

Municipality of Jasper
Committee of the Whole Meeting Agenda
January 14, 2025 | 9:30 am
Jasper Library & Cultural Centre – Quorum Room

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

1. Call to order Deputy Mayor Waxer to chair meeting

2. Additions to agenda

3. Approval of agenda

3.1 January 14, 2025 Committee of the Whole agenda attachment

4. December 10, 2024 Committee of the Whole minutes attachment

4.1 Business arising from minutes

5. Delegations

5.1 Recovery Alberta – Ryan Verge & Lois Ryan-Ottley attachment

6. Correspondence

7. New business

7.1 Rewrite of B-109 Fiscal Controls and Financial Reporting Policy attachment

7.2 Traffic Bylaw Safety Considerations: Wildfire Impacted Sidewalks attachment

7.3 Development of Recovery Strategic Priorities attachment

7.4 Property Tax Penalty Receivable Write-Off Request attachment

7.5 Property Tax Receivable Write-Off Request – Provincial Building attachment

7.6 2024 Property Tax Penalty Posting attachment

8. Motion Action List attachment

9. Councillor upcoming meetings

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

10. Upcoming events

[Jasper in January](#) – January 10-26

[Jasper Recovery Virtual Information Sessions & Open Houses](#) – January 23 & January 25

[2025 Tourism Advocacy Summit](#) – February 9-11, JW Marriot Edmonton ICE District

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

Municipality of Jasper
Committee of the Whole Meeting Agenda
January 14, 2025 | 9:30 am
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11. In-Camera

11.1 Tax Arrears Update FOIP s.16(2), 17(1)

12. Adjournment

Municipality of Jasper
Committee of the Whole Meeting Minutes
Tuesday, December 10, 2024 | 9:30am
Jasper Library and Cultural Centre, Quorum Room

Virtual viewing and participation	Council attendance is in Council chambers at the Jasper Library and Cultural Centre. This meeting was also conducted virtually and available for public livestreaming through Zoom. Public viewing and participation during Council meetings is through Zoom livestreaming and in person attendance.						
Present	Mayor Richard Ireland, Councillors Helen Kelleher-Empy, Kathleen Waxer, Ralph Melnyk, Wendy Hall, and Scott Wilson						
Absent	Councillor Rico Damota						
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 Brad Boyd, Human Resources Manager Lisa Riddell, Community Development Manager Amanda Stevens, Communications Manager Douglas Olthaf, Housing & Social Recovery Manager Emma Acorn, Legislative Services Coordinator Peter Shokeir, The Fitzhugh Bob Covey, The Jasper Local Jacqui Sundquist, CBC Edmonton 8 observers						
Call to Order	Deputy Mayor Kelleher-Empy called the December 10, 2024 Committee of the Whole meeting to order at 9:31am.						
Additions/deletions to the agenda #538/24	MOTION by Councillor Wilson that Committee add the following item to the December 10, 2024 Committee of the Whole meeting: <ul style="list-style-type: none">• 10.1 Freedom of Information and Protection of Privacy <table><tr><td>FOR</td><td>AGAINST</td><td></td></tr><tr><td>6 Councillors</td><td>0 Councillor</td><td>CARRIED</td></tr></table>	FOR	AGAINST		6 Councillors	0 Councillor	CARRIED
FOR	AGAINST						
6 Councillors	0 Councillor	CARRIED					
Approval of agenda #539/24	MOTION by Councillor Hall that Committee approve the agenda for the December 10, 2024 Committee of the Whole meeting as amended: <ul style="list-style-type: none">• Add 10.1 Freedom of Information and Protection of Privacy Request <table><tr><td>FOR</td><td>AGAINST</td><td></td></tr><tr><td>6 Councillors</td><td>0 Councillor</td><td>CARRIED</td></tr></table>	FOR	AGAINST		6 Councillors	0 Councillor	CARRIED
FOR	AGAINST						
6 Councillors	0 Councillor	CARRIED					
Business arising from November 26, 2024 minutes	none						

Delegations	none		
Correspondence	none		
2025-2027 Operating Budget	CAO Bill Given and Director of Finance & Administration Natasha Malenchak reviewed the updated draft of the budget. Changes were incorporated after motions made at the December 3, 2024 Regular Council meeting.		
#540/24	MOTION by Councillor Wilson that Committee recommend Council approve the 2025-2027 Operating budget as presented.		
	FOR 6 Councillors	AGAINST 0 Councillor	CARRIED
#541/24	MOTION by Councillor Melnyk that Committee recommend Council approve the 2025-2027 Capital budget as presented.		
	FOR 6 Councillors	AGAINST 0 Councillor	CARRIED
Electricity Supply Procurement	Committee received a request for decision from administration concerning electricity supply procurement. Ms. Natasha Malenchak reviewed the associated background, current costs, and options for consideration.		
#542/24	MOTION by Mayor Ireland that Committee recommend Council direct Administration to procure electricity for the next term being anywhere between 1 and 5 years; and		
	That Committee recommend that Administration sign the most appropriate contract on December 16, 2024 and provide a verbal report back to Council at the December 17, 2024 Regular meeting.		
	FOR 6 Councillors	AGAINST 0 Councillor	CARRIED
Group RRSP Participation	Committee considered a request from administration for participation in a Group RRSP to cover term employees who have been hired during the recovery from the Jasper Wildfire Complex. Human Resources Manager Brad Boyd reviewed the request and answered Committee's questions.		
	Mayor Ireland declared a conflict of interest as he has a family member currently employed by Jasper Recovery Coordination Centre. The Mayor left the meeting at 10:19am.		
#543/24	MOTION by Councillor Wilson that Committee recommend Council approve the Municipality of Jasper 's participation in a Group RRSP through ABMunis.		
	FOR 5 Councillors	AGAINST 0 Councillor	CARRIED

Mayor Ireland returned to the meeting at 10:25am.

Recess Deputy-Mayor Kelleher-Empey called a recess from 10:26am to 10:35am.

Community and Economic Development Fund Applications Community Development Manager Lisa Riddell presented Committee with the applications received for funding through the Community & Economic Development Fund during the last intake cycle. Ms. Riddell reviewed the criteria, scoring process, and recommendation.

#544/24 MOTION by Councillor Waxer that Committee recommend Council direct Administration to award funding from the Community & Economic Development Fund to the below four applicants:

- Friends of Jasper Childcare Society- \$2,500
- Jasper Filipino-Canadian Society - \$2,500
- Jessica Worth - \$2,500
- Jennifer Ottaway - \$2,500

FOR	AGAINST	
6 Councillors	0 Councillor	CARRIED

Wildfire Community & Economic Recovery Fund Policy On October 15, 2024, Council directed administration to leave the current B-117 Community & Economic Fund Policy as is; and to bring back a new Wildfire Recovery Community & Economic Development Policy to a future meeting. Administration presented a first draft for consideration. Douglas Olthaf, Housing & Social Recovery Manager, reviewed the draft policy and answered Committee questions.

#545/24 MOTION by Mayor Ireland that Committee direct Administration to return to a future Committee of the Whole meeting with revisions to the draft Wildfire Community & Economic Recovery Fund Policy as discussed today.

