

MUNICIPALITY OF JASPER
REGULAR COUNCIL MEETING AGENDA
March 4, 2025 | 1:30 pm
Jasper Library & Cultural Centre – Quorum Room
[Municipality of Jasper Strategic Priorities 2022-2026](#)



Notice: Council members and staff are at the Jasper Library and Cultural Centre. Members of the public can attend meetings in person; view meetings through the Zoom livestream; or view archived Council meetings on YouTube at any time. **To live-stream this meeting starting at 1:30 pm, use this Zoom link:**
<https://us02web.zoom.us/j/87657457538>

1 CALL TO ORDER

2 APPROVAL OF AGENDA

2.1 Regular meeting agenda, March 4, 2025 attachment

Recommendation: That Council approve the agenda for the regular meeting of March 4, 2025 as presented.

3 APPROVAL OF MINUTES

3.1 Regular meeting minutes, February 18, 2025 attachment

Recommendation: That Council approve the minutes of the February 18, 2025 Regular Council meeting as presented.

3.2 Committee of the Whole meeting minutes, February 25, 2025 attachment

Recommendation: That Council approve the minutes of the February 25, 2025 Committee of the Whole meeting as presented.

4 DELEGATIONS

5 CORRESPONDENCE

6 NEW BUSINESS

6.1 Director's Report – Finance & Administration attachment

Recommendation: That Council receive the report for information.

6.2 Jasper Recovery Coordination Centre Progress Update attachment

Recommendation: That Council receive the report for information.

6.3 Fire Department Staffing – Captain of Prevention

Recommendation: That Council approve the conversion of the Captain of Prevention position to a continuous role, subject to Disaster Recovery Program eligibility.

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6.4 Fire Department Staffing – Term Firefighters

Recommendation: That Council approve the extension of eight term Firefighters positions to continue through the fall of 2025.

6.5 Interim Space for Non-Public Facing Businesses attachment

Recommendation: That Council discontinue the Storage Lots service to support recovery and rebuild related projects.

That Council read, for the first time, Bylaw #267, being a bylaw of the Specialized Municipality of Jasper in the province of Alberta to repeal a bylaw for the regulation and control of Municipal storage lots.

That Council read, for the second time, Bylaw #267, being a bylaw of the Specialized Municipality of Jasper in the province of Alberta to repeal a bylaw for the regulation and control of Municipal storage lots.

6.6 Council Remuneration – Post 2025 Election attachment

Recommendation: That Council approve policy B-104 as presented.

6.7 Jasper Municipal Housing Corporation – Additional Named Insured

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

6.8 Economic Developers of Alberta Conference

Recommendation: That Council approve the attendance of Councillor Melnyk at the [Economic Developers of Alberta Conference in April 2025](#).

7 NOTICES OF MOTION

8 COUNCILLOR REPORTS

9 UPCOMING EVENTS

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

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

[Jasper Pride & Ski Festival](#) – April 4-13

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

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

10 ADJOURNMENT *Recommendation: That, there being no further business, the regular meeting of March 4, 2025 be adjourned at _____.*

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

Municipality of Jasper
Regular Council Meeting Minutes
 Tuesday, February 18, 2025 | 1:30pm
 Jasper Library and Cultural Centre, Quorum Room

Virtual viewing and participation	Council attendance is in Council chambers at the Jasper Library and Cultural Centre. This meeting was also conducted virtually and available for public livestreaming through Zoom. Public viewing and participation during Council meetings is through both Zoom livestreaming and in-person attendance.						
Present	Mayor Richard Ireland, Deputy Mayor Kathleen Waxer, Councillors Helen Kelleher-Empey, Ralph Melnyk, Rico Damota, Scott Wilson, and Wendy Hall.						
Absent	none						
Also present	Bill Given, Chief Administrative Officer Christine Nadon, Director of Protective & Legislative Services Natasha Malenchak, Director of Finance & Administration Beth Sanders, Director of Urban Design & Standards Marley Pollock, Town Planner Emma Acorn, Legislative Services Coordinator Troy Birtles & Tyler Birtles, Accurate Assessment Group Ltd. Paul Butler, Jasper Park Chamber of Commerce Jacqui Sundquist, CBC Edmonton Peter Shokeir, The Fitzhugh Bob Covey, The Jasper Local 25 observers						
Call to order	Mayor Ireland called the February 18, 2025 Regular Council meeting to order at 1:30pm.						
Approval of agenda #80/25	MOTION by Councillor Waxer – BE IT RESOLVED that Council approve the agenda for the February 18, 2025 Regular Council meeting as presented.						
	<table border="0" style="width: 100%;"> <tr> <td style="text-align: left;">FOR</td> <td style="text-align: center;">AGAINST</td> <td></td> </tr> <tr> <td style="text-align: left;">6 Councillors</td> <td style="text-align: center;">0 Councillors</td> <td style="text-align: right;">CARRIED</td> </tr> </table>	FOR	AGAINST		6 Councillors	0 Councillors	CARRIED
FOR	AGAINST						
6 Councillors	0 Councillors	CARRIED					
Approval of Regular minutes #81/25	MOTION by Councillor Kelleher-Empey – BE IT RESOLVED that Council approve the minutes of the February 4, 2025 Regular Council meeting as presented.						
	<table border="0" style="width: 100%;"> <tr> <td style="text-align: left;">FOR</td> <td style="text-align: center;">AGAINST</td> <td></td> </tr> <tr> <td style="text-align: left;">6 Councillors</td> <td style="text-align: center;">0 Councillors</td> <td style="text-align: right;">CARRIED</td> </tr> </table>	FOR	AGAINST		6 Councillors	0 Councillors	CARRIED
FOR	AGAINST						
6 Councillors	0 Councillors	CARRIED					
Approval of Committee of the Whole Meeting minutes #82/25	MOTION by Councillor Wilson – BE IT RESOLVED that Council approve the minutes of the February 11, 2025 Committee of the Whole meeting as presented.						
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FOR	AGAINST						
6 Councillors	0 Councillors	CARRIED					
	Councillor Damota joined the meeting at 1:33pm.						
Delegations – Accurate Assessment Group Ltd. #83/25	Council received a presentation, attached to the agenda package, from Troy Birtles of Accurate Assessment Group Ltd. detailing the 2024 assessments of properties in the Municipality of Jasper. Tyler Birtles was also in attendance.						
	MOTION by Councillor Melnyk – BE IT RESOLVED that Council receive the presentation from Accurate Assessment Group Ltd. for information.						
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FOR	AGAINST						
7 Councillors	0 Councillors	CARRIED					
Delegations – Jasper Park Chamber of Commerce	Jasper Park Chamber of Commerce (JPCC) Executive Director Paul Butler attended the meeting to share concerns of the business community represented by the JPCC. He requested Council revisit the budget and review the tax structure.						

