the meeting to the next week when more Councillors are available.

If approved, notice of the rescheduling will be posted on the Municipality's website and social media.

Strategic Relevance:

- Quality Governance - Invest in practices and processes which support high-quality decision making.
- Engagement - Foster public engagement and informed dialogue to strengthen trust and clarity.

Inclusion Considerations:

The Municipal Inclusion Assessment Tool has been applied to this recommendation.

Relevant Legislation:

- Bylaw #190: Procedure Bylaw – S. 19.0 Cancellation of Meetings
 - 19.1 A regular meeting may be cancelled:
 - 19.1.1 by a majority of Council members at a previously held meeting; or
 - 19.1.2 with the written consent of a majority of Council members, provided twenty-four (24) hours' notice is provided to Council members and the public; or
 - 19.1.3 with the written consent of two-thirds (five) of the Council members if twenty-four (24) hours' notice is not provided to the public.
 - 19.4 Committee meetings may be cancelled as per Section 19.1.1 and 19.1.2, however, at least twenty-four (24) hours' notice of cancellation must be provided to committee members and the public.

Financial:

The recommendation can be carried out within the existing approved budget and no additional resources are needed.

Attachments:

- 2025-2026 Council Meeting Calendar