FOR	AGAINST	
6 Councillors	0 Councillor	CARRIED

Municipal Election 2025 The next general municipal election in Alberta is scheduled for Monday, October 20, 2025. Director of Protective & Legislative Services Christine Nadon shared important dates for consideration and first steps to be taken in the process.

#546/24 MOTION by Councillor Wilson that Committee recommend Council appoint Christine Nadon as Returning Officer for the 2025 municipal election; and

That Committee recommend Council appoint Emma Acorn as Substitute Returning Officer for the 2025 municipal election.

FOR	AGAINST	
6 Councillors	0 Councillor	CARRIED

Motion Action List Administration reviewed the Motion Action List.

#547/24

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

- Traffic Safety Bylaw Considerations (first part)

And date changes for the following items:

- Jasper Skatepark Committee
- Moving Traffic Enforcement
- Parcel CH Access Road & Spruce Avenue Development Tender Award
- B-109 Fiscal Controls and Financial Reporting Policy
- Traffic Safety Bylaw Considerations (second part)
- Council Remuneration Review

FOR

AGAINST

6 Councillors

0 Councillors

CARRIED

Councillor upcoming meetings

Councillor Hall will be attending a Yellowhead Regional Library Board meeting this evening.

Councillor Waxer will be attending the Early Childhood Community Conversation tomorrow.

Upcoming Events

Council reviewed a list of upcoming events.

Move In-camera #548/24

MOTION by Councillor Hall to move in-camera at 11:13am to discuss agenda items:

- 10.1 Freedom of Information and Protection of Privacy FOIP s. 24(1)

FOR

AGAINST

6 Councillors

0 Councillors

CARRIED

Mr. Given and Ms. Nadon also attended the in-camera session.

Move out of camera #549/24

MOTION by Councillor Hall to move out of camera at 11:55am.

FOR

AGAINST

6 Councillors

0 Councillors

CARRIED

Adjournment #550/24

MOTION by Councillor Melnyk that, there being no further business, the Committee of the Whole meeting of December 10, 2024 be adjourned at 11:55am.

FOR

AGAINST

6 Councillors

0 Councillors

CARRIED



Mental Health and Addiction Services

Lois Ryan-Ottley, Director - Rural Services, North Zone

Land Acknowledgement

We humbly accept that Jasper National Park is located on the land of Treaty 6 and 8 Territories, as well as the traditional lands of the Anishinabe, Aseniwuche Winewak, Dene-zaa, Nêhiyawak, Secwépemc, Stoney Nakoda, Mountain Metis and Métis District 7.

We express gratitude for the land, waters, and sky that sustains the reverence of life in these territories. We extend our sincerest gratitude to the original caretakers of this land for living harmoniously with nature, thus ensuring the wellbeing of Mother Earth and future generations.



Purpose

- We want to take this opportunity to highlight the services we have been providing since the fires.
- Increase awareness of our available programs and services.
- Share some of the recent activities.
- Seek input on presentation topics or gaps you identify.



Activities To Date

- Deployed roving teams to support welcome centres, reception sites and the work with Rubicon.
- Provided a variety of psychosocial presentations within the community for partners including the Municipality of Jasper, Ecole Desrochers, and Community Outreach Services.
- Maintained regular services at the local mental health and addiction clinic and added extended services and hours.



Services in Jasper & Hinton

- **Community Mental Health and Addiction Treatment:** Qualified addiction counsellors and mental health therapists provide a range of services including assessments, individual and group counselling, education, and support for individuals and families concerned about use of substances and/or gambling problems and mental health.
- **Walk-In Services:** Unscheduled counselling opportunities for people experiencing a range of emotional, addiction or mental health issues.
- **Prevention and Promotion Service:** A range of information, training, and workshops on a variety of mental wellness topics designed to promote wellness and build individual and community awareness about mental health.



Services Available to Jasper Residents

- Psychiatry Services
- Regional Police and Crisis Team (RPACT)
- Multidisciplinary Intensive Treatment Services (MITS)
- Detox and Residential Addiction Treatment
- North Zone Opioid Dependency Program
- Grande Prairie Regional Hospital Inpatient Psychiatry



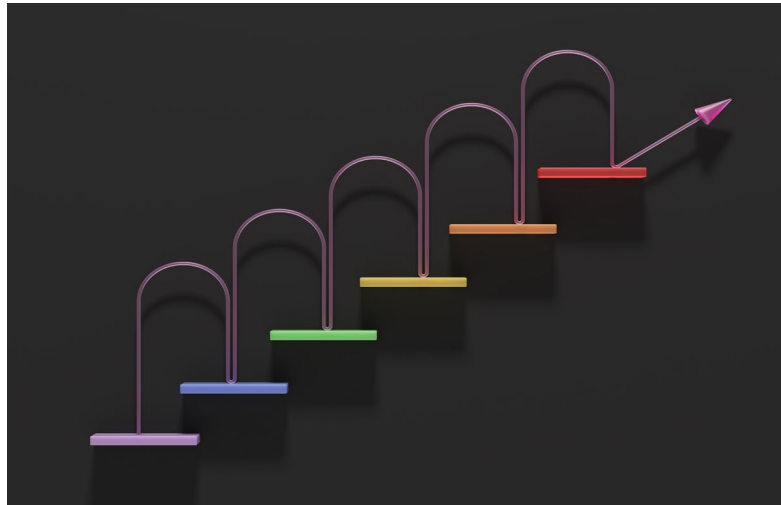
Additional Resources

- Jasper Mental Health and Addiction Supports Poster (see handout)
- North Zone Mental Health and Addiction Programs and Services Overview (see handout)
- AHS Mental Health Helpline: 1-877-303-2642, trained staff are available 24/7
- AHS Addiction Helpline at 1-866-332-2322, trained staff are available 24/7
- Counselling Alberta: 1-833-827-4230
- Virtual Opioid Dependency Program: 1-844-383-7688
- www.ahs.ca/helpintoughtimes



Next Steps

- Once approval of Canadian Red Cross Grant application is received, begin recruitment.
- Continue to build our Jasper Recovery five-year plan with input from community stakeholders.
- Use service data and stakeholder feedback to inform our clinical service plan for Jasper and Area.
- Continue building community capacity.



Contact Info

For more information on Mental Health and Addiction services in your area, or support in addressing crisis situations please contact:

Pavan Sonpar-Pahwa

Area 4 Manager, Recovery Alberta Mental Health and Addiction Services

Email: Pavan.Sonpar-Pahwa@Recoveryalberta.ca

Cell: 780-725-1428

Lois Ryan-Ottley

Director for Rural Services

Recovery Alberta Mental Health and Addiction NZ

Email: Lois.RyanOttley@Recoveryalberta.ca

Main Office: 780-706-3281





Recovery Alberta

MENTAL HEALTH AND ADDICTION SERVICES

Questions?

RecoveryAlberta.ca

AGENDA ITEM 7.1

REQUEST FOR DECISION

Subject: Rewrite of B-109 – Fiscal Controls and Financial Reporting Policy
From: Bill Given, Chief Administrative Officer
Prepared by: Lisa Daniel, Executive Advisor
Reviewed by: Natasha Malenchak, Director of Finance & Administration
Michael Fark, Director of Recovery
Date: January 14, 2025



Recommendation:

That Committee recommend Council adopt the revised Policy B-109 – Fiscal Controls and Financial Reporting as presented.