#84/25	MOTION by Councillor Kelleher-Empey – BE IT RESOLVED that Council receive the presentation for information.			
	FOR 7 Councillors	AGAINST 0 Councillors		CARRIED
Correspondence – Jasper-Yellowhead Historical Society	Council received correspondence from President Steve Pavlov of the Jasper-Yellowhead Historical Society expressing gratitude for past support from Council. Mr. Pavlov also hoped to bring awareness to new initiatives and efforts currently being undertaken by the organization.			
#85/25	MOTION by Councillor Hall – BE IT RESOLVED that Council receive the correspondence for information.			
	FOR 7 Councillors	AGAINST 0 Councillors		CARRIED
Recess	Mayor Ireland called a recess from 2:55pm to 3:06pm.			
Director’s Report – Protective & Legislative Services	Council received a report from Director of Protective & Legislative Services Christine Nadon. Highlights included details on renovation projects; staffing updates; service trends; and work being undertaken on the After-Action Review of the 2024 Jasper Wildfire. The report is included in the agenda package.			
#86/25	MOTION by Councillor Kelleher-Empey – BE IT RESOLVED that Council receive the report for information.			
	FOR 7 Councillors	AGAINST 0 Councillors		CARRIED
Jasper Recovery Coordination Centre Progress Update	Council received a Jasper Recovery Coordination Centre progress update from CAO Bill Given. Highlights include information on interim housing; debris management & demolition permits; social & economic recovery; communications; and more.			
#87/25	MOTION by Councillor Hall – BE IT RESOLVED that Council receive the progress update for information.			
	FOR 7 Councillors	AGAINST 0 Councillors		CARRIED
Parcel HI Roadway Naming #88/25	MOTION by Councillor Hall – BE IT RESOLVED that Council approve the name "Arnica Avenue" for the roadway on Parcel HI.			
	FOR 7 Councillors	AGAINST 0 Councillors		CARRIED
2024 Property Tax Relief Measures #89/25	MOTION by Councillor Kelleher-Empey – BE IT RESOLVED that Council approve funding the required 10% municipal contribution toward tax relief for the 2024 year from the Financial Stabilization Reserve.			
	FOR 7 Councillors	AGAINST 0 Councillors		CARRIED
	Mayor Ireland declared a conflict of interest regarding the next item on the agenda as he has a family member currently working in the Jasper Recovery Coordination Centre who would be affected by the outcome of the decision. The Mayor relinquished the chair to Deputy Mayor Waxer and left the meeting at 3:55pm.			
Recess	Deputy Mayor Waxer called a recess from 3:55pm to 4:02pm.			
Retirement Contributions	Council discussed updates to a municipal policy regarding staff participation in the Local Authorities Pension Plan. Administration presented a draft updated			

Policy	policy for Council's consideration.		
#90/25	MOTION by Councillor Wilson – BE IT RESOLVED that Council approve Policy E-107 Retirement Contributions as presented.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Notices of Motion	none		
Councillor Reports	<p>Councillor Kelleher-Empy attended a Trans Canada Yellowhead Highway Association meeting on Friday, February 7th.</p> <p>Councillors Kelleher-Empy, Melnyk, Damota, Wilson, and Hall attended a media event at the Lobstick Lodge on February 6th. The event was for an announcement of funding support with Terry Duguid, the minister responsible for Prairies Economic Development Canada and the new ministerial liaison for Jasper sharing news of the support intended for interim housing.</p> <p>Councillor Kelleher-Empy, Councillor Melnyk, Councillor Waxer and Mr. Given met with NDP Representatives last Saturday.</p> <p>Councillor Hall, Councillor Melnyk and Mr. Given attended the 2025 Alberta Tourism Advocacy Summit in Edmonton last week.</p> <p>Councillor Waxer recently attended the Rocky Mountain Business Seminar on behalf of Mayor Ireland.</p>		
Upcoming events	Council received a list of upcoming events for information.		
Move In-camera #91/25	<p>MOTION by Councillor Kelleher-Empy to move in-camera at 4:13pm to discuss agenda item:</p> <ul style="list-style-type: none"> • 10. 1 Land Matters FOIP s. 25, 27, 29 		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
	Mr. Given also attended the in-camera session.		
Move out of camera #92/25	MOTION by Councillor Damota to move out of camera at 4:43pm.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
#93/25	MOTION by Councillor Wilson that Council direct Administration to proceed as discussed during closed session.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Adjournment #94/25	MOTION by Councillor Kelleher-Empy – BE IT RESOLVED that, there being no further business, the Regular Council meeting of February 18, 2025 be adjourned at 4:45pm.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED

Mayor

Chief Administrative Officer

Municipality of Jasper
Committee of the Whole Meeting Minutes
Tuesday, February 25, 2025 | 9:30am
Jasper Library and Cultural Centre, Quorum Room

Virtual viewing and participation	Council attendance is in Council chambers at the Jasper Library and Cultural Centre. This meeting was also conducted virtually and available for public livestreaming through Zoom. Public viewing and participation during Council meetings is through Zoom livestreaming and in person attendance.
Present	Mayor Richard Ireland, Deputy Mayor Kathleen Waxer, Councillors Helen Kelleher-Empy, Wendy Hall, Ralph Melnyk, and Rico Damota
Absent	Councillor Scott Wilson
Also present	Bill Given, Chief Administrative Officer Christine Nadon, Director of Protective & Legislative Services Michael Fark, Director of Recovery Logan Ireland, Recovery Project Manager Emma Acorn, Legislative Services Coordinator Jacqui Sundquist, CBC Edmonton 14 observers
Call to Order	Deputy Mayor Waxer called the February 25, 2025 Committee of the Whole meeting to order at 9:31am.
Additions/ Deletions	Councillor Melnyk requested the following item be added to the February 25, 2025 Committee of the Whole meeting: <ul style="list-style-type: none">7.6 Economic Developers of Alberta Conference
Approval of agenda #95/25	MOTION by Councillor Kelleher-Empy that Committee approve the agenda for the February 25, 2025 Committee of the Whole meeting as amended: <ul style="list-style-type: none">Add 7. 6 Economic Developers of Alberta Conference
	FOR 5 Councillors AGAINST 0 Councillors CARRIED
Business arising from February 11, 2025 minutes	none
Delegations	none
Correspondence – RCMP Quarterly Report #96/25	Committee received a quarterly report from the RCMP containing a community policing report and Jasper Provincial Detachment Crime Statistics. MOTION by Councillor Kelleher-Empy that Committee recommend Council receive the report for information.
	FOR AGAINST

	5 Councillors	0 Councillors	CARRIED
Fire Department Staffing – Captain of Prevention	Committee received a report from Director of Protective & Legislative Services Christine Nadon regarding a position in the Fire Department which was first advertised in the fall of 2024.		
#97/25	MOTION by Councillor Melnyk that Committee recommend Council approve the conversion of the Captain of Prevention position to a continuous role, subject to Disaster Recovery Program eligibility.		
	FOR 5 Councillors	AGAINST 0 Councillors	CARRIED
	Councillor Damota joined the meeting at 10:00am.		
Fire Department Staffing – Term Firefighters	Committee received another request from Administration regarding staffing within the Fire Department. Ms. Nadon reviewed the current staffing levels and challenges being faced within the department.		
#98/25	MOTION by Councillor Hall that Committee recommend Council approve the extension of eight term Firefighters positions to continue through the fall of 2025.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Interim Space for Non-Public Facing Businesses	CAO Bill Given and Recovery Project Manager Logan Ireland reviewed recommendations and alternatives regarding the storage lots area and considerations for future use.		
#99/25	MOTION by Councillor Damota that Committee recommend Council discontinue the Storage Lots service to support recovery and rebuild related projects; and		
	That Committee direct Administration to bring a bylaw to rescind the Storage Lots Bylaw #254 to the next regular meeting.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Recess	Deputy Mayor Waxer called a recess from 10:31am to 10:41am.		
Council Remuneration Post 2025 Elections	Committee received a report regarding Council Remuneration which was last discussed at the October 22, 2024 Regular Council meeting. Ms. Nadon reviewed the background and previous direction given by Council at that time.		
#100/25	MOTION by Mayor Ireland that Committee recommend Council approve policy B-104 as amended:		
	<ul style="list-style-type: none"> • Strike the third bullet under Section 2.1 • Strike entire sentence under Section 2.2 regarding thirds 		

	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Jasper Municipal Housing Corporation – Additional Named Insured #101/25	MOTION by Mayor Ireland that Committee recommend Council approve the Jasper Municipal Housing Corporation request to be an Additional Named Insured under the Municipality of Jasper insurance policy.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Economic Developers of Alberta Conference #102/25	MOTION by Councillor Melnyk that Committee recommend Council approve the attendance of Councillor Melnyk at the Economic Developers of Alberta Conference in April 2025.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Motion Action List #103/25	Administration reviewed the Motion Action List.		
	MOTION by Councillor Hall that Committee approve the updated Motion Action List with the removal of the following item:		
	<ul style="list-style-type: none"> • Strategic Priorities Wildfire Recovery – first item • Council Remuneration Review 		
	And date changes for the following items:		
	<ul style="list-style-type: none"> • Moving Traffic Enforcement • In-Town Contractor Camps, Interim Residences & Laydown Requests 		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED
Councillor upcoming meetings	Councillor Melnyk and Councillor Damota will be attending a Community Futures West Yellowhead Board of Directors meeting this week.		
	Councillor Hall is participating in the “Pathfinders” Community Helpers program being facilitated by Ian Goodge with Community Outreach Services.		
Upcoming Events	Council reviewed a list of upcoming events.		
Adjournment #104/25	MOTION by Mayor Ireland that, there being no further business, the Committee of the Whole meeting of February 25, 2025 be adjourned at 11:37am.		
	FOR 6 Councillors	AGAINST 0 Councillors	CARRIED



AGENDA ITEM 6.1

DIRECTOR'S REPORT

Natasha Malenchak, Director of Finance & Administration

November 20, 2024, to February 28, 2025

***Reports to Dec 31, 2024**

Major Projects

Information Technology

- Hired new Term position for an IT Technician under JRCC and have been onboarding and training.
- Installed new wireless access points at the Firehall and Fitness Center.
- Still working on some warranties for some equipment that was damaged during the wildfire.
- Performed Year End payroll update and updated all workstations.
- Replaced around 20 devices as part of yearly upgrades that were delayed by the fire.
- Installed dedicated internet connection at JRCC and will have site to site connection with our office setup in early March.
- Licensed Temp RDS server used during evacuation to assist users working remotely as it has been very helpful with all the temporary and remote staff.
- Updated password requirements forcing use of more complex passwords for all users.
- Introduced 2 factor authentication for office 365 and all external connection accessing our networks to minimize external exposure.
- Introduced Geo-Blocking - denies any connections to our resources from outside of the country. We can still exclude users while travelling but will require additional setup now.
- Worked with JRCC and parks IT to explore internet options for Temporary Housing.