Alternatives:

That Committee direct Administration to revise the proposed amendments to Policy B-109 and return to a future Committee meeting.

Background:

[Policy B-109, adopted on March 15, 2022](#), establishes the framework for the Municipality of Jasper’s internal fiscal controls and financial reporting to meet statutory requirements and support responsible financial management. Updates to this policy are necessary to address Disaster Recovery Program (DRP) funding provided by external sources such as federal and provincial governments.

On October 1, 2024, Council passed the following motion:

"That Council direct Administration bring forward updates to Policy B-109 to provide differential spending authority for the Director of Recovery."

The updated policy reflects the need for flexible financial controls and reporting mechanisms specifically tied to disaster recovery efforts, including differential budget authorities, expanded reporting obligations, and clear alignment with external funding requirements. The revisions aim to enhance transparency and accountability while ensuring compliance with statutory and funding conditions.

A draft of the revised Policy B-109, with changes highlighted, has been prepared for Council’s consideration.

Discussion:

The proposed revisions to Policy B-109 address the need for clear and flexible financial controls to manage disaster recovery funding effectively. The revised policy introduces differential spending authority for the Director of Recovery and aligns reporting with external funding requirements, enabling the Municipality to address disaster recovery needs transparently and effectively. These updates safeguard compliance with funding conditions imposed by external agencies, reducing the risk of audit issues or funding withdrawal.

The revised policy ensures alignment with external funding expectations while supporting financial management practices for disaster recovery initiatives. The updates provide a clear framework for reallocating budgets and reporting variances specifically tied to disaster recovery funding, helping to reduce delays in emergency

situations. Additionally, the revisions enhance quarterly financial updates by including detailed sections on disaster recovery funding, promoting trust and accountability. The proposed changes to Policy B-109 meet Council's directive and address the operational needs of disaster recovery funding.

Strategic Relevance:

- Collaborate with other municipalities, orders of government, Indigenous partners and advocacy associations.
- Empower our staff by investing in the training and tools they require.
- Ensure residents receive quality service that provides strong value for dollar.
- Pursue alternative revenue sources and equitable distribution of costs.
- Increase awareness and understanding of our unique conditions with other orders of government and funders.

Inclusion Considerations:

The policy update promotes equitable access to disaster recovery resources by ensuring that all funds, including those from external sources, are managed transparently and effectively. This approach helps ensure fair distribution of resources to the community, aligning with principles of equity and inclusion.

Relevant Legislation:

- [Municipal Government Act](#) (MGA)
- [Public Sector Accounting Standards](#) (PSAS)
- [Alberta Disaster Recovery Program](#) (DRP) Guidelines

Financial:

The revised policy is procedural and does not incur direct costs.

Attachments:

- Draft Revised Policy B-109 with highlights of changes.

Policy Title: Fiscal Controls and Financial Reporting

Policy # B-109

Effective Date: xxxx, 2025

Date adopted by Council: xxxx, 2025



1. POLICY STATEMENT

The Municipality of Jasper is committed to the sound stewardship of financial resources. To this end, the municipality will ensure that there are efficient and effective tools, processes, practices, and measures for internal fiscal controls and financial reporting to meet both statutory requirements under the Municipal Government Act and generally accepted accounting principles (GAAP).

2. PURPOSE

Internal fiscal controls ensure that municipal money, including disaster recovery program funding (DRP), is well-managed, adequately controlled, and spent only as approved. Financial reporting ensures that accurate information is available for decision-making and that the risk of loss, fraud, misappropriation, or theft is minimized. Together fiscal controls and financial reporting support the effective, appropriate, transparent, and economic use of municipal funds.

3. GUIDING PRINCIPLES

In carrying out their duties under the procedures accompanying this policy, or when acting in situations not explicitly addressed by an existing procedure, employees will be guided by the following principles:

- Due diligence will be exercised in all situations; transactions will only be approved by employees that are knowledgeable about the circumstances of the transaction;
- Expenditures must be reasonable, appropriate for the circumstance, and allowable for the funding source;
- Financial transactions must be undertaken for the benefit of the Municipality and not for personal benefit; and
- an appropriate segregation of duties must be maintained.

4. OPERATING BUDGET AUTHORITY

4.1 The operating budget approved by Council establishes the spending authority for departments, including provisions for disaster recovery activities overseen by the Director of the Joint Recovery Coordination Centre (JRCC).

4.2 No Director/Manager has the authority to exceed the total approved expenditure budget for their Department or programs without Council approval.

4.2.1 Item 4.2 notwithstanding, the Director of the JRCC may exceed the approved departmental budget for disaster recovery efforts if external funding is secured, subject to:

- Reporting requirements.
- Notification to the CAO and Director of Finance.
- Adherence to external funding conditions.

4.3 Budgets may only be reallocated subject to the following approval limits and subsequent reporting to Council through the vehicle of the quarterly financial status reports.

4.3.1 Directors/Managers are responsible for managing within their existing budget and may authorize reallocations within a program that do not affect the net operating budget of that specific program.

4.3.2 The Director of Finance and Administration upon recommendation of a Director may authorize reallocations between the programs within a department of up to 10% of the total

receiving program budget approved by Council, provided the reallocation does not affect the net operating budget for the municipality.

4.3.3 The CAO may authorize reallocations between departments of up to 10% of a receiving departmental budget as approved by Council, provided the reallocation does not affect the net operating budget for the municipality.

4.3.4 For DRP funding, reallocations or adjustments that incorporate external funding must be pre-approved by the CAO and reported in quarterly financial updates to Council to ensure transparency and alignment with municipal financial objectives.

4.4 Any expenditures that would result in total gross expenditures exceeding the funding available in a program by an amount greater than 10% requires Council approval prior to a commitment being made to incur such expenditures.

4.5 Revenues that are received beyond the level provided for in the budget shall not be spent or committed without Council approval. DRP funding, may be spent or committed with the approval of the CAO or Director of Finance, provided the expenditure aligns with approved disaster recovery plans. All such expenditures must be reported to Council.

4.6 At year-end, such remaining revenues become part of the municipal surplus.

5. CAPITAL BUDGET AUTHORITY

5.1 The Capital Budget approved by Council establishes the scope, funding and spending authority for each Capital Project listed in the Capital Budget document for the identified period.

5.2 Managers do not have the authority to exceed the budget approved for a project or amend a project scope.

5.3 The scope of a project may not be amended without Council approval.

5.4 Directors upon recommendation from a Manager may authorize additional gross expenditures where costs for a capital project increase to the extent that they exceed the original funding approval for the capital project by an amount not exceeding 10%.

5.5 The Director of Finance and Administration must be notified of the over-expenditure and is authorized to pay such excess, provided that:

5.5.1 This policy is otherwise complied with;

5.5.2 Funding is available to fund the over-expenditure, either from under-expenditures in other capital projects within the same department or by deferral of other capital projects within the same department;

5.5.3 The Director of Finance and Administration has certified that there is sufficient appropriate financing available for the capital project; and

5.5.4 The over-expenditure and capital budget transfer must be reported to council in the next capital budget variance report.