Budget and Planning

- 2024 Year End Audit is scheduled to occur March 24-28, 2025. The financial statements are scheduled to be presented to Council and public by April 29th Regular Council meeting and submitted to the province for the May 1st deadline.

Staffing

- New Accounts Payable clerk started in February 2025.
- Term Accounts Payable clerk extended due to transition of new clerk and ongoing increase to demands of this position.
- JRCC Finance Coordinator began October 21, 2024, to assist relieve the Finance and Administration office post wildfire.

Service

Utilities-Taxes

- Jan/Feb utility billing in progress.
- All Tax relief credits are complete & applied to all tax rolls. These credits will be seen on the 2025 tax notices.
- 24 new Preauthorized Payment Plans have been enrolled.
- Working on the utility relief for July/August billing.
- Many movements in housing – utility billing changes, tenants moving and houses selling.
- 5 Tax Arrears Letter issued to those in over 2 years of tax arrears.

Jasper Wildfire Response

- Completed processing and payments to 95% of the 72 communities that assisted Jasper with firefighting support.
- 1 Reception Centre has been paid for their service to evacuees and the other 2 payments to occur by March-April 2025.
- First DRP submission to occur in March 2025. This will be to reconcile a portion to the first deposit issued.
- Province has issued notice that Jasper will be receiving a grant in the amount of up to \$8,073,555
 - Up to \$1,908,000 in a 90:10 split for tax revenue loss;
 - \$1,114,555 ASFF property tax forgiveness;
 - Up to \$3,051,000 in a 90:10 split for 2024 revenue loss, and;
 - \$2,000,000 for interim regional transit service.

Communications & Engagement

- Assessment notices will be mailed Feb 28th. Assessment date is March 10th. Complaint deadline is May 9th.
- Assessor Open House is scheduled to occur April 29, 2025.
- 2025 Tax Notices to be mailed out by June 13, 2025, and payments due by July 15, 2025. Enrollment for Preauthorized Payment Plan ensures that full payment is not due on July 15th yet will occur monthly.



MUNICIPALITY OF JASPER
2024 Operating Budget
 Summary of All Units

For the Twelve Months Ending Tuesday, December 31, 2024

	YTD 2024	Budget	Variance
Revenue:			
Finance & Administration - Revenue	16,822,629	19,914,599	3,091,971
Legislative & Protective Services - Revenue	4,079,438	2,117,912	-1,961,526
Operations - Revenue	6,714,461	9,300,135	2,585,674
Community Development - Revenue	4,209,426	5,189,333	979,907
Total Revenue	31,825,954	36,521,979	4,696,026
Expense:			
Finance & Administration - Expense	8,656,183	10,650,957	1,994,774
Legislative & Protective Services - Expense	23,023,497	4,518,599	-18,504,898
Operations - Expense	11,753,207	12,414,046	660,839
Community Development - Expense	8,616,248	8,938,377	322,129
Total Expense	52,049,135	36,521,979	-15,527,156
Net Surplus/(Deficit):			
Finance & Administration - Net Surplus/(Deficit)	8,166,446	9,263,642	1,097,196
Legislative & Protective Services - Net Surplus/(Deficit)	-18,944,059	-2,400,687	16,543,372
Operations - Net Surplus/(Deficit)	-5,038,746	-3,113,911	1,924,835
Community Development - Net Surplus/(Deficit)	-4,406,823	-3,749,044	657,778
Total Net Surplus/(Deficit)	-20,223,181	0	20,223,181



MUNICIPALITY OF JASPER
2024 Operating Budget
Council

For the Twelve Months Ending Tuesday, December 31, 2024

	YTD 2024	Budget	Variance
Revenue:			
1-62-03-00-920 ComServices-Transfer from Restricted	0.00	12,500	12,500
Total Revenue	0.00	12,500	12,500
Expense:			
2-11-17-00-210 Leg-All Travel & Subsistance (Council)	18,401	30,000	11,599
2-11-17-00-214 Leg-Council-Professional Development	18,868	16,000	-2,868
2-11-18-00-110 Leg-Salaries R. Ireland	88,437	96,688	8,251
2-11-18-00-130 Leg-Benefits R. Ireland	9,578	9,983	405
2-11-20-00-110 Coun-Salaries Melnyk Hon & Meeting	32,753	28,017	-4,736
2-11-20-00-130 Coun-Benefits Melnyk Hon & Meetings	7,272	6,441	-830
2-11-22-00-110 Leg-Salaries H. Kelleher-Empey	24,340	26,221	1,882
2-11-22-00-130 Leg-Benefits H. Kelleher-Empey	6,770	6,215	-555
2-11-25-00-110 Leg-Salaries S. Wilson	27,137	25,155	-1,982
2-11-25-00-130 Leg-Benefits S. Wilson	6,934	6,271	-664
2-11-27-00-110 Leg-Salaries R. Damota	21,653	28,000	6,347
2-11-27-00-130 Leg-Benefits R.Damota	6,608	6,671	63
2-11-32-00-110 Leg-Salaries W.Hall	34,234	28,392	-5,842
2-11-32-00-130 Leg-Benefits W.Hall	7,360	6,463	-897
2-11-33-00-110 Leg-Salaries K.Waxer	29,759	27,344	-2,415
2-11-33-00-130 Leg-Benefits K.Waxer	7,093	6,289	-803
2-11-01-00-149 Leg-Computer Allowance Expense	1,000	0.00	-1,000
2-11-01-00-762 Leg-Transfer to Restricted Computer Council	3,500	3,500	0.00
2-11-02-00-217 Leg-Council Hospitality Costs	0.00	2,122	2,122
2-62-22-00-761 ComServices-Hakone Exchange (Trf to Reserve)	2,500	2,500	0.00
2-62-22-00-201 ComServices-Hakone Travel & Subsistance	2,753	12,500	9,747
2-11-23-00-210 Leg-Council - Council Projects	0.00	30,000	30,000
2-11-01-00-252 Leg-Council-Contract Mtn & Rep Comp	0.00	11,196	11,196
Total Expense	356,950	415,967	59,017
Net Surplus/(Deficit)	-356,950	-403,467	-46,517



MUNICIPALITY OF JASPER
2024 Capital

For the Twelve Months Ending Tuesday, December 31, 2024

	YTD 2024	2024 Budget	Variance
Administration			
6-12-01-23-201 PSAB Study	3,500.00	38,500.00	35,000.00
6-12-01-23-202 Space Analysis	49,928.17	19,928.17	-30,000.00
6-12-01-24-620 Road Access, Fall Protection and Key System		25,000.00	25,000.00
6-12-01-24-630 Asset Management Software		70,000.00	70,000.00
IT			
6-12-03-23-201 IT Master Plan	10,223.75	10,734.25	510.50
6-12-03-24-630 Network Infrastructure Upgrade (Annual Program)	12,247.15	20,000.00	7,752.85
6-12-03-23-631 Server (CFS)		11,500.00	11,500.00
Fire			
6-23-01-23-620 Training Room Kitchen Renovation	48,754.43	47,796.05	-958.38
6-23-01-23-650 Command Fleet	30,610.07	32,174.52	1,564.45
6-23-01-23-651 Engine 2 Replacement	407,693.50	350,000.00	-57,693.50
6-23-01-24-630 Aerial replacement	1,058,173.00	1,100,000.00	41,827.00
6-23-01-24-631 Gas Detection Equipment	14,721.55	20,000.00	5,278.45
6-23-01-24-632 AFRRCS Pagers	33,267.00	35,000.00	1,733.00
6-23-01-24-633 Structural Protection Wetlines	134,569.08	150,000.00	15,430.92
6-23-01-24-640 Landscaping	6,880.25	25,000.00	18,119.75
6-23-03-24-620 Residential Space Redesign	25,185.50	38,000.00	12,814.50
6-23-01-23-611 Stuctural Protection Unit (SPU) Driveway		26,825.55	26,825.55
6-23-01-23-621 Hose Tower repairs		32,336.00	32,336.00
6-23-01-24-201 Wildfire Mitigation Strategy		40,000.00	40,000.00
6-23-03-24-621 Residential Space Construction		140,000.00	140,000.00
6-23-03-24-634 RTU 2 Replacement		36,000.00	36,000.00
Bylaw			
6-26-01-24-630 Event Signage	6,524.57	10,000.00	3,475.43
6-26-01-24-640 Storage Lot Improvements	18,732.86	65,000.00	46,267.14
6-26-01-24-650 Fleet (New)		85,000.00	85,000.00
Legislative			
6-11-01-00-201 Community Sustainability Plan		75,000.00	75,000.00
6-11-01-24-630 Records Management Capital		30,000.00	30,000.00
Operations-General Maintenance			
6-31-01-23-630 Boom Lift	146,061.63	147,019.15	957.52
6-31-01-24-630 Power Monitoring Test Programmer	390.00	30,000.00	29,610.00
6-31-01-21-631 Maintenance- Lock out tag our panel for buildings		2,071.53	2,071.53
6-31-01-23-631 Power Monitoring Test Programmer		30,000.00	30,000.00
6-31-01-23-632 Vibration Monitor		50,000.00	50,000.00
6-31-01-24-620 Roof Access Improvements		50,000.00	50,000.00
6-31-31-23-631 Lock out Tag Panels	1,491.20	9,547.69	8,056.49
6-31-31-23-621 Maintenance Office & Storage Expansion & Redesign		30,000.00	30,000.00
6-31-31-23-622 Roof Access Improvements (Pending Assessment)		50,000.00	50,000.00
6-31-31-23-630 Office HVAC Replacement		100,000.00	100,000.00
6-31-31-24-630 Bays HVAC Replacement		50,000.00	50,000.00
Roads			
6-32-01-24-610 Road Repair	250,000.00	250,000.00	0.00
6-32-01-24-611 Sidewalk Replacement/Repair	23,788.70	50,000.00	26,211.30
6-32-01-24-201 Transportation Master Plan Update		170,000.00	170,000.00
6-32-02-23-201 Steetscape Study		80,000.00	80,000.00
6-32-03-00-201 Wayfinding Signage		30,000.00	30,000.00