5.5.5 In cases of disaster recovery efforts, external funding sources may be used to cover capital project over-expenditures, provided the Director of Finance confirms the availability of funds and reports this to Council in the next capital status report.

5.6 Where a capital project is over committed and funds are not available from another capital project, the Director of Finance and Administration with the approval of the CAO, is authorized to provide the necessary funds from reserve, reserve funds or other appropriate sources provided the original scope of the project is not exceeded, and that the required funds do not exceed the lesser of either; 10% of the approved project budget or \$350,000. Such allocations shall be reported as part of the quarterly capital project status reports provided to Council.

5.6.1 For disaster recovery capital projects, the Director of Finance and Administration, with CAO

approval, may authorize exceeding the capital budget limits by more than 10% if external funding fully offsets the additional costs.

5.7 If the costs for a capital project exceed the original funding by more than \$350,000 Council approval must be obtained to amend the capital project budget. The CAO shall recommend an appropriate funding source to council.

5.8 Capital projects will be closed based on any of the following criteria:

- 5.8.1 The capital project sponsor notifies the Director of Finance and Administration that the project is complete;
- 5.8.2 Capital projects having less than 5% of budget remaining and no activity for a period of 12 months will be deemed by the Director of Finance and Administration to be completed and will be closed in consultation with related staff;
- 5.8.3 Capital projects that have had no expenditures within 18 months of approval will be closed by the Director of Finance and Administration in consultation with related staff. These projects will have to be re-presented for council approval as in a future capital budget.

5.9 Except where a capital project has been financed through the issuance of debentures, any unspent funds in any capital project that is completed will be returned to the originating reserve upon closure. Any surplus funds resulting from capital projects funded by the capital levy will be returned to the general capital reserve.

6. FINANCIAL REPORTING

6.1 All of following financial reporting requirements shall be completed by administration in accordance with the timelines described in this policy to provide reasonable assurance that the municipality's financial statements are reliable and prepared in accordance with GAAP:

6.2 The financial statements prepared by the municipality must be audited, approved by council and made available to the public before the deadline required by The Government of Alberta, Alberta Municipal Affairs.

6.3 The financial statements of the municipality must be prepared in accordance with Public Sector Accounting Standards (PSAS) and Generally Accepted Accounting Principles (GAAP) guided by the Municipality's policies and procedures to help ensure that Council or Administration's directives to mitigate risks are carried out.

6.4 Financial reports and fiscal updates shall be presented to council on a quarterly basis and shall include a balance sheet and the revenue and expenditure statements that will include:

- the annual approved budget;
- the year to date actual;
- variance from actual to approved budget;
- statement of expenditures paid to councilors, and;
- capital project status reports.

6.5 Disaster Recovery Reporting - Quarterly financial reports must include a separate section on disaster recovery funding, detailing:

- External funds received and their sources.
- Amounts allocated and spent.
- Variances from the approved disaster recovery plan.

7. RESPONSIBILITIES

Council

- review and adopt annual operating and capital budgets, including provisions for DRP funding.
- Review and approve the use of disaster recovery funding that exceeds thresholds outlined in this policy.

- review and receive for information quarterly financial reports.
- review and approve any revisions to this Policy.

CAO

- prepare and present annual operating and capital budgets.
- prepare and present, for information quarterly financial reports.
- review and approve any procedures related to this Policy.
- oversee the preparation and reporting of disaster recovery budgets
- ensure proper authorization for extraordinary expenditures related to disaster recovery.

Director of the Joint Recovery Coordination Centre (JRCC)

- ensure all disaster recovery expenditures comply with this policy and align with external funding requirements.
- provide regular updates to the Director of Finance and Administration.

Director of Finance and Administration

- certify the availability of disaster recovery funds before expenditures are authorized.
- report disaster recovery funding and expenditures to Council.

Directors and Managers

- carry out the policy based on established procedures.

8. DEFINITIONS

“CAO” means the Chief Administrative Officer of the Municipality of Jasper.

“Capital Project Sponsor” means the Director or Manager responsible for a capital project or procurement.

“Disaster Recovery Program (DRP) Funding” refers to funding provided by external sources, including federal or provincial governments or other agencies, specifically for disaster recovery and response efforts.

“Fraud” refers to any misrepresentation of factual information or any actual or attempted misuse, misappropriation or misapplication of corporate assets or resources.

“Fiscal controls” are part of responsibilities and practices exercised by management and staff with the goal of providing strategic direction and tactical guidance to ensure that Municipal goals and objectives are achieved, risks are identified and managed appropriately, and resources are assigned responsibly.

“Generally Accepted Accounting Principles” are broad principles and conventions of general application, as well as rules and procedures that determine accepted accounting practices at a particular time.

“Joint Recovery Coordination Centre (JRCC)” refers to the department or team responsible for coordinating disaster recovery efforts and managing related funds.

“Municipality” means the corporation of the Municipality of Jasper.

“Municipal funds” means funds budgeted, owing, collected, received, or held by any person for the benefit of the municipality, or held by the municipality in trust or for any other person.

“Program” means the services delivered within municipal departments.

“Risk” is the possibility that an event will occur and adversely affect the achievement of objectives.

AGENDA ITEM 7.2

For Information

Subject: Traffic Bylaw Safety Considerations: Wildfire Impacted Sidewalks
From: Bernd Manz, Interim Director of Operations and Utilities
Reviewed by: Emma Acorn, Legislative Services Coordinator
Date: January 14, 2025



Recommendation:

That Committee receive the report for information.

Alternatives:

That Committee direct Administration identify alternative wildfire impacted sidewalk clearing service levels.

Background:

On October 22nd Council directed Administration to return to an upcoming meeting with alternate service level approaches to address snow and ice removal on sidewalks in front of properties affected by the wildfire.

This direction followed a motion stemming from the September 3, 2024 Regular meeting, where the challenges of enforcing sections 13.6 and 13.7 of the Traffic Safety Bylaw #244 were discussed. These sections address leaseholders' responsibilities to maintain sidewalks free of snow and ice and the placement of objects obstructing sidewalks.

Wildfire destroyed properties are unoccupied and the MOJ has developed service levels to accommodate adjacent winter pedestrian movements (see attached Figure 1). Service level adjustments avoided legislative delays of a Bylaw amendment while ensuring community walkability and safe pedestrian movements.

Discussion:

MOJ administration developed and Operations and Enforcement staff implemented service levels to provide safe pedestrian movements along wildfire impacted properties as shown in the attached Figure 2:

1. Leaseholders will continue to clear snow adjacent to their occupied properties (no wildfire impact). Shown in purple on Figure 2.
2. MOJ Operations will clear sidewalks adjacent to wildfire damaged properties. Shown in green on Figure 2.
3. Parking Lanes are closed to accommodate pedestrians while allowing parking on the other street side. Shown as yellow on Figure 2.
4. Sidewalks are closed and pedestrians are accommodated on the other side of the street or provided alternative routes. Shown as red on Figure 2.

This approach strikes a balance between operational feasibility and community needs. It addresses the immediate challenges posed by the wildfire-affected properties. Pedestrian origin and destinations focus on specific routes so that resources are efficiently utilized while maintaining essential connectivity across wildfire affected areas.

The alternative of clearing sidewalks at all properties destroyed by the wildfire would ensure uniform treatment

across the community. However, this option is resource-intensive and may not provide significant benefits compared to focusing on key pedestrian routes. Additionally, some sidewalks may not serve active pedestrian traffic due to ongoing reconstruction efforts.

Reducing the number of sidewalks designated for snow removal is another alternative, which would conserve resources but could compromise walkability in critical areas. This option may inadvertently reduce accessibility for residents and visitors, especially those relying on active transportation options such as walking or wheeling.

Strategic Relevance:

- Increase opportunities for active transportation and transportation alternatives.
- Take proactive steps to reduce the risk of people becoming vulnerable and respond when they are vulnerable.
- Foster a connected, inclusive, and accessible community.

Inclusion Considerations:

Ensuring walkability supports equity by providing accessible pedestrian routes for all residents and visitors, regardless of ability. This approach recognizes the challenges faced by wildfire-affected properties and focuses on a practical, inclusive solution.

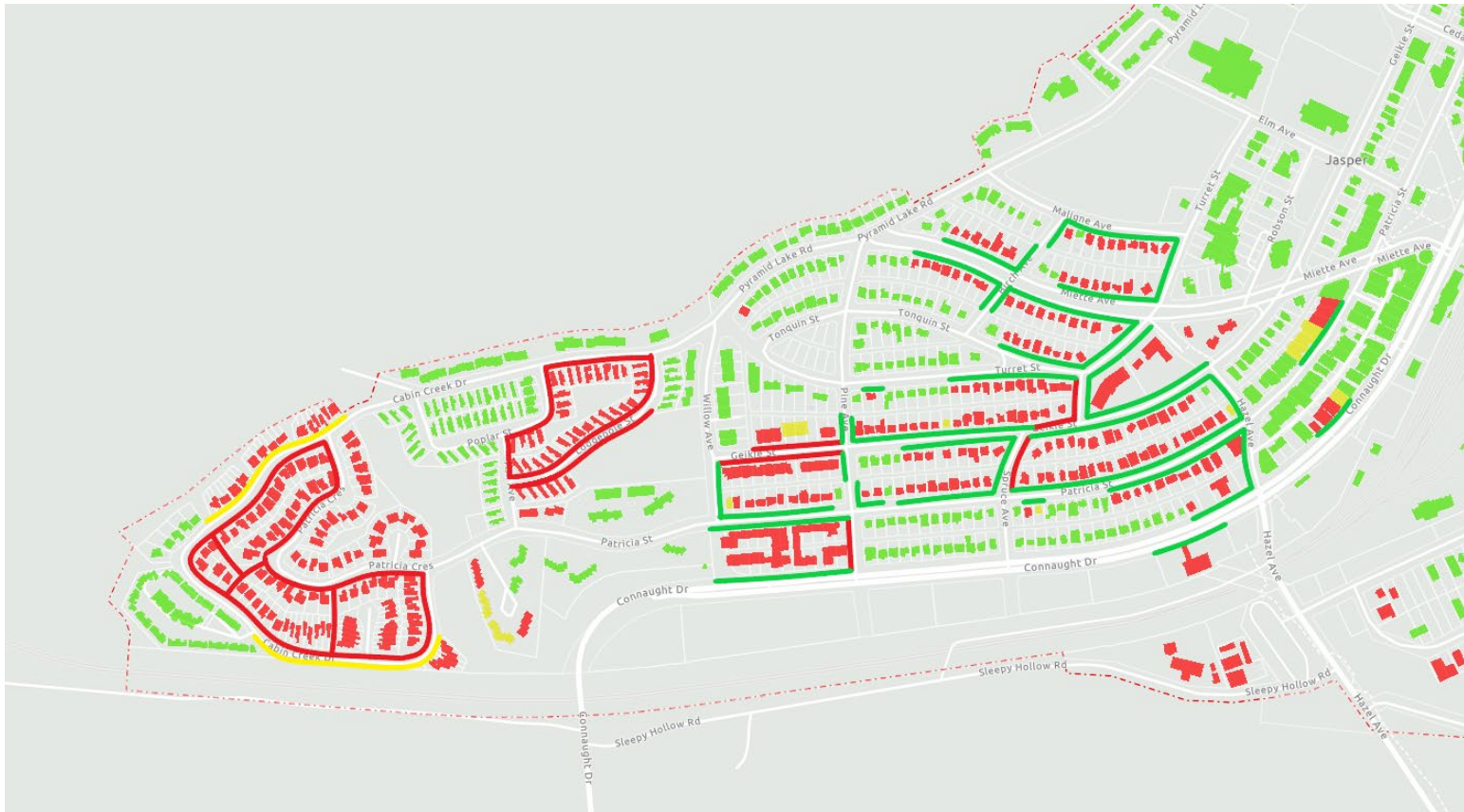
Relevant Legislation:

- [Traffic Safety Bylaw #244](#)
- [Service Standard Policy #F-009](#)
- [Service Standard Administrative Procedure #F-009](#)

Financial:

The recommended approach has been approved for Disaster Recovery Program (DRP) funding in the amount of \$215,000. This funding will cover the costs associated with snow and ice removal on selected routes to ensure community walkability and public safety. These costs include an additional sidewalk clearing equipment purchase, additional seasonal staffing and ice control materials.

Figure 1 Wildfire Damaged Properties







Pedestrian Accommodation Levels of Service – Wildfire Impacted Properties

	MOJ Cleared - Recovery
	Sidewalk Closed
	Parking Lane Closed for Pedestrian Use

Figure 2 Wildfire Impacted Sidewalk Clearing Levels of Service



Pedestrian Accommodation Levels of Service

	No Change - Owner
	MOJ Cleared Sidewalks - Recovery
	Sidewalk Closed
	Parking Lane Closed for Pedestrian Use

AGENDA ITEM 7.3

REQUEST FOR DECISION

Subject: Development of Recovery Strategic Priorities
From: Bill Given, Chief Administrative Officer
Reviewed by: Mike Fark, Director of Recovery
Date: January 14, 2025



Recommendation:

- That Committee recommend Council approve the addition of a new focus area, Wildfire Recovery, to the 2022-2026 Strategic Priorities; and
- That Committee direct Administration to develop draft Wildfire Recovery Strategic Priorities, leveraging existing guidance documents and previous public engagement processes, and return to a future Committee of the Whole meeting.

Alternatives:

- That Committee direct Administration to revise the process for developing the Wildfire Recovery Strategic Priorities and return with an alternative approach.
- That Committee receive the report for information and take no further action.

Background:

The Municipality of Jasper has been guided by its 2022-2026 Strategic Priorities, which include six focus areas: Community Health, Housing, Relationships, Environment, Organizational Excellence, and Advocacy. These priorities were reaffirmed by Council on October 22, 2024, following the devastating impacts of the July 2024 wildfire.

The wildfire destroyed approximately 30% of the town's structures, including over 800 housing units, and resulted in an estimated \$300 million loss in taxable assessment. Despite the destruction, critical infrastructure such as the Health Centre, Wastewater Treatment Plant, Firehall, and schools were preserved. General re-entry occurred on August 16, 2024, marking the beginning of the community's recovery process.