	YTD 2024	2024 Budget	Variance
Transit			
6-34-01-24-610 Transit Stop Improvement	4,295.92	31,000.00	26,704.08
6-34-01-24-620 Transit Fleet Facility Design	85,000.00	85,000.00	0.00
6-34-01-24-621 Transit Fleet Facility Construction	1,681,122.14	1,863,000.00	181,877.86
6-34-01-24-630 E-bike Program- Fleet (24)		44,000.00	44,000.00
6-34-01-24-631 E-bike Program- Fleet Charging Stations (2)		38,000.00	38,000.00
6-34-01-24-650 Transit Fleet Zero Emission Bus Purchases (3)		1,125,000.00	1,125,000.00
Water			
6-41-01-22-630 Annual Valve Replacement Program			
6-41-01-23-201 Treatment Process review and capital plan	48,580.90	118,364.23	69,783.33
6-41-01-23-203 Utility Master and Infrastructure Renewal Plan	42,447.34	83,845.31	41,397.97
6-41-01-23-640 Parcel CH Servicing	344,237.50	895,894.12	551,656.62
6-41-01-24-630 Annual Valve Replacement Program	22,318.10	150,000.00	127,681.90
6-41-01-24-631 Annual Hydrant rebuilds - 20 units per year - ong	23,455.97	55,000.00	31,544.03
6-41-01-24-632 Leak detection equipment	19,720.48	40,000.00	20,279.52
6-41-01-24-635 Infrastructure replacement tooling	24,465.35	25,000.00	534.65
6-41-01-24-633 Well VFD lifecycle replacement		120,000.00	120,000.00
6-41-01-24-634 MCC lifecycle replacement		80,000.00	80,000.00
Sewer			
6-42-01-22-203 WWTP Annual Capital Requirement	494,348.00	821,659.47	327,311.47
6-42-01-23-201 WWTP Annual Capital Requirement	508,932.47	619,248.50	110,316.03
6-42-01-23-620 Bulk Water Sani Dump Control Building	189,713.34	259,102.51	69,389.17
6-42-01-23-640 Parcel CH Servicing	343,432.49	864,511.63	521,079.14
6-42-01-24-201 WWTP Annual Capital Replacement	74,546.17	2,600,000.00	2,525,453.83
6-42-01-24-630 Waste Treatment Plant Security Fence	61,271.83	110,000.00	48,728.17
6-42-01-23-630 Lateral Downsize Repairs		69,436.36	69,436.36
6-42-01-24-610 Sanitary mainline spot relining		150,000.00	150,000.00
6-42-01-24-650 Sludge Truck end-of-life replacement		220,000.00	220,000.00
Solid Waste			
6-43-01-23-632 Trailer (35ft)			
6-43-01-24-630 Garbage Bin Replacement Program	14,561.50	60,000.00	45,438.50
6-43-90-24-660 WYRWA contribution to Cell Development	135,152.00	135,000.00	-152.00
6-43-01-24-201 EPR Adaptation		70,000.00	70,000.00
6-43-01-24-631 Refit old Garbage Cans and permanent locations		300,000.00	300,000.00
Daycare			
6-53-01-24-630 Kitchen Flooring replacement	1,855.28	25,000.00	23,144.72
6-53-01-24-640 Daycare yard Astro Turf		35,000.00	35,000.00
Housing			
6-67-01-24-620 JCHS Community Housing -Parcel GC Site Developmen	8,499.50	16,450,401.00	16,441,901.50
6-67-01-24-630 Staff Housing - Furnish 1/2 Bonhomme duplex	5,804.56	15,000.00	9,195.44
6-67-14-21-620 Cottage Clinic Interior and Exterior Repairs	10,000.00	10,000.00	
6-67-01-23-620 JCHC Community Housing - Parcel GC Site Dev & Cons		5,000,000.00	5,000,000.00
6-67-01-24-621 Staff Housing - Duplex Secondary Suite		200,000.00	200,000.00
Activity Centre			
6-72-06-22-620 Activity Centre Portion of Renovation	2,165,001.87	2,165,001.87	0.00
6-72-06-23-640 Tennis Courts	71,919.17	85,000.00	13,080.83
6-72-06-24-620 Activity Centre Portion of Renovation (Constructio	3,324,958.86	3,911,286.00	586,327.14
6-72-06-21-620 Activity Centre - Renovations Design and Eng		49,045.27	49,045.27
6-72-06-23-630 Kitchen Equipment Replacement		8,065.65	8,065.65
6-72-06-24-621 Fire Separation Basement		44,000.00	44,000.00
6-72-06-24-630 Fire and Security Monitoring		163,000.00	163,000.00
6-72-06-24-631 MPH Projector		20,000.00	20,000.00