On Oct 22, 2024 at its annual Organizational meeting Council reaffirmed the 2022-2026 Strategic Priorities and acknowledged their relevance in the wildfire recovery context.

This RFD proposes that Council formally add Wildfire Recovery as a distinct focus area within the existing Strategic Priorities to guide efforts in addressing the community's short- and long-term recovery needs.

Discussion:

This process recommendation emphasizes the importance of formally integrating Wildfire Recovery as a new focus area into the 2022-2026 Strategic Priorities. By doing so, Council ensures that recovery efforts are structured, strategic, and aligned with existing priorities, while leveraging resources and engaging key local and intergovernmental recovery committees.

The addition of Wildfire Recovery as a focus area acknowledges the extensive impacts of the July 2024 wildfire

on the community. Addressing housing, economic revitalization, infrastructure, and environmental resilience in a coordinated manner ensures that Council's recovery efforts are prioritized within its broader strategic framework.

Administration can draw upon several existing locally developed guidance documents, including:

- **Jasper Community Housing Corporation Governance Review:** Offers insights on housing shortages and governance models to address immediate and long-term housing needs.
- **Jasper Climate Risk Assessment Report 2024:** Provides a framework for integrating climate resilience into rebuilding efforts.
- **Jasper Labour Market Study:** Highlights labour shortages and workforce challenges exacerbated by the wildfire, supporting strategies to rebuild economic capacity.
- **Jasper Destination Stewardship Plan:** Guides efforts to balance environmental stewardship with economic recovery and tourism development.
- **Community Childcare Strategy 2023-2027:** Emphasizes the importance of childcare in supporting families during recovery.
- **Transportation Strategy & Action Plan:** Identifies opportunities to improve transportation infrastructure for both residents and visitors.

Council could also choose to draw upon recently developed documents from other orders of government such as:

- **Jasper National Park of Canada Management Plan, 2022:** Aligns recovery efforts with Parks Canada's objectives for sustainable visitor and environmental management.
- **Government of Alberta "Higher Ground: Tourism Sector Strategy":** Supports the integration of competitive tourism development and Indigenous tourism as part of recovery initiatives.

These resources, which have already undergone robust public engagement and Council review, provide a solid foundation for rapidly developing the Wildfire Recovery Strategic Priorities.

The development of Wildfire Recovery Strategic Priorities will complement the efforts of the Recovery Advisory Committee (JRCC-RAC), established to support the Jasper Recovery Coordination Centre (JRCC). This local advisory body provides a venue for engaging stakeholders and gathering community insights. Once the draft strategic priorities are developed, Council may wish to seek input from the JRCC-RAC to ensure alignment with the community's immediate and long-term recovery needs.

At the intergovernmental level, the Jasper, Alberta, Canada for Intergovernmental Recovery Committee (JAC-IRC), which includes municipal, provincial, and federal representatives, is guiding the development of a broader Jasper Recovery Plan. By formalizing Wildfire Recovery as a focus area within the 2022-2026 Strategic Priorities, Council can help inform and influence the direction of the Jasper Recovery Plan, ensuring that it reflects local priorities while aligning with regional and national recovery efforts.

By leveraging existing resources and collaborating with recovery committees, the Municipality can maximize efficiency in drafting the Wildfire Recovery Strategic Priorities. This approach avoids duplicating efforts and ensures that recovery initiatives are aligned with the community's broader goals.

The integration of Wildfire Recovery into the 2022-2026 Strategic Priorities will not only provide clear direction for the Municipality's efforts but also serve as a critical framework for engaging with partners and stakeholders at all levels of government.

Strategic Relevance:

- Take proactive steps to reduce the risk of people becoming vulnerable and respond when they are vulnerable.
- Recognize the fundamental importance of our tourism economy.
- Increase awareness and understanding of our unique conditions with other orders of government and funders.
- Take active and strategic steps to advance Jasper's interests...

Inclusion Considerations:

The proposed Wildfire Recovery focus area promotes equity and inclusivity by addressing housing shortages, supporting childcare services, and prioritizing labour force recovery, ensuring all segments of the community benefit from recovery efforts.

Relevant Legislation:

- [Alberta Municipal Government Act](#)
- [Canada National Parks Act](#)

Financial:

The development of draft priorities for Council's consideration would be undertaken "in-house" using existing administrative resources, and accommodated within the approved 2025 operational budget.

Attachments:

- None

AGENDA ITEM 7.4

REQUEST FOR DECISION

Subject: Property Tax Penalty Receivable Write-Off Request
From: Bill Given, Chief Administrative Officer
Prepared by: Natasha Malenchak, Director of Finance and Administration
Date: January 14, 2025



Recommendation:

- That Committee recommend Council approve the write off of Property Tax receivable Penalty for Roll 006841 (Café within Parks Canada Admin Building) for penalties incurred in 2022, 2023 and 2024 in the amount of \$2,866.40.

Alternatives:

- That Committee recommend Council directs administration to keep the amount set as a Property Tax receivable in the amount of \$2,866.40.

Background:

The Café in the Parks Canada Admin Building was unable to pay their property taxes in 2022 and 2023. Penalties were incurred at 3% for July, Aug, Sept, Oct, Nov & Dec. Then 18% in January. The Café did not renew their lease for the space. They relinquished their lease in early 2023 and unfortunately, we were not informed. The Municipality only found out after doing some research in early 2024.

Parks Canada has paid for the Tax Levy for both 2022 and 2023, and a small percentage of the penalties. The penalties paid is based on a Late Payment Supplement-LPS (federal rate). The penalty amount was originally \$3,493.08, of which, Parks Canada paid \$626.68.

Property Tax Levy, Penalty and Payment Data

		<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>3 Year Total</u>
	Tax Levy	\$3,310.57	\$3,476.72		
3%	July Penalty	\$99.32	\$104.30		\$203.62
	Aug Penalty	\$99.32	\$104.30		\$203.62
	Sep Penalty	\$99.32	\$104.30		\$203.62
	Oct Penalty	\$99.32	\$104.30		\$203.62
	Nov Penalty	\$99.32	\$104.30		\$203.62
	Dec Penalty	\$99.32	\$104.30		\$203.62
18%	Jan Penalty		\$703.17	\$1,568.19	\$2,271.36
	Penalty Total	\$595.92	\$1,328.97	\$1,568.19	\$3,493.08
		\$3,906.49	\$4,805.69	\$1,568.19	\$10,280.37

Tax Levy Paid	\$3,310.57	\$3,476.72		\$6,787.29
Portion of Penalty Paid	\$433.86	\$192.82		\$626.68
Total Paid	\$3,744.43	\$3,669.54	0	\$7,413.97

Difference	\$162.06	\$1,136.15	\$1,568.19	\$2,866.40
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Total Unpaid Penalties

\$2,866.40

Discussion:

Administration has deemed this property tax penalty receivable as “uncollectible” because municipalities are created under provincial legislation and have no mechanism to collect unpaid amounts from the government of Canada. For the purposes of the annual audit administration must recommend that council authorize the write off of these uncollectible amounts.

Inclusion Considerations:

The Municipal Inclusion Assessment Tool is not applicable to this recommendation.

Relevant Legislation:

Municipal Government Act, RSA 2000, Chapter M-23

Grants in place of taxes

Section 366

(1) Each year a municipality may apply to the Crown for a grant if there is property in the municipality that the Crown has an interest in.

(2) The Crown may pay to the municipality a grant not exceeding the amount that would be recoverable by the municipality if the property that the Crown has an interest in were not exempt from taxation under this Division.

Grants in place of taxes

Section 380

(1) Each year a municipality may apply to the Crown for a grant if there is a business in the municipality operated by the Crown.

(2) The Crown may pay to the municipality a grant not exceeding the amount that would be recoverable by the municipality if the business operated by the Crown were not exempt from taxation under this Division.

Cancellation, reduction, refund or deferral of taxes

Section 347

(1) If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:

(a) cancel or reduce tax arrears;

- (b) cancel or refund all or part of a tax;*
- (c) defer the collection of a tax.*

Federal Payment in Lieu of Taxes Act - RSC 1985, Chapter M-13

Authority to make payments.

- **3 (1)** *The Minister may, on receipt of an application in a form provided or approved by the Minister, make a payment out of the Consolidated Revenue Fund to a taxing authority applying for it*
 - **(a)** *in lieu of a real property tax for a taxation year, and*
 - **(b)** *in lieu of a frontage or area tax*

in respect of federal property situated within the area in which the taxing authority has the power to levy and collect the real property tax or the frontage or area tax.

- **Delayed payments**

(1.1) If the Minister is of the opinion that a payment under subsection (1) or part of one has been unreasonably delayed, the Minister may supplement the payment.

- **Maximum payable**

(1.2) The supplement shall not exceed the product obtained by multiplying the amount not paid by the rate of interest prescribed for the purpose of section 155.1 of the [Financial Administration Act](#), calculated over the period that, in the opinion of the Minister, the payment has been delayed.

Strategic Relevance:

- Increase awareness and understanding of our unique conditions with other orders of government and funders.

Financial:

The write off expense of \$2,866.40 in 2024 fiscal year will reduce the tax levy penalties receivable and the 2024 year-end surplus or increase year end deficit.

AGENDA ITEM 7.5

REQUEST FOR DECISION

Subject: Property Tax Receivable Write-Off Request - Provincial Building
From: Bill Given, Chief Administrative Officer
Prepared by: Natasha Malenchak, Director of Finance and Administration
Date: January 14, 2025



Recommendation:

- That Committee recommend Council approve the write off of Property Tax receivable for Roll 500000 (Provincial Building) for half of the amount levied in the amount of \$35,136.62.

Alternatives:

- That Committee recommend Council directs administration to keep the amount set as a Property Tax receivable in the amount of \$35,136.62.

Background:

Since 2019, Roll 500000 has collectively been levied \$338,350.56. A letter from January 24, 2020, explained that the province would only be approving a payment of 50% of the levied taxation going forward. Administration has deemed this property tax receivable as uncollectable due to notice from the Provincial Government and council has given administration direction to write off the outstanding amounts in the past years. Should council direct Administration to write off the 2024 amount, the amount written off in 6 years will be \$157,320.58

Discussion:

The provincial Grants In Place of Taxes program (GIPOT) is meant to cover the costs of the services municipalities provide to Crown properties, which are exempt from tax. The federal government maintains a similar program called Payment in Lieu of Taxes (PILT). As stated by the federal government the general principle of both programs is the same:

"Most federal [and provincial] properties benefit from the services provided by Canadian municipalities. The Government of Canada firmly supports the principle that, as a property owner, even though it is exempt from taxation, it should share in the cost of local government equitably with other property owners in the community."

Unfortunately, beginning in 2019 the province of Alberta has unilaterally decided to pay less than the full amount of property taxes levied by local municipalities. The recently announced provincial budget shows that the Government of Alberta continues to only cover half the amount of property taxes that would normally be owed for provincial properties that are exempt from taxation. With the province paying less the costs of providing essential services such as policing, fire, water and waste management, and transportation for provincial properties is essentially shifted to all other property owners in the municipality.

Administration has deemed this property tax receivable as "uncollectible" because municipalities are created under provincial legislation and have no mechanism to collect unpaid amounts from the government of Alberta. For the purposes of the annual audit administration must recommend that council authorize the write off of

these uncollectible amounts.

Inclusion Considerations:

- The Municipal Inclusion Assessment Tool is not applicable to this recommendation.

Relevant Legislation:

Municipal Government Act, RSA 2000, Chapter M-23

Grants in place of taxes

Section 366

(1) Each year a municipality may apply to the Crown for a grant if there is property in the municipality that the Crown has an interest in.

(2) The Crown may pay to the municipality a grant not exceeding the amount that would be recoverable by the municipality if the property that the Crown has an interest in were not exempt from taxation under this Division.

Grants in place of taxes

Section 380

(1) Each year a municipality may apply to the Crown for a grant if there is a business in the municipality operated by the Crown.

(2) The Crown may pay to the municipality a grant not exceeding the amount that would be recoverable by the municipality if the business operated by the Crown were not exempt from taxation under this Division.

Cancellation, reduction, refund or deferral of taxes

Section 347

(1) If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:

- (a) cancel or reduce tax arrears;*
- (b) cancel or refund all or part of a tax;*
- (c) defer the collection of a tax.*

Strategic Relevance:

Advocacy

- Increase awareness and understanding of our unique conditions with other orders of government and funders.

Financial:

The write off expense of \$35,136.62 in 2024 fiscal year will reduce the taxes receivable and the 2024 year-end surplus or increase year end deficit.

Attachments:

- 2024 Tax Notice; Roll 500000.

2024 Tax Notice



P.O. Box 520
 Jasper, AB
 T0E 1E0
 Ph: (780) 852-6511/6505

Roll # **Year** **Date**
 500000 2024 Jun 14, 2024

Copy sent to:

**** REPRINT**



Municipal Address: 627,29 &31-Patricia St.
 Lot/ Block/ Plan: 9 to 13 /9 /1285TR

Your property is assessed as indicated below for the taxation year 2024 .

Land Use Descriptions			Total Assessment		
709	Prov Urban Municipal				\$5,515,520
814	Urban Non Profit Exempt				\$1,206,520
820	Urban Municipal Exempt				\$1,895,960
					\$0
TOTAL ASSESSMENT					\$8,618,000
EDUCATION/EVERGREEN TAXES			MUNICIPAL TAXES		
EDUCATION SERVICES	MILL RATE	TAXES	MUNICIPAL SERVICES	MILL RATE	TAXES
			Exempt	0.000000	
			Commercial-Municipal-Urban	0.012741	\$70,273.24
			TOTAL MUNICIPAL TAXES (B)		\$70,273.24
TOTAL EDUCATION TAXES (A)			LOCAL IMPROVEMENT		\$0.00
			LOCAL IMPROVEMENT TAXES (C)		\$0.00

You have been assessed under the provisions of the Municipal Government Act. Taxes are due and payable to the Municipality of Jasper. 6.61% of your Municipal taxes go to Parks Canada for Land Rent, Use & Planning and, 3.36% to Provincial Rural Police Funding. Unpaid taxes may be recovered as provided in the Municipal Government Act. If you require a tax receipt please contact our office.
Current Taxes: A 3% penalty will be applied monthly starting July 16th.