	YTD 2024	2024 Budget	Variance
Grounds			
6-72-10-22-640 Skatepark	466,416.28	920,522.00	454,105.72
6-72-10-23-630 Irrigation upgrade	1,993.16	4,854.25	2,861.09
6-72-10-23-631 Memorial Bench Program	3,167.74	15,000.00	11,832.26
6-72-10-23-642 Sportfield Upgrade	14,650.00	57,630.00	42,980.00
6-72-10-24-201 Hazardous/fruit trees removal/replanting	12,460.50	50,000.00	37,539.50
6-72-10-24-610 Underpass Drainage	9,951.58	50,000.00	40,048.42
6-72-10-24-630 Irrigation upgrade	746.16	25,000.00	24,253.84
6-72-10-24-640 Com. and Cent. Park Improvement	234,911.34	250,000.00	15,088.66
6-72-10-24-650 1/2 ton pickup	69,150.00	75,000.00	5,850.00
6-72-10-23-640 Columbarium & Cemetery Improvements		180,000.00	180,000.00
6-72-10-23-641 Underpass Beautification/H&S		20,000.00	20,000.00
6-72-10-24-202 Robson Park Refurbishment Plan (Design/Construction)		30,000.00	30,000.00
6-72-10-24-631 Memorial Bench Program		15,000.00	15,000.00
Arena			
6-76-06-24-620 Arena portion of Renovation (Construction)	4,469,475.00	4,469,475.00	0.00
6-76-06-24-621 Player Bench Improvements	50,310.15	40,000.00	-10,310.15
6-76-06-24-630 Floor Machine	13,973.29	18,000.00	4,026.71
6-76-07-21-620 Arena portion of renovations	240,178.86	240,178.86	0.00
6-76-07-22-620 Arena Portion of Renovation (Construction)	735,189.13	735,189.13	0.00
6-76-07-23-630 Hot Water upgrade/replacement		90,000.00	90,000.00
Fitness and Aquatic			
6-77-08-21-620 Aquatic portion of Renovations	104,661.80	104,661.80	0.00
6-77-08-22-620 Aquatic Portion of Renovation Construction	456,199.64	456,199.64	0.00
6-77-08-22-632 Domestic hot water tanks x2	46,762.00	48,000.00	1,238.00
6-77-08-22-634 Washers and Dryers x2 each	3,473.00	10,000.00	6,527.00
6-77-08-23-631 Mechanical room pumps	26,697.55	30,000.00	3,302.45
6-77-08-24-620 Aquatic Portion of Renovation (Construction)	2,275,499.92	2,730,000.00	454,500.08
6-77-08-24-631 Boiler 2 Replacement	229,755.00	229,755.00	0.00
6-77-08-23-633 F&A-Boiler (x2)	9,441.37	129,230.00	119,788.63
6-77-08-21-201 F&A- Structure review		148,561.00	148,561.00
6-77-08-22-631 Valve Exercise program		18,000.00	18,000.00
6-77-08-22-633 Sump pump replacement for backwashes		20,000.00	20,000.00
6-77-08-23-630 Sand filters (Main and Spa)		250,000.00	250,000.00
6-77-08-24-610 Replace pool electrical bonding		135,500.00	135,500.00
6-77-08-24-621 Repair Insulation in Entrance		150,000.00	150,000.00
6-77-08-24-630 Weight Room Benches		5,000.00	5,000.00
6-77-08-24-632 Add Main Mechanical Room Air Supply		114,600.00	114,600.00
6-77-08-24-633 Fire Alarm System		52,972.00	52,972.00
Library			
6-69-03-24-630 Community internet		10,000.00	10,000.00
6-69-03-24-631 Generator		100,000.00	100,000.00
6-74-01-21-621 Library- Basement Window Concrete Lintel Repairs		15,000.00	15,000.00
6-74-01-21-622 Library- Site Drainage and Egress Improvements		20,000.00	20,000.00
JRCC			
6-24-01-24-610 Parcel GA HK Servicing - Interim Modular Housing	2,033,158.56	0	-2,033,158.56
6-24-01-24-611 Parcel HH HF Servicing Interim Modular Housing	971,341.60	0	-971,341.60
Total Capital Expense	24,467,946.78	54,939,623.51	30,471,676.73

JASPER RECOVERY COORDINATION CENTRE (JRCC)

- March 4, 2025

PROGRESS UPDATE

JRCC EXECUTIVE SUMMARY

- **Interim Housing:** The first 70 households have now moved into interim housing.
- **Residential rents and terms:** Due to consistent reports of residents experiencing significant increases to residential rents and terms the JRCC will take steps to formally assess the state of the rental market. Outreach to landlords and tenants is planned.
- **Demolition Permits:** 98% of demolition permits have been issued
- **Town Rebuild:** 174 pre-application meetings since the end of October, over 1100 emails and phone calls responded to from lessees and contractors since the beginning of December. Added 17 new staff since July 2024 to improve response timelines.
- **Social Recovery:** Needs Assessment launched Friday February 21st. First cohort of Pathfinders program is underway.
- **Economic Recovery:** Working on a Commerce Continuity Initiative to help businesses continuity and to support rebuild efficiency. Received grant funding for Business Recovery Lunch and Learn Series, exploring risks of a peak season labour shortage.
- **Communications:** 'What We Heard Summary' on the December and January open houses now available on [Wildfire Recovery Information](#) webpage

INTERIM HOUSING

- The first phase of 70 households have moved into interim housing on 3 of the parcels in Town.
- 73 of the first 100 trailers have been assigned. 27 trailers remain to be assigned and will be allocated for rolling move ins over March and into April.
- 90 of the dorm rooms at Marmot Meadows are tentatively assigned with 30 to be assigned. First occupancy is planned starting mid-March.
- Procurement of additional trailers is in process, targeted for occupancy starting April. Locations and number of units are in process of being finalized.
- More than 250 households remain on the priority list that have not yet been assigned a unit.
- Eligibility and prioritization matrix for occupancy finalized, cost recovery model and rents are now [public](#)

DEBRIS MANAGEMENT

- **Demolition permits:** 98.8% of demolition permits have been issued: demolition permits have been issued for 354 of 358 primary structures representing 601 of the 615 dwelling units damaged/destroyed. Parks Canada remains in close contact with remaining leaseholders to assist with permitting
- **Monitoring:** Multiple reports of illegal dumping of debris have occurred, investigations are ongoing. Working collaboratively with partners and contractors to ensure proper processes are in place to safeguard the community from this in the future
- **On track for debris removal by Spring 2025:** Currently proceeding at a rate that matches our projections, enabling the town to be rebuild ready by May 2025
- **Post sampling and permit closure:** Anticipating the submission of post-debris removal sampling. Parks Canada is ready to review these reports and close demolition permits. This critical step signifies the site is rebuild ready

JOINT TOWN REBUILD

- **Responding to development inquiries and reviewing applications:**
 - 174 pre-application meetings since Oct 28/24, +1100 emails/phone calls answered between Dec 1/24 & Feb 26/25 from lessees and contractors.
 - Added 17 new planning and development staff since July 2024.
 - 63 Development Permits approved since August, including rebuilds of 3 fire-impacted homes, 2 rebuilds at outlying hotels, temporary staff accommodation at JPL, and repair of a fire-damaged property in the Stan Wright Industrial Park.
- **Streamlining the development review and approval process**
 - Drafting policies for temporary uses (laydown, RVs and work camps, etc.) within the townsite. Details available in March.
 - Updating policies for roof pitch requirements and the rules related to replacing mobile homes in the R4 District. Details available in March.
- **Community support**
 - Builders guide finalized for publication in March.