CURRENT TAXES (A + B + C)
\$70,273.24

Add/Credit Arrears/Credit
\$0.00

AMOUNT DUE July 15, 2024
\$70,273.24

Payable AFTER July 15, 2024
\$72,381.43

REMITTANCE PORTION

Roll#	N/A Code	Year	Date
500000	ALBE0003	2024	Jun 14, 2024
DUE DATE		AMOUNT DUE	ENTER AMOUNT OF PAYMENT
July 15, 2024		\$70,273.24	\$

Is your Name / Address Correct? Yes No
 If not, put the correct name and address on the reverse side of this remittance form and return with your payment.

Municipality of Jasper

Payment Batch No: PB00060

Voucher No: BC058

Total Payment: \$35,136.62

Paid Date: December 7, 2024

						Eligible Amounts						
Roll Number	ATS	Plan/Block/Lot	LINC	Tax Year	Requested Amount (Tax Notice)	Grant Property	BIA	Special Levy	LIMP	Total	Grant Funding Level	Paid Amount
500000		4061EO/9/9-13	0018540444	2024	\$70,273.24	\$70,273.24	\$0.00	\$0.00	\$0.00	\$70,273.24	50.00%	\$35,136.62
Total Paid Amount:											\$35,136.62	

AGENDA ITEM 7.6

REQUEST FOR DECISION

Subject: 2024 Property Tax Penalty Posting
From: Bill Given, Chief Administrative Officer
Prepared by: Natasha Malenchak, Director of Finance & Administration
Date: January 14, 2025



Recommendation:

- That Committee recommend Council direct Administration to adjust the property tax penalty to 15% (from 18%) for one year only.
- That Committee recommend Council direct Administration to adjust the property tax penalty posting date to March 1st (from January 1st) for one year only.

Alternatives:

- That Committee recommend Council direct Administration to keep the property tax penalty posting date and percentage the same for 2024-year end.

Background:

[Bylaw #040 – \(Jasper Municipal Tax Penalties Bylaw\)](#) states that on Jan 1st should unpaid taxes be deemed in arrears that they will have a penalty of 18% applied to the amount outstanding.

Discussion:

Administration has noticed that due to the wildfire event of 2024 there are more property owners who are challenged with paying their property taxes this year. Given the unique situation Administration believes that it is a good to time to incentivize people to enroll for PAP (preauthorized payment plan).

Given a challenging year for most Administration would suggest providing a small relief to those in arrears should they apply for PAP. Administration recommends that for 2024 only, a penalty of 15% be applied to those who do not enrol by Feb 15, 2025, for the PAP plan and those who enroll would not receive a penalty should their arrears be paid by the end of 2025 including their 2025 tax levy.

PAP is a great solution for those who struggle with paying the full amount of taxation at once. It also ensures that the client will not receive penalties should their payments be received via this monthly instalment plan.

Inclusion Considerations:

The proposed approach acknowledges and addresses financial challenges that may disproportionately affect certain individuals or groups, fostering equity in tax policy enforcement.

Relevant Legislation:

Bylaw #040 – Jasper Municipal Tax Penalties Bylaw

3.2 Where on December 31st of the current tax year any Taxes remain unpaid pursuant to Section 3.1, such unpaid Taxes shall be deemed to be in arrears and shall be in each calendar year subject to a penalty thereon payable in the amount of eighteen percent (18%) levied on the 1st day of January of

each year of arrears and in respect of the amount of Taxes so in arrears.

Municipal Government Act, RSA 2000, Chapter M-23
Cancellation, reduction, refund or deferral of taxes
Section 347

(1) If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:

- (a) cancel or reduce tax arrears;
- (b) cancel or refund all or part of a tax;
- (c) defer the collection of a tax.

Strategic Relevance:

- Take proactive steps to reduce the risk of people becoming vulnerable and respond when they are vulnerable.

Financial:

The penalty amount collected may be reduced anywhere between \$25,819.74 to \$154,918.44 depending on how many property owners take up the opportunity.

MOTION ACTION LIST

SHORT TITLE	REQUESTED (DATE)	RESPONSIBLE (WHO)	COUNCIL MOTION (DESCRIPTION)	TARGET (DATE)	STATUS
Jasper Skatepark Committee	March 19, 2024	CAO and Director of Finance & Administration	That Council authorize, in principle, interim financing to the Jasper Skatepark Committee, not to exceed \$150,000, with loan details to be presented to Council following completion of the Skatepark construction.	May 2025	
Moving Traffic Enforcement	July 9, 2024	Director of Protective & Legislative Services	That Committee direct Administration to return to a future Committee of the Whole meeting with additional information on moving traffic enforcement, including the proposed scope of work and an outline of anticipated equipment requirements.	February 2025	
Climate Change Adaptation Plan	August 27, 2024	CAO	That Council direct Administration to proceed with developing a five-year Climate Change Adaptation Action Plan with internal resources and present the plan at a future Committee of the Whole Meeting in spring 2025.	April 2025	
Parcel CH Access Road & Spruce Avenue Development Tender Award	September 17, 2024	CAO	That Council direct Administration to initiate a Local Improvement Bylaw process to recover the servicing costs the Parcel CH Access Road from benefitting adjacent parcels.	January 2025	Recommend defer to March
B-109 Fiscal Controls and Financial Reporting Policy	October 1, 2024	CAO and Director of Finance & Administration	That Council direct Administration bring forward updates to Policy B-109 to provide differential spending authority for the Director of Recovery.	January 2025	Recommended for removal
Traffic Bylaw Safety Considerations	October 22, 2024	CAO and Director of Protective & Legislative Services	That Council direct Administration to return to an upcoming meeting with alternate service level approaches to address snow and ice	January 2025	Recommended for removal

			removal on sidewalks in front of properties affected by the wildfire.		
Jasper Seniors Society	October 22, 2024	CAO & Director of Community Development	That Council direct Administration to enter into 4-year lease agreement with the Jasper Seniors Society for the use of the current space. That Council direct Administration to work with the Jasper Seniors Society and other interested parties to develop a plan for seniors' centre that will meet future demand.	February 2025	
Council Remuneration Review	October 22, 2024	CAO and Director of Protective & Legislative Services	That Council direct Administration to maintain the current remuneration model, incorporate the indicator of mountain towns, and return to a future Committee meeting.	December 2024	Recommend defer to February
Transit Bus RFP	November 19, 2024	CAO	That Council direct Administration to reissue an RFP in spring of 2025 for the procurement of electric buses and/or any other viable zero emission options.	April 2025	
2025 Budget	December 3, 2024	CAO and Director of Finance & Administration	That Council direct Administration to return to committee of the whole with an amended 2025 to 2027 operational budget reflecting a removal of the Project Coordinator and Maintenance Worker 2 positions; and Reconfiguring the credits to the financial stabilization reserve to reflect a total tax increase of not more than 4.9%.	December 2024	Recommended for removal
Wildfire Recovery Community & Economic Development Policy	December 10, 2024	CAO & Director of Community Development	That Committee direct Administration to return to a future Committee of the Whole meeting with revisions to the draft Wildfire Community & Economic Recovery Fund Policy as discussed today.	January 2025	Recommended for removal