SOCIAL RECOVERY

- **Recovery Pathfinders:** First "Pathfinder" training session began on February 17, second session was completed this week. Pathfinders steering committee is meeting on a regular basis.
- **Needs assessment:** Needs Assessment launched on Friday, February 21st. Approximately 210 participants have responded so far.
- **Interim housing assistance:** Social recovery has played a big role in assisting with coordinating help for residents transitioning into interim housing.
- **COS:** From December 6 to today, COS have done one-on-one support with 140 unique individuals/families related specifically to recovery. 80% of folks are living in Jasper and 20% are currently displaced. 70% of folks were not insured, another 10% were underinsured. The presenting issue is overwhelmingly financial insecurity for 75% of clients.
- Referrals were made to 192 non unique services and supports with 55% of clients being referred to the food bank.

ECONOMIC RECOVERY

- **Commerce Continuity Initiative:** Waiting on funding decision from grantee to determine full scope and priorities. Once funding is approved, will present updates.
- **Business Support & Retention** – Identifying challenges local businesses face post-wildfire and exploring solutions to support economic recovery and business retention.
 - 1) **Business Lunch and Learn Series:** developed in response to Working Group raised business recovery challenges. Running Thursday lunch sessions for 5-week series, featuring expert speakers, discussions, and practical strategies to support business recovery.
- **Workforce Analysis** – Assessing peak-season staffing risks and skill gaps impacting business continuity. Housing remains a key barrier, alongside concerns over reduced Temporary Foreign Worker nomination numbers in Alberta and delays in open work permit approvals. Updates will follow as more information becomes available.

COMMUNICATIONS

- Local media tour of interim housing unit on Feb 26, 2025, had 2 outlets present. Footage and recorded interview was then shared with broader media.
- Supporting interim housing direct communications to applicants - On Friday February 14, the Canadian Red Cross was named as the property manager for interim housing sites
- 'What We Heard Summary' from open houses now available on [Wildfire Recovery Information Webpage](#)
- Looking into how to share with the community all the ways they can provide feedback
- Extended drop-in hours for questions on rebuilding at the Parks Canada Admin Building and virtual until May 30, 2025

**MUNICIPALITY OF JASPER
BYLAW #267**

BEING A BYLAW OF THE MUNICIPALITY OF JASPER IN THE PROVINCE OF ALBERTA TO REPEAL A BYLAW FOR THE REGULATION AND CONTROL OF MUNICIPAL STORAGE LOTS.

WHEREAS the *Municipal Government Act* (RSA 2000, cM-26) provides for Council to pass and repeal bylaws in relation to services provided by or on behalf of the municipality;

AND WHEREAS the Council of the Municipality of Jasper wishes to discontinue storage lots as a municipal service;

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

1. CITATION

1.1. This Bylaw may be cited as the "Jasper Municipal Storage Lot Repeal Bylaw".

2. DEFINITIONS

2.1. In this Bylaw:

2.1.1. "*Council*" means the Council of the Municipality of Jasper;

2.1.2. "*Municipality*" and "*Municipality of Jasper*" means the Specialized Municipality of Jasper in Jasper National Park in the Province of Alberta; and

2.1.3. "*Municipal Storage Lots*" shall mean the storage lots located in the Town of Jasper at:

2.1.3.1 Block S, Lots 26 & 27;

2.1.3.2 Block S, Lots 1 & 2; and

2.1.3.3 Block S, Lots 47, 48 & 49.

3. JASPER MUNICIPAL STORAGE LOT BYLAW #254

3.1. Council hereby repeals the *Jasper Municipal Storage Lot Bylaw #254*.

3.2. With the repeal of Bylaw #254 pursuant to section 3.1 herein, Council hereby discontinues the provision of Municipal Storage Lots as a service provided by the Municipality of Jasper.

4. SEVERANCE

4.1. 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.

5. COMING INTO EFFECT

5.1. This bylaw shall come into force and effect on the final day of passing thereof.

READ a first time this day of 2025

READ a second time this day of 2025

READ a third and finally passed this day of 2025

Mayor

Chief Administrative Officer

Policy Title: Council Member Compensation & Benefits

Policy #: B-104

Date adopted by Council: XXXX, 2025



1. POLICY STATEMENT

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

2. COMPENSATION STRUCTURE

2.1. Base Salaries

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

- The Mayor's monthly base salary shall be \$8,295 per month.
- The Councillor's monthly base salary shall be \$2,380 per month.

2.2. Meeting Honoraria

Council members shall receive additional remuneration for attending meetings where they act as official representatives of the Municipality. This includes:

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

2.3. Cost of Living Adjustments

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

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

3. BENEFITS

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

3.1. Insurance & Health Benefits

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

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

4. OTHER COMPENSATION & EXPENSES

Policy Title: Council Member Compensation & Benefits

Policy #: B-104

Date adopted by Council: XXXX, 2025



4.1. Technology Allowance

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

4.2. Childcare Expenses

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

4.3. Expense Reimbursements

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

5. REVIEW

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

6. RESPONSIBILITIES

Council

Review and approve any revisions to this Policy.

CAO

Review and approve any procedures related to this Policy.

DRAFT